

JETS Workforce

User Guide

Supervisors and assessors

Part of the JAG programme at the RCP

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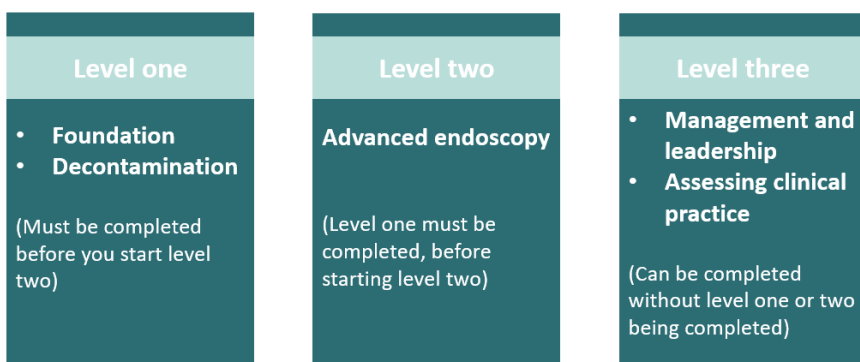
Introduction

This user guide has been designed to provide you with the necessary guidance in your role as a supervisor and assessor 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.

JETS5 Workforce

What we do | Get involved | Events | Support | Contact us | Login

The JETS Workforce mandate is live!

The JAG programme mandate of elements of JETS Workforce is now live. This is now a requirement for UK services that wish to achieve JAG accreditation. Evidence of these requirements is only required during a hospitals JAG site assessment.

Register
Register for an account to access workforce system

Endoscopy e-learning
Visit the endoscopy programme at e-learning for healthcare

Royal College of Physicians
Visit the RCP website

Sites using JETS Workforce

Welcome to the JETS Workforce website

JETS Workforce is a training programme that provides the endoscopy workforce with a structured approach to training, assessments, and appraisals. It aims to update the workforce on service developments in endoscopy. The programme launched in April 2019 and replaced the Gastrointestinal Endoscopy for Nurses (GIN) platform. JETS Workforce is designed to be used by current and new endoscopy staff irrespective of grade and title, and can be used to support the NMC and similar revalidation processes.

The programme includes a competency framework, eLearning modules and courses. The programme can be used by all services that are registered to the JAG accreditation programme in the UK and the Republic of Ireland.

JETS Workforce Courses

The table below show available JETS Workforce courses. Click on the course to see further details and book your place.

JAG_Virtual_ENDO1 courses

Course name	Date	Duration	Centre	Availability
(v) = Virtual course (f) = Face to face				

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.
 - Click continue after confirming you are not a robot.

Register for a JETS Workforce Account

Please use the form below to register for a JETS Workforce ePortfolio account.

Existing users

If you have an existing account on GIN or JETS, these login details will allow you to access JETS Workforce. Please contact AskJAG@rcp.ac.uk to request access. You should not fill out this form.

Supervisors, assessors, and unit managers

If you already have access to JETS Workforce but you now require supervisor, assessor or unit manager level of access, please contact AskJAG@rcp.ac.uk.


New to JETS Workforce

Please fill out this form to register for a new account.

Professional body ¹ Registration number Confirm Registration number

To ensure you receive system generated emails and to allow you to receive password reminders if needed, please provide an email address which will enable continuous access ie a personal email address rather than an email that can only be accessed at a single hospital or location.

Email ¹ Confirm Email

☐ I'm not a robot 

[Continue](#)

- 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.

Title First name Surname

Your professional body code will be your username, unless you choose other in which case your email address will be your username.

Role Job title

Please specify the main site you work at.

Additional sites you work at

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

If you work across multiple sites, you can add more than one.

[Add site](#)

[Registration terms and conditions](#)

[Click here](#) to view the privacy notice.

☐ Please tick the box to confirm that you have read and agree to the privacy notice.

