



THE ROYAL AUSTRALIAN AND NEW ZEALAND
COLLEGE OF OBSTETRICIANS AND GYNAECOLOGISTS



LOGBOOK

(Daily Training Record)

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PERSONAL DETAILS

Name:	
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Address:	

Telephone:	
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TRAINING DETAILS

Training Site:	
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Training year:	
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Calendar year:	
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Period of training covered by this Logbook:	____/____/____ to ____/____/____
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FUNCTION

The Logbook (Daily Training Record) has been designed to enable trainees to record the necessary aspects of their training experience during one year of the MRANZCOG/ FRANZCOG/ Subspecialty Training Program, in whatever type of training has been prospectively approved. Although most trainees take a standard obstetrics and gynaecology training course, there are other kinds of training such as subspecialty training, special training in specifically tailored training posts, and post-graduate education in university courses.

The Logbook has been designed with these training situations in mind and should enable all trainees to record daily the experience relevant to the training undertaken during the year.

The record of experience has the following functions:

1. It provides trainees with a personal record of all procedural and other training experiences which are requirements for satisfactory completion of the relevant training program (MRANZCOG/ FRANZCOG/ Subspecialty). The information will also be used by the College to monitor the experience provided for trainees by the hospital.
2. It provides trainees with the basis for completing the Six-monthly Training Summaries of training experience which are an essential requirement for assessment and subsequent credit for the training undertaken. The Six-monthly Training Summaries are located in the Training Assessment Record.
3. The Six-monthly Training Summaries will be used by the Training Supervisor/ Program Coordinator and the relevant Training and Accreditation Committee to monitor the trainee's experience to ensure that it is appropriate for the level of training. These summaries are also used to plan further training with the Training Supervisor/ Program Coordinator.
4. The information will also be used by the College to monitor the experience provided for trainees by the hospital.

Important note: Every three months trainees must submit their Logbook for signature and notation by their Training Supervisor

A NEW LOGBOOK EACH YEAR

The Logbook is for use by registered trainees. A new printed Logbook is issued to trainees at the start of each calendar year. Alternatively, trainees can use an electronic version of the Logbook (see next section).

ELECTRONIC LOGBOOK

Trainees may maintain an electronic Logbook rather than a printed version. It is strongly recommended that trainees use the electronic version available on the College website (<http://www.ranzcog.edu.au>). Please note that the website version of the Logbook is in two formats; one file for printing, and one file for electronic entry of data.

If trainees choose to set up their own electronic version, the following requirements must be met:

- The electronic version must indicate the relevant training period (including training year), the name of the Training Supervisor, location and type of training. Training periods should be kept separate from each other
- The headings contained in the printed Logbook must be duplicated in the electronic version
- The *Certificate of Accuracy*, *Certificate of Satisfactory Completion of this Logbook*, and *Record of Discussion and Assessment by Training Supervisor* must be incorporated
- Every three months, trainees must submit a print-out of the relevant data for signature and notation by their Training Supervisor
- All procedures must be listed in print-outs and signed off by the relevant consultants, as per the printed Logbook
- Complete print-outs for the entire period of training must be kept and presented to the relevant T&A Chairman of Subspecialty Committee Chairman when required for assessment purposes
- The confidentiality of all patients must be protected
- All guidelines detailed in the printed Logbook apply equally to electronically maintained Logbooks
- Trainees must regularly back-up any electronically maintained Logbook. Claims for recognition of training will not be recognised where data cannot be produced
- The guidelines detailed in the printed College Logbook apply to electronically maintained logbooks and records.

INSTRUCTIONS

1. Record training experience on a daily basis

Trainees are advised to carry the Logbook with them at all times and fill it in on a daily basis. This will avoid much retrospective record hunting.

2. Record clinical training experience

MRANZCOG/ FRANCOG trainees

All trainees undertaking clinical training are required to record the procedural experiences relevant to the training program being completed (MRANZCOG/FRANZCOG/Subspecialty). A list of abbreviations of procedures usually completed by trainees has been included in the Logbook. The list of abbreviations is based on the training requirements described in the Training Program Handbook but should not be regarded as conclusive. trainees may record other procedures in the Logbook that do not appear on the list

Subspecialty trainees

All Subspecialty trainees are required to record their procedural experience in the relevant subspecialty training program for the same reasons as MRANZCOG/FRANZCOG trainees. Again, the list of abbreviations in this Logbook is not conclusive and subspecialty trainees may include other procedures in their Logbook.

3. Recording all relevant training experiences

The Logbook provides a facility for the following training activities to be recorded:

Attendance at gynaecological and obstetric clinics

There is a requirement for trainees completing the Integrated Training Program and may also be beneficial to trainees who have had special training prospectively approved that involves attendance at such clinics.

Gynaecology clinics can include infertility clinics, urogynaecology clinics, oncology clinics and colposcopy clinics. Obstetric clinics can include time spent in genetic counselling clinics.

Hours of ultrasound

This is a requirement for trainees completing the Integrated Training Program and may also be beneficial to trainees who have special training prospectively approved which has a significant component of ultrasound training.

Attendance at meetings/ scientific presentations

All trainees will attend educational meetings arranged as part of the training program at the hospital. Some trainees may also attend conferences or meetings outside the training site. Provision has been made in this Logbook to record the title, venue and date of the conference or meeting.

Subspecialty trainees

Subspecialty trainees are asked specifically to record those meetings attended outside the normal training site, as well as scientific presentations made.

Research

This aspect of training requires as much assessment documentation as all other training. The Training Assessment Record includes assessment pages specifically for the assessment of trainees' research progress at six-monthly intervals. It will be important for trainees undertaking research to keep records of daily activities in the project so that the six-monthly assessment report can be submitted by both the trainee and the Training Supervisor.

