

# JCCA



## Curriculum for General Practitioner Anaesthesia Logbook

6TH EDITION – 2020

The Joint Consultative Committee on Anaesthesia (JCCA) is a tripartite committee of the Australian and New Zealand College of Anaesthetists (ANZCA), The Royal Australian College of General Practitioners (RACGP) and the Australian College of Rural and Remote Medicine (ACRRM)



Australian College of  
Rural & Remote Medicine  
WORLD LEADERS IN RURAL PRACTICE



## Guidelines for use

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This logbook must be maintained by all Joint Consultative Committee on Anaesthesia (JCCA) registrars for the full 12 months of training to demonstrate completion of all assessment items of the curriculum.

Section 1: Personal details

Section 2: Training post details

Section 3: Anaesthesia cases logbook

Section 4: Assessment review cycles

Section 5: Completion of required courses

Section 6: End-of-term assessment

Section 7: Assessment checklist

## Training requirements

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The Curriculum for General Practitioner Anaesthesia requires registrars and practising GPs to complete 12 months (full-time equivalent) in an accredited training post. Accredited posts must be approved by the JCCA.

## Supervision

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For registrars and practising GPs, the training post must be completed under:

- » direct supervision of a Fellow of ANZCA throughout the training period, and
- » indirect supervision and support of a medical educator/GP anaesthesia proceduralist approved by the JCCA.

## Section 1

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### Personal details

Please complete all personal details, contact information and qualification information.

Name

RACGP no.

Address

State

Postcode

Telephone

Mobile

Email address

Qualifications

Training: Please outline relevant training including hospital names and dates.

Experience: Please outline any relevant anaesthesia experience including hospital and supervision details, procedures completed and dates.

## Section 2

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### Training post details

Name of hospital/practice

Start date

Finish date

Training time (eg 35 hours per week for 46 weeks)

### Supervisor details

FANZCA supervisor name

Phone

Email

FANZCA number

Rural GP proceduralist mentor/supervisor name

Phone

Email

RACGP/ACRRM number

RTO

Medical educator name

Phone

Email

## Section 3

### Anaesthesia cases logbook

The logbook requires a record of all patients seen during training in order to allow registrars to reflect on the subsequent learning from experiencing those cases. Each case does not require sign off, however, the logbook must be available for audit by the direct supervisor in each assessment review cycle (*refer to Section 4*).

It is important to keep a log of all anaesthesia cases throughout your career. Keeping a logbook of all anaesthesia cases is a requirement of the curriculum. You may use any logbook medium. However, for the purposes of assessment, your logbook must contain at least the fields shown in the template on page 6, which is also available as an editable document.

#### Levels of supervision to be documented for each procedure

Registrars are required to keep a record of the level of supervision for each procedure as per the ANZCA guidelines set out in the ANZCA Handbook for Training and Accreditation, October 2017. The relevant excerpt is below.

- Level 1** Supervisor rostered to supervise one trainee and available solely to that trainee.
- Level 2** Supervisor rostered to supervise two trainees who are undertaking clinical activities in close proximity to one another. The supervisor must be fully conversant with the nature of the patients in both locations and able to provide one-to-one supervision of each trainee as appropriate.
- Level 3** The supervisor is available in the institution but is not exclusively available for a specific trainee.
- Level 4** The supervisor is not in the institution but is on call within reasonable travelling time and is exclusively rostered for the period in question. Consultation must be available at all times.
- » All trainees must be supervised at level 1 in any area with which they are unfamiliar.
  - » Supervision at level 1 or 2 is appropriate at any stage of training. It provides the best opportunity for one-to-one teaching, feedback and learning new techniques.
  - » As trainees progress through the core units, it is important to encourage greater levels of independent practice. The supervisor of training must advise the head of department on appropriate levels of graduated supervision for individual trainees, especially in situations where there is concern about trainee performance.
  - » Supervision levels, consultation and attendance by consultants must also comply with local department guidelines.



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## Section 4

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### Assessment review cycles

- » Must be completed after 3, 6, 9 and 12 months.
- » Each review cycle must include:
  - Audit of logbook
  - Anaesthesia supervisors' report

### Assessment review cycle 1: 3-month review

(To be completed by direct supervisor)

Date of review:

#### Audit of logbook

Please provide evidence of completion (eg logbook).

I confirm the registrar has successfully completed the appropriate anaesthesia patients logbook requirements for this review cycle.

