Robert Gordon University Student Pharmacist Guide for Accessing Training Portfolio on Turas and Requesting Feedback / SLEs from your EL facilitator

Accessing Training Portfolio

1. Go to https://turasdashboard.nes.nhs.scot/

2. Log in using the details that you have set up your Turas Learn account with (this should be your university email address in name format (e.g. a.student@rgu.ac.uk).

3. Check your role details are set up correctly i.e.

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, please click "edit profile" and change the selections in the dropdown menus to match the above. Remember to save your changes.

Before you can request feedback, you must add the training portfolio app as described below

4. On the welcome page, you will see a section titled "My tools and apps". In here you need to add the **Training Portfolio app**. Click "add applications":
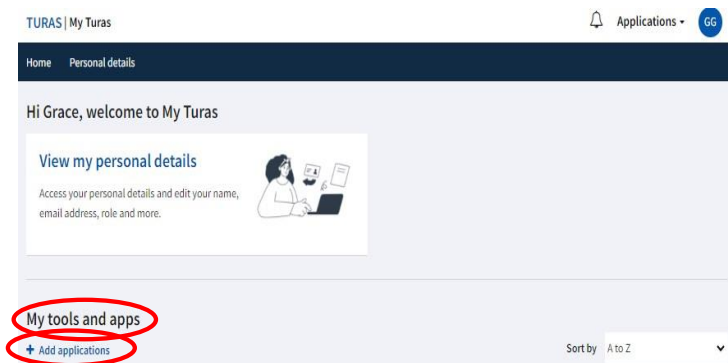

5. On the "add applications" page, select the blue button "+ Training Portfolio" (note this is different to 'Professional Portfolio, you must add 'Training Portfolio'.

6. Exit the add applications page by pressing the cross 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.

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

Before you can request feedback, you must complete the declaration

8. When you first log in to your training portfolio, you will be asked to complete a declaration which details the terms of use. Please click the blue "Review and sign" button. If you are unable to sign this declaration for any reason, please contact the Professional Experiences team PharmExpLearning@rgu.ac.uk.
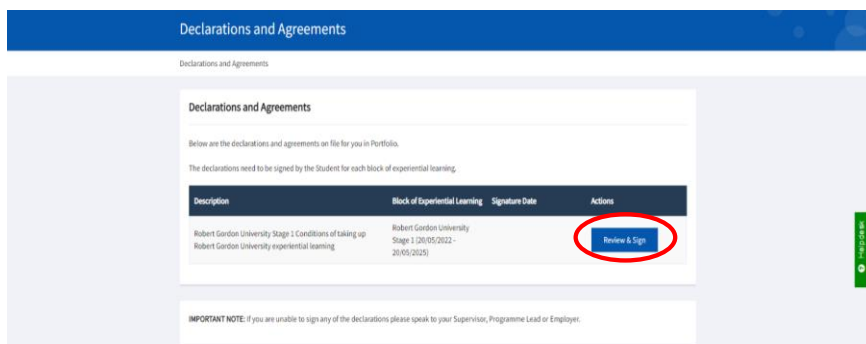
9. To log in to your Training Portfolio in future, visit https://turasdashboard.nes.nhs.scot/ and select the "Training Portfolio" tile. Alternatively, log in via Turas Learn by logging in to your Turas Learn account then accessing "Training Portfolio" in the applications menu, as shown below. When you click on "Applications" in the top right of your Turas Learn screen, you should have an option for "Training Portfolio" if you have completed the steps above.
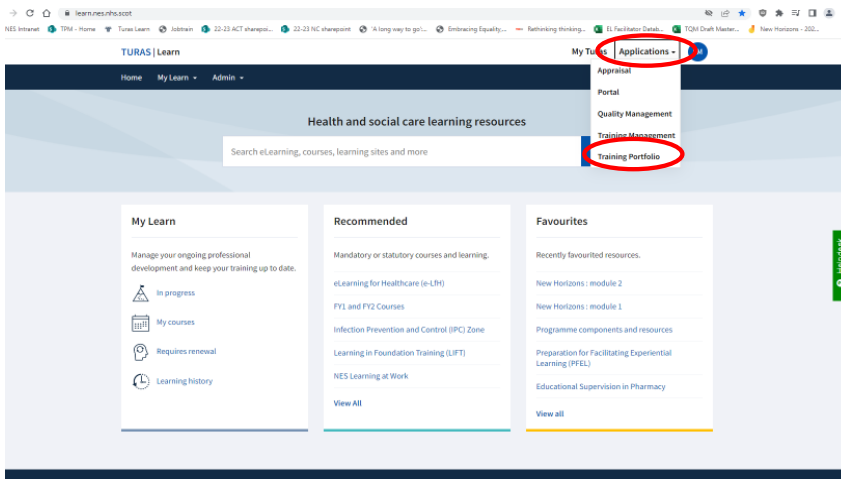
Before creating a request for feedback on your training portfolio

When you arrive on your EL placement, discuss that you will be required to request feedback from your EL facilitator via your Turas Training Portfolio. Depending on your stage at university you may also be requesting that your facilitator completes mini-CEX / Case Based Discussion forms with you.

