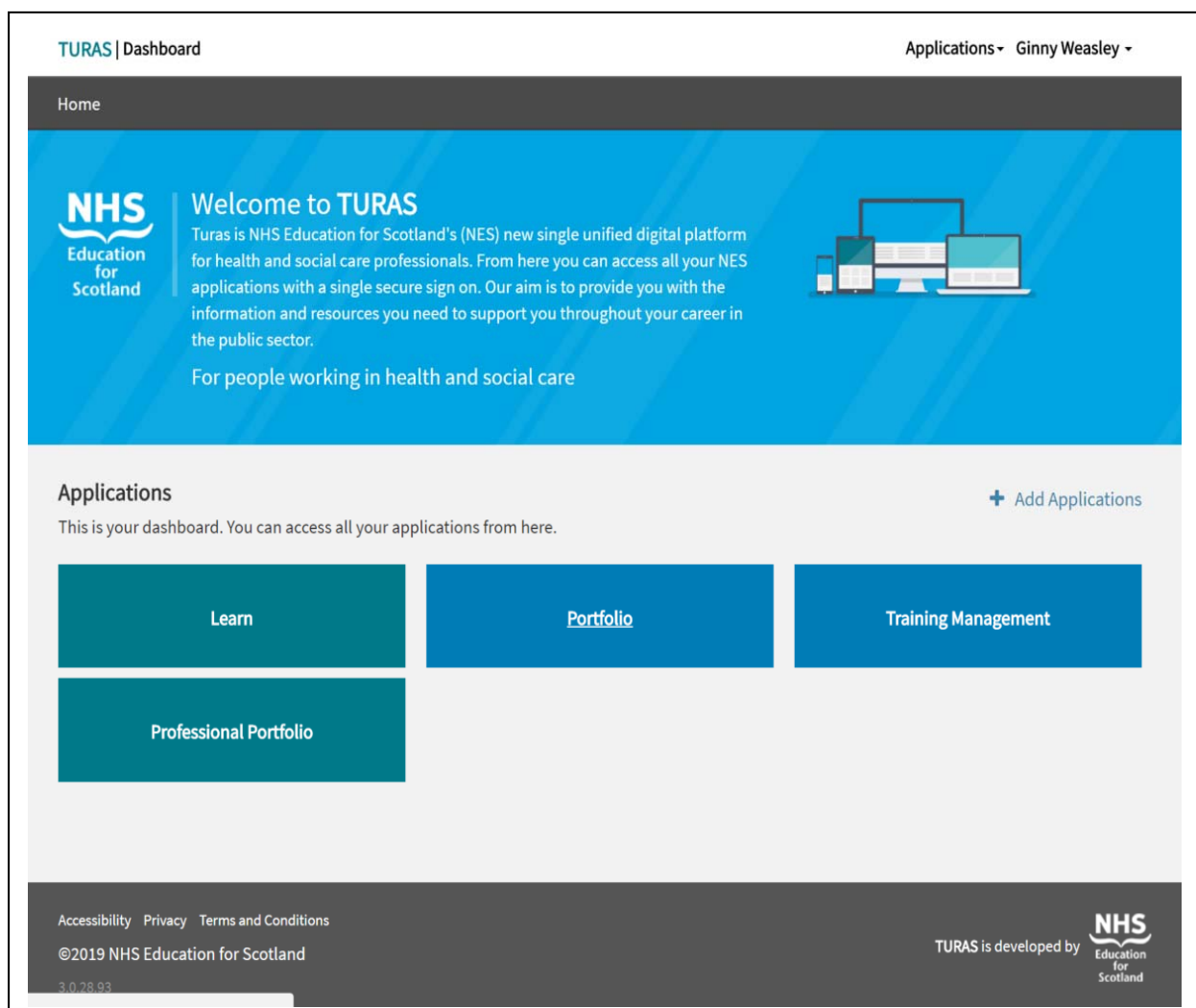


ADMINISTRATORS

HOW TO CHANGE AN ASSESSOR WHO HAS BEEN GIVEN THE WRONG CATERGORY WITHIN A TAB FORM AND HOW TO MOVE A FORM FROM ONE POST TO ANOTHER

