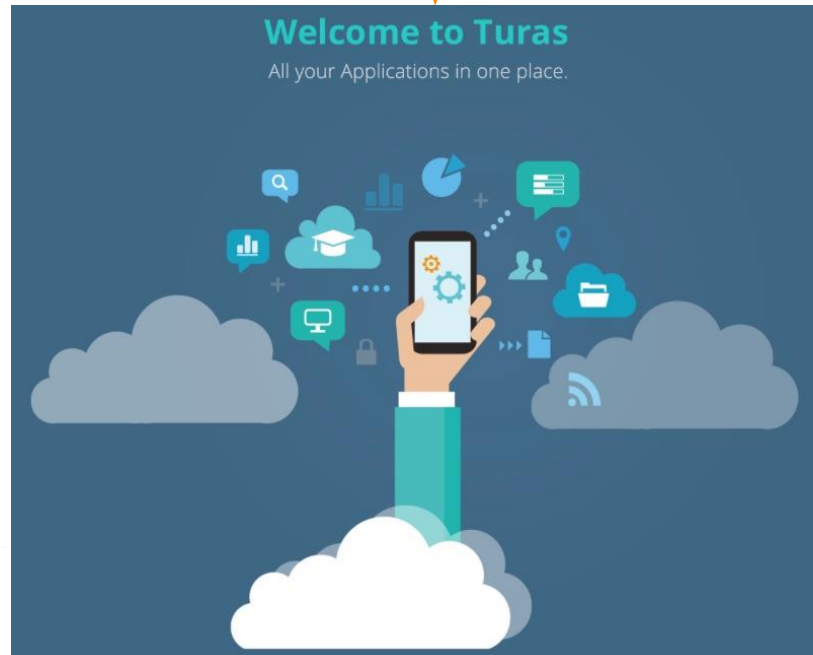


TURAS e-portfolio 2018

Mr Jeethendra Rao

TPD for DCT HENW, Consultant OMFS



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Objectives

- For DCT's
 - What to do before your first ES meeting
 - Where to record your training evidence
- For ES's
 - Setting up meetings
 - Signing off meetings and MSF
 - What to do and when
- Everyone
 - Expectations required
 - How to use Turas effectively together

TIME IS PRECIOUS!

- Time for Training – ‘Temple Report’
- Be contemporaneous
- Postponing creates stress and repetition
- Training rewarding when done alongside delivery of care



Turas e-portfolio for DCT

- Online application for recording your evidence of training in Dental Core Training
- Accessible desktop / smart phone / tablet
- Advise using Google Chrome or Apple Safari. Some issues with MS Internet Explorer especially screen layout
- Some sites had issues with NHS Trust 'Firewalls'

DCTs

Before you meet your ES

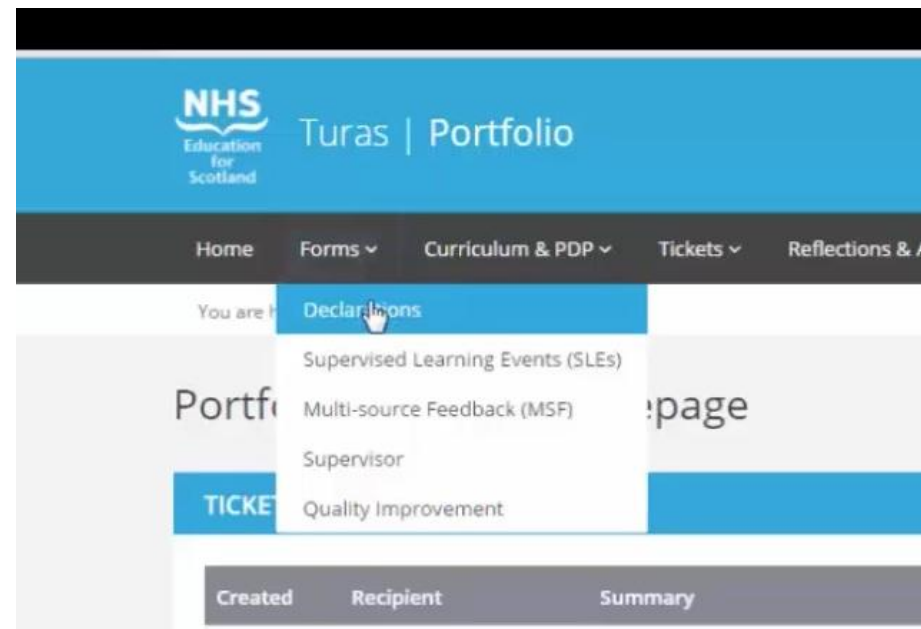
1. **Accept** the 'Conditions of taking up a training post'
2. **Fix a date** with your ES to meet within first month
3. **Prepare** for yourself to discuss your desires for training in your DCT post(s), what you like to get from the post(s)
4. **Enter** your initial Personal Development Plan - into Turas and label clearly as '***PDP – Initial <Date>***' – Can draft electronically and upload on the day.
5. **Meet** with ES who will create your Initial Meeting and Learning Agreement

