

ROYAL AUSTRALASIAN COLLEGE OF SURGEONS

MALT Quick Reference Guide for Supervisors/Consultants/ Assessors

1. **ACCESSING MALT**

MALT is accessed via the College website www.surgeons.org.

Log in

- Click on the Portfolio icon in the top right-hand corner of any webpage.
- Enter your College username and password.
- From the Dashboard, click on any of the 'My Logbook' or 'Supervisory Logbook' icons to be directed to MALT or
- Select the 'My Audits' tab and click the Morbidity Audit and Logbook Tool (MALT) icon.

Note: Currently, Supervisors/Assessors can only review and approve the cases of their Trainees, IMGs and Fellows subspecialising from their desktop computer or tablet.

2. **TERMS OF USE AGREEMENT**

The Terms of Use are presented the first time MALT is accessed and every four weeks thereafter. This needs to be accepted before continuing.

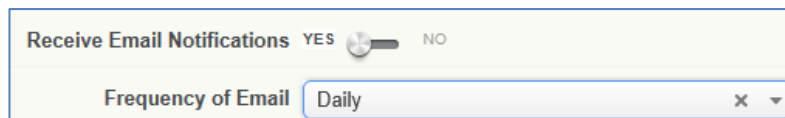
3. **ACCOUNT SET-UP**

After accepting the Terms of Use the first time MALT is accessed, the Account page is presented.

It is beneficial to update the email notification settings while on this screen.

Email notifications

The email notifications field defaults to "Yes". If this is changed to "No", notifications are not generated and the onus to routinely log in to view/approve cases as necessary is with the Supervisor/Assessor.



Receive Email Notifications YES NO

Frequency of Email Daily

The frequency defaults to Daily but can be edited by selecting another option from the drop down list.

When email notification setup is complete, click **Save**.

Supervisors/Assessors do not need to make any other changes to their account if they are only accessing the system to review and approve the cases of those they supervise/assess.

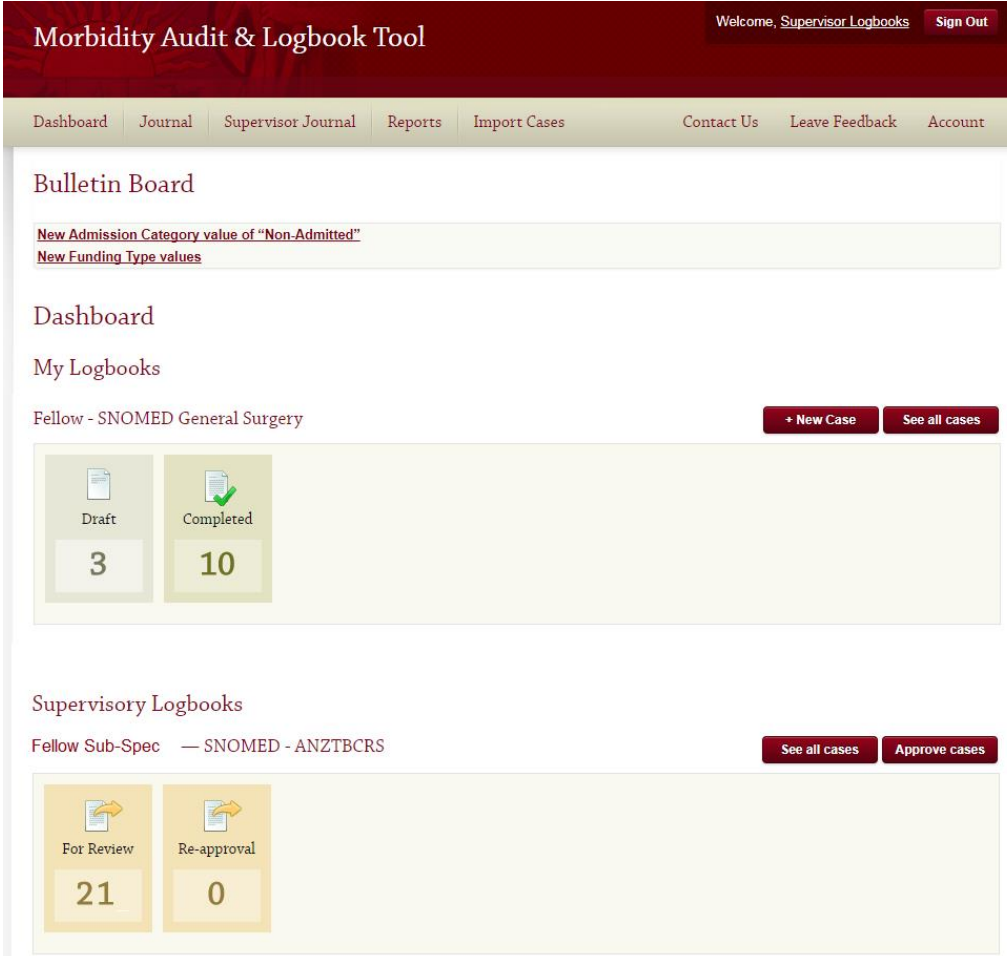
Notification about cases requiring supervisor review will be sent in accordance with the frequency selected.

