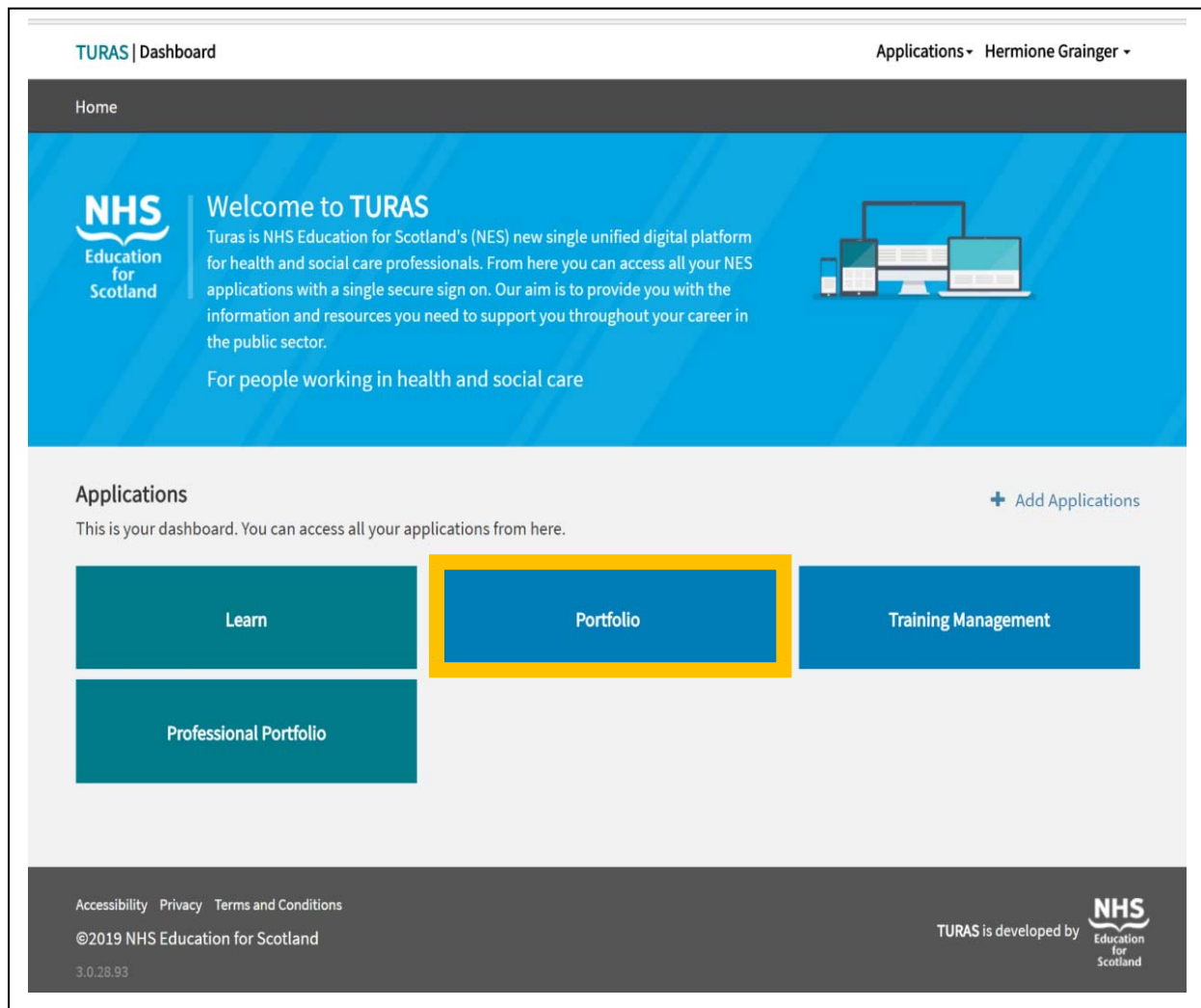


TRAINEES

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

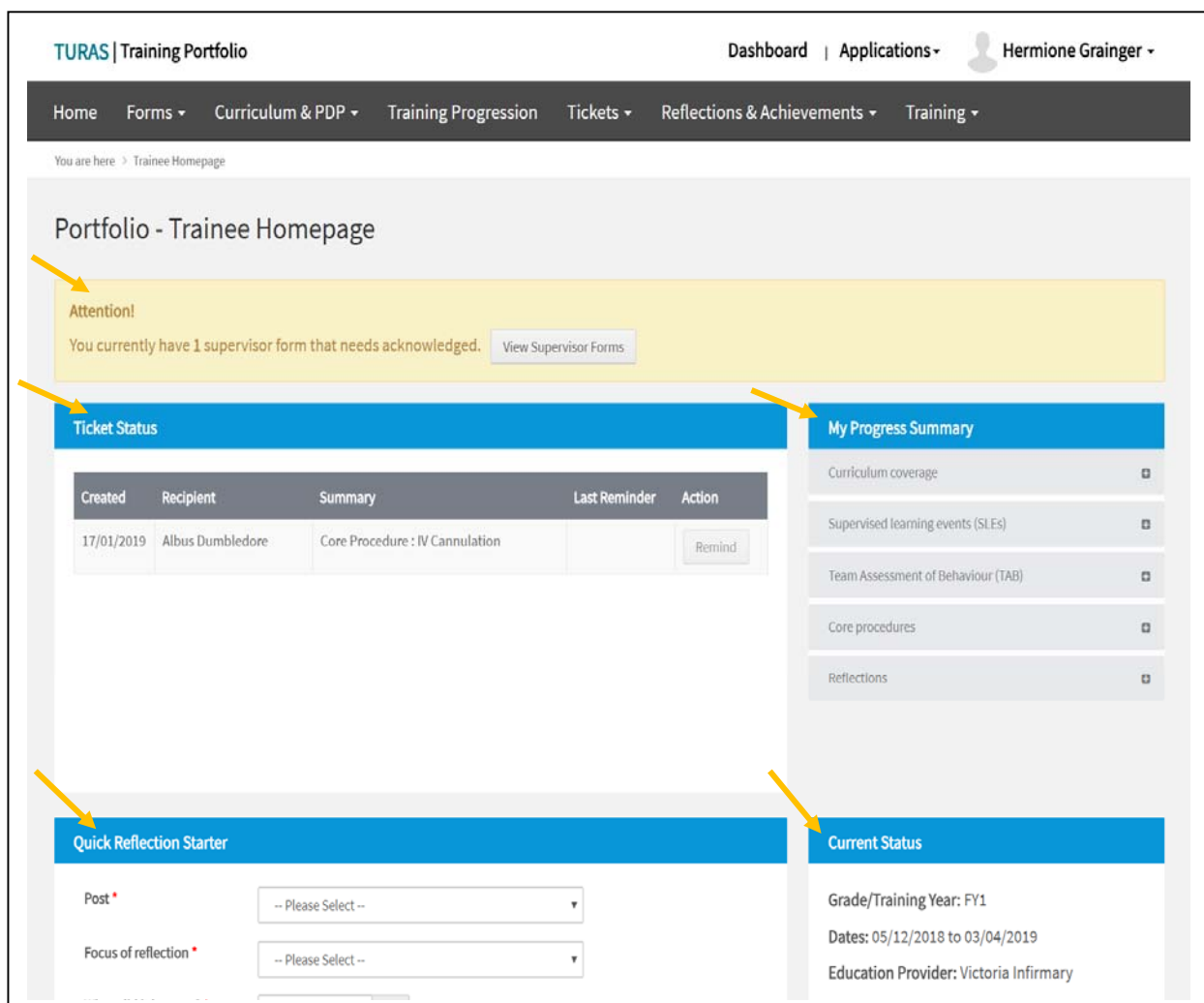



The screenshot shows the TURAS Dashboard interface. At the top, it displays "TURAS | Dashboard" on the left and "Applications - Hermione Grainger -" on the right. Below this is a "Home" header. The main content area features the NHS Education for Scotland logo on the left, a "Welcome to TURAS" message in the center, and an illustration of a laptop and tablet on the right. The message states: "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. For people working in health and social care". Below this is an "Applications" section with a "+ Add Applications" button. The section contains four application tiles: "Learn", "Portfolio" (highlighted with a yellow border), "Training Management", and "Professional Portfolio". At the bottom, there is a 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".

