



## Top 5 Frequently Asked Questions (FAQs)

Here you will find our top five most common queries and their answers.

### 1) Can I upload historic procedures from before I used JETS?

Yes, you can do this using the 'baseline' function on under the 'review my portfolio' tab.

To log baseline data you will need to:

1. Log into JETS, go to 'e-Portfolio' then 'Review my portfolio' and select the 'Baseline' tab.
2. Search for the unit via the 'Add a placement' search function. Partial words can be entered, and the system will search for any units that match. If the trainee was working abroad, they will need to type in 'Non-UK'.
3. Click 'pick' on the right-hand side of the appropriate unit
4. Enter the date started and ended and click 'add site'
5. All units that are added will be listed in the baseline section. Data can then be added for OGD, Colon, Flexi, or ERCP separately by clicking the 'N' in the corresponding column. Once data have been input the 'N' will change to a 'Y'.

Unit	Start Date	End Date	OGD	Flexi	Colon	ERCP		
Southampton General Hospital	01/09/2010	07/09/2011	Y	N	Y	N	Edit	Delete
Queen Alexandra Hospital	02/06/2004	01/06/2005	Y	Y	Y	Y	Edit	Delete
St Richard's Hospital	04/06/2003	02/06/2004	Y	N	N	N	Edit	Delete
St George's Hospital (Tooting)			N	N	N	N	Edit	Delete

NB. Highlighted rows have dates that overlap

**Add a placement**

Add a new placement by searching for the site name. Pick it from the list and add start/end dates and click 'Add site' to make it appear in the table above.

6. You can then enter as much data as possible for each modality in the pre-determined data fields and click 'save' at the bottom of the page



## 2) What evidence do I need to collect to apply for certification if I cannot do a basic skills course?

You will need to provide evidence for knowledge base, which requires:

- completion of the e-learning for healthcare modules as outlined in appendix A, with an accompanying statement from their lead trainer that they have acquired the knowledge base for certification **or**,
- completion of the HEE clinical endoscopist taught course for the procedure **or**,
- completion of the appropriate endoscopy specific M.Sc. course required to complete training as a clinical endoscopist.

In addition, you will need to meet the models/simulation criteria which requires:

- evidence of **either** completion of model or simulator work, supported by a statement from their trainer that this has been completed **or**,
- if they have completed a minimum of 100 procedures, a statement from their trainer that such experience is unlikely to significantly support the development of further skills.

Once you have met these criteria, you will then need to complete **six summative DOPS** (rather than the standard number of four).

The two additional DOPS should be carried out with two observers who:

- have not been significantly involved with the learner's training.
- both of whom should have attended a train the trainer's course.
- one of whom must be an active member of faculty in the appropriate JAG approved basic skills course (defined as having been a faculty member in the last three years).

These additional DOPS can still take place with trainers internal to the employing organisation, **or** could take place as part of a planned training list either at the host employer, **or** at a regional training centre.

Where Regional Training Centre faculty are not available, the additional DOPS should be carried out with an assessor who has not been significantly involved\* with the individual's training and agreed with the unit training lead, who will continue to have final authority to sign off an application for certification.

Once these DOPS are completed, please apply for certification via JETS.

*\*has not been the supervisor for more than 25% of training procedures carried out.*

### 3) I can't log DOPS or see my certification grid – how do I get access?

In most cases this will be because you are either not linked to a trust or your certification levels have not been set.

You will need to contact your trust administrator/training lead and ask them to invite you to the trust and update your certification levels to 'training'. Once this has been done you will be able to access DOPS and start your certification.

If your trust administrator/training lead is unsure how to do this, please direct them to the following FAQs:

[Invitation to Join the Trust](#)

[Setting Certification Levels](#)

### 4) Why do the numbers of D2 intubations and J manoeuvres on my certification page keep dropping?

The certification page measures data from the last three months and, as such, may fluctuate from day to day. For example, on 12 July 2021 the page will pull data from 12 April - 12 July 2021 only; on 13 July it will pull data from 13 April - 13 July, and so on. So, while you may be logging more DOPS, the percentages on your certification page may go down as the period being assessed changes.

You can view a breakdown of these figures by going to ePortfolio > Review my portfolio and clicking the 'Create summary pdf' tab. From here you can select the date range and procedure type you want to measure and generate a PDF document with data from that period.

The screenshot shows a web interface with a navigation bar at the top containing tabs: Summary, Profile, Baseline, Procs, PDP, DOPS, Courses, Appraisal, JAG Cert, and Create summary pdf (highlighted in yellow). Below the navigation bar is the 'Create Summary PDF' section. It includes a heading, a sub-heading, and instructions: 'Please select a date range and the type of procedures you wish to extract.' There are two date input fields: the first contains '01/01/2018' and the second contains '12/07/2018'. Below the date fields are two radio buttons: 'Upper GI' (selected) and 'Lower GI'. A 'Generate PDF' button is located below the radio buttons. Underneath is a 'Notes on PDF exports' section with three lines of text: 'The upper GI summary PDF includes therapeutic and diagnostic procedures.', 'The lower GI summary PDF includes colonoscopy and flexible sigmoidoscopy procedures.', and 'The summary PDF do not include procedures added in the baseline section of the portfolio'. Below the notes is a 'Feedback on PDF' section with the text: 'If you have any comments or queries regarding the summary PDF, please complete the box below'. This is followed by a large text input area. Below the text area is an 'Email:' label and an email input field. At the bottom is a 'Send comment' button.



## 5) I am waiting to pay for a course I will attend but I haven't heard anything.

Although booked through the JETS website, payments for attending courses are controlled by the training centre where the course is taking place.

If you have any questions regarding payment, or the course itself, please contact the training centre directly.

Training centre contact details can be found on the JETS website ([www.jets.thejag.org.uk/](http://www.jets.thejag.org.uk/)) under the 'Training Centres' tab.