

TURAS - TRAINEE GUIDE

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TURAS – Trainee Guide

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1 Introduction

Turas is the Training Management system for the Scotland Deanery. Turas is an online system designed for maintaining information on NHS Scotland Medical and Dental Trainees, Trainers, Programmes, Educational Providers and Study Leave.

Definition: "Turas from the Scottish Gaelic for Journey or Visit"

1.1 Purpose of this Guide

This guide has been developed to support external access developed for Trainees, will allow you to view the training details held by the Scotland Deanery and will allow you to apply online for Study Leave Activities including Foundation Tasters Sessions, General Practice Study Days, local teaching sessions and funded study leave. All applications for Study Leave should be read in-conjunction with the NES Study Leave Policy and Operational Guide for Doctors and Dentists in Training.

1.2 Accessing Turas

Trainees can Log into Turas via a link sent to them via email, please save this in your Favourites.



From the 'Log In' page, trainees can retrieve their password by clicking on the 'Forgotten your Password?' link. Trainees will need to enter their email address an email will be sent containing the link to reset password.

Also from the 'Log In' page trainees can also receive technical support and help by clicking the "Contact the helpdesk". **Note:** this is for technical queries and support only.

	States	and the second second	9		a Christopper Methodamwaraysta	тивски
10	Users	-		8	Erealer	Usiet
15	User Name	Contact the Helpdesk		Last Name	1s Locked	
-	7tale@pacbosulting.com	Subject*		Sale	False	
	ammidPACONSALTING.COM	Briefly describe your question		Admin	Raites,	
a.	alay matmaws@paconsulting.com	Details*		Marthages	Falpe	
-	auson golder lines scot nits up	Fill in the details here. Flease	try to be as specific as possible.	Golden	False	
	adyson.still@nes.scot.nfiz.Lk			380	False	
.0	ann shearenghes scot nhs uk			Shearer	Faise	
	anne dickson/dines.scite.mis.ua	Name*	Your email address*	Dickson	False	
	ashish.padman@patonsulong.com			Patiman	False	
	anhieren stewartenes scotishs uk	Nature of Request*		Stewart	False	
	brundsar@pacotsultrig.com			RA	False	
	carolmani@necscot.nbcuk			Alainn	Salue .	
	caroline lamb@wesscot.nins,uk	Success Scheme by Zendesk	Sutamit	Lamb	Auke.	
	christine.reallines.scot.nhs.us			Bea	FALLE	
	Christopher Mollard BRACONSULTING.COM		Enortopher.	AMOUNT.	False	
	christopher wroathenes.acot nhs.uk		Christopher	Wroath	False	
	Showing 1 - 15 of 51 records	100 A 40 A				
0.1		1 1 5 4				

The Helpdesk is for the user to raise any technical faults. After clicking on the Helpdesk icon, the user can enter:

- Subject
- Details
- Name
- Email address
- Nature of Request Select from a drop down list
 - o -
 - o I cannot log into Turas
 - o I have identified a functional defect in Turas
 - o I have identified a data defect in Turas

Users can give feedback on the system and the form can be accessed at the bottom of any of the pages in Turas. Feedback could include data errors, future requirements and features as well as additional reporting requirements.

1.3 Home Page

The home page, expanded view allows the user to view the icon and names on the left handside of the page, the user as required can collapse this (see below).





Trainees can click and search on the following.



1.4 Change Password

Trainees have the option to change password by clicking on their email in the top right hand corner of the screen and selecting change password. Passwords must be six characters or more, have at least one non-letter or digit characters, at least one digit, at least one lowercase (a-z) and at least leave one uppercase (A-Z).



1.5 Links to Other Systems

There is a nightly download from Turas to SOAR (Scottish Online Appraisal Resource), for information on Trainees and Trainers.

1.6 Additional Functionality

The names of the user who created or modified any of the items on a page are displayed at the bottom of the page in the format 'Created by', 'Modified by'.



1.7 Calendar

The Calendar has functions to make the date & year selection easy for the user:

<		Nove	mbe	201	4	>
Su	Мо	Tu	We	₩	Fr	Sa
26	27	28	29	30	31	
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6
			Toda	y		

The Calendar has a Date and Year feature. Double arrow buttons to allow the user to flick forward by years rather than months.