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*

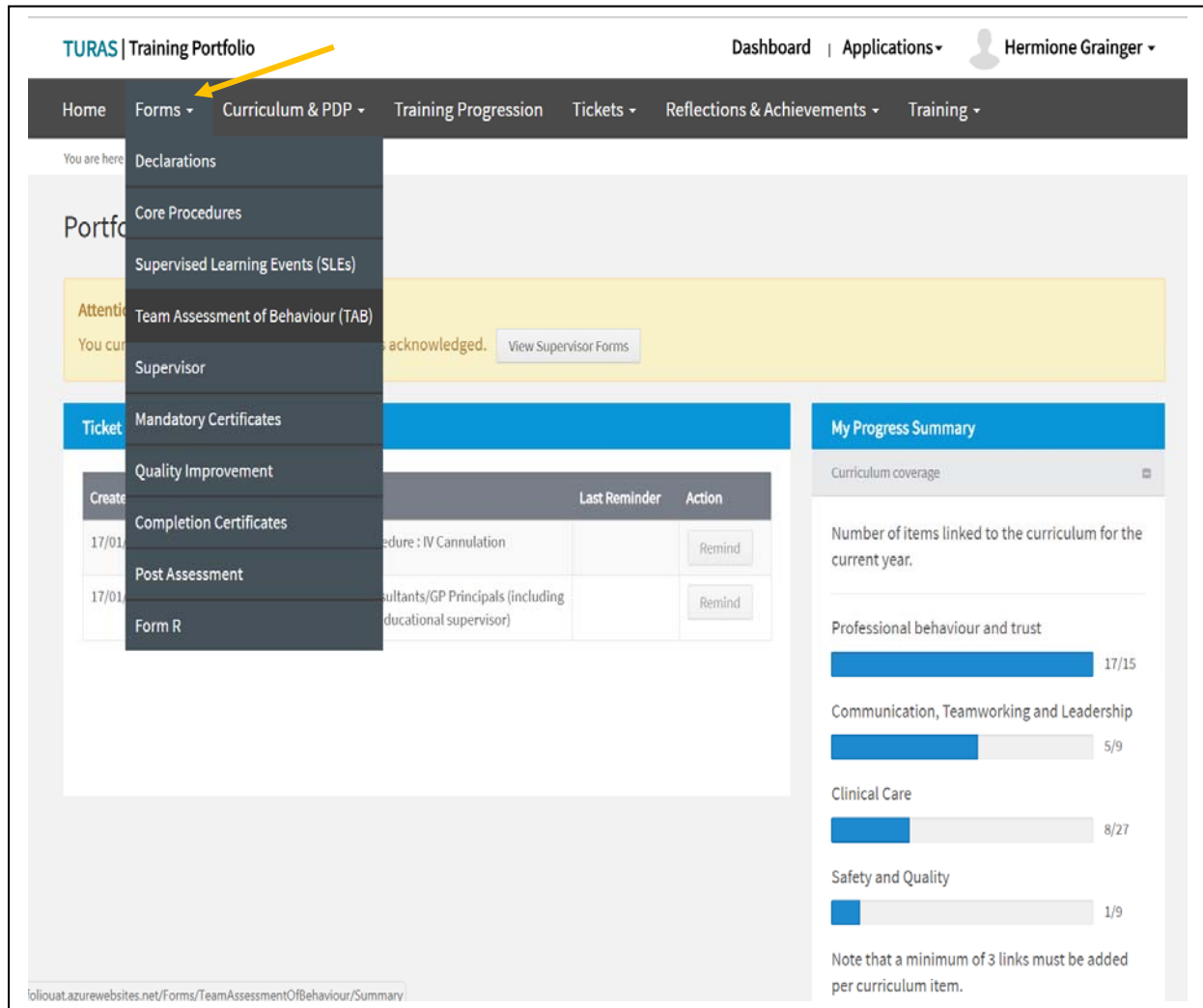
Current Status

Grade/Training Year: FY1
Dates: 05/12/2018 to 03/04/2019
Education Provider: Victoria Infirmary

i 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 dashboard for user Hermione Grainger. The top navigation bar includes 'Home', 'Forms', 'Curriculum & PDP', 'Training Progression', 'Tickets', 'Reflections & Achievements', and 'Training'. A yellow arrow points to the 'Forms' dropdown menu, which is open and lists several 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. Below the menu, a