

JETS Workforce

User Guide

Staff members

Part of the JAG programme at the RCP

JAG Joint Advisory Group
on GI Endoscopy



Royal College
of Physicians

Version control sheet

User Guide – Staff members	
Version	4
Approved by	Rumneet Ghumman
Date issued	June 2020
Last review date	10 August 2022
Next review date	12 April 2023
Document purpose	Produced for staff members to provide the necessary guidance required to support them as they work through the JETS Workforce programme.
Applies to	All JETS Workforce users



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Introduction

This user guide has been designed to provide you with the necessary guidance in your role as a staff member for the JETS Workforce programme. JETS Workforce launched in April 2019 and replaced the Gastrointestinal Endoscopy for Nurses programme (GIN).

The programme consists of three elements: an eportfolio, elearning modules and attendance at a training course.



The course is divided into three levels, and each level has the above three elements.



The JETS Workforce's online ePortfolio holds endoscopy specific competency frameworks, direct observation of procedures (DOPS), witness statements and reflective accounts that combine to create a platform that the endoscopy workforce can use to submit evidence of their practice.

What can a staff member do on the website?

A staff member will have the minimal level of access on the site allowing them to:

- Add evidence on the website
- Complete their competencies
- Book onto courses
- Add their elearning and other course certificates.

Each person should have staff member access on the website, regardless of their role.



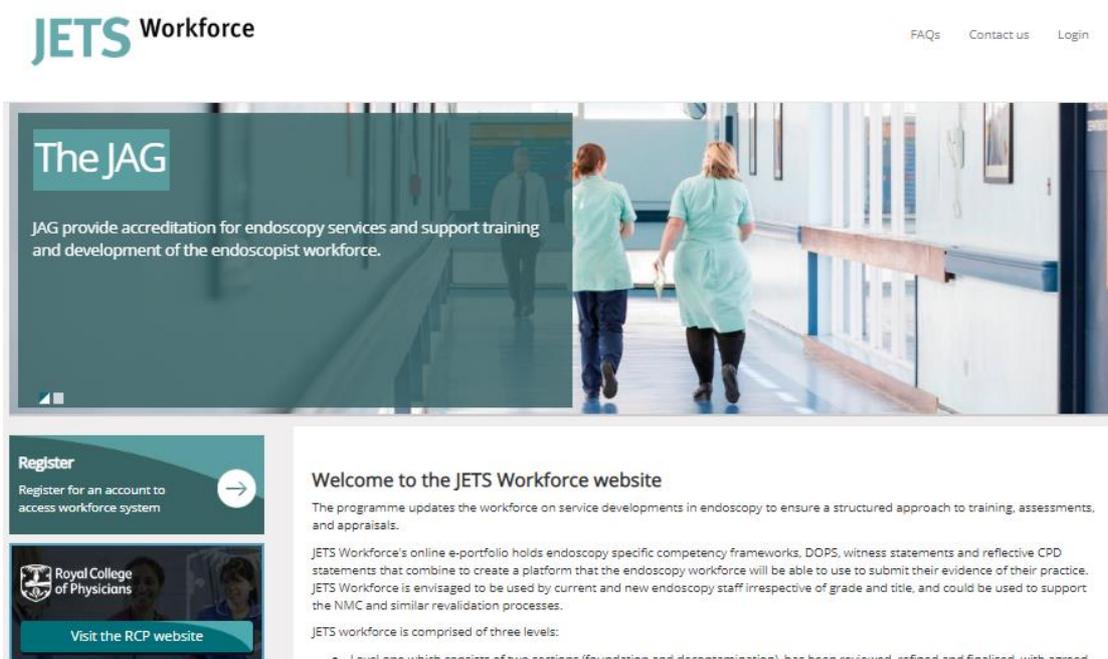
Setting up a JETS Workforce account

If you have previously used GIN, JETS endoscopy or the NED websites you will already have an account so you do not need to create a new account. If you are unable to access your account, please contact us at to activate your JETS Workforce account.

Please do not create a new account if you know you have already used one of the above websites in the past! This can cause issues with your account in the future.

