

1

# **TRAINEES** HOW TO UPDATE YOUR EMAIL ADDRESS AND/OR YOUR PERSONAL DETAILS IN TURAS TPM

## Step 1

- Log into Turas. •
- Click My Details. •



## Step 2

. Click Edit

	olick Luit.														
		TURAS	TPM					Da	shboard   Applic	ations -	Marg Arine 🗸				Ì
		Home	Study Leave	My Details	Equality and Divers	ity							$\searrow$		
M	arg Arine GMC: 2342311   Grade And Level: FY2													Edit	
	Trainee Details														
	Trainee Timeline														
	Aug		Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul		



### Step 3

- Update your Personal Details once done
- Click Save & Submit.

TURAS   TPI	a	Dashboard   Applications+	Marg Arine -
Home St	udy Leave My Details Equality and Diversity		
Edit Marg Arine GMC: 2342311   Grade And Level: FY2			Cancel Save & Submit
Personal Details			
Title •	Given Name *	Middle Name	Surname *
Mrs -	Marg		Arine
Address Line 1 •	Address Line 2	City*	Post Code *
123 The Street	The Town	The County	GY 65T
County	Country	Email *	Contact Number
		margarine@example.com	0123456789
Medical School			
Marg Arine's Medical School			
Marg Arine's Medical School			

### Step 4

• This will return you to your information page which is split into a number of different sections see below for explanation of each section.

Trainee Timeline - this shows the post you are currently occupying and clicking on the bar will show you the date and post type

	TUR	AS   TPM					Dashb	oard   Appli	cations - 🙎 I	Marg Arine 🝷			
	Hom	e Study Leave	My Details	Equality and Di	iversity								
Arine GMC: 2342311   Grade An	d Level: FY2												Edit
nee Details													
Trainee Timeline													
	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	Мау	Jun	JuL	
Hogwarts Foundation 1	2000		*			Queen Eliza	oeth University Hospi	tal		11/1/1/1			
						05 Aug 2020	- 03 Aug 2021			Queen Elizabe 01 Aug 2019 -	eth University 03 Aug 2021	Hospital	×
										Specialties		Post Type	
										and the second second			



Trainee Details – this section shows the personal details we hold about you please remember to keep your information up to date to allow your trainers and programme administration staff to contact you. This is key as we use this email address to inform you of key information about your training.

Trainee Details				
Mrs Marg Arine				
<ul> <li>123 The Street</li> <li>The Town</li> <li>The County</li> <li>GY 65T</li> </ul>		<ul><li>012345678</li><li>margarinet</li></ul>	9 @example.com	
Training Number	FY2 Grade and Level	2342311 (GMC) Registration Number	Registration Status	Standard Trainee Type
Training Number Issue Date		Training Number Release Date	Completion of Training (CCT/	CCST)
Full Registration Date		Provisional Start Date		Provisional End Date
		Marg Arine's Medical School		

Grades and Levels - current, past and future grades and levels with the start and end date

You will find your National Training Number or Deanery Reference Number (if applicable)

Grades and Levels				Per page: 10 v Search
Grade & Level	÷	Start Date ^	End Date	
FY2		01/08/2018	03/08/2021	
FY1		02/08/2017	31/07/2018	
Showing 1 to 2 of 2 records				Previous 1 Next
Training Numbers				Per page: 10 • Search
Training Number	÷	Issue Date	Release Date	
There are no records to display				
				Previous Next

#### Programmes – your current, past and future programmes

Programmes							Per page: 10 * Sea	rch
Programme Details	- Sta	nt Date 🕈	Start Reason 🕈	End Date +	Exit Reason 🕈	Specialties +	Sub-Specialties +	Condition of Joining Accepted
E01 - FY1 (EOS2235)	02	/08/2017		31/07/2018	End of Training Not asked	Gerlatric Medicine		N/A
Hogwarts Foundation 1 (HGW0010)	01,	/08/2019		03/08/2021	End of Training England	Foundation		N/A
N01 - FY2 (NOS2234)	01,	/08/2018		31/07/2019	End of Training	Emergency Medicine		N/A



