

ACRRM Procedural Skills Logbook

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Purpose of this Logbook

The logbook contains those procedural items that are defined as mandatory skills in the Australian College of Rural and Remote Medicine (ACRRM) Primary Curriculum.

Certification of competency in all skills is a prerequisite for those applying for Fellowship of the College (FACRRM).

When each individual item is successfully performed in a safe, competent, professional and ethical manner, the certifier (i.e. the person who actually witnessed the registrar complete the procedure) can complete the relevant certification documentation. This must be completed at the same time as the certifier witnessed the performance.

All items refer to adults unless otherwise identified.

Across the specified items there are four different levels of minimum competency that are required to be satisfied to qualify for certification.

In decreasing level of complexity they are:

- a) Performed to the standard of an independent practitioner on a real patient and not just in a simulated environment;
- b) Performed to a pass standard in a certified course in a simulated environment;
- c) Performed under supervision to the standard of a practitioner working under supervision; and
- d) Assisted an experienced practitioner performing the task.

Each item has a defined minimum standard that must be met before the certifier can assign competency. A higher standard is also acceptable.

In this logbook, 'certifier' refers to the person immediately responsible for the actions of the registrar to ensure patient safety. The minimum qualification for performing the role of a certifier in this logbook is a registered medical practitioner at the rank of Senior Registrar or equivalent. Where possible, the certifier should hold a Fellowship or other appropriate postgraduate qualification in the relevant discipline.

NB: the certifier of a procedure is not necessarily the registrar's day to day supervisor or principal supervisor.

The certifier must have personally observed the registrar perform the procedure or personally observed the outcome of the procedure so performed. An example of the latter would include the receiving ED consultant examining a patient who has undergone an emergency retrieval and who has had a chest tube inserted by the registrar at another location. Even though the consultant was not present when the tube was inserted, he/she would be able to ascertain whether the procedure had been correctly performed.

The logbook entries may begin at any point in the registrar's training cycle or during the 12 months prior to enrolling as a registrar.

Regulations

1. Satisfactory completion of this logbook is a mandatory requirement for award of FACRRM. Those registrars who are unable to gain certification in any specific item in the logbook for specific reasons can apply to the Censor in writing for a determination of whether an alternative may be acceptable evidence for that single item.
2. The registrar is wholly responsible for maintaining their logbook including ensuring each entry is accurate, up to date and that appropriate measures are taken in case of loss of the original document. The latter requires the registrar to perform regular backup through photocopying or digital scanning.
3. The registrar is required to present their logbook to either their principal supervisor or medical educator for inspection at least every 6 months who will then complete the 'Record of Discussion and Review of Logbook' section. The training supervisor and / or medical educator will be required to note whether progress has occurred in their report to the accredited Training Provider.
4. The registrar is required to forward to ACRRM the entire logbook [photocopy or scanned copy but not the original] for inspection every 12 months. The registrar must maintain their own original and backup copies as the logbook items sent in yearly to ACRRM will not be returned.

The registrar is required to forward to ACRRM the entire original logbook for inspection once all procedural items have been assessed as completed. If the logbook meets all the criteria for completion, the 'Certificate of Satisfactory Completion' of the logbook will be signed by the ACRRM staff and the logbook will be returned to the registrar.

Electronic Log Book

An electronic version of the logbook is available on the RRMEO website. The rules and regulations listed above will apply to both the electronic and written versions. Registrars have the option of having procedure certification in either or both systems.

Certification of Accuracy

I hereby certify that the contents of this logbook are a true and accurate record of my clinical experience

Signed (registrar submitting logbook for assessment)

Print name

ACRRM membership number

Date

Certificate of Satisfactory Completion of Logbook by ACRRM

I hereby certify that (name) _____ has provided his / her procedural logbook which satisfies the Procedural Skills Logbook assessment requirements of ACRRM for award of the College Fellowship.

