



**PRAKASH INSTITUTE OF MEDICAL SCIENCES & RESEARCH  
URUN-ISLAMPUR**

*(AFFILIATED TO MUHS, NASHIK – MAHARASHTRA)*



**LOG BOOK FOR POSTGRADUATES**

Name of the Candidate .....

Course /Subject .....

Admn. No. ....

Academic Year .....

Contact No .....

E Mail id .....

**Department of....**

**STUDENT DETAILS**

Name of the P. G. Student : .....

Year of Enrollment to the Course: .....

Name of the P. G. Guide : .....

**CERTIFICATE FOR ACADEMIC ACTIVITIES**

I, \_\_\_\_\_  
certify that \_\_\_\_\_ has  
been involved in the academic activities as given in ANNEXURE I of  
the Log Book.

Name & Signature

Prof & Head

**CERTIFICATE FOR ACADEMIC ACTIVITIES**

I, \_\_\_\_\_

certify that \_\_\_\_\_ has  
been involved in the academic activities as given in ANNEXURE I of  
the Log Book.

Name & Signature

Guide

## **CERTIFICATE FOR SURGICAL EXPERIENCE**

This is to certify that \_\_\_\_\_  
has been involved in surgical procedures in various capacities as  
mentioned bellow. The details of these are attached in log book as  
ANNEXURE II.

- Surgeries performed without Supervision: .....
- Major portion of surgeries performed without supervision: .....
- Surgeries performed under supervision: .....
- As First Assistant: .....
- As second Assistant: .....
- As observer: .....

Name & Signature

Name & Signature

Guide

Prof & Head

# **GUIDE TO COMPLETE LOG BOOK**

## **Instruction and Guidelines**

- The logbook has to be maintained by all trainees enrolled for M.S OR M.D
- The logbook is an important aspect of PG training. Trainee will be eligible for summative assessment only when the logbook is timely and satisfactorily completed.
- The log book has two parts: Part one is related to the academic activities and presentations done by trainee and part two is related to the experience in operative procedures.
- It is the responsibility of the trainee to ensure that entry must be countersigned by respective teacher following the academic activity on that day only.
- The records of surgical procedures should include all relevant information i.e. the date of the operation, the CR number, age and the nature of the procedure.
- The role of the trainee during operative procedure as given below should be mentioned clearly.
  1. Procedure performed without Supervision
  2. Major portion of surgeries performed without supervision
  3. Surgeries performed under supervision
  4. First Assistant
  5. Second assistant
  6. An observer
- Trainees are advised to record all surgical operations in which they have been personally involved during their training on the same day. All entries must be signed by supervisor preferably on the same day and countersigned by the head of the unit as soon as possible.
- The assessment of logbook will be done every six months during department audit and data is to be compiled reflecting the candidate's total experience to date. It should be signed by the guide and Head of the Department.
- Trainees will remain responsible for care of his/her log book and ensure the logbook is in order before summative assessment.

## **Introduction**

The aim of the course is to produce MS/ MD who can demonstrate commensurate expertise in the care MS/ MD. Hence the training in provides an opportunity for a trainee to acquire various range of competencies in cognitive, psychomotor, and affective domains.

The important aspect of any training program is proper documentation of work and its evaluation. Hence the correct entry and maintenance of the logbook is an important and integral part of the surgical training of student.

## **Purpose of the Logbook**

Logbooks are used to try and give an accurate reflection of the experience a trainee has gained during their training. Careful examination of logbooks ensures that trainees have received an adequate exposure to surgical procedures.

Accurate completion of the logbook is important for two reasons. Firstly, to make sure that the trainee is receiving adequate opportunity to gain the necessary procedural skills. Secondly, to ensure that the trainee is taking up the opportunities provided.

The logbook will:

1. help both trainees & trainers & keep them aware of their responsibility
2. be a record of all Clinical, Practical, Academic and Research Activities of the trainee with reference to different procedure (operations) performed
3. Guide the level of achievement or competence in addition to the service.
4. Will reflect the overall interest and aptitude of the trainee depending on maintenance.

