

# TURAS -PROGRAMME DIRECTOR GUIDE

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TURAS – Programme Director Guide

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# **1** Introduction

Turas is the Training Management system for the Scotland Deanery. Turas is an online system designed for maintaining information on NHS Scotland Medical and Dental Trainees, Trainers, Programmes, Educational Providers and Study Leave.

#### Definition: "Turas from the Scottish Gaelic for Journey or Visit"

This guide is specific to the programme director functions with-in Turas and the management of programmes, trainees and study leave.

Field labels and drop-down lists used throughout Turas, where available, is terminology as defined by the regulator for medical trainees and trainers the General Medical Council (GMC) and for dental trainees and trainers the General Dental Council (GDC) with information on specialties, location provided by the Information Statistics Division (ISD).

### 1.1 Purpose of the User Guide

External access developed for Programme Directors to will allow them to view their programme, trainees in that programme and trainer supervising trainees in the programme, study leave transactions and to authorise study leave.

### **1.2 Accessing Turas**

Programme Directors (PD) will Log into Turas via a link sent to them via email, this should be saved in your Favourites.



From the 'Log In' page, PDs can retrieve their password by clicking on the 'Forgotten your Password?' link. PDs will need to enter their email address and the user will be sent an email containing the link to reset your password.

Also from the 'Log In' page user can also receive technical support and help by clicking the "Contact the helpdesk". **Note:** this is for technical queries and support only.

	😤 Turas 🛛 Trainées 🔹 Smarth by comes name or regultation number		👗 Benginhs.com
a 6 4		Contact the Helpdesk subject brey second your quantum Desits Fill to the details here. Planer try to be as uperific as possible.	
8	What is Turas?     What is the Training Management system for the Scaland Deanery which holds in Traines; Traines and Programme:     Personant and and the constraints of the scalar system of th	Name" Your enail address" Name of Roquest"	way to making sure that the system is working and delivering what you need. Please provid- giver. There is also a link to the feedback form in the footer for very page.
e 13			

The Helpdesk is for the user to raise any technical faults. After clicking on the Helpdesk icon, the user can enter

- Subject
- Details
- Name
- Email address
- Nature of Request Select from a drop down list
  - o -
  - o I cannot log into Turas
  - I have identified a functional defect in Turas
  - o I have identified a data defect in Turas

Users can give feedback on the system and the form can be accessed at the bottom of any of the pages in Turas. Feedback could include future requirement and features as well as additional reporting requirements. This form should also be used if you notice any data that is incorrect.

## **1.3 Home Page**

The home page, expanded view allows the user to view the icon and names on the left handside of the page, the user as required can collapse this (see below).



Click to collapse or expand the sidebar



Programme Directors can click and search on the following.



#### 1.4 Change Password

Users have the option to change password by clicking on their email in the top right hand corner of the screen and selecting change password. Passwords must be six characters or more, have at least one non-letter or digit characters, at least one digit, at least one lowercase (a-z) and at least leave one uppercase (A-Z).



## 1.5 Links to Other Systems

There is a nightly download from Turas to SOAR (Scottish Online Appraisal Resource), for information on Trainees and Trainers. SOAR is applicable to medical trainees and trainers only.

#### **1.6 Search Function**

As a Programme Director, you have access to the programme or programmes you manage and the trainees linked to them. You can search on any of the icons (Programme, Trainee, Trainer, Study Leave). Select the icon you wish to search on, and you can start the search by typing in the search box below and pressing return.

	Turas Pro rammes	← Search	n by programme na	ime or code						🛔 Stephen@r	nhs.com
#	Programmes								Analyse	Generate Rej	port.
6	Showing 1 - 3 of 3 records						Fil	Iter Results 🔻	Re	sults per page: (	15 🔻
8	Region 👻	Specialty tr	aining board		Royal Co	lege		All	× • Res	et All	ŝo
8	Name	*	Class 🗢	Code	÷	Туре	Duration (Months)	Region 🜩	Start Date	End Date	
Ê	Acute Care Common Stem - Emerg Medicine South East Of Scotland	gency	Medical	SES382		Core	36	South East	01/08/2007		
0	Emergency Medicine (Run Through East	<mark>h)</mark> - South	Medical	SES2556		Specialty	72	South East	06/08/2014		
	Emergency Medicine - South East		Medical	SES374		Specialty	36	South East	01/08/2007		
	Showing 1 - 3 of 3 records								Re	esults per page: [	15 🔻
	<b>Feedback</b> : If you find that th	nere is someth	ing missing or no	t working please sen	id your feedba	k by clicking h	ere.				
©											
1.3											

Throughout the system, users can search in any of the areas by selecting the icon or by clicking the down arrow on the search box (see below) and selecting from the list.

•≡ ≝ Turas	Programmes	ie name or code			۹				🛔 Stephen@nl	
🏶 Turas Home	Programmes Trainees						Ana	alyse	Generate Rep	ort
Programmes	Trainers					Filter Resu	lts <b>T</b>	Resu	ts per page:	15 🔻
🞓 Trainees	Region   Specialty	raining board	•	Royal C	ollege	- All		× • Res	et All	50
🍰 Trainers										_
-	Name	Class 🗢	Code	÷	Туре	Duration (Months)	Region 🖨	Start Date	End Date	
H Study Leave	Acute Care Common Stem - Emergency Medicine South East Of Scotland	Medical	SES382		Core	36	South East	01/08/2007		
Helpdesk	Emergency Medicine (Run Through) - South East	Medical	SES2556		Specialty	72	South East	06/08/2014		
	Emergency Medicine - South East	Medical	SES374		Specialty	36	South East	01/08/2007		
	Showing 1 - 3 of 3 records							Resu	lts per page:	15 🔻
© 2015 NHS Education for Scotland TEST 1.3 dev1.3.3.19	Feedback: If you find that there is son	nething missing	or not working please	e send you	feedback by	clicking here.				

## 1.7 Additional Functionality

The names of the user who created or modified any of the items on a page are displayed at the bottom of the page in the format 'Created by', 'Modified by'.

Created by Migration User on 10 November 2014. | Last modified by Christine Rea on 15 February 2015.
Feedback: If you find that there is something missing or not working please send your feedback by clicking here.
m/forms/d/\_/viewform

- The pages are paginated so the user can move between pages to view all
- The User can cut and paste any of the lists to excel
- From the trainee page, the user can email the trainee by clicking on the trainees email
- All Education Providers are linked to Parent Education Providers in the back end of the system and are populated on reports

## 1.8 Calendar

The Calendar has functions to make the date & year selection easy for the user:

<		love	mber	201	4	>
Su	Мо	Tu	We		Fr	Sa
26	27	28	29	30	31	
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6
		1	Toda	y		

The Calendar has a Date and Year feature. Double arrow buttons to allow the user to flick forward by years rather than months.

