

## JETS – JAG Endoscopy Training System

### JETS e-Portfolio Trust Implementation

Please read **Document 1. JETS Introduction** prior to this document.

## OVERVIEW OF ROLLOUT

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The e-Portfolio system is now ready for national adoption and is available to be deployed in any NHS organisation. The e-Portfolio needs to be setup on a trust wide basis. This allows trainees to set up training lists, trainers to submit DOPS forms and build up a log of their training activity and the training lead to monitor the quantity and quality of training delivered. If a user moves to a trust not currently using the e-Portfolio they can continue to use the system but without the functions carried out by trainers, i.e. submission of DOPS.

The roll out of the e-Portfolio is being supported by the nomination of a Regional Lead in each deanery to act as a local champion and support the implementation and use of the e-portfolio within the area. The role of the Regional Lead is to identify and support Trust Leads for rolling out the e-Portfolio in each Trust. Details of the Regional Leads can be found in the e-Portfolio section of the JAG website.

The Development Team will recruit Regional Leads within each Deanery and demonstrate the e-Portfolio to those leads. The team will oversee the roll out process, generate and publish regular uptake statistics, provide IT support and work with Weblogik to make updates and amendments to the e-Portfolio dependent on feedback received.

## PRE-DEPLOYMENT

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Prior to planning deployment it is important that you check if the e-Portfolio has already been rolled out within your trust by checking the current list of e-Portfolio Trusts on the JAG website. If your trust is listed as using the e-Portfolio and you want to access the system please contact the existing Training Lead or Trust Administrator and ask to be added onto the system.

## TRUST DEPLOYMENT REQUIREMENTS

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The process for setting up the e-Portfolio is straight forward. As it is a web-based tool, your IT department does not need to be involved as there is no software etc.

To get the e-Portfolio setup in your trust a Training Lead and Administrator will need to be identified to co-ordinate the local roll out and manage the system once it is in place. It is also recommended two lead specialist registrars (one medical and one surgical) are nominated to promote the e-Portfolio to their peers, in larger units it is also advised that a nurse endoscopy lead is identified. Details on the requirements of each role are listed below.

Once these roles have been filled the administrator or lead will need to contact the JAG office who will setup the trust's e-Portfolio site, provide the logon details and system documentation.

# TRUST DEPLOYMENT PROCESS

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The Trust Lead and Administrator will co-ordinate the local roll out of the e-Portfolio at Trust level. Below are listed a series of steps to achieve this:

1. Trust Lead to recruit an administrator
  - They need not be the endoscopy administrator, some units have used nursing sisters with an interest in training or the GIN nurses
2. Trust Lead to recruit two lead Specialist Registrars (medical, surgical or nurse endoscopist)
  - Their role will be liaise with their peers and promote the e-Portfolio
3. Administrator to contact the JAG office to request trust setup on e-Portfolio
  - Include in the email the name of your trust and the names of all the hospitals with endoscopy units within the trust. Also include the name, email address and GMC/NMC number of the trust's Lead and Administrator
  - You will receive an email with links to the e-Portfolio and the system documentation and logon details
4. Trust Lead to contact all trainees and trainers to inform them of the introduction of the e-Portfolio and forward the relevant user guides.
  - Direct users to the JAG website and Doc01\_JETS Introduction
  - Utilise Doc02\_JETS Presentation and JETS demo site to demonstrate system
  - Template e-mail documents are included below
5. Administrator adds the trust's trainees and trainers plus the training lead and any other administrators to the e-Portfolio trust administration page
  - See Doc08\_JETS User Guide - e-Portfolio - Trust Administrator
  - **GMC/NMC number and email addresses for each user will be required**
  - When a user is added they are automatically sent a trust invitation e-mail
    - The e-mail provides their username and password and a link to access the e-portfolio to grant permission for the trust to access their e-Portfolio
6. With the Training Lead agree the certification levels for each of the endoscopists
  - The certification levels determine a users role and which procedures trainers can submit DOPS forms for and which procedures types trainees can record
  - New trainees should have their level set to "training"
  - Where levels have not been locally assessed this can be recorded
  - Only the trust lead or administrator can amend the certification levels
7. Once each endoscopist has accepted the trust invite set their certification levels
  - Users will not be able to utilise the system fully until these are set
  - Only the trust lead or administrator can amend the certification levels

Once these steps have been completed the trainees will be able to add procedures to their e-Portfolios, the trainers will be able to review portfolios and submit DOPS and the training lead can monitor the training within the trust.