Step 1

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



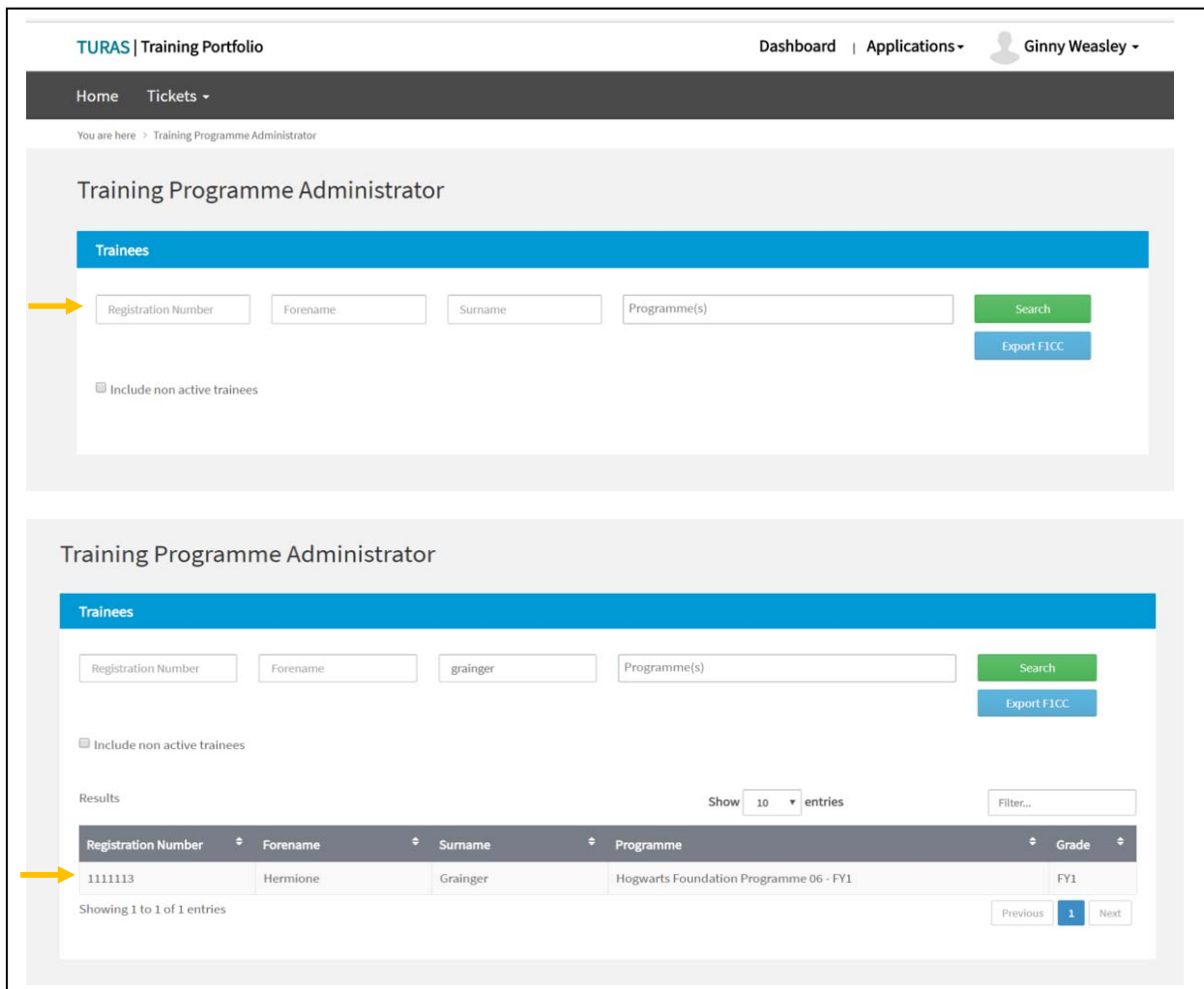
The screenshot shows the TURAS Dashboard interface. At the top, there's a header with "TURAS | Dashboard" on the left and "Applications ▾ Ginny Weasley ▾" on the right. Below the header is a dark grey bar with "Home". The main content area has a blue background with the NHS Education for Scotland logo on the left. To the right of the logo, it says "Welcome to TURAS" and provides a brief description of the platform. Further right is an illustration of a laptop and a tablet. Below this, there's a section titled "Applications" with a "+ Add Applications" link. Underneath, it says "This is your dashboard. You can access all your applications from here." There are four application tiles: "Learn", "Portfolio" (which is underlined), "Training Management", and "Professional Portfolio". At the bottom, there's a footer with links for "Accessibility", "Privacy", and "Terms and Conditions", the copyright notice "©2019 NHS Education for Scotland", the version number "3.0.28.93", and the text "TURAS is developed by" followed by the NHS Education for Scotland logo.

