

TURAS Learn Professional Portfolio

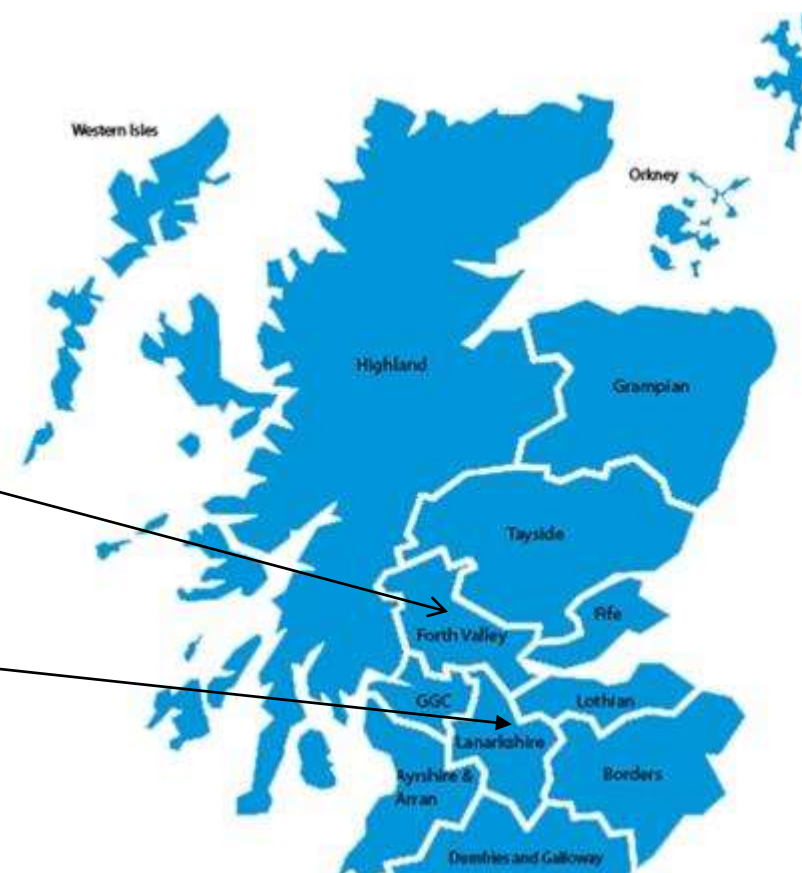
Advanced Session



Hello and welcome to the session.

Lynne Paterson – Practice Educator

Michelle Scott – Practice Educator



Aim

- To demonstrate recording of reflective activity and requesting feedback within your personal portfolio.
- To demonstrate recording of learning and development through using learning activities and uploading of documents
- To provide an overview and demonstration of Share Pack.

Objectives:

By the end of the session participants will be able to:

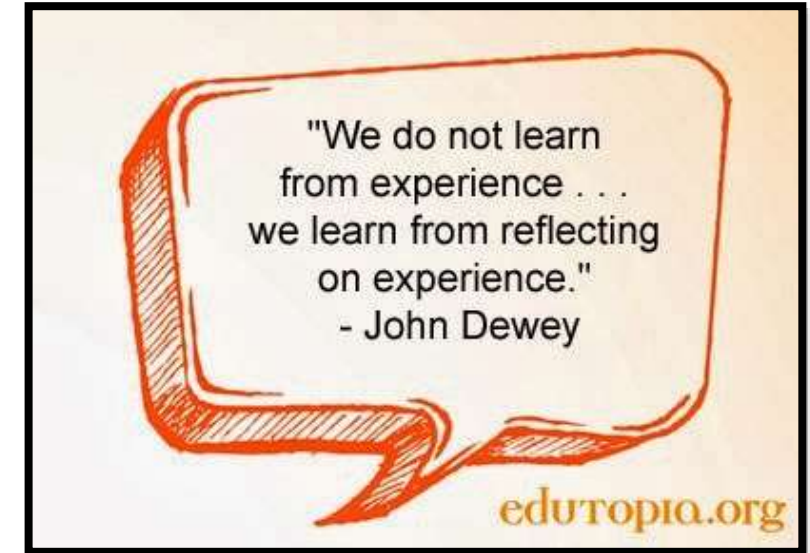
- Locate and access the relevant documents in relation to reflection feedback and Learning activities.
- Locate and access uploading documents and Share Pack and be introduced to the functionality within the resource.

