






# Logbook

Questions and Answers

| Questions  | Answers  |
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| <b>How do I access the FRANZCOG Trainee Logbook (Logbook)?</b> | The Logbook will be available via a web link:<br><a href="https://logbook.my.ranzcog.edu.au">https://logbook.my.ranzcog.edu.au</a>   |
| <b>What is my User Name and Password?</b>                      | <b>User Name</b> = College ID (Same as your my.ranzcog and CLIMATE user name)<br><br><b>Password</b> = Same as your my.ranzcog and CLIMATE password  |
| <b>What if I forgot my password?</b>                           | Click on the <b>Forgotten Password</b> link available under the green Login button. Enter your RANZCOG email address to reset your password.<br><br> <b>TIP</b> Changing your password for logbook.my.ranzcog.edu.au doesn't change your my.ranzcog and CLIMATE password.   |
| <b>When can I access the Logbook?</b>                          | From the commencement of the 2016 regional training year:<br><br>❖ <b>December 14:</b> New Zealand<br>❖ <b>February 1:</b> Australian Capital Territory, New South Wales, Northern Territory, South Australia, Tasmania, Queensland, Victoria and Western Australia  |
| <b>What can I use to access the Logbook?</b>                   | ✓ Desktop<br>✓ Laptops<br>✓ Smart phones<br>✓ Tablet devices   |
| <b>What browser can I use?</b>                                 | ✓ IE12<br>✓ IE11<br>✓ IE10<br>✓ Latest versions of Firefox<br>✓ Latest version of Chrome<br>✓ Latest version of Safari<br><br> <b>TIP</b> Update to the latest version of your preferred browser for optimal performance. You may experience suboptimal performance with older browsers (e.g. Internet explorer 8). |
| <b>Is the online Logbook mandatory?</b>                        | Yes, the online Logbook is mandatory for all FRANZCOG trainees from the commencement of the 2016 regional training year.<br><br>Use your online Logbook to record procedures, clinics and scans.   |
| <b>What about my FRANZCOG Logbooks prior to 2016?</b>          | Trainees are required to keep all their pre 2016 logbooks and present them to the College when applying for Fellowship.<br><br>When assessing applications for Fellowship, the College will review the pre 2016 paper-based logbooks in combination with the post 2016 Logbook entries recorded online.  |

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| <b>Can I enter pre 2016 procedures, clinics and scans in my online Logbook?</b>                             | The online Logbook will not accept dates prior to the commencement of the 2016 regional training year.  |
| <b>If I work while on Extended Leave, can I record procedures, clinics and scans that I participate in?</b> | Yes, as long as you are an Active member and have access to the online system, you can record all the procedures, clinics and scans that you participate in.  |
| <b>Can I record patient information, e.g. UR or HIN?</b>  | <p>RANZCOG is committed to adhering to Australian and New Zealand privacy legislation. In both countries, it is illegal for organisations and individuals to use or disclose personal information about an individual for a purpose other than the primary purpose of collection.</p> <p>Therefore, when making entries in the online Logbook, patient identifying information cannot be included as the primary purpose of its collection is for patient treatment. Patient identifying information includes patient names and patient identifying numbers such as the “Unique Number” (UR) in Australia and the Health Index Number (HIN) in New Zealand.</p> |
| <b>Has the list of procedures changed?</b>  | Yes, the Education Strategy Committee have standardised the procedure list and also the classification of procedures.   |
| <b>Tell me about some of the online Logbook’s features?</b>   | <ul style="list-style-type: none"> <li>✓ Predictive search for hospitals</li> <li>✓ Ability to choose and set a default hospital</li> <li>✓ Predictive search for procedures</li> <li>✓ Automatic classification and tallying of Logbook entries</li> <li>✓ Searching and Filtering capability</li> </ul>   |
| <b>Can my supervisor view my Logbook entries?</b>   | <p>Logbook entries recorded during a semester will be accessible to supervisors to review online as part of the Six-monthly summative assessment.</p> <p>Supervisors will be able to view both the individual entries and also progress summaries.</p> <p> <b>TIP</b> Supervisors will not be able to view entries in your comments field.</p>   |
| <b>Where do I go for Help and more information?</b>   | <ul style="list-style-type: none"> <li>➤ For issues, email: <a href="mailto:support@ranzco.edu.au">support@ranzco.edu.au</a></li> <li>➤ To learn more, read: FRANZCOG Logbook User Manual.</li> </ul>   |
| <b>What else is going online?</b>   | <p>Over the next twelve months, all of the FRANZCOG training program assessments will be transitioned online.</p> <p>The Three-monthly Formative Appraisal and Six-monthly Summative Assessment will be implemented for Semester 1 2016 as will the facility to record workshops, presentations and meetings. Watch for email updates in February.</p>  |