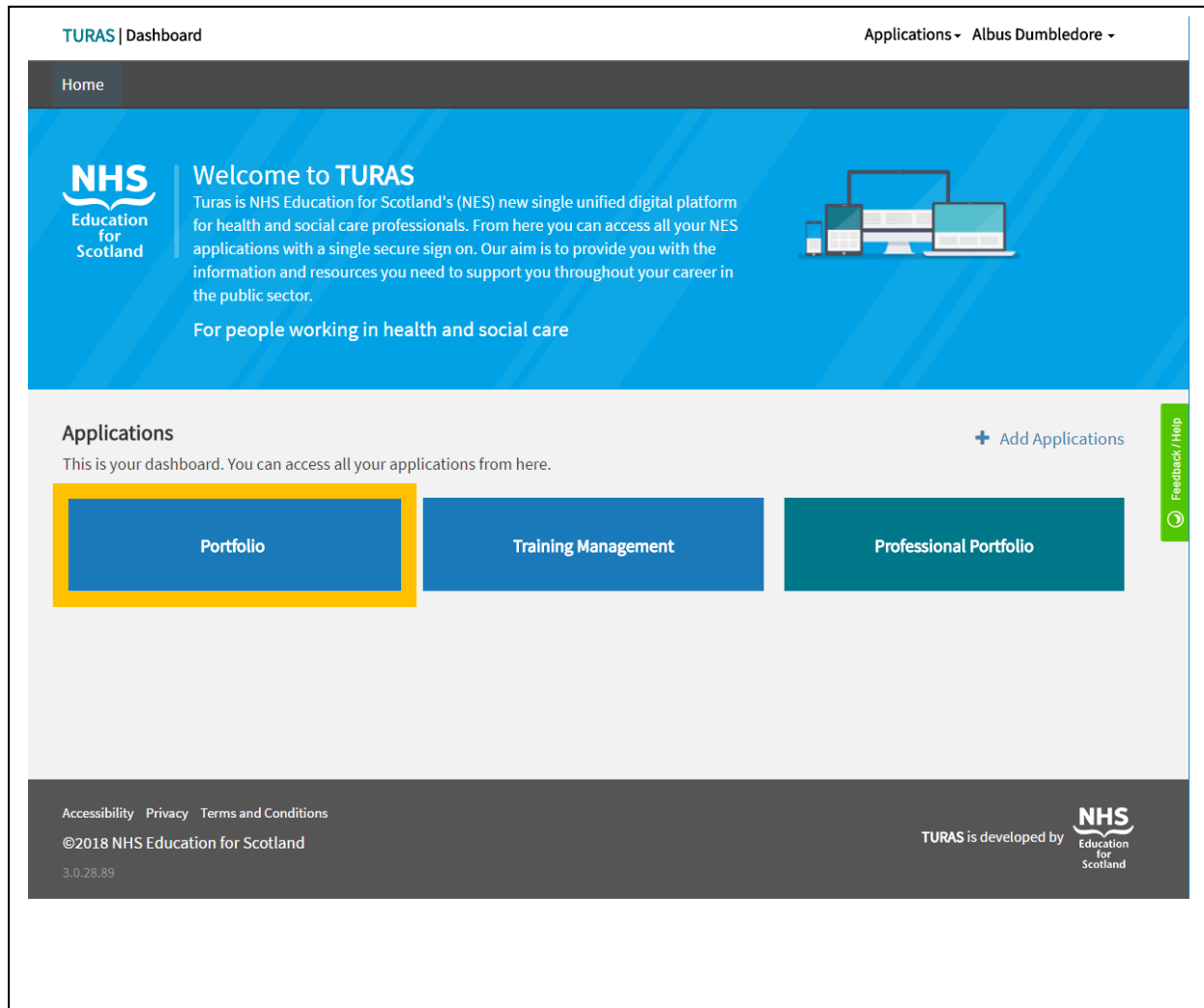


TRAINERS

HOW TO COMPLETE A SUPERVISOR/MEETING FORM

Step 1

Once logged into Turas, select the Portfolio application from your Turas Dashboard

