

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.

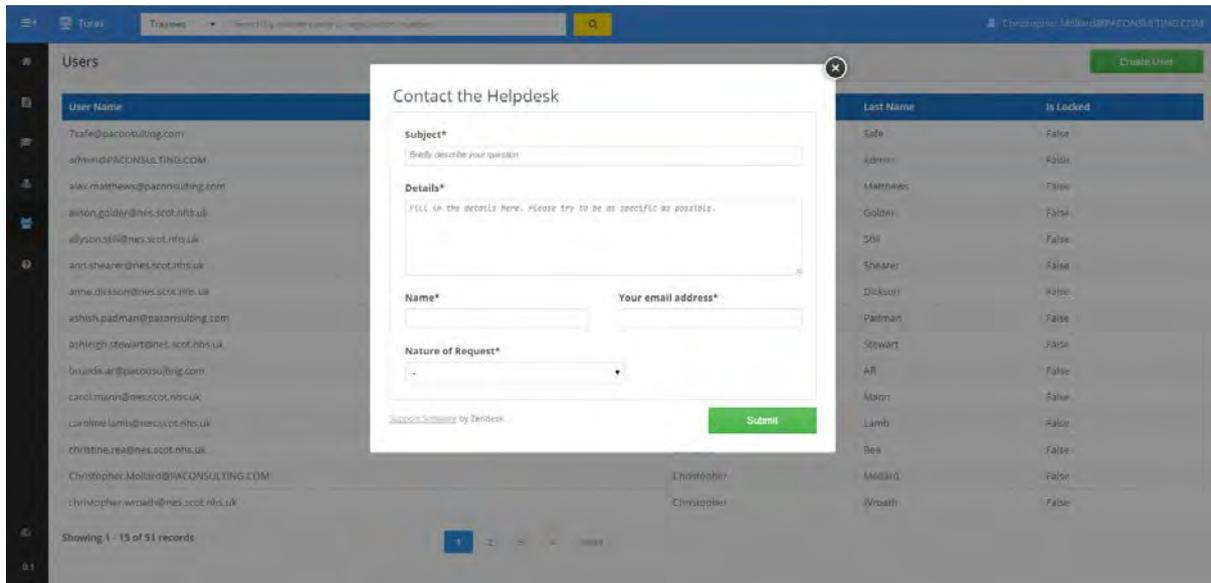
1.2 Accessing Turas

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.



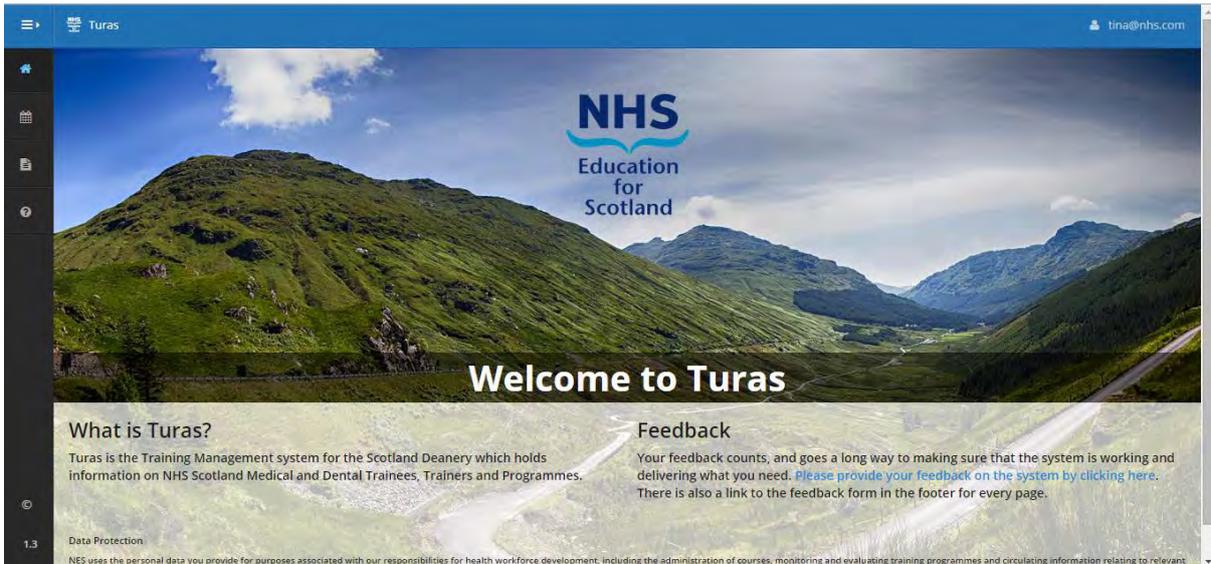
The Helpdesk is for the user to raise any technical faults. After clicking on the Helpdesk icon, the user can enter:

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

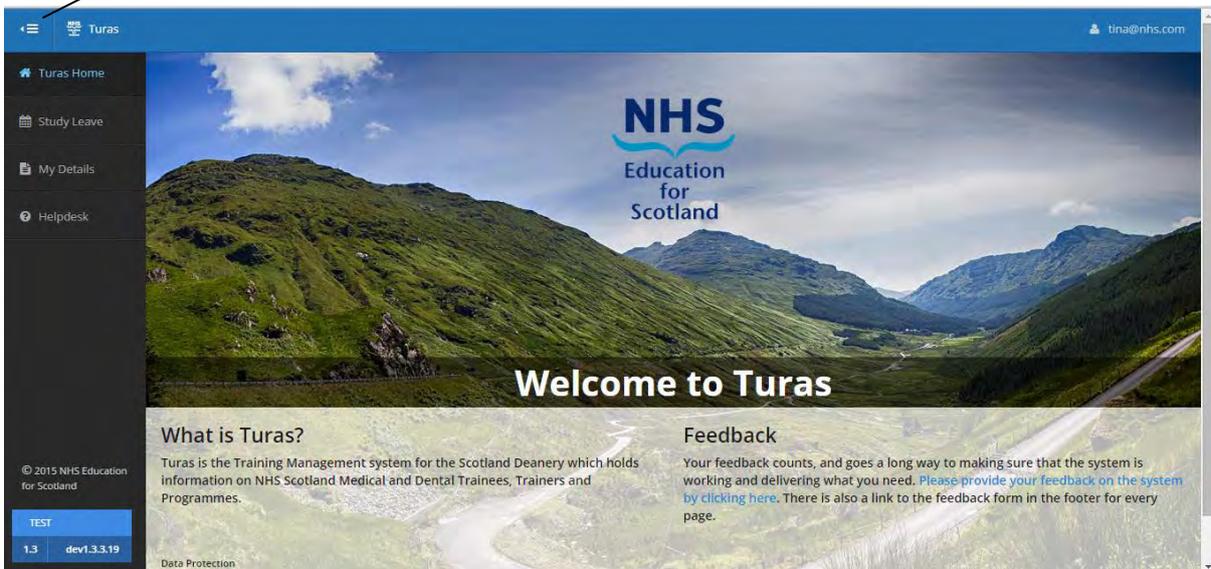
Users can give feedback on the system and the form can be accessed at the bottom of any of the pages in Turas. Feedback could include data errors, future requirements and features as well as additional reporting requirements.

