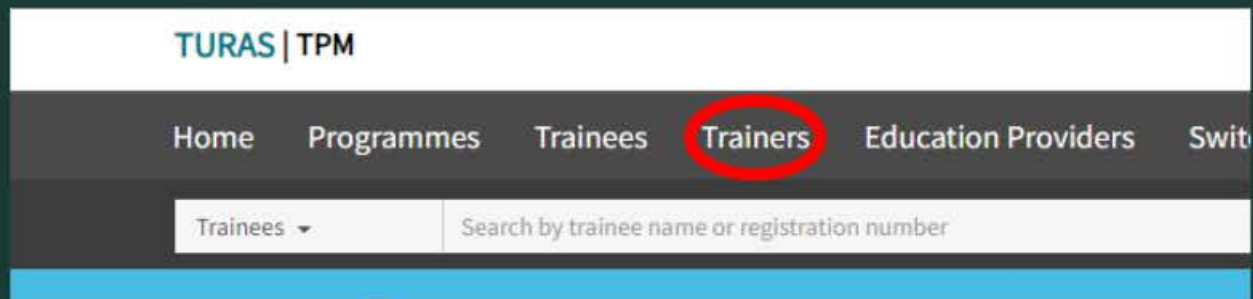
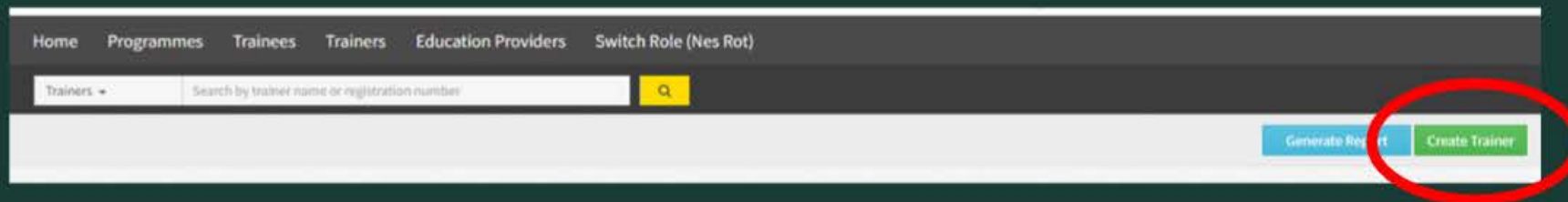


## Adding a Trainer to TURAS

1. After logging in to TURAS (Training Management), click the **Trainers** Menu Option

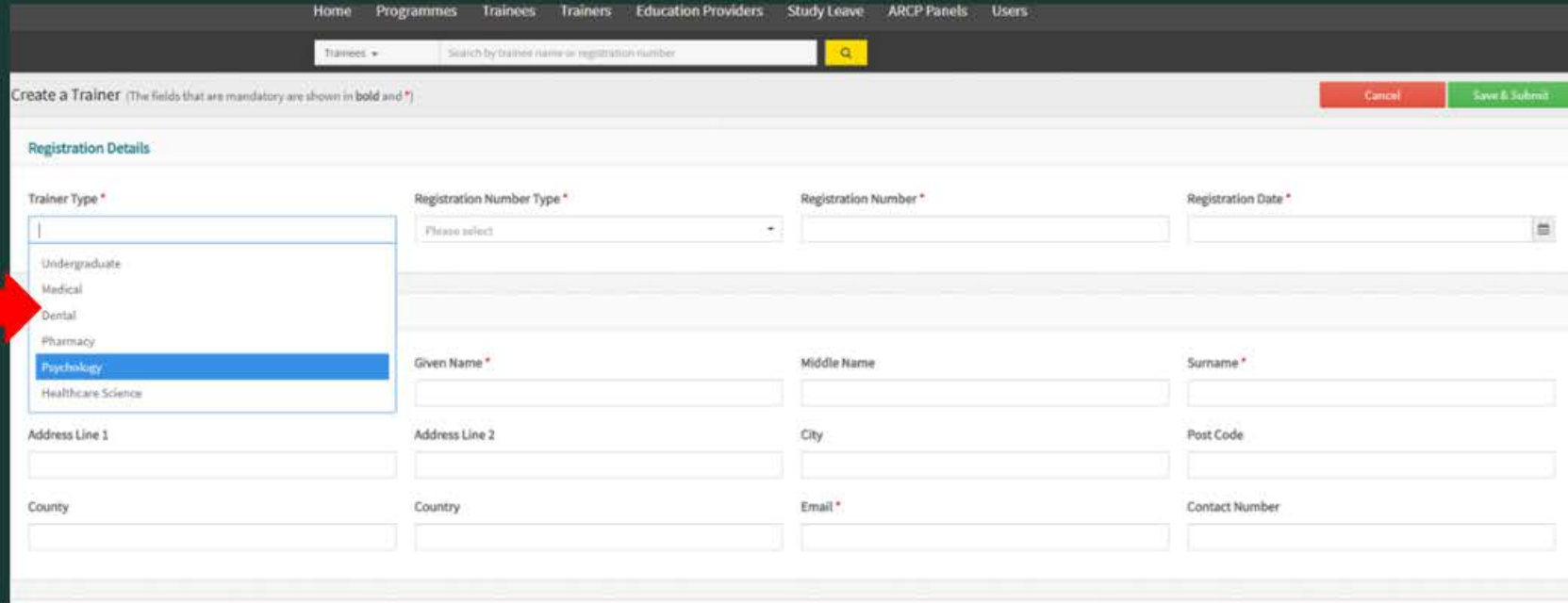


... then click on **Create Trainer**



2. Select the appropriate *Trainer Type* from the drop-down options

- The selection at this stage will determine information required in other areas of the page.



