



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:

The screenshot shows the 'Electronic Logbook Registration' page. At the top, there is a navigation bar with 'Registration' on the left and 'EPS_EPLGBOOK' on the right. The main heading is 'Electronic Logbook Registration'. Below this, there is a welcome message: 'Welcome to the Pan-Surgical logbook signup pages, these pages allow you to create an account on the logbook secure server.' This is followed by two paragraphs explaining the benefits of the logbook application, including the ability to maintain a record of operative experience and professional development, and the option to use a local copy of the logbook on a PC or PDA. A note states: 'N.B. If you already have a user account from the JCHST payment pages or the OCAP web site, you will be able to use this account to access this logbook.' Below the note, it lists the requirements for sign-up: 'Your GMC Number', 'Your name, address and training region', 'A valid email address', and 'If you are an SpR your Expected date of Completion of Training, and training start date.' There is a section for 'Your Specialty' with a dropdown menu labeled 'Please select Specialty...'. Below that is a section for 'About your medical registration' with two radio button options: 'Registered with General Medical Council' and 'Registered with Irish Medical Council'. At the bottom of the form is a 'Proceed with Registration' button.

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".

The screenshot shows the 'Programme Directors Information' page. At the top, there is a navigation bar with 'Home', 'Trainees', 'Trainers', 'Directors', 'Support & Help', and 'Downloads'. The main heading is 'Programme Directors Information'. Below this, there is a paragraph explaining that Programme Directors can view information about trainees in their programme using the directors pages. This is followed by a 'Quick Links' section with four links: 'Logon to Director Pages', 'Create a logbook account', 'Request director access', and 'Download the Programme Directors'. At the bottom of the page, there is a footer with links for 'Data Protection', 'Directors Access', 'Web Logbook Access', and 'Logbook Help'.

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.

eLOGBOOK 016_07ENGL000000

Welcome to the Pan-Surgical Electronic Logbook for the United Kingdom & Ireland

This logbook has been developed to support surgeons of all grades and all Specialities in the United Kingdom and Ireland. The following Specialities have now been setup, and are fully functional:

- Cardio-Thoracic Surgery
- General Surgery
- Oral & Maxillo-Facial Surgery
- Neurosurgery
- Otolaryngology
- Paediatric Surgery
- Plastic Surgery
- Trauma & Orthopaedics
- Urology

Log in

Please enter your username (GMC or other identifier) and password or alternatively, if you do not have a username and password click here to [register to use the logbook](#).

username

password

Forgotten password?
Enter your username (GMC or identifier) in the username box above and then click [here](#) to be emailed your password to the address you registered when you signed up for the logbook.
If you are still having difficulty logging on, request help [here](#).

[register to use the logbook](#)

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

eLOGBOOK 016_07ENGL000000

Current User: Professor W Angus WALLACE (1932614)

Operative Records Portfolio Training Admin & Help Security Logout

Director Access Request

Admin

My Details

My Preferences

My Common Operations

My Common Hospitals

My Consultants

Payments

Help

Logbook Help

If you are a Director and have not been granted access rights to your Training Programme, please use this request form. Your Request will be sent to the Specialty Administrator for verification. Training Programme Director Access will be requested for the Training Programme listed below here:

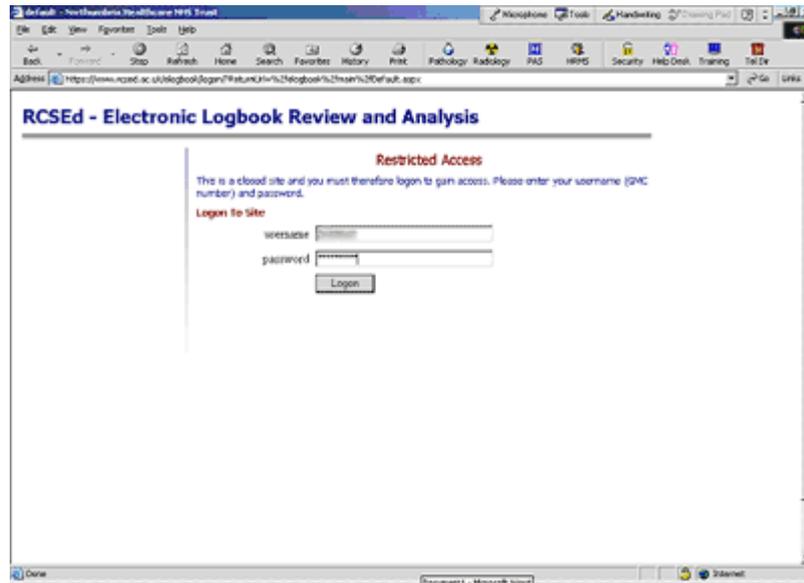
Nottingham / Trent

The Specialty Administrator will receive a request including your details stating that you have requested access as a Director, however you can include additional comments below

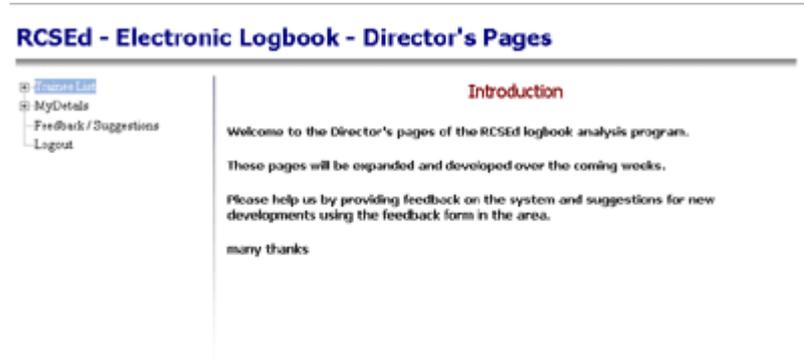
[logbook help](#)

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.



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”.

RCSEd - Electronic Logbook - Director's Pages

- Trainee List
 - Northern
- MyDetails
- Feedback / Suggestions
- Logout

Firstname

Surname

GMC Number

Specialty Ortho

Deanery Northern

Training Programme Northern

Completion Date 01/03/2006

Email

Trainee Analysis

Current Year **6**

Report Start Date

Report End Date

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.

RCSEd - Electronic Logbook - Director's Pages

Trainee List
Northern
MyDetails
Feedback / Suggestions
Logout

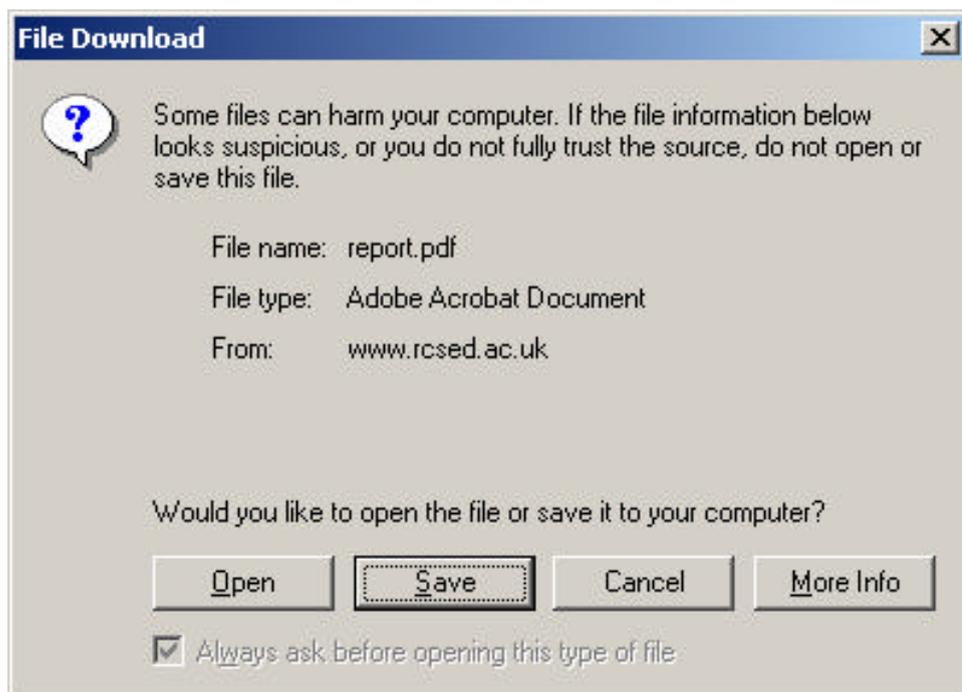
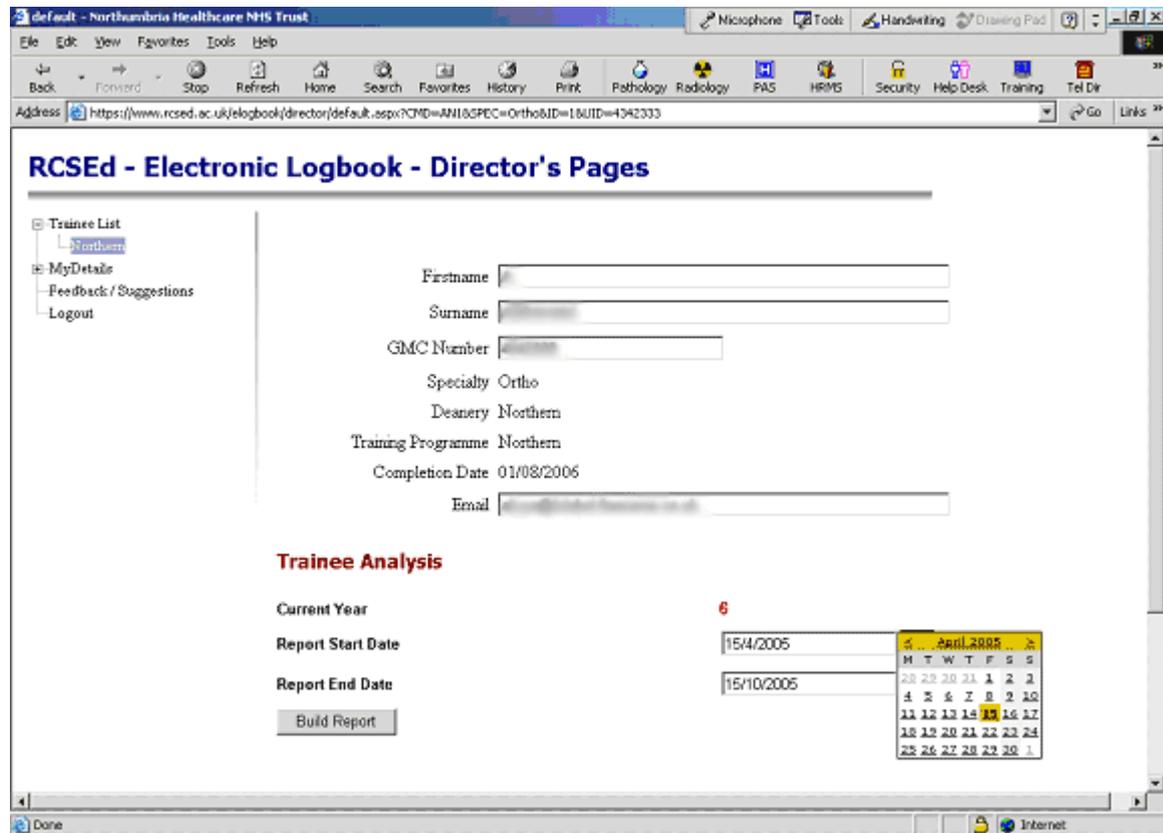
Firstname
Surname
GMC Number
Specialty Ortho
Deanery Northern
Training Programme Northern
Completion Date 01/08/2006
Email