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 are two main sections. On the left, a 'Register' button with a right-pointing arrow is accompanied by the text 'Register for an account to access workforce system'. Below this is a link to 'Visit the RCP website' with the Royal College of Physicians logo. On the right, a 'Welcome to the JETS Workforce website' section contains a paragraph about the programme's purpose, a paragraph about the online e-portfolio, and a list of three levels of the workforce, with the first level being 'Level one which consists of two sections (foundation and decontamination), has been reviewed, refined and finalised, with agreed'.

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 that 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' and 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	Surname
<input type="text" value="First Name"/>	<input type="text" value="Last Name"/>

Email ⚠

Professional body	Registration number
<input type="text" value="-- Professional body --"/>	<input type="text" value="Registration number"/>

Role	Job title
<input type="text" value="Select role"/>	<input type="text" value="Select job title"/>

Password ✔	Confirm password
<input type="password" value="....."/>	<input type="password" value="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.

<input type="text" value="Start typing to locate your site..."/>	<input type="button" value="Add site"/>
--	---

Terms and conditions of use

I have read and agree to the terms and conditions.

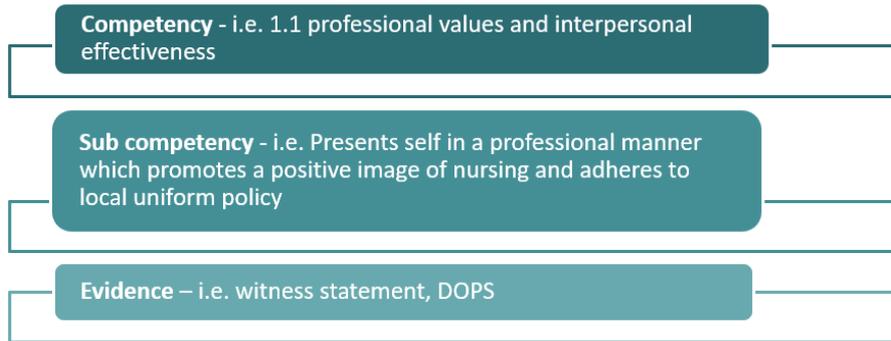
4. You will then be sent an automated email with your user name to confirm that your registration is complete.
5. Your registration will automatically give you staff member access. If you require supervisor, assessor or unit manager access please speak to your unit manager or contact askjag@rcp.ac.uk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



JETS Workforce training pathway

Competencies - eportfolio

For each level of the programme, users are given access to the JETS Workforce competencies to complete as part of the training pathway. For each competency, there is a sub competency. A piece of evidence (eg a DOPS form, a witness statement or a reflective account) will need to be assigned for each sub competency.



A review of the competencies was completed on **27 April 2023** and there is now a version 1 and a version 2 of the competencies. Any accounts that were inactive **8 months** prior to **27 April 2023**, will automatically be moved over to the new competencies. If you had been active on the website and completed your competencies or added evidence in the **8 months** preceeding **27 April 2023**, you will remain on the current competencies. If you wish to move to a different version, your unit manager has the ability to change this for you.

Elearning

Before attending any of the ENDO courses, you will need to complete the elearning modules associated with each course. The modules are not available on the JETS Workforce website, but we have provided instructions on how you gain access to them below:

NHS services

If you work in the NHS, work with NHS patients or are in education, access to all endoscopy [e-learning](#) content is free of charge.

Private sector hospitals

If none of the above apply to you, 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 on our website at <https://jetsworkforce.thejag.org.uk/ELearning>

Courses

As part of the training pathway users are given access to the ENDO course they can attend. There is a separate charge for attending a course. Below we have provided an overview of each course. You can book onto the courses by visiting the JETS Workforce website. All upcoming courses are listed on our homepage: <https://jetsworkforce.thejag.org.uk/>

ENDO1 foundation and decontamination course

virtual course

2.5 hours

Cost per delegate:

£20 public sector hospitals

£30 for private hospitals

ENDO2 advanced endoscopy course

not yet launched, coming soon!

ENDO3 management and leadership course

face to face course

full day – 6 hours

Cost per delegate:

£115

How long does it take to complete the pathway?

It is important that you go at a pace that you feel comfortable with, however, below are the recommended timeframes for completing all elements of the JETS Workforce programme.

Level 1

Experienced staff:
up to 8 months.