## **Writing the logbook**

Trainees are required to keep a record of work undertaken in an official logbook. The logbook has been designed for the purpose of recording experience and in permitting an audit of the performance of the trainee and the unit in which they work. To assist in compiling the log, the trainee is advised to keep a notebook to record the management of each patient in which the trainee plays a role and entries are to be made concurrently with hospital management. The notebook information can then be used to compile the logbook at leisure. Logbooks provide information on operation statistics (including endoscopic procedures) and outcome of surgery. For recording purposes, several categories are listed so that a Trainee may indicate their actual level of involvement. The faculties of the department and Head of the Department will review logbooks at regular intervals (6 monthly).

## Evaluation

It is hoped that this record will stimulate the trainee towards greater effort in areas where he is below par and also record his progress. It forms the basis for assessment and evaluation of the trainees' progress. Some of the possible criteria on the basis of which a trainee could be evaluated are - soundness of knowledge, application & judgment, keenness to learn, punctuality and promptness, initiative, reliability, clinical skill, behavior with patients, attitudes towards patient's relatives, colleagues, seniors and other staff, ability to express. Depending on the qualities & the level of attainments a candidates could be considered for appraisal, with score 1-5 with 1 as least score and 5 as highest score. The meaning of these scores is as follows:

<b>Score</b>	<b>Marks</b>	<b>Grade</b>
5	Above 75%	Excellent
4	60% - 75%	Good
3	50%- 60%	Satisfactory
2	30% - 50%	Poor
1	Below 30%	Bad

Besides the grading as indicated above, each student should also be given formal feedback on his/her weak points and how to overcome his/her deficiencies.



# **ANNEXURE- I**

## **ACADEMIC ACTIVITY**

**CLINICAL CASE PRESENTATION  
DETAILS**

<b>S. N.</b>	<b>Date</b>	<b>Reg. No.</b>	<b>Age / Sex</b>	<b>Diagnosis - Provisional /Differential</b>	<b>Long / ShortCase</b>	<b>Score 1- 5</b>	<b>Sign of Teacher</b>


<b>JOURNAL CLUB</b>					
<b>SN</b>	<b>Date</b>	<b>ARTICLE WITH JOURNAL DETAILS AND AUTHORS</b>	<b>Atnd/parti/prs nt</b>	<b>(score 1to 5)</b>	<b>Sign of Teacher</b>





<b>Lecture</b>				
<b>S.No</b>	<b>Date</b>	<b>Topic</b>	<b>Name of the Faculty</b>	<b>Signature of the teacher</b>



5				
6				
7				

**CONFERENCES/WORKSHOP/CMES ATTENDED**

S.N O	Conferences/Workshop/CMES	Dates	venue	Sign of Teacher
1				
2				
3				
4				
5				
6				
7				



**PRESENTATIONS AT CONFERENCES**

S.N O	Type, title	Details of Conferences	Sign of Teacher
1			
2			
3			
4			
5			
6			
7			

# **ANNEXURE- II**

## **Practical work**

**SURGERY/CASES**

SN	SURGERY	Performed without supervision	Major portion performed without supervision	Performed under supervision	Assisted		Observer
					First	Second	
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							

**PERIOD OF EVALUATION - FROM: /...../... TO .... /...../....**

- *To be filled every 6 months*
- *Scoring 1 to 5 as shown in each column*

Remarks:

.....

<b>EVALUATION SHEET</b>						
<b>ASSESSMENT</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>Score</b>
	<b>(bad)</b>	<b>( Poor)</b>	<b>(Satisfactory)</b>	<b>(Good)</b>	<b>(Excellent)</b>	
<b>A. ABILITY/PATIENT CARE</b>						
i. Surgical knowledge						
ii. Problem Evaluation & Judgment						
iii. Technical Skills						
<b>B. PERFORMANCE</b>						
i. Punctuality						
ii. Initiative						
iii. Responsibility						
iv. Verbal presentation						
<b>C. ACADEMIC PERFORMANCE</b>						
i. Enthusiasm						
ii. Attendance at Meetings						
iii. Interest in Meetings						
<b>D. PERSONAL</b>						
i. Appearance						
ii. Emotional maturity						
iii. Patient Rapport and Empathy						
iv. Relationship with colleagues and nursing						
v. staff						
<b>TOTAL (Maximum 70)</b>						

Date

Unit In charge  
(Name & Signature)