1.8 Time out

As a trainee if your account is inactive for 15 minutes, you will automatically be timed out of Turas. You will be given a warning with the option to proceed.

2 My Details (Trainee Page)

As a Trainee, you have access rights to view your personal details page on Turas. These pages are primarily managed by the Scotland Deanery Training Programme Management Teams who are based in regional offices throughout Scotland. These teams will have made contact with you on commencement of your training programme in Scotland and at various junctions throughout your training journey, e.g. at the Annual ARCP, applications for OOP, SOAR completion etc

The following screenshots will provide you with details of type of information the Deanery hold and if you notice that any of the information is incorrect please complete the feedback form with the details or the errors we will correct these.

To access the feedback form, scroll or use the PgDn function to take you to the bottom of your 'my details' page and click on the link.

1.3

Feedback: If you find that there is something missing or not working please send your feedback by clicking here.

2.1 Trainee Timeline

The Timeline below, reflects the time in a Post and Programme. It displays the location, period (Start and End Dates) and specialty in a pop-up.

Note: trainees are assumed as working full-time, unless a trainee has LTFT record. LTFT will only show on the Trainee timeline when they have been approved by both the Dean and the relevant NHS Board.

tina test GM	C: 7277334 Grade Ar	nd Level: ST1								Clo	ise	Edi	t
Trainee Tir	meline												
	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	
Acute Care C Emergency M East of Scotla	Common Stem - Medicine South - and 6/8		Royal Infirmary	of Edinburgh at	Little France		3/2 4/2	R	oyal Infirmary	of Edinburgh :	at Little France		4
Out Of Progra	amme		Mate	ernity/Paternity			31/1		Experie 1/4	ance 30/4	Sick Le	ave 30/6	
	*					06 Aug	g 2014 - 04 Au	ug 2015					*

Each type of Out of Programme is clearly reflected using a different colour. All Out of Programmes have their own timeline and are displayed regardless of status (Pending,

Approved, Partly Approved) but not when the application is Not Approved but these can still be viewed further down on the trainees record.

The pop-up can be 'Pinned' so that it remains open, this allows you as a trainee to scroll up and down the page. To un-pin, simply click the 'x' within the pop-up.

=>	쁖 Turas									🔺 tina@	nhs.com
#	tina test GMC: 7277334 Grade And Level: ST	i								Edit	
â	Trainee Timeline										
B	Aug Sep	Oct N	lov Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	
0	Acute Care Common Stem - Emergency Medicine South	Royal Infirmary of Edi	inburgh at Little France				Royal Infirmary	of Edinburgh a	at Little France		
	East of Scotland 6/8 Out Of Programme	Maternity/	Paternity	-	3/2 4/2		Royal Infirr	nary of Edin	burgh at Lit	tleFrance	×
			, alcondy		31/1		04 Feb 2015 - Specialties	04 Aug 2015	Post Typ	e	
	<			06 Aug	2014 - 04 Au	ug 2015	Anaesthetics		Regular		
	Regular post	ess than full time		Vacant			►.+.CCT		Remed	ial Post	
				↑ Time	line Key 🛧		ノ				
	Trainee Details										
1.3	Dr Tina Test										

The Timeline Key can be open (revealed) and closed as required by selecting the arrows.

As a Trainee you are able to view your personal record, which shows their contact information and if applicable, your Training Number, CCT date as well as your GMC registration details.

制油	Turas					🛓 tina@nhs.com				
t	ina test GMC: 7277334 Grade Ar	nd Level: ST1				Edit				
			✤ Timeline Key	*						
	Trainee Details									
	Dr Tina Test									
	Atfl 1 Cmia Lk6o1ne Ineubgrdh H8E Y		tina@nhs.com							
	SES/C2/054/C Training Number	ST1 Grade and Level	7277334 (GMC) Registration Number	Full Registr	Registration ration Number Type	Standard Trainee Type				
	06/08/2014 Training Number Issue	Date	01/08/2017 Training Number Release Date		04/08/2020 CCT/CCST Date					
	06/08/2014 Full Registration Da	ite	Provisional Start Date		Provisio	onal End Date				

If your contact information including your address is incorrect, you can update this by clicking Edit, which will open up the following screen.