#### **1.9** Time out

If your account is inactive for 15 minutes, you will be timed out. The user will be given a warning with the option to proceed.

•≡ 🚆 Turas	Programmes + Search by programme na	me or code					
🚸 Turas Home	Programmes						
🖺 Programmes	Showing 1 - 3 of 3 records				its <b>T</b>		5 .
😂 Trainees	Region • Specialty train	L ( )		* AI		* 🛪 Reset A	
🍰 Trainers							_
	Name Cl	Account Timeout					
🛍 Study Leave		You have been inactive for 15 minutes. If you are inactive for another 4:55 seconds your					
Helpdesk		account will be logged out. Would you like to continue ?	alty				
나는 네 같아?		Continue	ilty				
	Showing 1 - 3 of 3 records						5 7
© 2015 NHS Education for Scotland	Feedback: If you find that there is something						
1.3 dev1.3.3.19							

# 2 Training Programme

All Medical Training Programmes listed in Turas are approved by the GMC. The list of programmes and approved training locations for each specialty programme can be viewed on GMC Connect.

GMC Connect is the system from managing the secure transfer of data both into and out of the GMC and can only accessed with a login name and password.

The GMC define a programme as:

"A programme is a formal alignment or rotation of posts which together comprise a programme of training in a given specialty or subspecialty. A programme may either deliver the totality of the curriculum through linked stages in an entirety to CCT, or the programme may deliver different component elements of the approved curriculum (e.g. where an approved curriculum distinguishes an early 'core' element such as core medical training and then a later specialtyspecific element to complete the training to CCT, there will be two programmes approved)".

GMC website assessed 17/11/2014 (<u>http://www.gmc-uk.org/education/programme\_approval.asp</u>)

For Dental Programmes, NES is involved in education and training for dentists throughout their career from Undergraduate to CPD. NES co-ordinates vocational and foundation training and for specialty training co-ordinates the number of training places available in Scotland.

### 2.1 Filtering and Sorting Results (Programme)

The programme results can be filtered, the user can select by Region, Specialty Training Board, Royal College or Class or a combination of these. As well as being able to filter on results, users will be able to sort (ascending or descending) by Name (Programme), Class, Code, Type, Region.

.≡•	Turas Programmes - Search	by programme na	me or code			Q			🛔 Stephen@nl	
*	Programmes							Analyse	Generate Rep	ort
6	Showing 1 - 3 of 3 records					Filt	er Results 🔻	Re	ults per page: 1	15 🔻
Þ	Region • Specialty tr	aining board	▼ Re	oyal Col	lege	•	All	× • Res	et All G	o l
*	Name	Class 🖨	Code	\$	Туре	Duration (Months)	Region 🖨	Start Date	End Date	
Ħ	Acute Care Common Stem - Emergency Medicine South East Of Scotland	Medical	SES382		Core	36	South East	01/08/2007		•
0	Emergency Medicine (Run Through) - South East	Medical	SES2556		Specialty	72	South East	06/08/2014		
	Emergency Medicine - South East	Medical	SES374		Specialty	36	South East	01/08/2007		
	Showing 1 - 3 of 3 records							Re	sults per page: 1	15 🔻
	<b>Feedback</b> : If you find that there is someth	ing missing or not	t working please send your	feedbac	k by clicking h	ere.				
©										
1.3	s tet truce diaital nos sont alto uk									

#### 2.2 **Programme View**

Once you have selected your programme the following is displayed. You can choose to view Trainees as at today's date or at a point in the past or the future by entering, an 'As at' date by either using the calendar to select the date or by entering a date in the following format dd/mm/yyyy and selecting Go.

•	😤 Turas 🛛 Programmes 👻 Search by programm	ne name or code		a l	۵.	
	Acute Care Common Stem - Emergency Medi	cine South East of Scotland	Code: SES382   So	outh East		Close
	Trainees         As at         08/06/2015	D			Per page: 10 V	ch
-	Name	▪ Email	٤	CCT Date	Trainee Grade	
	esonp hatjy yeltr (7077775)	trs@e.yjugoldck.com			СТЗ	
	tina test (7277334)	tina@nhs.com		04/08/2020	ST1	
	Trainee Special_leave (7074307)	trainee@nhs.com			СТЗ	
	Showing 1 to 3 of 3 records				Previous	1 Next
	Programme Details					
	01/08/2007 Start Date	End Date		36 months Duration	Medical <sub>Class</sub>	
	College of Emergency Medicine Royal College	c	Core Type	Anae	sthesia, Intensive Care and E Medicines Specialty Training Board	mergency

As PD you have the option to increase the number of trainees displayed, the default is 10 but this can be increased to 25, 50, 100, 200, 300, 400, 500.

😤 Turas 🛛 Programmes 👻 Search by pr	ogramme name or code		a l			🛓 Ste	
Acute Care Common Stem - Emergency	Medicine South East of Scotland	Code: SES382   Sc	outh East				Close
Trainees         As at         08/06/2015	Go			(	Per page: 10	Serch	
Name	<b>→</b> Email	¢	CCT Date	¢	Trainee Grade	÷	
esonp hatjy yeltr (7077775)	trs@e.yjugoldck.com				СТЗ		
tina test (7277334)	tina@nhs.com		04/08/2020		ST1		
Trainee Special_leave (7074307)	trainee@nhs.com				СТЗ		
Showing 1 to 3 of 3 records						Previous	1 Next
Programme Details							
01/08/2007 Start Date	End Date		36 months Duration		Ν	Viedical <sub>Class</sub>	
College of Emergency Medicine Royal College	C	Core Type		Anaesthe	esia, Intensive Ca Medicine Specialty Trainin	are an <mark>d</mark> Eme es g Board	rgency

PDs can also search on aspects of the trainee (Name, Email, CCT date Trainee Grade) to reduce the list displayed.

