Morbidity Audit and Logbook Tool (MALT)
user guide

Contents

Browsers

The Morbidity Audit and Logbook Tool supports the following browsers:

- Windows IE v7.0 and above
- Firefox v9.0 and above
- Google Chrome v16.0 and above
- Safari iOS v4.0 and above

Cookies

For optimal browser performance, please ensure cookies are enabled.

Helpdesk

For assistance using the system, contact the Morbidity Audit and Logbook Tool Helpdesk on

+61 8 8219 0939 or malt@surgeons.org.

IT Helpdesk

For assistance with College website login, contact the RACS IT helpdesk on

+61 3 9276 7422 or help.desk@surgeons.org.

Accessing MALT

MALT is accessed via the College website **www.surgeons.org**.

- Click the Sign In box at the top right-hand corner of any webpage.
- Enter your College username and password.
- The Sign in box will be replaced with your name. Hover the mouse over this to access the drop-down menu and select MALT.

MALT can also be accessed from RACS Portfolio. From the RACS Portfolio Dashboard, click on any of the 'My Logbook' icons to be directed to MALT.

Terms of Use

Once a month, you will see the Terms of Use for MALT when you log in. You need to accept these to proceed.

Royal Australasian College of Surgeons

Account set up

The first time you access MALT, you land on the Account screen, this is where you set up your account. The Account page can be accessed any time by clicking on your name in the top right corner.

> **Note:** SETs, SIMGs and Fellows undertaking sub-specialisation training, need to update Account information each new rotation.

While the Account screen looks the same for all users, not all fields are relevant to every user. The following fields <u>must</u> be completed <u>at minimum</u> on the Account screen when using the MALT system for personal case entry:

- Hospital/s
- Nominated supervisor (if applicable)

If using the system as a Supervisor to approve Trainee and SIMG cases, then no Account screen fields need be completed. Click the Save button at the bottom of the page to exit the Account screen without completing Account fields.

Adding Supervisors

The Nominated Supervisor and Alternate Supervisor fields are relevant to SETs, SIMGs, Fellows undertaking subspecialisation training and JDocs. The Nominated Supervisor value should specify the Surgeon responsible for overseeing training. The Alternate supervisor field provides the ability to record the surgeon/s present in theatre.

In both the Nominated and Alternative Supervisor fields, begin typing the name of your supervisor. Predictive text will display a list of matching names for selection. Multiple Alternate Supervisors can be added.

> **Note:** <u>JDocs</u> have the option to select N/A Supervisor.

> **Note:** MALT will also alert you the first time that you are selected as a supervisor.

Email notifications

Notifications are generated for logbook types which utilise a **supervisory workflow**. For example, a Supervisor will be notified by email when Trainee cases require approval.

MALT email notifications are automatically generated; multiple notifications will be compiled into a single e-mail and sent according to the frequency selected.

Adding Hospitals

Hospitals must be added in your Account screen before they are available for selection within cases. In the hospital field, begin typing the name of your hospital/s. Predictive text will display a list of matching hospitals. If the hospital does not appear in the list, please contact the MALT helpdesk.

Setting a default hospital

You can select a default hospital. The value selected will auto-populate the Hospital field in all new cases.

Note: Hospitals can also be added to your Account from the case entry screen by clicking the Hospital link

Private rooms

The MALT database consists of a large amount of Australian and International medical institutions. If you wish to record cases undertaken in private practice or in private rooms, these can be added to the database on request.

Rotation periods

Rotation period dates are defined by the training and specialty boards, coinciding with reporting periods. Rotation periods become inactive on a date specified by each training board. After this time, you are unable to add or edit cases for that rotation unless permission has been granted for temporary reactivation.

Note: Rotation periods and deactivation dates can be found on the college website. www.surgeons.org/malt

Setting a default rotation period

Trainees and SIMGs can set a default rotation period.

Select the relevant option from the dropdown menu. The rotation selected in your Account auto populates the Rotation Period field on all new cases when relevant to the logbook type.

Default Unit/Clinic

Some logbook types utilise the Unit/Clinic field. Where relevant, a default for this field can be set in your Account. The value selected auto populates all new cases within the relevant logbook.