DO NOT arrive at ES meeting without doing the above

Declaration

Conditions of taking up a training post

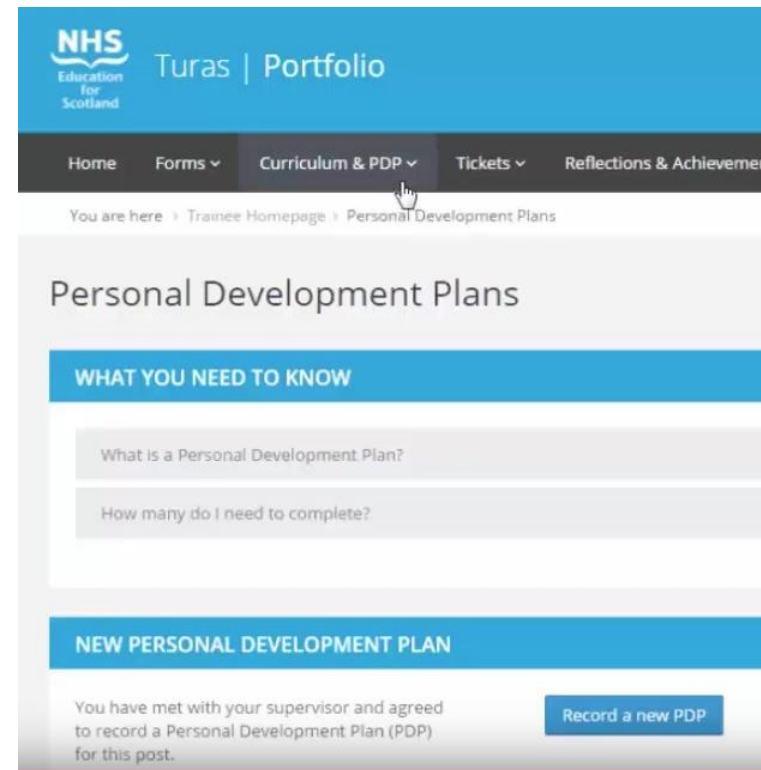
- Can't use Turas if you don't agree to this
- Recognise your training obligations
- **Without evidencing** throughout training you will **not complete DCT1**



Personal Development Plans

Label this ‘PDP – Initial (Date)’

- Record your objectives for the post
- Encouraged to add further PDPs as you reflect during your post
- Specific, Measurable, Attainable, Relevant and Timely (SMART)
- Only ES can create the meeting form
- **DO NOT MARK AS PRIVATE**



Reflecting

Quick Reflection Starter

- Reflect on your experiences throughout your working week
- Encouraged to enter periodic reflections and shows engagement with training and evidence

Portfolio - Trainee Homepage

10/08/2016	Brad Pitt	MSF : Dentists (more senior than DCT)	Remind
11/08/2016	wallace	MSF : Dental Core Trainees	Remind

