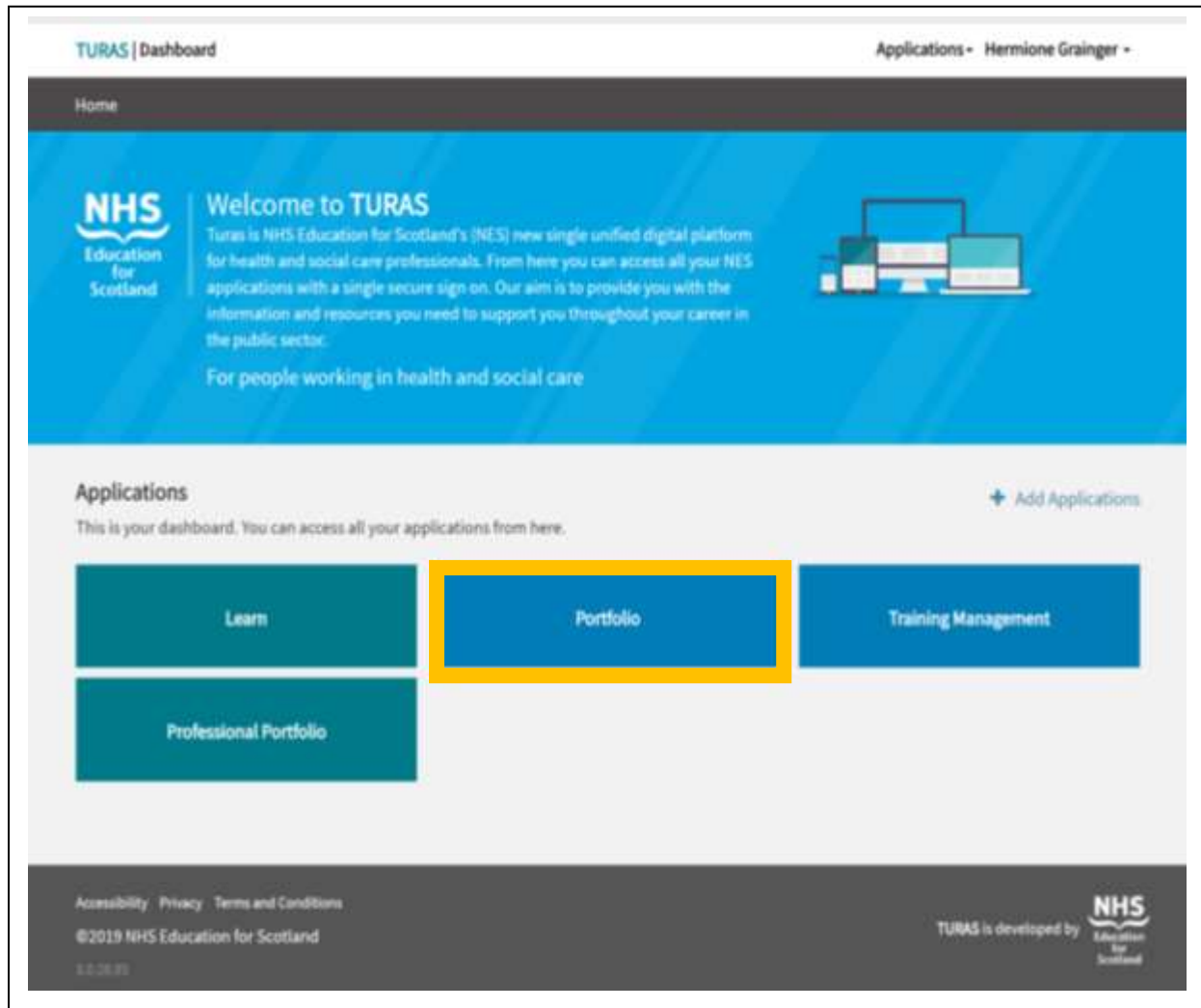


TRAINEES

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 for user Hermione Grainger. The dashboard includes a header with the TURAS logo and a navigation bar. The main content area features a welcome message and a grid of application tiles. The 'Portfolio' tile is highlighted with a yellow border.

TURAS | Dashboard Applications - Hermione Grainger -

Home

NHS Education for Scotland

Welcome to TURAS

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

Applications + Add Applications

This is your dashboard. You can access all your applications from here.