Default SET level

Trainees should set their default SET level; this will need to be updated yearly. The level selected in your Account auto populates the SET Level field on all new cases in SET logbooks.

Updated September 2020

Default PGY Level

J-Docs should set their Default PGY level selecting from the values PGY 1, PGY 2 and PGY3+. The level selected in your Account auto populates the PGY level field on all new cases entered into J-Docs logbooks.

Supervisory workflow

Logbooks have either a supervisory workflow or a non-supervisory workflow. This is determined by the specialty training boards.

The workflow type associated with your specialty will be listed on the account screen next to the name of the Logbook.

Supervisory workflow requires supervisors to electronically approve the cases.

Non-supervisory workflow allows users to save their cases as complete and does not require a supervisor's electronic approval.
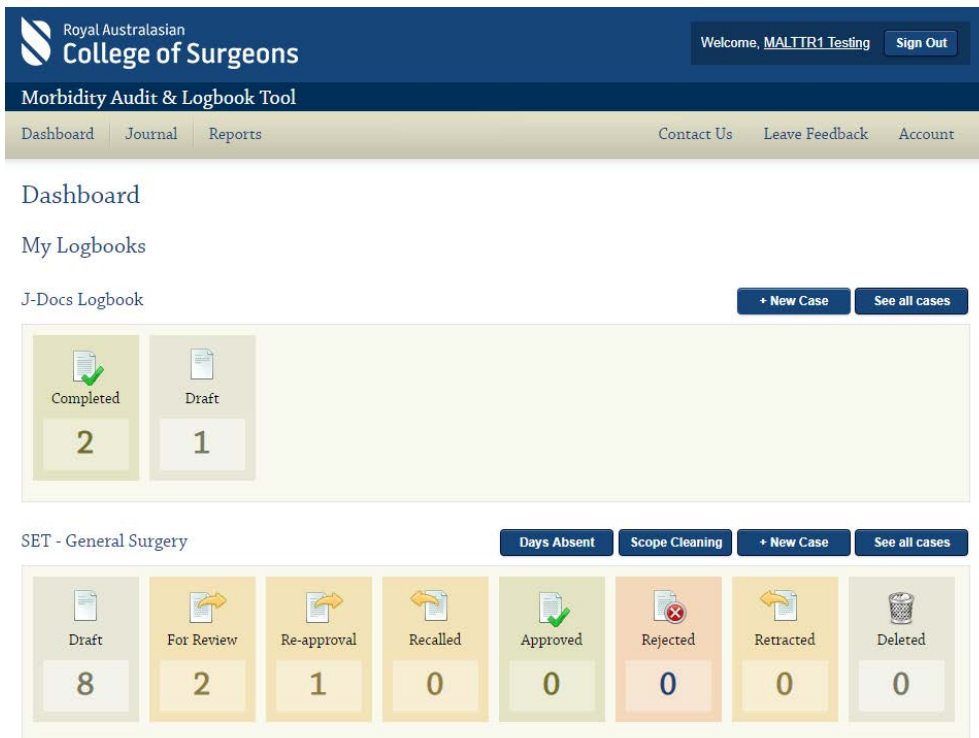
Case Flag Descriptors

See Case Flags

Saving your Account set up

When your Account set up is complete, click Save. You can also click Apply if you wish to save your information but stay on the Account screen.

Dashboard

The dashboard provides an overview of the status of the cases in your Logbook/s.

From the "My Logbooks" Dashboard, you can:

- Add a new case
- See all cases
- See the counts of cases in each status
- Add days absent (General Surgery SET & SIMG logbooks only)
- Add scope cleaning data (General Surgery SET logbooks only)

Supervisor Dashboard

If you are a Supervisor in MALT, you have a Supervisor Dashboard.

From the Dashboard screen and under the heading "Supervisory Logbooks", you will see a list of Logbooks for those under your supervision. MALT will summarise the status of cases where you have been marked as a Supervisor. Where cases exist that require your electronic approval, the "Approve cases" button will display.

