Professional Portfolio

Clinical Fellows
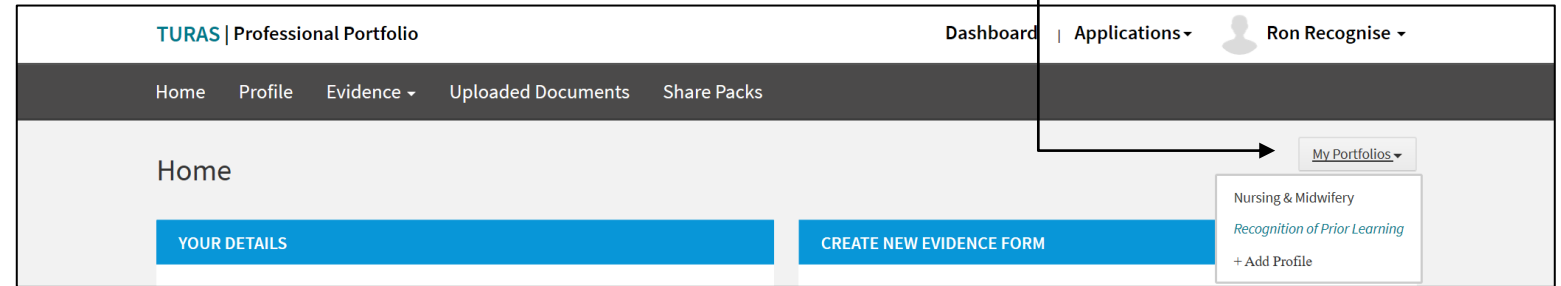
How do I access Professional Portfolio?

Applications▾ Ron Recognise ▾

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

Helpdesk

Applications

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

+ Add Applications

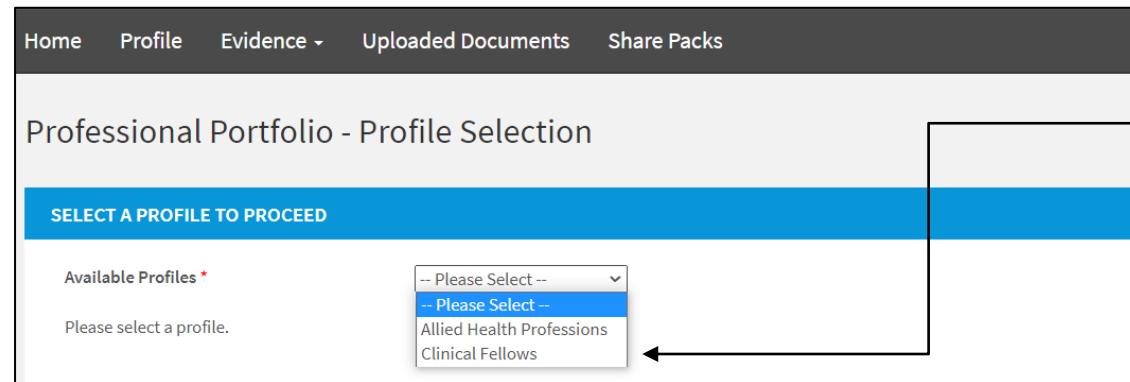| Learn	Professional Portfolio

To add Professional Portfolio to your Turas Dashboard click 'Add Applications' and choose Professional Portfolio from the choices given. This will then allow you to access Professional Portfolio from your desktop.

Which Portfolio is applicable to me?

Once you have accessed Professional Portfolio click on 'My Portfolios'

TURAS | Professional Portfolio

Dashboard | Applications ▾   👤 Ron Recognise ▾

Home   Profile   Evidence ▾   Uploaded Documents   Share Packs

My Portfolios ▾

Home

YOUR DETAILS

CREATE NEW EVIDENCE FORM

Nursing & Midwifery
Recognition of Prior Learning
+ Add Profile

Select 'Add Profile'
Select 'Add Profile'

Home   Profile   Evidence ▾   Uploaded Documents   Share Packs

Professional Portfolio - Profile Selection

SELECT A PROFILE TO PROCEED

Available Profiles *

-- Please Select --

-- Please Select --
Allied Health Professions
Clinical Fellows

Please select a profile.

