Quick Reference Guide – Activity Logbook

The Advanced Skills Activity Logbook provides a record of AOD professional development activities that a participant has completed to meet their identified learning needs as outlined in their Personalised Learning Plan (PLP).

The purpose of the Logbook is to:

- provide participants with a mechanism to monitor their activity
- provide an opportunity for participants to reflect on their activities in relation to their identified learning outcome
- assist mentors in determining how a participant is progressing and whether they have completed relevant activities/opportunities to enable them to meet their learning outcomes and their desired level of expertise
- enable participants and their mentors to reflect on experiences gained during the training period and any issues that may have arisen during the training
- document any changes in learning activities from the original learning plan that may have been required during completion of Advanced Skills Training
- provide assurance to the RACGP that the required hours of professional development in the skills areas identified have been completed by the participant, in accordance with Advanced Skills Terms and Conditions.

What is required to complete the Activity Logbook?

Advanced Skills participants are required to complete a minimum of 20 hours of activity that is recorded in the Activity Logbook.

Each participant will be required to upload their activity into the Advanced Skills Management System. Participants are encouraged to keep their logbook up-to-date each month by uploading their progress and saving the activities on the system.

Participants will need to ensure their logbook is fully completed by 30 April 2021.

The RACGP will consider written requests for deadline extensions by no later than 1 March 2021. Written requests must provide an adequate justification for the extension request.

Mentors will be asked to verify that the participant has completed the logbook activity.

Completing the Logbook

Subheadings: 'Skill / AOD competency'

Please list each skill / AOD competency that is contained in your Personalised Learning Plan.

Column 1 'Learning Activity'

Please state the activities that you completed. Please be very specific. If you completed a training course, please state the name of the training course in full, including the provider.

If you reviewed cases, please list the number of patient cases discussed and with whom you discussed the cases (small groups, mentor, ECHO session, medical students)

List the reading materials and insert hyperlinks if available.

Column 2 – 'Time spent on learning activity'

Clearly state the time spent on the activity, rounding up to the nearest 15 minute increments.

For example:

Reading Reconnexions: The Benzodiazepine Toolkit:	0h 45m
Attending RACGP Breaking the Ice Webinar:	1hr 15m

Column 3 – 'When/Where learning activity was completed'

State the date the specific activity was **completed**.

Column 4 – 'Evidence of completion'

If you can provide evidence that your activity was completed (such as provision of a certificate of attendance) please confirm with a Y. If your activity is self-recorded then evidence is not required and you can state a N.

You can upload your evidence into the Advanced Skills Management System when you update your Activity Logbook.

It is important that all evidence is attached prior to submitting your completed Activity Logbook. It is also expected that you will reflect on all self-recorded activity with your mentor during your learning plan.

Subheadings: 'Reflection on how these activities supported your skills development'

For each skill / AOD competency listed, please reflect of how this activity has enhanced your clinical practice.

For example:

- What have you done differently as a result of the training?
- Have you utilised this new knowledge / skills with your patients?
- How you have demonstrated AOD clinical leadership with the opportunity of AOD advanced training?
- If you are a supervisor of medically trained doctors, how will this affect the support you provide

Final Checks: ensure that the Grand Total of your activity is greater than 20 hours.

You will only be able to submit your Activity Logbook when the Grand Total of Activity outlined is 20 hours or greater.

If the Total is less than 20 hours please double-check every line of uploaded activity to ensure that it is correct.

Your mentor will automatically receive an email notification that your Activity Logbook has been submitted and is ready for their verification.

If you have any questions and wish to contact a member of the Project Team, email AOD@racgp.org.au