Morbidity Audit & Logbook Tool (MALT)

Guide for JDocs Logbook (V.2)

1.   **ABOUT MALT FOR JDOCS**

The JDocs logbook is based on SNOMED terminology for the procedures (International Systematised Nomenclature of Medicine clinical descriptors of medical illness, treatments and operations) and includes basic surgical constructs (operative) and intermediate surgical constructs (non operative) as described in the Technical Expertise Competency (PGY1-3).

Supervisor workflow

There are two options available where users can either (a) assign an *Alternative Supervisor (Figure 1)* to validate their entries in their logbook **OR** extract a report that can be signed off by their supervisor and uploaded to the JDocs ePortfolio as evidence against the MALT Logbook Activity (Figure 2)

Fig.1

The Alternate Supervisor will receive an email outlining instructions on how to access MALT and validate entries. Please check with the Supervisor that they are happy to validate entries before selecting this option. If a Supervisor is not present in the list, contact MALT@surgeons.org to lodge a request,

Fig.2

2.   **ACCESSING MALT**

Select **New Case** from the JDocs Logbook displayed on the ePortfolio dashboard. You may need to refresh the ePortfolio (F5) to see updated cases.

Select **New case** or See **all cases**.

3. **AGREEMENT**

On initial log in, you are presented with the **Terms of Use** for MALT. This needs to be accepted before continuing. You will be asked to review and accept the Terms of Use once every four weeks. Please note this agreement is currently being updated for JDocs.

4. **ACCOUNT SET UP**

The first time you access MALT, you are presented with the **Account** screen.

The JDocs MALT logbook is defaulted to a **non-supervisory workflow (N/A Supervisor).**

It is optional for you set up the following fields:

- Alternate supervisor (Surgeons/SET/IMG) present in theatre
- Default hospital
- Default PGY level
- Default unit/clinic

User profile will be pre-populated.
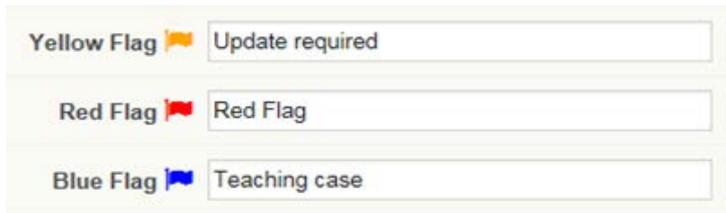

Search Supervisor OR select N/A Supervisor

Select email notifications to NO if selected N/A Supervisor

Search and select default hospital

Select PGY level

4.1. Case Flags

Each case can be marked using three coloured flags, enabling the user to denote their cases according to their own criteria.

Users can set their own descriptors for each flag on their MALT Account Screen. Each descriptor is a maximum of 15 characters. Flag descriptors are set to "Yellow Flag", "Red Flag" and "Blue Flag" as a default.

5. DASHBOARD

The JDocs logbook dashboard provides an overview of the status of the cases in each of your logbooks. The tiles can be clicked on to access cases.

- Add a new case
- See a list of all cases

The MALT menus will be displayed

6. CASE ENTRY

A new case can be created by clicking **+ New Case** from the Dashboard (located above the dashboard tiles for that Logbook).

Alternatively, click **+ New Case** from the Function Bar on the Journal page (located top

This section contains fields related to the case that must be completed. Any field marked with an asterisk * is mandatory

NOTE: To enter patient DOB, click in the DOB field to display the calendar. Select the date from the calendar by selecting the year first, then the month and day or type it in using the format

7.   **PROCEDURE SELECTION**

The procedure selection area uses SNOMED terms and includes basic surgical constructs (operative) and intermediate surgical constructs (non operative) as described in the Technical Expertise Competency (PGY1-3). These terms will appear **emboldened** in the list.

- Click the appropriate tab to enter either **Operative Procedure** or **Non Operative Management** data.

- To search for a term, click in the search field and start typing your search words. A list of relevant procedures will display for selection.

- Select the relevant procedure and it will appear in the Case Procedures box:

- The **Recently Used** list provides a list of your 25 most recently saved procedures.

- The **Most Used** list provides a list of your 25 most frequently saved procedures in order of descending selection frequency.

- The **Favourites** feature enables user to mark procedures with a "star" and then display and select procedures from their favourites list.

7.1. Can't find your procedure?

If you are unable to find the procedure you are searching for, click on the
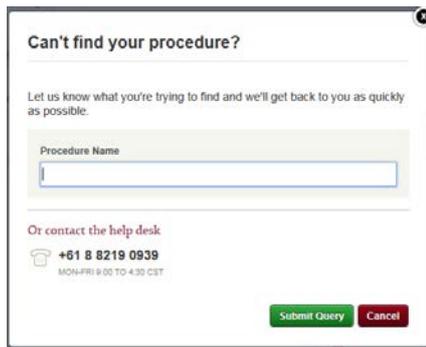
 ⑦ Can't find your procedure? link to display a MALT Helpdesk notification pop-up. Enter the term that you have been unable to find and click the "Submit Query" button. Your query will be emailed to the MALT Helpdesk.

8. PROCEDURE DETAILS

Once the procedure has been selected, the Procedure Details Box appears containing two tabs.

