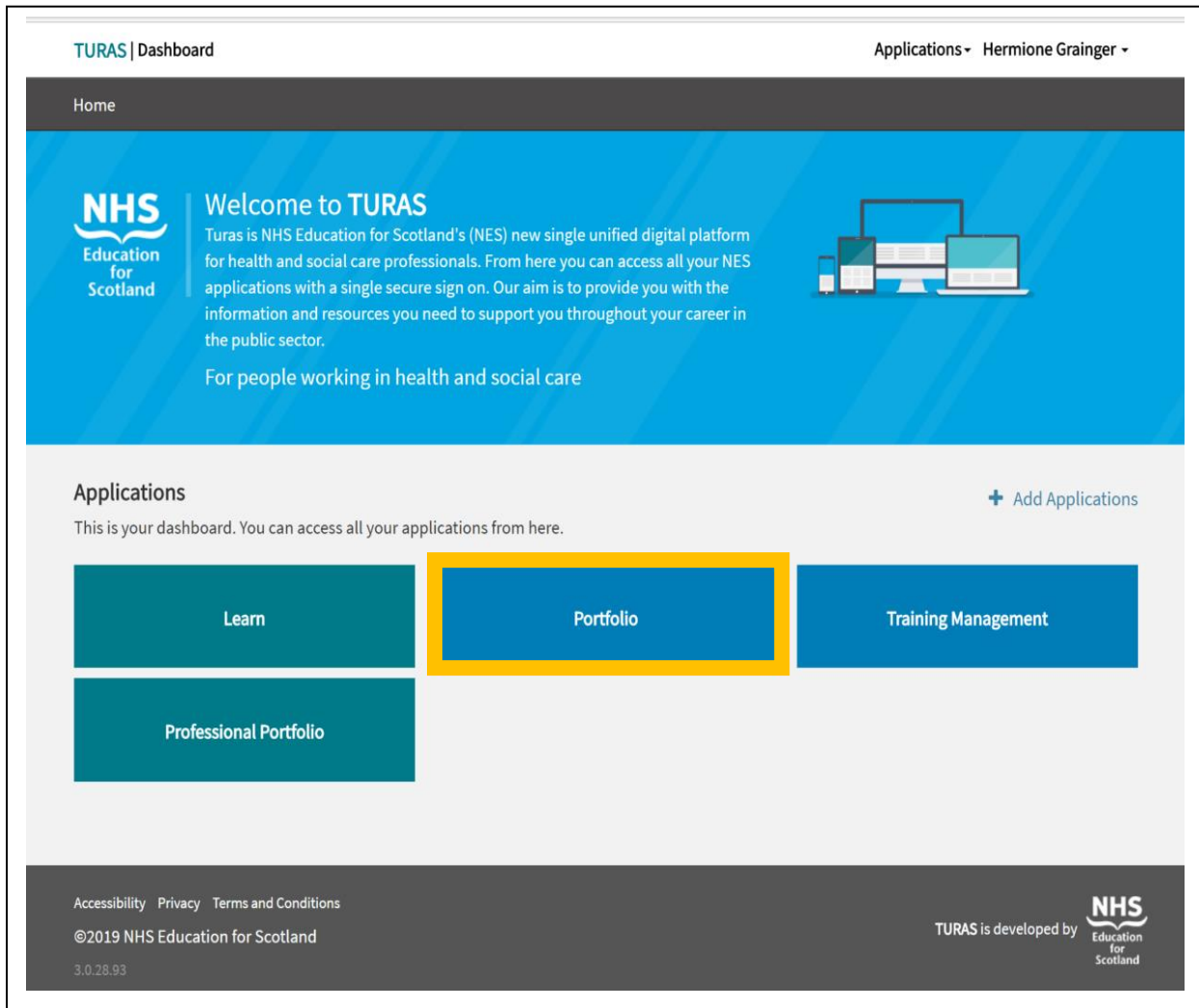


TRAINEES

HOW TO LINK AND UNLINK EVIDENCE TO THE CURRICULIUM

Step 1

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

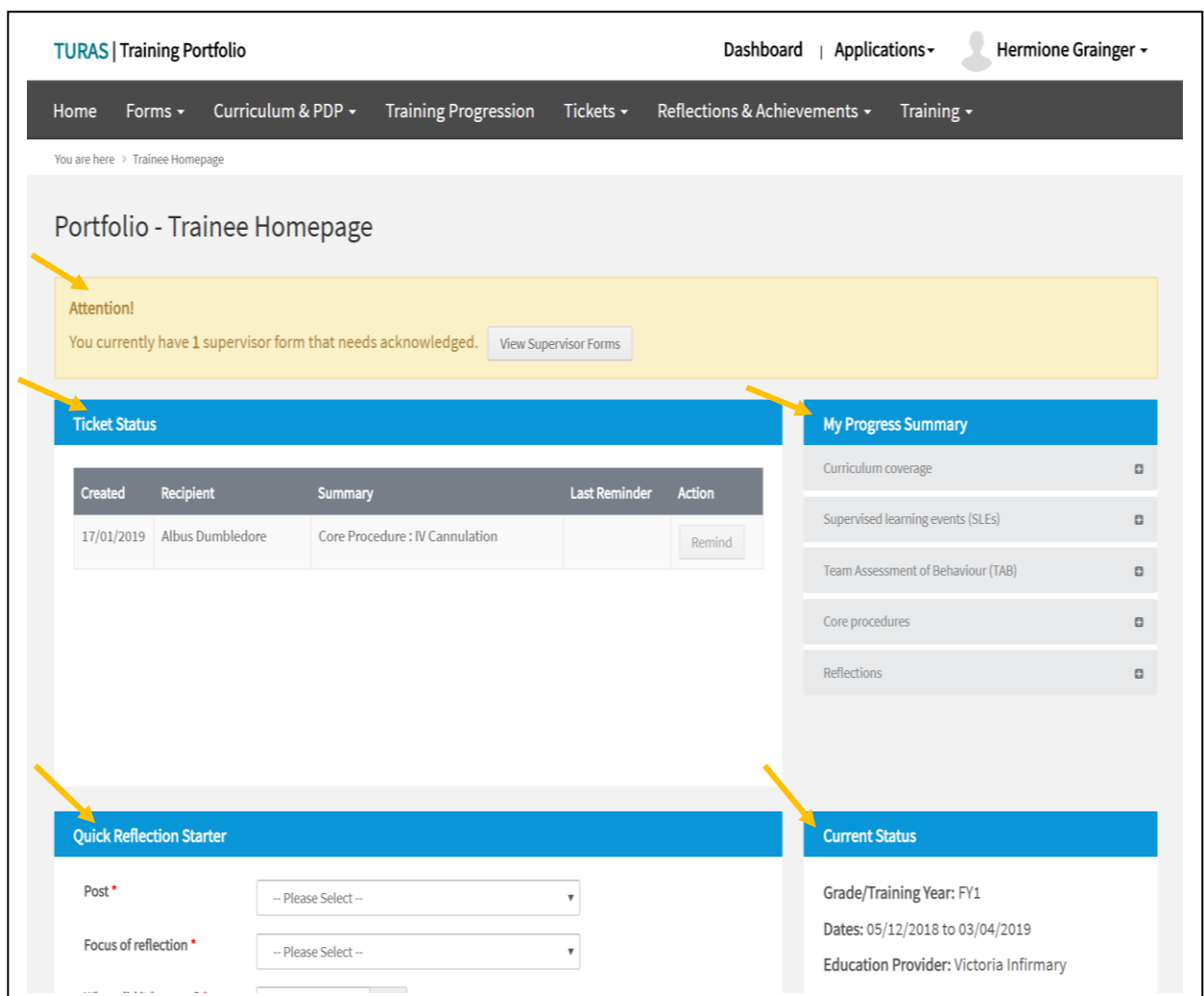



The screenshot shows the Turas Dashboard interface. At the top, it says "TURAS | Dashboard" on the left and "Applications - Hermione Grainger -" on the right. Below this is a "Home" header. The main content area features the NHS Education for Scotland logo on the left, a "Welcome to TURAS" message in 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 text reads: "This is your dashboard. You can access all your applications from here." There are 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 this 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*

