



**GFP**

# **GENERAL FOUNDATION PROGRAM**

## **Trainee Logbook**

First Edition



## **General Foundation Program**

### **Trainee Logbook**

**Trainee's Name:** \_\_\_\_\_

**GFP No:** \_\_\_\_\_

**Track:** \_\_\_\_\_

**Specialty:** \_\_\_\_\_

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## I. Introduction:

The purpose of this logbook is to provide a framework for the GFP trainees where they log their clinical and procedural activities during their various rotations. The trainees should log all their clinical activities to provide evidence of reasonable case mix. It shows how much learning experience they have attained.

The logbook is structured to be utilized by all trainees. It covers the medical and surgical tracks. As trainees do different rotations across the tracks, they should fill the rotation specific log of activities i.e., a trainee in medical specialty might do a rotation in surgical specialty and hence should log the activities for this rotation and the other rotations.

The procedures which are listed in the table should be used as guide to fill the procedural activities. The clinical activities log should be used to capture the daily clinical case mix encountered during clinical practice setting. The forms for clinical activities and procedures are similar for all trainees. Anesthesia and radiology trainees should fill the specialty specific logbook forms when they rotate in these rotations pertinent to their area of interest.

The trainee should use the logbook to assist in their learning such as reading about clinical cases they filled in and improving on procedural skills. They should log all the activities on daily basis. The logbook would be used to assess the clinical exposure of the trainees. The supervisors, Assistant Program Directors (APD) and Program Director (PD) would review the logbook and the assessment forms to ensure trainees attain the basic competencies required.

The logbook is part of the learning activities the trainees are expected to keep at all time.

## II. LIST OF SPECIALTIES

### MEDICAL TRACK

- A. Emergency Medicine
- B. Family Medicine
- C. Pediatrics
- D. Internal Medicine

- D1. Specialty of Interest - General Medicine
- D2. Specialty of interest: General Ophthalmology
- D3. Specialty of interest: Radiology
- D4. Specialty of interest: Anesthesia
- D5. Specialty of interest: Dermatology
- D6. Specialty of interest: Psychiatry

### SURGICAL TRACK

- A. General Surgery
- B. Orthopedics
- C. ENT
- D. Neurosurgery
- E. Plastic Surgery
- F. Obstetrics and Gynecology

### III. Medical Specialty Procedures

Procedures	Minimum Number Required	6 Months APD Remarks	12 Months APD Remarks	18 Months APD Remarks	24 Months APD Remarks	Program Director's Signature
<b>Emergency Medicine Procedures</b>						
Adult Medical Resuscitation	4					
Adult Trauma Resuscitation	4					
Pediatric Medical Resuscitation	4					
Pediatric Trauma Resuscitation	4					
Procedural sedation	6					
Endotracheal Intubations	20					
LMA ventilation	10					
NIPPV	15					
Central venous access	4					
Chest tubes	4					
Dislocation reduction	4					
Lumbar puncture	2					
Cardiac pacing: TCP/	2					
Suturing simple and complex wounds	10					
Back slab	10					
Anterior nasal packing for Epistaxis	4					
<b>Family Medicine Procedures</b>						
ECG reading	20					
Blood collection/vascular access: adult and pediatric (10 each)	20					
Arterial puncture	2					

Procedures	Minimum Number Required	6 Months APD Remarks	12 Months APD Remarks	18 Months APD Remarks	24 Months APD Remarks	Program Director's Signature
Nasogastric tube insertion	6					
Pap smear collection	2					
Urinary catheterization	6					
Simple laceration repair	10					
Simple spirometry (measurement of peak expiratory flow meter)	10					
Drainage of subungual hematoma	4					
I&D of superficial abscesses	4					
Fluorescein examination without slit lamp	10					
Visual acuity	10					
Cryotherapy of skin lesions	2					
Excision of dermal lesions (e.g. papilloma, nevus, or cyst)	2					
Application of back slabs	6					
Anterior nasal packing for epistaxis	6					
Insertion of external ear canal wick	3					
Basic obstetrical ultrasound (fetal presentation, placental location, AFI)	2					
Intrauterine device insertion	3					
Wedge excision of ingrown toenail	2					
<b>Pediatrics Procedures</b>						
Newborn resuscitation	5					
Pediatric resuscitation	5					

