

How to Grant Your Trainer Access to Your Logbook so They Can Validate It.

You are required to produce a validated logbook both your ARCP and for your CCT application. There are 2 ways that you can validate your logbook. One is by printing out a consolidation report and asking your consultant trainer to sign it, the other way is to have your logbook validated electronically.

In order to have your logbook validated electronically you have to grant your trainer access to your logbook. This granting of permission only needs to be done once, but **thereafter you need to make sure that your trainer continues to validate procedures done by you.**

There are 2 ways of granting your trainer access to your logbook.

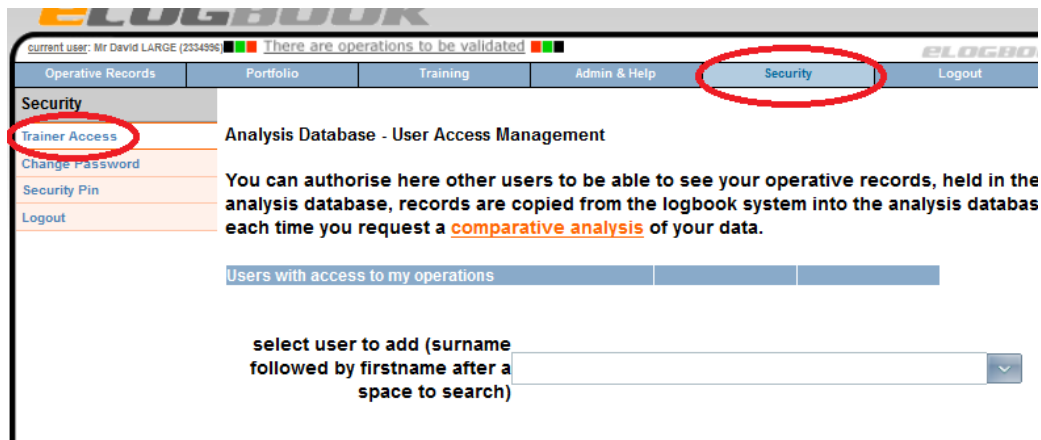
1. **If you are with your trainer**, ask them to access the logbook under their own login and follow the links to validate operations done by you. The first time that they do this they will see a screen similar to the screenshot below.

The screenshot shows a web interface with a navigation bar at the top containing 'Portfolio', 'Training', 'Admin & Help', 'Security', and 'Logout'. The main content area is titled 'Trainer Access Unauthorised'. Below the title is a red note: 'Note: this surgeon has not yet authorised you to access their records, so you are not able to validate their data. To do this they will need to grant you trainer access in the "Security" menu of their logbook. Alternatively if the surgeon is present they can type in their eLogbook password and grant you immediate access.' There are two input fields: one for 'Password' (highlighted with a red arrow) and one for 'User' (highlighted with a green arrow). Below these is a 'Gain Access' button. Further down is a 'Grant Access' button. At the bottom, there is a 'Messaging' section with a link 'Send this user a logbook message' and an 'Unknown Trainee' section with a paragraph of text: 'If you do not recognise this trainee and are sure that you have never participated as a Responsible Consultant in an operation with them, you can click the button below to remove your details permanently from their operative records. This will also send them a message indicating that this has taken place. Please note that this change is irreversible.'

If you're with them, **type your own logbook password into the box highlighted by the red arrow** in the screenshot above.

2. If your trainer is trying for the first time to validate procedures done by you, and **you are not with them** when they do this, they can ask you to **create a password** that will grant them access to your logbook which they can then **type into the box highlighted with the green arrow** in the above screenshot. This password should not be the same as your own logbook password.

How to Create a Password to Grant Your Trainer Access to Your Logbook: in order to do this, click the link: **Security** across the top of the screen and then select the link: **Trainer Access** from the menu on the left-hand side of the screen. (See screenshot below)



Find your trainer by starting to type their name into the text box: **select user to add...**



Create a password for your trainer by typing it into box 1 as in on the screenshot below and then **send a message to them with the password**. Alternatively if your trainer happens to have turned up and is now with you they can type their own logbook password into box 2.!

Grant a user access to my operations

grant access to this user Mr David LARGE

If your trainer is present you can ask them to type in their password here and this will verify their identity. They will then be granted immediate access to you logbook data.

Password for 2334996 **2.**

OR

If your trainer is NOT present please supply a password here, you must give this to your trainer, they will be asked to supply this the first time they try to access your data.

create a verification password **1.**