

# JETS Workforce

## User Guide Staff members

Part of the JAG programme at the RCP

**JAG** Joint Advisory Group  
on GI Endoscopy



**Royal College  
of Physicians**

# Version control sheet

User Guide – Staff members	
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Document purpose	Produced for staff members to provide the necessary guidance required to support them as they work through the JETS Workforce programme.
Applies to	All JETS Workforce users

# Introduction

This user guide has been designed to provide you with the necessary guidance as you work your way through the JETS Workforce programme and it's ePortfolio.

JETS workforce was launched in April 2019 and replaces the Gastrointestinal Endoscopy for Nurses (GIN) platform. It should be noted that any existing content uploaded to GIN will not be transferred to JETS workforce. The JAG office anticipates an overlap period in which all trainees are expected to re-upload their evidence and past activity no later than April 2021.

JETS Workforce's online e-portfolio holds endoscopy specific competency frameworks, DOPS, witness statements and reflective CPD statements that combine to create a platform that the endoscopy workforce will be able to use to submit their evidence of their practice. JETS Workforce is envisaged to be used by current and new endoscopy staff irrespective of grade and title, and could be used to support the NMC and similar revalidation processes.

JETS workforce is comprised of three levels:

Level one which consists of two sections (foundation and decontamination), has been reviewed, refined and finalised, with agreed competencies and supporting documents. Level one was made available to all JAG registered services on 1 April 2019.

Level two and three are currently being developed and will be made available by the end of 2020. Level two will consist of one section (advanced endoscopy) and level three will consist of two sections: (management and leadership, and assessing clinical practice).

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# Setting up a JETS Workforce account

If you have previously used GIN, JETS or NED you will already have a account so you do not need to create a new account. Please contact us to activate your JETS Workforce account.

If you have never used GIN, JETS or NED and this is your first time using JETS Workforce you can set up a new account following the steps below:

1. First you will need to go to [www.jetsworkforce.thejag.org.uk](http://www.jetsworkforce.thejag.org.uk)
2. Click the Register button on the left hand side

The screenshot shows the homepage of the JETS Workforce website. At the top left is the 'JETS Workforce' logo. On the right side of the header are links for 'FAQs', 'Contact us', and 'Login'. Below the header is a large banner image of two healthcare workers in a hospital corridor. On the left side of the banner, there is a text box that reads 'The JAG' and 'JAG provide accreditation for endoscopy services and support training and development of the endoscopist workforce.' Below the banner, there are two main content areas. On the left is a 'Register' button with the text 'Register for an account to access workforce system' and a right-pointing arrow. Below this is a link to the 'Royal College of Physicians' website. On the right is a 'Welcome to the JETS Workforce website' section. This section contains a paragraph about the programme's purpose, a paragraph about the online e-portfolio, and a list of three levels of the workforce, with the first level being 'Level one which consists of two sections (foundation and decontamination), has been reviewed, refined and finalised, with agreed'.

**JETS Workforce** FAQs Contact us Login

**The JAG**  
JAG provide accreditation for endoscopy services and support training and development of the endoscopist workforce.

**Register**  
Register for an account to access workforce system

**Welcome to the JETS Workforce website**  
The programme updates the workforce on service developments in endoscopy to ensure a structured approach to training, assessments, and appraisals.

JETS Workforce's online e-portfolio holds endoscopy specific competency frameworks, DOPS, witness statements and reflective CPD statements that combine to create a platform that the endoscopy workforce will be able to use to submit their evidence of their practice. JETS Workforce is envisaged to be used by current and new endoscopy staff irrespective of grade and title, and could be used to support the NMC and similar revalidation processes.

JETS workforce is comprised of three levels:

- Level one which consists of two sections (foundation and decontamination), has been reviewed, refined and finalised, with agreed

3. You will then be asked for some personal details
  - a. All fields must be completed to register
  - b. We recommend you use an email address you will have continuous access to e.g. a personal email address
  - c. If you do not have a professional registration number (eg Health Care Assistants or Decontamination Technicians) please enter the details as below in the registration number field:
    - i. HCA-Surname-Initials
    - ii. DeconTech-Surname-Initials
  - d. Your password must include:
    - i. At least 8 characters
    - ii. Have upper and lower case letters
    - iii. At least 1 number
  - e. Add **all** of the sites you work – you can choose multiple sites

**Email** ⚠

**Professional body** 
**Registration number**

**Role** 
**Job title**

**Password**  ✓
**Confirm password**

**Sites you work at**  
 If you cannot find your site in the list please contact [askjag@rcplondon.ac.uk](mailto:askjag@rcplondon.ac.uk), you can still continue with your registration but data will not be accepted from sites until you update your profile.  
 Start typing the name of your site, click Add site to add to your profile. To remove a site simply click on the name of the site.

**Terms and conditions of use**  
 I have read and agree to the terms and conditions.

4. You will then be sent an automated email with your login information to confirm your registration is complete.
5. Your registration will automatically give you staff member access. If you require mentor, assessor or unit manager access please speak to your unit manager or contact [askjag@rcplondon.ac.uk](mailto:askjag@rcplondon.ac.uk) to amend this.

# JETS Workforce training pathway

It is important that all you go at a pace that you feel comfortable with, however, below are the recommended timeframes for you to complete Level 1:

- Experienced staff – up to 32 weeks
- New and part-time staff – 44 weeks to one year

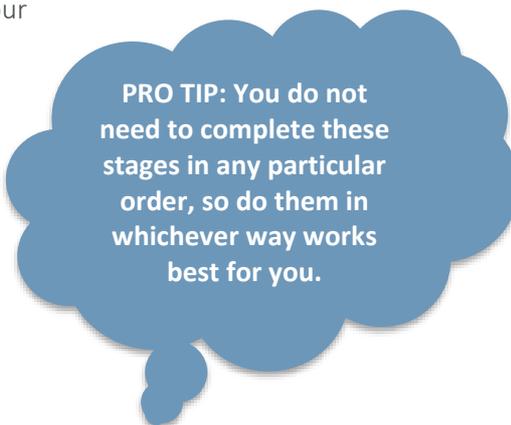
Before starting the JETS Workforce programme you need to make sure your account is correctly set up and ready to go.

1. Login or register an account on [www.jetsworkforce.thejag.org.uk](http://www.jetsworkforce.thejag.org.uk)
2. Make sure you have been assigned the correct role. Endoscopy staff members who are going through the competency framework should have staff member access. If you do not have the correct role assigned please contact [askjag@rcplondon.ac.uk](mailto:askjag@rcplondon.ac.uk).
3. Assign senior colleagues who will be supporting your training as mentors and assessors so that they can sign off your evidence and final assessments.

For more information regarding the registration process please see the sections above.

Once you are logged in and have set up your account you can then begin your training.

1. Start on the self-assessment of each of your competencies
2. Start collecting evidence to support each competency in the form of DOPS and witness statements
3. Complete the 5 ENDO1 e-learning modules which can be accessed at [www.e-lfh.org.uk](http://www.e-lfh.org.uk)
4. Book the foundation and decontamination course (ENDO1) via the JETS website