😤 Turas 🛛 Programmes 🕞 Search by prog	ramme name or code	٩		Stephen@nhs.
Acute Care Common Stem - Emergency M	ledicine South East of Scotland 🔾	ode: SES382   South East		Close
Trainees As at 08/06/2015	Go		Per page: 10 🔹 S	earch
Name		¢ CCT Date	Trainee Grade	•
esonp hatjy yeltr (7077775)	trs@e.yjugoldck.com		СТЗ	
tina test (7277334)	tina@nhs.com	04/08/202	0 ST1	
Trainee Special_leave (7074307)	trainee@nhs.com		СТЗ	
Showing 1 to 3 of 3 records			Previo	ous 1 Next
Programme Details				
01/08/2007 Start Date	End Date	36 month Duration	is Medica Class	I
College of Emergency Medicine Royal College	Ci	Dre ype	Anaesthesia, Intensive Care and Medicines Specialty Training Board	d Emergency

The programme details show a number of aspects, which include to the date the programme commenced with the GMC, duration of the programme, type of programme, which can be Foundation, Core or Speciality and the assigned Royal College and NES STB (Specialty Training Board).

As a you scroll through the programme the header which showing the GMC programme name, GMC code and region which manages the programme remains static.

Acute Care Common Stem - Emergency Medicine South East of S	Scotland Code: SES382   South East	Close
Specialties and Sub-Specialties		
Specialties		Sub-Specialties
Acute Internal Medicine Anaesthetics Emergency Medicine (Intensive Care Medicine	ne	
		anna an tha a
Education Providers	1	Per page: 10 V Search
Education Providers Educational Providers (EP)		Per page: 10 ▼ Search
Educational Providers Educational Providers (EP) F704H Victoria Hospital		Pare page:         10         Search           €         End Date         03/08/2021
Education Providers Educational Providers (EP) F704H Victoria Hospital F805H Queen Margaret Hospital	<ul> <li>✓ Start Date</li> <li>01/08/2007</li> <li>01/08/2007</li> </ul>	Per page:         10         Search           Image:         End Date         03/08/2021           03/08/2021         03/08/2021
Educational Providers Educational Providers (EP) F704H Victoria Hospital F805H Queen Margaret Hospital S116H Western General Hospital	<ul> <li>✓ Start Date</li> <li>01/08/2007</li> <li>01/08/2007</li> <li>01/08/2007</li> <li>01/08/2007</li> </ul>	Per page:         10         Search           •         End Date         03/08/2021           •         03/08/2021         03/08/2021
Educational Providers Educational Providers (EP) F704H Victoria Hospital F805H Queen Margaret Hospital S116H Western General Hospital S225H Royal Hospital for Sick Children (Edinburgh)	<ul> <li>Start Date</li> <li>01/08/2007</li> <li>01/08/2007</li> <li>01/08/2007</li> <li>01/08/2007</li> <li>01/08/2007</li> </ul>	Per page:         10         Search           •         End Date         03/08/2021           03/08/2021         03/08/2021           03/08/2021         03/08/2021
Education Providers Educational Providers (EP) F704H Victoria Hospital F805H Queen Margaret Hospital S116H Western General Hospital S225H Royal Hospital for Sick Children (Edinburgh) S308H St John's Hospital	<ul> <li>Start Date</li> <li>01/08/2007</li> <li>01/08/2007</li> <li>01/08/2007</li> <li>01/08/2007</li> <li>01/08/2007</li> <li>01/08/2007</li> <li>01/08/2007</li> </ul>	Per page:         10         Search

Above shows the programme specialties and training locations as approved by the General Medical Council.

**Note:** the listed specialties and locations can be used as approved training posts for trainees. If additional locations are required as these will need to be approved through the GMC and the appropriate forms completed. <u>http://www.gmc-uk.org/education/27031.asp</u>

For Dental programme, the locality of training posts and their specialties are managed by NES and the Scottish Government.

- 1	😤 Turas Programmes 👻 Search by progra	amme name or code	Q		🛔 Stephen@nhs.com
ł	Acute Care Common Stem - Emergency Me	edicine South East of Scotland	Code: SES382   South East		Close
ì	Showing 1 to 6 of 6 records				Previous 1 Next
	Programme Directors			Per page:	10 V Search
	Name	✓ Start Date	*	End Date	•
	Stephen Hill	01/08/2010			
	Showing 1 to 1 of 1 records				Previous 1 Next
	Study Leave Transactions Financial Year	2015-2016 • Go Commi Actual I	tted balance : - <mark>315.51</mark> balance : - <mark>643.92</mark>	Per page:	10 V Search
	Study Leave Transactions Financial Year Reason	2015-2016 Commi Actual I Start Date	tted balance : -315.51 balance : -643.92	Per page:	10 • Search
	Study Leave Transactions       Financial Year         Reason       Approved Study Leave Funding (SL4)	2015-2016 Commi Actual I Start Date 01/07/2015	ted balance : -315.51 balance : -643.92	Per page:     Committed     -315.51	10 • Search • Actual • -643.92
	Study Leave Transactions     Financial Year       Reason       Approved Study Leave Funding (SL4)       Showing 1 to 1 of 1 records	2015-2016 • Go Commi Actual I • Start Date 01/07/2015	ted balance : -315.51       valance : -643.92       e     End Date       31/03/2016	Per page:     Committed     -315.51	10 • Search • Actual • -643.92 Previous 1 Next

Above the programme director start and end date and the list of study leave transactions per financial year.

≡•	Turas Programmes 🔻	Search by programme name or	code		Q				Stephen@nhs.com
*	Acute Care Common Stem - El	mergency Me <mark>dicine</mark> Sou	ith East of Scotla	ind Code: SES	382   South East				Close
B)	Establishments						Per page:	10 🔻	Search
1	Funding Source 🗸 🗸	Start Date 🔶	Start Reason	٥	End Date	•	End Reason	٠	WTE \$
	NES Fife	06/08/2014	Annual Update		04/08/2015		Annual Update		1.00
- -	NES Fife	06/08/2014	Restriction		04/08/2015		Restriction		1.00
0	NES Lothian	06/08/2014	Annual Update		04/08/2015		Annual Update		3.00
	<b>NES</b> Lothian	06/08/2014	Restriction		04/08/2015		Restriction		2.00
	Showing 1 to 4 of 4 records							1	Previous 1 Next
	Vacant Posts						Per page:	10 •	Search
	Education Provider +	Start Date 💠 E	nd Date 🗢 🖨	Specialties	÷	Sub-S	pecialties 🔶	Assigne	d e
	F704H Victoria Hospital	04/02/2015 0	04/08/2015	Emergency Me	dicine			No trair	ee assigned
	Showing 1 to 1 of 1 records							1	Previous 1 Next
	Created by Migration User on 10 N	lovember 2014.   Last modified	by Joanna Cuthbert or	10 November 2	014.				
	Feedback: If you find that there is	something missing or not work	ing please send your fe	eedback by clickin	g here.				
1.3									

Above shows the Establishment (funding) for the programme, this is update on an annual basis, April of each year.

