Facilitator Guide: Submitting Feedback, Mini-CEX & CBD Records on Turas Training Portfolio

This guide helps you submit feedback and supervised learning event (SLE) records for student pharmacists from Robert Gordon University and University of Strathclyde using Turas Training Portfolio.

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1. General information and identifying what feedback tools must be completed during EL

Why is written feedback important?

Feedback is essential for all student pharmacists to support their learning and development. The written feedback is required to support post-EL assignments, forming part of their assessment portfolio. Without it, they cannot submit their portfolio for assessment.

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 before the end of the EL placement. This allows you to involve the student pharmacist, to expand on what you have written and allows the student pharmacist to reflect and ask questions. This will be helpful for them when they are writing their reflection.

What do I need to complete?

Stage of Study	Feedback requirements (for each EL activity)
Stage 1/Year 2	Individual Feedback Form
Stage 2/Year 3	Individual Feedback Form
Stage 3	Individual Feedback Form Two Mini-CEX
Year 4	Individual Feedback Form One Mini-CEX
Stage 4/Year 5	Individual Feedback Form One mini-CEX One Case Based Discussion (CBD)

Table 1: Feedback requirements for each stage of study. All required elements must be completed on Turas Training Portfolio.

2. Completing the Individual Feedback form

Step-by-step

1. **Student sends a request** via Turas using the email linked to your Turas account. *This email address is often different to the email address the student pharmacist has so please ensure you provide the correct email address.*

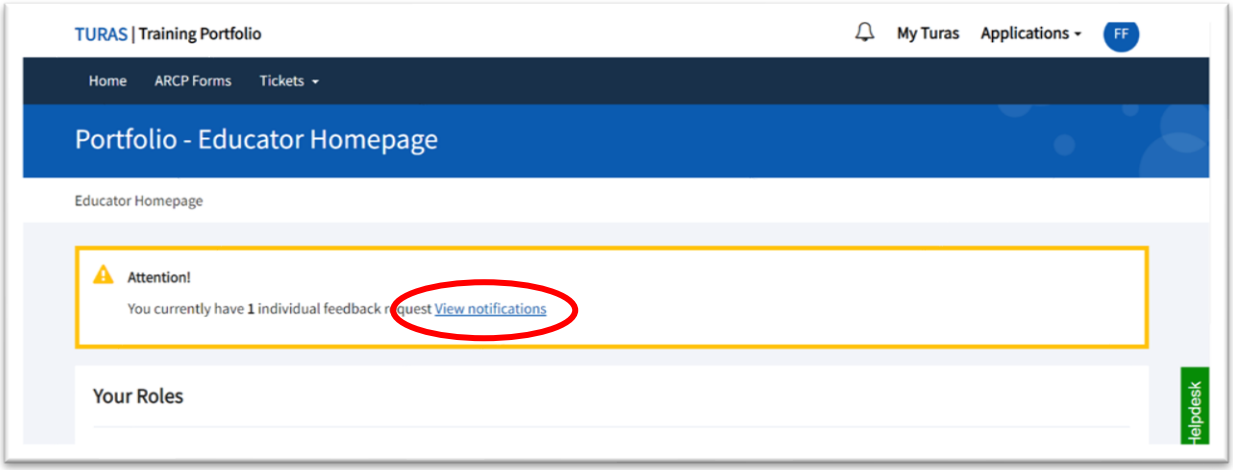
If you wish to change the email linked to your account before the student requests feedback, you can do this easily by following the steps outlined in the section 'Changing your email address on Turas Learn' at the end of this guide.

2. You will receive an email with a link to complete the form. The student pharmacist should create the request early in the EL placement to allow time to check you receive the request and can access it in Turas Portfolio.

3. Once the student pharmacist generates a request, you will receive an email. Ignore the first link in this email if you already have a Turas account, this is only required for setting up a new account. Visit https://turasportfolio.nes.nhs.scot (this link will be in your email once the student has requested feedback.)

