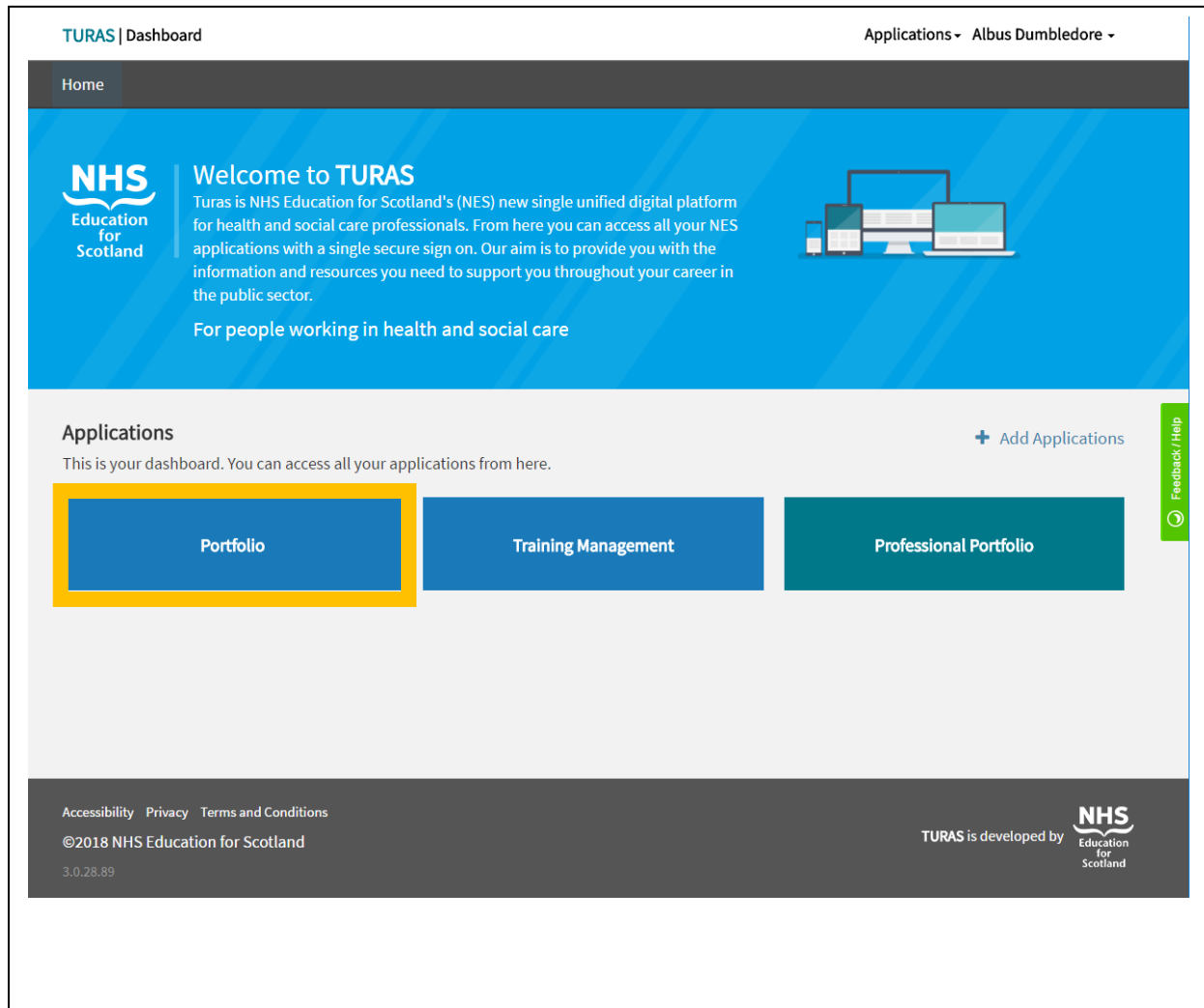


TRAINEES

HOW TO DOWNLOAD YOUR PORTFOLIO

Step 1

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

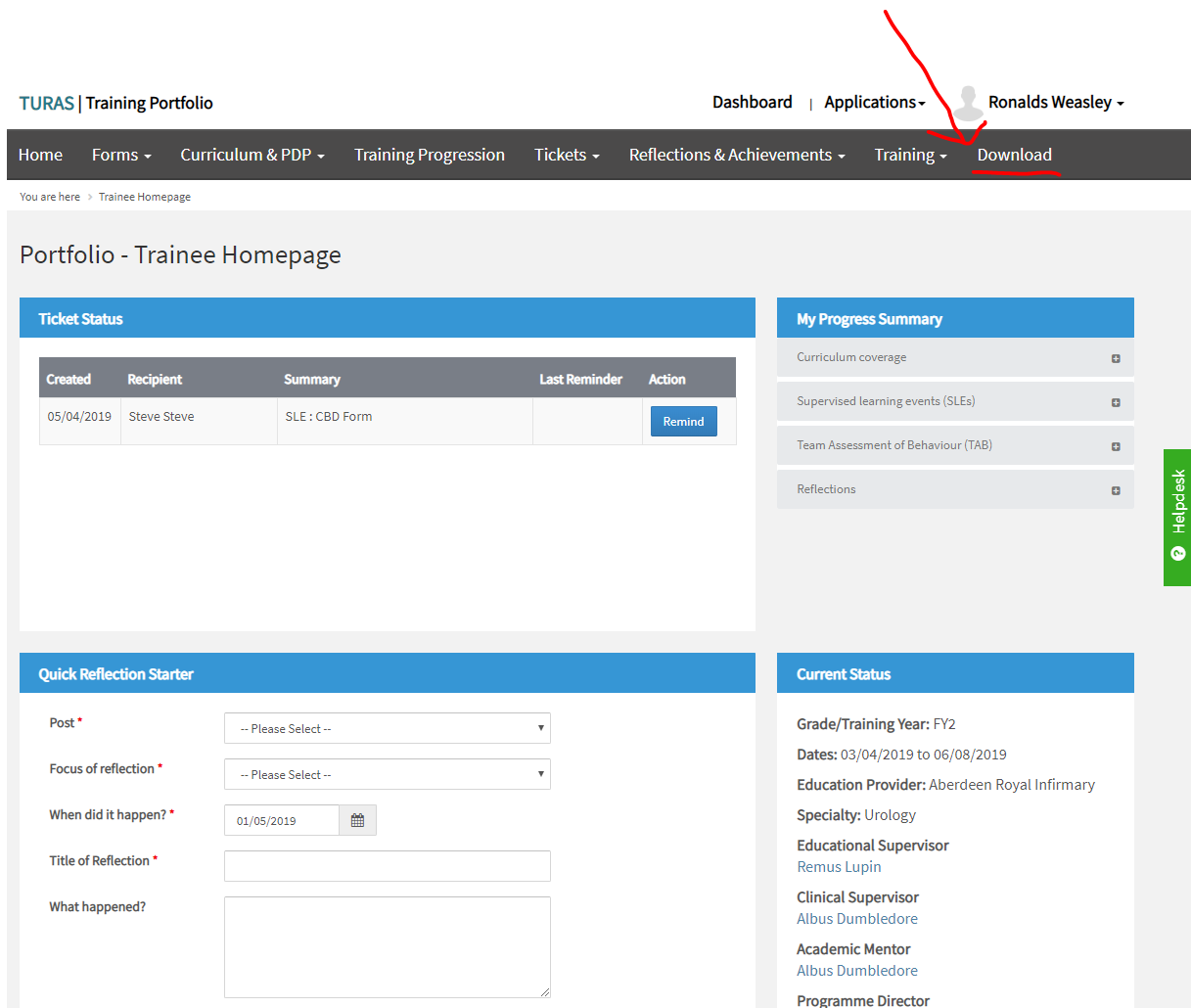


The screenshot displays the TURAS Dashboard interface. At the top, the header includes 'TURAS | Dashboard' on the left and 'Applications ▾ Albus Dumbledore ▾' on the right. Below the header is a dark grey navigation bar with a 'Home' button. The main content area has a blue background with the NHS Education for Scotland logo on the left. The central text reads 'Welcome to TURAS' followed by a description of the platform as a single unified digital platform for health and social care professionals. To the right of the text is an illustration of a laptop and a tablet. Below this, a section titled 'Applications' states 'This is your dashboard. You can access all your applications from here.' and