1.3 Home Page

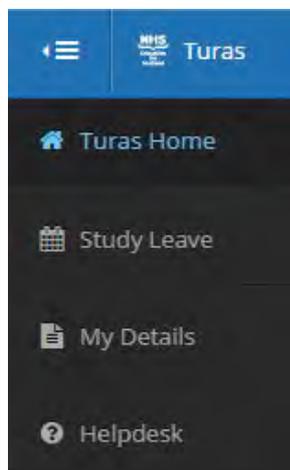
The home page, expanded view allows the user to view the icon and names on the left hand-side of the page, the user as required can collapse this (see below).



Click to collapse or expand the sidebar



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).

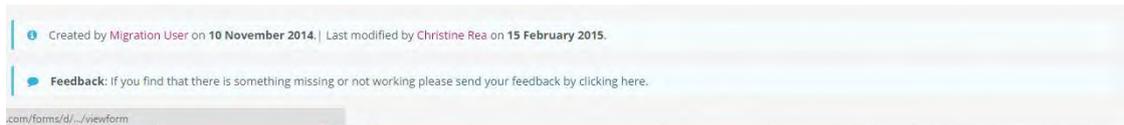


1.5 Links to Other Systems

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

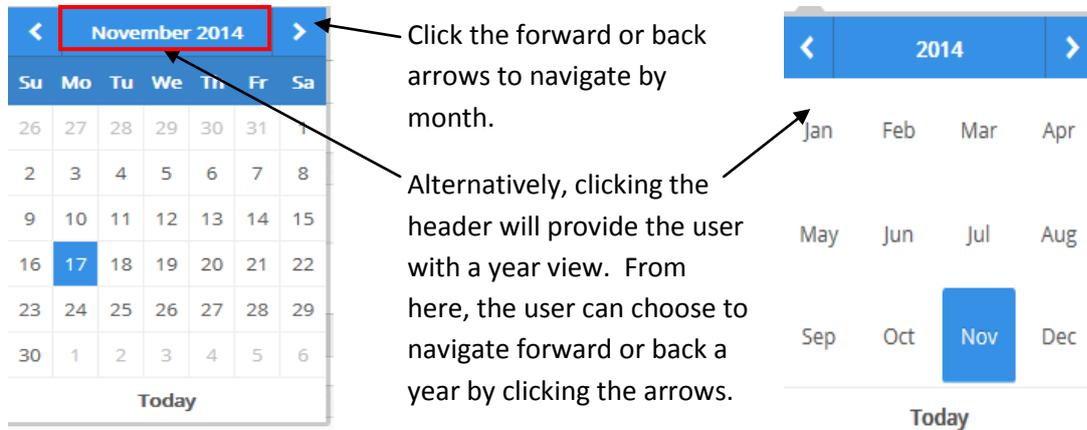
1.6 Additional Functionality

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:



The user can also select a year by clicking on the header again to see all years in the current decade.

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

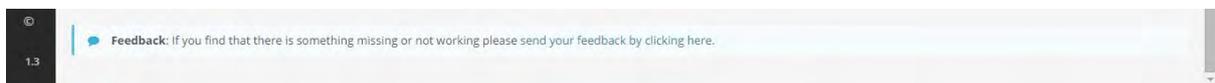
As a trainee if your account is inactive for 15 minutes, you will automatically be timed out of Turas. You will be given a warning with the option to proceed.

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.

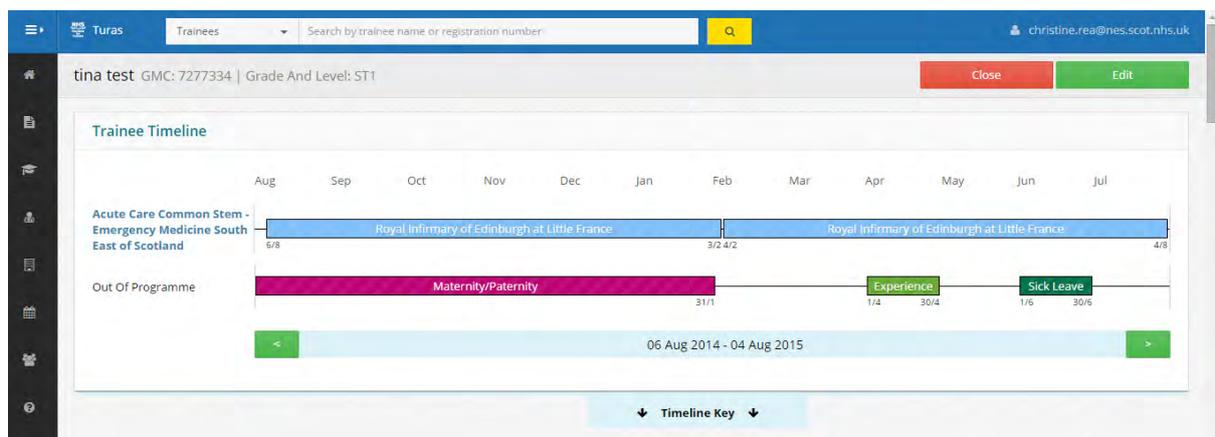
To access the feedback form, scroll or use the PgDn function to take you to the bottom of your 'my details' page and click on the link.



