

JETS – JAG Endoscopy Training System

JETS User Guide - e-Portfolio – Trainee

THE E-PORTFOLIO

A trainee can use the e-Portfolio to log procedure data, electronic DOPS assessments, endoscopy courses and personal development plans and review their development and progress through procedure performance outputs and DOPS progression graphs which can be used to support RITA/ARCPs.

To have DOPS submitted and their portfolio reviewed by a trainer the trainee needs to become a member of their trust's e-Portfolio, see 'Doc04_JETS User Guide - Registering and Logging On' for details.

FIRST LOGON

When you first logon to the e-Portfolio either as a new user or an existing JETS user you will be taken to the 'Outstanding Actions' page (Fig 1). You will need to accept the trust invite to be able to utilise the e-Portfolio. Accepting the invite will grant the trust lead and any trainers you record a list with access to review your portfolio and enable the trainers to submit DOPS assessments on.

It is also important to update your profile to ensure the system holds your correct contact details and job role. Please double check your GMC/NMC number and email address.

Fig 1 – Outstanding Actions

NAVIGATION

There are two navigation menus within JETS. The links in the top right navigate to the different modules of the e-Portfolio.

- Clicking on 'JETS Home' will take the user to the homepage allowing them to search for and book a training course.
- The 'e-Portfolio' link will display the homepage of the e-Portfolio and the main left-hand menu.

The left-hand menu is split into two sections; the top half is for data entry activities and the lower half is for data reviewing.

DATA ENTRY

All data entry for a trainee's portfolio can be carried out under the trainee's logon. To signoff a DOPS the trainer only needs to enter their password at the end of the form.

Data entry is predominantly carried out through a 'training scenario' which are different endoscopy list types with varied associated recommended actions. Trainees have a Quick List button on the main left-hand menu for each type of scenario.

List Type	Definition	Procedures	DOPS	Trainer Feedback	Learning Objectives
Dedicated Training List	One which is adjusted to meet the trainee's learning needs (a trainee should expect to have one of these each week)	Strongly Recommended	Strongly Recommended	Strongly Recommended	Optional
Ad-hoc Training List	There is minimal or no adjustment to the list but it still provides learning potential	Strongly Recommended	Recommended	Recommended	Optional
Service List	Done by trainee without direct supervision once they have been 'signed off' to be independent	Strongly Recommended	N/A	N/A	Optional

SETTING UP A NEW LIST

The screenshot shows the 'New List' setup page. The left-hand menu includes buttons for 'NEW DEDICATED TRAINING LIST', 'NEW ADHOC TRAINING LIST', 'NEW SERVICE LIST', 'VIEW ALL LISTS', 'REVIEW MY PORTFOLIO', 'OUTSTANDING ACTIONS', 'CHANGE PASSWORD', and 'LOG OUT'. The main form area is titled 'New List' and contains the following fields:

- List Type**: Dedicated Training List (with a help icon)
- Date**: 05/01/2010
- Booked Session Start Time**: AM/PM
- Unit**: Cirencester Hospital (with a link to 'Add individual units not in e-portfolio trust')
- Trainer**: -- Please Select --

Buttons for 'Create List' and 'Close' are located at the bottom of the form. The footer includes the NHS logo, email support (JETS.support@endoscopy.nhs.uk), a JAG Disclaimer, and the year 2010.

Fig 2 – New Dedicated Training List setup page

- To setup a new list select one of the scenarios on the left-hand menu. This will bring up the new list page
 - If you have the role of trainee you will have the training scenario quick list buttons displayed at the top of the left hand menu. Click the button for the appropriate new list.
 - If you have additional roles such as trainer you will only have the 'View My Lists' button then click the 'Add New List' button in the top right.
- This will display the 'New List' page (Fig 2).
- Select (or confirm) the list type. Definitions of the different lists are displayed by hovering over the '?' next to label.
- Enter the list date, start time and session identifier and select a trainer and unit.
 - The date defaults to the current day, the start time to the current AM/PM and the unit to your listed Main Unit (this can be amended in your user profile).
 - If the desired trainer is not in the list they will need to contact the trust's JETS administrator to add them.
- Click 'Create List'

FINDING / EDITING A LIST

If you need to return to a list (e.g. you were logged out or want to add additional data later) click on 'View My Lists' on the left hand menu. This will display all your lists (Fig 3), click on the row to open the data entry page for the list.