New and part-time
staff: up to 10
months



Level 2

Experienced staff:
8 to 12 months.

New and part-time
staff: 10 to 16
months.



Level 3

Experienced staff:
up to 6 months.

New and part-time
staff: up to 8
months.



JETS Workforce roles

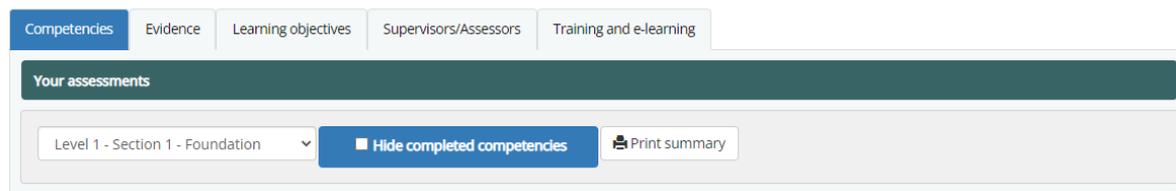
JETS Workforce has four different roles which give varying degrees of access to the website. Below is a summary of all the roles:

Staff member An endoscopy staff member using the competency framework. <u>All</u> clinical staff should have this level of access as everyone will need to complete their competencies. 	Supervisor An experienced member of staff as determined by the unit manager; who is responsible for signing off a staff member's evidence. 	Assessor An experienced staff member determined by the unit manager responsible for completing a staff member's final assessments. They can also sign off evidence if required. 	Unit manager An individual responsible for adding users to the Eportfolio and overseeing staff progress. They can also amend staff access on the website, as well as add and remove users from their service. 
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How are these roles selected?

All roles allocated on the JETS Workforce website are determined by the services. Each service must have these roles selected before they are able to proceed with the completion of the JETS Workforce competencies.

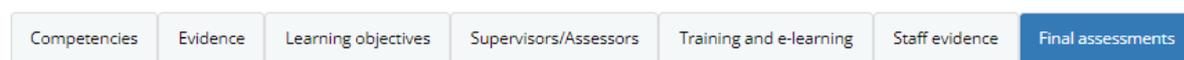
1. **Staff member** – an endoscopy staff member using the competency framework. All clinical staff should have this level of access as everyone will need to complete their competencies including supervisors and assessors. A staff member will have access to the below five tabs:



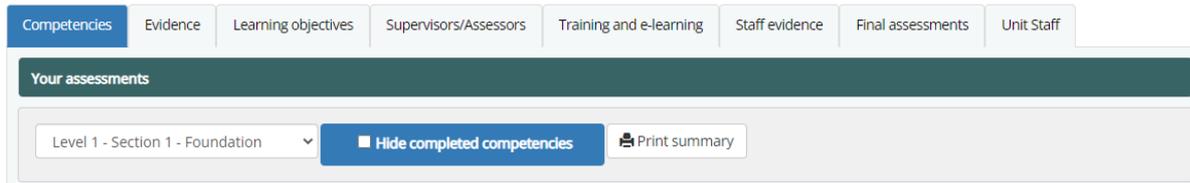
2. **Supervisor** – an experienced member of staff as determined by the unit manager; who is responsible for signing off a staff member's evidence. They will have access to the below six tabs:



3. **Assessor** – an experienced member of staff as determined by the unit manager who is responsible for completing a staff member's final assessments. An assessor can also sign off evidence if required:



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



One person can have access to all these roles at once. You do not need to have completed any elements of the JETS Workforce training pathway to have access to any of these roles. These are allocated by the service.



