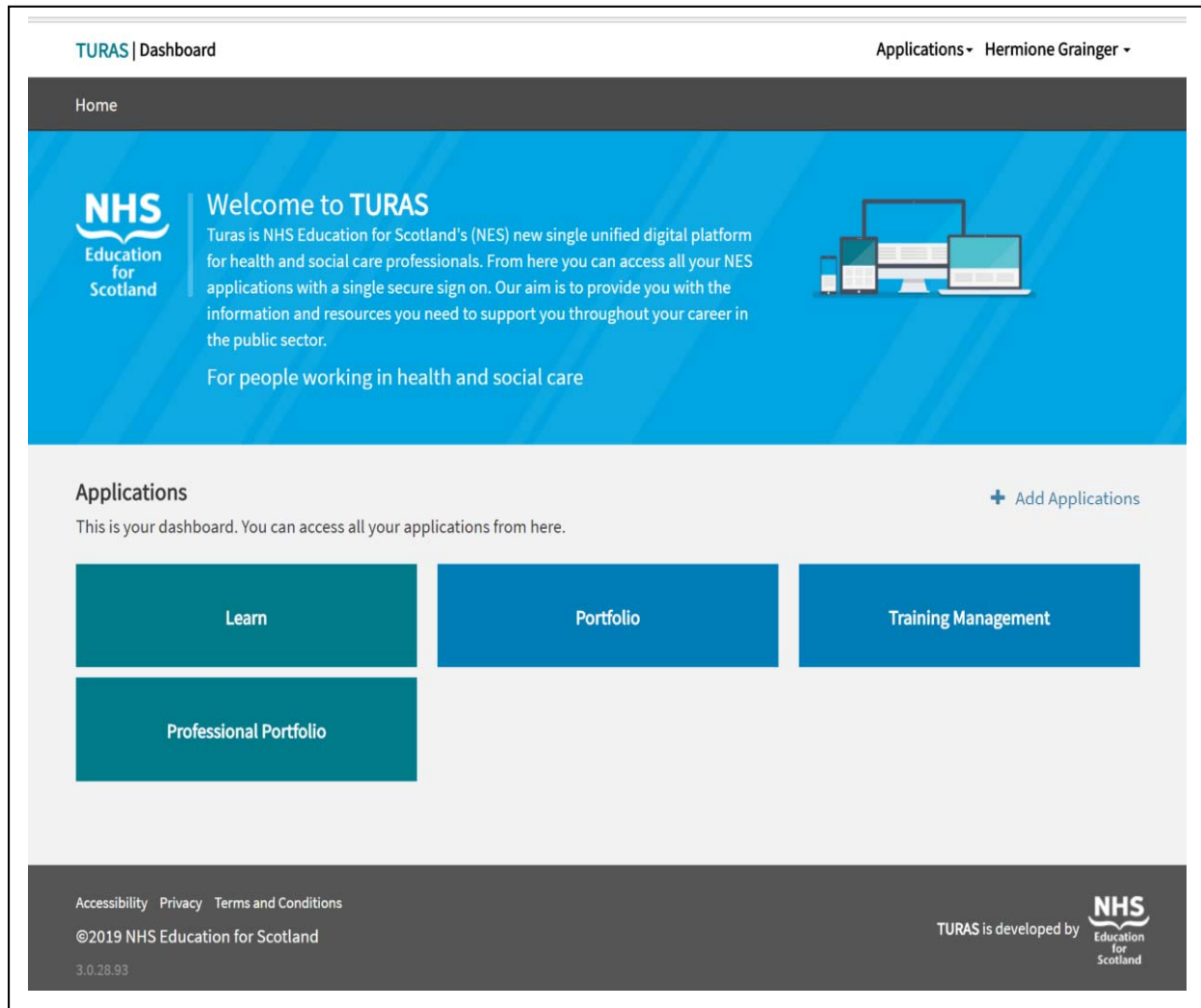


TRAINEES

HOW TO UPLOAD ADDITIONAL ACHIEVEMENTS AND HOW TO LINK TO THE CURRICULIUM

Step 1

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

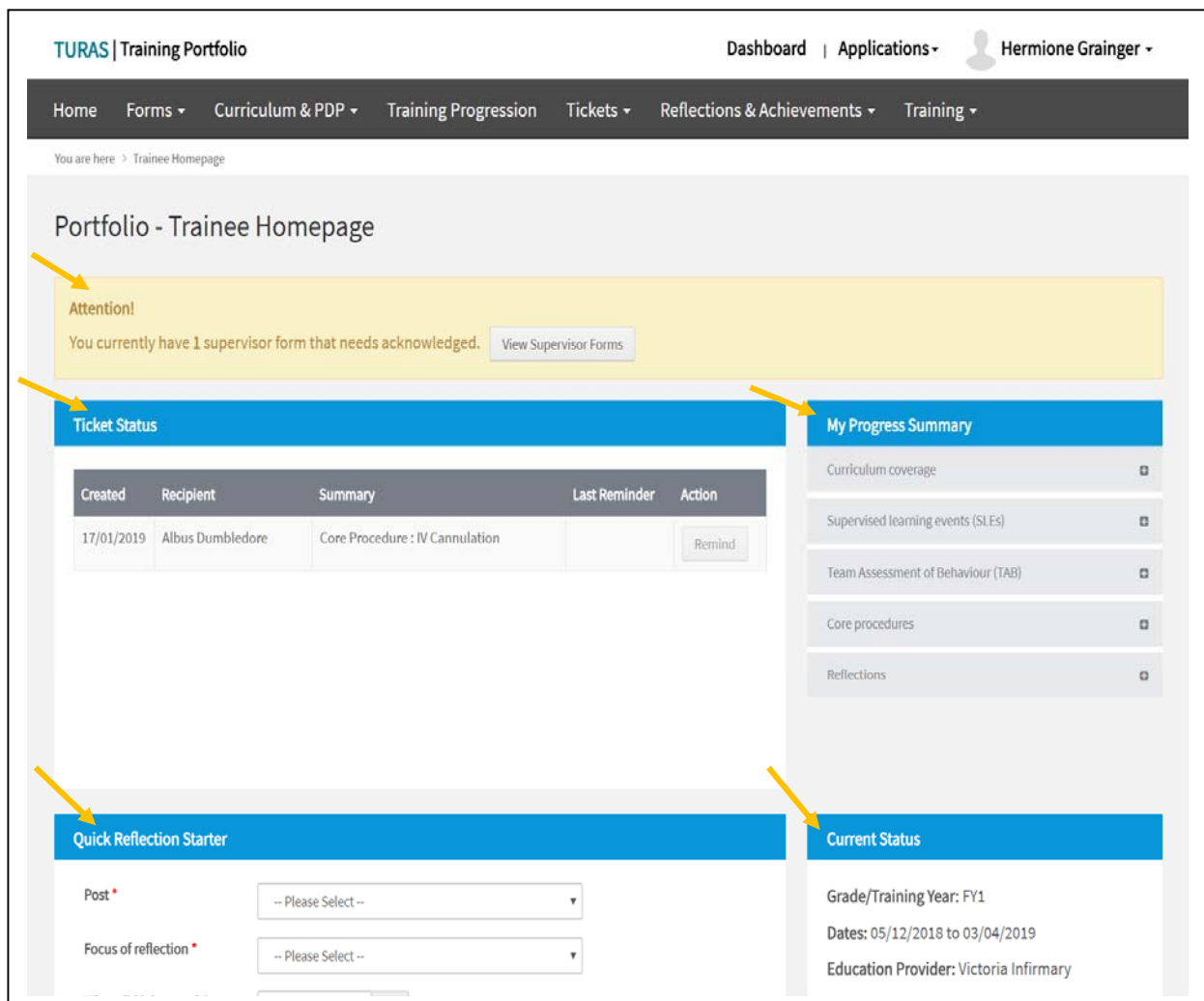


The screenshot shows the TURAS Dashboard interface. At the top, there's a header with "TURAS | Dashboard" on the left and "Applications ▾ Hermione Grainger ▾" on the right. Below the header is a dark grey bar with "Home". The main content area has a blue background with the NHS Education for Scotland logo on the left. To the right of the logo, it says "Welcome to TURAS" and provides a description: "Turas is NHS Education for Scotland's (NES) new single unified digital platform for health and social care professionals. From here you can access all your NES applications with a single secure sign on. Our aim is to provide you with the information and resources you need to support you throughout your career in the public sector." 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 "+ Add Applications" link. Below this, there are four blue buttons: "Learn", "Portfolio", "Training Management", and "Professional Portfolio". At the bottom, there's a dark grey 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 NHS Education for Scotland" with the NHS logo.

Step 2

You will be taken to your Portfolio - Trainee Homepage. Here you will be able to access:

- forms you may need to acknowledge
- view your ticket status
- view my progress summary. Click on the + beside each area to open up to view your progress at a glance
- start a quick reflection
- view current status this section includes your current grade/training level, post start/end date, location (Education Provider), specialty, your named Educational and Clinical Supervisor and Programme Director. To contact any of the named trainers, click on the name and will open your email browser.



