ROYAL COLLEGE OF SURGEONS OF EDINBURGH

Pan Specialty eLogbook

PROGRAMME DIRECTORS' MANUAL

Version 2.1

Faculty Of Health Informatics
RCSEd

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What is the eLogbook?

The RSCEd **Web** eLogbook is a web application which has been developed to allow users to upload directly to, and store operative records on, the RSCEd servers (computers). It allows users to view records and to carry out analyses on operative data, all within a secure environment behind our corporate firewall. Programme Directors (PDs) are given additional interrogation rights which allows them to study the training performance of trainees within their programme and also of trainers who train their trainees. Trainers can have a separate personal eLogbook which is kept completely confidential from the PD.

Programme directors must register in the normal way for the logbooks through http://www.elogbook.org and then apply for Programme Director access – see below.   This access is given on an individual basis and is coordinated by the speciality lead for the relevant Specialty.

As well as entering information via the **Web** logbook, trainees can also enter information via the **PC** logbook, the **Palm** logbook, and the **Pocket** PC logbook (for which a new Beta version has now been released for testing and is in the process of de-bugging).

HOW DO I ACCESS THE PROGRAMME DIRECTORS' WEB PAGES?

The programme directors' pages are accessed via the home page for the eLogbook.
This is available at:- http://www.elogbook.org/

At the top of this web page you will find a link to the "Directors" pages.

The first step if you have not already done so, is to "create a logbook account".

This link will take you to the sign up page:

Simply follow the instructions provided, selecting your specialty from the drop down list.

If you already have a logbook account but have not yet registered as a Director, you will need to return to the main "Directors" page and request director status by clicking on "Request Director Access".

You will be asked to enter your user Username (GMC number) and your Password. If you have forgotten your password, please see the information on obtaining a forgotten password which is included at the end of this manual.

Select the appropriate deanery from the drop down list, adding any appropriate information in the text box below and then press "Send Request".

Once registered as a Director, you may obtain Directors' Access simply by clicking on the link "Directors' Access" at the bottom of the page, or by going through the "Directors" pages at the top.

Each time you click on "Directors' Access", you will be taken to a logon page where you will need to enter your GMC number and your password:
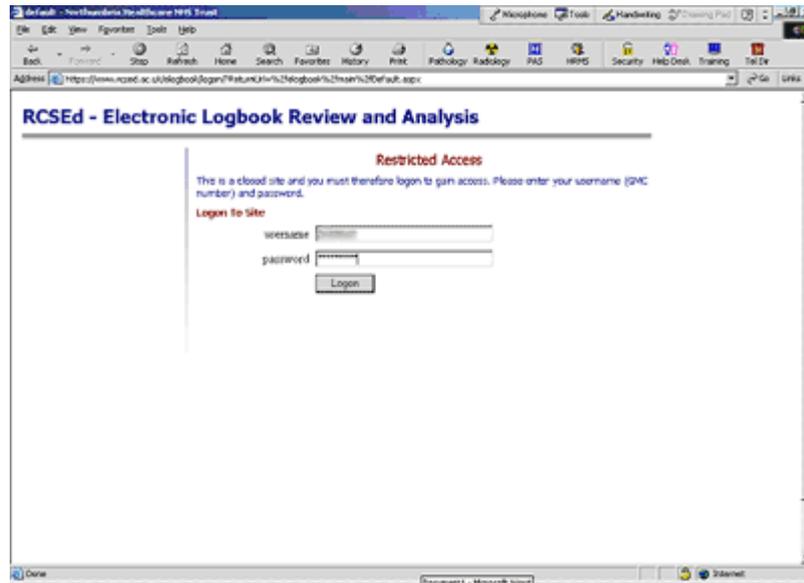
You are then directed to the main page of the Directors' website.
On the left hand side of the screen, a menu shows your trainee list which can be viewed by clicking on the "+" button. It also gives you the option of changing your details and suggesting feedback and logging out. When you click on "+ trainee list", the regions you have access to will be displayed. Normally a Programme Director would only have access to one region.

A list of all logbook members in your region is then shown. Members with Directors' access are listed first. In established regions there will often be more than one page of members. The subsequent pages can be accessed by clicking on the relevant page. In this example there are four pages which can be accessed by clicking 1, 2, 3 or 4.
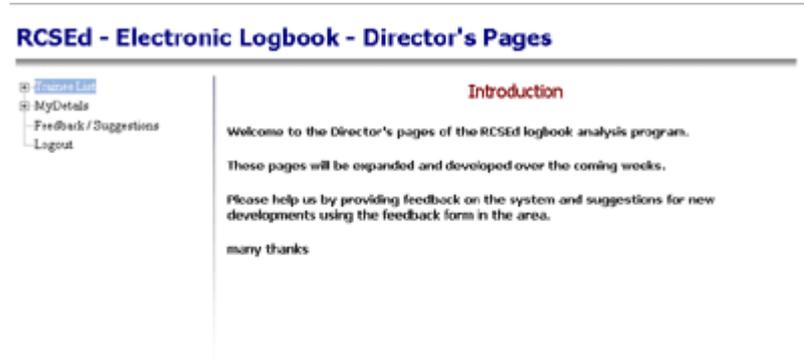
You can view the information on any trainee by clicking on his or her name. Background data on the trainee is then shown, along with their current training year. From this page you can interrogate their logbook over any period of time. The default report date range is the six month period prior to "today".

These dates can be changed using the pop up calendars which appear when you click on the boxes referring to the start and end dates.

If you wish to view the report on the training history for this particular trainee, then click on "Build Report". At this point you will see the page as below which gives you the option of downloading a "Consolidation Report" or a "Peer Analysis Report". If you wish to obtain a consolidation report you should click on "Download Consolidation Report" and then save the file anywhere on your hard disc and rename it if you wish. All *users should be aware that this report contains information which is potentially very sensitive and should be treated "In Confidence".*
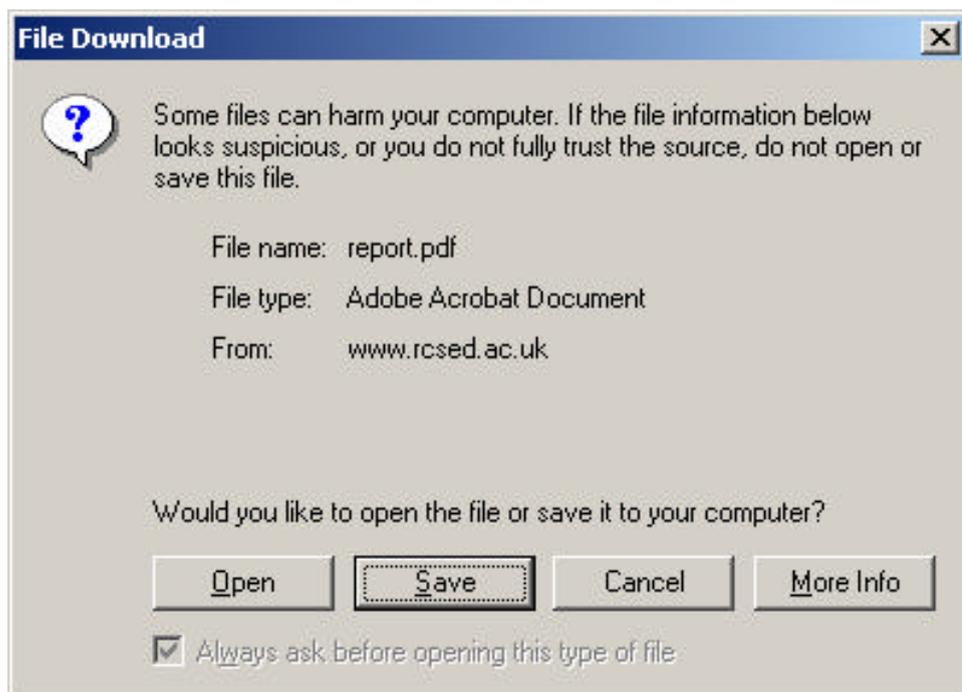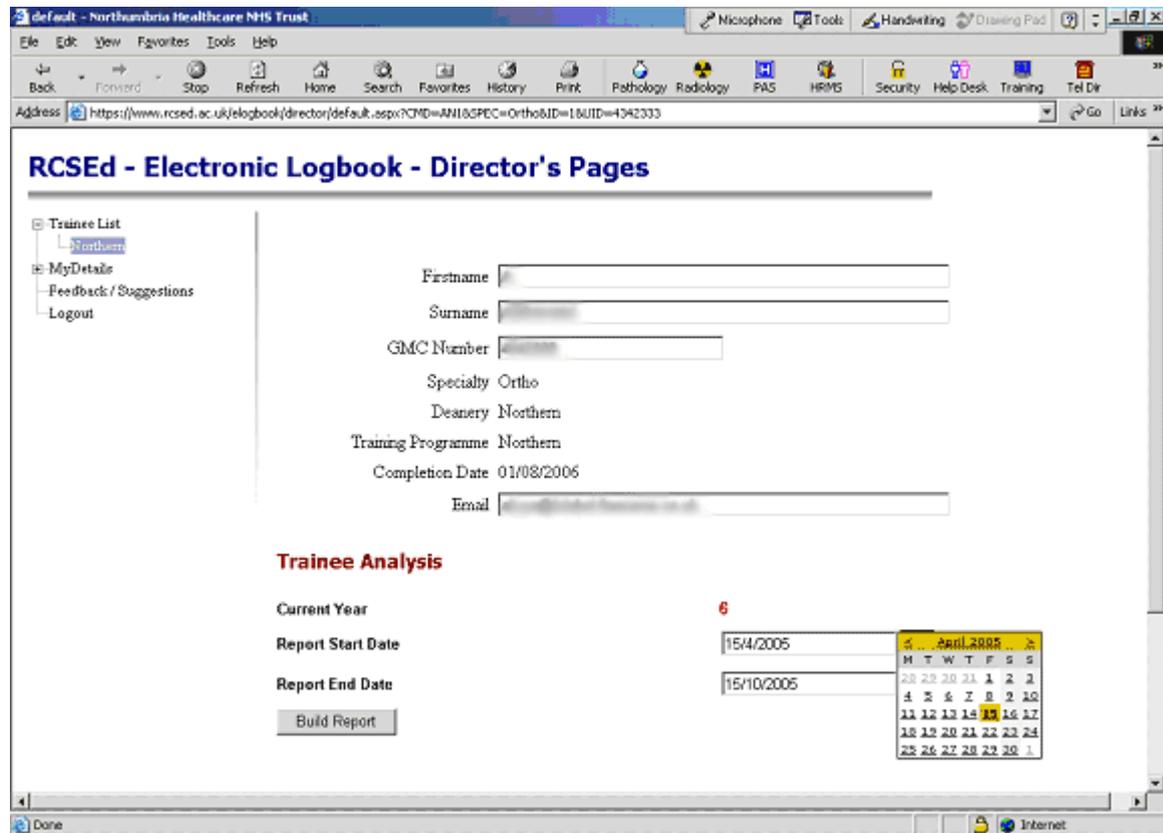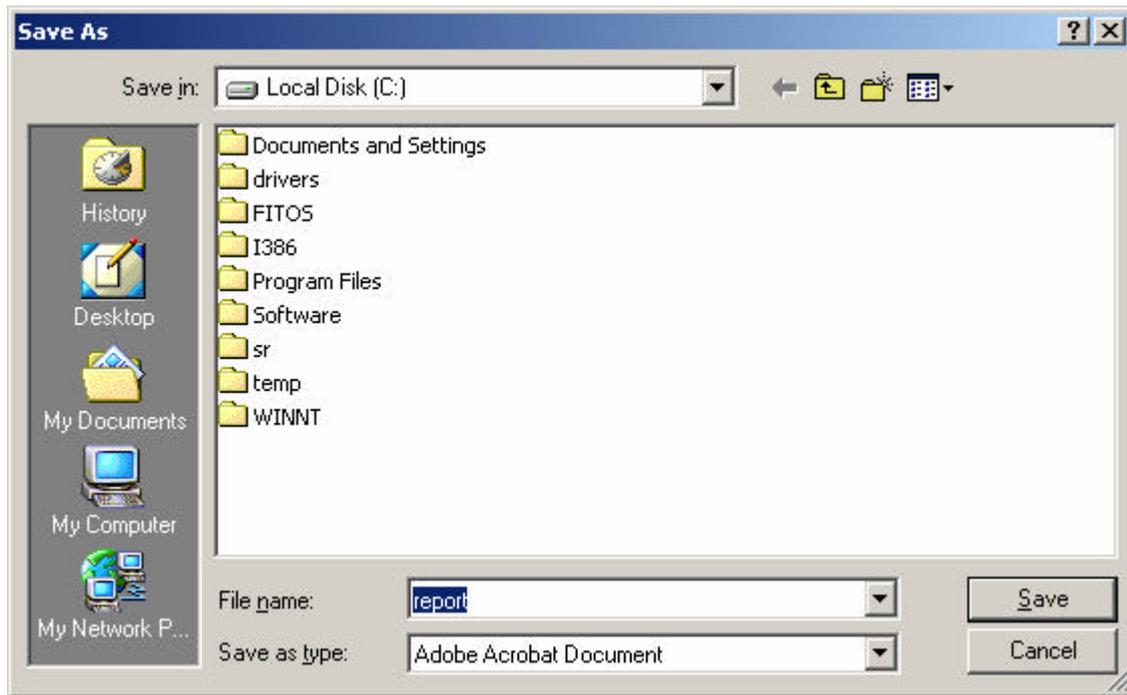
You will then see a Consolidation Report which essentially is a summary of the Trainee's experience and is not date restricted.