Supervisory Logbooks

MALTIMG4 Testing — IMG - Urology   See all cases   Approve cases

Re-approval	For Review
1	0

Journal

Journal Screen Filters

Cases listed on the Journal screen can be filtered by:

- Logbook type
- Hospital
- Case Flags
- Reporting Categories 1 and 2 (when the logbook filter is set to display cases for a SET, SIMG, J-Doc or Fellow subspecialising logbooks) – multiple categories can be selected.
- (Case) Statuses – multiple statuses can be selected
- Procedure date range
- Rotation Period (when the logbook filter is set to display cases for a SET, SIMG or Fellow subspecialising logbooks)
- SET Level (when the logbook filter is set to a SET logbook)
- PGY Level (when the logbook filter is set to the J-Docs logbook)
- Patient identifier (URN/NHI)
- Comments
- Approver
- Procedure name
- Case Id
- Keywords - patient name, approver, procedure, patient URN/NHI, case ID or comments.

> **Note:** The Journal screen search criteria and results will be held in this session until you select clear or perform another search.

Click search to filter the cases in your Journal view according to your criteria. Click clear to clear filters.

Cases display in descending procedure date order by default. The case list can be sorted in descending or ascending order by fields Case ID, Date, Approver and Status by clicking on the field column heading.

To minimise/collapse the Filters section display on the Journal screen, click "- Filters".
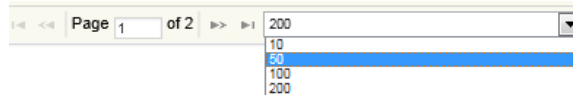

Number of cases displayed

The default number of cases shown on the Journal screen is 200. This can be reduced using the dropdown "cases per page" selection at the bottom of the screen.

Changes to this selection are only retained for the duration of the current session.
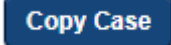

Case Summary

From the Journal screen case list, you can hover your mouse over any column for a case and a Case Summary pop-up will display. The case summary displays procedure reporting details including Procedure Category 1 and 2 values and reporting terms.

Action Column
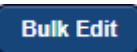
The following actions can be applied to an individual case by clicking one of the Action buttons in the column to the far right of the Journal screen:

👁	Display the View Case screen for an individual case. The following actions may then apply from within the View Case screen.
Edit Case	Navigates you from the View Case to the Edit Case screen for that case. Only displays if the case is editable.
Copy Case	The Copy Case pop-up will display for you to choose which data is to be copied from the current case to a New Case within the same logbook.
⏩	View the next case as listed on the Journal screen. If there is no next case, the button will be greyed out.
⏭	View the last case as listed on the Journal screen. If the last case is currently being displayed, then the button will be greyed out.
⏪	View the previous case as listed on the Journal screen. If there is no previous case, the button will be greyed out.

	⏮	View the first case as listed on the Journal screen. If the first case is currently being displayed, then the button will be greyed out.
✏		Edit an existing case. **NOTE**: Editing of Minimum Dataset fields can only be done while the rotation period associated with that case is open and the case is in a Draft, Recalled, Retracted or Rejected status.
✖		Delete a case if in Draft, Recalled/Retracted or Rejected status.
↩		Recall a case if in a For Review status; or Retract a case if in Approved status. When you retract a case, you need to select a reason and enter comments. The case will need to be sent for approval again. **NOTE**: Recalling or retracting cases can only be done while the rotation period associated with that case is open.
📋		Allows you to copy a case. You can specify which criteria you duplicate. **Copy Case** Select one or more options below to copy to a new case in the same logbook: ☐ Patient Data (First name, Last name, URN/NHI, DOB, Age, Gender, Ethnicity, Recognised co-morbidities) ☐ Procedure Date ☐ Procedure Data (Procedure(s), Supervision level(s), Mandatory Procedure Fields) * Inactive procedures will not be copied OK Cancel

Function Bar

From the Function Bar you can perform the following actions:

Refer to Supervisor	Refer for approval a case or cases in a draft, recalled/retracted or rejected status.
Mark as complete	Mark a case or cases as complete for specialties using a non-supervisory workflow.
Recall/Retract	Recall/Retract a case or cases that have been sent for approval or that are already approved.
Bulk Edit	Bulk Edit cases. Make the same change to each selected case where those cases exist within the same logbook type and **active** rotation period.
+ New Case	Create a new case

To perform one of the above functions, select case/s using the tick box to the left of each case and then click on the appropriate button on the function bar.

