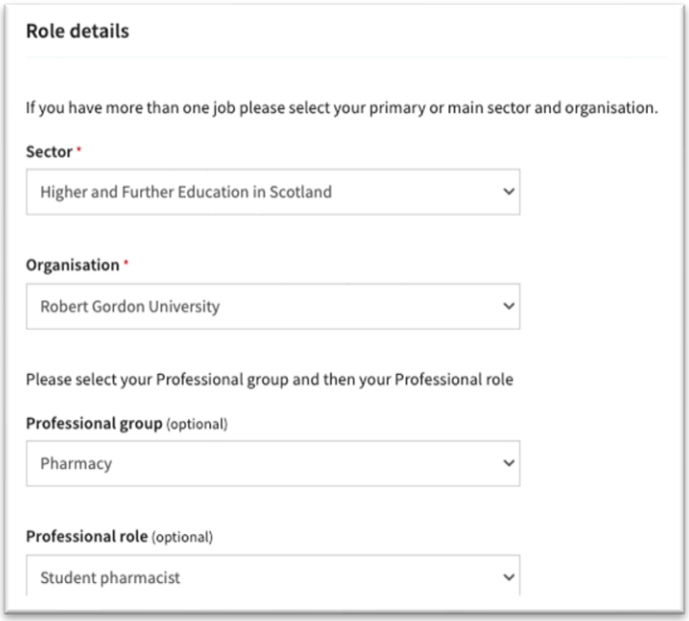
Quick Reference Guide: Accessing Turas Training Portfolio & Requesting Feedback/SLEs

1. Accessing Training Portfolio

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

🔐 Log in using your Turas Learn account using your university email address (e.g., a.student@rgu.ac.uk or a.student.2002@uni.strath.ac.uk)

👤 Check your role details are correct.



If not:

- Click "Edit Profile"
- Update dropdown selections
- Save changes

2. Add the Training Portfolio App

🧩 On the welcome page, go to "My tools and apps"

➕ Click "Add applications"

✅ Select **"+ Training Portfolio**" (not Professional Portfolio)

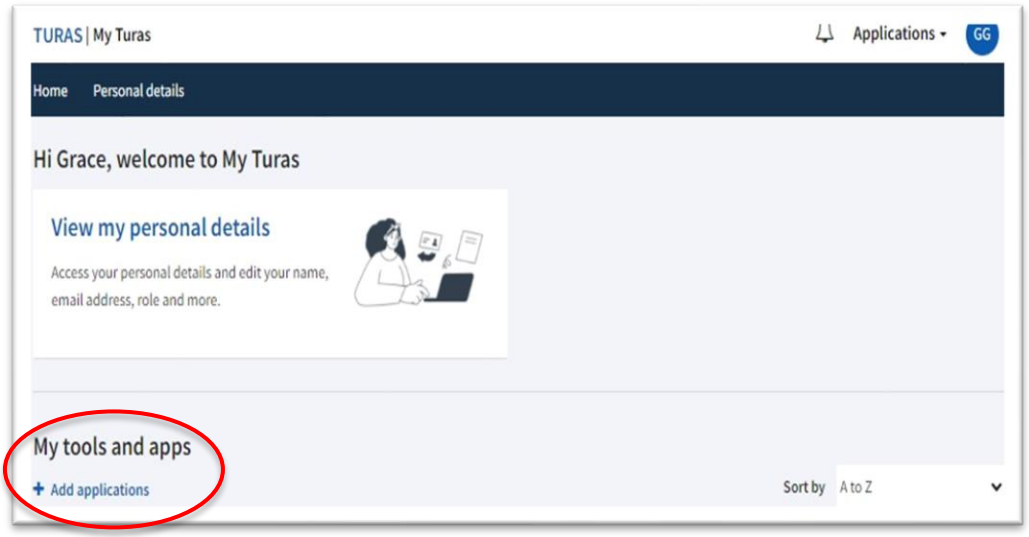
❌ Exit the page using the X in the top-right corner. This will take you back to the view above and you can now select “Training Portfolio” to view your own portfolio.