Overview of the ePortfolio

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

JETS Workforce FAQs Downloads Contact us My JAG

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**
Fionnuala Burke

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

Email
fionnuala.burke@rcp.ac.uk

Role **Job title**
Admin Office Assistant

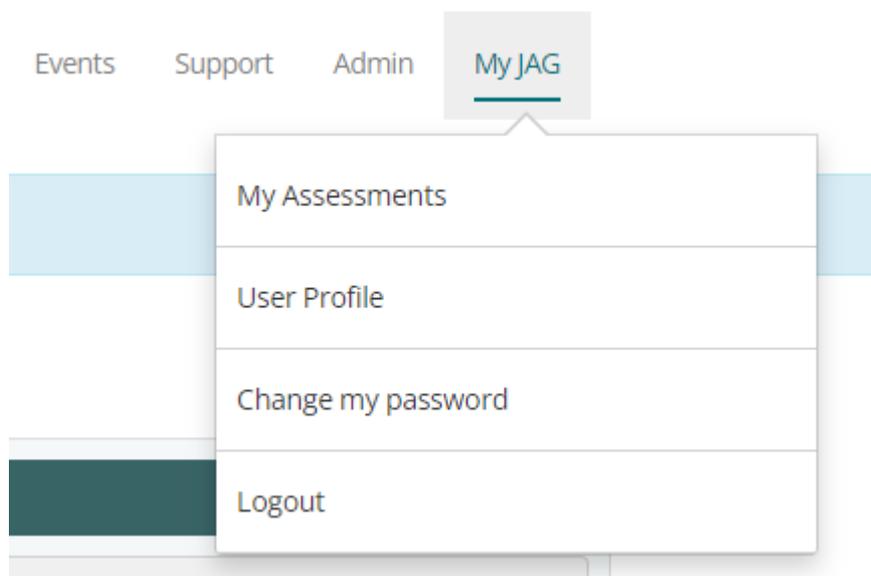
Sites registered with
If you cannot find your site in the list please contact your unit manager.
Weblogik Ipswich

Save Profile

My Assessments
Staff overview
User Profile
Change my password
Logout

Your ePortfolio, as a staff member

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



Staff member access will give you access to the following tabs.



Competencies

The programme 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 a reflective account. The completion of a competency is via a three stage process:



1. When you click on the competencies tab on your page, you can view each section in the dropdown below.

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

Your assessments

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

Level 1 - Section 1 - Foundation
 Level 1 - Section 2 - Decontamination
 Level 2 - Section 3 - Advanced Endoscopy
 Level 3 - Section 4 - Management and Leadership
 Level 3 - Section 5 - Assessing Clinical Practice

Competency	Self assessment			Final assessment			
	Started	Completed	Action	Started	Completed	Level	Action
1.1 Professional values and interpersonal effectiveness	02/02/2022		Edit Delete				

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

Your assessments

Level 1 - Section 2 - Decontamir 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				

All stages of the assessment process are scored from 1 to 5. To be signed off for a competency, you need to meet level 4 to 5. Where a competency is not relevant to your role, you can select N/A.



Click on professional values and interpersonal effectiveness below (this is the competency):

My competencies | My evidence | My learning objectives | My supervisors/assessors | My training and e-learning

Your assessments

You are using Version 1 of the Workforce competencies. You will be automatically migrated to the new competencies on Tuesday, February 27 2024. If you would like to move to the new competencies before then please contact your Unit Manager.

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	02/02/2022		Edit Delete				

Within that competency, it will open up a sub competency. For each sub competency you are required to:

- Select your level of competence (dropdown below)
- Assign a piece of evidence which is indicated by each sub competency (RA on the right hand side)

1.1 Professional Values

+ Guidance Notes

#	Competency Statement: The endoscopy staff will display professional values throughout the patient journey and:-	Evidence
1	Comply with the NMC code or equivalent.	RA ✖
2	Operates in a professional manner	RA ✖
3	Respects patient's dignity, privacy, autonomy, and equal rights	RA ✖

Dropdown menu options: -Select-, 1 - Maximal Supervision, 2 - Significant Supervision, 3 - Minimal Supervision, 4 - Competent for Independent Practice, 5 - Teach and assess others, N/A, -Select-



- Click on 'RA' which will let me assign the evidence. You can assign more than one piece of evidence for the competency.

#	Competency Statement: The endoscopy staff will display professional values throughout the patient journey and:-	Evidence
1	Comply with the NMC code or equivalent.	5 - Teach and assess others <input type="checkbox"/> RA <input checked="" type="checkbox"/>

- Once you have done this for each sub competency in one competency, you can sign it off. See below for an example.

