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

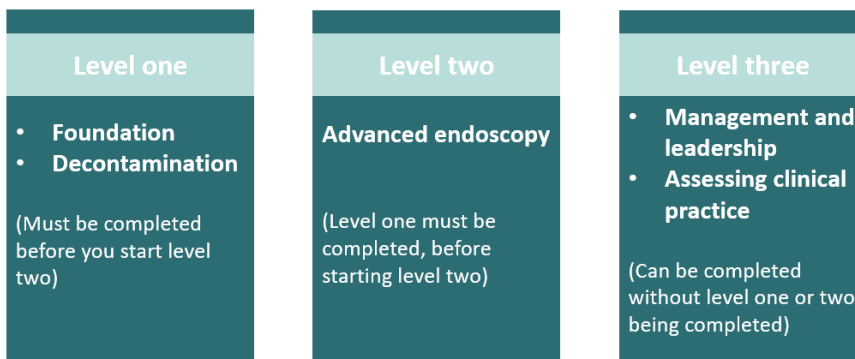| Document control	
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Introduction

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 Gastrointenstinal Endoscopy for Nurses programme (GIN).

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

Eportfolio	E-learning modules	Training course

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

Level one	Level two	Level three
• **Foundation** • **Decontamination** (Must be completed before you start level two)	**Advanced endoscopy** (Level one must be completed, before starting level two)	• **Management and leadership** • **Assessing clinical practice** (Can be completed without level one or two being completed)

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.

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 Click continue after confirming you are not a robot.

- 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.

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 ❶   Registration number   Confirm Registration number
NMC

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 ❶   Confirm Email

I'm not a robot   reCAPTCHA Privacy - Terms

Continue

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 piec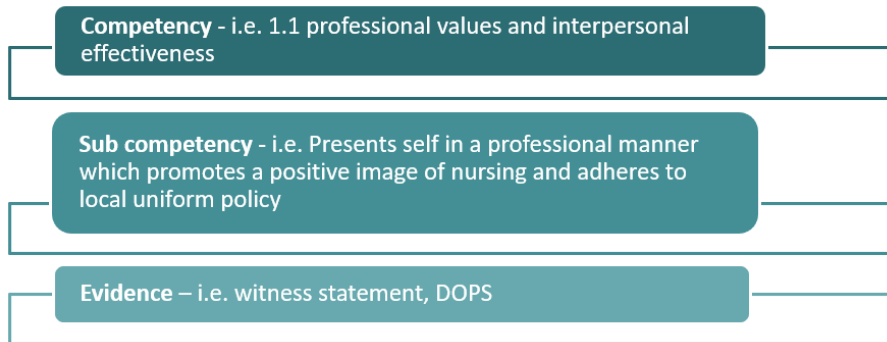e of evidence (eg a DOPS form, a witness statement or a reflective account) will need to be assigned for each sub competency.

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

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.

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 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
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

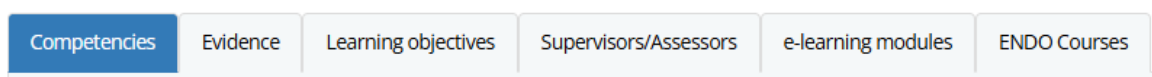JETS Workforce has four different roles which give varying degrees of access to the website.

Below is a summary of all the roles:

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

| Competencies | Evidence | Learning objectives | Supervisors/Assessors | e-learning modules | ENDO Courses |

2. **Supervisor/Assessor** – an experienced member of staff as determined by the unit manager; who is reponsible 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:

| Staff evidence | Final assessments |
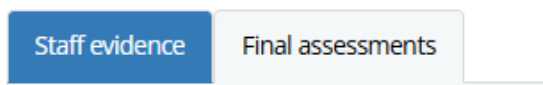
4. **Unit Manager** – responsible for adding users to the ePortfolio and overseeing staff progress by selecting 'Unit manager' under the 'My JAG' tab.