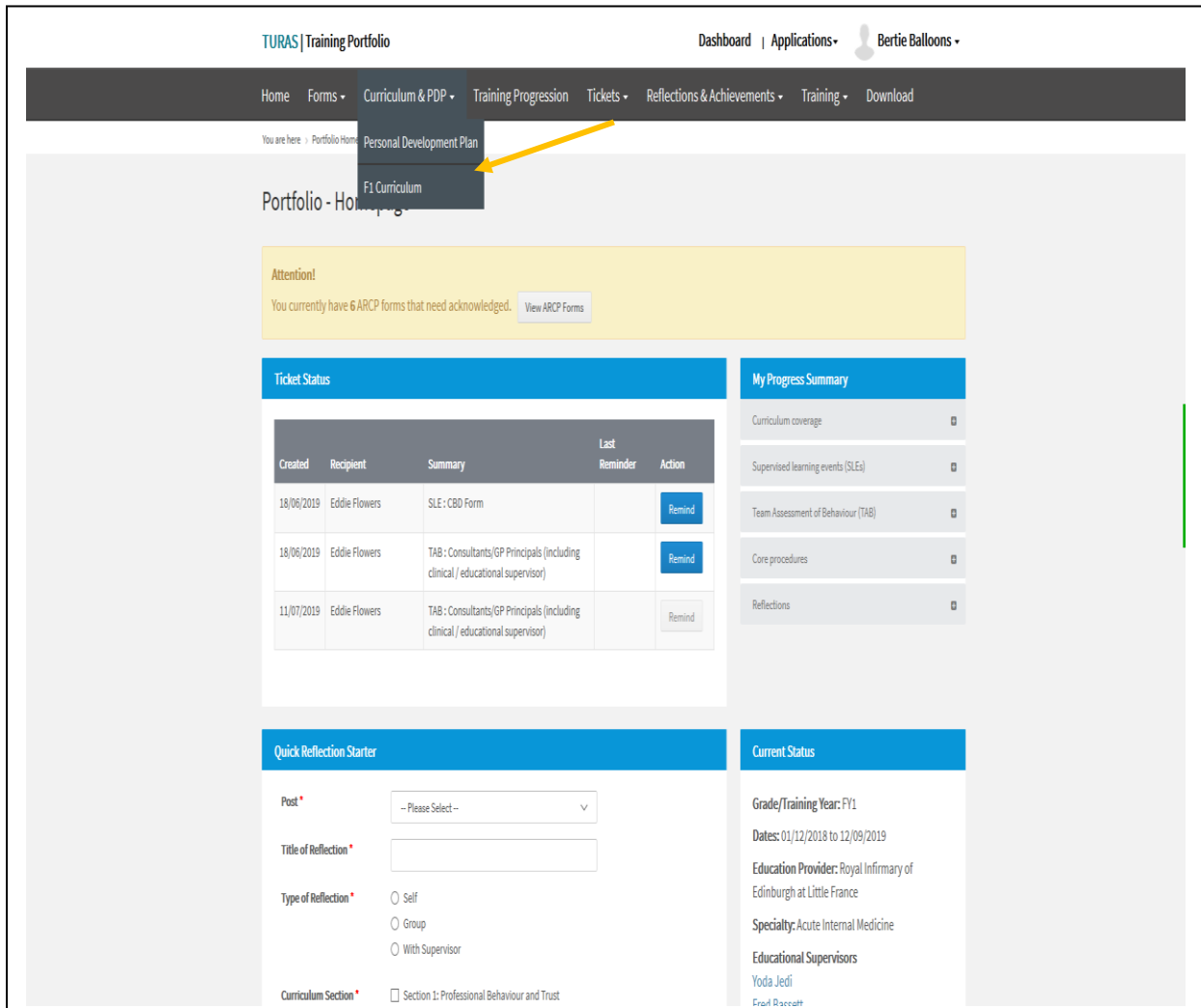
Current Status

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

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

Step 3

To link and unlink evidence, click Curriculum & PDP from the tool bar to open the drop-down list. For this example, click F1 Curriculum.



The screenshot shows the TURAS Training Portfolio dashboard for user Bertie Balloons. The navigation bar includes Home, Forms, Curriculum & PDP (selected), Training Progression, Tickets, Reflections & Achievements, Training, and Download. A dropdown menu is open under Curriculum & PDP, showing options for Personal Development Plan and F1 Curriculum. A yellow arrow points to the F1 Curriculum option.

