

JETS Workforce

User Guide Unit Manager

Part of the JAG programme at the RCP

JAG Joint Advisory Group
on GI Endoscopy



Royal College
of Physicians

Version control sheet

| User Guide – Unit Managers | |
|----------------------------|--|
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| Applies to | JETS Workforce unit managers |

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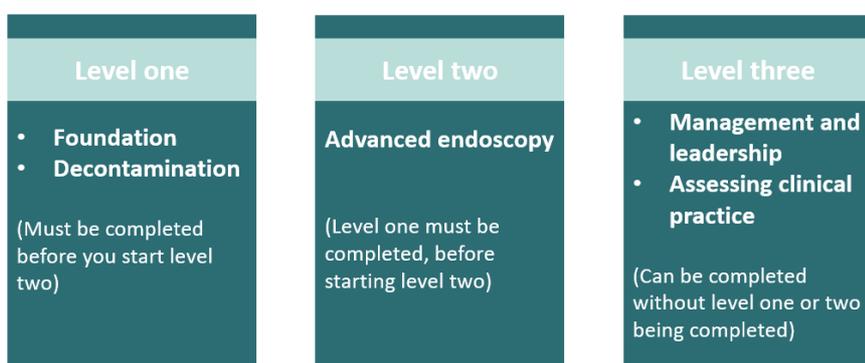
Introduction

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 unit manager do on the website?

The unit manager can:

- Add or remove users from their service
- Add a supervisor or assessor for their service
- Add other unit managers for their service
- Amend the final assessment sign off access for assessors
- View the progress a staff member has made on their competencies, if they have completed the ENDO1 course.

A unit manager can have multiple roles at the same time, ie be a staff member, an assessor, a supervisor and a unit manager.

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 →

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

Surname

Email ⚠

Professional body

Registration number

Role

Job title

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.

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.

How to get access as a unit manager

A unit manager can assign this role to other unit managers, however if no one in your team has this role on the system, email JETS Workforce at askjag@rcp.ac.uk so you can get access to this role.

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.

Competency - i.e. 1.1 professional values and interpersonal effectiveness

Sub competency - i.e. Presents self in a professional manner which promotes a positive image of nursing and adheres to local uniform policy

Evidence – i.e. witness statement, DOPS

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** preceding **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. All 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

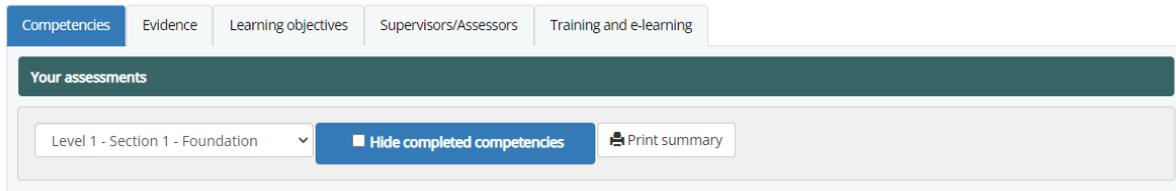
An individual responsible for adding users to the Eportfolio and overseeing staff progress. They can also amend staff access on the website, as well as add and remove users from their service.



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.

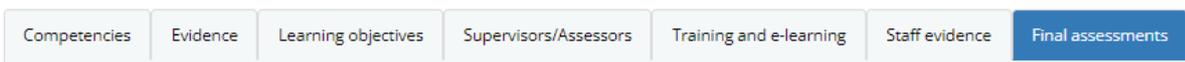
1. Staff member – an endoscopy staff member using the competency framework. All clinical staff should have this level of access as everyone will need to complete their competencies including supervisors and assessors. A staff member will have access to the below five tabs:



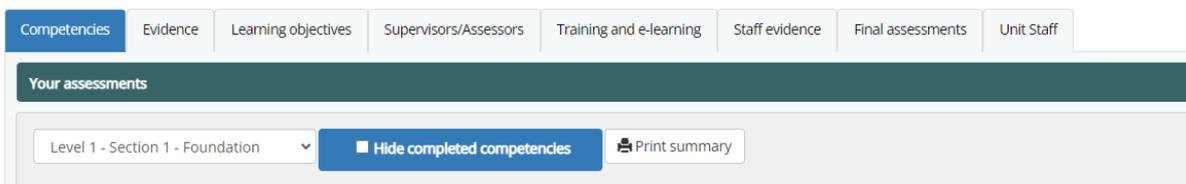
2. Supervisor – an experienced member of staff as determined by the unit manager; who is responsible for signing off a staff member's evidence. They will have access to the below six tabs:



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 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.