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.

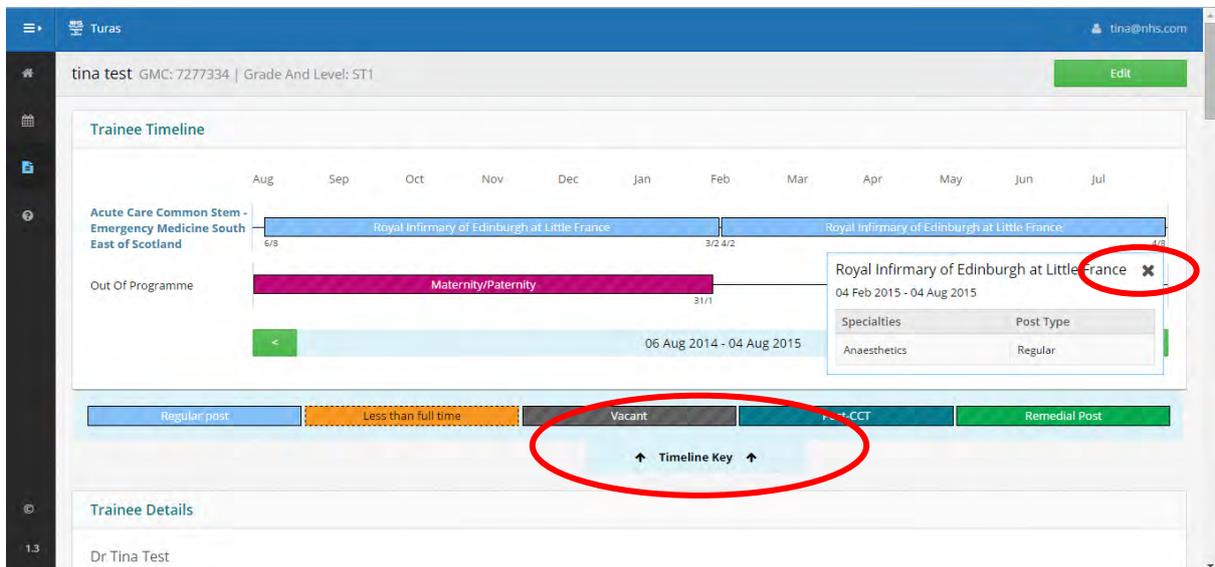
Note: trainees are assumed as working full-time, unless a trainee has LTFT record. LTFT will only show on the Trainee timeline when they have been approved by both the Dean and the relevant NHS Board.



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,

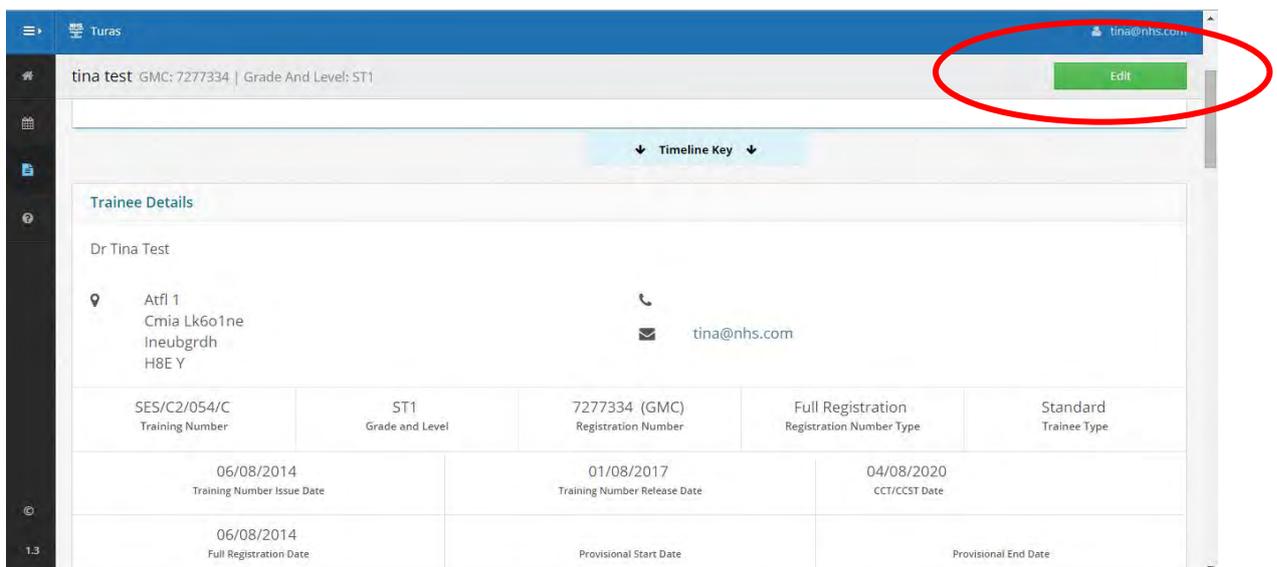
Approved, Partly Approved) but not when the application is Not Approved but these can still be viewed further down on the trainees record.

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.



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.



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

Edit tina test GMC: 7277334 | Grade And Level: ST1

Personal Details

Title * Given Name * Middle Name Surname *

Address Line 1 * Address Line 2 City * Post Code *

Country Country Email * Contact Number

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

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.

tina test GMC: 7277334 | Grade And Level: ST1

Trainee Details

Dr Tina Test

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 Date		Provisional Start Date		Provisional 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.

tina test GMC: 7277334 | Grade And Level: ST1

Full Registration Date: 06/08/2014 | Provisional Start Date: 01/08/2017 | Provisional End Date: 04/08/2020

Grades and Levels

Grade & Level	Start Date	End Date
ST1	06/08/2014	01/08/2017

Showing 1 to 1 of 1 records

Programmes

Programme Details	Start Date	End Date	Exit Reason	Specialities	Sub-Specialities
Acute Care Common Stem - Emergency Medicine South East of Scotland	06/08/2014	01/08/2017	End of Training Not asked	Acute Internal Medicine Anaesthetics Emergency Medicine Intensive Care Medicine	