You can select all cases on the page by ticking the box in the header row next to the case flags heading.

To change your nominated supervisor on one or more cases, you must use the Bulk Edit function.

Making changes to referred or approved cases

Cases in For Review or Approved status can be edited but only the following information can be changed:

- Case Details: Expanded Dataset

- Procedure Details: Expanded Dataset

- Comments (new comments added only – existing comments cannot be edited or deleted)

To alter case data in the Case Details: Minimum Dataset; the Procedure Details: Minimum Dataset; or to update or delete existing case comments, cases in For Review status must be recalled first. Cases in an Approved status must be retracted. The rotation period associated with the cases must also be active.

To Recall or Retract individual cases click the ↩ action button.

To Recall/Retract multiple cases, select the cases by clicking inside the tick box to the left of each case and click the Recall/Retract function button.

> **Note:** When you retract a case, you will be asked to provide an explanation as to why you are retracting.

Once you have Recalled or Retracted a case, you can edit or delete providing that the associated rotation period is active.

Referring/completing cases

If you have multiple cases in a status of "Draft" or "Recalled" and want to refer them to your Supervisor in bulk, select the cases you want to refer and click the "Refer to Supervisor" function button. You can also "Mark as Complete" in bulk if your logbook has a non-supervisory workflow.

Bulk Edit

To make the same change/s to multiple cases within the same logbook type, select the cases from the Journal view and click the "Bulk Edit" function button. The following fields can be updated:

- Hospital
- Rotation Period
- SET Level / PGY Level
- Procedure Date
- Supervisor
- Alternate Supervisor
- Comments
- Supervision Level

Changing the Nominated Supervisor assigned to a case

If you enter a case with an incorrect supervisor, you can edit this using the Bulk Edit function. The nominated Supervisor field on a case cannot be changed by individually editing the case.

Ensure that the correct Supervisor is specified on your Account screen. From the Journal screen, select one or more cases you want to change the supervisor by ticking the boxes to the left of each case. Click the Bulk Edit function button and the Bulk Edit pop-up screen will display. To change the supervisor, click the X to remove the current supervisor, and then select the new Supervisor from the drop-down selection box. Click Save.

Case Flags

Each case can be marked using three coloured flags. These flags allow you to easily locate cases of interest.

Flags can be set for each case on the Journal, Edit Case or View Case screens.

Flag descriptors are set to "Yellow Flag", "Red Flag" and "Blue Flag" as a default on your Account screen but can be modified to reflect your usage of each flag.

Yellow Flag 🚩	Update required
Red Flag 🚩	Red Flag
Blue Flag 🚩	Teaching case

Note: Each flag descriptor is a maximum of 15 characters.

Adding a New Case

A new case can be created by clicking the +New Case function button from the Dashboard or Journal. If you have multiple logbooks active you will be asked which logbook to assign the new case to.

Case details: Minimum dataset

Only fields relevant to the logbook type will display. For example, rotation period and supervisor fields will not display for Fellow logbooks. Any field marked with an * is mandatory and must be completed. Mandatory fields are different for each logbook type. Additional mandatory fields may apply if you are part of a MALT Audit Group.

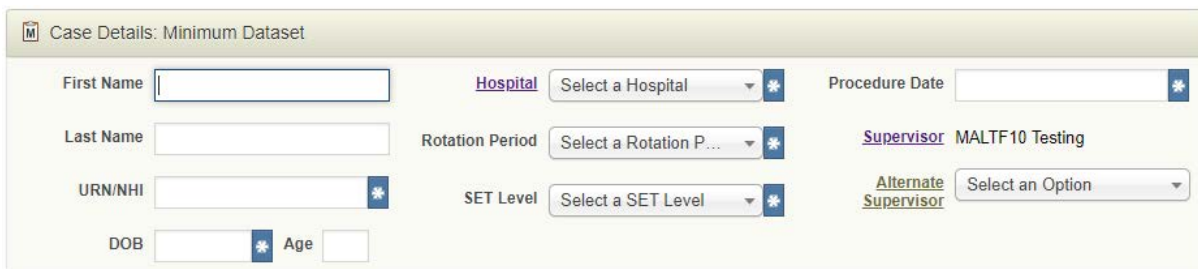The SET Level, Rotation Period and Hospital fields will be pre-filled if you have set up default options in your Account. The supervisor field is read-only and can only be updated in your Account or through Bulk Edit.

