The Royal College of Surgeons of Edinburgh

Electronic Logbook

Specialty Administrators Guide

Version 1

Table of Contents

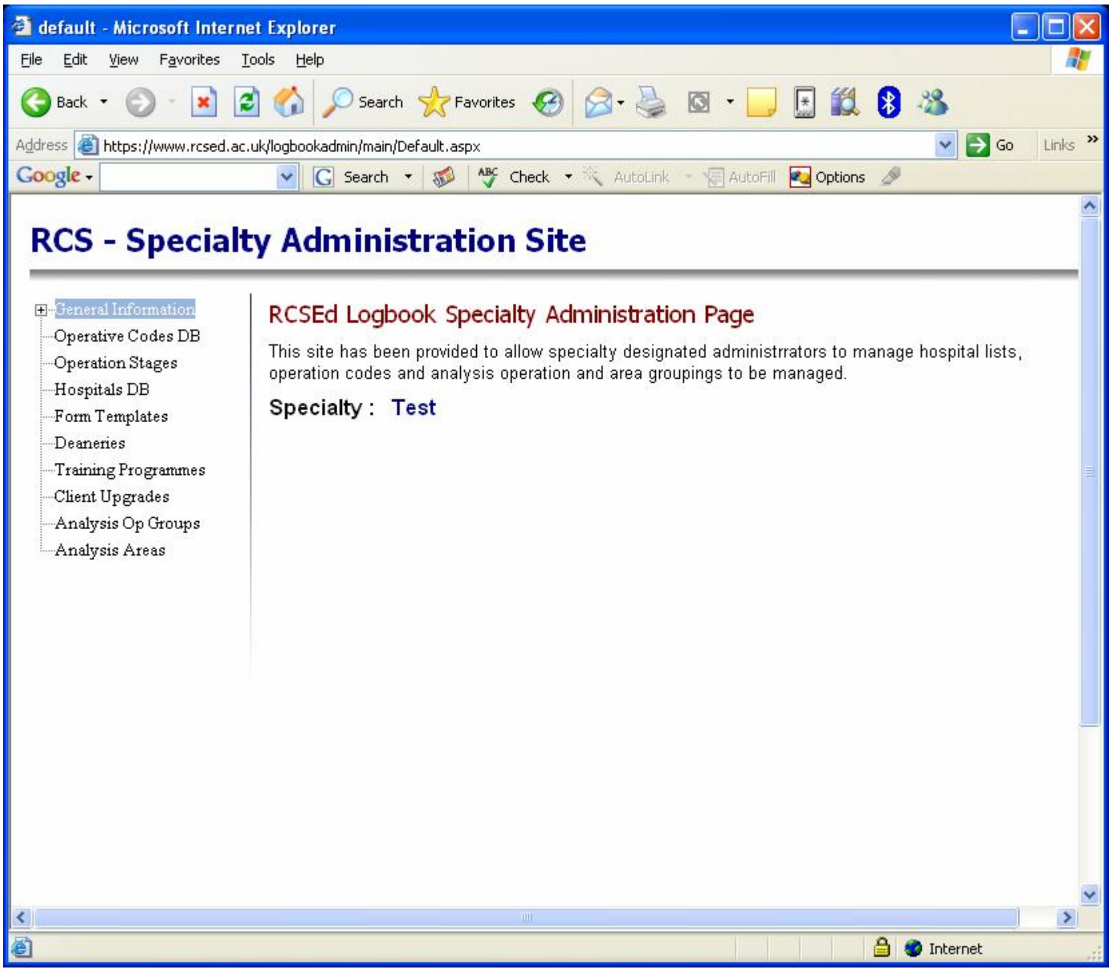
Introduction

This guide is intended as an introduction to managing the specialty administration area of the RCSEd electronic logbook / portfolio system. It contains details of how to administer the **operation descriptors**, the **hospitals database** and the **operation stages dictionary** as ***specified by the specialties***. In addition, it demonstrates how to issue a new version of operation codes and how to manage the membership of users within the Deaneries and Training programmes.

Accessing the system

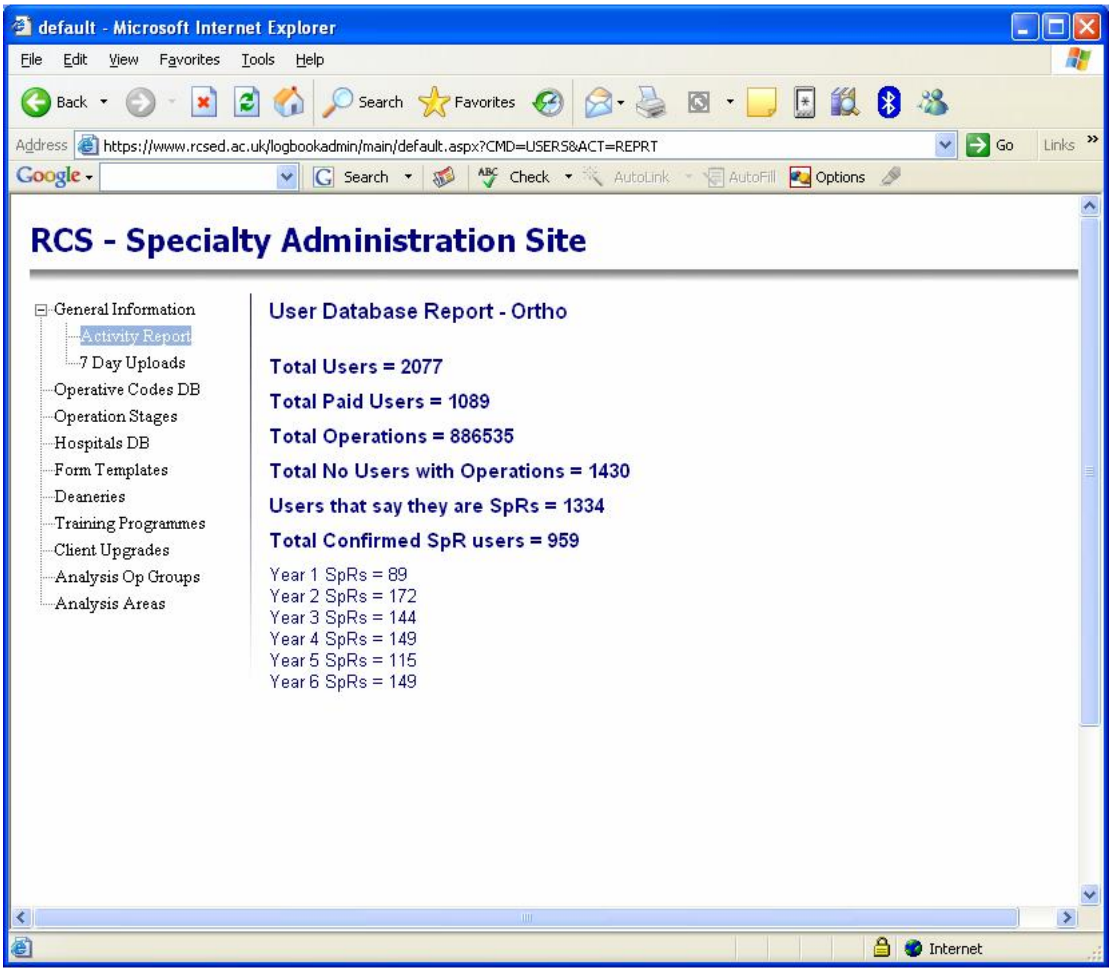
The system is accessed at the following URL https://www.rcsed.ac.uk/logbookadmin . You must use your designated specialty administration username and password to enter this area.

On entering the system you will see the following screen: The specialty which you are administering will be displayed on this page.
N.B. if you login and find that you are administering the wrong specialty, please logout immediately and contact the system administrator.



