

ROYAL AUSTRALASIAN COLLEGE OF SURGEONS



Morbidity Audit and Logbook Tool
(MALT)
Mobile User Guide

CONTENTS

MOBILE DEVICE INFORMATION.....3

- Browser history 3
- Cookies..... 3
- Helpdesk..... 3

ACCESSING MALT MOBILE.....4

- Logging In 4
- Terms of Use..... 4
- Logging Out 4

ACCOUNT DETAILS..... 5

- User Profile 5
- User Details..... 5
- Adding Supervisors 5
- Email Notifications 5
- Adding Hospitals 5
- Default SET Level 5
- Save/Apply 5

DASHBOARD..... 6

- Adding a New Case 6
- Minimum Dataset (MDS) 6
- Expanded Dataset (EDS) 6
- Procedures Tab 6
- Procedure Details..... 7
- Multiple Procedures in a Case 7
- Comments 7
- Saving a Case 7
- Error Messages 7
- De-identification of Patient Data 7

JOURNAL..... 8

- Searching 8
- Bulk Actions..... 8
- Viewing a Case 9
- Unavailable on MALT Mobile..... 9

MOBILE DEVICE INFORMATION

Browser history

If you need to clear your browser history, please refer to the instruction manual for your device.

Cookies

Many mobile devices use cookies for tracking user authentication.

Refer to the instruction manual for your device to check if Cookies are enabled or how to disable.

Helpdesk

For assistance using the system, please contact the Morbidity Audit and Logbook Tool helpdesk on +61 8 8219 0939 or at malt@surgeons.org

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

ACCESSING MALT MOBILE

Logging In

MALT Mobile is accessed directly via a login screen, bypassing the need to log into the RACS website.

Go to malt.surgeons.org and login using the username and password that you use to access the College website.



Note: The login page is only available for mobile users. Users accessing the site through a PC or tablet device need to log in via the RACS website, if you try to access the mobile login page from a web browser you will be redirected to the RACS website login page.

Tap on the 'I Accept' box and tap 'Continue'

Terms of Use

Once a month, you need to accept the Terms of Use.



Logging Out

To log out you need to be on the Dashboard or Account page.

ACCOUNT DETAILS

The first time you access MALT, you need to set up your account.

User Profile

A logbook is automatically assigned to you based on information from the RACS database.

If your details are incorrect in your User Profile you need to edit them in your RACS Portfolio. This can be done from your desktop computer. If you require further assistance contact IT helpdesk:

Help.Desk@surgeons.org

User Details

In User Details you can view your active logbooks. If a logbook is in use it must have a tick in the check box to appear on your dashboard view.

Adding Supervisors

In the Nominated Supervisor field, begin typing the name of your nominated supervisor. Predictive text will display a list of matching names. Select the correct name.

The Alternate supervisor field provides the ability to record the surgeon/s present in theatre. It may or may not be mandatory, depending on the set up of your logbook.

To add multiple alternate supervisors to your logbook repeat the above steps until all the required supervisors have been added.

Email Notifications

MALT email notifications are automatically generated, multiple notifications will be compiled into a single e-mail and sent according to the frequency specified in the Account.

Receive Email Notifications

Yes



Frequency of Email

Daily



Note: These notifications are only generated for logbook types using a supervisory workflow.

Adding Hospitals

In the hospital field, begin typing the name of your hospital/s. Predictive text will display a list of matching hospitals. Select the correct hospital/s. You can select a Default Hospital. The Default Hospital will be automatically populated during case entry.

Default SET Level

To facilitate quicker case entry, you can select a Default SET level.

Save/Apply

Tapping Save will save any changes that have been made in your Account and take you to the Dashboard.

Tapping Apply will save any changes while remaining on the Account page.

Note: Ensure that all changes are saved before leaving Account or logging out

DASHBOARD

The dashboard provides an overview of the status of the cases in your logbook/s. From here you can create a new case and see all cases.

Adding a New Case

A new case can be created by tapping New Case on the Dashboard. At the top of your screen there are four tab options to select.



Minimum Dataset (MDS)

The MDS tab contains fields related to the case that **must** be completed. Any field marked with an asterisk * is **mandatory**. Once the first field has been completed tapping Next will move you to the next field.