TURAS | Training Portfolio Dashboard | Applications - Hermione Grainger -

Home Forms Curriculum & PDP Training Progression Tickets Reflections & Achievements Training

You are here > Trainee Homepage

Portfolio - Trainee Homepage

Attention!
You currently have 1 supervisor form that needs acknowledged. [View Supervisor Forms](#)

Ticket Status

Created	Recipient	Summary	Last Reminder	Action
17/01/2019	Albus Dumbledore	Core Procedure : IV Cannulation		Remind

My Progress Summary

- Curriculum coverage [+](#)
- Supervised learning events (SLEs) [+](#)
- Team Assessment of Behaviour (TAB) [+](#)
- Core procedures [+](#)
- Reflections [+](#)

Quick Reflection Starter

Post*

Focus of reflection*

Current Status

Grade/Training Year: FY1

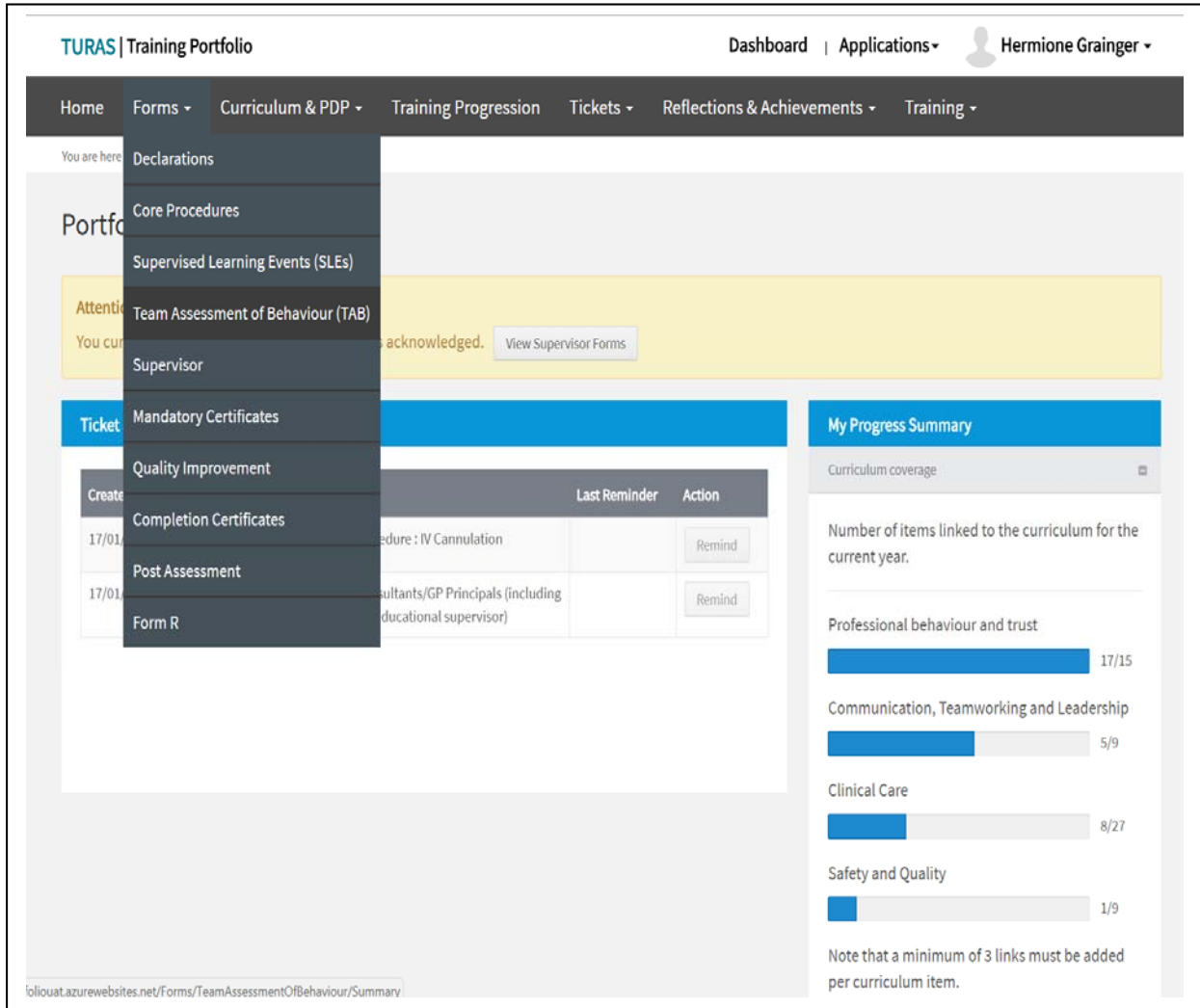
Dates: 05/12/2018 to 03/04/2019

Education Provider: Victoria Infirmary

• If you find that any of this information is incorrect you need to contact the relevant Foundation School.

Step 3

To upload Mandatory Certificates, click Forms from the tool bar to open the drop-down list. For this example, click Mandatory Certificates.



