

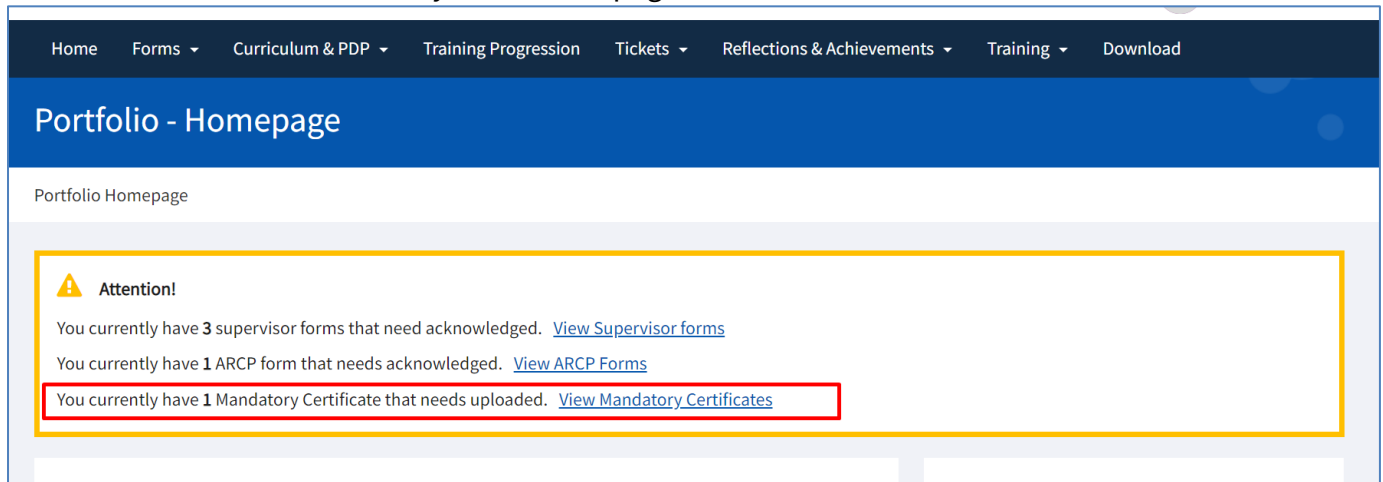
Medical Foundation – PSA Certificate Upload Process

Trainee

Turas Training Portfolio

Step 1

The Trainee should receive a notification that a Mandatory Training needs uploaded, and can click the link to be taken to the Mandatory Certificates page.

