**Committee for Joint College Training (CJCT) in Paediatric Emergency Medicine**

Adult Patient Encounter Logbook

## PERSONAL DETAILS

Please complete all details below so that your logbook can be readily identified.

**Name of Traine**e:

**MIN No:**

**Contact details:**

**Telephone No:**

**Mobile:**

### Care of logbook

You are advised to keep your logbook in a safe place. As a precaution against its loss, you might consider using a photocopy of a training record sheet or a small pocket book in which to make a contemporaneous record of your patient encounters, rather than carry the logbook with you.

These details could then be transcribed into your logbook at a later time. You should also consider keeping a second copy of your training record sheets in case the logbook is misplaced.

### Confidentiality

The contents of this logbook are confidential. Details in the logbook should only be communicated to the College and its duly appointed representatives (DEMT or supervisor).

**Trainees have a responsibility to maintain the confidentiality of the logbook and ensure it is kept safe and secure.**

# Minimum ADULT Requirement

All trainees (both PREP and pre-PREP) are required to record details of adult patient encounters during their adult emergency medicine term from the date they start their Adult Emergency Rotation.

The minimum adult requirement may only be satisfied during advanced training.

# Summary of Minimum Requirement

### Definitions

‘Encounter’ includes attending a patient for all of the following purposes – taking a history; physical examination; and participation in management and disposition decisions.

‘Adult patient’ means a patient aged 18 years or more.

### Adult Patient Encounters

For the 12 months of Adult Emergency Medicine trainees must undertake and properly record at least 400 adult patient encounters. Of this 400, must fall into Australasian Triage Scale categories 1, 2 or 3.

### Recommended Procedures

It is not mandatory to demonstrate completion of the recommended procedures listed below but trainees are encouraged to ensure that they are competent to perform all these procedures.

* Intubation
* Bag Mask Ventilation
* Procedural sedation
* Femoral Nerve Block
* Insertion of Intercostal catheter
* Thoracocentesis
* Defibrillation or cardioversion
* Fracture reduction
* Large Joint relocation
* Female pelvic examination
* Point of Care Ultrasound

# general INSTRUCTIONS

#### Adult Training Record Sheet

All the details at the top of each record sheet are to be completed.

###### Institution/Rotation

All entries on a record sheet must pertain to the institution and the rotation shown at the head of the sheet. If either the institution or the rotation changes, a new sheet is to be commenced.

#### Recording of Adult Training Encounters

For each adult patient encounter, each of the columns on the record sheet must be completed.

|  |  |
| --- | --- |
| **Age** |  |
| **Sex** | M = male / F = female |
| **Working diagnosis** | Working diagnosis for the patient at the time. |
| **Triage category** | Australasian Triage Scale category 1, 2, 3, 4 or 5. |

#### Summary of Encounters

On page 7 of this logbook please complete a summary of Acuity for the logbook.

# SIGN-OFF PROCEDURES

#### Adult Training Record Sheet

a) Every record sheet in the logbook on which an adult patient encounter is recorded is to be signed and dated by the trainee as a certification that the information contained on that record sheet is true and accurate.

b) Every record sheet is also to be signed by the trainee’s DEMT or supervising consultant (as appropriate to the rotation in question).

#### DEMT Review – Adult Patient Encounters

The DEMT will review the trainee’s adult training experience and progress as recorded in the logbook **at the end of** **each 3-month period** during which any adult patient encounters occur.

A review will therefore take place at the following times:

* for a single 3 month rotation – at the end of that rotation;
* for a rotation of a longer duration – at the end of each three month period (or part thereof) during that rotation;
* immediately the minimum adult training requirement has been completed.

Note: A review by the DEMT must occur at least once annually.

#### Certification of Completion of Logbook

Once all elements of the minimum adult training requirement have been completed and the logbook has been duly completed and signed-off by both the trainee and the DEMT, the logbook is to be forwarded to the Education Officer for Paediatric Emergency Medicine, by email [PaedEmergency@racp.edu.au](mailto:PaedEmergency@racp.edu.au) Logbooks must be submitted with your Final Supervisor’s Report. A term will not be considered for certification unless the logbook is submitted within this timeframe.

Any questions regarding the completion of the procedures logbook can be directed to the Education Officer to the CJCT in Paediatric Emergency Medicine, on +61 2 8247 6232 or via email at [PaedEmergency@racp.edu.au](mailto:PaedEmergency@racp.edu.au)

#### Audit

The College may periodically audit any trainee’s adult logbook and adult patient encounters on a random basis.

### Institution:

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| --- | --- | --- | --- |
| **Rotation:**  (select one option) | Adult ED | Mixed ED |  |

P = Performed

O = Observed

|  |  |  |
| --- | --- | --- |
| **SUMMARY** | **CAT 1,2,3 =** |  |
| **TOTAL =** |  |

| Case No. | UR/NHI Number | Date Patient seen | Sex | Age | Triage Cat. | Working Diagnosis | Disposition | Procedures Performed or Observed | P/O |
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