Step 2

You will be taken to THE Training Programme Administrators – Homepage. From the page you can search for current trainees or include non-active trainees by selecting the check box by either:

- Registration Number (GMC)
- Forename
- Surname
- Programme
- Or a combination
- Click Search

Your search results will be returned. Select the trainee by clicking on their name (line)



The screenshot displays the 'Training Programme Administrator' page in the TURAS Training Portfolio. The page includes a search form with fields for Registration Number, Forename, Surname, and Programme(s), along with a 'Search' button and an 'Export FICC' button. A checkbox for 'Include non active trainees' is also present. Below the search form, the results are displayed in a table with columns: Registration Number, Forename, Surname, Programme, and Grade. The first result is a trainee with Registration Number 1111113, Forename Hermione, Surname Grainger, Programme Hogwarts Foundation Programme 06 - FY1, and Grade FY1. A yellow arrow points to the first result in the table.

TURAS | Training Portfolio Dashboard | Applications - Ginny Weasley -

Home Tickets -

You are here > Training Programme Administrator

Training Programme Administrator

Trainees

Registration Number Forename Surname Programme(s) Search Export FICC

☐ Include non active trainees

Training Programme Administrator

Trainees

Registration Number Forename Surname Programme(s) Search Export FICC

☐ Include non active trainees

Results Show 10 entries Filter...

Registration Number	Forename	Surname	Programme	Grade
1111113	Hermione	Grainger	Hogwarts Foundation Programme 06 - FY1	FY1

Showing 1 to 1 of 1 entries Previous 1 Next

Step 3

You will be taken to your trainee's profile page. Select Progress tab, you will see a list of posts and a table of forms, number of attention items, status, actions. Click on the + next the Team Assessment of Behaviour (TAB) to expand the information.

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

Educational Supervisor: Albus Dumbledore

Clinical Supervisor: Albus Dumbledore

Progress

ARCP Evidence

ARCP Summary

Curriculum

Attention Item Summary 9 2

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	
+ Team Assessment of Behaviour (TAB)	9 Open 2 Closed	Not Created (2 TAB Forms)	Actions
+ Supervisor Forms		1	

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	

Page 3 of 7

Step 4

Once you have clicked on the + the section expands to reveal a table of TAB Assessors, Submitters Date Submitted, Attention Items, Actions. Click in the Actions to see the drop-down list. As a Senior Administrator you view, delete, move or change an assessor category. In this first example click on Change Assessor Category.

Trainee Profile - Hermione Grainger

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	
Team Assessment of Behaviour (TAB) 9 Open 2 Closed Not Created (2 TAB Forms) Actions			

Assessor Category	Submitter	Date Submitted	Attention Items	Actions
Self TAB	Hermione Grainger	17/01/2019		Actions
Consultants / GP Principals (including clinical or educational supervisor)	Remus Lupin	21/01/2019	1 Open	Actions
Consultants / GP Principals (including clinical or educational supervisor)	Remus Lupin	21/01/2019	1 Closed	Actions
Consultants / GP Principals (including clinical or educational supervisor)	Albus Dumbledore	21/01/2019	3 Open 1 Closed	Actions
Consultants / GP Principals (including clinical or educational supervisor)	Albus Dumbledore	21/01/2019	1 Open	Actions
Consultants / GP Principals (including clinical or educational supervisor)	Albus Dumbledore	21/01/2019	4 Open	Actions
Consultants / GP Principals (including clinical or educational supervisor)	Albus Dumbledore	17/01/2019		Actions
Senior Nurses	Albus Dumbledore	21/01/2019		Actions
Pharmacists	Albus Dumbledore	21/01/2019		Actions

Supervisor Forms

1

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

Category	Attention Items	Status	Actions
			View Delete Move Form Change Assessor Category

Step 5

Once you have chosen this you will be taken to the Change TAB Form Assessor Category page. Select the correct assessor category from the revised Assessor Category from the drop-down list and the assessor's position/role where applicable. Once you have made the change scroll to the bottom of the form and click update, you will be asked to reconfirm update, click Confirm Update.

