



ROYAL COLLEGES OF SURGEONS

Pan Specialty

Pocket PC eLogbook Manual

Version 2.0

**Faculty of Health Informatics
RCSEd**

Version History

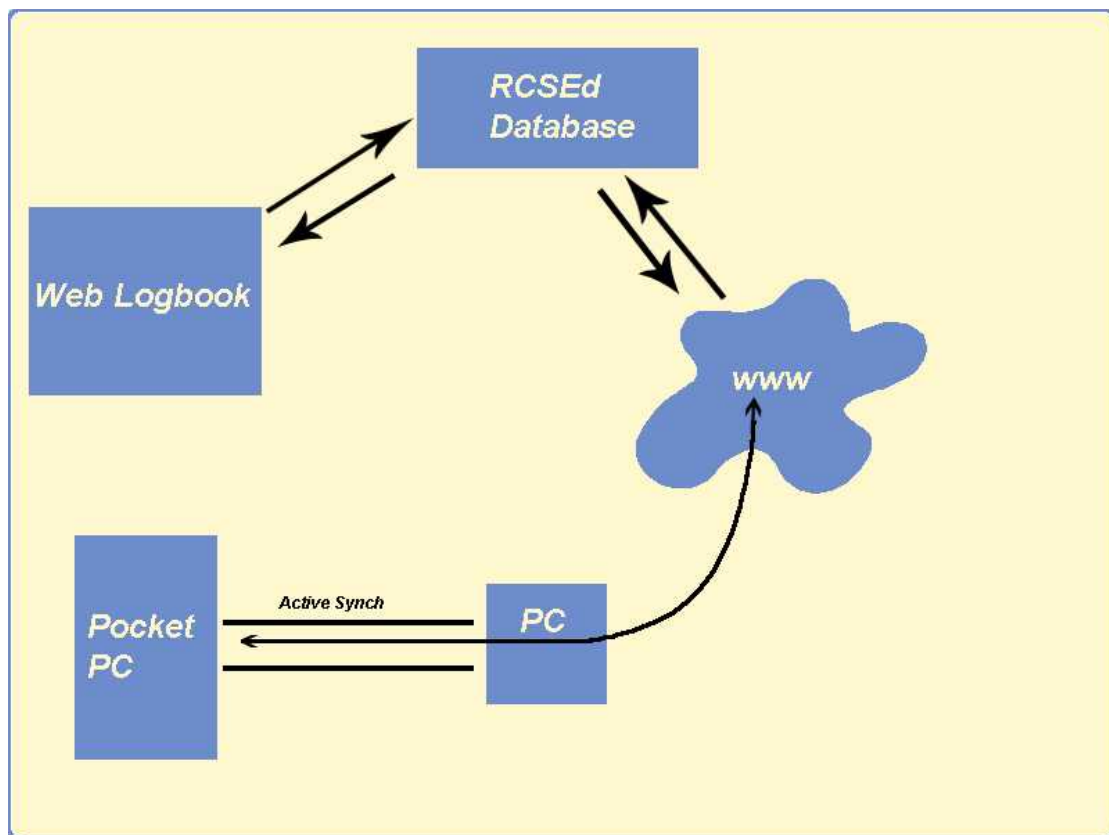
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Table of Contents