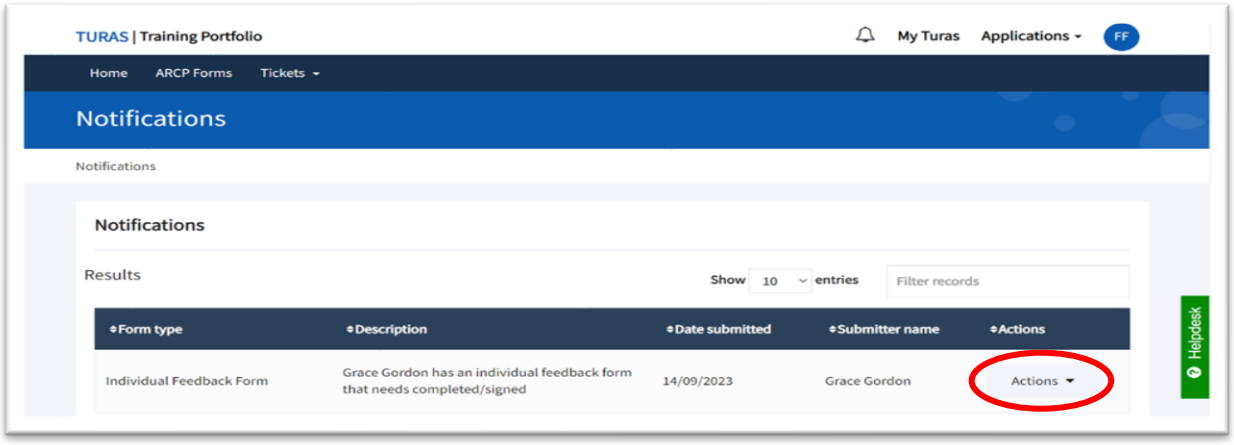
4. Log in to Turas Portfolio

5. Click "**View Notifications**"

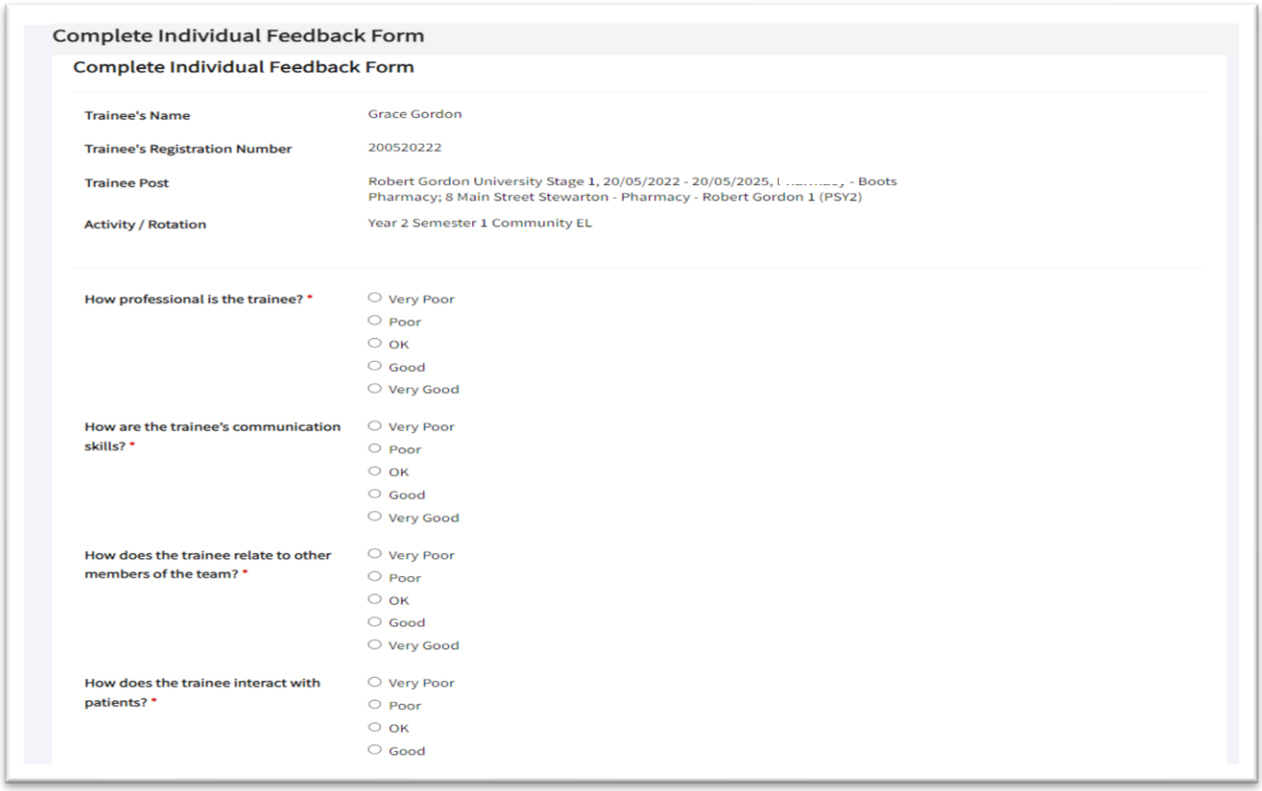


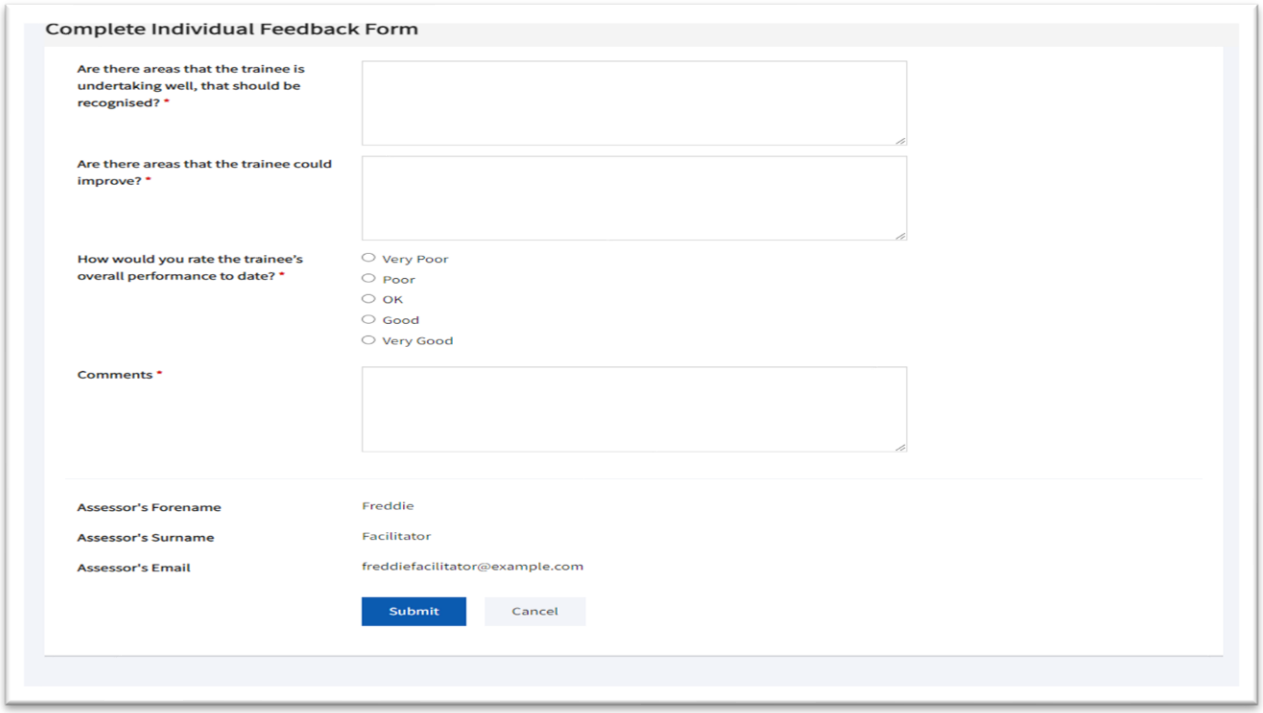
6. Find the request, click "**Actions**" > "**Complete**"

7. Fill the form and click “**Submit**”



8. The individual feedback form will ask for the information shown below:





✅ Discuss the feedback with the student before submitting.

