

JETS – JAG Endoscopy Training System

JETS User Guide - e-Portfolio - Trainer

E-PORTFOLIO TRAINERS

The e-Portfolio is primarily designed to support the training of endoscopy trainees. As part of this the trainers can review trainee's portfolios and current training requirements and submit electronic DOPS. During a list all the data entry for a list is carried out under the trainee's logon, to signoff a DOPS the trainer only needs to enter their password.

To perform these actions the trainer needs to become a member of their trusts e-portfolio and be setup as a trainer, see the Doc04_JETS User Guide - Registering and Logging On for details.

A trainer builds up a trainer portfolio on the system which logs training activity, presents feedback from trainees and can record peer reviews and also have all the functionality the trainee's have.

RUNNING A TRAINING LIST

The trainee will set up the training list on the e-portfolio under their own login by selecting a scenario type, the date, time, unit and trainer.

- The different scenarios (dedicated training list, ad-hoc training list, service list) recommend different levels of data entry.
- If during the list setup the trainee cannot find you in the list of trainers contact your trust's JETS administrator to amend your certification levels to trainer.
- The trainee will record details of the procedures they participate in, though these can be completed after the list.
- You should encourage you trainee to submit Trainer Feedback on your training.
- DOPS forms can be completed on e-portfolio for dedicated and ad-hoc training lists.

RECODING A DOPS FORM

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 the trainee's portfolio. Multiple DOPS can be recorded for each list.

- Click 'Record DOPS' on the list data entry page, 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 the trainees Personal Development Plan page.
- If you wish to complete the form at a later date or have forgotten your password you can Save the DOPS by click 'Save DOPS'.
- To submit the form into the trainee's portfolio enter your password and click 'Signoff and Submit'

Incomplete or missing DOPS will be listed on your Outstanding Actions page. See the 'Document 5. JETS User Guide - e-Portfolio - Trainee' for further details.

REVIEWING YOUR TRAINEES' ACTIVITY AND PORTFOLIO

Each of your trainee's should be building up portfolio of their endoscopic experience. You can review their level of activity and the current performance using the 'Trainee / Trainer List' button on the left menu.

- Only trainees which you have run a list with previously will be displayed in the table; i.e. the trainee selected you as the trainer when setting up their list. This means the table will initially be blank.
- The table displays the number of lists, procedures, DOPS, objectives and trainer feedback each trainee has entered on the system. The information in the table can be filtered using the list boxes at the top of the page:
 - the timeframe list box will change the period of data shown in the table
 - selecting 'Only My Actions' in the second list box will only show the training that you carried out with the trainees rather than the total training they have received
 - if you are a member of more than one trust you can filter the trainees shown

To review a trainee's portfolio click on the their name.

- Please see the 'Doc05_JETS User Guide - e-Portfolio - Trainee' for details on navigating the portfolio.

OTHER TRAINING ACTIONS

SUBMITTING A DOTS FORM

A DOTS (Directly Observed Training Skills) assessment is used to assess a peer's training skills. To submit a DOTS assessment:

- click 'Training Actions' on the left menu
- select a trainer and click the 'Submit New DOTS' link
- click in appropriate box for each measure (your selection will be highlighted)
- click save

If the trainer you wish to assess does not appear in the list please see your trust's JETS administrator.

SETTING UP A LIST FOR THE TRAINEE'S DATA

If a trainee forgets their logon details it is possible for the trainer to setup a list to allow a DOPS forms to be submitted and trainee to record procedure data. The data in the list is not added to the trainee's portfolio until they take ownership of it.

- Click on the 'Training Actions' on the left menu and select a trainee in the Training Lists frame. If the trainee does not appear in the list please see your trust's JETS administrator.
- This will display a list of previous training lists that you have setup for this trainee which the trainee has not yet taken ownership of (this should be empty).
- Click 'Add New List'
- Ask the trainee to setup their list in the normal way by selecting the list type, date, unit etc.
- The trainee's data is entered in exactly the same way as under the trainee's logon except trainer feedback cannot be submitted
- When submitting a DOPS form you do not need to enter your password to sign it off as you are already logged in.

- If you get logged out and need to return to the training list click on 'Training Actions', select the trainee and click on the row relating to the list to display the data entry page.

When the trainee receives their logon details and next logs on they will be asked if they want to take ownership of the training list. If they accept the list it will be removed from your profile and added to their portfolio. If the trainee declines to take ownership the list the data will be permanently erased.

The trainee cannot complete trainer feedback under your logon and will need to complete this after they take ownership.

REVIEW YOUR TRAINER PORTFOLIO

The data entered into the trainees' portfolios is used to populate your portfolio of training activity. You also have the option to record your own performance data in the main section of the portfolio.

- Clicking on 'Review My Portfolio' on the left menu will open up your portfolio
- Trainers default to the Training Summary tab which summarises your training activity and lists the training you have given your current trainees.
- The Training Feedback tab displays the feedback you have received from your trainees and can be filtered to show All, only course or only non-course feedback.
- You can also view a list of any DOTS which have been submitted on you; clicking the row will display the form.

RECORDING YOUR OWN PERFORMANCE DATA

If you would like to record your own procedure data in your portfolio you can setup a list by clicking the 'View Training Lists' on the left menu and clicking 'Add New List.'

For further details please see the 'Doc05_JETS User Guide - e-Portfolio - Trainee'

NURSE ENDOSCOPIST PROGRAMME

If you have previously been a national trainer for the Nurse Endoscopy programme you can view your associated trainees in the same way user the NEP trainees tab.

FAQ

1. I do not appear in the trainer list when a trainee is trying to setup a new list.
 - a. The Trust's JETS administrator will need to amend your certification levels to set you as a trainer.
2. A trainer does not have a trainer section when they review their portfolio.
 - a. The Trust's JETS administrator will need to amend your certification levels to set you as a trainer.
3. A trainer is unable to sign off a DOPS form for a particular procedure.
 - a. The Trust's JETS administrator will need to amend your certification levels to set you as a trainer in that procedure type.

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