뿦 Turas			🛓 tina@nhs.co
Edit tina test GMC: 7277334 Grade And L	evel: ST1		Cancel Save & Submit
Personal Details			
Title *	Given Name *	Middle Name	Surname *
Dr 🔹	tina		test
Address Line 1 *	Address Line 2	City *	Post Code *
atfl 1	cmia lk6o1ne	ineubgrdh	h8e y
County	Country	Email *	Contact Number
		tina@nhs.com	

You can update your Personal Details, note that field indicated with a **Red Asterisk** *are Mandatory. Once you have updated your details click either Cancel or Save & Submit. You will be returned to your details page.

=+	🚆 Turas				🛔 tina@nhs.com
*	tina test GMC: 7277334 Grade An	d Level: ST1			Edit
#	Trainee Details				
6	Dr Tina Test				
0	 Flat 1 The Example Road Edinburgh EH1 1EX 		€ ■ tina@	nhs.com	
	SES/C2/054/C Training Number	ST1 Grade and Level	7277334 (GMC) Registration Number	Full Registration Registration Number Type	Standard Trainee Type
	06/08/2014 Training Number Issue	Date	01/08/2017 Training Number Release Date	04/08/2020 CCT/CCST Date	
	06/08/2014 Full Registration Dat	e	Provisional Start Date	Provi	sional End Date

The following screenshot shows, your grade with start and end dates as well as the programme or programmes you are or have been attached too including the programmes approved specialities.

뿔 Turas							🛔 tina@nhs.co
tina test GMC: 7277334 Grade And Level: ST1							Edit
Full Registration Date		Provisiona	l Start Date			Provisiona	End Date
Grades and Levels					Per	page: 10	▼ Search
Grade & Level \$	Start Date			*	End Date		
ST1	06/08/2014				01/08/2017		
Showing 1 to 1 of 1 records							Previous 1 Next
Programmes					Per	page: 10	• Search
Programme Details 🔹 🗸	Start ‡ Date	End Date 🖨	Exit \$ Reason	Specialties		٥	Sub-Specialties
Acute Care Common Stem - Emergency Medicine South East of Scotland	06/08/2014	01/08/2017	End of Training Not asked	Acute Interne	al Medicine Anaesth	etics	

Below is the list of posts (rotation) with includes the following:

- Programme (which may be different to your training programme as this to based on Deanery funding)
- Educational Provider, this is the location of the training
- Start Date of the post
- End Date of the post
- Post Type, the default to Regular. The other options are Post-CCT, this would be selected if you had requested your 6 month period of grace or Remedial. Remedial is selected for trainees who require a period of additional time in training due a variety of reasons e.g. due to exam failure
- Specialities or Sub-specialties completed for the post period
- OOP would be populated if you were covering a post for another trainee

뿐 Turas						4	
tina test GMC: 7277334 Grade And Level: ST1							Edit
14							
Posts				P	er page: 10 🔻	Search	
Programme +	Educational Provider 🔹 🖨	Start + Date	End Date 🗢	Post ‡ Type	Specialties	٠	OOP ÷ Cover
Acute Care Common Stem - Emergency Medicine South East of Scotland	S314H Royal Infirmary of Edinburgh at Little France	03/02/2016	02/08/2016	Regular	Acute Internal Met	licine	
Acute Care Common Stem - Emergency Medicine South East of Scotland	S116H Western General Hospital	05/08/2015	02/02/2016	Regular	Intensive Care Mee	licine	
Acute Care Common Stem - Emergency Medicine South East of Scotland	S314H Royal Infirmary of Edinburgh at Little France	04/02/2015	04/08/2015	Regular	Anaesthetics		
Acute Care Common Stem - Emergency Medicine South East of Scotland	S314H Royal Infirmary of Edinburgh at Little France	06/08/2014	03/02/2015	Regular	Emergency Medici	10	
Showing 1 to 4 of 4 records					P	evious	Next

If you have completed a number of posts you can sort any of the colums.