table displays training items with columns for 'Last Reminder' and 'Action'. A 'My Progress Summary' sidebar on the right shows progress bars for various curriculum categories: Professional behaviour and trust (17/15), Communication, Teamworking and Leadership (5/9), Clinical Care (8/27), and Safety and Quality (1/9). A note at the bottom of the sidebar states: 'Note that a minimum of 3 links must be added per curriculum item.'

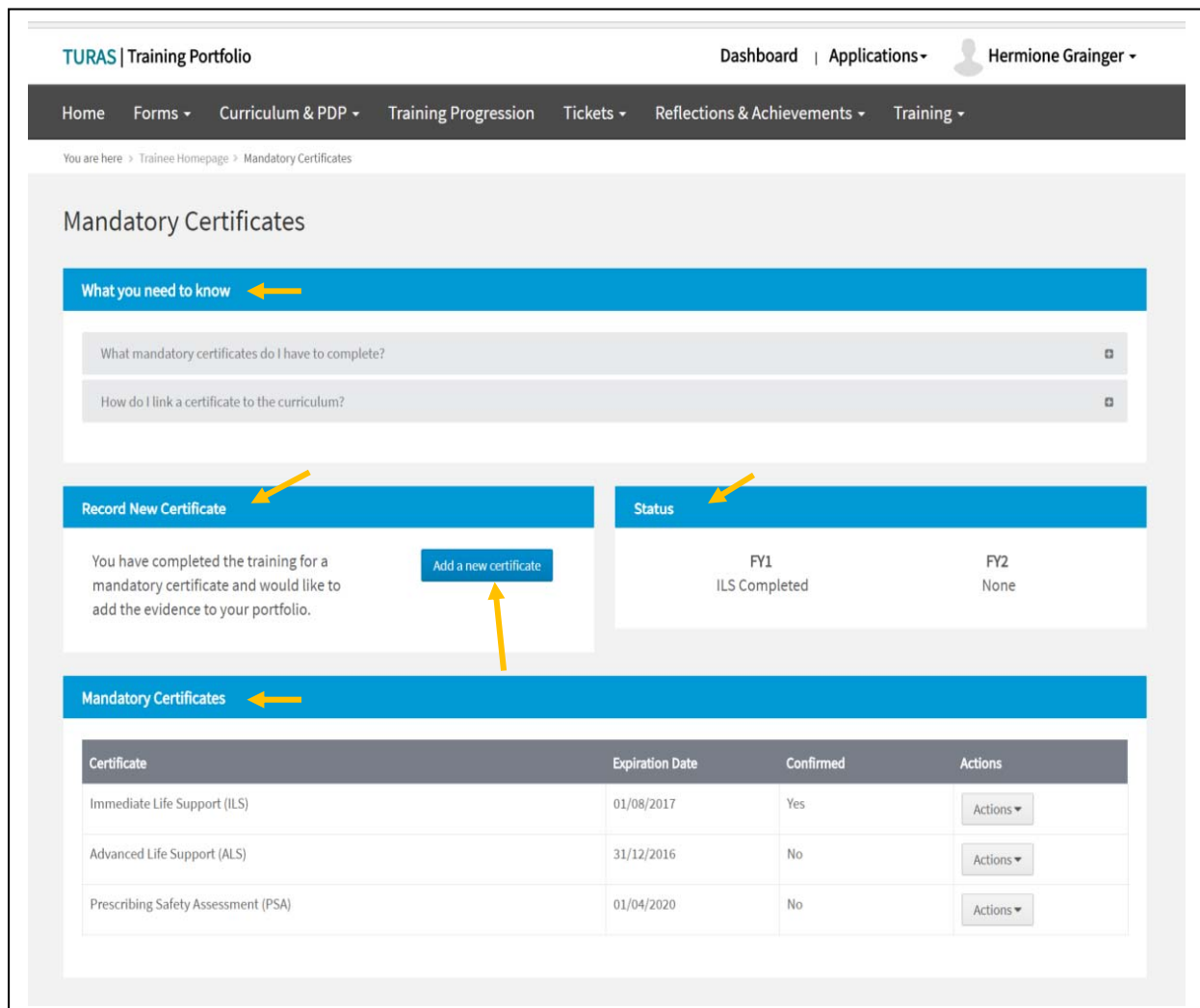
Item	Last Reminder	Action
Procedure : IV Cannulation		Remind
Consultants/GP Principals (including educational supervisor)		Remind


