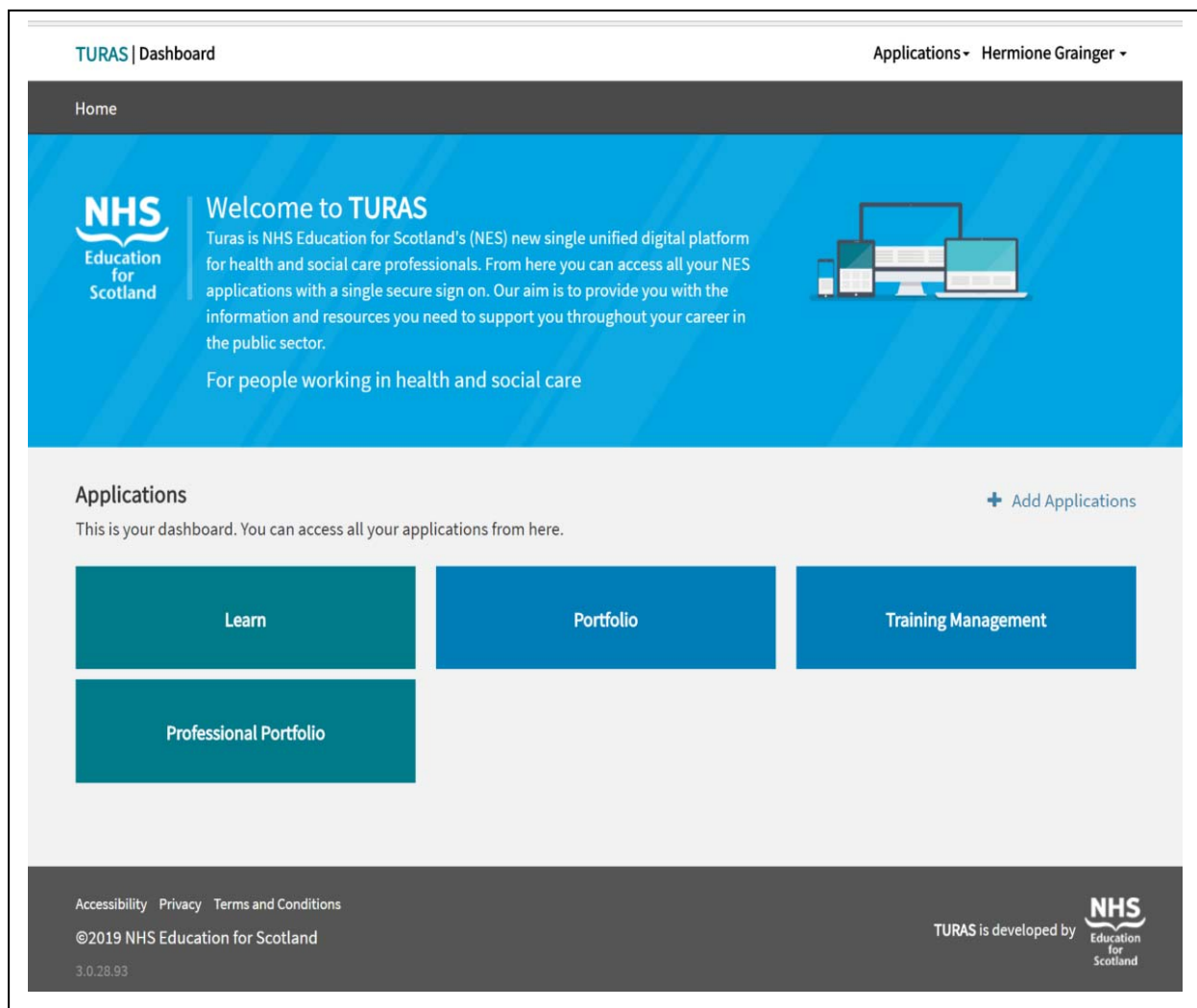


TRAINEES

HOW TO CREATE A TEAM ASSESSMENT OF BEHAVIOUR (TAB) FORM AND GENERATE TICKETS

Step 1

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



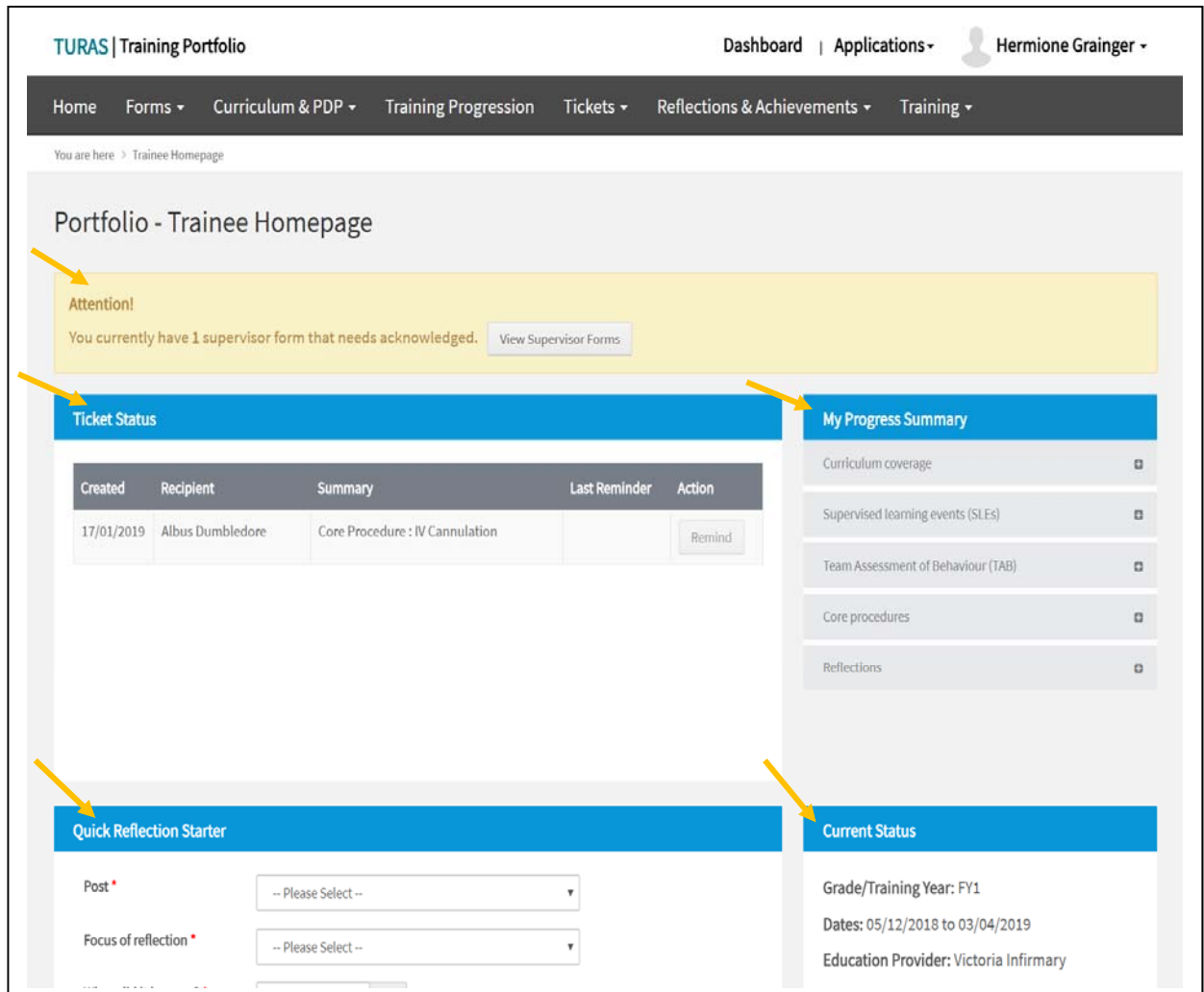
The screenshot shows the TURAS Dashboard interface. At the top, there's a header with "TURAS | Dashboard" on the left and "Applications ▾ Hermione Grainger ▾" on the right. Below the header is a dark grey bar with "Home". The main content area has a blue background with the NHS Education for Scotland logo on the left. To the right of the logo, it says "Welcome to TURAS" and provides a brief description of the platform. Below this, there's a section titled "Applications" with a sub-header "This is your dashboard. You can access all your applications from here." and a "+ Add Applications" link. Underneath, there are four application tiles: "Learn", "Portfolio", "Training Management", and "Professional Portfolio". The footer contains links for "Accessibility", "Privacy", and "Terms and Conditions", along with copyright information "©2019 NHS Education for Scotland" and the version number "3.0.28.93". On the right side of the footer, it states "TURAS is developed by" followed by the NHS Education for Scotland 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 * -- Please Select -- ▾