Comments

Supervisor signature

## Anaesthesia supervisors' report

Supervisors' comments on overall performance of the registrar during this assessment cycle. Supervisors should also indicate if there are any areas of concern or which require additional focus in the next assessment cycle. If you run out of space, please attach separately.

Supervisors' report

I confirm the registrar has successfully completed the appropriate clinical and assessment requirements for this review cycle and provided feedback in an ongoing manner for the Curriculum for General Practitioner Anaesthesia.

Supervisor signature



## Assessment review cycle 2: 6-month review

(To be completed by direct supervisor)

Date of review

### Audit of logbook

Please provide evidence of completion (eg logbook).

I confirm the registrar has successfully completed the appropriate anaesthesia patients logbook requirements for this review cycle.

Comments

Supervisor signature

### Anaesthesia supervisors' report

Supervisors' comments on overall performance of the registrar during this assessment cycle. Supervisors should also indicate if there are any areas of concern or which require additional focus in the next assessment cycle. If you run out of space, please attach separately.

Supervisors' report

I confirm the registrar has successfully completed the appropriate clinical and assessment requirements for this review cycle and provided feedback in an ongoing manner for the Curriculum for General Practitioner Anaesthesia.

Supervisor signature

## Assessment review cycle 3: 9-month review

(To be completed by direct supervisor)

Date of review

### Audit of logbook

Please provide evidence of completion (eg logbook).

I confirm the registrar has successfully completed the appropriate anaesthesia patients logbook requirements for this review cycle.

Comments

Supervisor signature

### Anaesthesia supervisors' report

Supervisors' comments on overall performance of the registrar during this assessment cycle. Supervisors should also indicate if there are any areas of concern or which require additional focus in the next assessment cycle. If you run out of space, please attach separately.

Supervisors' report

I confirm the registrar has successfully completed the appropriate clinical and assessment requirements for this review cycle and provided feedback in an ongoing manner for the Curriculum for General Practitioner Anaesthesia.

Supervisor signature

## Assessment review cycle 4: 12-month review

(To be completed by direct supervisor)

Date of review

### Audit of logbook

Please provide evidence of completion (eg logbook).

I confirm the registrar has successfully completed the appropriate anaesthesia patients logbook requirements for this review cycle.

Comments

Supervisor signature:

### Anaesthesia supervisors' report

Supervisors' comments on overall performance of the registrar during this assessment cycle. Supervisors should also indicate if there are any areas of concern or which require additional focus in the next assessment cycle. If you run out of space, please attach separately.

Supervisors' report

I confirm the registrar has successfully completed the appropriate clinical and assessment requirements for this review cycle and provided feedback in an ongoing manner for the Curriculum for General Practitioner Anaesthesia.

Supervisor signature

## Section 5

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### Completion of required courses

This can be completed during the training term or in the preceding three years. Please provide evidence of completion (eg a certificate).

#### Satisfactory completion of –

Anaesthetic Crisis Resource Management (ACRM)

Rural Emergency Skills Training (REST)

Emergency Life Support (ELS)

Emergency Management of Anaesthetics Crises Course (EMAC)

Details of course

Supervisor signature

## Section 6

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### End-of-term assessment

#### Case studies

Prepare three case studies (from anaesthesia cases logbook) written in the style of a grand round presentation (approximately 1200 words) and addressing one or more of the learning outcomes prescribed in the Curriculum for General Practitioner Anaesthesia. A simple research project may be done instead or as well as the case studies. This can take the form of an audit presented to the anaesthetic community. Any subject relevant to anaesthesia may be chosen. The case studies must be sent to your training supervisors.

#### **Titles of case studies and/or research project**

I confirm the registrar has completed three case studies that address one or more learning outcomes of the Curriculum for General Practitioner Anaesthesia.

Date

Supervisor signature

## Section 7

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### Assessment checklist

*Please use this checklist to ensure you have completed each of the assessment requirements, remembering to provide copies of required evidence.*

**Please tick completed items**

Section 1: Personal details

Section 2: Training post details

Section 3: Anaesthesia cases logbook

Completed for all anaesthesia cases for 12-month training period

Section 4: Assessment review cycles

Assessment review cycle 1 (3 months)

Assessment review cycle 2 (6 months)

Assessment review cycle 3 (9 months)

Assessment review cycle 4 (12 months)

Section 5: Completion of required courses

Section 6: End-of-term assessment – case studies

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