

JETS Workforce

User Guide Staff member

Part of the JAG programme at the RCP



Version control sheet

User Guide – Staff members	
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Applies to	All JETS Workforce users

Introduction

This user guide has been designed to provide you with the necessary guidance in your role as a supervisor or an assessor for the JETS Workforce programme.

JETS Workforce launched in April 2019 and replaced the Gastrointestinal Endoscopy for Nurses programme (GIN).

The JETS Workforce's online ePortfolio holds endoscopy specific competency frameworks, direct observation of procedures (DOPS), witness statements and long-term evaluation of trainer skills (LETS) that combine to create a platform that the endoscopy workforce will be able to use to submit evidence of their practice. JETS Workforce can 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.

The JETS Workforce programme is comprised of three levels:

- **Level one** which consists of two sections (foundation and decontamination).
- **Level two** which is in development and will consist of one section (advanced endoscopy).
- **Level three** which consists of two sections: (management and leadership, and assessing clinical practice).

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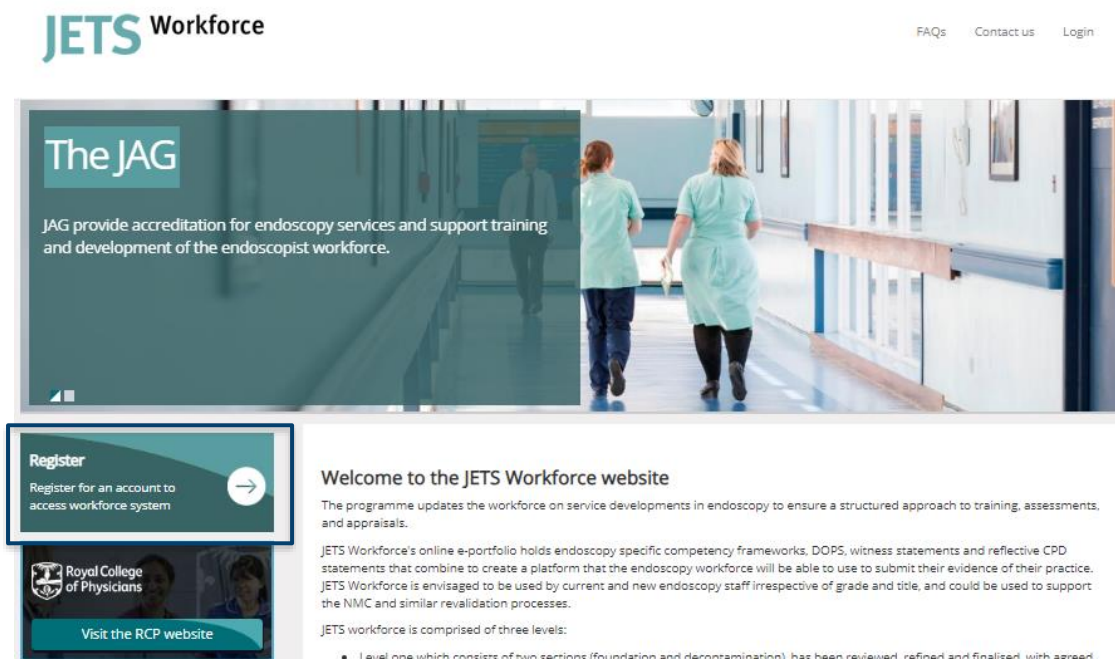
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Setting up a JETS Workforce account

If you have previously used GIN, JETS or NED you will already have an 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
2. Click the register button on the left hand side.



The screenshot shows the JETS Workforce website homepage. At the top left is the 'JETS Workforce' logo. On the right, there are links for 'FAQs', 'Contact us', and 'Login'. The main banner features a photograph of two healthcare professionals in a hospital corridor, with the text 'The JAG' and 'JAG provide accreditation for endoscopy services and support training and development of the endoscopist workforce.' Below the banner, there is a 'Register' button with a right-pointing arrow and the text 'Register for an account to access workforce system'. To the left of the main content is a 'Visit the RCP website' button with the Royal College of Physicians logo. The main content area is titled 'Welcome to the JETS Workforce website' and contains introductory text about the program's purpose and the structure of the workforce levels.

3. You will then be asked for some personal details,
 - o All fields must be completed to register.
 - o We recommend you use an email address you will have continuous access to eg a personal email address.
 - o If you do not have a professional registration number (eg an NMC number), please select 'other' this option will be removed.
 - o Your password must include:
 - At least 8 characters
 - Have upper and lower case letters
 - At least 1 number
 - o Add **all** of the sites where you work – you can select multiple sites.

First name

First Name

Surname

Last Name

Email



Email Address

Professional body

-- Professional body --

Registration number

Registration number

Role

Select role

Job title

Select job title

Password

.....

Confirm password

Confirm password

Sites you work at

If you cannot find your site in the list please contact 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.

Start typing to locate your site...

Add site

Terms and conditions of use

I have read and agree to the terms and conditions.

Register

4. You will then be sent an automated email with your user name to confirm your registration is complete.
5. Your registration will automatically give you staff member access. If you require supervisor, assessor or unit manager access please speak to your unit manager or contact askjag@rcp.ac.uk to amend your access.

JETS Workforce training pathway

It is important that you go at a pace that you feel comfortable with, however, below are the recommended timeframes for completing the relevant JETS Workforce levels:

Level 1:

- Experienced staff: up to 8 months
- New and part-time staff: up to 10 months

Note: level 1 is mandatory for all endoscopy workforce working in a clinical capacity.

Level 1 and 2:

- Experienced staff: 8 – 12 months
- New and part-time staff: 10 – 16 months

Note: level 1 is a prerequisite to level 2 and must be completed first.