📧 If you do not see the option to add ‘Training Portfolio’, contact –

For RGU student pharmacists - PharmExpLearning@rgu.ac.uk

For UoS student pharmacists - sipbs-experiential-learning@strath.ac.uk

👁️

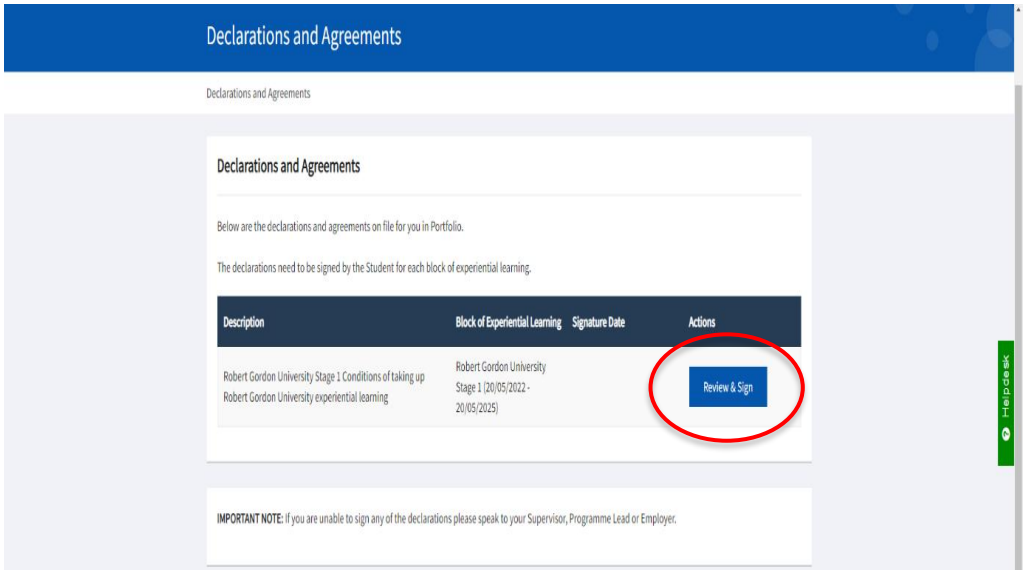


3. Complete the Declaration

📝 Click "Review and sign" when prompted

📧 Contact PharmExpLearning@rgu.ac.uk or sipbs-experiential-learning@strath.ac.uk if you are unable to sign

