JETS JAG Endoscopy Training System

JETS user guide

A guide for users using the JETS website

Part of the JAG programme at the RCP

JAG Joint Advisory Group on GI Endoscopy

Royal College of Physicians

JETS website user guide	
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Document purpose	Produced for users of the JETS website.
Applies to	All JETS users. Not including individuals that have a JETS training centres or are JAG assessors. For guides for these specific roles, contact the JAG office askjag@rcp.ac.uk

JETS overview

JETS is a an online ePortfolio and certification portal for trainee endoscopists. It supports high quality endoscopy training in the UK by offering training courses for endoscopists and an ePortfolio for trainees to record their procedure data. The system has a framework for trainee certification in a number of endoscopy modalities including, but not limited to oesophago-gastro-duodenoscopy (OGD), colonoscopy, flexible sigmoidoscopy, endoscopic retrograde cholangio pancreatography (ERCP), and endoscopic ultrasound (EUS). Trainees can work towards certification in these modalities, by recording their procedure data.

The JETS ePortfolio is one of the most important methods for logging your endoscopic training and it is recommended you use this portfolio to record all your lists.

All gastroenterology and general surgery trainees at any level can use the ePortfolio and it has been developed to support them to meet curriculum requirements in endoscopy. Nurse, clinical endoscopists and GPs with a specialist interest in endoscopy can also use the system.

JAG certification is aimed at trainees and **not for those who are already independent endoscopists**. JAG certification is not a mandatory requirement and therefore not a requirement for any consultant post in the UK. For further information on this, contact the JAG team via our webform.

Who should use this guide?

This is aimed at anyone who uses the JETS website as a user. This guide does not cover guidance and support for JAG training centres or JAG assessors. If you require support for either of these areas, please contact the JAG office via our webform.

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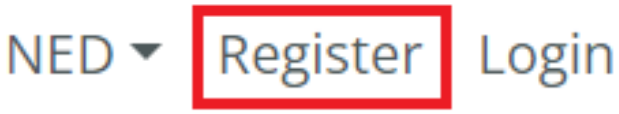
Getting access

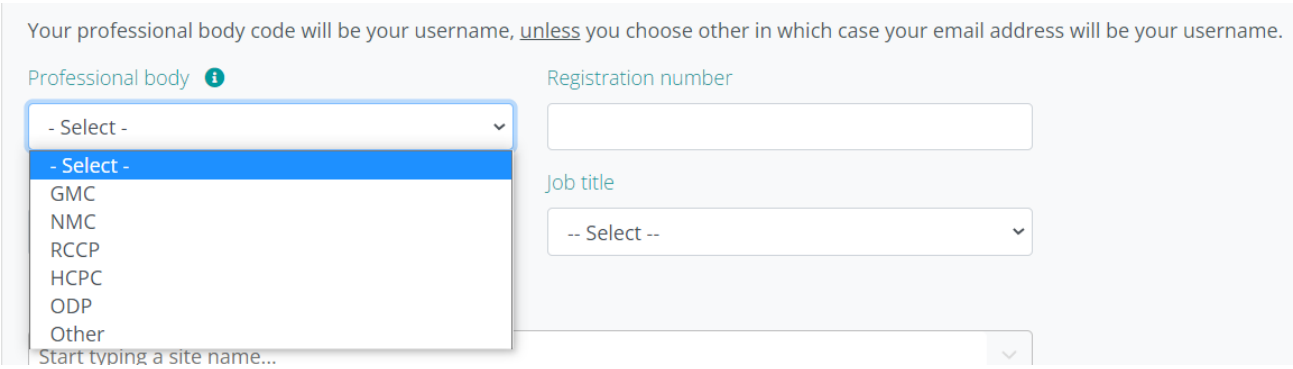
Registration

To register for a JETS account visit the website https://jets.thejag.org.uk/Home

On the home page click on the 'register' button at the top right of the homepage.



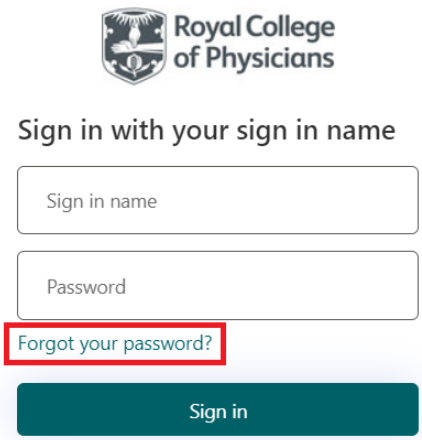
The page will ask you to provide your personal details, which includes your 'professional body.' If none of the options in the dropdown apply to you, select 'other.'



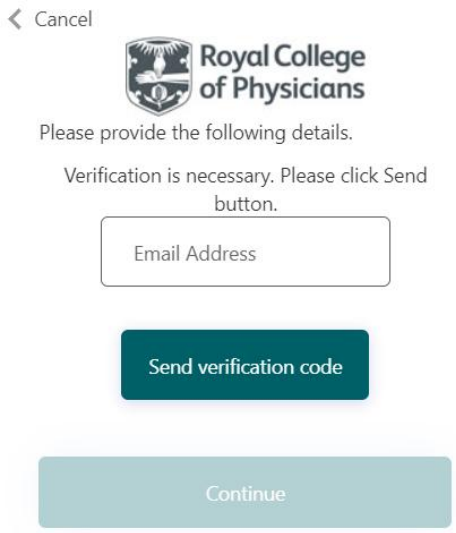
If your registration number is not accepted when you try to register for an account, please contact us via our webform for support.

Resetting your password

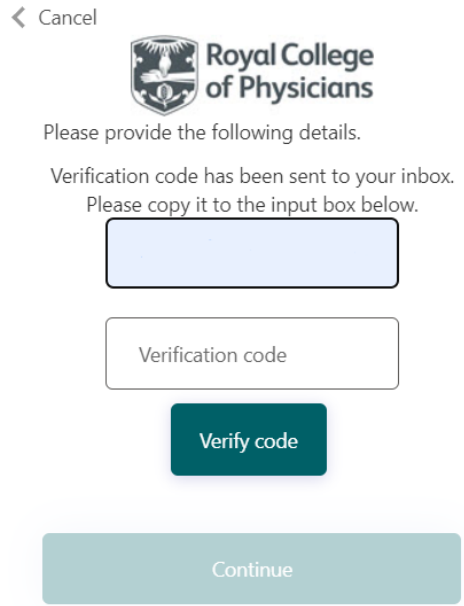
If you have forgotten your password and require a password reset, press 'forgot your password'.



You will then be asked to input the email linked to your JETS account, so a verification code can be sent to you. This code may take up to an hour to arrive (we recommend checking your junk or spam folders for the email).



Upon receiving this email, manually input the code into the next page. Please avoid copying and pasting the code into the field as this may cause an error. This step will allow you to reset your password.

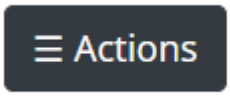


Deactivated accounts

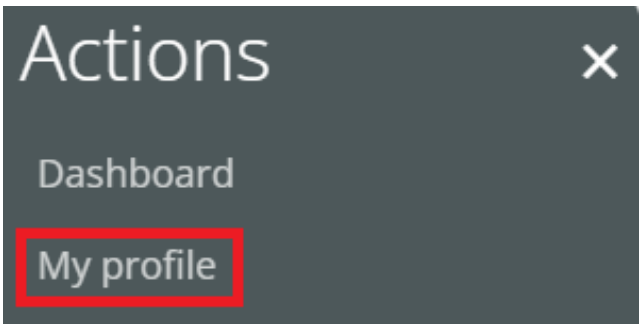
If an account is not accessed for a certain period, it may be deactivated due to inactivity. Please contact the JAG office via our webform to ask us to reactivate the account.

Amending your profile

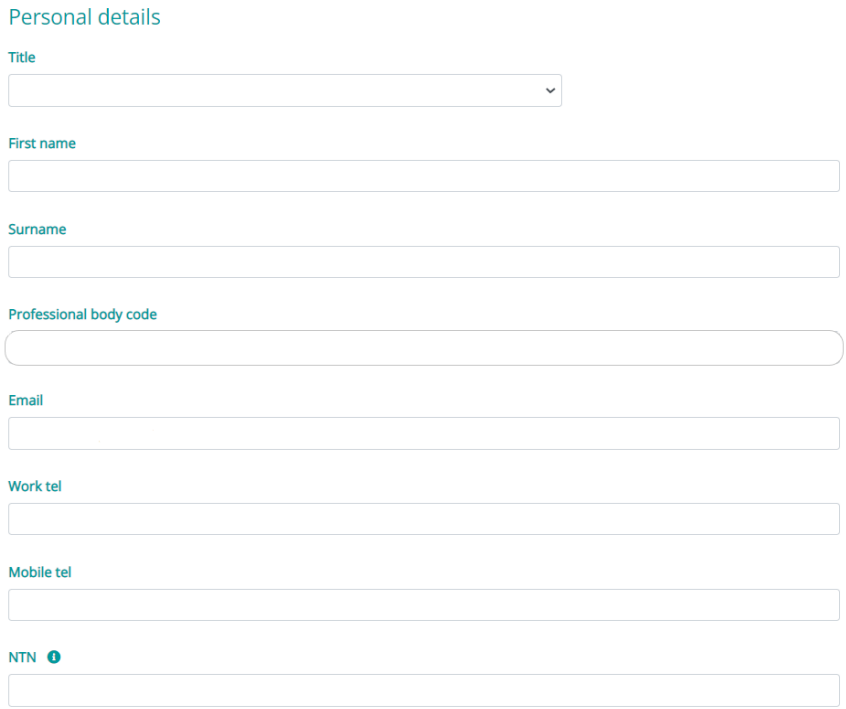
Once you are logged onto the site, you can amend your profile, which includes your personal details, at any time. To locate your profile page, click on the 'actions' tab on the left-hand side of the screen.



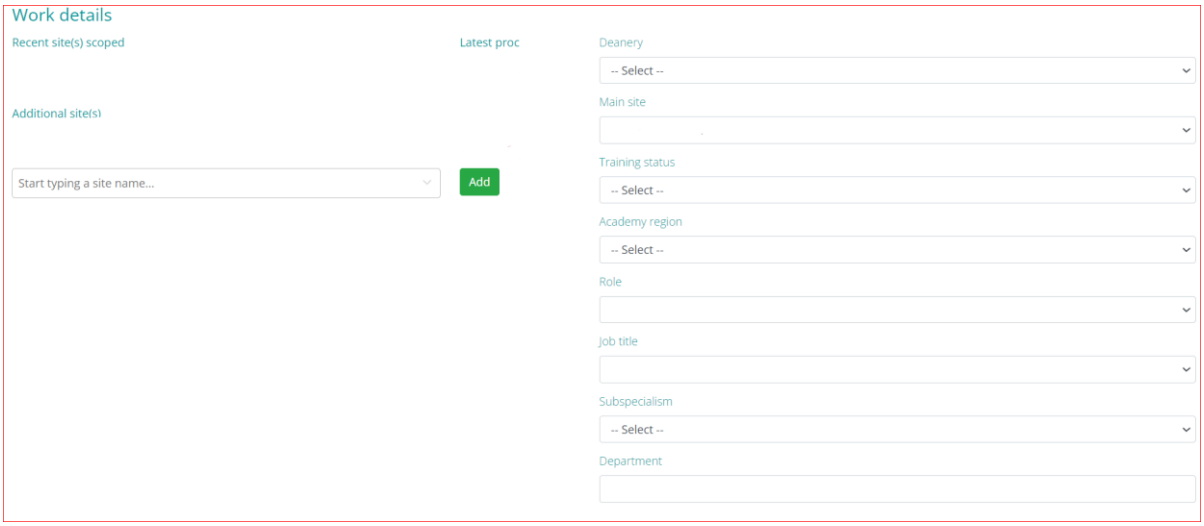
When you click into the 'actions' menu, you will be able to see an option called 'my profile.'



This page allows you to edit the details shown below.



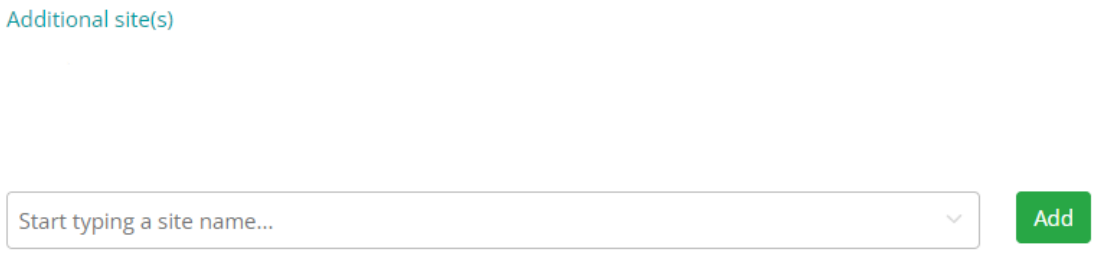
If you scroll further down the page, you will also be able to edit your work details.



You can add your work history by selecting 'edit placements' in the 'work history' section.

Linking your account to an organisation

Once you have created an account, you can link your account to your organisation to get the most out of your account. You can do this by searching for your site name in the 'work details' section of your profile.

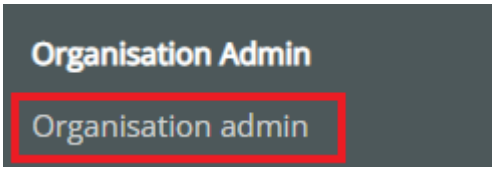


Once you add yourself to the site, you can start recording your lists on the website.

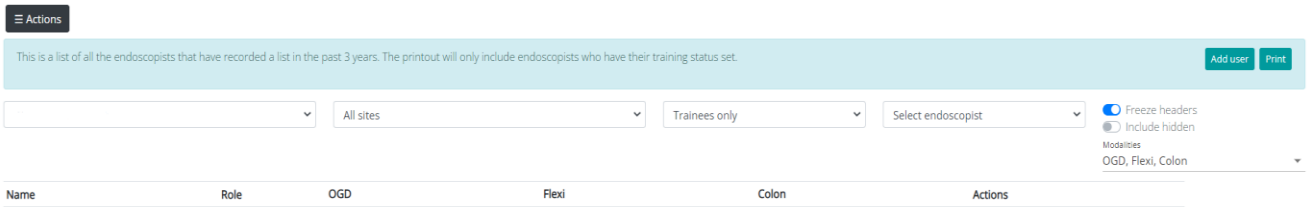
Please note – only services that are registered to the JAG programme will be able to search for their service (this does not currently include services in the Republic of Ireland).

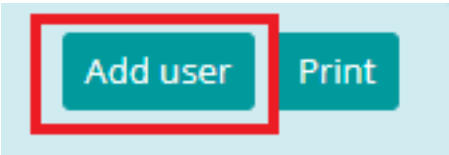
Linking a user to your organisation

Training leads and centre administrators based at a service can link staff from their service to the organisation on the website. If you are a training lead or centre administrator, go to the 'actions' tab on the left-hand side of your screen and select 'organisation admin.'