Learn Portfolio Training Management

Professional Portfolio

Accessibility Privacy Terms and Conditions

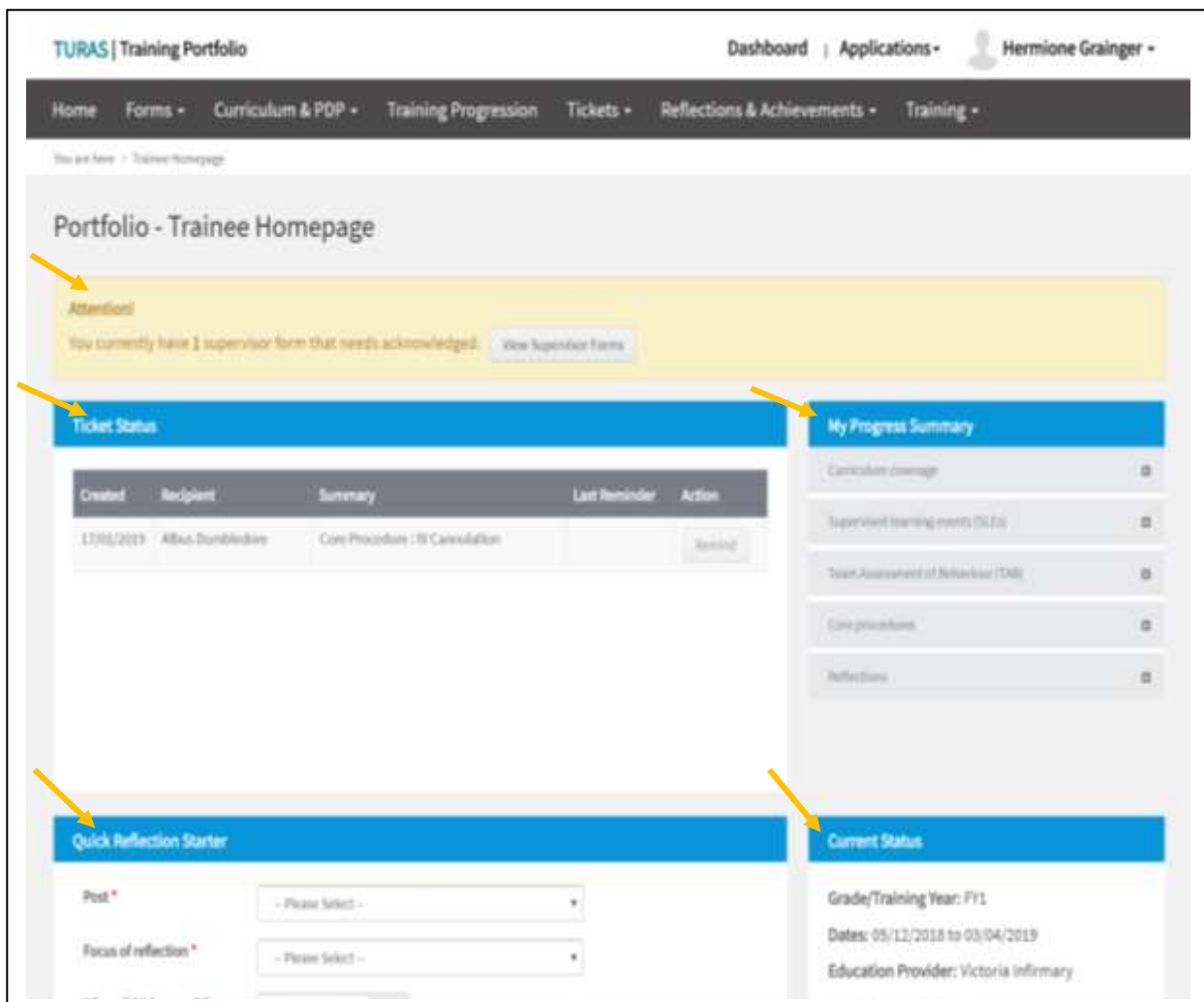
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Step 2

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
13/05/2019	Allis Dumbbires	Core Procedures : 1/1 Cancellation		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 *