QUICK REFLECTION STARTER

Post *

Focus of reflection *

When did it happen? *

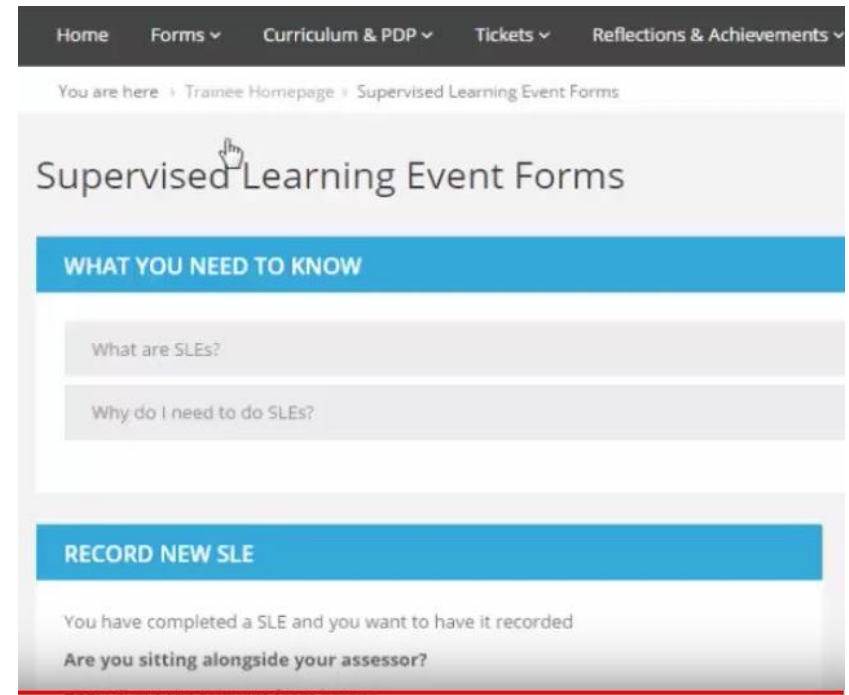
Title *

What happened?

Supervised Learning Events

Mini-CEX, DOPS, CBDs, Developing Teaching

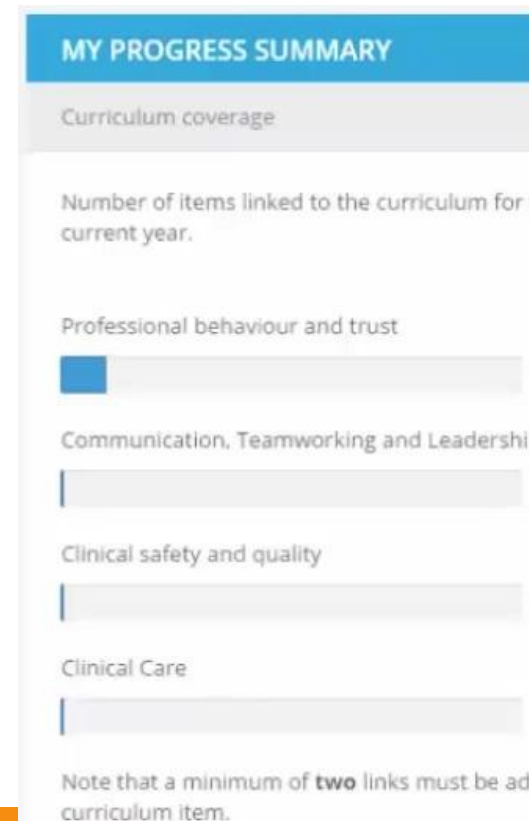
- MUST be supervised + Feedback
- **Avoid tickets – will expire and CS frequently forget to complete**
- Contemporaneous feedback after the event most effective
- **Complete SLE with Clinical Supervisor (CS) in person**
- Email confirmation sent to CS
- Makes CS life easy as job done!



Linking to the Curriculum

SLEs to be linked to the Curriculum

- 18 Mandatory learning outcomes
- Link SLEs after completion by entering completed SLE and linking to curriculum
- **Minimum 2 links per learning outcome**



MY PROGRESS SUMMARY

Curriculum coverage

Number of items linked to the curriculum for current year.

Professional behaviour and trust

Communication, Teamworking and Leadership

Clinical safety and quality

Clinical Care

Note that a minimum of **two** links must be added to each curriculum item.

Multi-source Feedback

- Complete self assessment
- Identity your minimum 8 Assessors and get agreement
- Minimum for each category
- Without minimum ES can't release results to you

