

# RCSEd PC Logbook

## Manual



**Version 1.9**

## Version History

<b>Date</b>	<b>History</b>	<b>Version</b>
17 MAR 04	Document created	1.0
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# The New RCSEd PC Logbook

## ***What is it?***

The RCSEd **Web** logbook is a logbook which is accessed and used with a live internet connection.

The RCSEd **PC** logbook permits users to enter operations whilst NOT connected to the internet.

The RCSEd **PC** logbook, was introduced in February 2004 and can be downloaded from the RCSEd website (see below). It now replaces the MED IT e-logbook which proved to be of limited use owing to various design and functionality bugs.

At suitable intervals, users can, and should, synchronise their records with the RCSEd **Web** logbook. Records held on the **Web** logbook are backed up and protected by the RCSEd on a daily basis. By doing so, the user has a complete duplicate of their records stored on the RCSEd **Web** logbook as well as on their RCSEd **PC** logbook. However, if they wish, they can opt to use their RCSEd PC logbook simply as a “gather and forward” system.

Synchronisation with the RCSEd **Web** logbook also allows updating of centralised hospital and operative codes, thus maintaining flexibility of the whole system.

## ***Where do I get my RCSEd PC Logbook?***

You will be able to download the RCSEd **PC** logbook from the **logbook homepage**: [www.rcsed.ac.uk/logbooks](http://www.rcsed.ac.uk/logbooks)

### **Please note:**

**Before** downloading the RCSEd **PC** logbook, you must **first** sign up for an RCSEd **Web** logbook which you can do by following the link at: [www.rcsed.ac.uk/logbooks](http://www.rcsed.ac.uk/logbooks)

Click on the RCSEd **PC** logbook download link.

After clicking on the link, an automatic download should begin. When this has finished, navigate to where the downloaded file was saved and double click. PC logbook setup should start automatically.

## ***How do I backup my PC logbook?***

After you have installed your **PC** logbook your computer stores the main logbook file at:-

C:/Program Files/RCSEd/PC Logbook/lgbk.mdb

This is an MS Access file and is password protected with a password held by the RCSEd.

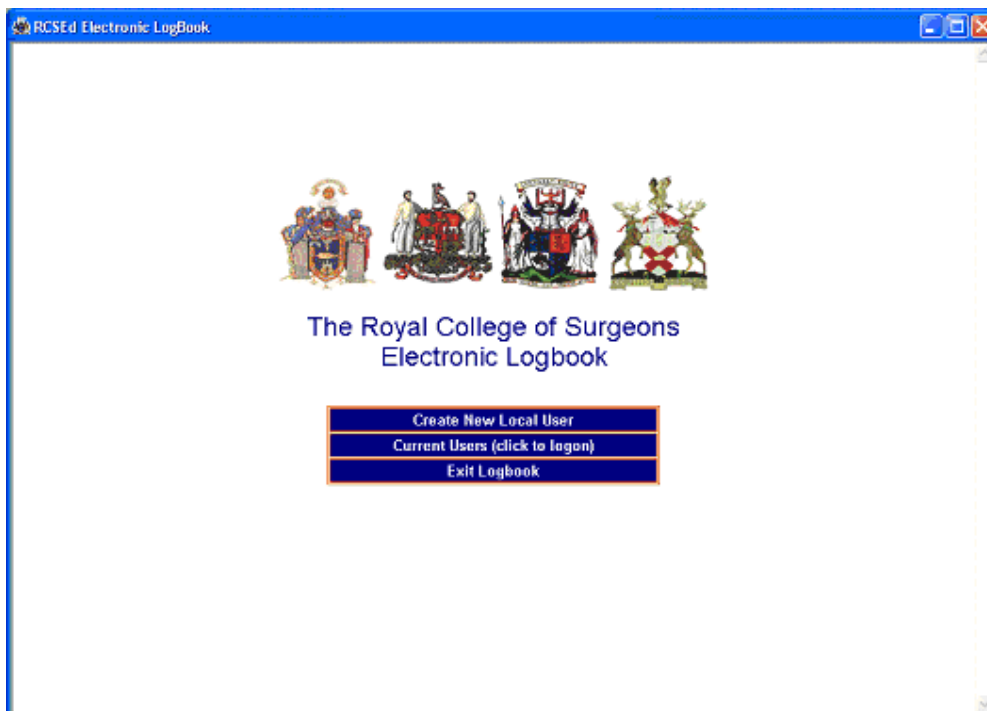
***If every user of the PC regularly synchronises with the RCSEd Server*** there is no need to backup this access file as the data will be backed up on the RCSEd Servers. In this situation if your PC crashes you can simply reinstall the logbook and synchronise to the Server to retrieve your records locally.

If you choose to run your **PC** logbook as a stand alone logbook you will need to back this file up regularly by copying it onto a CD or another storage medium. If your computer crashes and you lose all you computer files, then you will need to reinstall the PC logbook by downloading it from [www.rcsed.ac.uk/logbooks](http://www.rcsed.ac.uk/logbooks) and replace the lgbk.mdb file with your own backed up file. You will then be able to access your logbook data using your original password.

## **Using the RCSEd PC Logbook**

### ***First time***

The first time you run the RCSEd PC logbook you will be presented with this screen



**Create New User** - This will create your new user account on *this installation* of the RCSEd **PC** Logbook

**Please make sure you are connected to the internet.**

You will be asked to select your country and your RCSEd login details - user name (GMC number) and Password (this must be the same password as used for the RCSEd **Web** logbook)

The **PC** logbook will then check the RCSEd servers for your details and download the most up to date hospital / operation lists as well as your consultants list.



The screenshot shows a window titled "RCSEd Electronic Logbook" with a sub-header "Create a New User Account". The form contains the following elements:

- A label "Please select your country of Medical Registration" followed by a dropdown menu showing "United Kingdom".
- A group box containing two input fields: "GMC Registration" and "Password".
- A label "Please enter Server user ID and password" below the group box.
- Two buttons: "Add" and "Quit".
- Two paragraphs of explanatory text at the bottom.

**Create a New User Account**

Please select your country of Medical Registration:

GMC Registration:

Password:

Please enter Server user ID and password

This allows you to create a new local user account based on your RCS Server account. Once you have been successfully authenticated with the RCS Server your details will be copied to the local system and you will be able to maintain a local synchronised version of your logbook.

N.B. In order to use this logbook you must have already created a RCSEd Server Logbook Account, if you wish to create a RCSEd Server logbook account navigate to the RCSEd logbook area here.

## The Main Page

Once logged on to the RCSEd **PC** logbook, you will come to the main page as seen below.