Change TAB Form Assessor Category

Team Assessment of Behaviour (TAB) Details

Assessor's forename	Albus
Assessor's surname	Dumbledore
Assessor's email address	ndptest9@nes.scot.nhs.uk
Current Assessor Category	Consultants / GP Principals (including clinical or educational supervisor)
Current Assessor's Position/Role	Educational Supervisor
Revised Assessor Category	Pharmacists -- Please Select -- Consultants / GP Principals (including clinical or educational supervisor) Doctors (more senior than F2) Senior Nurses Allied Health Professionals/ Additional team members and auxiliary staff Foundation Doctors Pharmacists
Revised Assessor's Position/Role	
Trainee's Name	
Trainee's Registration Number	
Specialty	
Training Period Start	
Training Period End	03/04/2019
Maintaining trust/professional relationship with patients	No Concern
Comments	

- 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

To move a form from one post to another. Once you have clicked on the + the section expands to reveal a table of TAB Assessors, Submitters Date Submitted, Attention Items, Actions. Click in the Actions to see the drop-down list. As a Senior Administrator you view, delete, move form or change an assessor category. In this second example click Move Form.

Once you've selected to submit the form you'll be directed back to the "Move TAB Form" page.

Trainee Profile - Hermione Grainger

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	
Team Assessment of Behaviour (TAB) 9 Open 2 Closed		Not Created (2 TAB Forms)	Actions

Assessor Category	Submitter	Date Submitted	Attention Items	Actions
Self TAB	Hermione Grainger	17/01/2019		Actions
Consultants / GP Principals (including clinical or educational supervisor)	Remus Lupin	21/01/2019	1 Open	Actions
Consultants / GP Principals (including clinical or educational supervisor)	Remus Lupin	21/01/2019	1 Closed	Actions
Consultants / GP Principals (including clinical or educational supervisor)	Albus Dumbledore	21/01/2019	3 Open 1 Closed	Actions
Consultants / GP Principals (including clinical or educational supervisor)	Albus Dumbledore	21/01/2019	1 Open	Actions
Consultants / GP Principals (including clinical or educational supervisor)	Albus Dumbledore	21/01/2019	4 Open	Actions
Consultants / GP Principals (including clinical or educational supervisor)	Albus Dumbledore	17/01/2019		Actions
Senior Nurses	Albus Dumbledore	21/01/2019		Actions
Pharmacists	Albus Dumbledore	21/01/2019		Actions

Supervisor Forms

1

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

Category	Attention Items	Status	Actions
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View

Delete

Move Form

Change Assessor Category

Step 7

Once you have chosen this you will be taken to the Move TAB Form page. Select the revised post that the Form will be against from the drop-down. Once you have made the change scroll to the bottom of the form and click update, you will be asked to reconfirm update, click Confirm Update. Once completed you will be returned to the Trainees Profile page.

Move TAB Form

Team Assessment of Behaviour (TAB) Details

Trainee's Name	Hermione Grainger
Trainee's Registration Number	1111113
Current Post	FY1, 05/12/2018 - 03/04/2019, Cardiology - Victoria Infirmary - Hogwarts Foundation Programme 06 - FY1 (WOS2237)
Revised Post *	-- Please Select -- -- Please Select -- FY1, 05/12/2018 - 03/04/2019, Cardiology - Victoria Infirmary - Hogwarts Foundation Programme 06 - FY1 (WOS2237) FY1, 24/07/2018 - 04/12/2018, Medical Oncology - Victoria Infirmary - Hogwarts Foundation Programme 06 - FY1 (WOS2237) FY1, 07/12/2016 - 04/04/2017, Colorectal Surgery - University Hospital Ayr - Hogwarts Foundation Programme 06 - FY1 (WOS2237) FY1, 25/07/2016 - 06/12/2016, General Surgery - University Hospital Ayr - Hogwarts Foundation Programme 06 - FY1 (WOS2237)
Anonymised data may be used for research	
Assessor Category	
Assessor's Position/Role	
Maintaining trust/professional relationship with patients	No Concern
Comments	
Verbal communication skills	No Concern
Comments	
Team-working / working with colleagues	No Concern
Comments	
Accessibility	No Concern
Comments	