**Note:** there may be adjustments made to the establishment at the start of the training year, dependent upon annual recruitment numbers.

## 3 Trainee Management

Trainee Management, is the management of trainees through their training programme(s), supporting the administration of the processes as defined by the GMC, College/Faculties and the Purple Guide (Foundation) and the Gold Guide (Specialty) and the Dental Gold Guide.

#### 3.1 Trainee Search

User can search for Trainees who are attached to the programme or programmes you manage by trainee name or registration number.

Trainees										
Showing 1 - 15 of 64 records						Filter Results 🔻			Res	ults per page: 15
Trainee Type 🔹	Level		*	Progr	amme	▼ OOP Type ▼	All		,	t 🕶
									Re	set All G
Registration Number	🔺 Туре	¢	Title	¢	Name	¢ Email	¢	Level	¢	CCT Date
4542865	Standa	rd	Dr		Slioue Enri	tezkir@ocwa.m.com		SpR		01/07/2019
4697758	Standa	rd	Dr		At Ormzglew Radowp	itr@wspc31b.enoa2dgm.com		ST3		18/08/2015
6042781	Standa	rd	Dr		Nasiur Erhamn	heasm@rniu.t.com				
6050328	Standa	rd	Dr		Siomn Icfnh	shie.mnfco@t.com		ST4		07/08/2018
6073290	Standa	rd	Dr		Hacrel Ndrseao	elna@rmh7ctdoi8scom				
6073756	Standa	rd	Dr		Avirn Eishkn	kn.cavm@gsriehlo.com		ST7		23/05/2015
6075373	Standa	rd	Dr		Mairt Ashok	hko.tia_ym@rsc.com		ST5		06/08/2016
6091348	Military		Dr		Cijbem Pnaly Kainlcmy	cosyiajnrdk@.ltgmeu.com		ST6		28/02/2016
6097348	Acaden	nic	Dr		Rachid Oyln	hodr@.linycgsuatk.com				22/02/2015
Showing 1 - 15 of 64 records				1	2 3 4 5 Next				Res	ults per page: 15

## 3.2 Filtering and Sorting Results (Trainee)

The trainee results can be filtered, the user can select by Trainee Type, Level, Programme, OOP Type, All or a combination of these. Then selecting Go.

	Turas	Trainees	✓ Search by t	ainee name or r	registration number		٩			🛔 Stephen	@nhs.com
#	Trainees										
Ē	Showing 1 - 15 o	f 64 records						Filter Results 🔻		Results per page	: 15 🔻
<b>*</b>	Trainee Type	•	Level	•	Programme		ООР Туре	•	All	× *	
&										Reset All	Go
m	Registration N	umber	🕈 Туре	♦ Title	♦ Name	¢	Email		÷ Level	♦ CCT Date	÷

As well as being able to filter on results, users will be able to sort (ascending or descending) by Registration Number, Type, Title, Name, Email, Level, CCT Date.

The results per page can be changed by the user to either, 15, 25, 50, 100, 200, 300, 400 or 500. The default is set at 15 lines per page. If the user does not wish to change the results per page then they can move through the results 15 lines at a time and select next at the bottom of the page.

Showing 1 - 15 of 64 records		2	2	4	5	Nevt	Results per page: 15 V
6		-				HEAL	
<ul> <li>Feedback: If you find that there is something mis.</li> <li>1.3</li> </ul>	ssing or not working	g please	e send y	our fee	edback	by clicking here.	

### 3.3 Trainee View (Timeline)

The Trainee Timeline below, reflects the Trainee's time in Post. It displays the location, period (Start and End Dates) and specialty in a pop-up. There is one line displayed for each Programme or Type of OOP that a trainee has a post in. This includes a pop up which will display the data items captured when the type of training was applied for.

**Note:** Trainee's are assumed as working full-time , unless a trainee has LTFT record. LTFT will only show on the Trainee timeline when they have been approved by both the Dean and the NHS Board.

Each type of Out of Programme is clearly reflected using a different colour. All Out of Programmes have their own timeline and are displayed regardless of status (Pending, Approved, Partly Approved) but not when the application is Not Approved but these can still be viewed on the trainees record.

The pop-up can be 'Pinned' so that it remains open, this allows users to scroll up and down the page. To un-pin, simply click the 'x' within the pop-up.

≡•	쁖 Turas	Trainees	-	Search by trai	nee name or reg	istration numb	er		٩				🛔 christin	e.rea@nes.sc	ot.nhs.uk
#	tina test GM	IC: 7277334   G	Grade	And Level: ST1								Clo	ise	Edit	
B	Trainee Ti	meline													
<b>1</b>			Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	
\$	Acute Care ( Emergency	Common Stem - Medicine South	_		Royal Infirmary	of Edinburgh	at Little Franc	2		R	toyal Infirmary	of Edinburgh a	at Little France		-
	East of Scot	and	6/8	oyal Infirmary	of Edinburg	h at Little Fr	ance 🗙	>	3/2 4/2				Cielular		4/8
₩	Out Of Progr	amme	06	5 Aug 2014 - 03 Fe	eb 2015	Post Typ	e						1/6	30/6	
쓭			E	Emergency Medicir	ne	Regular		06 Au	g 2014 - 04 Au	ug 2015					>
0		Regular post		Le	ss than full tim	e	1920	Vacant			+-CCT		Remedi	al Post	
								↑ Tim	eline Key 🛧		)				
	Trainee D	ataile													
1.3	Trainee De	etalis													
	Dr Tina Te	st													

The Timeline Key can be open (revealed) and closed as required by the user by selecting the arrows.

As PD you are able to view a trainees personal record, which shows their contact information, training number and CCT date as well as their GMC registration details.

≡•	Turas Trainees 👻	Search by trainee name or registration r	number Q		christine.rea@nes.scot.nhs.uk
ñ	tina test GMC: 7277334   Grade And	d Level: ST1			Close Edit
ľ	Trainee Details				
1	Dr Tina Test				
8	Atfl 1 Cmia Lk6o1ne		C.		
	Ineubgrdh H8E Y		🖌 tina@r	nhs.com	
â	SES/C2/054/C Training Number	ST1 Grade and Level	7277334 (GMC) Registration Number	Full Registration Registration Number Type	Standard Trainee Type
2	06/08/2014		01/08/2017	04/08/2020	
0	Training Number Issue [	Date	Training Number Release Date	CCT/CCST Date	
	06/08/2014 Full Registration Date	e	Provisional Start Date	Prov	isional End Date

Below shows the trainees grades, and programmes they are attached too with start and end dates.