RCSEd Electronic Logbook

Operative Records

Operations


Add Record

Filters

Consolidation

Administration

Security



The Royal College of Surgeons  
Electronic Logbook

Current User Information

Name Professor W Angus WALLACE  
Username 1332474  
Email Address Angus.Wallace@rcsed.ac.uk  
Last Logon Date 18 August 2004 at 10:17  
Number of Session 0

Training Completion Date 01/04/1984  
Region Trent (Nottingham)  
Total Recorded Operations 0

Inactivity Auto Logoff 20 mins

***If you do not see this page you are NOT using the new RCSEd PC logbook.***

## The Menu Bar

### Operative Records

#### Operations

From here you will see a list of all your operations - see below. By default the operation with the most recent date is listed first.

You can filter this list by selecting a filter from the drop down list (for more details read Filters).

The headings, "Op Date", "Hx No", "Operation", "Hospital", and "Supervision", serve also as buttons allowing you to order the records according to the button selected.

Above these, is a Browse Tool Bar.

- > Allows you to browse forward one page at a time, the page number being displayed to the right of the Tool Bar.
- < Allows you to browse back through the records, one page at a time.
- >> Allows you to go straight to the last page of the records (the oldest records)
- << Allows you to jump straight to the first page of the records (the most recent records)

Op Date	Hx No	Operation	Hospital	Supervision
14/08/2004		Anterior repair for instability open including capsular shift	PARK HOSPITAL (BMI) [Private]	P
14/08/2004		Arthroscopic subacromial decompression	PARK HOSPITAL (BMI) [Private]	S-S
14/08/2004		Arthroscopy diagnostic	PARK HOSPITAL (BMI) [Private]	P
13/08/2004		Aspiration / injection shoulder joint	Nottingham City Hospital	P
11/08/2004		Acromioclavicular joint excision - arthroscopic / open / lateral clavicle	Nottingham City Hospital	S-U
11/08/2004		Arthroscopy hip	Nottingham City Hospital	S-S
11/08/2004		Acromioclavicular joint reconstruction (eg Weaver Dunn)	Nottingham City Hospital	P
11/08/2004		Rotator cuff repair (open or arthroscopic) +A acromioplasty	Nottingham City Hospital	P
11/08/2004		Rotator cuff repair (open or arthroscopic) +A acromioplasty	Nottingham City Hospital	S-S
07/08/2004		Rotator cuff repair (open or arthroscopic) +A acromioplasty	PARK HOSPITAL (BMI) [Private]	P
07/08/2004		MUA & injection joint	PARK HOSPITAL (BMI) [Private]	P
07/08/2004		Anterior repair for instability arthroscopic	PARK HOSPITAL (BMI) [Private]	P
04/08/2004		Posterior repair for instability including capsular shift	Nottingham City Hospital	S-S

Clicking on an operation will take you to a "form" whereby any of the details of that particular operation can be modified and the record updated.

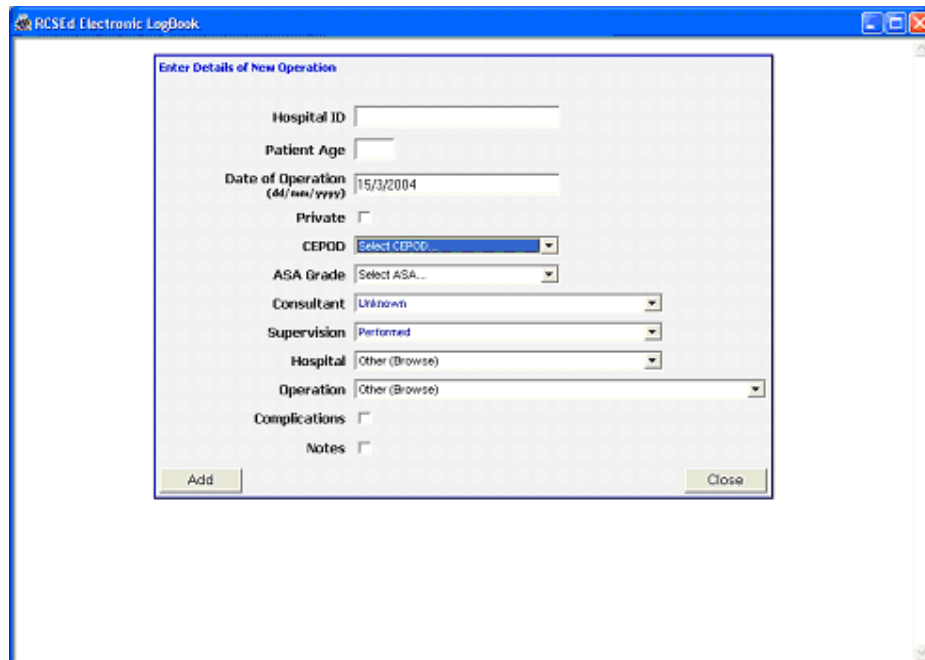
The export button will export your operations to Excel (if installed otherwise a .csv file will be created), where you can print and organise your data if you wish. This is an optional facility which will rarely be used.

## Add Record

Complete ALL fields on this page to add a new operation to your logbook.

You should be familiar with the 'process', but for first time users:

- Hospital ID** – A unique number used to identify the patient.  
Some users use a specific hospital identifier with the Hospital ID (i.e. N-999999)
- Patient Age** – Age of the patient at the time of the operation
- Date of Operation** – A drop down calendar is provided
- Private** – Tick if operation was private
- CEPOD** – Confidential Enquiry into Perioperative Deaths.  
Choose category from the drop down list.
- ASA** – American Society of Anesthesiology grade of fitness. Choose category from the drop down list.
- Consultant Supervision** – Choose the consultant from the drop down list.  
– The consultant's level of supervision for the Operation. Choose from the drop down list.
- Hospital Operation Complications** – Select the hospital where the operation took place  
– Select the operation type from the drop down lists  
– Tick this if there were complications during the operation, a text box will appear to allow you to enter the details
- Notes** – Tick this to add any of your own notes into a text box



The screenshot shows a window titled "RCSEd Electronic LogBook" with a sub-window titled "Enter Details of New Operation". The form contains the following fields and controls:

- Hospital ID**: Text input field.
- Patient Age**: Text input field.
- Date of Operation (dd/mm/yyyy)**: Text input field with the value "15/3/2004".
- Private**: Check box (unchecked).
- CEPOD**: Drop-down menu with the text "Select CEPOD..." and a downward arrow.
- ASA Grade**: Drop-down menu with the text "Select ASA..." and a downward arrow.
- Consultant**: Drop-down menu with the value "Unknown" and a downward arrow.
- Supervision**: Drop-down menu with the value "Performed" and a downward arrow.
- Hospital**: Drop-down menu with the value "Other (Browse)" and a downward arrow.
- Operation**: Drop-down menu with the value "Other (Browse)" and a downward arrow.
- Complications**: Check box (unchecked).
- Notes**: Check box (unchecked).