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

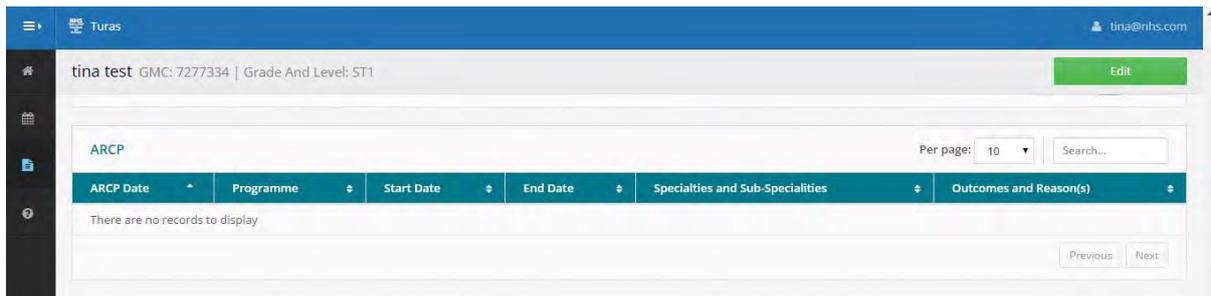
- Programme (which may be different to your training programme as this to based on Deanery funding)
- Educational Provider, this is the location of the training
- Start Date of the post
- End Date of the post
- Post Type, the default to Regular. The other options are Post-CCT, this would be selected 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

Programme	Educational Provider	Start Date	End Date	Post Type	Specialities	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 Medicine	
Acute Care Common Stem - Emergency Medicine South East of Scotland	S116H Western General Hospital	05/08/2015	02/02/2016	Regular	Intensive Care Medicine	
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 Medicine	

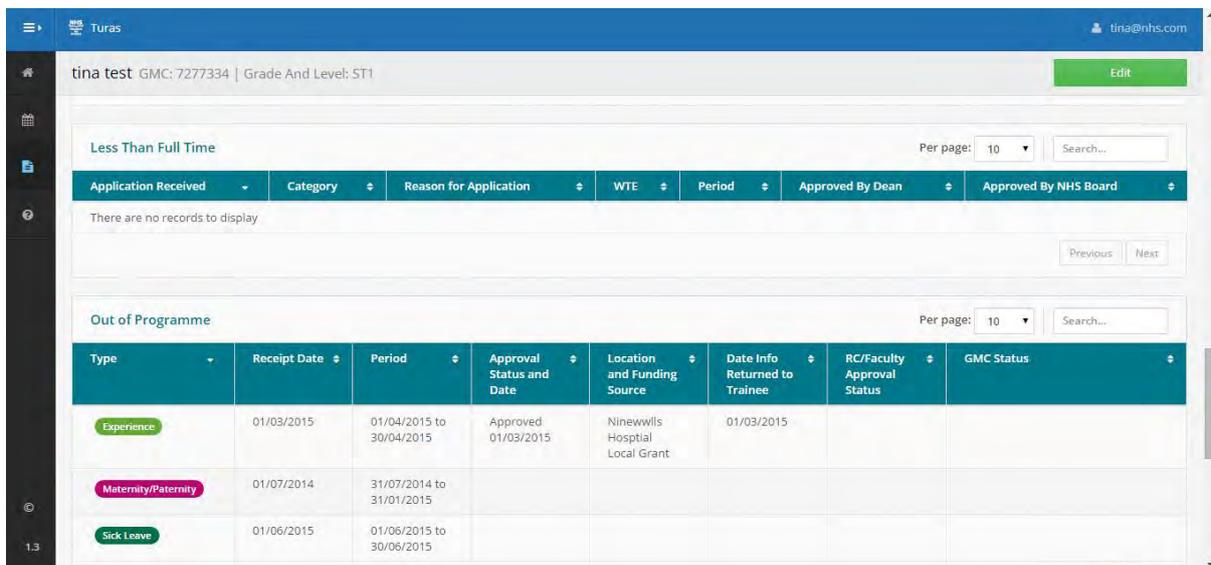
If you have completed a number of posts you can sort any of the columns.

Programme	Educational Provider	Start Date	End Date	Post Type	Specialities	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 Medicine	
Acute Care Common Stem - Emergency Medicine South East of Scotland	S116H Western General Hospital	05/08/2015	02/02/2016	Regular	Intensive Care Medicine	
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 Medicine	

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.



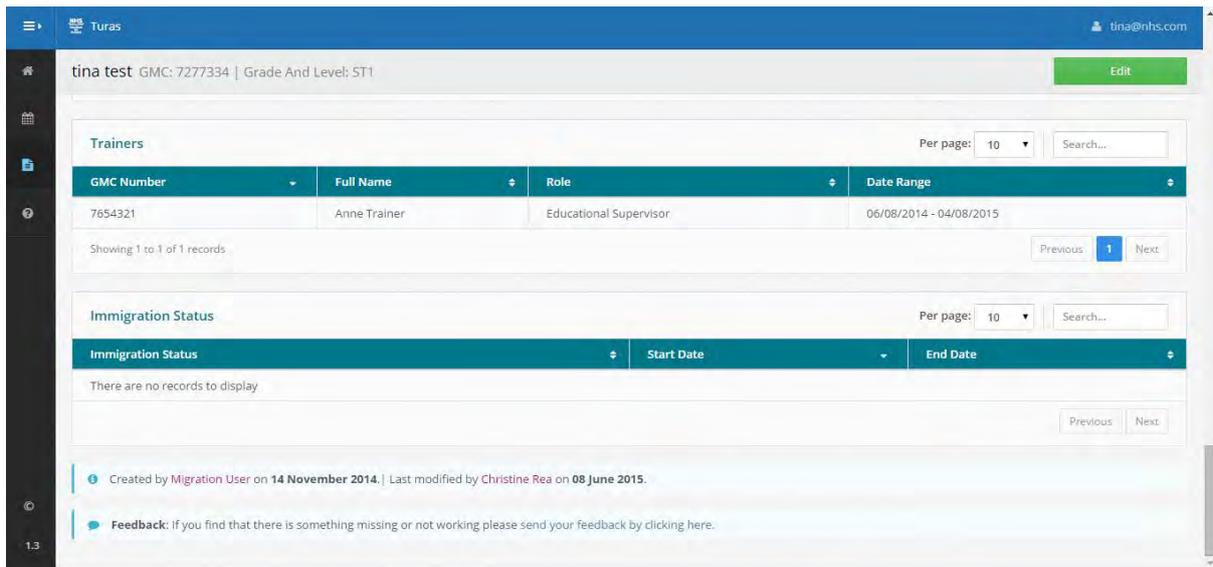
As a Trainee if you have applied for either Less Than Full Time Training or an Out of Programme Activity, the Deanery Administrator for your programme will record the detail in Turas, which will allow you to log in and track the status of your application.