😤 Turas 🛛 🔽 Trainees 👻 Search by traineer	name or registration	n numbe	ar.		<mark>a -</mark>			christine.rea@nes.scot.nhs.u
tina test GMC: 7277334   Grade And Level: ST1							Close	Edit
Grade & Level	¢ Start I	Date			•	End Date	1	2 T S 2 7 8
ST1	06/08	/2014				01/08/2017		
Showing 1 to 1 of 1 records								Previous 1 Next
Programmes						Per p	age: 10	▼ Search
Programme Details	+ Start Date	٠	End Date 💠	Exit ¢ Reason	Specialties		¢	Sub-Specialties 🔶
Acute Care Common Stem - Emergency Medicine South E of Scotland	ast 06/08/2	014	01/08/2017	End of Training Not asked	Acute Interna Emergency M	al Medicine Anaestheti Iedicine	3	
					Intensive Car	re Medicine		
Showing 1 to 1 of 1 records								Previous 1 Next

The trainee record also shows the posts (rotation) the trainee has completed or will complete. Each post includes programme, location (educational provider) start and end date post type (regular, post CCT or remedial) as well as the post speciality and if the post is being covered by a LAT.

≡∙	Turas Tainees • Search by trainee na	ime or registration number	Q			🚨 chri		
*	tina test GMC: 7277334   Grade And Level: ST1					Close		Edit
5	3							
	Posts				Pe	er page: 10 🔻	Search	
6	Programme 🗸	Educational Provider 🔶	Start ¢ Date	End Date 💠	Post ¢ Type	Specialties	÷	OOP ¢ Cover
	Acute Care Common Stem - Emergency Medicine South East of Scotland	S314H Royal Infirmary of Edinburgh at Little France	03/02/2016	02/08/2016	Regular	Acute Internal Me	dicine	
	Acute Care Common Stem - Emergency Medicine South East of Scotland	S116H Western General Hospital	05/08/2015	02/02/2016	Regular	Intensive Care Me	dicine	
	Acute Care Common Stem - Emergency Medicine South East of Scotland	S314H Royal Infirmary of Edinburgh at Little France	04/02/2015	04/08/2015	Regular	Anaesthetics		
	Acute Care Common Stem - Emergency Medicine South East of Scotland	S314H Royal Infirmary of Edinburgh at Little France	06/08/2014	03/02/2015	Regular	Emergency Medici	ne	
	Showing 1 to 4 of 4 records					P	revious	1 Next

As PD you can also see ARCP Outcomes, both Less Than Full Time and Out of Programme Applications as well as Trainers assigned to the trainee.

Both Educational Supervisors and Clinical Supervisors information should be provided on a regular basis, so that Deanery teams can add these to the trainees with from and to dates, this information is required for each trainee and is shared with SOAR on a nightly basis.

Trainees Immigration Status is also recorded and PDs should be aware of this when is comes to rotation planning and allocation. NES is the Tier 2 sponsor, UKFPO is the sponsor for Tier 4 and the Health Board/Royal College is the sponsor for Tier 5 trainees.

**Note:** regarding reporting of trainees who hold a Visa to the UK Border Agency therefore all trainee post allocations should be up-to-date.

If a PD notes that the information recorded is not correct they should contact their programme administrator to get the details amended and updated this includes the recording of any type of leave including sick leave.

PDs should also be aware that this information is accessed by Deanery staff (NES), Trainees, Health Board (HR and Finance departments) as well as the DME offices.

=+	😤 Turas Trainees - Search by trainee name or registration number Q	🛔 Stephen@nhs.com
#	tina test GMC: 7277334   Grade And Level: ST1	Close
6		
18	ARCP	Per page: 10 V Search
å	ARCP Date    Programme    Start Date    End Date     Specialties and Sub-Specialities  There are no records to display	Outcomes and Reason(s)
8		Previous Next
0	Less Than Full Time	Per page: 10 V Search
	Application Received  Category  Reason for Application  WTE  Period  Approved By De	an ¢ Approved By NHS Board ¢
	There are no records to display	Previous Next
•	Out of Programme	Per page: 10 V Search
<b>1</b>	Type - Receipt Date + Period + Approval + Location and + Date Info + RC/Faculty Status and Funding Returned to Approval Date Source Trainee Status	GMC Status
m	Sick Leave         01/06/2015         01/06/2015 to 30/06/2015	
0	Showing 1 to 1 of 1 records	Previous 1 Next
	Trainers	Per page: 10 V Search
	GMC Number + Full Name + Role +	Date Range 🔶
	There are no records to display	Previous Next
© 0	Immigration Status	Per page: 10 V Search
	Immigration Status + Start Date -	End Date 🗢
	There are no records to display	Previous Next
	Created by Migration User on 14 November 2014.   Last modified by Christine Rea on 08 June 2015.	
©	Feedback: If you find that there is something missing or not working please send your feedback by clicking here	
1.3	s y construir a presenta a sonte uning maxing or net norking preuze activity our recorder of eleming here.	

The GMC Position Statement (November 2012) provides clear guidance to Deaneries, Medical Royal College/Faculties and postgraduate trainees on the management of absences from training and their affect on a trainee's CCT date or programme end date.

Foundation trainees are covered by a separate statement provided in the Foundation Programme Reference Guide.

# 4 Trainer (Medical)

Definition of a Trainer in the context of GMC approval "A trainer is an appropriately trained and experience doctor who has responsibility for the education and training of medical student and/or postgraduate medical trainee which takes place in the clinical environment.

The term **trainer** incorporates the roles of clinical and educational supervisor but is not limited to these alone. **It also includes all doctors with formally recognised roles in delivering undergraduate and postgraduate medical education locally in the clinical environment**, such as clinical teacher, clinical tutors, clinical lecturers, GP trainer, college tutors, specialty tutors, regional adviser, heads of schools, foundation programme directors, specialty (including GP) programme directors, directors of medical education. The trainee is most often a consultant or general practitioner, but can also be a specialty doctor or senior trainee. GMC website accessed 17/11/2014 (<u>http://www.gmc-</u>

uk.org/14 Progress report on the Approval of Trainers Annex D.pdf\_41341075.pdf).

The management of dental core and specialty training, including responsibility for quality management, rests with the postgraduate dental dean who is accountable through NES to Scottish Government. The day-to-day management of training is carried out by NES appointed core training advisers and specialty training programme directors. This includes responsibility for study leave management.

Dental core and specialty training takes place in different environments including general and dental hospitals and Public Dental Service (PDS) clinics. The term trainer incorporates the roles of core training adviser, specialty training programme director, PDS adviser, educational supervisor and clinical supervisor.