At the bottom of the form are two buttons: "Add" on the left and "Close" on the right.

## Common Problems:

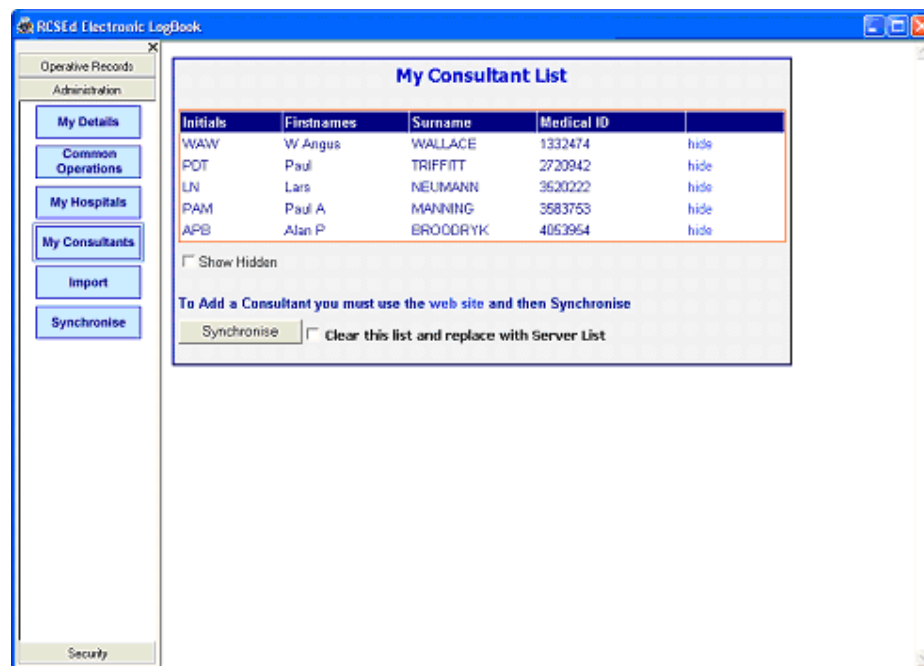
### I have no consultants!

If this is the first time you have used any of the logbooks – login to your **Web** logbook at [www.rcsed.ac.uk/logbookclient](http://www.rcsed.ac.uk/logbookclient) . Select the Consultants list then fill in the details to add a consultant.

Once you have done this, the information can now be transferred to your PC logbook by going into the PC logbook, then go to:

administration > my consultants > synchronise

This synchronises your **PC** and **Web** logbooks' consultants list. These new consultants will now appear in the drop down menu on your **PC** logbook when adding a new operation.



### I have no favourite hospitals!

Even if you have created a favourite hospital list on the **Web** logbook this list is NOT automatically synchronised with the **PC** logbook, therefore you will need to manually add each of your favourite hospitals again (see My Hospitals).

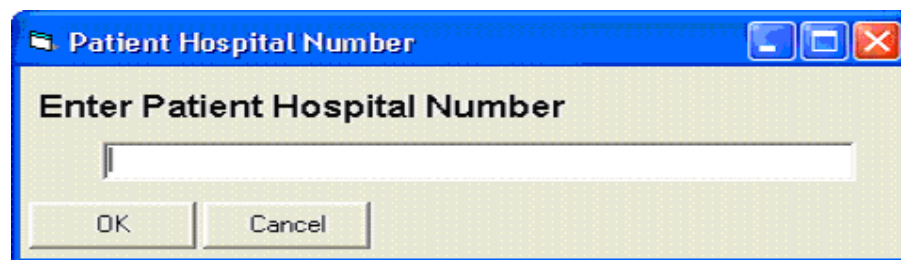
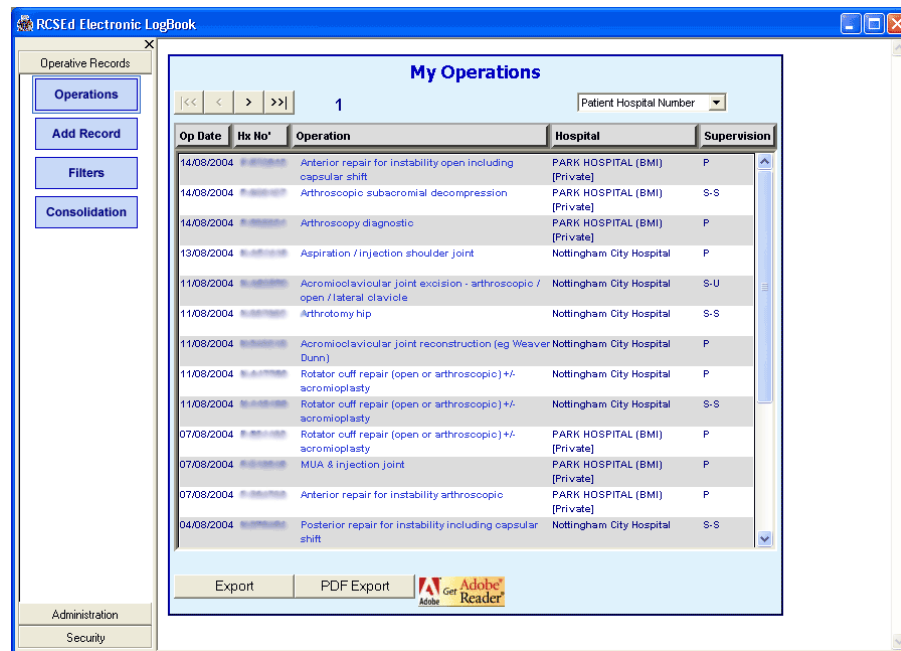
### I have no favourite operations!

If this is the first time you have used any of the logbooks – login to your **Web** logbook at [www.rcsed.ac.uk/logbookclient](http://www.rcsed.ac.uk/logbookclient) .

Under “My Common Operation”, work through the “Trauma/Elective” lists to create your own common operations list. When you synchronise your **PC** and **Web** Logbooks, these common operations will subsequently appear on your **PC** Logbook.