Level 3:

- Experienced staff: up to 6 months
- New and part-time staff: up to 8 months

Note: level 3 can be completed without level 1 or 2 for those in related job roles.

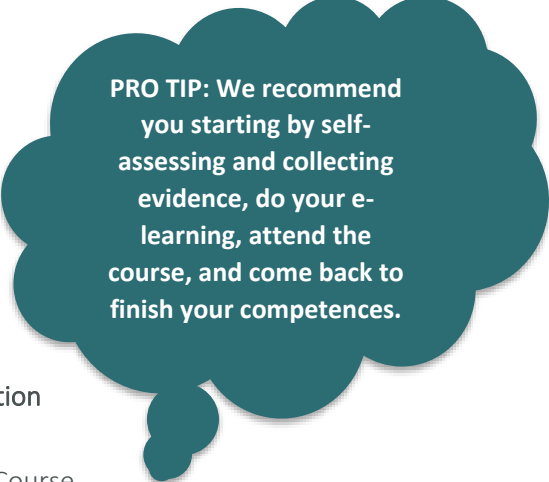
Before starting the JETS Workforce programme, you need to make sure your account is correctly set up and ready to go.

1. Login or register for an account at www.jetsworkforce.thejag.org.uk
2. Make sure you have been assigned the correct role. All endoscopy staff members should have staff member access. If you do not have the correct role assigned please contact askjag@rcp.ac.uk.
3. Assign senior colleagues who will be supporting your training as supervisors and assessors so that they can sign off your evidence and final assessments.

Level 1:

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

1. Start on the self-assessments of each of your competencies.
2. Start collecting evidence to support each competency in the form of DOPS and witness statements.
3. Assign your supervisor and assessor to sign off your evidence and complete your final assessments.
4. Complete the 9 ENDO1 e-learning modules which can be accessed via the [e-learning for health portal](#). **Please refer to the e-learning section on page 18 for more information.**
5. Book the JETS Workforce virtual ENDO1 course via the JETS website. Course availability can also be viewed on the courses pages of your JETS Workforce ePortfolio before being redirected to the JETS website to book (<https://www.jets.nhs.uk/FindCourseHome.aspx>).



PRO TIP: We recommend you starting by self-assessing and collecting evidence, do your e-learning, attend the course, and come back to finish your competences.

Note: once you have completed all three elements, 1) competency framework, 2) e-learning, 3) virtual training course; you will have completed the first JETS Workforce level.

Level 2:

This is in development, and we plan to release it in 2022. Keep an eye on our website for future updates.

Level 3:

1. Start on the self-assessments of each of your competencies.
2. Start collecting evidence to support each competency in the form of LETS, witness statements, and reflective accounts.
3. Under development – complete the three ENDO3 e-learning modules.
4. Under development – book onto the ENDO3 training course.

JETS Workforce roles

JETS Workforce has four different roles which give varying degrees of access to the ePortfolio.

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 supervisors and assessors.

Competencies Evidence Learning objectives Supervisors/Assessors Training and e-learning

Your assessments

Level 1 - Section 1 - Foundation Hide completed competencies [Print summary](#)

Competency	Self assessment			Final assessment			
	Started	Completed	Action	Started	Completed	Level	Action
1.1 Professional values and interpersonal effectiveness	18/11/2020	01/12/2020	View Delete	01/12/2020			View
1.2 Communication and patient assessment	25/11/2020		Edit Delete				
1.3 Upper gastrointestinal endoscopy (OGD)	25/11/2020		Edit Delete				

Supervisor – an experienced member of staff as determined by the unit manager; who is responsible for signing off a staff member’s evidence.

Competencies Evidence Learning objectives Supervisors/Assessors Training and e-learning **Staff evidence**

My trainees

Staff members that have assigned you are listed below.

Fionnuala Burke [View](#)

Assessor – an experienced member of staff as determined by the unit manager who is responsible

Competencies Evidence Learning objectives Supervisors/Assessors Training and e-learning Staff evidence **Final assessments**

Final assessments

Staff members at your site(s).

View

for completing a staff member’s final assessments. An assessor can also sign off evidence if required.

Unit Manager – responsible for adding users to the ePortfolio and overseeing staff progress

Competencies Evidence Learning objectives Supervisors/Assessors Training and e-learning Staff evidence Final assessments **Unit Staff**

Staff Overview

Select level: Overview

Show 10 entries Search:

Name	Role	Section					ENDO			Action
		1	2	3	4	5	1	2	3	
, Test assessor 1	Workforce Assessor	×	×	×	×	×	×	×	×	<input type="button" value="Edit"/> <input type="button" value="Remove"/>
, Test manager 1	Workforce Assessor Mentor Staff Member Workforce Unit Manager	×	×	×	×	×	×	×	×	<input type="button" value="Edit"/> <input type="button" value="Remove"/>

Overview of the ePortfolio

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

JETS Workforce FAQs Downloads Contact us MyJAG

Follow JAG on twitter

Follow @JAG_Endoscopy for all our latest news and updates

follow us on **twitter**
@JAG_Endoscopy

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.

Visit the RCP website

Sites using JETS Workforce

Updating your personal details

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@rcp.ac.uk if your username or site needs to be updated.

JETS Workforce FAQs Downloads Contact us Admin **My JAG**

Complete the form below to update your JETS Workforce user account

First name ✓ Surname

Your username (Please note you cannot amend your username please contact support if you need to change it)

Email

Role Job title

Sites registered with
If you cannot find your site in the list please contact your unit manager.

- My Assessments
- Staff overview
- User Profile**
- Change my password
- Logout

If you would like to change your password, go to the myJAG tab and select change password

Please use the form below to change your password.
 Passwords must be at least 8 characters long and contain at least one upper case letter and at least one number.