M Case Details: Minimum Dataset		
First Name [ ]	Hospital [Select a Hospital ▼] *	Procedure Date [ ] *
Last Name [ ]	Rotation Period [Select a Rotation P... ▼] *	Supervisor MALTF10 Testing
URN/NHI [ ] *	SET Level [Select a SET Level ▼] *	Alternate Supervisor [Select an Option ▼]
DOB [ ] * Age [ ]		

The Hospital, Supervisor and Alternate Supervisor field names contain a hyperlink on the screen to take you directly to your Account to update these fields if required.

Case details: Expanded dataset

The Expanded Dataset contains fields that capture additional information not required by training boards. This section of MALT feeds into the Peer Review Audit, Self -Audit and Locum Reports.

It is not mandatory to complete this section unless you are participating in an Audit group or a Locum. The Expanded Dataset is collapsed by default but will remain expanded once data has been entered in this section. To open the section, click [E] Case Details: **Expanded Dataset**

Procedure selection

You can enter either an operative or non-operative procedure by selecting the Operative Procedures or Non-Operative Management tab.

To search for a term, click in the search field and start typing. Type-ahead functionality shows available terms matching your search criteria. Select the relevant procedure and it appears in the Case Procedures box with the associated reporting category, if applicable.

Procedure reporting categories

Procedures may have associated categories for reporting purposes. When a term has multiple procedural categories, it will appear in the search results list with the ⊞ symbol to its left. Click on the symbol to expand and display the selection options.

Board reporting terms

Bolded procedures in the search results are those that have been defined as reporting terms for your logbook by a training board. A roll-up term will appear bolded in search results but will be counted under its reporting term in the Logbook Summary Report. The Board Reporting Term will be shown on the Procedure Details screen for that procedure, as show in the example below.

MALT procedures are derived from SNOMED-CT which utilises a hierarchical structure. Most logbooks have a customised list of procedures that incorporates the concept of reporting terms and roll-ups.

Example: In the SET Paediatric Logbook "Hydrocelectomy - ABDOMINAL" can be entered but this procedure will show as "Inguinal herniotomy" in the Board Approved Logbook Summary Report.

Procedure selection tips

There are many features to make procedure entry quicker:

- **Recently Used -** provides a list of your 25 most recently saved procedures

- **Most Used -** provides a list of your 25 most frequently saved procedures, in order of descending selection frequency

- **Favourites** - lists procedures you have marked with a star in the search so you can easily customise which procedures you want quick access to. You can have up to 250 favourite procedures.

Unable to Find Procedures?

If you are unable to find the procedure you are searching for, click from within the case entry screen. Enter the term and click the "Submit Query" button. Your query will be forwarded to the MALT Helpdesk who will contact you as soon as possible.

Procedure details

Once the procedure has been selected, the Procedure Details box appears containing two tabs.

The Procedure Details Minimum Dataset tab contains the Supervision Level field, which is mandatory for all logbooks. This field must be completed before a procedure can be saved.

This section may also include other fields relevant to the selected procedure/or training board requirements.

The Procedure Details section is the Expanded Dataset. This tab is optional unless you are participating in an Audit group where you need to indicate if you are the Primary Surgeon.

The Primary Surgeon field allows you to mark cases where you had the most significant influence on the surgical/patient outcome. If two surgeons enter cases with the same patient and procedure details, and both mark the case as the Primary Surgeon, then MALT will alert the 2nd user to the duplication and will not allow the case to be saved with the Primary Surgeon field set as Yes. This is so that the outcome is not duplicated in audit results.