For all feedback requests, ask your facilitator for the email address that is <u>linked to their Turas account.</u> This is the email address you will need for creating a request for feedback and is often different to the email address you already have for your facilitator.

You can create the request at any point during your EL placement, however, it is best to do this early on to allow time to resolve any issues. Once your EL facilitator or other supervisor has your requests, you can complete them together at an appropriate point in the EL placement. You must ensure all aspects are completed before the end of your EL placement.

Once your individual feedback / SLE forms have been completed, you will be able to view them in your Training Portfolio. The RGU Professional Experiences team will also be able to review these.

Requesting Individual Feedback from your EL facilitator

When you log in to your Training Portfolio as outlined in the earlier section of this guide, your Home Screen will appear like shown below. From this area, you will request an individual feedback form from your EL facilitator as described here.
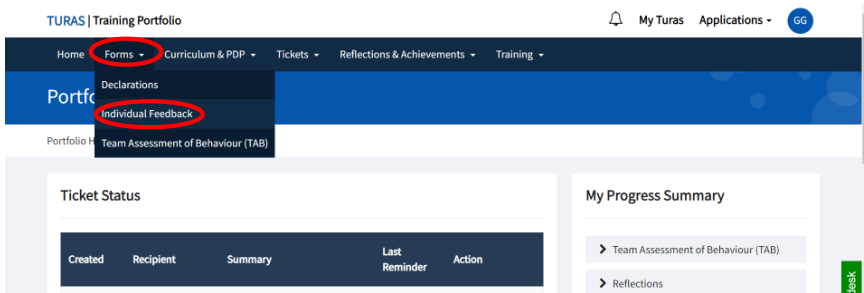
1. At the top left of the screen, click "Forms" to show the dropdown with more options (circled red above).
2. From the drop down, select "Individual Feedback"
3. You will then see the screen shown below. Click on the blue "Request Individual Feedback" button shown below:
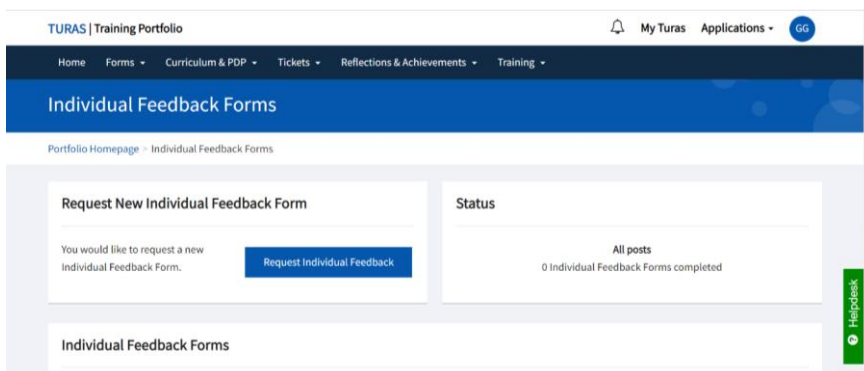
4. You will now see the screen below:


To complete this section:
- **Trainee's name:** will be automatically populated from details held on Turas.
- **Post:** will be automatically populated with a generic title "Pharmacy Experiential Learning – *your university name*". Leave this unchanged.
- **Activity/Rotation:** describe the EL that you are requesting feedback for e.g. "Stage 1, Semester 2 Community EL placement"
- **Assessor's Forename:** Enter the first name of your designated EL facilitator
- **Assessors Surname:** Enter the last name of your designated EL facilitator
- **Assessor's Email:** Enter the email address for your email facilitator to receive a link to submit your feedback. <mark>**This must be the email address they use for Turas or the link will not work.**</mark>

Finally, click "**Submit**". Your EL placement facilitator will now receive an email from Turas requesting your feedback. **Ensure that your EL facilitator is aware that you require the feedback before the end of your EL placement.**

To view your feedback

When you select "Individual Feedback" from the dropdown in "Forms", you will see a list of all individual feedback forms that you have created in the past. You will see that the status is either "awaiting completion" or "completed".