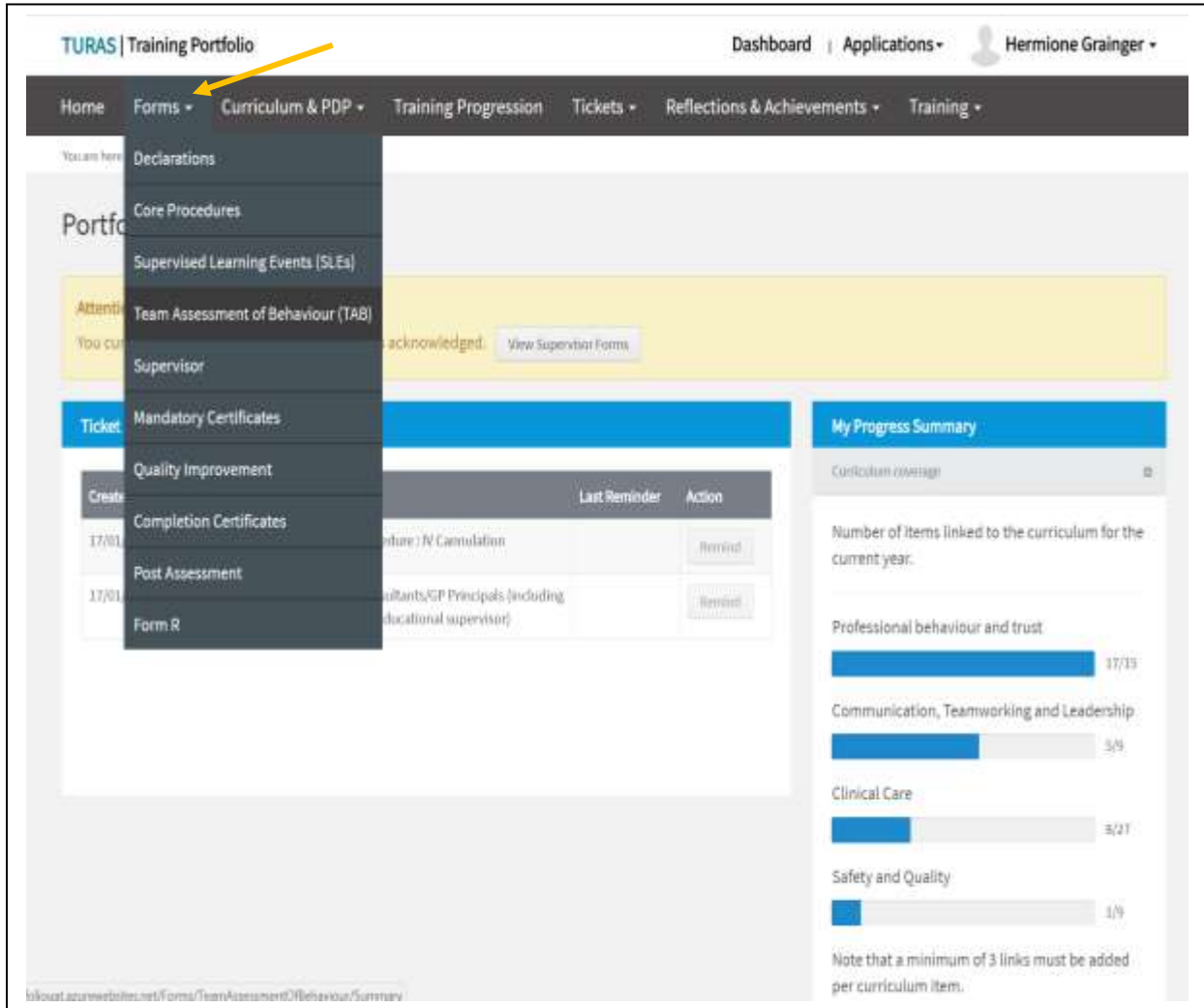
Current Status

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.



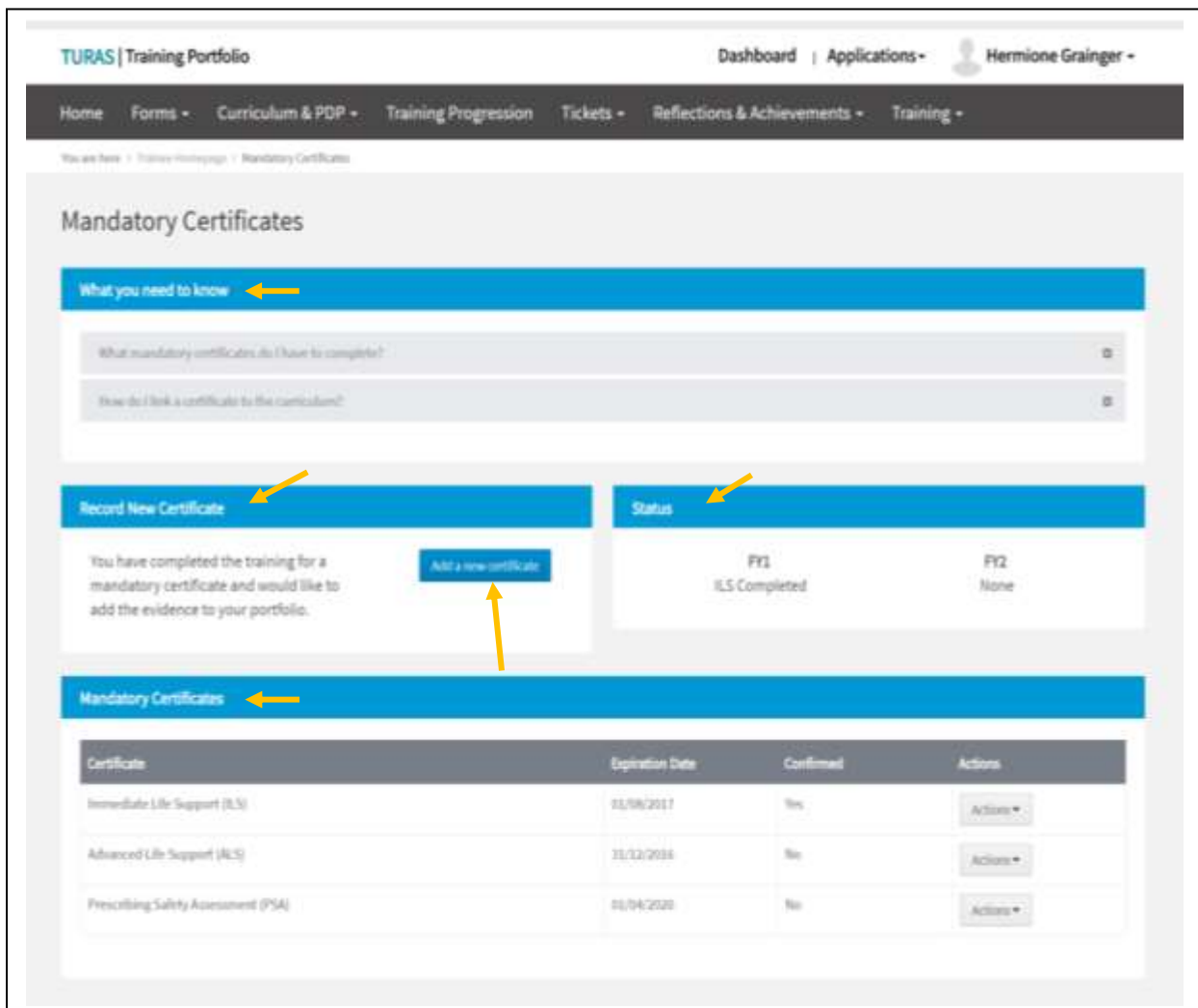
The screenshot shows the TURAS Training Portfolio interface. At the top, there is a navigation bar with the following items: Home, Forms (highlighted with a yellow arrow), Curriculum & PDP, Training Progression, Tickets, Reflections & Achievements, and Training. Below the navigation bar, a dropdown menu is open, listing the following 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. The main content area is partially obscured by the dropdown menu. On the right side, there is a 'My Progress Summary' section with a progress bar for 'Professional behaviour and trust' showing 17/33, and other categories like 'Communication, Teamworking and Leadership' (3/5), 'Clinical Care' (3/21), and 'Safety and Quality' (1/9). A note at the bottom of the progress summary states: 'Note that a minimum of 3 links must be added per curriculum item.'