Attention!
You currently have 6 ARCP forms that need acknowledged. [View ARCP Forms](#)

Created	Recipient	Summary	Last Reminder	Action
18/06/2019	Eddie Flowers	SLE: CBD Form		Remind
18/06/2019	Eddie Flowers	TAB: Consultants/GP Principals (including clinical / educational supervisor)		Remind
11/07/2019	Eddie Flowers	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 *

Title of Reflection *

Type of Reflection * Self Group With Supervisor

Curriculum Section * Section 1: Professional Behaviour and Trust

Current Status

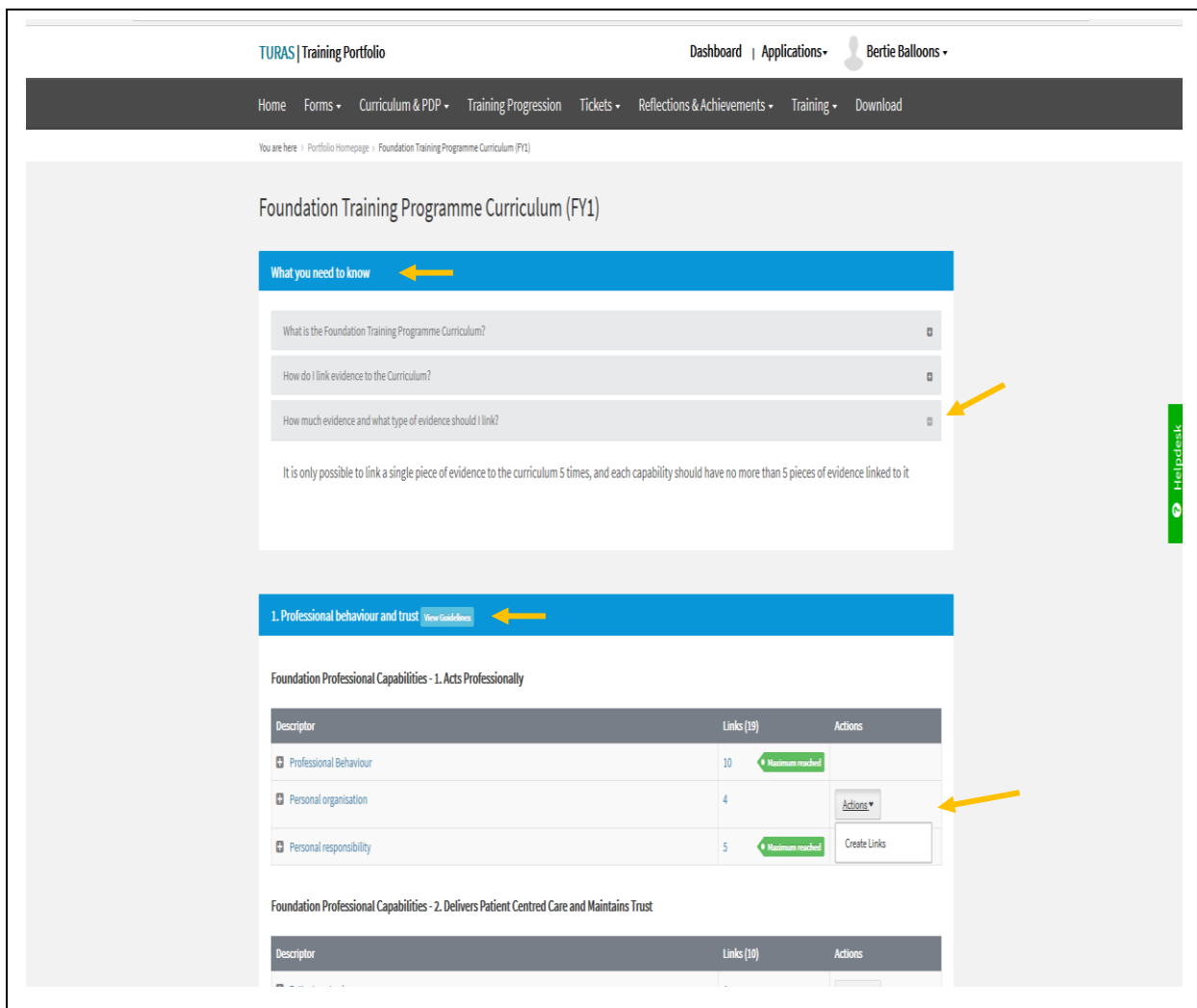
Grade/Training Year: FY1
 Dates: 01/12/2018 to 12/09/2019
 Education Provider: Royal Infirmary of Edinburgh at Little France
 Speciality: Acute Internal Medicine
 Educational Supervisors: Yoda Jedi, Errol Rosecott

Step 4

Once you have clicked on F1 Curriculum from the drop-down this will open a new window. The “What you need to know” section provides you with helpful information and descriptors - What is the Foundation Training Programme Curriculum? How do I link evidence to the Curriculum? and How much evidence and what type of evidence should I link? To access these, click on the +.

