# Procedural logbooks

**Definition:** Procedural logbooks are used to record clinical procedures completed during training, allowing trainees to track progress and demonstrate competence across each phase of training.

### Trainee

- Update procedural logbook during training*

### TMP

- Upload a copy of the logbook at the end of each phase of training
- Request feedback from supervisor

### Supervisor

- Receive notification that logbook is ready for their review

### TMP

- Review the procedural logbook submission
- Provide feedback

### Outcome

- RACP staff will update the outcome in TMP based on supervisor review

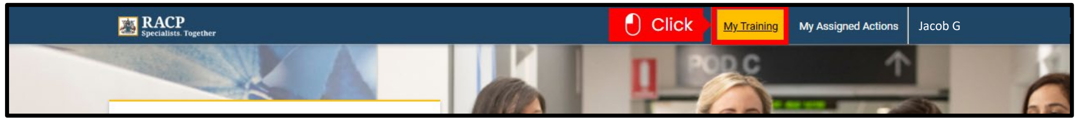
**A copy of the procedural logbook to date should be submitted at the end of each phase of training, with the complete procedural logbook submitted before the end of training*

## Trainee guide

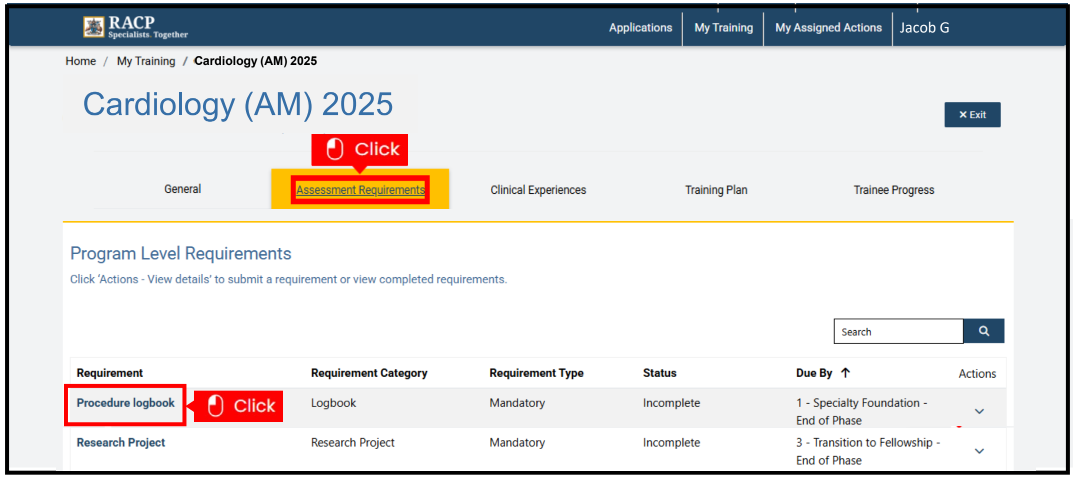
# Submit a procedural logbook

### Navigate to the page

1. Sign in to TMP.
2. Click My Training on the top navigation bar.




3. Click on the name of your training program
4. Click on the Assessment Requirements tab

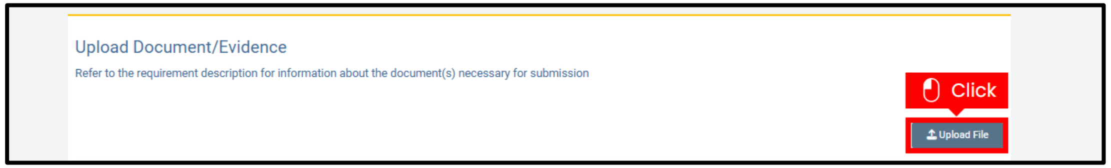



5. Scroll down to the Program Level Requirements
6. Select the Procedure logbook requirement for your current phase
7. View details of the requirement type
8. Click 'Download Template' to save it to your device


### Upload the file

<u>You will complete your logbook throughout your training program.</u>
<u>When a review of your logbook is due, complete the following steps</u>:

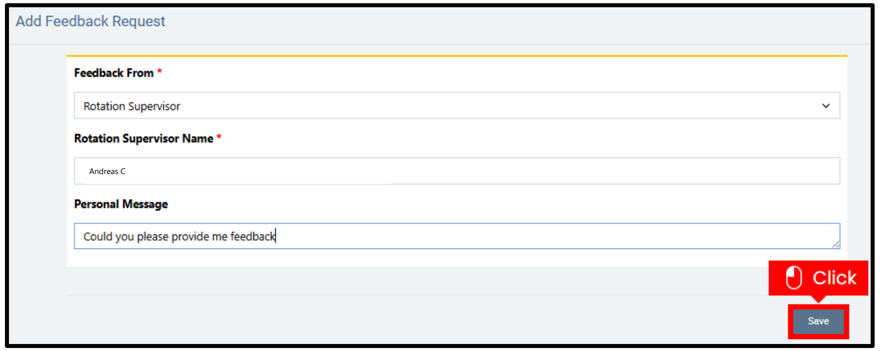
9. Scroll down and click + Add Requirement
10. Give it a title and click Save & Next
11. Review details, scroll down and upload your hard copy




