Getting Started With Turas Appraisal

Welcome to Turas
All your Applications in one place.
Using Turas Appraisal

Completing reviews on Turas Appraisal that were started on e-KSF:

If previous KSF Reviews, PDPs and Objectives were started on e-KSF there is no need to duplicate on Turas Appraisal. However, to record that the review meeting has taken place the reviewee and/or the reviewer you should complete the three questions in the Discussion Summary and also complete the KSF Progress page if this was not recorded on e-KSF, then both reviewee and reviewer require to Confirm and Agree this. This will allow you to complete the previous PDP&R and start a new document for the following review period by clicking on the Current Appraisal button.

At the beginning of the review period:

- Click on Current Appraisal button (all pages should be blank)
- Enter agreed PDP learning needs and activities to be undertaken
  
  If this is entered by reviewee this requires to be accepted by reviewer and if entered by reviewer requires to be accepted by the reviewee

- Enter agreed service/departmental objectives to be completed
  
  If this is entered by reviewee this requires to be accepted by reviewer and if entered by reviewer requires to be accepted by the reviewee

Throughout the review period or before end of year review meeting:

- Update status of PDP when learning activities have been undertaken
- Update status of objectives
- Update KSF Progress in preparation for end of year review i.e. enter current levels and enter comments on how you applied what you have learned by undertaking the agreed learning activities to your job.
  
  If this is entered by reviewee this requires to be accepted by reviewer and if entered by reviewer requires to be accepted by the reviewee

At the end of review period:

- Complete the three questions in the Discussion Summary
- Confirm and agree

This will sign off full document including PDP, Objectives, KSF Progress and Discussion Summary. Once confirmed and agreed no changes can be made. You will now be able to start a new document for next review by clicking on Current Appraisal and start off the process above again.
Welcome to Turas - All your applications in one place

For people working in Health & Social Care

Turas is NHS Education for Scotland’s (NES) new single unified digital platform for Health & Social Care professionals. From here you can access all your NES applications with a single secure sign on. Our aim is to provide you with the information and resources you need to support you throughout your career in the public sector.

Other Turas Applications that you have access to will appear here e.g. Turas Learn & Turas Portfolio
If you have more than one employment in the NHS, all your posts will appear on this page.
This page is required to be completed by member of staff or reviewer or both before the “Confirm and Agree” page can be signed off.
Provides information on PDP Activities
Provides guidance on what to think about when writing SMART Objectives and also a video.
Provides guidance on completing this page.

You can view the KSF post Outline assigned here. It shows the simplified language introduced in 2016.

<table>
<thead>
<tr>
<th>Dimension</th>
<th>Foundation Level</th>
<th>Full Outline Level</th>
<th>Current Level</th>
<th>Comments</th>
<th>Actions</th>
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<tbody>
<tr>
<td>C1 - COMMUNICATION</td>
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<td>-</td>
<td>-</td>
<td>Actions</td>
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<tr>
<td>C2 - PERSONAL AND PEOPLE DEVELOPMENT</td>
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<td>C4 - SERVICE IMPROVEMENT</td>
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<tr>
<td>C5 - QUALITY</td>
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<tr>
<td>C6 - EQUALITY AND DIVERSITY</td>
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</table>
Sign off page will let you know if there is any outstanding actions and by whom.