Procedures	Minimum Number Required	6 Months APD Remarks	12 Months APD Remarks	18 Months APD Remarks	24 Months APD Remarks	Program Director's Signature
Abdominal paracentesis (observed or done)	2					
Administration of surfactant	5					
Bag and Mask Ventilation	20					
Basic Lung Function Test	5					
Pneumothorax Needle Aspiration	3					
Tuberculin Skin Test	2					
Arterial/Venous Sampling and Cannulation*	50					
Electrocardiogram (ECG)	3					
Umbilical Artery and Venous Cannulation and Sampling	10					
Intercostal Chest Tube Insertion and Aspiration	3					
Endotracheal Intubation	10					
Suturing of simple cuts and wounds	10					
Bone marrow and Biopsy	2					
Exchange Transfusion	4					
Guthrie Card specimen collection	4					
Lumbar Puncture	10					
Nasogastric Tube Insertion	10					
Routine Testing of Urine (Dipstick)	10					
Urinary Catheterization	10					



Procedures	Minimum Number Required	6 Months APD Remarks	12 Months APD Remarks	18 Months APD Remarks	24 Months APD Remarks	Program Director's Signature
<b>Internal Medicine Procedures</b>						
Adult medical resuscitation	4					
Lumbar puncture	4					
Arterial blood sampling	4					
Foleys catheter insertion	10					
Initial setting of non-invasive positive pressure ventilation	4					
Paracentesis	4					
Thoracocentesis	4					
Peripheral venous cannulation	10					
Nasogastric tube insertion	10					
<b>Ophthalmology Procedures</b>						
Tests of visual acuity <i>*(the number is a guide to be performed and be competent but does not need to be logged in detail)</i>	50					
Visual fields <i>*(the number is a guide to be performed and be competent but does not need to be logged in detail)</i>	50					
Test for ocular motility <i>*(the number is a guide to be performed and be competent but does not need to be logged in detail)</i>	50					
Direct ophthalmoscopy <i>*(the number is a guide to be performed</i>	50					

Procedures	Minimum Number Required	6 Months APD Remarks	12 Months APD Remarks	18 Months APD Remarks	24 Months APD Remarks	Program Director's Signature
<i>and be competent but does not need to be logged in detail</i>						
Fluorescein staining of the cornea <i>*(the number is a guide to be performed and be competent but does not need to be logged in detail</i>	50					
Tonometry <i>*(the number is a guide to be performed and be competent but does not need to be logged in detail</i>	50					
Slit lamp examination <i>*(the number is a guide to be performed and be competent but does not need to be logged in detail</i>	50					
Corneal FB removal	20					
<b>OT Skills :</b>						
Scraping + gown wearing <i>*(the number is a guide to be performed and be competent but does not need to be logged in detail</i>	20					
Chalazion incision and drainage	10					
Eyelash epilation	10					
Conjunctival and corneal foreign body removal	5					
Pterygium removal	5					
Corneal suture removal for primary corneal repaired wound	5					

Procedures	Minimum Number Required	6 Months APD Remarks	12 Months APD Remarks	18 Months APD Remarks	24 Months APD Remarks	Program Director's Signature
Syringing and propping for nasolacrimal duct occlusion	5					
Entropion and ectropion correct (under supervision)	5					
<b>ER Ophthalmology skills:</b>						
Eye dressing changing <i>*(the number is a guide to be performed and be competent but does not need to be logged in detail)</i>	10					
Scraping of corneal ulcer	5					
Removal of chalazia and eyelid skin suturing (not involving the lid margin or the lacrimal drainage system)	5					
Removal of conjunctival foreign body (FB)	5					
Safely removal of superficial/non-central corneal foreign bodies and central corneal FB under supervision.	5					
Removal of corneal sutures (non-keratoplasty)	5					
Performing nasolacrimal irrigation	5					
Repair of minor conjunctival/lid lacerations	5					
<b>Radiology Procedures (Interpretation/Reporting)</b>						
Plain chest x-rays	30					
Extremity x-rays	30					

Procedures	Minimum Number Required	6 Months APD Remarks	12 Months APD Remarks	18 Months APD Remarks	24 Months APD Remarks	Program Director's Signature
Abdominal x-rays	20					
Pelvis x-ray	20					
C-spine x-ray	30					
Other spine	30					
CT Brain (non-contrast)	30					
CT Brain IV contrast	10					
CT Paranasal Sinuses	10					
CT Facial Bones	10					
CT Neck	10					
CT Thorax	10					
CT Abdomen and Pelvis	20					
CT KUB	30					
CT Cervical Spine	30					
CT Dorsal Spine	10					
CT Lumbar Spine	10					
CT Joint and limb	10					
CT Trauma	20					
Ultrasound of Trauma chest, abdomen and pelvis	10					
Ultrasound of the Deep veins of the extremities	10					
Ultrasound of the Lungs	50					
Ultrasound of the soft tissues	20					