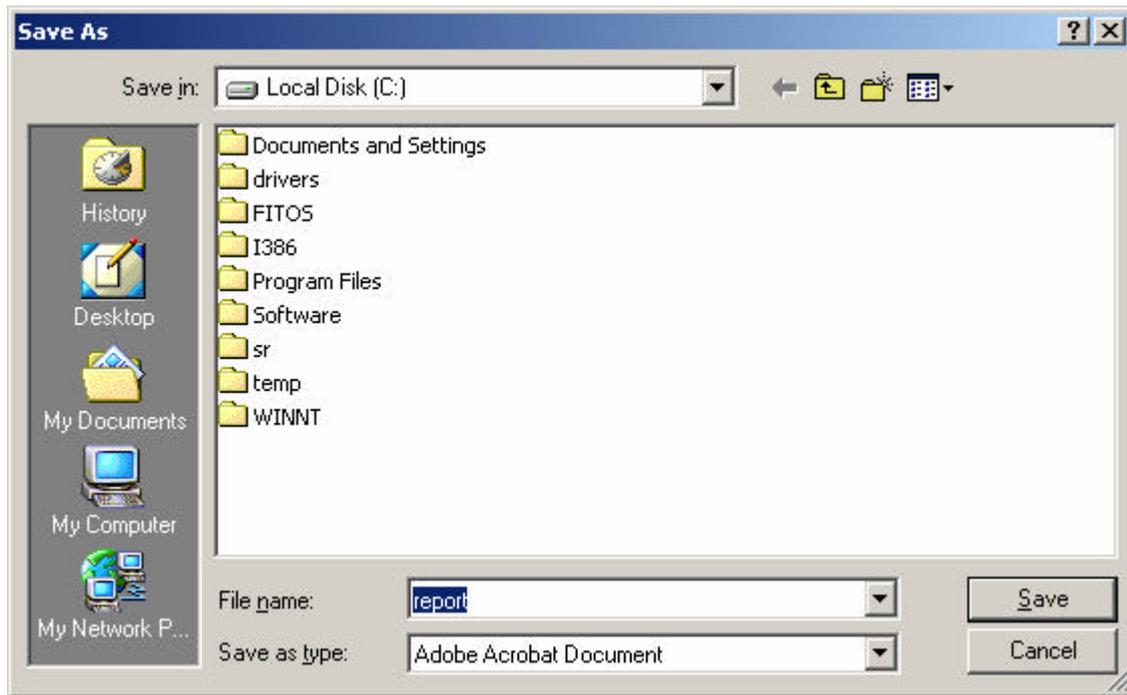
Trainee Analysis

Current Year **6**
Report Start Date
Report End Date

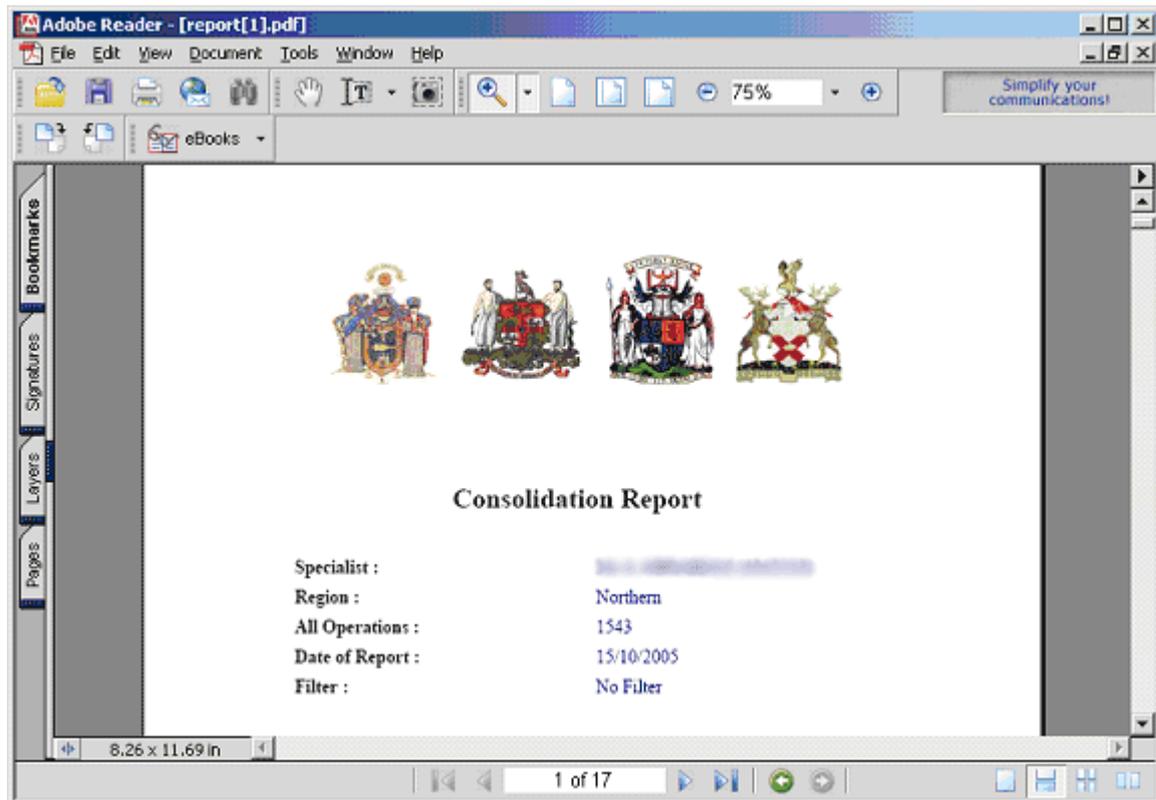
Calendar pop-up for April 2005:
M T W T F S S
28 29 30 31 1 2 3
4 5 6 7 8 9 10
11 12 13 14 15 16 17
18 19 20 21 22 23 24
25 26 27 28 29 30 1

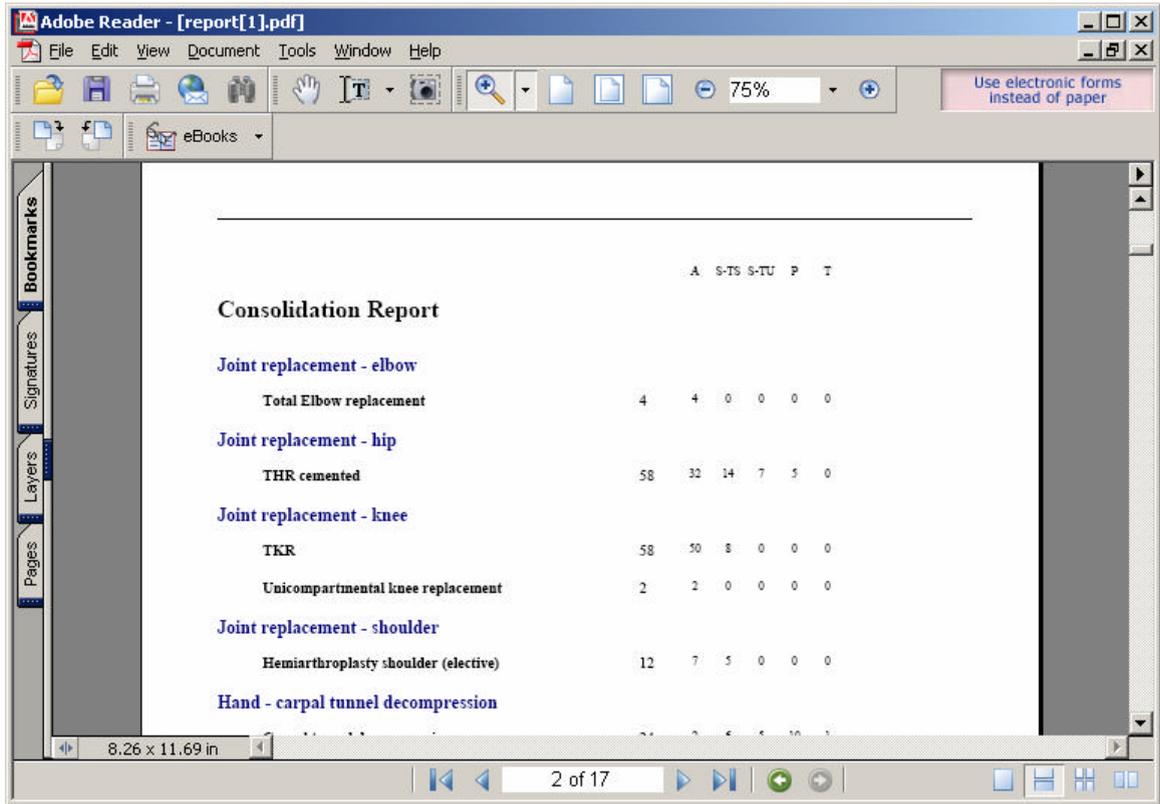
If you wish to view the report on the training history for this particular trainee, then click on “Build Report”. At this point you will see the page as below which gives you the option of downloading a “Consolidation Report” or a “Peer Analysis Report”. If you wish to obtain a consolidation report you 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”*.



