
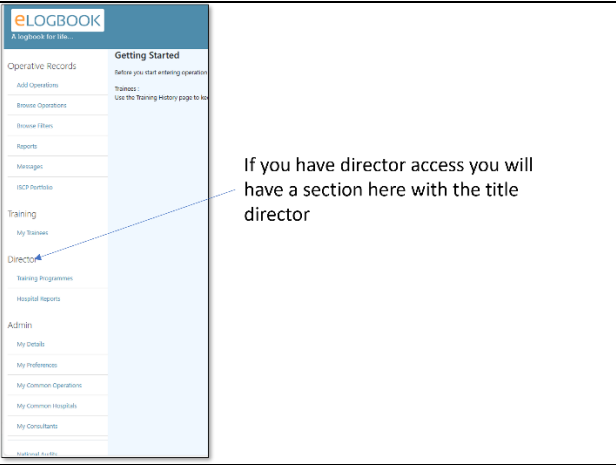
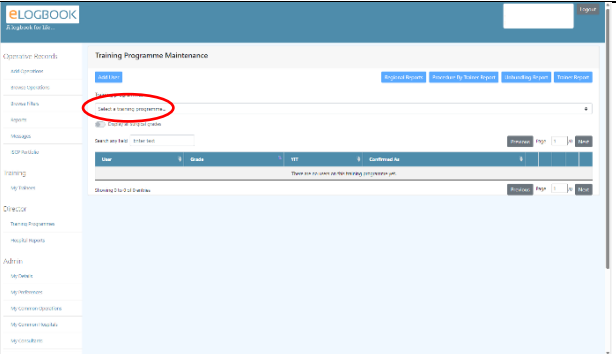


TPD Guide – confirming users in your training programme

We have adapted this process to make it as straight forward as possible but TPDs remain the only people who have a clear understanding of who is who in the training programme and we cannot get the information from anywhere else. Confirming the trainees in you training programme will improve the quality of the data in the reports that are available to you.

1	<p>Login at www.elogbook.org</p>	<p>No account? please create an account here eLogbook</p> <p>Forgotten password? Please reset your password here eLogbook or contact helpdesk@elogbook.org</p>	
2	<p>Check you have director access</p>	<p>No director access? Please contact helpdesk@elogbook.org</p>	
3	<p>Click on “Training Programmes” under the director heading on the menu on the left of the screen</p>	<p>Training programmes link is missing? You don’t have training programme director access please contact helpdesk@elogbook.org</p>	
4	<p>Select the training programme</p>		

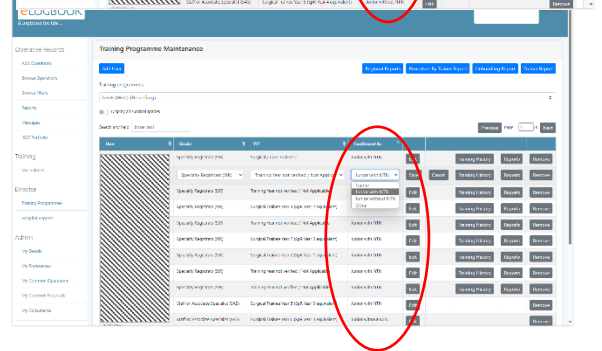
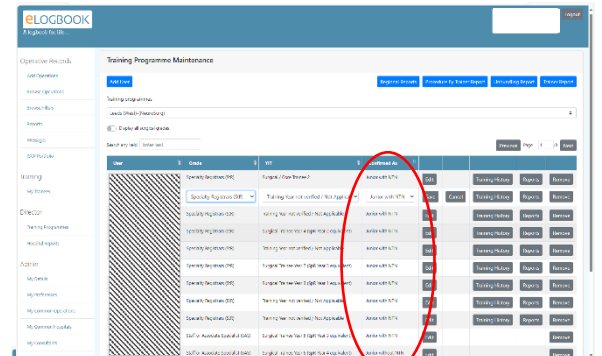
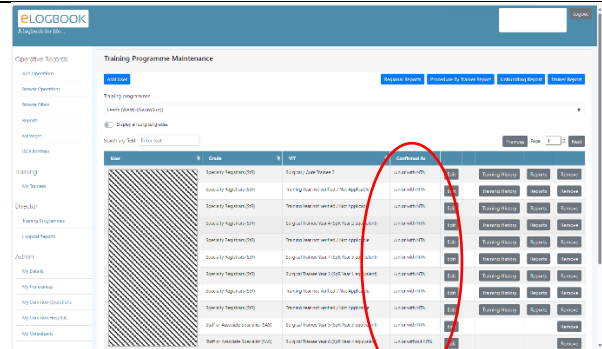
5 Review the confirmed as column for each user shown

Confirmed role is inaccurate? Click edit, change and save.

Year in training (YIT) or grade is wrong? These can also be changed but are less important.

User is not associated with this training programme any longer? Click remove (this has no impact on the user's use of the logbook it just removes them from your training programme).

Missing user? Change the toggle switch to display all surgical grades – medical students, nurses etc. are hidden from you by default so they may be in this group by accident. If they are still missing, then use the add user button. Adding them will only change their training programme.



FAQs

1. Should a consultant be allocated to the training programme where they work now or where they trained?

Where they work now

2. Which users should be confirmed into which categories?

Confirmed as role	To include
Trainer	Consultants, Associate Specialists, Dental principles
Surgeon with NTN	StRs & core trainees including “periods of grace”
Surgeon no NTN	Fellows, locally appointed doctors, staff grades, registrars and SHOs without an NTN, international doctors on short term training contracts
Other	Foundation, medical students, nurses, ODPs