Session Id	Trainer	List Type	Date	Status	Edit	Red Cross
PD5a	Paul Dunckley	Dedicated	23 Jan 2010	New (Empty)	Edit	Red Cross
		Service	18 Jan 2010	Complete	Edit	Red Cross
PD5a	Paul Dunckley	Dedicated	17 Jan 2010	Complete	Edit	Red Cross
PD5a	Paul Dunckley	Dedicated	15 Jan 2010	Incomplete	Edit	Red Cross
PD5a	Paul Dunckley	Dedicated	21 Jan 2010	Incomplete	Edit	Red Cross

Fig 3 – View All Lists page

- You can create new lists using the 'Add New List' button.
- You can edit a list's settings (date, trainer etc) using the 'Edit' link at the end of the row.
- You can delete incorrectly setup lists using the Red Cross. You will be notified if there is data recorded against the list, if you continue to delete the data will be permanently erased.

RUNNING A LIST

After setting up a list you will be taken to the 'List Data Entry' page (Fig 4) which lists the different actions that should be completed for the selected training scenario.

Endoscopy List << Back to All Lists

Dedicated Training List New (Empty) ? [Delete List](#)

Site Gloucestershire Royal Hospital
Date 23/01/2010 **Booked Session Start Time** PM
Trainer Paul Dunckley **Session Identifier** PD5a

Actions

Strongly Recommended

[Record Procedure Data](#) 0 OGDs 0 Flexis 0 Colons 0 ERCPs
[Record DOPS \(trainer to sign off\)](#) 0 Submitted
[Submit Trainer Feedback](#) Incomplete

Recommended

Optional

[Add Learning Objectives](#) 0 Objectives Set

Fig 4 – List Data Entry page

- The links on the left hand side will take you to the different data entry screens.
- Once data has been entered it can be reviewed by clicking on the newly displayed links to the right of the submission links (except for the trainer feedback).
- Once all the strongly recommended actions have been completed the list is set to complete.

RECORD PROCEDURE DATA

- Click on 'Record Procedure Data' to show the procedure data entry page (Fig 5).
- Complete the patient's details.
- Select your training role, hover over the '?' or see below to view definitions. The independent role is only displayed if you have a certification level of provisionally certified or greater.
- Select the procedure type, this will change the data entry fields displayed and populate the list boxes.
- If the endoscopic role of 'Was Assisted' is selected the 'Extent by Trainee' box is unlocked. The extent reached by the trainee at first handover should be recorded here.
- On colonoscopies if the extent selected indicates the procedure was incomplete the 'Limited by' box will be unlocked.
- Indications, Diagnoses, and Therapies are recorded by selecting the item from the list box and clicking 'Add'.
- Discomfort score definitions are displayed by hovering over the '?'
- Record any adverse events
- Add any comments, an icon is displayed on the procedure lists for procedures with comments.
- Clicking 'Save Record' will:
 - if all the mandatory fields are complete display 'Procedure successfully saved' at the top of the screen and clear the form but retain the procedure type and training role ready for the next procedure entry.
 - if mandatory fields are missing the procedure will not be saved and a list of the incomplete fields will be displayed.
- Clicking '<< Return to List' will return you to the list data entry page.

Fig 5 – Procedure Entry page

Training Role	Definition
Independent	No other endoscopist present in room
Observed	Another endoscopist observed or gave verbal assistance
Assisted physically	Received hands on assistance during procedure

RECORD DOPS

DOPS forms should be filled in by the trainer and **need to be signed off** (with the trainer's password) before they become part of your portfolio. Multiple DOPS can be recorded for each list.