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: Training Homepages > 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

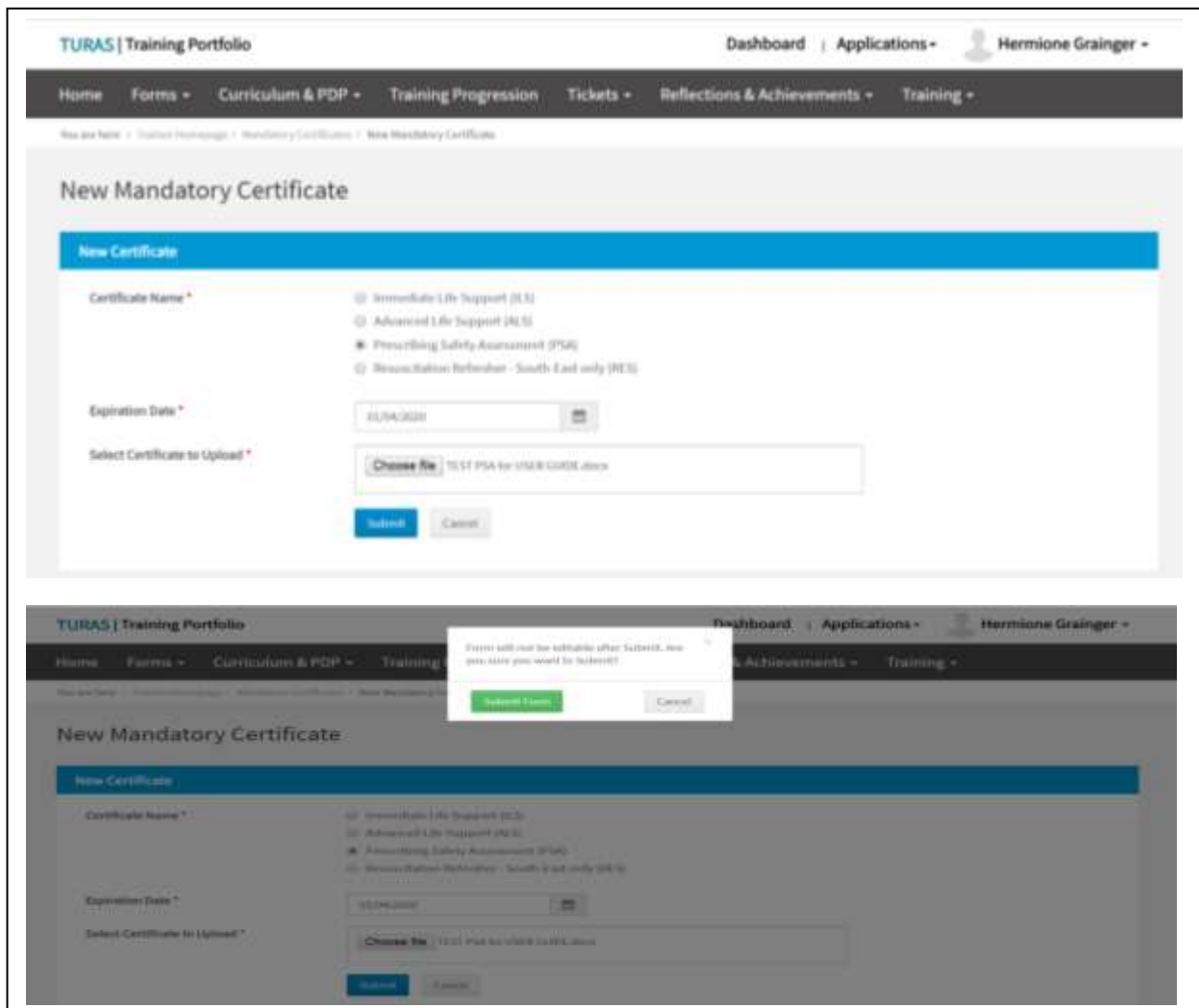
Mandatory Certificates

Certificate	Expiration Date	Confirmed	Actions
Immediate Life Support (ILS)	31/06/2017	No	Actions
Advanced Life Support (ALS)	31/12/2016	No	Actions
Prescribing Safety Assessment (PSA)	31/04/2020	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 displays two screenshots of the 'TURAS | Training Portfolio' interface, specifically the 'New Mandatory Certificate' form.