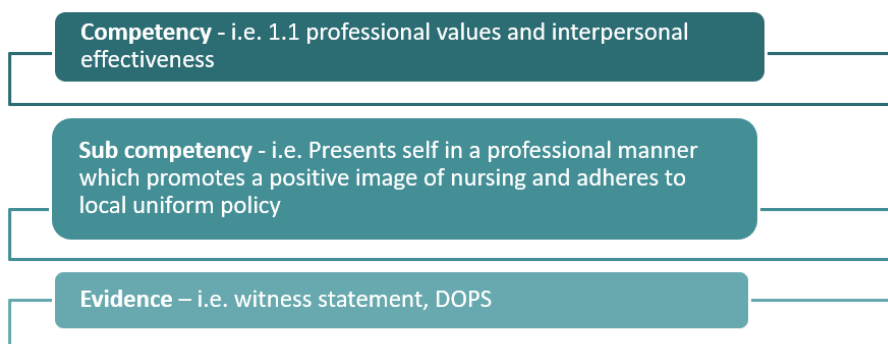
[Submit registration](#)

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.



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 [eLearning](#) 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.

Services in the Republic of Ireland

Public services in the Republic of Ireland can access eLearning modules for free. Contact Dorothy Murray for your promotional code at dorothymurray@rcpi.ie

Private services in the Republic of Ireland can access the eLearning modules via the [eIntegrity](#) website 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

face to face course at your local organisation/academy

full day – 6 hours

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

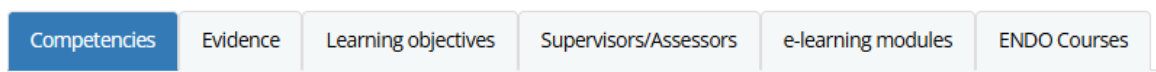
JETS Workforce has four different roles which give varying degrees of access to the website. Below is a summary of all the roles:



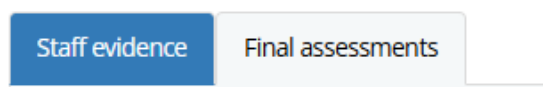
How are these roles selected?

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 after selecting 'My assessment', under the 'My JAG tab':



2. Supervisor/ Assessor – an experienced member of staff as determined by the unit manager; who is responsible for signing off a staff member's evidence and final assessments. They will have access to the below tabs after selecting 'Assessor/Supervisor', under the 'My JAG tab':

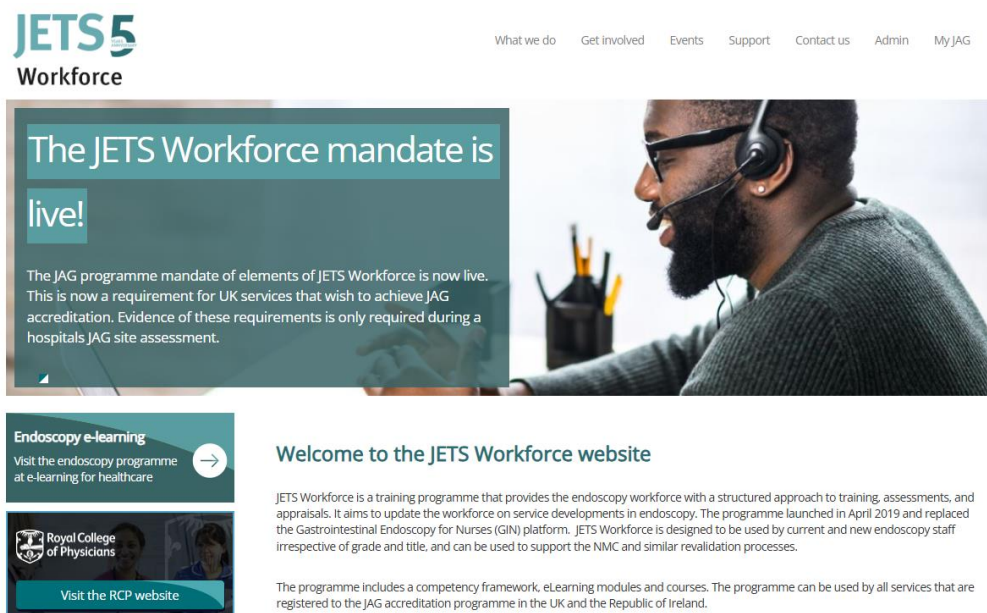


3. Unit Manager – responsible for adding users to the ePortfolio and overseeing staff progress by selecting 'Unit manager' under the 'My JAG' tab.