Name

Position (can only be signed by the Assessment Manager or authorised delegate)

Signed

Date

Record of Procedures

Urgent Care: Oxygen Delivery

task	minimum standard required for certification	location or name of course	patient file number	date	certifier's name	certifier's qualification	certifier's telephone number	certifier's signature
rebreathing mask	A							
CPAP / BIPAP	C							

- A. Performed to the standard of an independent practitioner on a real patient and not just in a simulated environment
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- C. Performed under supervision to the standard of a practitioner working under supervision
- D. Assisted an experienced practitioner performing the task

Urgent Care: Airway support

task	minimum standard required for certification	location or name of course	patient file number	date	certifier's name	certifier's qualification	certifier's telephone number	certifier's signature
mouth to mouth/mask ventilation	B							
bag/mask ventilation	B							
oropharyngeal airway	B							
nasopharyngeal airway	B							
laryngeal mask	B							
endotracheal intubation	B							
endotracheal intubation (child)	B							
cricothyroidotomy: emergency access	B							
oxygen saturation monitoring	A							
rapid sequence induction	D							
jet insufflation	B							
reduction tension pneumothorax	B							
emergency use of mechanical ventilators	D							

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Urgent Care: Cardiac

task	minimum standard required for certification	location or name of course	patient file number	date	certifier's name	certifier's qualification	certifier's telephone number	certifier's signature
external cardiac massage	B							
defibrillation	B							
synchronised DC cardioversion	B							
synchronised DC cardioversion (child)	B							
pericardiocentesis	B							

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Urgent Care: Circulation

task	minimum standard required for certification	location or name of course	patient file number	date	certifier's name	certifier's qualification	certifier's telephone number	certifier's signature
intravenous access	A							
intravenous access (child)	A							
cutdown venous access	B							
blood transfusion	A							
central vein cannulation	D							
interosseous access	B							

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Urgent Care: Neonatal

task	minimum standard required for certification	location or name of course	patient file number	date	certifier's name	certifier's qualification	certifier's telephone number	certifier's signature
resuscitation	B							
intubation	B							
umbilical catheter	B							

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Urgent Care: Trauma

task	minimum standard required for certification	location or name of course	patient file number	date	certifier's name	certifier's qualification	certifier's telephone number	certifier's signature
stabilisation of the injured spine	A							
use venom detection kit	C							

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Body system: Respiratory

task	minimum standard required for certification	location or name of course	patient file number	date	certifier's name	certifier's qualification	certifier's telephone number	certifier's signature
spirometry and peak flow measurement	A							
use of medication delivery devices (child)	A							
use of spacer devices (child)	A							
nebulisation therapy	A							
nebulisation therapy (child)	A							
intercostal catheter	C							
intercostal catheter (child)	C							
pleural tap/drainage	C							
thoracocentesis	C							
thoracocentesis (child)	C							
oxygen concentrators	C							

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Body System: Cardiac and Abdominal

task	minimum standard required for certification	location or name of course	patient file number	date	certifier's name	certifier's qualification	certifier's telephone number	certifier's signature
thrombolytic therapy	D							
orogastric tube insertion	A							
nasogastric tube insertion	A							
nasogastric tube insertion (child)	A							
gastric lavage	A							
sigmoidoscopy	A							
proctoscopy	A							
drainage thrombosed pile	A							
drainage perianal abscess	A							

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Body System: Nervous

task	minimum standard required for certification	location or name of course	patient file number	date	certifier's name	certifier's qualification	certifier's telephone number	certifier's signature
perform Glasgow Coma Scale	A							
lumbar puncture	C							
administer nitrous oxide (as analgesia)	A							
local anaesthesia	A							
local anaesthesia (child)	A							
topical wound anaesthesia	A							
regional nerve block	A							
digital nerve block	A							
intercostal nerve block	A							
bier's block	A							
femoral nerve block	A							
adult sedation	C							
child sedation	C							

