




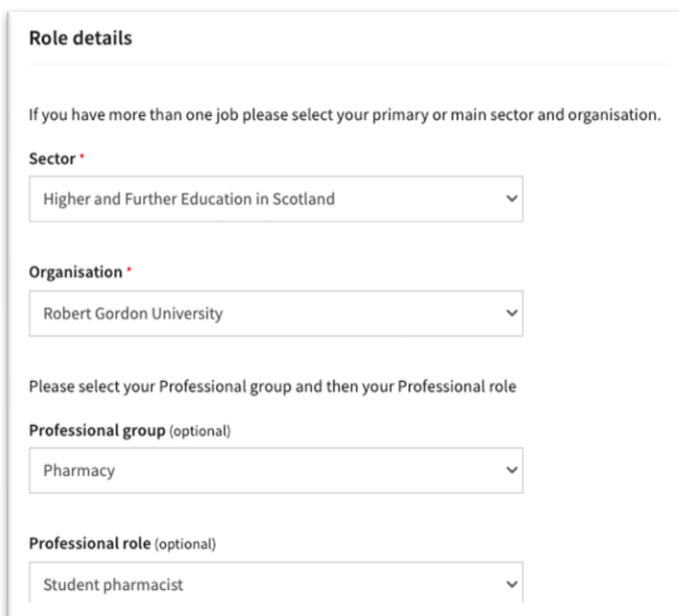
Quick Reference Guide: Accessing Turas Training Portfolio & Requesting Feedback/SLEs

1. Accessing Training Portfolio

 Go to <https://turasdashboard.nes.nhs.scot/>

 Log in using your Turas Learn account using your university email address (e.g., a.student@rgu.ac.uk)

 Check your role details are correct.



Role details

If you have more than one job please select your primary or main sector and organisation.

Sector *

Higher and Further Education in Scotland

Organisation *

Robert Gordon University

Please select your Professional group and then your Professional role

Professional group (optional)

Pharmacy


Professional role (optional)


Student pharmacist

If not:

- Click "Edit Profile"
- Update dropdown selections
- Save changes

2. Add the Training Portfolio App

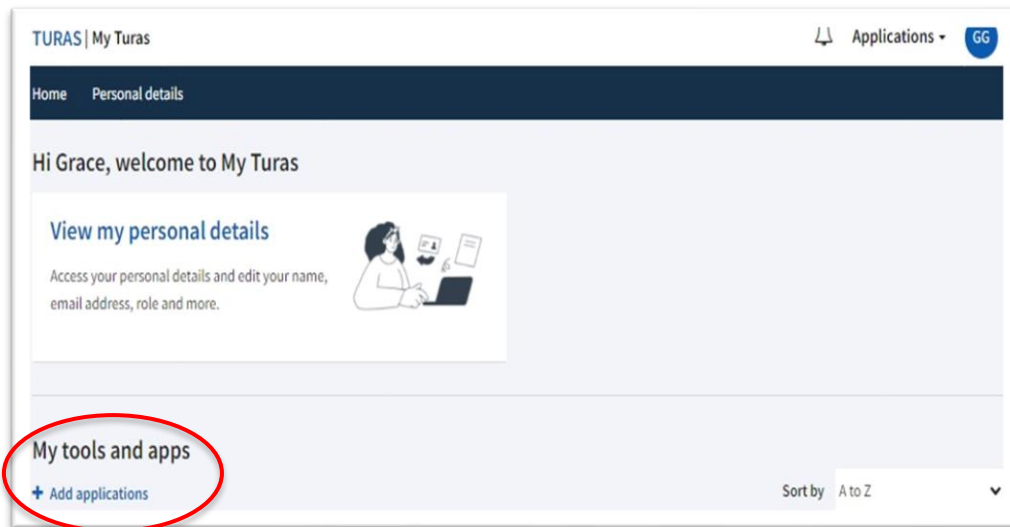
 On the welcome page, go to "My tools and apps"

 Click "Add applications"

 Select "+ Training Portfolio" (not Professional Portfolio)

✗ Exit the page using the X in the top-right corner. This will take you back to the view above and you can now select “Training Portfolio” to view your own portfolio.