- Click 'Record DOPS' on the list data entry page (Fig 4), select the appropriate DOPS and click 'Go'.
- The form is filled by clicking a score and adding any relevant comments for each measure.
- Multiple short term objectives resulting from the assessment can be added at the bottom of the form by filling in the Title and Objective boxes and clicking 'Add Objective'. These objectives will be added into your Personal Development Plan page.
- The trainer can either enter their password and click 'Signoff and Submit' to complete the form or if they do not know their password or want to continue to edit the form they can click 'Save DOPS' to save the form for submission at a later stage.

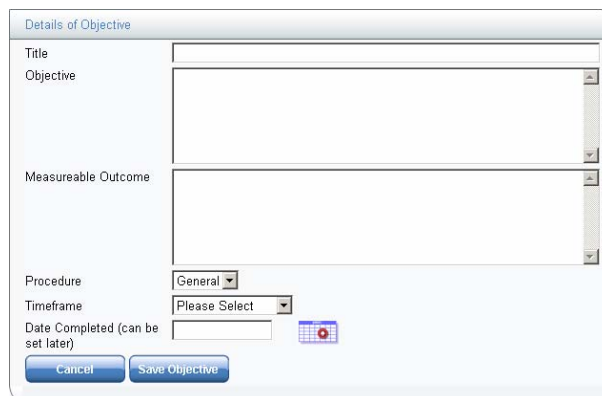
SUBMIT TRAINER FEEDBACK

Trainee assessments of Trainers (TAT) are anonymous and only viewable by trainers in batches of five.

- Click 'Submit Trainer Feedback' on the list data entry page (Fig 4) and complete the assessment of the trainer's training for just the current list.
- Complete the number of procedures which you participated in for the current list (this is automatically populated with the number of procedures you have recorded but may need to be amended).
- Enter any comments and click 'Submit Feedback'

ADD LEARNING OBJECTIVES

- Learning objectives can be added to your Personal Development Plan by clicking 'Add Learning Objective' on the list data entry page (Fig 4).
- Enter the details of the objective; select the procedure type it relates to and a timeframe for completion (Fig 6).
- Click 'Save Objective'.



The screenshot shows a web form titled "Details of Objective". It contains the following fields and controls:

- Title:** A text input field.
- Objective:** A large text area for entering the objective details.
- Measureable Outcome:** A text area for describing the measurable outcome.
- Procedure:** A dropdown menu currently set to "General".
- Timeframe:** A dropdown menu currently set to "Please Select".
- Date Completed (can be set later):** A date input field with a calendar icon.
- Buttons:** "Cancel" and "Save Objective" buttons at the bottom.

Fig 6 – New Learning Objective

REVIEW DATA ENTERED ON LIST

All the data entered on the list data entry page can be reviewed using the links to the right on the submission links.

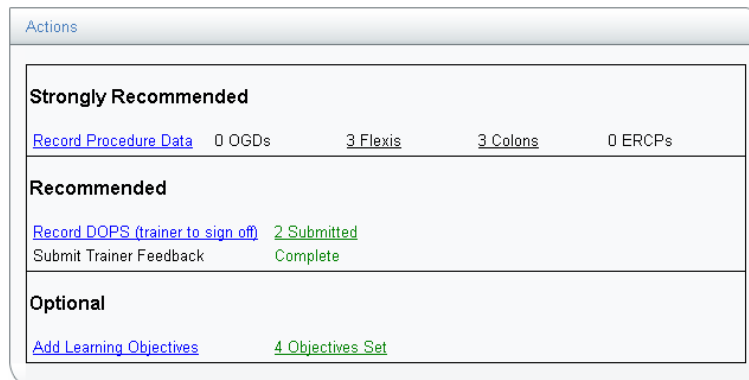


Fig 7 – Completed List Data Entry page

- Clicking the on links for each procedure type will display a list of the procedures recorded on the list.
 - Clicking on a procedure row will bring up the procedure details allowing you to edit or delete it.
- Click the view DOPS link will display a list of the DOPS submitted or saved during the list.
- Learning objectives can be viewed by clicking the 'Objectives Set' link.
 - The objectives are split into two tables; one short term for objectives added from DOPS forms and the other for manually added objectives.
 - The lists initially shows only the incomplete objectives of all procedure types but this can be amended using the list boxes at the top of the frame.
 - The objectives can be edited by clicking on the row. Entering a Completed date will set the objective as complete.
 - Duplicate objectives can be deleted by clicking the red cross in the delete column.