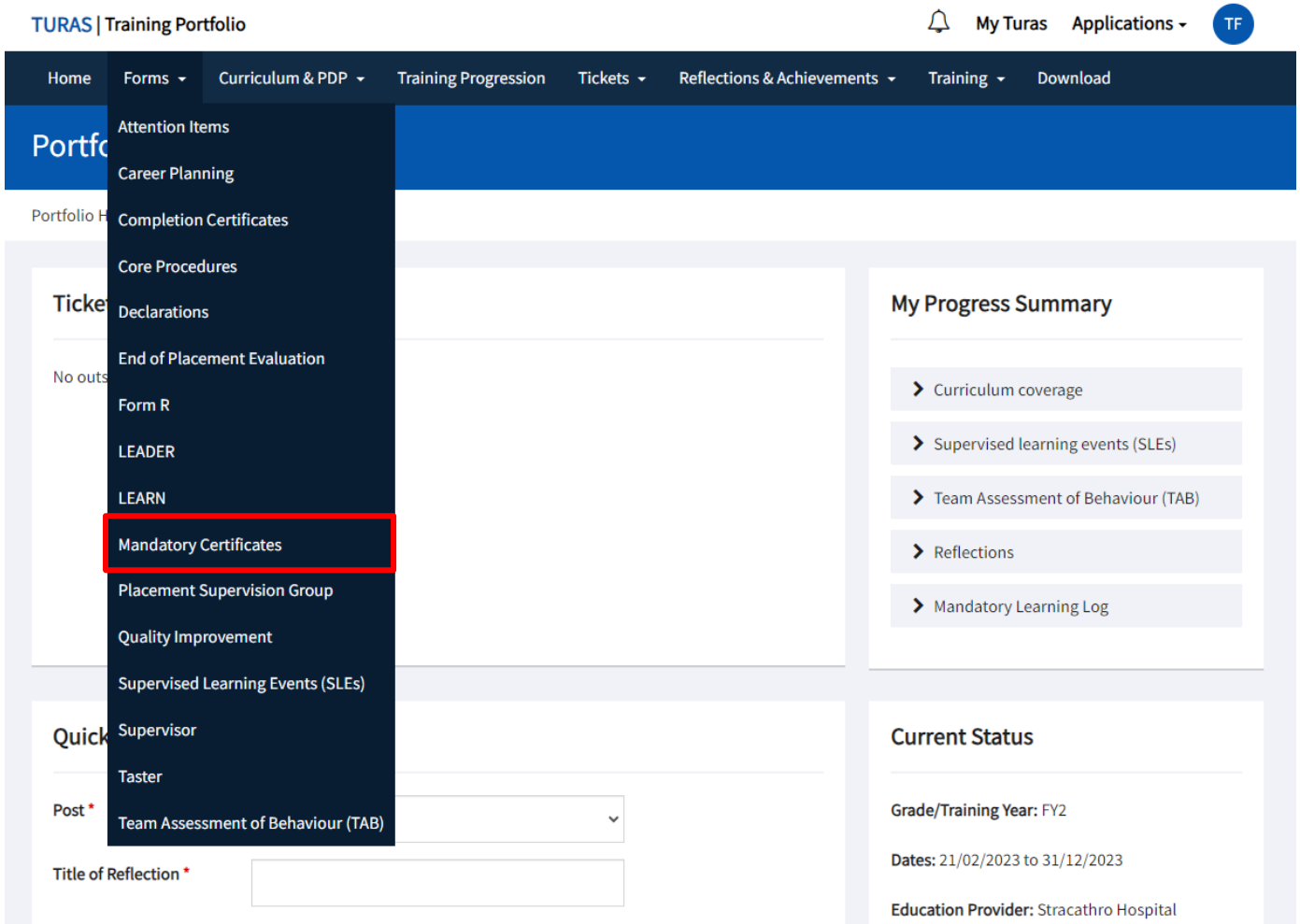


The screenshot shows the 'Portfolio - Homepage' of the Turas Training Portfolio. A notification box with a yellow border and an attention icon contains the following text:

- Attention!**
- You currently have **3** supervisor forms that need acknowledged. [View Supervisor forms](#)
- You currently have **1** ARCP form that needs acknowledged. [View ARCP Forms](#)
- You currently have **1** Mandatory Certificate that needs uploaded. [View Mandatory Certificates](#)

The third line of the notification is highlighted with a red rectangular box.

If this notification is not appearing, the Trainee can click on Mandatory Certificates via the Forms tab:



The screenshot shows the 'TURAS | Training Portfolio' interface. The 'Forms' tab is selected in the top navigation bar. A dropdown menu is open, listing various forms and certificates. The 'Mandatory Certificates' option is highlighted with a red rectangular box.

The 'My Progress Summary' section on the right shows the following items:

- > Curriculum coverage
- > Supervised learning events (SLEs)
- > Team Assessment of Behaviour (TAB)
- > Reflections
- > Mandatory Learning Log

The 'Current Status' section on the right shows the following information:

- Grade/Training Year: FY2
- Dates: 21/02/2023 to 31/12/2023
- Education Provider: Stracathro Hospital

Step 2

The Trainee will see the PSA outcome under the Mandatory Certificates heading and be able to View, Link, or Upload from the Actions dropdown list.