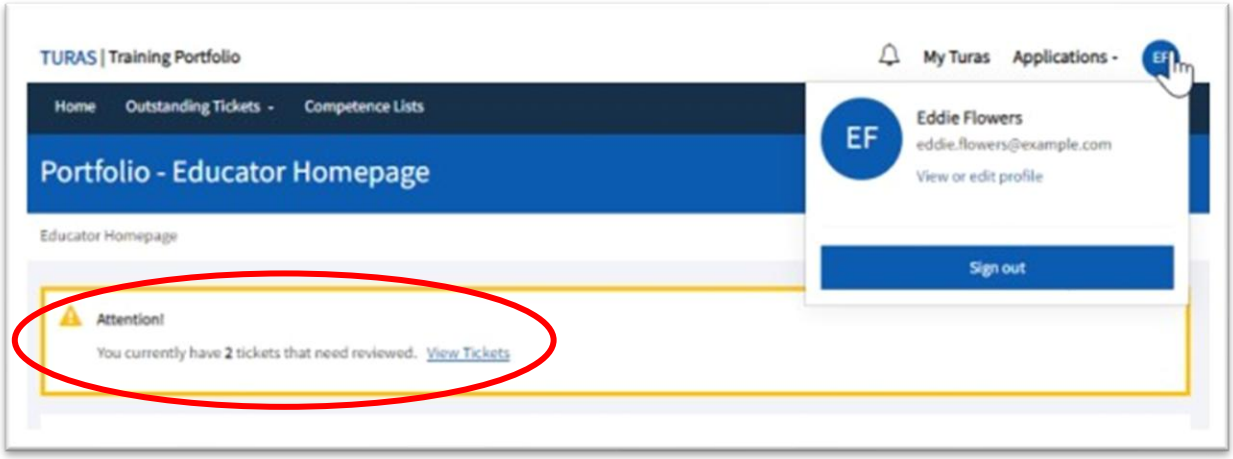
✅ After submitting your feedback form, it is visible by the student pharmacist and the Professional experiences team (RGU) or the EL team (UoS).

3. Completing a Mini-CEX or Case Based Discussion (CBD) Form

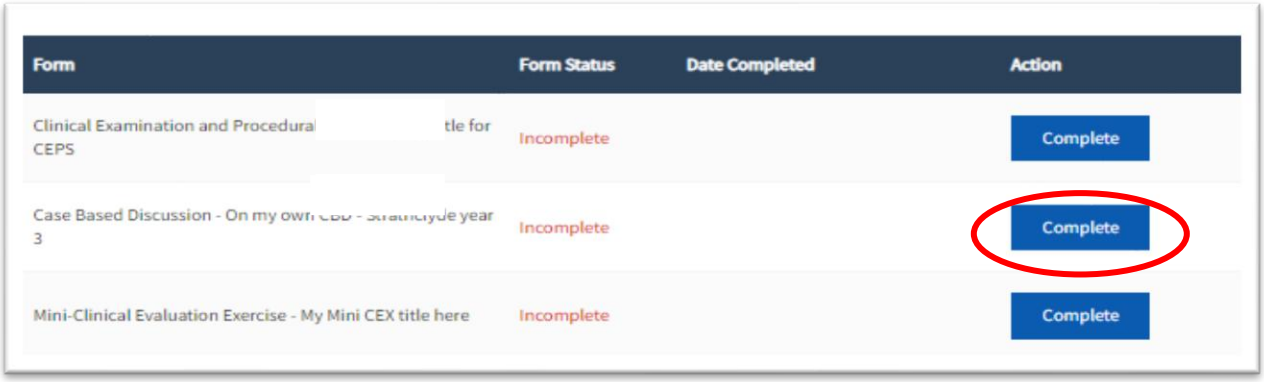
These are supervised learning events (SLEs). You can find guidance on conducting them in the [Supervised Learning Event pages on Turas Learn, linked here.]

Two ways to complete the form:

- **Option 1: "Yes" – Completing together**
  - You and the student fill out the form together.
  - You'll receive a confirmation email once submitted.
- **Option 2: "No" – Completing separately**
  - Student fills in their part and sends you a request.
  - You'll receive an email with a link to complete your section.
  - On logging into Training Portfolio, there will be a notification on the homepage, as shown below.
  - Select 'view tickets' and select to complete the ticket.