includes a '+ Add Applications' link. Three application tiles are shown: 'Portfolio' (highlighted with a yellow border), 'Training Management', and 'Professional Portfolio'. A vertical green 'Feedback / Help' button is on the right. The footer contains links for 'Accessibility', 'Privacy', and 'Terms and Conditions', copyright information '©2018 NHS Education for Scotland', the version '3.0.28.89', and the text 'TURAS is developed by NHS Education for Scotland'.

Step 2

You will be taken to your Portfolio - Trainee Homepage.

- Click Download for the menu bar



TURAS | Training Portfolio Dashboard | Applications-  Ronalds Weasley -

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

You are here > Trainee Homepage

Portfolio - Trainee Homepage

Ticket Status

Created	Recipient	Summary	Last Reminder	Action
05/04/2019	Steve Steve	SLE : CBD Form		Remind

My Progress Summary

- Curriculum coverage 
- Supervised learning events (SLEs) 
- Team Assessment of Behaviour (TAB) 
- Reflections 

Quick Reflection Starter

Post *

Focus of reflection *

When did it happen? * 

Title of Reflection *

What happened?

Current Status

Grade/Training Year: FY2

Dates: 03/04/2019 to 06/08/2019

Education Provider: Aberdeen Royal Infirmary

Specialty: Urology

Educational Supervisor
Remus Lupin

Clinical Supervisor
Albus Dumbledore

Academic Mentor
Albus Dumbledore

Programme Director



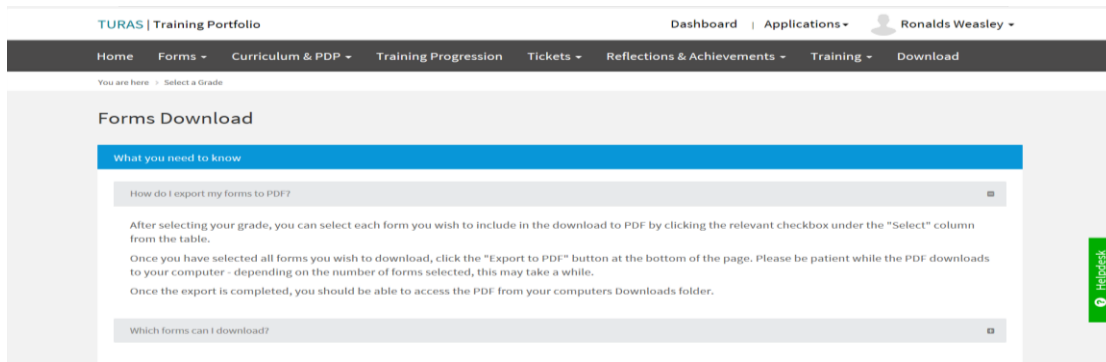
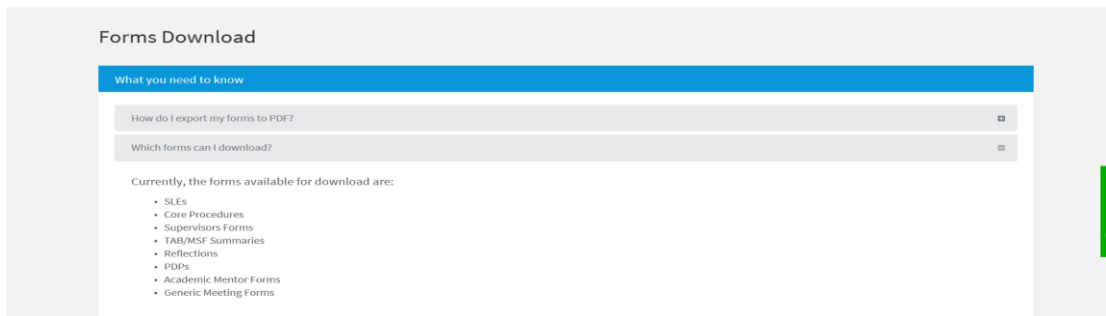
This download function will allow for trainee users to create a pdf download of their Portfolio. This is available to trainee users only. i.e. administrators cannot download a trainees Portfolio on their behalf, and trainees will only be able to include forms they have permission to view.