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. [http://www.gmc-uk.org/20121130 Time out of Training GMC position statement Nov 2012.pdf.pdf](http://www.gmc-uk.org/20121130%20Time%20out%20of%20Training%20GMC%20position%20statement%20Nov%202012.pdf.pdf) 56438711.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>



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.

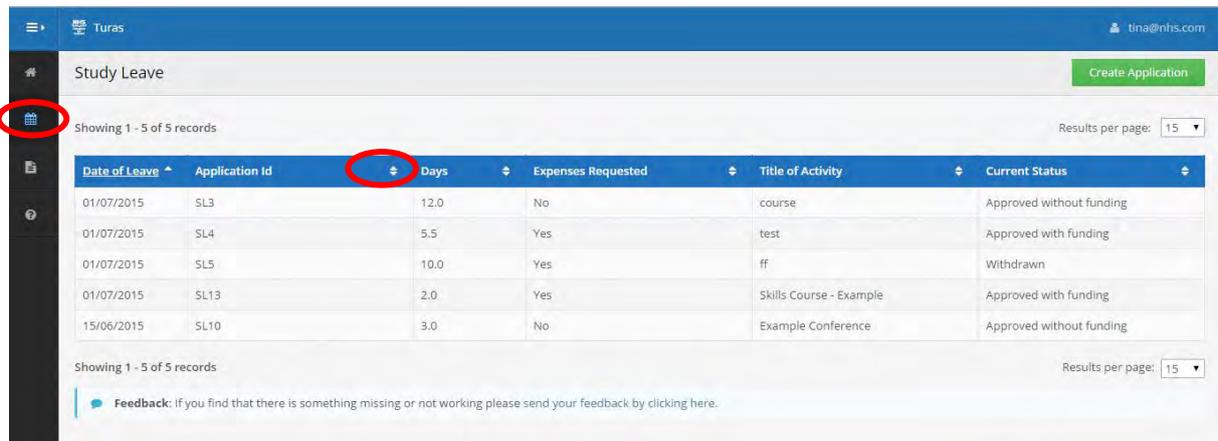
Note: Deanery staff (NES), Programme Directors, Health Board (HR and Finance departments) as well as the Director of Medical Education (DME) staff, have access this information.

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.

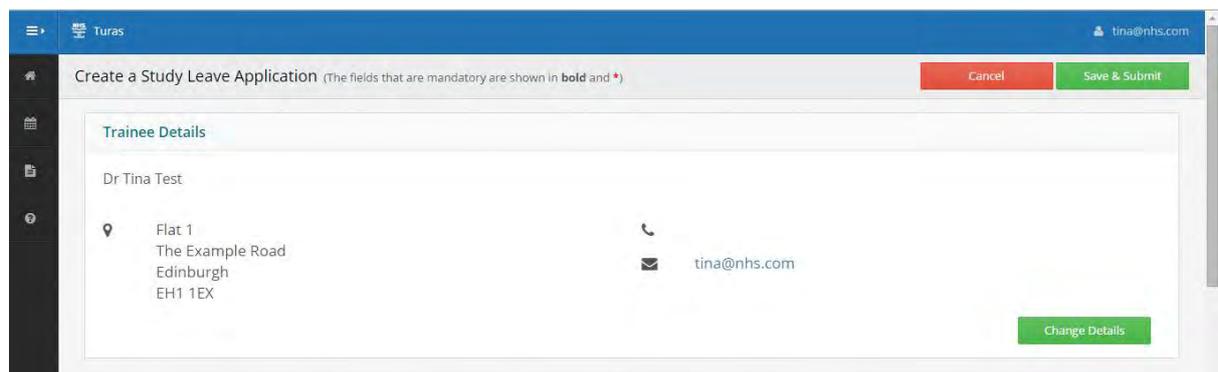
Click on the Study Leave icon from the sidebar to display the list of applications and their current status. Applications can be sorted by Date of Leave, Application Id, Days, Expenses Requested, Title of Activity, Current Status.



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	SL10	3.0	No	Example Conference	Approved without funding

To submit a Study Leave Application:

- Click Create Application



Create a Study Leave Application (The fields that are mandatory are shown in **bold** and *)