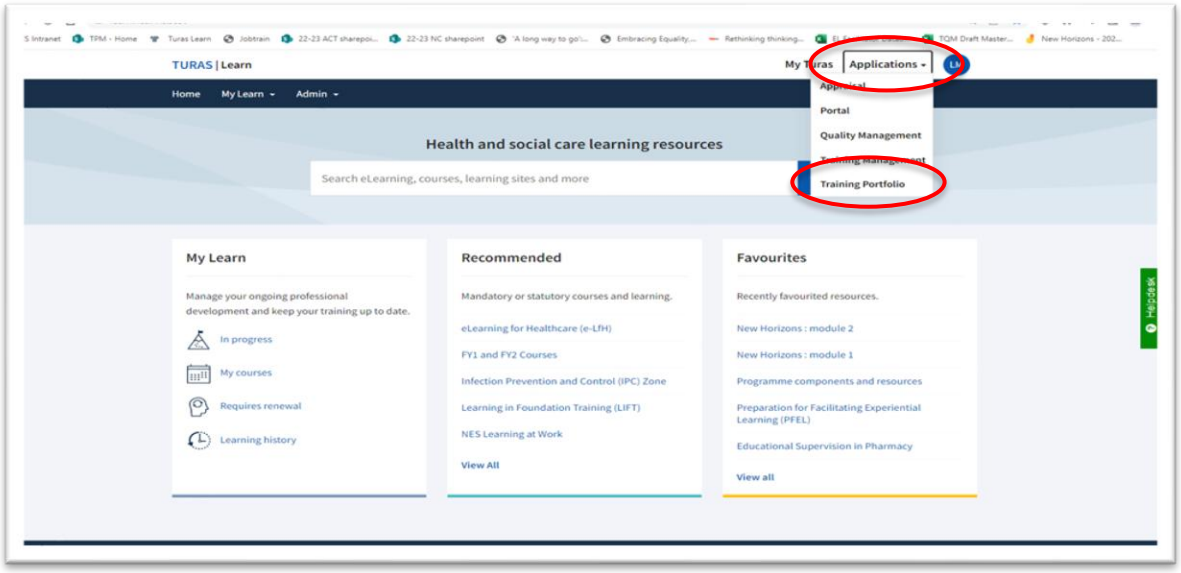
👁️



4. Logging in to Training portfolio

🔐 Log in to your Training Portfolio here - https://turasdashboard.nes.nhs.scot/

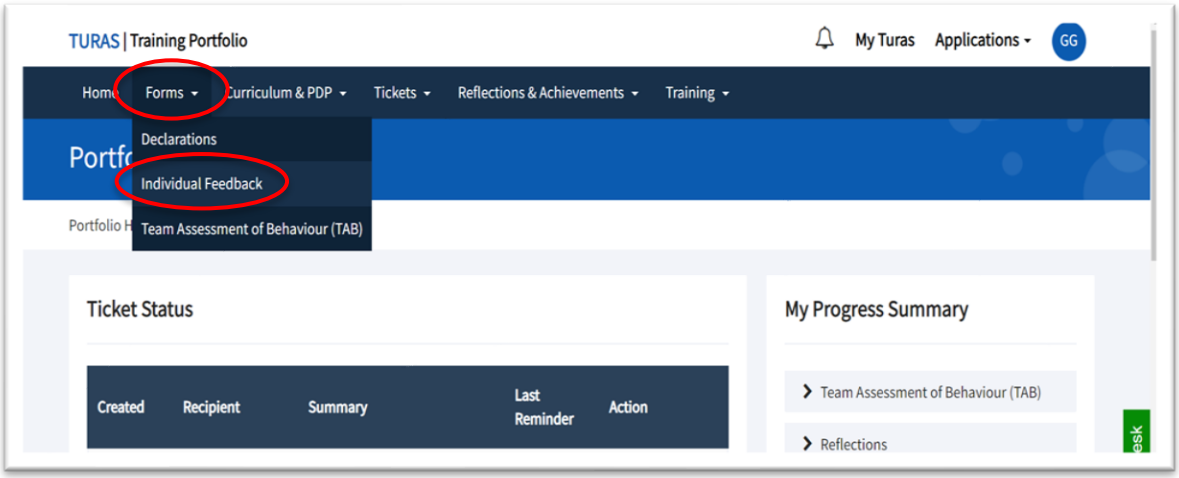
- Select “Training Portfolio” tile
- Alternatively, access “Training Portfolio” in the application menu
- Select “Training Portfolio” in the drop-down menu



5. Requesting Individual Feedback

🏠 From your Training Portfolio home screen:

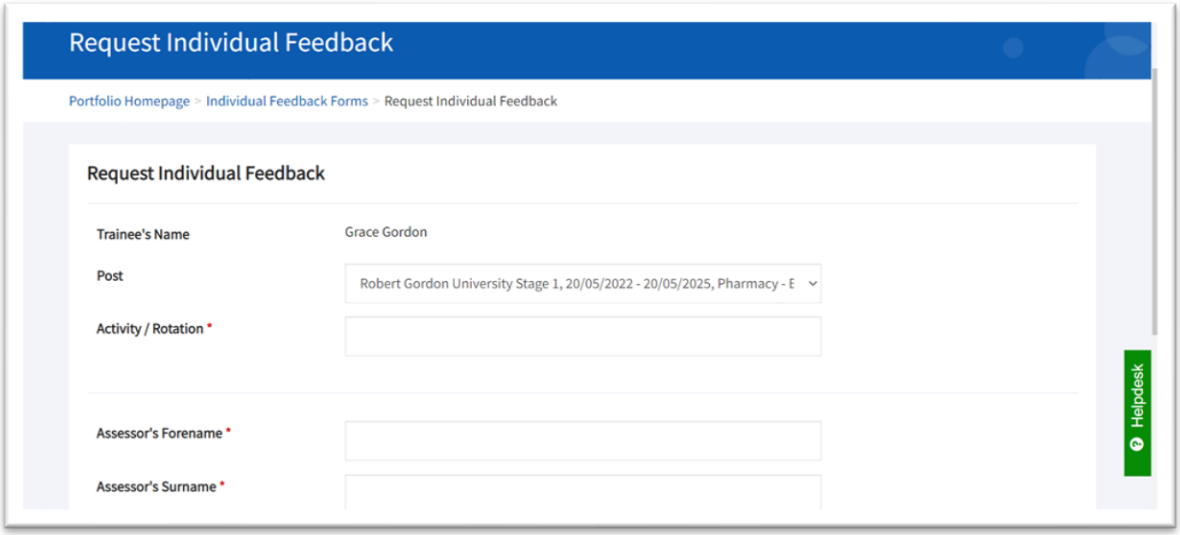
- Click "Forms" > "Individual Feedback"
- Click button "Request Individual Feedback"



