ROYAL AUSTRALASIAN COLLEGE OF SURGEONS

Morbidity Audit and Logbook Tool (MALT) Guide for Surgical Supervisors

A Supervisors Role in MALT

Each Trainee should have **a single Nominated Supervisor per rotation**, who is responsible for approving ALL cases referred to them by the Trainee. A Nominated Supervisor will be undertaking the role of Training Coordinator or College Approved 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 were supervising in theatre and can add comments to the cases if they wish.   **They are not responsible for approving Trainee cases in MALT.**

The Nominated Supervisor is able to consult with the Alternate Supervisor for verification purposes prior to approving cases if they wish.

Automated email notification upon selection as a Supervisor

MALT will automatically generate and send an email, entitled "MALT Supervisor nomination", the first time you are selected as either a Nominated or Alternate Supervisor within the system. This email is sent even if there are no cases yet assigned to you for approval as a Nominated Supervisor or if you are an Alternate Supervisor who does not have the responsibility of approving cases.

Logging into MALT

1. MALT is accessed via the College website www.surgeons.org.
2. Click on the Portfolio icon in the top right-hand corner of any webpage.
3. Enter your College username and password.
4. From the Dashboard, click on any of the 'My Logbook' or 'Supervisory Logbook' icons to be directed to MALT or
5. Select the 'My Audits' tab and click the Morbidity Audit and Logbook Tool (MALT) icon.

The first time you login you need to setup your Account.   As a Supervisor this requires selection of email notification frequency.

Email notifications of cases that require supervisory review by a **Nominated Supervisor** are generated by the system in accordance with the email frequency selected. Only one email will be generated for the selected frequency which lists all trainees with records to review.

Approving Cases

Nominated Supervisors can approve cases individually or in bulk from the Supervisor Journal. You can check on the progress of any Trainees you are supervising at any time from here.

When cases are approved they will show as approved in the Trainees logbook and on their **Logbook Summary Report** which is used by Trainees for submission to the Training Board at the end of a rotation.

Logbook Report

The SUPERVISOR REPORTS section of your logbook (accessible from the Reports Page) provides a range of reports Supervisors can produce about their current Trainees. Supervisors can also use these reports to view the past operative experience of new Trainees.

Further Information

For more information about Supervisor case approval: MALT Quick Reference Supervisor Guide

For further information about MALT or assistance please contact the helpdesk at MALT@surgeons.org or on +61 8 8219 0939.