## Filters

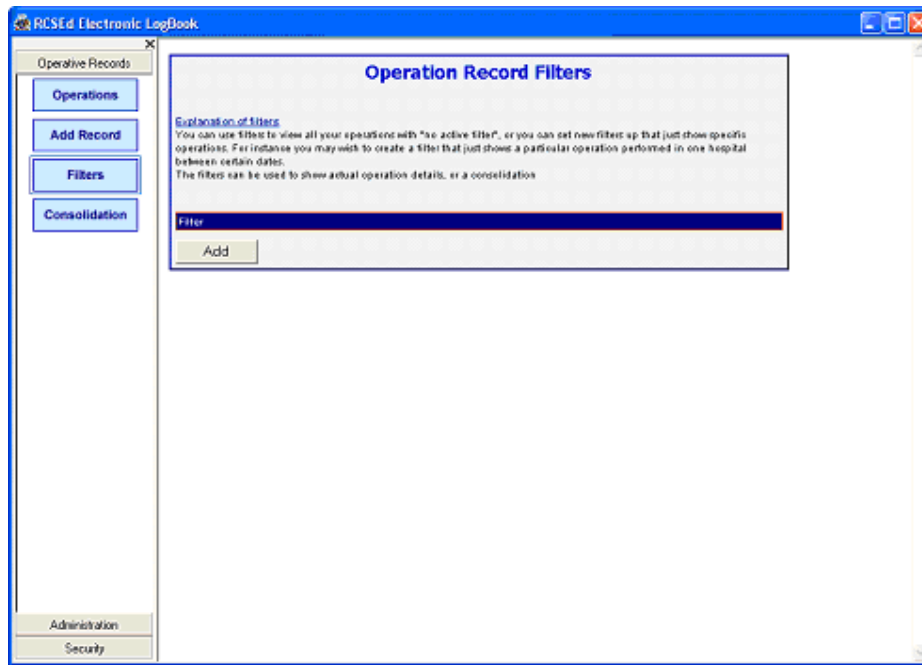
To the right hand side, above the list of operations, there is a drop down list of filters for selecting specific operations of interest to you. You can use "show all records" to view all of your operations in your logbook. Alternatively, you can select the operations associated with a particular patient using the “Patient Hospital Number” filter.



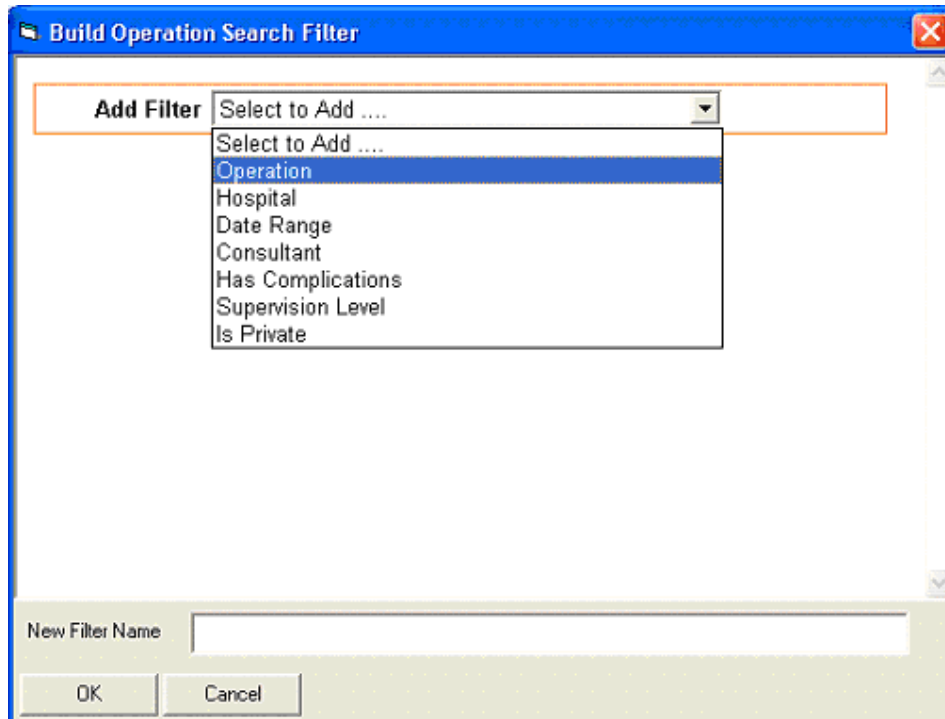
Alternatively, you can set up your own filters which allow you to select and reveal a specific group of operations which are of interest to you.

For instance you may wish to create a filter that just shows a particular operation performed in one hospital between certain dates.

The filters can be used to show actual operation details, or they can be used to provide a logbook consolidation for a specific time period.



Click on “Add” to add a new filter. The following page will then appear.



In the above example, “operation” has been highlighted. If this is selected, you are provided with a drop down list of Trauma vs Elective operations. Work through the list until you find the appropriate operation you wish to

select. Make a note of this in the “New filter Name” box at the bottom of the page.

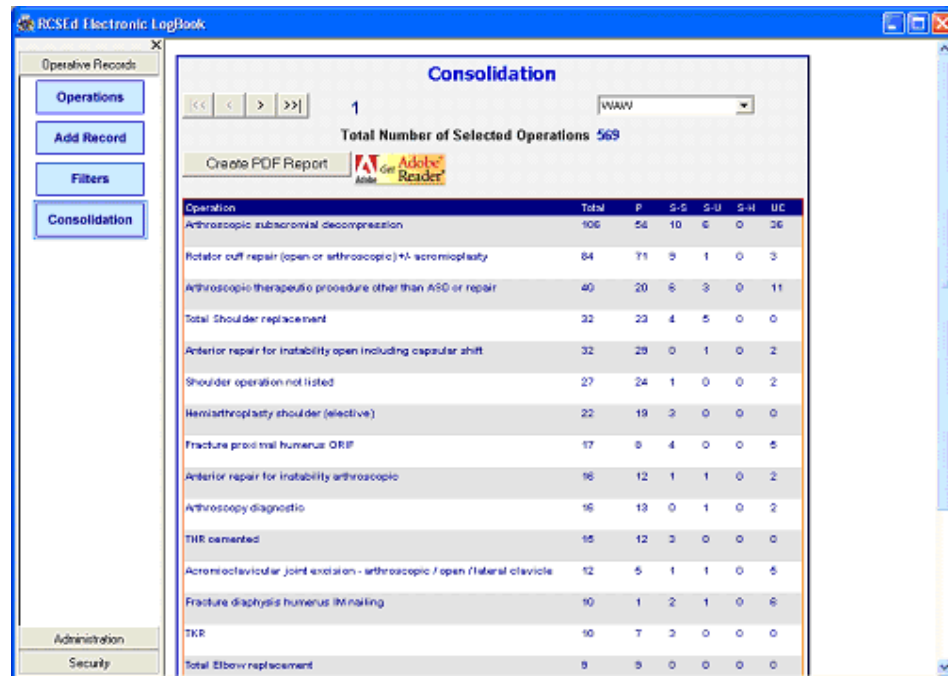
If this is the only criterion you wish to stipulate for this filter, click on “OK”. If you wish to add another criterion, go back to the drop down list under “Add filter”, and choose another criterion. Again make a note of this in the “New Filter Name” text box at the bottom of the page. When you have finished itemising the criteria, click on “OK”. Go back to the operations and under the “Filters” drop down list, your new filter will be displayed using the text which you typed in the “New Filter Name” text box. You can remove filters at any time you wish.