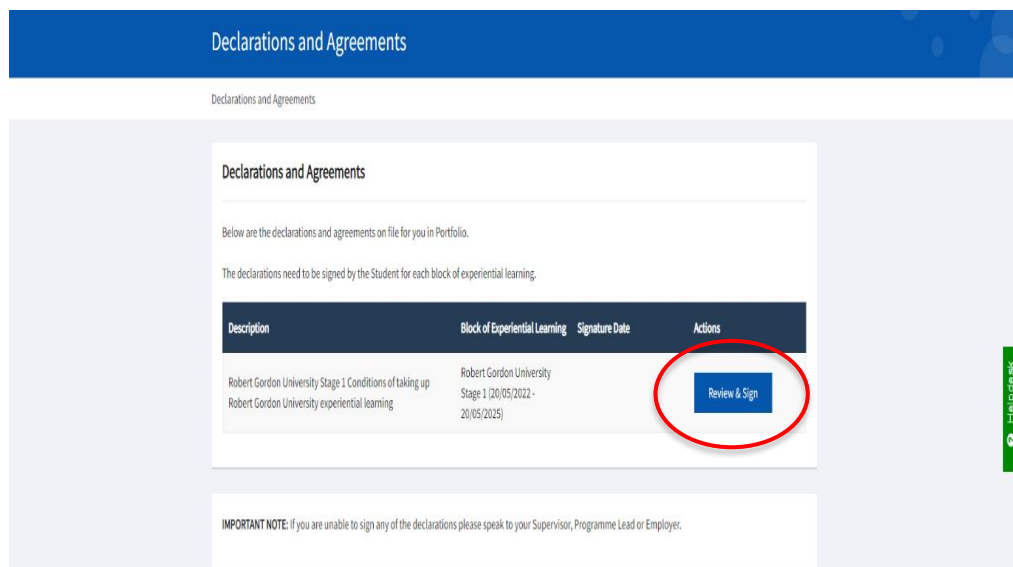
📧 If you do not see the option to add ‘Training Portfolio’, contact the RGU Professional Experiences team PharmExpLearning@rgu.ac.uk.




3. Complete the Declaration

📝 Click "Review and sign" when prompted

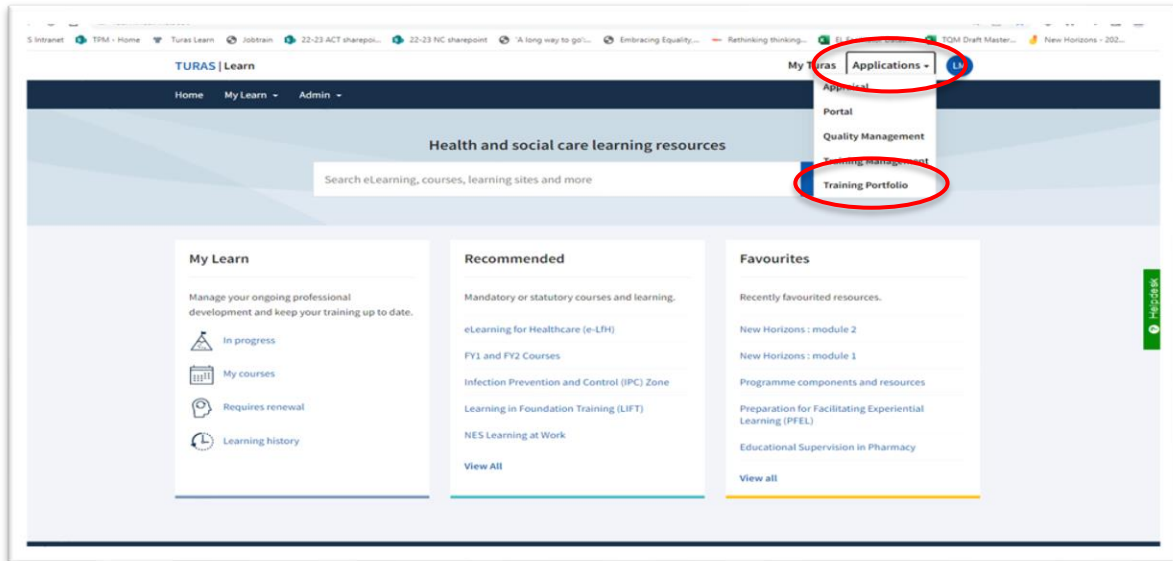
📧 Contact PharmExpLearning@rgu.ac.uk if you are unable to sign