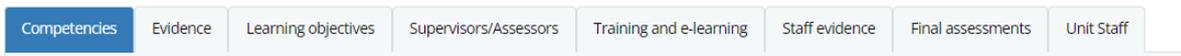
Your ePortfolio, as a unit manager

To access your unit staff page select 'Staff overview' from the 'MyJag' menu

Events Support Admin **MyJAG**

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

A unit manager will also have access to the below tabs on the 'My Assessments page.



You can access your unit staff page by selecting the tab on the right.

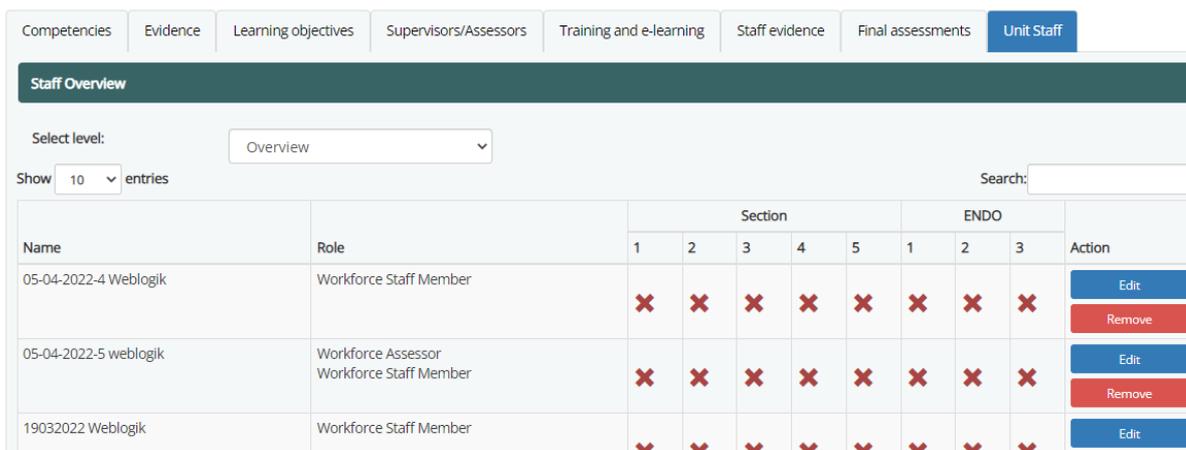
Adding staff

As unit manager, you can add either new staff that aren't registered or staff who are registered but not yet linked to your site.

Key points to note:

- Endoscopy staff members who are going through the competency framework should only have staff member access.
- Supervisors and assessors will need additional levels of access; however, they should still have staff member access.
- Remind your staff members to assign senior colleagues who will be supporting their training as supervisors and assessors.

1. To add a staff member, go to the unit staff tab.



| Name | Role | Section | | | | | ENDO | | | Action |
|-----------------------|--|---------|---|---|---|---|------|---|---|----------------|
| | | 1 | 2 | 3 | 4 | 5 | 1 | 2 | 3 | |
| 05-04-2022-4 Weblogik | Workforce Staff Member | ✗ | ✗ | ✗ | ✗ | ✗ | ✗ | ✗ | ✗ | Edit Remove |
| 05-04-2022-5 weblogik | Workforce Assessor Workforce Staff Member | ✗ | ✗ | ✗ | ✗ | ✗ | ✗ | ✗ | ✗ | Edit Remove |
| 19032022 Weblogik | Workforce Staff Member | ✗ | ✗ | ✗ | ✗ | ✗ | ✗ | ✗ | ✗ | Edit |

2. Scroll to the bottom until you see add new user to unit.



Add new user to unit

Enter registration number (e.g. NMC, ODP, HCA or equivalent) or full email address

3. Enter the email address that is registered on JETS Workforce for the person you would like to add.

Note: the function does not search by name so if you search someone by name you will get no results.

4. If a record is found, you will see the following screen.

The screenshot shows a dialog box titled "Add new staff member" with a close button (X) in the top right corner. Below the title, it states "The following user(s) matches the NMC entered: Cynthia Yim". To the right of the name is a green "Pick" button. At the bottom right of the dialog is a red "Close" button.