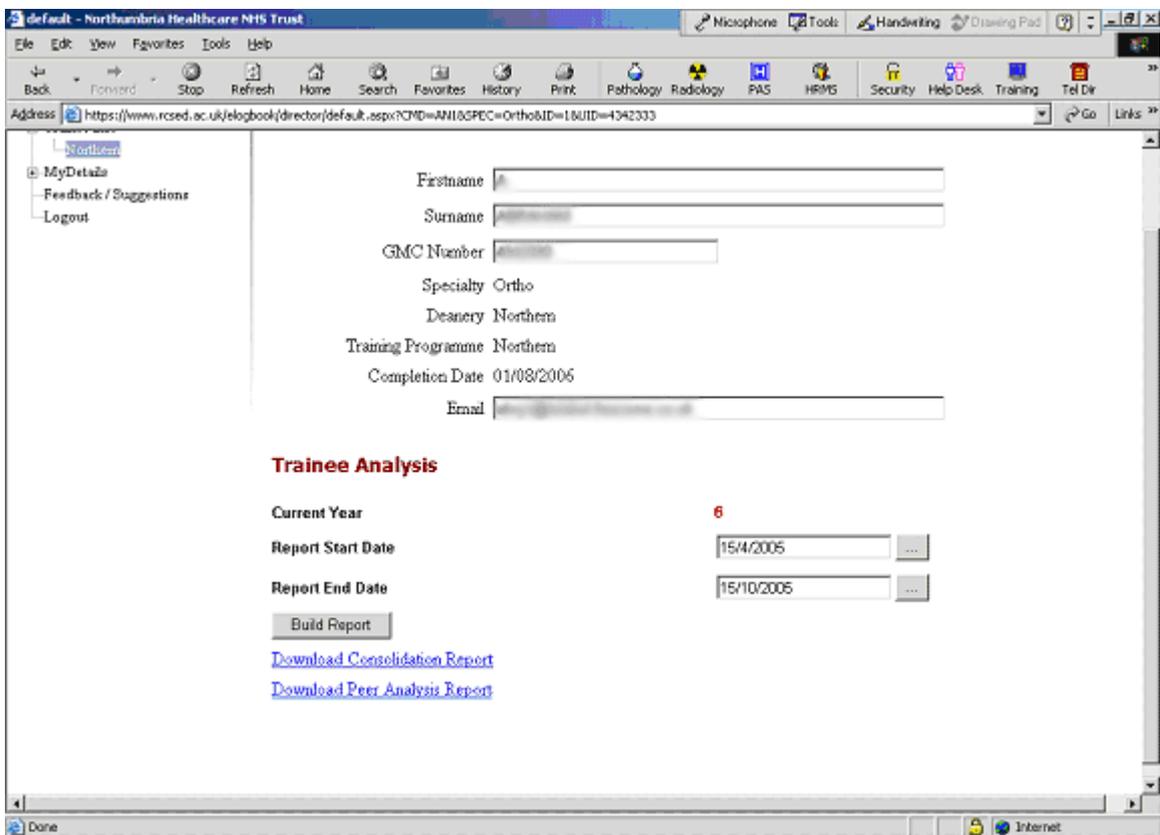


You will then see a Consolidation Report which essentially is a summary of the Trainee's experience and is not date restricted.

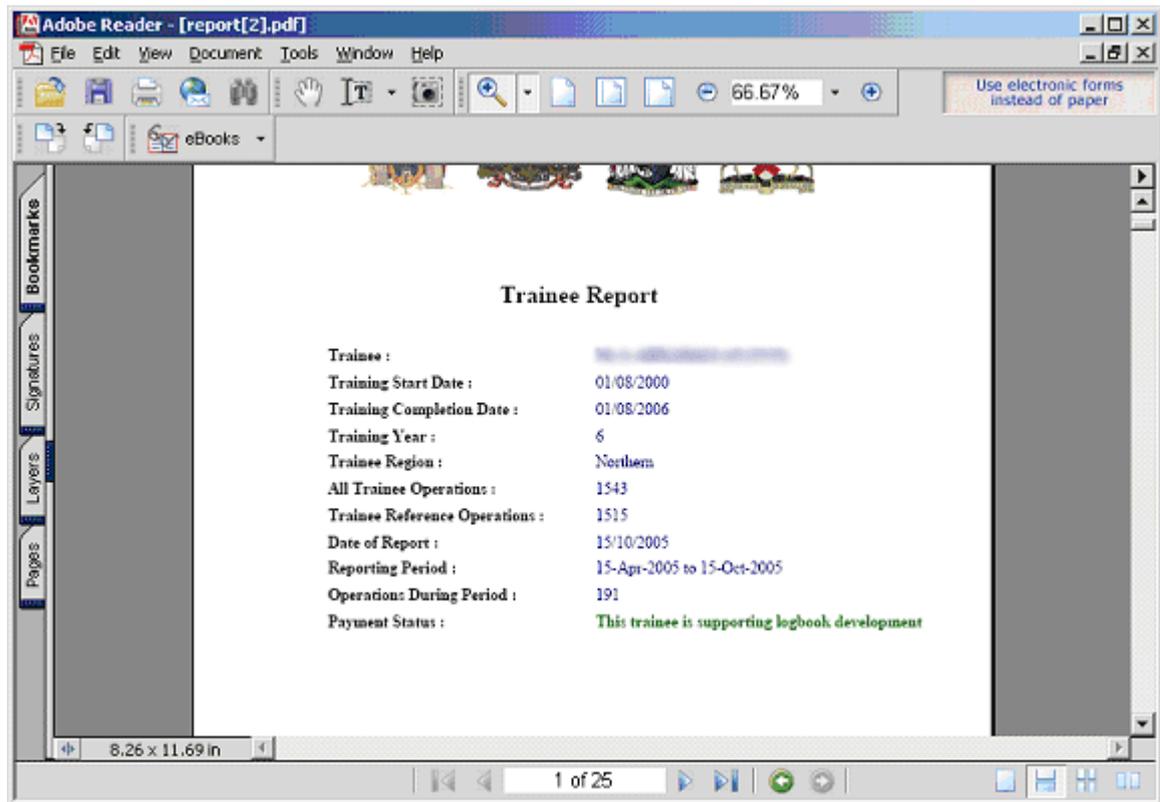




If you wish to see the peer analysis report you should click “Download Peer Analysis Report”



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.

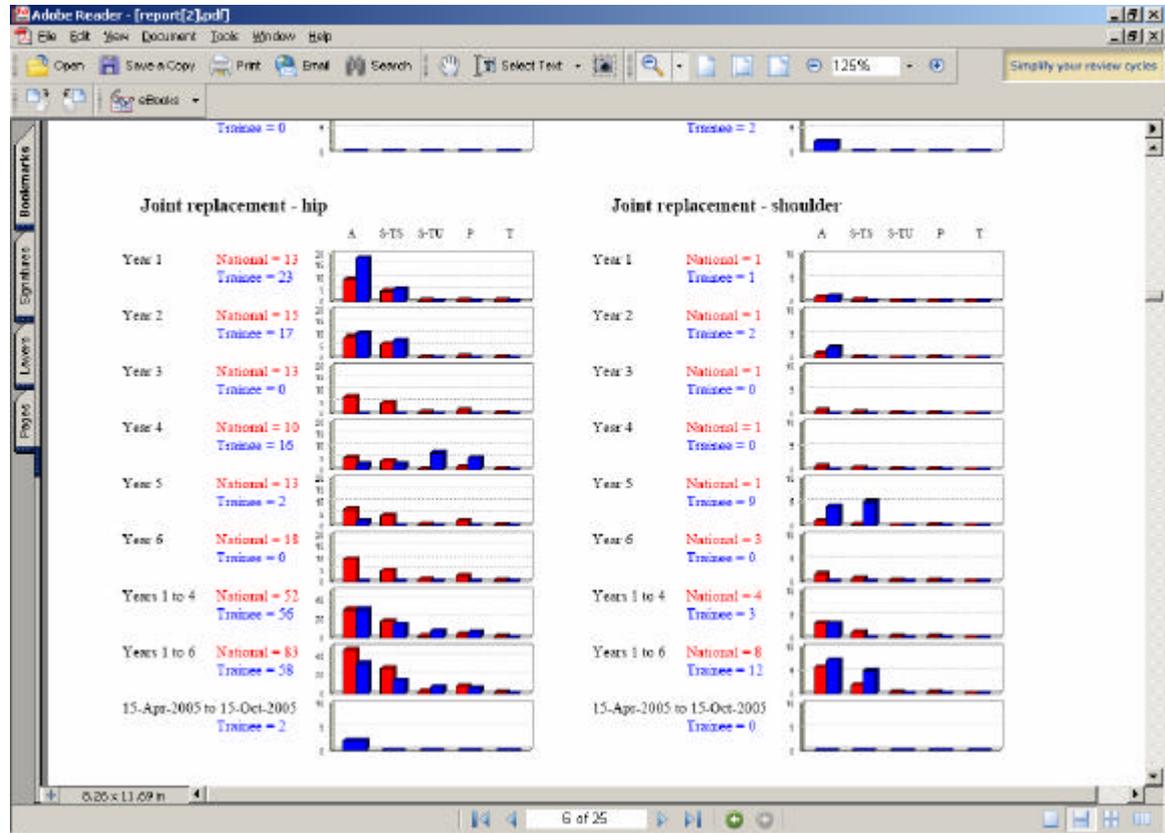
The first part of the report shows the numbers of procedures performed with the most common procedure listed first. The total numbers of procedures are listed for each type of operation. This is also broken down into how many of these procedures were performed under a particular level of supervision.