Consolidation Report

	A	S-TS	S-TU	P	T
Joint replacement - elbow					
Total Elbow replacement	4	4	0	0	0	0
Joint replacement - hip					
THR cemented	58	32	14	7	5	0
Joint replacement - knee					
TKR	58	50	8	0	0	0
Unicompartmental knee replacement	2	2	0	0	0	0
Joint replacement - shoulder					
Hemiarthroplasty shoulder (elective)	12	7	5	0	0	0
Hand - carpal tunnel decompression					
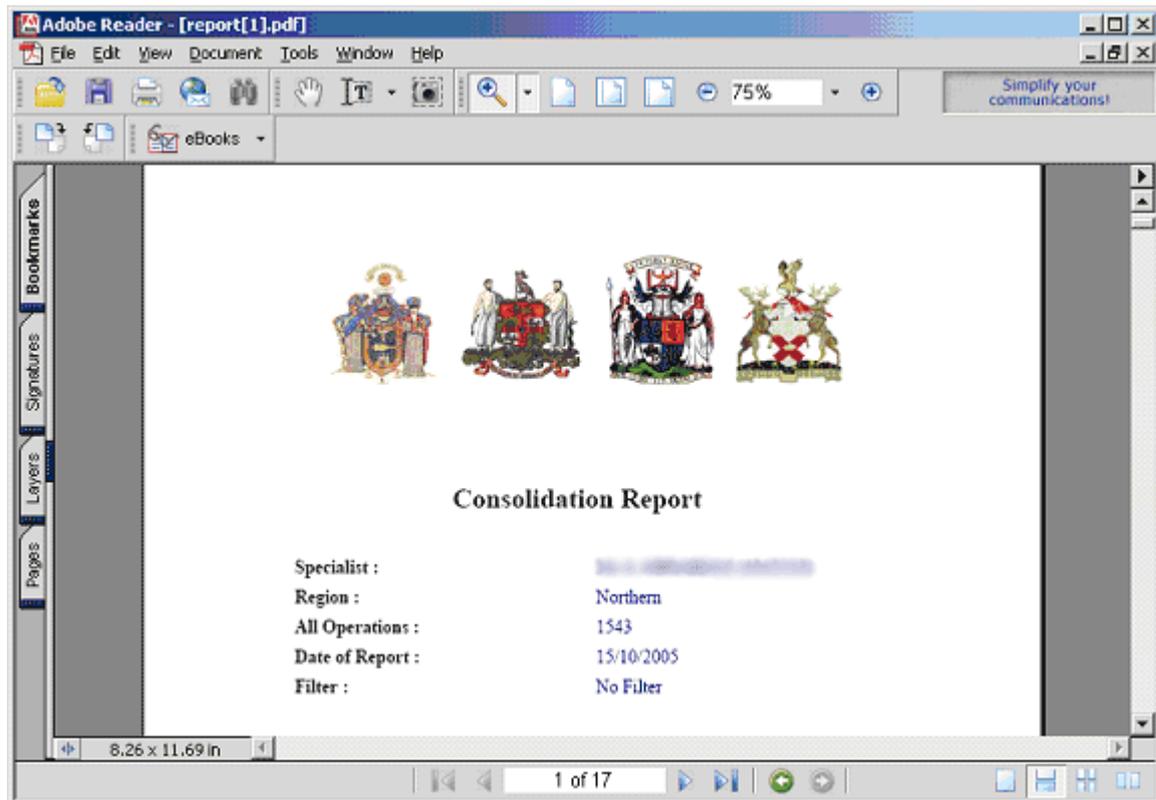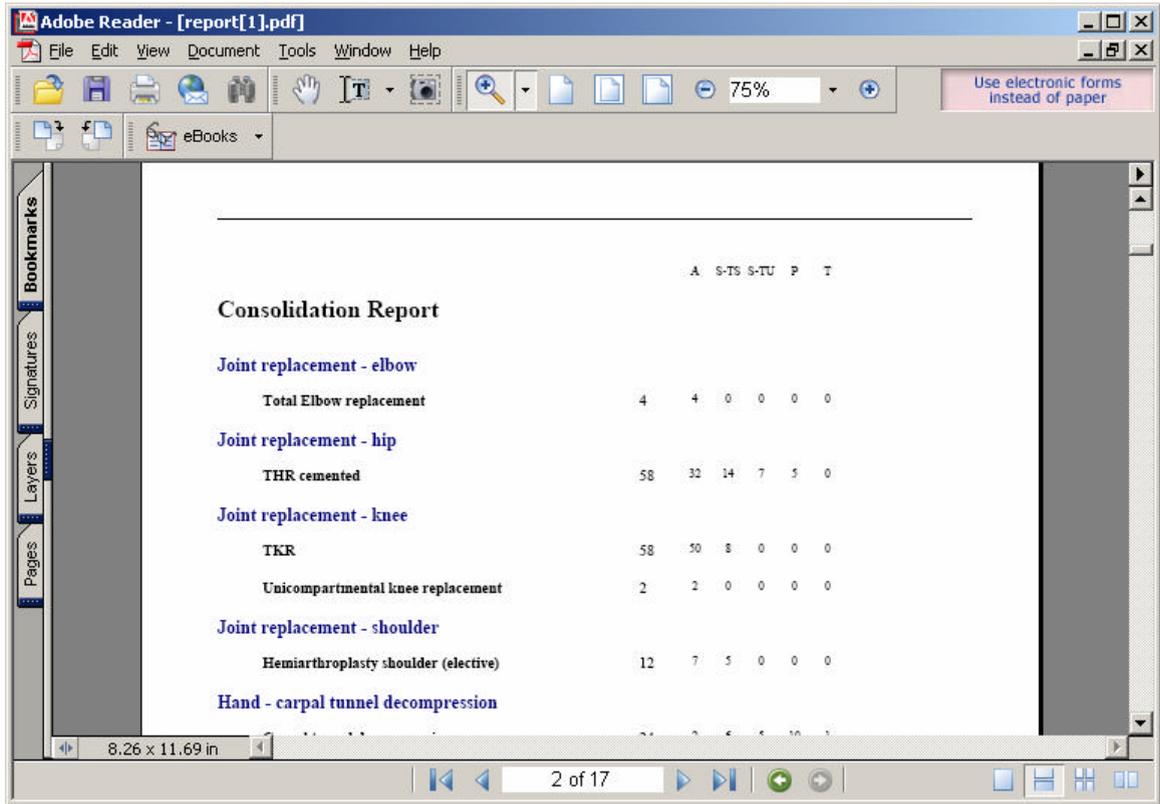
If you wish to see the peer analysis report you should click "Download Peer Analysis Report"
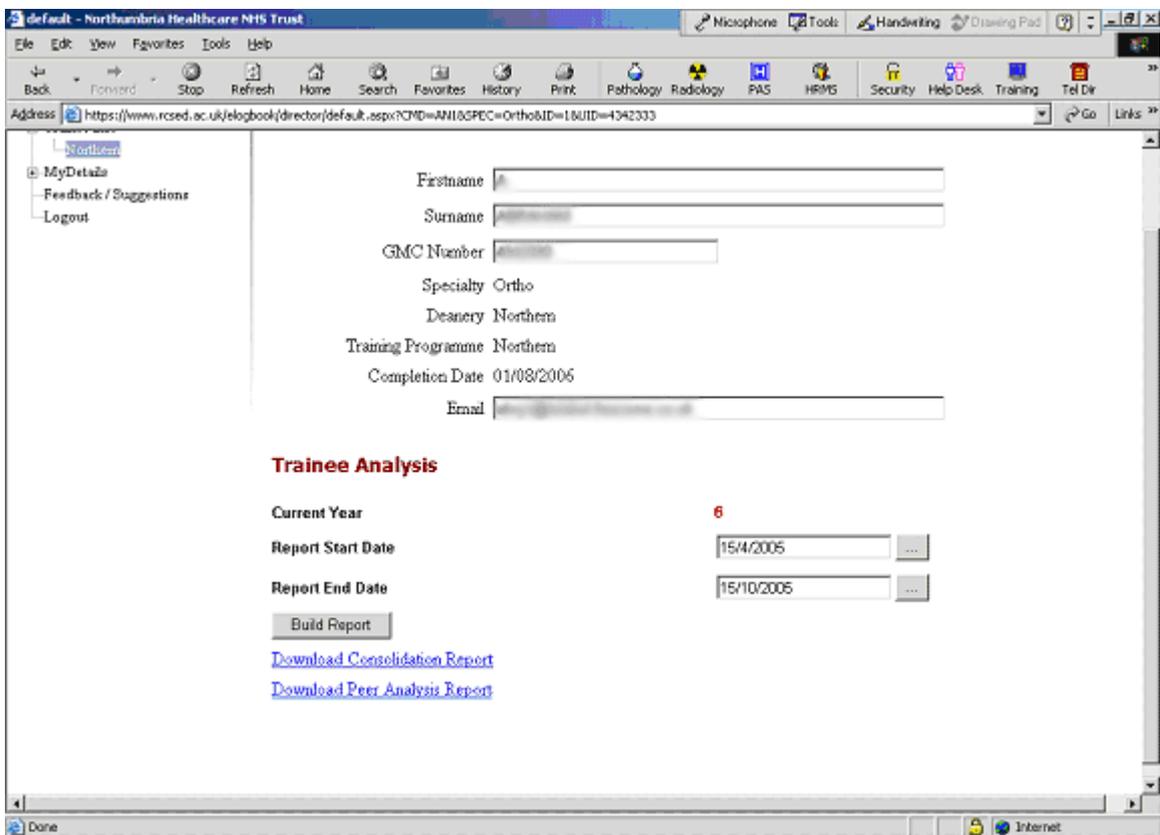
This produces a Trainee report which is date restricted.
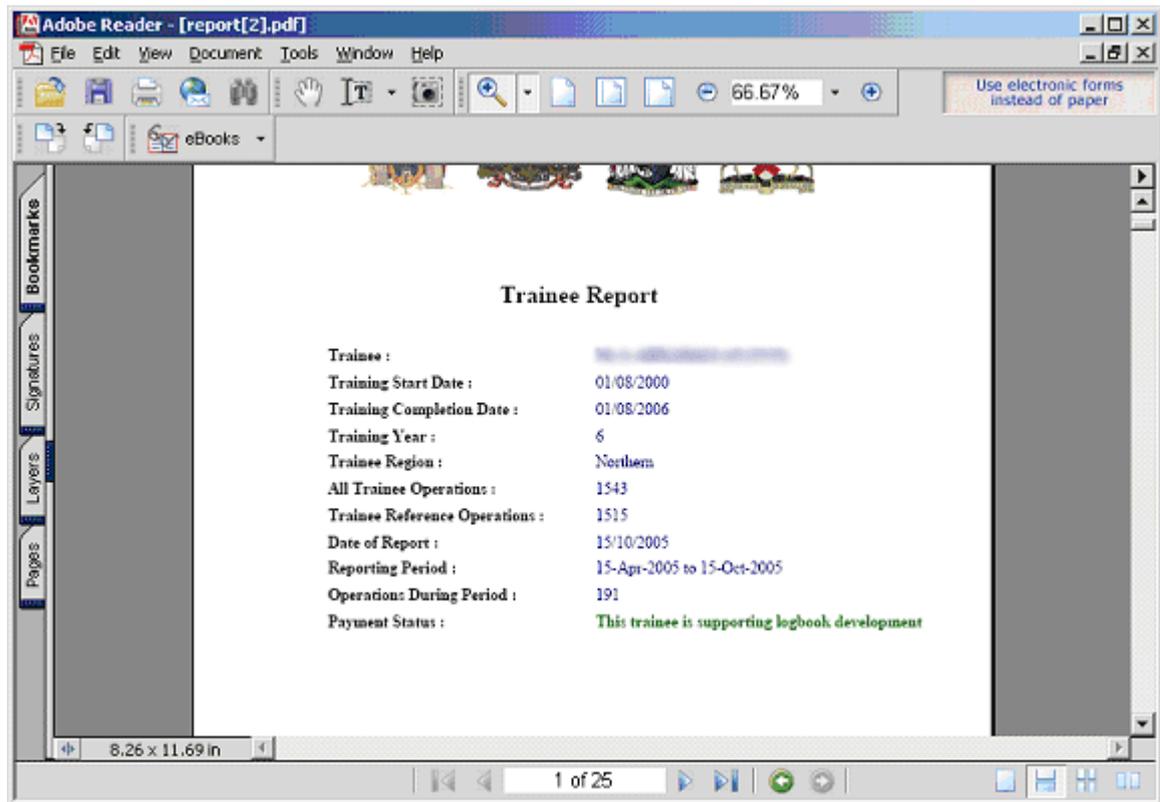
It also lets you know how many operations have been performed by the trainee during their whole training period and also the number in total performed during the date limits stipulated above. This page also lets you know if the trainee is supporting their development by paying their annual registration fees.

The first part of the report shows the numbers of procedures performed with the most common procedure listed first. The total numbers of procedures are listed for each type of operation. This is also broken down into how many of these procedures were performed under a particular level of supervision.

Adobe Reader - [report[2].pdf] screenshot showing:

Comparison Dataset - All Regions
Date of Report : 15-Oct-2005
Reporting Period : 15-Apr-2005 to 15-Oct-2005

Consolidation Report

Procedure	A	S-TS	S-TU	P	T
Extracapsular fracture CHS / DHS	12	0	0	0	6	6
Removal metal	10	0	0	3	6	1
Fracture distal radius MUA & percutaneous wires	9	2	2	1	3	1
Intracapsular fracture hemiarthroplasty	9	1	0	0	7	1
Application of hip spica	7	0	0	1	6	0
Fracture distal radius MUA & POP	6	0	0	0	5	1
Botulinium toxin injection - musculoskeletal	6	0	1	1	4	0
Fracture proximal humerus ORIF	5	4	1	0	0	0
Fracture distal radius external fixation	5	1	2	0	2	0
Ankle fracture/dislocation ORIF	5	1	2	0	1	1
Removal external fixator or frame	5	0	0	1	4	0
Osteotomy hip - pelvic for DDH	5	4	1	0	0	0
Tendoachilles lengthening	5	0	0	2	3	0
Wound closure, delayed primary or secondary	4	0	0	0	4	0
Epiphysiodesis	4	0	0	1	3	0
EUA	4	1	0	1	2	0
Tibial non-union circular frame management	3	1	2	0	0	0
Arthrogram hip	3	0	0	3	0	0
Open reduction for DDH	3	3	0	0	0	0
Osteotomy hip - proximal femoral for DDH	3	2	1	0	0	0