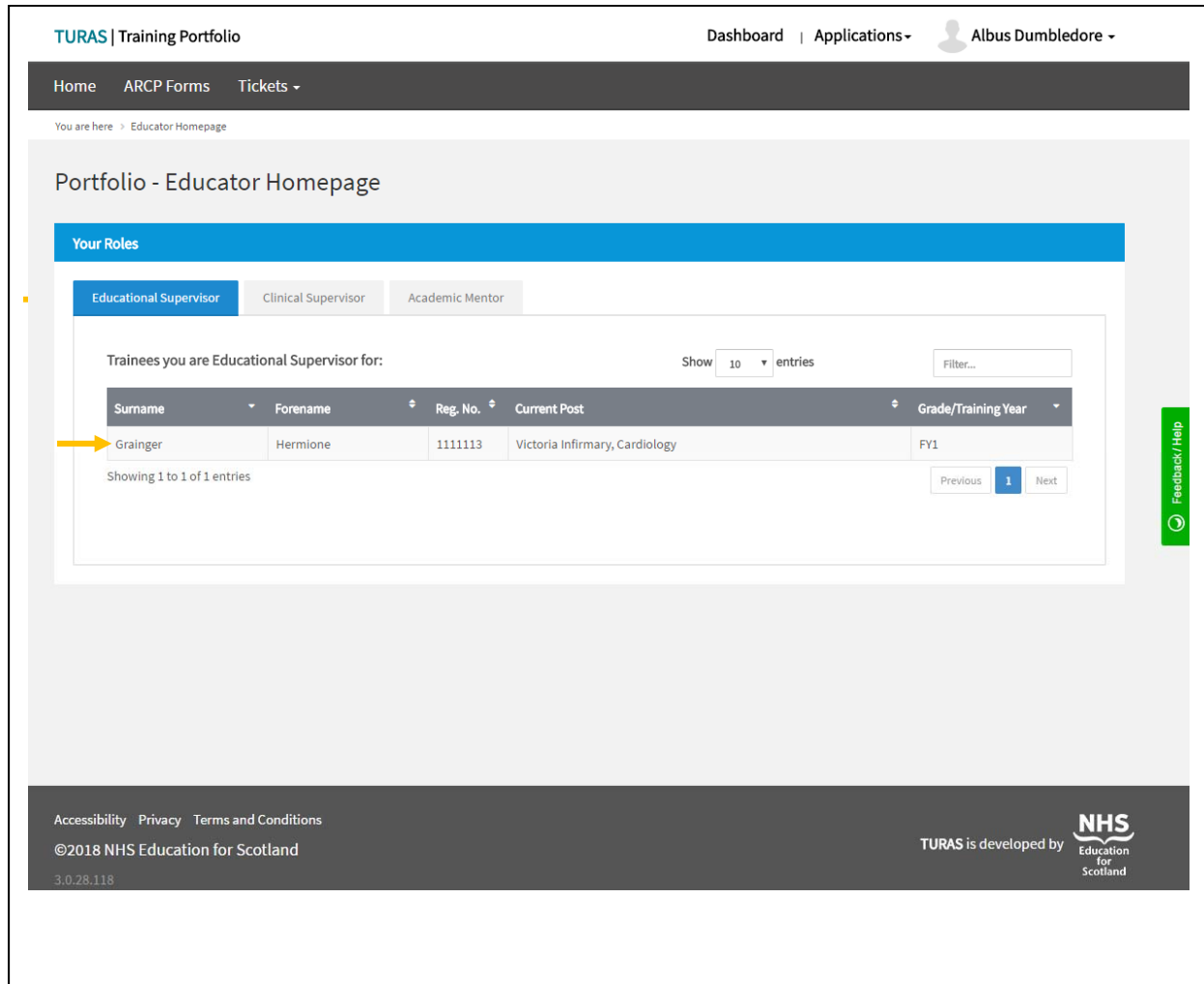


The screenshot shows the TURAS Dashboard interface. At the top, there's a header with "TURAS | Dashboard" on the left and "Applications ▾ Albus Dumbledore ▾" on the right. Below the header is a dark grey bar with a "Home" button. The main content area has a blue background with the NHS Education for Scotland logo on the left. To the right of the logo, it says "Welcome to TURAS" and provides a brief description of the platform. Below this, it says "For people working in health and social care". To the right of the text is an illustration of a laptop and a tablet. Below the blue section is a white section titled "Applications" with a subtitle "This is your dashboard. You can access all your applications from here." and a "+ Add Applications" button. In the center of this section are three blue buttons: "Portfolio" (highlighted with a yellow border), "Training Management", and "Professional Portfolio". On the right side of the dashboard, there is a vertical green button labeled "Feedback / Help". At the bottom, there's a dark grey footer with links for "Accessibility", "Privacy", and "Terms and Conditions", the copyright notice "©2018 NHS Education for Scotland", the version number "3.0.28.89", and the text "TURAS is developed by" followed by the NHS Education for Scotland logo.

Step 2

You will be taken to your Educator Homepage. Here you will be able to access the portfolio profiles of trainees with your specific role in mind. Separate tabs are provided for your various roles (if you have them).

Select the role for which you are acting under for this form (in this example it's "Educational Supervisor"). From the list of trainees, select the trainee for whom you wish to complete a meeting form by clicking their name.



TURAS | Training Portfolio Dashboard | Applications Albus Dumbledore

Home ARCP Forms Tickets

You are here > Educator Homepage

Portfolio - Educator Homepage

Your Roles

Educational Supervisor Clinical Supervisor Academic Mentor

Trainees you are Educational Supervisor for: Show 10 entries

Surname	Forename	Reg. No.	Current Post	Grade/Training Year
Grainger	Hermione	1111113	Victoria Infirmary, Cardiology	FY1

Showing 1 to 1 of 1 entries Previous 1 Next

Accessibility Privacy Terms and Conditions

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Feedback / Help