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:



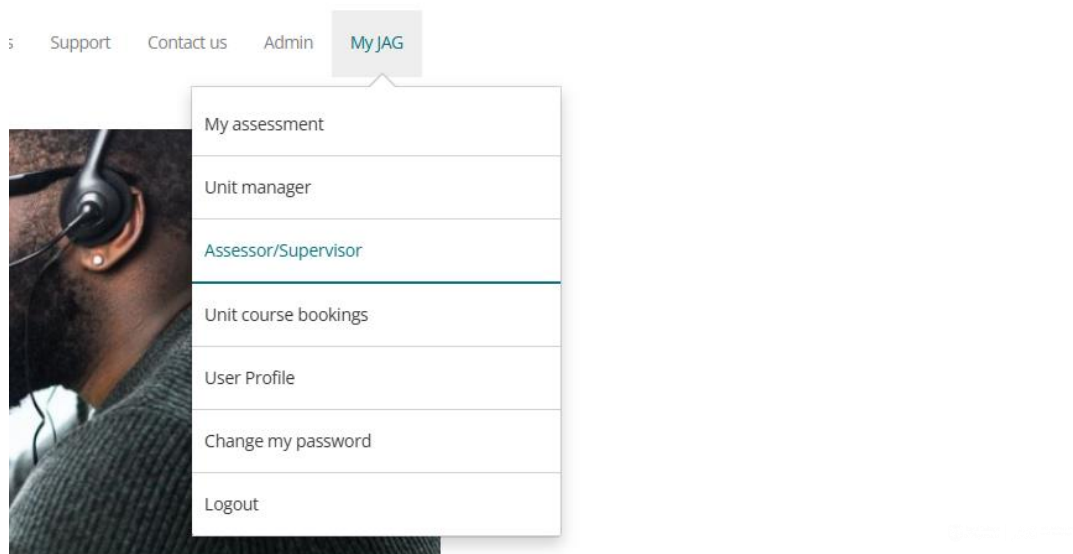
Updating your personal details

To update your personal details go to the 'MyJAG' tab and select 'User Profile.'

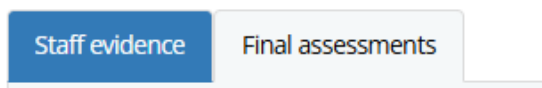
Note: you are unable to update your username or site. Please contact askjag@rcp.ac.uk if your username or site needs to be updated.

Your ePortfolio, as a supervisor or assessor

To access your ePortfolio, go to 'myJAG' and select 'Assessor/ Supervisor'.

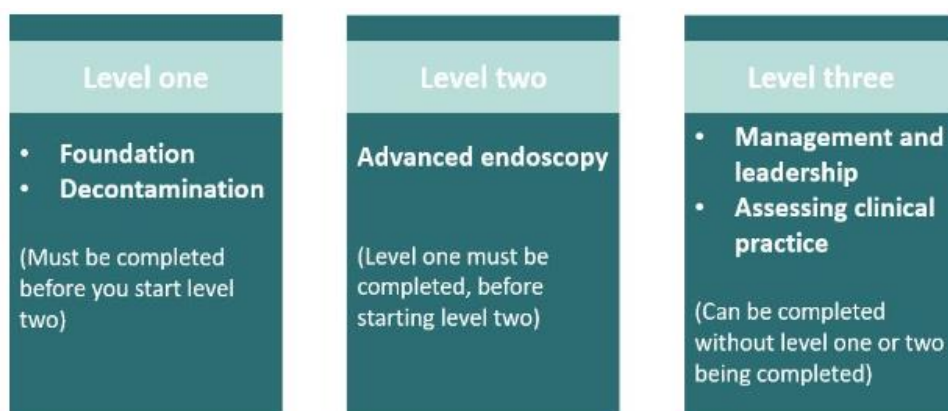


Supervisor/ Assessor access will give you access to the following tabs.



