



**THE COLLEGE OF ANAESTHESIOLOGISTS OF EAST,
CENTRAL AND SOUTHERN AFRICA (CANECSA)**

TRAINING LOGBOOK

**PRACTICAL RECORD BOOK FOR CANECSA
MEMBERSHIP AND FELLOWSHIP TRAINEES**

Updated 2022

NAME OF TRAINEE:

COUNTRY:

GENERAL INSTRUCTIONS

This logbook is an important document. It is an integral part of anaesthesiology and intensive care training and it will provide a record of your practical experience and your academic and educational activities. It will be part of your assessment as you move through training. A satisfactory logbook will be a pre-requisite to your being recognized as being safe enough to progress to undertaking the CANECSA examinations, and ultimately obtaining CANECSA qualifications. The logbook aims to reflect the case mix and the case load of the trainee's experience in accredited training centres.

Logbook Submission and Deadlines

The logbook should be updated regularly, and an up-to-date version of the logbook may be requested by CANECSA at any time. Typically, logbooks will be requested quarterly.

Verification

The accuracy of information recorded in this logbook is verified by the signatures of your supervisor(s) and CANECSA Training Programme Director. You will be expected to present a physical copy of your logbook at your examinations, which must have the appropriate signatures.

Each section can be filled in either electronically and then printed, or alternatively the information can be written in by hand. Either way the form must be printed out for your supervisor's physical signature. For ease of completion, sections 1, 2, 3 and 6 are formatted as Microsoft Word documents, while sections 4 and 5 are formatted as Microsoft Excel spreadsheets. As many pages of each section as are required should be printed, every page must have the appropriate signatures.

Sections 1-5 must be signed by your supervisor for the rotation in question, and this book must also be signed at the end of each rotation - in section 1. Your logbook must be presented to the CANECSA Training Programme Director in your hospital at the end of every semester so that they can assess the progress you are making, and record this in section 6.

How data will be used

By entering data in the logbook, you consent for your CANECSA Training Programme Director, designated CANECSA Staff, designated CANECSA Fellows holding education and examination roles, and other persons as CANECSA may see fit, to view this data.

By entering data here, you additionally consent to this data potentially being used for the following purposes:

- As a means of verifying adequate trainee operative experience
- To inform changes or improvements to CANECSA's curricula, training programmes and accreditation processes
- Producing research about anaesthesiology training which may be disseminated for presentation or published
- Advocating for increased resources to support anaesthesiology in the region

Where the data is used for quality improvement, research or advocacy, it will be anonymized and in no way attributable to you.

GUIDE TO LOGBOOK COMPLETION

1. Training Posts Held (Rotations)

You are required to keep a record of each training post to which you have been assigned.

2. Training Courses, Lectures, Scientific Meetings Attended

Record of attendance at *external* training courses, scientific meetings, lectures and CME activities should be recorded. It is not intended for record of regular training activities within the unit to which you are attached.

3. Other Educational Activities

Journal club meetings attended, cases presented, audit, publications and other personal contributions should be included as well as involvement in departmental audit and / or research projects.

4. Daily Record - on accompanying excel spreadsheet

- *Age*: to be recorded in years. Months may optionally also be recorded in brackets for paediatric patients
- *ASA*: see Appendix 1 for ASA classification
- *Urgency*: Options are emergency (EM) or elective (EL)
- *Primary / Secondary / Tertiary Anaesthetic Technique*: Enter the primary anaesthetic technique used. If secondary and tertiary anaesthetic techniques are also employed, those should also be recorded in the appropriate field. Options are general anaesthesia (GA), spinal anaesthesia (SA), epidural anaesthesia (EP), peripheral nerve block (PNB), sedation (SD), none (NONE)

5. Summary Statement of a Semester - on accompanying excel spreadsheet

6. Semestrial Assessment of the Resident

To be completed by the Hospital CANECSA Training Programme Director

1. TRAINING POSTS HELD (ROTATIONS)

Including care rotation(s)

DATES	HOSPITAL	SPECIALITY	SUPERVISOR	SIGNATURE

Supervisor's Signature

Date

2. TRAINING COURSES, LECTURES, SCIENTIFIC MEETINGS ATTENDED

DATE(S)	VENUE	TOPIC AND PRESENTER

Supervisor's Signature

Date

3. OTHER EDUCATIONAL ACTIVITY

Such as journal club meetings attended, cases presented, audits conducted, research projects and publications.

DATE(S)	VENUE	TOPIC AND PRESENTER

Supervisor's Signature

Date

SECTIONS 4. (DAILY RECORD) AND 5. (SUMMARY STATEMENT OF A SEMESTER) ARE TO BE FOUND ON THE EXCEL SPREADSHEET ACCOMPANYING THIS DOCUMENT

6. SEMESTRIAL ASSESSMENT OF THE RESIDENT

To be completed by Hospital CANECSA Training Programme Director

Name:

Service:

Starting date:

CRITERIA	ASSESSMENT GRADE				
	0 Poor	1 Average	2 Good	3 Very good	4 Excellent
CLINICAL SCIENCES					
BASIC SCIENCES					
RECORDING OF DATA					
DATA INTERPRETATION					
ADEQUATE DECISION					
EFFICIENCY					
CURIOSITY					
RESPONSIBILITY					
DISCIPLINE, PUNCTUALITY					
RELATIONSHIP WITH PATIENTS					
RELATIONSHIP WITH STAFF					
ETHICAL BEHAVIOUR AND PROFESSIONALISM					

Student progress : Slow Normal Fast

Student performance: Poor Average Good

Remarks:

Report date:

Hospital CANECSA Training Programme Director name and signature:

APPENDIX 1 - AMERICAN SOCIETY OF ANESTHESIOLOGISTS (ASA) CLASSIFICATION

- **ASA 1** - No organic pathology or patients in whom the pathological process is localized and does not cause any systemic disturbance or abnormality.
- **ASA 2** - A moderate but definite systemic disturbance. Example: Mild diabetes.
- **ASA 3** - Severe systemic disturbance from any cause or causes. It is not possible to state an absolute measure of severity, as this is a matter of clinical judgment. Example: Complicated or severe diabetes.
- **ASA 4** - Extreme systemic disorders which have already become an eminent threat to life regardless of the type of treatment. Because of their duration or nature there has already been damage to the organism that is irreversible.
- **ASA 5** - Moribund patient with little chance of surviving
- **ASA 6** - Brain-dead organ donor

The ASA classification also allows for an emergency operation to be indicated with the addition of the letter “E” to the ASA score number. In the CANECSA logbook, there is no need to add the letter “E” - this information is captured in the *Urgency* field.