Procedures	Minimum Number Required	6 Months APD Remarks	12 Months APD Remarks	18 Months APD Remarks	24 Months APD Remarks	Program Director's Signature
Ultrasound of the Breast	20					
Ultrasound of the Abdomen	50					
Ultrasound of the Pelvis	50					
Ultrasound of Peripheral Venous Doppler	50					
Ultrasound of Portal Venous Doppler	20					
Ultrasound of Limb and Joint	20					
<b>Flouroscopy/ Barium Studies</b>						
Barium Swallow	5					
Iodinated Contrast Swallow	5					
Barium Meal	5					
Barium follow-through	5					
Small bowel enema	5					
Barium Enema (single contrast)	5					
Barium Enema (double contrast)	5					
Iodinated contrast Enema	5					
<b>Anesthesia Procedures</b>						
Endotracheal intubation	100					
Insertion of Laryngeal Mask Airway	25					
Mask Ventilation	125					
Use of Video laryngoscope for intubation	10					
Monitored Anesthesia Care (spinal/GA):	<b>150:</b>					
• Obstetrics Anesthesia						

Procedures	Minimum Number Required	6 Months APD Remarks	12 Months APD Remarks	18 Months APD Remarks	24 Months APD Remarks	Program Director's Signature
(assistant)	20					
• General Surgery Anesthesia	80					
• Trauma Anesthesia (assistant)	10					
• Anesthesia for orthopedics surgery	20					
• Anesthesia for ENT, Dental	20					
Spinal Anesthesia	30					
Ambulatory Care anesthesia (Procedural sedation)	15					
Setup of anesthesia machine *	125					
Insertion of peripheral intravenous access*	200					
Insertion of central venous access	5					
Insertion of peripheral arterial catheter	5					
Monitoring of neuromuscular blockade	10					
<b>Critical Care Procedures</b>						
Endotracheal intubation	5					
Insertion of central venous access	5					
Insertion of peripheral arterial catheter	5					
Insertion of peripheral vascular access	10					
Insertion of feeding tubes	10					
Ventilator setting	10					
Ascitic fluid tap	5					

Procedures	Minimum Number Required	6 Months APD Remarks	12 Months APD Remarks	18 Months APD Remarks	24 Months APD Remarks	Program Director's Signature
Insertion of chest drain	5					
Escort of critically ill patient	5					
Setting-up infusion pumps	10					
<b>Dermatology Procedures</b>						
Skin biopsy	50					
Electrocautery	50					
Cryotherapy	50					
Skin curettage	50					
Comedone extraction	50					
Sebaceous cyst excision	20					
Intralesional steroid injections	10					

## Logbook for Medical Specialty Procedures:

[illegible]



## Logbook for Medical Specialty Procedures:

[illegible]

[illegible]

Logbook for Medical Specialty Procedures:

[illegible]

[illegible][illegible]

Logbook for Medical Specialty Procedures:

[illegible]

### Logbook for Clinical Activities:

- By the end of each day, please log the cases/clinical encounters
- These will guide your reading / study throughout the program

Rotation: \_\_\_\_\_

Date	Pt ID	Diagnosis / Clinical Presentation	Assessment		Setting		
			New Patient	Follow-up	Inpatient	OPD	Emergency

Logbook for Clinical Activities:

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Date	Pt ID	Diagnosis / Clinical Presentation	Assessment		Setting		
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Rotation: \_\_\_\_\_

[illegible]

Logbook for Clinical Activities:



- By the end of each day, please log the cases/clinical encounters
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Rotation: \_\_\_\_\_

[illegible]

Logbook for Clinical Activities:

By the end of each day, please log the cases/clinical encounters

- These will guide your reading / study throughout the program

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Date	Pt ID	Diagnosis / Clinical Presentation	Assessment		Setting		
			New Patient	Follow-up	Inpatient	OPD	Emergency

Logbook for Clinical Activities:

By the end of each day, please log the cases/clinical encounters

- These will guide your reading / study throughout the program

Rotation: \_\_\_\_\_

Date	Pt ID	Diagnosis / Clinical Presentation	Assessment		Setting		
			New Patient	Follow-up	Inpatient	OPD	Emergency

## Radiology Rotation Techniques, Physics, and Radiation Protection:

Item	Description	Date observed
<b>A. Diagnostic Radiology</b>		
Radiation protection Organization	General Radiation Protection Rules Local Rules Accidents/Incidents Protection of patients Protection of pregnant and other staff, etc	
General Radiation Protection in All Rooms	Door , Light, Shielding, Screens, etc.	
<b>B. Imaging Modalities</b>		
General Radiography System/Skull Units	Demonstration Tubes, Table, Collimator, LBD, AEC, Bucky, Grid, Control Console, Generator, etc	
Quality Assurance and Quality Control for General X-ray Rooms	Demonstration of measurement of kV, mAs, time and radiation output	
	Demonstration of verification of ISL Verification of Heel Effect Effect of kVp and mAs on X-ray quantity and image quality	
R-F System	Demonstration Tubes, Table, Collimator, II, AEC, Grid, Control console, Generator, etc	
QA and QC in Fluoroscopy	Demonstration of measurement of kV, mA and radiation output;  Demonstration of patient entrance dose rate/table top dose rate;  Effect of low, normal and high dose modes n patient dose	

	<p>Use of magnification modes and doses in II fluoroscopy</p> <p>Demonstration of efficacy of attenuation of lead aprons</p>	
Dental Units	Intraoral Unit, OPG Unit, Image Receptors, etc	
CT	<p>Demonstration</p> <p>Gantry, Table, Control</p> <p>Console, Archive, Room Design, etc</p>	
QA and QC in CT	Demonstration of measurement of Scattered Radiation, Noise, Image Quality, CT number measurement, etc	
	Demonstration of CTDI measurement, estimation of DLP and effective dose	
Mobile C-Arm	Digital Acquisition, Control Console, Generator, etc	
Film processor	Densitometry and Sensitometry	
<p>PACS, CR Reader, Digital Detectors</p> <p>QA and QC in digital radiology</p>	Cassettes, CR reader, Viewing Stations, Reporting Stations, Archive System, etc	
<p>Ultrasound System</p> <p>QA and QC in Ultrasound</p>	<p>Controls, Display Probes, etc Image Quality</p> <p>Demonstration of measurements of resolution and depth calibration</p>	
Personnel dose meters	<p>Film badge, TLD, electronic dosimeter</p> <p>Familiarization of TL dosimeters and dose estimation using TLD</p>	
DAP meters	Familiarization of DAP Chamber , Display, Effective dose estimation from DAP values	

## Logbook for Ultrasound Procedures

[illegible]

## Logbook for Ultrasound Procedures

[illegible]

## Logbook for Ultrasound Procedures

[illegible]



## Logbook for Ultrasound Procedures

[illegible]

## Logbook for Ultrasound Procedures

[illegible]

## Logbook for Ultrasound Procedures

[illegible]

## Logbook for Ultrasound Procedures

[illegible]

## Logbook for CT Scans

[illegible]

## Logbook for CT Scans

[illegible]

## Logbook for CT Scans

[illegible]

## Logbook for CT Scans

[illegible]



## Logbook for CT Scans

[illegible]

## Logbook for CT Scans

[illegible]

## Logbook for CT Scans

[illegible]

Logbook for Fluoroscopy/Barium Studies

Date	Patient ID	Imaging Modality	Done/ Reported	Remarks

Logbook for Fluoroscopy/Barium Studies

Date	Patient ID	Imaging Modality	Done/ Reported	Remarks

Logbook for Fluoroscopy/Barium Studies

Date	Patient ID	Imaging Modality	Done/ Reported	Remarks

Logbook for Plain Radiology

Date	Patient ID	Imaging Modality	Done/ Reported	Remarks

Logbook for Plain Radiology

Date	Patient ID	Imaging Modality	Done/ Reported	Remarks



Logbook for Plain Radiology

Date	Patient ID	Imaging Modality	Done/ Reported	Remarks

## Logbook for Anesthesia

Urgency	Supervision	Anesthetic Technique		Specialty	
S = Scheduled	1= directly available	GA	Caudal	G = General	P= Plastic
U = Urgent	2-A=directly available onsite	CSE	Epidural	N = Neuro	Pa = PaedS
E = Emergency	2-B= directly available offsite	IVRA	Sedation	CT = CardThor	Or = Ortho
	3= oversight				
		Spinal	Monitor	OBG = ObsGyn	V = Vase