TURAS Learn Professional Portfolio

Reflection – why do we reflect?



- It enables health professionals to share knowledge with others.
- It allows you to recognise your own strengths and areas for improvement
- Ultimately, reflective practice enables a worker to learn from what happened, to develop and improve their future practice.
- Reflective practice happens when you explore an experience you have had, to identify what happened



TURAS Learn Professional Portfolio

- Increase knowledge
- Improve / change current practice
- Improve patient experience
- Share with colleagues
- Evidence for your appraisal
- Can help to guide your PDP (personal development plan)



Name	John Smith
Current Role	Nursing support worker
Primary Email Address (linked to TURAS account)	hcsw@nes.scot.nhs.uk
Contact Phone Number	01463 704734

[Professional Registrations](#)

From the Portfolio Home Page, or on any page where you have access to the black tabs bar, select the “Evidence” drop-down menu and click on “Reflections”. This takes you to the Reflections page.

form.



Create

Reflective Forms

WHAT YOU NEED TO KNOW

Why reflect on your practice?

What reflective models can you use?

What is the Practice Education Support Role Reflection?

RECORD NEW REFLECTION

You would like to reflect on your practice, feedback received and/or your learning.

Create Reflective Account ▾

Reflective Account

Practice Education Support Role Reflection

From the drop down menu chose the "Reflective Account" option.

Create

REFLECTIVE ACCOUNT

Reflective Account Model *

-- Please Select -- ▾

- Please Select --
- Gibbs Model
- Driscoll's What Model
- Values Based Reflective Practice (VBRP)**
- Blank Form

You now have the choice of which Reflective Model you would like to use.

Create

REFLECTIVE ACCOUNT

Reflective Account Model *

Blank Form ▾

Title *

Observing a wound dressing change

Date From *

11/02/2022



Date To

11/02/2022



BLANK FORM

Reflective Account Free Text

I observed and assisted with a wound dressing being changed today. This involved gathering the correct equipment, reviewing the wound care chart, explaining the procedure to the patient and making them comfortable.

The nurse considered pain relief for the patient, privacy and ensured that she communicated with the patient throughout the procedure.

I recognised that the procedure involved much more than removal and replacement of a dressing.

Free text space to write your reflection.

Save

Save & Exit

Cancel

If you have finished you can click “Save & Exit” or if you have a further reflection to record click “Save”.

TURAS Learn Professional Portfolio

RECORD NEW REFLECTION

You would like to reflect on your practice, feedback received and/or your learning.

Create Reflective Account ▾

You would then return to the “Record New Reflection” page.

REFLECTIVE ACCOUNTS

Show entries

Search:

Your saved “Reflective Accounts” are displayed below.

Title	Form Type	Actions
Observing a wound dressing change	Reflective Account	Actions ▾
Understanding an applying HCSW standards to my practice	Reflective Account	Actions ▾

Showing 1 to 2 of 2 entries

Previous

1

Next

REFLECTIVE ACCOUNTS

Show entries

Search:

Title	Form Type	Actions
Observing a wound dressing change	Reflective Account	Actions
Understanding an applying HCSW standards to my practice	Reflective Account	View Edit Delete Print Options

Showing 1 to 2 of 2 entries

Each entry can be viewed, edited or deleted. This allows you to update or add to your reflections at any time.