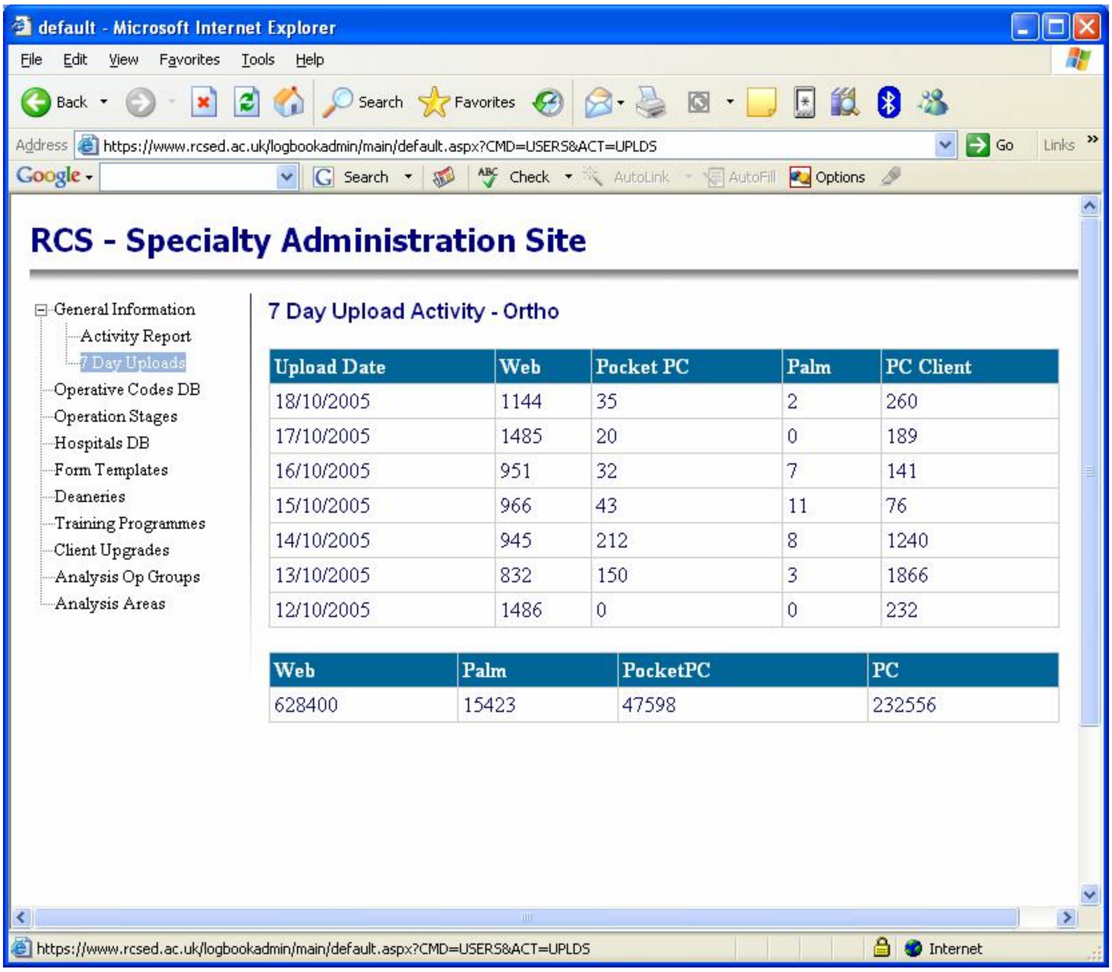
Accessing Usage Reports

Selecting "Activity Report" on the tree menu will display, after a few seconds, a live report on the current activity of the specialty. Importantly, it displays how many of the specialty users have been identified as SpRs. This is important *as the specialty analysis is only performed on users who have been identified as SpRs*. Users are identified as SpRs by each training Programme Director within the Directors area of the web site. **Please see the guide on using the Directors Administrative area for further details**.



7 Day Upload Activity Report

This report indicates the level of activity over the preceding 7 day period and gives an indication of the level of activity for each mode of data entry.

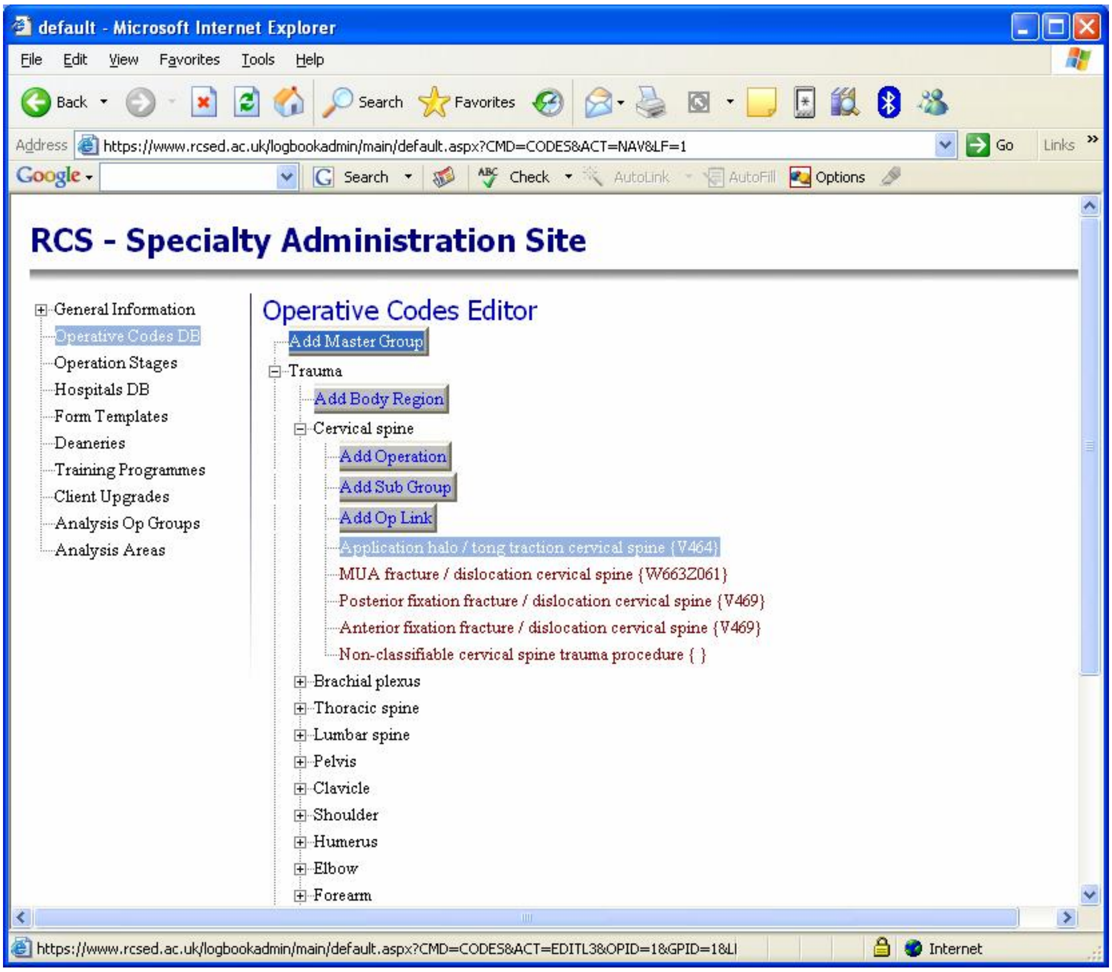


Upload Date	Web	Pocket PC	Palm	PC Client
18/10/2005	1144	35	2	260
17/10/2005	1485	20	0	189
16/10/2005	951	32	7	141
15/10/2005	966	43	11	76
14/10/2005	945	212	8	1240
13/10/2005	832	150	3	1866
12/10/2005	1486	0	0	232

Web	Palm	PocketPC	PC
628400	15423	47598	232556

Operation Codes Editor

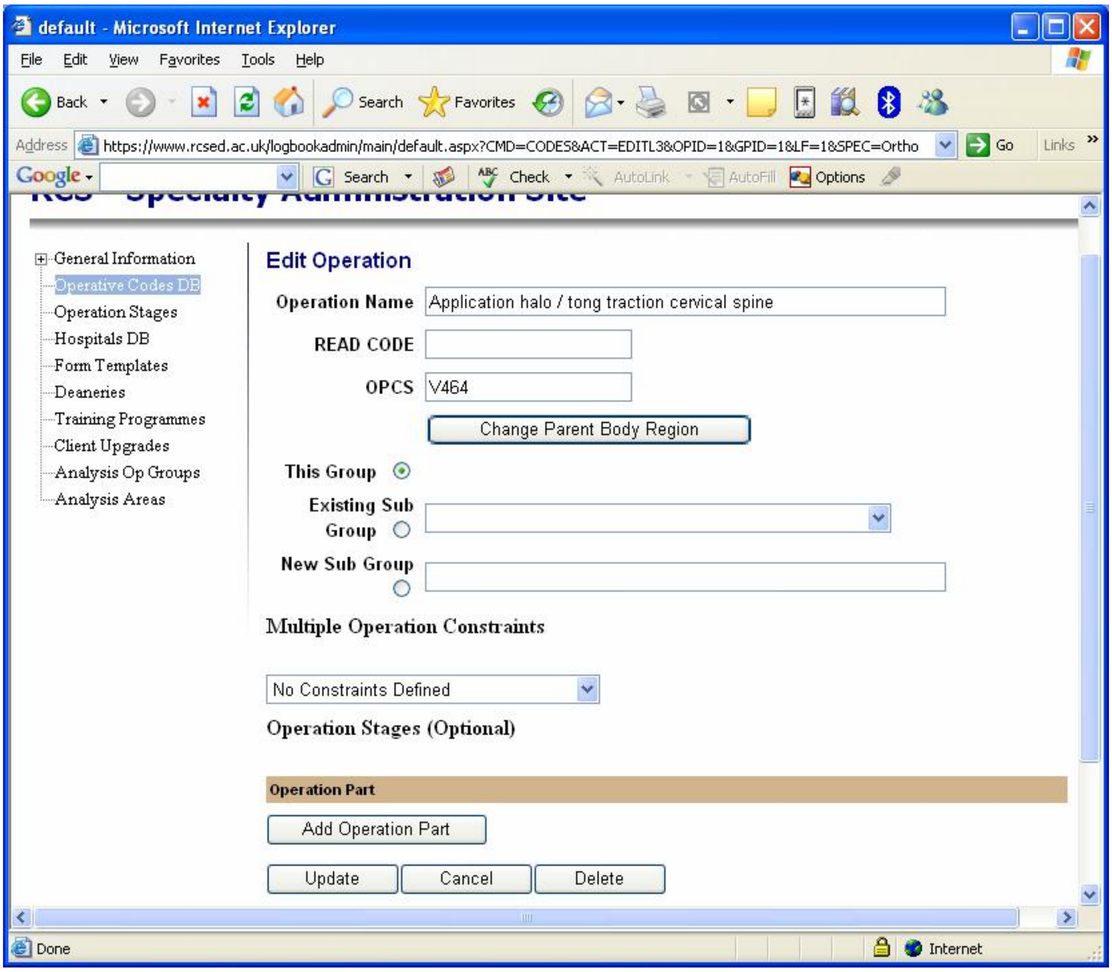
The RCSEd logbook operates a system whereby all operation codes are managed *centrally by each Specialty*. Thus the *specialty administrator is responsible* for administering the master list of operation codes for their specialty. When a change has been made to this master list, it is *immediately available* to the web based logbook client but is not available to the remote clients (PC & PDA) until the new version is released. This is discussed later in the guide.



Operation codes are divided into several layers of hierarchy which represent the pick menu lists within the clients. Operations can thus be logically divided up into groups and sub groups. There are three levels of groupings: **Master Groups**, **Body Region Grouping** and **Sub Grouping**. Operation codes can only be added at the Body Region level and sub group level. In addition an **operation link** can be created to an existing operation code from within another group where the specialty wishes to have the same operation appear in more than one part of the menu structure.

Editing an Operation Code

Once the logbook for a specialty is live, editing an operation code should be undertaken with caution. Codes are stored within the system and records as unique numbers so that a change to an operation name will be reflected in all existing records. Thus an operation name should only be changed if the terminology has changed, not if it is a different operation.



An operation code can be safely moved between body regions or groups or even placed in a new sub group, as this simply changes its location within the menu system.

