



The Royal College of Anaesthetists ELECTRONIC LOGBOOK

OVERVIEW

The RCA logbook is freeware and is designed to work on a PC/Macintosh as a stand-alone database program requiring no additional software. Information can be entered directly into the desktop/laptop programme, which can be run from a portable USB stick. Information can also be collected using a PDA or advanced mobile phone but 'HanDBase' (DDH Software) is required to operate the PDA RCA Logbook template. Mobile phone hardware and software applications are developing very rapidly. Check with the vendor and/or DDH Software for more information about whether a particular device is HanDBase compatible.

The PC/Mac logbook is capable of numerous reports and summaries. Specifically, the portfolio report satisfies all the requirements stipulated within the Royal College of Anaesthetists RITA guidelines published in 2003:

- Specialty summary broken down by numbers of cases, supervision, and patient age
- Supervision summary by case numbers, ASA, age, time of day, and modified NCEPOD grade
- Summary of teaching experience
- Summary of airway and anaesthetic techniques
- Procedures summary

RCA LOGBOOK FOR PC/MAC

System requirements: PC running Windows 98, 2000, XP or Vista with at least 50Mb RAM
Apple Macintosh running OSX (all versions) with at least 64Mb RAM

Memory requirements: Drive with 15Mb free space (the logbook can also be installed to a USB data-stick for portable use)

PC INSTALLATION

Click on the '**setup7.exe**' icon.

The installation program will attempt to install the program to **C:\@logbook7**, but this can be changed to whatever location you wish. Please be careful not to OVERWRITE your logbook with future installations of the program.

Shortcuts to the logbook and the help file are automatically placed on the desktop and program menu.

The password to enter and to protect your data is '**TUTOR**'.
Enter this at the prompt. You can change it to whatever you wish after using the logbook for the first time.

MAC INSTALLATION

Double-click on the '**MacRCALogbook7.sit**' file archive.

You may need Stuffit expander to open the file if your OS is Tiger. This utility can be downloaded as freeware from Apple at:
www.apple.com/downloads/macosx/system_disk_utilities/stuffitexpander.html

Start the logbook from the '**Start RCA Logbook**' shortcut located in the installed '**Mac RCA Logbook**' folder.
You can move this shortcut to a more convenient location (eg desktop, or try dragging it onto the dock at the bottom of the finder).

The password to enter and to protect your data is '**TUTOR**'.
You can change it to whatever you wish after using the logbook for the first time.

NB: You can move the folder to any location but you may need to create a new shortcut once this is done.

PROBLEMS:

E-mail: support@logbook.org.uk

RCA LOGBOOK FOR PDA / MOBILE

System requirements: PDA or mobile running Palm OS or Pocket PC with HandBase3 or greater installed

PALM OR POCKET PC INSTALLATION

HandBase is a database program for the Palm & Pocket PC systems and can be purchased from DDH Software for \$29.99. Installation of this program is required before the RCA PDA Logbook can be installed. Instructions on purchasing, downloading and installing HandBase can be found at www.ddhsoftware.com.

The PDA Logbook comprises two files:
RCA_Logbook_v6_00.PDB
RCA_Logbook_v6_00_HDF.PDB

USING THE PC AUTO-INSTALLER

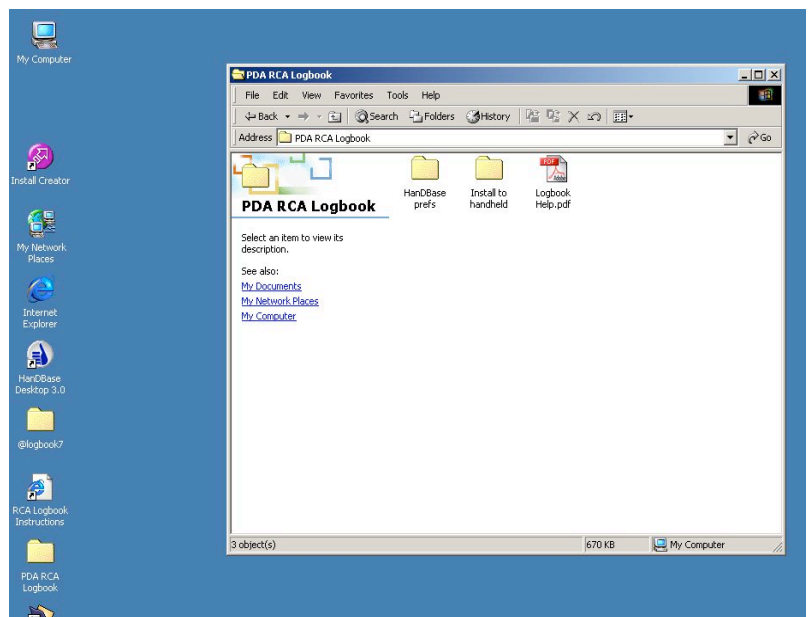
The **Auto-Installer** loads a PDA RCA Logbook folder onto your desktop.

