

6.1.1 Log Book

You are expected to keep an accurate Log Book for:

- documenting your workload and experience
- regular review (at least quarterly) with your Supervisor of Training to ensure an appropriate case mix and to arrange remedial action as necessary (see Section 6.1.2 below)
- review by the Faculty Education Committee, or Hospital Accreditation review team when requested

You must log events for a period of at least **six months**, which **need not be continuous**. Of course you can log additional cases if you find that this aids reflection, but this is optional. You should retain your Log Book following review, at least until admission to Fellowship.

Notes on completing your Log Book:

- The Log Book should be a sequential record of all the patients you see.
- The suggested format is shown below
- It should be divided into three separate sections for logging acute pain, cancer pain and persistent non-cancer pain cases. Space is provided at the top of each page for recording case type.
- You should take care to protect patient confidentiality as your log book may be misplaced or viewed by people not involved in the care of your patients. It is suggested you use medical record numbers, initials and/or date of birth to identify entries – do not use patient stickers.
- Computer logging is encouraged. The format required in the Log Book can be provided in a Microsoft Access Format by the Faculty.
- The following data should be logged:
 - Diagnoses / patient problems – in the majority of persistent pain cases, specific diagnoses from the IASP Taxonomy should be used
 - Form(s) of treatment initiated
 - Observation / performance of any procedures
 - Your direct involvement with other specialist disciplines
 - Attendance at, and contribution to, multidisciplinary case conferences
 - Liaison with the referring practitioner and the primary care physician
 - Outcome(s) of treatment at follow-up
 - On occasion, supplementary notes will be appropriate to record experiences of an interesting case.