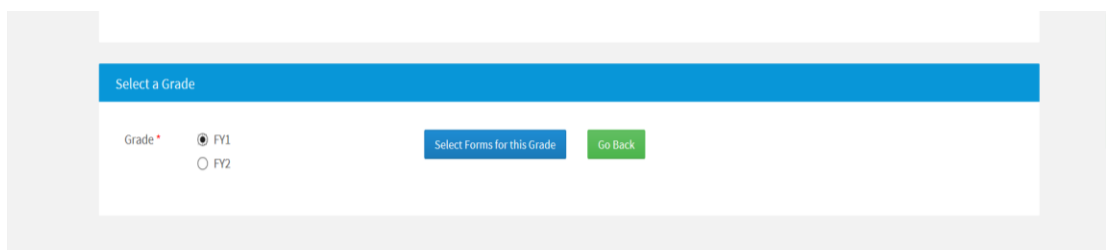
Step 3

You will be taken to the Forms Download page.

Also use the – what you need to know for more information. These sections can be expanded using the + and -

1. Select Grade



2. Click “Select Forms for this Grade” where you will be met with a list of all forms, grouped by post and form type

3. Select the desired form

TURAS | Training Portfolio Dashboard | Applications ▾ Ronalds Weasley ▾

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

You are here > Select Forms to Download

Forms Download

Select Forms to Download as PDF

FY1, 05/04/2017 - 01/08/2017, General Practice - Aberdeen Royal Infirmary - N05 - FY2 (NOS2234)

PDPs

Select	Title	Date Modified	Private	Achieved
☐	Test PDP for 11th May 2017		No	No

Reflections

Select	Title	Type	Updated	Date of Activity	Shared
☐	Self Harm Talk by Dr Dallas Brodie	Tutorial/Lecture/Seminar		13/04/2017	Yes
☐	Test title - 11th May	Academic activity		11/05/2017	No

Helpdesk

4. Click Export to PDF at the bottom of the lists

Forms Download

FY1, 04/08/2015 - 01/12/2015, Acute Internal Medicine - Aberdeen Royal Infirmary - N05 - FY1 (NOS2234)

There are no relevant forms assigned to this post

Non-Post Related Forms

Generic Meetings

Select	Form Type	Submitter	Date Submitted	Status
☐	Supervisor Generic Meeting	Remus Lupin	10/11/2016	

Export to PDF Go Back

Helpdesk

5. A pdf will be generated within you default pdf viewer application (probably Adobe)

6. Example of pdf generated



Turas Training Portfolio

Trainee: Bertie Balloons

Registration Number: 3434345

Grade: FY1

Date: 01/05/2019

REFLECTION

Focus of reflection

Significant Event Analysis (SEA)

When did it happen? 18/05/2018

Title of Reflection Test

What happened?

test

How did you feel?

What did you learn and what would you do differently, if anything, in the future?

What future learning needs do you have and how will you address them?

Make it private? Only you will be able to see this reflection

No