

JETS deanery roles guide

Access for Training Programme Directors (TPDs)

Part of the JAG programme at the RCP

Introduction

Deaneries within Scotland, Wales and Northern Ireland, and Local Education and Training Boards (LETBs) within England are regional organisations responsible for medical training, including endoscopy. To accommodate this, JETS includes a deanery role for those in appropriate roles. This allows access to trainees' JETS portfolios and to directly email trainees via the JETS portal to further advise training needs.

Access

If deanery access is needed, please [contact the JAG team](#) for this to be assigned. You will be asked for proof of your role, or approval of access if you are accessing this in an administration role on behalf of the deanery.

JETS website

- Once logged in to your account with the 'Deanery' role assigned, your JETS actions menu will contain the 'TPD' options where you can access the Deanery trainees.
- The deanery page uses your role (set on your profile) to guide which trainees you will be able to see. For example, choosing 'Gastroenterologist' will allow any trainees with the matching role, similarly 'GI surgeon' would show those trainees in surgical roles.
 - To change this, open the JETS actions menu and select 'My profile', where you will have the option to alter work details

Deanery	Role
-- Select --	Gastroenterologist
Main site	Job title
	Consultant
Academy region	Department
-- Select --	Gastroenterology Department
Endoscopy training status	
-- Select --	

- Endoscopists will show on the list if they have a job title of:
 - Specialist registrar year [1-5]
 - ST [3-8]
 - LAS
 - LAT

View and add trainees

On the current JETS system, all endoscopists are required to update their profile with accurate job role information. Within this, they should select their deanery, job title and job role. Once the deanery is selected, they will automatically show on the corresponding page for the deanery lead.

- Under the 'TPD' heading on the actions menu, select 'Deanery trainees', and you will see a full list of trainees assigned to the deanery.

- You will be able to see the name, organisation, site and job title of each endoscopist.
- Clicking on an endoscopist's name takes you to their full JETS portfolio, allowing you to see progress into items such as certification, procedure numbers and DOPS/DOPyS.

If there are trainees missing on this page, they will likely not have updated the 'Deanery' section on their profile, and you will need to add them to the list manually.

- Go to the bottom of the page, and find the 'Add endoscopist to deanery' function

Add endoscopist to deanery

Search by professional body code or email
(GMC/NMC)

Add endoscopist

To find an endoscopist, search by their registered email address or their registration number. This will present a list of accounts that match for you to select the correct endoscopist.

Multiple endoscopists found

There are 1 endoscopists matching your search. Please select the correct one to add to your organisation:

Name	Professional body code	Email
Test Trainee		testtrainee@weblogik.co.uk

Select

Cancel

- An email will be sent to the trainee to ask them to ensure their profile is up to date:

Dear Test trainee

The Gastroenterologist TPD of Example Deanery believes you should be listed on the review page. You will appear on the TPDs page if you are in the correct trust and have a job title of SpR(any year), ST3, ST2, ST1, LAT or LAS.

Please update your profile with the correct deanery, job role and job title.

Kind Regards

JETS Administrator

Accreditation Unit | Royal College of Physicians
11 St Andrews Place | Regent's Park | London NW1 4LE

Email askJAG@rcp.ac.uk

Telephone +44 (0)203 075 1222

Please do not reply to this email as this email address is not monitored.

- Trainees will not appear until they action the updates on the profile page.
- Adding a trainee that has a different deanery listed will show them as greyed out, meaning you are unable to access their portfolio. This may also happen when an existing trainee changes their deanery after previously being accessible.

Test Trainee	Weblogik Test Trust	Weblogik Ipswich	ST4	Email
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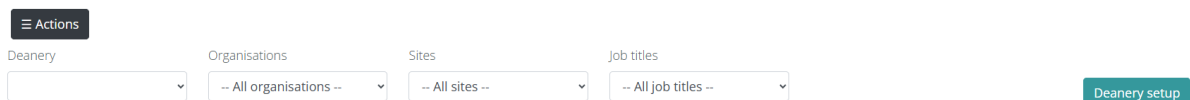
Email via JETS

You can email individuals on the list via the email button under the 'Actions' column. Before doing this, ensure you create an email footer, so the recipient knows how to get back in touch.

- The email will go out from the default JETS server, rather than your own email address. Any replies to this will be forwarded to the JAG inbox and we would not know who this came from originally to forward it on. You will need to add contact details if you wish to receive any replies.
- Click 'Deanery setup' to enter your footer. This can be generic contact details, or someone who is happy to take queries, as anyone with the TPD access will be able to use it.

Deanery organisations and sites

A list of organisations (trusts) and sites that are under your deanery are available in the drop-down menus at the top of the page



The screenshot shows a header area with a dark 'Actions' button on the left. Below it are four filter menus: 'Deanery' (empty), 'Organisations' (showing '-- All organisations --'), 'Sites' (showing '-- All sites --'), and 'Job titles' (showing '-- All job titles --'). To the right of these menus is a teal 'Deanery setup' button.

- If you think either list is incorrect, [please contact the JAG team](#) with the full details for this to be amended.

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

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