The criteria for filtering operations are as follows:

<b>Operation</b>	-A Navigation tool is provided for navigating through Trauma/Elective procedures.
<b>Hospital</b>	-A navigation tool is provided for navigating through a list of regions to the required hospital(s)
<b>Date Range</b>	-Two boxes are provided, one for a start date, another for an end date. Clicking in each text box in turn, calls on a calendar from which you select a date.
<b>Consultant</b>	-On selecting this option, a drop down list of your favourite consultants appears, if created previously. Select the consultant required from this list.
<b>Has complications</b>	-This selects those records for which the complications box has been ticked.
<b>Supervision Level</b>	-A drop down list of supervision levels is provided
<b>Is Private</b>	-This selects those records for which the Private box has been ticked.

## Consolidation

The consolidation function automatically creates a summary of all your operations, in order, with the most frequently performed operations listed first.



Operation	Total	P	S-G	S-U	S-H	UC
Arthroscopic subacromial decompression	106	56	10	6	0	36
Rotator cuff repair (open or arthroscopic) + A acromioplasty	84	71	8	1	0	3
Arthroscopic therapeutic procedure other than ASD or repair	40	20	6	3	0	11
Total Shoulder replacement	32	23	4	5	0	0
Anterior repair for instability open including capsular shift	32	29	0	1	0	2
Shoulder operation not listed	27	24	1	0	0	2
Hemiarthroplasty shoulder (elective)	22	19	3	0	0	0
Fracture proximal humerus ORIF	17	8	4	0	0	5
Anterior repair for instability arthroscopic	16	12	1	1	0	2
Arthroscopy diagnostic	16	13	0	1	0	2
THR cemented	15	12	3	0	0	0
Acromioclavicular joint excision - arthroscopic / open / lateral clavicle	12	5	1	1	0	5
Fracture diaphysis humerus IM nailing	10	1	2	1	0	6
TKR	10	7	3	0	0	0
Total Elbow replacement	8	3	0	0	0	0

You can tailor the consolidation sheet by selecting a filter from the drop down list of filters at the top right hand side of the page. This will include those filters created by you as described in the previous section. On selecting a filter, the total number of selected operations will change accordingly.

The Browse Tool (>, <, >>, <<)) allows you to browse page by page through these records, or to go straight to the first and last pages as required.

If you have Adobe installed on your PC you can also create a PDF report.

## Administration

### My Details

The screenshot shows the 'My Details' form in the RCSed Electronic LogBook application. The form is titled 'My Details' and is located within the 'Administration' section of the application. The form contains the following fields:

Title	Professor
Firstname	W Angus
Surname	WALLACE
Completion Date (dd/mm/yyyy)	1/4/1984
Training Start Date (dd/mm/yyyy)	1/11/1977
Surgical Grade	Consultant
Training Region	Trent (Nottingham)
Email	Angus.Wallace@rcsed.ac.uk
Inactivity Auto Logoff	20 mins
Operations on each Page	20

At the bottom of the form, there is a 'Synchronise' button and a checkbox labeled 'Replace Server Details with these'.

**NOTE: It is advisable to always click synchronise prior to editing any fields. This will ensure that you have the most recent data on display (You may have changed some details on the Web logbook but this won't be apparent on your PC logbook until you have synchronised)**

From this page you can change any of your personal details. Once you have updated the page click update. This will update your central records, for example changing your name here will also change your name in the **Web** logbook.

**Please always keep your email address up to date!**

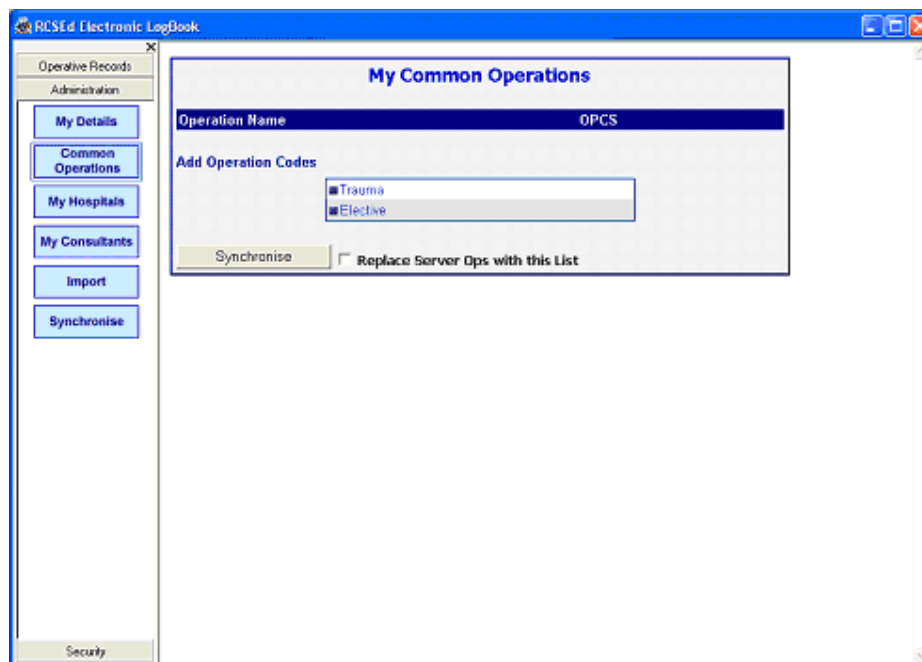
### Inactivity Auto Logoff

This facility allows you to change the time the logbook will wait with no user activity before logging you out. If you are using a 'public' PC you should consider setting this to a lower setting to prevent unwanted access to your records

### Operations on each Page

This facility allows you to change the number of operations displayed / page. You may wish to increase this if you have a faster connection than dial-up.

## Common Operations



If you have already set up your “My Common Operations” on your Web Logbook, clicking on “synchronise” will download this list onto your PC Logbook.

