



JAG accreditation scheme

Stage one: self-assessment



Introduction

On registering with JAG, you can access the accreditation standards via a self-assessment. While uploading evidence in preparation for your accreditation assessment, you'll complete a RAG rating showing which standards you don't meet, the ones you meet but haven't yet got evidence for, and those which are met and fully evidenced. All criteria need evidence before you can request an assessment.

Before starting your self-assessment, if your endoscopy service is run at more than one site, please contact us to find out whether you should be completing a multi-site self-assessment.

How long do I have to complete my self-assessment?

There is no time limit for services to complete their self-assessment and request an assessment. The process gives good visibility of the areas of the standards to focus attention on, or to do some additional work on before being assessed. Downloadable summaries enable you to track and share the progress you're making towards being awarded JAG accreditation.

What evidence should be uploaded?

Each of the criteria on the accreditation standards is covered by a guidance statement and a list of evidence to upload. This is also detailed in our evidence guide, available from the download centre.

I have requested an assessment; what happens next?

The JAG admin team will check that you have met all the requirements for an assessment to be booked, and that your evidence is broadly acceptable. The most appropriate of the three dates you have proposed for your assessment will be put forward to assemble an assessment team. You should hear within five days of submitting your assessment request whether your assessment can go ahead.

Appendix: criteria for booking an assessment

On requesting an assessment, the service will need to meet each of the criteria below, or add a supporting comment to explain why one is not being met:

Assessment eligibility

The service has been operational for at least one year at the time of requesting the assessment

The service is currently meeting national waiting time targets

The service has paid all invoices for JAG including the annual fee

The service has completed a GRS census return and has achieved level B across all standards

A representative of the service has attended a 'preparing for your JAG accreditation' training day in the last year

The service does not have current or planned building works – please select 'yes' if you do not have any current or planned building works

Service/profile composition

The domains shown in the assessment checklist are correct

All contact details for staff at the service have been verified as correct

All of the sites delivering the service to undergo assessment are named in this self-assessment and the address details on the Key Unit Info tab have been verified as correct

Assessment requirements

The service will have an operational list running on the day of the assessment; for multi site assessments, each site must have an operational list running on the date specified for the assessment

The service leads (namely clinical, nursing and managerial leads) will be available and present on the day of the assessment

Linked / multi-site assessments

All policies are shared across all sites within the multi-site linked service

All audits are conducted and presented as a trust/organisation

Privacy and dignity are standards met equally across all sites within the service

Patient Identifiable Data (PID)

I confirm that I have not uploaded any Patient Identifiable Information or data in the assessment evidence

Further information

For further information please see www.thejag.org.uk/support.