

## JETS – JAG Endoscopy Training System

### JETS User Guide - e-Portfolio – Trust Training Lead

## OVERVIEW

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The e-Portfolio is primarily designed to support the training of endoscopy trainees. The Training Leads have all the functionality of trainers and trust administrators but can additionally review the portfolios of all trainees within the trust, the performance of independently practicing trainee and the activity level and feedback on the trusts trainers.

The training lead should review the following documents:

- Document 1. JETS Introduction
- Document 3. JETS e-Portfolio Trust Implementation
- Document 5. JETS User Guide - e-Portfolio - Trainee
- Document 6. JETS User Guide - e-Portfolio – Trainer
- Document 8. JETS User Guide - e-Portfolio - Trust Administrator

Currently the system collects, analyses and outputs performance and DOPS assessment data which can be used as part of the JAG certification process. Future updates are planned which will incorporate the recording of the Summative DOPS and the training lead signing off the portfolio as well as transmitting it electronically to the JAG for review.

## E-PORTFOLIO ROLL OUT

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The Trust Leads are responsible for recruiting a local administrator to assist in setting the system up and keeping it up to date and two lead specialist registrars (one medical and one surgical) whose responsibility will be to promote the e-Portfolio to their peers. In larger units it is also recommended that a nurse endoscopy lead is identified.

## TRAINEE / TRAINER LIST

The one page the training lead has unique access is the Trainee / Trainer List page (Fig 1). The training lead can view all the trainees within the trust or filter the table to only show their trainees or just their training activity. Clicking on the trainees name will display their portfolio.

The National Endoscopy Training Programme

JETS Home | e-Portfolio | Resources | Logout

Trust User Admin

12 Months | All Trainees | All Trusts

Only trainees who have selected you as a trainer on a training list are displayed below

Summary of training actions received by Trainees:

Name	Lists				OGD		OGD Thera		Flexi		Colon		ERCP		PDP		Training feedback Left
	DTL	AHL	SL	SAL	Procs	DOPS	Procs	DOPS	Procs	DOPS	Procs	DOPS	Procs	DOPS	Current	Complete	
<a href="#">3_Trainee</a>	37	12	2	0	18	6	4	0	1	1	13	2	2	1	11	2	7
<a href="#">4_Trainee</a>	26	11	2	0	10	17	4	0	0	5	3	1	0	1	35	1	5
<a href="#">5_Trainer</a>	2	0	0	0	3	0	0	2	0	0	0	0	0	0	1	0	0
<a href="#">Trainee_Paul</a>	23	1	1	0	5	3	3	0	0	0	10	3	0	0	6	0	4

Trainees with missing action within 6 weeks

<a href="#">3_Trainee</a>	No DOPS	<a href="#">Email</a>
<a href="#">4_Trainee</a>	No Feedback	<a href="#">Email</a>
<a href="#">5_Trainer</a>	No DOPS, No DTL, No Procs, No Feedback	<a href="#">Email</a>
<a href="#">Trainee_Paul</a>	No DOPS, No Procs, No Feedback	<a href="#">Email</a>

Summary of training actions performed by Trainers:

Name	Lists				DOPS Submitted	Training Feedback		DOTS Received
	DTL	AHL	SL	SAL		No.	Avg.	
<a href="#">1_Lead</a>	13	8	0	0	6	4		0
<a href="#">5_Trainer</a>	38	15	2	0	37	7		1
<a href="#">Dunckley_Paul</a>	36	3	0	0	14	8		0

NHS

Email Support: [JETS.support@endoscopy.nhs.uk](mailto:JETS.support@endoscopy.nhs.uk)  
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Fig 1 – Trainee / Trainer List

Below the main table is a list of trainees who have not recorded a training action within the past six weeks. This list can be used to monitor which trainees are not receiving sufficient training.

The bottom table lists the trainers within the trust, detailing their training activity and an overview of the training feedback they are receiving from the trainees. Clicking on the name of the trainer will display their portfolio.

## TRUST USER ADMIN

The training lead, along with the trust administrator, is the only users who have access to the trust user admin page. This page allows you to add or remove user from the trust, set user certification levels (which determines their role and access) and set users as trust administrators or training leads. See **Document 8. JETS User Guide - e-Portfolio - Trust Administrator** for details.