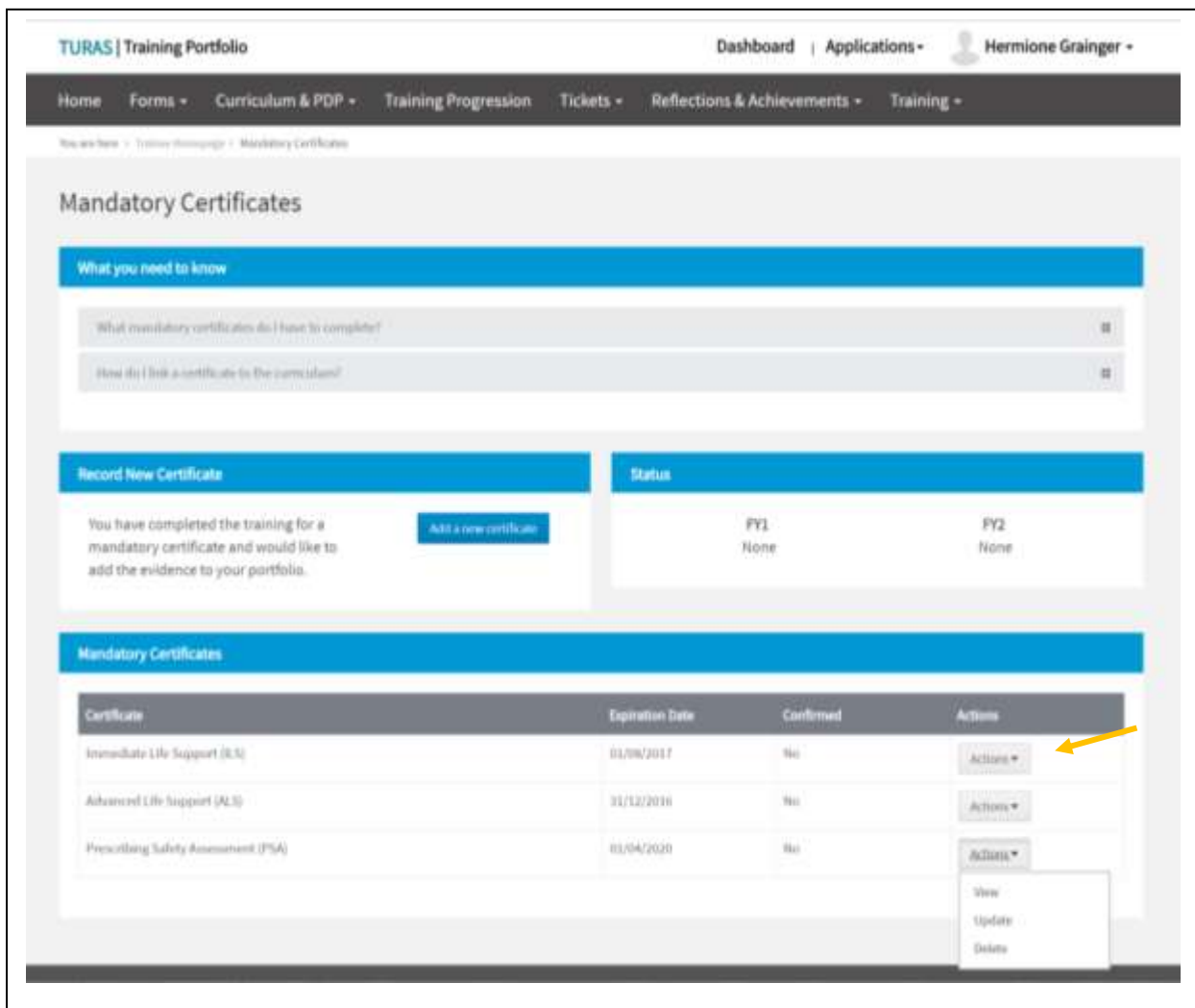
Top Screenshot: The form is titled 'New Mandatory Certificate'. It features a 'Certificate Name' field with four radio button options: 'Immediate Life Support (ILS)', 'Advanced Life Support (ALS)', 'Prescribing Safety Assessment (PSA)', and 'Resuscitation Refresher - South East only (RES)'. The 'PSA' option is selected. Below this is an 'Expiration Date' field containing '11/04/2020'. The 'Select Certificate to Upload' field shows a 'Choose File' button and the text '11:17 PSA for USA R CODE.docx'. At the bottom are 'Submit' and 'Cancel' buttons.