Previous



TURAS Learn Professional Portfolio

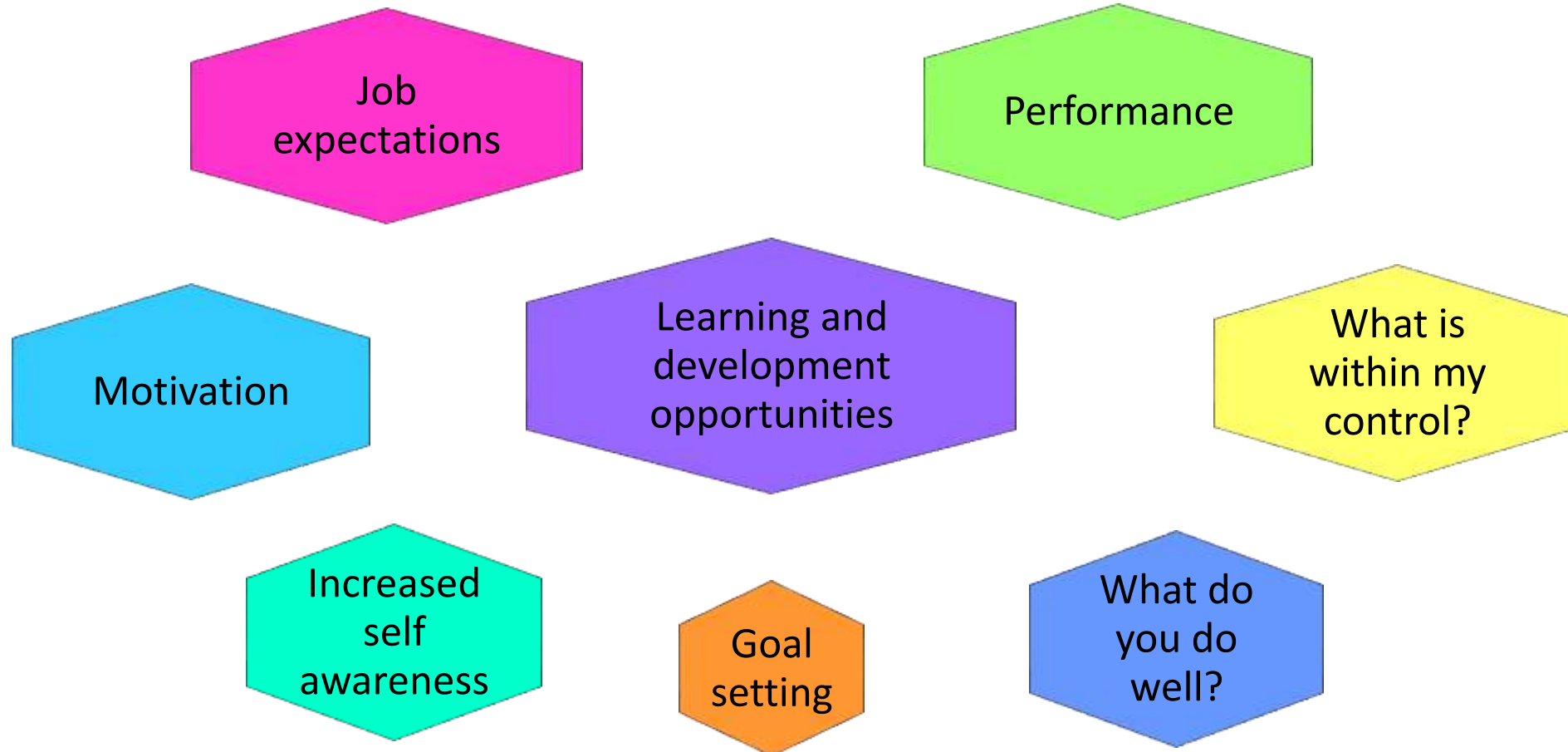
Feedback – why ask for feedback?

Asking for feedback is important because it demonstrates to others that **you are committed to improving your skills and contributing to your team.** ... Employees ask for feedback so that they can receive an honest evaluation of their work performance to improve

Meaningful feedback is central to performance management. Feedback guides, motivates, and reinforces effective behaviours and reduces or stops ineffective behaviours.