GFP Level:

Hospital:

Date	Patient ID	Sex	Age	ASA	Urgency	Supervision	Operation	Technique	Specialty	Procedure	Start	End	Events

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S = Scheduled	1= directly available	GA	Caudal	G = General	P= Plastic
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	3= oversight				
		Spinal	Monitor	OBG = ObsGyn	V = Vase

GFP Level:

Hospital:

Date	Patient ID	Sex	Age	ASA	Urgency	Supervision	Operation	Technique	Specialty	Procedure	Start	End	Events



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GFP Level:

Hospital:

Date	Patient ID	Sex	Age	ASA	Urgency	Supervision	Operation	Technique	Specialty	Procedure	Start	End	Events

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Hospital:

Date	Patient ID	Sex	Age	ASA	Urgency	Supervision	Operation	Technique	Specialty	Procedure	Start	End	Events

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	3= oversight				
		Spinal	Monitor	OBG = ObsGyn	V = Vase

GFP Level:

Hospital:

Date	Patient ID	Sex	Age	ASA	Urgency	Supervision	Operation	Technique	Specialty	Procedure	Start	End	Events

#### IV. Surgical Specialty Procedures

Procedures	Minimum Number Required	6 Months APD Remarks	12 Months APD Remarks	18 Months APD Remarks	24 Months APD Remarks	Program Director's Signature
<b>General Surgery Procedures</b>						
<b>Diagnostic investigations (for General Surgery)</b>						
Emergency use of contrast	2					
FAST scan: Focused Assessment With Sonography for trauma ultrasound	5					
<b>Operative procedures (General Surgery)</b>						
Skin / subcutaneous tissue procedures	5					
Suturing in surgical situations	5					
Cryotherapy	5					
Cautery	5					
Wound excision and suture of simple wounds	10					
Wound excision and suture of complex wounds	5					
Drainage and debridement of infected wounds	5					
Abscess drainage and packing	5					
Cellulitis drainage and packing	2					
Hematoma drainage	5					
Foreign body removal	5					
<b>Chest procedures (For General Surgery)</b>						
Insertion of chest drains	4					

Procedures	Minimum Number Required	6 Months APD Remarks	12 Months APD Remarks	18 Months APD Remarks	24 Months APD Remarks	Program Director's Signature
Management of flail chest – i.e. insertion of 2 chest drains with underwater valve and/or suction	2					
Drainage of breast abscess or infection	2					
Biopsy of breast lumps	2					
Closure of open chest wounds	2					
Percutaneous thoracotomy	2					
Pleural tap	2					
Drainage of empyema	2					
<b>Abdominal and genitourinary procedures (For General Surgery)</b>						
Emergency appendectomy	10					
Emergency stoma	2					
Simple emergency bowel repair	2					
Strangulated or incarcerated hernia repair	2					
Umbilical hernia repair	2					
Laparoscopy	2					
Emergency laparotomy	5					
Emergency splenectomy	2					
Control of abdominal hemorrhage	2					
Perforated viscus	2					
Colostomy	2					
Gastroscopy	2					

Procedures	Minimum Number Required	6 Months APD Remarks	12 Months APD Remarks	18 Months APD Remarks	24 Months APD Remarks	Program Director's Signature
Colonoscopy	2					
<b>Groin / scrotum procedures (General Surgery and Urology)</b>						
Excision or biopsy of Groin / scrotal lumps	2					
Herniorrhaphy	2					
Orchidoplexy	2					
Drainage and repair of hydrocoele	2					
<b>Perianal / rectal procedures</b>						
Sphincterotomy	2					
Drainage of perianal abscess	2					
Hemorrhoidectomy	2					
Hemorrhoid banding	2					
Incision of perianal thrombosis	2					
Laying open the pilonidal sinus	2					
Sigmoidoscopy	2					
<b>Orthopedics Procedures</b>						
Hand and foot abscess drainage	2					
Hand and foot tendon sheath drainage	2					
Carpal tunnel release	2					
Basic tendon repair	2					
Emergency joint capsule/ligament repair	2					
K wires	2					