The SET level needs to be selected for every case as it does not automatically populate (unless a default SET level has been set up in your Account). The rotation period field will default to the current rotation. We advise that you double check this field for each case entry to ensure the details are correct.

Once this section is complete, you need to scroll to the top of the page to select another tab option.

Note: The supervisor field is read-only and can only be updated in your Account. To edit your supervisor Refer to [Adding Supervisors](#) section of this guide.

Expanded Dataset (EDS)

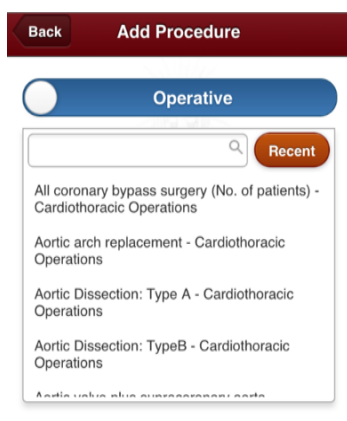
The EDS tab contains fields that capture additional information e.g. comorbidities and admission outcome. It is **not mandatory** to complete this section unless you are part of a MALT audit group. Information needs to be entered in these fields to generate audit reports in the desktop version of MALT.

Procedures Tab

Enter the details for operative and non-operative procedures by tapping on the Procedures tab.

To select an operative or non-operative procedure, tap the Add Procedure button; select the procedure by using the search function or the Recent Button.

To switch between operative and non-operative procedures slide the circle in the blue banner left or right.



Procedure Details

Once the procedure has been selected, you need to can select a Supervision Level, but Magnitude, Urgency, Complications and Primary Surgeon are optional unless you are part of a MALT audit group.

Once you have entered the required details, tap Done at the top of your screen.

Multiple Procedures in a Case

Once you have saved the procedure details, you can add another procedure by following the steps outlined above. This allows you to have multiple procedures for each case.

Comments

To add comments to a case, select the Comments tab, Tap Add Comment and Type your comment, then press Save.

Comments can be searched for in the keywords field on the Journal screen.

Note: Comments cannot be added to cases in the status For Review or Approved.

Saving a Case

Once saved/completed a message will appear on the screen informing you that your case was created successfully. The refer option will send your case to your nominated supervisor (if using a supervisory workflow).

Error Messages

Messages appear at the top of the page if any required information is missing.

Please correct the following errors before continuing:

- The Last Name field is required.

De-identification of Patient Data

Once the status of the case is Approved or Complete, the patient name will be de-identified. Their name will appear as the first initial of their first name and the first three letters of their surname.

e.g. John Smith = j smi

JOURNAL

The Journal shows greater detail of each case and displays all cases in all logbooks. Cases in MALT Mobile will automatically sort by procedure date.

Records can be viewed by scrolling or by tapping the “Show More” button.

To see more than two procedures per case, users will need to tap on the case and view it.



Searching

On the top of the Journal page there is a keyword search box and refine filter, you can filter by options such as Logbook, Hospital, Status and Procedure Date Range.

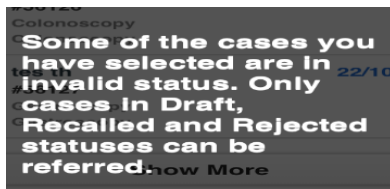
Once you have selected your search criteria tap Done at the top of the screen.

Bulk Actions

To mark a case as complete or refer a case to your supervisor in bulk, tap on the Refine button in Journal. Check boxes appear next to each case. Tap on the checkboxes to select the cases required, then tap Bulk Refer. A message will appear displaying how many cases are being referred.



An error with the selection of the cases will cause a message to appear.



Viewing a Case

Once Approved, a case becomes read only and cannot be edited.

Cases with the status of 'Complete' can be viewed or edited, but only editable until the rotation has deactivated.

Unavailable on MALT Mobile

Please use the desktop version of MALT to perform tasks not available on MALT Mobile such as:

- Recalling cases
- Changing supervisor for multiple cases
- Scope cleaning
- Days absent
- Reviewing/Approving cases (Supervisors)