The Expanded Dataset in the Procedure Details section is where you enter surgical complications and corresponding complication grade.

Once you have finished recording details on the procedure, click Save on the Procedure Details box to close.

Multiple procedures in a case

You can add multiple procedures in a case. Once the first procedure details have been saved, more procedures can be added.

Adding Comments

To add a comment to the case, click Add Comment from the case entry screen. When the comment box displays, enter your comments, and click Save.

Comments can be searched for in the keyword field on the Journal view screen and can also be set to appear in a Data Extract Report.

Saving the Case

When your case entry is complete you can save the case using one of the blue save options outlined below.

Save & Close	Saves the case with Draft status if the procedure date falls within an active rotation period or if the case rotation period is N/A.
	Saves a Completed case with the same status if the procedure date falls within an inactive rotation period. Returns you to the Journal screen.
Save & New	Saves the case with Draft status if the procedure date falls within an active rotation period or if the case rotation period is N/A.
	Saves a Completed case with the same status if the procedure date falls within an inactive rotation period.
	Navigates you directly to a blank New Case screen.
Save & Copy	Saves the case with Draft status if the procedure date falls within an active rotation period or if the case rotation period is N/A.
	Saves a Completed case with the same status if the procedure date falls within an inactive rotation period.
	Displays the Copy Case pop-up so you can choose which data is to be copied from the current case to a New Case within the same logbook.
Mark Complete	Marks the case as Complete and returns you to the Journal screen.

Complete & New	Marks the case as Complete and navigates you directly to a blank New Case screen for entry of a new case within the same logbook.
Complete & Copy	Marks the case as Complete. Display the Copy Case pop-up for you to choose which data is to be copied from the current case to a New Case within the same logbook.
Cancel	Returns you to the Journal screen without saving current case updates.

Once saved, a confirmation message will display at the top of the screen.

If any mandatory information is missing when you attempt to save a case, you will be prompted to complete the mandatory fields.

Additional Logbook options

Scope Cleaning (General Surgery Trainees only)

General Surgery Trainees are required to record the details of the scope cleaning they perform.

To open the Scope Cleaning page, click Scope Cleaning on the Dashboard and click +Scope Cleaning Case.

Click Add to open the Types field.

Complete the required fields and click Create. If any information is missing, an error message box will display. Once added, existing cases can be edited or deleted.

Record Days Absent (General Surgery Trainees and SIMGs only)

When Days Absent is turned on for a logbook type, a button will show against the logbook on the dashboard. Clicking on the Days Absent button displays the list of existing absence records.

Click the +Create Days Absence button to create a new absence record. Mandatory fields are marked with *. Recorded days absent will appear at the top of the Board Approved Logbook Summary Report of the reporting period they fall in.

Unit/Clinic Field in Case Entry, Minimum Dataset

Specialty/Training Boards can select to include the Unit/Clinic Field in the Case Entry, Minimum Dataset for selected logbooks. Users can then select a Unit/Clinic value from a drop-down list which is managed by MALT Administration.

A Default Unit/Clinic can be set on the Account Screen. The selection made here auto populates in new cases. The Logbook Summary Report includes Unit/Clinic selections in the summary information at the top of the report. If this field is not relevant for your Logbook, or if you have not utilised the field, no unit/clinic values will be listed.

Supervisor Functions

From the Supervisor Journal view, Supervisors can filter the records of those under their supervision, search for cases based on specific criteria and perform various actions on the displayed cases.

Supervisor Journal

Cases in the Supervisor Journal can be filtered by:

- Logbook type

- Hospital

- Trainee/SIMG/Fellow

- Reporting Categories 1 and 2 (when the logbook filter is set to a relevant logbook type) – multiple categories can be selected.

- (Case) Status(es) – multiple statuses can be selected

- Approval allocation

- Rotation Period (when the logbook filter is set to display cases for a SET, SIMG or Fellow subspecialising logbook)

- SET Level (when the logbook filter is set to a SET logbook)

- PGY Level (when the logbook filter is set to a J-Docs logbook)

- Keywords e.g. patient name, approver, procedure, patient URN/NHI, case id or comments

- Click the Search button to filter the cases in your Supervisor Journal view according to your search criteria. Click clear to clear the selected filters.