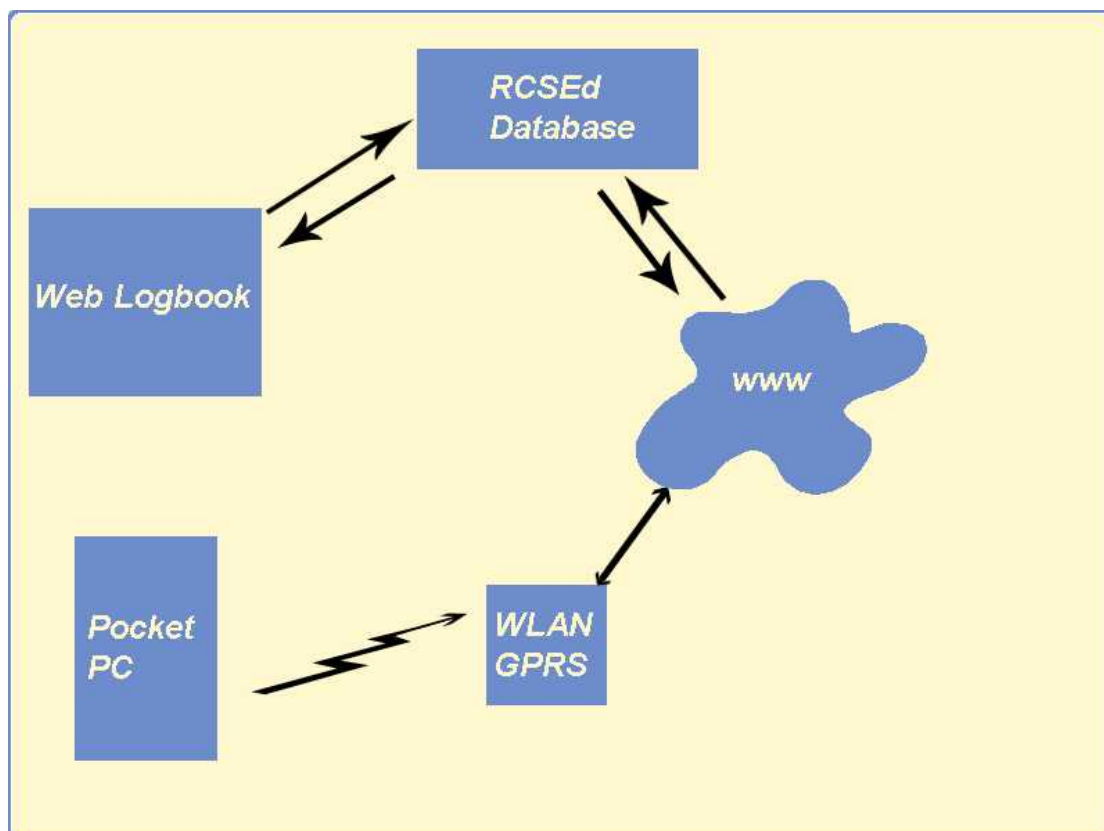
The Pan Specialty Pocket PC eLogbook	4
Overview Using PC	4
Overview Using WLAN	5
What does the Pocket PC eLogbook do?	5
Features of the Pocket PC eLogbook	6
Installation	6
Are there any pre-requisites?	6
Where can I download the Pocket PC logbook?	6
Using the Pocket PC Logbook	7
Starting Up The Pocket PC Logbook	7
Set Up	8
Synchronise	8
User Information	10
Manage Specialties	12
Operations	12
Add a New Operation	14
E Portfolio Forms	15
General Portfolio	16
Main	18
Updates	19
Getting Help	19
Future Developments	19

The Pan Specialty Pocket PC eLogbook

The Pocket PC– A schematic overview with PC



The Pocket PC – A schematic overview with WLAN



WLAN: Wireless Local Area Network

GPRS: General Packet Radio Service (mobile phone data network)

What does the Pocket PC Logbook do?

The **Pocket PC logbook** was developed initially to provide surgeons with a tool which would allow them to quickly record their operations 'in-theatre' and then, at a more convenient time, upload their records to the **Web Logbook** using the Active Synch/PC or WLAN/mobile phone.

The **Pocket PC Logbook** initially was *NOT* meant to be a miniature logbook but was intended to act as a (temporary) storing and forwarding tool. Users were required to use the **PC** or **Web Logbooks** for full eLogbook functionality.