Bottom Screenshot: This screenshot shows the same form, but a confirmation pop-up window is overlaid on top. The pop-up 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 > Training Progression > 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](#)

	FY2
FY1 None	FY2 None


Mandatory Certificates

Certificate	Expiration Date	Confirmed	Actions
Immediate Life Support (ILS)	01/09/2017	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	1111111
Certificate Name	Immediate Life Support (ILS)
Expiration Date	01/08/2017
Certificate	Download Certificate (DRIMMY ILS CERT.pdf, 33 KB)
Details Confirmed	Yes
Confirmed By	Ginny Weasley
Confirmation Date	21/01/2019

Link to Curriculum
Go Back

[Accessibility](#)
[Privacy](#)
[Terms and Conditions](#)

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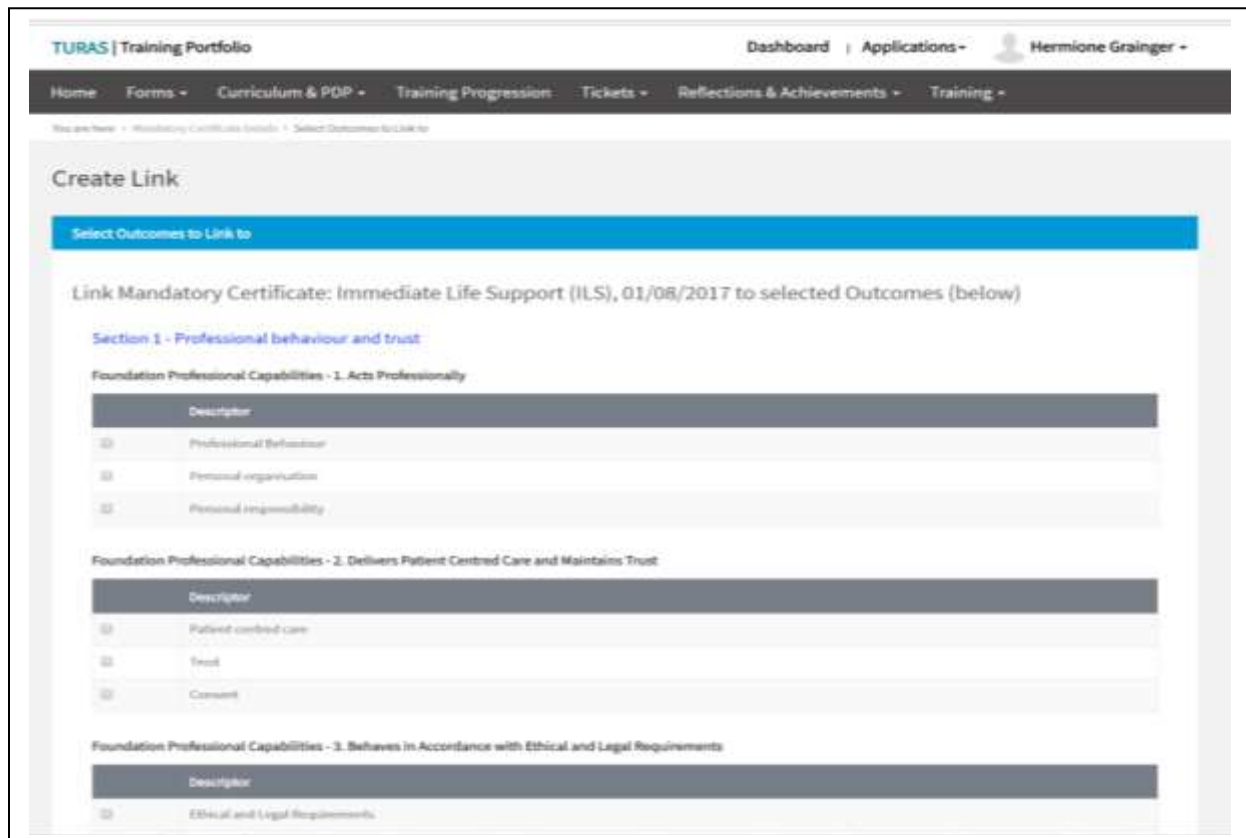
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18.28.124