MULTI-DISCIPLINARY TEAM

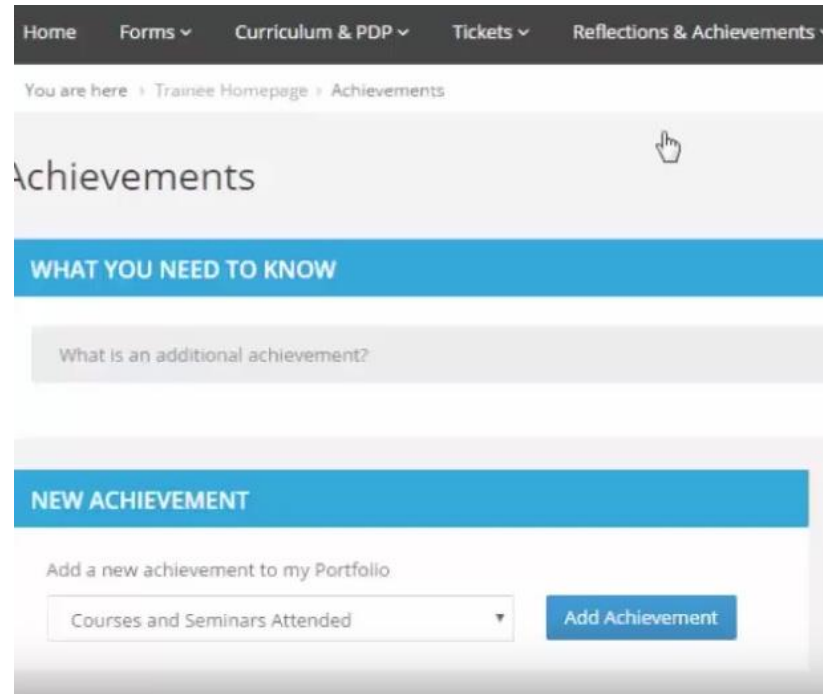
Mix of Assessor Types

Assessor Category	Complete	Minimum required	Minimum met?
+ Dentists (more senior than DCT)	4	2 (max 8)	Yes
+ Senior Nurses/Senior Dental Nurses	2	2 (max 6)	Yes
+ Allied Health Professionals/ Additional team members and auxiliary staff	2	1 (max 6)	Yes
+ Dental Core Trainees	3	0 (max 2)	Yes
Dental Technicians	0	0 (max 2)	Yes

Achievements

Courses..., Presentation, Research, Non-Academic

- Add these to build up your evidence
- **10 Mandatory DCT1 STUDY DAYS and Certificate uploaded**
- Case reports, Exams results, prizes, other study
- Write a reflection on each of these



The screenshot shows the 'Achievements' page in the NHS system. At the top, there is a navigation bar with links for Home, Forms, Curriculum & PDP, Tickets, and Reflections & Achievements. Below this is a breadcrumb trail: 'You are here > Trainee Homepage > Achievements'. The main heading is 'Achievements'. A blue banner below the heading reads 'WHAT YOU NEED TO KNOW'. Underneath, there is a text input field with the placeholder text 'What is an additional achievement?'. Further down, another blue banner reads 'NEW ACHIEVEMENT'. Below this banner, there is a text input field with the placeholder 'Add a new achievement to my Portfolio'. A dropdown menu is open, showing 'Courses and Seminars Attended'. To the right of the dropdown is a blue button labeled 'Add Achievement'.

Labelling Turas Entries

Make recognition at RCP clearer

- PDP - *<Initial>* or *<interim>* and *<Date>*
 - e.g. PDP - Initial Sept 2018
- Study day - *<DCT1>* or *<DCT2/3>* or *<non-mandatory>*, *<Title>*
 - e.g Study Day - DCT1, Oral Cancer
- Logbook - *<date>*
- Audit - *<Audit no.>* *<Cycle 1>* or *<Cycle 2>*, *<Title>*
 - e.g Audit – Audit 1, Cycle 2, Outcomes in Resin bonded bridges

Educational and Clinical Supervisors

Selecting Trainee

Portfolio - Educator Homepage

Your Roles

Programme Director

Educational Supervisor

Clinical Supervisor

Trainees you are Educational Supervisor for:

Show 10 entries

Filter...

Surname	Forename	Reg. No.	Current Post	Grade
[REDACTED]	[REDACTED]	258333		
[REDACTED]	[REDACTED]	253206		
[REDACTED]	[REDACTED]	258524		
[REDACTED]	[REDACTED]	252368		
[REDACTED]	[REDACTED]	258295		
[REDACTED]	[REDACTED]	264439	Royal Blackburn Hospital, Dentistry	DCT1
[REDACTED]	[REDACTED]	265441	Royal Blackburn Hospital, Dentistry	DCT1
[REDACTED]	[REDACTED]	252367	Royal Blackburn Hospital, Dentistry	DCT1
[REDACTED]	[REDACTED]	257903	Royal Blackburn Hospital, Dentistry	DCT1
[REDACTED]	[REDACTED]	265949	Royal Blackburn Hospital, Dentistry	DCT1

Showing 1 to 10 of 12 entries

Previous **1** 2 Next

Setting up Meetings


Initial Meeting in first month

- **Ensure** DCT has signed declaration and entered **PDP before** meeting otherwise waste of time – **reschedule**
- ES/CS can only set up meetings
- **At ‘Initial Meeting’ use the ‘Initial Meeting with ES’ Form**
- **Using other forms will not have the correct sections**

Meetings 'Create Forms' Tab

Trainee Profile - [REDACTED]

Trainee Details



Name: [REDACTED]

Email: [REDACTED]

Grade: [REDACTED]

Registr [REDACTED]

Programme: NW DCT OMFS 1 (DEN/NW/001)

Programme Directors: Jeethendra Rao, Anne Begley

Educational Supervisor: Jeethendra Rao

Progress
ARCP Evidence
ARCP Summary
Create Forms
Curriculum

Please Note : Any Supervisor Forms previously created for this Trainee are shown on the Progress tab.

