

How to Provide Experiential Learning (EL) Feedback on TURAS Portfolio

Why is written feedback required?

Feedback is essential for all student pharmacists. It supports learning and development, and the written feedback is required to support post-EL assignments that are submitted by the student pharmacist soon after EL.

When should you aim to provide the written feedback?

You should plan time to discuss feedback with your student pharmacist and produce the written feedback on the last day of the EL placement before they leave. This allows you to expand on what you have written and means the student pharmacist has an opportunity to explore any points with you. This will be helpful for them when they are writing their reflection.

Actioning a feedback request:

Your student pharmacist will request feedback via their Turas Training Portfolio account. **To do this they will need the email address that is linked to your Turas account.**

If you wish to change the email linked to your account before the student requests feedback, you can do this easily by following the steps outlined in the section 'Changing your Email address on Turas Learn' at the end of this guide. We would recommend that the student creates the request early in the EL placement to allow time to check you receive the request and can access it in Turas Portfolio.

Once the student pharmacist has generated the request, you will receive an email to the email address you provided to the student pharmacist. This email will contain the following:

'Dear <your name>

An 'Individual Feedback Form' has been requested for <student pharmacists name>.

GETTING A TURAS ACCOUNT

If you do not already have a Turas Account then please first register at <https://turasdashboard.nes.nhs.scot/User/PersonalDetails/Create?openIdApplicationId=bfdb0e71-e59f-4e9f-88cd-e93712407f02>

HOW TO PROVIDE FEEDBACK

Please login to the Turas Portfolio home page at <https://turasportfolio.nes.nhs.scot/> to review and complete this request.

If you have any problems then please contact support by emailing Turas Portfolio Support (contact.digital@nes.scot.nhs.uk).

Regards

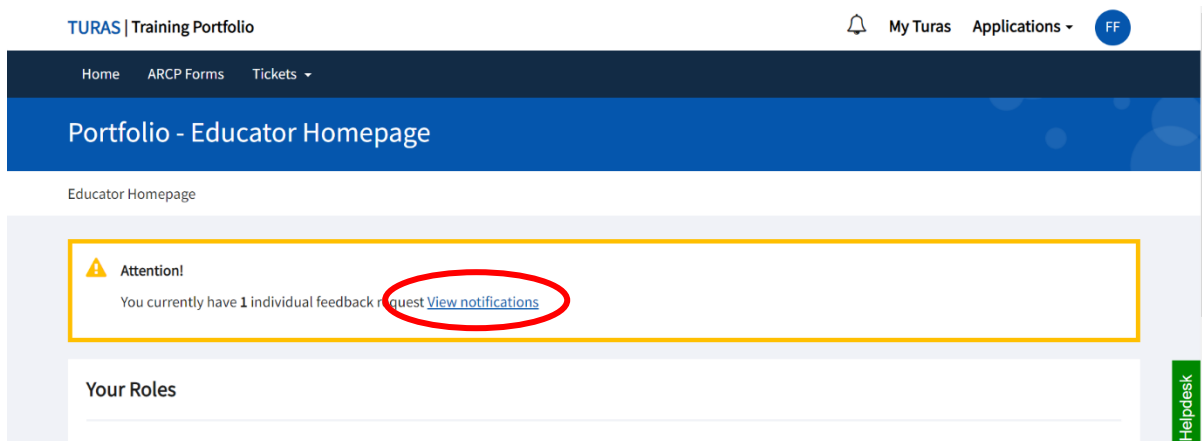
The Turas Portfolio Team

Assuming the student pharmacist has used the email address linked to your Turas account, you can click the link highlighted yellow to see the request. Enter your sign in details for your Turas account.

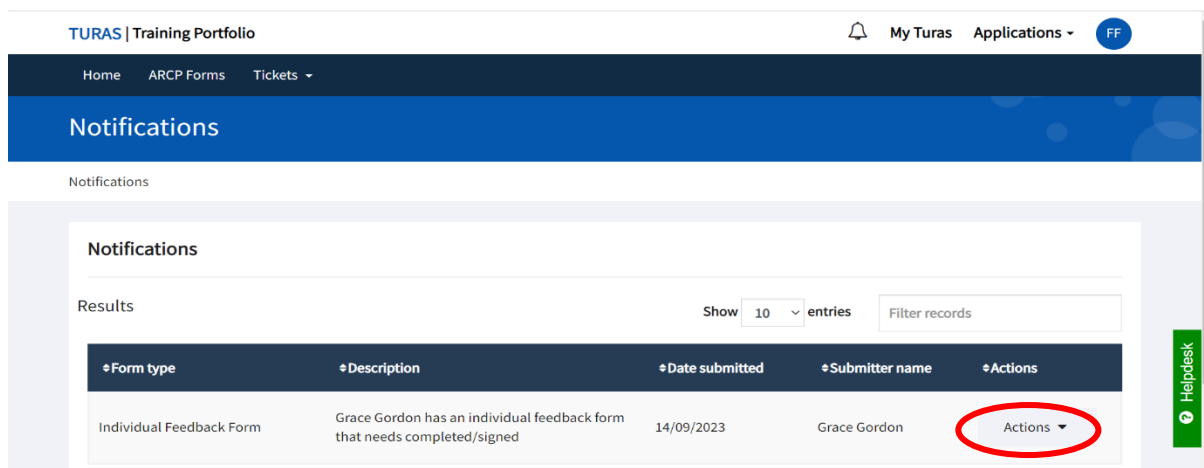
Ignore the first link in the email if you already have a Turas account, this is only required for setting up a new account.

