

# Residency Program

## Logbook

MD (Oncology)

Phase-A



Oncology Department

Bangabandhu Sheikh Mujib Medical University

Dhaka, Bangladesh

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## **Essential Information for Using this Logbook**

### **Objectives of the Logbook:**

The purpose of the logbook is to provide one source of evidence for the University that a trainee has attained the desired level of competency required to sit for the MD (Oncology) Phase A Final Examination. It is the record where Residents are going to document experiences and skills they will attain during their training. Residents should use a logbook to maintain records of their experience in bedside diagnostic and therapeutic procedures and attendance at educational activities. The Supervisors will periodically review the Logbooks to assess training progress and recommend remedial action where appropriate.

### **Instructions to the Residents:**

#### **Personal Information:**

Please fill in all your personal information required. This will help the University to process your Logbook by the Course Director before sitting for the final exam. Your photograph should be attached to the logbook and you should sign the personal information page.

#### **Registration with BSMMU:**

Before starting training you have to be registered with the Registration Department of BSMMU.

#### **Clinical Case Log:**

1. You will find a list of clinical problems to be managed during your training period. Your level of competence/performance in each case will be determined by your supervisor.
2. Patient name is not required. You need to mention the provisional or final diagnosis or the problems the patient had.
3. For each case write the date of the admission.
4. Each case entry should be signed by your supervisor. His signature is the proof of your actual participation.

#### **Procedures' Log:**

1. The logbook contains tables for required procedures to be done during different stages of training and the level of desired competency/performance at each stage.
2. Your supervisor should sign each procedure to document the event.

#### **Academic Activities:**

1. Academic activities that must be documented in the logbook are journal clubs, morbidity and mortality Review Meetings, and workshops or other conferences attended.
2. It is preferable that you and your supervisor determine the scientific content of the journal club based on your learning needs.
3. You are to record Mandatory Courses/Workshops and Conferences/Seminar/Symposium where you will record your CME activities whether inside or outside the training centre. Any attended activity must be signed by the workshop or conference organizer / coordinator.

#### **Rotation / Block Training:**

Faculty of Medicine of BSMMU has determined specific training rotations that you must go through during the training period (see your curriculum for details). After you finish each rotation make it signed by the Supervisor and countersigned by the Course Coordinator and chairman of the department.

#### **Leave record:**

Every leave application when forwarded should be entered in the leave record section of the book

**Assessment of Logbook Activities:**

1. Your supervisor will assess your logbook monthly to assess training progression and provide verbal or written feedback.
2. Your supervisor will send progress report of training every 6 months to the Course Director.

**Important notice:**

- It is your responsibility to maintain an accurate logbook and to regularly update your records.
- Shall you meet any difficulty you must contact your supervisor/Course Coordinator or the Course Director.
- Unsatisfactory completion of the logbook would lead to delay of training progression.
- Unsatisfactory logbook at the end of training will prevent you from entering the Phase A final examination.
- It is the responsibility of the resident to keep the logbook safe and secured

**Guidelines for the Supervisors:**

1. The logbook is a day to day record of the clinical and academic work done by the Resident.
2. It is the responsibility of the supervisor to indentify and inform the Resident of the area in which he/she is lacking and provide opportunities to improve the competence.
3. Supervisors or his/her designated consultant/trainer should sign the completed events on that particular day in the appropriate column of the Logbook.

**Levels of Competence/Performance:**

The level of competence/performance at which a skill is performed by the trainee should be recorded in the given column of the Logbook.

**For Patient Management:**

- Level 1: Assisted
- Level 2: Managed under supervision
- Level 3: Managed independently

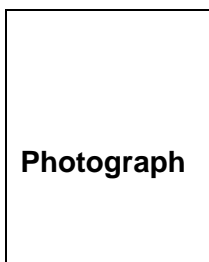
**For Procedures:**

- Level 1: Observed
- Level 2: Assisted
- Level 3: Performed under supervision
- Level 4: Performed independently

**Note:**

*All entries in the Logbook should be verifiable and the Course Director reserves the right to demand evidence in the form of hospital records in order to verify the data provided in the record sheets*

## Trainee's Personal Details



Course: MD (.....). Session: .....