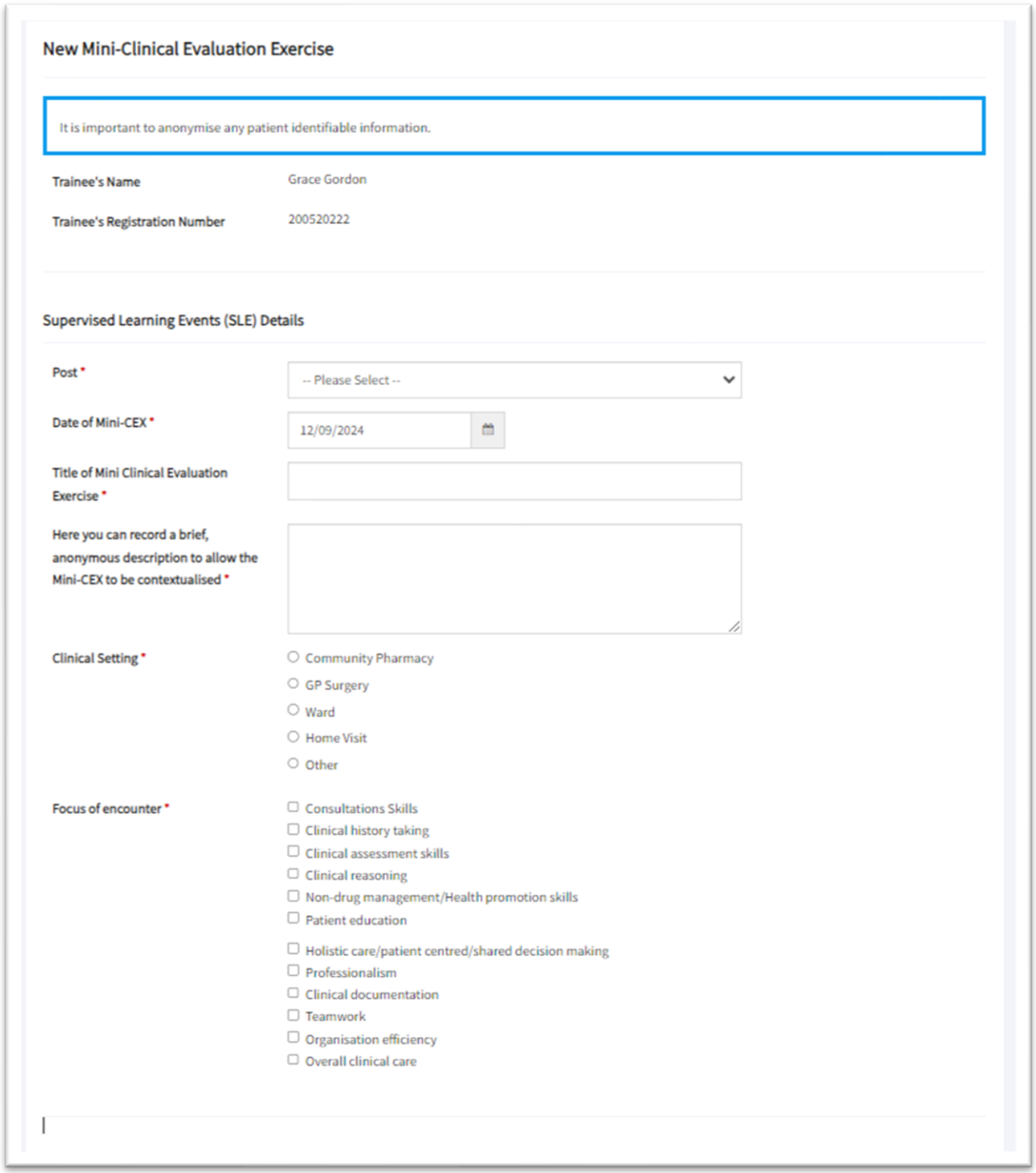
- Find the request and click "Complete"
- Fill the form and click "Submit"



🔍 You can see example Mini-CEX and SLE forms in sections 4 and 5 of this guide.