Competencies

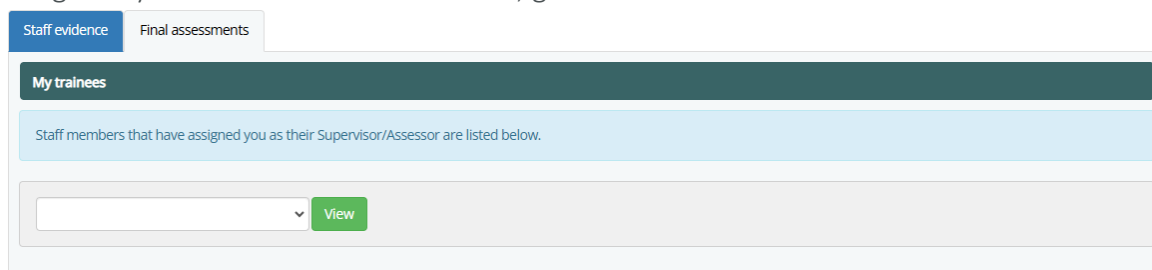
The programme has set competencies required to be met for each level of the programme before progressing to the next level. Each competency needs to be supported with evidence in the form of DOPS, witness statements, LETS, or a reflective account. The completion of a competency is via a three stage process:



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.

My trainees

Staff members that have assigned you are listed below.

Fionnuala Burke View

-- Select Trainee --
Alex Seth
Cynthia Yim
Fionnuala Burke
Sarah Campbell

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.

Your evidence

Evidence type: Direct Observation of Procedural Skills DOTS type: 1. Assisting with Argon Plasma Coagulation (APC)

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 1. Assisting with Argon Plasma Coagulation (APC)

Type	Signed Off	Assessed all competent	Date	Actions
1. Assisting with Argon Plasma Coagulation (APC)	No	No	15/09/2022	Edit Print Delete
1. Assisting with Argon Plasma Coagulation (APC)	No	No	18/03/2022	Edit Print Delete
1. Assisting with Argon Plasma Coagulation (APC)	No	No	08/03/2022	Edit Print Delete
1. Assisting with Argon Plasma Coagulation (APC)	No	No	02/03/2022	Edit Print Delete
1. Assisting with Argon Plasma Coagulation (APC)	No	No	02/02/2022	Edit Print Delete

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

Comments

Examples of good practice:

Areas of practice requiring improvement:

Further learning should focus on:

- 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, a dark green header contains the text 'Learning Objectives'. Below this, a subtitle reads 'Learning Objectives (the objectives will be added to the trainees PDP once DOPS is completed)'. The form has two main input areas: 'Title' and 'Objective'. The 'Objective' area includes a rich text editor with various formatting icons. Below the input areas is a green 'Add objective' button. At the bottom, a 'Saved Objectives' section displays a table with one entry: 'Objective 1' with the text 'Test test test'. To the right of this entry 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 now displays 'No Objectives Added'. At the bottom of the form is a dark green 'Sign off' section. It contains a 'Supervisor/Assessor:' label, a dropdown menu with the text '-- Select assessor --', a 'Password:' label, a text input field, and a green 'Sign off' button.

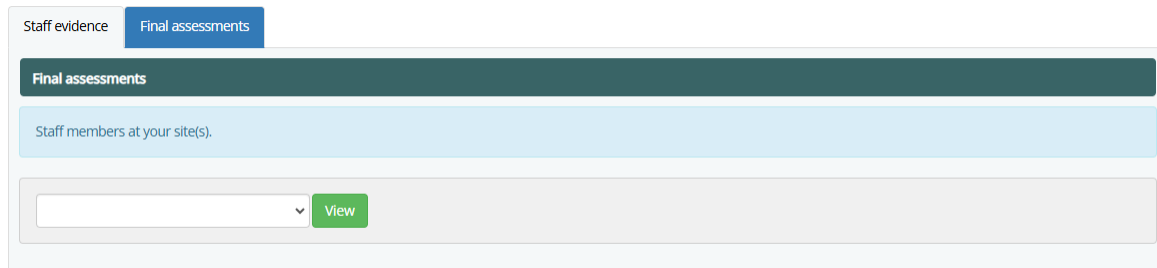
- The DOPS you just signed off is showing as signed off on your list.

