Reporting for Otolaryngology Head and Neck Surgery Trainees

Otolaryngology Head and Neck Surgery Trainees need to generate two reports from MALT for the Training Board at the end of each rotation. This document outlines the necessary steps.

1. Logbook Summary Report

To generate the Logbook Summary Report (LSR) report go to the My Reports section of MALT.

The LSR report criteria are located at the top of the screen. Select the appropriate options from the dropdown selection boxes. Click 'Generate Board Approved LSR'.

This will generate a PDF report as seen below.

2. Qlikview Report

The Accumulative Procedure and Indicator Totals Report is accessed from Qlikview. Click on ''QlikView Logbooks Reports'.

The Otolaryngology Head & Neck Surgery tab appears (see below).

To print the Accumulative Procedure and Indicator Totals Report, select a Logbook Type and a Rotation and click Print Report.

3. Additional information

The reports has been designed and formatted according to the specific requirements of the Board of Otolaryngology, Head & Neck surgery, you do not need to change any of the formatting.

QlikView is a custom tool which allows the data displayed to be modified. If changes are accidentally made, click 'Clear' to go back to the default settings or click 'Back' to undo the most recent change.

There is a delay in when data appears in QlikView. Please allow up to 5 hours from entry in MALT before generating the CTS Trainee Logbook Summary Report. The data refresh times are provided on the screen (see below).
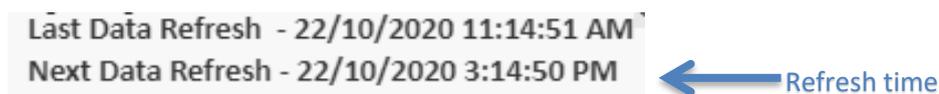
If you get a Failed to open document error, your MALT session has timed out. Please exit QlikView and log back into MALT. MALT automatically signs you out after 30 minutes of inactivity to help reduce the risk of unauthorised access to your data.
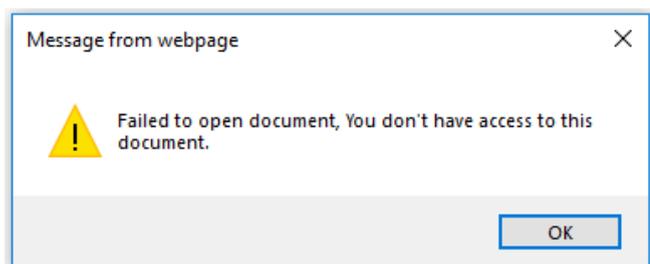
4. Need Help?

For assistance using the system contact the Morbidity Audit Support Team on +61 8 8219 0939 or at malt@surgeons.org

For assistance with RACS website credentials (username and password) contact the IT helpdesk on +61 3 9276 7422 or at help.desk@surgeons.org