

## MALT Quick reference guide for Locum Surgeon

### 1. ACCESSING MALT

For access on desktop and tablet:

MALT is accessed via the College website [www.surgeons.org](http://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.

For access on smartphone:

MALT Mobile is accessed directly via a login screen, bypassing the need to log into the RACS website.

Go to [malt.surgeons.org](http://malt.surgeons.org) and enter your College username and password.

### 2. ACCOUNT SET UP

The first time you access MALT, you land on the Account screen so you can set up your account. Your Account can also be accessed at any time by clicking on your name in the top right corner of any MALT screen. While the Account screen looks the same for all users, not all fields are relevant to every user. As a Locum, you must complete the **Hospital** field before continuing.



### 3. CREATING A CASE

The following fields are required to save a case:

<u>Minimum Dataset</u>		<u>Procedure Details: Minimum Dataset</u>
Hospital		Procedure
Procedure Date		Supervision (Role in Theatre)

In addition, the Locum Evaluation and Peer Review Committee asks that the following fields be completed. Note: MALT allows cases to be saved without these fields. If some information such as Discharge Date or Admission Outcome is not available, the cells for those fields can be left blank.

<u>Minimum Dataset</u>	<u>Expanded Dataset</u>	<u>Procedure Details: Expanded Dataset</u>
(Patient) First Name	Gender	
(Patient) Last Name	Admission Date	
URN/NHI	Admission Category	Complication Grade
DOB	Final Diagnosis	
	Discharge Date	
	Outcome	

#### 4. CASE DETAILS: MINIMUM DATASET (MDS)

Case Details: Minimum Dataset

First Name  Hospital  Procedure Date

Last Name  Rotation Period

URN/NHI

DOB  Age

— Required to save a case  
— Required by the Locum Evaluation and Peer Review Committee

#### 5. CASE DETAILS: EXPANDED DATASET (EDS)

Click [Case Details: Expanded Dataset](#) to expand and collapse the EDS. Once EDS data has been entered it will default to being expanded.

Case Details: Expanded Dataset

Start Time (theatre record)  ASA Grade  Unplanned ICU

End Time  Wound Infection Risk  Return to Theatre

Duration  hours  minutes Type of Anaesthetic  Discharge Date

Gender  Prophylaxis  Outcome

Ethnicity  Final Diagnosis  Mortality Classification

Admission Date  Pathological Diagnoses  Recurrence Date

Admission Category  Discussed at MDM

Unplanned Readmission

Funding Type

Diagnosis Date

Pre-management Diagnosis

Recognised co-morbidities

— Required by the Locum Evaluation and Peer Review Committee

#### Procedure Details: Minimum dataset

Operative Procedures | Non Operative Management

Search procedures

RECENTLY USED MOST USED FAVOURITES

★ Operation on the ear

☆ Therapeutic colonoscopy

Case Procedures

Atticotomy of ear

Can't find your procedure?

Procedure Details

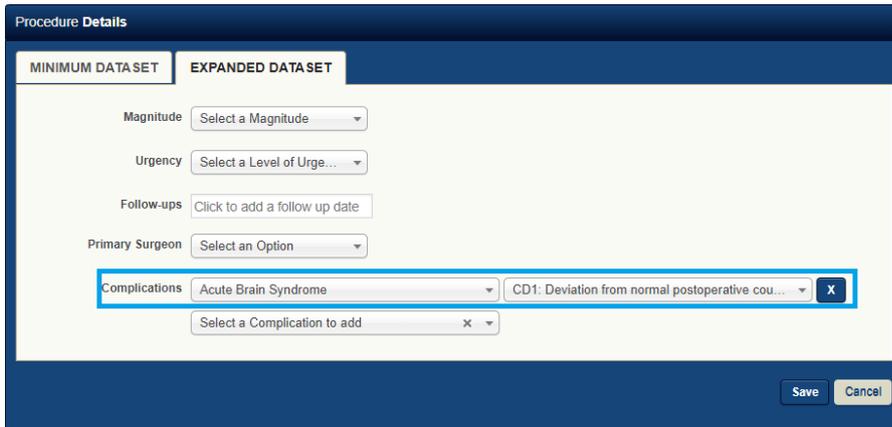
MINIMUM DATASET | EXPANDED DATASET

Supervision Level

Primary Surgeon  
Assisting (scrubbed)  
Observing (not scrubbed)  
Available

Save Cancel

## 6. PROCEDURE DETAILS: EXPANDED DATASET



Procedure Details

MINIMUM DATASET | EXPANDED DATASET

Magnitude: Select a Magnitude

Urgency: Select a Level of Urge...

Follow-ups: Click to add a follow up date

Primary Surgeon: Select an Option

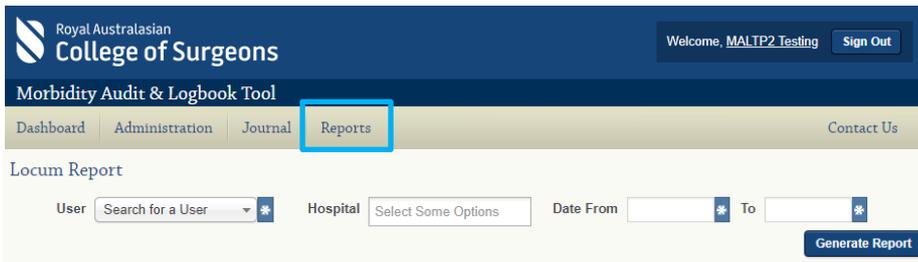
Complications: Acute Brain Syndrome | CD1: Deviation from normal postoperative cou... | X

Select a Complication to add | X

Save | Cancel

## 7. HOW TO GENERATE YOUR LOCUM REPORT

From your Reports page, scroll down to Locum Report. At minimum, enter From and To dates and click Generate Report.