Current password

New password

Confirm password

[Change password](#)

- My Assessments
- User Profile
- Change my password**
- Logout

Your ePortfolio, as a staff member

To access your ePortfolio, go to myJAG and select my Assessments.

Competencies Evidence Learning objectives Mentors/Assessors Training and e-learning

Your assessments

Level 1 - Section 1 - Foundation [Hide completed competencies](#) [Print summary](#)

Competency	Self assessment			Final assessment			
	Started	Completed	Action	Started	Completed	Level	Action
1.1 Professional values and interpersonal effectiveness			Add new self assessment				
1.2 Communication and patient assessment			Add new self assessment				
1.3 Upper gastrointestinal endoscopy (OGD)			Add new self assessment				
1.4 Lower gastrointestinal endoscopy (Colonoscopy and flexible sigmoidoscopy)			Add new self assessment				
1.5 Infection prevention			Add new self assessment				

- My Assessments
- User Profile
- Change my password
- Logout

Part of the JAG programme at the RCP



Staff member access will give you access to the following. More details are given below:

Competencies Evidence Learning objectives Supervisors/Assessors Training and e-learning

Your assessments

Level 1 - Section 1 - Foundation [Hide completed competencies](#) [Print summary](#)

Competency	Self assessment			Final assessment			
	Started	Completed	Action	Started	Completed	Level	Action
1.1 Professional values and interpersonal effectiveness	18/11/2020	01/12/2020	View Delete	01/12/2020			View
1.2 Communication and patient assessment	25/11/2020		Edit Delete				
1.3 Upper gastrointestinal endoscopy (OGD)	25/11/2020		Edit Delete				

Note: the self assessment and final assessment sections will remain blank until content has been added such as in the screenshot above.

Competencies

The competencies section is where you complete your self-assessment of each competency.

JETS Workforce’s competency framework consists of three levels:

- Level 1 - Section 1 (Foundation), Section 2 (Decontamination).
- Level 2 - Section 3 (Under development).
- Level 3 – Section 4 (Management and Leadership), Section 5 (Assessing Clinical Practice).

Competencies
Evidence
Learning objectives
Mentors/Assessors
Training and e-learning

Your assessments

Hide completed competencies

Print summary

Competency	Self assessment			Final assessment			
	Started	Completed	Action	Started	Completed	Level	Action
1.1 Professional values and interpersonal effectiveness	18/11/2020	01/12/2020	View Delete	01/12/2020			View
1.2 Communication and patient assessment	25/11/2020		Edit Delete				
1.3 Upper gastrointestinal endoscopy (OGD)	25/11/2020		Edit Delete				

Evidence

The evidence section is where you will add all of your evidence (eg DOPS, witness statements, LETS) to be signed off by a supervisor.

Your evidence

Evidence type:
 DOTS type:

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.

Type	Signed Off	Assessed all competent	Date	Actions
2. Assisting with simple biopsy	No	No	02/12/2020	✎ 🗑 🖨

Learning objectives

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

Competencies Evidence **Learning objectives** Mentors/Assessors Training and e-learning

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

Title	Objective
Endoscopy	Endoscopy

Supervisors/Assessors

The Supervisors/Assessors section is where you can assign any supervisors or assessors from your service that are on JETS Workforce. We recommend you to assign more than one supervisor and one assessor. Sometimes, the same individual may take on both roles of supervisor and assessor.

Competencies Evidence Learning objectives **Supervisors/Assessors** Training and e-learning

Mentors

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

Name	Role	
Test mentor 1	Mentor	Remove
Fionnuala Burke	Mentor	Remove
Test assessor 1	Assessor	Remove

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

-- Select mentor -- [Add mentor](#)

-- Select assessor -- [Add assessor](#)

Note: if the person you want to assign as supervisor/assessor isn't showing, it is likely because that person has not been designated this role on their own account. Likewise, they may not be registered to a site on their JETS Workforce profile. In these cases, please contact us at askjag@rcp.ac.uk to make the necessary adjustments to the account.

Training and e-learning

The training and e-learning section provides an overview of your course history and a place to upload relevant certificates.

You can upload your e-learning certificates, view courses you are currently booked on, previous courses you have attended, available upcoming courses, and if you previously used GIN you can download your GIN passport on this page.



Note: in the future you will be able to access your relevant e-learning modules from this page, this function is currently under development.

JETS Workforce levels

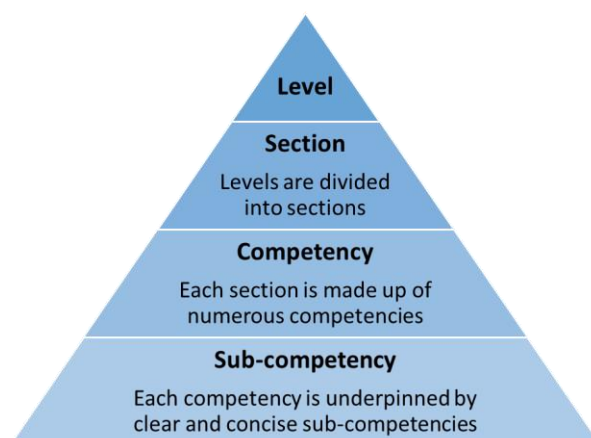
The JETS Workforce programme is comprised of three levels:

- **Level one** which consists of two sections (foundation, and decontamination).
- **Level two** which is in development and will consist of one section (advanced endoscopy).
- **Level three** which consists of two sections: (management and leadership, and assessing clinical practice).