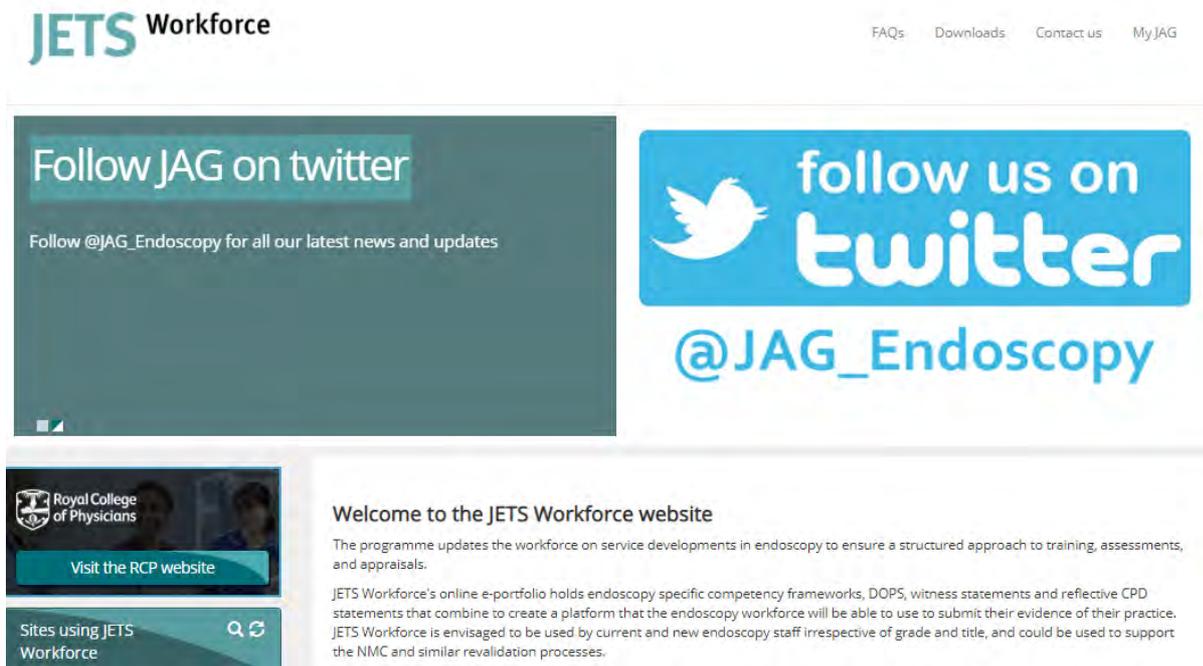


**PRO TIP: You do not need to complete these stages in any particular order, so do them in whichever way works best for you.**

Once each self-assessment is completed your assessor will be able to sign off your final assessment for each completed competency. Once all your final assessments have been signed off, you have attended an ENDO1 course and completed the e-learning you will have completed the first JETS Workforce level.

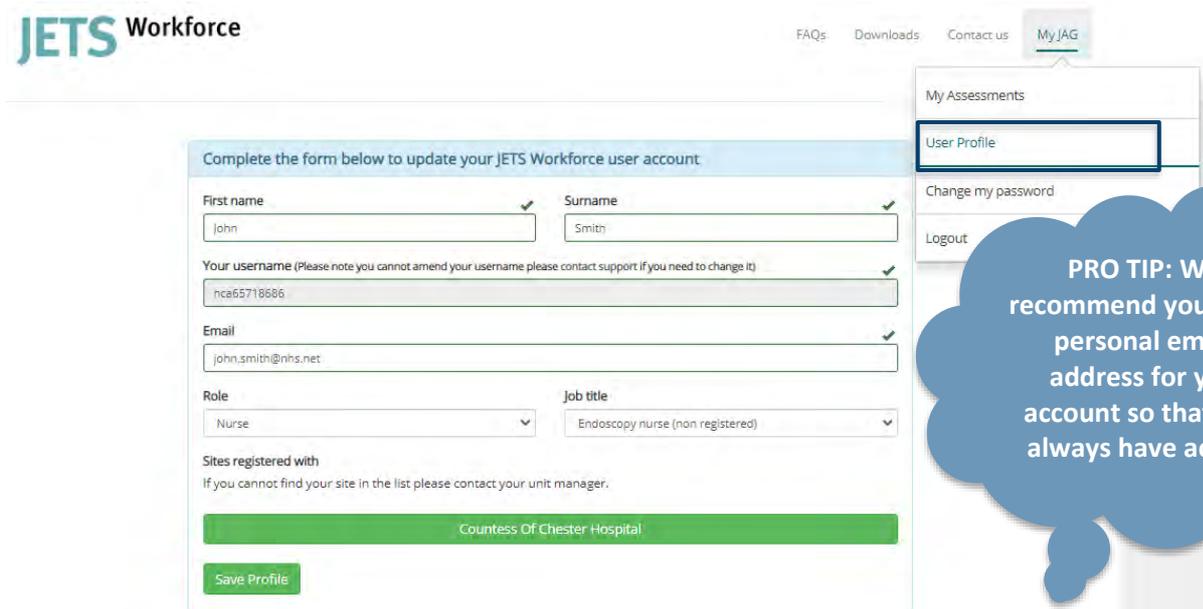
# Overview of the e-portfolio

When you initially login you will come to the JETS Workforce landing page as below:

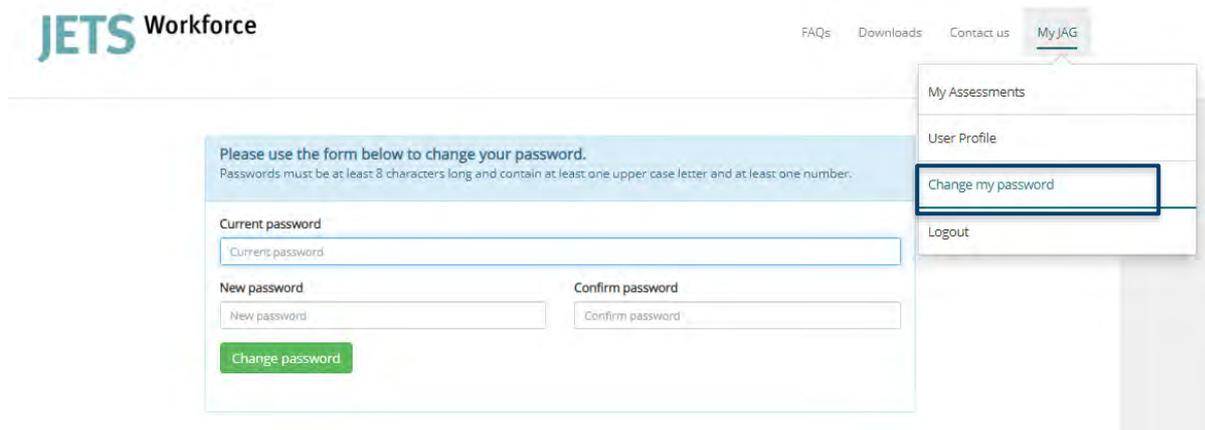


To update your personal details go to the MyJAG tab and select User Profile

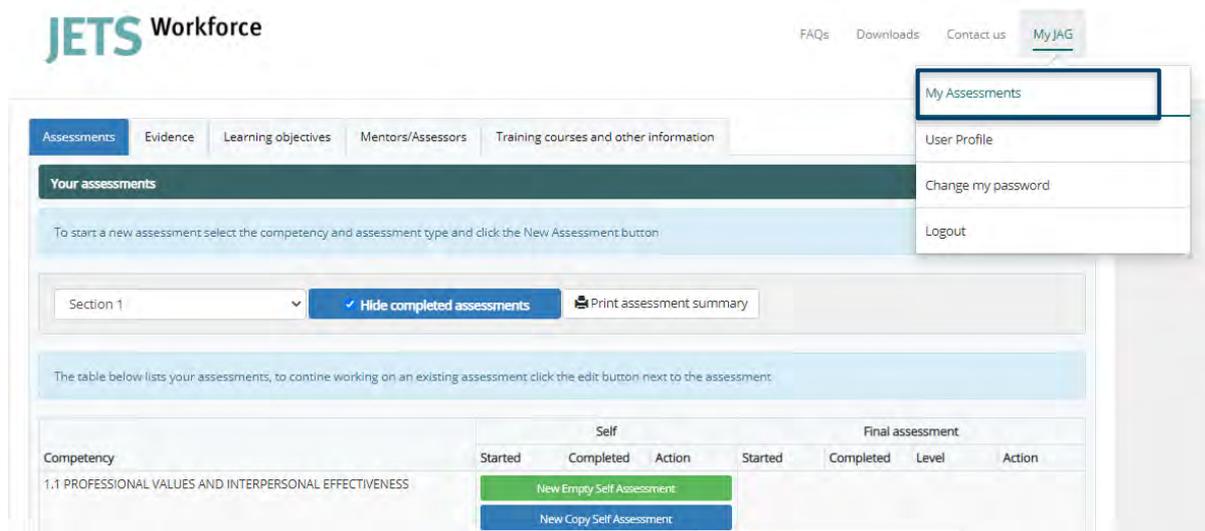
**Note:** You are unable to update your username or site. Please contact [askjag@rcplondon.ac.uk](mailto:askjag@rcplondon.ac.uk) if your username or site needs to be updated.



