

Best Practice,
Better Practitioners

Morbidity Audit & Logbook Tool (MALT)

Guide for JDocs Logbook (V.2)

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Royal Australasian College of Surgeons

J-Docs Logbook - New Case

Journal > New Case

Case Details: Minimum Dataset

URN/NHI	<input type="text"/>	Hospital	Calvary Health Car...X	Procedure Date	<input type="text"/>
DOB	<input type="text"/>	Age	<input type="text"/>	Unit/Clinic	Select a Unit/Clinic
		Rotation Period	N/A	Supervisor	N/A Supervisor
		PGY Level	PGY 1	Alternate Supervisor	Select an Option

Case Details: Expanded Dataset

Operative Procedures | **Non Operative Management**

Search procedures - Only bold terms counted in Logbook Summary Report

RECENTLY USED MOST USED FAVOURITES

- ☆ Harvesting of vein
- ☆ Excision of lesion of skin
- ☆ Suture open wound

Can't find your procedure?

Comments [Add Comment](#)

[Save & Close](#) [Save & New](#) [Save & Copy](#)

[Mark Complete](#) [Complete & New](#) [Complete & Copy](#)

[Cancel](#)

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 screenshot shows the 'J-Docs Logbook - New Case' form. The form is titled 'Case Details: Minimum Dataset' and contains several input fields: URN/NHI, Hospital (Calvary Health Car...), Procedure Date, DOB, Age, Unit/Clinic (Select a Unit/Clinic), Rotation Period (N/A), PGY Level (PGY 1), Supervisor (N/A Supervisor), and Alternate Supervisor (Select an Option). The 'Alternate Supervisor' dropdown menu is circled in blue.

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

Account User profile will be pre-populated.

User Profile	
First Name Test	Formal Salutation Dr T JDoc
Last Name JDoc	Email malt.testing@surgeons.org
Preferred Name Test	Mobile
Prefix Dr	

Account View RACS profile

User Profile

First Name Jacky	Formal Salutation J Heath
Last Name Heath	Email jackyah3@bigpond.com
Preferred Name Jacky	Mobile 0408 391986
Prefix	

User Details

Active	Logbook	Supervisory Workflow	Default Rotation Period	Default Unit/Clinic
<input checked="" type="checkbox"/>	J-Docs Logbook	No	Select an Option	Select an Option

Nominated Supervisor: N/A Supervisor (N/A) - AUSTRALIA - MELBO. X

Receive Email Notifications: YES NO

Hospitals: Calvary Health Care - Tasmania - St Vincent'S Camp (TAS) X

Default Hospital:

Alternate Supervisors: N/A Supervisor (N/A) - AUSTRALIA - MELBOURNE - TEST X

Default PGY Level: PGY 1 X

Yellow Flag

Red Flag

Blue Flag

Save

← Search Supervisor OR select N/A Supervisor

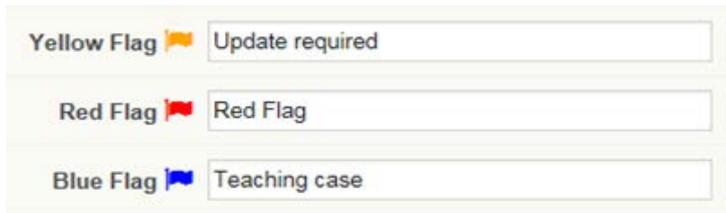
← Select email notifications to NO if selected N/A Supervisor

← 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

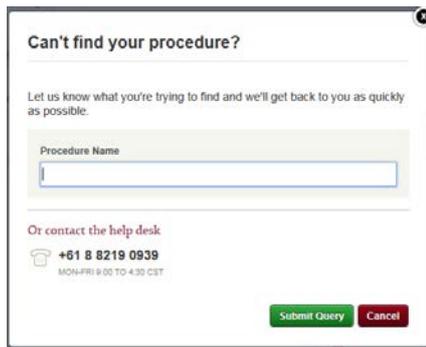
The procedure selection area uses SNOMED terms and includes basic surgical constructs (operative) and intermediate surgical constructs (non operative) as described in the Technical Expertise Competency (PGY1-3). These terms will appear **bolded** in the list.

- 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



The screenshot shows a web form titled "Can't find your procedure?". It includes a text input field for "Procedure Name", a "Submit Query" button, and a "Cancel" button. Below the input field, there is contact information for the help desk: "+61 8 8219 0939" and "MON-FRI 9:00 TO 4:30 CST".

[? 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.



The screenshot shows the "Procedure Details" form with two tabs: "MINIMUM DATASET" and "EXPANDED DATASET". The "MINIMUM DATASET" tab is active, showing a "Supervision Level" dropdown menu with the text "Select a Supervision L..." and a "Board Reporting Term" field with the text "Post-surgical wound care". There are "Save" and "Cancel" buttons at the bottom right.

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 .