✍️ Fill in the form:

- Activity/Rotation: e.g., "Stage 1, Semester 2 Community EL placement or Year 4, Semester 2 community EL placement"
- Assessor's Name and Email - Enter the email address for your email facilitator to receive a link to submit your feedback. **This must be the email address they use for Turas or the link will not work.**

📧 Submit the form to notify your EL facilitator. **Ensure that your EL facilitator is aware that you require feedback before the end of your EL placement.**

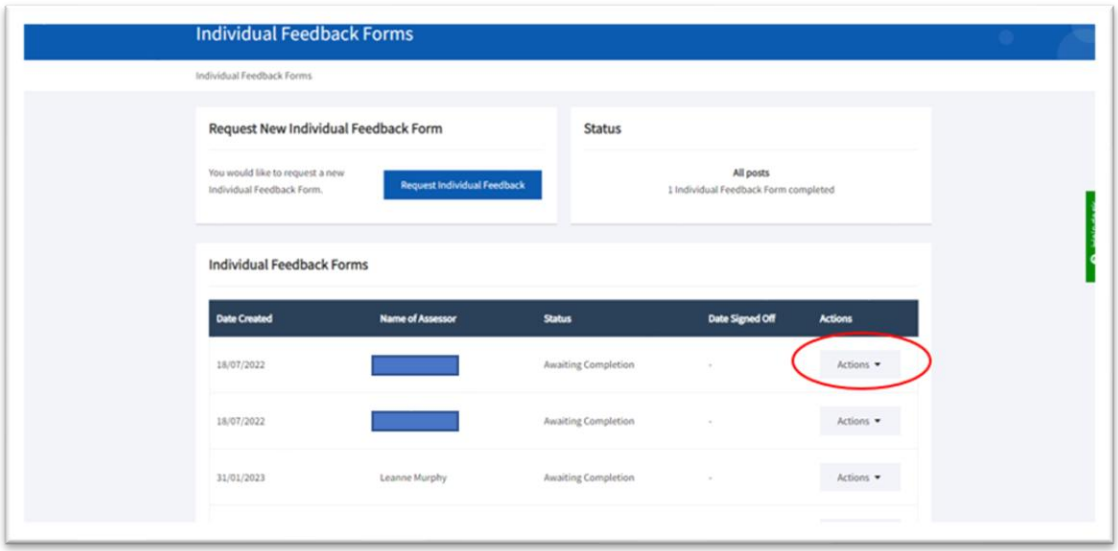


6. Viewing Feedback

🔍 Go to "Forms" > "Individual Feedback"

📄 View status: "Awaiting completion" or "Completed"