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

Consolidation Report

	A	S	T	P	T
Extracapsular fracture CHS / DHS	12	0	0	0	0
Removal metal	10	0	0	0	0
Fracture distal radius: MUA & percutaneous wires	9	2	2	1	3
Intracapsular fracture hemiarthroplasty	9	1	0	0	7
Application of hip spica	7	0	0	1	6
Fracture distal radius: MUA & POP	6	0	0	0	5
BoneGrafting resin injection - noncircular	6	0	1	1	0
Fracture proximal humerus: ORIF	5	0	1	0	0
Fracture distal radius: external fixation	5	1	2	0	2
Ankle fracture/dislocation: ORIF	5	1	2	0	1
Removal external fixator or frame	5	0	0	1	0
Open reduction for DDH	5	0	1	0	0
Tandem: hip lengthening	5	0	0	2	3
Wound closure, delayed primary or secondary	4	0	0	0	0
Epiphysectomy	4	0	0	1	3
EUA	4	1	0	1	2
Tibial non-union circular frame management	3	1	2	0	0
Arthrogram hip	3	0	0	3	0
Open reduction for DDH	3	1	0	0	0
Open reduction for DDH	3	2	1	0	0
Open reduction for DDH	3	2	0	0	1

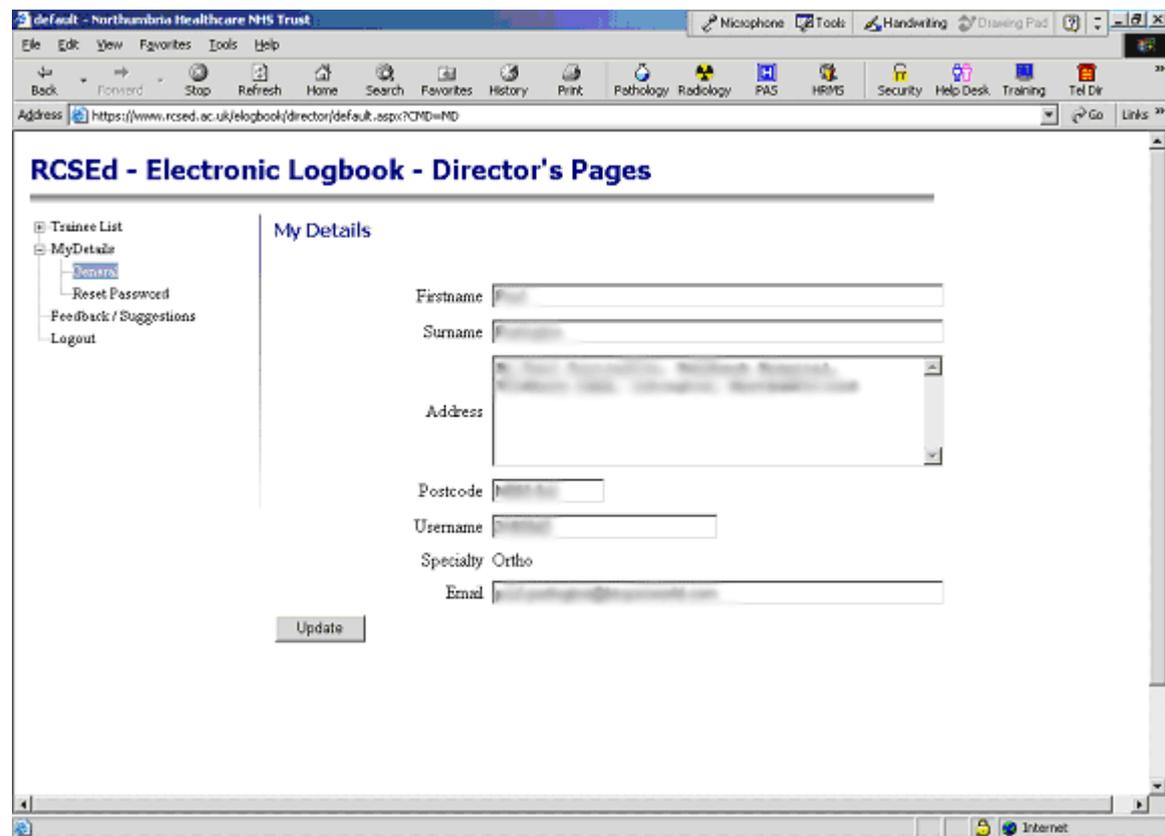
The charts on the trainee report (shown below) require some explanation. When this particular trainee was in year 1 he was involved in 23 Hip Joint Replacements while the National average for his peer group of Year 1 Trainees was 13. The charts show this data broken down into each level of supervision. 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”.



The screenshot shows a web browser window titled "default - Northumbria Healthcare NHS Trust". The address bar displays "https://www.rcsed.ac.uk/elogbook/director/default.aspx?CMD=MD". The main content area is titled "RCSEd - Electronic Logbook - Director's Pages". On the left, a navigation menu includes "Trainee List", "MyDetails" (expanded), "General" (selected), "Reset Password", "Feedback / Suggestions", and "Logout". The "My Details" section contains the following fields:

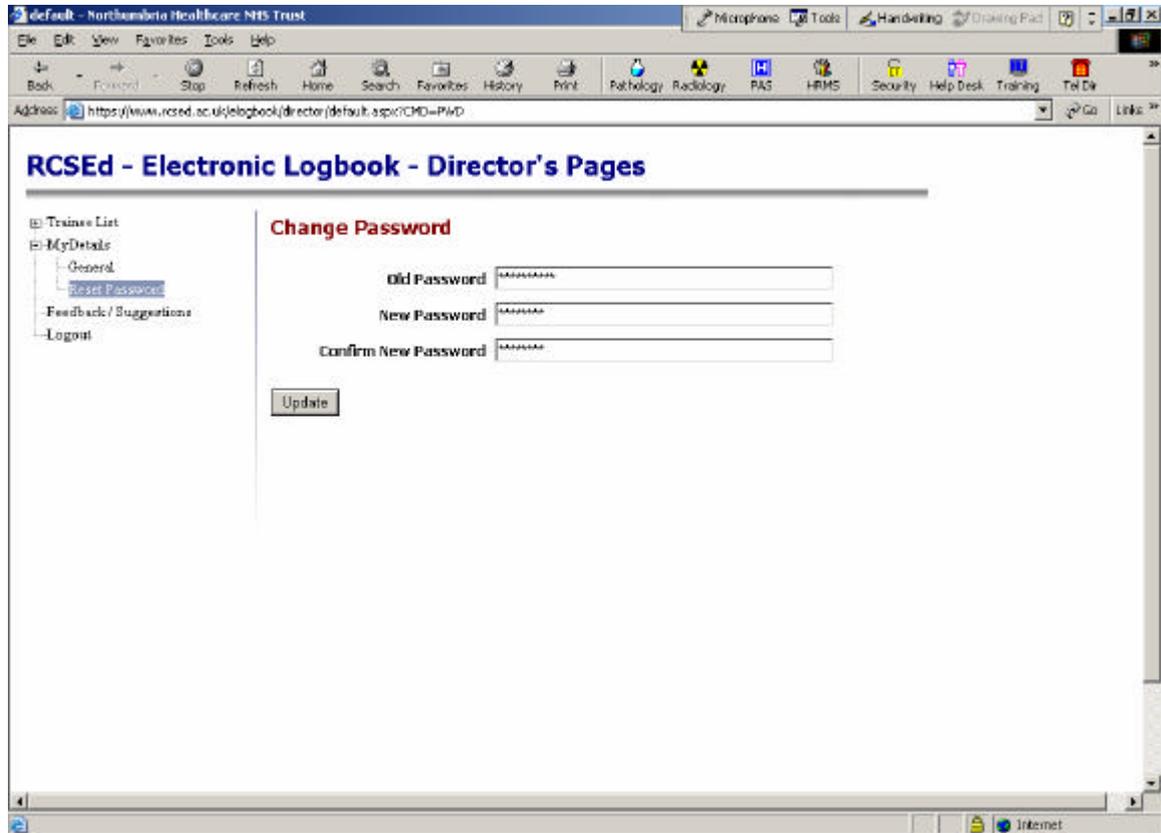
- Firstname:
- Surname:
- Address:
- Postcode:
- Username:
- Specialty:
- Email:

An "Update" button is located below the form fields.

You will then be informed the information has been updated.

Password Change

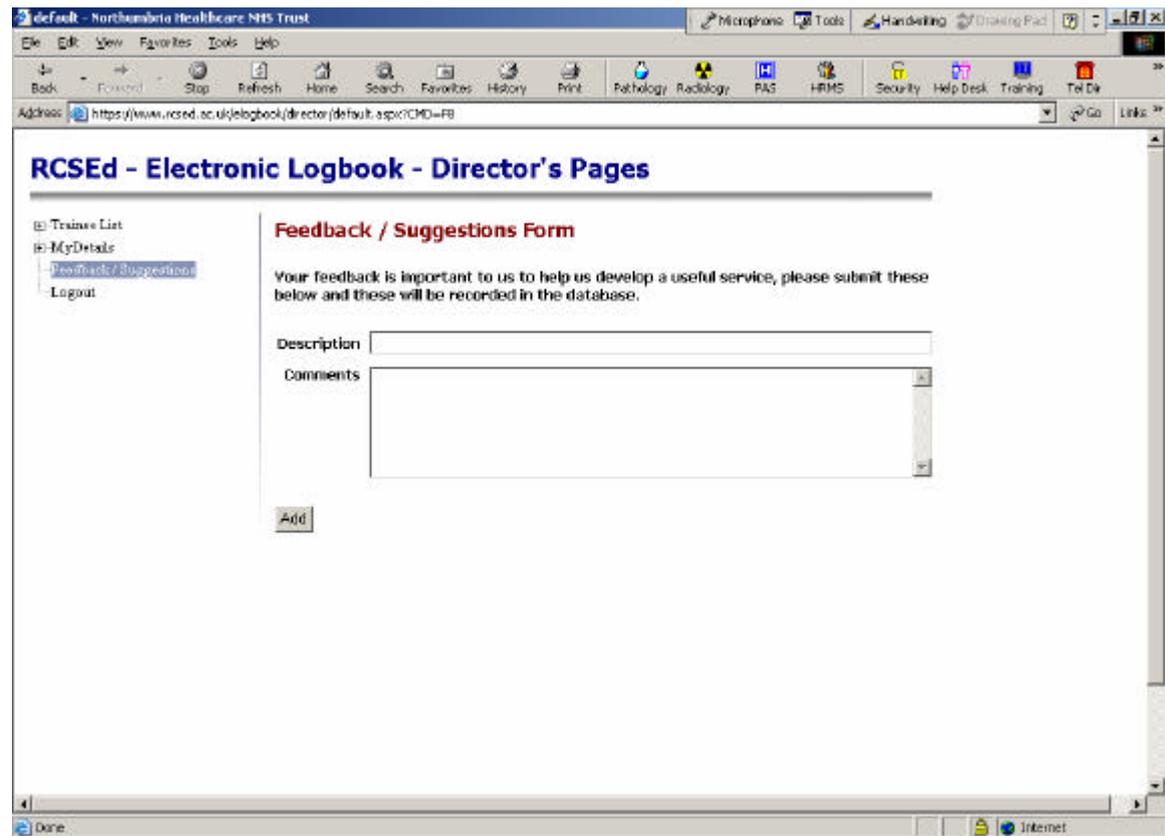
If you wish to change your password then you should click on the “+” next to “My Details” on the main Directors’ pages then click on “Reset Password”. You will then be asked to enter your Old Password, your New Password, then confirm your New Password. You should then click on “Update”.