TURAS Learn Professional Portfolio

Benefits of effective feedback



Home Profile Evidence ▾ Uploaded Documents Share Packs

Home

Learning
Feedback
Reflections

My Portfolios ▾

YOUR DETAILS

Name	John Smith
Current Role	Nursing support worker
Primary Email Address (linked to TURAS account)	hcsw@nes.scot.nhs.uk
Contact Phone Number	01463 704734

CREATE NEW EVIDENCE FORM

Form

Please Select... ▾

Please Select... ▾

Create

Under the evidence tab, select "Feedback" from the drop down menu.

Feedback Form Requests

WHAT YOU NEED TO KNOW

Generic feedback form

Dops/MiniCex/CbD/ACAT feedback form

There are several styles of feedback forms used within TURAS.

RECORD NEW FEEDBACK REQUEST

You would like to request feedback on your performance.

Create Feedback Request ▾

Generic Feedback

DOPs/MiniCEX/CbD/ACAT

The drop down menu gives you the choice of feedback to request.

Create Form

This form should not be used to request feedback from patients, service users and carers.

FEEDBACK FORM

Type

Recognition of Prior Learning

Title Of Feedback *

End of life care

Feedback Requester Name *

John Smith

Nature Of Feedback Requested *

Following our recent care of a patient receiving end of life care I have reflected on this and would like to ask you for some feedback on my practice during this episode of care. It is an area I am keen to learn more about and would value your feedback on how I approached the patient and if there is anything you feel I could have done differently.

Many thanks,

John.

TURAS Learn Professional Portfolio

Feedback request continued.....

Feedback Provider Forename *

Lynne

Feedback Provider Surname *

Paterson

Feedback Provider Email *

Lynne.paterson2@nhs.scot

Feedback summary

Feedback

Comments

Feedback Provider Job Title

Role in providing feedback

Feedback Provided Date

dd/mm/yyyy

Save As Draft

Save And Submit Request

Cancel

FEEDBACK FORMS

Show 10 entries

Search:

Feedback Requested Date	Feedback Provided Date	Title	Type Of Feedback	Feedback Provider Name	Actions
		End of life care	Generic Feedback Form	Lynne Paterson	Actions

Showing 1 to 1 of 1 entries

Your saved form will now show in the list under the Feedback tab.

The "Actions" tab gives you further options. To send the form click "view"

Previous

- View
- Edit
- Copy Request
- Delete
- Print Options

TURAS Learn Professional Portfolio

Feedback request continued.....

Feedback Provider Forename *

Lynne

Feedback Provider Surname *

Paterson

Feedback Provider Email *

Lynne.paterson2@nhs.scot

Feedback summary

Feedback

Comments

Feedback Provider Job Title

Role in providing feedback

Feedback Provided Date

dd/mm/yyyy

Save As Draft

Save And Submit Request

Cancel

Feedback Form Requests

Your Generic Feedback Request has been successfully saved and submitted.

At the top of the window you will see the confirmation message in the green shading.

FEEDBACK FORMS

Show 10 ▾ entries

And at the bottom your request will now have a request date visible.

Search:

Feedback Requested Date	Feedback Provided Date	Title	Type Of Feedback	Feedback Provider Name	Actions
19/02/2022		End of life care	Generic Feedback Form	Lynne Paterson	Actions ▾

Showing 1 to 1 of 1 entries

Feedback Request

Dear Lynne Paterson

Your feedback has been requested by **John Smith** using NHS Education for Scotland (NES) Portfolio. The feedback they have requested is ***Following our recent care of a patient receiving end of life care I have reflected on this and would like to ask you for some feedback on my practice during this episode of care. It is an area I am keen to learn more about and would value your feedback on how I approached the patient and if there is anything you feel I could have done differently. Many thanks, John.*** . Please do not include personal identifiable information in the feedback you provide.

Please click the "Provide Feedback" button below to provide your feedback electronically. Once you have submitted your feedback, it will be saved in the users Portfolio.