8.26 x 11.69 in   2 of 25

The charts on the trainee report (shown below) require some explanation. When this particular trainee was in year 1 he was involved in 23 Hip Joint Replacements while the National average for his peer group of Year 1 Trainees was 13. The charts show this data broken down into each level of supervision. In this example the data is collated in years 1 – 4 and again in years 1 – 6. The final chart for each procedure relates to the number of these procedures performed during the date ranges specified above.
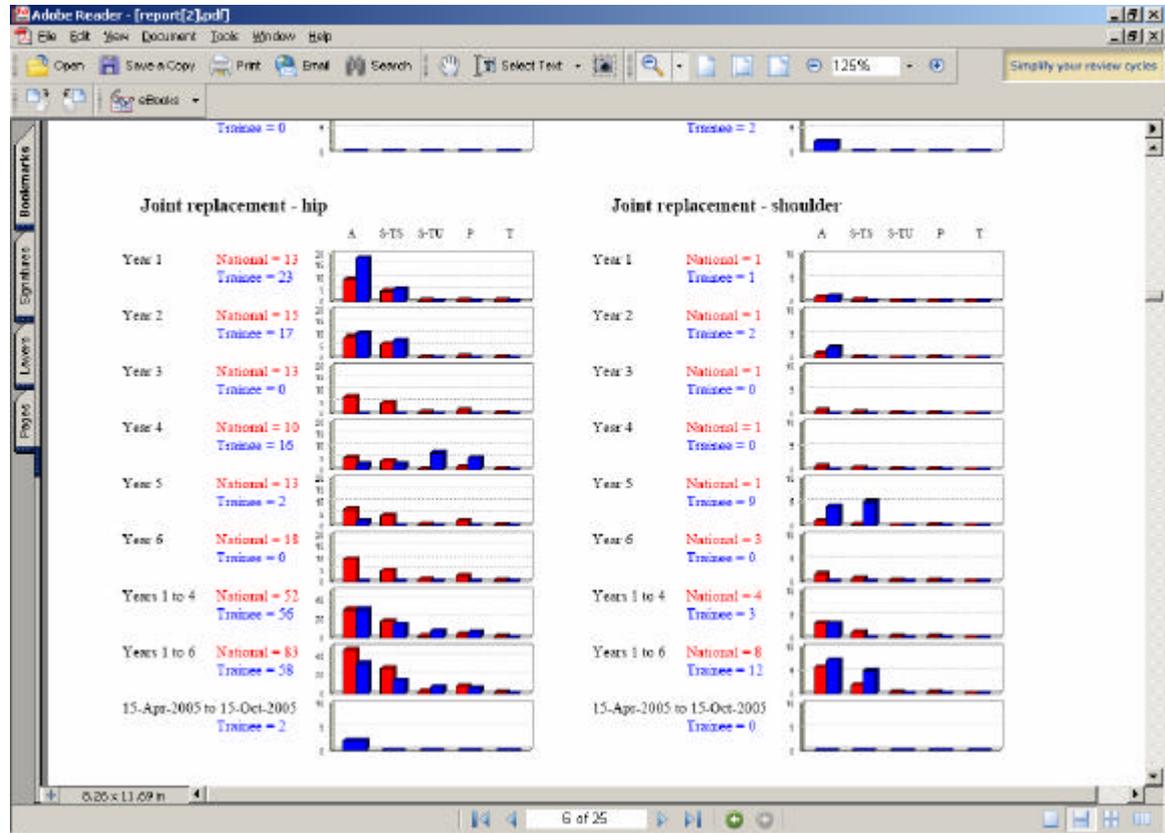
CHANGING YOUR PERSONAL DETAILS

If you wish to update your personal details then click on the "+" sign next to "my details" on the main Directors' page menu and then click on "General".

This will reveal your own Personal Details which you can retype in and then click "Update".
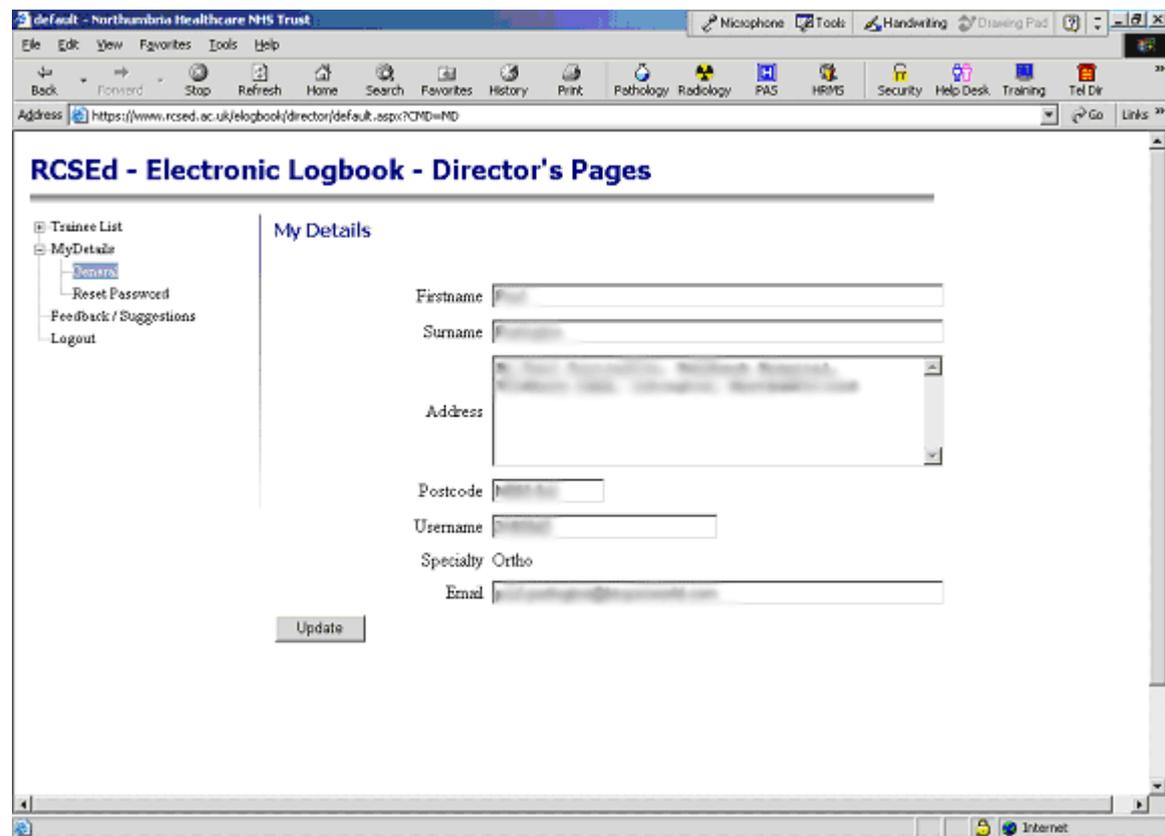
You will then be informed the information has been updated.

Password Change

If you wish to change your password then you should click on the "+" next to "My Details" on the main Directors' pages then click on "Reset Password". You will then be asked to enter your Old Password, your New Password, then confirm your New Password. You should then click on "Update".
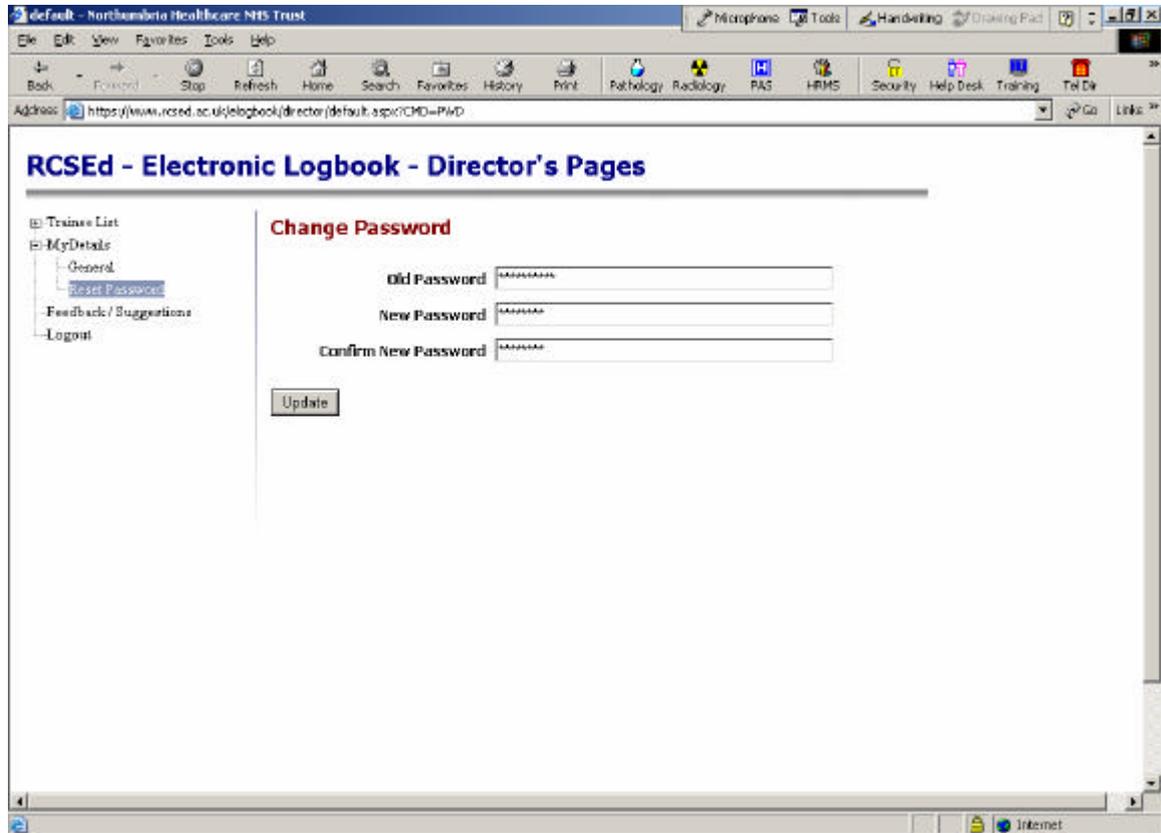
Supply comments or feedback

If you wish to supply feedback to your eLogbook Specialty Committee or suggest changes (these are very welcome) then click on the "+" next to "my details" and click on "Feedback/Suggestions". Once you have added your suggestions please click "add".

The reason why we do not allow individuals to modify their own eLogbooks is because we cannot then compare and contrast Trainees and indeed all surgeons in that Sepcialty. This is a principle we have adopted from the beginning and, as a consequence has allowed us to produce to date the most valuable comparisons available for surgical training exposure.

VALIDATING YOUR MEMBERS

The main analysis of the eLogbooks is currently based only on validated SpRs. As such only eLogbook members who are confirmed by Programme Directors as being SpRs are included in the analyses. It is therefore crucial that each logbook member is correctly assigned. In this example below a trainee has been appointed as a Consultant with training responsibilities and therefore the status is changed from SpR to Trainer. There is also a separate Grade for Specialist who have completed their Training but might not yet be considered Trainers.

When trainees first register with the eLogbook, they will have "unknown" status within the database. SpR's will have to actively request acknowledgement of their SpR status. Without SpR status, neither they nor their trainers/Programme Directors will have access to the full analysis of their surgical experience.

When trainees request SpR status, an email (see below) will be sent to their appropriate director who will then need to confirm their SpR status.

THIS IS AN AUTOMATICALLY GENERATED EMAIL. PLEASE DO NOT REPLY.

User Role Verification Request Notification

Dear Programme Director,

A user (below) has requested to be verified as an SpR in your Training Programme.