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
----------------------	-------------

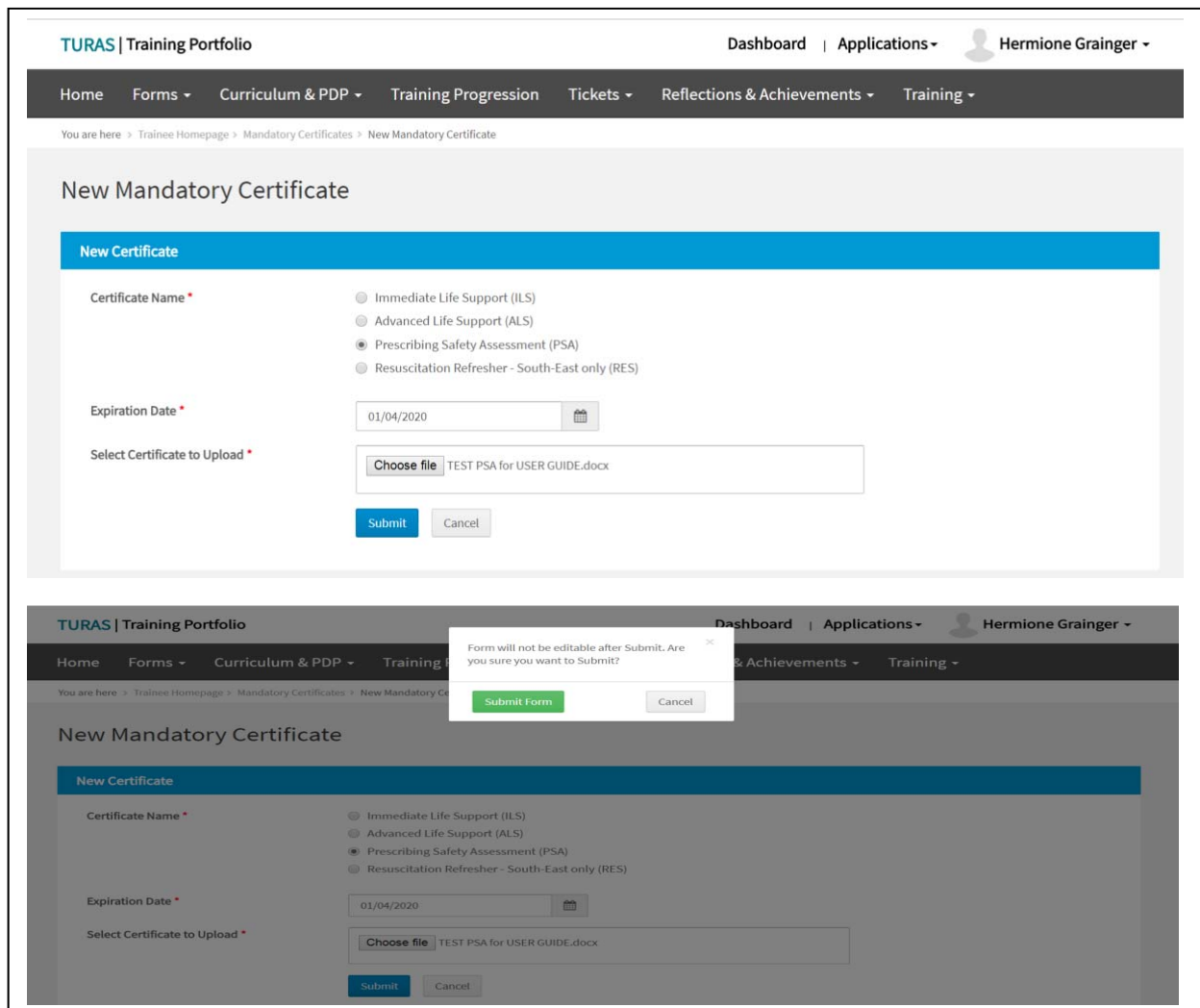
Mandatory Certificates

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 you document, click submit
- pop-up window to confirm submission, noting that you will not be able to edit the form once submitted




The image shows two screenshots of the TURAS Training Portfolio interface. The top screenshot displays the 'New Mandatory Certificate' form. The form includes a 'Certificate Name' section with four radio button options: 'Immediate Life Support (ILS)', 'Advanced Life Support (ALS)', 'Prescribing Safety Assessment (PSA)', and 'Resuscitation Refresher - South-East only (RES)'. The 'Expiration Date' is set to '01/04/2020'. The 'Select Certificate to Upload' section shows a file named 'TEST PSA for USER GUIDE.docx' selected. There are 'Submit' and 'Cancel' buttons at the bottom of the form.

The bottom screenshot shows the same form with a confirmation pop-up window overlaid. The pop-up window contains the text: 'Form will not be editable after Submit. Are you sure you want to Submit?'. It has a green 'Submit Form' button and a grey 'Cancel' button.

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

Status

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


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

You are here > Mandatory Certificate Details

Mandatory Certificate Details

Mandatory Certificates


Trainee's Name	Hermione Grainger
Trainee's Registration Number	1111113
<hr/>	
Certificate Name	Immediate Life Support (ILS)
Expiration Date	01/08/2017
Certificate	Download Certificate (DUMMY ILS CERT.pdf, 33 KB)
<hr/>	
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	
<input type="checkbox"/>	Professional Behaviour
<input type="checkbox"/>	Personal organisation
<input type="checkbox"/>	Personal responsibility

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

Descriptor	
<input type="checkbox"/>	Patient centred care
<input type="checkbox"/>	Trust
<input type="checkbox"/>	Consent