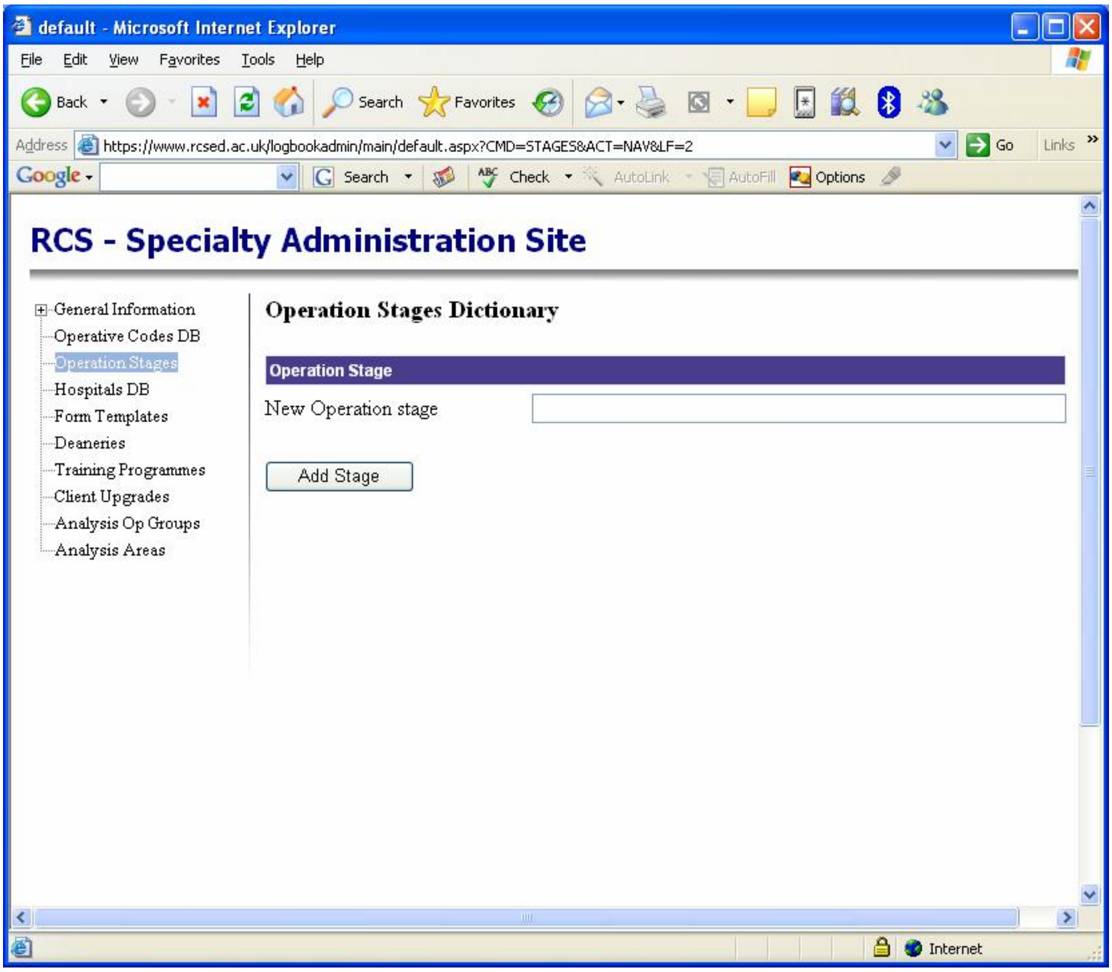
"**Multiple Operation Constraints**" is a new feature which allows the situation in which a user may have inadvertently entered duplicate records, to be identified. It allows the administrator to define operations that are unlikely to have been performed more than once on the same patient on the same day, (eg. an appendectomy) whilst at the same time allowing the administrator to define other operations which may in fact have been performed numerous times on the same patient on the same day (eg. plating).

Deleting Operation Codes

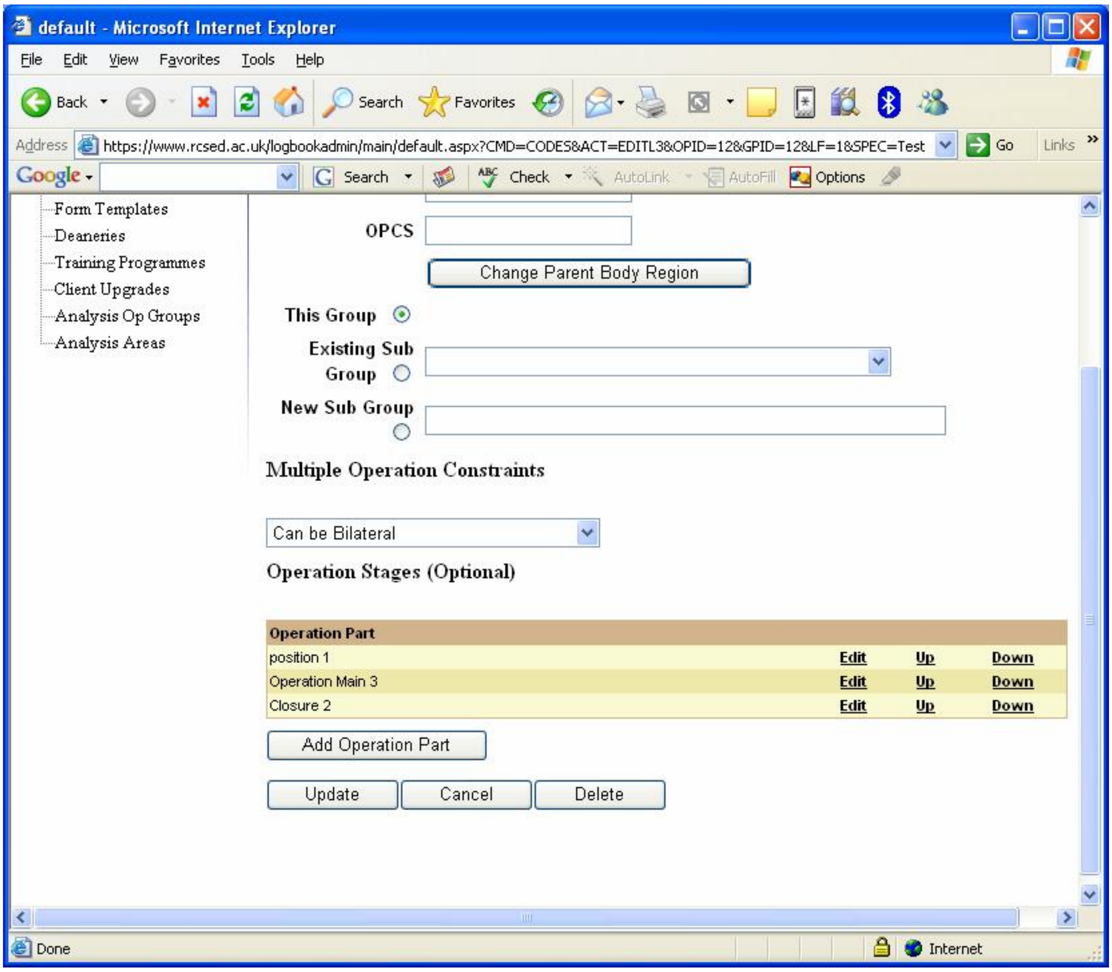
Until a specialty goes "live" with it logbooks, deleting operation codes is possible. After this, deleting simply hides the code from the menu system but does not remove it from the database. The reason for this is to ensure that operations remain coded correctly within the system.

Operation Stages

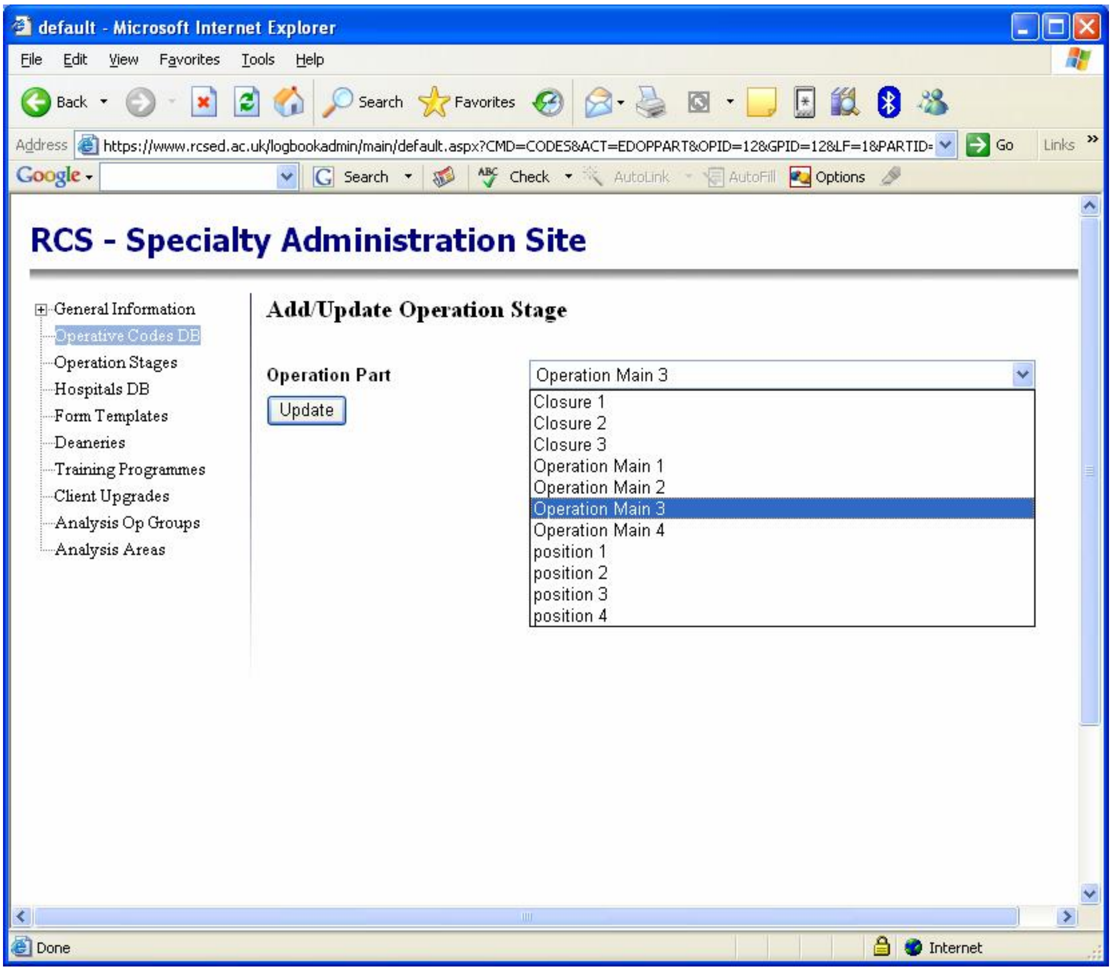
Operation stages are defined for the entire specialty and allow **intra operative stages** to be defined for an operation, **as stipulated by that specialty**. *This is particularly useful for recording trainee involvement in complex operations.*