4. Logging in to Training portfolio

 Log in to your Training Portfolio here - <https://turasdashboard.nes.nhs.scot/>

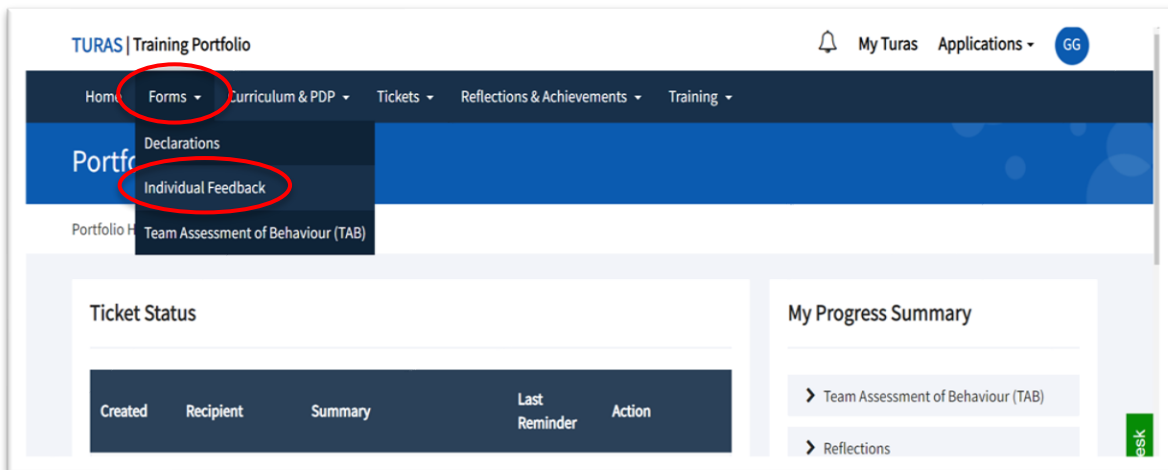
- Select "Training Portfolio" tile
- Alternatively, access "Training Portfolio" in the application menu
- Select "Training Portfolio" in the drop-down menu




5. Requesting Individual Feedback


 From your Training Portfolio home screen:

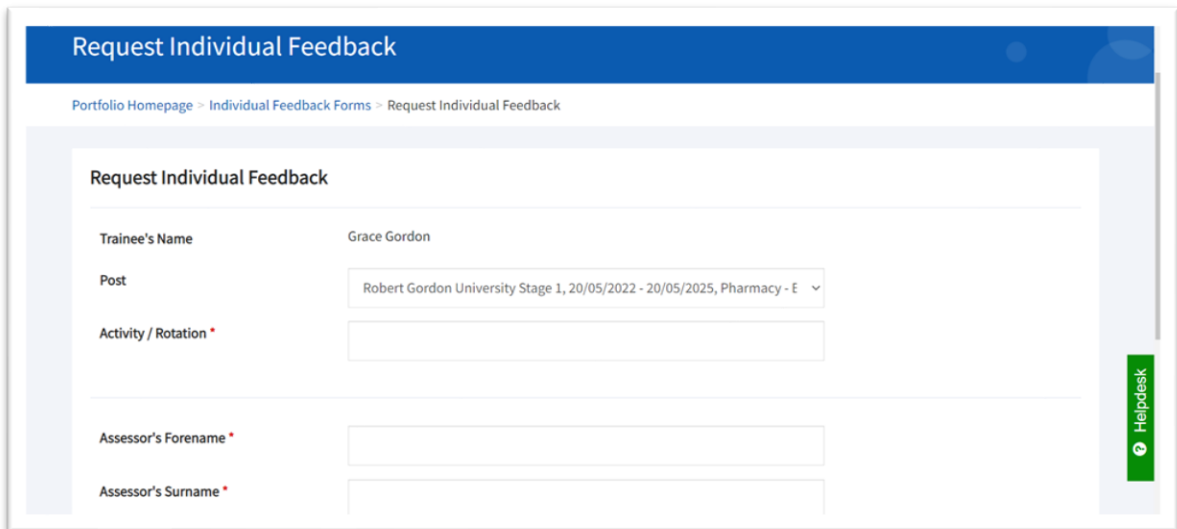
- Click "Forms" > "Individual Feedback"
- Click button "Request Individual Feedback"




 Fill in the form:


- Activity/Rotation: e.g., "Stage 1, Semester 2 Community EL placement"
- Assessor's Name and Email - Enter the email address for your email facilitator to receive a link to submit your feedback. **This must be the email address they use for Turas or the link will not work.**

 Submit the form to notify your EL facilitator. **Ensure that your EL facilitator is aware that you require feedback before the end of your EL placement.**

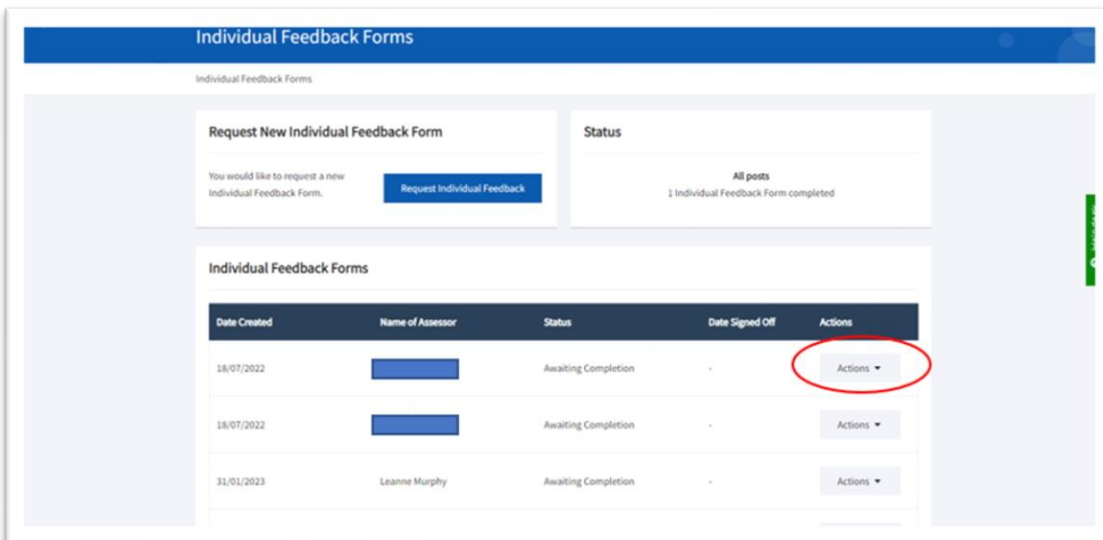


6. Viewing Feedback

 Go to "Forms" > "Individual Feedback"

 View status: "Awaiting completion" or "Completed"