If you would like to change your password go to the MyJAG tab and select Change Password



To access your e-portfolio go to MyJAG and select My Assessments



Staff member access will give you access to 5 sections as part of the programme. More details are given below:

## Assessments

The assessments section is where you will start your self-assessment of each competency. Competencies are split between Section 1 (Foundation) and Section 2 (Decontamination).

Assessments Evidence Learning objectives Mentors/Assessors Training courses and other information

**Your assessments**

To start a new assessment select the competency and assessment type and click the New Assessment button

Section 1  Hide completed assessments Print assessment summary

The table below lists your assessments, to continue working on an existing assessment click the edit button next to the assessment

Competency	Self			Final assessment			
	Started	Completed	Action	Started	Completed	Level	Action
1.1 PROFESSIONAL VALUES AND INTERPERSONAL EFFECTIVENESS			<a href="#">New Empty Self Assessment</a>				
1.2 COMMUNICATION AND PATIENT ASSESSMENT			<a href="#">New Empty Self Assessment</a>				
1.3 UPPER GASTROINTESTINAL ENDOSCOPY (OGD)			<a href="#">New Empty Self Assessment</a>				
1.4 LOWER GASTROINTESTINAL ENDOSCOPY (COLONOSCOPY AND FLEXIBLE SIGMOIDOSCOPY)			<a href="#">New Empty Self Assessment</a>				
1.5 INFECTION PREVENTION			<a href="#">New Empty Self Assessment</a>				

## Evidence

The evidence section is where you will add all of your DOPS and Witness statements to be signed off by a mentor.

Assessments Evidence Learning objectives Mentors/Assessors Training courses and other information

**Your evidence**

Evidence type: Direct Observation of Procedural Skills DOPS type: -- All DOPS Forms --

The table below shows your existing Direct Observation of Procedural Skills, you can either select an existing one or click the Add new evidence button to create a new one. Please note you can only assign evidence that has been signed off by an assessor.

To add a new DOPS first select the DOPS type from the dropdown list above.

You have no evidence of the selected type to display.

## Learning objectives

The learning objectives section is where any learning objectives that yourself or a mentor have added will be displayed

Assessments Evidence Learning objectives Mentors/Assessors Training courses and other information

The table below lists the learning objectives set in your DOPS.

No Objectives Set

## Mentors/Assessors

The mentors/assessors section is where you can add anyone you want to be a mentor or assessor. You can have more than one assessor and a colleague is able to be both mentor and assessor.

The screenshot shows the 'Mentors/Assessors' tab selected in a navigation bar. Below the navigation bar, there is a dark green header with the text 'Mentors'. A light blue box contains the text: 'Your assigned mentors/assessors are listed below, to remove their access click the 'remove' button.' Below this is a white box with the text: 'You have not set up any mentors'. Another light blue box contains the text: 'To add a new mentor/assessor select their name below and click 'Add''. Below this are two dropdown menus, both showing '-- No mentors available to add --' and '-- No assessors available to add --' respectively.

## Training courses and other information

The training courses section is where you can view previous courses you have attended, available upcoming courses, upload course certificates and if you previously used GIN you can also download your GIN passport.

The screenshot shows the 'Training courses and other information' tab selected in a navigation bar. Below the navigation bar, there is a dark green header with the text 'Training courses and other information'. A light blue box contains the text: 'View your booked JETS workforce courses here and view available courses on the JETS website.' Below this is a dark green header with the text 'Course history'. A white box contains the text: 'You are not booked on any JETS workforce courses'. Below this is a dark green header with the text 'Available courses'. Below this is a section titled 'JETS Workforce Courses' with the text: 'The table below shows available JETS Workforce courses. Click on the course to see further details and book your place.' Below this is a table with the following data:

Course code	Course name	Date	Centre	Availability
JAG_END01	JETS Workforce ENDD1 (Half day classroom based course)	07/09/2020	St Marks	16 places left
JAG_END01	JETS Workforce ENDD1 (Half day classroom based course)	14/09/2020	Cardiff	14 places left
JAG_END01	JETS Workforce ENDD1 (Half day classroom based course)	28/09/2020	St Marks	20 places left

Below the table is a dark green header with the text 'Upload a course certificate'. Below this is a form with the following fields: 'Course name', 'Course start date', 'Duration', 'Training centre', and 'Upload certificate'. The 'Upload certificate' field has a 'Select...' button and the text: 'Select files to upload (.doc, docx, ppt, pptx, pdf, .jpg, .png, .gif)'. Below the form is a green 'Upload' button. Below this is a dark green header with the text 'GIN Passport'. Below this is a blue button with the text 'Prep GIN Passport'.

# JETS Workforce roles

JETS Workforce has four different roles which give varying degrees of access to the e-portfolio.

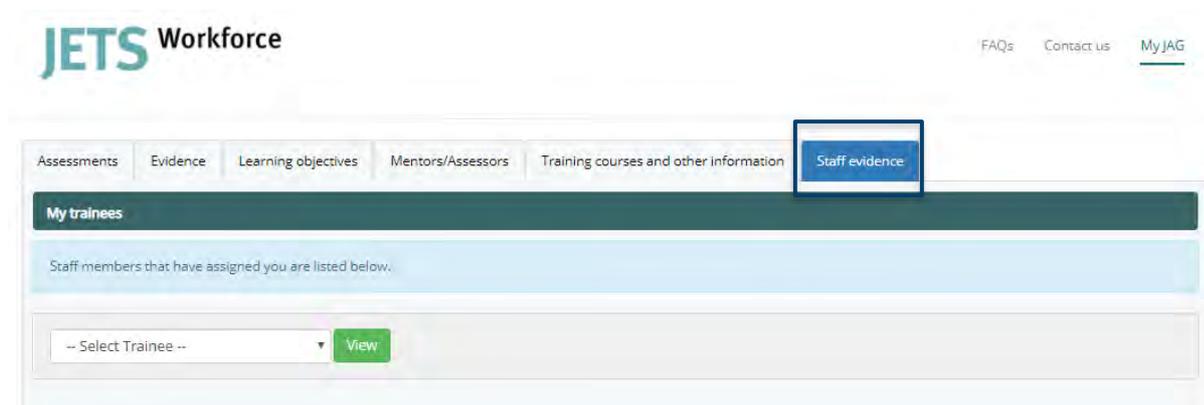
**Staff member** – endoscopy staff member using the competency framework. All clinical staff should have this level of access as everyone will need to complete their competencies including mentors and assessors.

The screenshot shows the JETS Workforce web application interface. At the top left is the 'JETS Workforce' logo. On the top right are links for 'FAQs', 'Contact us', and 'My JAG'. Below the header is a navigation menu with tabs for 'Assessments', 'Evidence', 'Learning objectives', 'Mentors/Assessors', and 'Training courses and other information'. The 'Assessments' tab is active.

