

JETS Workforce

User Guide

Staff members

Part of the JAG programme at the RCP

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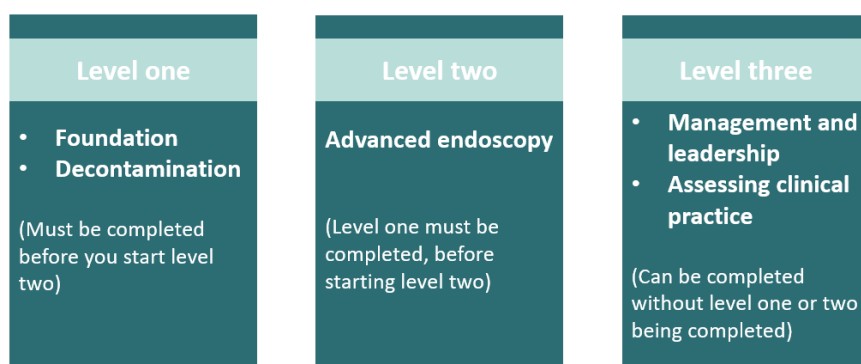
Introduction

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

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

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

(v) = Virtual course
(f) = Face to face

Course name	Date	Duration	Centre	Availability
-------------	------	----------	--------	--------------

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  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  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

- Select -

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

-- Select --

Please specify the main site you work at.

Start typing a site name...

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.

Start typing a site name... [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.

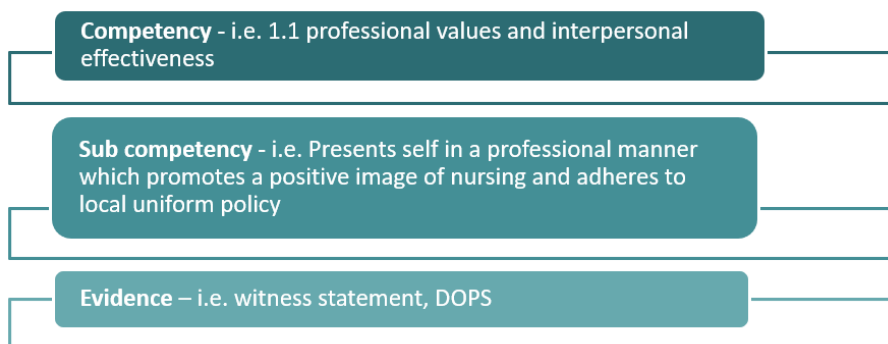
[Submit registration](#)

4. You will then be sent an automated email with your username 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

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 [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

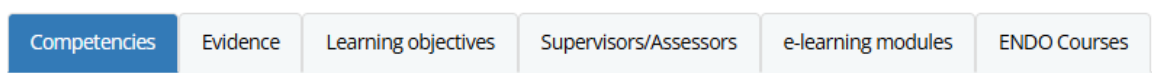
JETS Workforce has four different roles which give varying degrees of access to the website. Below is a summary of all the roles:



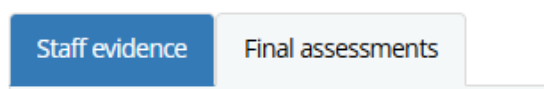
How are these roles selected?

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 after 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:

The screenshot shows the JETS Workforce website. At the top left is the JETS5 Workforce logo. To the right is a navigation menu with links: What we do, Get involved, Events, Support, Contact us, Admin, and My JAG. The main banner features a large image of a man wearing a headset, with text overlay: 'The JETS Workforce mandate is live!'. Below this, a paragraph states: '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.' Below the banner are two side-by-side boxes. The left box is titled 'Endoscopy e-learning' and says 'Visit the endoscopy programme at e-learning for healthcare' with a right arrow. The right box is titled 'Welcome to the JETS Workforce website' and contains a paragraph about the program's purpose and a paragraph about its components. At the bottom left is a box for the 'Royal College of Physicians' with a 'Visit the RCP website' button.

