

**How to approach “Submit Logbook” requirements for an EPA  
Audience = Residents, Competence Committee Members, Academic Coaches**

**A] Background**

»» For programs whose EPA suites include a requirement to “submit logbook” for various procedures or activities (2 examples are shown below), corresponding “procedures” have been set up in the procedure log to track these procedures/activities.

Part B: **Logbook**

Resident submits **logbook** of general neurosurgical procedures

**Logbook** tracks:

- Procedure: [write in]
- Role in procedure: [write in]

Part B: **Logbook**

Submit **logbook** of procedures

**Logbook** tracks:

- Anatomic region: skull/scalp; orbit; midface; lower face; aerodigestive tract; nose
- Flap(s) utilized for reconstruction (write in):
- Role in procedure: observer; participant; first assistant; primary operator

**Logbook** must demonstrate participation in reconstructions of at least 2 different anatomic regions

If there is no formal Royal College requirement for a logbook, then there will not be a form available when a resident selects “log procedure”. If requested by the program, a custom logbook can be created for programs who do not currently have this requirement.

»» In the procedure log, items have 2 levels of categorization: Category and Procedure.  
The Category = the EPA (examples below).  
The Procedure = the specific procedure or activity (examples below).

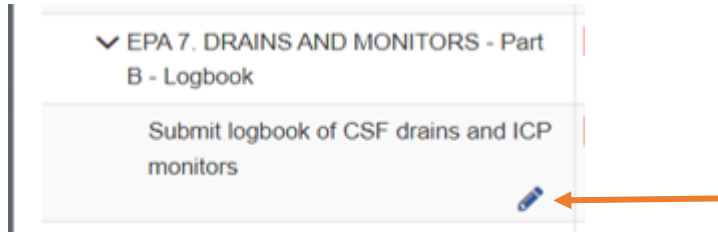
Procedure	Program	External Programs	Category	Form	Effective Date	Expiry Date	Status
Chiari	Neurosurgery		Core 10 – CSF Disorder	Neurosurgery Procedure Log	01-Jan-2024		Active
Cyst	Neurosurgery		Core 10 – CSF Disorder	Neurosurgery Procedure Log	01-Jan-2024		Active
ETV	Neurosurgery		Core 10 – CSF Disorder	Neurosurgery Procedure Log	01-Jan-2024		Active
Syrinx to SAH/P shunt	Neurosurgery		Core 10 – CSF Disorder	Neurosurgery Procedure Log	01-Jan-2024		Active
shunt revision	Neurosurgery		Core 10 – CSF Disorder	Neurosurgery Procedure Log	01-Jan-2024		Active
shunt insertion	Neurosurgery		Core 10 – CSF Disorder	Neurosurgery Procedure Log	01-Jan-2024		Active
Stereotactic procedures	Neurosurgery		Core 16 – Stereotactic	Neurosurgery Procedure Log	01-Jan-2024		Active
Neurovascular compression syndrome procedures	Neurosurgery		Core 17 - Neurovascular compression syndromes	Neurosurgery Procedure Log	01-Jan-2024		Active
muscle biopsy	Neurosurgery		Core 20 – Sural nerve/muscle biopsy	Neurosurgery Procedure Log	01-Jan-2024		Active

## B] Resident EPA requirements dashboard – Fulfilling Submit Logbook Requirement

» If the EPA states that submission of a logbook is required, a requirement has been created within that EPA tab on the Learner Dashboard that asks: *Logbook submitted? Or Submit logbook*. This is a yes/no toggle switch that is intended to be toggled to “yes” by the resident when they feel they are ready for the committee to review their logbook. (Note: the logbook does not need to be manually “submitted” if the resident is using the MedSIS Procedure Log as the data is already viewable in the system. If using an external logbook, an export from that system can be uploaded by the resident into MedSIS)

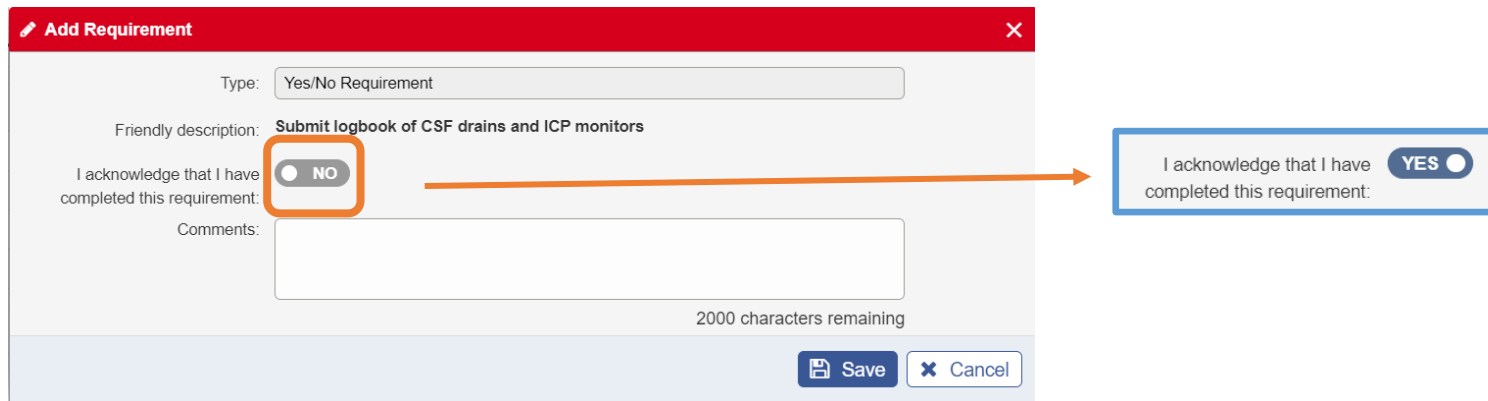
▼ EPA 7. DRAINS AND MONITORS	47%					In Progress		
▼ EPA 7. DRAINS AND MONITORS - Part A - Procedural skills	95%	4	0	0	0	2	2	In Progress
Collect 5 observations of achievement	80%							
At least 1 lumbar drain	100%							
At least 1 ICP monitor	100%							
At least 2 EVDs	100%							
▼ EPA 7. DRAINS AND MONITORS - Part B - Logbook	0%	0	0	0	0	0	0	Pending
Submit logbook of CSF drains and ICP monitors	0%							

