

## JETS – JAG Endoscopy Training System

### JETS User Guide - e-Portfolio - TPD

## TPD SETUP

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A user is granted TPD access by the JAG office. Each TPD is setup either as a medical or surgical TPD, assigned a deanery and has two additional screens

- The “Deanery Trainees” screen lists the users and units associated with the deanery
- The “Deanery Summary” screen displays a number of tables detailing the training received by the trainees, KPIs for each procedure type and a summary of the training at each trust.

## DEANERY TRAINEES

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Trainees are automatically displayed on the TPD’s list according to a number of criteria (taken from the trainee’s profile):

- They have the same role (medical or surgical) as the TPD’s access
- They are in the TPD’s assigned deanery
- They have a trainee job title (SpR all years, ST3-7, LAT, LAS or Clinical Fellow)

Clicking on the trainees name on the Deanery Trainees page will open up their individual portfolio and there are icons at the right of the grid to send the user a password reminder, suppress them from the list or email them.

Filters are available above the grid to view individual organisations or units or specific job titles.

The TPD cannot to add or remove trainees as the trainee list is generated automatically using details taken from each trainee’s profile.

## INVITING ADDITIONAL TRAINEES

Enter a users GMC number into the ‘Invite new user’ box, if the number exists within the system their details will be displayed along with the option to send an invite which emails the trainees saying the TPD believes they should be in xxx deanery and that they should amend their profile accordingly to become visible to the TPD. The user will need to set their role, job title and deanery to the appropriate values to be visible.

A user’s deanery is set by default to the organisation they are a member of but it can be manually adjusted to allow for trainees on Out of Area placements and organisations split over deaneries.

## SUPPRESSING TRAINEES

If there are incorrect trainees on the list you can click on the remove icon. This will hide them from the list and send an email saying their profile details may be incorrect.

You can view suppressed users using the Show Active / Removed filter in the top left of the page.

## DEANERY SUMMARY

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The visibility of each grid can be toggled by clicking on its grey header.

Displayed trainees can be modified using the filters at the top of the page and the time period for the outputs can be adjusted using the filter at the top left of the page.