Procedures	Minimum Number Required	6 Months APD Remarks	12 Months APD Remarks	18 Months APD Remarks	24 Months APD Remarks	Program Director's Signature
Digital amputation	2					
Joint irrigation	2					
Simple fracture closed reduction	2					
Manipulation under anesthetic	2					
Open fixation	2					
Compound fracture cleaning and management	2					
Surgical management ingrown toenails	2					
Compartment pressure measurement	2					
<b>Plastic Surgery Procedures (for plastic Surgery)</b>						
Excision and suture of skin lesions	2					
Simple skin flaps	2					
Punch biopsy	5					
Skin grafts	2					
Leg ulcer dressings	5					
Escharotomy	2					
Simple flaps for burns	2					
grafts for burns	1					
Burn debridement	2					
Fasciotomy	1					
Removal of sub-cutaneous lumps and cysts	5					
<b>Head and neck procedures (for ENT)</b>						

Procedures	Minimum Number Required	6 Months APD Remarks	12 Months APD Remarks	18 Months APD Remarks	24 Months APD Remarks	Program Director's Signature
Suturing facial lacerations	2					
Wax Removal	10					
Airway protection	2					
Emergency needle cricothyroidotomy	2					
Other emergency percutaneous cricothyroidotomy	1					
Surgical cricothyroidotomy	1					
Removal of foreign body from the nose	5					
Removal of foreign body from the ear	5					
Removal of foreign body from the mouth	5					
Adult tonsillectomy	9					
Pediatric adenotonsillectomy	5					
Suturing of head injury	5					
Epistaxis control	5					
Nasal packing	5					
Removal of nasal packing	10					
Cautery of nasal mucosa	10					
Otomicroscopy and removal of foreign body	6					
Nasal examination with speculum	15					
Flexible nasendoscopy	6					
Reduction of nasal fracture	6					
Incision and drainage of quinsy	2					

Procedures	Minimum Number Required	6 Months APD Remarks	12 Months APD Remarks	18 Months APD Remarks	24 Months APD Remarks	Program Director's Signature
Excision of neck lumps	2					
Excision of skin lesions	4					
Myringotomy	2					
Otoscopy	6					
Grommets	2					
Insertion of grommets	5					
<b>Genitourinary procedures (For Urology)</b>						
Male circumcision	2					
Cystoscopy	2					
Biopsy	2					
Urethral dilatation	2					
Suprapubic catheterisation	2					
<b>Obstetrics and Gynecology Procedures</b>						
Spontaneous Vaginal Delivery	20					
Scalp electrode application	10					
Performance and suturing of Episiotomies	10					
Suturing of 1 <sup>st</sup> degree Perineal tear	5					
Suturing of 2 <sup>nd</sup> degree Perineal tear	5					
Manual removal of placenta	5					
Vacuum delivery (for delay at the perineum/Easy Vacuum)	2					
Repair of Vaginal wall tears	2					

Procedures	Minimum Number Required	6 Months APD Remarks	12 Months APD Remarks	18 Months APD Remarks	24 Months APD Remarks	Program Director's Signature
Primary C. Sections / Caesarean Delivery	5					
Evacuation and Curettage for Inevitable and Incomplete miscarriage and D&C for Abnormal Uterine bleeding	2					
Closing of Abdominal layers after Laparotomies and Caesarean section	10					
Performance of Hysterosalpingography	2					
D&C	5					
Drainage and Marsupialisation of Bartholins Abscess/Cyst	2					
Laparotomy	2					
Diagnostic Laparoscopy	2					
Diagnostic Hysteroscopy	2					
Obstetric Growth Scans	15					
Transvaginal Ultrasound	10					
PAP Smear	5					

Logbook for Surgical Specialty Procedures

Date	Patient ID	Procedure/ Diagnosis	Indication	Assisted	Supervised	Unsupervised	Signature of Supervisor

Logbook for Surgical Specialty Procedures

Date	Patient ID	Procedure/ Diagnosis	Indication	Assisted	Supervised	Unsupervised	Signature of Supervisor

Logbook for Surgical Specialty Procedures

Date	Patient ID	Procedure/ Diagnosis	Indication	Assisted	Supervised	Unsupervised	Signature of Supervisor

## Logbook for Surgical Specialty Procedures

[illegible]



Logbook for Surgical Specialty Procedures

Date	Patient ID	Procedure/ Diagnosis	Indication	Assisted	Supervised	Unsupervised	Signature of Supervisor

## Logbook for Surgical Specialty Procedures

[illegible]