Updating your personal details

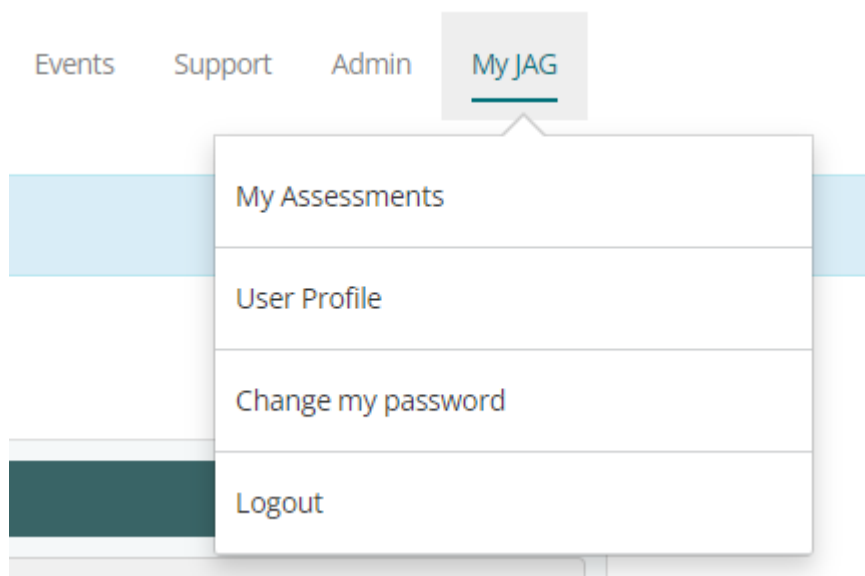
To update your personal details go to the 'MyJAG' tab and select 'User Profile.'

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.

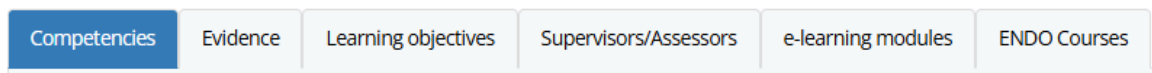
The screenshot shows the 'My JAG' user profile update form. The form is titled 'Complete the form below to update your JETS Workforce user account'. It has several input fields: 'First name' (Fionnuala), 'Surname' (Burke), 'Your username' (fionnuala.burke), 'Email' (fionnuala.burke@rcp.ac.uk), 'Role' (Admin), and 'Job title' (Office Assistant). There is a 'Save Profile' button at the bottom. A dropdown menu is open for 'My JAG', showing options: 'My Assessments', 'Staff overview', 'User Profile' (selected), 'Change my password', and 'Logout'. The 'User Profile' option is highlighted with a blue line. The 'Role' dropdown is set to 'Admin' and the 'Job title' dropdown is set to 'Office Assistant'. Below the form, there is a green button labeled 'Weblogik Ipswich' and a 'Save Profile' button.

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 e-learning modules ENDO Courses

Your assessments

You are working on Version 2 of the Workforce competencies.

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

	Self assessment			Final assessment			
	Started	Completed	Action	Started	Completed	Level	Action
Level 1 - Section 1 - Foundation			Add new self assessment				
Level 1 - Section 2 - Decontamination			Add new self assessment				
Level 2 - Section 3 - Advanced Endoscopy			Add new self assessment				
Level 3 - Section 4 - Management and Leadership			Add new self assessment				
Level 3 - Section 5 - Assessing Clinical Practice			Add new self assessment				
1.2 Communication and Patient Assessment			Add new self assessment				
1.3 Pre-Assessment			Add new self assessment				

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

Your assessments

You are working on Version 2 of the Workforce competencies.