By clicking the "Actions" button shown above, you will be able to view the form. Where the form is awaiting completion, you will see the blank form. You can view this to see what your facilitator will be asked to feedback on at the end of your EL placement. If the form status is "completed", viewing it will allow you to see the feedback submitted by your EL placement facilitator.
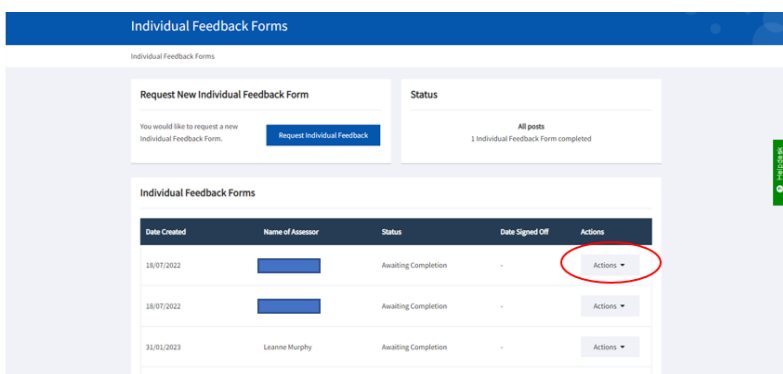
If your facilitator has not completed feedback after your EL placement, please contact the Professional Experiences team on PharmExpLearning@rgu.ac.uk.

What does the feedback form ask?

For your information, here are the questions that your facilitator is asked in your 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

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

Assessor's Forename	Tstpharm
Assessor's Surname	Tutor
Assessor's Email	tstpharmtutor@example.com

Accessing SLE forms on Training Portfolio

During your EL you may be required to undertake Supervised Learning Events, depending on your year group. You and your EL facilitator or other appropriate supervisor must complete the relevant SLE form(s) on Turas Learn. You will require these completed forms to complete your post-EL tasks for assessment.

1. At the top left of the screen, click "Forms" to show the dropdown with more options
2. From the drop down, select "Supervised Learning Events (SLEs)" as shown in the screen below.
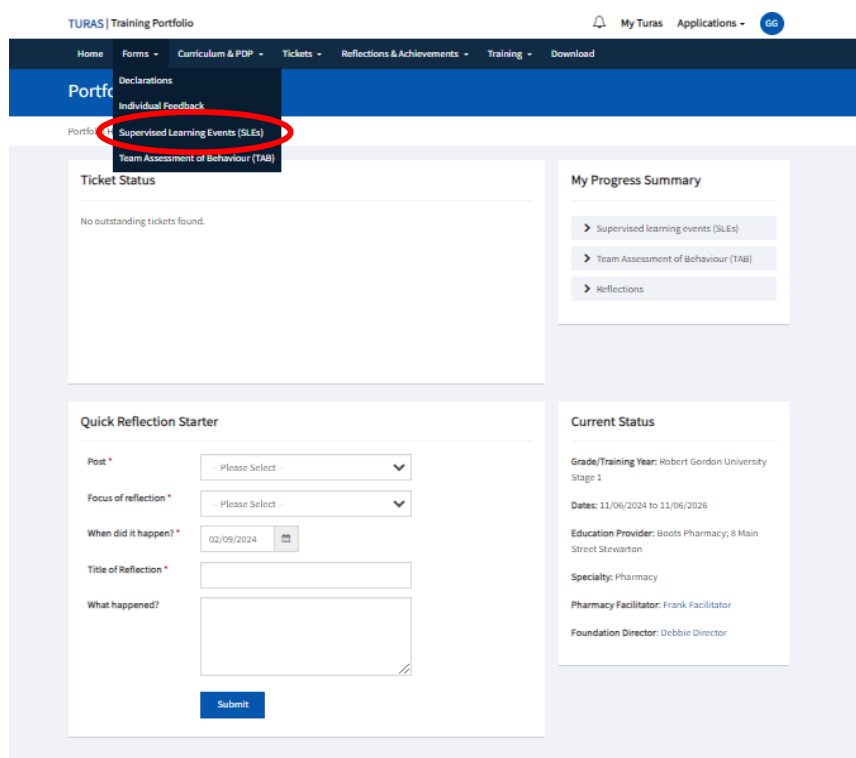
3. This will take you to the screen below where you can select the SLE you would like to complete.
4. There is an option for completing the SLE if your assessor is sitting alongside you or not. Choose the correct option.
5. Select the type of SLE you plan to complete.
   a. Mini Clinical Evaluation Exercise (Mini CEX)
   b. Case Based Discussion (CBD)

6. If you indicate that you are not sitting alongside your assessor, you will be asked to send a ticket to your chosen assessor, and they will need to complete and submit their section of the form.
7. To create a ticket (feedback request), you must complete your parts of the SLE.
8. You will then be asked to add the details of your assessor. Choose "other Assessor" – circled below. **You must use the email address associated with the Assessor's Turas account.**

Below are examples of each SLE and the parts you will be required to complete

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 *   ○ Debbie Director (Programme Director)
               ○ Other Assessor

Comments and Confirmation

Enter any comments, confirm the details and submit the ticket

Comments   [   ]

[Submit]   [Cancel]

Viewing completed SLE forms

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

These can be viewed via the 'actions' dropdown shown below.