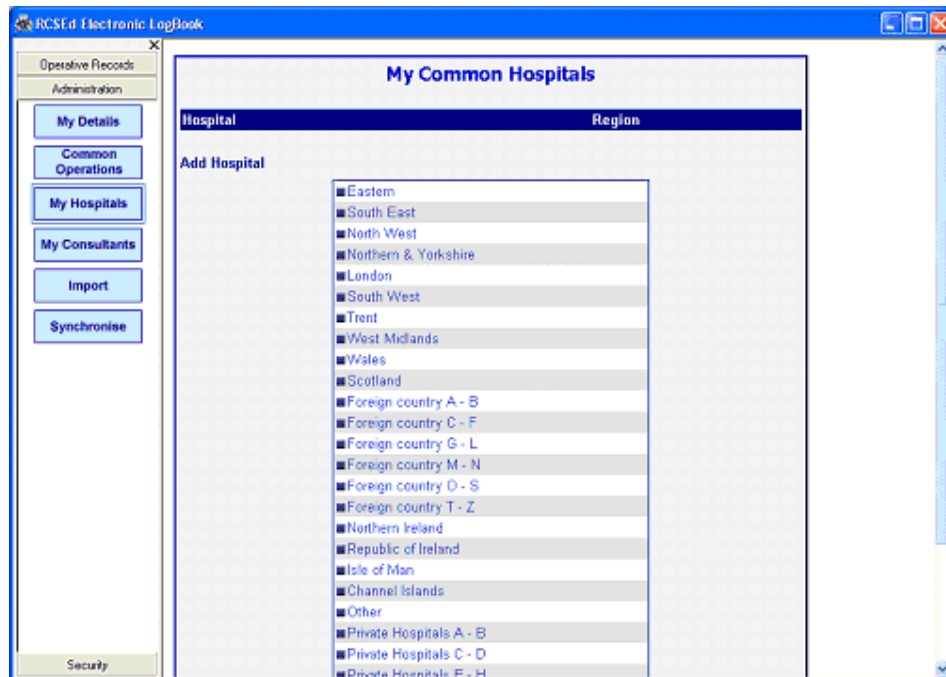
Alternatively, if you wish to add a “My Common Operations” list to your PC Logbook with a view to replacing the list in your Web Logbook with that in your PC Logbook, you can start by selecting “Trauma” or “Elective” and then follow the list down through the operation groups until you reach the operation you wish to use as one of your common operations. The operation will then be added to your favourites list. When you have created the required list, ticking the box “Replace server Ops with this list” will replace the list held on your Web Logbook with the list created in your PC Logbook.

If you cannot find an operation you can suggest adding it to the list by completing a missing / inaccurate operation form found through the links at:

<http://www.rcsed.ac.uk/logbooks>

These suggestions are reviewed ever 3 months and automatically added to your **WEB** logbook if approved by the eLogbooks Validation and Audit Committee of the British Orthopaedic Association. The next time you synchronise after this update has been added to your **WEB** logbook, the corrected Operation list will be downloaded into your **PC** logbook.

## My Hospitals



The hospitals are grouped regionally and privately (A-Z). Select your region from the list provided. A list of hospitals will then appear for that region. Select the hospital required. This hospital will then appear at the top of the page and will appear in the drop down list of hospitals when subsequently adding or editing your records.

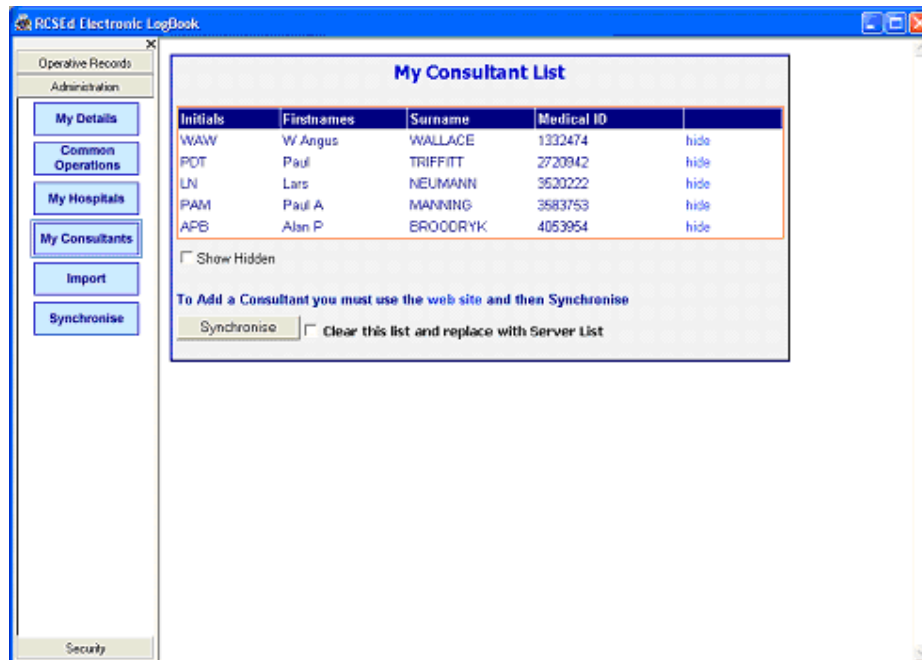
Your **PC** logbook hospital favourites list is independent from your **Web** logbook's hospital favourite lists i.e. There is no synchronisation facility for "My Common Hospital" between the **Web/PC** Logbooks.

**If you cannot find a hospital, you can suggest adding to the list by completing a missing / inaccurate hospital form found through the links at:**

<http://www.rcsed.ac.uk/logbooks>

These suggestions are reviewed ever 3 months and automatically added to your **WEB** logbook if approved by the eLogbooks Validation and Audit Committee of the British Orthopaedic Association. The next time you synchronise after this update has been added to your **WEB** logbook, the corrected Hospital list will be downloaded into your **PC** logbook.

## My Consultants



This page will show a list of all your consultants.

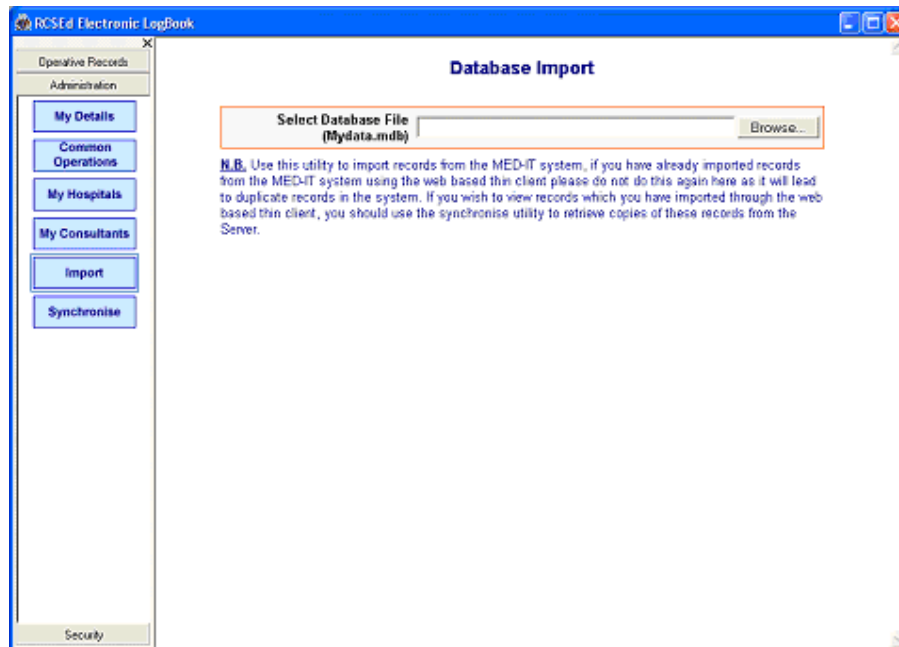
Always check you have the most recent, up to date consultants list by clicking the Synchronise button.