Select 'Clinical Fellows'

Sign the required declaration

Home   Profile   Evidence ▾   Uploaded Documents   Share Packs

Professional Portfolio - Profile Selection

SELECT A PROFILE TO PROCEED

Available Profiles *   Clinical Fellows ▾

Turas Professional Portfolio

The Turas Portfolio is available to Clinical Fellows.

The Turas Portfolio has been developed to allow Clinical Fellows across Scotland to generate, record, reflect upon and share evidence of their learning and continuing professional development. This evidence can then be used as part of appraisals, career development, programmes of learning and for regulatory purposes.

Terms and Conditions

To access and use the Turas Professional Portfolio you must read and accept the terms and conditions under which Portfolio is provided to you by NHS Education for Scotland (NES).
- You are responsible for keeping your password confidential and in notifying NES if you believe that the security of your password has been compromised
- Access to the information/evidence contained within your user account is restricted to you and your own use, you will however be able to share your information/evidence with others of your choosing
- Administrators will have access to your profile only to assist with any support requests that you make
- Standard NHS regulations around confidentiality and use of non-identifiable information apply in Portfolio
- You must NOT use Portfolio to obtain feedback directly from patients, clients, service users or carers
- You are responsible for determining what information/evidence is retained within your Portfolio and for how long
- With regard to use of the Portfolio by Clinical Fellows in Scotland, NHS Education for Scotland (http://nes.scot.nhs.uk/privacy-and-data-protection.aspx) is data controller under the terms of the Data Protection Act 1998.

Confirm Acceptance *   ⦿ Yes, I accept
                            ○ No, I do not accept

Select 'Yes, I accept' or you won't be able to Add Profile

Add Profile   Cancel

Select 'Add Profile'

Homepage Explained

TURAS | Professional Portfolio

Dashboard | Applications⌄   Ron Recognise ⌄

Home   Profile   Evidence ⌄   Uploaded Documents   Share Packs

Home

My Portfolios ⌄

YOUR DETAILS

Name	Ron Recognise
Current Role	Adult nurse
Primary Email Address (linked to TURAS account)	ronrec@example.com
Contact Phone Number	

Professional Registrations

NMC   43W9124W

Manage Details

CREATE NEW EVIDENCE FORM

Select options to create a new evidence form.

Type of evidence   Please Select...

Form   Please Select...

Create

UPLOAD DOCUMENT

Upload images or documents from your computer, tablet or mobile phone. Use 'Tags', 'Title' and 'Description' to help you store, sort and find them later.

Tags *
- ☐ Revalidation
- ☐ Career Development
- ☐ Appraisal
- ☐ Evidence
- ☐ Mentor/Practice Teacher
- ☐ Other

Title *   Title

Date   dd/mm/yyyy

Description

Document *   Browse...

Upload

SHARE PACK

CREATE A NEW SHARE PACK

A share pack is used to organise and showcase your evidence.

Create

Your Details/Profile Menu Option – these are the details which are held within the Turas Platform for you

Create New Evidence/Evidence menu Option – allows you to add evidence relevant to your post/learning

Allows you to upload a document/photo

Sharepack – allows you to share evidence with a nominated person and to view previously created packs

How do I update my details?

YOUR DETAILS

Name	Ron Recognise
Current Role	Adult nurse
Primary Email Address (linked to TURAS account)	ronrec@example.com
Contact Phone Number	

Professional Registrations

NMC   43W9124W

Click here →

Manage Details

How do I Update 'Your Details'?

Choose the section you wish to update by clicking on the relevant 'Edit' option

How do I add/update Education details?

