Morbidity Audit & Logbook Tool (MALT)
Guide for JDocs Logbook

Contents

1. **ABOUT MALT FOR JDOCS**

   The JDocs logbook is based on SNOMED terminology and includes basic surgical constructs (operative) and intermediate surgical constructs (non operative) as described in the Technical Expertise Competency (PGY1-3).

2. **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.

3. **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.

4. **ACCOUNT SET UP**

   The first time you access MALT, you are presented with the **Account** screen.
   The JDocs MALT logbook uses a **non-supervisory workflow.**

   It is optional for you set up the following fields:

   - Alternate supervisor (Surgeons/SET/IMG) present in theatre

   - Default hospital

   - Default PGY level

   - Default unit/clinic

   4.1. **Adding Supervisors**

   The Alternate supervisor field provides the ability to record the surgeon/s present in theatre. In the Alternative Supervisor field, begin typing the name of your supervisor. Predictive text will display a list of matching names for selection. Multiple Alternate Supervisors can be added.

   The Alternate Supervisor will receive an email outlining instructions on how to access MALT and validate entries. **Please check with the Supervisor that they are happy to validate entries before selecting this option**. If a Supervisor is not present in the list, contact MALT@surgeons.org to lodge a request. If your supervisor does not wish to be recorded there is a N/A supervisor avaliable for selection.

   4.2. **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 Morbidity Audit Support Team

4.3. Setting a default hospital

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

4.4. Default PGY Level

You should set your 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.

4.5. 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.
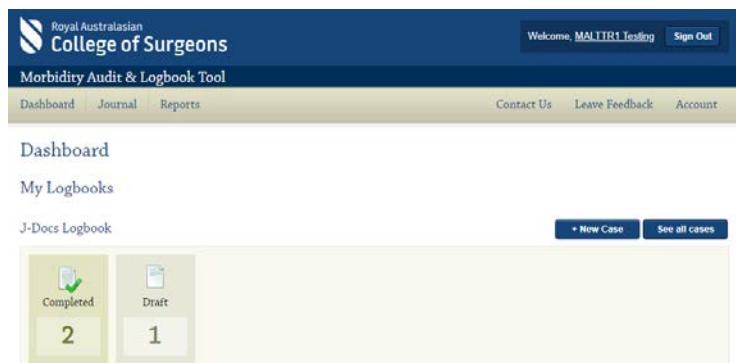

5. DASHBOARD

The JDocs logbook dashboard provides an overview of the status of the cases in each of your logbooks. The tiles can be clicked on to access cases.

- Add a new case
- See a list of all cases

6.   CASE ENTRY

A new case can be created by clicking +New Case from the Dashboard or click +New Case from the Function Bar on the Journal page page.

This section contains fields related to the case that must be completed. Any field marked with an asterisk * is mandatory

NOTE: To enter patient DOB, click in the DOB field to display the calendar. Select the date from the calendar by selecting the year first, then the month and day or type it in using the format

6.1.   **Supervisor workflow**

There are two options available where users can either (a) assign an *Alternative Supervisor* to validate their entries in their logbook **OR** extract a report that can be signed off by their supervisor and uploaded to the JDocs ePortfolio as evidence against the MALT Logbook Activity.
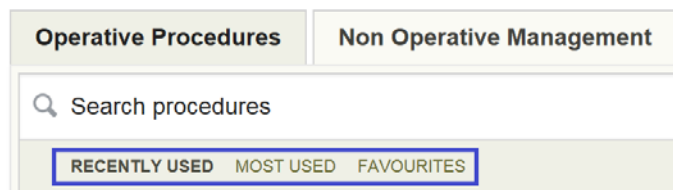
7. PROCEDURE SELECTION

The procedure selection area uses SNOMED terms and includes basic surgical constructs (operative) and intermediate surgical constructs (non operative) as described in the Technical Expertise Competency (PGY1-3). These terms will appear in **bold** on the list.
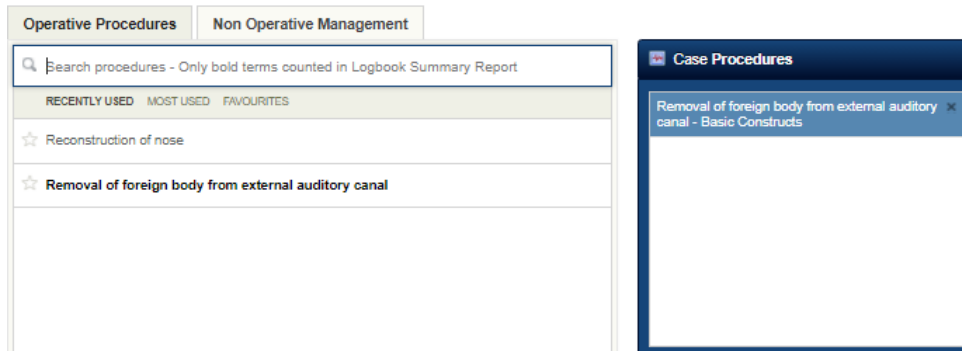
- Click the appropriate tab to enter either **Operative Procedure** or **Non Operative Management** data.

- To search for a term, click in the search field and start typing your search words. A list of relevant procedures will display for selection.

- Select the relevant procedure and it will appear in the Case Procedures box:

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

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

- The **Favourites** feature enables user to mark procedures with a "star" and then display and select procedures from their favourites list.