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			Add new self assessment				
1.2 Communication and Patient Assessment			Add new self assessment				
1.3 Pre-Assessment			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 you 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 RA ✓

- 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 WHM guidelines.	4 - Competent for Independent Practice	WS ✓ DOPS 5 ✓
2	Can knowledgeably discuss the flexible endoscope flow through the decontamination process	3 - Minimal Supervision	WS ✓
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	WS ✓
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	WS ✓
5	Wears appropriate personal protective clothing and can discuss infection control issues relating to endoscopy procedures	2 - Significant Supervision	WS ✓ Manufacturer DOPS ✓

- 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

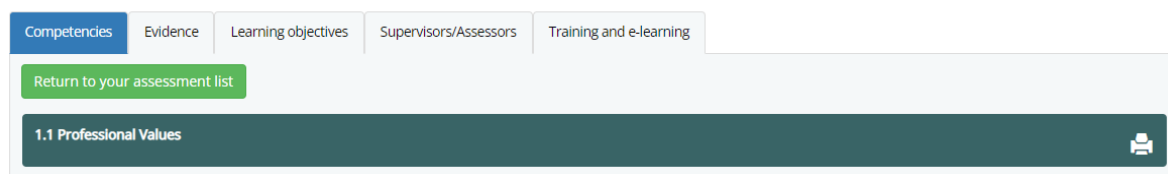
Comments from assessors will show below. If blank, there are no assessor comments relating to this competency.

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.



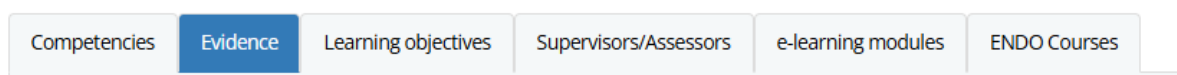
7. Once you have completed all the sub competencies in one competency, it will indicate below the date you completed it and when it was signed off by your assessor.

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

Competencies consist of:

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

Adding DOPS

1. Go to the Evidence section and select DOPS as the evidence type.

Your access level for this page is Staff Member

2. Select your DOPS type using the drop-down menu.

3. Click on 'add new.'

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

2. Assisting with simple biopsy Return

+ Guidance Notes

Select a procedure date to complete your DOPS:

Trainee: Krystal Hosken

2. Assisting with simple biopsy Return

+ Guidance Notes

Select a procedure date to complete your DOPS: 15/01/2019

Trainee: Krystal Hosken

	Maximal supervision	Significant supervision	Minimal supervision	Competent	Able to teach others	N/A
Preparation of Equipment						
Biopsy forceps (upper + lower)						
Biopsy paper strips/cartridges						
Formalin pots						
Normal saline						
Specimen containers						
Laboratory request forms						
Clo (urease) tests						
Health and Safety						

- 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.
- At the bottom click 'Mark DOPS as complete for supervisor to sign off later'. Alternatively, you can select the name of your supervisor who will appear in the dropdown menu, and they can enter their JETS Workforce password to sign it off immediately.

Sign off

+ Guidance Notes

If your supervisor/assessor is present they can sign off this DOPS with their password, or you can mark as complete for them to sign off later. You cannot edit the form once it has been signed off.

Supervisor/Assessor: Password: Sign off

OR

Mark DOPS as complete for supervisor to sign off later

- Your supervisor will now receive an automated email to let them know you have submitted new evidence.
- 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 ✖

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

Your evidence

Competency version: Version 2 Evidence type: Direct Observation of Procedural Skills
DOPS type: 2. Assisting with simple biopsy

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.

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

Your access level for this page is Staff Member

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

Your evidence

Competency version: Version 2 Evidence type: Direct Observation of Procedural Skills
DOPS type: -- All DOPS Forms --

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.

To add a new DOPS first select the DOPS type from the dropdown list above.

Direct Observation of Procedural Skills
Direct Observation of Procedural Skills
Reflective Account
Witness Statement V2

2. Click 'Add new Witness Statements'.

[Add new Witness Statement V2](#) [Print blank form](#)

3. Enter a title (eg name of course or a particular clinical case) and date of occurrence.

Witness statement

Please do not include any patient, service or colleague identifiable material, all accounts must be anonymised.