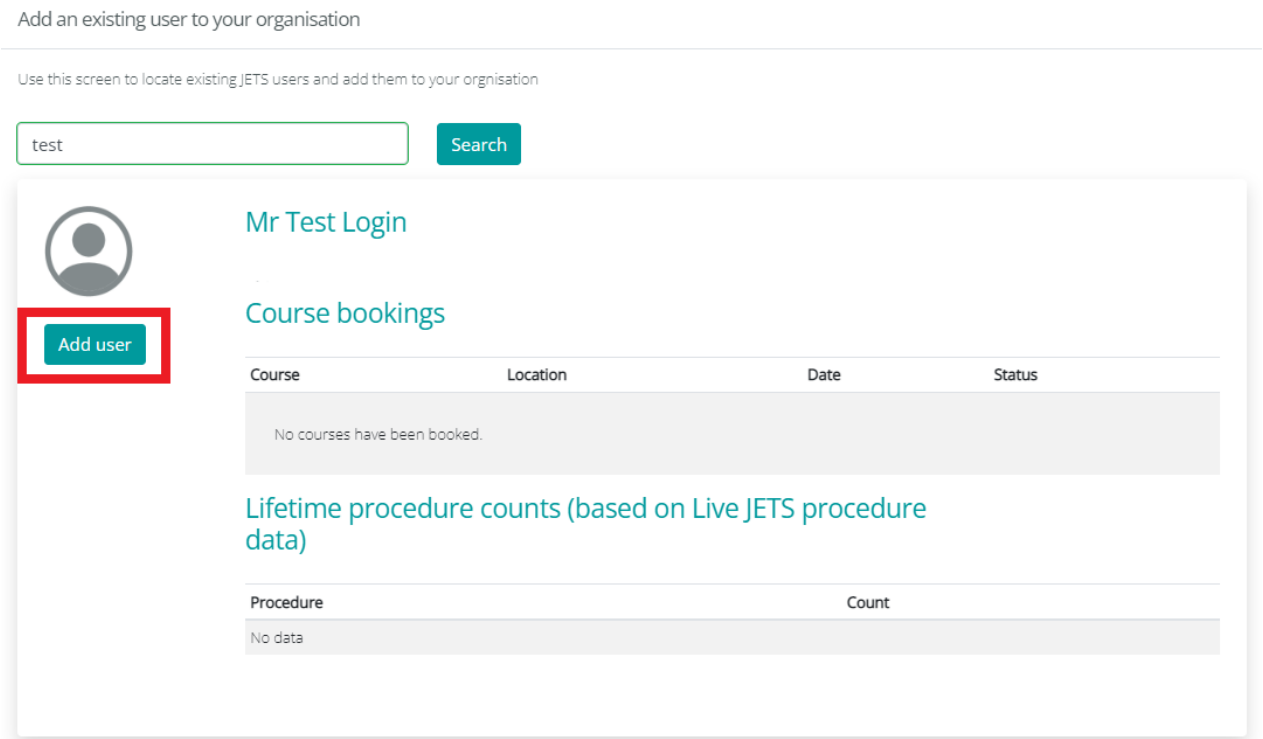
Once in the organisation admin page, an 'add user' button is available on the top right corner of the page.



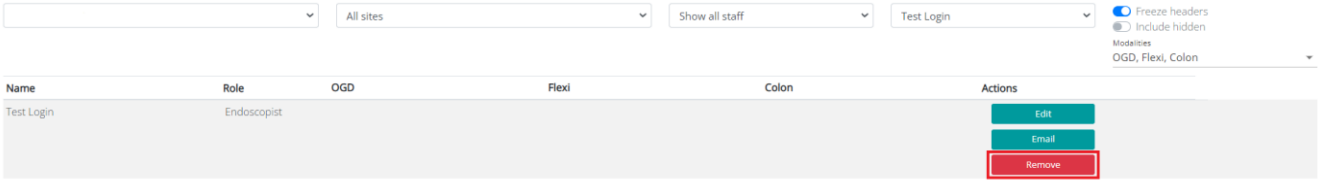


Once you have selected 'add user,' a pop-up will appear that allows you to search for a specific user by name, registration number (such as GMC or NMC), or email address (we recommend searching for a person using the latter two options). The user must already have a JETS account.

Once the person appears, click on 'add user' button below, which allows you to add the user to your organisation.



After the user has been added, they will then appear in the list of users in the centre administrator and training lead's 'organisation admin' page. You can remove any user by selecting the 'remove' button.

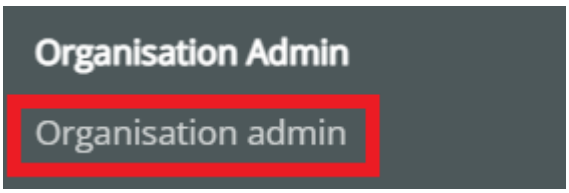


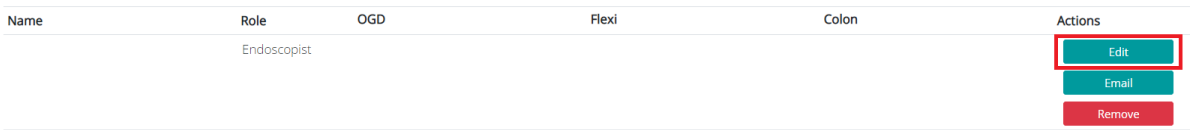
Setting certification levels

After a user has been linked to their organisation admin page, their certification levels will need to be set. The website has the below levels and the training lead at the service will need to select the appropriate levels that need to be set for each individual.

Certification Level Descriptors	
Not set	Any individual not training in a modality, nor are they independent/training
Trainee	needs direct supervision at all times.
Full Certification	fully certified to perform this procedure but not training others. This can be set at a local level where JAG certification was not achieved prior to independent sign off.
Trainer	fully certified to perform this procedure, training others.
Trainer + TTT	fully certified to perform this procedure, training others and with prior skills training experience (eg attended TTT course).
TTT Trainer	fully certified to perform this procedure, training others and with prior skills training experience and faculty on TTT courses.

To edit the certification levels, click on 'edit' next to their name in the organisation admin page.





Selecting 'full certification', 'provisional certification' or 'trainee' will cause the endoscopist to appear as a trainee on the organisation admin page.

Roles on the JETS website

The JETS website allows staff within a service to have different levels of access on the site. This will depend on the role they have in the service. Below is a summary of the roles on the JETS website.

Endoscopist – this is the basic trainee role on JETS. This allows you access to your portfolio, to add procedures and gain certification. This role is standard for anyone that registers to JETS and has their service setup on the website.

Trainer – *set locally* – a trainer can sign off training lists, DOPS, and reflections for a trainee; and view their portfolio. They can also view their own feedback from trainees and other trainers.

Training Lead – the training lead can view and add all staff including trainees and trainers at the organisation. They can set certification levels for staff and can add someone as a trainer. They assign other training leads for their organisation and administrators. Training leads also sign off course bookings and certification applications.

Organisation admin – like the training lead, this role enables you to add or remove endoscopists, edit endoscopists certification levels or assign them as a trainer. This is a non-clinical role.

Deanery – this role allows you to view all trainees at your assigned deanery. You can view full portfolios including certification, and filter by organisation or site level views. If you require deanery access, please contact the JAG office via our webform.

Each centre is responsible for assigning people to the above roles. If you encounter any difficulties with an account, please contact us via our webform.

Adding procedures and lists

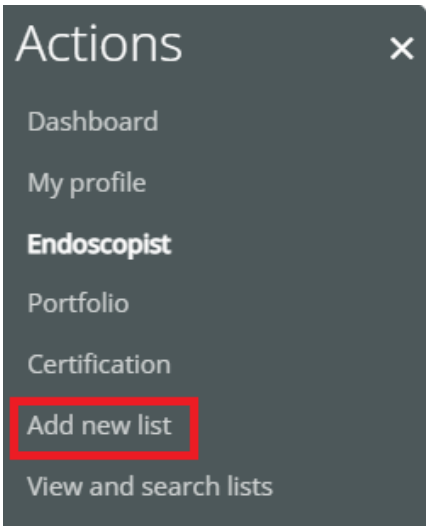
One of the key functions of the JETS website is the ability to add your procedure data on the site. Once you have access to the site, users can log procedures on JETS. These can be signed off (where needed), by a trainer based at their service.

There are three types of lists that can be recorded on the JETS website:

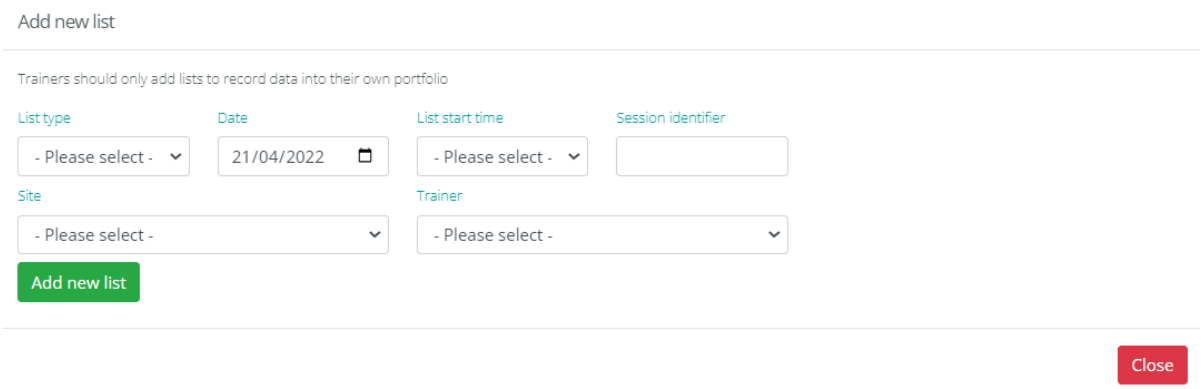
- **Ad hoc training list –** a trainer is required to sign off this procedure and a DOPS can be completed against the procedures in list.
- **Dedicated training list –** a trainer is required to sign off the procedure and a DOPS can be completed against procedures in list.
- **Service list –** no trainer is required and DOPS cannot be completed against procedures in this list.

If your site is uploading to NEDi2, your procedures should automatically upload from your endoscopy reporting system meaning there is no need for manual entry. If you are missing any automatic uploads, please check this locally before contacting the JAG office.

To manually add a list on the website, click on ‘actions’ and select ‘add a new list’ to record a list.

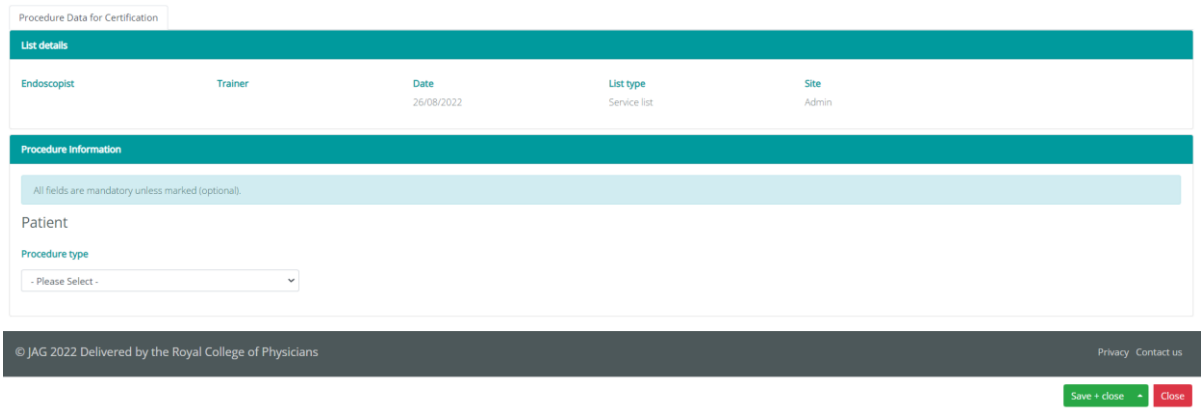


When you click on 'add new list,' a pop-up box will appear, where you need to add information about your list.

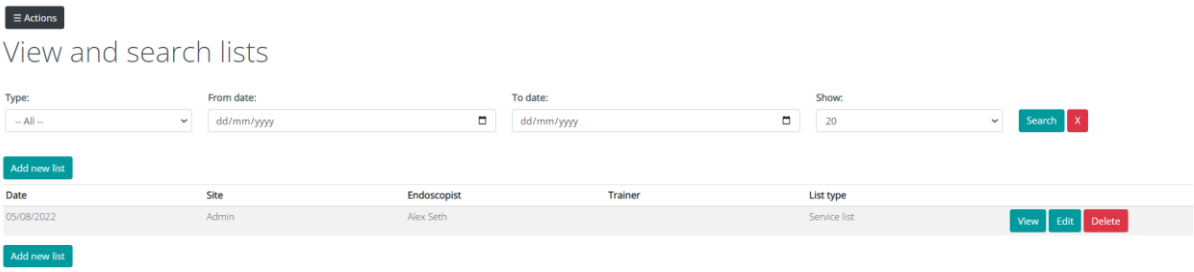


Select the 'list type,' click the calendar symbol under 'date' to add the date of the list you are adding and select the start time and site where the list was performed. **You only need to select a trainer for ad hoc training lists and dedicated training lists.** Inputting your session identifier is optional.

Once you select 'add new list' you will be directed to this screen:

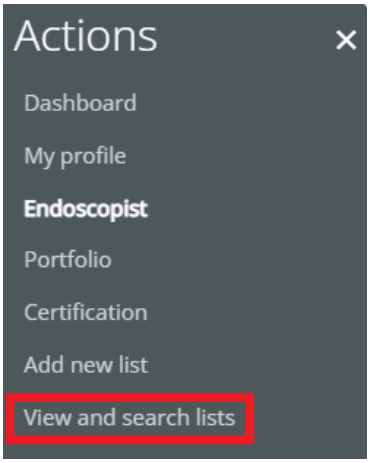


Here, you input details about the list, including the procedure type. Once you have filled in all fields, select 'save + close'. Your completed list can then be seen in the 'view and search lists' page.

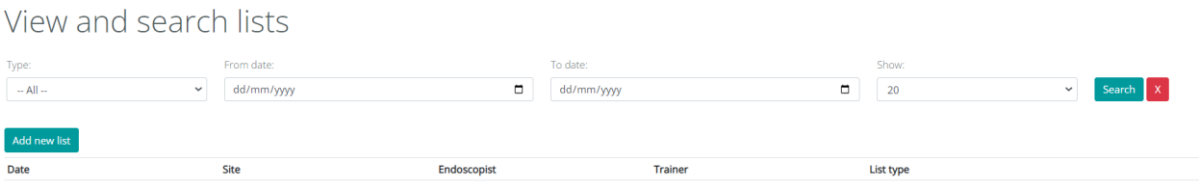


How to view a list

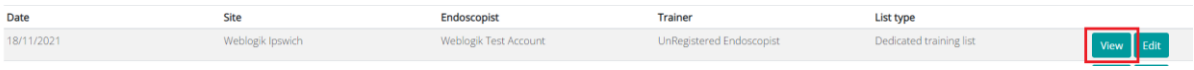
Click on the 'actions' menu in your dashboard and then click on 'view and search lists' to open previously submitted lists.



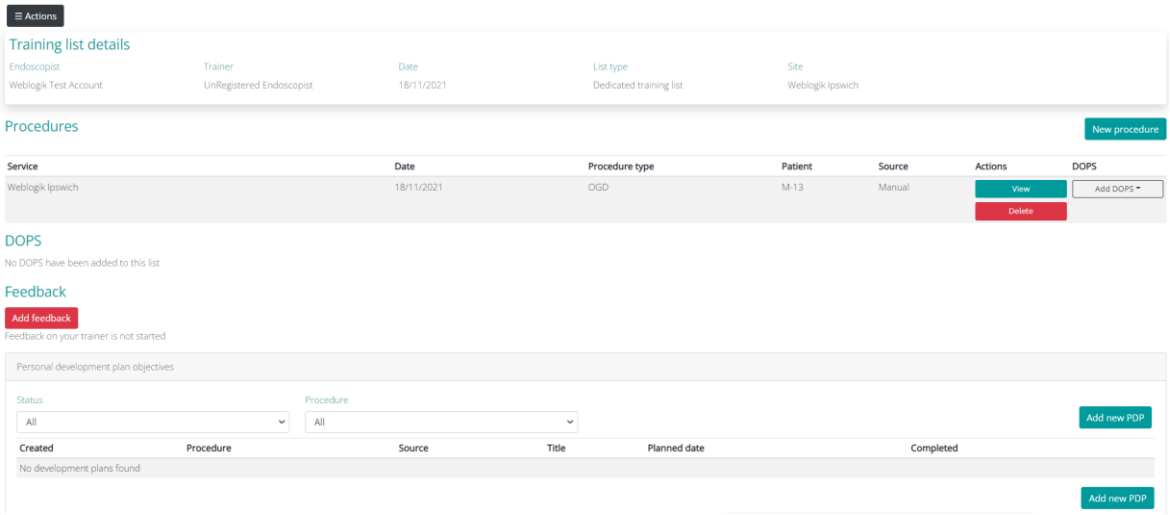
Use the below filter function to filter lists you have completed (ie by date or by type of list). You can also edit how many lists are shown at once by using the 'show' dropdown.



