



JETS admin and clerical working group description

Background to the programme

JETS administration and clerical (JETS A&C) is a competency framework that aims to ensure that the administrative workforce is equipped with the skills and knowledge to do their jobs and to support greater efficiency in endoscopy booking and scheduling:

- Support the development of knowledge and skills relating to endoscopy
- Improve access to training and minimise disruption to service delivery
- Provide access to high quality educational materials and educational platforms that local teams can access easily
- Ensure sustainability by equipping the admin workforce with the skills and knowledge to do their jobs

This framework may be used by employers, education providers and individuals to inform training needs. It will help lay the foundations for a career pathway framework for non-clinical staff, within endoscopy. This is important to secure a sustainable current and future workforce, offering opportunities for development.

JETS A&C is designed to be used by current and new endoscopy administrative staff irrespective of grade and title.


The programme can be used by all services that are registered to the JAG accreditation programme in the UK and the Republic of Ireland.

Purpose and aims of the working group

When the administration and clerical framework was first developed a working group was put in place to develop the content of the framework and roll out it out to NHS endoscopy training academies across England.

The purpose of the new working group is to:

- Test the functionality of the JETS A&C website
- Provide feedback on the rollout of the competency framework
- Review the JETS A&C quality assurance framework
- Review the competency framework after two years
- Discuss further development of the JETS A&C programme
- Raise issues relating to implementation and uptake of the JETS A&C programme



Governance of the working group

Working group meetings will be chaired by the JETS A&C lead and supported by the JAG operational team to arrange and minute the meetings as well as monitoring and following up actions.

There will be representation from:

- Regional endoscopy academies, including devolved nations
- JAG clinical team
- JAG operational team

The group will report into the JAG training group, the JAG strategy group and the JAG stakeholder group. Decisions should be escalated to these groups appropriately.

Frequency of meetings

The group will meet every 6 to 8 weeks depending on the needs of the programme.

If you would like to learn more about joining this group, please email askjag@rcp.ac.uk by Tuesday 17 June.