

## **New AVA Logbook setup for trainees**

A new design has been adopted to encompass specific hurdles faced by trainees in producing a logbook. From now on you will be able to generate logbook reports and data extracts for all cases performed or assisted at (first or second assistant) both in public and private hospitals. Your cases will also be counted as you being the primary surgeon when both you and your consultant or fellow trainee perform significant portions of the operation (co-surgeon menu options). Also, if your consultant in private does not participate in the AVA, you will now be able to capture these cases where you assist them.

The current practice of logging in as the generic data entry person will still be required for all public unit data. The username and password will need to be obtained from the incumbent trainee in the unit BEFORE you start. You will also need to obtain the list of the unit consultant's numbers (usernames) so that their cases can be allocated correctly under the "Consultant" field. If you do not assist outside the public unit, logbook reports and data extracts must be generated as the data entry person too. Only discharged patients are accepted by the Board in the logbook data extract.

*New extra login for logbook generation:* From now there will be a new login specifically tailored for your allocated public hospital if you assist a non-compliant surgeon in private and you need to enter these patients yourself. You will need to identify yourself and remain with your choice for the entire duration of your rotation that year (as in the public hospital). The categories include Trainee1 and 2; Registrar 1-4. *This specific login will only be required in two instances;* 1. For entering cases yourself in a private hospital where the consultant you assist does not participate in the AVA (only a few anticipated), 2. When you need to generate a logbook report and data extract **and** you also work outside the public unit (this is for all your patients -in public and private).

*Obtaining a specific trainee login:* This will be provided by contacting me on ([barryb2@optusnet.com.au](mailto:barryb2@optusnet.com.au)) or via the "request assistance" box in the AVA or on 0413597363. You will need to identify your public hospital as well as the private hospital(s) at which you will be assisting. You will receive a specific username and a password. The private hospital(s) linked to your public hospital will only contain 1 entry for the Consultant field..."non-compliant surgeon" and you need to enter the patient data yourself in that situation. The participating consultants who enter their own data need to be informed what trainee identity they need to enter for you as the assistant (Trainee1 etc.).

*How to generate a logbook report:* Once logged in as described above, click the "Reports" icon and select "Logbook Report". Select the Date periods that apply to your term, your trainee identity as well as the hospital(s) required. This can be printed or exported as a PDF or Excel file for transmission.

*How to generate a data extract:* This is now much easier than before. Once logged in appropriately, click the Data Extract icon. Select the "Logbook Data Extract" and there will be 2 options depending on how you have logged in. If as the data entry person who has no external assisting hospital, then select the date periods, trainee identity and select the "Remove consultant" checkbox. If more than 1 hospital has been allocated to your data entry login, then do not select a hospital as all will be included in the extract. If you have logged in as the new Trainee login above, then the only difference is that there is no "Remove consultant" checkbox. Once the extract has been generated, export it to Excel. De-identify this Excel file by deleting the patient names and UR numbers prior to transmission for privacy reasons. Only discharged patients will appear in the logbook data extract.