ROYAL
COLLEGE
OF SURGEONS
IN IRELAND

RCSI

RCSI SURGICAL AFFAIRS

Logbook Guidebook

MAY 2023

RCSI Logbook Guidebook

This guide is published in electronic format and will be available on RCSI website.

This will facilitate easy periodic updates.

This document will be reviewed and updated yearly by the Department of Surgical Affairs, Royal College of Surgeons in Ireland.

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OVERVIEW

In Jan 2023 the **RCSI Logbook** was made available to all NCHDs enrolled in CPD Support Scheme. This will benefit those in non-training places in multiple ways:

~ opportunity to use the same Electronic Logbook as trainees in our core programmes

~ consultant trainers and supervisors are already familiar with this Logbook

~ allow users demonstrate their experience in the different areas of operative experience

Ensuring that your records are **contemporaneous, accurate and complete** is part of your professional responsibility. Reflecting on the content of your logbook will help identify areas that require development.

APPLYING FOR ACCESS

This service is available free of charge to Surgical NCHDs registered on the RCSI Support Scheme.

It is mandatory to hold and RCSI email account (@rcsi.com) or a Google email account (@gmail.com) to successfully registered.

Please complete this **form**↗ to request access to the RCSI Logbook.

On review of your request, you will receive a link with details on how to access your Logbook.
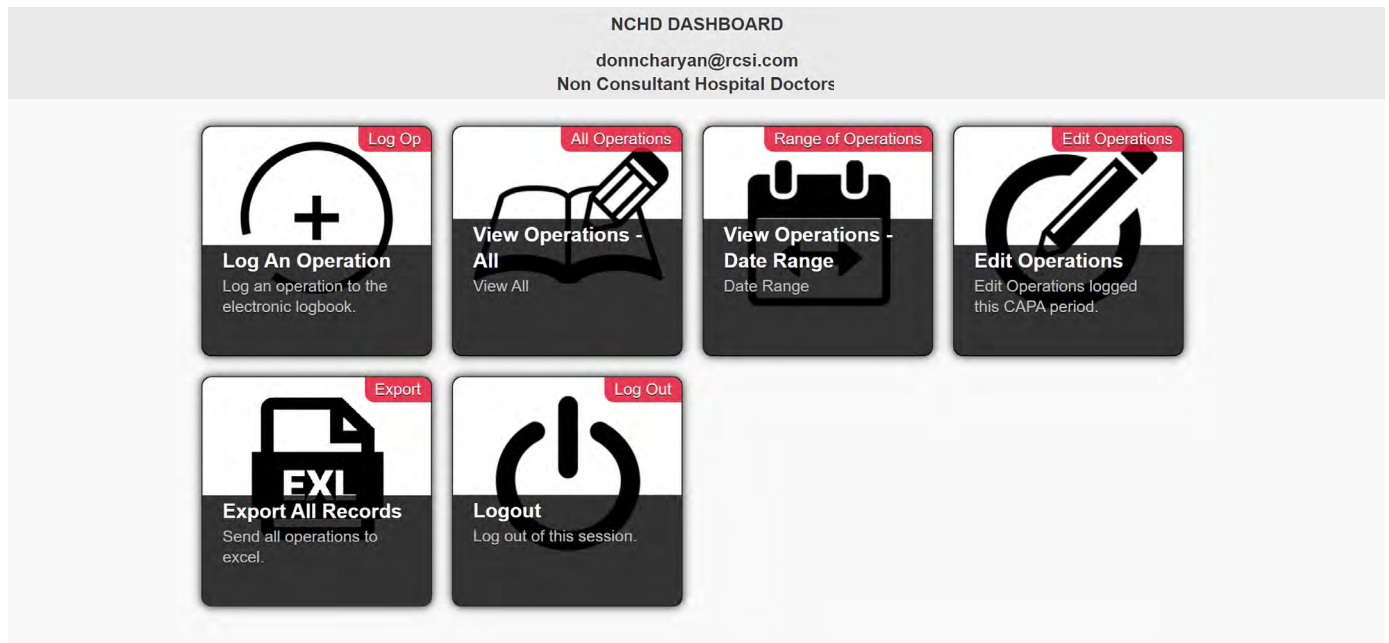
ACCESSING THE LOGBOOK

To access the logbook please click on this link **https://rcsilogbook.rcsi.com**

VIDEO GUIDE

A short video guide on using the RCSI logbook can be found **here**

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NCHD DASHBOARD

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Non Consultant Hospital Doctors

MANAGING YOUR LOGBOOK ENTRIES

At the completion of each procedure, you should agree with your supervisor how you should record your role - assisted, performed (supervised by a scrubbed trainer) or performed (without your supervisor being scrubbed) and you should record it this way in your logbook.

If you have performed parts of the operation, then you should select "Assisted" as the level of involvement. You can then select the parts of the operation that you performed. You should only record an operation as "Performed" where you have completed all parts.

You should agree with your supervisor the description or name of the operation performed and select this name in the logbook.

Where you perform part of major procedure that appears in the logbook as a procedure in its own right (e.g. a cholecystectomy during a liver resection) then you may choose to record that operation as either a cholecystectomy performed by you or assisting at a major liver resection. If you choose to record the more complex procedure, you may select the part you have performed in the operation parts list where relevant. There should normally be one entry per patient per anesthetic. Lesser procedures (wound closure, drain placement etc) performed as part of a more complex procedure must not be entered as multiple individual procedures.

 Some Complex Major Operations (CMOs) involve prolonged surgery with many component parts. The nature of this surgery is reflected in the designation Complex Major and there should only be one entry in your logbook for each one of these procedures. If you undertake one of the component procedures as the primary operator, then you may list that (part) procedure in your logbook and record yourself as the primary operator ("Supervised", normally, or "Performed"). Alternatively, you may list the full procedure in your logbook as "assisted." You should not do both; you must choose between the whole procedure as "assisted" or the part you performed as "supervised" or "performed". You must not make multiple entries in the logbook for a single operating theatre visit regardless of complexity.

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EDITING RECORDS

There is an option to delete or edit records created in the logbook. It can easily happen that a record is entered twice unintentionally. The "Edit Operations" option allows you to view all your records, filter them by any field and edit them. On the edit screen you can either delete the record, or change the hospital, post, patient id or consultant. Apart from editing, none of these will affect your score.

AUDIT

Logbooks are subject to audit. If you are selected for audit, you will be asked to demonstrate objective evidence that you participated in particular procedures as shown in the theatre register or patient chart. Failure to keep a contemporaneous, accurate and complete logbook will be viewed as a serious breach of discipline and are, potentially, grounds for reporting to the Medical Council.

SECURITY

It is recommended that you use your mobile device to record operations and view the logbook as opposed to hospital computers. The reason is that it is possible to forget to log out of the hospital computer in which case the next person to access may be still logged in on your logbook.

CONTACT DETAILS

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