Focus of reflection * -- Please Select -- ▾

Current Status

Grade/Training Year: FY1

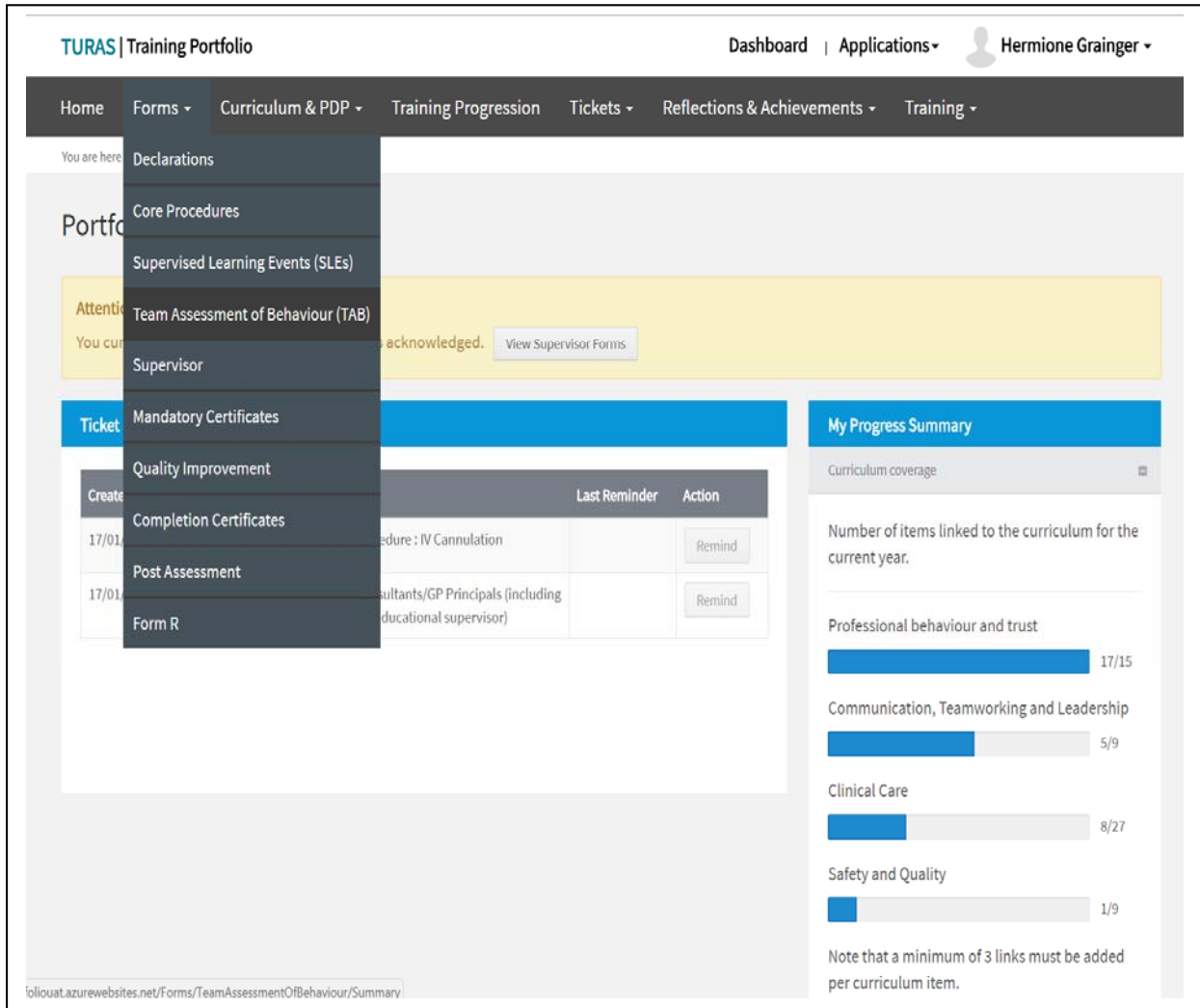
Dates: 05/12/2018 to 03/04/2019

Education Provider: Victoria Infirmary

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

Step 3

To access all Forms, click Forms from the tool bar to open the drop-down list. Here you will see the standard forms you can add to your portfolio. For this example click Team Assessment of Behaviour (TAB).