Under each capability you will also find a link to View Guidelines for each of the capabilities.

To add a new link, click on the Actions button next to the capability on the Curriculum or directly from a completed assessment.



TURAS | Training Portfolio Dashboard | Applications - Bertie Balloons -

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

You are here: Portfolio Homepage > 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? +

It is only possible to link a single piece of evidence to the curriculum 5 times, and each capability should have no more than 5 pieces of evidence linked to it

1. Professional behaviour and trust [View Guidelines](#)

Foundation Professional Capabilities - 1. Acts Professionally

Descriptor	Links (19)	Actions
Professional Behaviour	10 ← Maximum reached	Actions
Personal organisation	4	Actions
Personal responsibility	5 ← Maximum reached	Create Links

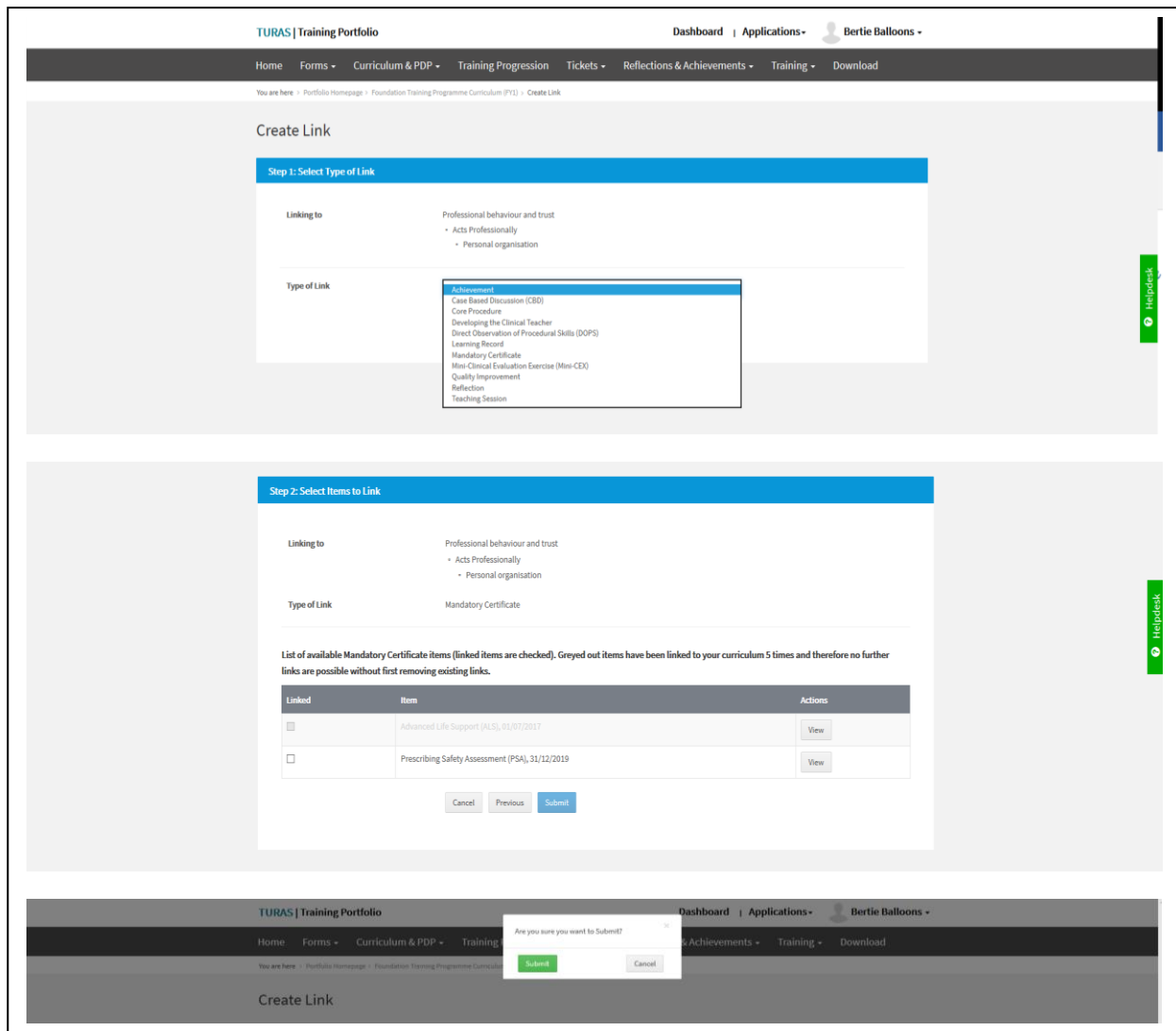
Foundation Professional Capabilities - 2. Delivers Patient Centred Care and Maintains Trust