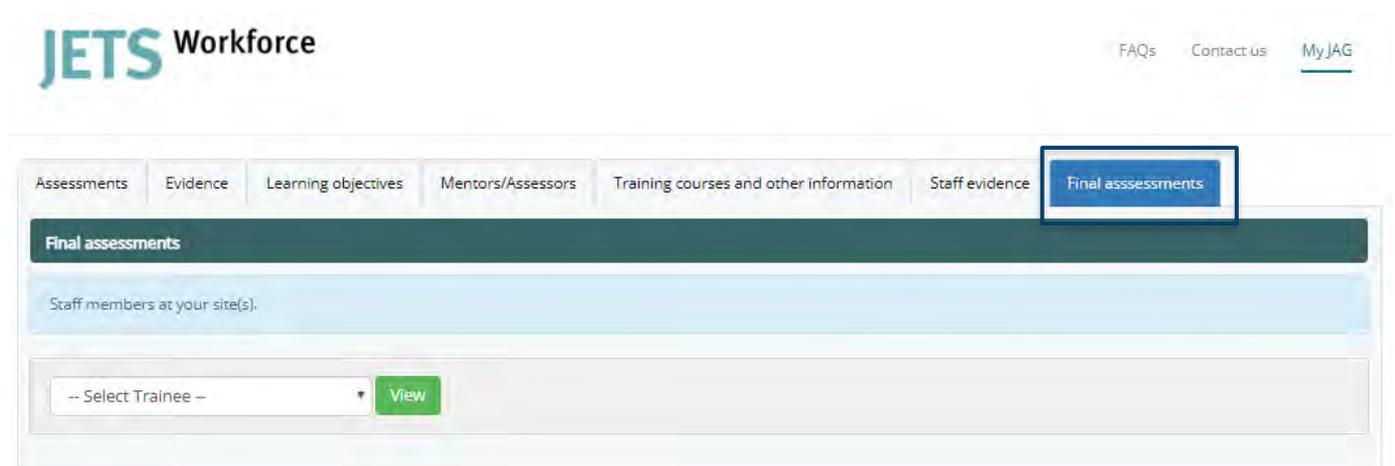
The main content area is titled 'Your assessments'. It includes a blue instruction box: 'To start a new assessment select the competency and assessment type and click the New Assessment button'. Below this is a dropdown menu set to 'Section 1', a 'Hide completed assessments' button, and a 'Print assessment summary' button. Another blue instruction box states: 'The table below lists your assessments, to continue working on an existing assessment click the edit button next to the assessment'.

Competency	Self			Final assessment			
	Started	Completed	Action	Started	Completed	Level	Action
1.1 PROFESSIONAL VALUES AND INTERPERSONAL EFFECTIVENESS			<a href="#">New Empty Self Assessment</a>				
1.2 COMMUNICATION AND PATIENT ASSESSMENT			<a href="#">New Empty Self Assessment</a>				
1.3 UPPER GASTROINTESTINAL ENDOSCOPY (OGD)			<a href="#">New Empty Self Assessment</a>				
1.4 LOWER GASTROINTESTINAL ENDOSCOPY (COLONOSCOPY AND FLEXIBLE SIGMOIDOSCOPY)			<a href="#">New Empty Self Assessment</a>				
1.5 INFECTION PREVENTION			<a href="#">New Empty Self Assessment</a>				

**Mentor** – An experienced member of staff as determined by the unit manager who is responsible for signing off a staff member’s evidence



**Assessor** – An experienced member of staff as determined by the unit manager who is responsible for completing a staff member’s final assessments.



Unit Manager – Responsible for adding users to the e-portfolio and overseeing staff progress

Assessments	Evidence	Learning objectives	Mentors/Assessors	Training courses and other information	Staff evidence	Final assessments	Unit Staff
<b>Staff Overview</b>							
Show 10 entries		Search:					
Name	Role	Section 1	Section 2	Endo 1	Endo 2	Endo 3	Action
Account 2, Deactivated	Workforce Unit Manager	Not started	Not started				<a href="#">Edit</a> <a href="#">Remove</a>
Beasley, Rob	Workforce Admin Workforce Assessor Mentor Staff Member Workforce Unit Manager	Level: Date Started: 30/07/2019 Date Assessed:	Level: Date Started: 08/08/2019 Date Assessed:				<a href="#">Edit</a> <a href="#">Remove</a>

## JETS Workforce levels

JETS Workforce is broken down into three levels.

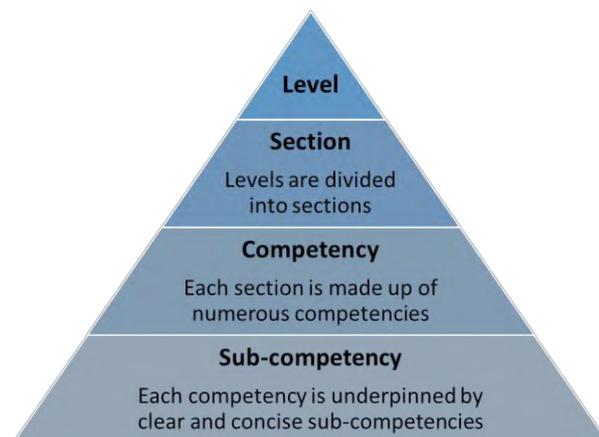
Level 1 – Foundation and decontamination

Level 2 – Advanced endoscopy

Level 3 – Leadership and management

Within each level is a number of sections with set competencies that need to be met.

Level 1 consists of two sections (foundation and decontamination) with 5 competencies for Section 1 and 9 competencies for Section 2.



Level 1 (ENDO1) was released on 1 April 2019. Level 2 and Level 3 are currently in development and we are hoping to have this released before the end of 2020. Keep an eye on our website for future updates.

# E-learning

As part of the JETS Workforce training programme, all workforce members are required to complete 5 e-learning modules to complete Level 1. These modules have been made available on the e-Learning for Healthcare website [www.e-lfh.org.uk](http://www.e-lfh.org.uk) and have been designed to support you as you work your way through the foundation Level 1 part of the programme.

The best part about these modules is that if you either work in the NHS, work with NHS patients or who are in education access to all the e-learning content is free of charge. If none of the above apply to you, don't worry. Access to the modules can be licensed through EIntegrity at [www.eintegrity.org](http://www.eintegrity.org) for a small fee.

Further guidance on registering to start the modules can be found in our e-learning guide on the JETS Workforce website.

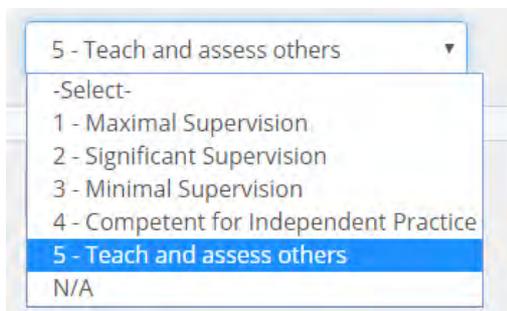
## Competency framework

The JETS Workforce programme is an endoscopy specific competency framework with set competencies required to be met for each level of the programme before progressing to the next level. Each competency needs to be supported with evidence in the form of DOPS, witness statements and reflective CPD statements

The completion of a competency is via a three stage process:

- Self-assessment of competencies
- Completion of evidence to support assessments to be signed off by a mentor
- Final assessment to be signed off by an assessor

Assessment of competencies is graded based on 5 levels of competence as shown below.

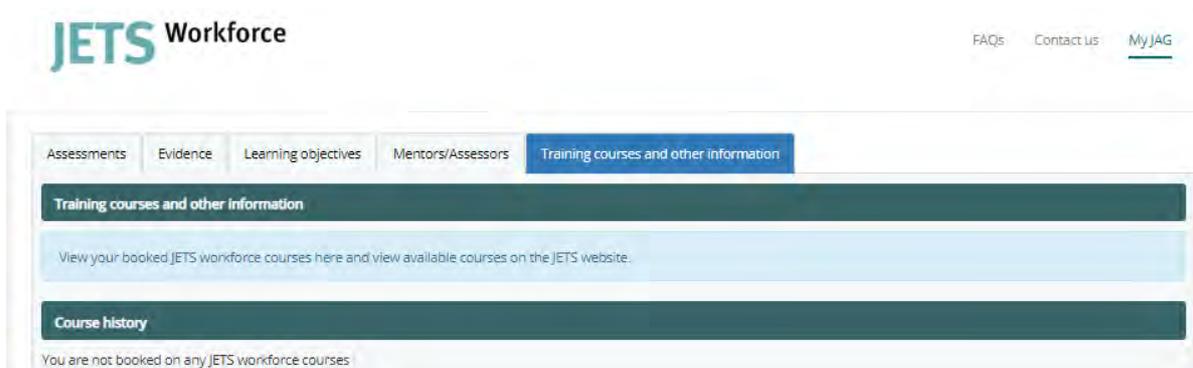


Please note, the JETS Workforce programmes has been designed to be made available to the whole workforce. However, we recognise that some competencies may not be relasectionle to all roles so we have included a N/A option for assessments and DOPS to allow all workforce members to complete the programme.