1. Open this folder
2. Open 'Install to handheld' folder
3. It contains the two files:
RCA_Logbook_v6_00.pdb
RCA_Logbook_v6_00_HDF.pdb

Palm users can simply double click on these files using Windows Explorer to install the logbook to the Palm during the next 'HotSync'.

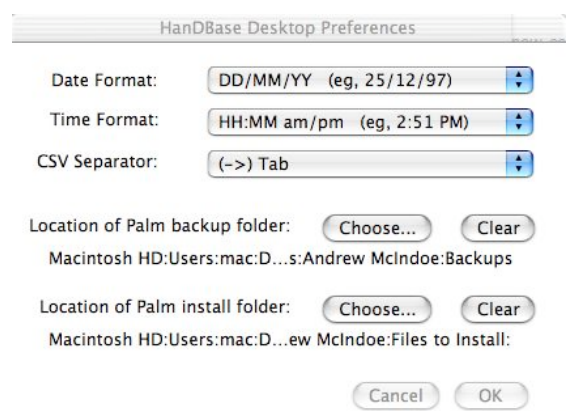
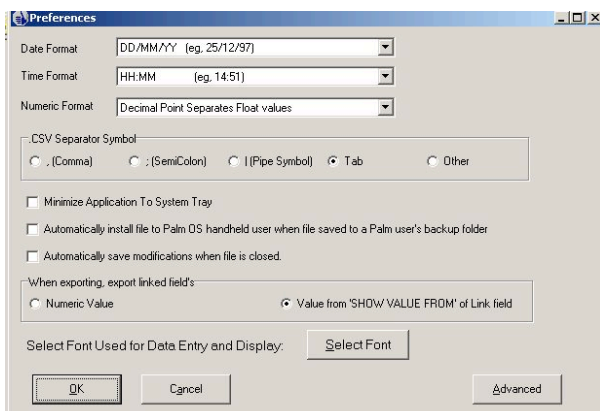
Pocket PC users should connect their device to their desktop machine and open ActiveSync. Select 'Explore' from the top of the ActiveSync window that appears. Open the 'HandBase3' folder and drag the two files into this folder.

The Installer also reconfigures the HandBase Desktop preferences to streamline the process of importing from the PDA to the PC. A copy of the preferences file is loaded onto your desktop (see right). If the preferences are not reconfigured automatically, drag the **HD.INI** file into: **C:\Program Files\HandBase3**



SETTING UP HANDBASE PREFERENCES MANUALLY

Go to the 'File' (PC) or 'Edit' (Mac) part of the menu and set the 'Preferences'
Check the **date** and **time** formats are set as shown (PC left, Mac right) and **set the CSV separator to 'TAB'**



PROBLEMS:

E-mail: support@logbook.org.uk

HOW DOES THE LOGBOOK WORK?

ROYAL COLLEGE OF ANAESTHETISTS

Anaesthetic Logbook

Records: 7453
Unsorted

HELP

File Edit View Insert Format Records Logbook tools Window Help

Scroll between previous and other cases by clicking on the notepad icon or dragging the slider.

Most of the logbook functions can be found in 'LOGBOOK TOOLS' on the menu bar

Dates need to be in the form dd/mm/yyyy. Separate 2 dates with 3 dots (...) to FIND a date range.

