

## JCST Training Interface Groups – Fellowship unit quality assurance process

### Using Google Docs to complete Hospital Application Forms (HAFs)

Any unit wishing to host a TIG fellow is asked to complete a HAF for consideration by the relevant TIG. This allows the JCST to ensure that fellows are placed in units that are able to offer the best possible educational experience. We recognise that the HAF requires input from a lot of individuals within the unit and wider training programme. As such, we suggest that units use Google Docs to complete HAFs, which is a file sharing platform that allows multiple individuals to work on the same document at the same time.

We recommend that the Lead Trainer for the prospective fellowship unit sets up the document, therefore becoming the 'owner' of the form.

#### Before you start

- In order to use Google Docs you must set up a Google account, which will give you a Gmail address. This is free and simple to do. Just select the Gmail icon at the top right of the Google search engine, click on 'Create an account' and follow the on-screen instructions.
- Make sure that you download the relevant HAF from the JCST website and save it on your computer. You can find word versions of all HAFs online [here](#).

#### Instructions

1. Open Google Docs, which is available online [here](#).
2. Under the black **Start a new document** bar, there is a light grey section titled **Recent documents**. Select the dark grey folder icon at the top right of this section.
3. Select **Upload** from the horizontal menu and then **Select a file from your computer**. Select the HAF you downloaded from the JCST website.
4. You have now created your editable, sharable Word document. You may edit the various sections as you would in a standard Word document. Please note that Google Docs saves all of your changes automatically, so there is no 'save button'.
5. When you're ready to share the document with others for their input, click on the blue **SHARE** button at the top right of the page.
6. Click on the **Get a sharable link** icon.
7. IMPORTANT STEP: Before you copy and paste the link, click on the text immediately above that says **Anyone with the link can view**. Change this to **Anyone with the link can edit**.
8. Paste the link into an email to all participants who will need to contribute to your document. Remember to remind them to set up a Google account if they don't already have one.
9. When your HAF is complete, click on the **File** tab at the top of the page and select **Download as...** You can then download your document as a Word document and send it to the JCST office at [interface@jcst.org](mailto:interface@jcst.org). Remember, it is fine to use e-signatures within HAFs.
10. If you need to logout at any point, you will find your draft document under the **Recent documents** section of the homepage when you log back in.
11. If you want to prepare more than one HAF using Google Docs simply repeat the process above – the two forms will appear alongside each other on your Google Docs homepage.