Turas relies on information from the core training advisers and specialty training programme directors to populate the trainer information.

### 4.1 Background

From July 2014, Trainers (whether as role Educational Supervisor or Clinical Supervisor) have to be recognised by the GMC before they can be assigned to a Trainee. These arrangements relate to the following four categories:

- named educational supervisors in postgraduate training
- named clinical supervisors in postgraduate training
- lead co-ordinators of undergraduate training at each local education provider

• doctors responsible for overseeing students' educational progress for each medical school.

It is the responsibility of local educational providers such as hospital and general practices to show how they identify, train and appraise trainers in each of the categories, the Educational Organiser (EOs) i.e. NES will use this information to report to the GMC.

Turas relies on information provided by the local DME's office and medical schools to populate, the trainer information. All trainers in the four specific roles will be fully recognised by the GMC by 31<sup>st</sup> July 2016.

## 4.2 Filter and Sort on Trainers

Within the Trainers search, the user can sort (ascending or descending) by (Registration Number, Type, Title, Name, or Education Provider. Alternatively, users can select Filters. There are options to Filter from the drop-downs on Role, Education Provider, Training Type and selecting Go.

The results per page can be changed by the user to either, 15, 25, 50, 100, 200, 300, 400 or 500. The default is set at 15 lines per page. If the user does not wish to change the results per page then they can move through the results 15 lines at a time and select next at the bottom of the page.

	Turas Train	ners	✓ Search by trainer name or regis	stration number		٩			🛔 Stephen@nhs.com
*	Trainers								
6	Showing 1 - 15 of 80 re	cords					Filter Results T		Results per page: 15 🔻
ŝ	Role	•	Education Provider	•	Training Type		• Reset All	Go	
*	Registration Number	() (	▲ Title		♦ Name		÷	Education Provider	÷

The Trainer page shows details of the contact information including work address and email address as well as the Trainers approved Role or Roles and any Trainees they are linked too.

#### TURAS – Programme Director Guide

=•	Turas Trainers	✓ Search by trainer name or registration	on numb	per		٩			🛔 Stephen@nhs.com
#	Anne Trainer GMC: 7654	321							Close
B	Trainer Details								
8	Dr Anne Example Train	er							
2	<b>Q</b>			D)	c				
8	annetrainer@	nhs.com							
0		7654321 (GMC) Registration Number					02/08/200 Registration D	0 ate	
	Training								
	Yes Received	Specialty including GP <sub>Type</sub>		NHS Educ Education O	cation <sub>rganiser</sub>		T101H Ninewells Hospita Education Provider	d	31/07/2014 Last Appraisal Date
Q	Role		Туре	2	÷	Start Date	¢	End Date	
	Clinical Supervisor		Full			01/12/2001			
1.3	Educational Supervisor		Full			01/12/2001			
0	Trainees						Per	page: 10	Search
	Full Name 🔶	Role	÷	Grade	•	Date Range o	of Link 🗣	Registra	tion No. 🔶
	tina test	Educational Supervisor		ST1		06/08/2014 -	04/08/2015	7277334	
	Showing 1 to 1 of 1 records								Previous 1 Next
	Created by Christine Rea	on <b>08 June 2015</b> .   Last modified by Christine	Rea on	08 June 2015.					
© 1.3	<b>Feedback</b> : If you find th	at there is something missing or not working	please s	end your feedback by	/ clickinį	; here.			

# 5 Study Leave

You will receive an email from the system, which says the following:

Dear XXXXXX PD Please note that there is a study leave application awaiting your approval. Click the following link to access the application and take the appropriate action <u>New</u> <u>Application</u>

Log onto Turas and click the Study leave icon and you will see the following details, which will show you any applications, which require your approval as well as other applications you have approved.

	😤 Turas Study Leave	+ Search b	/ trainee name or registration n	umbe	r:		٩			Stephen@nhs.com				
#	Study Leave													
ß	Showing 1 - 6 of 6 records Results per page: 15 •													
13	Trainee 🔶	Date of Leave	Application Id	٥	Days	¢	Expenses Requested	¢	Title of Activity 🗘	Current Status				
8	tina test (7277334)	15/06/2015	SL10		3.0		No		Example Conference	Pending Approval				
	tina test (7277334)	01/07/2015	SL4		5.5		Yes		test	Approved with funding				
	esonp hatjy yeltr (7077775)	01/07/2015	SL1		12.0		No		course	Approved without funding				
0	Trainee Special_leave (7074307)	01/07/2015	SL2		12.0		No		course	Approved without funding				
	tina test (7277334)	01/07/2015	SL3		12.0		No		course	Approved without funding				
	tina test (7277334)	01/07/2015	SL5		10.0		Yes		ff	Withdrawn				
	Showing 1 - 6 of 6 records									Results per page: 15 🔻				
	<b>Feedback</b> : If you find that t	here is something	missing or not working plea	se ser	nd your feed	lback l	oy clicking here.							
©														
1.3														

Prior to sign off users can search and sort on the Trainee to see the number of days, activities, dates of leave already submitted and/or taken.

	Turas Stury Leave	▼ tina					0 Q				Stephen@nhs.cor
	Study Leave										
	Showing 1 - 5 of 5 records for	ting									Results per page: 15
	Trainee	Date of Leave	Application Id	¢	Days	٥	Expenses Requested	¢	Title of Activity	¢	Current Status
	tina test (7277334)	01/07/2015	204		5.5	_	Voc			-	Approved with funding
	tina test (7277334)	01/07/2015	SL13		2.0		Yes		Skills Course - Example		Approved with funding
	tina test (7277334)	15/06/2015	SL10		3.0		No		Example Conference		Approved without funding
	tina test (7277334)	01/07/2015	SL3		12.0		No		course		Approved without funding
l	tipa test (7277334)	01/07/2015	51.5		10.0		Yes		ff		Withdrawn

Click on Pending Approval, you will be taken to the trainees page which shows you their current grade and post, specialty and location.

The Study Leave Application section it will, show details of the leave applied for including start and end dates.