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

Level 1 competencies	Level 2 competencies	Level 3 competencies
Section 1: Foundation	Section 3: Advanced endoscopy	Section 4: Management and leadership
1.1 Professional values and interpersonal effectiveness	3.1 Care of patients undergoing complex therapeutic upper GI endoscopy	4.1 Endoscopy unit management
1.2 Communication and patient assessment	3.2 Care of patients undergoing complex therapeutic lower GI endoscopy	4.2 Team leadership
1.3 Upper gastrointestinal endoscopy (OGD)	3.3 Care of patients undergoing placement of enteral feeding tubes	4.3 Clinical leadership
1.4 Lower gastrointestinal endoscopy (colon and flex sig)	3.4 Care of patients undergoing ERCP	4.4 Teaching
1.5 Infection prevention	3.5 Care of patients undergoing EUS	4.5 Audit and use of data
Section 2: Decontamination	3.6 Assisting with complex therapeutic upper GI endoscopy	Section 5: Assessing clinical practice
2.1 Decontamination – flexible endoscope manual cleaning	3.7 Assisting with EMR	5.1 Assessing clinical practice

2.2 Decontamination – flexible endoscope – use of automated endoscope re-processors (AER)	3.8 Assisting with colonic stent placement	5.2 Giving constructive feedback
2.3 Decontamination – storage of flexible endoscopes and accessories	3.9 Assisting with ESD	
2.4 Preparation of the procedure room	3.10 Assisting with placement of enteral feeding tubes	
2.5 Assisting with diagnostic upper GI gastrointestinal endoscopy	3.11 Assisting with ERCP	
2.6 Assisting with diagnostic and simple polypectomy (<1cm) lower gastrointestinal endoscopy (colonoscopy and flexible sigmoidoscopy)	3.12 Assisting with EUS	
2.7 Operation of diathermy	3.13 Assisting with emergency GI bleeds	
2.8 Nurse pre-assessment of patients undergoing diagnostic gastroscopy, flexible sigmoidoscopy, and colonoscopy with/ without biopsy/ polypectomy		
2.9 Nurse confirmation of written consent for diagnostic gastroscopy, flexible sigmoidoscopy and colonoscopy with/ without biopsy/ polypectomy		



The pyramid above displays the breakdown of each level. Within each level lie different sections and within these sections, each competency is underpinned by clear and concise sub-competencies.

Competency framework

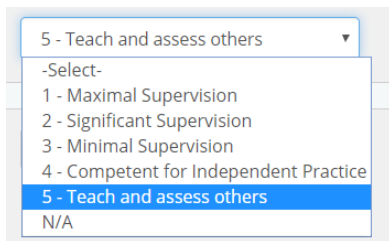
Each level of the JETS Workforce training programme has three elements to it, the competency framework being one of them.

JETS Workforce’s endoscopy-specific competency framework, has 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, LETS or 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 supervisor.
- Final assessment to be signed off by an assessor.

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



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

E-learning

Each level of the JETS Workforce training programme has three elements to it, e-learning being one of them.

Accessing e-learning

JETS Workforce e-learning content has been developed in collaboration with the HEE e-learning for health team. You can find the list of available modules on the e-learning for health endoscopy page, <https://www.e-lfh.org.uk/programmes/endoscopy/>.

If you either work in the NHS, work with NHS patients or are in education, access to all endoscopy 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 either through [OpenAthens](#) or through [eIntegrity](#) for a small fee.

Further guidance on registering to start the modules can be found in our [Getting started with e-learning guide](#).

Level 1

To complete level 1 of the JETS Workforce training programme, all workforce members are required to complete nine e-learning modules. These modules have been designed to support you as you work your way through level 1 of the programme. They can be accessed here, <https://portal.e-lfh.org.uk/Component/Details/696593>.

There is one additional module, advanced decontamination, that has been designed for those who work in decontamination technician or equivalent roles. It can be accessed here, <https://portal.e-lfh.org.uk/Component/Details/696596>.

Level 2 and 3

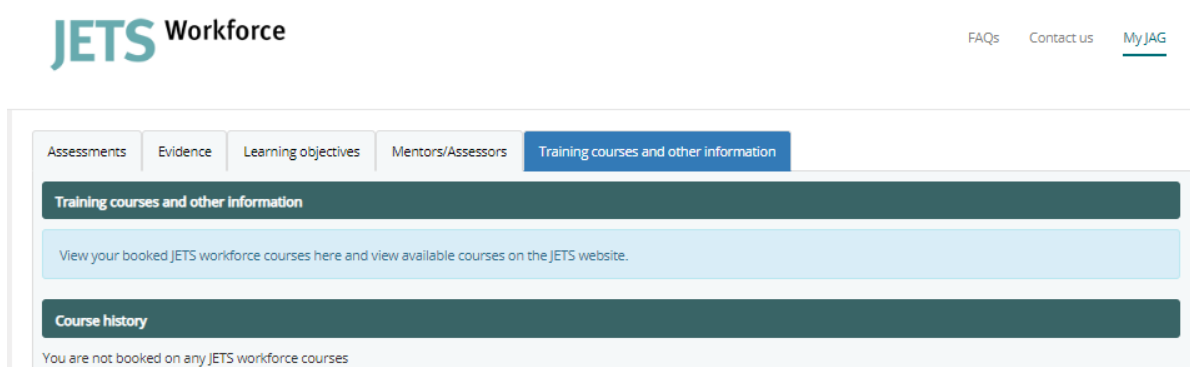
- There will be two e-learning modules to support the level 2 ENDO2 course.
- There will be three e-learning modules to support the level 3 ENDO3 course.

These are all currently under development, with a view to be released by end of 2021.