The screenshot shows the TURAS Training Portfolio interface. The top navigation bar includes 'Dashboard', 'Applications', and a user profile for 'Hermione Grainger'. Below this is a secondary navigation bar with 'Home', 'Forms', 'Curriculum & PDP', 'Training Progression', 'Tickets', 'Reflections & Achievements', and 'Training'. The 'Forms' dropdown menu is open, displaying options: 'Declarations', 'Core Procedures', 'Supervised Learning Events (SLEs)', 'Team Assessment of Behaviour (TAB)', 'Supervisor', 'Mandatory Certificates' (highlighted in blue), 'Quality Improvement', 'Completion Certificates', 'Post Assessment', and 'Form R'. The main content area shows a 'You are here' breadcrumb, a 'Portfolio' section with a yellow banner for 'Team Assessment of Behaviour (TAB)', and a table with columns 'Last Reminder' and 'Action'. The 'My Progress Summary' sidebar on the right shows curriculum coverage progress for various categories.

Category	Progress	Count
Professional behaviour and trust		17/15
Communication, Teamworking and Leadership		5/9
Clinical Care		8/27
Safety and Quality		1/9

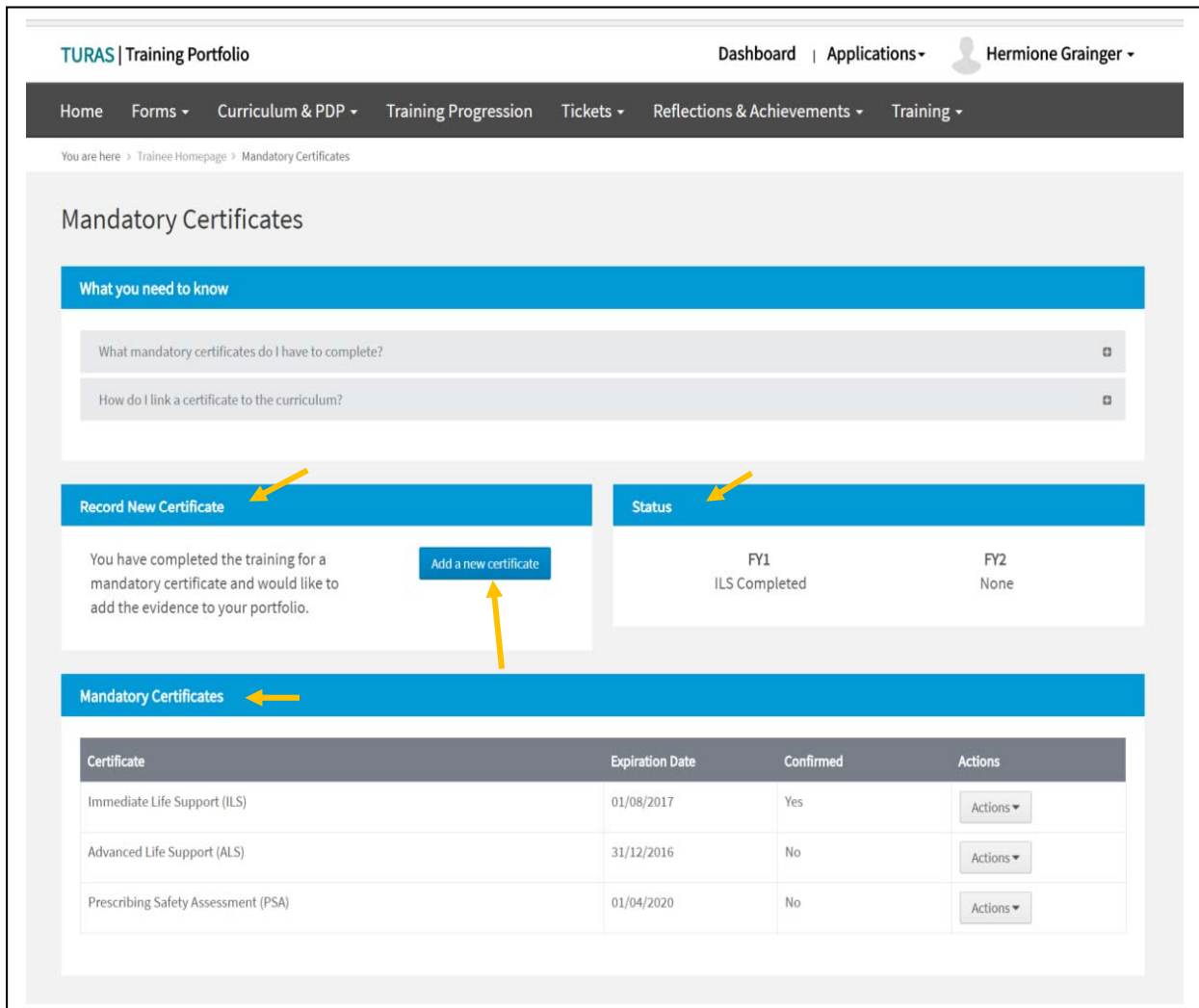
Note that a minimum of 3 links must be added per curriculum item.

Step 4

Once you have click on from the drop-down Mandatory Certificates this will open a new window. The What you need to know section provides you with descriptors, What mandatory certificates do I need to complete? How do I link a certificate to the curriculum? To access these, click on the +.