✅ After submitting your feedback form, it is visible by the student pharmacist and the Professional experiences team (RGU) or the EL team (UoS).

4. Mini-CEX Form - Example



New Mini-Clinical Evaluation Exercise

It is important to anonymise any patient identifiable information.

Trainee's Name: Grace Gordon

Trainee's Registration Number: 200520222

Supervised Learning Events (SLE) Details

Post *: -- Please Select --

Date of Mini-CEX *: 12/09/2024

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

To be filled in by Assessor

Feedback on the behaviours observed during the Mini-CEX *

Help me fill in this field....

Agreed action *

To be filled in by Trainee

Reflection *

Assessor Details

Assessor's Surname *

Assessor's Forename *

Assessor's Position *

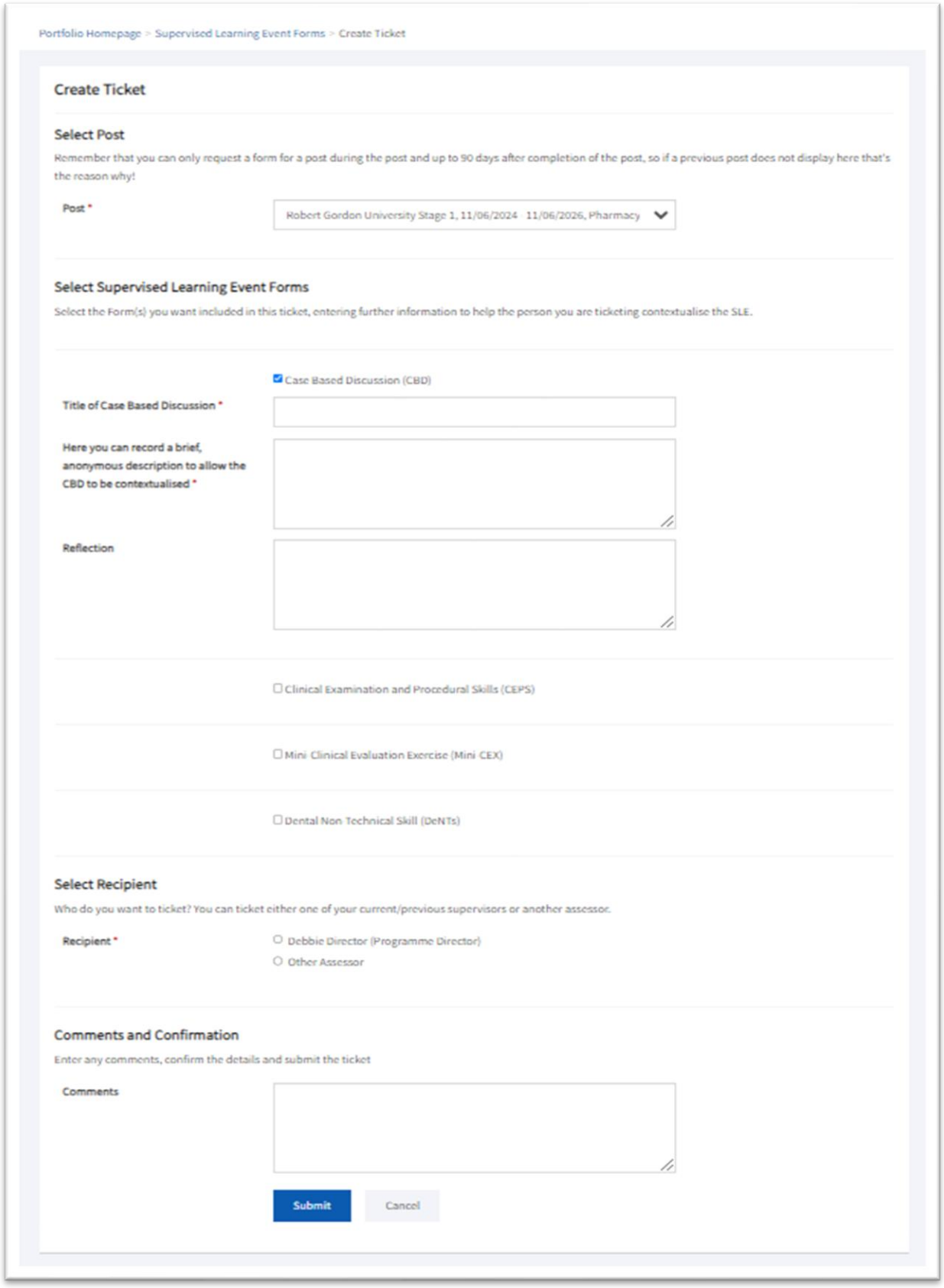
- ○ Consultant
- ○ GP
- ○ Pharmacist
- ○ Pharmacy Technician
- ○ SAS Doctor
- ○ Senior Pharmacist
- ○ ST/CT 1/2
- ○ ST3 or above
- ○ Other