=	뿐 Turas ▲ tina@nhs.com
*	tina test GMC: 7277334 Grade And Level: ST1
簫	
6	Posts Per page: 50 V Search
0	Programme Educational Provider Start End Date Post Specialties OOP Cover Cover

Turas hold a summary list of your ARCP Outcomes, with the main details of assessments, educational supervisor's reports etc should be held in the relevant college e-portfolio systems or in a paper-based portfolio.

	쁖 Turas									🎍 tina@nhs.con
F	tina test GMC: 7277	334 Grade And	Level: ST	1						Edit
	ARCP								Pe	r page: 10 V Search
	ARCP Date *	Programme	٠	Start Date	٠	End Date	¢	Specialties and Sub-Specialities	÷	Outcomes and Reason(s) +
	There are no records	to display								

As a Trainee if you have applied for either Less Than Full Time Training or an Out of Programme Activity, the Deanery Administrator for your programme will record the detail in Turas, which will allow you to log in and track the status of your application.

≡•	쁲 Turas														🛔 tina@nhs.cor	n
Ħ	tina test GMC:	7277334	Grade And Level:	ST1											Edit	
	Less Than Full	Time										Per p	age: 10	•	Search	
	Application Rece	eived	- Category	Reason f	or Application	¢	WTE \$	Per	riod 🗢	Appr	oved By Dean		App	roved	By NHS Board 🛛 🗢 🖨	
0	There are no rec	ords to di	splay													
	Out of Program	mme										Per p	age: 10	•	Search	
	Туре		Receipt Date 💠	Period	Approval Status and Date	٠	Location and Funding Source	•	Date Info Returned to Trainee	•	RC/Faculty Approval Status	٠	GMC St.	atus	+	
	Experience		01/03/2015	01/04/2015 to 30/04/2015	Approved 01/03/2015		Ninewwlls Hosptial Local Grant		01/03/2015							
	Maternity/Pater	nity	01/07/2014	31/07/2014 to 31/01/2015												
	Sick Leave		01/06/2015	01/06/2015 to 30/06/2015												

The GMC Position Statement (November 2012) provides clear guidance to Deaneries, Medical Royal College/Faculties and postgraduate trainees on the management of absences from training and their affect on a trainee's CCT date or programme end date. Dental trainees follow the same guidance.

See following link for further details. <u>http://www.gmc-</u> uk.org/20121130 Time_out_of_Training_GMC_position_statement_Nov_2012.pdf.pdf_564 38711.pdf

Foundation trainees are covered by a separate statement provided in the Foundation Programme Reference Guide 2012 with minor amendments August 2015. http://www.foundationprogramme.nhs.uk/pages/home/reference-guide

=•	豐 Turas			🛔 tina@nhs.com
#	tina test GMC: 7277334 Grade And	d Level: ST1		Edit
#	Trainers			Per page: 10 V Search
6	GMC Number 🔹	Full Name 🗘	Role \$	Date Range \$
0	7654321	Anne Trainer	Educational Supervisor	06/08/2014 - 04/08/2015
	Showing 1 to 1 of 1 records			Previous 1 Next
	Immigration Status			Per page: 10 • Search
	Immigration Status		¢ Start Date	
	There are no records to display			
				Previous Next
	Created by Migration User on 14 No Feedback: If you find that there is so	wember 2014. Last modified by Christin	e Rea on 08 june 2015. Iend your feedback by clicking here.	

Both your Educational and Clinical Supervisors information provided by your Programme Director is be added to Turas.

Your Immigration Status (if applicable) is also recorded with type, start and end dates.

If any of your details are not correct you should contact your local programme administrator your information updated.

Note: Deanery staff (NES), Programme Directors, Health Board (HR and Finance departments) as well as the Director of Medical Education (DME) staff, have access this information.

3 Study Leave Application

The following section should be read in-conjunction with the NES Study Leave Policy and Operational Guide for Doctors and Dentists in Training.

All Study Leave requests need to be made online using the study leave application in Turas. Paper-based application forms will no longer be processed by the Deanery and forms will be returned to applicants.

Click on the Study Leave icon from the sidebar to display the list of applications and their current status. Applications can be sorted by Date of Leave, Application Id, Days, Expenses Requested, Title of Activity, Current Status.

