

TRAINERS (FPDS) HOW TO CLOSE ATTENTION ITEMS

Step 1

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

TURAS Dashb	oard		Applications - Remus Lupin -
Home			
Education for Scotland	Welcome to TURAS Turas is NHS Education for Scotland's (N for health and social care professionals. applications with a single secure sign or information and resources you need to s the public sector.	IES) new single unified digital platform From here you can access all your NES n. Our aim is to provide you with the support you throughout your career in	
	For people working in health and	l social care	
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Step 2

You will be returned to the Trainee's Profile page. As you completed that there were some or major concerns these are "flagged as an Attention Items". To view these, click on the Attention Item Summary tab.

JRAS Training Port	folio	Dashbo	oard Applications -	Albus Dumbledore
ome ARCP Forms	a Tickets -			
u are here > Educator Homep	age > Trainee Profile			
rainee Profile	- Hermione Grainger			
Trainee Details				
	Name: Hermione Grainger Email: ndptest8@nes.scot.nhs.uk Grade/Training Year: FY1 Registration Number: 1111113	Programm Programm Educationa Clinical Suj	e: Hogwarts Foundation Program e Director: Remus Lupin al Supervisor: Albus Dumbledore pervisor: Albus Dumbledore	mme 06 - FY1 (WOS2237) e
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Step 3

Once you have clicked on the Attention Item Summary you will be shown the post details and a Table of Forms, who has submitted the form, date completed, any attention items, actions. Clicking on the Actions will allow you to view or update. If you click view this will take you to the form up you cannot make any changes.

eDetails						
	Name: Her	mione Grainger		Programme: He	ogwarts Foundation Prog	ramme 06 - FY1 (WOS2
	Email: ndp	test8@nes.scot.nhs.uk		Programme Dir	rector: Remus Lupin	
	Grade/Trai	ning Year: FY1		Educational Su	pervisor: Albus Dumbled	ore
	Registratio	n Number: 1111113		Clinical Superv	isor: Albus Dumbledore	
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Step 4

If you select update this will allow you if appropriate close the attention item. To close click on the closed radio button, you must add text into the concerns update field. You can add in information in the concerns update field and leave the attention item status as open.

Once you have happy with the information you have added select Update at the bottom of the form. You will be asked if you are sure you wish the form to be updated, click confirm update. Not the trainee will not see this information you have added.

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