

Guideline: Clinical Log Books for Credentialing Applications

Overview

- Applications for certain scopes of clinical practice (SoCP) require the practitioner to submit log books as part of the application for SoCP. Log books demonstrate the applicant's currency and breadth of practice.
- General Practitioners requesting one of the following Advanced Skilled Training (AST) disciplines are required to submit a log book with the application:
 - Anaesthetics
 - Obstetrics
 - Surgery
 - Endoscopy/Gastroscopy
- Specialists in these fields do **not** have to submit log books, e.g. Anaesthetists, General Surgeons or Obstetricians
- Practitioners who have been awarded the JCCA or DRANZCOG Advanced within 6 months prior to applying for SoCP do not need to submit a log book. Practitioners have completed a set number of procedures to be eligible for the award of either of these 2 qualifications.

Key requirements

- Log books must cover the period of the past 12 months.
- Log books should contain the following information:
 - Name of the practitioner
 - Date of the procedure
 - Procedure/s undertaken
 - Outcome/Other details (if relevant)
 - For anaesthetics: the child's age for any paediatric cases
- A log book must **not** contain any information which may identify a patient, for example names, date of birth or UR number.¹ If this information is in the log book it must be redacted prior to submission to the Credentialing Committee.
- Log books may be in the format of:
 - A list recording each case/procedure
 - A summary of cases/procedures by month grouped by type of case/procedure
 - For anaesthetics; an AARK (Automated Anaesthetic Record Keeping) report, a Vaper log book, or similar.
- Log books can be presented as a hand written list (ensuring writing is legible), typed list, spreadsheet or report from an appropriate reporting system.

¹ Office of the Information Commissioner, Queensland. Dataset publication and de-identification techniques. <https://www.oic.qld.gov.au/guidelines/for-government/guidelines-privacy-principles/applying-the-privacy-principles/dataset-publication-and-de-identification-techniques>