To add a new certificate, click on Add a new certificate in the Record New Certificate section.

The Status section certificates that have been approved by the Foundation School with the Mandatory Certificates table shows more details of each individual certificate. If the certificate has been confirmed, you can view and/or link each certificate to the curriculum. If the certificate still need so to be confirmed, you have the additional options of updating or deleting the certificate. Click on the action field next to each certificate to open the drop-down list.



TURAS | Training Portfolio Dashboard | Applications  Hermione Grainger ▾

Home Forms ▾ Curriculum & PDP ▾ Training Progression Tickets ▾ Reflections & Achievements ▾ Training ▾

You are here > Trainee Homepage > Mandatory Certificates

Mandatory Certificates

What you need to know

What mandatory certificates do I have to complete? 

How do I link a certificate to the curriculum? 

Record New Certificate

You have completed the training for a mandatory certificate and would like to add the evidence to your portfolio.

[Add a new certificate](#)

Status

FY1
ILS Completed

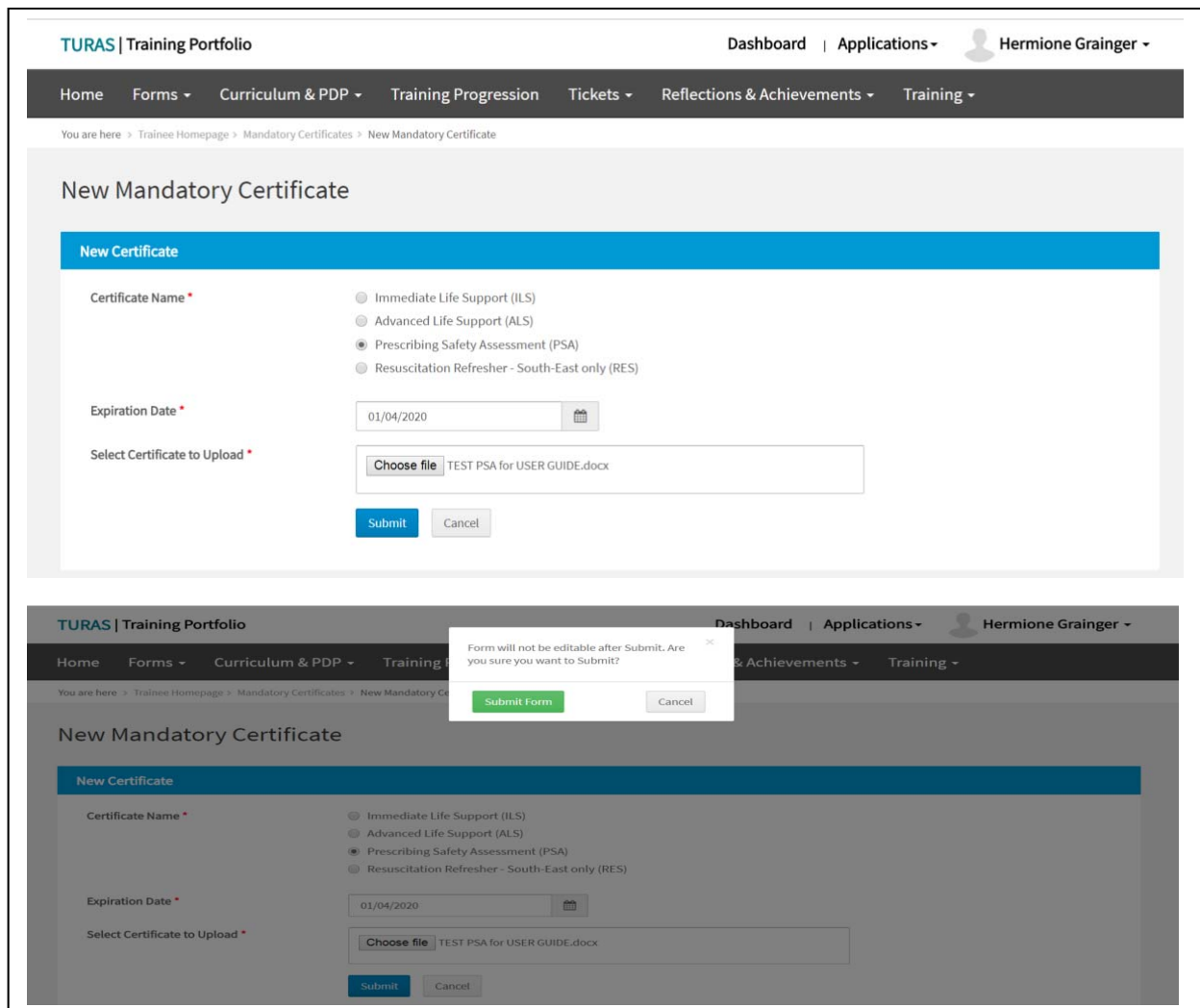
FY2
None

Certificate	Expiration Date	Confirmed	Actions
Immediate Life Support (ILS)	01/08/2017	Yes	Actions ▾
Advanced Life Support (ALS)	31/12/2016	No	Actions ▾
Prescribing Safety Assessment (PSA)	01/04/2020	No	Actions ▾

Step 5

Click Add a new certificate in the record new certificate section.