Cancel Save & Submit

Trainee Details

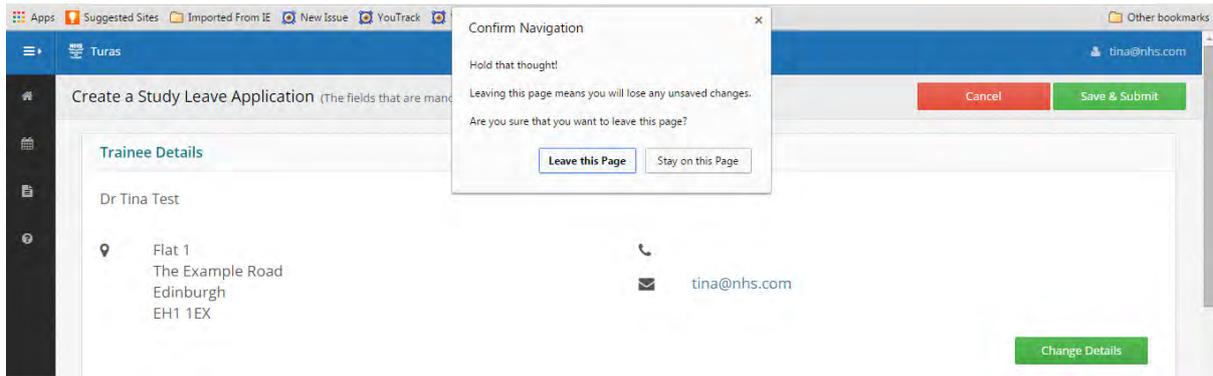
Dr Tina Test

Flat 1
The Example Road
Edinburgh
EH1 1EX

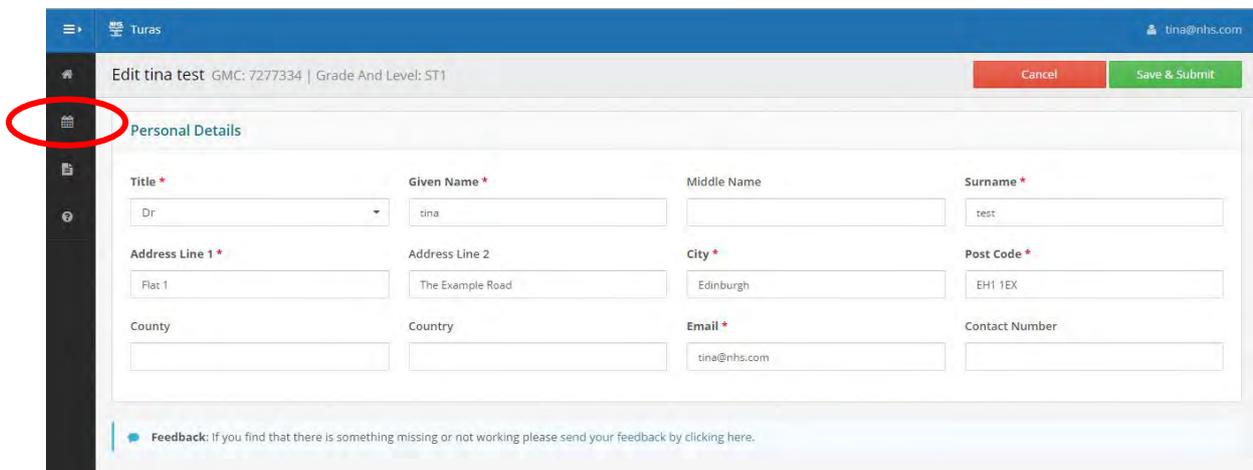
tina@nhs.com

Change Details

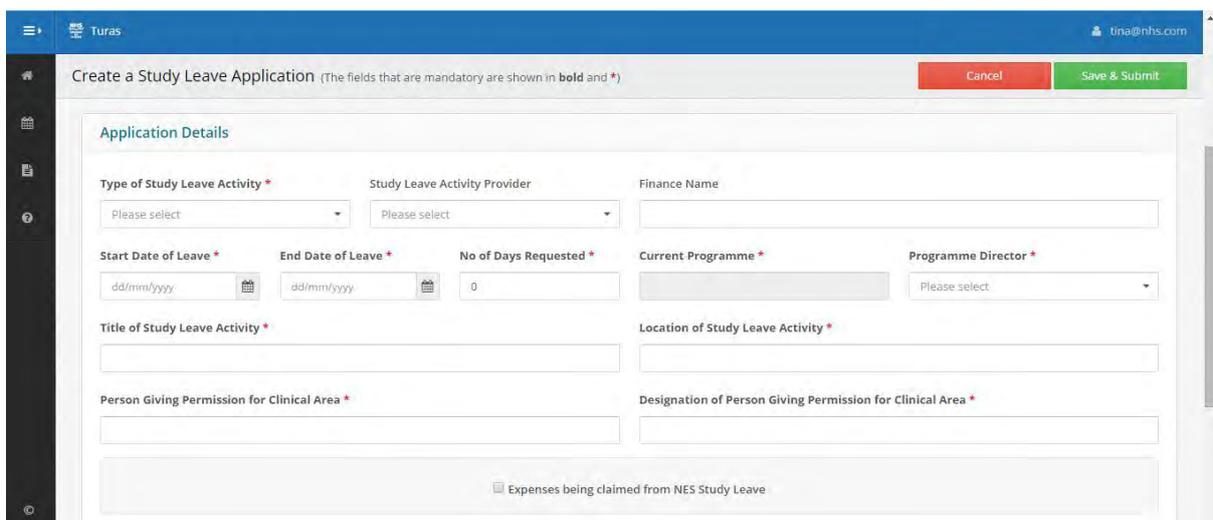
- Check that your Details are correct, if they are correct continue to add your Study Leave details, if your details need to be updated click Change Details and you will be asked if you wish to leave this page or stay on the page



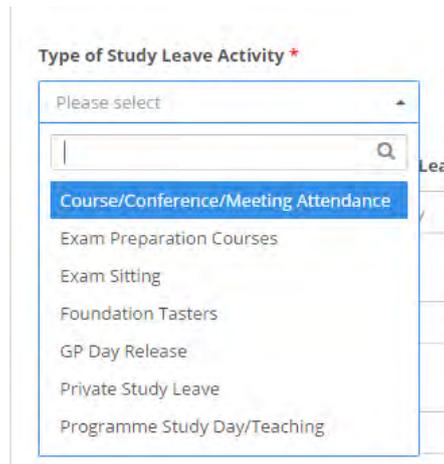
- If you select to leave the page you will be taken to the following page, once you have updated your details click Save & Submit, you will returned to your personal details page, click Study Leave from the sidebar and click Create Application



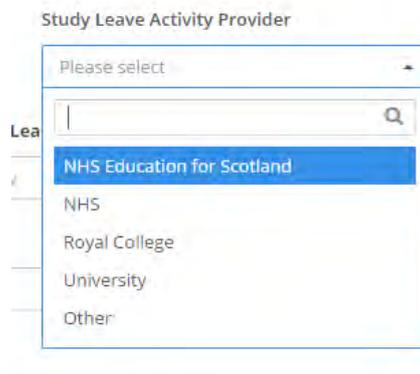
- Add the details of your Study Leave Application (mandatory fields are shown in **bold** with a **Red Asterisks ***)



