

JETS Workforce

User Guide

Supervisors and assessors

Part of the JAG programme at the RCP

JAG Joint Advisory Group
on GI Endoscopy



Royal College
of Physicians

Version control sheet

User Guide – Supervisor and Assessors	
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Document purpose	Produced for those in supervisor and assessor roles to provide the necessary guidance required for them to support staff as they work through the JETS Workforce programme.
Applies to	JETS Workforce supervisors and assessors.



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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 an assessor and supervisor do on the website?

The supervisor can:

- Sign off evidence for their staff

The assessor can:

- Sign off evidence for their staff
- Sign off staff for a completed competency

An assessor and supervisor should also have access to the staff member role. One person can be a supervisor and assessor at the same time.



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 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.

JETS Workforce FAQs Contact us Login

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

Register
Register for an account to access workforce system

Visit the RCP website

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

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

JETS workforce is comprised of three levels:

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

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

First name First Name	Surname Last Name
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Email ⚠
Email Address

Professional body -- Professional body --	Registration number Registration number
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Role Select role	Job title Select job title
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Password ✓	Confirm password Confirm password
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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

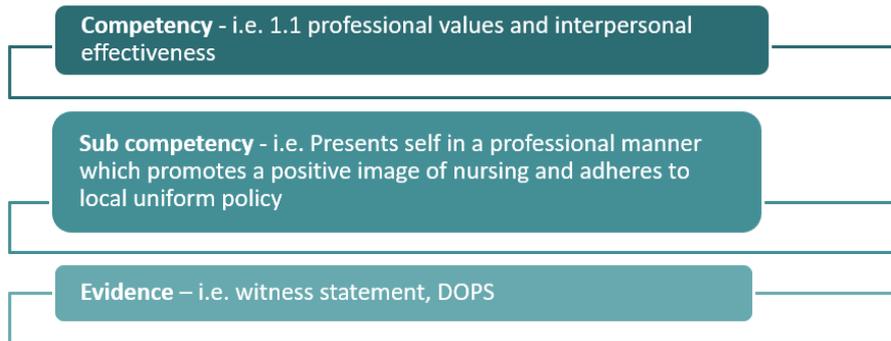
4. You will then be sent an automated email with your user name to confirm that your registration is complete.
5. Your registration will automatically give you staff member access. If you require supervisor, assessor or unit manager access please speak to your unit manager or contact askjag@rcp.ac.uk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

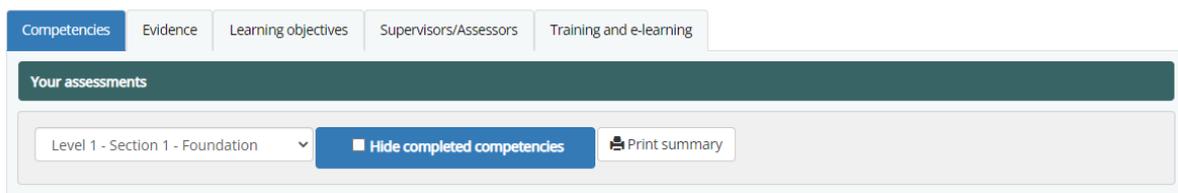
JETS Workforce has four different roles which give varying degrees of access to the website. Below is a summary of all the roles:

<p>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.</p> 	<p>Supervisor An experienced member of staff as determined by the unit manager; who is responsible for signing off a staff member's evidence.</p> 	<p>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.</p> 	<p>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.</p> 
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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.