- Please confirm from your records that they are an SpR then please could you 'verify' them as an SpR under 'type' of trainee.
- The Director's website is https://www.elogbook.org/elogbook/director
- It would then be appreciated if you would 'Reply to all' a short email advising them that this has been dealt with.
- This ensures that the eLogbook team and the SAC are kept informed.

If you believe this email has come to you in error then please email logbookhelp@rcsed.ac.uk

User Details

name	Paolo Matteucci
Email	paolomatteucci@hotmail.com
GMC/IMC Number	4492322
Postal Address	8 Kirk Walk, Glasgow York YO41 4DN
Postal Code	
Payment Status	Payments are up to date or not required
Current User Role	Not Verified
Requested User Role	SpR
Training Programme	Yorkshire
Specialty	Plastic Surgery

As Programme Director, you will need to gain "Directors Access", click on "+" for "Trainee list" and select the appropriate Deanery as shown:

Find the individual making the request and click on "Edit". This will bring up a drop down list revealing the possible status of an individual. Select "SpR" and then "Update". Now the individual has SpR staus and will have full access to the analysis functions.

January 2006:
Available soon:
Automated emails will be sent out to the trainees informing them of their updated status.

BUILDING A REPORT FOR RITAs

Most Surgical Specialties require Trainees to provide logbook data at their RITAs.   The RCSEd logbook is able to provide this data in a uniform way with the click of a few buttons. If, for instance, 5 Trainees are being RITA'd then the system will provide a report for each Trainee, during the time period specified (e.g. 6 months or 1 year). On the main Directors' pages there is the option to build a RITA report. You should click on this. You will then be provided with a list of your SpRs. Each Trainee has a completion date for training and a start date. This has been entered by the Trainee but the dates can be overridden by the Programme Director (via the edit button). There is a tick box next to each trainee and you should click on this box if you wish to have a report on this trainee on this occasion.

At the bottom of the web page you will find a calendar with date limits on it. This defaults to 6 months but you may wish to change the dates. When the dates are confirmed you should click on "Build Report".

You will then be given the choice of downloading a "Peer Analysis Report" or a "Consolidation Report", or returning to the RITA report generated if you wish to add more Trainees or change the dates.
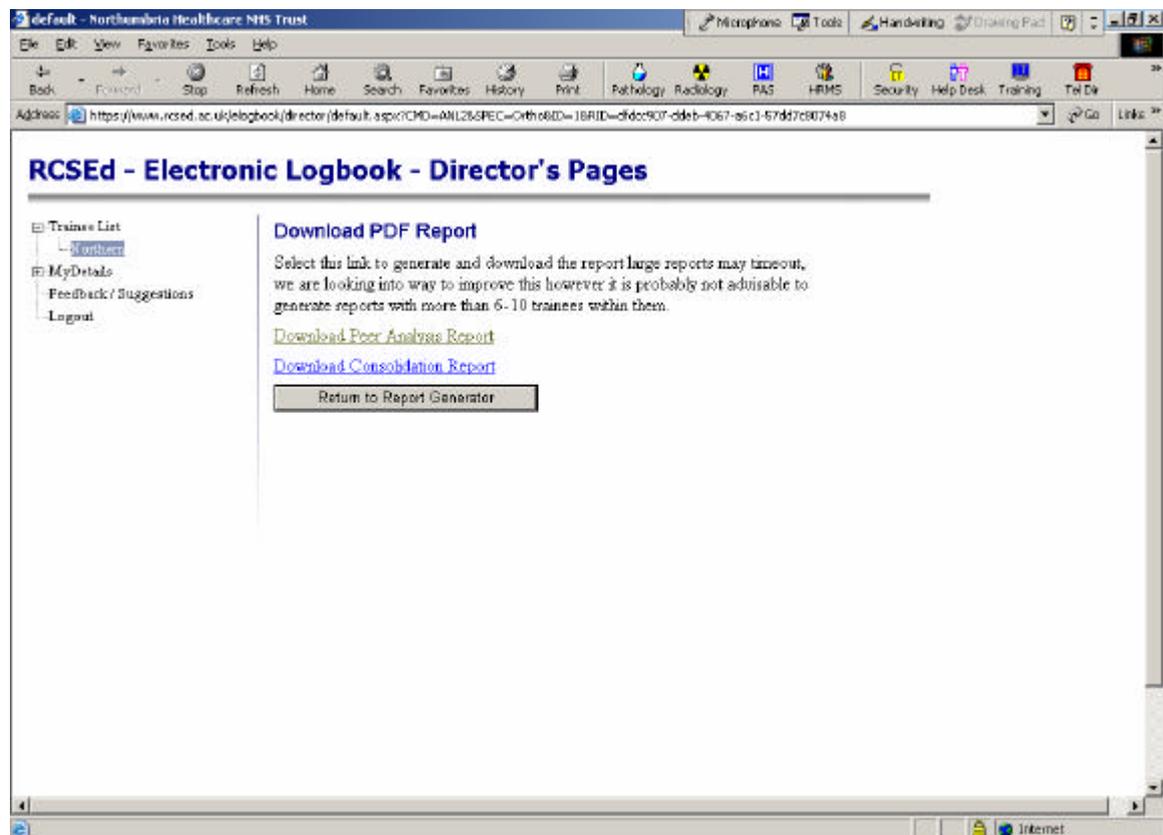
If you wish to have a "Peer Analysis Report" you should click on "Download Peer Analysis Report" and you will be asked to save the file. *All users should be aware that this report contains information which is potentially very sensitive and should be treated "In Confidence".*
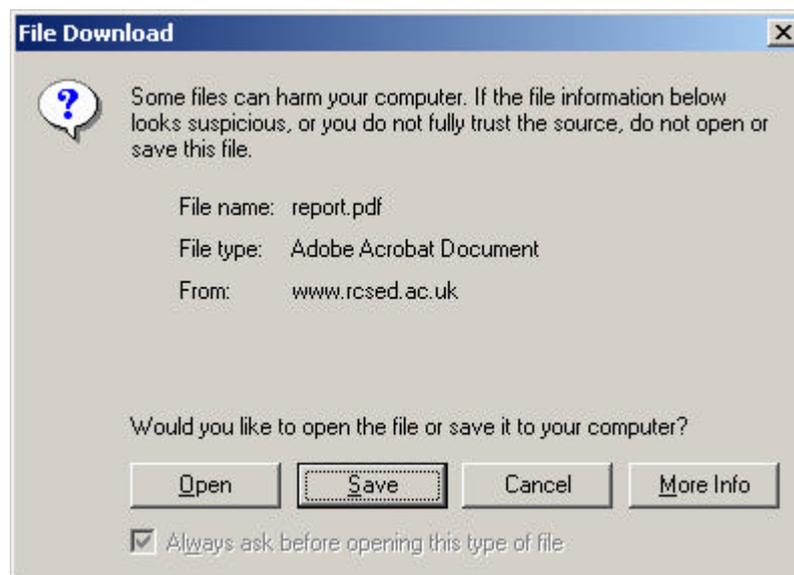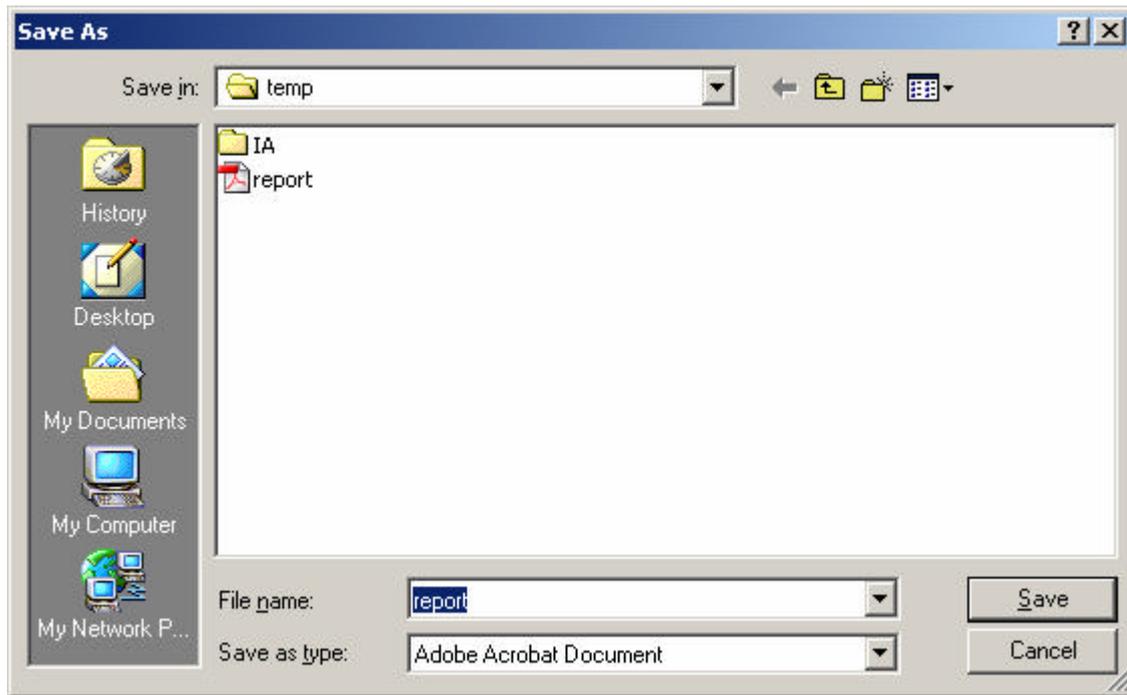
The Trainee(s) Report is supplied as a PDF file. On most computers Adobe Reader will open automatically and show the report.