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

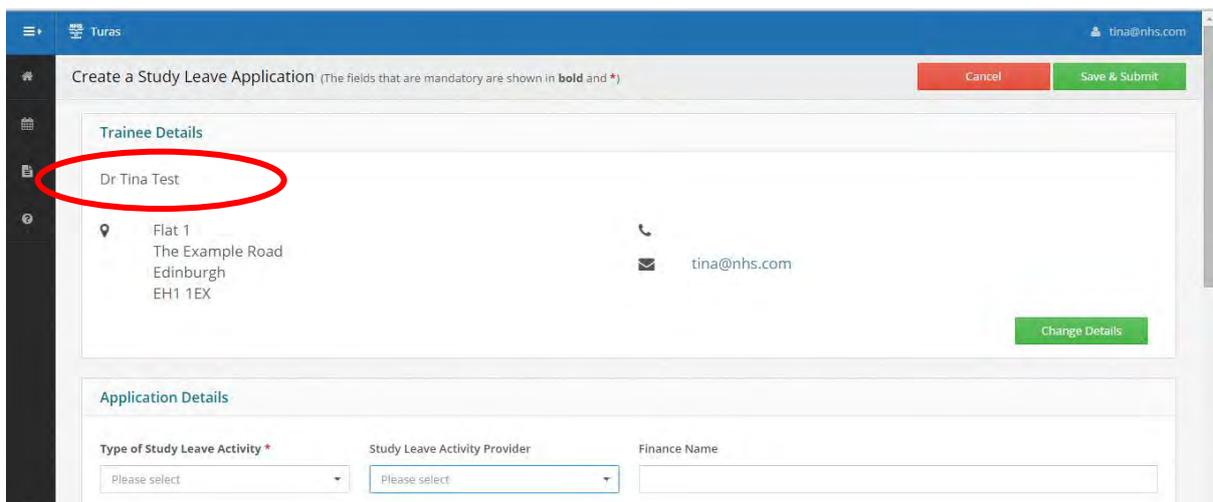


- Select the Study Leave Activity Provider, if known



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.



- 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

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

The screenshot shows the 'Create a Study Leave Application' form. The form is titled 'Application Details' and contains several mandatory fields marked with an asterisk (*). The fields are: 'Type of Study Leave Activity', 'Study Leave Activity Provider', 'Finance Name', 'Start Date of Leave', 'End Date of Leave', 'No of Days Requested', 'Current Programme', 'Programme Director', 'Title of Study Leave Activity', 'Location of Study Leave Activity', 'Person Giving Permission for Clinical Area', and 'Designation of Person Giving Permission for Clinical Area'. A checkbox labeled 'Expenses being claimed from NES Study Leave' is circled in red.

- 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

The screenshot shows the 'Estimated Costs' form. The form is titled 'Estimated Costs' and contains four input fields: 'Fee', 'Travel', 'Accommodation', and 'Subsistence'. Each field has a value of 0.00.

- 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

Create a Study Leave Application (The fields that are mandatory are shown in **bold** and *)

Cancel Save & Submit

Fee: 0.00 Travel: 0.00 Accommodation: 0.00 Subsistence: 0.00

Declaration

- I have sought permission from [insert name], [designation] to be away from the clinical area and have completed and submitted the appropriate local forms.
- I shall ensure that my colleagues are fully aware of my absence and that my clinical responsibilities will be covered.
- I have read the NES Study Leave Operational Guide and will abide by the conditions laid down in the "Terms & Conditions".
- I have provided all the information required for the application to be considered in full.
- I shall submit all relevant receipts within 3 months of the date of the study leave event if this application is approved with expenses.
- I shall inform the Deanery of any subsequent changes to this application that may result in refundable expenditure.

I agree to the above conditions

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

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

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

Study Leave Create Application

Showing 1 - 6 of 6 records Results per page: 15

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	SL10	3.0	No	Example Conference	Approved without funding
09/06/2015	SL41	1.0	No	sample	Pending Approval

Showing 1 - 6 of 6 records Results per page: 15

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

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 a 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 £

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 www.nes.scot.nhs.uk

- Not Approved

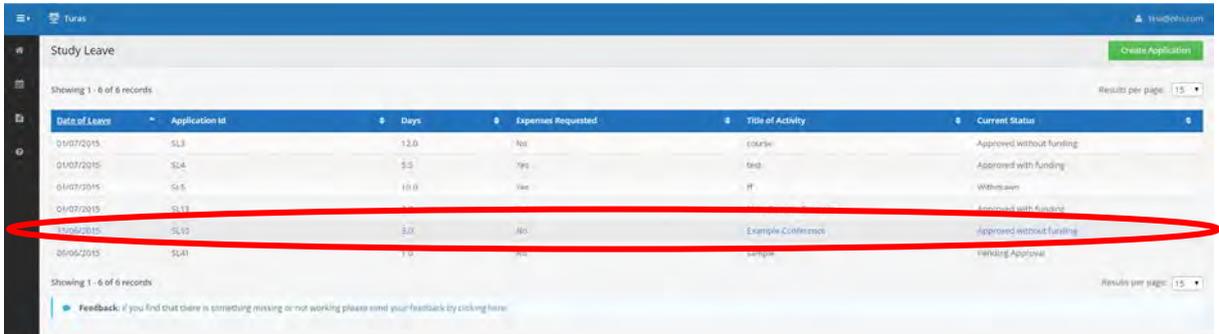
Please note that your study leave application, ID No, has not been approved by your Programme Director, with the reason (reason selected from sub-list).