Times need to be in the form hh:mm. ie separated by a colon.

If you have not registered as a data controller, you should not record a tag that allows patients to be independently identified

Collect EITHER age or DoB. Enter age in years. Ages under 1 year can be entered as a decimal fraction (eg 11w=0.02)

Enter information

This view gives an idea of how a case entry should look.

Make a new entry for every case undertaken on a list.

If you can currently only see <No Access> in the fields, you should exit the logbook and open it using the password TUTOR.

Some of the fields accept only standardised terms - this is to ensure consistency in the reports.

Other fields allow completely free entry or allow you to set up your own picklists of terms.

Views: Add and delete cases here, or look at previous cases or a list in the form of a table

SEARCHES: Enter criteria to narrow down the found set of cases then carry these over to summarise >>

SUMMARIES: Allow date limited reports on speciality, supervision, ASA, anaesthetic technique etc.

TOOLBOX: Manage imports from PDAs, get rid of duplicates and odd entries, make backups

Fill in the speciality field first to make use of an extensive list of operations for that speciality. Alternatively, enter your own.

Use the standard terms in the demographic fields otherwise the reports will not sort correctly.

The user fields are available to collect anything you like. They each have editable picklists and will sort and report the entries.

Use the anaesthetist field to record info about different hospitals or rotations worked in.

Use the supervision field to record level of senior cover or experience of teaching others.

Fields: Date (23/03/2007), Start (08:30), End (11:15), Ref (123456), Sex (M), DoB (12/04/1963), Age (44), Anaesthetist (McIndoe BRI), Supervisor (Teaching: ST), ASA (1), Priority (Routine), User 1 (W3040), User 2 (NHS), Speciality (Trauma), Operation (Revision ORIF Ankle), Procedures (1. GAETT IPPV, 2. Sciatic, 3. TCI), Notes (Reflex, crowns...), Incidents

Views Searches Summaries Toolbox

You can always find this screen by clicking on 'HELP' above the notepad (top left)

LOGBOOK TOOLS MENU

ROYAL COLLEGE OF ANAESTHETISTS

Anaesthetic Logbook v7.0

Records: 7453
Unsorted

File Edit View Insert Format **Logbook tools** Window Help

- 1 Main menu Ctrl+1
- 2 Logbook7 view Ctrl+2
- 3 Logbook6 view Ctrl+3
- 4 Table view Ctrl+4
- 5 Printable case list Ctrl+5
- 6 Start a logbook search Ctrl+6
- 7 Modify a search Ctrl+7
- 8 Find all cases Ctrl+8
- 9 Reports Ctrl+9
- 0 Portfolio summary Ctrl+0
- Manually import PDA cases
- Alternative Mac Import routine
- Personalise headers
- Clean up database
- Remove duplicates
- Open operations list
- Export these cases