Approving cases

Approving individual cases

Supervisors can view, approve, or reject each case individually. From the Supervisor Journal screen click the appropriate action button to the right of a case.

👁	Displays the View Case screen for an individual case. The following actions may then apply from within the View Case screen.
	Approve ▶▶ — Approve the case and navigate to the View Case screen for the next case as displayed on the Supervisor Journal screen.
	Reject ▶▶ — Reject the case. You will be prompted to supply a reason for the case rejection. This comment will be added as a case comment within the case. Navigate to the View Case screen for the next case as displayed on the Supervisor Journal screen.
	▶▶ — View the next case as listed on the Supervisor Journal screen. If there is no next case, the button will be greyed out.
	▶▶| — View the last case as listed on the Supervisor Journal screen. If the last case is currently being displayed, then the button will be greyed out.
	◀◀ — View the previous case as listed on the Supervisor Journal screen. If there is no previous case, the button will be greyed out.
	|◀◀ — View the first case as listed on the Supervisor Journal screen. If the first case is currently being displayed, then the button will be greyed out.
✔	Approve the case. You will be prompted to add an optional comment to the case.
🚫	Reject the case. You will be prompted to supply a reason for the case rejection. This comment will be added as a case comment within the case.

Approving multiple cases

To approve multiple cases at the one time, from the Supervisor Journal screen tick the box next to the left of each case to be approved and then click the Approve button. To approve all cases displayed on the screen, select all displayed cases by clicking inside the tick box to the left of the URN/NHI column heading, and then click Approve.

When doing a Bulk Approve the system will inform you how many cases you are about to approve.

Adding Comments to Trainee and SIMG cases

Supervisors may add comments to any cases entered by those they supervise. To add a comment to a case, view the case by clicking the View action button from the Supervisor Journal screen. Scroll down to the bottom of the View Case screen and click the Add Comment button. When the comment box displays, enter your comments, and click Save.

Comments can be searched for in the keywords field on the Journal and Supervisor Journal screens.

Supervisor Reports

Supervisors can generate reports for those under their supervision. Select Supervisor Reports from the reports sub-menu.

> **Note:** If you have navigated to the Supervisor Journal screen by clicking on one of the status tiles or buttons on your Supervisor Dashboard, the Supervisor Journal will already have the required filters applied relevant to your Dashboard selection.

MALT Peer Review Audit

MALT includes a peer-review feature. Audit groups can be set up by the MALT team to include anyone with a MALT account, regardless of specialty or user type.

Each audit group must have an Audit Champion. This person is responsible for facilitating the audit, including the peer review aspect, and has access to the group reports in MALT.

> **Note:** The bulk approves a maximum of 200 cases at once, you need to repeat the above steps until all cases are approved.

An audit group can be restricted by any of the following:

- Procedures (only specific procedures are included in reports)
- Timeframe (a start date and end date can be set for the data collection)
- Logbook (include everyone with a specific Logbook assigned in MALT)
- SET level
- User type (ie Fellow, Affliate, Trainee, SIMG, J-Doc)
- Specialty
- Hospital
- Unit/Clinic
- Specific users.

Any user who fits into the specified categories will receive an email invitation to join the audit.

To become an audit participant, a user must accept the invitation in their MALT Account screen. Data will not be shared within the audit group unless the user has accepted the invitation to join.

Reporting within the Audit Group

Surgical outcome reports available are:

- Complications
- Mortality
- Return to theatre
- Unplanned ICU admission
- Unplanned readmission to hospital

The [Qlikview custom reporting tool](link) can be used by individuals in an Audit Group to:

- Undertake basic risk adjustment
- Compare their surgical results with the aggregate of their Audit Group
- Review group results for the Audit Group
- Examine de-identified results at a surgical event level for their Audit Group
- Compare performance and identify outliers with funnel plot reports.