- Select the certificate you wish to upload from the radio button,
- add in the expiration date of the certificate (format: dd/mm/yyyy)
- choose the file (document) you wish to upload from your device
- once you have selected your document, click submit
- pop-up window to confirm submission, noting that you will not be able to edit the form once submitted



TURAS | Training Portfolio Dashboard | Applications  Hermione Grainger

Home Forms Curriculum & PDP Training Progression Tickets Reflections & Achievements Training

You are here > Trainee Homepage > Mandatory Certificates > New Mandatory Certificate

New Mandatory Certificate

New Certificate

Certificate Name *

☐ Immediate Life Support (ILS)
☐ Advanced Life Support (ALS)
☒ Prescribing Safety Assessment (PSA)
☐ Resuscitation Refresher - South-East only (RES)

Expiration Date *

01/04/2020 

Select Certificate to Upload *

Choose file TEST PSA for USER GUIDE.docx

Submit Cancel

Form will not be editable after Submit. Are you sure you want to Submit?

Submit Form Cancel

Step 6

Once you've selected to submit you will be taken back to Mandatory Certificates page. The certificate you have uploaded will be displayed in the Mandatory Certificates table.

From this table you can perform a number of actions – if the certificate has been confirmed, you can view and/or link each certificate to the curriculum. If the certificate still need so to be confirmed, you have the additional options of updating or deleting the certificate. Click on the action field next to each certificate to open the drop-down list.

TURAS | Training Portfolio

Dashboard | Applications  Hermione Grainger

[Home](#)
[Forms](#)
[Curriculum & PDP](#)
[Training Progression](#)
[Tickets](#)
[Reflections & Achievements](#)
[Training](#)

You are here > [Trainee Homepage](#) > [Mandatory Certificates](#)

Mandatory Certificates

What you need to know

What mandatory certificates do I have to complete?

How do I link a certificate to the curriculum?

Record New Certificate

You have completed the training for a mandatory certificate and would like to add the evidence to your portfolio.

[Add a new certificate](#)

Status

FY1	FY2
None	None

Mandatory Certificates

Certificate	Expiration Date	Confirmed	Actions
Immediate Life Support (ILS)	01/08/2017	No	Actions
Advanced Life Support (ALS)	31/12/2016	No	Actions
Prescribing Safety Assessment (PSA)	01/04/2020	No	Actions View Update Delete

Step 7

You will be taken to the Mandatory Certificate Details window, you will see the name of the person who confirmed you certificate. Click Link to Curriculum.

TURAS | Training Portfolio

Dashboard | Applications   Hermione Grainger 

[Home](#)
[Forms !\[\]\(a05b5ee6d18cee2b872a8c0f91bf0476_img.jpg\)](#)
[Curriculum & PDP !\[\]\(f7d66989f09c70a7da591d8330c6d299_img.jpg\)](#)
[Training Progression](#)
[Tickets !\[\]\(663f1ade0b7d86fbf47237d0de99ab8e_img.jpg\)](#)
[Reflections & Achievements !\[\]\(166352d68b39319382ac973bad2eb2e1_img.jpg\)](#)
[Training !\[\]\(88b083ab933b8d9d16f10fd7f47b2ee5_img.jpg\)](#)

You are here > Mandatory Certificate Details

Mandatory Certificate Details

Mandatory Certificates	
Trainee's Name	Hermione Grainger
Trainee's Registration Number	1111113
Certificate Name	Immediate Life Support (ILS)
Expiration Date	01/08/2017
Certificate	Download Certificate (DUMMY ILS CERT.pdf, 33 KB)
Details Confirmed	Yes
Confirmed By	Ginny Weasley
Confirmation Date	21/01/2019
Link to Curriculum Go Back	

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Step 8

When you have clicked Link to Certificate you will open a new window and if you scroll you will see the list of the 20 capabilities in linked to the curriculum. To link to your certificate, select the capabilities and click Submit at the bottom on the page.

Please note once you have submitted the form you will not be editable.

