



## Logbook of clinical and surgical experience

ACPS Affiliate logbook – for the purpose of application to training position

### **i** Instructions on completing logbook

During the podiatric surgical clinical rotations, the candidate is required to keep a log-book that includes the date of each rotation and all cases observed during their office based and surgical rotations. The office based and surgical experience diarised in the logbook is used as part of the application process for entry into the ACPS Training Program.

#### 1. Office Based Logbook Entries

A candidate must maintain a concise log book of each patient encounter observed during their office based rotation. The candidate must note the date and location of the rotation. Anonymizing the patient encounter by noting the patient Urn is required. The candidate must provide a brief description of the patient encounter. The case description must be no longer than 8 lines (arial 8 font). The candidate is required to have the ACPS Fellow initial each entry within 1-week of the case observation. A minimum of 20 office based case descriptions is required.

#### 2. Surgery Based Logbook Entries

A candidate must maintain a concise log book of each surgery case observed during their surgical rotation. The candidate must note the date and location of the surgery. Anonymizing the patient encounter by noting the patient hospital Urn is required. The candidate must list the procedures performed for each case observed. The candidate is required to have the ACPS Fellow initial each entry within 1-week of the case observation.

Example of how to complete you logbook:

Date	Location	Case Identifier (Pt. URN)	Brief Case Description	ACPS Fellow Initial
<b>Office Based Logbook Example:</b>				
01/01/2014	Surgeon Private Rooms 1 One Street Melbourne VIC 3000	011111	New Patient. 35 year old female. Presented for surgical opinion of painful left hallux valgus (HV) deformity and intractable corn on the 5 <sup>th</sup> digit. Systemically well. No medications. Physical and radiographic examination performed. Diagnosis of moderate flexible left HV with semi rigid 5 <sup>th</sup> clawtoe deformity. Discussed conservative and surgical management. Discussed chevron osteotomy and soft tissue balance for HV correction and arthroplasty for 5 <sup>th</sup> digital deformity. Risks and convalescence explained.	<b>FELLOW INITIAL</b> Fellow Surname
<b>Surgery Based Logbook Example</b>				
01/02/2014	X-Private Hospital	011112	<ol style="list-style-type: none"> <li>1. General Anaesthetic/ Day Case Procedure</li> <li>2. Left 1<sup>st</sup> Metatarsal Chevron Osteotomy</li> <li>3. Left 1<sup>st</sup> Proximal Phalangeal Akin Osteotomy</li> <li>4. Left 5<sup>th</sup> Proximal Interphalangeal Joint Arthroplasty</li> </ol>	<b>FELLOW INITIAL</b> Fellow Surname

**IMPORTANT NOTE: The clinical and surgical experience diarised in the logbook is used as part of the application process for entry into the ACPS Training Program. This experience cannot be used as part of the ACPS training requirements. In other words, once a candidate is accepted into the training Program, they will be required to start a new logbook that is used for the duration of the training Program.**