However in response to high demand by users of the eLogbooks, we are pleased to announce the release of a Version 2.0 of the Pocket PC electronic logbook the main features of which are documented below:

Features of the *new* Pocket PC eLogbook

- Full operations database with synchronisation of Operation codes, Hospital codes and Portfolio Forms.
- Full synchronisation with operations database i.e. a complete set of operations can be held on the Pocket PC in an encrypted database.
- Multiple Specialty Support
- Multiple user support
- Supports *all* training grades
- Portfolio features: There is full synchronisation with the portfolio forms on the web server which allows a user's entire portfolio database to be copied and synchronised to the Pocket PC.

Installation

Are there any pre-requisites?

- Users must first have a valid **Web eLogbook** account. (Users can register with the **Web eLogbook** at www.eLogbook.org . This will provide users with a valid username and password which will allow them to subsequently upload records from the **Pocket PC eLogbook** to their personal **Web eLogbook**.
- The **Pocket PC Logbook** is designed to work on Pocket PC 2002 and Pocket PC 2003 and Mobile 5 versions of the operating system, and has not been tested on other versions of the Pocket PCs.

Note: In order to synchronise records with the Web eLogbook, there needs to be an internet connection.

Where can I download the Pocket PC Logbook?

Go to the Pan Specialty eLogbook homepage – www.elogbook.org . Click on “**Download logbooks here**”. You will be taken to a page offering downloads for all the eLogbooks currently available.

The Pocket PC V1 eLogbook is the old version which functions as a storage and forwarding system.

The Pocket PC V2 is beta software offering full eLogbook functionality as detailed above.

Click on the version required and follow the installation instructions.

This Manual hereon relates **only** to the **Pocket PC V2 (Beta) eLogbook**.

Using the Pocket PC

Instructions for use

Having selected “**Download logbooks here**” from the home page of the eLogbook website, select “**Pocket PC Logbook V2 Beta**”, and follow the installation instructions given.

Starting the Pocket PC logbook

In order to use the Pocket PC eLogbook, your account details must be copied from the central secure database via the internet. You must therefore be connected to the internet via Hotsync and your PC or by another network means and create an account as shown in the following screen shot.



Enter your username (GMC number) and your password (that which you use for the Web eLogbook)

Set Up

As this is the first time that you have used the Pocket PC eLogbook, the system will check for the most up to date operation codes, hospital codes, and ePortfolio Form Templates. Click “OK” on the pop up box to start.



Synchronise

You will be then be required to synchronise your Pocket PC eLogbook with the RCSEd servers using the synchronisation options provided:



- **Synchronise all records:**
This will synchronise all records held between the pocket PC (none as yet as it is a virgin installation) and those held on the servers. This will allow all your records on the server to be held locally on your Pocket PC.
- **Synchronise back to selected date:**
This is the same as the above except that you specify the date from which you require records to be synchronised with your Pocket PC. You may for example wish to keep a record of your current post operative records on your Pocket but not any others.
- **Synchronise + remove local records:**
This allows you to upload your records to your web eLogbook, whilst wiping your Pocket PC eLogbook clean - in other words, it allows you to use your Pocket PC as a collecting and forwarding device.
- **Synchronise + remove my account:**
This form of synchronisation is as above but removes your account from the Pocket PC. **You might want to do this if you are passing your PDA to a family member of friend.**

Once you have selected your preferred synchronisation option click on “**Synchronise Now**”

When synchronisation is complete, click “OK”



User Information:

You are subsequently taken to a “User Information” page, providing the identification of the current user. The specialties listed in the drop down list will be those selected on your Web eLogbook. If you wish to add another specialty via your Pocket PC, (for example if you are an SHO and have just changed to another specialty), you may do so here. This information will be synchronised with you Web eLogbook when you next synchronise.



To add another specialty (and thereby all its operation codes/associated hospitals), click on the drop down box next to “Specialty”.



Click on “Add specialty from server”. The “Add specialty” page allows you to select/add operative codes from any of the nine surgical specialties.



Use the scroll button to view all specialties.