TURAS | Training Portfolio

Dashboard | Applications  Hermione Grainger 

Home

Forms 

Curriculum & PDP 

Training Progression

Tickets 

Reflections & Achievements 

Training 

You are here > Mandatory Certificate Details > Select Outcomes to Link to

Create Link

Select Outcomes to Link to

Link Mandatory Certificate: Immediate Life Support (ILS), 01/08/2017 to selected Outcomes (below)

Section 1 - Professional behaviour and trust

Foundation Professional Capabilities - 1. Acts Professionally

Descriptor
☐ Professional Behaviour
☐ Personal organisation
☐ Personal responsibility

Foundation Professional Capabilities - 2. Delivers Patient Centred Care and Maintains Trust

Descriptor
☐ Patient centred care
☐ Trust
☐ Consent

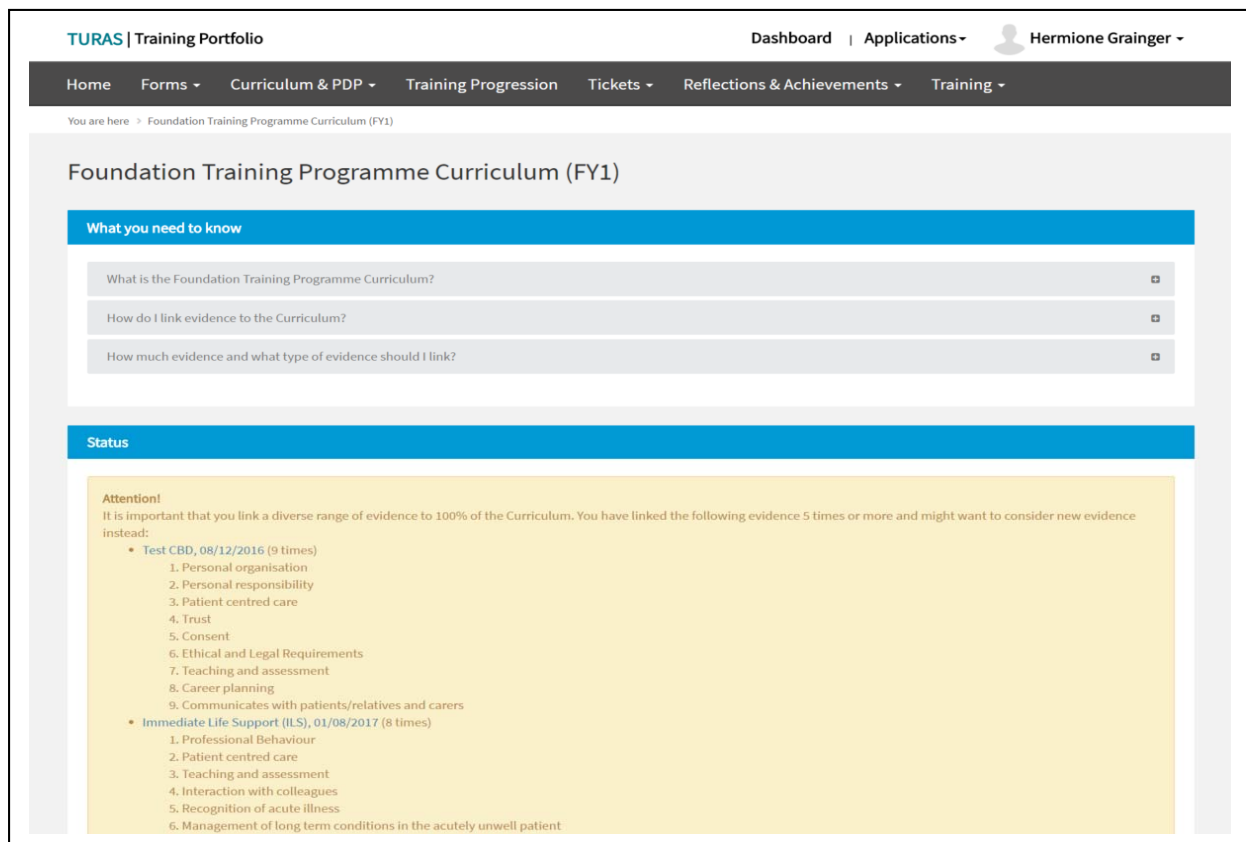
Foundation Professional Capabilities - 3. Behaves in Accordance with Ethical and Legal Requirements

Descriptor
☐ Ethical and Legal Requirements

Step 9

When you have clicked Submit you are taken to the Foundation Training Programme Curriculum page. The What you need to know section provides you with descriptors, What is the Foundation Training Programme Curriculum? How do I link evidence to the Curriculum? How much evidence and what type of evidence should I link?

The Status section may give you helpful information if you scroll down the screen you will see the curriculum sections.



TURAS | Training Portfolio Dashboard | Applications  Hermione Grainger 

Home Forms Curriculum & PDP Training Progression Tickets Reflections & Achievements Training 

You are here > Foundation Training Programme Curriculum (FY1)

Foundation Training Programme Curriculum (FY1)

What you need to know

What is the Foundation Training Programme Curriculum? 

How do I link evidence to the Curriculum? 

How much evidence and what type of evidence should I link? 