To toggle the requirement to yes, hover to right of requirement to bring up a pencil – click the pencil

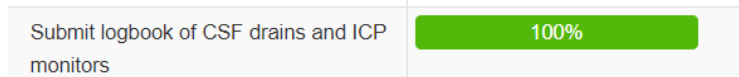


This brings up a pop-up window.

Residents should toggle the “I acknowledge that I have completed this requirement” switch to YES when they are ready for the program to review their procedures related to this EPA. Comments are optional.



Once toggled to YES, the progress on the EPA is updated:



## C] Viewing EPA related logbook entries



The data can be viewed (or exported) within the resident's Procedures tab.

- 1 Displays logged procedures
- 2 Filter by linked EPA
- 3 Export the procedure log

Hannah Hilltest | Home > Curriculum > Learner Curriculum > Learner Dashboard

General Surgery - General Surgery 2020

Learner: Cautest, Ryan  
Start Date: 01-Jul-2024  
Current Stage: Stage 2 - Foundations of Discipline

Details | EPAs | Supporting Documentation | Reflection Documentation | Assessments | Program Evaluations | Events | **Procedures** | Summary Report | Review Dashboard

Procedure Dashboard

All Procedures **2** | **3** Export Procedures | Export Procedure Form Details

Procedure Log | Total: 16862

Procedure Name	Category Name	Procedure Program	Activity	Start Date	End Date	Evaluation	Trigger	Created By	Supervisor	Evaluatee	Status	Action	Expiry Date
Silk lamp examination (supplement)	Eye Procedures	Family Medicine	Emergency Medicine-Site-1197	25-Sep-2023	18-Dec-2023	Procedure Log - Family Medicine Q	Start of Rotation	Morales, Kai	Morales, Kai	Morales, Kai	Submitted 28-Sep-2023	View	
Insertion of sutures (simple, mattress, and subcuticular)	Skin Procedures	Family Medicine	Emergency Medicine-Site-1197	25-Sep-2023	18-Dec-2023	Procedure Log - Family Medicine Q	Start of Rotation	Morales, Kai	Morales, Kai	Morales, Kai	Submitted 28-Sep-2023	View	
Removal of embedded corneal foreign	Eye Procedures	Family Medicine	Emergency Medicine-Site-1197	25-Sep-2023	18-Dec-2023	Procedure Log - Family Medicine Q	Start of Rotation	Morales, Kai	Morales, Kai	Morales, Kai	Submitted 28-Sep-2023	View	



»» Filter data by the Category (EPA number) as needed:

Procedures: Category Name Core 16 – Stereotactic

Filter Show Selected

--Load Filter--

Search

CLEAR

- TTD 4 – Personal Teaching and Learning Plan
- Core 10 – CSF Disorder
- Core 11 – Peripheral Nerve Block
- Core 14 - Hand Fractures
- Core 14 – Hysteroscopy
- Core 16 – Personal learning and career plans
- Core 16 – Stereotactic
- Core 17 - Tendon Injuries
- Core 21 – Resection Peripheral Nerve Tumors

Clear Save Apply Close

The image shows a software interface for filtering procedures. A dropdown menu is open, showing a list of categories. The 'Procedures' section is selected, and 'Core 16 – Stereotactic' is highlighted. The 'Apply' button is also highlighted.

Procedure Dashboard

Procedures: Category Name **Core 16 – Stereotactic**

↑ Export Procedures

↑ Export Procedure Form Details

Procedure Log

Total: 2

<input type="checkbox"/>	Procedure Name	Category Name	Procedure Program	Activity ^	Start Date v	End Date v	Evaluation	Trigger	Created By v	Supervisor v	Evaluatee ^	Status ^	Action
<input type="checkbox"/>	Stereotactic procedures	Core 16 – Stereotactic	Neurosurgery	Pediatric Neurosurgery-Calgary	26-Aug-2024	22-Sep-2024	Neurosurgery Procedure Log <a href="#">Q</a>	Start of Rotation 11-Sep-2024	Ahtest, John 11-Sep-2024			<span>✓ Submitted</span> 11-Sep-2024	<a href="#">View</a>
<input type="checkbox"/>	Stereotactic procedures	Core 16 – Stereotactic	Neurosurgery	Neurosurgery PGY1-Calgary	29-Jul-2024	25-Aug-2024	Neurosurgery Procedure Log <a href="#">Q</a>	Start of Rotation 23-Sep-2024	Ahtest, John 23-Sep-2024			<span>✓ Submitted</span> 23-Sep-2024	<a href="#">View</a>

Showing 1 to 2 of 2 entries Show 15 entries

First Previous **1** Next Last