5. Click pick next to the person's name. This will bring up their record. Review the person's details, ensure they have their job role and job title listed, and assign them their role(s). Then add them to your list of staff by clicking save user.

The screenshot shows a "User details" form with a close button (X) in the top right corner. Below the title, it states "The user below matches your search, set their role within the Workforce system and click Save User." The form contains the following fields:

- Title: Ms (dropdown)
- First name: Cynthia (text input)
- Surname: Yim (text input)
- Email: cynthia.yim@rcp.ac.uk (text input)
- Professional body: Other (dropdown)
- Registration number: cynthiayim (text input)
- Job role: --Select role-- (dropdown)
- Job title: (empty dropdown)
- System role: Assessor, Supervisor, Staff member (checked), Unit Manager (checkboxes)
- Section sign off permissions: Section 1 - Foundation, Section 2 - Decontamination, Section 3 - Advanced Endoscopy, Section 4 - Management and Leadership, Section 5 - Assessing Clinical Practice (checkboxes)

At the bottom of the form are two buttons: "Save User" (green) and "Close" (red).

If no records are found, you will be prompted to create a new account we **strongly recommend** that you ask your staff to create their own login on the website, as they may already have an existing account under a different account. Duplicating accounts can causes issues with accounts.

Viewing staff progress

You can view a snapshot of your staff’s progress via your unit staff tab. From the below you can see:

- The roles currently assigned to each staff member.
- Their level of competency in each of the five sections of the programme (when viewing specific levels) and whether it has been completed.
- Whether they have attended one of the training courses (ENDO1, ENDO2 or ENDO3).

The screenshot shows the 'Staff Overview' interface. At the top, there are navigation tabs: Competencies, Evidence, Learning objectives, Supervisors/Assessors, Training and e-learning, Staff evidence, Final assessments, and Unit Staff. Below these is a 'Staff Overview' header. A 'Select level:' dropdown menu is open, showing options: Overview, Level 1, Level 2, and Level 3. An 'Export' button is visible. A search bar is on the right. The main table has columns for Name, Role, Sign off level, and five sections (Level 1 to Level 3). The 'Sign off level' column lists five sections: Section 1 - Foundation, Section 2 - Decontamination, Section 3 - Advanced Endoscopy, Section 4 - Management and Leadership, and Section 5 - Assessing Clinical Practice. The table shows 'x' marks in the Level 1, 2, and 3 columns for the first staff member, indicating they have not completed those levels. There are also 'x' marks in the ENDO courses columns (1, 2, 3). Action buttons 'Edit' and 'Remove' are present for each staff member.

| Name | Role | Sign off level | Section | | | | | ENDO courses | | | Action | |
|-----------------------|--|---|---------|---|---|---|---|--------------|---|---|--------|----------------|
| | | | 1 | 2 | 3 | 4 | 5 | 1 | 2 | 3 | | |
| 05-04-2022-4 Weblogik | Assessor Supervisor Staff Member Unit Manager | Section 1 - Foundation Section 2 - Decontamination Section 3 - Advanced Endoscopy Section 4 - Management and Leadership Section 5 - Assessing Clinical Practice | x | x | x | x | x | x | x | x | x | Edit Remove |

From the drop-down menu, you can either look at the overview or select a specific level.

This is a close-up of the 'Select level:' dropdown menu. The menu is open, showing the following options: Overview, Level 1, Level 2, and Level 3. The 'Overview' option is currently selected and highlighted in blue. The background shows the 'Staff Overview' header and the 'Export' button.

Downloading staff details

Click on ‘export’ below to generate a PDF of all the staff based at your service.

This screenshot shows the 'Staff Overview' interface with the 'Export' button highlighted. The 'Select level:' dropdown menu is set to 'Overview'. The 'Show 10 entries' dropdown is also visible.

Allocating roles on the JETS Workforce website

As the unit manager you can allocate someone as a unit manager, a supervisor, or an assessor.