Status

Attention!
It is important that you link a diverse range of evidence to 100% of the Curriculum. You have linked the following evidence 5 times or more and might want to consider new evidence instead:

- **Test CBD, 08/12/2016 (9 times)**
 1. Personal organisation
 2. Personal responsibility
 3. Patient centred care
 4. Trust
 5. Consent
 6. Ethical and Legal Requirements
 7. Teaching and assessment
 8. Career planning
 9. Communicates with patients/relatives and carers
- **Immediate Life Support (ILS), 01/08/2017 (8 times)**
 1. Professional Behaviour
 2. Patient centred care
 3. Teaching and assessment
 4. Interaction with colleagues
 5. Recognition of acute illness
 6. Management of long term conditions in the acutely unwell patient

Step 10

As you scroll down you will see the curriculum sections and capabilities

- you can view the guidance against each section
- see the number of links you have created against each of the capabilities
- click + against each descriptor to open the evidence you have linked, you can view this evidence
- you can add in additional links click on the actions to open the dop-down

Foundation Training Programme Curriculum (FY1)

1. Professional behaviour and trust
[View Guidelines](#)

Foundation Professional Capabilities - 1. Acts Professionally

Descriptor	Links (8)	Actions
+ Professional Behaviour	2	Actions ▼
+ Personal organisation	4	Actions ▼
+ Personal responsibility	2	Actions ▼

Evidence	Form Type	Submitter	Actions
blah, 29/08/2016	Reflection		Actions ▼
Test CBD, 08/12/2016	Case Based Discussion		Actions ▼

Foundation Professional Capabilities - 2. Delivers Patient Centred Care and Maintains Trust

Descriptor	Links (5)	Actions
+ Patient centred care	3	Actions ▼
+ Trust	1	Actions ▼
+ Consent	1	Actions ▼

Foundation Professional Capabilities - 3. Behaves in Accordance with Ethical and Legal Requirements

Step 11

Click on Create Links and a new window open to all you to link additional or new information.

- click the Type of link to open the drop-down list
- select which item you wish to link
- click next
- Select the item(s) to link
- Click submit

Foundation Training Programme Curriculum (FY1)

1. Professional behaviour and trust [View Guidelines](#)

Foundation Professional Capabilities - 1. Acts Professionally

Descriptor	Links (8)	Actions
Professional Behaviour	2	Actions ▾
Personal organisation	4	Create Links
Personal responsibility	2	Actions ▾

Create Link

Step 1: Select Type of Link

Linking to

Professional behaviour and trust

- Acts Professionally
 - Professional Behaviour

Type of Link

Achievement ▾

Achievement

Case Based Discussion (CBD)

Core Procedure

Developing the Clinical Teacher

Direct Observation of Procedural Skills (DOPS)

Learning Record

Mandatory Certificate

Mini-Clinical Evaluation Exercise (Mini-CEX)

Quality Improvement

Reflection

Teaching Session

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[Terms and Conditions](#)

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Create Link

Step 2: Select Items to Link

Linking to

Professional behaviour and trust

- Acts Professionally
 - Professional Behaviour

Type of Link

Mandatory Certificate

List of available Mandatory Certificate items (linked items are checked)

Linked	Item	Actions
☒	Immediate Life Support (ILS), 01/08/2017	View

Cancel

Previous

Submit

Page 11 of 12

Step 12

You can also link items to the curriculum by clicking Curriculum & PDP from the main tool bar and selecting the relevant curriculum. Notting that you will only have access the curriculum based on your grade/level e.g. F1 or F2.

TURAS | Training Portfolio

Dashboard | Applications  Hermione Grainger 

Home Forms  Curriculum & PDP  Training Progression Tickets  Reflections & Achievements  Training 

You are here > Trainee Home

Personal Development Plan

F1 Curriculum

F2 Curriculum

Portfolio - Tra

Attention!

You currently have 1 supervisor form that needs acknowledged. [View Supervisor Forms](#)

Ticket Status

Created	Recipient	Summary	Last Reminder	Action
17/01/2019	Albus Dumbledore	Core Procedure : IV Cannulation		Remind
17/01/2019	Albus Dumbledore	TAB : Consultants/GP Principals (including clinical / educational supervisor)		Remind
18/01/2019	Albus Dumbledore	TAB : Consultants/GP Principals (including clinical / educational supervisor)		Remind
18/01/2019	Remus Lupin	TAB : Consultants/GP Principals (including clinical / educational supervisor)		Remind
18/01/2019	Albus Dumbledore	TAB : Consultants/GP Principals (including clinical / educational supervisor)		Remind

My Progress Summary

Curriculum coverage 

Supervised learning events (SLEs) 

Team Assessment of Behaviour (TAB) 

Core procedures 

Reflections 

Quick Reflection Starter

Post 

-- Please Select -- 

Focus of reflection 

-- Please Select -- 

Current Status

Grade/Training Year: FY1

Dates: 05/12/2018 to 03/04/2019

Education Provider: Victoria Infirmary