This produces a Trainee Report which is date restricted.
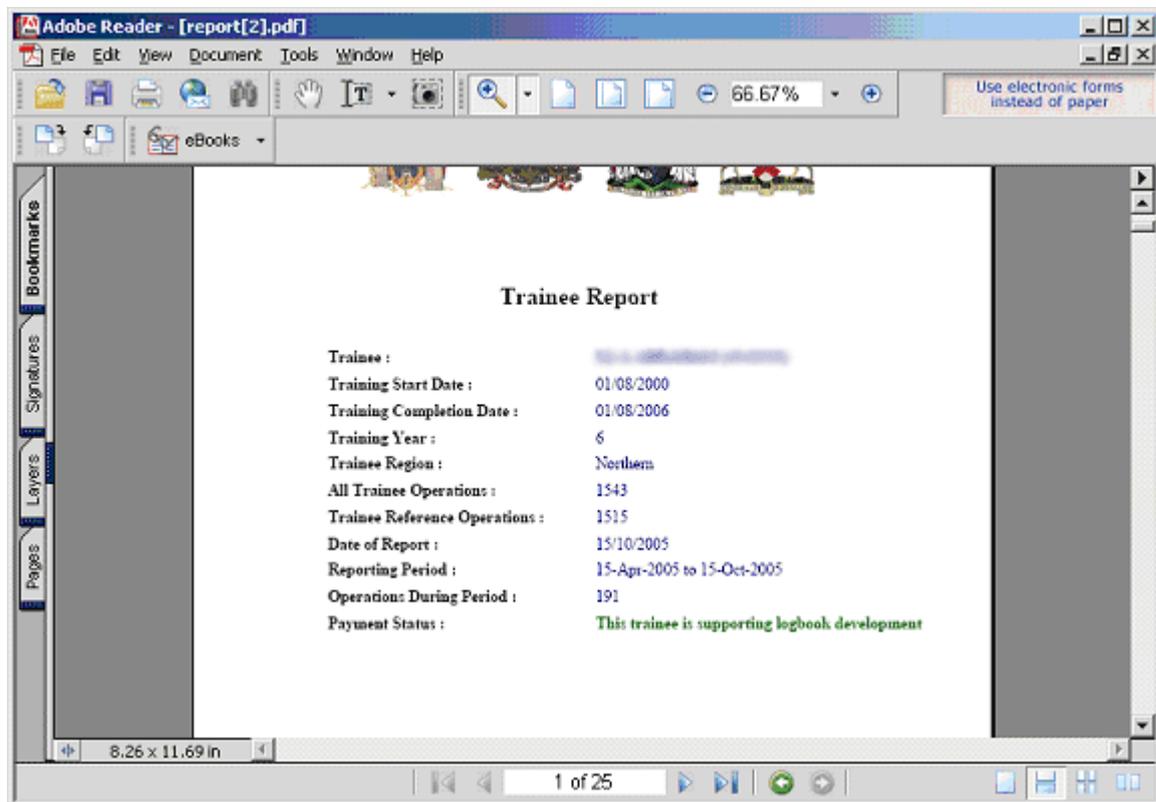
It also lets you know how many operations have been performed by the Trainee during their whole training period and also the number in total performed during the time scales stipulated above. This page also lets you know if the trainee is supporting their eLogbook development by paying their annual registration fees. The first part of the report shows the numbers of procedures performed with the most common procedure listed first. The total numbers of procedures are listed for each type of operation. This is also broken down into how many of these procedures were performed under a particular level of supervision.

Adobe Reader - [report[2].pdf]

Comparison Dataset - All Regions
Date of Report : 15-Oct-2005
Reporting Period : 15-Apr-2005 to 15-Oct-2005

Consolidation Report

Procedure	Total	A	S-TS	S-TU	P	T
Extracapsular fracture CHS / DHS	12	0	0	0	6	6
Removal metal	10	0	0	3	6	1
Fracture distal radius MUA & percutaneous wires	9	2	2	1	3	1
Intracapsular fracture hemiarthroplasty	9	1	0	0	7	1
Application of hip spica	7	0	0	1	6	0
Fracture distal radius MUA & POP	6	0	0	0	5	1
Botulinium toxin injection - musculoskeletal	6	0	1	1	4	0
Fracture proximal humerus ORIF	5	4	1	0	0	0
Fracture distal radius external fixation	5	1	2	0	2	0