- Click "Actions" to view the form

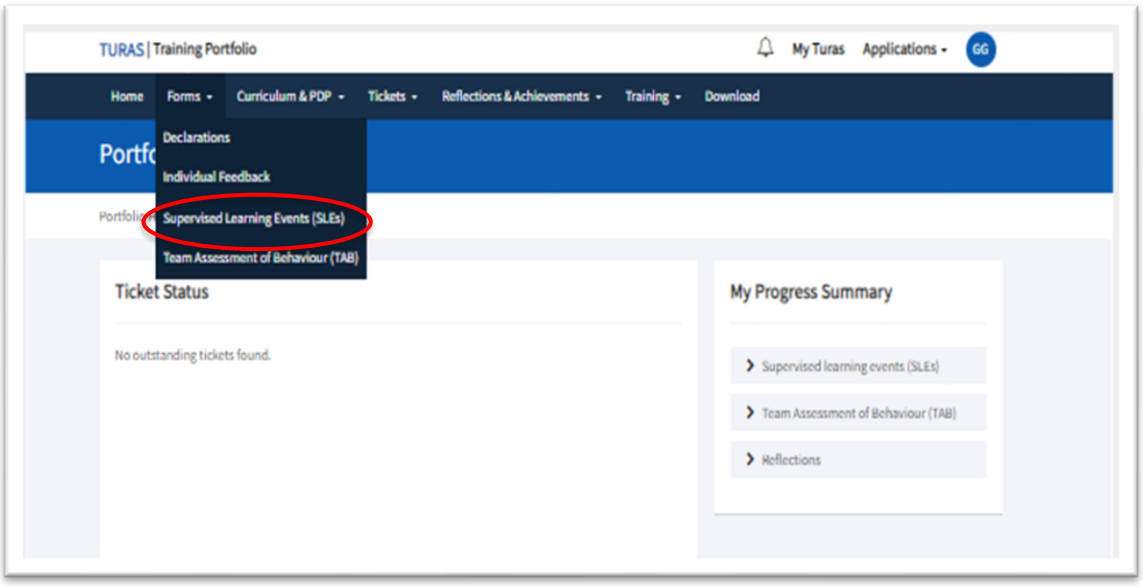


- **If your facilitator has not completed feedback after your EL placement, please contact -**
  - For RGU student pharmacists – The professional Experiences team at PharmExpLearning@rgu.ac.uk
  - For UoS student pharmacists – The EL team at sipbs-experiential-learning@strath.ac.uk

7. Accessing SLE Forms

👤 Depending on your year group, you may need to complete Supervised Learning Events (SLEs) during your EL. These must be filled out on Turas Learn by you and your facilitator or supervisor and are required for your post-EL assessment tasks.

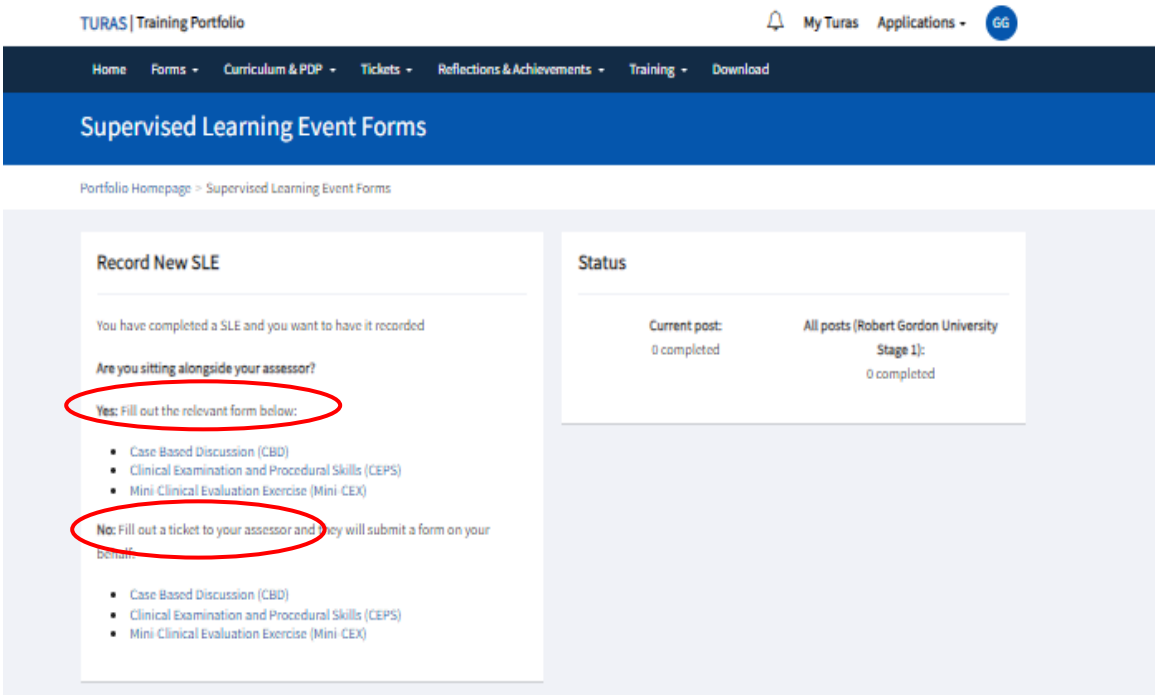
🍼 Click "Forms" > "Supervised Learning Events (SLEs)"



