Professional Portfolio

Healthcare Support Workers

How do I access Professional Portfolio?

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

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

+ Add Applications

| Learn | Professional Portfolio |

Helpdesk

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

Home

My Portfolios ▾

YOUR DETAILS

CREATE NEW EVIDENCE FORM

Nursing & Midwifery
Recognition of Prior Learning
+ Add Profile

Select 'Add Profile' and choose 'Recognition of Prior Learning'

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

SHARE PACK

CREATE A NEW SHARE PACK

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

Create

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

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?

PROFESSIONAL PROFILE

Click to add new record

Your Details | **Education** | Achievements

Choose Education Tab

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

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

Add the relevant detail

PROFESSIONAL PROFILE

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

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
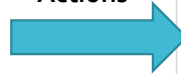
EMPLOYMENT HISTORY AND WORK EXPERIENCE

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?

Click to add new record

Choose Employment Tab

Add the relevant detail

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 ⇕	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 📅]
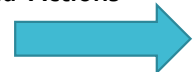
Details   [Test]

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

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

Choose the type of evidence you want to add

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

Create

CREATE NEW EVIDENCE FORM

Select options to create a new evidence form.

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

Type of evidence

Learning

Form

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

How do I view/update evidence I have added?

Select the type of evidence you wish to view

You can create from this page also

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

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

Creating a Sharepack – Step 1

Create Share Pack

Step 1	Step 2	Step 3	Step 4
Name your Share Pack	Add Profile Items	Add Evidence Items	Preview

SHARE PACK TITLE

Profile Recognition of Prior Learning

Share Pack Title * Test Power

Cancel   **Create and Next Step**

Add Title and click Create

Creating a Sharepack – Step 2

Select the Profile Item(s) 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 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

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

3. ACHIEVEMENT : TEST

4. FEEDBACK FORM : TEST FEEDBACK

5. FEEDBACK FORM : RPL GEN FEEDBACK 1

You can preview each area by clicking on the +

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