Supervisor Forms

Type	Supervisor	Actions
Initial meeting with Educational Supervisor	Educational Supervisor or Pharmacy Tutor	Create
Educational Supervisor End Of Placement Report	Educational Supervisor	Create
Supervisor Generic Meeting	Clinical Supervisor, Educational Supervisor, Foundation Director or Pharmacy Tutor	Create
Supervisor Additional Action Plan	Clinical Supervisor, Educational Supervisor, Foundation Director or Pharmacy Tutor	Create


SAVE DRAFT THEN RE-ENTER ON PROGRESS PAGE AND THEN SUBMIT


Create Form

New Initial meeting with Educational Supervisor

Initial meeting (to take place within 3 weeks of starting placement)

Trainee

Trainee's Name 

Trainee's Registration Number 

Educational Supervisor


Supervisor's Name Jeethendra Rao

Supervisor's Registration Number 77727

Supervisor's Email Jeethendra.Rao@elht.nhs.uk

It is important that the Educational Supervisor and the trainee agree a Personal Development Plan (PDP) as part of this initial meeting.

Post *

Date of meeting * 

Have you agreed a PDP for this placement? * Yes No

Please record any comments or notes as discussed and agreed during the meeting:

Signed By Jeethendra Rao

What, Who, When, Which

Meeting Type	Who	When to do	Form to Use
Initial Placement Meeting	ES	Start of 12 or 6 month placement (Sept/Mar) REQUIRED FOR RCP	Initial meeting with ES
Early Review Meeting	ES CS	3 months (Nov/May)	Supervisor Generic Meeting
Clinical Supervisors End of Placement report	CS	5 or 10 months (Feb/Jun) To be used by ES	Supervisor Generic Meeting
Educational Supervisors End of Placement Meeting - by ES	ES	5 or 10 Months (Feb/Jun) REQUIRED FOR RCP	Educational Supervisor End of Placement Report (Objective sign off)
Urgent to discuss trainee needing review of learning/difficulties	ES CS TPD	Anytime	Supervisor Additional Action Plan

MSFs

Sign off meeting to give feedback

- Can only sign off as 'complete' if DCT has minimum feedback
- Min 8 returns
- Min returns from mandatory categories
- Reschedule meeting if min not met

Post
 DCT1, 07/09/2016 - 05/09/2017, Dentistry - Royal Blackburn Hospital - NW DCT OMFS 1 (DEN/NW/001)

[View Self MSF](#)

Mix of Assessor Types

Assessor Category	Complete	Minimum required	Minimum met?
+ Dentists (more senior than DCT)	7	2 (max 8)	Yes
+ Senior Nurses/Senior Dental Nurses	2	2 (max 6)	Yes
+ Allied Health Professionals/ Additional team members and auxiliary staff	2	1 (max 6)	Yes
+ Dental Core Trainees	2	0 (max 2)	Yes
Dental Technicians	0	0 (max 2)	Yes

[View MSF Summary](#)

MSF sign off as complete

Outcome

Outcome	Satisfactory
Comment	Good feedback in all domains. No concerns rased.
Released to trainee?	Yes
Released Date Time	06/07/2017 11:51

[Go Back](#)

DCT and ES/CS effectiveness

How to work effectively to complete your portfolio

- Dental Core Training is trainee lead and supervisor supported

SLE Tickets – will double your work!

- Advise against asking DCTs to issue tickets for SLEs
- With tickets, feedback will
 - be away from trainee with no face to face discussion
 - likely lose its value and accuracy
 - Be lost if the ticket expires
 - Generate more emails and reminders if not done
 - Stressful for DCTs near to RCP requirement time
- **Delaying feedback is inappropriate educational practice**

Review of Competence Progression RCP

- Interim RCP in Jan/Feb
 - Not face to face
 - Review of DCT portfolio and evidence presented
 - Expect to see progress equivalent to 50% of annual requirements
- Final RCP Jul
 - Not face to face
 - Review of DCT portfolio and evidence presented for completion of DCT year
 - Panel B invite if evidence missing

Do's and Don'ts

- Do
 - Contact supervisor to fix a date to meet
 - Prepare before meetings
 - Upload what you need before the meeting
 - Give dedicated time to meet
 - Complete feedback for SLE at the time of event
 - Check your emails for updates on DCT requirement
 - Check you have correct email contacts for MSF etc

Do's and Don'ts

- Don't
 - Expect your supervisor to arrange your meetings
 - Turn up at meeting without uploading documents
 - Keep sending reminders via Turas – speak face to face
 - Expect your ES will blag you to be signed off DCT at RCP