Institution: .....

Name: ..... Date of Birth .....

Father's Name ..... Mother's Name .....

Address.....  
.....

Telephone ..... E mail.....

Nationality ..... National ID/Passport No: .....

BMDC Registration No ..... Valid upto: .....

### Academic Data:

Graduation (MB BS): Year: ..... Institution: .....

Date of Registration: ..... Resident's ID No: :.....

Date of commencement of the Program:.....

Signature:.....













## Section III: Investigations and Procedures' Log

**Number of Investigations/Procedures and level competence/performance to be attained during the Training Program**

Investigation/Procedures	Level of Competence	Minimum number to be performed
1. Recording and dose scheduling of chemotherapy		
2. Radiation measurement practical		
3. Radiation treatment planning		
4. Infusion pump technique		
5. Dosemetric calculation		
6. CPR		
7. Peritoneal Aspiration		
8. Nasogastric Intubation		

9. Proctoscopy		
10. Acute abdomen management		
11. Upper GI Endoscopy		
12. Lower GI Endoscopy		
13. Abdominal Ultrasound		
14. Pleural Aspiration		
15. Bleeding management		
16. Pleural Biopsy		
17. Bronchoscopy		
18. Urethral Catheterization		

19. Lumber Puncture		
20. Bone Marrow Aspiration		
21. Use of Glucometer		
22. Insulin Technique		
23. Nebulisation Technique		
24. Spirometry		
25. CT/MRI Interpretation		
26. Others		



## 2. Radiation measurement practical

SI No	Date	Name of the Experiment	Level of performance	Supervisor's signature



### 3. Radiation treatment planning

Sl No	Date	Reg No. Age/Sex	Interpretation	Level of performance	Supervisor's signature

#### 4. Infusion pump technique

Sl No	Date	Reg No. Age/Sex	Interpretation	Level of performance	Supervisor's signature

## 5. Dosemetric calculation

Sl No	Date	Reg No. Age/Sex	Interpretation	Level of performance	Supervisor's signature

## 6. CPR

Sl No	Date	Reg No. Age/Sex	Interpretation	Level of performance	Supervisor's signature

## 7. Peritoneal Fluid Aspiration

Sl No	Date	Reg No. Age/Sex	Interpretation	Level of performance	Supervisor's signature

## 9. Nasogastric Intubation

Sl No	Date	Reg No. Age/Sex	Interpretation	Level of performance	Supervisor's signature

## 10. Proctoscopy

Sl No	Date	Reg No. Age/Sex	Interpretation	Level of performance	Supervisor's signature

## 11. Acute abdomen management

Sl No	Date	Reg No. Age/Sex	Interpretation	Level of performance	Supervisor's signature



## 12. Upper GI Endoscopy

Sl No	Date	Reg No. Age/Sex	Interpretation	Level of performance	Supervisor's signature

### 13. Lower GI Endoscopy

Sl No	Date	Reg No. Age/Sex	Interpretation	Level of performance	Supervisor's signature

## 14. Abdominal Ultrasound

Sl No	Date	Reg No. Age/Sex	Interpretation	Level of performance	Supervisor's signature

## 15. Pleural Aspiration

Sl No	Date	Reg No. Age/Sex	Interpretation	Level of performance	Supervisor's signature

## 16. Bleeding management

Sl No	Date	Reg No. Age/Sex	Interpretation	Level of performance	Supervisor's signature

## 17. Pleural Biopsy

Sl No	Date	Reg No. Age/Sex	Interpretation	Level of performance	Supervisor's signature

## 18. Bronchoscopy

Sl No	Date	Reg No. Age/Sex	Interpretation	Level of performance	Supervisor's signature

## 19. Urethral Catheterization

Sl No	Date	Reg No. Age/Sex	Interpretation	Level of performance	Supervisor's signature