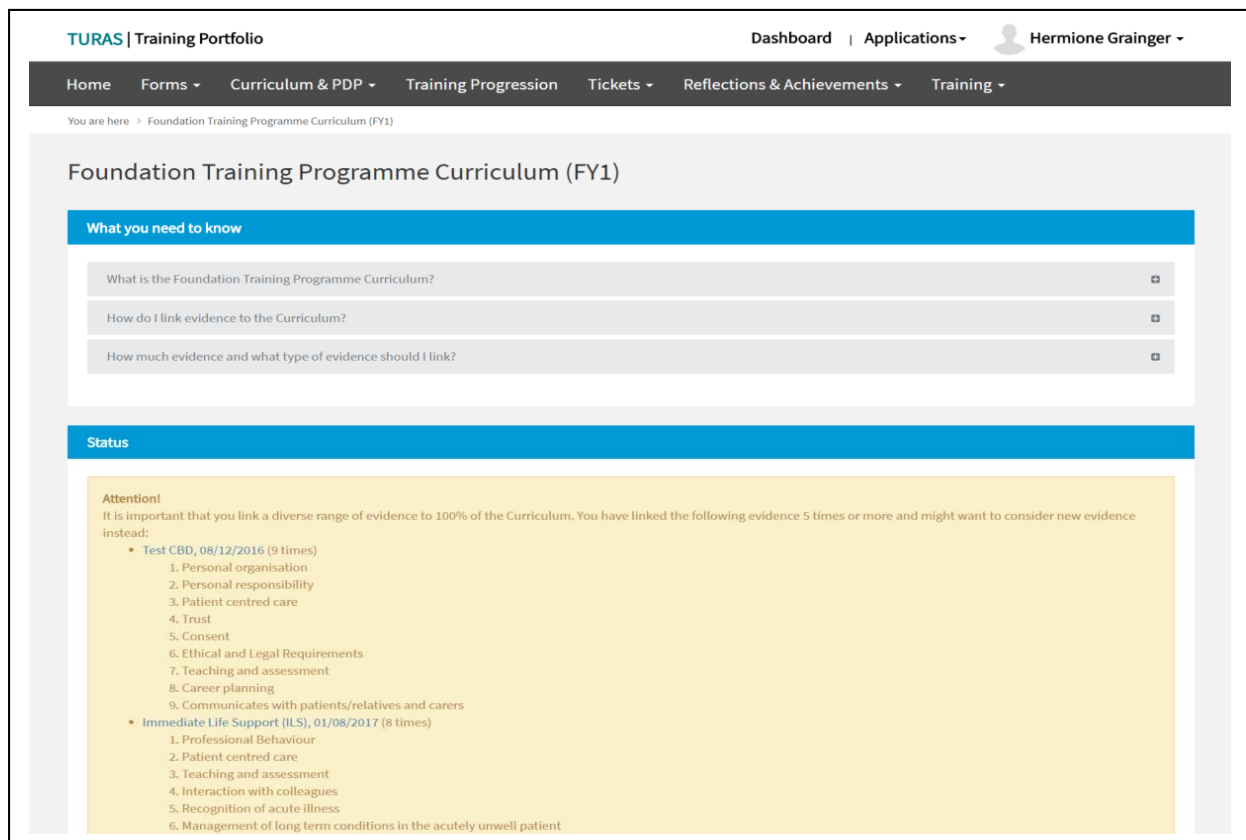
Foundation Professional Capabilities - 3. Behaves in Accordance with Ethical and Legal Requirements


Descriptor	
<input type="checkbox"/>	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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Create Link

Step 2: Select Items to Link

Linking to: Professional behaviour and trust
 ◦ Acts Professionally
 ◦ Professional Behaviour