# Downloading GIN passport

If you previously used GIN your GIN passport is now available for you to download on the JETS Workforce website.

1. To download your GIN passport go to the Training courses and other information section



2. Scroll to the bottom where you will see 'Print GIN passport'



3. Your GIN passport will then open in the window for you to download

## Assigning mentors and assessors

Before you can have any evidence or final assessments signed off you need to assign your mentors and assessors. The same person can take both roles and multiple mentors or assessors can be added to your e-portfolio.

Mentors are responsible for signing off your evidence and assessors are responsible for completing your final assessments. However, in some cases the mentor and assessor roles overlap. Whilst it's the primary responsibility of an assessor to sign off the final assessments, if needed they can sign off evidence too. This decision is up to the organisation.

1. To assign a mentor or assessor you first need to go to the Mentors/Assessors section

Assessments Evidence Learning objectives **Mentors/Assessors** Training courses and other information

**Mentors**

Your assigned mentors/assessors are listed below, to remove their access click the 'remove' button.

You have not set up any mentors

To add a new mentor/assessor select their name below and click 'Add'.

-- Select mentor -- Add mentor

-- Select assessor -- Add assessor

**PRO TIP: More than one mentor/assessor can be added to your list and your colleagues can be both a mentor and assessor.**

2. Select your mentor or assessor from the dropdown list and click Add Mentor/Assessor
3. Your mentor or assessor will receive an automated email advising them you have assigned them as a mentor or assessor. They will now be able to sign off your evidence or complete your final assessments depending on their role.

If at any point you need to remove a mentor and assessor this can also be removed from the same section as shown below

Assessments Evidence Learning objectives **Mentors/Assessors** Training courses and other information

**Mentors**

Your assigned mentors/assessors are listed below, to remove their access click the 'remove' button.

Name	Role	
Krystal Hosken	Mentor	Remove
Krystal Hosken	Assessor	Remove

## Unable to see any mentors or assessors to choose from

If you do not have anyone in the drop down list of mentors and assessors this means that noone from your organistaion has yet been assigned the role on JETS Workforce.

If this is the case please have your mentor/assessor contact us so that we can give them access.

# Adding evidence

Evidence for your JETS Workforce portfolio can be in the form of DOPS (direct observation of procedural skills) and witness statements (for instances of CPD, feedback or events/experience).

## Adding DOPS evidence

1. Go to the Evidence section and select DOPS as the evidence type

Assessments Evidence Learning objectives Mentors/Assessors Training courses and other information

**Your evidence**

Evidence type: Direct Observation of Procedural Skills DOPS type: -- All DOPS Forms --

The table below shows your existing evidence, you can either select an existing one or click the Add new evidence button to create a new one. Please note you can only assign evidence that has been signed off by an assessor.

To add a new DOPS first select the DOPS type from the dropdown list above.

You have no evidence of the selected type to display.

2. Select the type of DOPS you are adding from the dropdown list

Assessments Evidence Learning objectives Mentors/Assessors Training courses and other information

**Your evidence**

Evidence type: Direct Observation of Procedural Skills DOPS type: -- All DOPS Forms --

The table below shows your existing evidence, you can either select an existing one or click the Add new evidence button to create a new one. Please note you can only assign evidence that has been signed off by an assessor.

To add a new DOPS first select the DOPS type from the dropdown list above.

You have no evidence of the selected type to display.

- All DOPS Forms --
- 1. Assisting with Argon Plasma Coagulation (APC)
- 2. Assisting with simple biopsy
- 3. Assisting in simple polypectomy
- 4. Care and observation of patients undergoing diagnostic endoscopy procedures
- 5. Manual cleaning of an endoscope
- 6. Preparation of the endoscopy procedure room
- 7. Sending / receiving scopes for repair / service
- 8. Setting up and assisting with diathermy
- 9. Storage of endoscopes
- 10. Use of automated endoscope reprocessors
- Formative - DOPS Pentax - Manual Cleaning of Gastrointestinal Endoscopes
- Formative - DOPS FujiFilm - Manual Cleaning of Gastrointestinal Endoscopes
- Formative - DOPS OKM - Manual Cleaning of Gastrointestinal Endoscopes

3. Click Add new

4. Enter the date of procedure which will populate the rest of the DOPS form

5. Complete your self-assessment of your skills (Able to teach others, competent, minimal supervision, significant supervision or maximal supervision, N/A). As this programme is for all workforce members, we recognise some of these not apply to you so if this is the case select N/A.

	Maximal supervision	Significant supervision	Minimal supervision	Competent	Able to teach others	N/A
<b>Preparation of Equipment</b>						
Biopsy forceps (upper + lower)	Maximal supervision					
Biopsy paper strips/cartridges		Significant supervision				
Formalin pots			Minimal supervision			
Normal saline				Competent		
Specimen containers					Able to teach others	
Laboratory request forms						N/A
Clo (urease) tests					Able to teach others	
<b>Health and Safety</b>						

- At the bottom click Mark DOPS as complete for mentor to sign off later

The screenshot shows a web interface for adding learning objectives. At the top, it says "Learning Objectives (the objectives will be added to the trainees PDP once DOPS is completed)". Below this is a "Title" field and a "Objective" text area with a rich text editor toolbar. A green "Add objective" button is located below the text area. Underneath, there is a "Saved Objectives" section which currently displays "No Objectives Added". At the bottom of the form, there is a dark green "Sign off" button and a green button labeled "Mark DOPS as Complete for Mentor to sign off later".

- Your mentor will now receive an automated email to let them know you have submitted new evidence
- They will then decide if it can be signed off and provide comments to support you in your learning

## Available DOPS

- Assisting with Argon Plasma Coagulation (APC)
- Assisting with simple biopsy
- Assisting in simple polypectomy
- Care and observation of patients undergoing diagnostic endoscopy procedures
- Manual cleaning of an endoscope
- Preparation of the endoscopy procedure room
- Sending/receiving scopes for repair/service
- Setting up and assisting with diathermy
- Storage of endoscopes
- Use of automated endoscope reprocessors

Formative – DOPS Pentax – Manual cleaning of Gastrointestinal endoscopes

Formative – DOPS Fujifilm - Manual cleaning of Gastrointestinal endoscopes

Formative – DOPS OKM - Manual cleaning of Gastrointestinal endoscopes

## Adding Witness Statements

1. Go to the Evidence section and select Witness statements as the evidence type

The screenshot shows the 'Evidence' tab selected in a navigation bar. Below it, the 'Your evidence' section has a dropdown menu for 'Evidence type' with 'Direct Observation of Procedural Skills' selected. A second dropdown for 'DOPS type' is set to '-- All DOPS Forms --'. A table below shows 'Direct Observation of Procedural Skills' with a blue box highlighting 'Witness Statements' in the dropdown. A message states: 'To add a new DOPS first select the DOPS type from the dropdown list above.' At the bottom, it says 'You have no evidence of the selected type to display.'

2. Click Add new witness statements

The screenshot shows the 'Evidence' tab with 'Evidence type' set to 'Witness Statements'. A message reads: 'The table below shows your existing Witness Statements, you can either select an existing one or click the Add new evidence button to create a new one. Please note you can only assign evidence that has been signed off by an assessor.' A green button labeled 'Add new Witness Statements' is highlighted with a blue box.