Ankle fracture/dislocation ORIF	5	1	2	0	1	1
Removal external fixator or frame	5	0	0	1	4	0
Osteotomy hip - pelvic for DDH	5	4	1	0	0	0
Tendoachilles lengthening	5	0	0	2	3	0
Wound closure, delayed primary or secondary	4	0	0	0	4	0
Epiphysiodesis	4	0	0	1	3	0
EUA	4	1	0	1	2	0
Tibial non-union circular frame management	3	1	2	0	0	0
Arthrogram hip	3	0	0	3	0	0
Open reduction for DDH	3	3	0	0	0	0
Osteotomy hip - proximal femoral for DDH	3	2	1	0	0	0

8.26 x 11.69 in   2 of 25
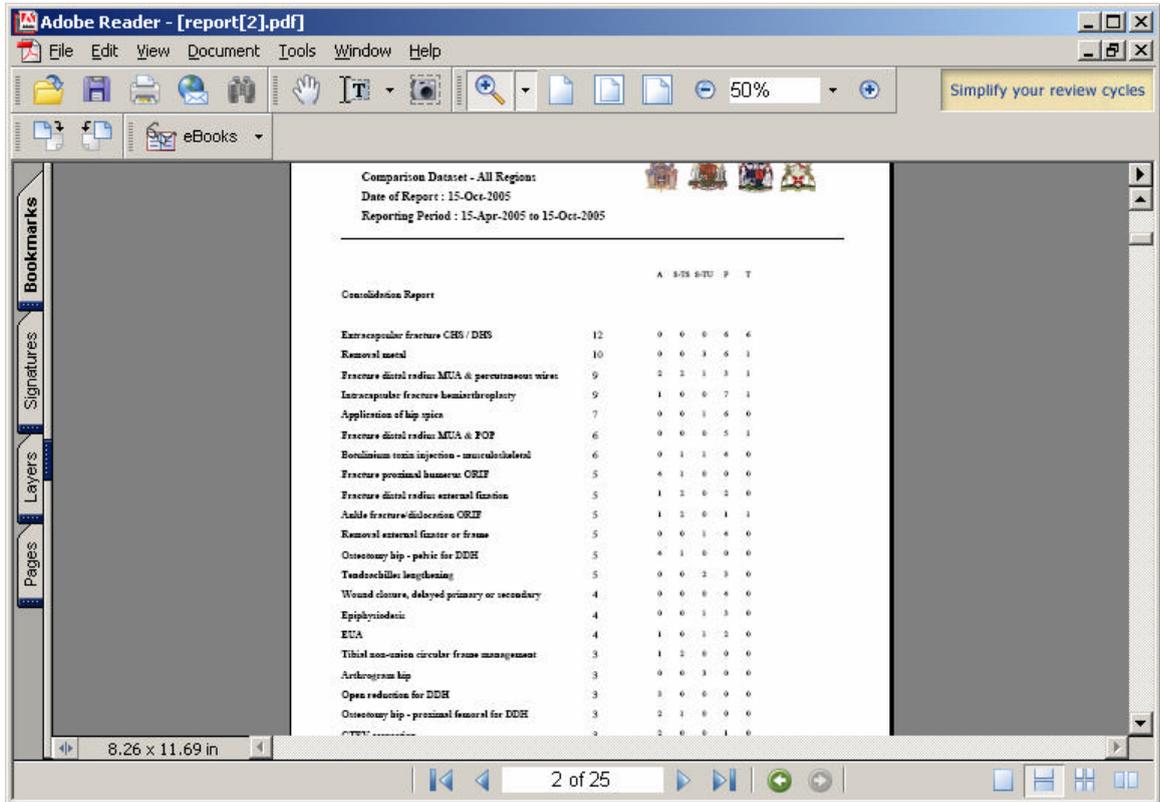
The charts on the trainee report (shown below) require some explanation. When this particular trainee was in Year 1 he was involved in 23 Hip Joint Replacements while the National average for his peer group of Year 1 Trainees was 13. The charts show this data broken down into each level of supervision. The data is collated in years 1 – 4 and again in years 1 – 6. The final chart for each procedure relates to the number of these procedures performed during the date range specified above.
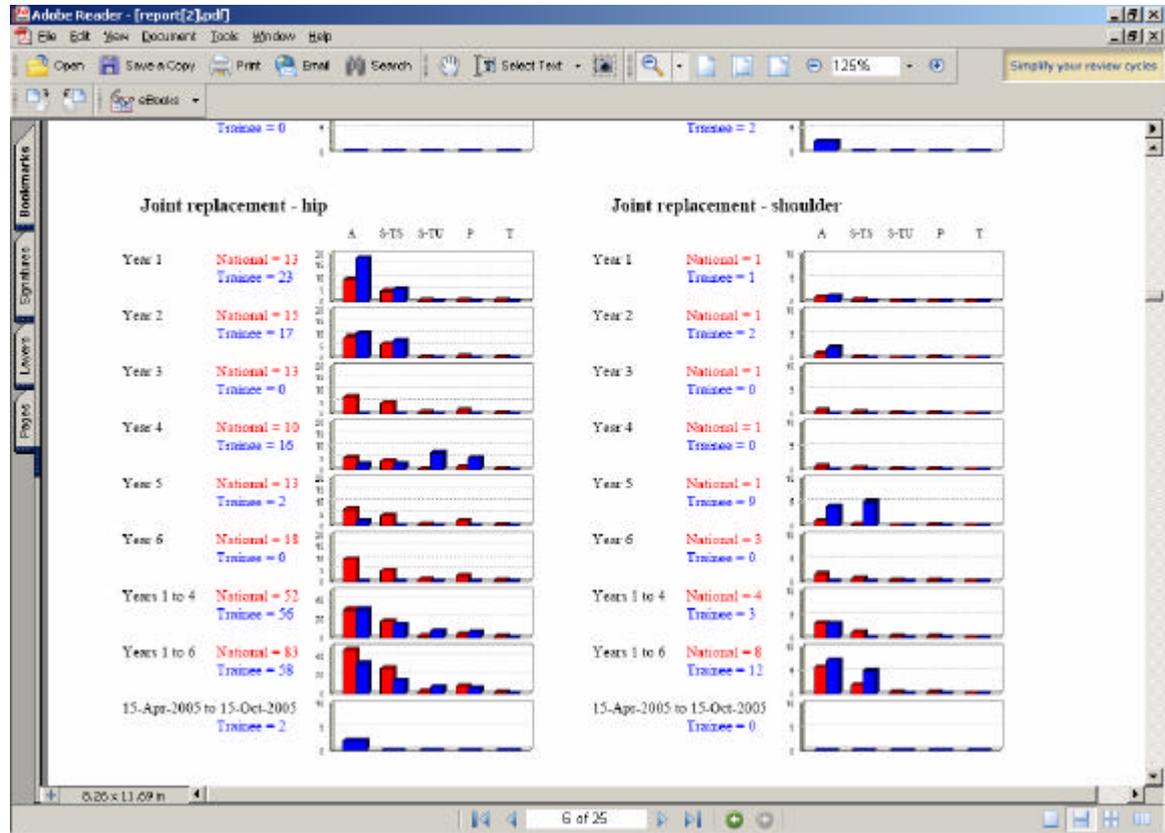
If you wish to have a consolidation report for each trainee then you should click on "Download Consolidation Report"
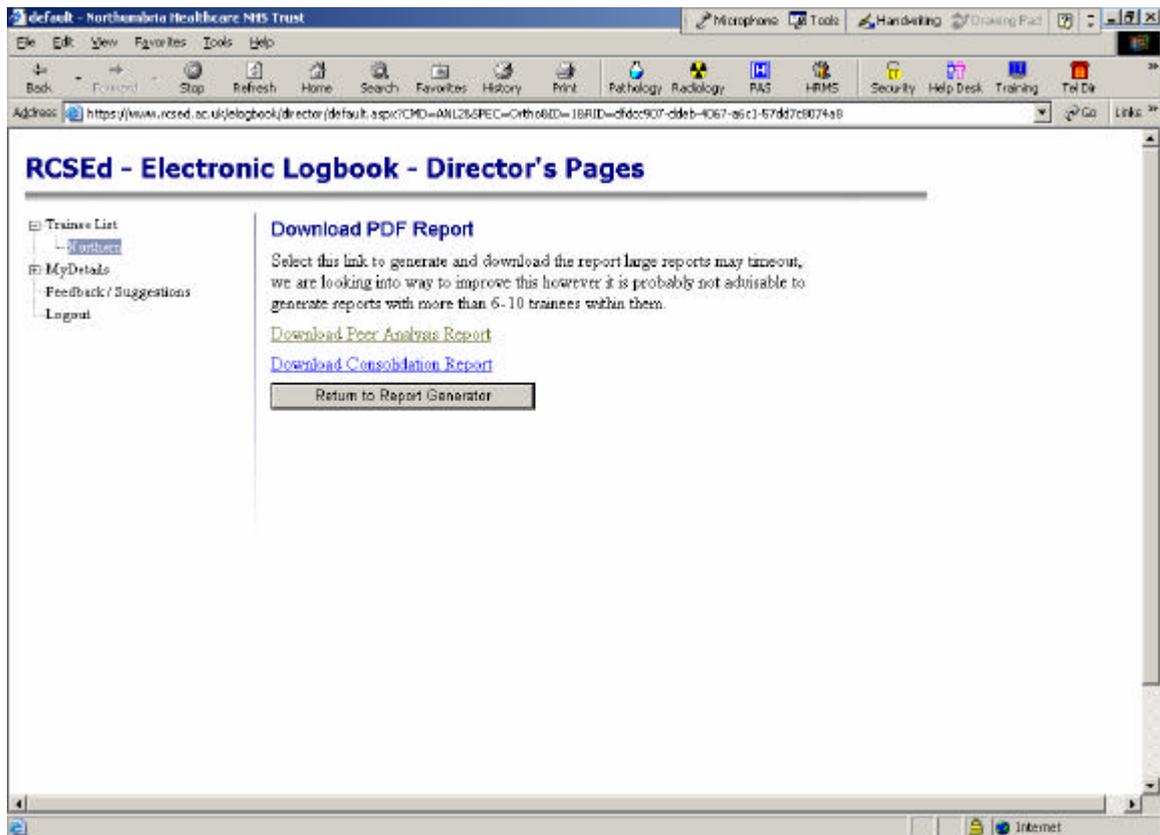
This will provide a report of the procedures performed by the particular trainee throughout his training.