≡×	😤 Turas Study Leave 👻 Search by	trainee name or registration number	Q	🍰 Stephen@nhs.com
#	Example Conference   Application Numb	er: SL10   Pending Approval		Close Review
<u>i</u>	Personal Details			
8	Tina Test			
*	• Atfl 1		C.	
8 0	Cmia Lk6o1ne Ineubgrdh H8E Y		<ul> <li>tina@nhs.com</li> <li>7277334</li> </ul>	
	ST1 Trainee Grade	Anaesthetics Specialty	Royal Infirmary of Edinburgh at Little France Education Provider	Acute Care Common Stem - Emergency Medicine South East of Scotland Programme
	Study Leave Application			
©	Programme Director: Stephen Hill			
•••	15/06/2015 Start Date of Leave	17 End	7/06/2015 Date of Leave	3.00 No of Days Requested
	Course/Conference/Meeting Atten Type of Study Leave Activity	dance Location o	Tayside f Study Leave Activity	NHS Study Leave Activity Provider
	Expenses being claimed from NES Study Le	OE Da	3/06/2015 ite of Request	
©	Created by tina test on 08 June 2015.   Last me	odified by tina test on <b>08 June 2015</b> .		
1.3	Feedback: If you find that there is something	missing or not working please send your feed	back by clicking here.	

**Note:** note trainees cannot apply for retrospective study leave.

#### Click Review at the top of the page

≡	쁓 Turas	Study Leave 👻	Search by trainee name or registration number	Q		aceptiener
ñ	Example Co	nference   Applicat	tion Number: SL10   Pending Approval		lose	Review
Ľ	Personal D	Details				

You will then be presented with the decision screen. As PD you will be offered 3 options:

- Approved with funding
- Approved without funding
- Not approved

Dependent upon the option selected you will be asked to complete further decisions

- Approved with funding as PD you will need to complete the amounts approved
- Approved without funding you will be presented with a further drop-down list
- Not Approved you will be asked to give the reason the request was not approved from a drop-down list

Once you have completed the appropriate Approval Outcome you will then need to click the declaration to say you have read the NES Study Leave Policy

⇒	😤 Turas Study Leave	<ul> <li>Search by trainee name or regist</li> </ul>	ration number	Q	Stepheneses	A Inco
*	tina test (7277334)   Exa	mple Conference   Application	Number: SL10   Pending Approval		Cancel Save & Submit	
B	Review Application					
¢	Approval Outcome *					
2	Please select					
m	Approved with funding	۹				
ø	Approved without funding Not approved					
	Estimated Fee	Estimated Travel	Estimated Accommodation	Estimated Subsistence	Estimated Total	
	N/A	N/A	N/A	N/A	N/A	
	Declaration					
©		I have read the NES Study	Leave Policy and confirm that approval of th	nis application falls within these guid	elines	
1.3						

Then click Save & Submit or Cancel.

You will be returned to the trainee page, the status of the application has changed at the top of the trainees page.

≡•	🚆 Turas 🛛 Trainees 👻 Search b	v trainee name	<u>a</u>	🛔 Stephen@nhs.com
*	Example Conference   Application Numl	Dec; SL10   Approved Without Funding Fur	nding Not Requested	Close
B	Personal Details			
1	Tina Test			
æ	♦ Atfl 1		C.	
Ħ	Cmia Lk6o1ne Ineubgrdh		tina@nhs.com	
0	H8E Y		<ul> <li>7277334</li> </ul>	
	ST1 Trainee Grade	Anaesthetics Specialty	Royal Infirmary of Edinburgh at Little France Education Provider	Acute Care Common Stem - Emergency Medicine South East of Scotland Programme
	Study Leave Application			
	Programme Director: Stephen Hill			
	15/06/2015	17	7/06/2015	3.00
<b>@</b>	📋 🖸 💿 🙆 !	si 🚺 🖉		100%) C - P P at (*) 14:05 08:06/2015

#### **Click Close**

You are returned to the Study Leave index page where you will see the application in the list.

	Turas Study Leave	<ul> <li>Search by</li> </ul>	rainee name or registration number	ES	٩		🛔 Stephen@nhs.com
*	Study Leave						
Bi	Showing 1 - 6 of 6 records						Results per page: 15 🔻
Ê	Trainee 🔶	Date of Leave	Application Id 🔶	Days 🗘	Expenses Requested 🔶	Title of Activity 🗢	Current Status
8	tina test (7277334)	01/07/2015	SL4	5.5	Yes	test	Approved with funding
-	esonp hatjy yeltr (7077775)	01/07/2015	SL1	12.0	No	course	Approved without funding
	Trainee Special_leave (7074307)	01/07/2015	5L2	12.0	No	course	Approved without funding
0	tina test (7277334)	01/07/2015	¢1.2				Approved without funding
<	tina test (7277334)	15/06/2015	SL10	3.0	No	Example Conference	Approved without funding
	tina test (7277334)	01/07/2015	515	10.0	res	n.	Withdrawn
	Showing 1 - 6 of 6 records						Results per page: 15
	<b>Feedback</b> : If you find that t	here is something	missing or not working please sen	id your feedback l	by clicking here.		
Q							
1.3							

Once you have made your recommendation the trainee will be automatically emailed with the following dependent upon you the approval you have given.

• Approved with Funding

We are pleased to inform you that your study leave application, ID No, has been approved by your Programme Director for the total of  $\pounds$ 

Please click on the following link in order to access the expenses claim form.

• Approved without Funding (no funding requested)

We are pleased to inform you that your study leave application, ID No, has been approved by your Programme Director.

As no funding was requested no further action is required in respect of this.

• Approved without funding (funding requested)

*Please note that your study leave application, ID No, has been approved without funding by your Programme Director, with the reason (reason selected from sub-list).* 

If you wish to appeal against this decision please note that the appeals process is detailed in the operational guide for study leave which is available at <u>www.nes.scot.nhs.uk</u>

#### Not Approved

*Please note that your study leave application, ID No, has not been approved by your Programme Director, with the reason (reason selected from sub-list).* 

If you wish to appeal against this decision please note that the appeals process is detailed in the operational guide for study leave which is available at <u>www.nes.scot.nhs.uk</u>

Trainees can also withdraw/cancel a Study Leave Application and these will be shown on the study leave page.

#### 5.1 Study Leave Transactions

As Study Leave Applications with funding are approved, the estimated costs are deducted from the committed Study Leave balance.

The Study Leave Transactions section in the programme page is updated on a regular basis by the Deanery Study Leave Team as trainees submit expense claims.

Only once the trainee has submitted their expense claims is the amount deducted against the actual budget.