Other

There may be some trainees who undertake training that does not fall into any of the above mentioned categories. If this is so, please use the Logbook as a diary, and record in the clinical sections these other aspects of training.

4. At the end of each six-monthly period

As all RANZCOG training is assessed every six months, it will be necessary for you to transfer the information into the relevant section of the Training Assessment Record.

The clinical training must be tallied and the number of procedures in specific categories recorded against the relevant headings for the type of training being completed.

The Training Assessment Record also includes provision to record the other aspects of training completed within the six months.

The Training Assessment Record is the collection of training documents that will be forwarded to the Training Supervisor/ Program Co-ordinator for assessment of the six-month training period.

IMPORTANT: Trainees must retain all their Logbooks. Do not send any Logbooks to College House until specifically instructed to do so.

Please contact the Training and Assessment staff at College House if you have any questions about completing the Logbook. Contact details are on the title page of this book.

**ABBREVIATIONS USED IN THE MRANZCOG/FRANZCOG/
SUBSPECIALTY TRAINING PROGRAMS**

Abn	Abortion	HDN	Haemolytic disease of the newborn
ACHS	Aftercoming head in breech delivery	HVS	High vaginal swab
AFP	Alphafetoprotein	IH	Intrapartum haemorrhage
ANC	Antenatal clinic	IUCD	Intrauterine contraceptive device
APH	Antepartum haemorrhage	IUD	Intrauterine death
ARM	Artificial rupture of membranes	LH	Lutenising hormone
A/V	Anteverted (uterus)	LMP	Last menstrual period
BBA	Born before arrival	L/S	Lecithin:sphingomyelin ratio
BCG	Vaccination against tuberculosis	LSCS	Lower segment caesarean section
Br/ext	Breech with extended legs	MRP	Manual removal of placenta
Br/flx	Breech with flexed legs	MSU	Midstream specimen of urine
BP	Blood pressure	NAD	Nothing abnormal detected
BSO	Hysterectomy/ bilateral salpingo	ND	Normal delivery
CDH	Congenital dislocation of hip	NND	Neonatal death
CPAP	Continuous positive airways pressure	OS	Occipito-sacral
CS	Classical caesarean section	PET	Pre-eclampsia (pre-eclamptic toxemia)
CSU	Catheter specimen of urine	PM	Post-mortem examination
D&C	Dilation and curettage	PNM	Perinatal mortality
DTA	Deep transverse arrest	POP	Persistent occipito posterior
DVT	Deep vein thrombosis	PofD	Pouch of Douglas
EBM	Expressed breast milk	PPH	Post-partum haemorrhage
ECG	Electrocardiograph(y)	PR	Per rectum
ECV	External cephalic version	PUO	Pyrexia of unknown origin
EDC	Expected date of confinement	PV	Per vaginam
ERPC	Evacuation retained produce conception	RBC	Red blood cells
EUA	Examination under anaesthesia	RDS	Respiratory distress syndrome of newborn
FD	Fully dilated	R/V	Retroverted uterus
FHH	Fetal heart heard	SB	Stillbirth
FHNH	Fetal heart not heard	STD	Sexually transmitted disease
FMF	Fetal movements felt	SY	Syphilis
FMNF	Fetal movements not felt	TAH	Total abdominal hysterectomy
F/del	Forceps delivery	TL	Tubal ligation
FSH	Follicle stimulating hormone	TOP	Termination of pregnancy
FT	Full term	TPH	Transplacental haemorrhage
GA	General anaesthesia	TV	Trichomonas vaginalis
GC	Gonococcus gonorrhoea	VDRL	Venereal disease reference laboratory
GTT	Glucose tolerance test	VV	Varicose veins
Hb	Haemoglobin	WBC	White blood cells
HCG	Human Chorionic gonadotrophin	WR	Wasserman reaction for syphilis

Additional Abbreviations:

CERTIFICATE OF ACCURACY

Logbook (Daily Training Record)

I certify that the information contained in the Logbook (Daily Training Record) is a true and accurate record of my training experiences.

trainee’s signature: **Date:**

**CERTIFICATE OF SATISFACTORY COMPLETION OF THIS LOGBOOK
(MRANZCOG/ FRANZCOG/ SUBSPECIALLY TRAINING)**

This is to certify that:

Name:

has satisfactorily completed this logbook as required under the RANZCOG regulations.

Signature:Date:

Chairman, Regional/ New Zealand Training and Accreditation Committee

When this and all other relevant Logbooks are presented for assessment, if assessed as satisfactory, the Chairman will sign the “Certificate of Satisfactory Completion of Training” in the Training Assessment Record

**RECORD OF DISCUSSION AND ASSESSMENT
BY TRAINING SUPERVISOR EVERY THREE MONTHS**

It is essential that Training Supervisors review the trainee’s training experiences and progress as recorded in the Logbook **every three months**. Training Supervisors are required to provide feedback to the trainees about their strengths and areas for improvement at the mid-semester formative assessment.

The following section is to be signed by the Training Supervisor.

I certify that I have reviewed the training recorded in this Logbook on:

Date:Signed:

Date:Signed:

Date:Signed:

Date:Signed:

YEAR 1 ITP - NEONATAL RESUSCITATION TRAINING

NAME OF TRAINEE:

HOSPITAL:

STATE:

DATE/S OF TRAINING:

The following section is to be signed by the Training Supervisor.

I certify that the above trainee has completed the Neonatal Resuscitation Training requirement.

Training Supervisor Signature

Training Supervisor (print name).....

Date