Examples of feedback sources:

From patients, colleagues, students, annual appraisal, audits, incidents and reviews, GRS submissions, JAG accreditation, verbal, letters, audits, reports.

Witness statement title

Date of statement

DD/MM/YYYY

4. Enter the details of where you received the feedback from, how the feedback was received and what the feedback was about eg course, from a senior colleague.

Source: where did the feedback come from?

Type: how was the feedback received?

Content: what was the feedback about and how has it influenced your practice?

B *I* U Format

5. You can also upload any further supporting evidence should you wish to do so. Then click 'sign off' and 'send to supervisor to review later' in their portfolio. Alternatively, you can select the name of your supervisor who will appear in the dropdown menu, and they can enter their JETS Workforce password to sign it off immediately.

You can upload a file to support this witness statement

Permitted file types are: jpg, png, gif, bmp, doc, pdf, ppt, xls,xlsx, docx, pptx. Maximum file size is 5Mb

Sign off

Supervisor/Assessor:

-- Select --

 Password:

OR

Select a supervisor/assessor above and click save to sign off at a later date.

Mark evidence as complete for supervisor to sign off later

Save and continue later

Close

eLearning

The eLearning modules section provides a place to upload relevant certificates.

You can upload your eLearning certificates by selecting the 'Upload certificate' button for the relevant module.

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

Upload your elearning modules below, please ensure you have completed all the modules required for each learning modules.

Upload e-learning certificate

* Before you can start Level 2 you must have completed the following:

- Completed all the level 1 competencies
- Uploaded the ENDO1 course attendance certificate
- Uploaded the eLearning modules certificate.

e-Learning module name	Status	Date completed	Action
ENDO1	Incomplete		Upload certificate
ENDO2	* Complete Level 1 first		Upload certificate
ENDO3	Incomplete		Upload certificate

ENDO Courses

The ENDO courses tab provides an overview of your course history, and a place to upload your course certificates. After attending a course, an option to leave feedback will also appear on this page, next to the relevant course. Once the feedback is complete, you will gain access to your certificate which can be uploaded to this page.

Your access level for this page is Staff Member

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

Training courses and other Information

A copy of your course certificates can be uploaded below. If you have attended a course, ensure you have also added your elearning certificate on the eLearning tab.

Level	Course name	Status	Date completed	Action
ENDO1	JETS Workforce - foundation and decontamination ENDO1 course			Upload certificate
ENDO2	Coming Soon			
ENDO3	JETS Workforce – ENDO3 management and leadership course			Upload certificate

Course history

You are not booked on any JETS workforce courses

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.

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



Mentors

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

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

To add a new mentor/assessor select their name below and click 'Add'.

-- Select mentor --

v

Add mentor

-- Select assessor --

v

Add assessor

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.

Competencies

Evidence

Learning objectives

Supervisors/Assessors

e-learning modules

ENDO Courses

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

3. 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.

1. Click DOPS type.

5	Explain the choices of sedation/throat spray and the associated risks	<div style="background-color: #f0f0f0; padding: 2px 5px;">-Select-</div>	WS ✖
6	Maintain the patient's airway during the procedure in relation to local policy and competency training. GRS - 16.1	<div style="background-color: #f0f0f0; padding: 2px 5px;">-Select-</div>	DOPS 4 ✖

2. 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.

- 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: -

☒ Biopsy samples for histology
 ☒ Dye spray for colitis
 ☒ 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)
 ☒ Cold Snare polypectomy
 ☒ Snare polypectomy including diathermy
 ☒ 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: -

☒ Polyp trap
 ☒ Graspers
 ☒ Baskets
 ☒ Rothnet

5 - Teach and assess others

DOPS 3 ✓

4

Prepare and assist with controlling lower GI bleeding through: -

☒ Injection therapy
 ☒ Clips
 ☒ Coag graspers
 ☒ Gold probe
 ☐ APC

5 - Teach and assess others

DOPS 1 ✓

- 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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