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.



The screenshot shows a web browser window with the title "default - Northumbria Healthcare NHS Trust". The address bar displays "https://www.rcsed.ac.uk/eLogbook/director/default.aspx?CMD=FB". The main content area is titled "RCSEd - Electronic Logbook - Director's Pages" and features a sidebar with navigation links: "Trainee List", "MyDetails", "Feedback / Suggestions" (highlighted), and "Logout". The main content area contains a section titled "Feedback / Suggestions Form" with the following text: "Your feedback is important to us to help us develop a useful service, please submit these below and these will be recorded in the database." Below this text are two input fields: "Description" (a single-line text box) and "Comments" (a multi-line text area). An "Add" button is located at the bottom left of the form area. The browser's status bar at the bottom shows "Done" and "Internet".

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.

RCSEd - Electronic Logbook - Director's Pages

User List | **Build RITA Report** | Trainer Report

Region Analysis - Trainees

Build RITA Report

Please select the check box for those trainees to be included in the report also you must choose the start and end date for the reporting period, then select "Build Report" to start the report build. N.B. It is not advisable to include more than 10 trainees in any one report as the files size can get very big and the system may timeout.

User	Role	Email	Completion Date	Training Start	Current Year	Include
g.hunter@northumbria.nhs.uk	SpR	g.hunter@northumbria.nhs.uk	01/03/2006	edit 01/03/2000	6	<input type="checkbox"/>
a.walker@northumbria.nhs.uk	SpR	a.walker@northumbria.nhs.uk	01/07/2009	edit 01/07/2003	3	<input type="checkbox"/>
p.walker@northumbria.nhs.uk	SpR	p.walker@northumbria.nhs.uk	31/10/2010	edit 01/11/2004	2	<input type="checkbox"/>
m.walker@northumbria.nhs.uk	SpR	m.walker@northumbria.nhs.uk	03/02/2010	edit 03/02/2004	2	<input type="checkbox"/>
d.walker@northumbria.nhs.uk	SpR	d.walker@northumbria.nhs.uk	01/02/2010	edit 02/02/2004	2	<input type="checkbox"/>
j.walker@northumbria.nhs.uk	SpR	j.walker@northumbria.nhs.uk	02/09/2006	edit 02/08/1999	6	<input type="checkbox"/>
s.walker@northumbria.nhs.uk	SpR	s.walker@northumbria.nhs.uk	05/05/2009	edit 05/05/2003	3	<input type="checkbox"/>
t.walker@northumbria.nhs.uk	SpR	t.walker@northumbria.nhs.uk	30/03/2010	edit 01/04/2004	2	<input type="checkbox"/>
b.walker@northumbria.nhs.uk	SpR	b.walker@northumbria.nhs.uk	31/01/2010	edit 01/02/2004	2	<input type="checkbox"/>
c.walker@northumbria.nhs.uk	SpR	c.walker@northumbria.nhs.uk	01/02/2010	edit 01/02/2004	2	<input type="checkbox"/>
p.walker@northumbria.nhs.uk	SpR	p.walker@northumbria.nhs.uk	31/01/2007	edit 01/02/2001	5	<input type="checkbox"/>
s.walker@northumbria.nhs.uk	SpR	s.walker@northumbria.nhs.uk	01/01/2007	edit 01/01/2001	5	<input type="checkbox"/>
d.walker@northumbria.nhs.uk	SpR	d.walker@northumbria.nhs.uk	17/09/2006	edit 01/08/2000	6	<input type="checkbox"/>

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”.

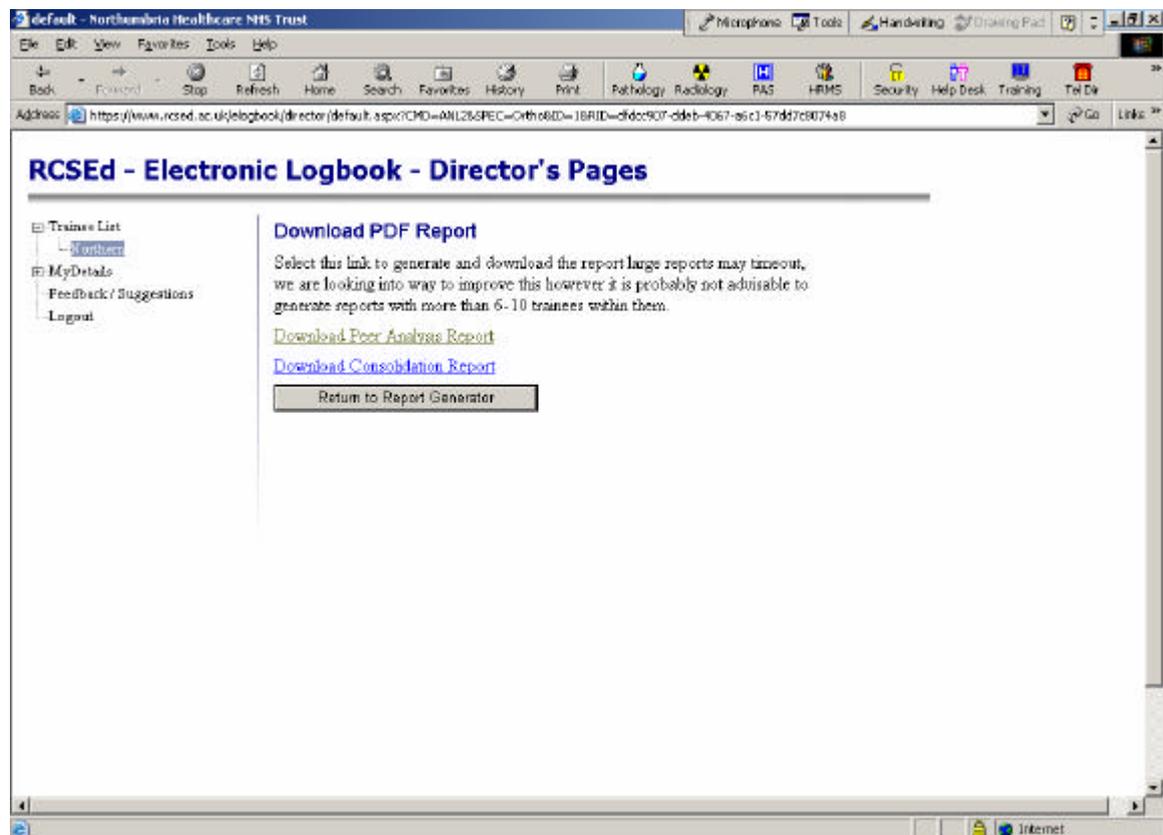
The screenshot shows a web browser window with the address bar displaying <https://www.rcsed.ac.uk/elogbook/director/default.aspx?CMD=ANL&SPEC=Ortho&ID=1>. The main content area contains a table of reports with columns for report ID, type, author, date, and status. Below the table, there are input fields for 'Report Start Date' (15/4/2005) and 'Report End Date' (15/10/2005), a 'Build Report' button, and a calendar widget for April 2005. A message states 'You must do this before generating the report'.

Report ID	Type	Author	Date	Status
01000001	SPR	alwood@nhs.uk	07/10/2008	edit 07/10/2002 4
01000002	SPR	alwood@nhs.uk	01/10/2008	edit 01/10/2002 4
01000003	SPR	alwood@nhs.uk	31/01/2006	edit 01/02/2001 6
01000004	SPR	alwood@nhs.uk	01/01/2010	edit 01/01/2004 2
01000005	SPR	alwood@nhs.uk	06/11/2006	edit 02/10/2002 5
01000006	SPR	alwood@nhs.uk	01/02/2010	edit 01/02/2004 2
01000007	SPR	alwood@nhs.uk	01/01/2007	edit 01/01/2001 5
01000008	SPR	alwood@nhs.uk	30/09/2002	edit 01/10/2002 6
01000009	SPR	alwood@nhs.uk	30/09/2008	edit 01/10/2002 4
01000010	SPR	alwood@nhs.uk	28/02/2011	edit 28/02/2005 1
01000011	SPR	alwood@nhs.uk	18/11/2004	edit 01/12/1995 6
01000012	SPR	alwood@nhs.uk	31/01/2011	edit
01000013	SPR	alwood@nhs.uk	01/12/2010	edit 01/12/2004 1
01000014	SPR	alwood@nhs.uk	03/02/2010	edit 04/02/2004 2
01000015	SPR	alwood@nhs.uk	01/04/2006	edit 01/02/2000 6
01000016	SPR	alwood@nhs.uk	28/02/2010	edit 01/03/2004 2
01000017	SPR	alwood@nhs.uk	06/02/2010	edit 02/02/2004 2