Click to add new record

Choose Education Tab

PROFESSIONAL PROFILE

Your Details | Education | | Achievements

Create New Entry

Show [10 ∨] entries

Search: [_____]

From Date	To Date	Title	Institution	Award/Grade	Date Of Award	Actions
You haven't created any entries yet						

Showing 0 to 0 of 0 entries

Previous | Next

Add the relevant detail

EDUCATION

Title *	[Title]
From Date *	[03/03/2020] 🗓
To Date	[dd/mm/yyyy] 🗓
Educational Institution	[_____]
Award/Grade	[_____]
Date of award	[dd/mm/yyyy] 🗓

Save | Save & Exit | Cancel

Detail will then show on summary table and can be removed/updated via 'Actions'

PROFESSIONAL PROFILE

Your Details | Education | Employment | Achievements

Create New Entry

Show [10 ∨] entries

Search: [_____]

From Date	To Date	Title	Institution	Award/Grade	Date Of Award	Actions
03/03/2020	04/03/2020	Test 1	NHS Education for Scotland	Degree	05/03/2020	Actions ▾

Showing 1 to 1 of 1 entries

Previous | 1 | Next

How do I add/update Employment details?

PROFESSIONAL PROFILE

Your Details | Education | **Employment**

Click to add new record

Create New Entry

Choose Employment Tab

Show 10 entries

Search:

From Date	To Date	Title	Main Responsibilities	Organisation	Actions
You haven't created any entries yet					

Showing 0 to 0 of 0 entries

Previous | Next

EMPLOYMENT HISTORY AND WORK EXPERIENCE

Title *	Health Support Worker
From Date *	03/03/2020
To Date	dd/mm/yyyy
Main Responsibilities	test
Organisation	NHS Lothian

Add the relevant detail

Save | Save & Exit | Cancel

Detail will then show on summary table and can be removed/updated via 'Actions'

From Date	To Date	Title	Main Responsibilities	Organisation	Actions
03/03/2020		Health Support Worker	test	NHS Lothian	Actions ▾

Showing 1 to 1 of 1 entries

Previous | 1 | Next

How do I add/update my Achievements?

PROFESSIONAL PROFILE

| Your Details | Education | Employment | Achievements |

Click to add new record
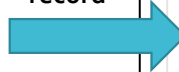
Create New Entry

Choose Employment Tab

Show [10 ⌄] entries

Search: [   ]

From Date ⇕	To Date ⇕	Title	⇕ Achievement Type	⇕ Details	⇕ Actions ⇕
You haven't created any entries yet					

Showing 0 to 0 of 0 entries

Previous | Next

ACHIEVEMENT

Title * : Test

From Date * : 03/03/2020

To Date : dd/mm/yyyy

Details : Test

Add the relevant detail

Achievement Type * :
-- Please Select --
Professional Achievement
Research, publications and presentations
Interests and Personal Achievements
Additional Information
Supporting Statement
Personal Profile

Detail will then show on summary table and can be removed/updated via 'Actions'

From Date ⇕	To Date ⇕	Title	⇕ Achievement Type	⇕ Details	⇕ Actions ⇕
03/03/2020		Test	Professional Achievements	Test	Actions ▾

Showing 1 to 1 of 1 entries

Previous | 1 | Next

How do I add Evidence?

CREATE NEW EVIDENCE FORM

Select options to create a new evidence form.

Type of evidence

Please Select...
Learning
Feedback
Reflection

Form

Create

Choose the type of evidence you want to add

Once Type and Form chosen click create and complete the details required

CREATE NEW EVIDENCE FORM

Select options to create a new evidence form.

Type of evidence

Learning

Form

Please Select...
Record Of Learning Activity
Record Of Support Or Supervision
Professional Journey Plan

Choose the form you wish to complete based on the Type you have chosen

How do I view/update evidence I have added?