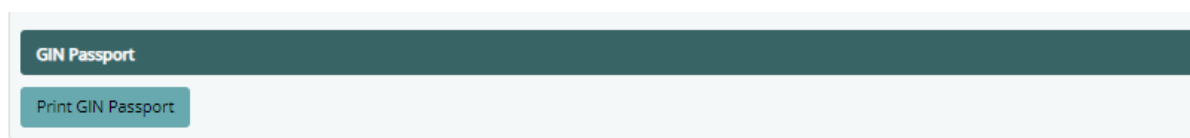
Downloading GIN passport

If you previously participated in or completed the GIN programme, 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 supervisors and assessors

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

Before you can have any evidence or final assessments signed off, you need to assign your supervisors and assessors. The same person can take on both roles, and you can assign multiple supervisors or assessors.

Supervisors are responsible for signing off your evidence and assessors are responsible for completing your final assessments. However, in some cases the supervisor 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 supervisor or assessor you first need to go to the supervisors/Assessors section.

Competencies Evidence Learning objectives **Mentors/Assessors** Training and e-learning

Mentors

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

Name	Role	
Test mentor 1	Mentor	Remove
Fionnuala Burke	Mentor	Remove
Test assessor 1	Assessor	Remove

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

-- Select mentor -- Add mentor

-- Select assessor -- Add assessor

2. Select your supervisor or assessor from the dropdown list and click Add supervisor/assessor.
3. Your supervisor or assessor will receive an automated email advising them you have assigned them as a supervisor 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 supervisor and assessor this can also be removed from the same section as shown below

Competencies Evidence Learning objectives **Supervisors/Assessors** Training and e-learning

Mentors

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

Name	Role	
Test mentor 1	Mentor	Remove
Fionnuala Burke	Mentor	Remove
Test assessor 1	Assessor	Remove

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

-- Select mentor -- Add mentor

-- Select assessor -- Add assessor

Unable to see any supervisors or assessors to choose from

If you do not have anyone in the drop down list of supervisors and assessors this means that no-one from your organisation has yet been assigned the role on JETS Workforce.

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

Adding evidence

Evidence can be in the form of DOPS (direct observation of procedural skills), witness statements or LETS (only for use in level 3). For instances of CPD, feedback or events/experience.

Adding DOPS evidence

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

Competencies Evidence Learning objectives Mentors/Assessors Training and e-learning

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.

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

Competencies Evidence Learning objectives Mentors/Assessors Training and e-learning

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.

Type	Signed Off	Assessed all competent	Date
2. Assisting with simple biopsy	No	No	02/12/2020

3. Click Add new.

Your evidence

Evidence type: DOTS type:

The table below shows your existing , 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 2. Assisting with simple biopsy

Type	Signed Off	Assessed all competent	Date	Actions
2. Assisting with simple biopsy	No	No	02/12/2020	

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

2. Assisting with simple biopsy [Return](#)

+ Guidance Notes

Select a procedure date to complete your DOPS:

Trainee:

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.

2. Assisting with simple biopsy [Return](#)

+ Guidance Notes

Select a procedure date to complete your DOPS:

Trainee:

	Maximal supervision	Significant supervision	Minimal supervision	Competent	Able to teach others	N/A
Preparation of Equipment						
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	
Health and Safety						

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

The screenshot shows a web interface for adding learning objectives. At the top, a header reads "Learning Objectives (the objectives will be added to the trainees PDP once DOPS is completed)". Below this is a form with two main sections: "Title" and "Objective". The "Objective" section includes a rich text editor with a toolbar containing icons for bold, italic, underline, strikethrough, link, unlink, list, and other text formatting options. Below the editor is a green "Add objective" button. Underneath, a section titled "Saved Objectives" shows a list with the text "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 supervisor 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 in level 1

- 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

Note: there are no DOPS for level 3. We are in the process of finalising level 2 of the programme, which will have DOPS.

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 'Witness Statements' highlighted. Other options include 'Direct Observation of Procedural Skills', 'Long-term Evaluation of Trainer Skills', and 'Direct Observation of Procedural Skills'. A 'DOTS type' dropdown is set to '-- All DOPS Forms --'. A note states: '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.' Below this, a note says: 'To add a new DOPS first select the DOPS type from the dropdown list above.'

2. Click Add new Witness Statements.

The screenshot shows the 'Evidence' tab selected. The 'Evidence type' dropdown is set to 'Witness Statements'. A note states: '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.' Below this, a green button labeled 'Add new Witness Statements' is highlighted with a red 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 has a navigation bar with 'Evidence' selected. Below it, there is a '+ Guidance Notes' button. The form is for 'Staff member: Weblogik Trainee'. It has three main input fields: 'Evidence Title', 'Date of statement' (with a placeholder 'DD/MM/YYYY'), and 'Number of hours of CPD'. Below these fields, there is a section titled 'JETS WORKFORCE Witness statement and reflective CPD record for endoscopy practice' with 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.' There is also a 'Feedback log' section with examples of sources and types of feedback.

4. Enter the details of where you received the feedback from, how the feedback was received and what the feedback was 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

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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.

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

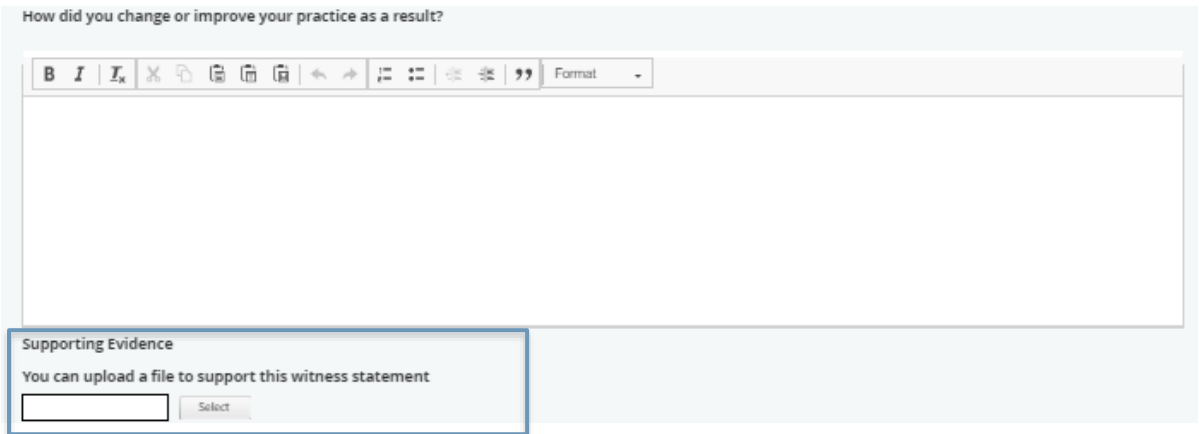
B I I_x ✂ 📄 🗑️ 📁 ⬅️ ➡️ 📌 📎 📧 🗨️ Format -