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Body System: Musculoskeletal

task	minimum standard required for certification	location or name of course	patient file number	date	certifier's name	certifier's qualification	certifier's telephone number	certifier's signature
spinal mobilisation	A							
spinal manipulation	C							
spinal injection trigger points	A							
spinal dry needling	A							
spinal therapeutic ultrasound / TENS	A							
soft tissue injury strapping	A							
soft tissue injury stretches	A							
soft tissue injection	A							
joint injection	A							
joint aspiration	A							
fracture splinting	A							
fracture plaster cast	A							
reduction of fracture (adult)	C							
reduction of fracture (child)	C							
reduction of joint dislocation (adult)	C							
reduction of joint dislocation (child)	C							

Body System: Skin

task	minimum standard required for certification	location or name of course	patient file number	date	certifier's name	certifier's qualification	certifier's telephone number	certifier's signature
repair of skin lacerations	A							
repair of superficial skin lacerations (child)	A							
wound dressings	A							
burn dressings	A							
wound debridement	A							
excision of skin lesion	A							
excision of skin lesion (child)	A							
curettage of skin lesion	A							
punch biopsy of skin lesion	A							
shave biopsy of skin lesion	A							
flap repairs	C							
skin graft repair	C							
cryotherapy	A							
removal of subcutaneous foreign body (adult)	A							
removal of subcutaneous foreign body (child)	A							
incision and drainage of abscess	A							
drainage of subungual haematoma	A							
ingrown toenail surgery	C							

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Body System: Urogenital

task	minimum standard required for certification	location or name of course	patient file number	date	certifier's name	certifier's qualification	certifier's telephone number	certifier's signature
urethral catheterisation on male	A							
urethral catheterisation on female	A							
urethral catheterisation (child)	A							
suprapubic catheterisation	C							
suprapubic aspiration (child)	C							

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Body System: ENT

task	minimum standard required for certification	location or name of course	patient file number	date	certifier's name	certifier's qualification	certifier's telephone number	certifier's signature
hearing assessment	A							
ear toilet	A							
insertion wick into external ear canal	A							
removal of foreign body from external auditory meatus	A							
packing of nasal cavity	A							
cautery for nasal bleeding	A							

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Body System: Ophthalmology

task	minimum standard required for certification	location or name of course	patient file number	date	certifier's name	certifier's qualification	certifier's telephone number	certifier's signature
visual acuity and field assessment	A							
use ophthalmoscope	A							
use slit lamp	A							
topical anaesthesia of cornea	A							
staining cornea with fluorescein	A							
eyelid eversion	A							
irrigation of eye	A							
removal of corneal foreign body	A							
removal of subtarsal foreign body	A							
measurement of intra-ocular pressure	A							
chalazion curettage	D							

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Perform diagnostic tests

task	minimum standard required for certification	location or name of course	patient file number	date	certifier's name	certifier's qualification	certifier's telephone number	certifier's signature
obstetric ultrasound	C							
venous blood sampling (child)	A							
arterial blood sampling	A							

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Obstetrics: Antenatal

task	minimum standard required for certification	location or name of course	patient file number	date	certifier's name	certifier's qualification	certifier's telephone number	certifier's signature
perform fundal height assessment	B							
perform urine pregnancy testing	A							
perform foetal heart sound detection	B							

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Obstetrics: Intrapartum

task	minimum standard required for certification	location or name of course	patient file number	date	certifier's name	certifier's qualification	certifier's telephone number	certifier's signature
perform CTG interpretation	B							
perform perineal repair	C							
manage shoulder dystocia	B							
manage normal delivery	B							
manage normal delivery	B							
manage normal delivery	B							
manage normal delivery	B							
manage normal delivery	B							
manage normal delivery	B							
manage normal delivery	B							
manage normal delivery	B							
manage normal delivery	B							

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Obstetrics: Intrapartum

task	minimum standard required for certification	location or name of course	patient file number	date	certifier's name	certifier's qualification	certifier's telephone number	certifier's signature
manage normal delivery	B							
manage normal delivery	B							
manage normal delivery	B							
manage normal delivery	B							
manage normal delivery	B							
manage normal delivery	B							
manage normal delivery	B							
manage normal delivery	B							
manage normal delivery	B							
manage normal delivery	B							
manage normal delivery	B							

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