# ROLES

## RESPONSIBILITIES OF THE TRUST LEAD

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- The Trust Lead will be responsible for the local implementation of the e-Portfolio. The Trust Lead will be supported by the e-Portfolio Regional Lead. The Trust Lead will need to:
- Recruit an administrator from each endoscopy unit within a trust
  - This need not be the unit administrator. It is recommended that someone with a training interest takes this role e.g. GIN facilitator, unit sister, nurse endoscopist, GRS co-ordinator etc
- Recruit a medical and surgical Specialist Registrar to promote the e-Portfolio within the trust and support the implementation
- Communicate the launch of the e-Portfolio to all trainers and trainees within the trust
- Periodically review the uptake of the e-Portfolio by trainees within the trust, identify barriers to uptake and encourage infrequent users.
- Liaise with the unit endoscopy leads and endoscopy training leads to embed the e-Portfolio in the local training/governance processes
- Feedback any uptake or IT issues to the Regional Lead

## SUPPORT FROM THE REGIONAL LEAD

- The Regional Lead will support the Trust Lead by:
- Demonstrating the e-Portfolio and its functionality
- Providing a suite of documents to support the roll out process
- Providing powerpoint presentation slides to support any local presentations
- Updating the Trust Lead on the uptake of the e-Portfolio in the trusts within the region

## THE ROLE OF THE ADMINISTRATOR

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The administrator will be responsible for setting up the e-Portfolio within the trust and keeping it up to date. This includes:

- Adding any new trainees/trainers to the system when they join the unit
- Removing any endoscopists when they leave the unit
- Updating the certification levels of any trainees (in liaison with the unit Training Lead)
- Ensuring that up to date trainee certification level tables are printed off and displayed within the unit.
- Encouraging the use of the e-Portfolio by trainees by pro-actively reminding

The initial process for setting up the e-Portfolio is described in the section '**Error! Reference source not found.**' and a description on how to do this can be found in the document "Doc5\_User Guide - e-Portfolio Trust Administrator".

## THE ROLE OF THE SPECIALIST REGISTRAR LEADS

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Two Specialist Registrars will be recruited by the Trust Lead. Their responsibility will be to liaise with their peers and the nurse endoscopists to demonstrate the system and encourage uptake of the e-Portfolio and to assist the Trust Lead in communicating the introduction of the e-Portfolio to their peers. The Specialist Registrar Leads will be expected to:

- Inform the trainees and nurse endoscopists in advance that the e-Portfolio will be released
- Understand the benefits of the e-Portfolio to trainees in endoscopy
- Communicate those benefits to their peers
- Familiarise themselves with the e-Portfolio
- Demonstrate the e-Portfolio to their peers if necessary
- Feedback to the Trust Lead any uptake/IT issues with the e-Portfolio.

## RESPONSIBILITIES OF THE REGIONAL LEAD

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It is expected that the Regional Lead for the JETS e-Portfolio will be responsible for organising the roll out of the e-Portfolio to the trusts within that Deanery. The Regional Lead will be supported by the Development Team. As a minimum, the Regional Lead will need to:

- Promote the e-Portfolio to stakeholders within the region (including trainees, trainers, nurse endoscopists, training programme directors)
- Present the e-Portfolio at regional meetings
- Identify Trust Leads (usually unit training leads) to lead local implementation
- Liaise with the Trust Leads and demonstrate the e-Portfolio
  - A demo website has been created and log on details provided for each Regional Lead. This will allow them to demonstrate the e-Portfolio and functionality
- Support the Trust Leads in rolling out the e-Portfolio
- Liaise with the Training Programme Directors (medical and surgical) to demonstrate e-Portfolio and its benefits
- Periodically review the uptake in each trust and support trusts with poor uptake
- Feedback any issues with regional uptake (e.g. trust lead feedback, successful methods of implementation, barriers to uptake), so that these can be fed back to other regional leads.
- Consider recruiting one or two regional trainee leads to champion the e-Portfolio

## SUPPORT FROM THE DEVELOPMENT TEAM

The Development Team will support the Regional Lead by:

- Demonstrating the e-Portfolio and its functionality
- Support the local release of the e-Portfolio in the Regional Lead's Department
- Provide a suite of documents to support the roll out process
- Provide powerpoint presentation slides to support any regional presentations
- Provide IT support for the e-Portfolio
- Updating the Regional Lead on any shared learning on effective communications
- Updating the Regional Lead on the uptake data within their region

## SUPPORT

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Support is available from a number of sources to aid the local implementation of the e-portfolio and assist with its ongoing use.

A full set of resources including system user guides and presentations can be found in the download centre on the JAG website along with the JETS demo site.

An e-Portfolio is available on the JAG website where you can review answers to a number of common or to ask a new question

Regional Leads can provide support on a number of issues including advising how to get buy in from the trusts endoscopists. Details of the Regional Leads can be found in the e-Portfolio section of the JAG website.

Contact the JAG office to get in touch with the Development team.

Bug reports and feature requests for the e-Portfolio can be made within the e-Portfolio using the Feedback button at the top of the left menu or by emailing [enquiries@thejag.org.uk](mailto:enquiries@thejag.org.uk).

## APPENDIX C – DOCUMENTS TO SUPPORT JETS AND THE E-PORTFOLIO

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### **Document 01 - JETS Introduction**

An overview of the functionality of JETS and the e-Portfolio

### **Document 02 - JETS Presentation**

A series of slides and screenshots of the e-Portfolio to support any regional/local presentations

### **Document 03 - JETS e-Portfolio Trust Implementation**

Information on the roll out process of the e-portfolio and the responsibilities of each member of the cascade process. Details of what is required to implement, how to implement, contacts, initial actions etc. Include support documentation / emails

### **Document 04 - JETS User Guide - Registering and Logging On**

Instructs new users on how to initially log on to the e-Portfolio

### **Document 05 - JETS User Guide - e-Portfolio – Trainee**

Describes how to use the trainee e-Portfolio

### **Document 06 - JETS User Guide - e-Portfolio – Trainer**

Describes how trainers can access their training data

### **Document 07 - JETS User Guide - e-Portfolio – Trust Training Lead**

Describes how the training lead can use the e-Portfolio to support training list allocation, review trainee performance etc

### **Document 08 - JETS User Guide - e-Portfolio - Trust Administrator**

Describes the process of setting up the e-Portfolio in each Trust

### **Document 09 - JETS User Guide - e-Portfolio - Training Programme Director**

Describes how the Training Programme Director can use the e-Portfolio to monitor the trainees within the region and receive outputs on the quantity and quality of training within each unit

### **Document 10 - JETS User Guide - Courses - Training Centre Administrator**

Describes how trainers can access their training data

### **Document 11 - JETS User Guide - Courses - Booking a Course**

Describes how trainers can access their training data

### **Document 12 - JETS User Guide - Courses - Collecting / Submitting Course Feedback**

Describes how trainers can access their training data

## APPENDIX D – TEMPLATE EMAILS

### JETS TRAINER NOTIFICATION LETTER

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Dear colleagues,

JAG has developed a new e-Portfolio for trainees in endoscopy. This is accessible via the JAG Endoscopy Training System (JETS) website ([www.jets.nhs.uk](http://www.jets.nhs.uk)). The e-Portfolio has been designed as a user-friendly system for trainees to log their endoscopic procedures. The system produces meaningful performance data outputs that trainees can print off in preparation for their RITA/ARCPs etc and provides an electronic format for JAG-approved DOPS forms to be completed. It also enables trainees to give anonymous feedback on training received and to populate a personal development plan.

