critical care Learning portfolio – anaesthetics

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| --- | --- | --- | --- | --- | --- | --- |
| **Trainee Name:** |  | | | | **ACEM ID** |  |
| **Training Site:** |  | | | | | |
| **Placement Dates:** | **Start Date:** |  | **End Date:** |  | | |
| **Supervisor Name:** |  | | | | | |

## PURPOSE OF THE CLINICAL PRACTICE LOGBOOK

It is a compulsory requirement for trainees to record in this *Critical Care Learning Portfolio* their education and training experience during the course of their Anaesthetics placement at an ACEM Accredited site. The portfolio is not required if the Critical Care requirement is being completed at an ANZCA accredited site.

The record of experience has the following functions:

* It provides trainees with a personal record of the education and training experiences that contribute to the requirements for satisfactory completion of the Critical Care component of the FACEM Training Program.
* The Learning Portfolio will be used by Supervisors to facilitate monitoring of the trainee’s experience to ensure it is appropriate for the level of training.
* The information contained in the Learning Portfolio will be used by ACEM to monitor trainees’ training experience and ensure the quality and integrity of the Critical Care component of the FACEM Training Program.

## PRINCIPLES OF LEARNING AND SUPERVISED CLINICAL PRACTICE

Clinical practice and skills **MUST** be, at all times, under the supervision of designated Supervisors.

Supervisors will demonstrate the skill to the trainee in the first instance, after which the Supervisor will supervise the trainee using the relevant clinical protocols as guides.

The Supervisor will then provide immediate feedback on trainee performance.

The trainee is then able to continue logging personally performed procedures and have the Supervisor check the Learning Portfolio once a month to monitor trainee’s experience.

## INSTRUCTIONS ON USE OF LOGBOOK

1. Record education and training experience on a daily basis.

### Please note: Trainees should record ALL the educational activities and procedures personally performed

1. Meet with the Supervisor once a month to review the Learning Portfolio, discuss the education and training experience and plan continued education and training.
2. Trainees must submit their completed Learning Portfolio for this placement as an attachment in the Learning and Development Plan (LDP) section of the member portal within seven (7) days of completion of their Anaesthetics placement.

### The completed Learning Portfolio must include:

1. ***Record of Monthly Logbook Check*** for each month of training to be signed by the trainee and approved Supervisor.
2. ***Record of Clinical Practice***, including all personally performed procedures.
3. ***Record of Educational Activities***, including case discussion, didactic teaching and on-the-floor/bedside teaching experiences.

**ANAESTHETICS LEARNING PORTFOLIO**

## RECORD OF MONTHLY LEARNING PORTFOLIO CHECKS

It is **ESSENTIAL** that Supervisor review and discuss the trainee’s education and training progress as recorded in the Learning Portfolio **once a month**.

Supervisor and Trainee must sign and date in the table below once they have reviewed the Learning Portfolio together.

Supervisor’s name (print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Trainee’s name (print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| *I certify that I have reviewed the education and training recorded in this Learning Portfolio on:* | | |
| **Supervisor’s signature:** | **Trainee’s Signature:** | **Date:** |
| **Supervisor’s signature:** | **Trainee’s Signature:** | **Date:** |
| **Supervisor’s signature:** | **Trainee’s Signature:** | **Date:** |
| **Supervisor’s signature:** | **Trainee’s Signature:** | **Date:** |
| **Supervisor’s signature:** | **Trainee’s Signature:** | **Date:** |
| **Supervisor’s signature:** | **Trainee’s Signature:** | **Date:** |

**SUMMARY RECORD OF CLINICAL EXPERIENCE**

| **HIGHLY RECOMMENDED**  **PROCEDURE/EXPERIENCE** | **ASA CLASSIFICATION**  **CUMULATIVE TOTAL** | | | | | **CUMULATIVE TOTAL** | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **4** | **5** | **ADULT** | **CHILD\*** |
| **Effectively use airway adjuncts and BVM ventilation** |  |  |  |  |  |  |  |
| **Effectively use a range of invasive airway equipment for intubation** |  |  |  |  |  |  |  |
| **Commence and manage invasive ventilation in an intubated patient** |  |  |  |  |  |  |  |
| **Initiate invasive haemodynamic monitoring in an anaesthetised patient, interpret results and appropriately adjust patient management** |  |  |  |  |  |  |  |
| **Create an effective acute and ongoing pain management plan** |  |  |  |  |  |  |  |
| **Safely perform procedural sedation** |  |  |  |  |  |  |  |
| **Insert and manage arterial cannulation** |  |  |  |  |  |  |  |
| **Insert and manage venous cannulation** |  |  |  |  |  |  |  |
| **Safely perform extubation and create a recovery plan** |  |  |  |  |  |  |  |
| **Perform intra-hospital transfers of critically ill patients** |  |  |  |  |  |  |  |
| Competently perform local anaesthesia |  |  |  |  |  |  |  |
| Competently perform regional anaesthesia e.g. spinal anaesthesia |  |  |  |  |  |  |  |
| Correctly prepare equipment and the patient for general anaesthesia |  |  |  |  |  |  |  |
| Effectively manage complications that arise when providing anaesthesia |  |  |  |  |  |  |  |

\* Child is defined as up to and including 15 years of age.

## RECORD OF EDUCATIONAL ACTIVITIES ATTENDED

| **EDUCATIONAL ACTIVITY** | **TYPE OF EDUCATIONAL ACTIVITY** | | **TOPICS TAUGHT** | **NAME OF FACILITATOR/TEACHER(s)** | **TRAINEE COMMENTS (optional)** | **DATE** | **TOTAL NO.** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **STRUCTURED** | **Didactic teaching** | |  |  |  |  |  |
| **On-the-floor/bedside teaching** | |  |  |  |  |  |
| **Scheduled one-on-one meeting** | |  |  |  |  |  |
| **Teaching junior doctors** | |  |  |  |  |  |
| **Case discussion** | |  |  |  |  |  |
| **eLearning module** | |  |  |  |  |  |
| **Simulation** | |  |  |  |  |  |
| **Handover meeting** | |  |  |  |  |  |
| **Other** | |  |  |  |  |  |
|  | **TOTAL NO. STUCTURED EDUCATIONAL ACTIVITIES** | | | | |  |
| **OPPORTUNISTIC** | **On-the-floor/bedside teaching** | |  |  |  |  |  |
| **Teaching junior doctors** | |  |  |  |  |  |
| **Case discussion** | |  |  |  |  |  |
| **Other** | |  |  |  |  |  |
|  | **TOTAL NO. OPPORTUNISTIC EDUCATIONAL ACTIVITIES** | | | | |  |