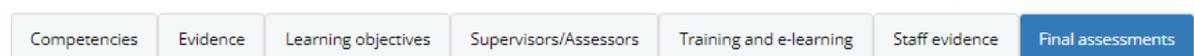
1. Staff member – an endoscopy staff member using the competency framework. All clinical staff should have this level of access as everyone will need to complete their competencies including supervisors and assessors. A staff member will have access to the below five tabs:



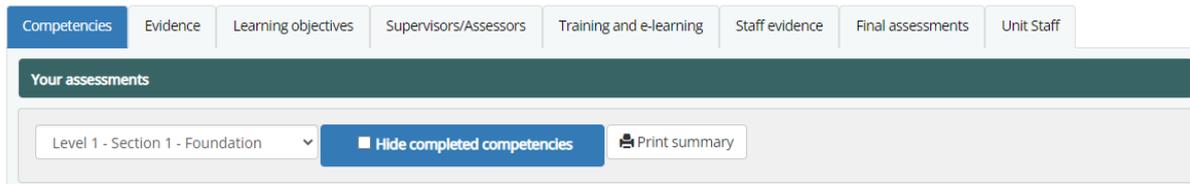
2. Supervisor – an experienced member of staff as determined by the unit manager; who is responsible for signing off a staff member's evidence. They will have access to the below six tabs:



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:

The screenshot shows the JETS Workforce website landing page. At the top left is the JETS Workforce logo. To the right are navigation links: FAQs, Downloads, Contact us, and MyJAG. Below the logo is a dark teal banner with the text 'Follow JAG on twitter' and 'Follow @JAG_Endoscopy for all our latest news and updates'. To the right of this banner is a blue Twitter follow button with the text 'follow us on twitter' and '@JAG_Endoscopy'. Below the banner is a section for the Royal College of Physicians, featuring a 'Visit the RCP website' button and a link to 'Sites using JETS Workforce'. To the right of this is a 'Welcome to the JETS Workforce website' section with a brief description of the program and its purpose.

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.

Your ePortfolio, as a supervisor or assessor

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

The screenshot shows the MyJAG navigation menu. The 'My JAG' tab is highlighted, and a dropdown menu is open, showing the following options: My Assessments, User Profile, Change my password, and Logout.

Supervisor a member access will give you access to the following tabs.



Competencies

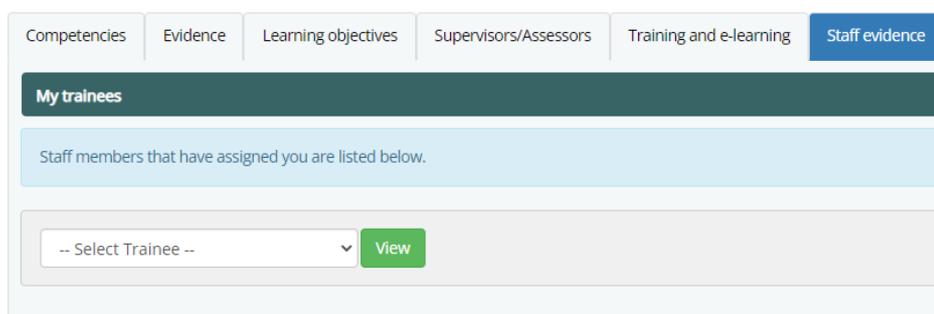
The programme has set competencies required to be met for each level of the programme before progressing to the next level. Each competency needs to be supported with evidence in the form of DOPS, witness statements, LETS, or a reflective account. The completion of a competency is via a three stage process:



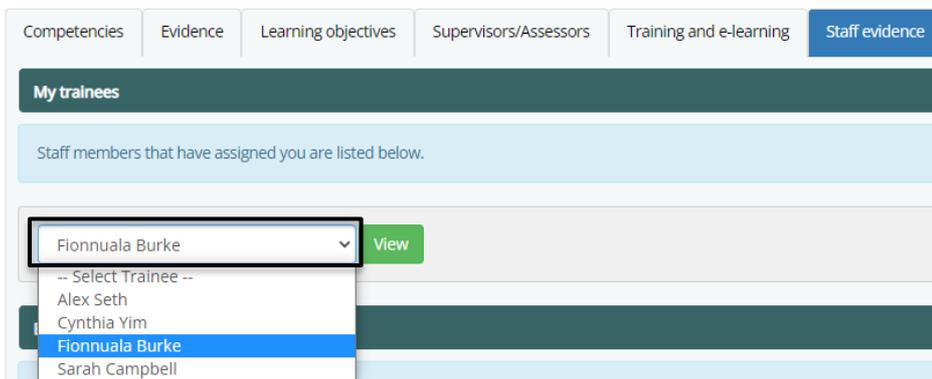
Signing off trainee evidence

The role of a supervisor is to sign off staff evidence which can then be used to support their competencies. This is also something an assessor can do. Once the staff member has submitted their piece of evidence it will be sent to their chosen supervisor so they can sign off their evidence

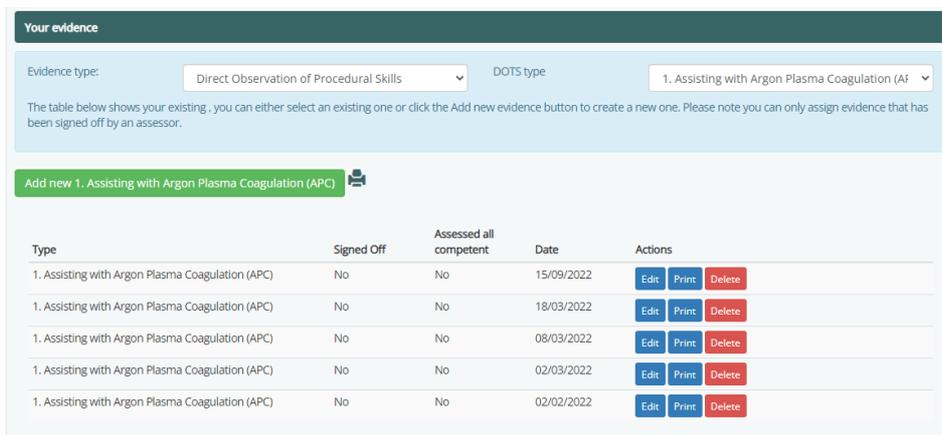
1. To sign off your staff member's evidence, go to the staff evidence tab.



2. Select the staff member that you need to sign evidence off for and click view.

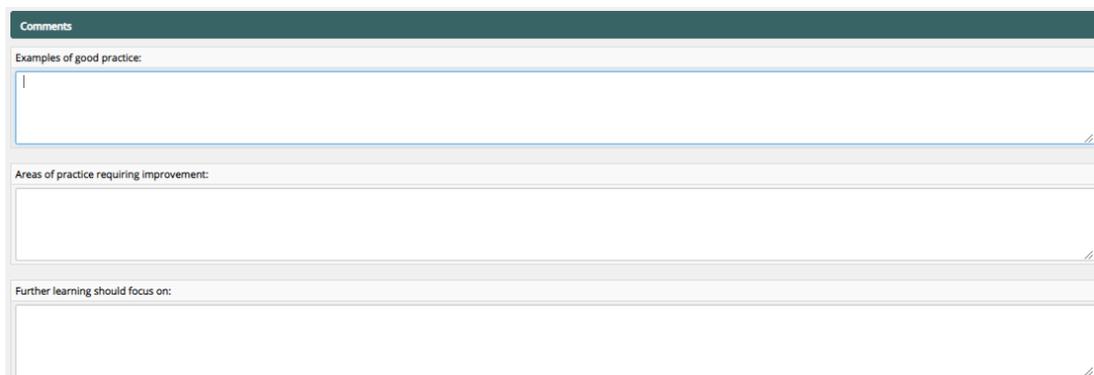


3. This will then show a list of evidence that needs to be signed off. The evidence types are in the way of DOPS, reflective accounts and witness statements. Click on edit to open the evidence.



Note: as JETS Workforce has been designed for all workforce members, staff members can choose the N/A option if it does not apply to their role.