Once the Operation Stage Dictionary is built, these can be assigned to operations as required:



Select "Add Operation Part" to add an intra-operative stage (this will be renamed!), or "Edit" to change a stage. Use the "up / down" to adjust the order in which the stages appear to the user.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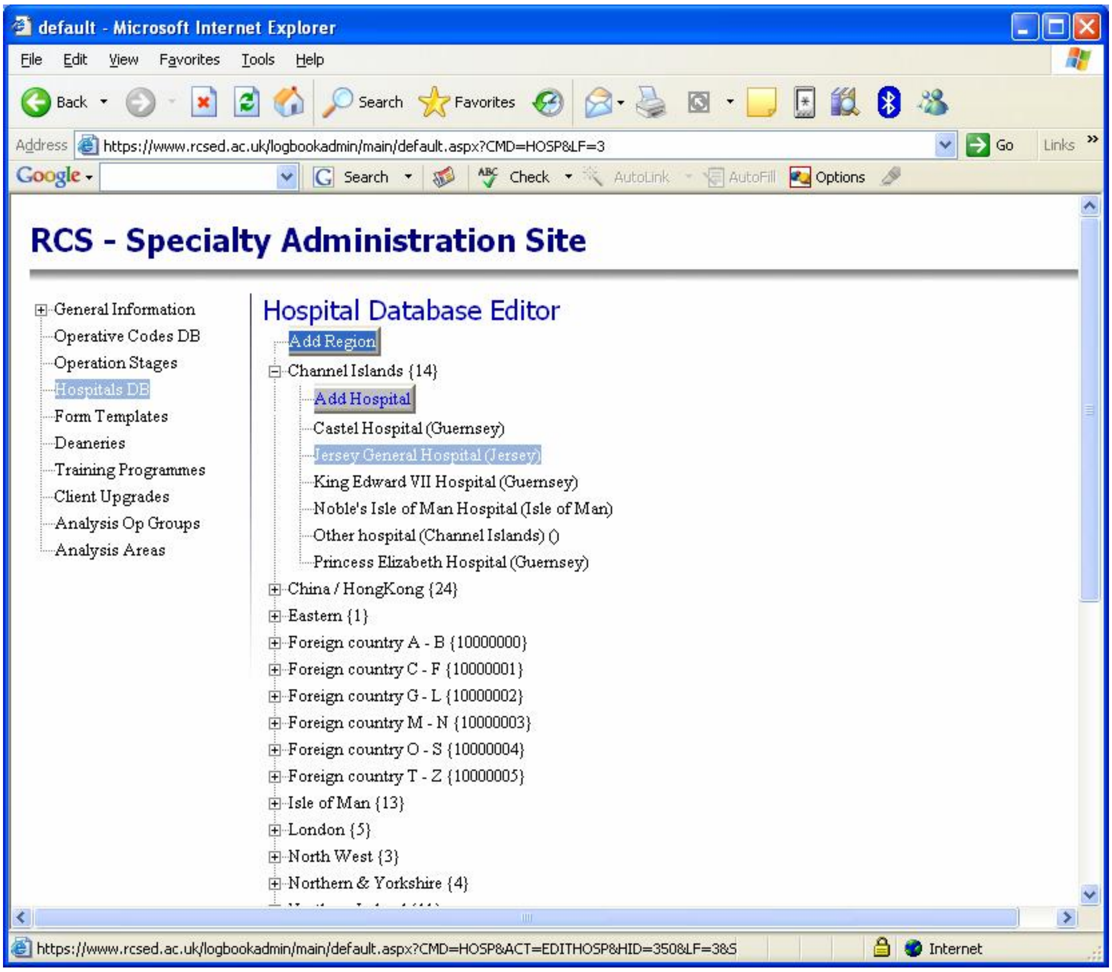
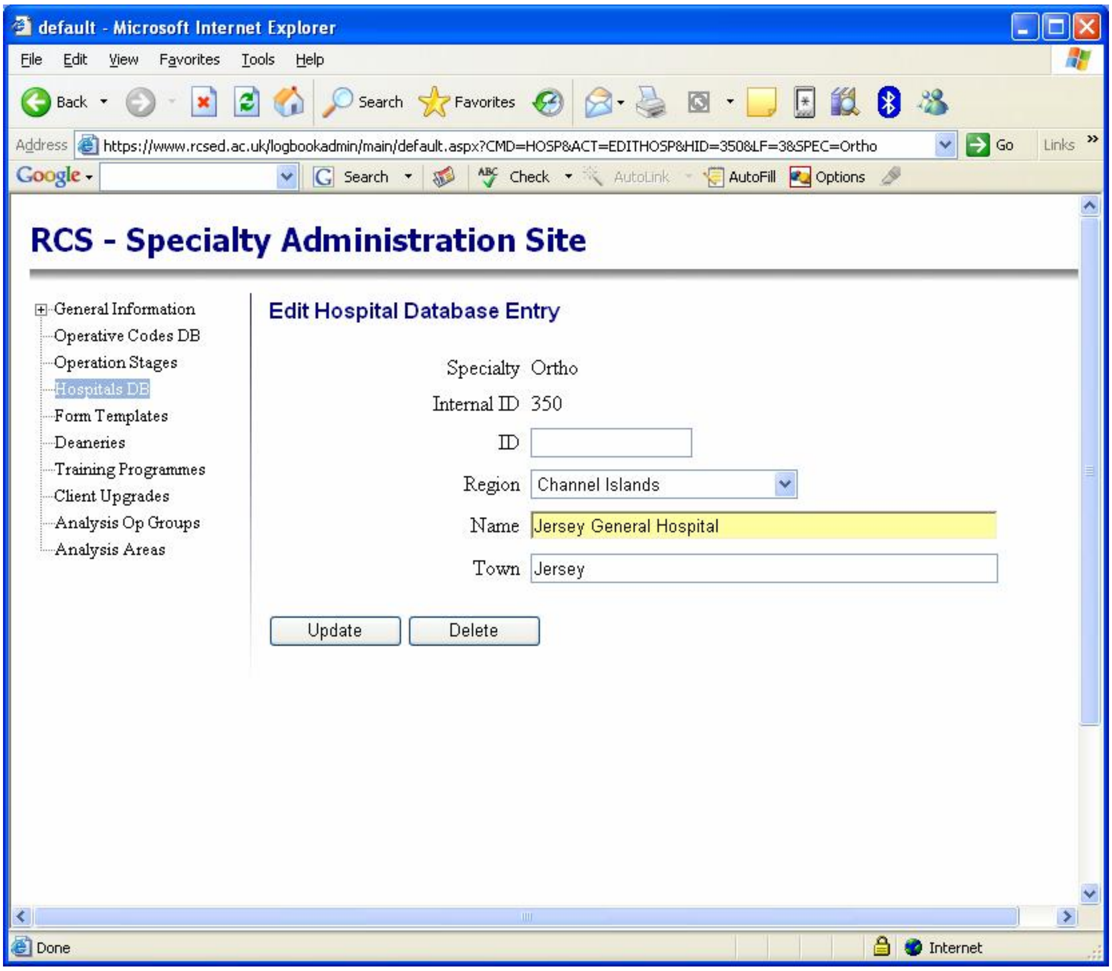
https://www.rcsed.ac.uk/logbookadmin/main/default.aspx?CMD=CODES&ACT=EDOPPART&OPID=12&GPID=12&LF=1&PARTID=
RCS - Specialty Administration Site
General Information
Operative Codes DB
Operation Stages
Hospitals DB
Form Templates
Deaneries
Training Programmes
Client Upgrades
Analysis Op Groups
Analysis Areas
Add/Update Operation Stage
Operation Part
Operation Main 3
Update
Closure 1
Closure 2
Closure 3
Operation Main 1
Operation Main 2
Operation Main 3
Operation Main 4
position 1
position 2
position 3
position 4
Done
Internet

Hospital Database Editor

Each specialty is set up with a complete set of Hospitals. However it is often desirable to remove many of the hospitals which are not appropriate for a given specialty. This can be achieved using the "**Hospital Database Editor**". Conversely, new hospitals can be added where necessary. The Hospitals Database is available immediately to users of the Web Client when changes are made, however a new version needs to be created to prompt remote clients to download the new set of codes.