1	Has the ability to have a knowledgeable discussion about the rationale behind the steps taken within the process of manually cleaning flexible endoscopes including the theory on decontamination, microbiology, detergents, disinfectants and AERs as per approved codes of practise appropriate under the UK regulatory framework, to include BSG and WHTM guidelines.	4 - Competent for Independent Prac <input type="checkbox"/>	WS <input checked="" type="checkbox"/> DOPS 5 <input checked="" type="checkbox"/>
2	Can knowledgeably discuss the flexible endoscope flow through the decontamination process	3 - Minimal Supervision <input type="checkbox"/>	WS <input checked="" type="checkbox"/>
3	Can identify individual endoscopes and all associated channels and discuss their design and function including the ones that have extra flushing channels on some endoscopes i.e. 1T240, razor bridge	2 - Significant Supervision <input type="checkbox"/>	WS <input checked="" type="checkbox"/>
4	If endoscopes manufactured by different companies are used the endoscopy staff member can knowledgeably discuss the physical and mechanical differences between them and the difference in the steps of reprocessing them as identified within the instructions for use.	2 - Significant Supervision <input type="checkbox"/>	WS <input checked="" type="checkbox"/>
5	Wears appropriate personal protective clothing and can discuss infection control issues relating to endoscopy procedures	2 - Significant Supervision <input type="checkbox"/>	WS <input checked="" type="checkbox"/> Manufacturer DOPS <input checked="" type="checkbox"/>

- Scroll the bottom of the page, add any comments and then select your assessor in the dropdown and click 'sign off your self assessment.'

Assessor Comments

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

Sign off

Please use the form below to sign off this assessment and specify an assessor to sign it off. If you do not select an assessor any of your assigned assessors can sign this off. Please note that only assessors who have the correct permission to sign off Section 1 - Foundation are shown in the list below.

-- Select assessor --

Sign off your Self Assessment

6. Click on 'return to competencies' to access your full list of competencies.



7. Once you have completed all the sub competencies in one competency, it will indicate below the date you completed it and when it was signed off by your assessor.

Competency	Self assessment			Final assessment			
	Started	Completed	Action	Started	Completed	Level	Action
1.8 Assisting with Diagnostic and Simple Polypectomy (<1CM) Lower Gastrointestinal Endoscopy (Colonoscopy and Flexible Sigmoidoscopy)	14/03/2023	15/03/2023	View Delete	15/03/2023	15/03/2023 (Anne Scott)	5 - Teach and assess others	View

Creating evidence

Each sub competency will require a piece of evidence

The evidence section is where you will add all of your evidence to be signed off by a supervisor (or assessor).



Types of evidence

Following the changes to the competencies in April 2023, each version of the competencies will have different evidence requirements.

Version 1 competencies

Competencies consist of:

- DOPS forms - a total of 30 forms, which vary depending on the sub competency requirements
- Witness statements
- LETS



Version 2 competencies

Competencies consist of:

- DOPS forms - a total of 30 forms, which vary depending on the sub competency requirements
- Witness statements
- Reflective accounts

You cannot use evidence from one version of the competencies for another level. This applies to LETS, witness statements, and reflective accounts. This is not applicable for the DOPS forms.

Adding DOPS

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 DOTS 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

2. Click on 'evidence type' and then select the DOPS type.

Your evidence

Evidence type: Direct Observation of Procedural Skills DOTS 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

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

3. Click on 'add new.'

Add new 3. Assisting in simple polypectomy

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

The second screenshot shows the following table for self-assessment:

	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						

5. Complete the 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 may not apply to you so if this is the case, select N/A.

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

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



- Return to your competency which requires a DOPS form and click on the DOPS 2 on the right hand side

2 Assist taking biopsies 5 - Teach and assess others DOPS 2

- Click on 'assign/assign and close' at the right hand side of the page

Your evidence

Competency version: Evidence type:

DOPS 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.

[Add new 2. Assisting with simple biopsy](#)

Type	Signed Off	Assessed all competent	Date	Actions
2. Assisting with simple biopsy	Yes	Yes	01/07/2022	View Print Assign Assign & close Delete

Adding Witness Statements

Witness statements have changed for version 2 of the competencies and have been separated out into witness statements and reflective accounts. The process of adding them remains the same for both levels.

- Go to the evidence section and select Witness Statements as the evidence type.

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

Your evidence

Evidence type: DOPS 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.

- Click 'Add new Witness Statements'.