	쁲 Turas							🛔 tina@nhs.cc
	Study Leave							Create Application
>	Showing 1 - 5 of 5 re	ecords						Results per page: 15
	Date of Leave	Application Id	¢ Days	Expenses Requested	é	Title of Activity	٥	Current Status 🖨
	01/07/2015	SL3	12.0	No		course		Approved without funding
	01/07/2015	SL4	5.5	Yes		test		Approved with funding
	01/07/2015	SL5	10.0	Yes		ff		Withdrawn
	01/07/2015	SL13	2.0	Yes		Skills Course - Example		Approved with funding
	15/06/2015	SL10	3.0	No		Example Conference		Approved without funding

To submit a Study Leave Application:

• Click Create Application

=>	뿦 Turas			🍐 tina@nhs.com
*	Create a Study Leave Application (The fields that are	mandatory are shown in bold and *)	Cancel	Save & Submit
â	Trainee Details			
6	Dr Tina Test.			
0	 Flat 1 The Example Road Edinburgh EH1 1EX 	€ tina@nhs.com		Change Details

• Check that your Details are correct, if they are correct continue to add your Study Leave details, if your details need to be updated click Change Details and you will be asked if you wish to leave this page or stay on the page

Apps	Suggester	d Sites 🦳 Imported From IE 🧕 New Issue 🧕 YouTrack 其	Confirm Navigation	×		C Other bookmarks
=+	🚆 Turas		Hold that thought!	-		🛓 tina@nhs.com
*	Create a	a Study Leave Application (The fields that are mane	Leaving this page means you will los Are you sure that you want to leave	e any unsaved changes. this page?	Cancel	Save & Submit
#	Traii	nee Details	Leave this Page	Stay on this Page		
ß	Dr Ti	ina Test				
Θ	٢	Flat 1 The Example Road Edinburgh EH1 1EX	1	u tina@nhs.com		Change Details

• If you select to leave the page you will be taken to the following page, once you have updated your details click Save & Submit, you will returned to your personal details page, click Study Leave from the sidebar and click Create Application

a.	Edit tina test GMC: 7277334 Grade And L	evel: ST1	Cancel Save & Subm	
i i	Personal Details			
Ľ۵	Title *	Given Name *	Middle Name	Surname *
9	Dr 🔹	tina		test
	Address Line 1 *	Address Line 2	City *	Post Code *
	Flat 1	The Example Road	Edinburgh	EH1 1EX
	County	Country	Email *	Contact Number
			tina@nhs.com	

 Add the details of your Study Leave Application (mandatory fields are shown in **bold** with a Red Asterisks *)

=•	Turas.					🛔 tina@nhs.cr
#	Create a Study Leave Appli	elds that are mai	ndatory are shown in bold and *)	Cancel Save & Submit	
8	Application Details					
ß	Type of Study Leave Activity *		Study Leave A	Activity Provider	Finance Name	
0	Please select	7	Please selec	.t •		
	Start Date of Leave *	End Date of L	eave *	No of Days Requested *	Current Programme *	Programme Director *
	dd/mm/yyyy 🛍	dd/mm/yyyy	#	0		Please select -
	Title of Study Leave Activity *				Location of Study Leave Activity *	
	Person Giving Permission for	Person Giving Permission for Clinical Area *				ission for Clinical Area *
				Expenses being clai	med from NES Study Leave	

• Select Type of Study Leave Activity for the drop-down list



• Select the Study Leave Activity Provider, if known

Please select					
1	Q				
NHS Education for Scotland					
NHS					
Royal College					
University					
Other					

Note: If you are planning claiming for expenses as part of this application please read the following.

• Finance Name this is the name the cheque will be made payable to. Please complete if your bank account name is different to the one held on Turas.