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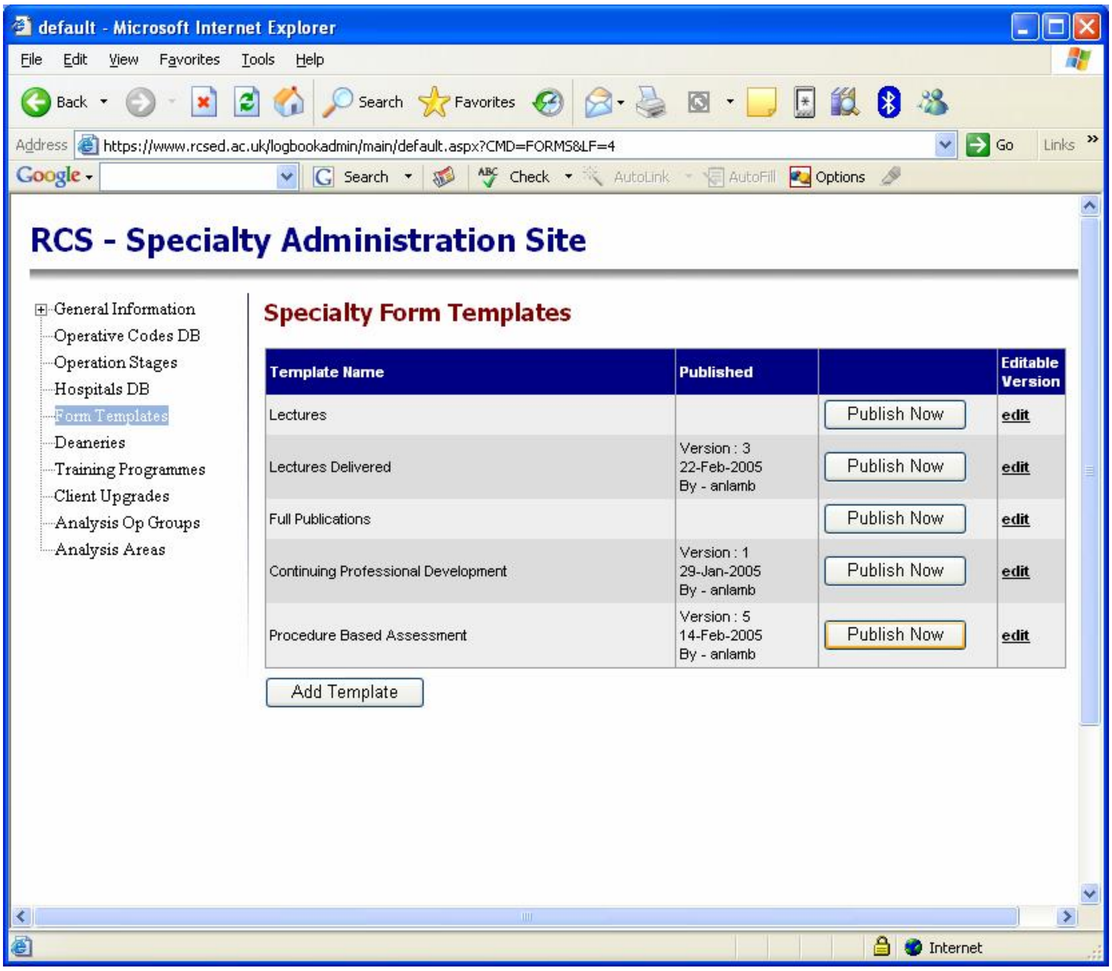
RCS - Specialty Administration Site
General Information
Operative Codes DB
Operation Stages
Hospitals DB
Form Templates
Deaneries
Training Programmes
Client Upgrades
Analysis Op Groups
Analysis Areas
Edit Hospital Database Entry
Specialty Ortho
Internal ID 350
ID
Region Channel Islands
Name Jersey General Hospital
Town Jersey
Update
Delete
Done
Internet

Specialty Portfolio Form Templates

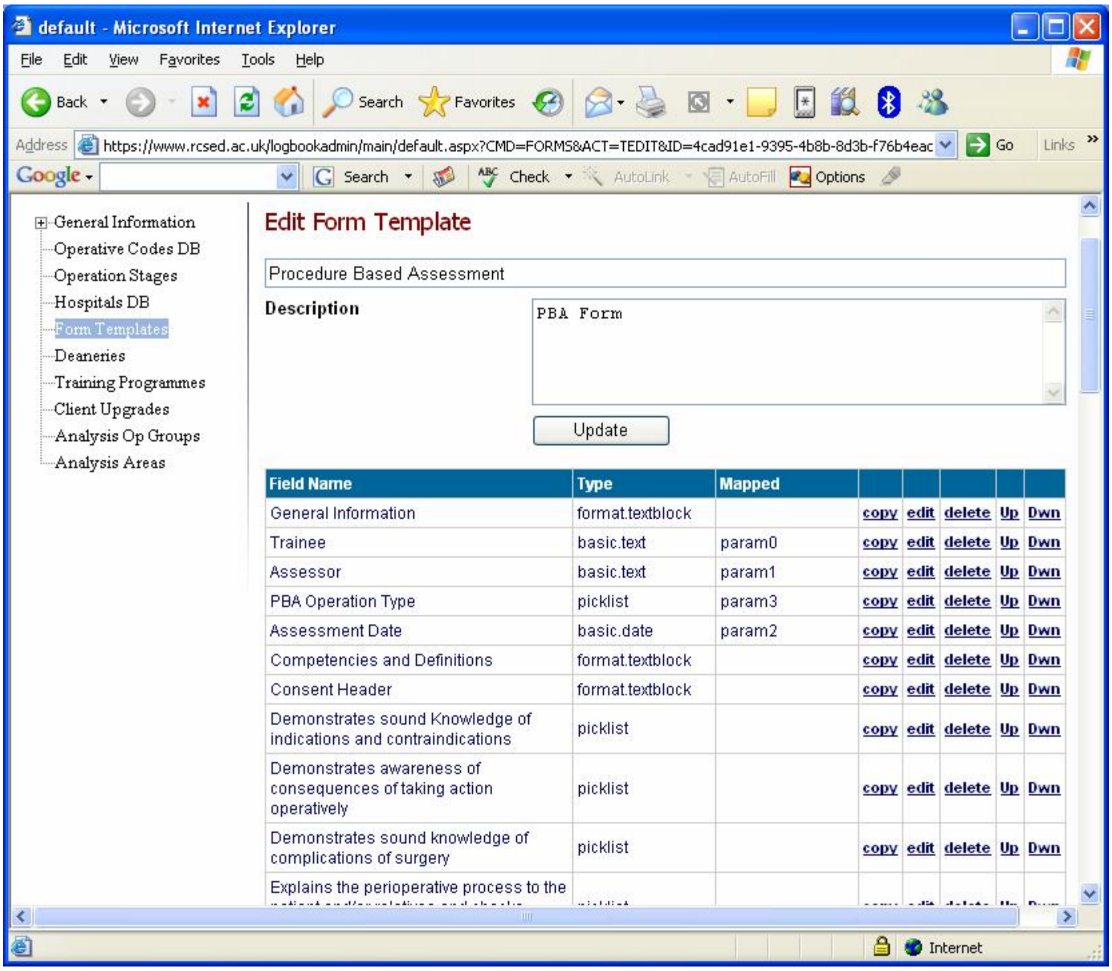
Portfolio Form Templates are used to define data entry forms for collecting portfolio information, allowing a user to build a cumulative electronic portfolio. Templates are managed as versions and it is recommended that once released, a template is only re-released as a new version as few times as possible.



Form Template Editor

The Form Template Editor is used to manage a form template yet to be published. Text, Date, Number, Pick List, and Text Area fields can be added and edited. In addition, fields can be made compulsory, whilst constraints and validation can also be applied.