- Click "Actions" to view the form



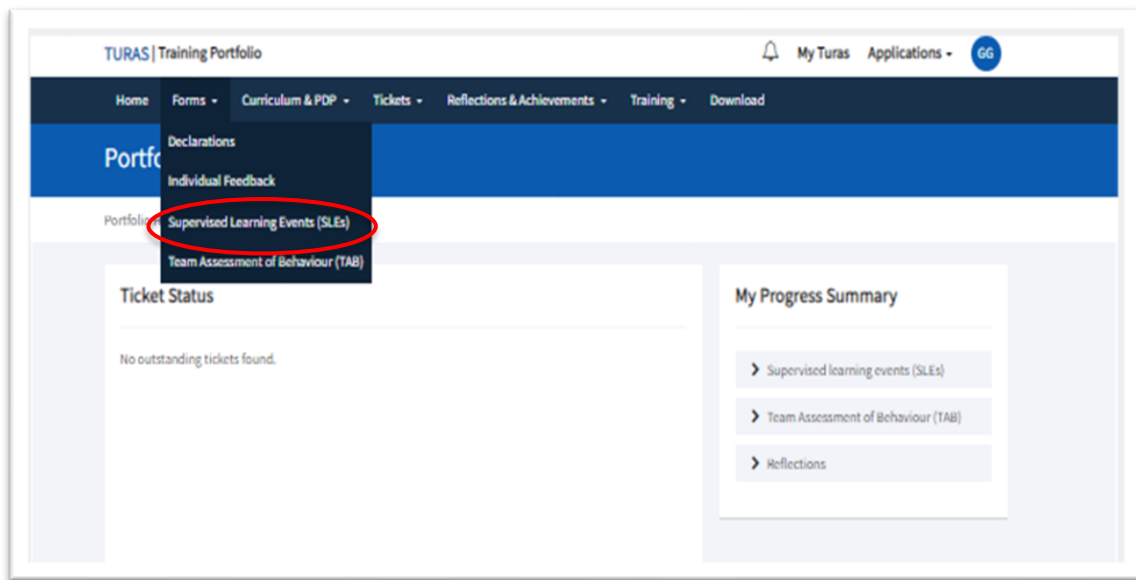
Date Created	Name of Assessor	Status	Date Signed Off	Actions
18/07/2022	[Redacted]	Awaiting Completion	-	Actions
18/07/2022	[Redacted]	Awaiting Completion	-	Actions
31/01/2023	Leanne Murphy	Awaiting Completion	-	Actions

- If your facilitator has not completed feedback after your EL placement, please contact the Professional Experiences team on PharmExpLearning@rgu.ac.uk.

7. Accessing SLE Forms

👤 Depending on your year group, you may need to complete Supervised Learning Events (SLEs) during your EL. These must be filled out on Turas Learn by you and your facilitator or supervisor and are required for your post-EL assessment tasks.

🔗 Click "Forms" > "Supervised Learning Events (SLEs)"



📄 Choose the type of SLE:

- - Mini Clinical Evaluation Exercise (Mini CEX)
- - Case Based Discussion (CBD)

👤 If assessor is not present, send a ticket using their Turas email

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Supervised Learning Event Forms

Portfolio Homepage > Supervised Learning Event Forms

Record New SLE

You have completed a SLE and you want to have it recorded

Are you sitting alongside your assessor?

Yes: Fill out the relevant form below:

- Case Based Discussion (CBD)
- Clinical Examination and Procedural Skills (CEPS)
- Mini Clinical Evaluation Exercise (Mini-CEX)

No: Fill out a ticket to your assessor and they will submit a form on your behalf

- Case Based Discussion (CBD)
- Clinical Examination and Procedural Skills (CEPS)
- Mini Clinical Evaluation Exercise (Mini-CEX)

Status

Current post:

0 completed

All posts (Robert Gordon University Stage 1):

0 completed

7. Viewing completed SLE forms

Completed SLE forms will appear in the summary table on the SLE page.