The screenshot shows a web application interface for creating a trainer. At the top, there is a navigation bar with links: Home, Programmes, Trainees, Trainers, Education Providers, Study Leave, ARCP Panels, and Users. Below the navigation bar is a search bar with a dropdown menu set to 'Trainees' and a search button. The main content area is titled 'Create a Trainer (The fields that are mandatory are shown in bold and \*)'. There are two buttons: 'Cancel' (red) and 'Save & Submit' (green). The form is divided into sections. The 'Registration Details' section contains four fields: 'Trainer Type \*' (a dropdown menu with options: Undergraduate, Medical, Dental, Pharmacy, Psychology, Healthcare Science; 'Psychology' is selected and highlighted in blue, with a red arrow pointing to it), 'Registration Number Type \*' (a dropdown menu with 'Please select'), 'Registration Number \*' (a text input field), and 'Registration Date \*' (a date picker). Below this is a horizontal separator. The next section contains six fields: 'Given Name \*', 'Middle Name', 'Surname \*', 'Address Line 1', 'Address Line 2', 'City', 'Post Code', 'County', and 'Contact Number'. The 'Email \*' field is also present but is not clearly visible in the screenshot.

3. Complete the required fields.

All of the fields marked as mandatory (\*) need to be completed.

**Trainer Type \***

- Undergraduate
- Medical
- Dental
- Pharmacy
- Psychology
- Healthcare Science

**Registration Number Type \***

- Please select
- GDC
- GMC
- Public Health
- HCPC
- Psychology
- HCPC Vol-Reg

**Registration Details**

**Trainer Type \***

**Registration Number Type \***

**Registration Number \***

**Registration Date**

RPharms Membership Number

Prescriber

**Personal Details**

**Title \***

**Given Name \***

Middle Name

**Surname \***

**Email \***

Contact Number

Trainer Status

**Education Provider \***

Specialty

Date Training Completed

NES Funded Sessions

Create a Trainer (The fields that are mandatory are shown in bold and \*)

[Cancel](#) [Save & Submit](#)

**Trainer Roles**

**Received \***  
 Yes  No

**Trainee Type \***

**Education Organiser \***

**Last Appraisal Date**

[Add New](#)

<b>Role *</b>	<b>Type *</b>	<b>Start Date *</b>	End Date	End Reason	Renewal Date	Dental Approval Conditions
<input type="text"/>	<input type="text"/>	<input type="text"/>				

**Trainee Type \***

- General Practice/Pharmacy
- Core/Specialty
- Dental
- Foundation
- General Practice
- Medical Students
- Pharmacy

**Type \***

Please select

- Recommended
- Recognised
- Awaiting Sign-off
- Under Review
- Approved



#### 4. Add Trainer Role details.

The screenshot shows a web form titled "Trainer Roles". It contains several input fields and a table. The "Received" field has radio buttons for "Yes" and "No". The "Trainee Type" field is a dropdown menu with a list of options: Core/Specialty, Dental, Foundation, General Practice, Medical Students, and Pharmacy. The "Education Organiser" and "Education Provider" fields are dropdown menus with "Please select" text. The "Last Appraisal Date" field is a date picker. Below these fields is a table with columns for "Start Date", "End Date", "End Reason", and "Dental Approval Conditions". A green "Add New" button is located to the right of the table.

### Mandatory Fields Required

- Received – Has the trainer completed relevant training in order to carry out the role being added?
- Trainee Type – Type of trainees will the trainer be responsible for (see Next Slide)
- Education Organiser – Organisation is responsible for ensuring that the trainer has met the requirements for the role being added (Postgraduate – NHS Education, Undergraduate: Appropriate Medical School / University)
- Education Provider – The Health Board where is the trainer based/employed

#### 5. Click **Add New**

## Trainer Type - Medical

The screenshot shows a web form for adding a new medical trainer. The form has several fields: 'Role' (with 'Educational Supervisor' selected), 'Type' (with a dropdown menu open showing 'Recommended', 'Recognised', 'Awaiting Sign-off', 'Under Review', and 'Approved'), 'Start Date', 'End Date', 'End Reason', and 'Dental Approval Conditions'. A green 'Add New' button is in the top right corner. The footer contains 'TURAS is developed by NHS Education for Scotland' and a blue circular button with a plus sign.

### Fields to be completed when 'Add New' is clicked

Role – Choose the relevant role from the drop-down list

Type – Choose the relevant Type:

- Recognised – If the trainer meets the requirements for recognition, the local DME office can select 'Recognised', allowing trainees to be allocated to the trainer.
- Approved – This applies to Approved GP trainers who have a Trainee Type of 'General Practice' selected –**this should not be used for any other trainee type. Only used by NES Quality (GP) Team.**

## Trainer Type – not Medical

### Mandatory Fields Required(circled)

- Received – Has the trainer completed relevant training in order to carry out the role being added?
- Trainee Type – Type of trainees will the trainer be responsible for
- Education Organiser – Organisation is responsible for ensuring that the trainer has met the requirements for the role being added (Postgraduate – NHS Education, Undergraduate: Appropriate Medical School / University)
- Education Provider – Where is the trainer based/employed?
- Role – Choose the relevant role from the drop-down list
- Type – Choose the relevant Type as per current processes

Click on the **Save & Submit** option to save changes