LOG BOOK

MEDICAL OFFICER / SPECIALIST

QUEEN ELIZABETH II HOSPITAL

KOTA KINABALU

DOCTOR'S PERSONAL RECORD

PHOTO

NAME :_____.

I/C :_____.

GRED :_____.

UNDERGRADUATE :_____.

PERIOD OF POSTNG :_____.

DATE OF COMMENCEMENT :_____.

THIS LOG BOOK IS DESIGNED TO PROVIDE VALUABLE INFORMATION FOR THE HOSITAL PRIVILEGING COMMITTEE ON THE DELINEATION OF CREDENTIALING AND CLINICAL PRIVILEGING FOR MEDICAL OFFICER.

THE RECORD IN THIS LOG BOOK IS ALSO TO REFLECT THE SKILL, EXPERIENCE AND COMPETENCE PERFORMANCE OF SPECIFIC PROCEDURES OF THE MEDICAL OFFICER IN THIS HOSPITAL.

THIS LOG BOOK IS TO BE KEPT SAFELY. IT IS TO BE FILLED BY THE MEDICAL OFFICER PERSONALLY WHENEVER IT IS NECESSARY.

GENERAL PRINCIPLES AND DEFINITION

CREDENTIALLING

The granting of authority to an individual to provide specific care services based on his qualifications, training, experience and competency. Credentialing verifies that a physician, surgeon or medical officers and all allied healthcare meet standards as determined by an organization.

PRIVELEGING

Privileging defines a physician's scope of practice and clinical services provided. Process of delineating clinical privileges of practitioner consistent with his credentials, competence and hospital's need and resources.

OBJECTIVES

This logbook will serve both as a guide of the curriculum as well as a portfolio of appraisals and assessments. The documentation it contains will provide the proof that all competencies necessary for progress and for the eventual award of certificates.

To ensure that doctors designated as specialists are appropriately trained and fully competent to practice the expected higher level of care in the chosen specialty. With the National Specialist Register in place, doctors will be able to identify fellow specialists in the relevant specialties to whom they can refer either for a second opinion or for further management.

Importantly, striving to maintain and safeguard the high standards of specialist practice in the country, having the interest and safety of the public at heart.

Explanatory Notes

Procedures	: Privileges and credentials procedure based on National Specialist Register of according to the department.
Minimal required	: Minimal number of procedure required to be done based on Head Of Department order.
Page	: Page number of the contents.
Date	: Date of the Procedure, Courses, Conferences, Specialty Updates, Journal clubs, or CME being done.
Patient's ID	: Patient's identification number e.g. I/C number, passport number or hospital RN
Diagnosis	: The diagnosis of the patient that the procedure being done
Performance Checklist	: Checklist of the procedure done whether it was performed (P) or assisted (A) or observed (O) by this log book owner.

Explanatory Notes

Certified by	: Procedure done, Research & Case Report done and Continuing Medical Education (CME) presented/attended need to be certified by the Head Of Department or by the person appointed by the Head Of Department.
Activity	: Title of the activity done (Courses, Conferences, Specialty Updates, Journal clubs).
Venue	: Place of the activity done.
Title	: Title of Research or Case Report or CME.
Date Published	: The date of the Research or Case Report being published.
Category	: Category of the research whether it is clinical research or case report.
Participant / Presenter	: Attended as the CME presenter or participant.

CONTENTS

NO.	PROCEDURES **(as attached guideline)**	MINIMAL REQUIRED	PAGE

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	COURSES, CONFERENCES, SPECIALTY UPDATES, JOURNAL CLUB	
	RESEARCH	
	CONTINUING MEDICAL EDUCATION (CME)	
	SUMMARY ON OVERALL PERFORMANCE / ACHIEVEMENT & RECOMMENDATION BY HEAD OF DEPARTMENT	

PROCEDURES : _____

NO.	DATE	PATIENT'S ID	DIAGNOSIS	PERFORMANCE CHECKLIST			CERTIFIED BY
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Courses, Conferences, Specialty Updates, Journal clubs

BIL	ACTIVITY	DATE	VENUE	CERTIFIED BY

Research

BIL	TITLE	DATE PUBLISHED	CATEGORY	CERTIFIED BY

Continuing Medical Education (CME)

BIL	TITLE	DATE	VENUE	PRESENTER/ PARTICIPANT	CERTIFIED BY

Continuing Medical Education (CME)

BIL	TITLE	DATE	VENUE	PRESENTER/ PARTICIPANT	CERTIFIED BY

SUMMARY ON OVERALL PERFORMANCE / ACHIEVEMENT & RECOMMENDATION BY HEAD OF DEPARTMENT

REFERENCE

- NATIONAL SPECIALIST REGISTRY (NSR)
- CREDENTIALING & PRIVELEGING POLICY HOSPITAL QUEEN ELIZABETH II

PREPARED BY:
COLLABORATION OF QUALITY UNIT,
CLINICAL GOVERNANCE UNIT & EMERGENCY DEPARTMENT
QUEEN ELIZABETH II HOSPITAL
2017