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

Your evidence

Evidence type:

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.

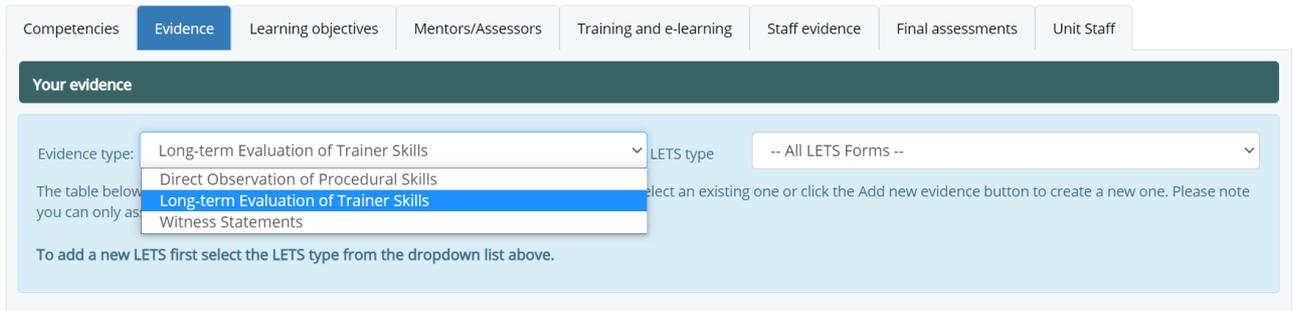
[Add new Witness Statements](#)

- 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).



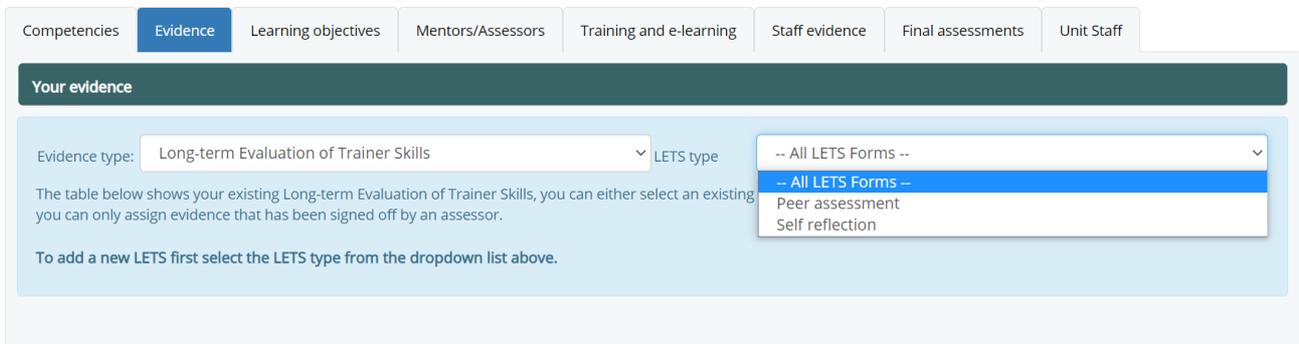
Adding LETS (for level 3 only, version 1 of competencies)

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, the 'Your evidence' section has two dropdown menus. The 'Evidence type' dropdown is open, showing options: 'Long-term Evaluation of Trainer Skills' (selected), 'Direct Observation of Procedural Skills', 'Long-term Evaluation of Trainer Skills', and 'Witness Statements'. The 'LETS type' dropdown is set to '-- All LETS Forms --'. A text box below the dropdowns says: 'The table below shows your existing Long-term Evaluation of Trainer 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 LETS first select the LETS type from the dropdown list above.'