=+	뿦 Turas		🛔 tina@nhs.com
*	Create a Study Leave Application (The fields that are mandatory are sh	rown in bold and *)	Cancel Save & Submit
*	Trainee Details		
6	Dr Tina Test		
Ø	 Flat 1 The Example Road Edinburgh EH1 1EX 	tina@nhs.com	Change Details
	Application Details		
	Type of Study Leave Activity * Study Leave Activity Provid	ler Finance Name	
	Please select Please select	T	

- Enter the Start Date of the Leave, Turas will not allow you to submit retrospective applications
- Enter the End Date of the Leave

- Enter the Number of Days Requested to 1 decimal place e.g. 0.5
- Your Current Programme, this will be pre-populated with the programme you are in at date of application for study leave
- Select your Programme Director from a drop-down list, noting that for some larger programmes, study leave sign off may have been delegated to another Senior Consultant or Deputy Programme Director
- Enter the Title of the Study Leave Activity, this is a free text field
- Enter the Location of the Study Leave Activity, this is a free text field
- Enter the Name of the Person Giving Permission for Clinical Area, e.g. the person you have spoken too to allow you to take time off/away for the ward, unit, practice etc, this is a free text field
- Enter the Designation of the Person Giving Permission for Clinical Area, e.g. Clinical Director, Educational Supervisor etc, this is a free text field

Create a Study Leave Application (The fields that are mandatory are shown in bold a					Cancel Save & Sub
Application Details					
Type of Study Leave Acti	vity *	Study Leave A	ctivity Provider	Finance Name	
Please select	÷	Please selec	t 7		
Start Date of Leave *	End Date of L	eave *	No of Days Requested *	Current Programme *	Programme Director *
dd/mm/yyyy	dd/mm/yyyy	m	0		Please select
Title of Study Leave Activ	vity *			Location of Study Leave Activity *	
Person Giving Permission	n for Clinical Area *			Designation of Person Giving Pern	nission for Clinical Area *
			Expanses being clair	nod from NES Study Lonyo	

Note: this may be a probity issue if the information provided is incorrect

- Check the box if, Expenses being claimed for NES Study Leave
- If checked then the following screen will be displayed and you must enter your Estimated Costs, broken down by Fee, Travel, Accommodation and Subsistence

=•	😤 Turas				🛔 tina@nhs.com
#	Create a Study Leave Appli	cation (The fields that are mandatory are sho	wn in bold and *)	Cancel	Save & Submit
Ë	Estimated Costs				
0	Fee	Travel	Accommodation	Subsistence	

• Before you can Save & Submit your Study Leave Application you must agree to the conditions, the Declaration will be pre-populated with the name and designation you entered

	豐 Turas				🛔 tina@nhs.com
*	Create a Study Leave App	lication (The fields that are mandatory are sho	wn in bold and *)	Cancel	Save & Submit
â	Fee	Travel	Accommodation	Subsistence	
1	0.00	0.00	0.00	0.00	
0					
	I have sought planissi I shall ensure that my I have read the NES Stu I have provided all the I shall submit all releva I shall inform the Dean	on from (insert name), (designation) to be away fro on the care fully aware of my absence and the hdy Leave Operational Guide and will abide by the information required for the application to be con in receipts within 3 months of the date of the stuc ery of any subsequent changes to this application	om the plical area and have completed and submitte conditions laid down in the "Terms & Conditions", sidered in full. ly leave event if this application is approved with exper that may result in refundable expenditure.	ed the appropriate local forms.	
		<	I agree to the above conditions		
ø	Feedback: If you find that t	here is something missing or not working please s	end your feedback by clicking here.		
1.3					

- Once you have check the conditions box
- Click Save & Submit

You will return to your Study Leave summary page, which show the application submitted.

Showing 1 - 6 of 6 records								
Date of Leave	Application Id	Days	¢	Expenses Requested	÷	Title of Activity	÷	Current Status
01/07/2015	SL3	12.0		No		course		Approved without funding
01/07/2015	SL4	5.5		Yes		test		Approved with funding
01/07/2015	SL5	10.0		Yes		ff		Withdrawn
01/07/2015	SL13	2.0		Yes		Skills Course - Example		Approved with funding
15/06/2015	5140	5.0		NO		Example Conterence		find without funding
09/06/2015	SL41	1.0		No		sample		Pending Approval
Showing 1 - 6 of 6 m	ecords	ing or not worki	ng please	send your feedback by dicking	here.			Results per page: 15

Upon submission of your application, your Named Programme Director will be sent an automatic email telling them that they need to log into Turas, as they have an Study Leave Application Pending Approval.