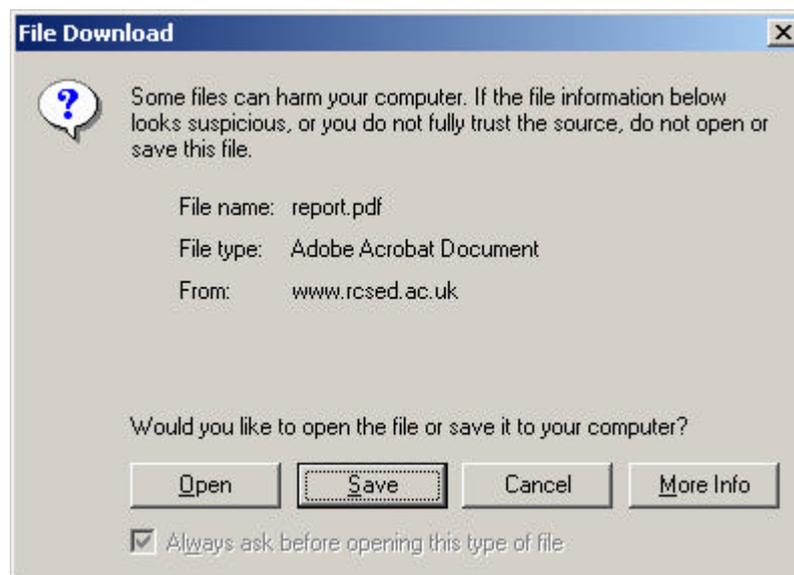
Report Start Date: 15/4/2005
 Report End Date: 15/10/2005
 Build Report
 You must do this before generating the report

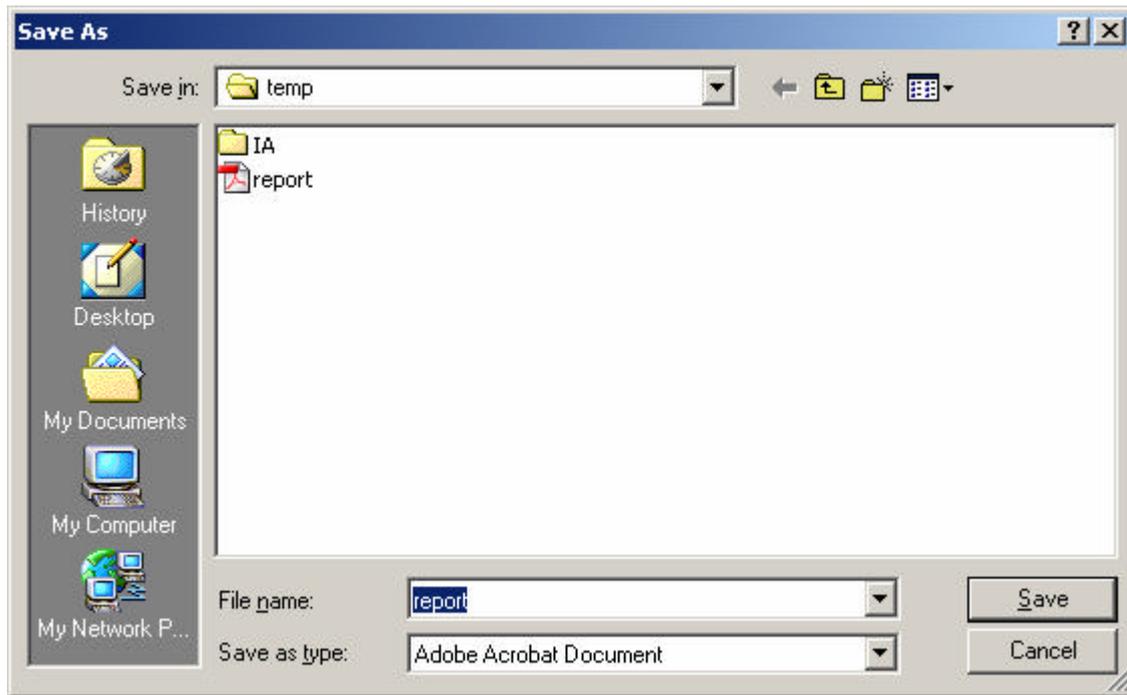
Calendar: April 2005
 M T W T F S S
 28 29 30 31 1 2 3
 4 5 6 7 8 9 10
 11 12 13 14 15 16 17
 18 19 20 21 22 23 24
 25 26 27 28 29 30 1

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.



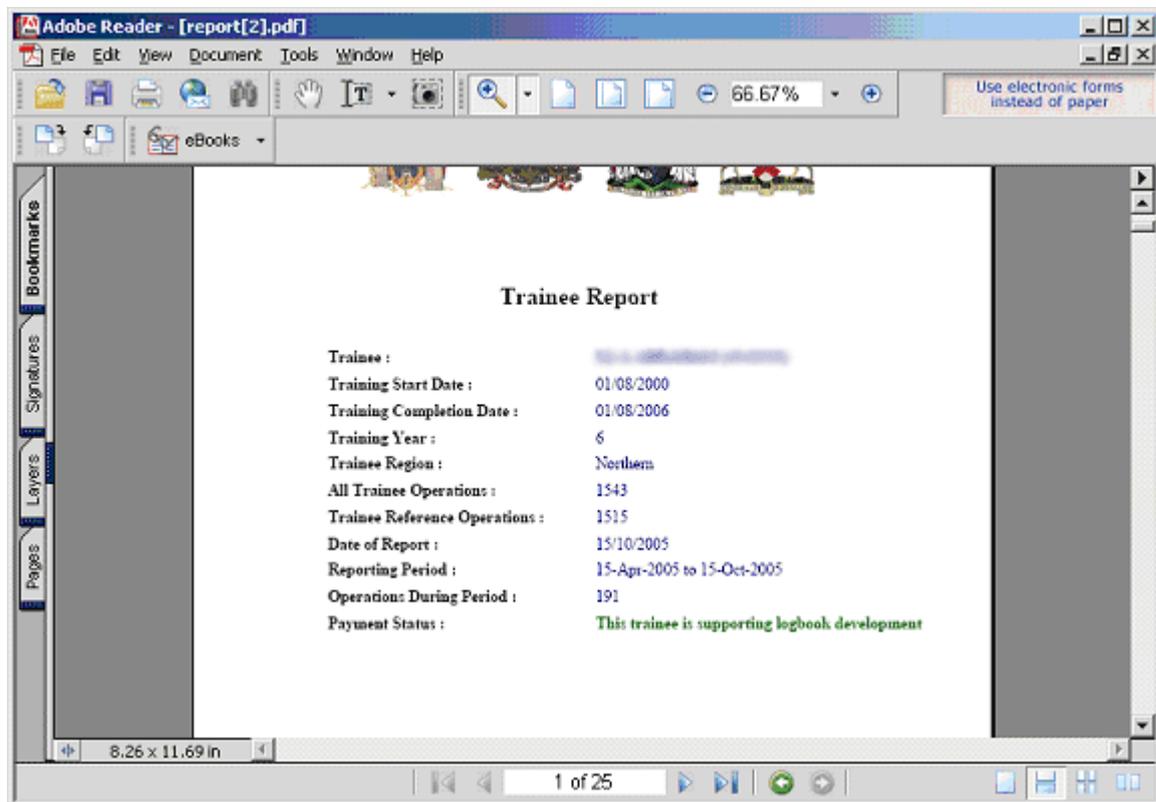
If you wish to have a “Peer Analysis Report” you should click on “Download Peer Analysis Report” and you will be asked to save the file. ***All users should be aware that this report contains information which is potentially very sensitive and should be treated “In Confidence”.***



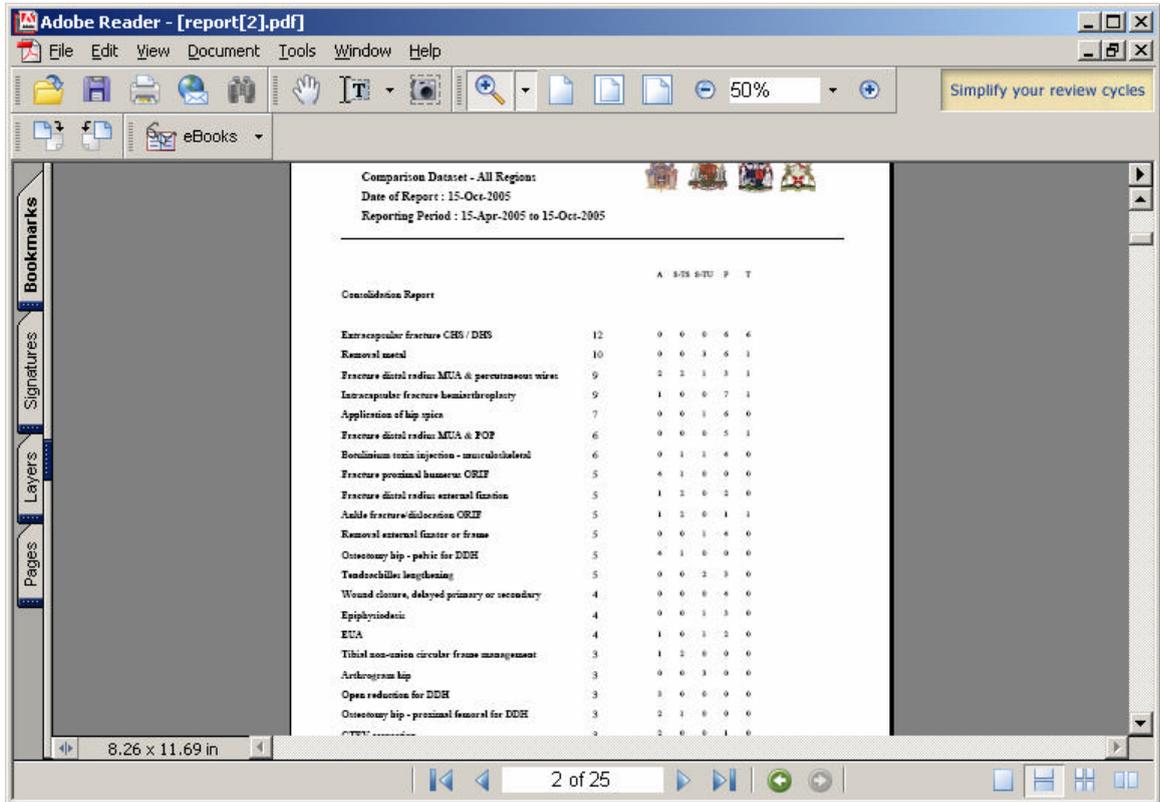


The Trainee(s) Report is supplied as a PDF file. On most computers Adobe Reader will open automatically and show the report.