Reports

Standard MALT Reports
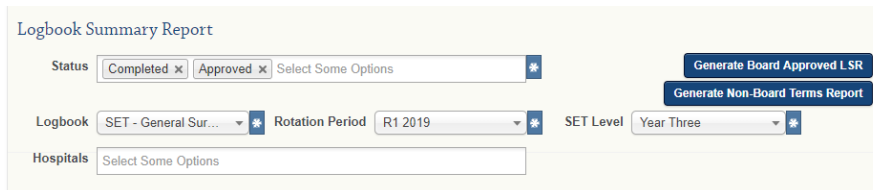
A range of standard reports are available in MALT. To access and generate these reports:

- Click Reports from the main menu options
- Select My Reports from the reports sub-menu
- Make the relevant parameter selections for your chosen report type
- Click the Generate Reports button for that report type

All reports, except the Data Extract Report are provided as PDFs.

> **Note:** Only reports with a status of Approved/Completed are accepted by Training Boards.

Board Approved Logbook Summary Report

This report is used for submission to the Training Boards. It displays totals of board approved reporting terms performed against supervision levels for a specific rotation period.

Only records with a status of Approved or Completed are included in this report by default.

To generate a Logbook Summary Report which includes records with other statuses, select one or more statuses from the status drop-down selection list.

> **Note:** The basic and intermediate constructs (as outlined in the [Essential Surgical Skills](link)) for the JDocs logbook are provided as preferred terms (these terms are bolded). Only the bolded terms appear on your Board Approved Logbook Summary Report.

The report can also be restricted to a hospital by clicking inside the Hospitals field and selecting one or more hospitals from the drop-down selection list.

Quotas (Cardiothoracic Surgery Trainees only)

Quotas can be set against procedures and reporting categories. The quotas appear on the Board Approved Logbook Summary Report for Cardiothoracic Surgery Trainees only.

Non-Board Terms Report

As MALT uses SNOMED-CT as the source for the procedure lists, you can enter cases with procedures that are not bolded reporting terms. To capture these, generate the Non-Board Terms Report from the same location as the Board Approved Logbook Summary Report.

Expanded Logbook Report

Lists each procedure performed in a specified date range. It does not include procedure totals or quotas. This report includes all procedures – not just board reporting terms.

User Summary Report

Displays totals of all procedures performed in a specified date range. It includes all cases across all your logbooks. This report includes all procedures – not just board reporting terms.

Patient De-Identified Report

Displays details of procedures performed on a specific patient in a specified date range.

Locum Report

Primarily for use by Locums for submission to the Locum Evaluation and Peer Review Committee. Displays details of procedures performed at a specific hospital in a specified date range.

Self-Audit Report

Displays Deaths, Complications, Unplanned returns to Theatre, ICU and Readmissions at a specific hospital in a specified date range.

Updated September 2020

Data Extract Report

The Data Extract Report provides the ability to export your own logbook data from MALT to Excel.

The extract can be filtered by date range and can include all or any of the fields shown below:

Supervisor Reports

Supervisors can generate reports for those under their supervision. Select Supervisor Reports from the reports sub-menu.

Custom Reports

Additional customisable reports are available in Qlikview – Custom Report Tool. Links to Qlikview reports can be found at the top of your MALT Reports screen:

- **Qlikview Logbook Reports** – Specialty specific reports required by some Training Boards (see 10.3.1 Specialty Custom Reports)

- **Qlikview Self Audit Reports** – Procedure Group Counts, Post-Operative Outcome and Complications Reports. Further information on the Self Audit Reports is available from https://www.surgeons.org/for-health-professionals/audits-and-surgical-research/morbidity-audit-and-logbook-tool/support-materials/

Custom reports required by specialty training boards

Some specialty training boards require additional custom reports to be submitted along with the Logbook Summary Report at the end of each rotation.

Details and instructions for generating additional reports can be found on the specialty specific MALT webpages. Links to each of these webpages can be found at www.surgeons.org/malt.

Signing out

To protect your data from unauthorised access, sign out and close the browser when finished.

The Sign Out button can be found in the top right corner of any screen.

To leave feedback, click the Leave feedback link in the Sign Out box. The feedback pop-up will display. Answer the questions and click OK to submit.

If you would like to be a MALT tester in the future, please tick the box before you submit your feedback.