📜 Choose the type of SLE:

- - Mini Clinical Evaluation Exercise (Mini CEX)
- - Case Based Discussion (CBD)

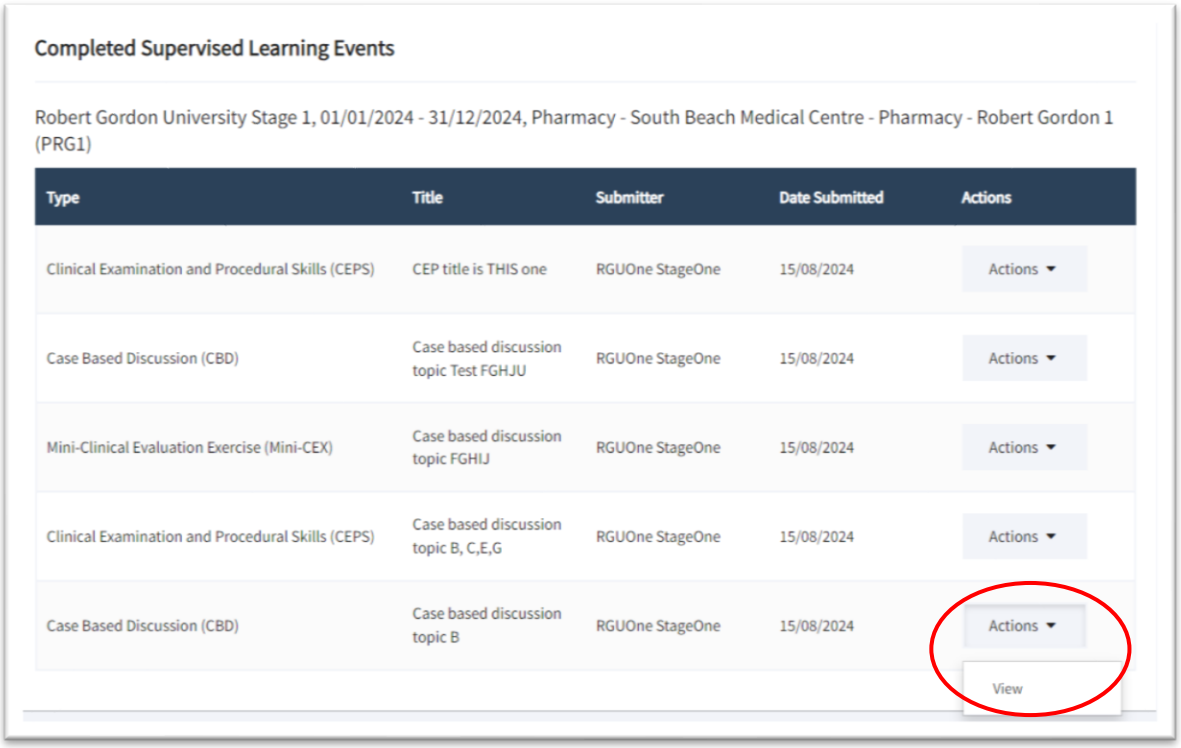
👥 If assessor is not present, send a ticket using their Turas email