Go to 'Views' to enter cases

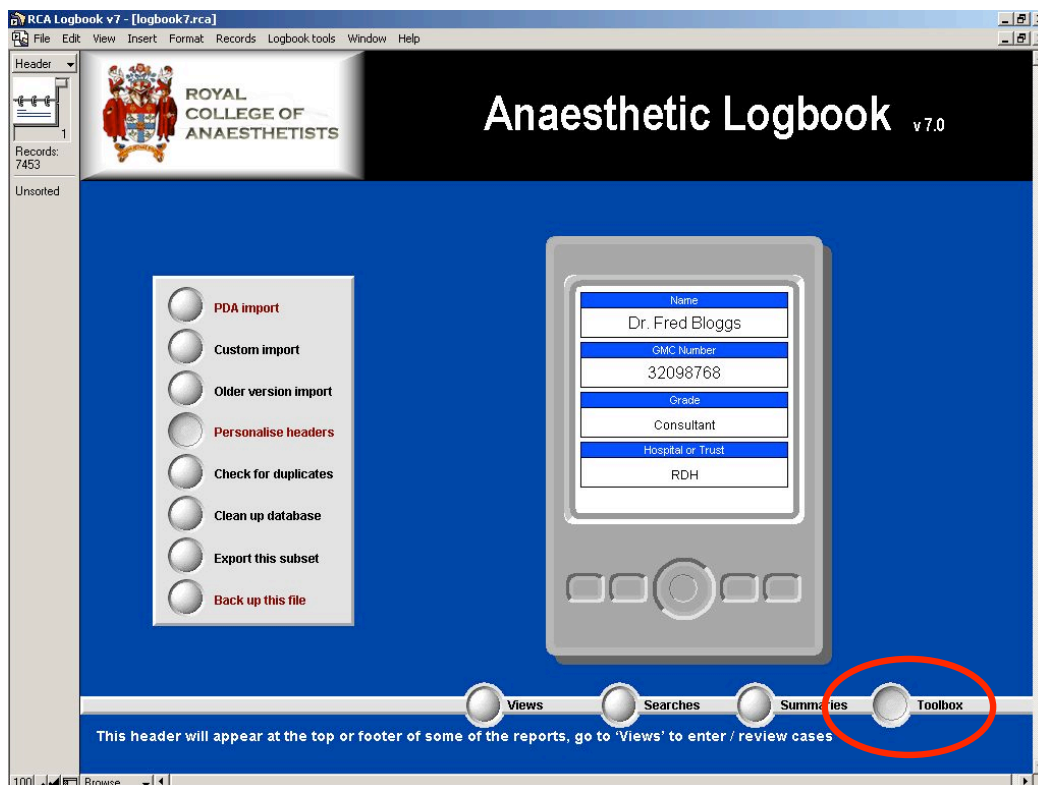
McIndoe / Hammond © 2007

PROBLEMS:

E-mail: support@logbook.org.uk

HOUSEKEEPING TIPS

There are a number of features in the 'Toolbox' area of the PC/Mac RCA Logbook that allow you to personalize the program and improve the performance of the reports.



PDA IMPORT / CUSTOM IMPORT / OLDER VERSION IMPORT

Imports HanDBase PDA RCA logbook data into the PC/Mac logbook (if already saved in tab-separated text format). If the fields do not match up use the Custom Import option to reset the import field order (eg if your data comes from another source). Mac users may need to use the import routine in the Logbook Tools drop-down menu. Use 'older version import' to pull in cases from a previous version of the RCA PC/Mac FileMaker Pro logbook.

PERSONALISE HEADERS

Enter your name, GMC number etc. for the report headers and footers.

CHECK FOR DUPLICATES

If you keep a 'master' copy of your RCA Logbook on the PDA without deleting entries that have already been transferred to the PC/Mac version, these entries will be duplicated on the PC/Mac during the next transfer. Run this routine after transferring entries from the PDA to seek out and safely remove duplicate entries.

CLEAN UP DATABASE

Identifies entries with gross errors or omissions that should be corrected to improve the quality of the reports.

EXPORT THIS SUBSET / BACK-UP THIS FILE

The logbook automatically backs up up to 5 text versions of your cases to the backups folder in the @logbook7 folder. These can be re-imported as PDA import files. The 'back-up this file' button here allows you to copy the full logbook7.rca file as well. The "Export this subset" facility to create a text file in the backup folder of a specific set of cases you have found.

PROBLEMS:

E-mail: support@logbook.org.uk

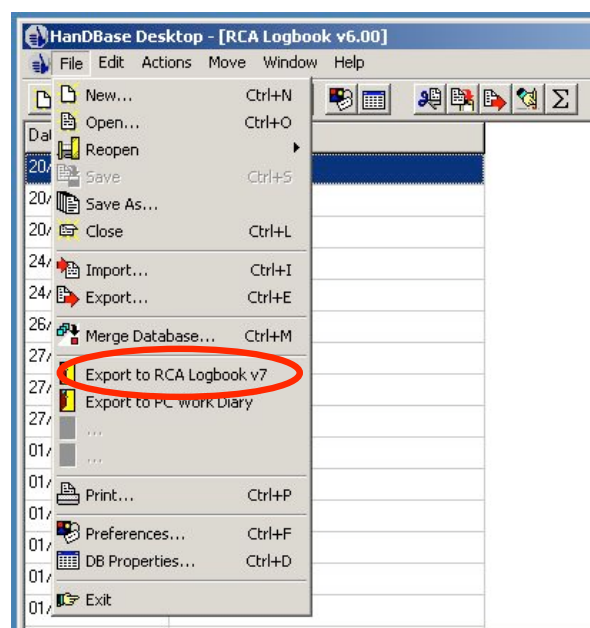
MOVING DATA FROM THE PDA TO A PC/MAC

IMPORTING DATA FROM THE PDA TO A PC RCA LOGBOOK

1. HotSync/ActiveSync your PDA
2. Open HanDBase Desktop
3. Open the PDA Logbook - select 'Open' from the 'File' menu and from that list select the database called **RCA_Logbook_v6_00.pdb**
4. Select '**Export to RCA Logbook v7**' from 'File' menu

This will automatically export a TAB-separated text version of the logbook to **C:\@logbook7\PDALOGBOOK.TXT**. It will also start up the PC RCA Logbook and import the data directly into the program (after you enter your password).

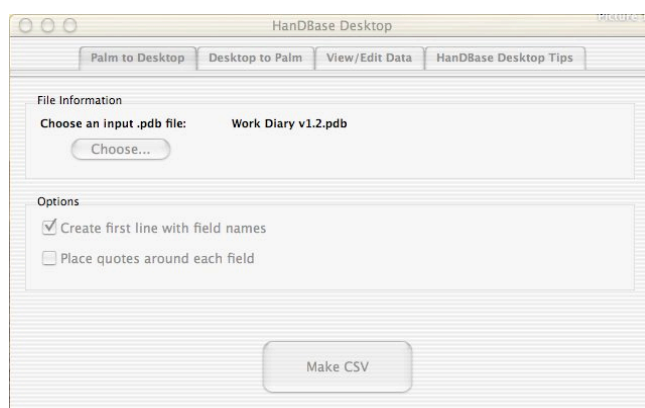
N.B. This process will not be automatic if you have loaded your PC Logbook to another location other than **C:\@logbook7**. In this case import the data using the routine within the PC RCA Logbook.