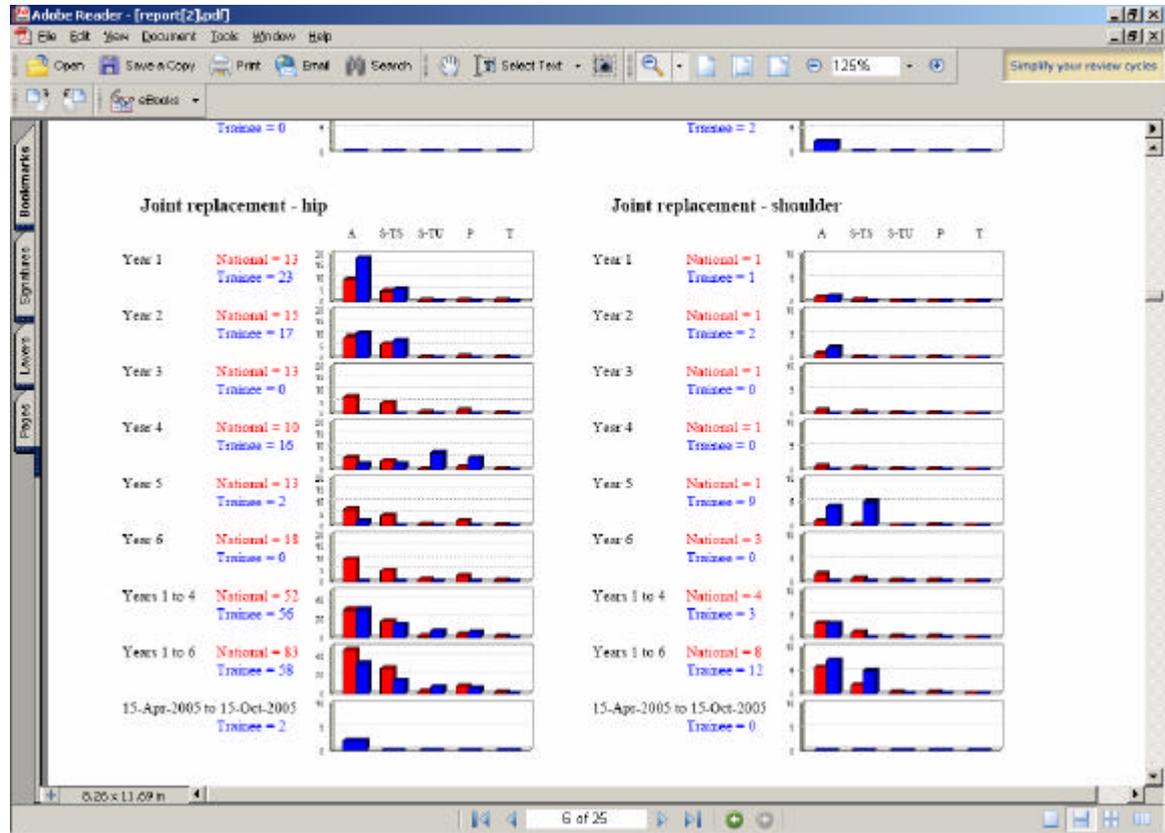
This produces a Trainee Report which is date restricted.



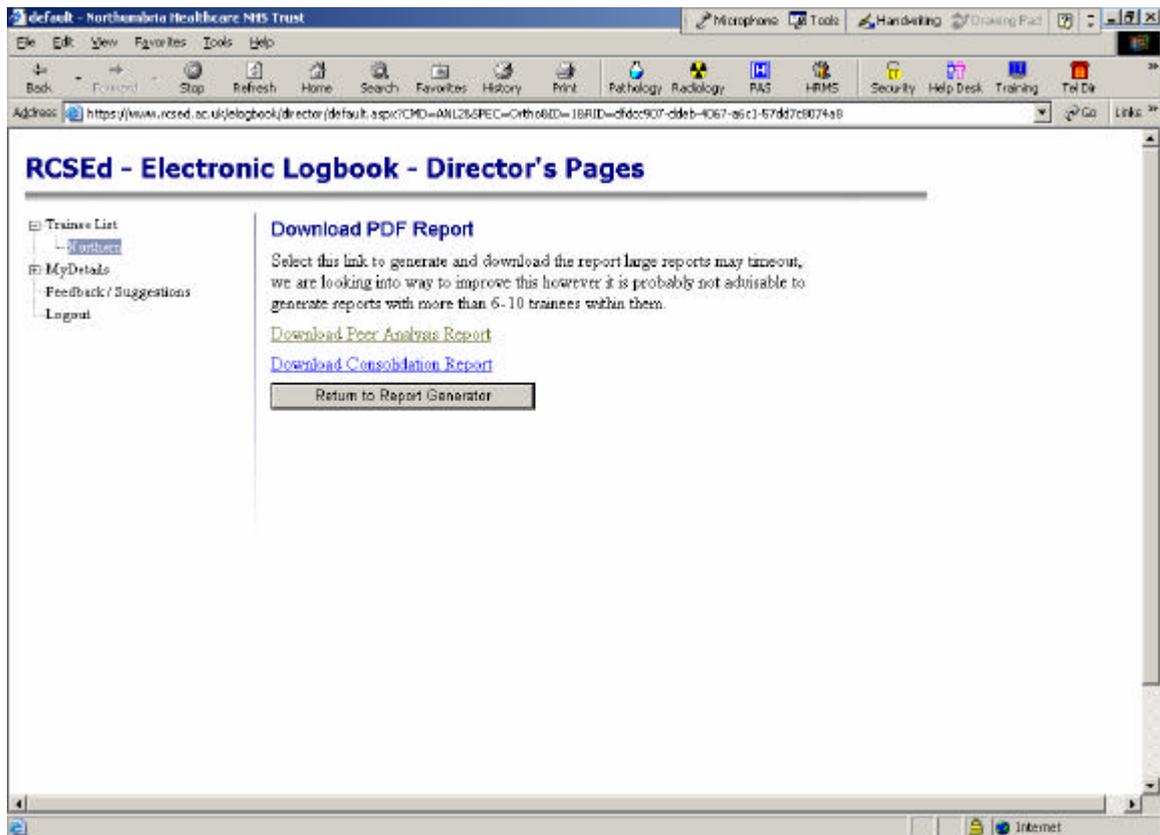
It also lets you know how many operations have been performed by the Trainee during their whole training period and also the number in total performed during the time scales stipulated above. This page also lets you know if the trainee is supporting their eLogbook development by paying their annual registration 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.



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.