Home   Profile   **Evidence** ▾   Uploaded Documents   Share Packs

Learning

Feedback

Reflections

Learning For

Select the type of evidence you wish to view

WHAT YOU NEED T

Record of Learning Activity information ⊞

When could I use the Record of Support or Supervision? ⊞

What is the Professional Journey Planner? ⊞

RECORD NEW LEARNING FORM

You want to record a learning activity, support or supervision session, or professional journey plan.

Create Learning Form ▾

You can create from this page also

LEARNING FORMS

Show [10 ▾] entries   Search: [_____]

Date	Title	Form	Actions
03/03/2020	Test	Record Of Learning Act	Actions ▾
01/02/2020	Giving Injections in the buttocks	Record Of Learning Activity	Actions ▾
06/12/2019	Toenail trimming	Record Of Learning Activity	Actions ▾
05/01/2020	Test 1	Record Of Learning Activity	Actions ▾
11/09/2019	RPL Support 1	Record Of Support Or Supervision	Actions ▾

Click on 'Actions' for the evidence you wish to view/update

Showing 1 to 5 of 5 entries

Previous **1** Next

How do I share evidence I have collected?

SHARE PACK

CREATE A NEW SHARE PACK

A share pack is used to organise and showcase your evidence.

Click 'Create'

Create

Create Sharepack – Step 3

ADD EVIDENCE ITEMS

Title: Test Power

Click on the tabs below to select the items from the Evidence and Uploaded Documents sections that you wish to include in this Share Pack. The items you select will appear in the green Your Share Pack tab.

| Your Share Pack (5) | Learning | Feedback | Reflections | Uploaded Docs |

Show [10 ⌄] entries   Search: [   ]

Date	Title	Form Type	Feedback	From	Add to Share Pack?
03/03/2020	test feedback (View)	Generic Feedback Form	really great	Jamie Reid	☑
19/09/2019	RPL gen feedback 1 (View)	Generic Feedback Form	a	a a	☑

Showing 1 to 2 of 2 entries

Previous | 1 | Next

Exit   Previous   Save   Save and Next Step

Select the Evidence you wish to include in the Sharepack by selecting the relevant Tab and marking the check box for the relevant item(s). Then save and move onto next step

Create Sharepack – Step 4

Step 1 — Name your Share Pack

Step 2 — Add Profile Items

Step 3 — Add Evidence Items

Step 4 — Preview

TITLE: TEST POWER

Name   Ron Recognise

1. TURAS DETAILS

2. EDUCATION : TEST 1

Title	Test 1
From Date	03/03/2020
To Date	04/03/2020
Educational Institution	NHS Education for Scotland
Award/Grade	Degree
Date of award	05/03/2020

You can preview each area by clicking on the +

3. ACHIEVEMENT : TEST

4. FEEDBACK FORM : TEST FEEDBACK

5. FEEDBACK FORM : RPL GEN FEEDBACK 1

Previous   Finished   Share Link

When you are happy click here

Creating Sharepack – Last Step

SHARE YOUR SHARE PACK: TEST POWER

Recipient Name * / Email *   [Name]   [Email]   [Remove]   [Add Recipient]

Purpose of Sharing *   [Purpose   Enter message to recipient]

Enter the details of who you wish to share evidence with, if more than 1 click 'Add Recipient'

Link Expires *   [dd/mm/yyyy 📅]

Enter date you wish the link to expire

[Return to Share Packs] [Share Link]

Click 'Share Link' and recipient will receive an email with a link to the shared evidence – they cannot access your Portfolio only what you have shared

ACTIVE SHARED LINKS: TEST POWER

Show [10 ⌄] entries   Search: [   ]

Recipient Name	Email	Expires	Last Sent	Last Viewed	Actions
You haven't shared any links yet					

Showing 0 to 0 of 0 entries   [Previous] [Next]

[View Sharing History]

Clicking here will allow you to view who you have previously shared evidence with