



Advanced Training in Rheumatology Logbook Guidelines

Submission of logbooks is required for core training in rheumatology. Over a 12-month core training period:

| Requirement | Australia Deadline | New Zealand Deadline |
|---------------------------------|--------------------|----------------------|
| First logbook of cases managed | 15 July | 31 May |
| Second logbook of cases managed | 31 January | 31 October |
| Logbook of procedures performed | 31 January | 31 October |

Logbooks must be submitted to the College by the relevant deadline, via email to rheumatology@racp.edu.au (for Australian trainees) or rheumatology@racp.org.nz (for New Zealand trainees). Please ensure to copy your nominated supervisors in the submission email as confirmation of approval.

The relevant training committee (Advanced Training Committee (ATC) in Rheumatology for Australian trainees; Advanced Training Subcommittee (ATS) in Rheumatology for New Zealand trainees) will review your logbooks, along with your Supervisor's Report/s, for training certification purposes.

The information contained in the logbooks must be de-identified and analysed by the hospital and not by the trainee.

Logbook of Cases Managed Instructions

This logbook is for the recording of patients seen over a two-month period on two occasions during the year. The logbook includes diagnosis, patient status (new/follow-up), encounter type, whether a consultant was present, and the name of the consultant present.

Record new and follow-up patients seen in the outpatient clinic (Medical Day Unit assessments should be listed as outpatient encounters). Inpatients and consultations are also recorded. For inpatients and ward consultations, even though you may see these patients several times during an admission, they should only be documented once for each admission in the logbook.

It is a requirement to submit the summary section for each two-month period. The summary section should be approved by your supervisor prior to submission to the College.

Logbook of Procedures Performed Instructions

Record all procedures performed and the joints or soft tissues aspirated and/or injected over the entire attachment period.

An aspiration and injection of a joint at the same time is counted as one procedure.

It is a requirement to submit the summary section for the entire period of your attachment. The summary section should be approved by your supervisor prior to submission to the College.

Ultrasound

The ATC and ATS in Rheumatology are also interested in the number of Advanced Trainees who are learning and using ultrasound for diagnosis or to guide a procedure. This is not a mandatory training requirement.

If you perform a procedure with ultrasound guidance, please indicate this in the logbook ultrasound table.

Please note there is a separate table for recording the use of ultrasound as a diagnostic procedure or for joint or soft tissue examination.

Contact Details

If you have any questions or concerns regarding the submission of your logbook/s, please contact the relevant Education Officer to Rheumatology:

Australian office: rheumatology@racp.edu.au

New Zealand office: rheumatology@racp.org.nz