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:
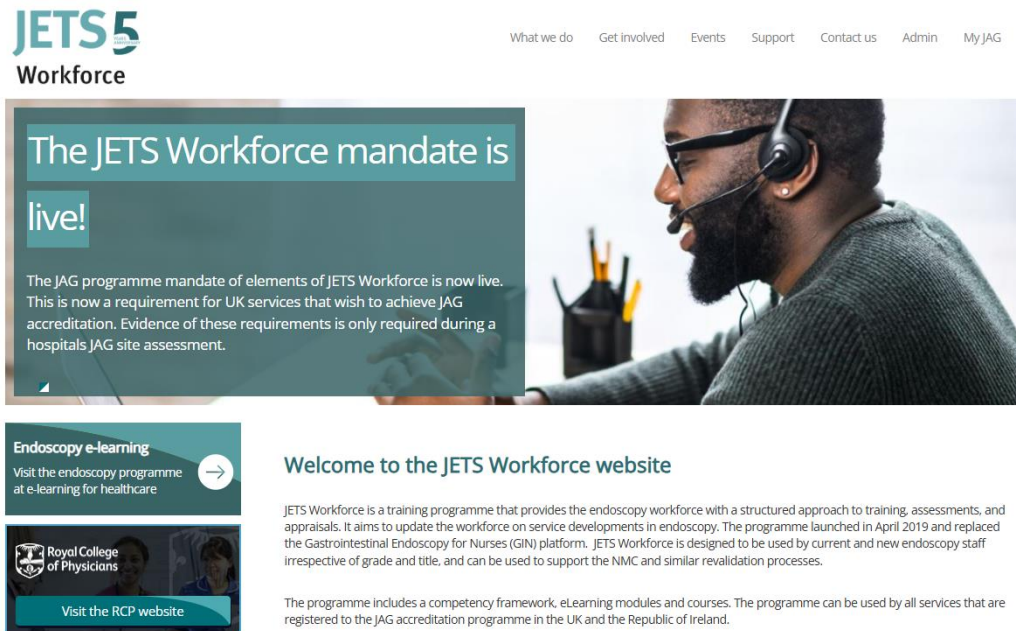
Updating your personal details

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 unit manager

To access your unit staff page select 'Unit manager'from the 'MyJag' menu
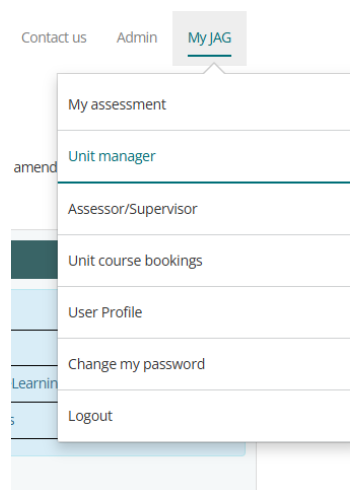
A unit manager will have access to the staff overview screen below:

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.

2. Scroll to the bottom until you see add new user to unit.
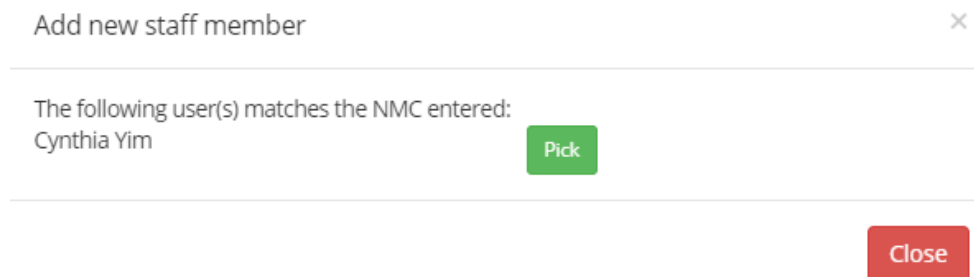
3. Enter the email address or NMC number that is registered on JETS Workforce for the person you would like to add.

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.
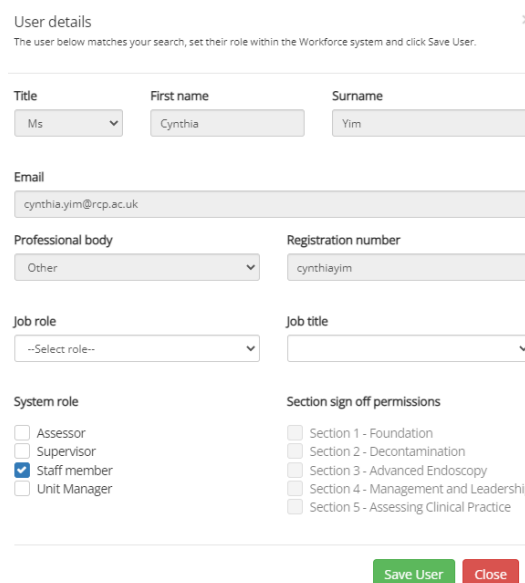
Add new staff member   ✕

The following user(s) matches the NMC entered:
Cynthia Yim   **Pick**

                                                                    Close

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.

User details   ✕
The user below matches your search, set their role within the Workforce system and click Save User.

Title   First name   Surname
Ms   Cynthia   Yim

Email
cynthia.yim@rcp.ac.uk

Professional body   Registration number
Other   cynthiayim

Job role   Job title
--Select role--

System role   Section sign off permissions
☐ Assessor   ☐ Section 1 - Foundation
☐ Supervisor   ☐ Section 2 - Decontamination
☑ Staff member   ☐ Section 3 - Advanced Endoscopy
☐ Unit Manager   ☐ Section 4 - Management and Leadership
                           ☐ Section 5 - Assessing Clinical Practice

                                        Save User **Close**

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).

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

Downloading staff details

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

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.

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

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' section 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.

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.

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

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London
NW1 4LE

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askjag@rcp.ac.uk

www.thejag.org.uk