3. Enter a title (eg name of course or a particular clinical case), date of occurrence and the hours of CPD that were completed (if N/A enter 0)

The screenshot shows the 'Witness Statements' form. It includes a '+ Guidance Notes' button, 'Staff member: Weblogik Trainee', and input fields for 'Evidence Title', 'Date of statement' (format DD/MM/YYYY), and 'Number of hours of CPD'. Below the form, there is a title 'JETS WORKFORCE Witness statement and reflective CPD record for endoscopy practice' and instructions: 'Please use this form to record an instance of CPD, feedback, an event or experience in your practice in endoscopy, or a combination of these. Please fill in one witness statement / CPD record for each reflective account. Please do not include any patient, service or colleague identifiable material, all accounts must be anonymised.' It also includes a 'Feedback log' section with examples of sources and types of feedback.

4. Enter the details of where you received the feedback from, how was the feedback received and what was the feedback about, eg course, from senior colleague

**Feedback log**  
Examples of sources of feedback: patients, colleagues, students, annual appraisal, audits, incidents and reviews, GRS submissions, JAG accreditation, JETS Workforce competency framework evidence, JETS Workforce DOPS  
Examples of types of feedback: verbal, letters, audits, reports

Source: Where did feedback come from?

Type: How was the feedback received?

Content: What was the feedback about and how has it influenced your practice

**B I I<sub>v</sub>** **Format: -**

5. Provide further details of the experience, reflecting on what the feedback was, what you have learnt from it etc

**Reflective log**  
What was the nature of the CPD activity and / or practice related feedback and / or event or experience in your practice.

**B I I<sub>v</sub>** **Format: -**

What did you learn from the CPD activity and / or practice related feedback and / or event or experience in your practice.

**B I I<sub>v</sub>** **Format: -**

How did you change or improve your practice as a result?

**B I I<sub>v</sub>** **Format: -**

6. You can also upload any further supporting evidence should you wish to do so

The screenshot shows a text editor window titled "How did you change or improve your practice as a result?". The editor has a rich text toolbar with options for bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, and a "Format" dropdown. Below the editor, a "Supporting Evidence" section is highlighted with a blue box. It contains the text "You can upload a file to support this witness statement" and a file upload button labeled "Select".

7. Click Save

The screenshot shows a "Sign off" section with a dark green header. Below the header, there are two input fields: "Mentor/Assessor:" with a dropdown menu showing "-- Select assessor --" and "Password:" with an empty text box. A green "Sign off" button is to the right of the password field. Below this, the text "OR" is displayed, followed by the instruction "Click save to sign off at a later date." and a green "Save" button. A "Close" button is located in the bottom right corner of the form.

8. Your mentor will then receive an email notifying them you have submitted evidence

**Note:** If your mentor is close by they can enter their details before you submit the evidence so that it can be completed straight away.

# Completing self-assessments

Self-assessments are a way for you to reflect on your abilities in a variety of competencies and is supported through evidence in the form of DOPS and witness statements. You can start your self-assessment at any time, however, you will need to have your evidence signed off by one of your mentors before you can complete the assessment.

**Note:** You can start a self-assessment at any time and does not need to be completed at the same time. If you would like to come back to it you can save the progress of you self-assessment and complete it at a later date.

1. To start a self-assessment go the assessments section

**JETS Workforce** FAQs Contact Us My JAG

Assessments Evidence Learning objectives Mentors/Assessors Training courses and other information

### Your assessments

To start a new assessment select the competency and assessment type and click the New Assessment button

Section 1  Hide completed assessments [Print assessment summary](#)

The table below lists your assessments, to continue working on an existing assessment click the edit button next to the assessment

Competency	Self			Final assessment			
	Started	Completed	Action	Started	Completed	Level	Action
1.1 PROFESSIONAL VALUES AND INTERPERSONAL EFFECTIVENESS			<a href="#">New Empty Self Assessment</a>				
1.2 COMMUNICATION AND PATIENT ASSESSMENT	30/11/2018		<a href="#">Edit</a> <a href="#">Delete</a>				
1.3 UPPER GASTROINTESTINAL ENDOSCOPY (OGD)							

- Click New empty self assessment next to the competency you would like to complete

**JETS Workforce** FAQs Contact us My JAG

Assessments Evidence Learning objectives Mentors/Assessors Training courses and other information

**Your assessments**

To start a new assessment select the competency and assessment type and click the New Assessment button

Section 1  Hide completed assessments

The table below lists your assessments, to continue working on an existing assessment click the edit button next to the assessment

Competency	Self			Final assessment			
	Started	Completed	Action	Started	Completed	Level	Action
1.1 PROFESSIONAL VALUES AND INTERPERSONAL EFFECTIVENESS			<input type="button" value="New Empty Self Assessment"/>				
1.2 COMMUNICATION AND PATIENT ASSESSMENT	30/10/2018		<input type="button" value="Edit"/> <input type="button" value="Delete"/>				
1.3 UPPER GASTROINTESTINAL ENDOSCOPY (OGD)							

- Assess your self against each sub-competency giving yourself a grade from 1 (Maximal supervision) to 5 (Able to teach and assess others) or N/A if the competency does not apply to your role.

2 Prepare equipment and assist with taking: - 5 - Teach and assess others

- Biopsy samples for histology
- Dye spray for colitis
- Hot biopsy including diathermy (this procedure is not to be carried out in the right colon and discouraged as best practice in other parts of the colon)
- Cold Snare polypectomy
- Snare polypectomy including diathermy
- Injection techniques for small endomucosal lifts

DOPS 2 ✖  
DOPS 3 ✖  
DOPS 8 ✖

---

3 Prepare and assist with retrieval of polyps using: - 5 - Teach and assess others

- Polyp trap
- Graspers
- Baskets
- Rothnet

DOPS 3 ✖

---

4 Prepare and assist with controlling lower GI bleeding through: - 5 - Teach and assess others

- Injection therapy
- Clips
- Coag graspers
- Gold probe
- APC

DOPS 1 ✖

- If you have completed your evidence, you can now attach the applicable piece of evidence to each sub-competency. The type of evidence required will be shown next to each sub-competency.

5. To do this click where it states the type of evidence required which will open the below box with your completed evidence

**Your evidence**

Evidence type: Direct Observation of Procedural Skills | DOPS type: 4. Care and observation of patients undergoing diagnostic endoscopy pr

The table below shows your existing Direct Observation of Procedural Skills, you can either select an existing one or click the Add new evidence button to create a new one. Please note you can only assign evidence that has been signed off by an assessor.

Add new 4. Care and observation of patients undergoing diagnostic endoscopy procedures

Type	Title	Signed Off	Assessed all competent	Date	Actions
4. Care and observation of patients undergoing diagnostic endoscopy procedures		Yes	Yes	08/04/2020	<a href="#">Assign</a> <a href="#">Assign &amp; close</a>

Close and refresh

6. Click Assign and close

**Your evidence**

Evidence type: Direct Observation of Procedural Skills | DOPS type: 4. Care and observation of patients undergoing diagnostic endoscopy pr

The table below shows your existing Direct Observation of Procedural Skills, you can either select an existing one or click the Add new evidence button to create a new one. Please note you can only assign evidence that has been signed off by an assessor.

Add new 4. Care and observation of patients undergoing diagnostic endoscopy procedures

Type	Title	Signed Off	Assessed all competent	Date	Actions
4. Care and observation of patients undergoing diagnostic endoscopy procedures		Yes	Yes	08/04/2020	<a href="#">Assign</a> <a href="#">Assign &amp; close</a>

Close and refresh

7. There should now be a tick next to each piece of evidence that has been assigned to a sub-competency as shown below.

2	<b>Prepare equipment and assist with taking: -</b> <input checked="" type="checkbox"/> Biopsy samples for histology <input checked="" type="checkbox"/> Dye spray for colitis <input checked="" type="checkbox"/> Hot biopsy including diathermy (this procedure is not to be carried out in the right colon and discouraged as best practice in other parts of the colon) <input checked="" type="checkbox"/> Cold Snare polypectomy <input checked="" type="checkbox"/> Snare polypectomy including diathermy <input checked="" type="checkbox"/> Injection techniques for small endomucosal lifts	5 - Teach and assess others	DOPS 2 ✓ DOPS 3 ✓ DOPS 8 ✓
3	<b>Prepare and assist with retrieval of polyps using: -</b> <input checked="" type="checkbox"/> Polyp trap <input checked="" type="checkbox"/> Graspers <input checked="" type="checkbox"/> Baskets <input checked="" type="checkbox"/> Rothnet	5 - Teach and assess others	DOPS 3 ✓
4	<b>Prepare and assist with controlling lower GI bleeding through: -</b> <input checked="" type="checkbox"/> Injection therapy <input checked="" type="checkbox"/> Clips <input checked="" type="checkbox"/> Coag graspers <input checked="" type="checkbox"/> Gold probe <input type="checkbox"/> APC	5 - Teach and assess others	DOPS 1 ✓

8. When you have attached your evidence and you are happy with your self-assessment you can then sign it off by clicking sign off your self-assessment

**Assessor Comments**

Comments from assessors will show below. If blank, there are no assessor comments relating to this competency.

