

Guide to the JAG accreditation scheme

1. About this document

This document outlines for endoscopy services the financial and quality improvement commitment that they are undertaking when registering onto the JAG accreditation pathway. This document should be read and understood by an endoscopy service prior to submitting a JAG accreditation application.

2. The JAG accreditation pathway

The JAG accreditation pathway may be undertaken by any endoscopy service based in the United Kingdom.

When an endoscopy service registers with the JAG accreditation scheme, they are part of an ongoing annual programme of quality improvement, accreditation assessment and maintenance. JAG accreditation is awarded annually on evidence of satisfactory standards being maintained.

Depending on the result of the assessment process, the following statuses will be awarded:

Status	Description
Not assessed	This is the default for those sites that have not undergone an assessment process or are awaiting a scheduled assessment, or sites that have participated in the past, and no longer participate.
Assessed: criteria met – accreditation awarded	For sites that have been awarded accreditation.
Assessed: improvements required – accreditation deferred	For sites that have been assessed but not awarded accreditation and have been deferred, either for review by documentation only (remote assessment) or for review by a re-assessment, or those that have been assessed and have failed the assessment with serious concerns that require immediate escalation by the JAG office. This status is only for a maximum of 6 months. This will also include sites that have triggered a review due to their annual self-assessment returns or GRS scores not maintaining the required standard.
Assessed: accreditation not awarded	This is the status allocated to sites that have not been awarded accreditation following a period of improvements required after an assessment.

3. Entry to the JAG accreditation pathway

a. Overview

Once an application to the scheme is in place, all endoscopy services are required to complete two online GRS (Global Rating Scale; the JAG quality improvement tool) self-assessment censuses, in April and October each year. Endoscopy services must achieve level B for all measures to become eligible for an accreditation assessment.

b. Time

There is no maximum time that an endoscopy service may stay within this stage, completing only the GRS census, as long as payment of the annual fee is kept up to date.

c. Inclusions

Application to the JAG accreditation scheme includes access to:

- the GRS for bi-annual self-assessment
- the KMS (Knowledge Management System)

For an additional charge services can also apply to attend a *GRS Improvement* training day, or a *Preparing for JAG Accreditation* training day. For further details, please contact the JAG office.

4. Accreditation

a. Overview

Following successful completion of the GRS for the required improvement period, a full site assessment can be arranged for the service. Evidence will be uploaded to the JAG accreditation website and following a review of the evidence a site assessment will take place. The service will then be accredited after the assessment or after a period of improvements.

Once accredited, services are required to continue to submit a satisfactory GRS census in April each year. If this standard is met (scores of Bs in all standards) then the service would not be required to complete the GRS in October, but would be expected to submit key performance indicators as part of the annual report card (ARC) in October.

Accreditation requires the maintenance of GRS scores at level B across all other domains. If an accredited service does not maintain the required levels for the GRS in April they will be required to complete the October GRS census and then, if eligible, they will submit the annual report card in December.

Sites that fail to maintain standards are able to download a template action plan from the [accreditation website](#) to help them to focus on key areas for improvement. Services that ultimately fail to improve standards will lose their JAG accreditation. They will however, still be able to continue participating in the GRS censuses and benefit from access to information on the website and have continued support from the JAG office to regain accreditation status.

Following accreditation a service will have a full site assessment every five years.

b. Time

All endoscopy services that achieve JAG accreditation enter a programme which includes a full site assessment every five years, and an annual review programme to be eligible for the annual certificate of accreditation.

c. Inclusions

Successful completion of GRS along with continued payment of the annual fees includes all access as outlined in the initial entry to the accreditation pathway phase plus:

- Access to the JAG accreditation website, which will build an organisational profile year on year
- Access to JAG services (support, website, download centre, reporting)

- Participation in the GRS and follow up reporting
- Access to the Knowledge Management System (KMS)
- Access to the JETS scheme and portal for JAG approved training courses
- An initial onsite JAG accreditation assessment including:
 - basic costs for JAG assessors to review submitted documentation and attend an onsite assessment
 - a detailed report outlining the areas accredited
 - a JAG accreditation certificate for successful services for one year
- On gaining accreditation, a JAG Annual Assessment Programme, including:
 - Participation in the GRS in April for sites that maintain the required standards, or bi-annually in April and October for sites that fail to maintain the standards
 - Completion of an ARC to achieve annual accreditation (*note that services must complete a satisfactory GRS census in order to be eligible to complete the ARC for annual accreditation*)
 - Basic costs for JAG office and assessors to review any updates to the endoscopy services (*note that if the endoscopy service does not qualify for their annual renewal, they may be subject to additional charges*)
 - An annual JAG accreditation certificate for successful services
- A five-year onsite JAG Accreditation Assessment, including:
 - Basic costs for JAG Assessors to review all submitted documentation and attend an onsite assessment
 - A detailed report outlining the areas accredited
 - A JAG accreditation certificate for successful services

In addition to the above, the endoscopy service status will be included on the JAG website as a JAG accredited endoscopy service.

5. Fees

The JAG annual fee relates to the financial year, from 1 April to 31 March. For 2017 onwards the fees are as follows for England, Scotland, Wales and Northern Ireland:

Sector	JAG Annual Fee* (excl VAT)
Acute sector, and other sites where endoscopy training is provided	£3,000
Independent sector or community hospital where endoscopy training is not provided	£2,500
Satellite site	£1,000

Non-payment of the annual fee will result in the withdrawal of some or all of the above inclusions until payment is received.