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

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



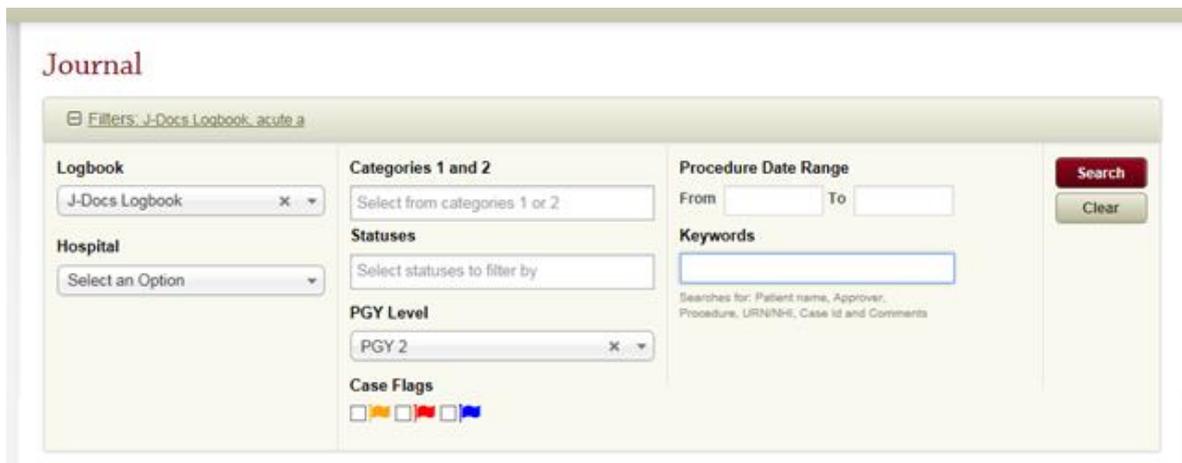
The following action buttons display at the bottom of the New Case and Edit Case screens:

Action Button	Action
	Save the case with Draft status. Save a Completed case with the same status. Return the user to the Journal screen.
	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 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 the case as Complete and return the user to the Journal screen
	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
	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
	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.



Refer to Supervisor Mark as complete Recall/Retract Bulk Edit + New Case										
	Date	Case Id	Patient	Approver	Procedures	Supervision Levels	Category 1	Complications	Status	Actions
<input type="checkbox"/>	12-04-2...	978201		N/A Supervisor	Advanced life support	3	Basic Cons...	0	Completed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
					Repair with closure of ...	1	Basic Cons...	0		
					Removal of staples	2	Basic Cons...	0		
					Post-surgical wound care	4	Basic Cons...	0		
					Removal of suture	1	Basic Cons...	0		
					Postprocedural intra-a...		Intermediat...	0		
<input type="checkbox"/>	11-04-20...	978213		N/A Supervisor	Repair with closure of ...	2	Basic Cons...	0	Completed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
					Spontaneous abortion ...		Intermediat...	0		
<input type="checkbox"/>	17-11-20...	843018		N/A Supervisor	Appendectomy	2		0	Draft	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

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

My Logbook Reports

Logbook Summary Report

Status: Completed Approved Generate Report

Logbook:

Hospitals:

Expanded Logbook Report

Logbook: Generate Report

User Summary Report

Date From: Generate Report

Example of the MALT Logbook summary report



LOGBOOK SUMMARY REPORT

J-Docs Logbook

Morbidity Audit and Logbook Tool



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NAME: Bryce McGain
 RACS ID: 200695
 NOMINATED SUPERVISOR(S): N/A Supervisor
 ALTERNATE SUPERVISOR(S):
 HOSPITAL(S): Flinders Medical Centre
 ROTATION PERIOD: N/A
 PGY LEVEL: PGY 1
 STATUS(ES): Completed, Approved

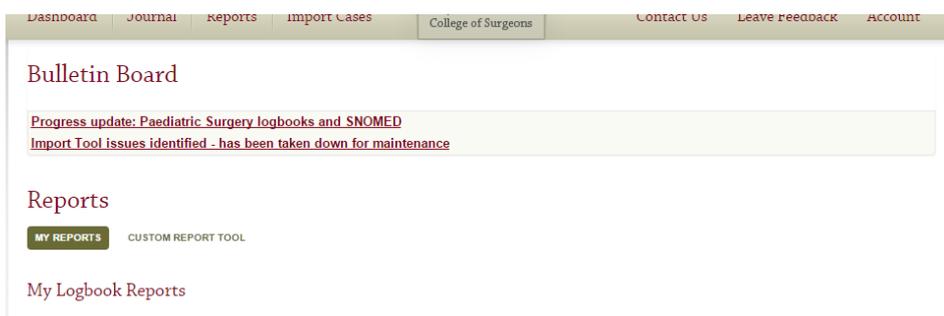
Basic Constructs						
Operative Procedures	Independent	Supervised	1st Assistant	2nd Assistant	Observed	Total this Rotation
Operative procedures						
Abdominal paracentesis						0
Advanced life support		1				1
Application of plaster cast						0
Control of wound haemorrhage						0
Debridement of wound of skin						0
Drainage of abscess of subcutaneous tissue						0

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.



The screenshot shows the top navigation bar with links: Dashboard, Journal, Reports, Import Cases, College of Surgeons, Contact Us, Leave Feedback, Account. Below the navigation bar is a 'Bulletin Board' section with two links: 'Progress update: Paediatric Surgery logbooks and SNOMED' and 'Import Tool issues identified - has been taken down for maintenance'. Underneath is a 'Reports' section with a button for 'MY REPORTS' and a link for 'CUSTOM REPORT TOOL'. At the bottom, there is a link for 'My Logbook Reports'.

Example of the Qlikview all logged procedures report

Category	Total	Independent	Supervised
Total	3	2	1
Removal	2	1	1
Surgical repair	1	1	-

14. IMPORTING DATA INTO MALT

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

15. MALT MOBILE 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