To click into a list, select the 'view' button next to the list.



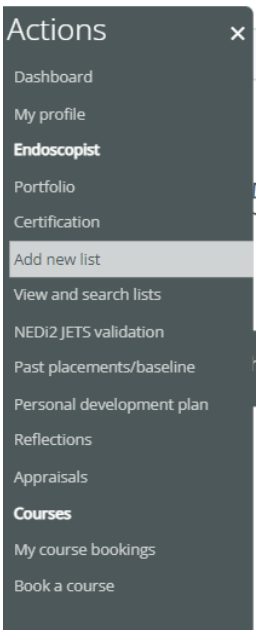
You can then view all procedures in the selected list. You can also view any DOPS, DOPyS, PDPs and any feedback added within the list.



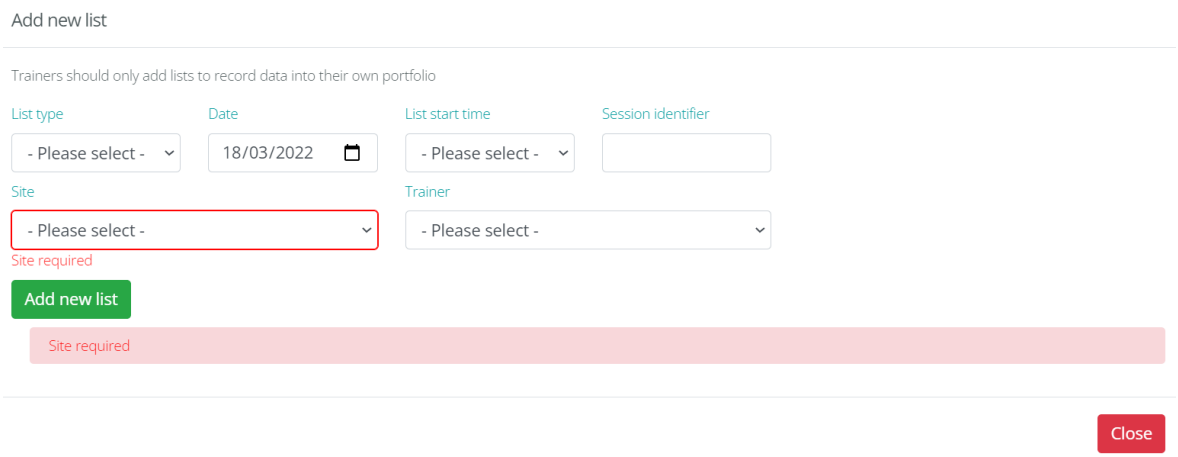
How to complete DOPS and DOPyS

To log procedures that will count towards your certification, you can do so by recording DOPS and DOPyS through dedicated and ad hoc lists only.

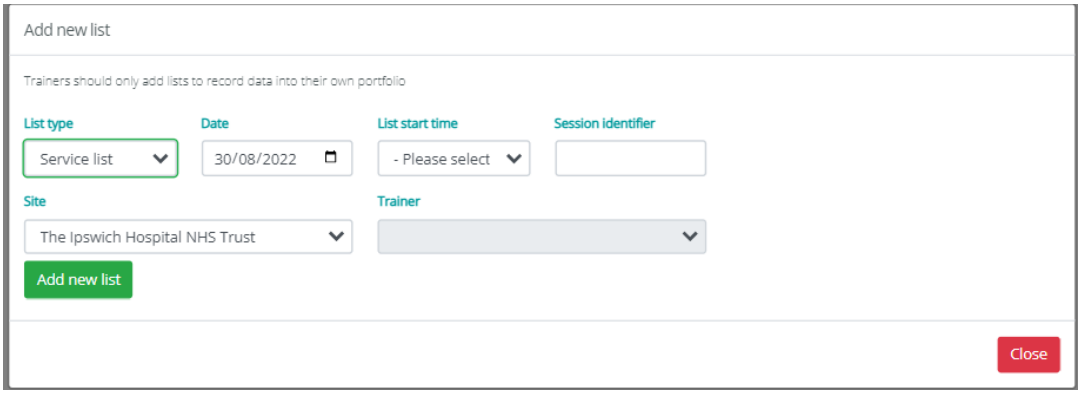
To record DOPS, you will need to go to your dashboard, click 'actions,' then add new list:



The following pop up will appear:



Complete the mandatory boxes. For service lists, the trainer option will be greyed out.



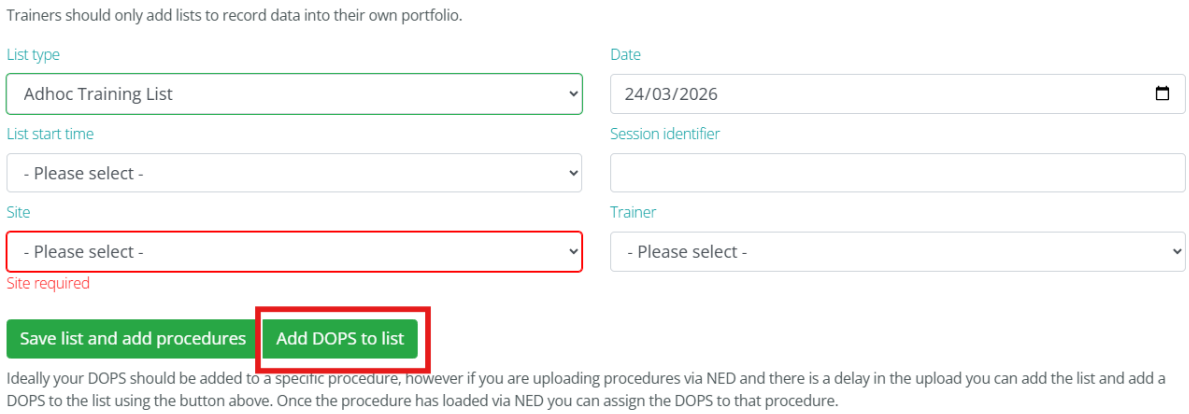
To record DOPS, click 'add DOPS' under the DOPS column.

This enables you to record DOPS for the following modalities based on the previous data input:

- Formative DOPS: Diagnostic upper gastrointestinal endoscopy (OGD)
- Formative DOPS: Colonoscopy and Flexible Sigmoidoscopy
- Formative DOPS: Endoscopic retrograde Cholangiopancreatography (ERCP)
- Formative DOPS: Endoscopic ultrasound (EUS)
- Formative DOPS: Paediatric colonoscopy
- Formative DOPS: Paediatric Upper GI (OGD)
- Formative DOPS: Percutaneous endoscopic gastrostomy (PEG)
- Formative DOPS: Upper GI Bleeds
- Formative DOPS: Dilation/Stents
- Formative DOPyS: Colonoscopy and Flexible Sigmoidoscopy

The trainer must fill in the DOPS form with scores and comments. Your trainer must sign the form by entering their password in the sign off box at the bottom of the page. This can be done in person on your account or on your trainer's account. DOPS will only count towards certification once they have been signed off by your trainer.

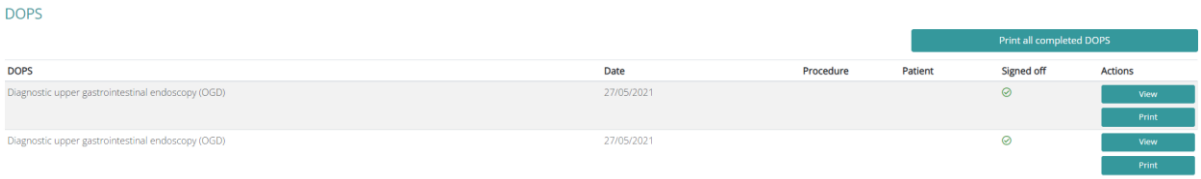
If you are awaiting automatic upload of a list from NEDi2, but still want to add a DOPS, you can do this by clicking 'add new list'. Fill out the list details, and then select 'Add DOPS to list':



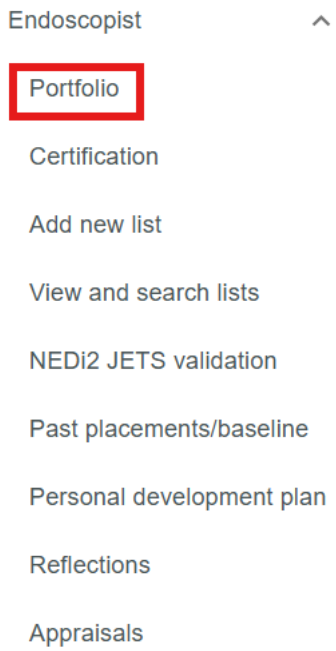
This will allow you to add a DOPS without adding a duplicate list to JETS.

How to view DOPS and DOPyS

If you want to view a completed DOPS or DOPyS form, you can do this by clicking into the list with the relevant form. You can then see the DOPS that have been added for each patient within the list.

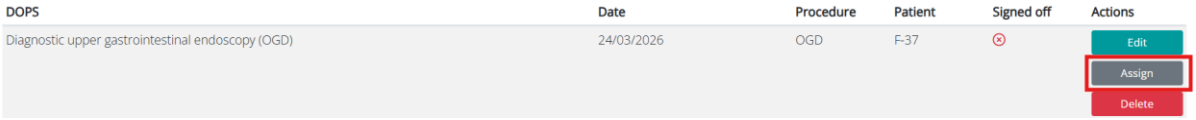


You can also view all DOPS and DOPyS on your portfolio, by clicking on the actions menu > endoscopist > portfolio.



Then select the 'all DOPS' tab:

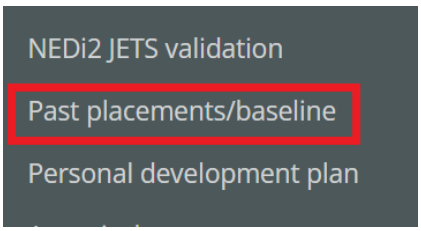
If you have uploaded a DOPS or DOPyS to a list which hadn't been uploaded, it will appear with a grey 'assign' button. Click this to assign the DOPs or DOPyS form to a procedure once it has been uploaded.



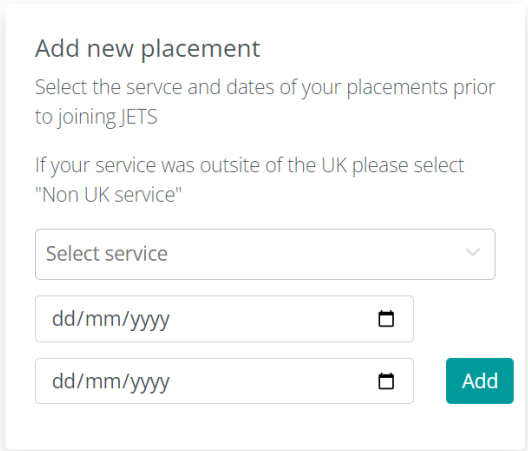
Uploading historical procedures

If you have accumulated procedures from a previous organisation, from overseas or prior to the JETS website's inception, the website has a facility which allows individuals to upload historical procedure data. This is added to the baseline section of the site.

Go into the 'actions' tab and click on 'past placements/baseline.'

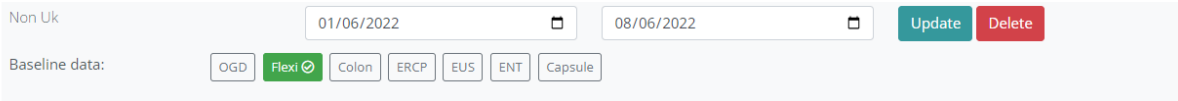


Search for the unit through the 'select a service' search function. If the trainee was working abroad enter, 'non-UK.' Enter the date you worked at this organisation and click 'add.'



Data can then be added by for OGD, colon, flexi or ERCP separately by clicking the correct procedure type within the added service.

You can then enter as much data as possible for each modality in the pre-determined data fields and click '*save*' at the bottom of the page. The page will appear as below.



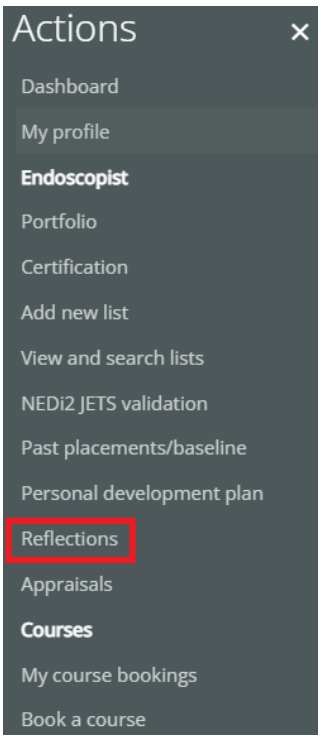
The data added at UK sites is counted in your lifetime procedure count, which will be reflected on the relevant certification page after addition.

Any procedures performed in a JAG accredited unit in the Republic of Ireland can be added to baseline procedures against the specific site where the procedures were done, these procedures will then count towards the lifetime procedure count. For other non-UK sites, procedures can be added to the baseline and candidates can apply for overseas exception. If approved, these procedures will be added to their lifetime procedure count.

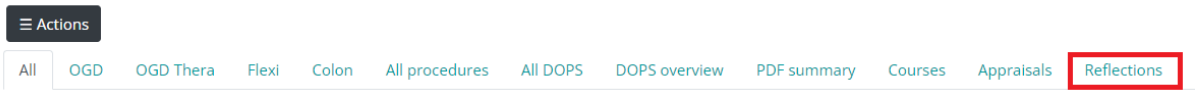
For non-UK baseline additions, an 'Exceptions of overseas procedures on JETS portfolio' form must be completed by a trainee's training lead. Please contact us via our webform for information on accessing this form.

Adding reflections

Reflections will only become available after you have entered 50 procedures for your certification. The system will automatically generate a reflection and show it as an action on your dashboard. This will also be accessible in the 'actions' menu.



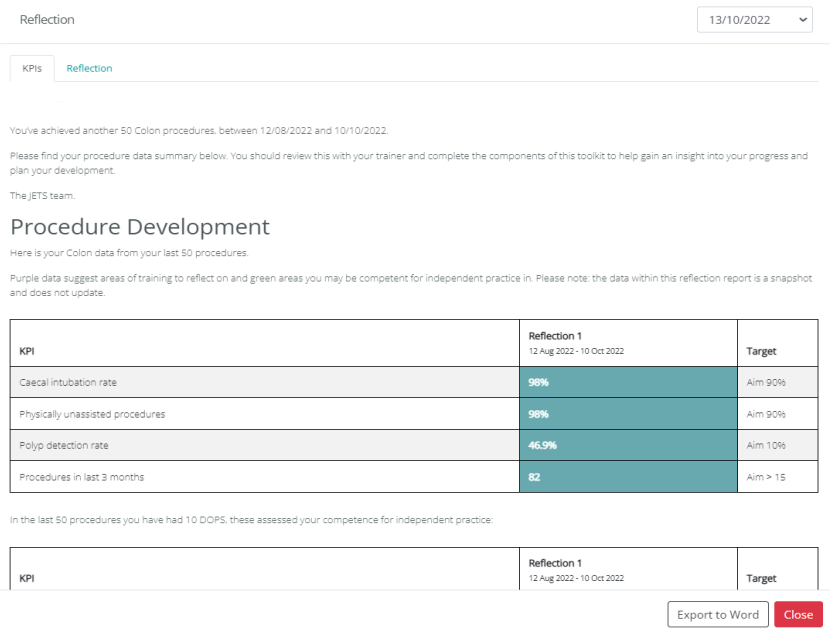
You can also access reflections through the portfolio page.



Please note, these reflections tabs will only appear once you have fulfilled the criteria to complete a reflection.

The reflection will display the KPI's for your previous 50 procedures and ask you to answer questions regarding the data and your progress.