Filter : No Filter

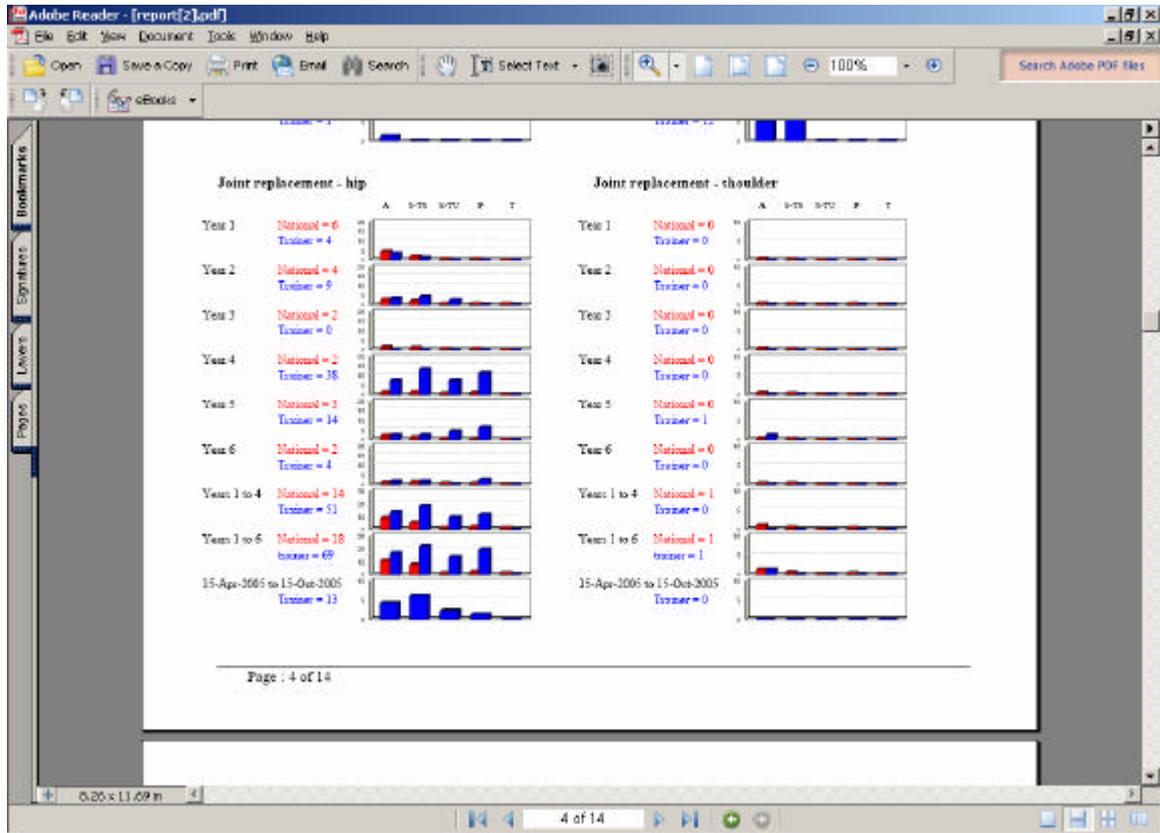
A S-TS S-TU P T S-S S-U S-M LC

Consolidation Report

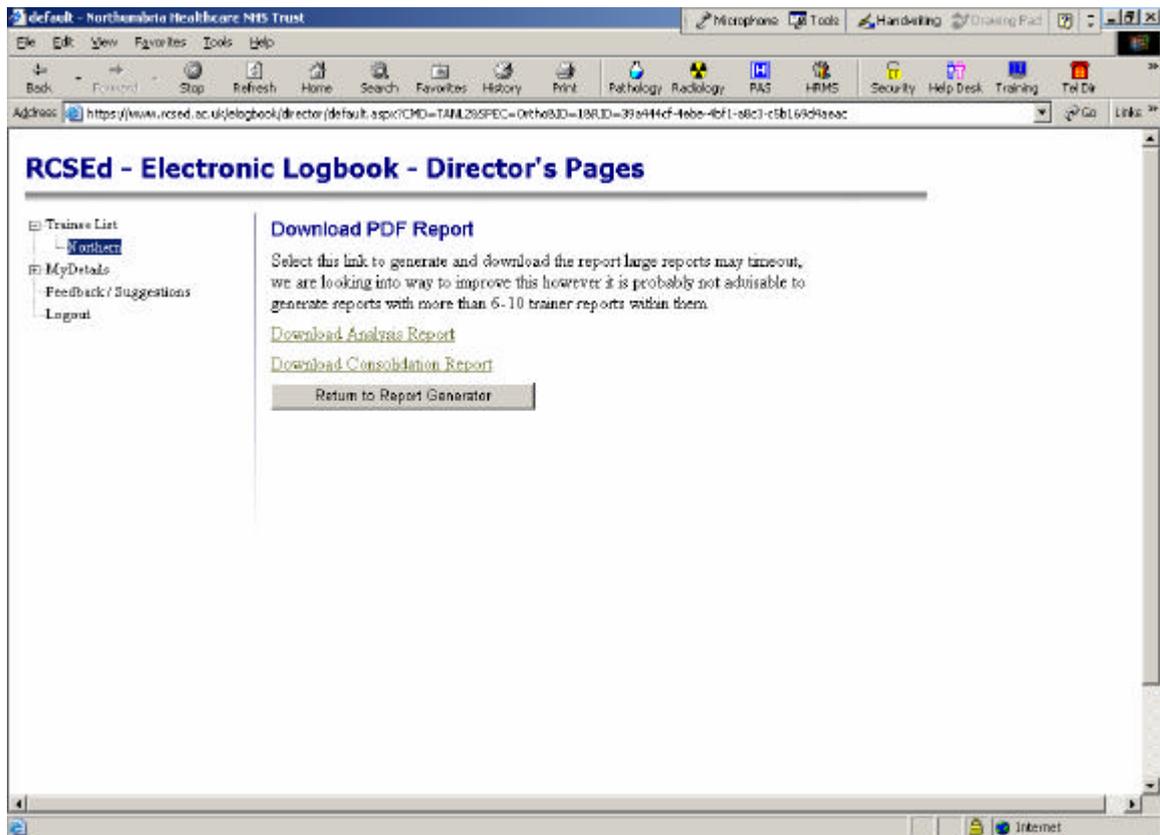
Procedure	A	S-TS	S-TU	P	T	S-S	S-U	S-M	LC
Joint replacement - elbow									
Total Elbow replacement	4	4	0	0	0	0	0	0	0
Joint replacement - hip									
THR cemented	58	32	14	7	5	0	0	0	0
Joint replacement - knee									
TKR	58	50	8	0	0	0	0	0	0
Unicompartmental knee replacement	2	2	0	0	0	0	0	0	0
Joint replacement - shoulder									
Hemiarthroplasty shoulder (elective)	12	7	5	0	0	0	0	0	0
Hand - carpal tunnel decompression									
Carpal tunnel decompression	24	2	6	3	10	1	0	0	0
Hand - Dupuytren's surgery									

0.20 x 11.69 in | 2 of 17

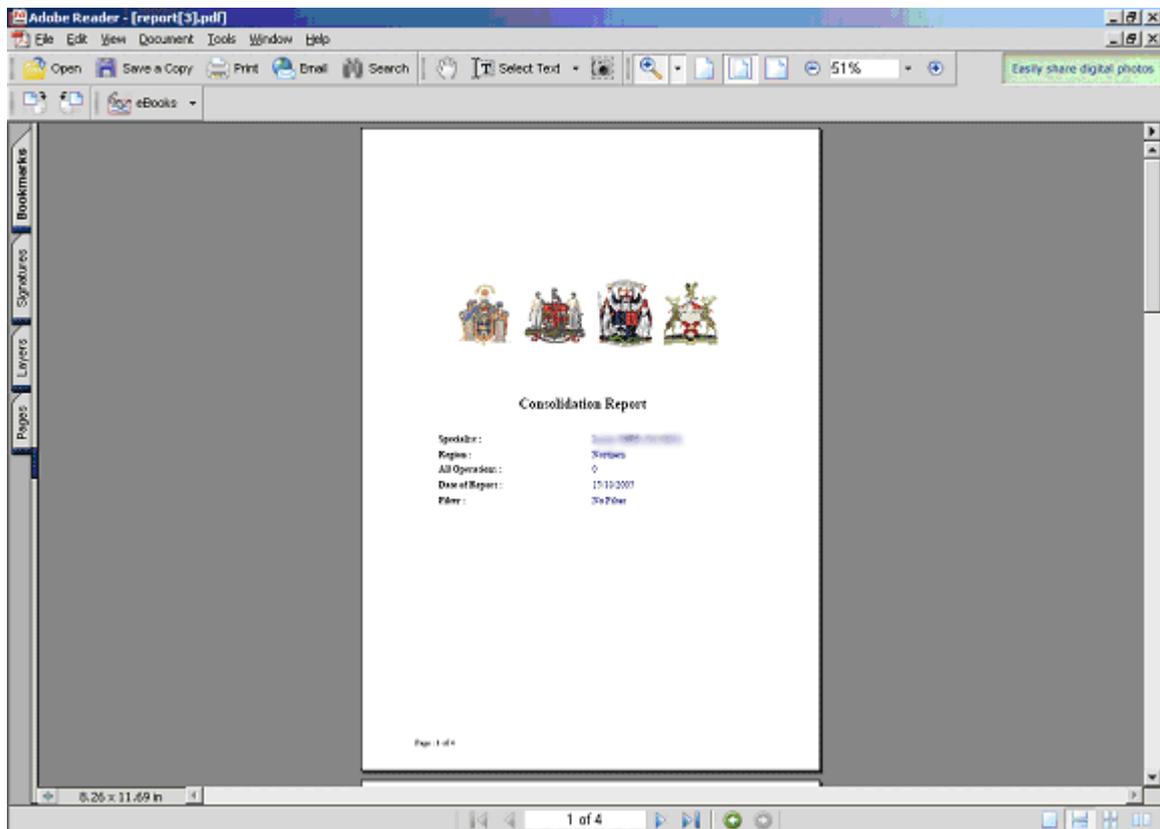
The RSCed eLogbook allows Programme Directors to study whether the training practice of each Trainer evolves when he works with more senior trainees. In the example below on Hip Replacement, it is clear that this trainer normally works with a year 4 Trainee. At that point the majority of the procedures 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.



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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 fracture (intracapsular)
- Trauma - hip fracture (extracapsular)
- Trauma - femoral shaft
- Trauma - ORIF ankle
- Trauma - ORIF forearm
- Trauma - ORIF ulnar
- Trauma - ORIF wrist

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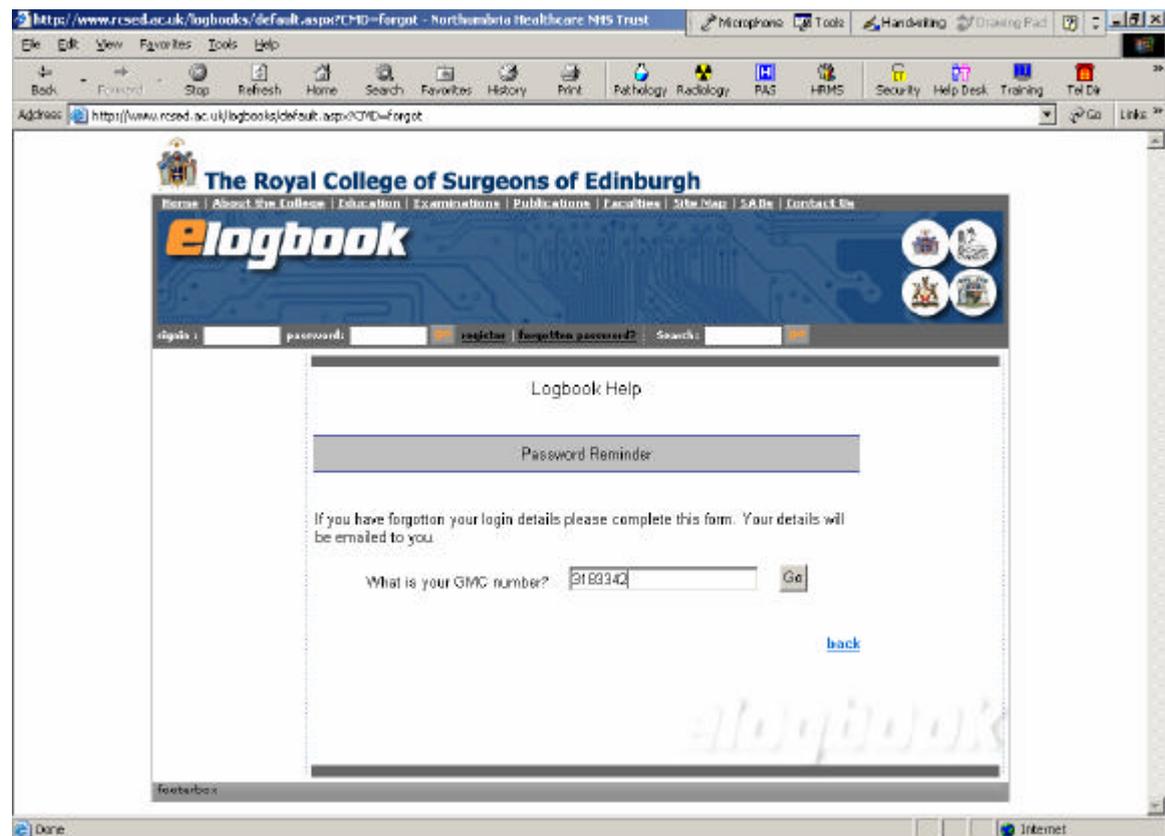
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One of the links from the logbook help page is Password Reminder. You should click on this.

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.