7. Viewing completed SLE forms

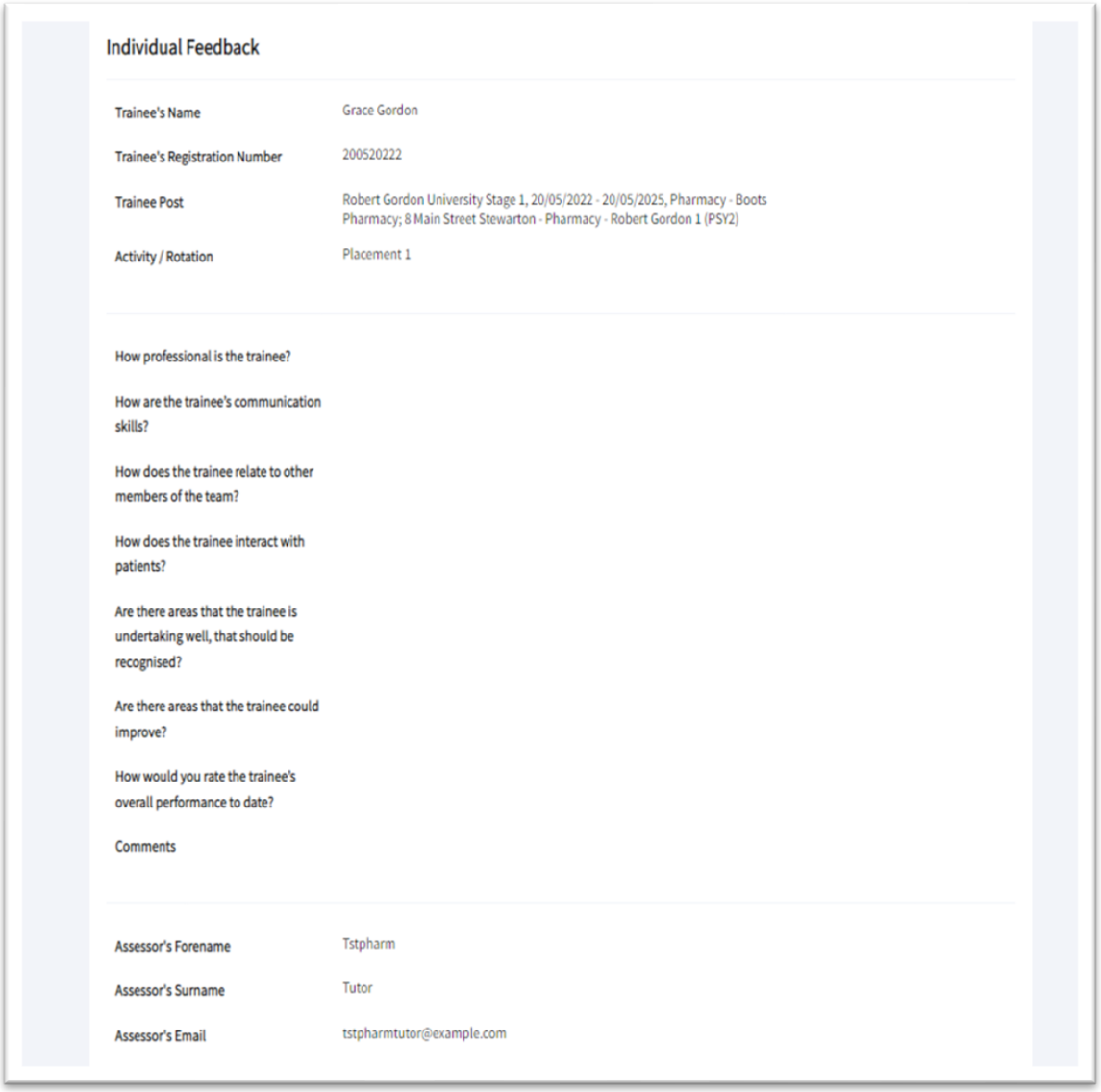
🔍 Completed SLE forms will appear in the summary table on the SLE page.