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

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

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



The screenshot shows a text editor with a toolbar containing icons for bold, italic, underline, strikethrough, link, unlink, list, indent, outdent, and undo. Below the toolbar is a large empty text area. At the bottom left, there is a section titled "Supporting Evidence" with the text "You can upload a file to support this witness statement". This section contains a file input field and a "Select" button.

7. Click Save.

Sign off

Mentor/Assessor: Password:

OR

Click save to sign off at a later date.

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

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

Adding LETS (for level 3 only)

1. Go to the Evidence section and select Long-term Evaluation of Trainer Skills (LETS) as the evidence type.

The screenshot shows the 'Evidence' tab selected in a navigation bar. Below it, a dropdown menu for 'Evidence type' is open, with 'Long-term Evaluation of Trainer Skills' highlighted. Other options include 'Direct Observation of Procedural Skills' and 'Witness Statements'. To the right, the 'LETS type' dropdown is set to '-- All LETS Forms --'. A text box below the dropdowns explains that the table below shows existing evidence and that users can only assign evidence signed off by an assessor. A note at the bottom states: 'To add a new LETS first select the LETS type from the dropdown list above.'

2. Under the LETS type drop down menu, select either Peer assessment or Self reflection.

This screenshot shows the 'Evidence type' dropdown set to 'Long-term Evaluation of Trainer Skills'. The 'LETS type' dropdown is open, with 'Peer assessment' highlighted. Other options include '-- All LETS Forms --' and 'Self reflection'. The text box below explains that the table shows existing evidence and that users can only assign evidence signed off by an assessor. A note at the bottom states: 'To add a new LETS first select the LETS type from the dropdown list above.'

Peer assessment

Select Add new Peer assessment.

The screenshot shows the 'Evidence type' dropdown set to 'Long-term Evaluation of Trainer Skills' and the 'LETS type' dropdown set to 'Peer assessment'. A green button labeled 'Add new Peer assessment' is visible. Below the button, a message states: 'You have no evidence of the selected type to display.'

Fill in the sections: select a date and select your supervisor from the drop-down menu.

The screenshot shows the 'Peer assessment' form. It includes a 'Return' button and a '+ Guidance Notes' section. Below these are three input fields: 'Select a date to complete your LETS:' with the value '24/03/2021', 'Trainee:' with the value 'Fionnuala Burke', and 'Mentor:' with a dropdown menu showing 'Test mentor 1'.

Fill in the table by clicking in the relevant boxes to determine each statement as: strongly disagree, disagree, neutral, agree, strongly agree or N/A.

	Strongly disagree	Disagree	Neutral	Agree	Strongly agree	N/A
1: Trainer attributes						
Made me feel welcome						
Provided opportunity for questions						
Was patient and calm						
i Was available and focused						
Developed a good working relationship						
i Set a good professional example						
Comments						
<input type="text"/>						

Note: there are also opportunities to leave comments at the bottom of each section should you wish.

Once you have completed the table and are happy to sign it off, select Mark LETS as Complete.

Sign off

Mark LETS as Complete

Self reflection

Select Add new Self reflection.

Competencies
Evidence
Learning objectives
Mentors/Assessors
Training and e-learning
Staff evidence
Final assessments
Unit Staff

Your evidence

Evidence type: LETS type:

The table below shows your existing , 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 Self reflection

You have no evidence of the selected type to display.

Fill in the sections: select a date and select your supervisor from the drop-down menu

Peer assessment

Return

+ Guidance Notes

Select a date to complete your LETS:

Trainee:

Mentor:

Fill in the table by clicking in the relevant boxes to determine each statement as: strongly disagree, disagree, neutral, agree, strongly agree or N/A.

	Strongly disagree	Disagree	Neutral	Agree	Strongly agree	N/A
1: Trainer attributes						
Made the trainee feel welcome						
i Provided opportunity for questions						
Was patient and calm						
i Was available and focused						
i Developed a good working relationship						
i Set a good professional example						
Comments						
<input type="text"/>						

Note: there are also opportunities to leave comments at the bottom of each section should you wish.

Once you have completed the table and are happy to sign it off, select Mark LETS as Complete.

Sign off

Mark LETS as Complete

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, LETS 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 supervisors before you can assign the evidence and complete the assessment.

Note: you can start self-assessment of a competency at any time and you do not need to complete it all in one go. You can save your progress as you go, and complete it at a later date.

- To start a self-assessment go the Competencies section.

Competencies

Evidence

Learning objectives

Mentors/Assessors

Training and e-learning

Note: the Self assessment and Final assessment sections will remain blank until content has been added such as in the screenshot below.

