



Logbook
User Manual

Trainee Guide - Summary

Table of Contents

1	Procedure	3
2	Clinic	4
3	Ultrasound Scan.....	5
4	Progress Summary	6

1 Procedure

Click to add a new procedure, clinic or ultrasound scan

To view all logbook entries in a table.

Add Procedure

Unique system-generated number to represent a patient on a given day.

Status: Unreviewed
Case Number: 43

Prior to Summative Assessment – status is ‘Unreviewed’ and updates allowed. After Summative Assessment – status is ‘Reviewed’ and no updates allowed.

Date: 10-12-2015

Default to current date. Can select a date in the past but not in the future.

Hospital: Taranaki Base Hospital, New Zeal
 Default

Hospital field is pre-emptive. System predicts the hospital you are searching for. Selected hospital can be made a default so system pre-populates the chosen hospital in future.

Procedure: Type Procedure

Procedure field is pre-emptive. System predicts the procedure you are searching for.

Supervision: Select

Single-selection field with the following options; Primary Operator, Surgical Assistant, and Direct Supervisor. *Supervision to be ‘Direct Supervisor’ when a more Advanced trainee is acting as surgical assistant supervising a more junior trainee who is acting as primary operator.*

Only visible to trainee and administration staff. *Must not* record patient identifying information

Trainee Comments: Only visible to you...

1000 characters remaining

To save the current case number and then for system to generate a new case number.

To save procedure to the current case and enter another to the same case number.

2 Clinic

List

+ Add New

Add Clinic

Status: Unreviewed

Date: 10-12-2015 *

Hospital: Casey Hospital *

Default

Clinic Type: Select *

Single-selection options: 'Gynaecology' and 'Antenatal'.
Selection of an option will display specific fields relevant to the selected option.

Supervision: Select *

Single-selection options: 'Consultant in Clinic' and 'Consultant Not in Clinic'

Number Of Patients: Select *

Single-selection options displaying range of numbers eg 1-10, 11-20, and 0

Trainee Comments: Only visible to you...

1000 characters remaining

Save and Finish

Click to save clinic.

3 Ultrasound Scan

The screenshot shows the 'Add Ultrasound Scan' form with the following fields:

- Status:** Unreviewed
- Date:** 27-11-2015
- Hospital:** Cabrini Health Elsternwick Rehabil (Default checked)
- Scan:** Select (dropdown menu)
- Supervision:** Select (dropdown menu)
- Trainee Comments:** Only visible to you... (text area)
- Buttons:** Save and Finish

Annotations and Explanations:

- Single-selection options:** Points to the 'Scan' dropdown menu.
- Single-selection options: 'In Room' and 'Not in Room':** Points to the 'Supervision' dropdown menu.
- When selected, the 'Fetus Present?' and scan checklist fields will be displayed:** Points to the '1st trimester Trans-vaginal' option in the 'Scan' dropdown.
- When selected, 'Fetus Present?' will not be displayed. The scan checklist will be displayed:** Points to the '2nd /3rd trimester Biometry' and '3rd trimester Assessment' options in the 'Scan' dropdown.
- 'Fetus Present?' and scan checklist fields not relevant:** Points to the 'Gynaecological' option in the 'Scan' dropdown.
- Single-selection options: Yes and No:** Points to the 'Fetus Present?' dropdown menu, which is currently set to 'Yes'.
- Multiple options available for selection depending on 'Fetus Present?' and 'Scan':** Points to the 'Scan Checklist' dropdown menu, which is currently set to 'Identify uterus and cervix'.

4 Progress Summary

The Logbook Progress Summary is accessible from the Progress menu. It is a summary view reflecting the number of Procedures, Clinics and Scans you have completed against varying levels of Supervision.

Logbook Summary

Procedures **Expand All** Click on Expand All to expand all categories.

Procedure Type	Category	Procedure Name	Total	Direct Supervisor	Primary Operator	Surgical Assistant
Obstetrics	Antenatal procedures		1	0	0	1
Obstetrics	Intrapartum procedures		2	0	1	1
Obstetrics	Vaginal birth		1	0	0	1
Obstetrics	Caesarean section		3	1	2	0
Obstetrics	Perineal repair		0	0	0	0
Obstetrics	PPH ≥1000ml mx		1	0	0	1

Click on '+' to expand individual categories.

Click on Collapse All to collapse all categories.

Clinics **Collapse All** Click on Collapse All to collapse all categories.

Category	Clinic Name	Total	Consultant In Clinic	Consultant Not In Clinic
Gynaecology Clinic		2	1	1
	General	0	0	0
	Oncology	0	0	0
	Urogynaecology	1	1	0
	Colposcopy	0	0	0
	Infertility	0	0	0
	Other	1	0	1

Click on '-' to collapse individual categories.