

## Quick Reference Guide for the Morbidity Audit Logbook Tool (MALT) for General Surgery SET and SIMGs

### Case Entry

#### Enhanced user interface allows:

Procedures can be marked as 'favourites' by clicking on ★ (see below). 'Recently used' and 'most used' filters also available.

Non-operative procedures are not a requirement of your logbook – entering cases on the Non-Operative Management tab is optional. Multiple procedures per case can be entered terms may present as two terms.

If there are procedures that you are unable to find, or feel are missing, the 'Can't find your procedure' link sends a query email to the MALT helpdesk. (see below)

Case Details: Minimum Dataset

First Name	Hospital: Lyell McEwin Hospital	Procedure Date
Last Name	Unit/Clinic: Select a Unit/Clinic	Supervisor: MALT10 Testing
URN/NHI	Rotation Period: R2 2020	Alternate Supervisor: Select an Option
DOB	Age	SET Level: Year Three

Case Details: Expanded Dataset

Operative Procedures | Non Operative Management

Search procedures - Only bold terms counted in Logbook Summary Report

RECENTLY USED | MOST USED | FAVOURITES

- ★ Anterior resection of rectum with stapled anastomosis of sigmoid colon to anus with creation of J pouch
- ★ Acromioplasty of shoulder
- ☆ Bilateral extended radical mastectomy
- ☆ Gastrointestinal tract endoscopy
- ☆ Autogenous bone strut

Case Procedures

🔍 Can't find your procedure?

## Board Reporting Terms

Not all the procedures are listed on the Board Approved Logbook Summary Report (LSR). However, all procedures are counted in the LSR.

'Board reporting terms' are the procedures that the board specified to appear on the LSR. The SNOMED procedure list is relational allowing procedures to 'roll up' and be counted on the LSR e.g. 'laparoscopic repair of obstructed incisional hernia with prosthesis -Major' reports as 'Repair of incisional hernia' on the LSR (see below).

An additional 'Timing' field is mandatory for each procedure (see below).

The screenshot displays the MALT system interface. At the top, there are tabs for 'Operative Procedures' and 'Non Operative Management'. Below these is a search bar with the text 'Search procedures - Only bold terms counted in Logbook Summary Report'. A list of procedures is shown under 'RECENTLY USED', including 'Anterior resection of rectum with stapled anastomosis of sigmoid colon to anus with creation of J pouch', 'Acromioplasty of shoulder', 'Bilateral extended radical mastectomy', 'Gastrointestinal tract endoscopy', and 'Autogenous bone strut'. To the right, a 'Case Procedures' window is open, showing 'Laparoscopic repair of obstructed incisional hernia with prosthesis - Major'. Below the search bar, there is a link that says 'Can't find your procedure?'. The main part of the screenshot is the 'Procedure Details' form, which has two tabs: 'MINIMUM DATASET' and 'EXPANDED DATASET'. The 'EXPANDED DATASET' is selected. It contains a 'Supervision Level' dropdown menu, a 'Timing' dropdown menu, and a 'Board Reporting Term' dropdown menu. The 'Board Reporting Term' is set to 'Repair of incisional hernia'. There are 'Save' and 'Cancel' buttons at the bottom right of the form. Two blue arrows point to the 'Timing' and 'Board Reporting Term' dropdown menus.

## Selecting a Supervisor

### A Supervisors Role in MALT

Each Trainee has a **single Nominated Supervisor per rotation**, who is responsible for approving **ALL** cases referred to them. A Nominated Supervisor undertakes the role of Training Coordinator or Surgical Supervisor for Trainees at their hospital.

Trainees use the **Alternate Supervisor** field in MALT to record the names of surgeons present in theatre with them during a procedure. Alternate Supervisors can log in to MALT to view any cases they supervised in theatre and can add comments to the cases. **They are not responsible for approving Trainee cases in MALT.**

The Nominated Supervisor can consult with the Alternate Supervisor for verification purposes prior to approving cases.

### Setting the Nominated Supervisor and Alternate Supervisors on the MALT Account Screen

The first time you access MALT, you need to set up your account. You will need to set the following fields on the Account page:

- Nominated Supervisor
- Hospital/s
- Alternative Supervisors - Not mandatory but is used to list surgeons that are present with you in theatre.

**NOTE: Changes to the Nominated Supervisor and Hospital should be made at the start of each new rotation.**

#### **Automated email notification to Supervisor upon selection**

MALT will automatically generate and send an email entitled “MALT Supervisor nomination” to each Supervisor, the first time they are selected as a Nominated or Alternate Supervisor.

#### **Supervisor Selection within Cases**

The Nominated Supervisor selected on the Account screen is used to populate the Supervisor field in all new cases. The Alternate Supervisor for each case can be selected from a drop-down list, which is populated from the Alternate Supervisors listed on the Account Screen.

If you are unsure as to who to select as your Nominated Supervisor within MALT, please contact your GSA Regional Executive Officer. Contact details are available on the [GSA website](#).

### **Further Information**

[MALT webpage](#)

[MALT support material](#)

[MALT - SET in General Surgery webpage](#)

[MALT – SIMG webpage](#)

### **Need Help?**

#### **MALT Helpdesk**

For assistance using the system, please contact the MALT helpdesk 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) please contact the RACS IT helpdesk on +61 3 9276 7422 or at [help.desk@surgeons.org](mailto:help.desk@surgeons.org)