4. Enter comments about how well the staff member performed and learning opportunities to assist in their development



- We also strongly recommend you make use of the learning objectives to give the staff member areas to focus on. Ensure to click 'add objective' otherwise it will not be saved.

The screenshot shows the 'Learning Objectives' form. At the top, it says 'Learning Objectives (the objectives will be added to the trainees PDP once DOPS is completed)'. There are two main input areas: 'Title' and 'Objective'. The 'Objective' area has a rich text editor with various formatting options. Below these is a green 'Add objective' button. At the bottom, there is a 'Saved Objectives' section containing a table with one row: 'Objective 1' with the text 'Test test test'. To the right of this row are icons for deleting and editing the objective.

- Once you are happy at the bottom of the screen, select your name, enter your password and click sign off.

This screenshot shows the same 'Learning Objectives' form, but the 'Saved Objectives' section is empty, displaying 'No Objectives Added'. At the bottom of the form, there is a 'Sign off' section. It includes a dropdown menu for 'Supervisor/Assessor:' with the text '-- Select assessor --', a text input field for 'Password:', and a green 'Sign off' button.

- The DOPS you just signed off is showing as signed off on your list.

Type	Signed Off	Assessed all competent	Date	Actions
1. Assisting with Argon Plasma Coagulation (APC)	Yes	Yes	23/03/2022	View Print Delete



Completing trainee final assessments

The role of an assessor is to complete final assessments of staff after they have completed each competency.

1. To complete a final assessment go to the final assessments tab.

2. Select the staff member you want to assess and click view.

3. Click edit next to the final assessment you need to complete.

Competency	Self			Final assessment			
	Started	Completed	Action	Started	Completed	Level	Action
1.1 PROFESSIONAL VALUES AND INTERPERSONAL EFFECTIVENESS	03/04/2020	22/04/2020	View	22/04/2020			Edit Delete

4. Check each sub-competency to make sure you are happy with the staff member's assessment and change as required.

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

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

Final assessments

Staff members at your site(s).

Krystal Hosken [View](#)

[Return to the assessment list](#)

1.1 PROFESSIONAL VALUES AND INTERPERSONAL EFFECTIVENESS

+ Guidance Notes

#	Competency Statement: The endoscopy staff will competently display professional values and interpersonal effectiveness throughout the patient journey and: -	Evidence
1	Comply with the NMC code: Professional standards of practice and behaviour for nurses, midwives and nursing associates (2018), or the HCPC Code: Standards of conduct, performance and ethics (2016), or equivalent.	5 - Teach and assess others WS ✓
2	Presents self in a professional manner which promotes a positive image of nursing and adheres to local uniform policy	5 - Teach and assess others WS ✓
3	Respects patients dignity, privacy, autonomy and equal rights as service users in line with JAG / GRS - 7.1 / 7.2 / 7.3 / 7.4 / 7.5 & 7.11 and National standards	4 - Competent for Independent Pr WS ✓



5. Enter any comments that you think will be useful to the staff members development and select how you want to rate the competency overall.

Assessor Comments

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

Great work

Overall score for competency

Please select the overall score for competency

5 - Teach and assess others

6. Once you are happy with the final assessment select your name, enter your password and click sign off.

Sign off

Please use the form below to sign off this assessment and specify an assessor if required.

Assessor: Password:

7. If you click return to assessment list you will now see it is showing the final assessment is signed off.

Krystal Hosken's assessments

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

Section 1

The table below lists your staff member's assessments, to continue working on an existing assessment click the pencil icon next to the assessment

Competency	Self			Started	Final assessment		
	Started	Completed	Action		Completed	Level	Action
1.1 PROFESSIONAL VALUES AND INTERPERSONAL EFFECTIVENESS	03/04/2020	22/04/2020	<input type="button" value="View"/>	22/04/2020	22/04/2020 (Weblogik Trainer)	5 - Teach and assess others	<input type="button" value="View"/> <input type="button" value="Delete"/>

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

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