Each field can in addition be mapped to one of 10 database parameters (param1 – Param10). Fields that will be important for searching and analysis in the future should be mapped to these parameters. Unmapped fields will be stored in an XML structured repository. This data is still accessible but will require extra processing to be analysed.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General Information
Operative Codes DB
Operation Stages
Hospitals DB
Form Templates
Deaneries
Training Programmes
Client Upgrades
Analysis Op Groups
Analysis Areas
Edit Form Template
Procedure Based Assessment
Description
PBA Form
Update
Field Name
Type
Mapped
General Information
format.textblock
copy edit delete Up Dwn
Trainee
basic.text
param0
Assessor
basic.text
param1
PBA Operation Type
picklist
param3
Assessment Date
basic.date
param2
Competencies and Definitions
format.textblock
Consent Header
format.textblock
Demonstrates sound Knowledge of indications and contraindications
picklist
Demonstrates awareness of consequences of taking action operatively
picklist
Demonstrates sound knowledge of complications of surgery
picklist
Explains the perioperative process to the
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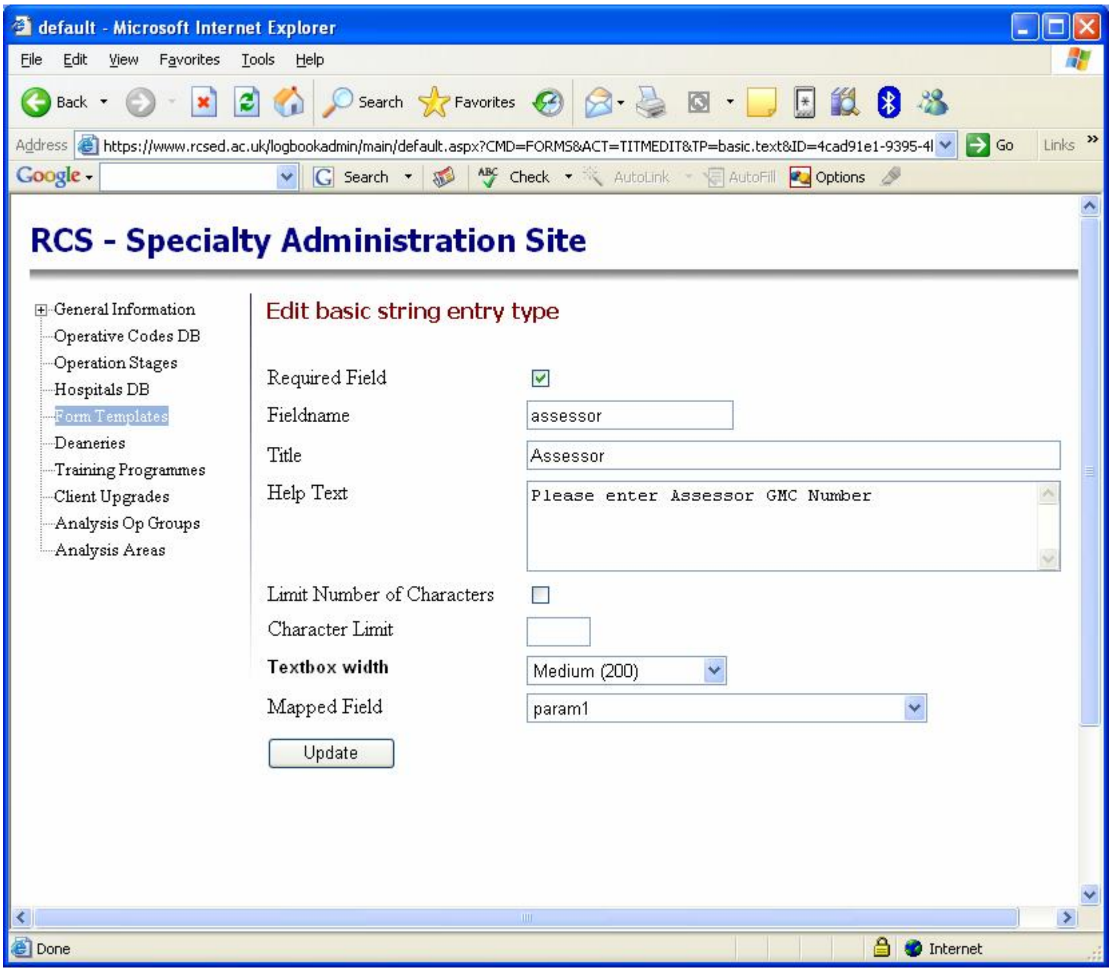
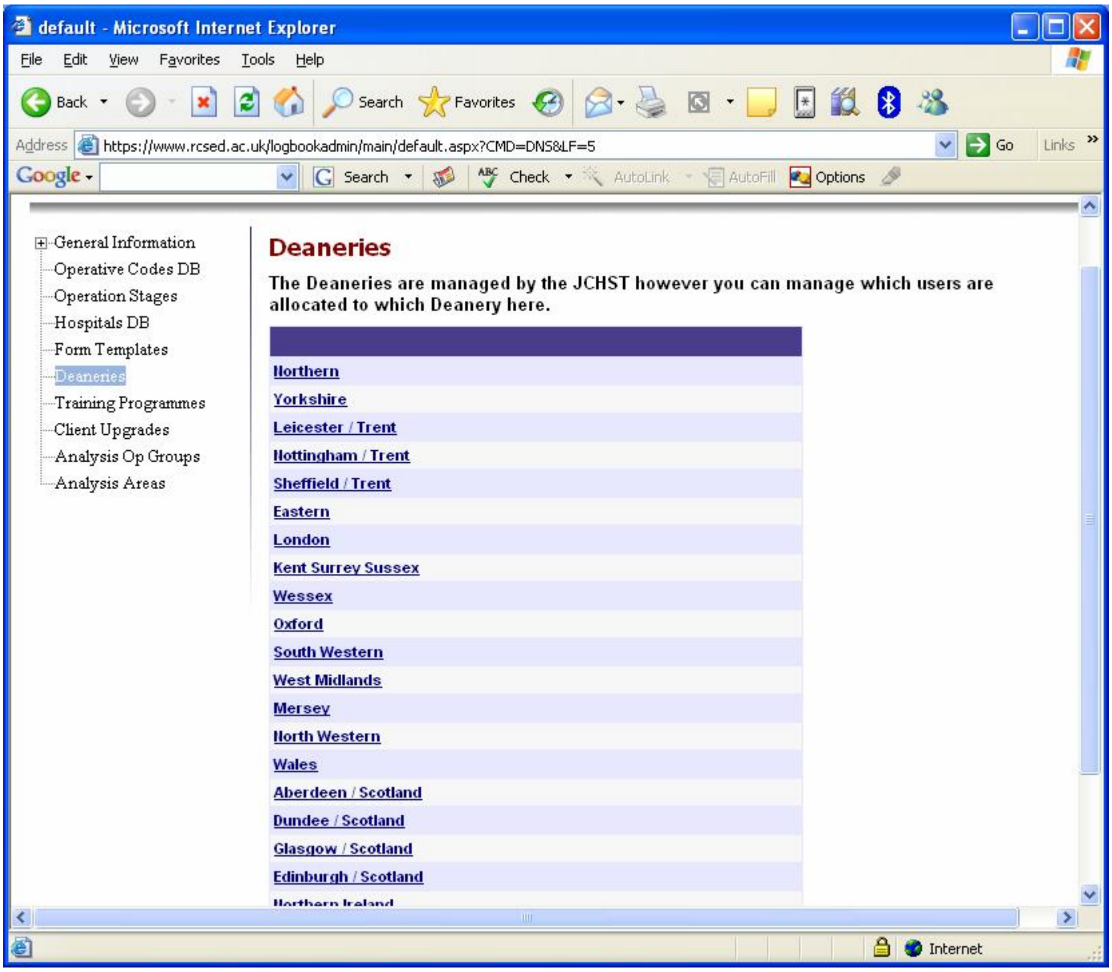
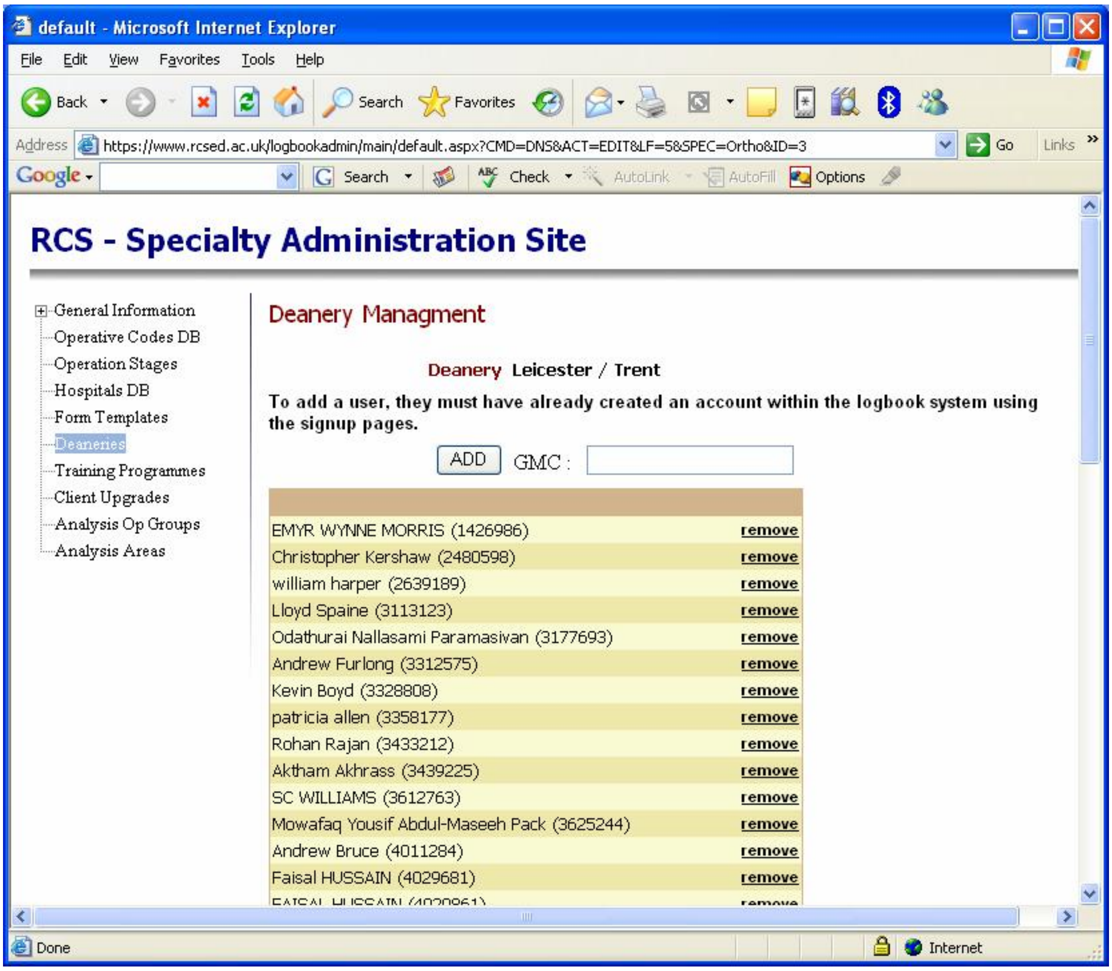
The diagram below demonstrates the editor of the basic text type.



Deanery Management

The Deaneries management page allows users to manage the allocation of trainees between deaneries.