- Click “Actions” on the drop-down menu
- Select “View”

Completed Supervised Learning Events				
Robert Gordon University Stage 1, 01/01/2024 - 31/12/2024, Pharmacy - South Beach Medical Centre - Pharmacy - Robert Gordon 1 (PRG1)				
Type	Title	Submitter	Date Submitted	Actions
Clinical Examination and Procedural Skills (CEPS)	CEP title is THIS one	RGUOne StageOne	15/08/2024	Actions
Case Based Discussion (CBD)	Case based discussion topic Test FGHJU	RGUOne StageOne	15/08/2024	Actions
Mini-Clinical Evaluation Exercise (Mini-CEX)	Case based discussion topic FGHIJ	RGUOne StageOne	15/08/2024	Actions
Clinical Examination and Procedural Skills (CEPS)	Case based discussion topic B, C,E,G	RGUOne StageOne	15/08/2024	Actions
Case Based Discussion (CBD)	Case based discussion topic B	RGUOne StageOne	15/08/2024	<div>Actions</div> <div>View</div>

8. Examples

 Questions your facilitator is asked in the individual feedback form

Individual Feedback	
Trainee's Name	Grace Gordon
Trainee's Registration Number	200520222
Trainee Post	Robert Gordon University Stage 1, 20/05/2022 - 20/05/2025, Pharmacy - Boots Pharmacy; 8 Main Street Stewarton - Pharmacy - Robert Gordon 1 (PSY2)
Activity / Rotation	Placement 1
<hr/>	
How professional is the trainee?	
How are the trainee's communication skills?	
How does the trainee relate to other members of the team?	
How does the trainee interact with patients?	
Are there areas that the trainee is undertaking well, that should be recognised?	
Are there areas that the trainee could improve?	
How would you rate the trainee's overall performance to date?	
Comments	
<hr/>	
Assessor's Forename	Tstpharm
Assessor's Surname	Tutor
Assessor's Email	tstpharmtutor@example.com

Mini Clinical Evaluation Exercise (Mini CEX)

New Mini-Clinical Evaluation Exercise

It is important to anonymise any patient identifiable information.

Trainee's Name

Gary Gordon

Trainee's Registration Number

153

Supervised Learning Events (SLE) Details

Post *

-- Please Select --

Date of Mini-CEX *

02/09/2024

Title of Mini Clinical Evaluation Exercise *

Here you can record a brief, anonymous description to allow the Mini-CEX to be contextualised *

Clinical Setting *

☐ Community Pharmacy

☐ GP Surgery

☐ Ward

☐ Home Visit

☐ Other

Focus of encounter *

☐ Consultations Skills

☐ Clinical history taking

☐ Clinical assessment skills

☐ Clinical reasoning

☐ Non-drug management/Health promotion skills

☐ Patient education

☐ Holistic care/patient centred/shared decision making

☐ Professionalism

☐ Clinical documentation

☐ Teamwork

☐ Organisation efficiency

☐ Overall clinical care

Case Base Discussion (CBD)

Create Ticket

Create Ticket

Select Post

Remember that you can only request a form for a post during the post and up to 90 days after completion of the post, so if a previous post does not display here that's the reason why!

Post * Robert Gordon University Stage 1, 20/05/2022 - 20/05/2025, Pharmacy

Select Supervised Learning Event Forms

Select the Form(s) you want included in this ticket, entering further information to help the person you are ticketing contextualise the SLE.

☒ Case Based Discussion (CBD)

Title of Case Based Discussion *

Here you can record a brief, anonymous description to allow the CBD to be contextualised *

Reflection

☐ Clinical Examination and Procedural Skills (CEPS)

☐ Mini Clinical Evaluation Exercise (Mini CEX)

☐ Dental Non Technical Skill (DeNTs)

Select Recipient

Who do you want to ticket? You can ticket either one of your current/previous supervisors or another assessor.

Recipient * ☐ Programme Director (Programme Director)
☒ Other Assessor

Comments and Confirmation

Enter any comments, confirm the details and submit the ticket

Comments