RECORDING LIST UNDER TRAINERS LOGON

A trainer has the ability to setup a list under their logon if the trainee forgets their logon.

- all the normal data entry can take place on this list except for trainer feedback
- the list will not be added to your portfolio until you next logon and accept ownership of the list i.e. accept that it took place from the Outstanding Actions page
- if you reject the list the data will be permanently erased
- once you have accepted the list you should go to the list 'View My Lists' and complete the trainer feedback if required

REVIEW MY PORTFOLIO

A user can review all the data held within their portfolio and produce the various outputs by clicking the 'Review My Portfolio' button on the left menu.

SUMMARY TAB

The Summary tab displays summary outputs of your portfolio data and have five sub-tabs within the frame; All and the individual procedure types.

ALL TAB

If you are just a trainee the first page displayed is a summary of you endoscopic activity. Listing the number of lists, procedures, DOPS, objectives etc.

- This table is initially split into quarters and shows data from All Trusts.
- The first list box allows you view the data by year and will also show your baseline data (added only in summary form to the portfolio) and career total.
- The quarters or years can be scrolled back and forth using the arrows in the top right.
- The second list box allows you to view data from an individual trust.

Below the table is a grid showing your current certification levels in each procedure area and a list of endoscopy courses.

PROCEDURE TABS

The individual procedure tabs display summary performance data for the selected procedure. The output can be filter in the same way as the endoscopic activity table under the All tab.

Clicking the 'Show Enhanced Outputs' at the bottom of the table brings up a page giving greater detail on the recorded procedures including drug doses, numbers of indications, diagnoses and therapies, analysis of polyps and discomfort rating. The data can be displayed for all or an individual unit and over a number of different timeframes.

PROFILE TAB

The profile tab displays the user profile page. Here you can:

- Edit name, job title and contact details
- Amend you security question and answer (used for quick password reminders)
- Remove yourself from a trust.
- Add additional units where you perform procedures such as private, GP or community units. These will be displayed in the unit list box on the list setup page.

BASELINE TAB

The Baseline tab allows you to enter your previous endoscopic experience into your portfolio. This data will be combined with your recorded data to produce career totals.

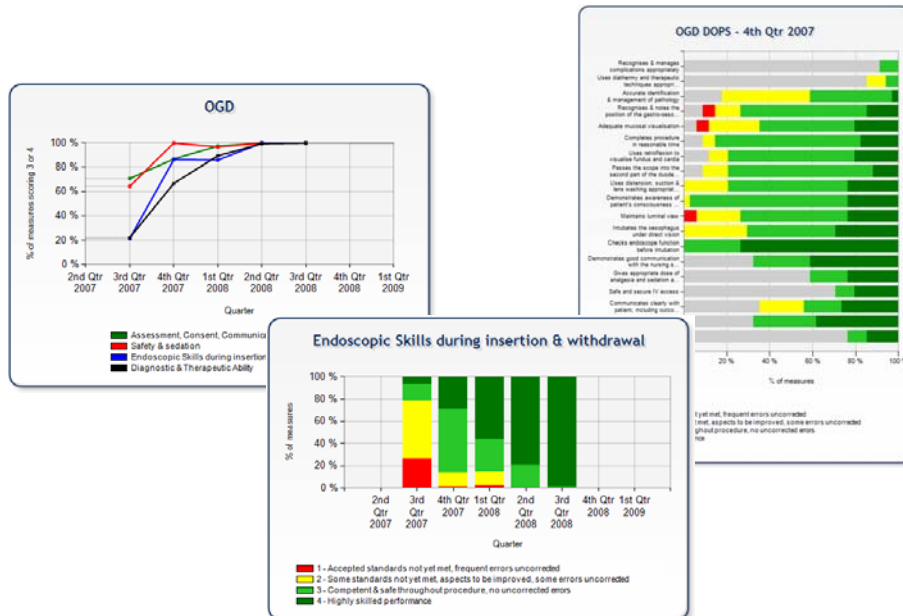
- Enter the last date that the baseline data you are entering refers to (you will not be able to enter procedures into the portfolio prior to this date. If you wish to you will need to amend your baseline data and last date).
- Select a procedure tab, complete as many sections as possible and click Save.