## Logbook for Surgical Specialty Procedures

[illegible]

Logbook for of Clinical Activities:

- By the end of each day, please log the cases/clinical encounters
- These will guide your reading / study throughout the program

Rotation: \_\_\_\_\_

Date	Pt ID	Diagnosis / Clinical Presentation	Assessment		Setting		
			New Patient	Follow-up	Inpatient	OPD	Emergency

Logbook for of Clinical Activities:

- By the end of each day, please log the cases/clinical encounters
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Rotation: \_\_\_\_\_

Date	Pt ID	Diagnosis / Clinical Presentation	Assessment		Setting		
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			New Patient	Follow-up	Inpatient	OPD	Emergency

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Date	Pt ID	Diagnosis / Clinical Presentation	Assessment		Setting		
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Rotation: \_\_\_\_\_

Date	Pt ID	Diagnosis / Clinical Presentation	Assessment		Setting		
			New Patient	Follow-up	Inpatient	OPD	Emergency

## V. APPENDICES: ASSESSMENT FORMS

### Appendix I. Clinical Evaluation Form



OMSB-GFP-FRM-003

**OMAN MEDICAL SPECIALTY BOARD**

**General Foundation Program**

**CLINICAL EVALUATION FORM**

Rotation: ..... Level: 1 2 Supervisor Name: .....  
 Trainee: ..... Date: .....

Please complete the assessment IMMEDIATELY following completion of the clinic/round/oncall or case.

**SCALE:**

1 – "I had to do" – i.e. Requires complete guidance, unprepared to do, or had to do for them, e.g. Take history again.  
 2 – "I had to talk to them through" – i.e. Able to perform some tasks but requires repeated directions, e.g. Missed Exam.  
 3 – "I had to direct them from time to time" – i.e. Demonstrates some independence, but requires intermittent prompting, e.g. missing few differential diagnosis  
 4 – "I needed to be available just in case" – i.e. Independence but needs assistance with nuances of certain patients and/or situations, unable to manage all patients, still requires supervision for safe practice  
 5 – "I did not need to be there" – i.e. Complete independence, can safely manage general in your specialty

#	CRITERIA	Mark
1	<b>Medical Knowledge</b>	
	Basic Knowledge	1 2 3 4 5
	Application to Patient Care	1 2 3 4 5
2	<b>History</b>	
	Efficient data gathering	1 2 3 4 5
3	<b>Physical Exam</b>	
	Efficient and Accurate Examination	1 2 3 4 5
4	<b>Case Presentation and Knowledge</b>	
	Synthesis of history and physical, clear presentation	1 2 3 4 5
5	<b>Differential Diagnosis</b>	
	Able to make a diagnosis and appropriately consider alternatives	1 2 3 4 5
6	<b>Management Plan</b>	
	Able to develop relevant plan dependent on context and be decisive (i.e. appropriate investigations, procedures, etc.)	1 2 3 4 5
7	<b>Patient/Family Communication</b>	
	Effective, sensitive, and respectful communication skills (verbal and non-verbal), language appropriate to patient understanding, able to build rapport and trust	1 2 3 4 5
8	<b>Documentation</b>	
	Orders, prescriptions, forms, etc (may not include consultation report)	1 2 3 4 5
9	<b>Collaboration</b>	
	Works well with other team members as appropriate (i.e. nurses, technicians, other healthcare professional)	1 2 3 4 5
10	<b>Concerns with Attitude or Professionalism</b> (On time, dress code, patient-doctor relationship, honesty, reliability) If yes please describe in suggestions for improvement below	<input type="checkbox"/> Yes <input type="checkbox"/> No

11. If procedures were performed - Please fill procedure form

a. Technical Skills

Safely and effectively performs appropriate clinical procedures

1 2 3 4 5

List of procedures and comment on procedures:

12. Give at least one (1) specific aspect done well (e.g. managed busy clinic, oncall, managed case well)

13. Give at least 1 specific suggestion for improvement

14. List of cases discussed or seen and three (3) topics to read about


Based on today's experience with this Trainee, how would you trust him/her to manage patients at this level?

☐ Fully Trustable
☐ Partially Trustable
☐ Not Trustable

Supervisor's Signature and Stamp: ..... Date: .....

## Appendix II: Procedure/ Operative Skills Competency Evaluation Form

OMSB-GFP-FRM-008



**OMAN MEDICAL SPECIALTY BOARD**  
**General Foundation Program**  
**PROCEDURE/OPERATIVE SKILL COMPETENCY EVALUATION**

Rotation: ..... Level: 1 2 Supervisor Name: .....