Type of Link: Mandatory Certificate

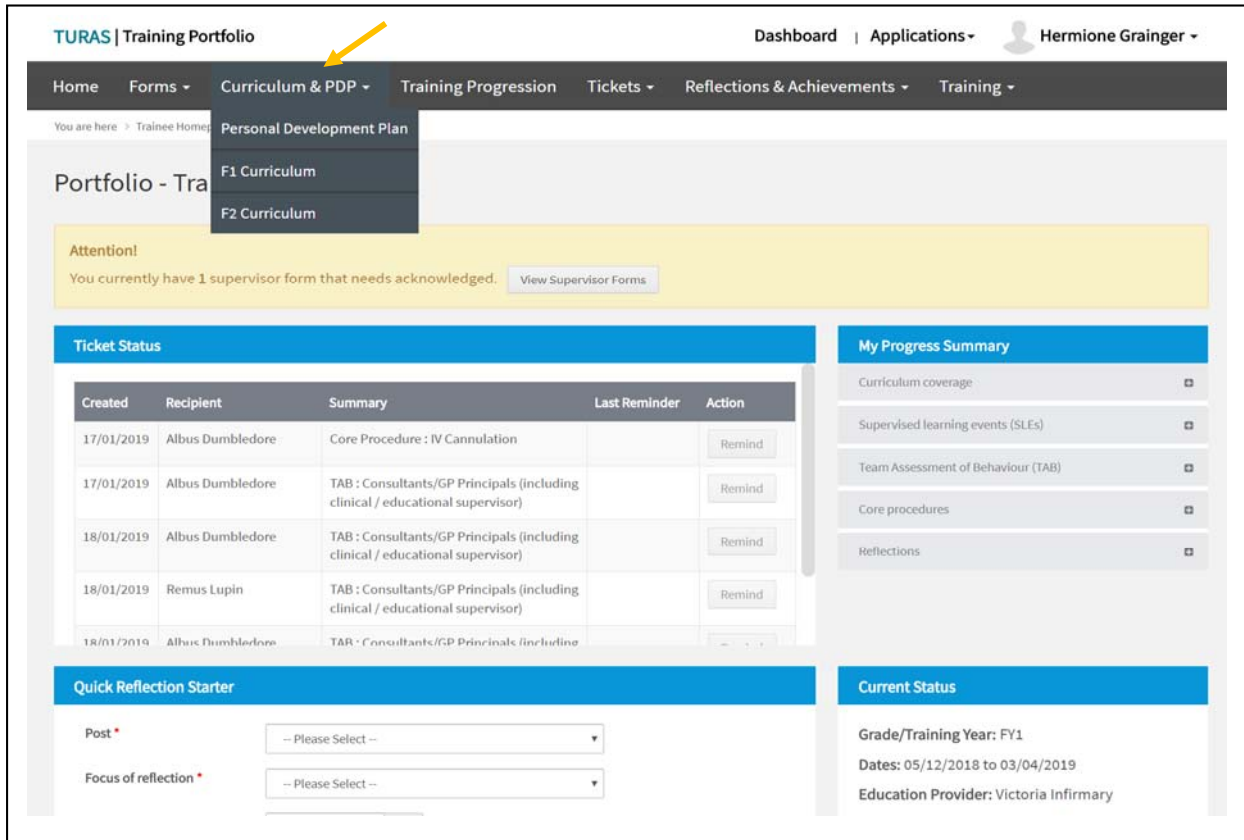
List of available Mandatory Certificate items (linked items are checked)

Linked	Item	Actions
<input checked="" type="checkbox"/>	Immediate Life Support (ILS), 01/08/2017	View

Cancel Previous **Submit**

Step 12

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



The screenshot shows the TURAS Training Portfolio interface. At the top, there is a navigation bar with the following items: Home, Forms, Curriculum & PDP (highlighted with a yellow arrow), Training Progression, Tickets, Reflections & Achievements, and Training. Below this, a dropdown menu for 'Curriculum & PDP' is open, showing options for 'Personal Development Plan', 'F1 Curriculum', and 'F2 Curriculum'. The main content area includes a 'Portfolio - Tra' header, an 'Attention!' banner with a message about a supervisor form, a 'Ticket Status' table, a 'My Progress Summary' sidebar, a 'Quick Reflection Starter' form, and a 'Current Status' sidebar.

TURAS | Training Portfolio Dashboard | Applications ▼ Hermione Grainger ▼

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

You are here ▶ Trainee Home ▶ **Curriculum & PDP ▼**

Personal Development Plan
F1 Curriculum
F2 Curriculum

Portfolio - Tra

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

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 * ⊞

Focus of reflection * ⊞

Current Status

Grade/Training Year: FY1
 Dates: 05/12/2018 to 03/04/2019
 Education Provider: Victoria Infirmary