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

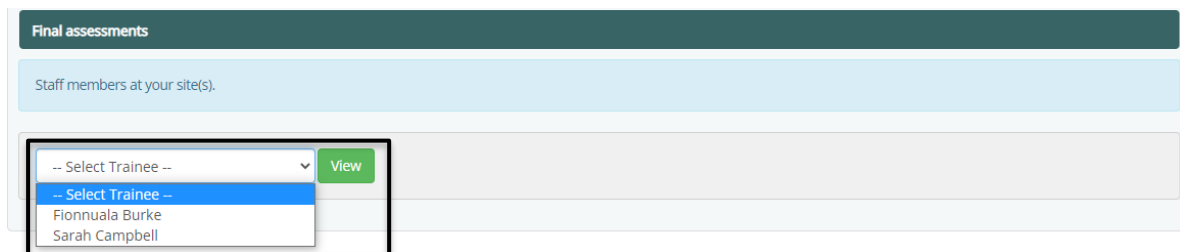
Completing trainee final assessments

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

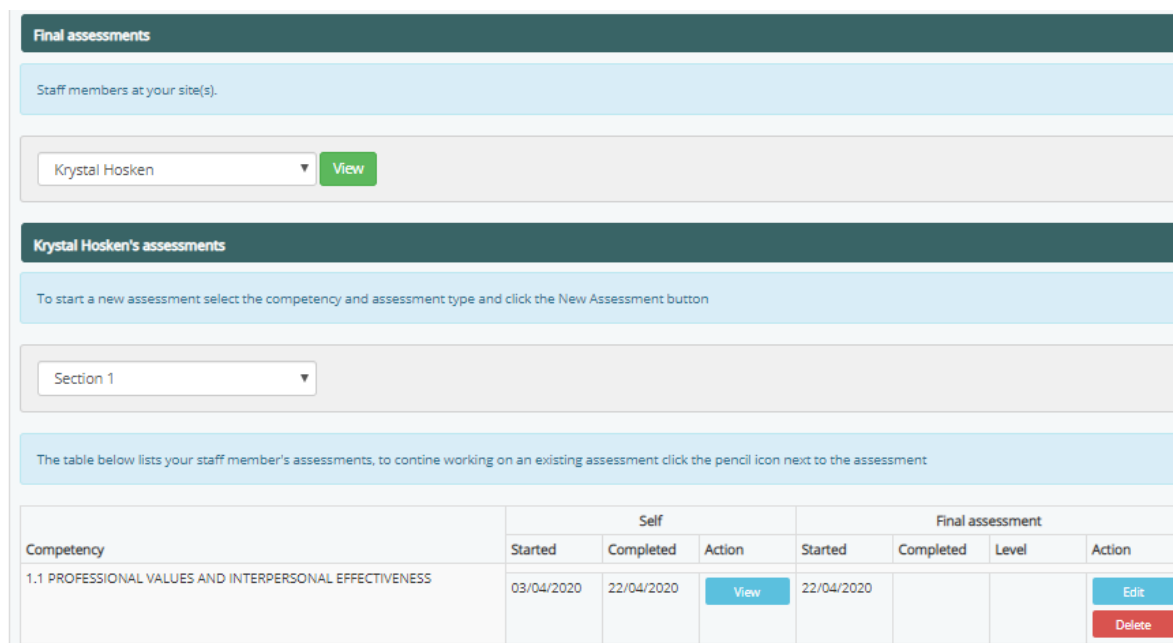
1. To complete a final assessment go to the final assessments tab.



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

- 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.

5 - Teach and assess others ▼

-Select-

1 - Maximal Supervision

2 - Significant Supervision

3 - Minimal Supervision

4 - Competent for Independent Practice

5 - Teach and assess others

N/A

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 ✓

- 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 ▼

- 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: [Sign off](#)

- 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				Final assessment		
	Started	Completed	Action		Completed	Level	Action
1.1 PROFESSIONAL VALUES AND INTERPERSONAL EFFECTIVENESS	03/04/2020	22/04/2020	View	22/04/2020	22/04/2020 (Weblogik Trainer)	5 - Teach and assess others	View Delete

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

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