PROCEDURES & PDP TABS

These show the same pages as when reviewing data on a list but displays all your data rather than what was entered during that list.

DOPS TAB

The DOPS tab has a similar layout to the All Summary tab. The first page is a summary of the number of DOPS forms filled in and can show the data quarterly or annually. Clicking on an individual procedure tab brings up a line chart displays the DOPS results over the four domain areas. The quarters displayed in the graph can be scrolled back and forth using the arrows in the top right. More detailed graphs can be displayed by clicking on either the Quarter or Domain links in



the table below the graph.

Fig 8 – DOPS Progression Outputs

COURSES TAB

This shows a list of endoscopy courses which have been booked through JETS. You can view:

- details of the course by clicking on the name
- the status of your booking
- cancel your booking if it has a status of 'Requested' or 'Course Full - Registered Interest'. If your booking has progressed beyond this stage you need to contact the Training Centre.
- Submit course feedback if you attended a course but did not complete the feedback.

OUTSTANDING ACTIONS

The outstanding actions page displays notifications of actions e.g. a trust invite and announcements e.g. system updates etc.

- Three frames are displayed for 'Urgent Actions', 'Optional Actions / Reminders' and 'Notifications'.
- You will always be taken to this page when you logon if an item exists in any of these frames.
- Clicking the 'Go' link by the action will allow you to quickly complete the required action.
- Clicking the 'Remove' link by the action will remove the reminder. This is only available for optional actions and notifications.

Notifications listed include:

Notification	User	Active
Trust Invite / Removal	All	Y
System updates	All	Y
Certification levels amended	All	N
6 monthly profile update	Trainee	N
List with no data entered	Trainee	N
Incomplete list	Trainee	N
Trainer feedback not left on list	Trainee	N
No Trainer selected on list	Trainee	N
Learning objectives beyond planned date	Trainee	N
Take ownership of list setup by trainer	Trainee	Y
Training commission link	Trainee	Y
Missing DOPS form	Trainer	Y
Incomplete DOPS form	Trainer	Y
Incomplete DOTS form	Trainer	Y
Incomplete course feedback	Course delegate	Y
All course feedback received	Course faculty	N

FAQ

SETTING UP A NEW LIST

1. My trainer does not appear in the list when trying to setup a new training list.
 - a. The Trust's JETS administrator will need to amend the trainer's certification levels to set them as a trainer.
2. When setting up a new training list no units are listed in the drop down box.
 - a. You are not a member of an e-portfolio trust.
 - b. You need to go to the 'Outstanding Actions' page to accept a trust invite or ask the Trust's JETS administrator to invite you again.
 - c. If your trust is not using the e-portfolio you can manually add individual units from your profile to allow you to record data (DOPS cannot be added).
 - d. See 'How to get involved' document to start your trust using the e-portfolio.

RECORDING PROCEDURE DATA

3. I can't record data for a particular procedure type.
 - a. The Trust's JETS administrator will need to amend your certification levels to set you as training in that procedure type.
4. It says my trainer doesn't have access to submit a DOPS form.
 - a. The Trust's JETS administrator will need to amend the trainer's certification levels to set them as a trainer in that procedure type.

Any other problems please contact enquiries@thejag.org.uk.