IMPORTING DATA FROM THE PDA TO A MAC RCA LOGBOOK

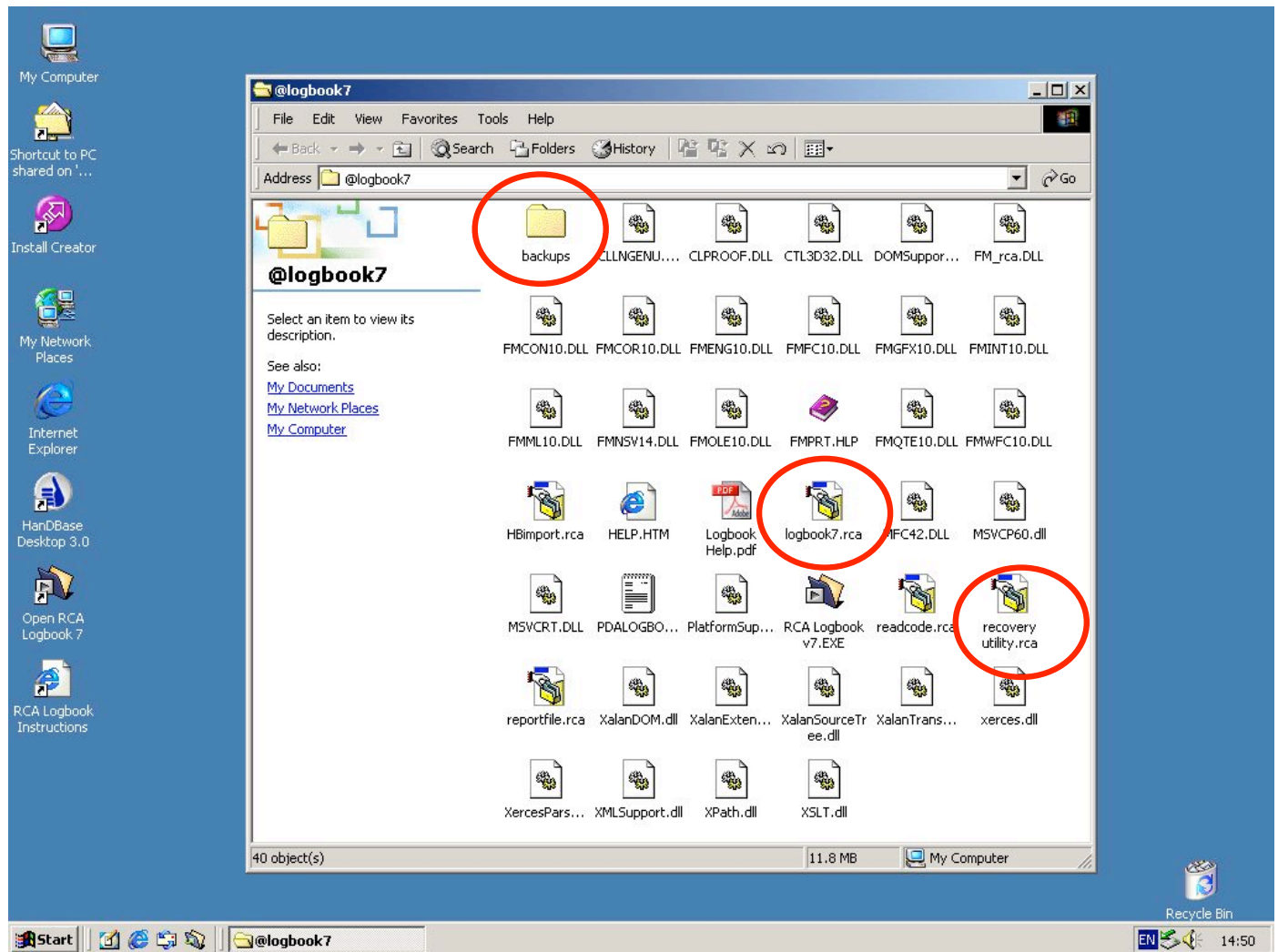
1. HotSync/ActiveSync your PDA
2. Open HanDBase Desktop
(From the Finder menu: Go > Applications > HanDBase Desktop OX > HanDBase Desktop)
3. Select 'Palm to Desktop'
4. Click on the 'Choose...' button and locate the **RCA_Logbook_v6_00.pdb** file.
If you haven't set the preferences to find this file in a default location:
From: 'HOME' go to >Documents > Palm > Users > (Your username) > Backups > **RCA_Logbook_v6_00.pdb**
5. Tick "Create first line with field names"
6. DON'T tick "Place quotes around each field"
7. Click "Make CSV"
8. Change the 'Save as' option from "**RCA_Logbook_v6_00.csv**" to "**RCA_Logbook_v6_00.txt**"
9. Tell the computer where to save it (eg Desktop)

This tab-separated text file is ready for import using the '**PDA import**' command found within the **Mac RCA Logbook toolbox**



TROUBLESHOOTING COMMON PROBLEMS

If you run into difficulties check out the 'Troubleshooting' area of www.logbook.org.uk



PROCEDURES & INCIDENT REPORT PROBLEMS

The files within the @logbook7 folder are inter-linked and don't work properly if you attempt to rename them. Move the folder to wherever you wish but don't rename the files within it. Likewise don't run the logbook from a copy or backup file, it is designed to work with just **logbook7.rca** or you will find you get an error message.

RESTORING A BACKUP

A text file backup is made every time you exit the logbook. The routine creates five rotating backups (labeled A-E). These are stored in the **backups** folder (see above) and will be successively replaced each time you close the logbook. If the logbook files are working fine, you can re-import data from one of these text backups using the 'custom import' button in the toolbox. Backups are also made here if you delete duplicates from your logbook. If you make an external copy of the main data file **logbook7.rca** you can replace a damaged version by dropping this back into the @logbook7 folder (but it must be named **logbook7.rca**).

RECOVERING A DAMAGED LOGBOOK

The logbook structure may be damaged by accidental computer shutdowns or crashes. If this happens run the **recovery utility**

PROBLEMS:

E-mail: support@logbook.org.uk