### Medical Foundation – PSA Certificate Upload Process Trainee Turas Training Portfolio

#### Step 1

The Trainee should receive a notification that a Mandatory Training needs uploaded, and can click the link to be taken to the Mandatory Certificates page.

Home Forms <del>-</del>	Curriculum & PDP 🝷	Training Progression	Tickets 🗸	Reflections & Achievements 👻	Training 👻	Download		
Portfolio - Ho	mepage							
Portfolio Homepage								
Attention! You currently have 3 s You currently have 1 A You currently have 1 M	Portfolio Homepage         Attention!         You currently have 3 supervisor forms that need acknowledged. <u>View Supervisor forms</u> You currently have 1 ARCP form that needs acknowledged. <u>View ARCP Forms</u> You currently have 1 Mandatory Certificate that needs uploaded. <u>View Mandatory Certificates</u>							

If this notification is not appearing, the Trainee can click on Mandatory Certificates via the Forms tab:

TURAS   Training Portfolio	🗘 My Turas Applications - 🛛 TF			
Home Forms - Curriculum & PDP - Training Progression Tickets - Reflections & Achiev	vements 🕶 Training 🕶 Download			
Attention Items				
Career Planning				
Portfolio H Completion Certificates				
Core Procedures				
Ticke <sup>®</sup> <sub>Declarations</sub>	My Progress Summary			
End of Placement Evaluation				
Form R	Curriculum coverage			
LEADER	Supervised learning events (SLEs)			
LEARN	> Team Assessment of Behaviour (TAB)			
Mandatory Certificates	> Reflections			
Placement Supervision Group	Mandatory Learning Log			
Quality Improvement				
Supervised Learning Events (SLEs)				
Quick Supervisor	Current Status			
Taster				
Post * Team Assessment of Behaviour (TAB)	Grade/Training Year: FY2			
Title of Reflection *	Dates: 21/02/2023 to 31/12/2023			
	Education Provider: Stracathro Hospital			

#### Step 2

The Trainee will see the PSA outcome under the Mandatory Certificates heading and be able to View, Link, or Upload from the Actions dropdown list.

Mandatory Certificates							
Portfolio Homepage > Mandatory Certificates							
What you need to know							
> What mandatory certificates do I have to complete?							
> How do I link a certificate to the curriculum?							
Record New Certificate	Status						
You have completed the training for a mandatory certificate and would like to add the evidence to your portfolio	FY1 PSA Completed		FY2 None				
Mandatory Certificates							
Certificate	Expiration Date	Confirmed	Actions				
Prescribing Safety Assessment (PSA)		Yes	Actions 🔻				
			View				
			Link				
			Upload				

#### Step 3

Upon clicking "Upload", the Trainee will be asked to upload a the certificate:

TURAS   Training Portfolio	A My Turas Applications - TF							
Home Forms - Curriculum & PDP - Training Progression Tickets - Reflections & Achievements -	Training - Download							
Upload Mandatory Certificate								
Portfolio Homepage > Mandatory Certificates > Upload Mandatory Certificate								
Upload Certificate								
Select Certificate to Upload * Choose file Test certificate.pdf								
<b>Update</b> Cancel								

TURAS   Training Portfolio		ſ	∫ My Tu	iras Applications -	TF
Home Forms <del>-</del> Curriculum &	Are you sure you want to Update?	×	ing 🗸	Download	
Upload Mandatory Ce	Confirm Update	Cancel			
Portfolio Homepage > Mandatory Certifi	cates > Upload Mandatory Certificate				
Upload Certificate					
Select Certificate to Upload *	Choose file Test certificate.pdf Update Cancel				

#### Step 4

Once uploaded, the Trainee will now be able to View or Link the certificate:

Mandatory Certificates			
Portfolio Homepage > Mandatory Certificates			
What you need to know			
> What mandatory certificates do I have to complete?			
How do I link a certificate to the curriculum?			
Record New Certificate	Status		
You have completed the training for a mandatory certificate and would like to add the evidence to your portfolio	FY1 PSA Completed		FY2 None
Mandatony Cortificator			
Certificate	Expiration Date	Confirmed	Actions
Prescribing Safety Assessment (PSA)		Yes	Actions 🔻
			View
			Link

#### Step 5

If Viewing the certificate, the Trainee can view the details and download the certificate file they uploaded earlier, as well as linking to the Curriculum.

TURAS   Training Portfolio						🗘 My Tu	ras Applications -	TF			
Home	e Forms <del>-</del>	Curriculum & PDP 👻	Training Progression	Tickets 👻	Reflections & Achievements 👻	Training 👻	Download				
Man	Mandatory Certificate Details										
Portfoli	Portfolio Homepage > Mandatory Certificates > Mandatory Certificate Details										
Ма	ndatory Cer	tificates									
Tra	inee's Name	т	stmedical Fytwo								
Tra	inee's Registrat	ion Number 6	5615								
Ce	rtificate Name	F	rescribing Safety Assessme	ent (PSA)							
Ce	rtificate	C	Download Certificate (Test certificate.pdf, 34 KB)								
De	tails Confirmed	Ŷ	es								
Co	nfirmed By	т	stMedical Admin								
Co	nfirmation Date	1	0/08/2023								
			Link to Curriculum	< Go Back	c .						