Assessor's Registration Number (e.g. GMC, GDC, NMC number)

Assessor's Email *

Submit Cancel

5. Case Based Discussion (CBD) Form – example



Portfolio Homepage > Supervised Learning Event Forms > 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, 11/06/2024 - 11/06/2026, 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 *

○ Debbie Director (Programme Director)

○ Other Assessor

Comments and Confirmation

Enter any comments, confirm the details and submit the ticket

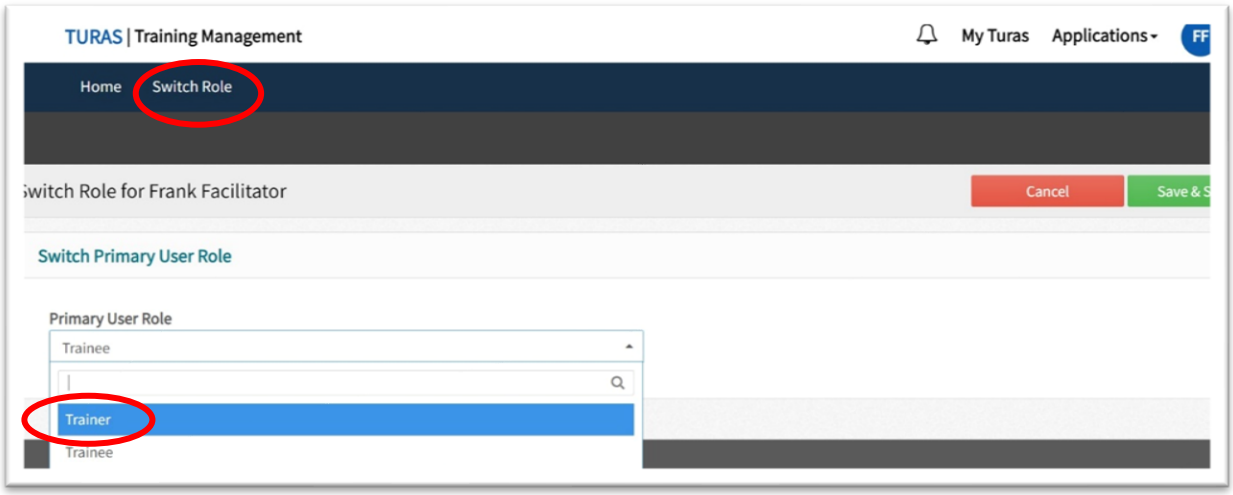
Comments

Submit | Cancel

6. What to do if you have not received a request?

Try the following:

1. Confirm the student has sent the request
2. Check they used the correct email address (the one linked to your Turas account)
3. Ask them to double check the spelling of your email address
4. Have them resend the request
5. If you still cannot access the feedback request it may be you have a **dual role** in Turas (trainee and trainer) – Log in to https://turasportfolio.nes.nhs.scot/ using the personal email you usually use for Turas, then look for an option to change your role to 'trainer'. That should then allow you to see the feedback request – see below.



6. If you try this and get an "access denied" message, click on "Tickets" and select "received" to see feedback request.
7. If you have tried all of this and still cannot see the feedback request, contact nes.elpharmacy@nhs.scot for support.

7. Changing your email address on Turas Learn

1. 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.
2. 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.
3. Enter your preferred email and save the change.
4. You will now log on with your updated email address and can share this one with students to request feedback.