Royal Australasian  
College of Surgeons

Welcome, MALTP2 Testing | Sign Out

Morbidity Audit & Logbook Tool

Dashboard | Administration | Journal | Reports | Contact Us

Locum Report

User: Search for a User \* | Hospital: Select Some Options | Date From: \* | To: \* | Generate Report

This will generate a report as seen below. If you have not completed the required fields when entering cases, you will have blank columns.

Note: Once your report has been submitted to the Locum Evaluation and Peer Review Committee, you may be asked to update missing information.



### LOCUM EVALUATION REPORT

Morbidity Audit and Logbook Tool

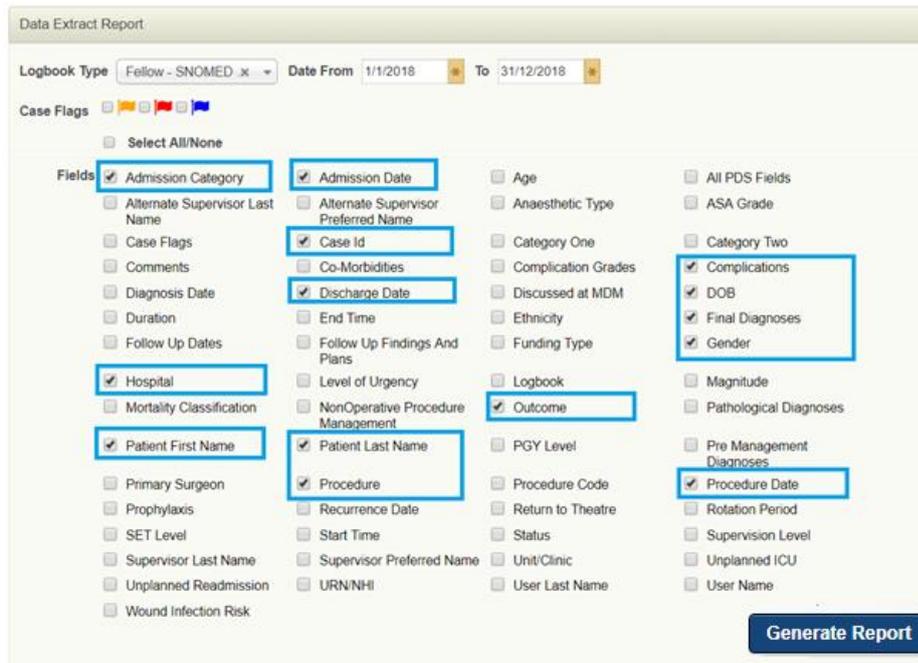
Name:  
 RACS ID:  
 Hospital:  
 Date From: 27/06/2015  
 Date To: 27/06/2019  
 Status(es): Completed, Approved

Hospital	URN/NHI	Patient Initials	Date Of Birth	Gender	Admission Date	Final Diagnosis	Operations/Procedures	Admission Category	Procedure Date	Complications	Discharge Date	Outcome
	23	da	03/07/1974				Excision of the trapezium		05/05/2019			

## 8. DATA EXTRACT REPORT

You can generate a number of other reports from your My Reports screen in addition to the Locum Report. The Data Extract Report may be useful in verifying that the required case data has been entered prior to generating the Locum Report for submission to the Locum Evaluation and Peer Review Committee.

The Data Extract Report extracts all or selected case data to an Excel spreadsheet. Enter Logbook Type, From and To dates and use the check boxes to select the relevant Locum Report fields.



Data Extract Report

Logbook Type: Fellow - SNOMED .x Date From: 1/1/2018 To: 31/12/2018

Case Flags: [Icons]

Select All/None

Fields:

- Admission Category
- Admission Date
- Age
- All PDS Fields
- Alternate Supervisor Last Name
- Alternate Supervisor Preferred Name
- Anaesthetic Type
- ASA Grade
- Case Flags
- Case Id
- Category One
- Category Two
- Comments
- Co-Morbidities
- Complication Grades
- Complications
- Diagnosis Date
- Discharge Date
- Discussed at MDM
- DOB
- Duration
- End Time
- Ethnicity
- Final Diagnoses
- Follow Up Dates
- Follow Up Findings And Plans
- Funding Type
- Gender
- Hospital
- Level of Urgency
- Logbook
- Magnitude
- Mortality Classification
- NonOperative Procedure Management
- Outcome
- Pathological Diagnoses
- Patient First Name
- Patient Last Name
- PGY Level
- Pre Management Diagnoses
- Primary Surgeon
- Procedure
- Procedure Code
- Procedure Date
- Prophylaxis
- Recurrence Date
- Return to Theatre
- Rotation Period
- SET Level
- Start Time
- Status
- Supervision Level
- Supervisor Last Name
- Supervisor Preferred Name
- Unit/Clinic
- Unplanned ICU
- Unplanned Readmission
- URN/NHI
- User Last Name
- User Name
- Wound Infection Risk

**Generate Report**

## 9. NEED HELP?

### MALT Helpdesk

For assistance using the system contact the MALT Help Desk on +61 8 8219 0939 or at [malt@surgeons.org](mailto:malt@surgeons.org).

### RACS IT Helpdesk

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

### Further Information

For more information about MALT generally, visit the College website: [www.surgeons.org/malt](http://www.surgeons.org/malt)