You select the specialty of your choice by simply checking the corresponding box. If you wish to remove a specialty from your Pocket PC, you may do so by checking the box again:



Security feature: If however, you have records on your Pocket PC eLogbook associated with a particular specialty, the “delete” facility will be disabled and the specialty and its associated check box will appear light grey. In the above screen shot for example, you would be able to delete the specialties “Cardio-thoracic Surgery, General Surgery and Neurosurgery” but **NOT** “Orthopaedics”. In order to remove “Orthopaedics” you would have to first send all your Orthopaedic records up to the server, thereby emptying your Pocket PC eLogbook of orthopaedic records.

Manage Specialties:

At any time you can “manage your specialties”, adding or deleting as appropriate, bearing in mind the above security measure.



Operations

To view your operations, click on the “operations” tab at the bottom of the screen.



Clicking on the “book” icon to the left of an operative record expands the view to include the “Date of operation”, the “Hospital”, the “Hospital ID” as well as the full “name of operation”:



Clicking on the “Taking Notes” icon the right, brings up the full operative details which you have previously entered.
If you are in a clinic, “following up” a patient, you can thus go into the record and add “follow up” comments, such as post-operative complications.



In the next version of the Pocket PC, you will be able to search for a record via the hospital ID. You will need to exercise caution however, when adding post operative notes from clinics for example, ensuring that the comments refer to the appropriate operation for those patients who have had multiple procedures carried out.

Add a new operation:

To add a new operation, click on the “paper” icon at the bottom left hand side next to “Main”.



Just as with the Web eLogbook, you will be required to fill in the obligatory fields. Please note that the fields provided will be determined by the specialty.



Add (+new) refers to the addition of a new procedure, new patient. In this case again, all the obligatory fields will need to be filled in as before.

Add (+same) refers to the addition of a new procedure but on the same patient. In this instance, the common fields (ie details pertaining to the patient) will be prefilled, thus saving time.

E Portfolio Forms



To access the ePortfolio forms, click on “Portfolio Forms” along the bottom menu bar.



Again, your e Portfolio forms will depend upon the specialty in which you are working and the stage that your specialty is at in terms of developing the forms which they wish to make available. However, all the forms which appear under “**General Portfolio**” are available to **ALL** specialties.

In this example under Orthopaedics, the top drop down list gives an option of “General Portfolio” or “Competency”, see below:



Under neurosurgery, the top drop down list gives “General Portfolio”, “Competency Assessments” and “Other Forms”. As the different specialties manage their own eLogbooks, these forms will be added to and amended.

General Portfolio



The drop down list which appears on selecting “General Portfolio” reveals a second drop down list of forms as follows:

- **Academic Qualifications**
- **Conferences Attended**

- **Courses and Lectures attended**
- **Fellowships and Employment**
- **Positions of responsibility**
- **Presentations, Posters**
- **Prizes, Awards and Grants**
- **Publications**



Selecting any of the above, followed by “Add” will bring up the corresponding form to be completed. In the following example, “Academic qualifications” has been selected and the “Add” button clicked.



All the fields should be filled in. Once your form is completed click on “Update”. Under the heading of “My Forms” are listed all the forms which you have filled in to date. You can look at these (and subsequently edit them) by clicking on a selected form.

Once you have finished editing your form, click on “Update”.



Main:

To the left hand side of the bottom panel is “Main”, from which there is a link to:

- **New Operation** – an alternative path to “operations” plus new page icon
- **Synchronise** see above for synchronisation options
- **Logout** – to logout from your current session

Logging on to your Pocket PC eLogbook:

The next time you visit your Pocket eLogbook, you will need to select your name and GMC number from the drop down list and type in your password.



If you are a “New User”, click on “New user” and follow the set up instructions as outlined above.

Updates

Any updating of Operation codes, Hospitals codes ePortfolio Forms etc will be carried out each time you synchronise with the server.

Getting Help:

Please go to the eLogbook website at www.elogbook.org and follow the links to the HelpDesk

Future Development:

The Pocket PC eLogbook V2 is beta software and as such is undergoing further development. Your comments and suggestions are very welcome. You are able to lodge your comments and suggestions through the main eLogbook Website at www.elogbook.org