#### Posts – your current, past and future programmes

Posts							Per p	age: 10 V Sear	ch
Programme	Educational Provider	¢	Start Date	÷	End Date	Post Type	Specialties	OOP Cove	r
01 - FY1	T10604 Carnoustie Health Centre		04/04/2018		31/07/2018	Regular	Foundation		
logwarts Foundation 1	G405H Queen Elizabeth University Hospital		01/08/2019		03/08/2021	Regular	Foundation		
101 - FY1	N101H Aberdeen Royal Infirmary		02/12/2017		03/04/2018	Regular	Foundation		
l01 - FY2	N101H Aberdeen Royal Infirmary		02/04/2019		31/07/2019	Regular	Foundation		
l01 - FY2	N101H Aberdeen Royal Infirmary		02/12/2018		01/04/2019	Regular	Foundation		
l01 - FY2	N101H Aberdeen Royal Infirmary		01/08/2018		01/12/2018	Regular	Foundation		
106 - FY1	N101H Aberdeen Royal Infirmary		01/08/2017		01/12/2017	Regular	Foundation		

ARCP – details of your ARCP outcomes including any reason codes applied

Less Than Full Time - details of your applications (if applicable)

Out of Programme – Date and types of Time out of Training (TOOT) you may have had including Sick Leave

ARCP										Per page: 10	• Search	
NRCP Date	Programme	•	Start Date	•	End Date	٠	Specialties and Sub-Specialities	٠	Outcomes and Reason(s)			
07/06/2018	E01 - FY1		02/08/2017		31/07/2018		Foundation		1 Achieving progress and competence	s at the expected rate		
howing 1 to 1 of 1 records											Previous 1	Next
ess Than Full Time										Per page: 10	Search	
opplication Received	isplay	Category	•	Reason for	Application		• WTE • Period •	Арр	proved By Dean	Approved By NHS B	oard	
Application Received There are no records to d Dut of Programme	• lisplay	Category	•	Reason for	Application		* WTE • Period •	Арр	roved By Dean	Approved By NHS B	Previous	Next
Application Received There are no records to d Dut of Programme Type	• Isplay Receipt Date	Category	• Period	Reason for	Application Approval Status Date	and °	WTE     Period     Control Period     Location and Funding     Control Period     Trainee     Trainee	App to *	roved By Dean (	Approved By NHS B Per page: 11 SMC Status	Previous 0	Hest
Application Received (here are no records to d Dut of Programme (ype Sick Leave)	Receipt Date 01/04/2018	Category	• Period 01/04/2018 to 14/04/2018	Reason for	Application Approval Status Date	and 4	WTE     Period	to •	roved By Dean • • • • • • • • • • • • • • • • • • •	Approved By NHS B Per page: 10 MC Status	Devrous	Next

Trainers – your names Educational and Clinical Supervisors

Trainers			Per page: 10 • Search
Registration Number -	Full Name +	Role ÷	Date Range +
55	Eddie Flowers	Educational Supervisor	07/09/2019 - 04/08/2020
55	Eddie Flowers	Educational Supervisor	01/04/2018 - 06/09/2019
1114444	Claudia Clothespeg	Educational Supervisor	07/09/2019 - 03/08/2021
1114444	Claudia Clothespeg	Educational Supervisor	01/08/2017 - 31/07/2018
Showing 1 to 4 of 4 records			Previous 1 Next



Immigration Status – details of your Visa Type including start and end dates

Immigration Status					Per page: 10 • Search
Immigration Status			Start Date	- End Date	•
There are no records to display					
					Previous Next
Assessments					Per page: 10 • Search
Assessment Date	Start Date	End Date	Outcome	* Reason	• Type •
There are no records to display					
					Previous Next
Constant has Formand a Plana		d hu Farranda Firmana a a 10 August 2020			
Created by remando Flower	rpot on 11 October 2017. Last mount	ed by remando riowerpot on 13 August 2020.			
	Accessibility Privacy ©2020 NHS Education 3.0.28.270	Terms and Conditions Helpdesk 🕐		TURAS is developed by	lion and

Assessment – applicable to Dental Trainees only

If you notice any of the details, we hold about you are incorrect please immediately contact your Programme Administrator, who will be able to update them for you.