Consolidation Report

	A	S-TS	S-TU	P	T	S-S	S-U	S-H	UC
Joint replacement - elbow									
Total Elbow replacement	4	4	0	0	0	0	0	0	0	0
Joint replacement - hip									
THR cemented	58	32	14	7	5	0	0	0	0	0
Joint replacement - knee									
TKR	58	50	8	0	0	0	0	0	0	0
Unicompartmental knee replacement	2	2	0	0	0	0	0	0	0	0
Joint replacement - shoulder									
Hemiarthroplasty shoulder (elective)	12	7	5	0	0	0	0	0	0	0
Hand - carpal tunnel decompression									
Carpal tunnel decompression	24	2	6	5	10	1	0	0	0	0
Hand - Dupuytren's surgery									

Filter : No Filter

OBTAINING A TRAINER REPORT

The RSCEd eLogbook also gives the Programme Director the ability to study the training activity of each Trainer. In a similar way to the RITA reports the facility allows reports on multiple consultants at any time point and each consultant should be ticked if you wish for them to be included in the report.

Each report can be date limited if a particular training period is of particular interest to the Programme Director.

	No	Unknown		
	No	Unknown		
	No	Unknown		
	No	Unknown		
	No	Unknown		
	No	Unknown		
	Yes	Trainer		☑
	Yes	SpR		
	No	Unknown		
	No	Unknown		
	No	Unknown		
	Yes	Trainer		
	No	Unknown		
	Yes	Trainer		
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	No	Unknown	
	No	Unknown	

Report Start Date   15/4/2005

Report End Date   15/10/2005

Build Report   You must do this before generating

April 2005

M	T	W	T	F	S	S
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1

The Trainer Report has a front page which shows the details of the particular Consultant Trainer and subsequent pages which show procedures used in training under the care of that consultant during that time period. The most common procedures are listed first.