7.1. Can't find your procedure?

If you are unable to find the procedure you are searching for, click ⑦ Can't find your procedure? from within the case entry screen. Enter the term and click the "Submit Query" button. Your query will be forwarded to the Morbidity Audit Support Team who will contact you as soon as possible.
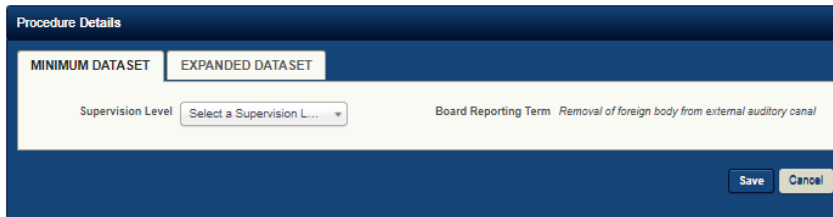
8.   PROCEDURE DETAILS

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

The Procedure Details Minimum Dataset tab includes the following fields:

Supervision Level: (Independent, Supervised, 1st Assistant, 2nd Assistant, Observed)

Primary Surgeon: This field is located on the Expanded Dataset Tab for most procedures. For the majority of users, this is a non-mandatory field. It provides the ability to mark cases where you had the most significant influence on the surgical/patient outcome.

9.   MULTIPLE PROCEDURES IN A CASE

You can add multiple procedures in a case. Once the first procedure details have been saved, another procedure can be selected following the steps outlined above. Continue adding procedures as required.

10.   ADDING COMMENTS

To add a comment to the case, click Add Comment.

When the comment box displays, enter your comments and click Save.

Comments can be searched for in the keywords field on the Journal view screen and can also be selected to show in a Data Extract Report.

11.   SAVING THE CASE

The following action buttons display at the bottom of the New Case and Edit Case screens:

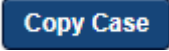|	
Save & Close	Save the case with Draft status. Save a Completed case with the same status. Return the user to the Journal screen.
Save & New	Save the case with Draft. Save a Completed case with the same status. Navigate the user directly to a blank New Case screen for entry of a new case within the same logbook.
Save & Copy	Save the case with Draft status. Save a Completed case with the same status. Display the Copy Case pop-up for the user to choose which data is to be copied from the current case to a New Case within the same logbook.
Mark Complete	Mark the case as Complete and return the user to the Journal screen
Complete & New	Mark the case as Complete and navigate the user directly to a blank New Case screen for entry of a new case within the same logbook
Complete & Copy	Mark the case as Complete. Display the Copy Case pop-up for the user to choose which data is to be copied from the current case to a New Case within the same logbook
Cancel	Return the user to the Journal screen without saving current case updates

**12.   JOURNAL VIEW**

The **Journal** view shows a list of your cases with more detail than the **Dashboard**.

From the **Journal**, records can be edited, filtered, cases can be searched for based on specific criteria and various actions related to the cases can be performed. The keyword search on the Journal view also includes non-operative management terms.

12.1.   **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

13. REPORTS

A range of standard reports are available in MALT. To access and generate these reports:
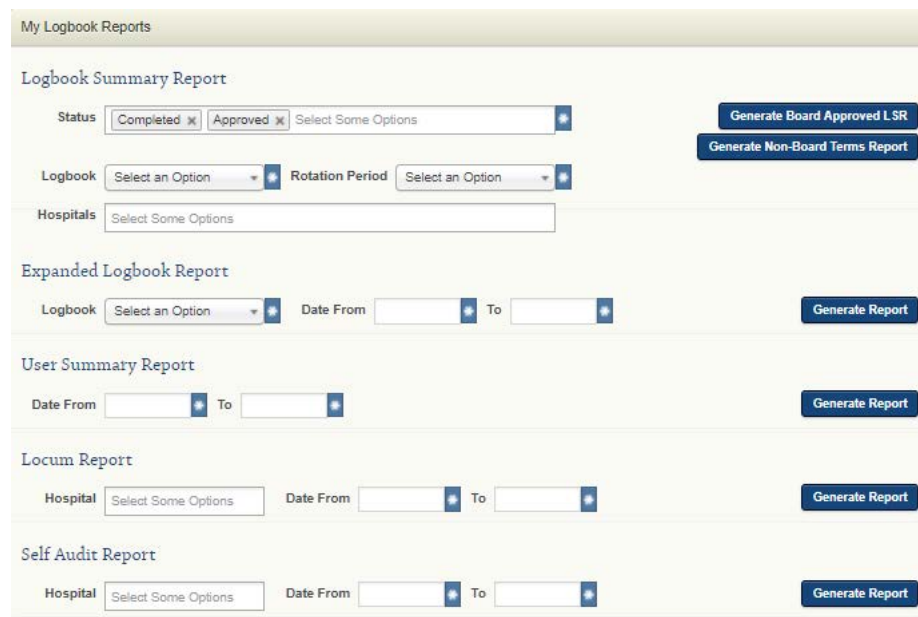
Click Reports from the main menu options; then

Select My Reports from the reports sub-menu

Make the relevant selections for your chosen report type

Click the Generate Report button for that report type. All the reports, except the Data Extract Report, will be in PDF format.

Cases must be Marked as completed before generating a report.

14. FURTHER INFORMATION

For more information about MALT, please visit the MALT webpage on the College website: www.surgeons.org/malt

14.1. SUPPORT

For assistance using the system, contact the Morbidity Audit Support Team on +61 8 8219 0939 or

malt@surgeons.org.

14.2. IT Helpdesk

For assistance with College website login, contact the RACS IT helpdesk on +61 3 9276 7422 or

help.desk@surgeons.org.