Descriptor	Links (10)	Actions

Step 5

Click Actions next to the capability to which you wish your evidence to be linked.

- Click Create Links
- Step 1: Select Type of Link
- From the drop-down select the Type of Link
- Click Next
- Step 2: Select Items to Link
- Click the checkbox of the item you wish to link
- Click submit
- A pop-up window appears asking you to confirm submission



The screenshot shows the 'Create Link' process in the TURAS Training Portfolio. The user is logged in as Bertie Balloons.

Step 1: Select Type of Link

Linking to: Professional behaviour and trust

- Acts Professionally
- Personal organisation

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

Step 2: Select Items to Link

Linking to: Professional behaviour and trust

- Acts Professionally
- Personal organisation

Type of Link: Mandatory Certificate

List of available Mandatory Certificate items (linked items are checked). Greyed out items have been linked to your curriculum 5 times and therefore no further links are possible without first removing existing links.


Linked	Item	Actions
<input checked="" type="checkbox"/>	Advanced Life Support (ALS), 01/07/2017	View
<input type="checkbox"/>	Prescribing Safety Assessment (PSA), 31/12/2019	View

Buttons: Cancel Previous **Submit**

Confirmation Pop-up: Are you sure you want to Submit?

Step 6

Once you've selected to submit you will be taken back to the Foundation Training Programme Curriculum (FY1) page. The number of Links against that capability will update.

If you have reached the maximum allowed links, the following will appear next to the capability  and there is no option to select an action.

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? □

1. Professional behaviour and trust [View Guidelines](#)

Foundation Professional Capabilities - 1. Acts Professionally

Descriptor	Links (20)	Actions
Professional Behaviour	10 Maximum reached	
Personal organisation	5 Maximum reached	
Personal responsibility	5 Maximum reached	

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

Descriptor	Links (10)	Actions
Patient centred care	4	Actions ▼
Trust	4	Actions ▼
Consent	2	Actions ▼

