

JETS – JAG Endoscopy Training System

JETS User Guide – Courses – Book a JETS Course

BOOKING JETS COURSES

All endoscopy users of the JETS website can book courses. The courses are booked through the JETS homepage; if you are already logged on click on JETS Home in the top right links section to return to the homepage.

COURSE LISTING

From the homepage you can view all the available dates for each course type by selecting the desired course from the second drop down menu.

Code	Course	Start date	Duration	Location	Availability	JAG
JAG_002	Basic Skills in Therapeutic GI Endoscopy	21 Oct 2009	3 Days	Royal Liverpool and Broadgreen University Hospitals NHS Trust	Fully Booked	JAG
JAG_002	Basic Skills in Therapeutic GI Endoscopy	11 Nov 2009	1 Day	St Marks National Endoscopy Training Centre	Fully Booked	JAG
JAG_002	Basic Skills in Therapeutic GI Endoscopy	18 Nov 2009	3 Days	The Welsh Institute for Minimal Access Therapy (WIMAT)	Fully Booked	JAG
JAG_002	Basic Skills in Therapeutic GI Endoscopy	09 Dec 2009	3 Days	Royal Liverpool and Broadgreen University Hospitals NHS Trust	Fully Booked	JAG
JAG_002	Basic Skills in Therapeutic GI Endoscopy	01 Feb 2010	3 Days	Royal Liverpool and Broadgreen University Hospitals NHS Trust	Fully Booked	JAG
JAG_002	Basic Skills in Therapeutic GI Endoscopy	19 Apr 2010	3 Days	Royal Liverpool and Broadgreen University Hospitals NHS Trust	2 places left	JAG
JAG_002	Basic Skills in Therapeutic GI Endoscopy	21 Apr 2010	3 Days	The Welsh Institute for Minimal Access Therapy (WIMAT)	6 places left	JAG
JAG_002	Basic Skills in Therapeutic GI Endoscopy	07 Jul 2010	3 Days	Royal Liverpool and Broadgreen University Hospitals NHS Trust	4 places left	JAG

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Fig 1 – Course List

TRAINING CENTRES

From the homepage you can also view the details of each training centre by selecting one from the top drop down menu or by clicking on the map (Fig 2).

From each training centres pages you can view details of the courses they are running, their faculty and find out information about local accommodation and directions using the left hand menu. If you need to contact the training centre please see the details on the Contact page.



Fig 2 – Training Centre Map

BOOKING A COURSE

The list of courses (either by course type or training centre) details the course type, start date, duration, location and remaining spaces. Clicking on a particular course will bring up the course description page which lists the course's learning objectives, faculty, costs, terms and conditions and list any documentation which is required.

If a course is listed as full you can still register your interest in the course in case spaces become available due to cancellations.

To book onto the course click the 'Book this Course' button at the top of the course description page. You will need to complete / check your details and upload the required documentation on each of the tabs before confirming your booking on the final tab. Please check the course details and read the terms and conditions before completing your booking.



The screenshot shows a web browser window with the title 'The National Endoscopy Training Programme'. The page is titled 'Profile for Jets User (Jets-User)'. It contains a 'Print your Profile' button and a series of tabs: 'Personal Details', 'Contact Details', 'Professional Details', 'Documentation', and 'Confirm Booking'. The 'Personal Details' tab is active, showing a form with the following fields: Title (dropdown menu with 'Mr' selected), Firstname (text input with 'Jets'), Surname (text input with 'User'), and DOB (text input with '24/02/1973'). A message above the form states: 'Please complete your details below and then move through each screen by clicking on the tabs above.'

Fig 3 – Course Booking Profile Check

Submitting the course booking notifies the training centre administrator that you wish to attend the course, **at this point you have not been accepted on the course.**

Once you have provided the required documentation and payment has been provided (processed directly through the training centre) you will be assigned a place on the course. You will be emailed when the status of your booking changes.

TRACKING THE STATUS OF A COURSE BOOKING

The training centres have a range of statuses that can be applied to your booking. Initially you have a status of requested booking but this will be changed to a reserved place, provisional booking or completed booking depending on the status of your payment and documentation.

You can check upon the status of your booking by logging into JETS and either clicking on My Courses (Delegate) on the left menu or clicking Review My Portfolio on the left menu and then Courses on tab bar. This will display a list of all of your current course bookings with their current statuses. You can view the course description and training centre administrators contact details by clicking on the course title link.

The JETS system does not only allow simultaneous bookings onto the same course type. If you have requested a place at one training centre you may not submit another request for the same course type until the first booking has been cancelled.

CANCELLING A COURSE BOOKING

If your course booking still has a status of requested, i.e. you have not been assigned a place on the course, you can cancel your booking by logging onto JETS, navigating to your course list (see above) and clicking the Cancel Request link. If your booking has progressed further you will need to contact the training centre administrator to cancel your booking.

SUBMITTING COURSE FEEDBACK

Once you have completed the course you need to submit feedback on the quality of the course and the training. Course certificates will only be dispatched by the training centre administrator once feedback on each of the trainers and the course has been submitted.

Many training centres will ask you to complete course feedback at the end of the course. **You will require you JETS username and password to submit this.**

If the feedback was not completed during the course it is possible to complete the feedback from your own logon. Navigate to your course list and clicking the Submit Feedback link. If this link is not displayed check your booking has a status of completed or attended; if not please contact the training centre administrator.

The trainer and course evaluations are recorded anonymously; there is no index on the system of who submitted which evaluation. The outputs the faculty and training centres can view are only updated every five submissions (or for the capacity of the course). This ensures that the trainee submitting the evaluation cannot be identified enabling the submission of reliable assessments.

For more details on completing the course feedback please see **Document 12. JETS User Guide - Courses - Collecting Feedback.**