

## Reporting for Paediatric Surgery Trainees

Paediatric Surgery Trainees need to generate three reports for the Training Board, at the end of each rotation. Paediatric Trainees on a General Surgery rotation only need to generate the Logbook Summary Report.

### 1. Logbook Summary Report

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



Select the appropriate options from the dropdown boxes and click Generate Board Approved LSR.

The screenshot shows the 'Logbook Summary Report' form. The 'Status' dropdown is set to 'Completed'. The 'Logbook' dropdown is set to 'SET - Paediatric S...'. The 'Rotation Period' dropdown is set to 'R1 2019'. The 'SET Level' dropdown is set to 'Year Three'. The 'Generate Board Approved LSR' button is highlighted with a blue arrow.

### 2. Qlikview Reports

Both the Accumulative Procedure and the Major & Minor Totals report are generated in Qlikview.

Go to the Reports section of MALT and click on QlikView Logbook Reports.



#### Accumulative Procedure and Indicator Totals Report

Select Logbook Type and Rotation then click Print Report (under Operative Experience).

#### Major & Minor Totals Report

Select Logbook Type and Rotation then click Print Report (under Major & Minor Totals).

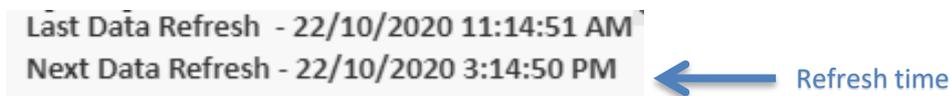
### 3. Additional information

The reports have been formatted according to the requirements of the Board of Paediatric Surgery. You do not need to change any formatting.

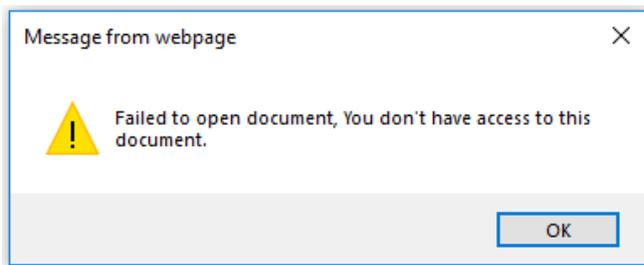
If you accidentally make changes to the formatting, click Clear to restore default settings or click the back arrow to undo the most recent change.



Please allow up to 5 hours for cases entered in MALT to appear in Qlikview. Data **will not** appear on your reports until Qlikview has updated from MALT. The data refresh times are provided on the screen.



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 Audits Support Team on +61 8 8219 0939 or at [malt@surgeons.org](mailto:malt@surgeons.org)

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