The RSCEd eLogbook allows Programme Directors to study whether the training practice of each Trainer evolves when he works with more senior trainees. In the example below on Hip Replacement, it is clear that this trainer normally works with a year 4 Trainee. At that point the majority of the procedures are performed by the Trainee. The data is summarised for years 1 – 4 and for years 1 – 6. The final chart for each procedure provides the Trainer's Practice during the time scales of interest. This will demonstrate if there is a recent change in supervision practice.
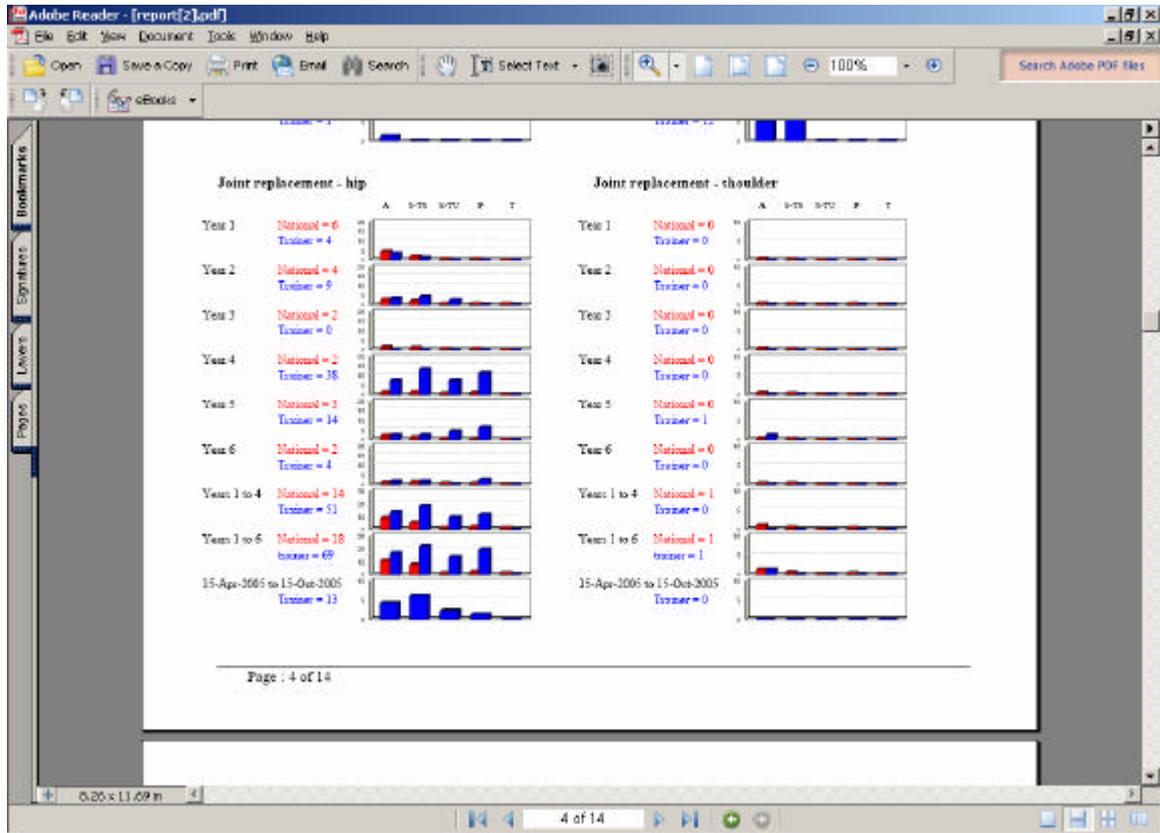
It is also possible to review a Consolidation Report for each Trainer. This is performed by clicking "Download Consolidation Report".
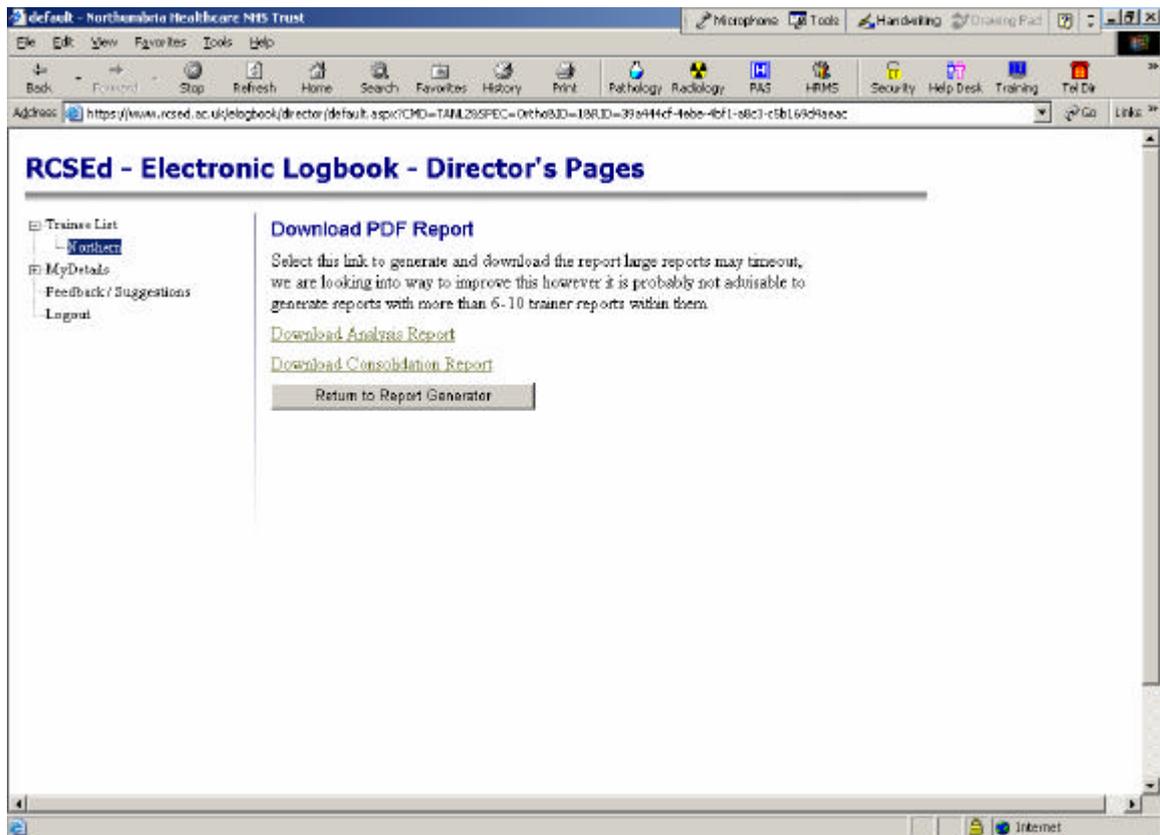
This provides a Consolidation Report of each Trainer's practice.
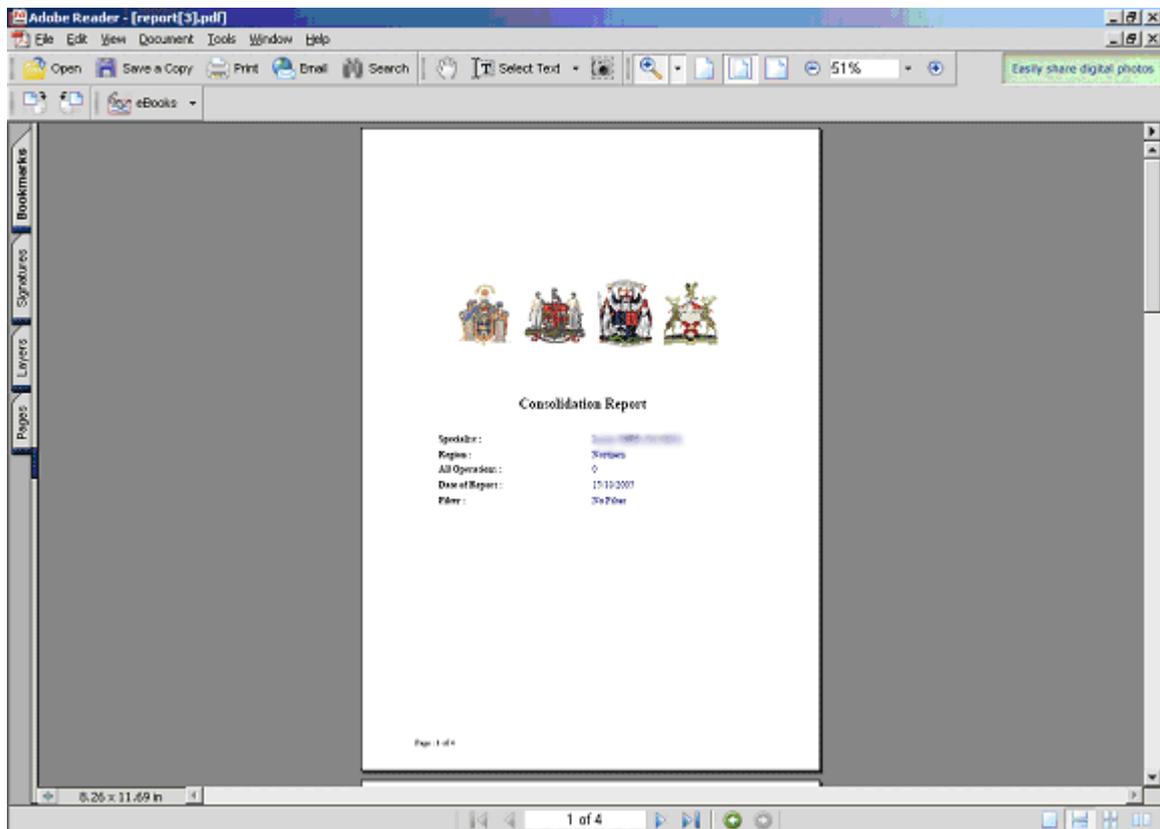
Specialist :
Date of Report : 15-Oct-2005
Filter : No Filter

_____

A S-T5 S-TU P T S-S S-U S-R UC

Consolidation Report

Joint replacement - elbow

Joint replacement - hip

Joint replacement - knee

Joint replacement - shoulder

Hand - carpal tunnel decompression

Hand - Dupuytren's surgery

Hand - tendon repair

Hand - tendon transfer

Hand - ulna nerve decompression

Hand - rheumatoid surgery

Trauma - application of external fixator

Trauma - hip fractures (intracapsular)

Trauma - hip fractures (extracapsular)

Trauma - femoral nails

Trauma - ORIF ankle

Trauma - ORIF forearm

Trauma - ORIF olecranon

Trauma - ORIF ...

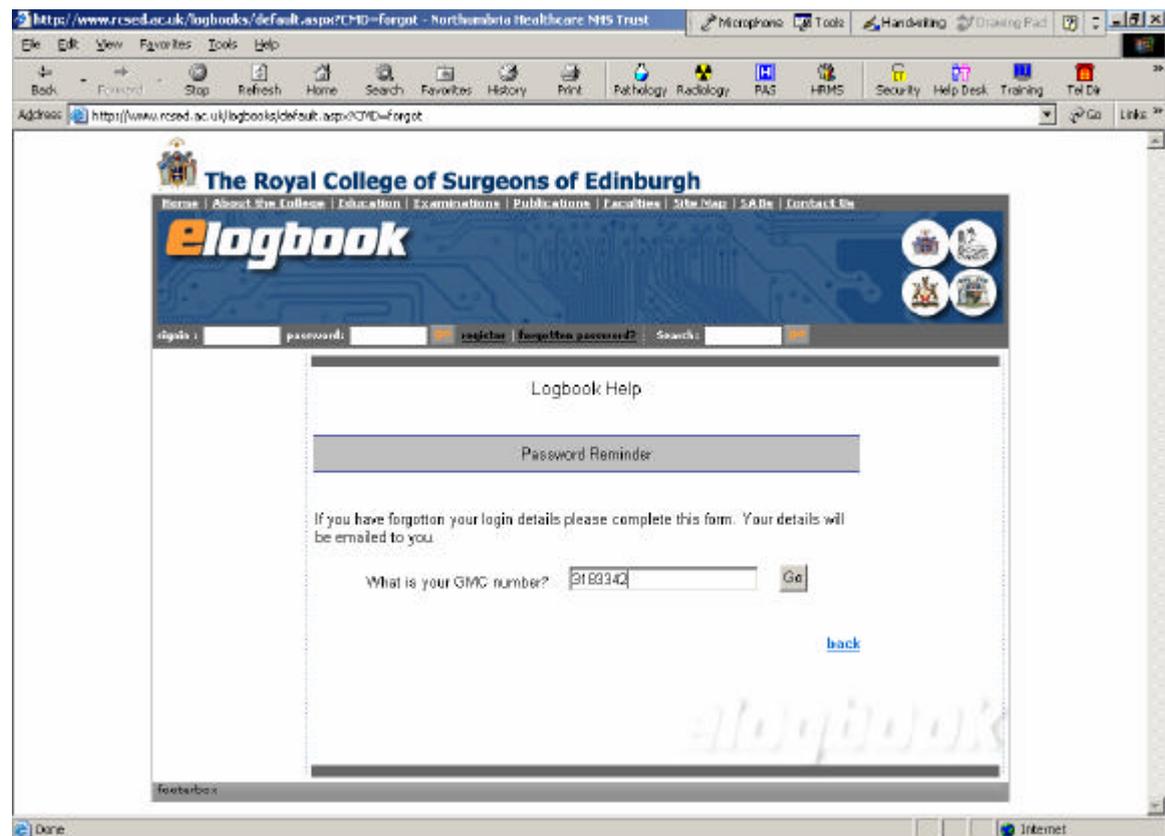**FORGOTTEN PASSWORD**

If you have forgotten your password go to the main eLogbook home page at
www.rcsed.ac.uk/logbooks . Click on logbook help.

One of the links from the logbook help page is Password Reminder. You should click on this.

You will be asked to enter your GMC number

Once your number has been recognised you will be shown a message saying a reminder has been sent to your email address. You should then click on your standard email software and your Password will be delivered within a few moments.