The screenshot shows the TURAS Training Portfolio interface. The top navigation bar includes 'Home', 'Forms', 'Curriculum & PDP', 'Training Progression', 'Tickets', 'Reflections & Achievements', and 'Training'. The user is logged in as 'Hermione Grainger'. The 'Forms' dropdown menu is open, showing options: 'Declarations', 'Core Procedures', 'Supervised Learning Events (SLEs)', 'Team Assessment of Behaviour (TAB)', 'Supervisor', 'Mandatory Certificates', 'Quality Improvement', 'Completion Certificates', 'Post Assessment', and 'Form R'. The 'Team Assessment of Behaviour (TAB)' option is highlighted. Below the dropdown, a table lists items with columns for 'Create', 'Last Reminder', and 'Action'. The table contains two rows of data. On the right, the 'My Progress Summary' section shows curriculum coverage progress for various categories.

Create	Last Reminder	Action
17/01/2020	Procedure : IV Cannulation	Remind
17/01/2020	Consultants/GP Principals (including educational supervisor)	Remind

My Progress Summary

Curriculum coverage

Number of items linked to the curriculum for the current year.

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.

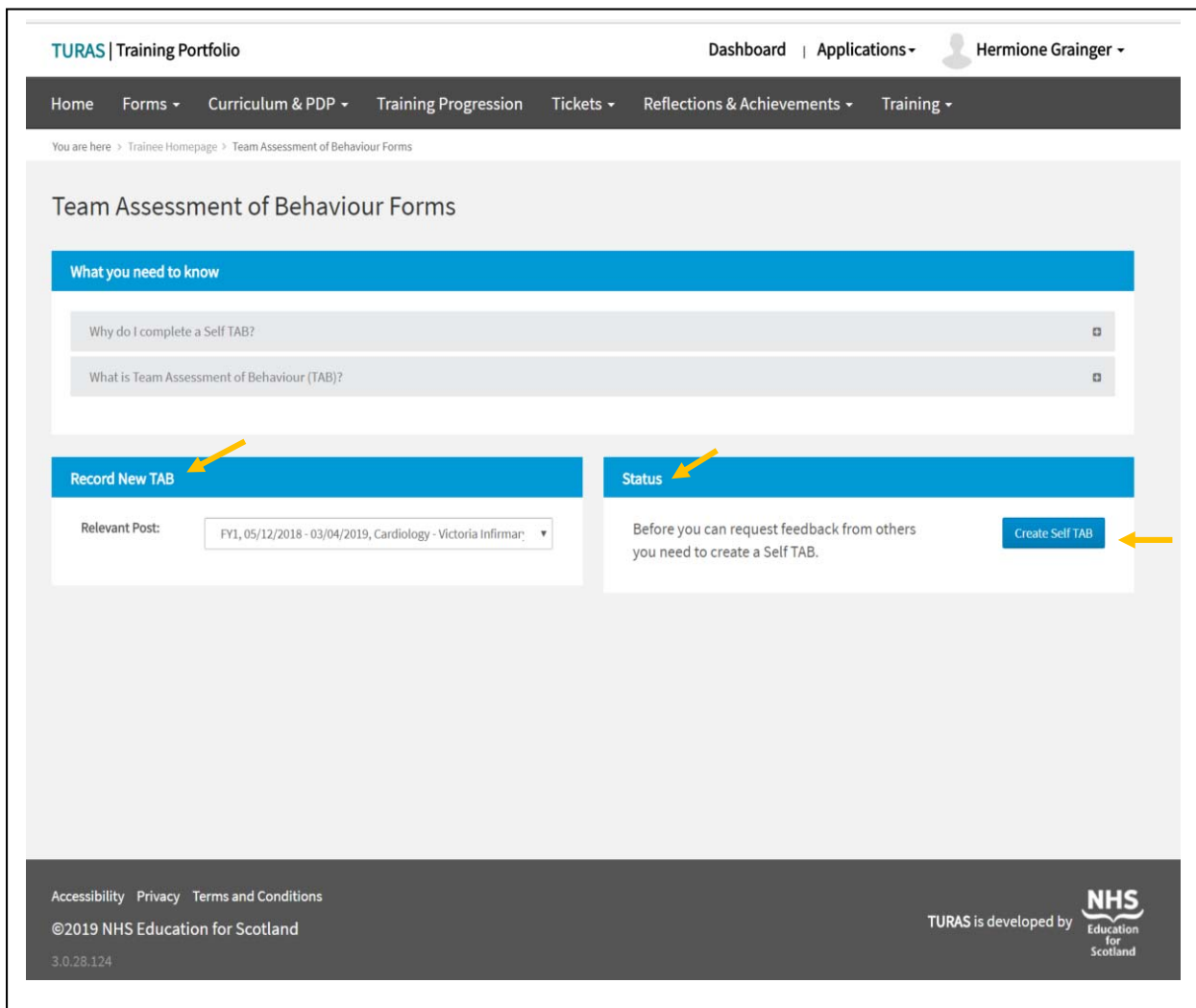
Step 4

Once you have click on TAB from the drop-down you will open the Team Assessment of Behaviour Forms. The What you need to know section provides you with descriptors, Why do I complete a Self Tab and What is a Team Assessment of Behaviour (TAB)? To access these, click on the +.

In the section headed Record a New TAB select from the drop-down list of the post you wish the TAB to be recorded against.

In the Status section you will note that before you can request feedback from others you need to create a Self TAB.

Click Create Self TAB.



TURAS | Training Portfolio

Dashboard | Applications ▾ | Hermione Grainger ▾

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

You are here > Trainee Homepage > Team Assessment of Behaviour Forms

Team Assessment of Behaviour Forms

What you need to know

Why do I complete a Self TAB? 

What is Team Assessment of Behaviour (TAB)? 

Record New TAB

Relevant Post:

Status

Before you can request feedback from others you need to create a Self TAB. [Create Self TAB](#)

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3.0.28.124

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Step 5