### Review and request feedback

12. Check the document appears under File Name


13. Tick declaration
14. Request feedback

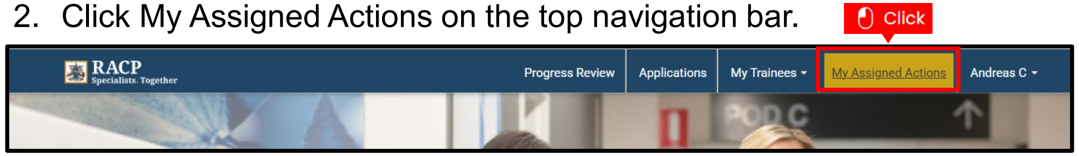

13. Click submit. A success message will appear.

## Supervisor guide

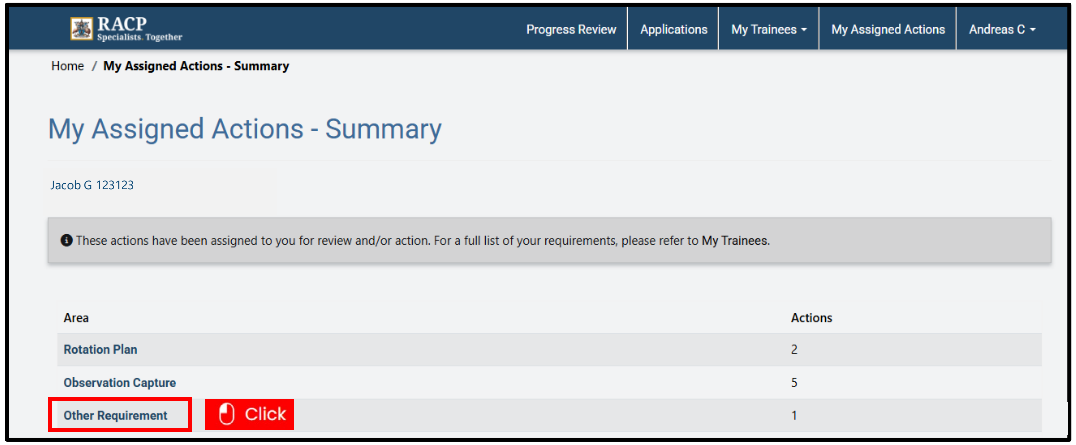
# Review a procedural logbook

**Navigate to the page**

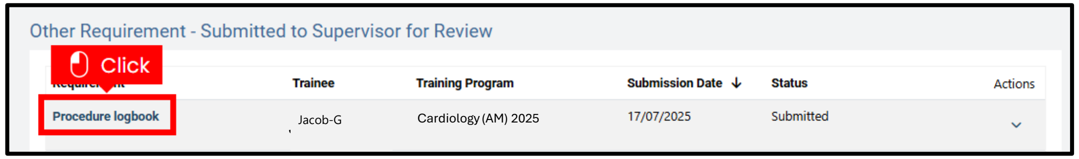
1. Sign in to the TMP.
2. Click My Assigned Actions on the top navigation bar.




3. Click Other Requirement



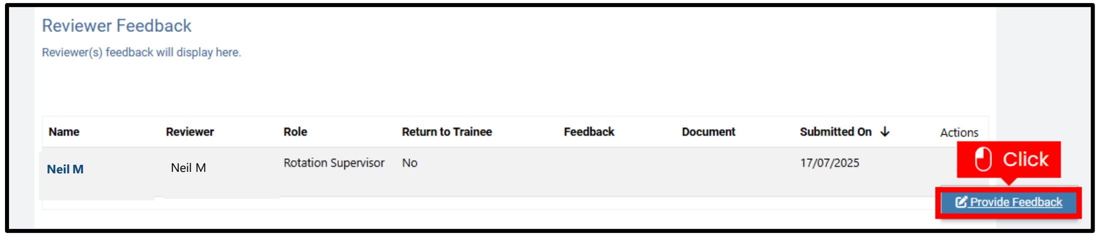

4. Click on the requirement name or under the Actions dropdown, click Review

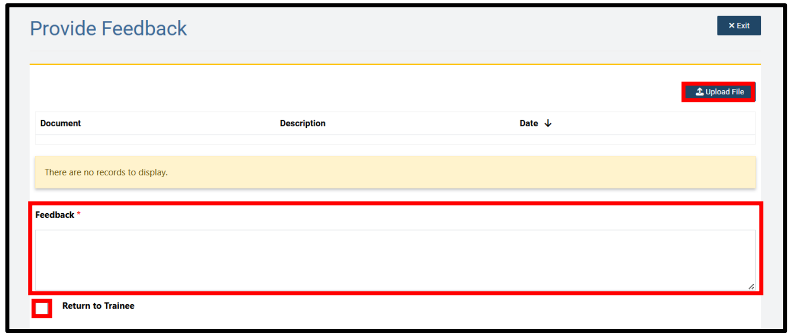



**Review the report**

8. View details of the requirement
9. Scroll down and download the file by clicking the file name or using the download icon


10. Scroll down to Review Feedback and click the Actions dropdown
11. Click Provide Feedback




13. Add supervisor review
14. Provide written feedback
15. Check Return to Trainee if more details are required

15. Click submit. A success message will appear