© 2020 LETS

Your assessments							
Level 1 - Section 1 - Foundation		Hide completed competencies		Print summary			
Competency	Self assessment			Final assessment			
	Started	Completed	Action	Started	Completed	Level	Action
1.1 Professional values and interpersonal effectiveness	18/11/2020	01/12/2020	View Delete	01/12/2020			View
1.2 Communication and patient assessment	25/11/2020		Edit Delete				

2. Click Add new self assessment next to the competency you would like to complete.

Your assessments							
Level 1 - Section 2 - Decontamin		Hide completed competencies		Print summary			
Competency	Self assessment			Final assessment			
	Started	Completed	Action	Started	Completed	Level	Action
2.1 Decontamination - flexible endoscope manual cleaning			Add new self assessment				
2.2 Decontamination flexible endoscope sterilisation/High level disinfection procedure			Add new self assessment				

3. Assess yourself 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: - <ul style="list-style-type: none"> <input type="checkbox"/> Biopsy samples for histology <input type="checkbox"/> Dye spray for colitis <input 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 type="checkbox"/> Cold Snare polypectomy <input type="checkbox"/> Snare polypectomy including diathermy <input type="checkbox"/> Injection techniques for small endomucosal lifts 	5 - Teach and assess others	DOPS 2 ✘ DOPS 3 ✘ DOPS 8 ✘
3	Prepare and assist with retrieval of polyps using: - <ul style="list-style-type: none"> <input type="checkbox"/> Polyp trap <input type="checkbox"/> Graspers <input type="checkbox"/> Baskets <input type="checkbox"/> Rothnet 	5 - Teach and assess others	DOPS 3 ✘
4	Prepare and assist with controlling lower GI bleeding through: - <ul style="list-style-type: none"> <input type="checkbox"/> Injection therapy <input type="checkbox"/> Clips <input type="checkbox"/> Coag graspers <input type="checkbox"/> Gold probe <input type="checkbox"/> APC 	5 - Teach and assess others	DOPS 1 ✘

4. If you have completed your evidence and it has already been signed off, 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 DOPS type.

Your evidence

Evidence type: Direct Observation of Procedural Skills DOTS type: 6. Preparation of the endoscopy procedure room

The table below shows your existing , 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 6. Preparation of the endoscopy procedure room

Type	Signed Off	Assessed all competent	Date	Actions
6. Preparation of the endoscopy procedure room	No	No	24/03/2021	

6. Click Assign and close.

Your evidence

Evidence type: Direct Observation of Procedural Skills DOTS type: 6. Preparation of the endoscopy procedure room

The table below shows your existing , 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 6. Preparation of the endoscopy procedure room

Type	Signed Off	Assessed all competent	Date	Actions
6. Preparation of the endoscopy procedure room	No	No	24/03/2021	

Note: in order to assign your evidence to a sub-competency, it must first be signed off by a supervisor assessor.

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 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 ✓

- 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.

The screenshot shows a form interface with two main sections. The top section is titled 'Assessor Comments' in a dark teal header. Below the header, there is a line of text: 'Comments from assessors will show below. If blank, there are no assessor comments relating to this competency.' This is followed by a large, empty white text area with a small cursor icon at the bottom right. The bottom section is titled 'Sign off' in a dark teal header. Below this header, there is a line of text: '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.' At the bottom of this section is a green button with the text '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

Each level of the JETS Workforce training programme has three elements to it, attending a training course being one of them.

- **Level 1** – virtual ENDO1 course live and available to book.
- **Level 2** – ENDO2 hands-on practical course under development.
- **Level 3** – ENDO3 lecture based course under development.

A list of available JETS Workforce courses can be found under the Training and e-learning tab of your ePortfolio.

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 the JETS website otherwise you won't be able to book the course.

Note: your login details for JETS and JETS Workforce are the same.

1. To book a course, click on the one you would like to attend on the courses section of your JETS Workforce account (under the Training and e-learning tab).

Course code	Course name	Date	Centre	Availability
JAG_Virtual_ENDO1	JETS Workforce - Virtual ENDO1 training course	30/03/2021 (am)	RCP	3 places left
JAG_Virtual_ENDO1	JETS Workforce - Virtual ENDO1 training course	13/04/2021	RCP	5 places left
JAG_Virtual_ENDO1	JETS Workforce - Virtual ENDO1 training course	19/04/2021	RCP	14 places left
JAG_Virtual_ENDO1	JETS Workforce - Virtual ENDO1 training course	29/04/2021	RCP	14 places left
JAG_ENDO1	JETS Workforce ENDO1 (Half day classroom based course)	30/04/2021	Cardiff	Fully Booked
JAG_ENDO1	JETS Workforce ENDO1 (Half day classroom based course)	05/07/2021	Cardiff	Fully Booked

2. 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_Virtual_ENDO1 JETS Workforce - Virtual ENDO1 training course

Training Centre Royal College of Physicians, London - Virtual Online Courses
All courses delivered virtually via Microsoft Teams for the foreseeable future.
NW1 4LE

Location(s) Royal College of Physicians, London - Virtual Online Courses - As above

Duration 0.5 **Type** Basic skills

Cost £20

Overview
Virtual ENDO1 is a two and a half hour online training course, approved by the Joint Advisory Group (JAG) for endoscopy workforce staff wishing to improve their skills in assisting endoscopic procedures.
The 2.5 hour online course is an intensive, interactive and practical course covering the theoretical and practical basis of assisting endoscopic procedures and caring for patients undergoing endoscopy.

Date 29/04/2021
Availability 14 spaces
Faculty Caroline Mccloskey
Diana Atkinson
Alison Hewitt

[Other Dates](#)

Apply for Course

Note: before attending the virtual ENDO1 course, you must have completed the nine relevant e-learning modules. Please refer to e-learning section above for more information.

- Enter your date of birth, job role and title and any dietary requirements (if not a virtual course) 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:

Weblogik

Ipswich

IP2 8SD

Work Tel:

Mobile Tel:

Correspondence Tel:

Work Email:

Correspondence Email:

Preferred Contact:

PRO TIP: If any fields are left blank on any of the following sections you will not be able to proceed with your course booking.