Once you have clicked Self TAB a new window opens called Create Form complete the form and as soon as you are happy with the contents click Save and the bottom on the form it should be noted that you go back and update your Self TAB from the main TAB window.

Please note if you select you have some concern or you have major concern you must add on a text into the comments box.

TURAS | Training Portfolio

Dashboard | Applications   Hermione Grainger 

Home

Forms 

Curriculum & PDP 

Training Progression

Tickets 

Reflections & Achievements 

Training 

You are here > Trainee Homepage > Team Assessment of Behaviour Forms > New Team Assessment of Behaviour (Self TAB)

Create Form

New Team Assessment of Behaviour (Self TAB)

Please complete this TAB form about yourself before your next appraisal. This will help your educational supervisor understand any areas of your professional behaviour in which you lack confidence at this stage of your career. Be specific, using comments as necessary, especially if you have any concerns. The Self TAB form will also help if there are any areas (blind spots) in your interpersonal work as a trainee which others find a concern, but about which you may be unaware. Remember: a Self TAB must be completed before other members of the team can be invited to provide a TAB.

Trainee's Name

Hermione Grainger

Trainee's Registration Number

1111113

Specialty

Cardiology

Training Period Start

05/12/2018

Training Period End

03/04/2019

Maintaining trust/professional relationship with patients *

☐ No concern
 ☐ You have some concern
 ☐ You have a major concern

Comments

 Further information....

Verbal communication skills *

☐ No concern

- Further information..... clicking on this opens a pop-up window to you examples for each of the form headings. 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 Team Assessment of Behaviour Forms Screen. In the section headed Multi-disciplinary Team you will see a table showing the mix of assessor types as well as the minimum number required under each category.

Remember that the Summary TAB will only be released once 10 TABs have been completed and your supervisor considers that you have the correct mix of assessor types.

In the Action column click Create Ticket against the assessor category you wish to send the TAB too.

Team Assessment of Behaviour Forms

Record New TAB

Relevant Post:
FY1, 05/12/2018 - 03/04/2019, Cardiology - Victoria Infirmary

Status

0 out of 10 TABs have been completed.