- If you find that you do not have access to a role you'd expect then it is likely that this role hasn't been assigned to you. If you need a role to be added to your account then please contact the relevant Foundation School
- If you do not find a trainee you'd expect to see in this list then it is likely that you haven't been linked to them yet, or that your link to the trainee has expired. In this case please contact the relevant Foundation School.

Step 3

You will be taken to your trainee's portfolio profile.

A number of tabs provide different information and available actions for this trainee.

Choose the "Create Forms" tab.

TURAS | Training Portfolio

Dashboard | Applications ▾  Albus Dumbledore ▾

Home ARCP Forms Tickets ▾

You are here > Educator Homepage > Trainee Profile

Trainee Profile - Hermione Grainger

Trainee Details



Name: Hermione Grainger

Email: ndptest8@nes.scot.nhs.uk

Grade/Training Year: FY1

Registration Number: 1111113

Programme: Hogwarts Foundation Programme 06 - FY1 (WOS2237)

Programme Director: [Remus Lupin](#)

Clinical Supervisor: [Albus Dumbledore](#)

Progress ARCP Evidence ARCP Summary Create Forms Curriculum

FY1, 05/12/2018 - 03/04/2019, Cardiology - Victoria Infirmary - Hogwarts Foundation Programme 06 - FY1 (WOS2237)

Category	Attention Items	Status	Actions
Core Procedures		0	
Supervised Learning Events (SLEs)		0	

FY1, 24/07/2018 - 04/12/2018, Medical Oncology - Victoria Infirmary - Hogwarts Foundation Programme 06 - FY1 (WOS2237)

Category	Attention Items	Status	Actions
Core Procedures		0	
Supervised Learning Events (SLEs)		0	
 Team Assessment of Behaviour (TAB)		Not Created (0 TAB Forms)	Actions ▾

Feedback / Help

Step 4

You will now see a list of forms for which you have permission to create.
Simply click the “Create” button adjacent to the form you wish to create (we’ll use the Initial meeting with Educational Supervisor form for this example)

TURAS | Training Portfolio

Dashboard | Applications - Albus Dumbledore -

[Home](#)
[ARCP Forms](#)
[Tickets -](#)

You are here > [Educator Homepage](#) > [Trainee Profile](#)

Trainee Profile - Hermione Grainger



Name: Hermione Grainger

Email: ndptest8@nes.scot.nhs.uk

Grade/Training Year: FY1

Registration Number: 1111113

Programme: Hogwarts Foundation Programme 06 - FY1 (WOS2237)

Programme Director: Remus Lupin

Clinical Supervisor: Albus Dumbledore

[Progress](#)
[ARCP Evidence](#)
[ARCP Summary](#)
[Create Forms](#)
[Curriculum](#)

Please Note : Any Supervisor Forms previously created for this Trainee are shown on the Progress tab.