Upon opening the reflection, you will see a brief overview of the 50 procedures, as shown below.



You can then select the 'reflection' tab at the top, where you will be able to answer two questions regarding the procedures, add a personal development plan and get your trainer to sign off the reflection.

Reflection bypass

Reflections will only generate on training procedures entered in a sequential order. This means once a reflection has been generated, any procedure entered before the date of reflection would not count to further reflections.

For example, if a reflection generates on 50 procedures from 1st September – 1st November, and then 5 procedures are added to JETS dated 30th September, these 5 procedures would not count towards your future reflections.

As a result, you may meet all criteria, including procedure count, without the full number of reflections being generated. In this case, only once all KPIs and other reflections have been completed, we can allow a bypass for remaining reflections. This should be agreed with your training lead before contacting us for the bypass to be added. Please contact us via our web form to request a reflection bypass.

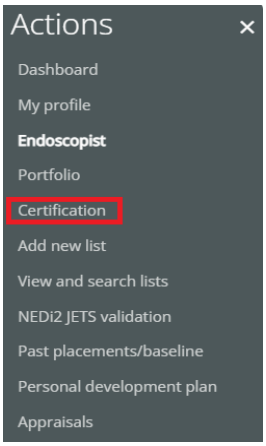
Certification pathways

How to view your certification data

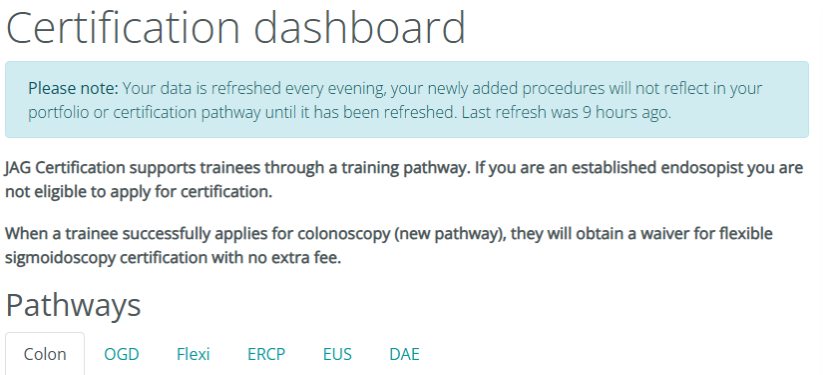
The JETS website has a framework for trainee certification in a number of endoscopy modalities, including OGD, colonoscopy, flexible sigmoidoscopy, ERCP, and EUS . Trainees can work towards certification in these modalities, by recording their procedure data on the website.

To work towards accreditation in one or more of the JETS modalities, each individual will use the 'certification' page below to view their progress. This section of the site allows you to review the JAG certification criteria for accreditation and view your progress against the modalities.

You can view your certification data in the 'certification' tab in the actions menu:



The certification dashboard, seen below, allows you to navigate between the different modalities and view your key performance indicator (KPIs) data for each pathway.



See example below of an OGD certification pathway and the requirements stated on the left. Under 'status' it indicates if they have met the requirements.

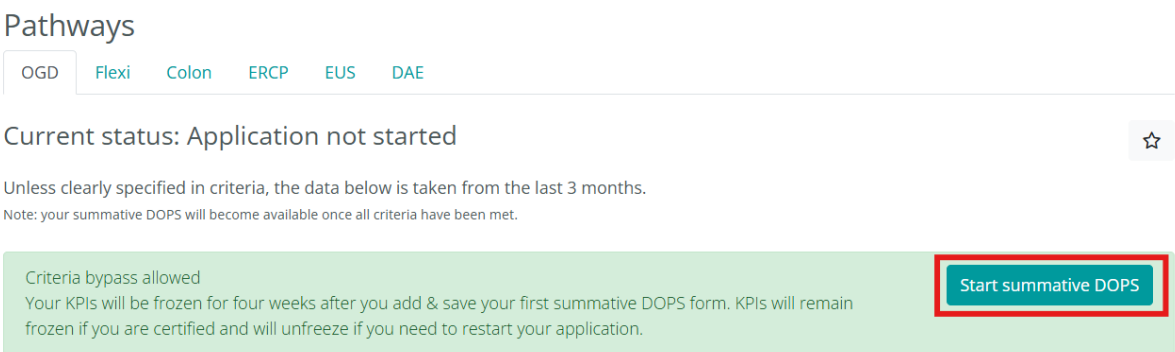
Criteria		Goal	Current level	Current status
Total lifetime procedure count	?	250	0	⊗
Procedures in previous 3 months	?	15	0	⊗
D2 intubation		95		⊗
J manoeuvre		95		⊗
Unassisted (physically)		95		⊗
Lifetime formative upper GI DOPS	?	25	1	⊗
5 most recent formative upper GI DOPS scoring 'competent for independent practice'	?	90%	<5 new DOPS in past year	⊗
Basic Skills in Upper GI course		Attended		⊗
Reflections completed How do I add a reflection?	?	5	0	⊗

Once a trainee is meeting all the KPI's they are required to submit summative DOPS before they can proceed to the next stage.

Completing summative DOPS

Summative DOPS (direct observation of procedural skills) are forms completed at the final stage of the certification pathway. They are observed procedures that are used as certification criteria. After you have hit all the key performance indicators for the relevant certification pathway, you will be able to progress your application to the summative DOPS stage by clicking the 'start application' button on your certification page.

One a candidate clicks 'start application' to begin their summative DOPS stage, the candidate's key performance indicators will be frozen.



Summative DOPS criteria

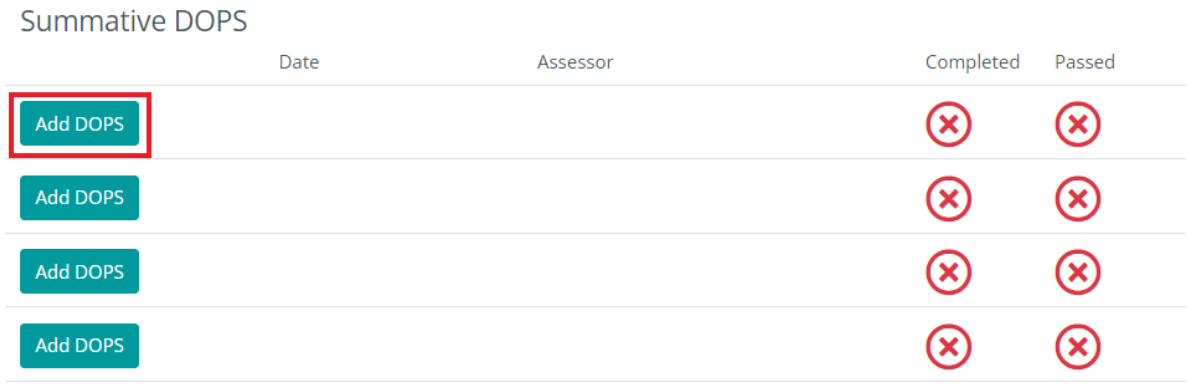
Summative DOPS can be carried out in any combination of ways that fulfil the following criteria. For summative DOPS the following conditions apply:

- Minimum of 2 assessors
- Minimum of 2 cases
- Minimum of 4 DOPS
- All must be completed within a month
- No assessor is the current primary endoscopic trainer

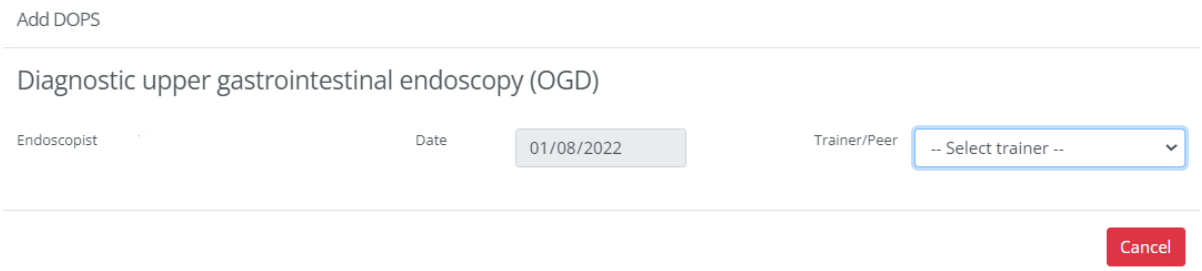
Here is an example of how the summative DOPS can be completed:

- 2 x 2 process simultaneously – 2 assessors over 2 cases
- 2 x 2 process sequentially – 2 assessors over 4 cases
- 2 x 1 x 1 process – 3 assessors over 4 cases
- 1 x 1 x 1 x 1 process – 4 assessors over 4 cases

After selecting 'start application', you can add the summative DOPS on the next page, by clicking the 'add DOPS' button.



A pop up will appear where you can select your trainer for the DOPS form.



The selected trainer can then fill in the summative DOPS form and sign this off when this is completed.

Add DOPS

Colonoscopy and Flexible Sigmoidoscopy

Endoscopist | Date 30/07/2022 | Trainer/Peer

Scale:
Not Competent for independent practice — Supervision required
Competent for independent practice — No supervision required

	Not Competent for independent practice	Competent for independent practice	Comments
Pre-procedure			
Indication			
Risk			
Confirms consent			
Preparation			
Equipment check			
Monitoring			

Cancel

The box next to each item in the DOPS form is marked for competency. Each item needs to have a corresponding 'not competent for independent practice' or 'competent for independent practice filled in for the DOPS to be complete. Comments can be added next to each section.

Once you have completed the required summative DOPS, send them to the assessor who observed the procedure by clicking 'save' at the bottom of the DOPS. Alternatively, if you are with the assessor while completing the summative DOPS they should be able to sign off the form from the trainee's account by inputting their password and clicking 'sign off.'

Sign off

Has the trainer been on a TGT/TCT?

Yes

To submit this form please enter your password and click Signoff and Submit; you cannot edit the form once it has been submitted

Trainer Siddhartha Oke

Password

Signoff and submit

OR

Click Save to send to your trainer for sign off remotely (this form will be accessible from their outstanding actions to sign off)

Save

Completing summative DOPS – common issues.

Issues selecting a trainer

If you cannot select a trainer from the dropdown when completing your summative DOPS, this is likely due to the following reasons:

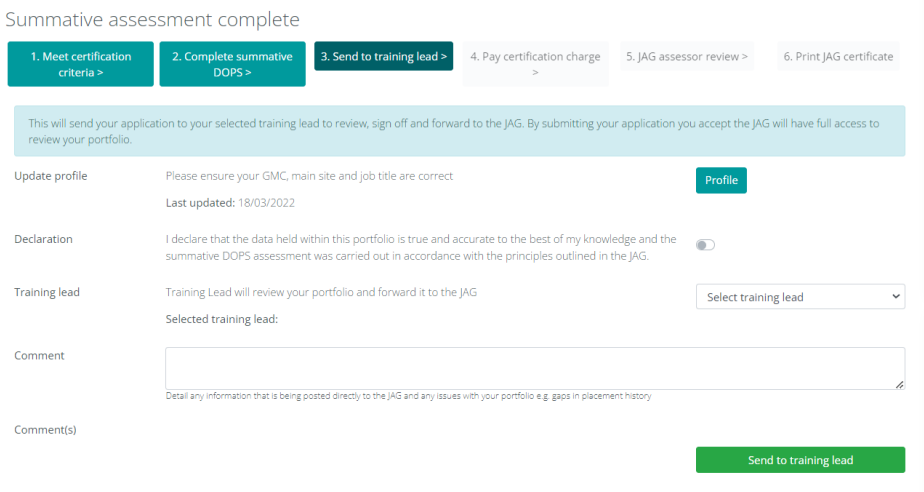
- Your trainer's JETS account may be inactive; in this instance, the trainer should contact the JETS team to activate their account to gain access.

- Your certification/training levels might not be set correctly. To correct this issue, you will need to contact your training lead or organisation admin so that they can set your training levels. Please see 'setting certification levels' in this guide for more details on how to do this. When your training levels have been set correctly, you should be able to select a trainer.
- Your account needs to be linked to your organisation. In this instance, also contact the training lead or organisation admin at your service to add you to the organisation.

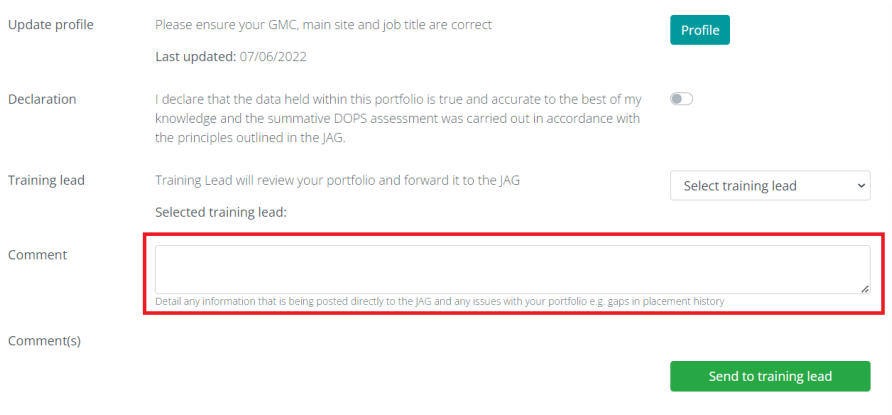
View the training lead and organisation admin access section of this guide to learn more about how to amend certification levels for staff.

Submitting certification

Once a trainee has met the criteria to be signed off for certification, they will be required to send the application onto the training lead at their organisation to get signed off. (This will only be allowed once the KPI's have been met.)



The trainee can add any supporting comments for their application (this will also be viewed by the JAG assessor when they review your application). Then select the training lead and click on 'send to training lead.'

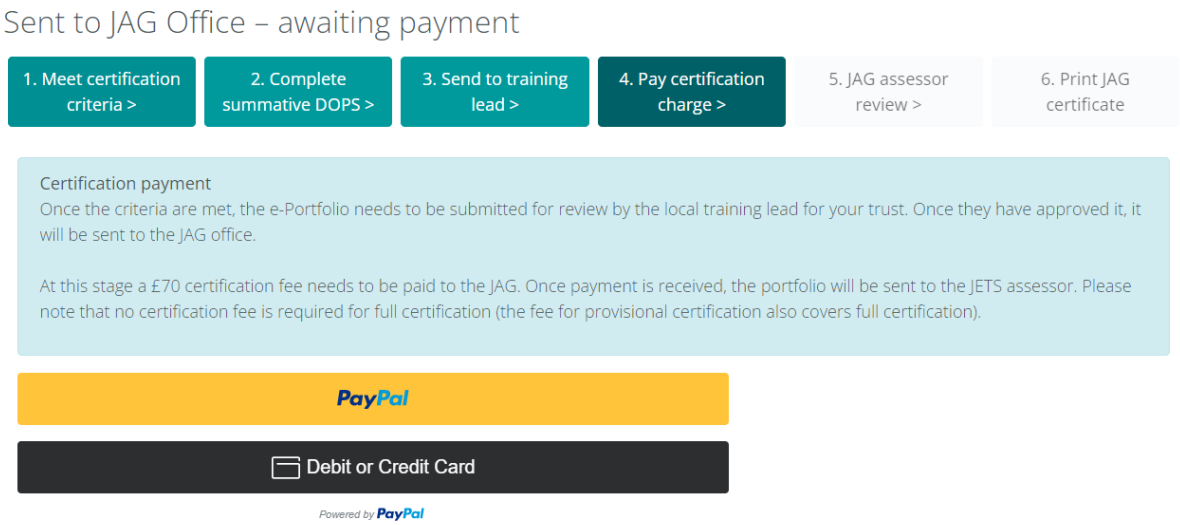


If there is no option in the drop down to select a training lead, then contact your organisation administrator or training lead who will need to amend your JETS certification levels to allow you to send your certificate to the training lead.

Guidance about this is included in your training lead and organisation administration access section of this guide.

Submitting certification

Once you have sent your certificate to your training lead for checking, and if the training lead approves it, the next step requires you to make a payment on the below fourth tab of your application. Each certification is charged at £70 and needs to be paid before your application is sent to an assessor. Payments can be made by PayPal, debit, or credit card.