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

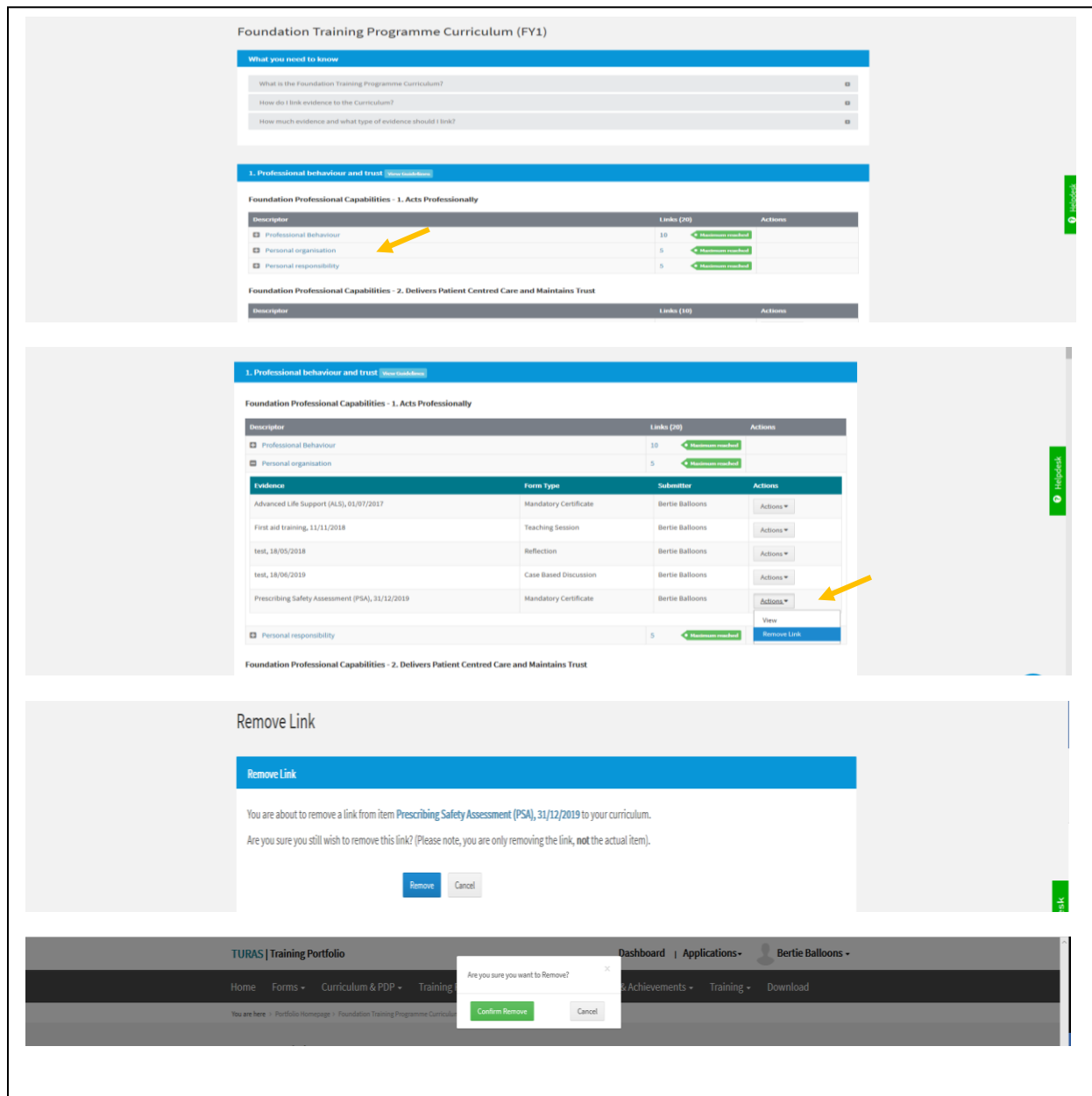
Descriptor	Links (11)	Actions

Helpdesk
↑

Step 7

To remove a link:

- Click on the descriptor; this will open up the evidence already linked
- Click the evidence you wish to remove
- Select Remove Link
- Action box appears
- Click Remove
- A pop-up window appears asking you to confirm if you wish to remove the link



The screenshot illustrates the process of removing a link from a curriculum descriptor in three stages:

- Overview:** The 'Foundation Professional Capabilities - 1. Acts Professionally' table shows three descriptors: Professional Behaviour (10 links), Personal organisation (5 links), and Personal responsibility (5 links). A yellow arrow points to the 'Personal organisation' descriptor.
- Evidence View:** Clicking on 'Personal organisation' opens a detailed view of its linked evidence. A table lists evidence items with columns for Evidence, Form Type, Submitter, and Actions. A yellow arrow points to the 'Remove Link' button in the Actions column for the 'Prescribing Safety Assessment (PSA), 31/12/2019' entry.
- Confirmation:** A 'Remove Link' dialog box appears, stating: 'You are about to remove a link from item Prescribing Safety Assessment (PSA), 31/12/2019 to your curriculum. Are you sure you still wish to remove this link? (Please note, you are only removing the link, not the actual item).' It includes 'Remove' and 'Cancel' buttons.

The bottom of the screenshot shows the user interface for 'TURAS | Training Portfolio' with a breadcrumb trail: 'Home > Forms > Curriculum & PDP > Training'. A small confirmation pop-up is also visible at the bottom center: 'Are you sure you want to Remove?' with 'Confirm Remove' and 'Cancel' buttons.

Step 8

Once you've selected to submit you will be taken back to the Foundation Training Programme Curriculum (FY1) page. The number of Links against that capability will update and you can then add a new Link. Follows Steps 4-5 to add a new piece of evidence.