[Provide Feedback](#)

TURAS Learn Professional Portfolio

Feedback

FEEDBACK FORMS

Show entries

Search:

Feedback Requested Date	Feedback Provided Date	Title	Type Of Feedback	Feedback Provider Name	Actions
19/02/2022		End of life care	Generic Feedback Form	Lynne Paterson	Actions ▾

Showing 1 to 1 of 1 entries

The actions have now changed slightly and include a "Remind" option for the feedback provider.

- View
- Remind
- Copy Request
- Delete
- Print Options

Are you sure you want to send a reminder? ✕

FEEDBACK FORMS

Show entries

Search:

Feedback Requested Date	Feedback Provided Date	Title	Type Of Feedback	Feedback Provider Name	Actions
19/02/2022	19/02/2022	End of life care	Generic Feedback Form	Lynne Paterson	Actions

Showing 1 to 1 of 1 entries

- Previous
- View
 - Add/Edit Notes
 - Copy Request
 - Delete
 - Print Options

Once the feedback provider has completed the form the date will show and you can review the feedback. You will also receive an email to notify you.

You can then view the feedback and also add your own notes

TURAS Learn Professional Portfolio

Feedback

Personal Notes

Notes On Feedback Response

Notes On Feedback Response

Further information....

These notes are for personal reflective use on feedback received.

Note these notes are not private, and are visible both when printed and also to anyone the form is shared with.

A reflective account form may also be used in place of these personal notes.

Save Personal Notes

Cancel

TURAS Learn Professional Portfolio

Benefits of portfolio to HCSW workforce



**RECOGNITION OF
PRIOR LEARNING**
(RPL) FOR NHSSCOTLAND



Home Profile Evidence ▾ Uploaded Documents Share Packs

Learning Forms

WHAT YOU NEED TO KNOW

- Learning
- Feedback
- NMC Revalidation
- Reflections

Record of Learning Activity +

When could I use the Record of Support or Supervision? +

What is the Professional Journey Planner? +

RECORD NEW LEARNING FORM

You want to record a learning activity, support or supervision session, or professional journey plan.

LEARNING FORMS

Create Learning Form ▾

- Record Of Learning Activity
- Record Of Support Or Supervision
- Professional Journey Plan

Click on drop down menu. There are 3 types of learning form.



TURAS Learn Professional Portfolio

Learning Forms Demo



Learning Forms

WHAT YOU NEED TO KNOW

Record of Learning Activity Information



When could I use the Record of Support or Supervision?



What is the Professional Journey Planner?



RECORD NEW LEARNING FORM

You want to record a learning activity, support or supervision session, or professional journey plan.

Create Learning Form ▾

LEARNING FORMS

Show 10 entries

Search:

Date	Title	Form	Actions
01/03/2022	standard infection control precautions	Record Of Learning Activity	Actions ▾
21/02/2022	venepuncture	Professional Journey Plan	Actions ▾
31/05/2021	Communication skills	Record Of Learning Activity	Actions ▾
27/05/2021	Learning plan - Covid 19 knowledge	Professional Journey Plan	Actions ▾

TURAS Learn Professional Portfolio

Learning Activity Example

View Form

RECORD OF LEARNING ACTIVITY : STANDARD INFECTION CONTROL PRECAUTIONS

Title	standard infection control precautions
Date From	14/01/2022
Date To	15/01/2022
Number of CPD hours	4 hrs
Description of Learning / Professional Development Activity	Breaking the chain of infection hand hygiene Micro-organisms
Key Learning Points	infection control prevention and control measures
Impact On Your Practice	Improved Hand Hygiene practice Understanding the routes of Transmission of micro-organisms
Future Actions or Areas of Development	Infection agents Specific micro-organisms

[Return to List](#)[Edit](#)[Print Options](#)

TURAS Learn Professional Portfolio

Uploading Documents

Home Profile Evidence **Uploaded Documents** Share Packs

Uploaded Documents

WHAT YOU NEED TO KNOW

Guidance



What kind of documents can I upload?



UPLOAD NEW DOCUMENT

Upload images or documents from your computer or mobile phone.