**Sign off**

Please use the form below to sign off this assessment, note this will also automatically sign off the evidence that has been assigned to the assessment.

[Sign off your Self Assessment](#)

Remember you can complete multiple self-assessments for the same competency as needed. This allows for annual reviews, revalidations and progress tracking. For example, a new member of staff starting in endoscopy may be graded 1 for all competencies to start with, but with experience and time they will improve and move up in grading and this will be reflected in their new assessments.

## Unable to sign off self assessment

The most likely cause is that you have not attached all your evidence or the correct evidence.

Please go through your self assessment again and make sure every piece of evidence has a tick next to it.

# Booking courses

A list of available courses can be found on the courses section of your JETS Workforce account.

All courses are booked through the JETS website, so when you select a course you will be taken to the JETS page to book. Please ensure you are logged into JETS otherwise you won't be able to book the course.

- To book a course click on the one you would like to attend on the courses section of your JETS Workforce account

Available courses				
JETS Workforce Courses				
The table below shows available JETS Workforce courses. Click on the course to see further details and book your place.				
Course code	Course name	Date	Centre	Availability
JAG_ENDO1	JETS Workforce ENDO1 (Half day classroom based course)	07/05/2020	St Marks	15 places left
JAG_ENDO1	JETS Workforce ENDO1 (Half day classroom based course)	01/06/2020	RCP	30 places left
JAG_ENDO1	JETS Workforce ENDO1 (Half day classroom based course)	14/09/2020	Cardiff	14 places left
JAG_ENDO1	JETS Workforce ENDO1 (Half day classroom based course)	28/09/2020	St Marks	20 places left

- Once you are on the JETS course page click Apply for course on the top right hand side

**JETS** JAG Endoscopy Training System

[Courses](#) [ePortfolio](#) [Download Centre](#) [Login](#) [Register](#)

[<< Back to list](#)

**JAG\_ENDO1 JETS Workforce ENDO1 (Half day classroom based course)**

**Training Centre** Royal College of Physicians, London  
11 Saint Andrews Place  
Regent's Park  
London  
NW1 4LE

**Location(s)** Royal College of Physicians, London - As above

**Duration** 0.5      **Type** Basic skills

**Cost** £50

**Overview**  
ENDO1 is a 1/2-day Joint Advisory Group (JAG) approved course for endoscopy workforce staff wishing to improve their skills in assisting endoscopic procedures.

The half day classroom based course is an intensive, interactive and practical course covering the theoretical and practical basis of assisting endoscopic procedures and caring for patients undergoing endoscopy.

The course includes a series of interactive teaching sessions. The teaching focuses on the development of endoscopic assisting skills and reflection upon existing experience.

This course should be completed alongside the JETS Workforce elearning modules which are accessible via <https://www.e-iffh.org.uk/programmes/endoscopy/>.

**Apply for Course**

<b>Date</b>	01/06/2020
<b>Availability</b>	30 spaces
<b>Faculty</b>	Cynthia Yim Phedra Dodds

[Other Dates](#)

- Enter your date of birth, job role and title and any dietary requirements on the Personal details section

Personal Details | **Contact Details** | Professional Details | Documentation | Confirm Booking

Please complete your details below and then move through each screen by clicking on the tabs above.

Title:

Firstname:

Surname:

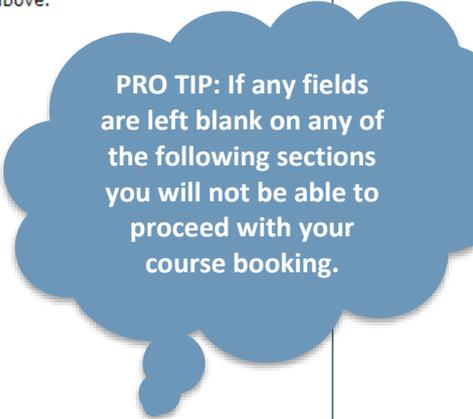
DOB:  (dd/mm/yyyy)

GMC/NMC:

Role:

Job Title:

Dietary or other requirements:



- Go to the contact details section to check your information is up to date and amend if required

Personal Details | **Contact Details** | Professional Details | Documentation | Confirm Booking

Main Site:    
 Click here to setup your work address in the main profile

Department:

Work Address:

Correspondence Address:

Work Tel:  Correspondence Tel:

Mobile Tel:

Work Email:

Correspondence Email:

Preferred Contact:

- Go to the professional details section to enter your year of training and select your procedural counts for each modality

**Note:** If the procedure counts do not apply to your role please select Nil

Personal Details | Contact Details | **Professional Details** | Documentation | Confirm Booking

Main site:

Site Training Lead:

If applicable, please select your training lead from the drop down box.

To ensure this course is appropriate to your needs, your application will be sent to your training lead for their approval prior to acceptance on this course.

If the course does not require your training leads approval then this option will be greyed out.

Year of training:

MDU/MPS/MDDUS:

Specialty	Experience
Colonoscopy	<input type="radio"/> Nil <input type="radio"/> 1-20 <input type="radio"/> 21-50 <input type="radio"/> 51-100 <input type="radio"/> 100+
Flexible Sigmoid	<input type="radio"/> Nil <input type="radio"/> 1-20 <input type="radio"/> 21-50 <input type="radio"/> 51-100 <input type="radio"/> 100+
OGD	<input type="radio"/> Nil <input type="radio"/> 1-20 <input type="radio"/> 21-50 <input type="radio"/> 51-100 <input type="radio"/> 100+

<< Copy e-portfolio procedure counts

**e-portfolio procedure counts**  
Colon:  
Flexi:  
OGD:

- Go to Confirm booking to read the course application criteria and terms and conditions

Personal Details	Contact Details	Professional Details	Documentation	Confirm Booking
Please review the details below before confirming your booking.				
<b>Course</b>	JAG_ENDO1 JETS Workforce ENDO1 (Half day classroom based course)			
<b>Training Centre</b>	Royal College of Physicians, London 11 Saint Andrews Place Regent's Park London NW1 4LE			
<b>Location(s)</b>	As above			
<b>Duration</b>	0.5	<b>Category</b>	99	<b>JAG Certified</b> <b>JAG</b>
<b>Cost</b>	£50.00	<b>Type</b>	Basic skills	<b>JAG Mandated</b> <b>X</b>
<b>Application criteria / target audience</b>	<p>The course is open to all endoscopy workforce staff including Nurses, ODPs and HCSW staff.</p> <p>The course would be of benefit to new and experienced staff who work within endoscopy.</p> <p>This course is mandatory for those staff wishing to complete level one (foundation and decontamination) of the JETS workforce e-portfolio competency programme.</p> <p>JETS Workforce is supported by JAG and is a U.K. wide e-portfolio designed to record and acknowledge individual endoscopy workforce members skill in assisting practical endoscopy. The course complements the JETS Workforce e-portfolio content, and helps support learning. The course gives advice and guidance on the topics covered by the JETS e-portfolio, and gives hints and tips on how to complete the required evidence and DOPS to support sign off of competencies.</p>			

- You need to ensure you tick the box 'I confirm that I meet the course application criteria' and 'I confirm that I have read and agree with the Terms and Conditions of this booking'