- Click “Actions” on the drop-down menu
- Select “View”



8. Examples

- Questions your facilitator is asked in the 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?

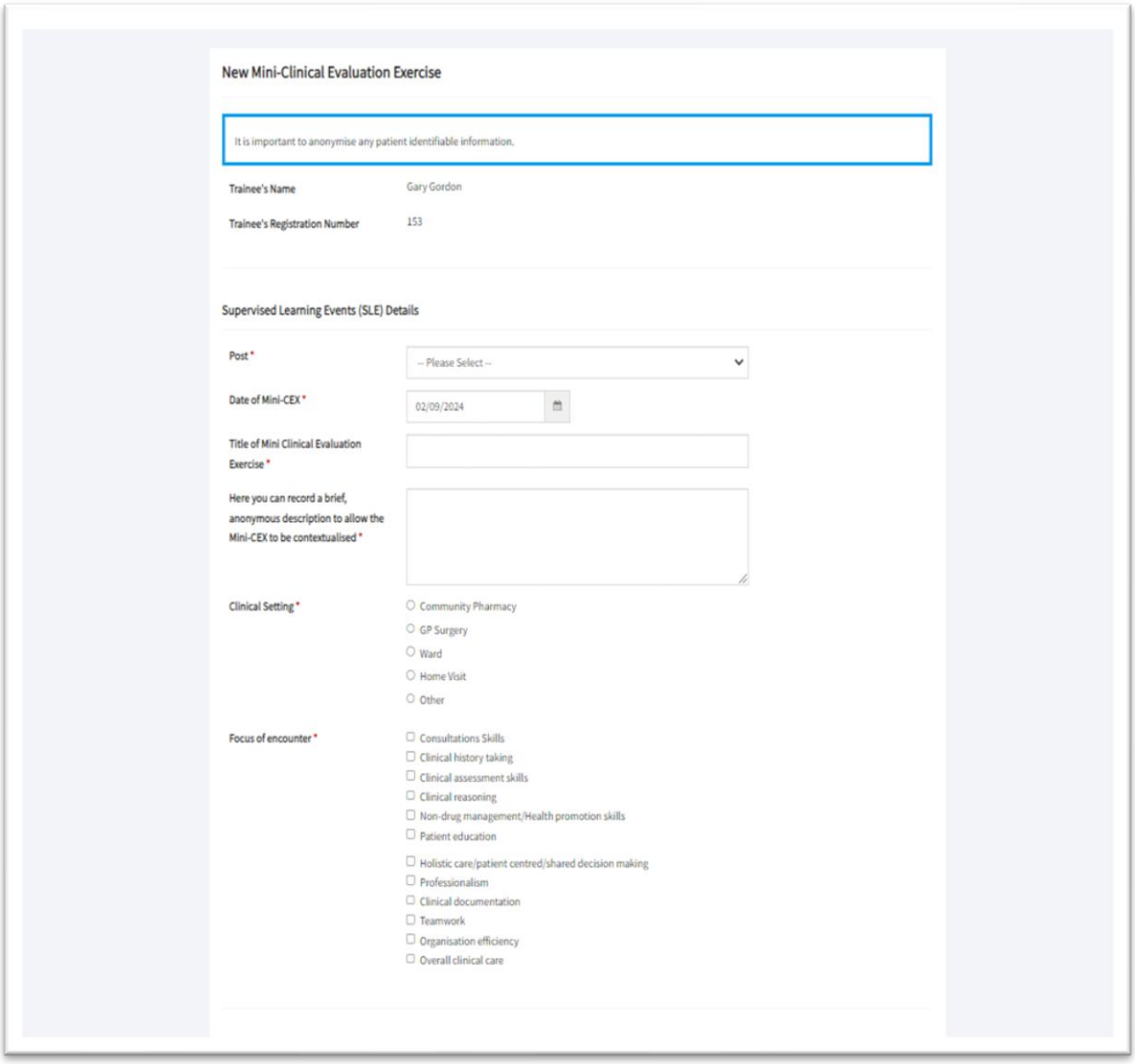
Are there areas that the trainee could improve?

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

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)