Upload Document

Click here to upload a new document

UPLOADED DOCUMENTS

TURAS Learn Professional Portfolio

Uploading Documents

Home Profile Evidence ▾ Uploaded Documents Share Packs

Home

My Portfolios ▾

YOUR DETAILS

Name	John Smith
Current Role	Nursing support worker
Primary Email Address (linked to TURAS account)	hcswh@nes.scot.nhs.uk
Contact Phone Number	01463 704734

[Professional Registrations](#)

Manage Details

SHARE PACK

CREATE A NEW SHARE PACK

A share pack is used to organise and showcase your evidence.

Create



CREATE NEW EVIDENCE FORM

Select options to create a new evidence form.

Type of evidence

Form

Create

UPLOAD DOCUMENT

Upload images or documents from your computer, tablet or mobile phone. Use 'Tags', 'Title' and 'Description' to help you store, sort and find them later.

- Tags *
- Revalidation
 - Career Development
 - Appraisal
 - Evidence
 - Mentor/Practice Teacher
 - Other

Title *

Date

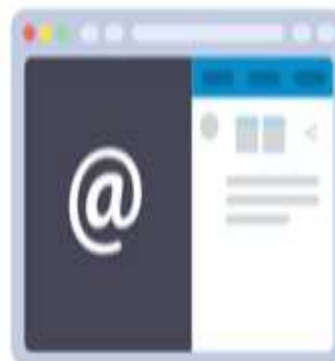
TURAS Learn Professional Portfolio

How do I share evidence?

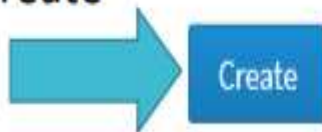
SHARE PACK

CREATE A NEW SHARE PACK

A share pack is used to organise and showcase your evidence.



Click 'Create'



Home Profile Evidence - Uploaded Documents **Share Packs**

Home My Portfolios ▾

Share Packs

WHAT YOU NEED TO KNOW

- What is Share Pack? ▾
- How do I create and share a Share Pack? ▾
- What about the confidentiality of Share Packs? ▾

NEW SHARE PACK

A share pack is used to organise and showcase your evidence.

Create Share Pack → Select "Create Share Pack"

SHARE PACKS

TURAS Learn Professional Portfolio

Share pack Demo

TURAS | Professional Portfolio

Applications ▾

John Smith ▾

Home Profile Evidence ▾ Uploaded Documents Share Packs

Home

My Portfolios ▾

YOUR DETAILS

Name	John Smith
Current Role	Nursing support worker
Primary Email Address (linked to TURAS account)	hcswh@nes.scot.nhs.uk
Contact Phone Number	01463 704734

[Professional Registrations](#)

[Manage Details](#)

SHARE PACK

CREATE A NEW SHARE PACK

A share pack is used to organise and showcase your evidence.

[Create](#)



CREATE NEW EVIDENCE FORM

Select options to create a new evidence form.

Type of evidence

Please Select...

Form

Please Select...

[Create](#)

UPLOAD DOCUMENT

Upload images or documents from your computer, tablet or mobile phone. Use 'Tags', 'Title' and 'Description' to help you store, sort and find them later.

Tags *

- Revalidation
- Career Development
- Appraisal
- Evidence
- Mentor/Practice Teacher
- Other

Title *

Title

Date

How did we do today?



TURAS Learn Professional Portfolio

References and useful links:

<https://app-goodpractice-net.knowledge.idm.oclc.org/#/nhs-dyo/s/3e16d51c>

Link to Support Workforce Hub

<https://learn.nes.nhs.scot/34519/support-workforce-hub>

Link to Support Worker Central on Turas site:

<https://learn.nes.nhs.scot/34351/support-worker-central>

Link to sign up for Turas Professional Portfolio:

<https://turasdashboard.nes.nhs.scot//User/PersonalDetails/Create?openIdApplicationId=0c6117db-8794-474c-8596-c91798d4538a>