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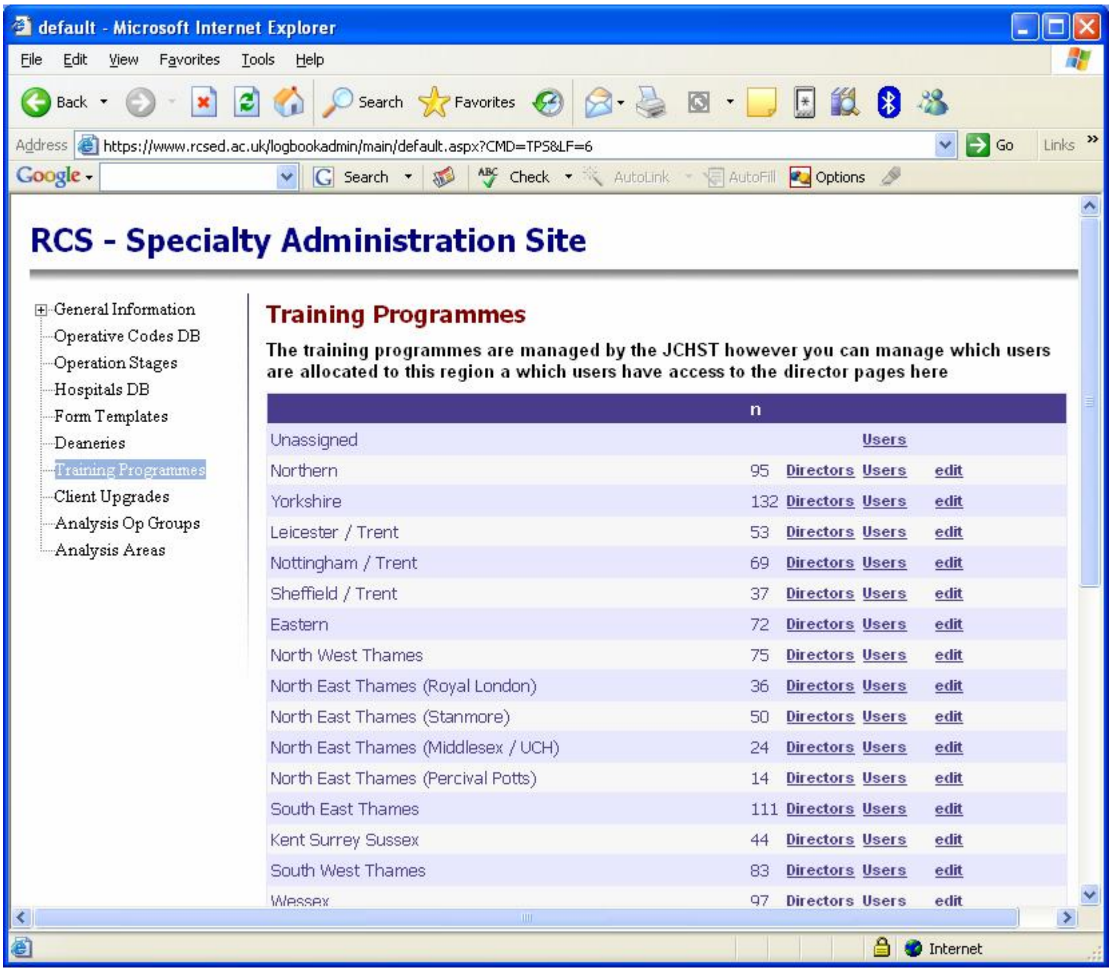
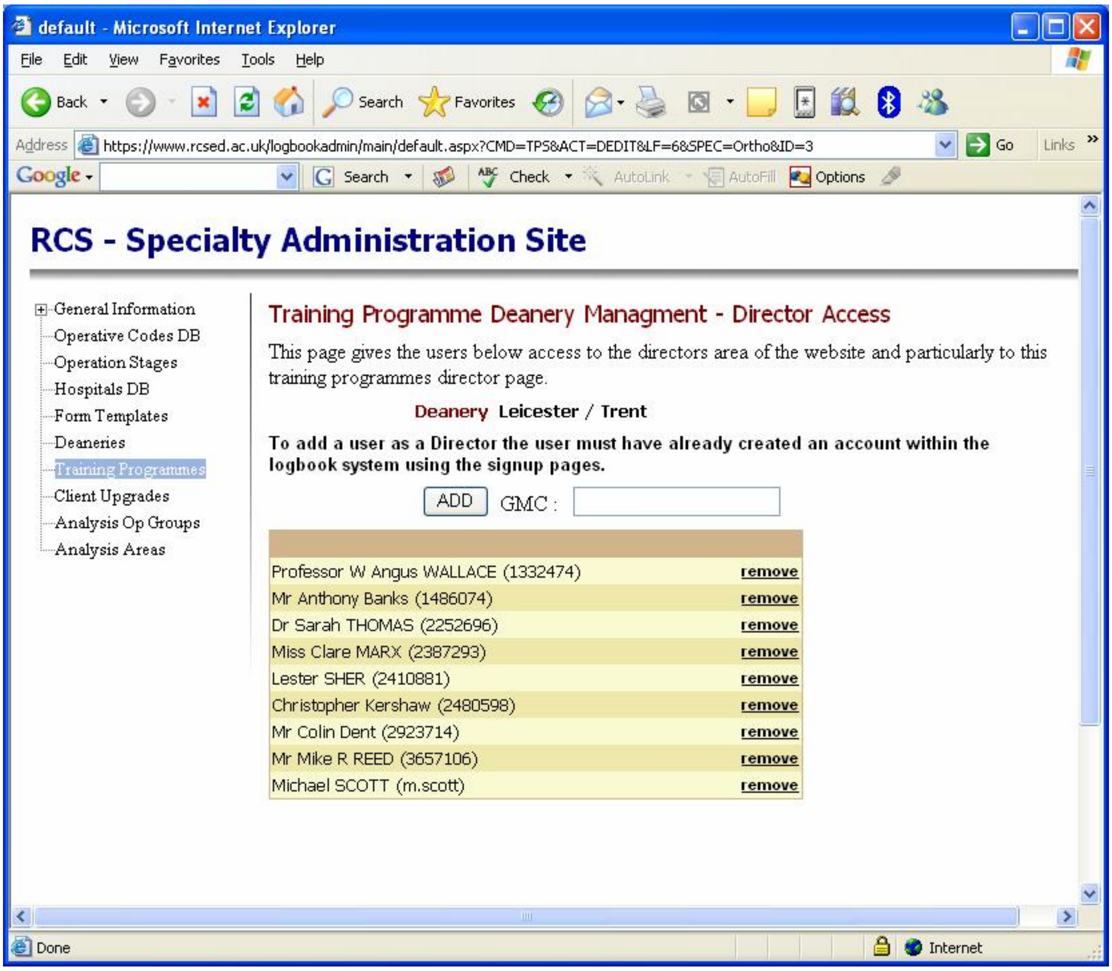
Go Links
Google Search Check AutoLink AutoFill Options
RCS - Specialty Administration Site
General Information
Operative Codes DB
Operation Stages
Hospitals DB
Form Templates
Deaneries
Training Programmes
Client Upgrades
Analysis Op Groups
Analysis Areas
Deanery Managment
Deanery Leicester / Trent
To add a user, they must have already created an account within the logbook system using the signup pages.
ADD GMC :
EMYR WYNNE MORRIS (1426986) remove
Christopher Kershaw (2480598) remove
william harper (2639189) remove
Lloyd Spaine (3113123) remove
Odathurai Nallasami Paramasivan (3177693) remove
Andrew Furlong (3312575) remove
Kevin Boyd (3328808) remove
patricia allen (3358177) remove
Rohan Rajan (3433212) remove
Aktham Akhrass (3439225) remove
SC WILLIAMS (3612763) remove
Mowafaq Yousif Abdul-Maseeh Pack (3625244) remove
Andrew Bruce (4011284) remove
Faisal HUSSAIN (4029681) remove
Done
Internet

Training Programme Administration

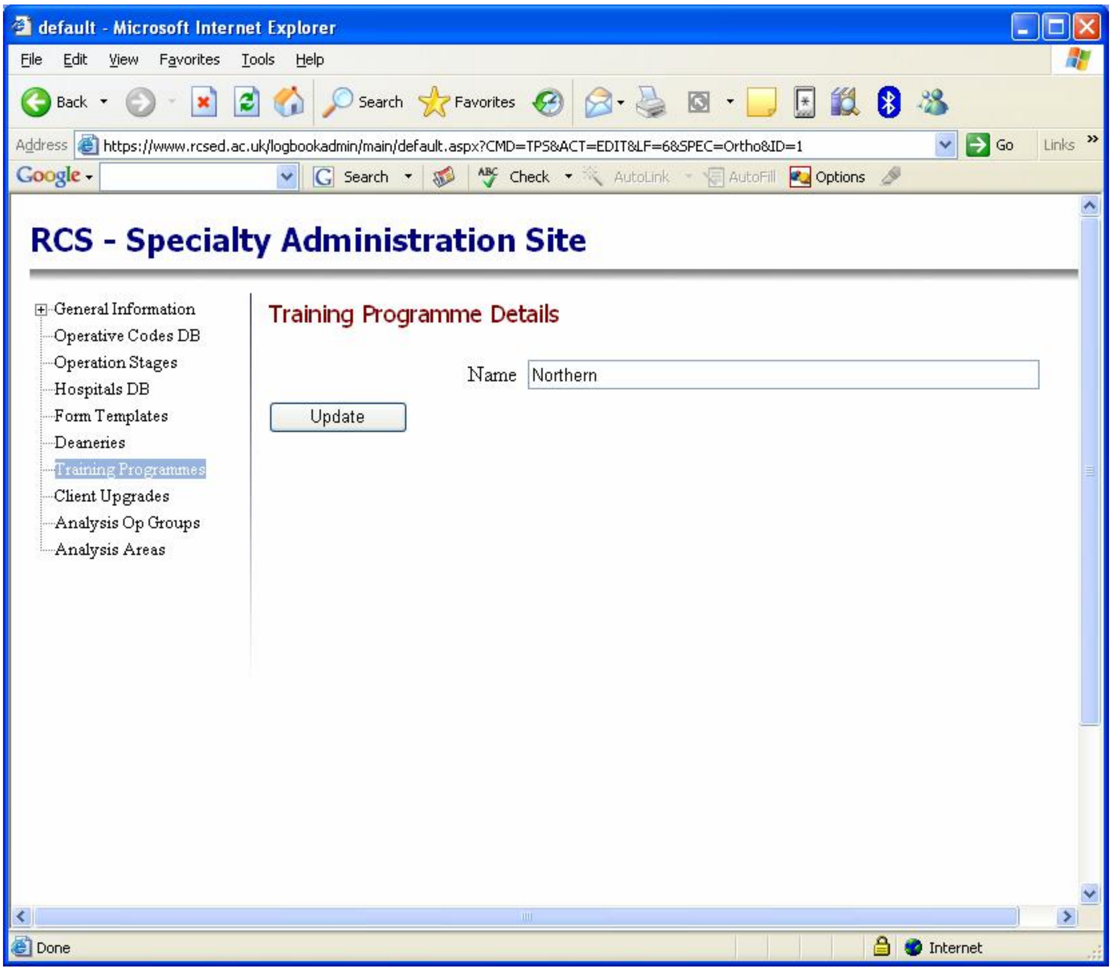
When a specialty is set up on the system, the training programmes reflect the deaneries. However in many specialties this is not the case. The Training Programme administration pages allow trainees to be moved between training programmes and the training programme name to be changed. In addition, when a training programme has been emptied of trainees, it can be removed. Thus this facilitates the merging of two or more training programmes.