Supervisor Forms

Type	Supervisor	Actions
Combined Supervisor Induction Meeting	Combined Clinical Supervisor and Educational Supervisor	Create
Clinical Supervisor Induction Meeting	Clinical Supervisor	Create
Initial meeting with Educational Supervisor	Educational Supervisor or Pharmacy Tutor	Create
Educational Supervisor End Of Placement Report	Educational Supervisor	Create
Clinical Supervisor End Of Placement Report	Clinical Supervisor	Create

Feedback / Help

Step 5

The chosen form will appear for completion.

Complete the fields you wish to, then select “Submit” if you are happy for the contents are final, or “Save as Draft” if you wish to return to complete the form later.

TURAS | Training Portfolio

Dashboard | Applications - Albus Dumbledore -

Home
ARCP Forms
Tickets -

You are here > Educator Homepage > Trainee Profile > New Initial meeting with Educational Supervisor

Create Form

New Initial meeting with Educational Supervisor

Initial meeting (to take place within 3 weeks of starting placement)

Trainee

Trainee's Name

Hermione Granger

Trainee's Registration Number

1111113

Educational Supervisor

Supervisor's Name

Albus Dumbledore

Supervisor's Registration Number

7091069

Supervisor's Email

ndptest9@nes.scot.nhs.uk

It is important that the Educational Supervisor and the trainee agree a Personal Development Plan (PDP) as part of this initial meeting.

Post *

-- Please Select --

Date of meeting *

11/12/2018

Have you agreed a PDP for this placement? *

☐ Yes
☐ No

Please record any comments or notes as discussed and agreed during the meeting:

Signed By

Albus Dumbledore

Submit

Save as Draft

Cancel

- All fields marked with an asterisk (*) are mandatory. You won't be able to Submit a form until all mandatory fields have been filled.

- If you are unsure how to answer a particular field then please seek guidance from your Foundation School.

Step 6

Once you've selected to submit the form you'll be directed back to the "Create Forms" page.

TURAS | Training Portfolio

Dashboard | Applications ▾



Albus Dumbledore ▾

Home

ARCP Forms

Tickets ▾

You are here

>

Educator Homepage

>

Trainee Profile

Trainee Profile - Hermione Grainger

Trainee Details



Name: Hermione Grainger

Email: ndptest8@nes.scot.nhs.uk

Grade/Training Year: FY1

Registration Number: 1111113

Programme: Hogwarts Foundation Programme 06 - FY1 (WOS2237)

Programme Director: [Remus Lupin](#)

Clinical Supervisor: [Albus Dumbledore](#)

Progress

ARCP Evidence

ARCP Summary

Create Forms

Curriculum

Please Note : Any Supervisor Forms previously created for this Trainee are shown on the Progress tab.

Supervisor Forms

Type	Supervisor	Actions
Combined Supervisor Induction Meeting	Combined Clinical Supervisor and Educational Supervisor	Create
Clinical Supervisor Induction Meeting	Clinical Supervisor	Create
Initial meeting with Educational Supervisor	Educational Supervisor or Pharmacy Tutor	Create
Educational Supervisor End Of Placement Report	Educational Supervisor	Create
Clinical Supervisor End Of Placement Report	Clinical Supervisor	Create

Feedback / Help

- The form you've just Submitted or Saved as Draft will now appear under the Progress tab (along with all previously saved Supervisor forms). For forms where Save as Draft was chosen, these can be edited by choosing Update from the actions adjacent to the form in the Progress tab.
- For forms where Save as Draft was chosen, these can be edited by choosing Update from the actions adjacent to the form in the Progress tab. Once you are happy with the contents you'll then be able to click Submit to save the form as final.

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