Once payment is made, the portfolio will be sent to a JETS assessor for approval.

Review time

A JAG assessor must review your application and provide an outcome. If you have not received an update within 2 weeks contact the JAG team via our webform.mailto:

Declined portfolios

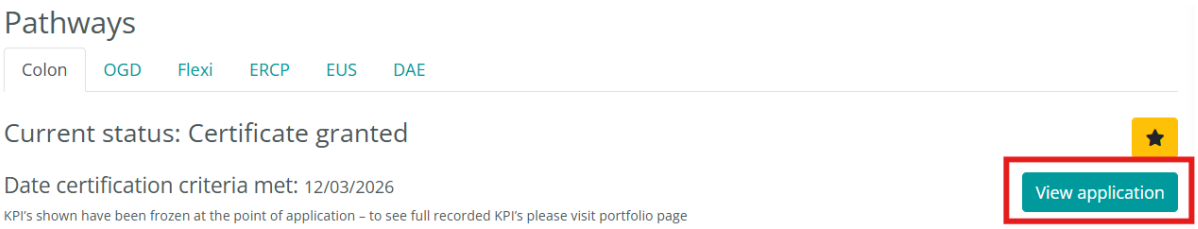
If your portfolio is declined and you need to go through the assessment process again, you will need to pay the fee again. All payments are non-refundable/non-transferable once reviewed by a JETS assessor.

Appealing declined certifications

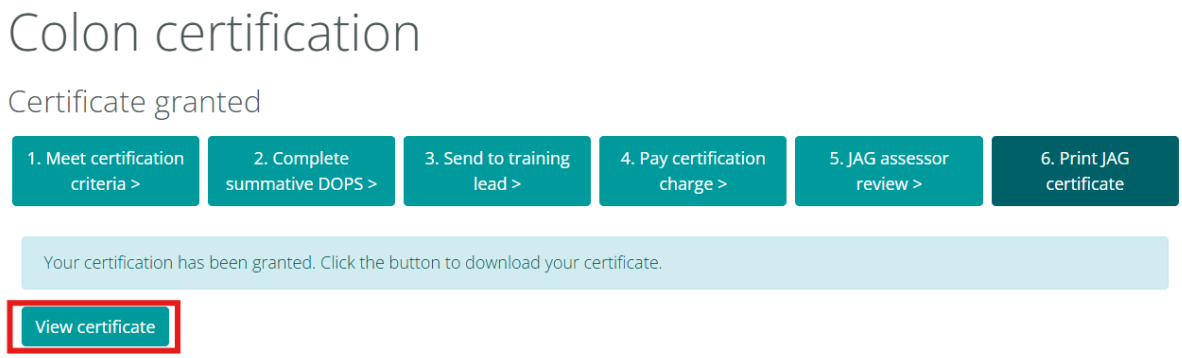
If you want to appeal a certification that has been declined, you will need to contact the JAG team directly to discuss this with them. Email the team using our webform.

Accessing certificates

Once you have achieved certification you can access your certificate by going to the 'actions' menu, then select 'certification.' On the following page, you will see the endoscopy modalities. Click into the relevant modality and select 'view application'.

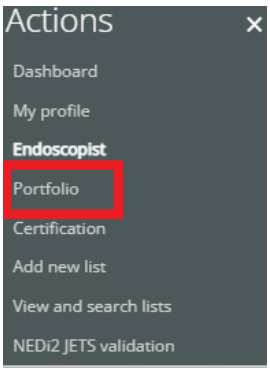


To download your certificate, click on the button 'view certificate.' The certificate is then downloaded as a pdf.

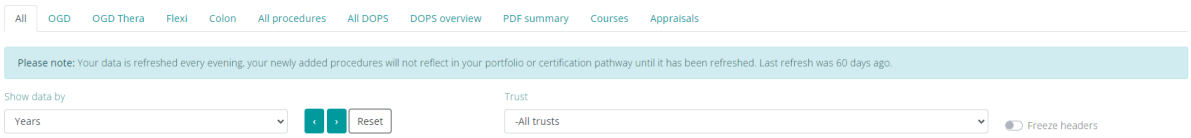


Overview of JETS portfolio page

In the JETS portfolio section of the website, you can find essential information about your endoscopy history and all other endoscopy related activity that you have recorded in the past. Under the 'actions' tab, select 'portfolio'.



The page will include a list of tabs which contain details on multiple modalities, courses and more.



A summary of each tab and its function has been provided below.

'All' - this is where you can see the individual procedures logged in each list.

'OGD' – all the procedures logged for OGD.

'OGD therapy' - all the procedures logged for OGD therapy.

'Flexi' - all the procedures logged for flexible sigmoidoscopy.

'Colon' - all the procedures logged for colonoscopy.

'ERCP' - all the procedures logged for Endoscopic Retrograde Cholangiopancreatography.

'EUS' - all the procedures logged for endoscopic ultrasound.

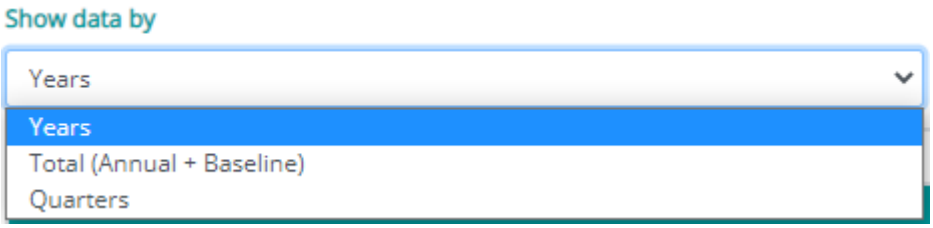
'DAE' - all the procedures logged for device-assisted enteroscopy.

The above procedure pages are shown in a similar format to the below screenshot

Show data by: Years | Reset | Trust: -All trusts | Freeze headers

Summary of training received:	2022	2021	2020	2019
Lists				
Adhoc Training List	0	33	21	15
Dedicated training list	0	0	8	8
Service list	18	11	10	11
Procedures				
Capsule Endoscopy	0	0	0	0
Colon	49	60	61	50
ENT	0	0	0	0

Data can be amended using the 'show data by' dropdown.



'All procedures' – a list of all the procedures entered on JETS, here you can edit or delete procedures without going into your lists.

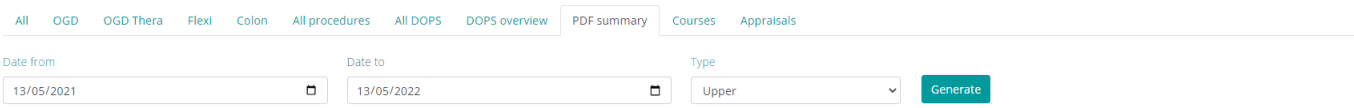
'All DOPS' - DOPS and DOPyS that are logged through your lists, they can be viewed altogether in this tab.

'DOPS overview' - this provides a breakdown of the DOPS you have added, and can be displayed in years, quarters and by each trust/organisation.

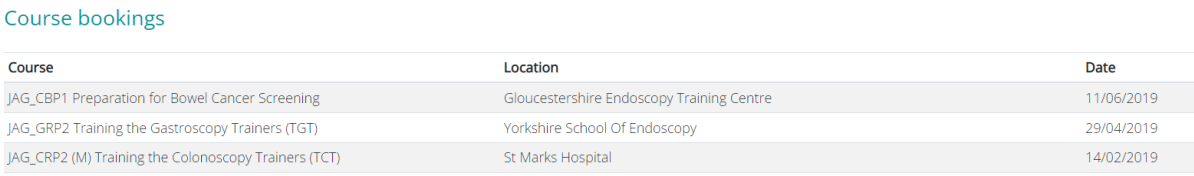
Show data by: Quarters | Reset | Trust: -All trusts

	2022 Q3		2022 Q2		2022 Q1		2021 Q4	
DOPS name:	#DOPS	% competent responses	#DOPS	% competent responses	#DOPS	% competent responses	#DOPS	% competent responses
Diagnostic upper gastrointestinal endoscopy (OGD)	0	0%	0	0%	5	93.49%	8	90.07%
Colonoscopy and Flexible Sigmoidoscopy	0	0%	4	4.21%	0	0%	0	0%

'PDF Summary' - on this page, you can extract upper and lower GI records, for an in-depth report on your procedures. This can be customised by date range.



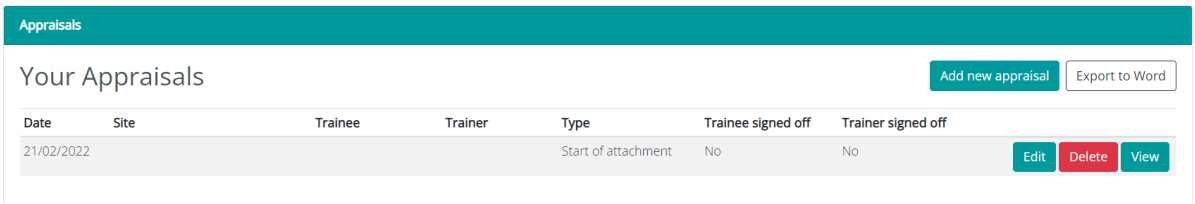
'Courses' – if you have attended a course in the past or are currently booked onto a course, these details will be displayed in this tab. This will include the status of the course (ie 'attended'). Certificates for courses you have already attended can be accessed on the 'my course bookings' page, accessible through the 'actions' menu.



Course bookings

Course	Location	Date
JAG_CBP1 Preparation for Bowel Cancer Screening	Gloucestershire Endoscopy Training Centre	11/06/2019
JAG_GRP2 Training the Gastroscopy Trainers (TGT)	Yorkshire School Of Endoscopy	29/04/2019
JAG_CRP2 (M) Training the Colonoscopy Trainers (TCT)	St Marks Hospital	14/02/2019

'Appraisals' – any appraisals you have completed in your placements can be viewed on this page.

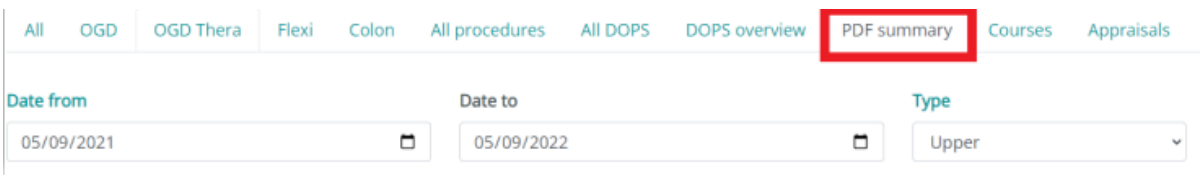


'Reflections' – view any completed and outstanding reflections.

PDF summary

In the portfolio page you can extract a pdf summary of the number of procedures that you have done within a set period. To access this page, go to the 'actions' tab and click on 'portfolio.'

Select 'pdf summary.' You can select the dates from and to, along with the 'type' of procedures. Then click 'generate.'



A document like the below will download in a pdf format.

Procedure counts				
Procedure	Total	Assisted by trainer	Observed by trainer	Independent

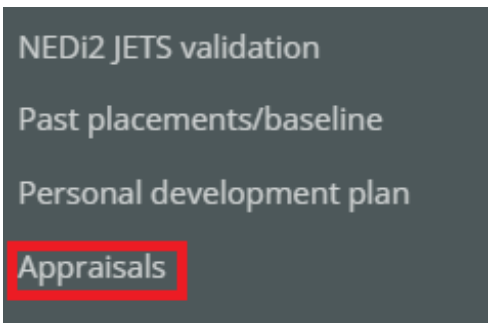
Outcomes					
	Total	% Of total procedures	Assisted by trainer	Observed by trainer	Independent

Therapies					
Therapies - polyps		Total	Assisted by trainer	Observed by trainer	Independent
Hot biopsy	Performed	0	0	0	0
	Successful	0	0	0	0
	Retrieved	0	0	0	0
Snare polypectomy	Performed	0	0	0	0

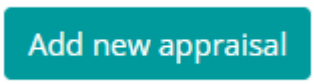
Appraisals

Adding an appraisal

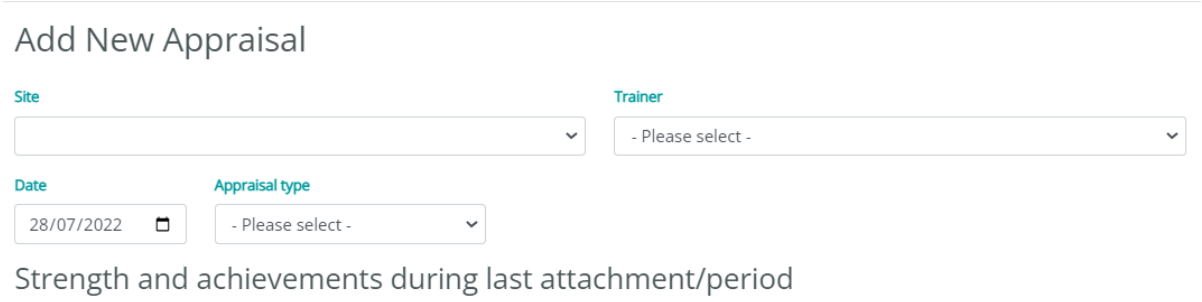
A trainee can add an appraisal at any time during their time at a service. They can do this at the start, middle, or end of their attachment. To complete an appraisal, click on the 'appraisal' tab in the actions menu.



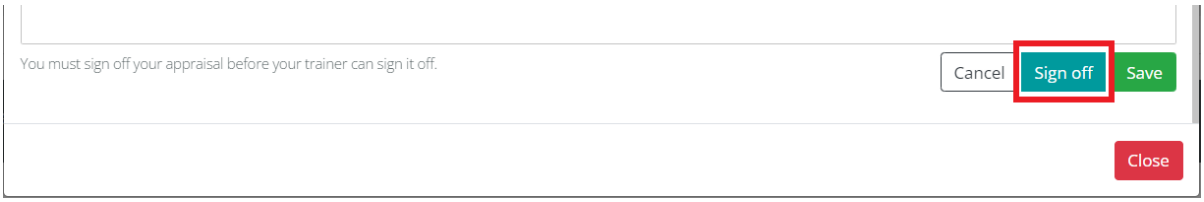
On the following page, you can view your past appraisals and add a new appraisal. Click the 'add new appraisal' button at the top right-hand corner of the page to begin a new appraisal.



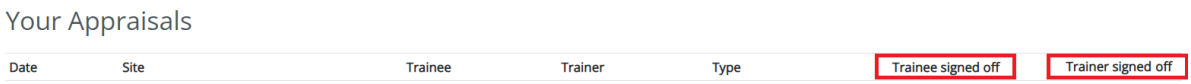
A pop up will appear (partially captured below), that will allow you to select your trainer. The 'appraisal type' field allows you to indicate whether this appraisal is being completed at the start, middle, or end of an attachment.



At the bottom of the appraisal, you will need to select 'sign off' before the trainer listed in the appraisal can view this.



Once you sign off on your appraisal, a date will appear under 'trainee signed off' to show that this has now been actioned. The appraisal can then be viewed and signed off by the trainer.



Signing off on appraisals – trainer

After the trainee has signed off on the appraisal, you will be able to access this appraisal from the dashboard. You can review the details of the appraisal, then press 'sign off', as seen in the above screenshot, when you are happy with this.

The appraisal will then appear as 'trainer signed off' in the trainee's account, where a date will appear under this header.

Please note: a trainer cannot complete your Summative DOPS if you have done an appraisal on them in the last 12 months.

Training lead and organisation administrator access

Training lead

The training lead within a service will have oversight of the trainees, trainers and all other staff set up on the JETS site within their service. This role can be allocated to more than one person on the website. This is a clinical role. There can be more than one training lead set up for a service.