The Procedure Details Minimum Dataset tab includes the following fields:

- Supervision Level: (Independent, Supervised, 1st Assistant, 2nd Assistant, Observed)

- Primary Surgeon: This field is located on the Expanded Dataset Tab for most procedures. For the majority of users, this is a non-mandatory field. It provides the ability to mark cases where you had the most significant influence on the surgical/patient outcome.

9. MULTIPLE PROCEDURES IN A CASE

You can add multiple procedures in a case. Once the first procedure details have been saved, another procedure can be selected following the steps outlined above. Continue adding procedures as required.

10. ADDING COMMENTS

To add a comment to the case, click **Add Comment**.

When the comment box displays, enter your comments and click **Save**.

Comments can be searched for in the keywords field on the Journal view screen and can also be selected to show in a Data Extract Report.
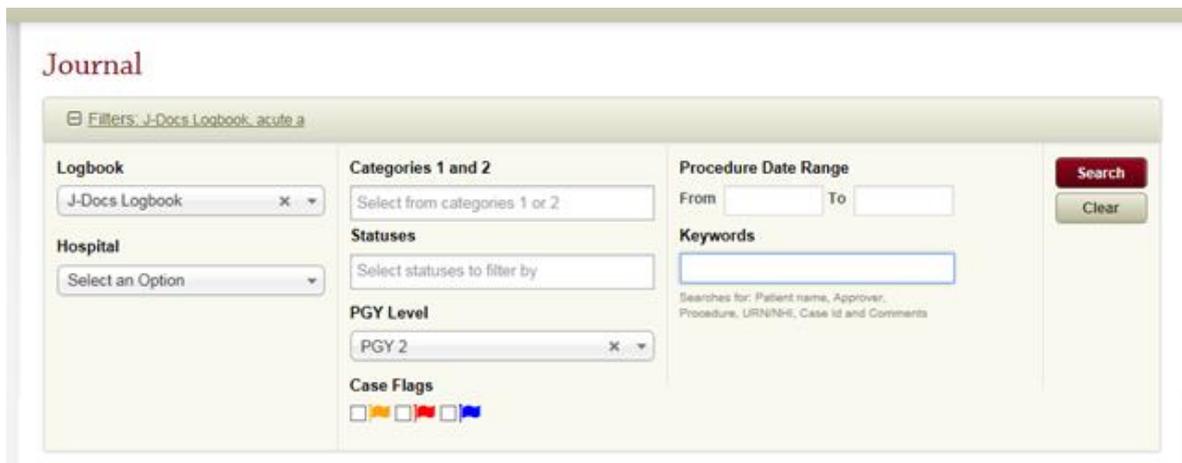
11. SAVING THE CASE

The following action buttons display at the bottom of the New Case and Edit Case screens:

Action Button	Action
Save & Close	Save the case with Draft status. Save a Completed case with the same status. Return the user to the Journal screen.
Save & New	Save the case with Draft. Save a Completed case with the same status. Navigate the user directly to a blank New Case screen for entry of a new case within the same logbook.
Save & Copy	Save the case with Draft status. Save a Completed case with the same status. Display the Copy Case pop-up for the user to choose which data is to be copied from the current case to a New Case within the same logbook.
Mark Complete	Mark the case as Complete and return the user to the Journal screen
Complete & New	Mark the case as Complete and navigate the user directly to a blank New Case screen for entry of a new case within the same logbook
Complete & Copy	Mark the case as Complete. Display the Copy Case pop-up for the user to choose which data is to be copied from the current case to a New Case within the same logbook
Cancel	Return the user to the Journal screen without saving current case updates

12. JOURNAL VIEW

The **Journal** view shows a list of your cases with more detail than the **Dashboard**.

From the **Journal**, records can be edited, filtered, cases can be searched for based on specific criteria and various actions related to the cases can be performed. The keyword search on the Journal view also includes non-operative management terms.

Select Edit to update or edit a case and mark any cases as complete.

13. REPORTS

- A range of standard reports are available in MALT. To access and generate these reports:

    Click **Reports** from the main menu options; then

    Select **MY REPORTS** from the reports sub-menu

    Make the relevant parameter selections for your chosen report type

    Click the **Generate Report** button for that report type. All the reports, except the Data Extract Report, will be in PDF format.

    Cases must be Marked as completed before generating a report.

My Logbook Reports

Example of the MALT Logbook summary report

The MALT reports screen also includes a link to the Custom Report Tool which provides access to:

- Additional reports required by some specialty training boards

- The All Procedures Logged Report which displays totals of procedures performed against supervision levels for logbooks that utilise a SNOMED procedure list. Unlike the Logbook Summary Report, this report can include all procedures, not just "bolded" procedure terms that have been selected by the Training Board.

To access the Custom Report Tool:

- Click the link on the Reports sub-menu to open the tool in a new window.

Example of the Qlikview all logged procedures report

14.   IMPORTING DATA INTO MALT

The import tool for MALT is currently in development. Cases can be entered retrospectively.

15.   MALT MOBLE APP

A MALT mobile APP is in development where cases can be entered off line.

16.   FURTHER INFORMATION

For more information about MALT, please visit the MALT webpage on the College website: www.surgeons.org/malt

NEED HELP?

For assistance please contact malt@surgeons.org

RACS IT Helpdesk

For assistance with College website credentials (username and password) please contact the RACS IT helpdesk on +61 3 9276 7422 or at help.desk@surgeons.org