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 www.nes.scot.nhs.uk

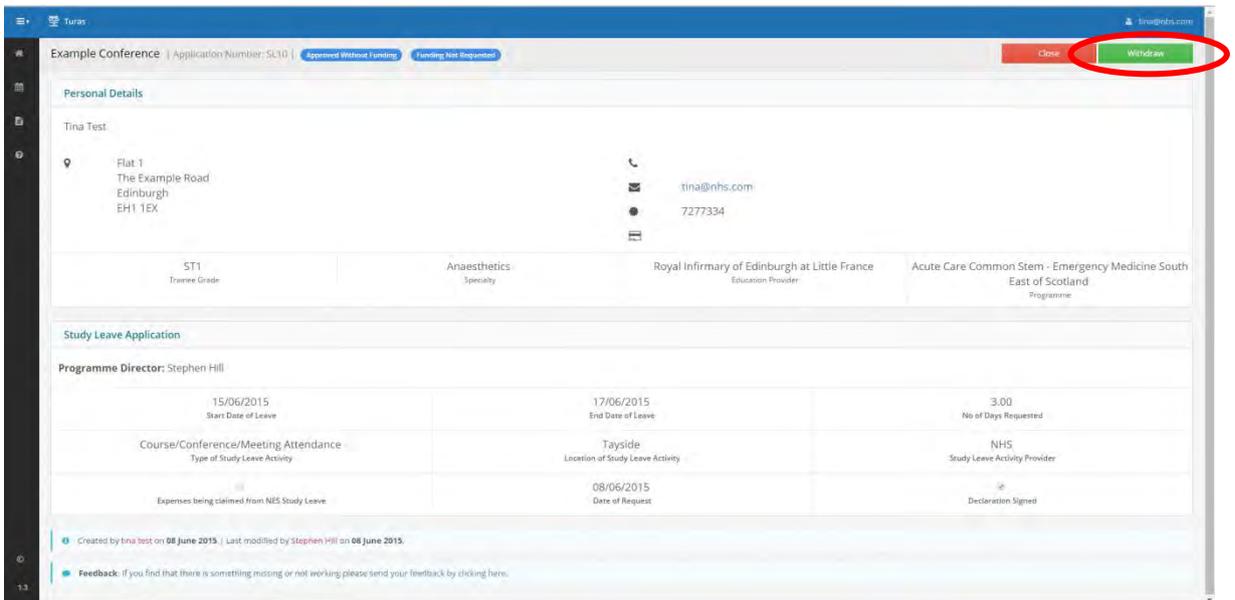
3.1 Withdrawn Application

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:

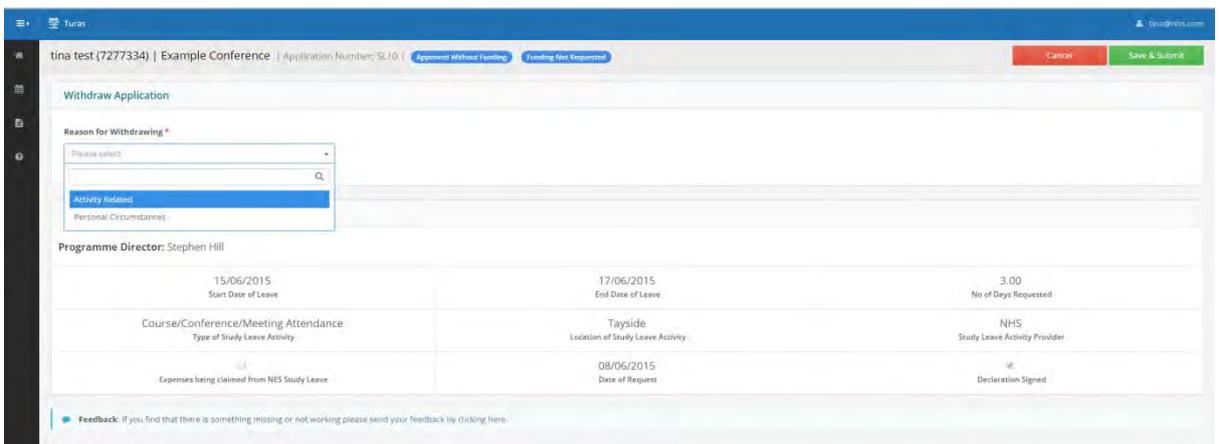
- From the Study Leave index page select the application you wish to withdrawn/cancel



- Once you have selected the application you wish to withdraw, you will taken to the Study Leave page

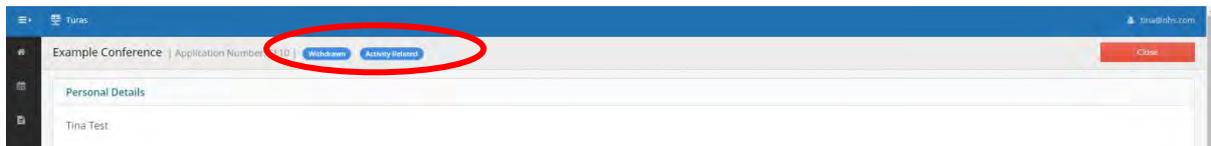


- Click Withdraw and you will see the following

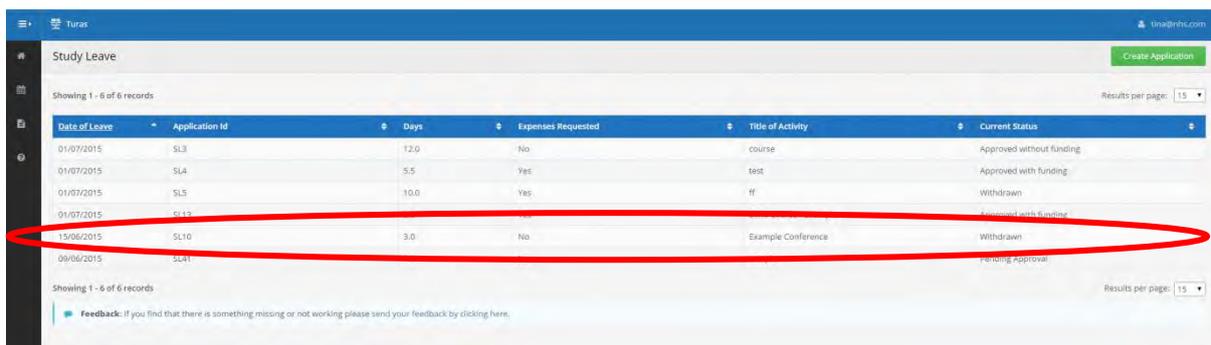


- Select the Reason for Withdrawing

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



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



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	SL11	10.0	Yes	ff	Approved without funding
15/06/2015	SL10	3.0	No	Example Conference	Withdrawn
09/06/2015	SL41				Pending Approval

- 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.