Once your Programme Director has made their recommendation you will receive one of the following automatic emails:

• Approved with Funding

We are pleased to inform you that your study leave application, ID No, has been approved by your Programme Director for the total of f

Please click on the following link in order to access the expenses claim form.

• Approved without Funding (no funding requested)

We are pleased to inform you that your study leave application, ID No, has been approved by your Programme Director.

As no funding was requested no further action is required in respect of this.

• Approved without funding (funding requested)

Please note that your study leave application, ID No, has been approved without funding by your Programme Director, with the reason (reason selected from sub-list).

If you wish to appeal against this decision please note that the appeals process is detailed in the operational guide for study leave which is available at <u>www.nes.scot.nhs.uk</u>

• Not Approved

Please note that your study leave application, ID No, has not been approved by your Programme Director, with the reason (reason selected from sub-list).

If you wish to appeal against this decision please note that the appeals process is detailed in the operational guide for study leave which is available at <u>www.nes.scot.nhs.uk</u>

3.1 Withdrawn Application

As part of the Study Leave process, you can withdraw an application at any point prior to a claim being transferred for payment. You can withdraw an application by completing the following steps:

• From the Study Leave index page select the application you wish to withdrawn/cancel

😨 Turas						
Study Leave						Overtie Application
Showing 1 - 6 of 6 res	conts					Results per page 15 •
Date of Leave	 Application td. 	 Days	 Expenses Requested	 Title of Activity	Current Status	0
01/07/2015	5,3	12.0	No.	colutie	Apploved without funding	
01/07/2015	\$24	\$5	795	640	Approved with funding	
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• Once you have selected the application you wish to withdraw, you will taken to the Study Leave page

Person	al Details						
Tina Te	ist						
9	Flat 1 The Example Road Edinburgh EH1 1EX		 tina@nhs.com 7277334 				
	ST1 Transe Grade	Anaesthetics Specialty	Royal Infirmary of Edinbur Education Prov	gh at Little France der	Acute Care Common Stem - Emergency Medicine Sout East of Scotland Programme		
Study I	Leave Application						
Program	nme Director: Stephen Hill						
	15/06/2015 Start Date of Leave		17/06/2015 End Date of Leave		3.00 No of Days Requested		
	Course/Conference/Meeting Attendance Type of Study Leave Activity	ko	Tayside cation of Study Leave Activity		NHS Study Leave Activity Provider		
	Expenses being claimed from NES Study Leave		08/06/2015 Date of Request		e Destaration Signed		
	red hu has feet on 85 June 2015. Last modified hu Steinen Will on 85 June 2	015					

• Click Withdraw and you will see the following

tina test (7277334) Example C	onference Application Number; SLID (Approved)	Vichoux Funding) (Funding Net Requested)	Caricel Save & Submit		
Withdraw Application					
Reason for Withdrawing *					
Please select					
	Q.				
Activity Related					
Personal Circumstances					
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• Select the Reason for Withdrawing

- Click Save & Submit
- You are then returned to the Study Leave page

=	쁖 Turas	hs.com
	Example Conference Application Number V10 Webcarm (Anny/Related	
	Personal Details	
6	Tina Test	

- The application shows that that application has been withdrawn and give the reason why
- Select Close

•	😤 Turas										
	Study Leave										Create Application
ŧ.	Showing 1 - 6 of 6 records										Results per page: 15 •
9.	Date of Leave	 Application Id 	0	Days		Expenses Requested	٥	Title of Activity	0	Current Status	
	01/07/2015	SL3		12.0		No		course		Approved without funding	
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	09/06/2015	5141								Penoing Approval	
	Showing 1 - 6 of 6 records										Results per page: 15 •
	Feedback: If you fi	ind that there is something missing or n	ot working please send y	our feedback by	r ciicking here.						

• On the Study Leave index page you will see that the application has been Withdrawn

4 Study Leave Claims

Please note at this time there is no electronic claim form and all claims and original receipts should be submitted to the Deanery on the relevant paper form, link sent to the claim form when there is a request for funding of the study leave activity.