Organisation administrator

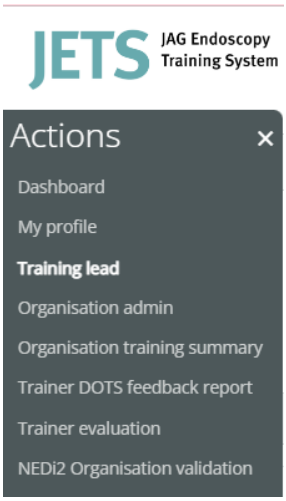
The organisation administrator will have similar access to the training lead and will be able to add staff to the organisation admin page and remove users associated within this organisation. This means users with organisation admin have an overview access, can link users, and set their

certification levels. There can be more than one person at a service with organisation administrator access. This role does not have access to:

- signing off lists, DOPS and DOPyS
- approving users course application, ie basic skills course
- access trainer DOTS feedback report
- trainer evaluation
- NEDi2 organisation validation

Getting access

As a training lead on the JETS website, this will be your view from the 'actions' menu:



There are two ways to be set up as a training lead for your organisation on the JETS website:

Option 1

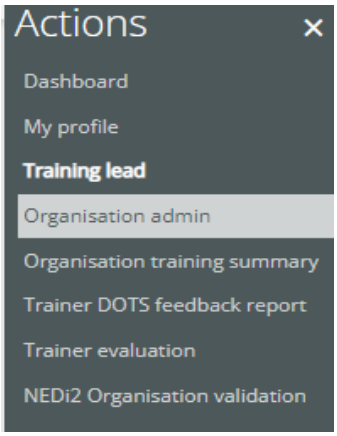
Get in contact with the JAG team mailto:via our webform with a request to be added as a training lead. Ensure you already have a JETS account.

In your request, provide the following:

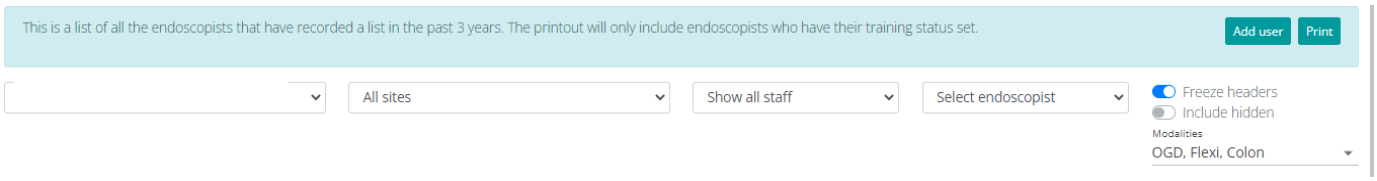
- Full name
- GMC/NMC
- Name of your organisation
- Provide a statement from another clinical lead or centre admin in your organisation, confirming that you should have access to this role.

Option 2

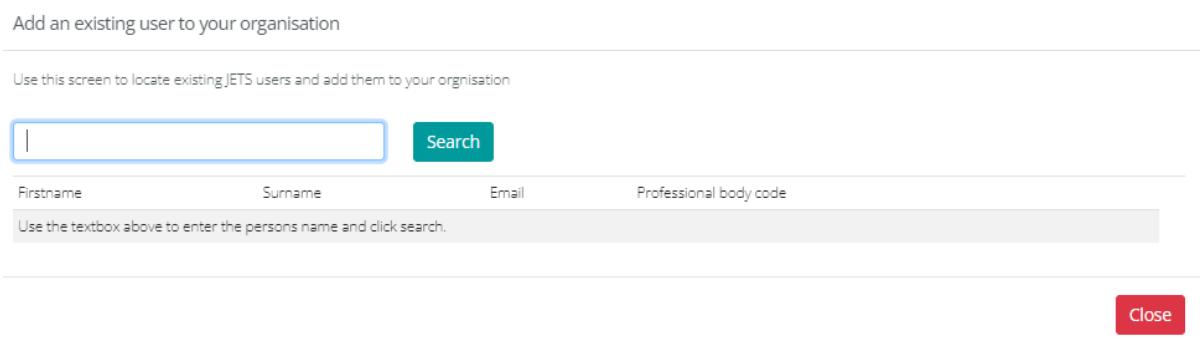
Ask the existing training lead or centre administrators at your organisation to give you training lead access. To do this go to the 'organisation admin' page through the actions tab.



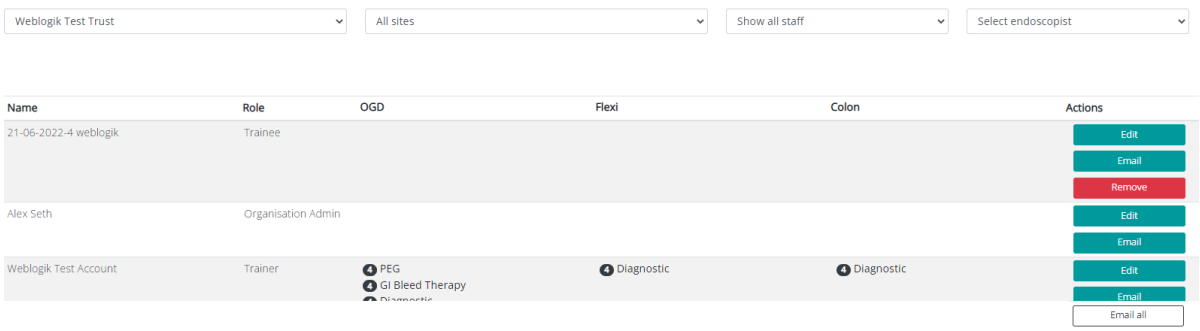
On the top right-hand corner of the page select the 'add user' button.



This will then generate a pop-up box which will enable you to search for the user. You can search for a user by their full name or GMC/NMC number.



The system will then locate the individual with their details. The individual will appear on the page below. Click the green 'edit' next to their name on the right.



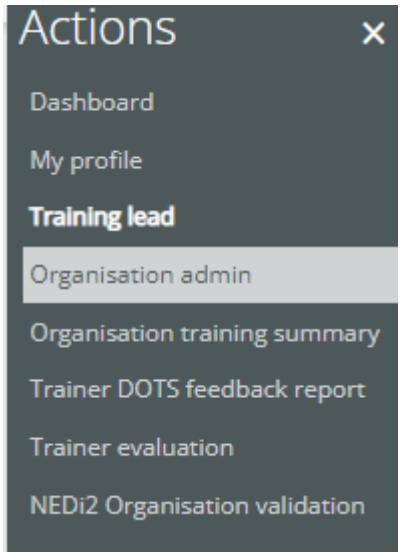
Scroll to the bottom of the page, you will see tick boxes which you can select to provide them with training lead/organisation admin access. This will automatically save.

Admin?

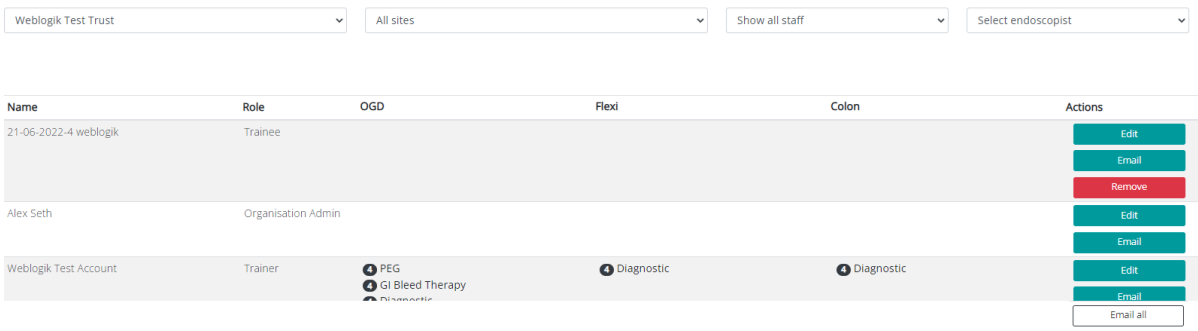
- (●) Not admin
- ( ) Training lead
- ( ) Organisation admin

Viewing and edit staff details

Details of staff in your organisation can be found under 'organisation admin.' You can access this page by going to the 'actions' menu and clicking the 'organisation admin' tab.



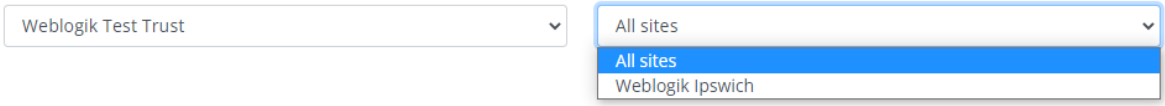
A page will appear with a list of all the staff in the service and their respective details.



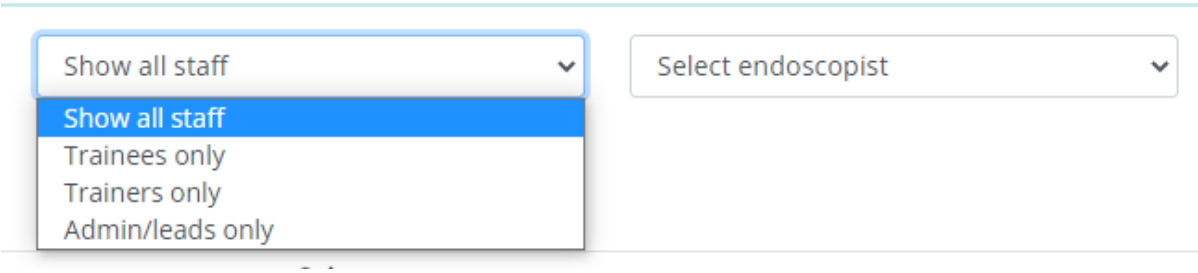
At the top of the 'organisation admin' page there are four dropdown boxes which allow you to filter the details of your service and the staff that work there accordingly.

Please note – this page will only show endoscopists that have recorded lists in the past 3 years.

The first dropdown will include the organisations you are the training lead/organisation administrator for and the second allows you to select the site.

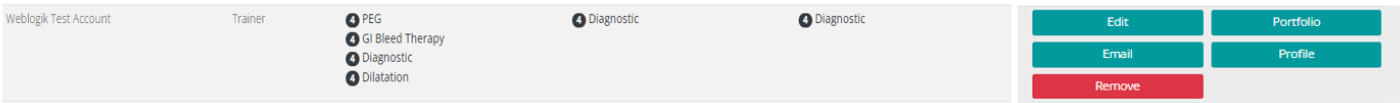


The third dropdown 'show all staff' shown below will allow you to select the types of staff you would like to see appear on the page. The 'select endoscopist' dropdown will include a list of all the staff at the organisation.

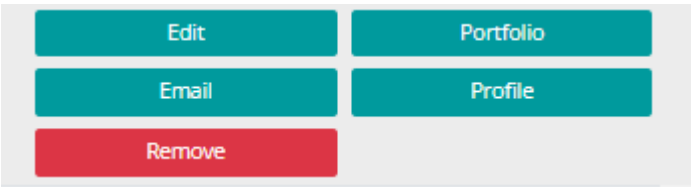


On the right-hand side of the page, you can filter by modality and staff.

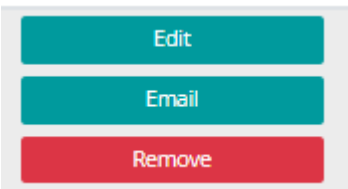
Each staff member will appear on the page for a training lead similar to the below. Each row will show the role (ie 'trainer' below) and the types of procedures they are a trainer/training for currently (ie PEG, GI bleed etc).



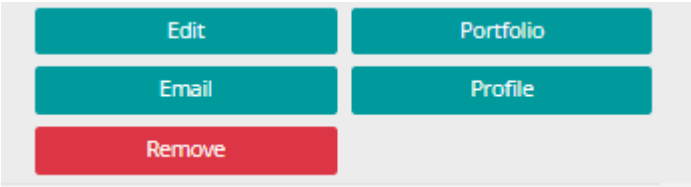
The below options are listed next to the staff member. This is what the **training lead** can see on the website.



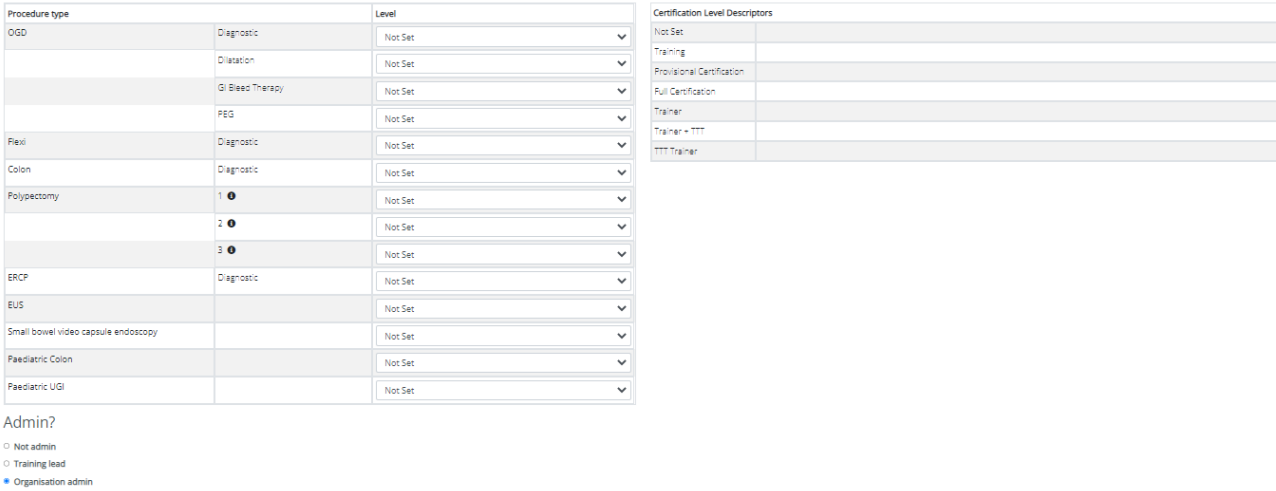
The **organisation administrator** will only be limited to the below options on the site and will not be able to view the profile and portfolio of the endoscopist.



When you click ‘edit’ you can amend the certification levels of the staff member.



This will lead you to the following page



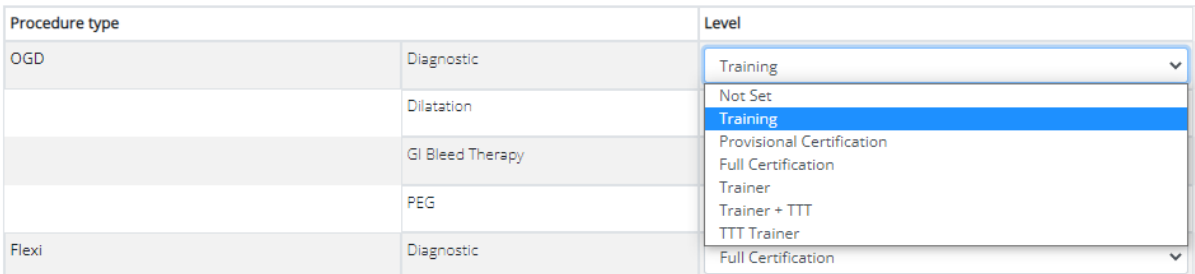
Procedure type		Level
OGD	Diagnostic	Not Set
	Dilatation	Not Set
	GI Bleed Therapy	Not Set
	PEG	Not Set
Flexi	Diagnostic	Not Set
Colon	Diagnostic	Not Set
Polypectomy	1	Not Set
	2	Not Set
	3	Not Set
ERCP	Diagnostic	Not Set
EUS		Not Set
Small bowel video capsule endoscopy		Not Set
Paediatric Colon		Not Set
Paediatric UGI		Not Set

Certification Level Descriptors	
Not Set	
Training	
Provisional Certification	
Full Certification	
Trainer	
Trainer + TTT	
TTT Trainer	

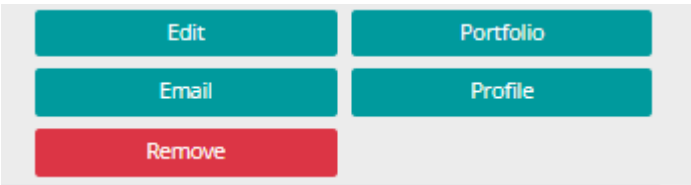
Admin?