Assigning supervisor role

Next to the staff member, click edit.

| | | | | | | | | | | | |
|-----------------|--------------|--|---|---|---|---|---|---|---|---|------------------------|
| Fionnuala Burke | Staff Member | | ✓ | ✓ | ✗ | ✗ | ✗ | ✓ | ✗ | ✗ | Edit |
| | | | | | | | | | | | Remove |

This will open their details, under 'system role' tick 'supervisor.' Then click save. The staff member can begin signing off evidence for their staff.

| | | |
|--|--|----------------|
| Title | First name | Surname |
| Mr | Fionnuala | Burke |
| Email | | |
| fionnuala.burke@rcp.ac.uk | | |
| Professional body | Registration number | |
| Other | fionnuala.burke | |
| Job role | Job title | |
| Admin | Office Assistant | |
| System role | Section sign off permissions | |
| <input type="checkbox"/> Assessor | <input type="checkbox"/> Section 1 - Foundation | |
| <input checked="" type="checkbox"/> Supervisor | <input type="checkbox"/> Section 2 - Decontamination | |
| <input checked="" type="checkbox"/> Staff member | <input type="checkbox"/> Section 3 - Advanced Endoscopy | |
| <input type="checkbox"/> Unit Manager | <input type="checkbox"/> Section 4 - Management and Leadership | |
| | <input type="checkbox"/> Section 5 - Assessing Clinical Practice | |
| Save User Close | | |

Assigning assessor role

As above, click on edit for the staff member, and select 'assessor.' Once you have selected assessor, the 'section sign off permissions' will appear. You will need to select which sections they can sign off (ie if someone does not work in decontamination and you wouldn't want them signing someone off for this competency, you would therefore keep this unselected).

Section 1 foundation is automatically selected for all assessors.

User details ×

| | | |
|-------|------------|---------|
| Title | First name | Surname |
| Mr | Fionnuala | Burke |

Email

fionnuala.burke@rcp.ac.uk

| | |
|-------------------|---------------------|
| Professional body | Registration number |
| Other | fionnuala.burke |

| | |
|----------|------------------|
| Job role | Job title |
| Admin | Office Assistant |

| | |
|--|--|
| System role | Section sign off permissions |
| <input checked="" type="checkbox"/> Assessor | <input checked="" type="checkbox"/> Section 1 - Foundation |
| <input checked="" type="checkbox"/> Supervisor | <input type="checkbox"/> Section 2 - Decontamination |
| <input checked="" type="checkbox"/> Staff member | <input type="checkbox"/> Section 3 - Advanced Endoscopy |
| <input type="checkbox"/> Unit Manager | <input type="checkbox"/> Section 4 - Management and Leadership |
| | <input type="checkbox"/> Section 5 - Assessing Clinical Practice |

Save User Close

Assigning unit manager role

As above, select the individual that you wish to provide access as a unit manager. Select 'unit manager' which will give them this access. Then click save. We recommend that more than one person has unit manager access.

User details ×

| | | |
|-------|------------|---------|
| Title | First name | Surname |
| Mr | Fionnuala | Burke |

Email

fionnuala.burke@rcp.ac.uk

| | |
|-------------------|---------------------|
| Professional body | Registration number |
| Other | fionnuala.burke |

| | |
|----------|------------------|
| Job role | Job title |
| Admin | Office Assistant |

| | |
|--|--|
| System role | Section sign off permissions |
| <input type="checkbox"/> Assessor | <input type="checkbox"/> Section 1 - Foundation |
| <input type="checkbox"/> Supervisor | <input type="checkbox"/> Section 2 - Decontamination |
| <input checked="" type="checkbox"/> Staff member | <input type="checkbox"/> Section 3 - Advanced Endoscopy |
| <input checked="" type="checkbox"/> Unit Manager | <input type="checkbox"/> Section 4 - Management and Leadership |
| | <input type="checkbox"/> Section 5 - Assessing Clinical Practice |

Save User Close

Changing competency access

As of April 2023, the competency framework was amended. 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.

As a unit manager you have the ability to move your staff to the old or the new version of the competency if your staff member wishes to amend their access.

To do this, go to the unit manager tab, click edit on the profile of the staff member and select the dropdown below and select the competency version.

System role

- Assessor
- Supervisor
- Staff member
- Unit Manager

Section sign off permissions

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

Competency version

Version 2 ▾
Version 1
Version 2

Further information regarding this report may be obtained from the J
College of Physicians.

JAG Office
Royal College of Physicians
11 St Andrews Place
London
NW1 4LE
0203 075 1620
askjag@rcp.ac.uk
www.thejag.org.uk

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