Self TAB: Completed

Summary TAB: Not Released

Update Self TAB

Remember that the Summary TAB will only be released once 10 TABs have been completed and your supervisor considers that you have the correct mix of assessor types.

Multi-disciplinary Team

Mix of Assessor Types

IMPORTANT: To ensure quality, a valid TAB requires a minimum of 10 assessors including at least four senior assessors comprising consultants / trained GPs and senior nurses. The named clinical supervisor will normally be one of the assessors.

Assessor Category	Complete	Minimum required	Minimum met?	Actions
Consultants / GP Principals (including clinical or educational supervisor)	0	2	No	Create Ticket
Doctors (more senior than F2)	0	1	No	Create Ticket
Senior Nurses	0	2	No	Create Ticket
Allied Health Professionals/ Additional team members and auxiliary staff	0	2	No	Create Ticket
Foundation Doctors	0	0 (max 2)	Yes	Create Ticket
Pharmacists	0	0	Yes	Create Ticket

Step 8

When you have clicked Submit you are taken to the Create Ticket - Confirmation Screen where you will see the details of the email which has been sent to the recipient. Click Return at the bottom on the page to return to the Team Assessment of Behaviour Forms.

Create Ticket - Confirmation

Ticket Details

The following email has been sent to ndptest9@nes.scot.nhs.uk

Ticket Email	Dear Albus Dumbledore FEEDBACK HAS BEEN REQUESTED FOR Trainee: Hermione Grainger (ndptest8@nes.scot.nhs.uk) Post: FY1, 05/12/2018 - 03/04/2019, Cardiology - Victoria Infirmary - Hogwarts Foundation Programme 06 - FY1 (WOS2237) HOW TO PROVIDE FEEDBACK Please login to the Turas Portfolio home page at https://nesndpportfolioat.azurewebsites.net/ using your Turas Account to review and complete this request. If you do not already have a Turas Account please contact your local Turas Administrator to arrange this. DETAILS OF THE REQUEST Team Assessment of Behaviour (TAB) (Consultants/GP Principals (including clinical / educational supervisor)) Assessor: Albus Dumbledore Trainee Comment: test, please complete Trainee Email: ndptest8@nes.scot.nhs.uk Thank you for taking the time to complete this request. Regards The Turas Portfolio Team
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Step 9

When you have clicked Return you are taken back to the Team Assessment of Behaviour Forms where you can repeat to process for each assessor category.

To review the Tickets, you have sent. Select Tickets from the menu to open the drop-down list and select Created. You will see a what you need to know section, click on the+ to open the information and click – to close.

The table displays show the created tickets as well as the Form(s) Status. The Actions column allows you the view the details sent to the assessor or delete the Ticket.

If the Form Status is Complete you will only be able to view Ticket details and not the information the assessor has submitted.

If the ticket is Incomplete you can view details or Delete the ticket created.

You are here > Trainee Homepage > Tickets Created

Tickets Created

What you need to know

- What are Tickets?
- Why do I need to use them?

Created Tickets

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

Creation Date	Ticket Code	Expiry Date	Ticket Status	Assessor Name	Form(s)	Form(s) Status	Actions
18/01/2019		18/04/2019	Open	Albus Dumbledore	Team Assessment of Behaviour (TAB) (Consultants/GP Principals (including clinical / educational supervisor))	Incomplete	Actions ▼ Details Delete
18/01/2019		18/04/2019	Open	Remus Lupin	Team Assessment of Behaviour (TAB) (Consultants/GP Principals (including clinical / educational supervisor))	Incomplete	Actions ▼ Details Delete
18/01/2019		18/04/2019	Open	Albus Dumbledore	Team Assessment of Behaviour (TAB) (Consultants/GP Principals (including clinical / educational supervisor))	Incomplete	Actions ▼ Details Delete
17/01/2019		17/04/2019	Open	Albus Dumbledore	Team Assessment of Behaviour (TAB) (Consultants/GP Principals (including clinical / educational supervisor))	Incomplete	Actions ▼ Details Delete
17/01/2019		17/04/2019	Open	Albus Dumbledore	Core Procedure (IV Cannulation)	Incomplete	Actions ▼ Details Delete