- Not admin
- Training lead
- Organisation admin

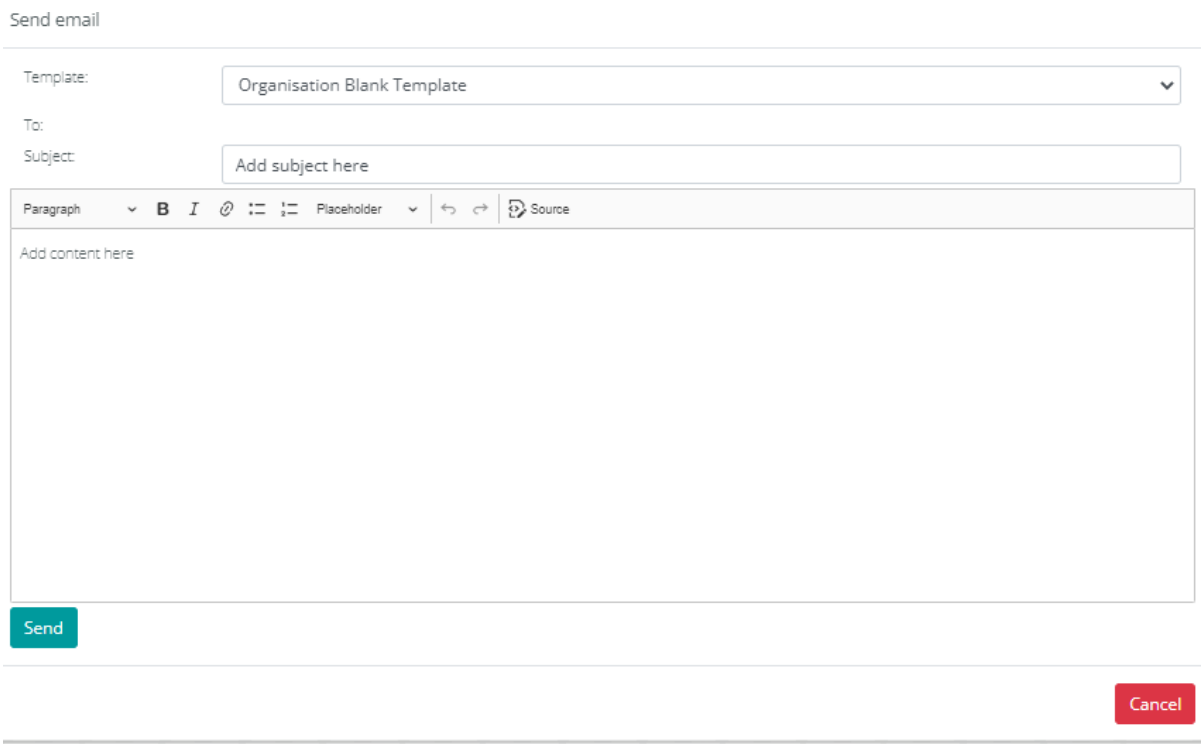
For each endoscopist you can amend their certification levels which will determine what they are able to do on the website. This can be done for all the modalities.



The ‘email’ tab allows you to email the staff member directly through the website.

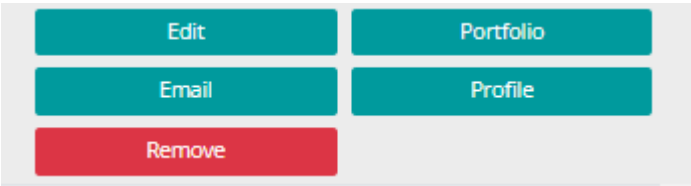


An email is sent from the JETS system. A button opens a pop up which will enable you to enter the text for the email.

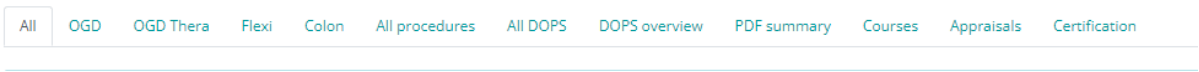


Please ensure you include your return email address in your message if you need a reply, as replies will not return to yourself otherwise.

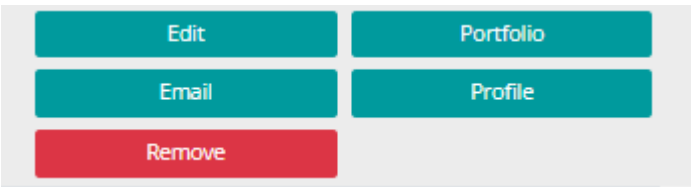
The 'portfolio' button is where you can access the endoscopists profile and view their information.



The training lead can access the below information relating to the staff member. By clicking on these tabs, you can view their information and extract any information that they needed.



The 'remove' option will allow you to remove any staff that no longer need access or no longer work at the service.



Generating a staff summary

As a training lead or organisation administrator you pull from the 'organisation page' to generate a pdf summary of the staff in your service. The pdf summary page can be filtered by timeframe and the different sites where they work.

Click on 'organisation admin' in the 'actions' tab. On the top right-hand side of the page click on 'print' which will generate a document.

A pdf will generate which includes the following information of the staff at your service.

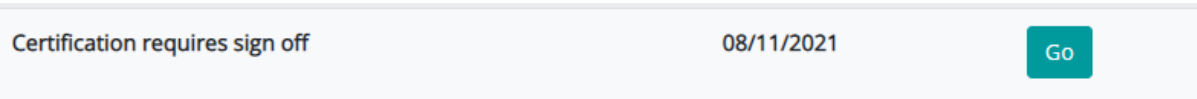
Name	OGD				Flexi	Colon	Polypectomy		
	Diag	Dilat	Bleed	PEG	Diag	Diag	1	2	3
	Training				Full Certification	Provisional Certification	Full Certification	Training	
	Training				Training	Training	Training		
	Training				Training	Training	Training		
	Full Certification								

To generate a pdf tailored to the information you need, you can amend the details on the page by using the dropdowns on the top of the 'organisation admin.'

Signing off certification as a training lead

When a trainee submits their certification for a modality, it will need to be signed off by the training lead at their service. Once the trainee has submitted their application, it will appear on the training lead's dashboard when they login. This is found on the first page at login.

Click on 'go' to access the application.



The next page will show the trainee's KPI's alongside the required criteria. If you are happy with the KPI's and DOPS, the training lead can add any comments and decide if the application can be approved or if needs to be returned to the trainee. If you do not approve it and decide to return the application to the trainee, the trainee will get an email with your actions and will have the opportunity to undertake any extra steps necessary.

Application Comments

Add Comment

If returning application to trainee please include reasons and objectives set for the trainee before allowing reapplication

Add comment

Application Submission

- (●) Approve this application - complete declaration and send to the JAG
- ( ) Return application to trainee - trainee will be able to resubmit application using the same summative assessment

Approving course bookings

When trainees apply for courses such as the basic skills course and train the trainer courses, their application will be sent to their training lead to review and approve. This is a requirement and enables training centres to reserve a space for the trainee.

To approve the application, the training lead will need to log in to the JETS website. Training leads also receive an email which leads you the JETS page to approve a trainee's application.

The individual detailed below has applied to a course.

{ApplicantName}

Course: {CourseName} on {CourseDate} at {CourseCentreName}

In order to assure that this course is suitable for their needs, you are asked to approve or reject the application.

To do this please login using the following link and review your task list:

{URL}

Alternatively, when you log into JETS you can access the approval screen from your dashboard. The action will show as Course Applicant requires approval.

Until the application is approved the training centre will not progress the course booking.

Please note this is an automated email, do not reply to this email.

Once logged in, go to the 'dashboard' page.

When you login, you will see the below table which will display any outstanding actions under 'training lead' box as shown below.

Training lead

Action		Link
16 endoscopist(s) missing certification levels at University Hospitals	06/09/2022	Go

Endoscopist

Action	Link

Once you have approved the trainee's application, this will be updated on the training centre's side. It is at the discretion of training centres as to whether a trainee's application is approved. Approval from training leads does not guarantee a place.

Courses

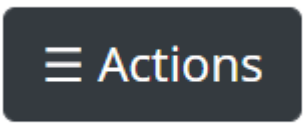
The JETS website facilitates the advertisement of JAG approved training courses. All individuals that wish to attend a course, will need to register interest on the JETS website. Course registration is managed by each individual training centre.

Any queries relating to a course, or the availability of a course should be redirected to the training centre. Details of each centre is listed on the JETS website https://jets.thejag.org.uk/training-centres-and-courses/list-of-training-centres/

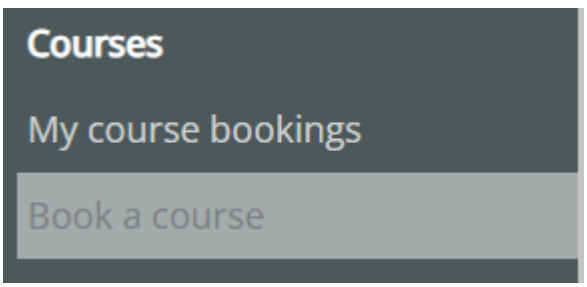
If you have any queries relating to the course payment or content, contact the training centre directly.

How to book a course

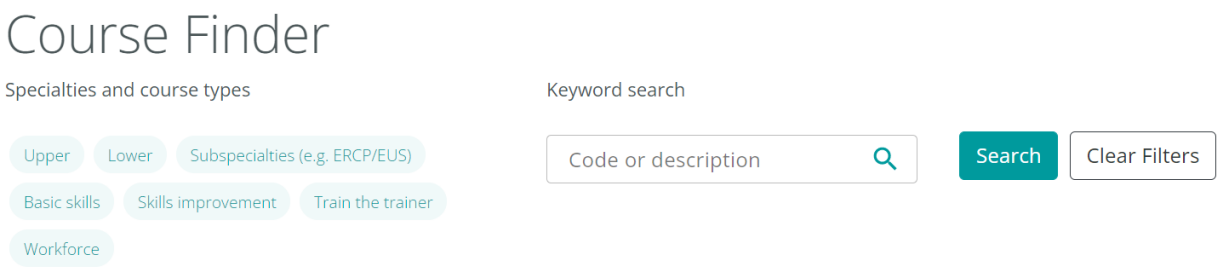
Once you have logged onto the JETS website, click on the actions tab located on the left side of the screen.



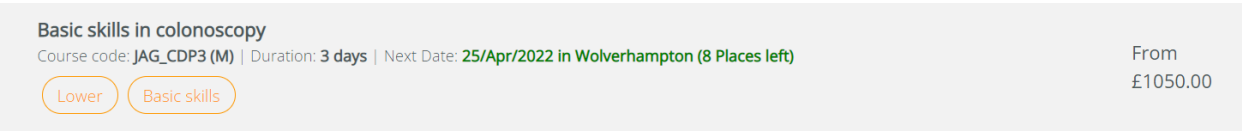
Scroll to the bottom and click on 'book a course.'



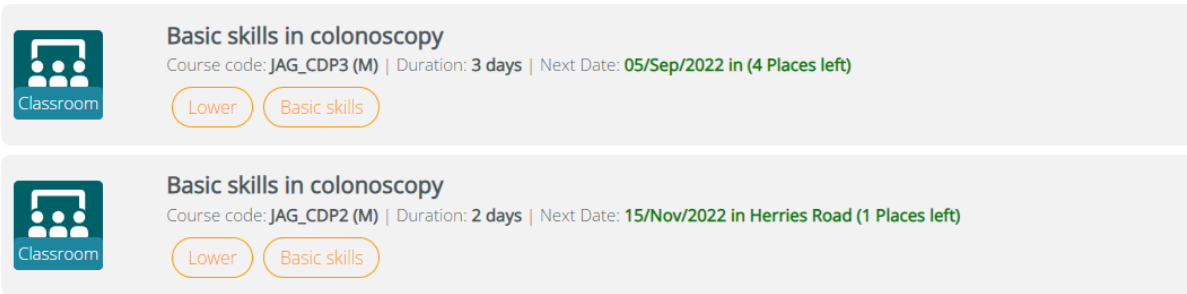
Search for the course you require or click on the 'specialities and course finder types' to filter the types of courses that appear.



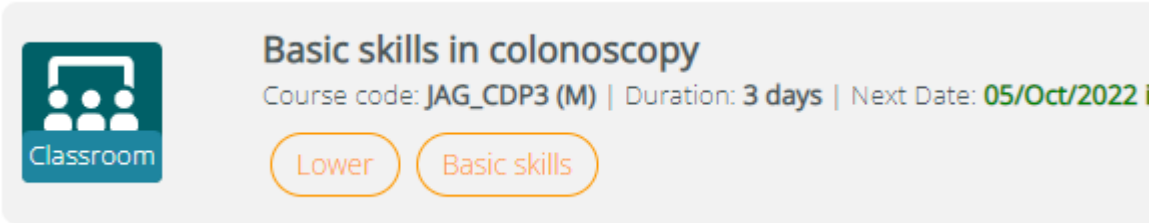
The courses will appear at the bottom and display the course name, the next available course date and the cost of the course.



The next page will show a list of all the courses available. For instance, if you selected the basic skills in colonoscopy course, it would display a list of all the basic skills in colonoscopy courses taking place in the future. Click on 'see all dates' next to each course to see available dates.



The following page will include the course details such as the date and spaces available. At the bottom of the page, there is a course overview.



The learning objectives can be viewed by clicking on the drop down. Any documentation required ahead of the course is also included.

Learning Objectives

Learning Objectives for this course (Click to expand)

Documents

Document
Authority to RequestRelease NHS Employment Data Form.docx

Hands-on cases and Timing splits

	Hands on cases advertised by centre	Course delivery method Hands on	Animal model	Simulator	Live demo	Recorded demo	Lecture
JAG guideline	4	55	0	18	2	0	25

At the top of the page, click book.

Classroom

Basic skills in colonoscopy

Course code: JAG_CDP3 (M) | Duration: 3 days | Date: 14/Sep/2022 (1 Places left) | Cost: £1050.00

Lower Basic skills

Book

Once you have clicked on 'book' the next page will automatically populate your contact details, such as your name and email address. If any of these details are incorrect, you will need to go to your profile page, seen below, to amend your details.

Classroom

Basic skills in colonoscopy

Course code: JAG_CDP3 (M) | Duration: 3 days | Date: 06/Jul/2022 (2 Places left) | Cost: £1050.00

Lower Basic skills

Course registration

First name: Joe

Surname: Blogg

Email: 32967@weblogik.co.uk

Professional body code: 21c0637o

If any of your details above are incorrect they can be changed using your profile page

Complete your personal details in the below fields.

For certain courses you will need approval from your training lead to attend a course. Ensure you select the correct 'site lead' in the below drop down. They will be notified by the website to approve your attendance (this currently only applies for basic skills and train the trainer courses).

Work tel

Mobile tel

If any of your details above are incorrect they can be changed using your profile page.

Your site lead

- Please select -

Year of training e.g. 1995

Learning Objective

Dietary requirements

Once you have completed all the fields, click on 'confirm.'

I Confirm that I meet the course application criteria.

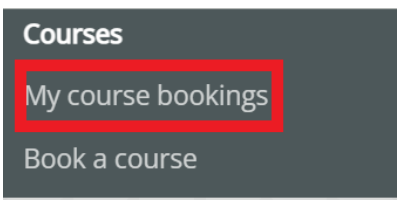
I have read and agree with the terms and conditions of this booking.

Confirm

Please note, the majority of courses are run by training centres and therefore are not managed by the JAG office. If you have queries regarding the status of your course booking, payment, or required documents, you will need to contact the centre directly. The contact details of each centre can be found on list of training centres page on the JETS website.

Viewing course booking status

To view the progress of your course return to the actions menu and click on 'my course bookings.'

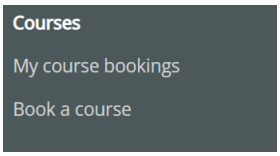


Under status you can see the stage of your application. If you wish to cancel the course, click on 'cancel'.