The same consultants list is maintained between both the **Web** logbook and any of the **PC**, **Pocket PC**, or **Palm** logbooks.

There is now a facility available to create a "My Consultant List" on your PC Logbook and have this replace the list on your Web Logbook. To do this, tick the box to the right of the synchronisation button.

## Import

**ONLY** use the Import facility **ONCE** to import all your historical records from the old Med-IT PC logbook.



This function must only be used **ONCE** and the user must decide whether to import their Med It data into **EITHER** the RCSEd **PC** Logbook **OR** into the RCSEd **Web** logbook **BUT NOT BOTH**.

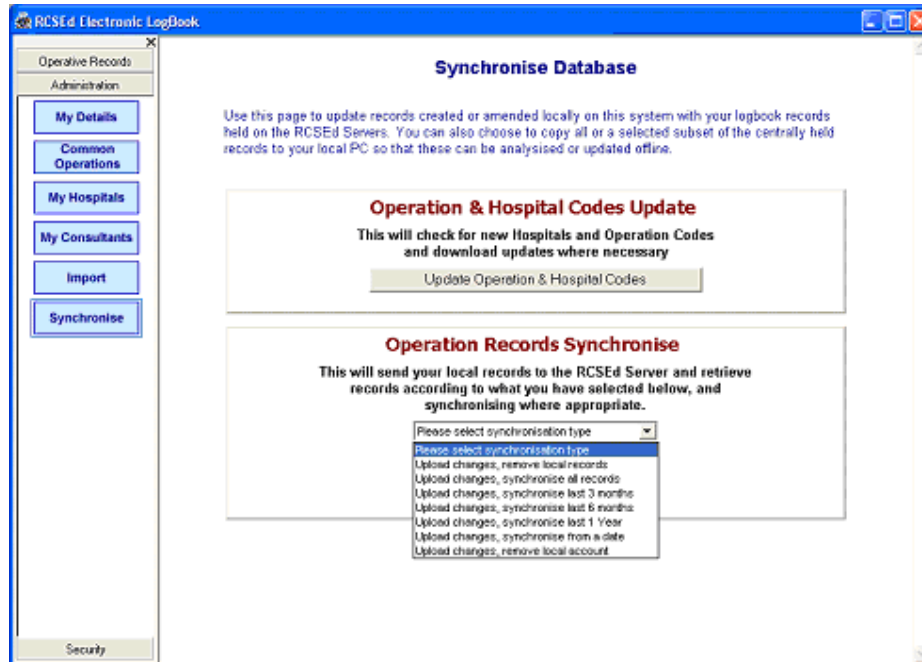
***We will be unable to support users who run the new logbook and the Med-IT logbook in parallel***

Instructions for importing from the MedIT logbook into the RCSEd **PC** logbook are as follows:

- click on **Administration**
- Click on **Import**
- **Browse** for Mydata.mdb (found in C:\Program Files\Logbook008\)
- **Open Database**
- Click on **file to upload**
- Provide the **Access Password** used for the MED IT system.
- **Start Import**
- There is a counter working through the records until the task is complete and the records are imported to the RCSEd PC logbook.

- Finally now **Synchronise** records to the RCSEd **Web** logbook as detailed below.

## Synchronise



### Operation & Hospital Codes Update

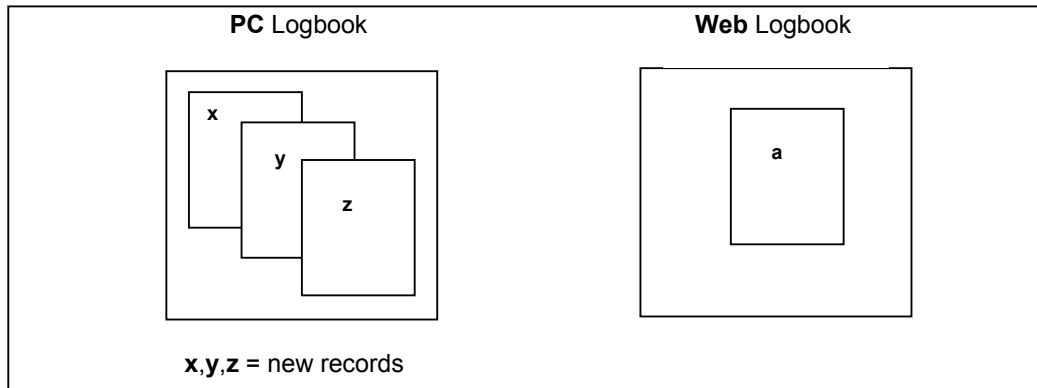
This button will check the RCSEd servers for the latest version of the Hospital and Operation lists. If a newer version exists it will be downloaded and installed automatically.

## Operation Records Synchronise

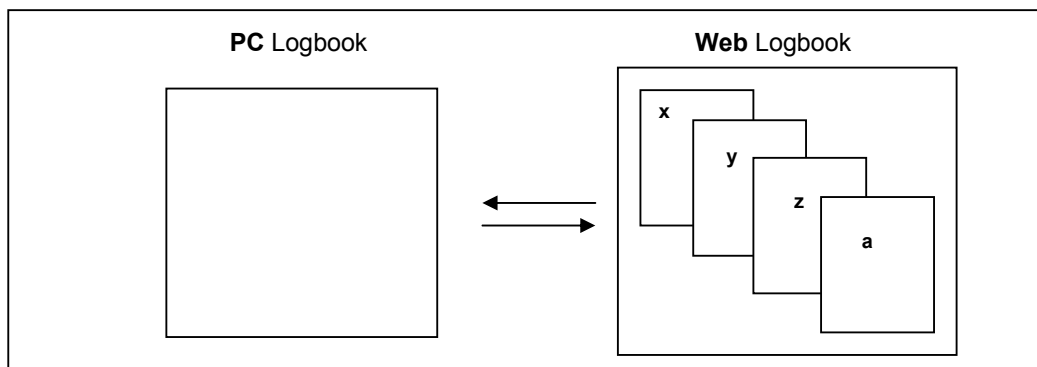
There are 2 main options:

### Upload changes, remove local records

**Before**



**After**



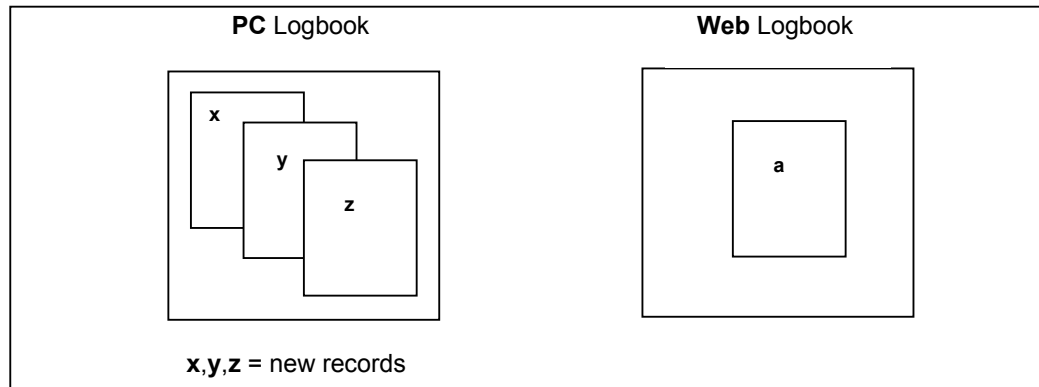
This will upload any records you have in the **PC** logbook to the RCSEd servers.

These records are then REMOVED from the **PC** logbook.

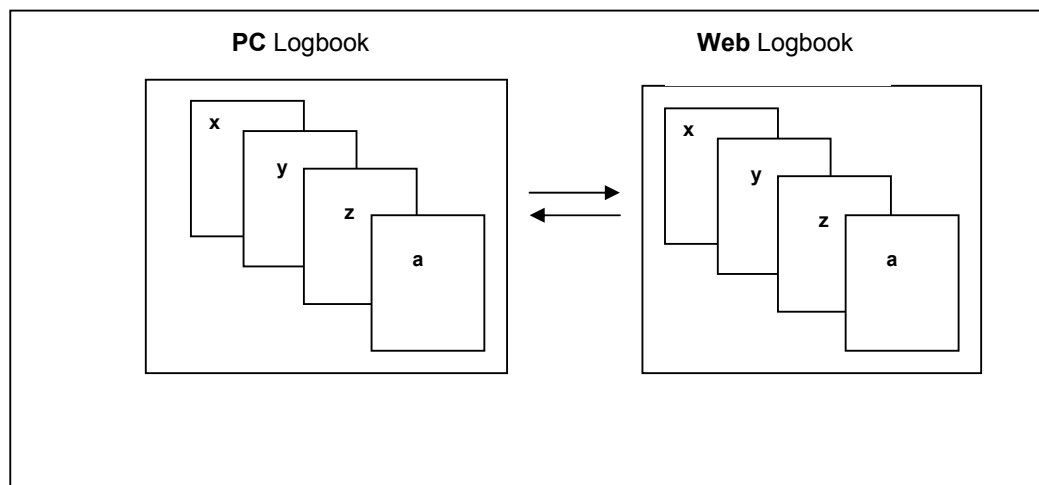
They will however, always be available via the **Web** logbook and when required locally can be brought back into the PC logbook via the synchronise command “upload changes, synchronise all records”.

## Upload changes, synchronise all records

**Before**



**After**



This will synchronise ALL the records held between the **PC and Web** logbooks, keeping an exact replica on the two logbooks.

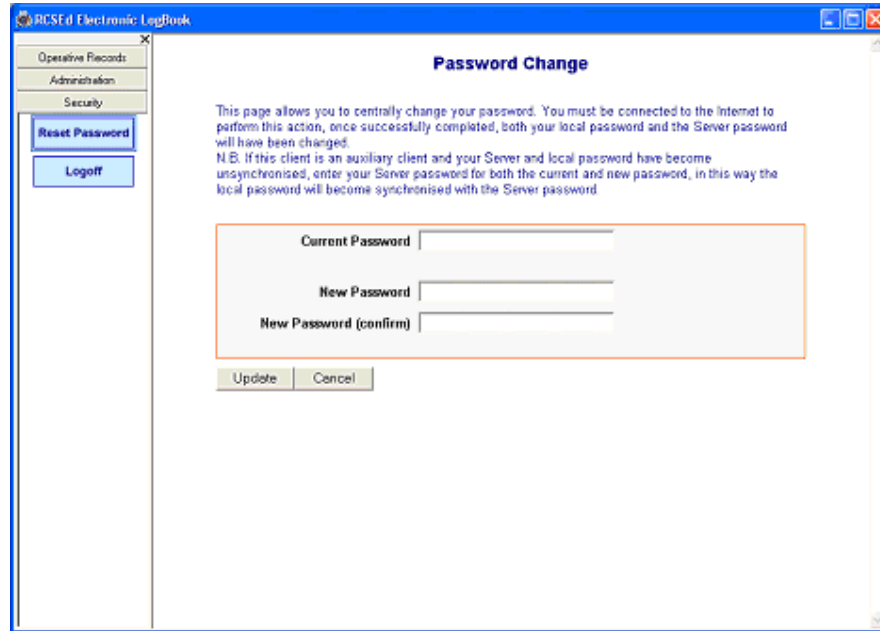
There are several options which fall between these two extremes which are self explanatory.

In addition, a new facility has been added to allow you to upload your records to the **Web** Logbook and remove your local account from the computer. You may wish to use this option if you have held an account on a hospital computer and you are leaving that hospital for a post elsewhere.

# Security

- **Reset password**

This will reset your password.



The screenshot shows a web browser window titled "RCSEd Electronic Logbook". On the left is a navigation menu with "Operative Records", "Administration", and "Security". Under "Security", there are buttons for "Reset Password" and "Logoff". The main content area is titled "Password Change" and contains the following text: "This page allows you to centrally change your password. You must be connected to the Internet to perform this action, once successfully completed, both your local password and the Server password will have been changed. N.B. If this client is an auxiliary client and your Server and local password have become unsynchronised, enter your Server password for both the current and new password, in this way the local password will become synchronised with the Server password." Below the text are three input fields: "Current Password", "New Password", and "New Password (confirm)". At the bottom of the form are "Update" and "Cancel" buttons.

**Warning** – This will affect all your logbook logins ( **Web, Palm / Pocket PC** )

- **Log Off**

Manually log off of the **PC** logbook.



The screenshot shows the login screen of the "RCSEd Electronic Logbook". At the top are the Royal Coat of Arms and the text "The Royal College of Surgeons Electronic Logbook". Below this are four buttons: "Create New Local User", "Current Users (click to login)", "Professor W Angus WALLACE (1332474)", and "Exit Logbook".

## **Problems – Getting Help**

The RCSEd offers **limited** support for all the logbook applications.

If this Manual does not resolve your problem first check with FAQs at:-  
[www.rcsed.ac.uk/logooks](http://www.rcsed.ac.uk/logooks)

If this does not help you then complete a logbook help form at:-  
[www.rcsed.ac.uk/logbooks](http://www.rcsed.ac.uk/logbooks)