

## MALT Quick Reference Guide for Supervisors/Consultants & Assessors

### Accessing MALT

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.

**Note: Supervisors can only review and approve cases of their own trainees, SIMGs and Fellows subspecialising from their desktop computer or tablet.**

### Terms of use Agreement

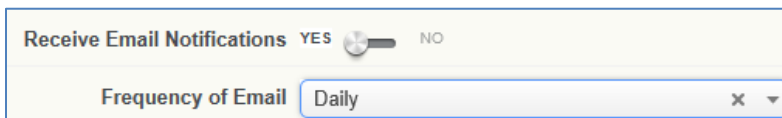
The Terms of Use are presented the first time MALT is accessed and every four weeks thereafter. You will need to be accept these terms before continuing.

### Account Set Up

After accepting the Terms of Use the first time MALT is accessed, you will be presented with the account screen.

#### Email notifications

The email notifications field defaults to “Yes”. If this is changed to “No”, notifications will not be sent to you and you are responsible for routinely log in to view/approve cases.



The screenshot shows a form with two sections. The first section is titled "Receive Email Notifications" and has a toggle switch set to "YES" (indicated by a grey circle on the left) and "NO" (indicated by an empty circle on the right). The second section is titled "Frequency of Email" and has a drop-down menu currently set to "Daily".

The frequency you receive email will default to Daily, this can be changed by selecting another option from the drop-down list.

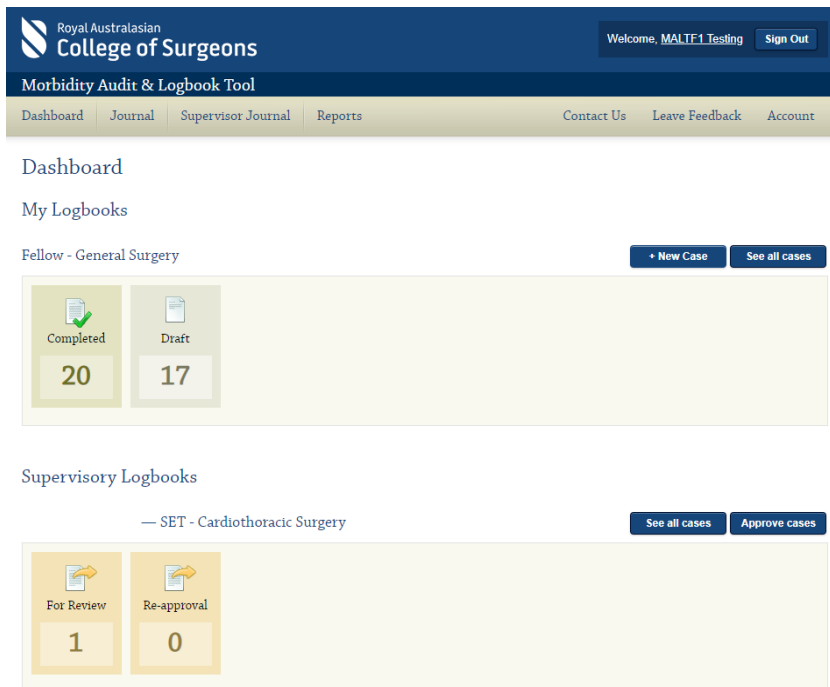
When email notification setup is complete, click Save.

If you are only accessing MALT to review and approve cases, you do not need to make any further changes to your account page.

A system generated notification will be sent to you when you are first selected as a supervisor/assessor.

## Dashboard Overview

The Supervisory Logbooks section of the dashboard provides an overview of the Trainees, SIMGs or Fellows subspecialising with cases that require you to review and approve.



Dashboard

My Logbooks

Fellow - General Surgery

Completed 20

Draft 17

Supervisory Logbooks

— SET - Cardiothoracic Surgery

For Review 1

Re-approval 0

Clicking on See All Cases on the Dashboard for a specific Trainee/SIMG/Fellow subspecialising will show you all cases where you have been assigned as a supervisor. Clicking on Approve cases will show you only cases requiring your review/approval.




**Note: If you do not see the Approve Cases button on the Dashboard for a selected logbook, it means that the Trainee/SIMG/Fellow subspecialising does not currently have any cases in MALT awaiting your review.**

## Reviewing and Approving cases

Cases with a status of “For Review” or “Re-approval” need to be reviewed and either approved or rejected. Cases for “Re-approval” have previously been sent for review and have been retracted and re-sent. Details about why the case was retracted are stored as a comment.

### Approving Individual Cases

From the case list on the Supervisor Journal screen, you can view, approve, or reject each case individually using the action functions to the right of each case.

-  Approve Case
-  View Case
-  Reject Case

While viewing an individual case, you can approve, reject, or move to next case using the buttons at the bottom of the case:



## Bulk Approve

You can select multiple cases at once by ticking the boxes to the left of each case.

Approve				
<input type="checkbox"/>	URN/NHI	Procedure Date	User	Procedures
<input checked="" type="checkbox"/>		19-05-2016	Trainee Logb...	Abdominoplasty
<input checked="" type="checkbox"/>		28-04-2016	Fellow Logbo...	Appendicecto...
<input type="checkbox"/>		28-04-2016	Fellow Logbo...	Appendicecto...
<input checked="" type="checkbox"/>		19-04-2016	Trainee Logb...	Abdominal sp...
<input type="checkbox"/>		12-04-2016	Kylie Harper	Injection of bo...

Or you can select all cases shown on a page by ticking the box next to URN/NHI.

Click Approve to approve all selected cases.

**Note: If you have multiple pages, you will need to approve each page separately.**

## Add Comments to Cases

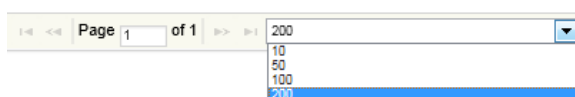
When you approve or reject a case, a comments box will appear. If you reject a case, you will be required to enter a comment for the Trainee. If you approve the case it is optional to include a comment.

You can also add a comment to a case on the view case screen by clicking 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.

## Supervisor Journal Display Setting

The default number of cases shown on the Supervisor Journal page is 200. This can be reduced using the dropdown selection at the bottom of the screen. Changes to this selection are only retained for the duration of the current session.



## Reports

You can generate a range of reports detailing the current and past surgical experience of those you supervise.

The Logbook Summary Report, for example, displays totals (and quotas if applicable) of procedures performed, by supervision level, for a specific rotation period as well as the total entire training period.

Click Reports from the menu at the top of any page to access available reports, then select Supervisor Reports.

To generate a report, enter the required information (as indicated with an asterisk\*) and click Generate Report.