Personal Details	Contact Details	Professional Details	Documentation	Confirm Booking
decontamination) of the JETS workforce e-portfolio competency programme.				
<p>JETS Workforce is supported by JAG and is a U.K. wide e-portfolio designed to record and acknowledge individual endoscopy workforce members skill in assisting practical endoscopy. The course complements the JETS Workforce e-portfolio content, and helps support learning. The course gives advice and guidance on the topics covered by the JETS e-portfolio, and gives hints and tips on how to complete the required evidence and DOPS to support sign off of competencies.</p>				
<input type="checkbox"/> I confirm that I meet the course application criteria				
<b>Policies</b> <p><b>Payment:</b> We will contact you to arrange payment of the course fee prior to the course.</p> <p><b>Terms &amp; conditions:</b> We make every effort to run courses as advertised, we reserve the right to change the timetable and/or teaching staff without prior notice and to cancel any courses with short notice (a full refund of course fees to participants).</p> <p><b>Cancellation:</b> Refunds cannot be given in the event of your cancellation. Royal College of Physicians is not liable for costs incurred in the event of a course having to be cancelled as a result of circumstances beyond our reasonable control.</p>				
<input type="checkbox"/> I confirm that I have read and agree with the <a href="#">Terms and Conditions</a> of this booking				
<input type="button" value="Confirm Booking"/>				

**PRO TIP:** If you do not tick both of these boxes you will be unable to confirm your booking

- Click Confirm Booking
- Once you have confirmed your booking the training site will receive a notification that you have requested a place
- When the training site is able to confirm if you have secured a place they will contact you to arrange payment of the £50. Please note each training site will have their own payment policies

For any questions relating to courses please contact the training site directly. JAG only advertises the courses on the website and is not involved in the administration of specific courses unless they are being held at the Royal College of Physicians in London.

Contact details for training sites can be found at [www.jets.nhs.uk/TrainingCentres.aspx](http://www.jets.nhs.uk/TrainingCentres.aspx).

## Registering interest

If the course is fully booked, there will be an option for you to click onto the full session and select 'register your interest'.

JAG_CDP3 (M) Basic skills in colonoscopy	
<b>Training Centre</b>	Royal Stoke University Hospital Main Building Newcastle Road Stoke on Trent ST4 6QG
<b>Location(s)</b>	Royal Stoke University Hospital - As above
<b>Register interest</b>	
<b>Date</b>	03/12/2018
<b>Availability</b>	Full
<b>Faculty</b>	Srisha Hebbar Arun Kumar Karthikeyakurup Sarah Hoole Sarveson Rajkumar
<a href="#">Other Dates</a>	

However we are unable to guarantee if you will be able to book a place. If you do wish to register your interest, as you can only book onto one session at a time, you will not be able to select another course date

## Cancelling a course request

To cancel, please log into your JETS account.

Once logged in, please click: ePortfolio> Review my Portfolio> Courses> then click 'Cancel Request'.

The screenshot shows the JETS Endoscopy Training System interface. At the top, there is a navigation bar with the JETS logo and the text 'JAG Endoscopy Training System'. Below this are several menu items: 'Courses', 'Admin', 'NED', 'Log out', and 'Lock'. The main content area is titled 'Courses' and shows a list of courses. The selected course is 'JAG\_ENDO1\_Faculty\_Training JETS Workforce Faculty Training Day (ENDO1)'. The course details are displayed below the title: 'Course: (19/06/2020)', 'Training Centre: RCP', 'Location: Rcp', 'Duration: 1 Day', and 'Status: Requested - No Payment, No Documents'. A 'Cancel Request' button is highlighted with a red box.

If the booking has been updated, it does not provide the option to cancel and you will need to contact the training site directly.

## Making payment or finding out which documents to upload for a JETS course

If you have booked onto a course and are yet to hear back regarding payment or documents, JAG recommends that you contact the training site where the course is taking place. Training sites are responsible for administration of courses and operate independently from JAG.

You can find the contact details for training sites by going to Courses > Training Centres and selecting the relevant centre from the drop-down menu.

**JETS** JAG Endoscopy Training System

Courses Admin NED Log out Lock

### Training Centres

Each training centre that offers courses on the JETS website has its own set of pages with full details of the centre and its resident faculty.

The courses available at each centre are listed along with in depth feedback of each course directly from previous attendees.

Select a training centre on the map or using the drop down menu below.

The JAG has released a [position statement](#) on JAG Training Centre status. This document sets out the minimum criteria for training centre certification and guidance on policy and procedures for Training Centres to maintain JAG certification.

Find your nearest centre

-- Select a Training Centre --

- Select a Training Centre --
- Addenbrooke's Hospital
- Altnagelvin Area Hospital
- Brighton & Sussex University Hospitals Endoscopy Training Centre
- East Midlands Endoscopy Training Centre
- Gloucestershire Endoscopy Training Centre
- Kings College Hospital NHS Foundation Trust
- Norfolk and Norwich University Hospital
- North Wales Endoscopy Training Centre

## Completing course and trainer feedback

After attending your course it is important that you complete the course and trainer feedback so the JETS Workforce team and training sites can continue to improve the way we deliver courses to you and your colleagues.

1. To complete the feedback login to your JETS account
2. Go to ePortfolio> Review my Portfolio> Courses>
3. Select Submit Feedback

<b>Course:</b> (03/02/2020)	<b>JAG_ENDO1 JETS Workforce ENDO1 (Half day classroom based course)</b>	<b>Submit Feedback</b>
<b>Training Centre:</b>	Northern Region	
<b>Location:</b>	University Hospital Of North Durham	
<b>Duration:</b>	0.5 Days	
<b>Status:</b>	Attended	

4. Complete the evaluation of trainers skills and evaluation of the course itself
5. Click Submit
6. Now that you have completed your feedback you will be able to print your certificate

## Downloading course certificates

After you have completed your course and trainer feedback you will be able to print your certificate.

1. To print your certificate login to your JETS account
2. Go to ePortfolio> Review my Portfolio> Courses>
3. Click Print certificate

<b>Course:</b>	<b>JAG_GDP3 (M) Basic skills in upper gastrointestinal (UGI) endoscopy (10/02/2020)</b>	<b>Print Certificate</b>
<b>Training Centre:</b>	St Georges	
<b>Location:</b>	St Georges	
<b>Duration:</b>	3 Days	
<b>Status:</b>	Attended	

4. Your certificate will then automatically download to your computer

## Viewing past course history

Each course that you have attended is saved on the JETS website for you to see.

Go to ePortfolio> Review my Portfolio> Courses> and you will see all your previous courses. Please see example below.

<b>Course:</b>	<b>JAG_GDP3 (M) Basic skills in upper gastrointestinal (UGI) endoscopy (10/02/2020)</b>	<b>Print Certificate</b>
<b>Training Centre:</b>	St Georges	
<b>Location:</b>	St Georges	
<b>Duration:</b>	3 Days	
<b>Status:</b>	Attended	

<b>Course:</b>	<b>JAG_CRP2 (M) Training the Colonoscopy Trainers (TCT) (24/10/2017)</b>	<b>Print Certificate</b>
<b>Training Centre:</b>	Liverpool	<b>View additional documentation</b>
<b>Location:</b>	Liverpool	
<b>Duration:</b>	2 Days	
<b>Status:</b>	Attended	

<b>Course:</b>	<b>JAG_001 Basic Skills in Colonoscopy (03/12/2013)</b>	<b>Print Certificate</b>
<b>Training Centre:</b>	Liverpool	
<b>Location:</b>	Liverpool	
<b>Duration:</b>	3 Days	
<b>Status:</b>	Attended	

## Further information

For more information please take a look at our FAQs which can be found at <https://thejag.zendesk.com/hc/en-us/categories/115000334494-JETS-Workforce>

Call us on 020 3075 1620

Or email us at [askjag@rcplondon.ac.uk](mailto:askjag@rcplondon.ac.uk)

Further information regarding this report may be obtained from the JAG office at the Royal College of Physicians.

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