

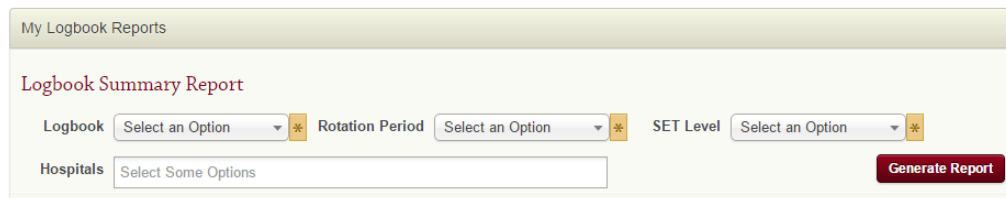
Paediatric Trainees on a Paediatric rotation need to generate three MALT reports for the Board of Paediatric Surgery at the end of their rotation. Paediatric Trainees on a General Surgery rotation only need to generate the Logbook Summary Report.

## 1. Logbook Summary Report

### Reports

MY REPORTS CUSTOM REPORT TOOL

#### My Logbook Reports



My Logbook Reports

Logbook Summary Report

Logbook  \* Rotation Period  \* SET Level  \*

Hospitals

**Generate Report**

From the **Logbook Summary Report** section of the **My Reports** screen, select the appropriate options for **Logbook**, **Rotation Period** and **SET Level** from the dropdown selection boxes. Click the '**Generate Report**' button.

## 2. Operative Experience Report

The remaining two reports can be found within the MALT Custom Reporting Tool. Click on the '**Custom Report Tool**' option under the **Reports** Page Heading.

### Reports

MY REPORTS CUSTOM REPORT TOOL

This will open a new browser window, click on the **Logbook reports** icon.



Select the Paediatric Operative Experience tab.



Audit Reports Paediatric Operative Experience All Procedures Logged Report

LogBook Type

- SET - Paediatric Surgery
- SET - SNOMED Paediatric Surgery

Rotation

- R1 2016 - Australia Only
- R2 2013
- R1 2014
- R2 2015
- R1 2016 - NZ Only
- R2 2014
- Historical
- R1 2015

SET Level

- 

Operative Experience

**Print Report**

Major & Minor Totals ?

**Print Report**

Select a relevant **Logbook Type** by clicking in the tick box to the left of the selection.

Click the "**Print Report**" button under the **Operative Experience** label to generate the report.



### 3. Major and Minor Totals Report

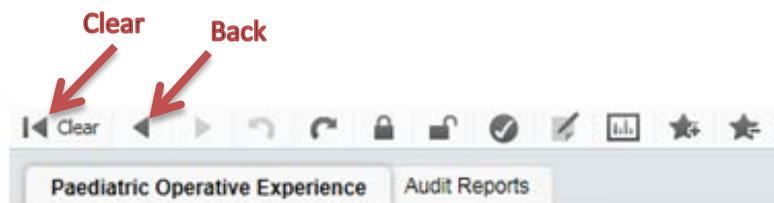
In the Paediatric Operative Experience tab of the MALT Custom Report Tool, ensure that the relevant **Logbook Type** and the relevant **Rotation Period** are selected.



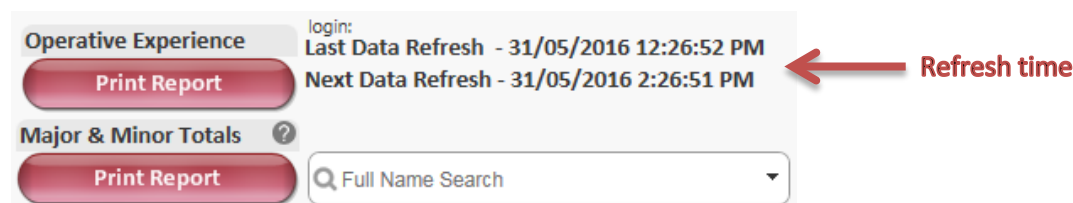
Click the **“Print Report”** button under the **Major & Minor Totals** label to generate the report.

Each report has been designed and formatted according to the requirements of the Paediatric Training Board. You do not need to change any of the formatting in the Custom Report Tool. Be aware, however, that as this is a custom tool, it does allow the report to be altered.

If you accidentally make changes to the format of the report, click ‘Clear’ to go back to the default settings, or click ‘Back’ to undo the last change.



Any last minute changes made to your logbook data within MALT will not be immediately reflected in the Operative Experience and Major and Minor Totals reports. Check the next refresh time onscreen to see how long before the report will be updated.



If you use the Historical Totals function in MALT, these figures will be reflected in the Logbook Summary and Operative Experience reports.