Mandatory Certificates

Portfolio Homepage > 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
PSA Completed

FY2
None

Mandatory Certificates

Certificate	Expiration Date	Confirmed	Actions
Prescribing Safety Assessment (PSA)		Yes	Actions ▾ View Link Upload

Step 3

Upon clicking “Upload”, the Trainee will be asked to upload a the certificate:

TURAS | Training Portfolio

My Turas

Applications ▾

TF

Home

Forms ▾

Curriculum & PDP ▾

Training Progression

Tickets ▾

Reflections & Achievements ▾

Training ▾

Download

Upload Mandatory Certificate

Portfolio Homepage > Mandatory Certificates > Upload Mandatory Certificate

Upload Certificate

Select Certificate to Upload *

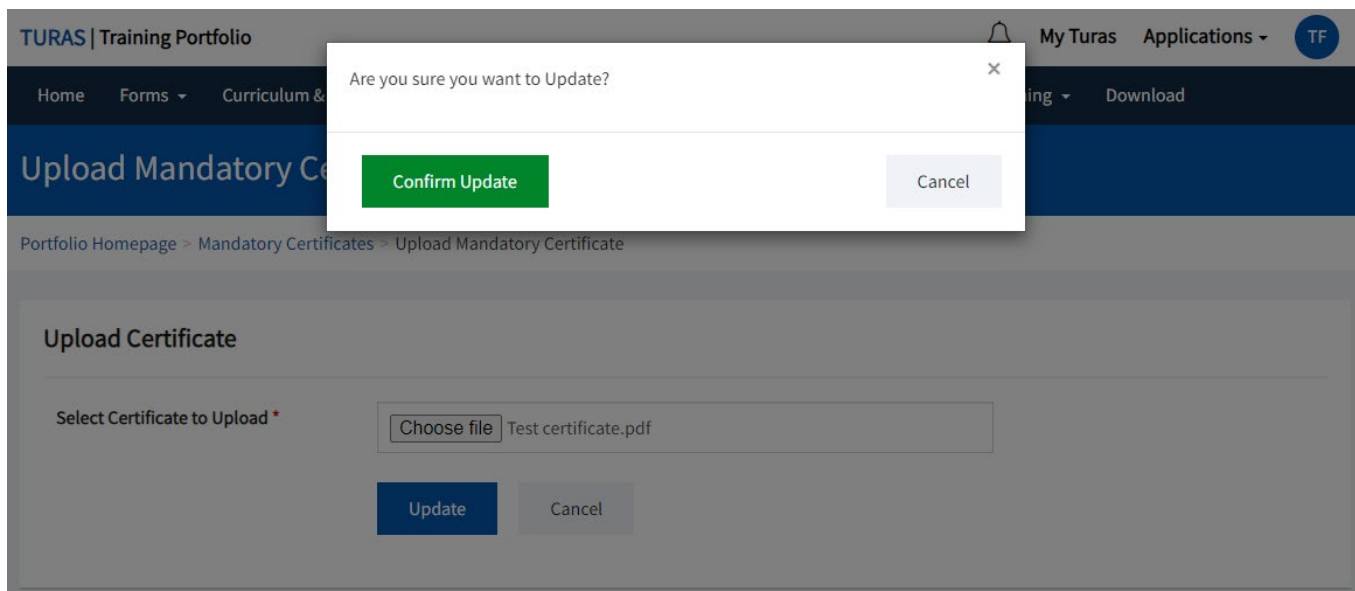
Choose file

Test certificate.pdf

Update

Cancel

2



Step 4

Once uploaded, the Trainee will now be able to View or Link the certificate:

Mandatory Certificates

Portfolio Homepage > 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
PSA Completed

FY2
None

Mandatory Certificates

Certificate	Expiration Date	Confirmed	Actions
Prescribing Safety Assessment (PSA)		Yes	Actions ▾ View Link

Step 5

If Viewing the certificate, the Trainee can view the details and download the certificate file they uploaded earlier, as well as linking to the Curriculum.

[TURAS](#) | Training Portfolio



My Turas

Applications ▾

TF

[Home](#)

[Forms ▾](#)

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[Training ▾](#)

[Download](#)

Mandatory Certificate Details

[Portfolio Homepage](#) > [Mandatory Certificates](#) > Mandatory Certificate Details

Mandatory Certificates

Trainee's Name Tstmedical Fytwo

Trainee's Registration Number 65615

Certificate Name Prescribing Safety Assessment (PSA)

Certificate [Download Certificate \(Test certificate.pdf, 34 KB\)](#)

Details Confirmed Yes

Confirmed By TstMedical Admin

Confirmation Date 10/08/2023

[Link to Curriculum](#)

[< Go Back](#)