To provide your student pharmacist with feedback:

1. Visit <https://turasportfolio.nes.nhs.scot> (this link will be in your email once the student has requested feedback.)
2. You will see a screen like the one shown below:



3. Select 'view notifications'.
4. You will then see a table with any outstanding requests listed, like the one shown below. Find the feedback request relating to your student pharmacist. Select 'actions' then 'complete' from the dropdown that appears.



5. The first part of the form involves rating your student pharmacists' performance in the areas shown below:

Complete Individual Feedback Form

Trainee's Name	Grace Gordon
Trainee's Registration Number	200520222
Trainee Post	Robert Gordon University Stage 1, 20/05/2022 - 20/05/2025, Pharmacy Pharmacy; 8 Main Street Stewarton - Pharmacy - Robert Gordon 1 (PSV2)
Activity / Rotation	Year 2 Semester 1 Community EL

How professional is the trainee? *

Very Poor
 Poor
 OK
 Good
 Very Good

How are the trainee's communication skills? *

Very Poor
 Poor
 OK
 Good
 Very Good

How does the trainee relate to other members of the team? *

Very Poor
 Poor
 OK
 Good
 Very Good

How does the trainee interact with patients? *

Very Poor
 Poor
 OK
 Good
 Very Good

Then you will be asked to describe any areas in which the student pharmacist is performing well, areas for improvement, a rating for overall performance and any additional comments.

Complete Individual Feedback Form

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 *

Assessor's Forename: Freddie
Assessor's Surname: Facilitator
Assessor's Email: freddiefacilitator@example.com

Very Poor
 Poor
 OK
 Good
 Very Good

Once you have completed all the information, select 'submit'.

After submitting your feedback form, it is visible by the student pharmacist and the Professional Experiences Team at Robert Gordon University. Please ensure that you discuss the contents of the feedback with the student pharmacist before the end of their EL placement and that you submit the feedback by the end of the placement.

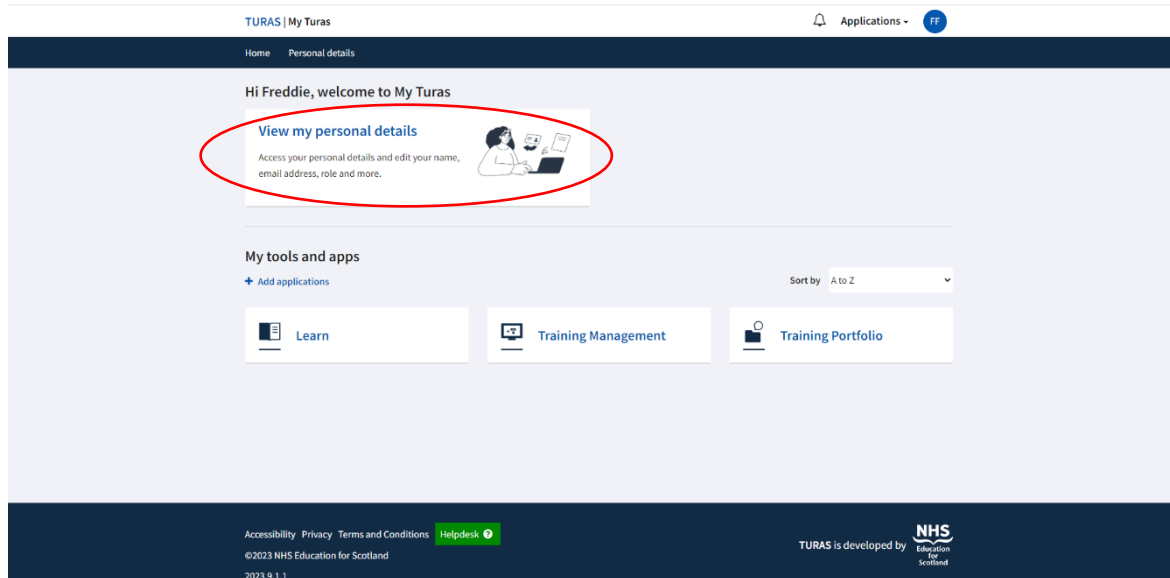
What should you do if you do not receive the feedback request?

1. Check that your student pharmacist has actioned the request in their Turas Training Portfolio.
2. Check that you have provided them with the correct email address, which must be the one linked to your own Turas account.
3. Ask them to check that they have entered your email address correctly.
4. Ask them to create a new request, ensuring they use the correct details – this should trigger a new email.
5. If you have tried all of this and still cannot see the feedback request, contact nes.elpharmacy@nhs.scot for support.

Changing your email address on Turas Learn

If you wish to change your email address linked to your Turas Learn account before sharing with your student pharmacist this is simple to do.

Log in to Turas <https://turasdashboard.nes.nhs.scot/> using your current details. Select view my personal details, shown below – then select edit email address. Enter your preferred email and save the change. You will now log on with your updated email address and can share this one with students to request feedback.



The screenshot shows the Turas dashboard interface. At the top, there is a header with 'TURAS | My Turas' on the left and 'Applications - FF' on the right. Below the header, there is a navigation bar with 'Home' and 'Personal details'. The main content area starts with a welcome message: 'Hi Freddie, welcome to My Turas'. Below this, there is a card titled 'View my personal details' which is circled in red. The card contains the text: 'Access your personal details and edit your name, email address, role and more.' and an illustration of a person at a computer. Below the card, there is a section titled 'My tools and apps' with a '+ Add applications' link and a 'Sort by A to Z' dropdown menu. Three application cards are visible: 'Learn', 'Training Management', and 'Training Portfolio'. At the bottom of the page, there is a footer with links for 'Accessibility', 'Privacy', 'Terms and Conditions', and 'Helpdesk'. The footer also includes the text '©2023 NHS Education for Scotland' and '2023.9.1.1'. On the right side of the footer, it says 'TURAS is developed by NHS Education for Scotland'.