As trainers, the main difference that you will notice is trainees will ask you to complete DOPS forms on-line as opposed to using the paper format. The rest of the “work”/data inputting is trainee-led. There is also a trainer portfolio that lists all of the trainees that you train, provides a summary of the anonymous feedback received and a summary of the training that you have provided (DOPS/training lists etc). It will be possible to save these screens in a pdf format for appraisal etc.

If you currently have a JETS account, then your logon details will be unchanged. The username is your GMC number. At the initial logon you will be asked to grant access to be part of the trust system. If you have never used JETS you will receive an e-mail with your username and password and a separate email requesting that you grant access to be part of the trust system. Attached is a quick guide for trainers using the system.

If you have any IT queries then e-mail [enquiries@thejag.org.uk](mailto:enquiries@thejag.org.uk).

### JETS TRAINEE NOTIFICATION LETTER

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Dear all,

JAG has developed a new E-Portfolio for trainees in endoscopy and we are implementing this within this trust. This is a web-based system that can be accessed both at work and at home via the JAG Endoscopy Training System (JETS) website. The e-Portfolio will support the trainee JAG certification process.

The E-Portfolio provides an electronic means of logging your endoscopic procedures. The system produces meaningful performance data outputs so that you can monitor the number of procedures that you are performing and your performance data quarter-by-quarter or year-by-year. You will be able to print these summary screens in preparation for your RITA/ARCPs etc. The E-portfolio provides an electronic format for JAG-approved DOPS forms to be completed. It also enables you to give anonymous feedback on training received (i.e. your trainers) and to populate a personal development plan.

The E-portfolio can be accessed through the JETS website – [www.jets.nhs.uk](http://www.jets.nhs.uk). Attached is a quick guide on how to logon to the system. If you currently have a JETS account, then your logon details will be unchanged. At the initial logon you will be asked to grant the trust access to your E-portfolio. If you have never used the JETS website, you will receive an e-mail with your logon details and an e-mail requesting that you grant the trust access to your portfolio. Attached is a quick guide for trainees using the system.

If you have forgotten your logon details or have any IT queries then e-mail [enquiries@thejag.org.uk](mailto:enquiries@thejag.org.uk).

## APPENDIX E – JETS SYSTEM STRUCTURE

The JETS website has two main components:

- a course booking module which all users have access to upon registration
- the e-portfolio module which users only obtain access to if they are a member of an e-Portfolio Trust.

There are a number of roles within the system which give users additional levels of access. All users who manually register are initially assigned basic permissions.

Role	Access Given	Granted by
Basic	Book JAG endoscopy courses	Registering on JETS homepage
e-Portfolio User	Access trainee e-portfolio	Added to e-portfolio trust by Trust Administrator
Trust Trainer	Trainer portfolio, submit DOPS, review portfolios of trust's trainees.	Set as Trainer by Trust Administrator
Trust Administrator	Invite / register users to e-portfolio trust, manage certification levels.	Setup by JAG office Additions /removals by Trust Lead / Administrator
Trust Training Lead	All above access of Trust Trainer & Trust Administrator plus review trainers portfolios, review independent trainees' portfolios.	Setup by JAG office Additions /removals by Trust Lead / Administrator
Regional Training Programme Director	Access to review regional trainees' portfolios, review quantity and quality of training in units	Setup by JAG office
Course Faculty	Manage collection of course feedback and review personal faculty feedback	Setup by Training Centre Administrator
Training Centre Administrator	Manage advertised training courses and training centre pages	Setup by JAG office Additions /removals by Training Centre Administrator
Training Centre Assistant	Manage advertised training courses	Additions /removals by Training Centre Administrator