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

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:



<< Copy e-portfolio procedure counts

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+

e-portfolio procedure counts
Colon:
Flexi:
OGD:

Note: if the procedure counts do not apply to your role please select Nil.

- 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.				
Course	JAG_Virtual_ENDO1 JETS Workforce - Virtual ENDO1 training course			
Training Centre	Royal College of Physicians, London - Virtual Online Courses All courses delivered virtually via Microsoft Teams for the foreseeable future. NW1 4LE			
Location(s)	As above			
Duration	0.5	Category	99	JAG Certified 
Cost	£20.00	Type	Basic skills	JAG Mandated 
Application criteria / target audience	<p>The course is open to all endoscopy workforce staff including Nurses, ODPs, HCAs and other healthcare support workers.</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 ePortfolio competency programme.</p> <p>Pre-course requisites – delegates registering for the online course should have already completed the nine JETS Workforce eLearning modules hosted on the eLearning for Health platform. These can be accessed via https://www.e-lfh.org.uk/programmes/endoscopy/</p> <p>JETS Workforce is supported by JAG and is a U.K. wide ePortfolio designed to record and acknowledge individual endoscopy workforce members' skill in assisting practical endoscopy.</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
JETS Workforce is supported by JAG and is a U.K. wide ePortfolio designed to record and acknowledge individual endoscopy workforce members' skill in assisting practical endoscopy.				
<input checked="" type="checkbox"/> I confirm that I meet the course application criteria				
Policies	<p>Payment: Once you have reserved your place on the course, you will be contacted by the JAG office to arrange payment. Payment will be via credit or debit card only, and will be made via our payment provider PayPal.</p> <p>Payment must be received no later than one week before the scheduled course date. If payment is not received by the deadline, the place will be made available again on the JETS website.</p> <p>If you have any issues with credit or debit card payments, and would require to pay via cheque, please contact the JAG team at AskJAG@rcplondon.ac.uk immediately to inform us.</p> <p>Terms & conditions: We make every effort to run courses as advertised, however we reserve the right to change the timetable and/or teaching staff without prior notice and to cancel any courses without liability (in which case there will be a full refund of course fees to participants).</p> <p>Cancellation:</p>			
<input checked="" type="checkbox"/> I confirm that I have read and agree with the Terms and Conditions of this booking				
<input type="button" value="Confirm Booking"/>				

PRO TIP: If you do not tick both 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. 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 delivered virtually by the JAG team or in person at the Royal College of Physicians in London.

Contact details for training sites can be found at, <https://www.jets.thejag.org.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_Virtual_ENDO1 JETS Workforce - Virtual ENDO1 training course	
Training Centre	Royal College of Physicians, London - Virtual Online Courses All courses delivered virtually via Microsoft Teams for the foreseeable future. NW1 4LE
Register interest	
Date	22/03/2021 (am)
Availability	Full
Faculty	Alison Ball Caroline Mccloskey
Other Dates	

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'.

Course:	JAG_Virtual_ENDO1 JETS Workforce - Virtual ENDO1 training course (22/03/2021)	Cancel Request
Training Centre:	RCP	
Location:	Rcp	
Duration:	0.5 Days	
Status:	Requested - No Payment, No Documents	

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.

Courses

Course:	JAG_Virtual_ENDO1 JETS Workforce - Virtual ENDO1 training course (19/02/2021)	Submit Feedback
Training Centre:	RCP	
Location:	Rcp	
Duration:	0.5 Days	
Status:	Attended	

4. Complete the faculty feedback (evaluation of trainers skills) and course feedback (evaluation of the course).

Note: there are two pages in total to complete for faculty feedback, one per faculty member. There is one page in total to complete for course feedback.

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.

Courses

Course:	JAG_Virtual_ENDO1 JETS Workforce - Virtual ENDO1 training course (19/02/2021)	Print Certificate
Training Centre:	RCP	
Location:	Rcp	
Duration:	0.5 Days	
Status:	Attended	

4. Your certificate will then automatically download to your computer.

Viewing past course history

In addition to your past course history displayed in your JETS Workforce ePortfolio, you can also view it on your JETS account.

To do this, go to ePortfolio> Review my Portfolio> Courses> and you will see all your previous courses. Please see example below.

Trainee summary	Profile	Baseline	Procs	PDP	DOP	Courses	Appraisal	JAG Cert	Create summary pdf	
Courses										
Course:	JAG_BRM2 (M) Training the Endoscopic Trainer (model) (12/11/2020)							Print Certificate		
Training Centre:	Cardiff									
Location:	Cardiff									
Duration:	0 Days									
Status:	Attended									
Course:	JAG_BRM2 (M) Training the Endoscopic Trainer (model) (11/05/2020)									
Training Centre:	Cardiff									
Location:	Cardiff									
Duration:	0 Days									
Status:	Course Cancelled									
Course:	JAG_BRM2 (M) Training the Endoscopic Trainer (model) (04/07/2019)									
Training Centre:	Cardiff									
Location:	Cardiff									
Duration:	0 Days									
Status:	Trainee Cancelled									
Course:	JAG_CTA1 Lower GI polypectomy skills (29/04/2016)							Print Certificate		
Training Centre:	Cardiff									
Location:	Cardiff									
Duration:	1 Day									
Status:	Attended									
Course:	JAG_001 Basic Skills in Colonoscopy (21/11/2012)							Print Certificate		
Training Centre:	Swansea									
Location:	Swansea									
Duration:	3 Days									
Status:	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@rcp.ac.uk

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

JAG Office
Royal College of Physicians
11 St Andrews Place
London
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