A system generated notification is sent when a Supervisor/Assessor is first selected as a Supervisor.

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4. **DASHBOARD OVERVIEW**

The Supervisory Logbooks section of the **Dashboard** provides an overview of the Trainees, IMGs or Fellows subspecialising with cases that require supervisor review and approval and who have assigned you as a supervisor.



The screenshot shows the 'Morbidity Audit & Logbook Tool' interface. At the top, there is a navigation bar with links: Dashboard, Journal, Supervisor Journal, Reports, Import Cases, Contact Us, Leave Feedback, and Account. A user greeting 'Welcome, Supervisor Logbooks' and a 'Sign Out' button are also present. Below the navigation bar is a 'Bulletin Board' section with links for 'New Admission Category value of "Non-Admitted"' and 'New Funding Type values'. The main 'Dashboard' section is titled 'My Logbooks' and shows a logbook for 'Fellow - SNOMED General Surgery'. It features two buttons: '+ New Case' and 'See all cases'. Below these are two summary cards: 'Draft' with a count of 3 and 'Completed' with a count of 10. The 'Supervisory Logbooks' section shows a logbook for 'Fellow Sub-Spec — SNOMED - ANZTBCRS' with two buttons: 'See all cases' and 'Approve cases'. Below these are two summary cards: 'For Review' with a count of 21 and 'Re-approval' with a count of 0.

Clicking on **See all cases** on the Dashboard for a specific Trainee/IMG/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/IMG/Fellow subspecialising does not currently have any cases in MALT awaiting your review.

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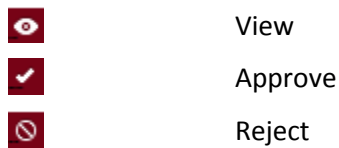
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5. REVIEWING AND APPROVING CASES

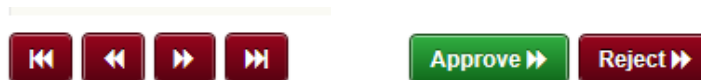
Cases with a status of “For Review” or “Re-approval” need to be reviewed and either approved or rejected. Cases for “Re-approval” have previously been sent for review and have been retracted and re-sent. Details about why the case was retracted are stored as a comment.

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.



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

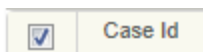


Bulk Approve

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

Approve				
<input type="checkbox"/>	Case Id	Procedure Date	User	Procedures
<input checked="" type="checkbox"/>	248105	17-03-2014	Trainee Logbo...	Caesarean se... Colonoscopy
<input checked="" type="checkbox"/>	235043	25-02-2014	Trainee Logbo...	Defunctioning ... Bony+/- soft ti...
<input type="checkbox"/>	224033	05-02-2014	Trainee Logbo...	On pump coro...
<input checked="" type="checkbox"/>	230866	03-02-2014	Megan Zille	Bone graft

Or you can select all cases shown on a page by ticking the box next to Case Id.



Click **Approve** to approve all selected cases.

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

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Add Comments to Cases

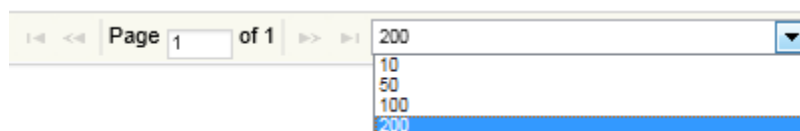
When you approve or reject a case, a comments box will appear. If a case is rejected, the Supervisor/Assessor is required to enter a comment for the Trainee. If the case is approved, the comments are optional.

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.



6. REPORTS

Supervisors/Assessors can generate a range of standard reports detailing the current and past surgical experience of those they 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**. All the reports are in PDF format.