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 & POP - Training Progression Tickets - Reflections & Achievements - Training -

You are here: Monitoring Certificate Issued - 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

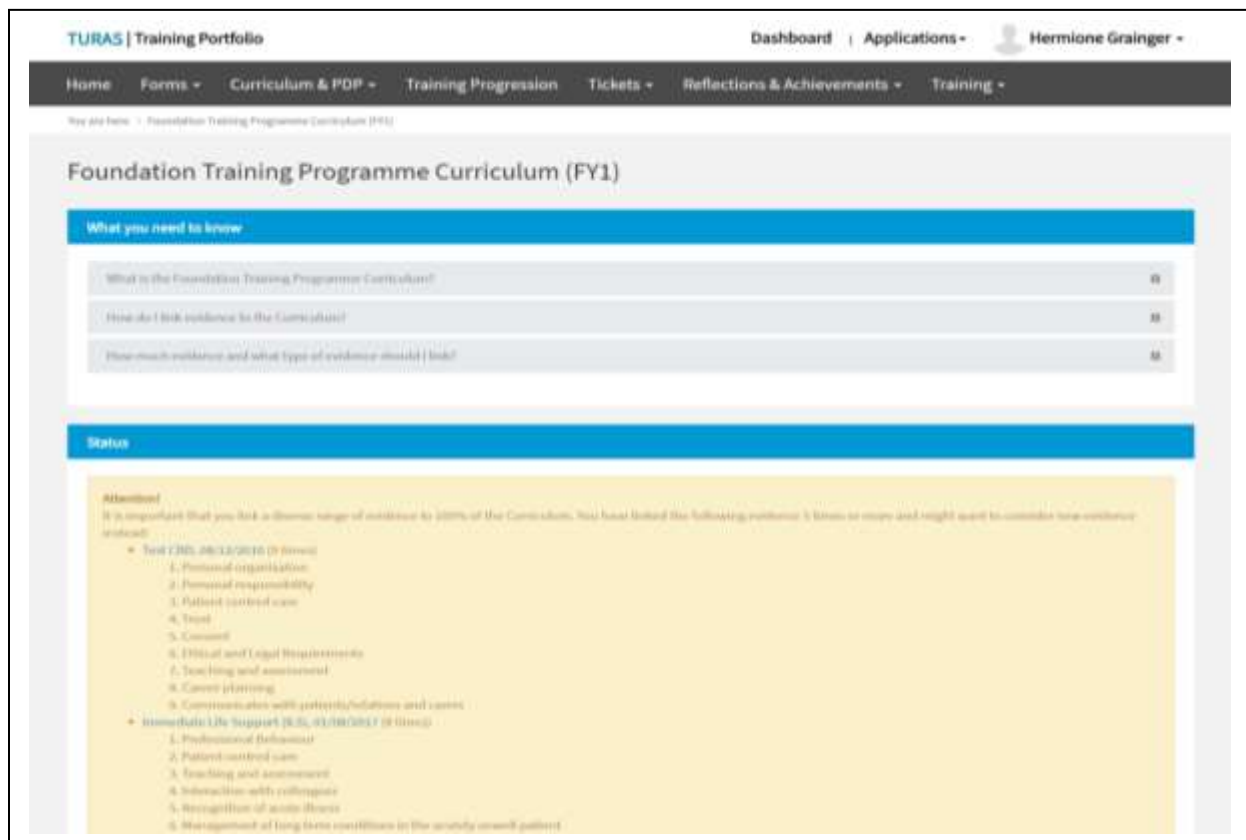
Foundation Professional Capabilities - 3. Behaves in Accordance with Ethical and Legal Requirements


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? 0
- How do I link evidence to the Curriculum? 0
- How much evidence and what type of evidence should I link? 0

Status

Attention!
It is important that you link a diverse range of evidence to 100% of the Curriculum. You have listed the following evidence to items or more and might want to consider how evidence is linked:

- **Self (2/2): 08/12/2020 (2 items)**
 1. Personal organization
 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 (R.S. 01/08/2017) (1 item)**
 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 evidence](#)

Foundation Professional Capabilities - 1. Acts Professionally

Descriptor	Links (0)	Actions
Professional Behaviour	2	Actions ▾
Personal organisation	4	Actions ▾
Personal responsibility	3	Actions ▾

Evidence	Form Type	Submitter	Actions
Mah, 29/06/2016	Reflection		Actions ▾
Test CRD, 08/11/2016	Case Based Discussion		Actions ▾

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

Descriptor	Links (0)	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 [\[see overview\]](#)

Foundation Professional Capabilities - 1. Acts Professionally

Descriptor	Links (0)	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
- Care Based Discussion (CBD)
- Care Procedure
- Developing the Clinical Topline
- Direct Observation of Procedural Skills (DOPS)
- Learning Record
- Mandatory Certificate
- Mini-Clinical Evaluation Exercise (MCE-CEE)
- 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