≡∙	😤 Turas Programmes 👻 Search by programme name or code			٩				🛔 Stephe	
4	Acute Care Common Stem - Emergency Medicine South	East of Scotland	Code: SES3	82   South East				Clo	5e
5	Showing 1 to 1 of 1 records							Previous 1	Next
	Study Leave Transactions Financial Year 2015-2016 •	Go Commi	tted balan	ce : -715.51		Per page:	10 🔻	Search	
		Actual	palance : -{	315.17					
	Reason 👻	Start Date	÷	End Date	÷	Committed	0	Actual	٥
	Approved Study Leave Funding (SL13)	01/07/2015		31/03/2016		-400.00		-0.00	
	Approved Study Leave Funding (SL4)	01/07/2015		31/03/2016		-315.51		-815.17	

# 6 Reports

The reports in Turas will be selected and run from the programme search page. The Generate Report facility will only be opened once a programme(s) have been selected.

≡∙	Turas Programmes 👻	Search by programme na	ame or code			Q			🛔 Stephen@nh	is.com
*	Programmes							Analyse	Generate Repo	ort
	Showing 1 - 3 of 3 records					Filter Res	ults <b>T</b>	Re	esults per page: 1	5 🔻
1	Region • Spec	ialty training board	•	Royal Co	llege	- Al	[	× • Re	set All Go	
8								£		
	Name	🔷 Class 🗢	Code		Туре	Duration (Months)	Region 🔶	Start Date	End Date	
Ê	Acute Care Common Stem - Emergency Medicine South East Of Scotland	Medical	SES382		Core	36	South East	01/08/2007		2
0	Emergency Medicine (Run Through) - Sout East	h Medical	SES2556		Specialty	72	South East	06/08/2014		
	Emergency Medicine - South East	Medical	SES374		Specialty	36	South East	01/08/2007		۲
	Showing 1 - 3 of 3 records							R	tesults per page: 1	.5 🔹
	<b>Feedback</b> : If you find that there is so	omething missing or no	t working please send yo	our feedba	k by clicking h	ere.				

Once programme or programmes have been selected

🚆 Turas	Programmes • 5	earch by program	me name or code			Q			Stephen@nhs.com
Programm	es							Analyse	Generate Report
Showing 1 - 3 o	of 3 records					Filter	Results <b>T</b>	Re	sults per page: 15 🔻
Region	✓ Specia	lty training boar	d	• Royal Co	ollege	•	All	× • Res	et All Go
Name		<ul> <li>Class</li> </ul>	♦ Code	÷	Type	Duration (Months)	Region 🖨	Start Date	End Date 🛛
Acute Care Co Medicine Sou	ommon Stem - Emergency th East Of Scotland	Medica	SES382		Core	36	South East	01/08/2007	Ø
Emergency M East	edicine (Run Through) - South	Medica	SES2556		Specialty	72	South East	06/08/2014	2
Emergency M	edicine - South East	Medica	SES374		Specialty	36	South East	01/08/2007	Ø
Showing 1 - 3 c	of 3 records							Re	sults per page: 15 🔻
1	1 . C. 10								

Click Generate Report button at the top of the page

You will be presented with the Generate Report screen

<b>⇒</b> •	👼 Turas 🛛 Programmes 🔹 Search	by programme name or code	-	a				🛔 Stephen@n	ihs.com
4	Programmes		E.			,	malyse	Generate Rep	port
B	Showing 1 - 3 of 3 records		X		Filter Results 🔻		Res	ults per page: [	15 🔹
¢2	Region • Specialty tra	aining be	Generate Report		All		× • Res	et All	io i
8		Please select a	report and a date to generate a	report.			_		
	Name	Class Report Type *	For D	Date *	Reg				
Ê	Acute Care Common Stem - Emergency Medicine South East Of Scotland	Med Please select	1		Sou	th East	01/08/2007		2
0	Emergency Medicine (Run Through) - South East	Met Vacancy Report	Q		Sou	th East	06/08/2014		1
	Emergency Medicine - South East	Mee Programme Rotation Re	port Ge	enerate	Sou	th East	01/08/2007		
	Showing 1 - 3 of 3 records	Trainee Programme Rep	oort				Re	sults per page: [	15 🔻
	Feedback: if you find that there is something	Trainee Military Academ Time Out of Programme	ic Report : Report	2					
Ø									
1.3									

Select the report you run from the drop-down list

Enter date from the calendar option or enter date format dd/mm/yyyy

Click Generate or Cancel

All reports are generated and are accessed in Excel

The user can Open or Save the report

#### **Reports Descriptors**

- Vacancy Report This report show the WTE funding/vacancies available within a programme at a specified date
- Programme Rotation Report This report shows programmes, trainee, post at a specified date
- Training Grade Payment Report This report shows the WTE payable by programme at a specified date
- Trainee Programme Report This report shows all trainees in a programme and their post at a specific date
- Trainee Military Academic Report This report shows trainee in a programme who are Military or Academic type at a specific date
- Time Out of Programme Report This report shows a summary of time out of programme at a specific date

# 7 Analyse

Users can also use the Analyse Option from the Programme page

Programmes								Analyse	Canerate Report
Showing 1 - 3 of 3 records						Filter R	esults 🔻	Resu	ults per page: 15
Region •	Specialty tr	aining board	•	Royal Co	ollege	- A	All	× • Reset	t All Go
<u>Name</u>	+	Class 💠	Code	¢	Туре	Duration (Months)	Region 🜩	Start Date	End Date
Acute Care Common Stem - Em Medicine South East Of Scotlan	ergency d	Medical	SES382		Core	36	South East	01/08/2007	
Emergency Medicine (Run Thro East	ugh) - South	Medical	SES2556		Specialty	72	South East	06/08/2014	•
Emergency Medicine - South Ea	st	Medical	SES374		Specialty	36	South East	01/08/2007	6
Showing 1 - 3 of 3 records								Res	ults per page: 15

#### Select the programme

Select Analyse

Generate Report
Results per page: 15 🔹
eset All Go
End Date
<b>1</b>
Results per page: 15 🔹

You will be presented with the generate Analyse screen

Selection Type

- Time Out of Programme
- Study Leave

Enter date from the calendar option or enter date format dd/mm/yyyy

Click Generate or Cancel

• Analyse options are for view on screen only

≡∙	Turas Programmes - Search by programme name or code							Stephen@nhs.com	
*	Programmes Viewing Study Leave							🗲 Go Back	
E	Showing all Study Leave Applications for the selected programmes between 01/04/2015 and 31/03/2016.								
8									
8	Programme (Code)		Pending Approval	Approved - with finance	Approved - without finance	Not Approved	Withdrawn	Totals	
8	Acute Care Common Stem - Emergency Medicine South East of Scotland (SES382)		0	1	4	0	1	6	
ค									

- Click on the number under one of the statuses options
- User see the details of the option selected and the trainee name

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4	Programmes Viewing Study Leave			A					🗲 Go Back
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