Trainees can be added or removed from training programmes.



Directors can also be added or removed from training programmes. *N.B. Adding a user to a training programme, as a Director, immediately gives that user access to the Directors' pages for that training programme, with access to trainee reports, etc.*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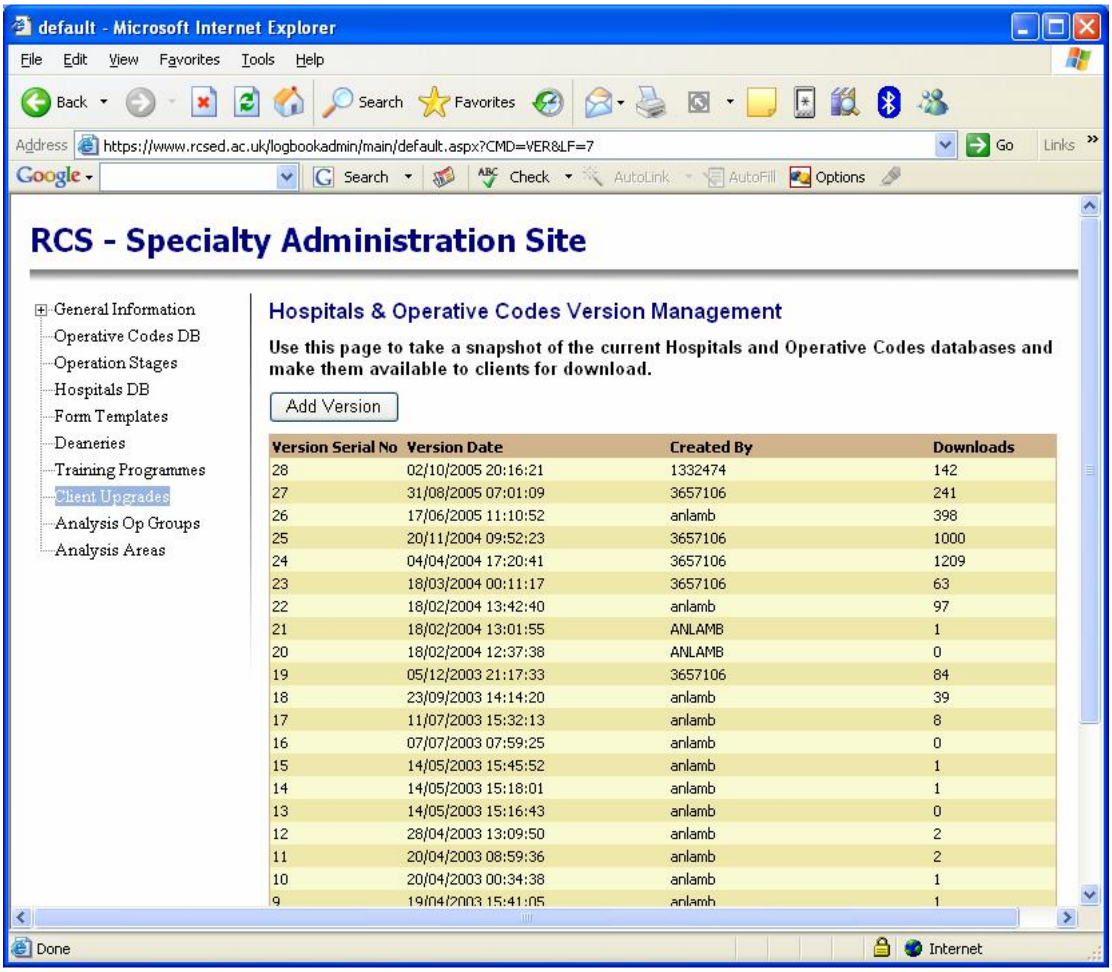
RCS - Specialty Administration Site
General Information
Operative Codes DB
Operation Stages
Hospitals DB
Form Templates
Deaneries
Training Programmes
Client Upgrades
Analysis Op Groups
Analysis Areas
Training Programme Details
Name
Northern
Update
Done
Internet

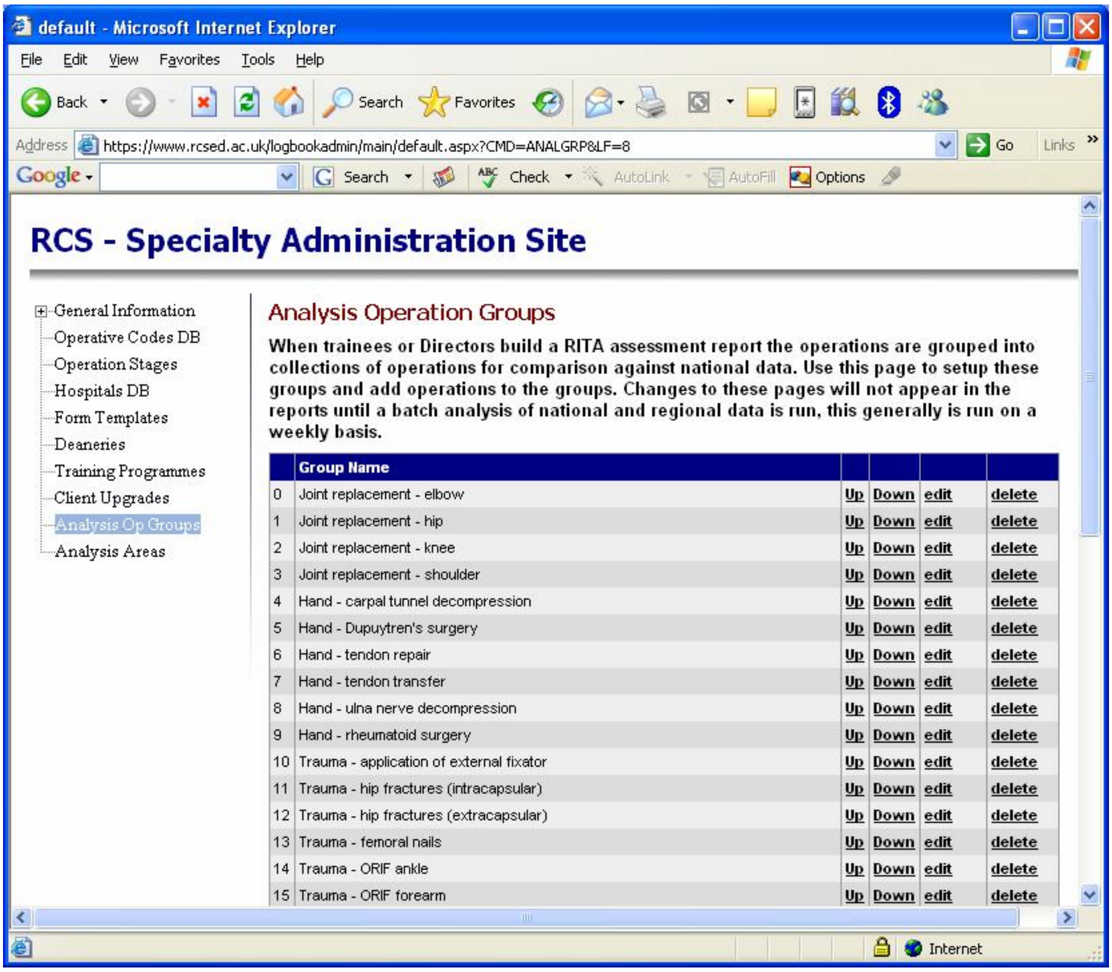
Operation and Hospital Codes Version Control

When Operation Codes are added or changed, Hospital Codes are added or changed, Operation Stages are altered, or Forms Templates are added or altered, then these changes are immediately available to web site users; however they are not available to remote users (PC and PDA) until a new version is issued. Once a new version is issued, the next time a user synchronises to the server, they will be prompted to allow the automatic download of the new set of codes. It is recommended that the release of new versions is kept to a minimum as on slow internet connections, a new set of codes can take some time to download. Under the “Downloads” column, is an indication of the number of downloads since release of the new version.



Analysis Groupings

Analysis Operation Groups, allow operations to be aggregated together as groups for the purpose of indicating trainee activity in certain operative areas. Also these groups dictate how the consolidation reports are generated, with user activity listed under each analysis grouping. This is usually setup at the time of setting up the specialty, being rarely changed following this.



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RCS - Specialty Administration Site

- General Information
- Operative Codes DB
- Operation Stages
- Hospitals DB
- Form Templates
- Deaneries
- Training Programmes
- Client Upgrades
- Analysis Op Groups
- Analysis Areas

Analysis Operation Groups

When trainees or Directors build a RITA assessment report the operations are grouped into collections of operations for comparison against national data. Use this page to setup these groups and add operations to the groups. Changes to these pages will not appear in the reports until a batch analysis of national and regional data is run, this generally is run on a weekly basis.

	Group Name				
0	Joint replacement - elbow	Up	Down	edit	delete
1	Joint replacement - hip	Up	Down	edit	delete
2	Joint replacement - knee	Up	Down	edit	delete
3	Joint replacement - shoulder	Up	Down	edit	delete
4	Hand - carpal tunnel decompression	Up	Down	edit	delete
5	Hand - Dupuytren's surgery	Up	Down	edit	delete
6	Hand - tendon repair	Up	Down	edit	delete
7	Hand - tendon transfer	Up	Down	edit	delete
8	Hand - ulna nerve decompression	Up	Down	edit	delete
9	Hand - rheumatoid surgery	Up	Down	edit	delete
10	Trauma - application of external fixator	Up	Down	edit	delete
11	Trauma - hip fractures (intracapsular)	Up	Down	edit	delete
12	Trauma - hip fractures (extracapsular)	Up	Down	edit	delete
13	Trauma - femoral nails	Up	Down	edit	delete
14	Trauma - ORIF ankle	Up	Down	edit	delete
15	Trauma - ORIF forearm	Up	Down	edit	delete

Regional Areas Groupings

Regional Area grouping allows the grouping of training Programmes into Regions to allow regional comparisons of activity to be calculated.