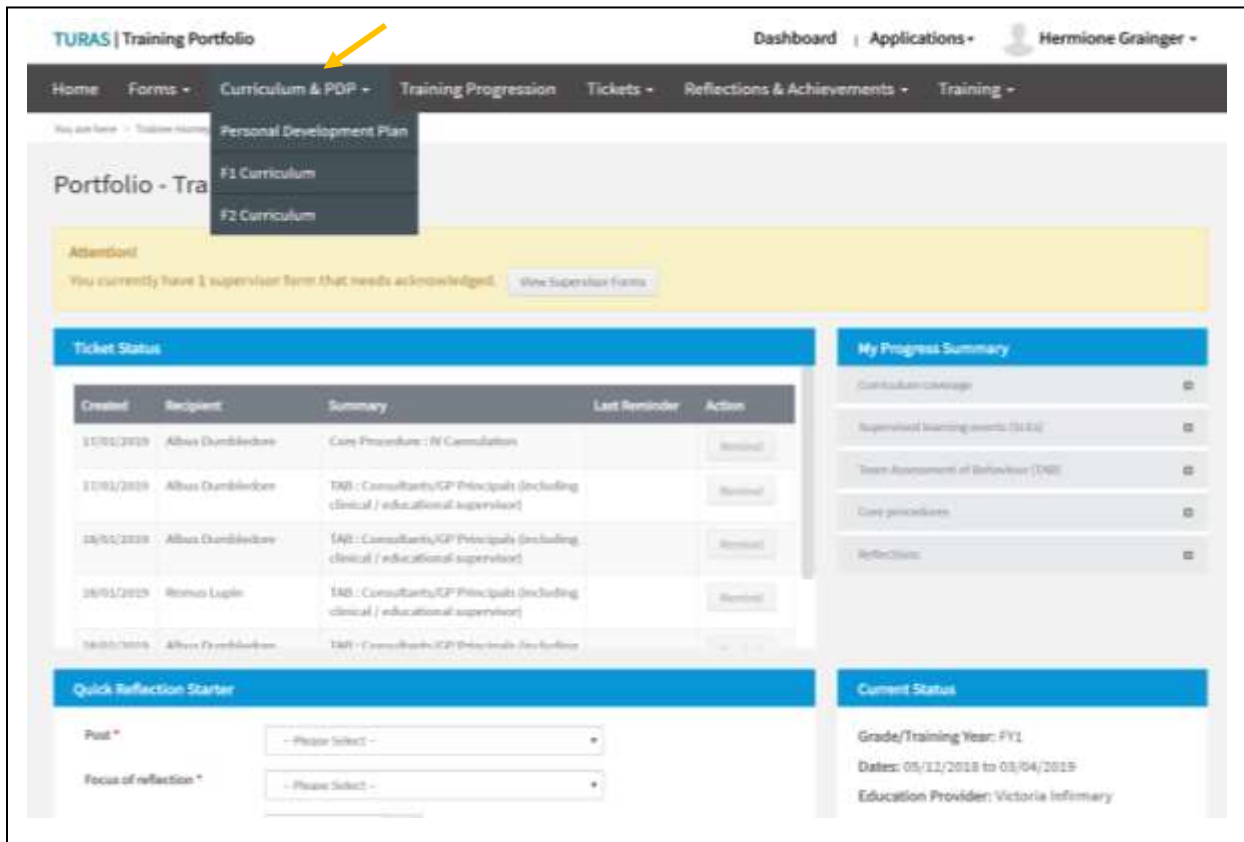
List of available Mandatory Certificate items (linked items are checked)

Linked	Item	Actions
<input type="checkbox"/>	Immediate Life Support (ILS), 01/06/2017	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 is open for 'Curriculum & PDP', showing options for 'Personal Development Plan', 'F1 Curriculum', and 'F2 Curriculum'. The main content area is titled 'Portfolio - Tra' and includes a section for 'Attendee' with a notification about supervisor forms. Below this are two main sections: 'Ticket Status' and 'My Progress Summary'. The 'Ticket Status' section contains a table with columns for Created, Recipient, Summary, Last Reminder, and Action. The 'My Progress Summary' section lists various curriculum coverage items. At the bottom, there is a 'Quick Reflection Starter' form and a 'Current Status' section showing the user's grade and training year.

Created	Recipient	Summary	Last Reminder	Action
11/01/2019	Albus Dumbledore	Core Procedures: N Consultation		Review
11/01/2019	Albus Dumbledore	T&S : Consultants/GP Principals (including clinical / educational supervisor)		Review
09/01/2019	Albus Dumbledore	S&P : Consultants/GP Principals (including clinical / educational supervisor)		Review
08/01/2019	Ronno Lupin	T&S : Consultants/GP Principals (including clinical / educational supervisor)		Review
16/01/2019	Albus Dumbledore	T&S : Consultants/GP Principals (including clinical / educational supervisor)		Review