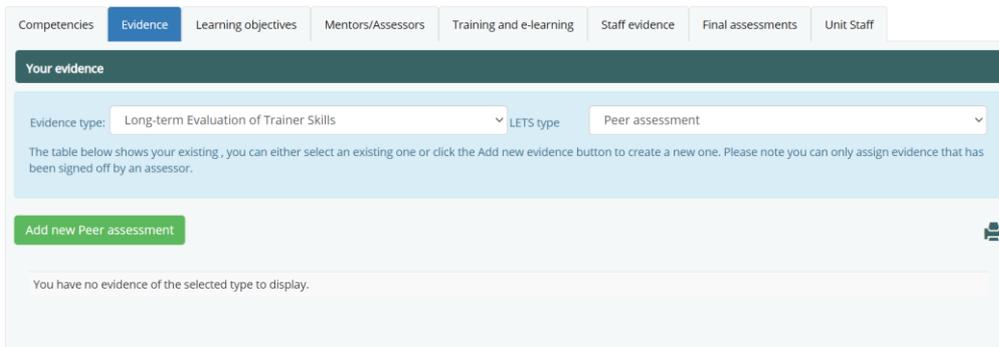
2. Under the LETS type drop down menu, select either Peer assessment or Self reflection.



The screenshot shows the 'Evidence' tab selected. The 'Evidence type' dropdown is set to 'Long-term Evaluation of Trainer Skills'. The 'LETS type' dropdown is open, showing options: '-- All LETS Forms --' (selected), '-- All LETS Forms --', 'Peer assessment', and 'Self reflection'. The text box below the dropdowns says: 'The table below shows your existing Long-term Evaluation of Trainer 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 LETS first select the LETS type from the dropdown list above.'

a. Peer assessment

Select Add new Peer assessment.



The screenshot shows the 'Evidence' tab selected. The 'Evidence type' dropdown is set to 'Long-term Evaluation of Trainer Skills' and the 'LETS type' dropdown is set to 'Peer assessment'. A green button labeled 'Add new Peer assessment' is visible. Below the button, a text box says: '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 Print Return

+ Guidance Notes

Select a date to complete your LETS:

Trainee: Fionnuala Burke

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 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						

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



b. Self reflection

Select Add new Self reflection.

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

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'.



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.

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

Training courses and other information

View your booked JETS workforce courses here and view available courses on the JETS website.

Upload e-learning certificate

Module name	Status	Date completed	Action
ENDO1	Incomplete		Upload certificate
ENDO2	Under development		Upload certificate
ENDO3	Incomplete		Upload certificate



Assigning supervisors and assessors

The supervisors/assessors section is where you can select any supervisors or assessors from your service that are on JETS Workforce. They will review your competencies and sign off your evidence. We recommend that you assign more than one supervisor and one assessor. Sometimes, the same individual may take on both roles of supervisor and assessor.

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

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 such instances, please contact us at askjag@rcp.ac.uk to make the necessary adjustments to the account.

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. While it is 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 tab.

2. Select your supervisor or assessor from the dropdown list at the bottom and click 'add supervisor/assessor.'



Supervisors

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

Name	Role	Can sign off	
Alex Seth	Assessor	Section 1 - Foundation	Remove
Cynthia Yim	Assessor		Remove
Rumneet Ghuman	Assessor		Remove
Test assessor 1	Assessor	Section 1 - Foundation	Remove
Alex Seth	Supervisor		Remove
Cynthia Yim	Supervisor		Remove
Test mentor 1	Supervisor		Remove

To add a new supervisor/assessor select their name below and click 'Add'. Next to each assessor in brackets is the Levels they are able to sign off assessments for. Please ensure you have selected assessors with the appropriate levels.

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

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

- 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.

Removing a supervisor/assessor If at any point you need to remove a supervisor and assessor this can also be removed by clicking on remove on the right hand side.

Test assessor 1	Assessor	Section 1 - Foundation	Remove
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Completing your self-assessment

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.

- Click DOPS type.

5	Explain the choices of sedation/throat spray and the associated risks	-Select-	WS ✘
6	Maintain the patient's airway during the procedure in relation to local policy and competency training. GRS - 16.1	-Select-	DOPS 4 ✘

- Click Assign and close.

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

Type	Signed Off	Assessed all competent	Date	Actions
4. Care and observation of patients undergoing diagnostic endoscopy procedures	Yes	No	22/03/2022	View Print Delete
4. Care and observation of patients undergoing diagnostic endoscopy procedures	Yes	Yes	14/03/2022	View Print Assign Assign & close Delete

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

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

4. When you have attached your evidence and you are happy with your self-assessment you can then sign it off by clicking 'Sign off your Self-Assessment'.

Assessor Comments

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

Sign off

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

[Sign off your Self Assessment](#)



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

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