Trainee: ..... Date: .....

Procedure Performed: .....

The purpose of this scale is to evaluate the Trainee's ability to perform this procedure. Please use the scale below to evaluate each item. The Procedures include operative (e.g. Appendectomy) and non-operative procedures (joint reduction, procedural sedation, LP).

**SCALE:**

1 – "I had to do" – i.e. Requires complete hands on guidance, did not do, or not given the opportunity to do

2 – "I had to talk to them through" – i.e. Able to perform tasks but requires constant direction

3 – "I had to prompt them from time to time" – i.e. Demonstrate some independence, but requires intermittent direction

4 – "I needed to be in the room/close just in case" – i.e. Independence but unaware of risks and still requires supervision for safe practice

5 – "I did not need to be there" – i.e. Complete independence, understands risks and performs safely, practice ready.

CRITERIA	Mark
1 Pre-Procedure Plan Gathers/assesses required information to reach diagnosis (or determine risks) and determine correct procedure required	1 2 3 4 5
2 Case Preparation All tools and instruments gathered. Aseptic techniques, patient correctly prepared and position, understands approach and prepared to deal with probable complications. Safe monitoring and consent.	1 2 3 4 5
3 Knowledge of Specific Procedural Steps Understands steps of procedure, potential risks and means to avoid/overcome them	1 2 3 4 5
4 Technical Performance Efficiently performs steps avoiding pitfalls	1 2 3 4 5
5 Post-procedure plan Appropriate complete post-procedure plan, e.g. pain control, monitoring, sedation discharge instructions.	1 2 3 4 5
6 Communication Professional and effective communication/utilization of staff	1 2 3 4 5
7 Trainee is able to perform <u>this procedure independently and safely.</u>	<input type="checkbox"/> Yes <input type="checkbox"/> No

8. Give at least 1 specific aspect of procedure done well


9. Give at least 1 specific suggestion for improvement

Based on today's experience with this Trainee, how would you trust him/her to manage patients at this level?

☐ I would fully trust the trainee      ☐ I would partially trust the trainee      ☐ I can not trust the trainee

Supervisor's Signature and Stamp: ..... Date: .....

## Appendix II: Six- Month / Annual Evaluation Form



OMSB-GFP-FRM-010

**OMAN MEDICAL SPECIALTY BOARD**

☐ SIX-MONTH EVALUATION

☐ ANNUAL EVALUATION

Name: ..... Trainee Level: ..... GFP#: .....

Specialty: ..... Rotation Period: From ..... To .....

SCALE:

1 –Fully Trustable

2 –Partially Trustable

3 – Not Trustable

**ROTATION ASSIGNMENT EVALUATIONS**

Rotation No.	Rotation	1	2	3
1		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**STRENGTHS SUMMARY:**

**AREAS OF IMPROVEMENT SUMMARY (Including Professional Issues):**

**AGREED ACTION:**

**EXAMINATIONS**

International Examination: ☐ Passed ☐ Failed

**PROCEDURAL SKILLS EVALUATION/LOGBOOK**

No. of Procedures Done:

**STRENGTHS SUMMARY:**

**AREAS OF IMPROVEMENT SUMMARY (Including Professional Issues):**

**AGREED ACTION:**

**CLINICAL EVALUATION**

No. of Clinical Evaluations Done:

**STRENGTHS SUMMARY:**

**AREAS OF IMPROVEMENT SUMMARY (Including Professional Issues):**

**AGREED ACTION:**

Multisource Feedback evaluation conducted with the Trainee: ☐ Yes ☐ No

Trainee Leaves

Annual Leave, specify # of days ..... Sick Leave, specify # of days .....

Emergency Leave, specify # of days ..... Scientific Leave, specify # of days .....

For Six-Month Evaluation: (select one): ☐ 1 ☐ 2 ☐

This evaluation has been reviewed with the Trainee: ☐ Yes ☐ No

Name of Program Director/Assoc. PD: ..... Signature: ..... Date: .....

Name of Trainee: ..... Signature: ..... Date: .....

# GENERAL FOUNDATION PROGRAM

## CONTACT DETAILS

### OMAN MEDICAL SPECIALTY BOARD

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**Website:** [www.omsb.org](http://www.omsb.org)