## 20. Lumber Puncture

Sl No	Date	Reg No. Age/Sex	Interpretation	Level of performance	Supervisor's signature

## 21. Bone Marrow Aspiration

Sl No	Date	Reg No. Age/Sex	Interpretation	Level of performance	Supervisor's signature

## 22. Use of Glucometer

Sl No	Date	Reg No. Age/Sex	Interpretation	Level of performance	Supervisor's signature

## 23. Insulin Technique

Sl No	Date	Reg No. Age/Sex	Interpretation	Level of performance	Supervisor's signature

## 24. Nebulisation Technique

Sl No	Date	Reg No. Age/Sex	Interpretation	Level of performance	Supervisor's signature

## 25. Spirometry

Sl No	Date	Reg No. Age/Sex	Interpretation	Level of performance	Supervisor's signature







## **Section IV:**

### *Academic Activities: Minimum Requirements:*

<b>Events</b>	<b>Minimum number required</b>
Lectures attended	70% of the schedule lecture
Tutorials/small group teaching attended	70% of the schedule
Journal Club Presentations	30
Mortality/Morbidity meeting Presentations	70% of the schedule
Grand Round/clinical meeting Presentations	20
Clinical Audit	70% of the schedule
Mandatory Courses/Workshops Attended*	
Conferences/Seminars/Symposium/Workshop/CME Attended*	
Papers/Posters presented in conferences/seminars/symposium	
Papers/abstracts published in BMDC approved Journals	

*\*Certificate of attendance and active participation has to be produced*











## E. Mandatory Courses/Workshops Attended

(As per Curriculum requirement)

Course/Workshop	Date	Venue	Supervisor's signature
Basic Life Support			
IT and Health Informatics			
Palliative Care			
Nuclear Medicine			

**Note:** Certificate of satisfactory completion/attendance must be attached













## B. Summary of Patient Management Log:

Period: .....

Sl. No.	Events/ Tasks	Minimum requisite number for the training period	Number performed
1	In-patient Management	100	
2	Out-patient Management	50	
3	Emergency Patient Management	20	

## C. Outpatient Clinic Session Log:

Period: .....

Clinic	Min requisite No for the training period	Number performed

Trainee's signature and Date.....

Trainee's Name.....ID No.....

## D. Investigations and Procedures:

Period: .....

Investigation/Procedures	Level of Competence	Minimum number to be performed	Total Number Performed
1. Recording and dose scheduling of chemotherapy			
2. Radiation measurement practical			
3. Radiation treatment planning			
4. Infusion pump technique			
5. Dosemetric calculation			
6. CPR			
7. Peritoneal Aspiration			
8. Nasogastric Intubation			
9. Proctoscopy			

10. Acute abdomen management			
11. Upper GI Endoscopy			
12. Lower GI Endoscopy			
13. Abdominal Ultrasound			
14. Pleural Aspiration			
15. Bleeding management			
16. Pleural Biopsy			
17. Bronchoscopy			
18. Urethral Catheterization			
19. Lumber Puncture			

20. Bone Marrow Aspiration			
21. Use of Glucometer			
22. Insulin Technique			
23. Nebulisation Technique			
24. Spirometry			
25. CT/MRI Interpretation			
26. Others			



## E. Academic Activities:

Period: .....

Events	Minimum number required	No. performed/ % performed
Lectures attended	70% of the schedule	
Tutorials/small group teaching attended	70% of the schedule	
Journal Club Presentations	30	
Mortality/Morbidity meeting Presentations	70% of the schedule	
Grand Round/clinical meeting Presentations	20	
Clinical Audit	70% of the schedule	
Mandatory Courses/Workshops Attended*		
Conferences/Seminars/Symposium/Workshop/CME Attended*		
Papers/Posters presented in conferences/seminars/symposium		
Papers/abstracts published in BMDC approved Journals		

Resident's signature : .....

Date.....

Resident's Name.....

ID No.....

Logbook: Phase- A, Oncology