Course	Location	Date	Status	
JAG_CDP3 (M) Basic skills in colonoscopy	The Northern Region Endoscopy Training Centre	06/07/2022	Awaiting trainer approval	Edit Cancel

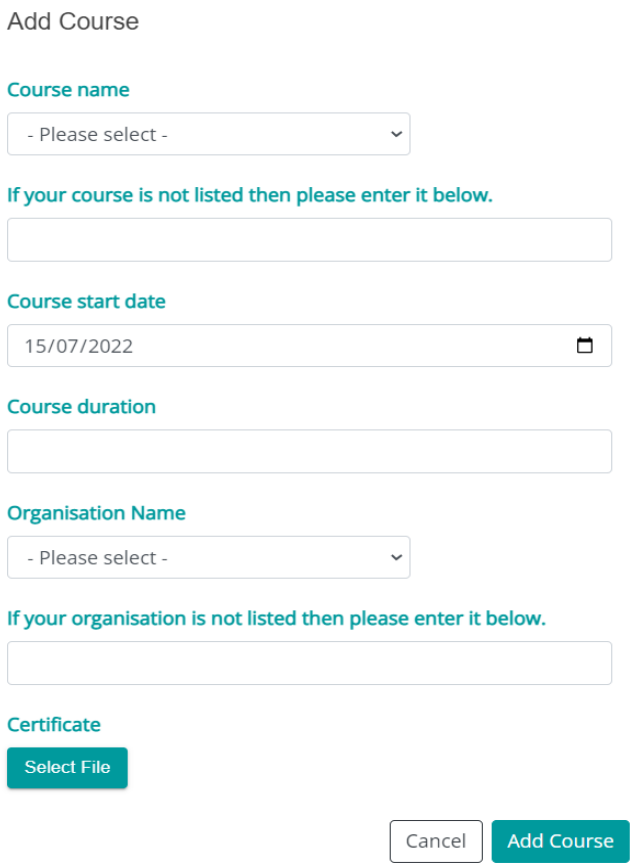
Manually adding a course

If you have previously attended a course and have the certificate you want to upload, the website has a facility to upload certificates manually. Navigate to the 'actions' tab and click on 'my course bookings'.



On the top right-hand corner of the page click on 'add course'.

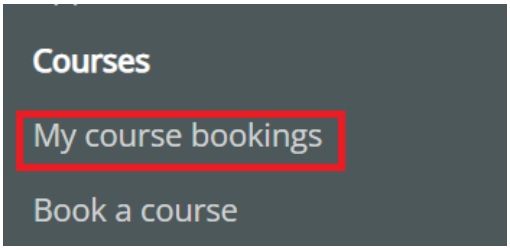
A pop up will appear, in the 'course name' drop down select the name of the course or add the name manually underneath if it's not showing in the dropdown. Complete the remainder of the questions and attach the certificate by clicking on 'select file' and click 'add course.'



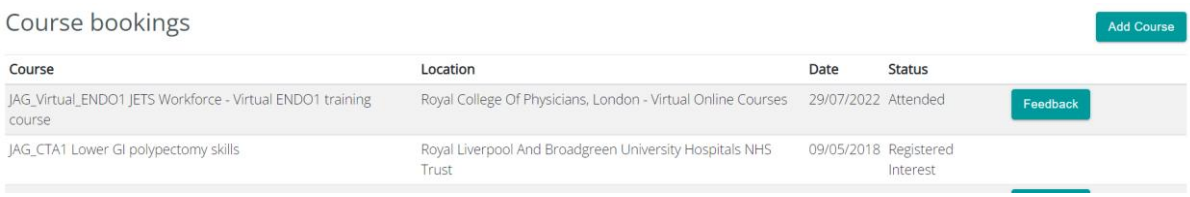
Completing course feedback

To get your course certificate, you need to complete the feedback for the course and training faculty. The feedback is anonymised when viewed by the training centres and provides a key part of quality assurance of all JAG approved courses. Without completing the course feedback, you will not be able to generate your course certificate.

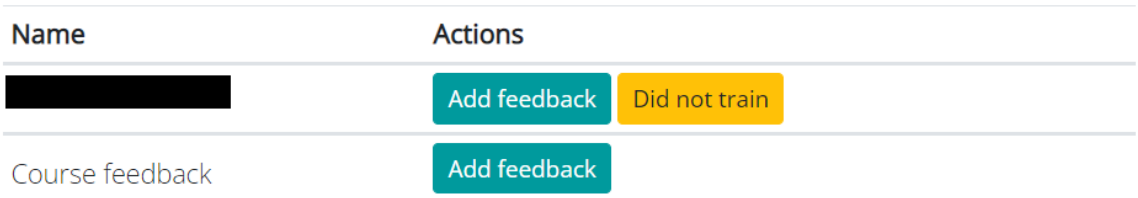
You can access the feedback form after the course finishes and the training centre marks you as attended. Once you are logged in and have selected the 'actions' menu, go to 'my course bookings'.



If the training centre have marked you as attended, you will then see the green feedback button alongside the course. If this isn't visible, please contact the course administrator for help. The list of contact details for training centres is available in the 'training centres and courses' menu.

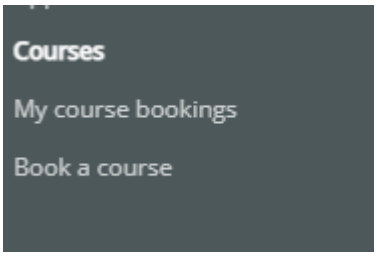


Here you will see the options to add feedback for the overall course, and the faculty on the course. Not all faculty will have been part of your teaching. They can be marked as 'did not train.'

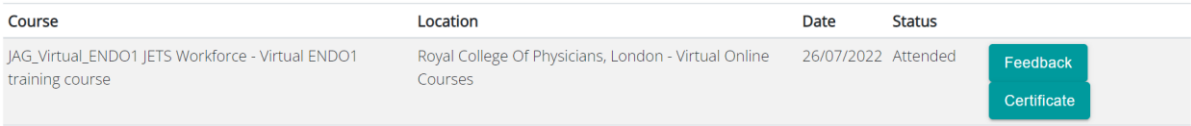


Once you have completed the faculty feedback form, it is important you select 'sign off' and not just save it. If you don't select 'sign off', your certificate will not be generated.

Completing all faculty feedback and course feedback will then automatically generate your certificate, go to 'my course bookings' under the actions bar.

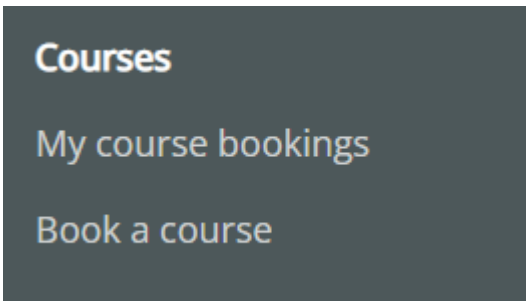


The certificate will appear on the right-hand side of the page, in the green box.

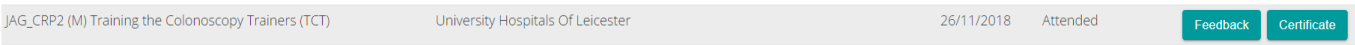


How to view course certificates

Once you have attended and completed the feedback for a course, the certificate will be generated. To access it, go to the 'actions' tab and click on 'my course bookings.'

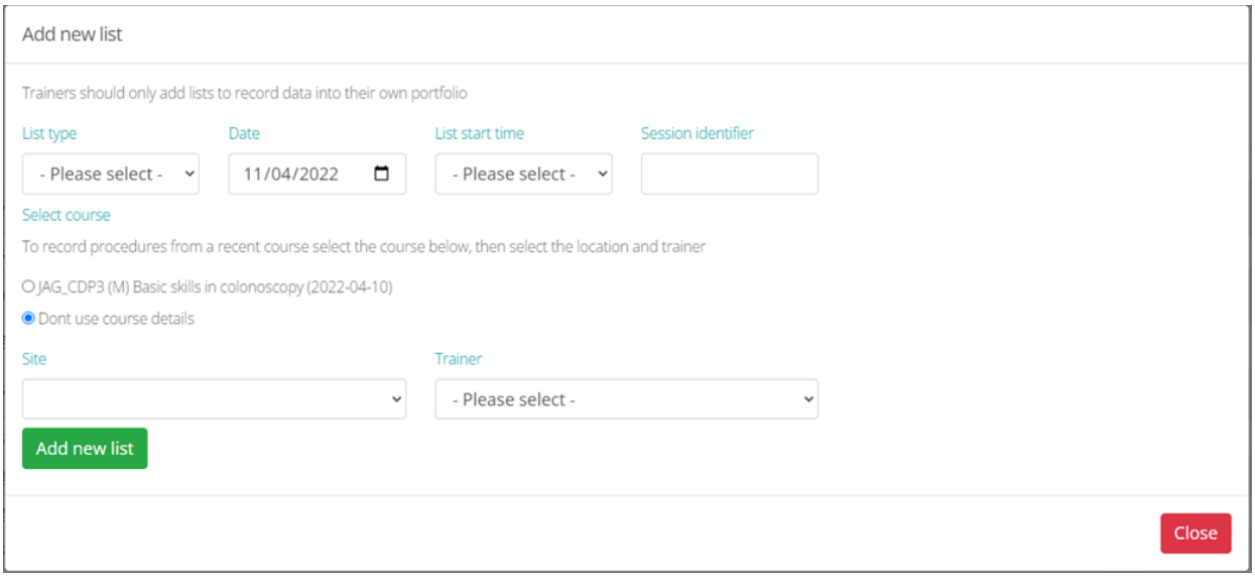


A list of all the courses you have attended will appear on the page. Click on 'certificate' on the right-hand side of the course to download the certificate.



Adding a list after a course

After a course is completed, you can add a list of procedures you completed during the course. To do this, go into 'add new list' as you would for any normal list. You will then see the option to select the course details instead of the normal site details. This will only show for a limited period after the course is finished so ensure this is actioned as soon as possible.



Extracting DOTS feedback

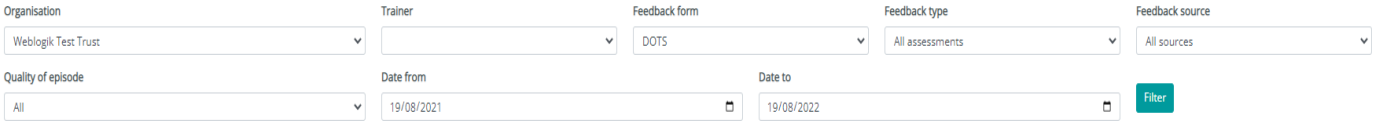
Direct Observation of Training Skills (DOTS) enable trainers to complete assessments on fellow trainers. This will allow users to evaluate the training skills of their peers.

The 'training feedback' is a record of feedback left for trainees.

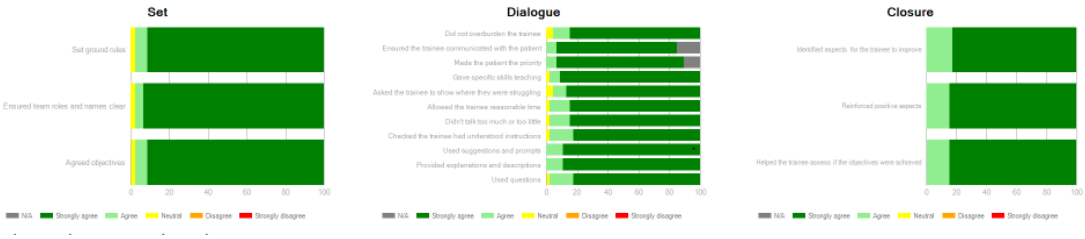
Also, trainees can provide feedback to trainers at their service after a procedure. Feedback is submitted by trainees and trainers through Direct Observation of Training Skills (DOTS) forms.

Training leads and trainers can access DOTS for trainers in their organisation by selecting **'**trainer DOTS feedback report' from the 'actions' menu.

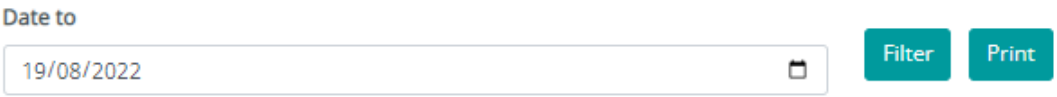
The next page will generate bar charts and a few dropdowns will appear at the top which will allow you to amend the details to generate the information you need. Depending on the information you require, for instance if you are seeking the feedback for a certain trainer, select their name under 'trainer'. Add the timeframe and select 'filter' on the right-hand side.



The details for the trainer will appear below in the bar charts. If you scroll to the bottom, you can also see any comments left for the trainer.



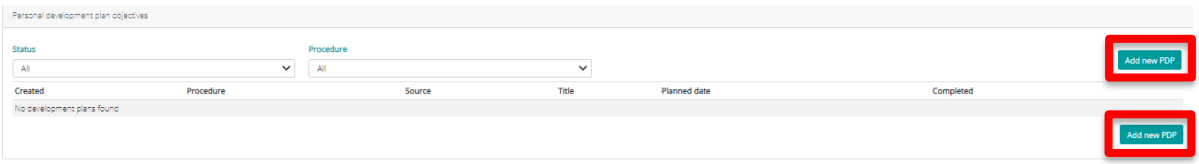
If you would like to print the information generated, this can be done by selecting 'print' on the top right-hand side of the page.



Personal development plan (PDP)

Personal development plans enable trainees to create an action plan based on reflection, goal setting and planning for personal development with set deadlines. Any user set up as an endoscopist has PDP access.

This is where you can keep a log of your PDF. Your log can be extracted to a MS word document for personal use. Any objectives that are logged in procedure lists will automatically populate in this section. You can add objectives by clicking the 'Add new PDP' button at the top or bottom of the page.



This prompts the generation of a pop up to be completed by the trainee.

Add/Edit Plan

Title

Objective

Paragraph

Measureable outcome

Paragraph

Procedure

Timeframe

Date completed

dd/mm/yyyy

Save Cancel

Procedures on NED

If your site is uploading procedures to the NEDi2, they will automatically be uploaded to the JETS website. This means you will not need to manually enter your procedures. Trainees would then be expected to add DOPS, feedback and learning objectives to the lists.

NED uploads will be indicated on your dashboard by a table like the example below:

NED upload

You are uploading procedures to JETS via NED, the table below provides a summary of your NED Uploads. You should not need to manually add procedures performed at the sites listed below to JETS.

Unit	NED	Last procedure	#
	NEDi1	17/08/2022	624

You are using the following ERS systems to load procedures to NED

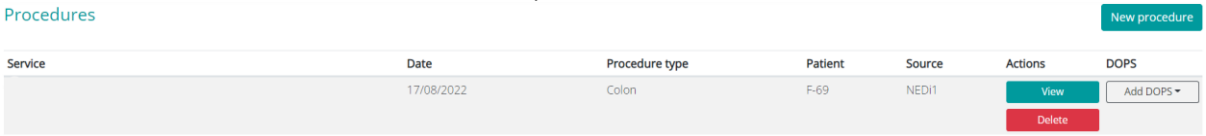
Supplier	Version	Latest USR
		100.00%

USR - Upload Success Rate from last NED committee review

- Number of procedures loaded in last 6 months

When uploading through NED, it is good practise to check over procedures to ensure they are recording accurately. You can edit or delete any procedure within 3 months of upload. You can also add your DOPS, feedback and learning objectives onto each list.

To do this, go to 'view and search lists,' view the list you want to check, and you will see two options to 'view' or 'delete.' Select 'view' to edit the procedure.



After 3 months (or 6 months for ERCP and EUS procedures), you will only have the option to 'view the procedure, and you will not be able to edit any details of the procedure.

For more information on NED, you can visit the website: https://ned.thejag.org.uk/ or contact us via our webform.mailto:

Frequently asked questions

If our user guide has not provided you with the help you need, please visit our frequently asked questions page.

We want your feedback

If there is any information that you think should be included in this guide and is not currently added, please email us by using our webform.

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

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