

National Logbook – Trainee Guide

For the National Paediatric Dentistry Logbook v2.0 (pre-CCST trainees, 2024 curriculum)

1. What the logbook is for

One national workbook records your clinical activity across training: one row per patient contact, using standard dropdown lists agreed by the SAC. It calculates every total automatically, produces the evidence your RCP panel reviews, and generates a standardised Annual Return. Because every trainee uses the same lists and structure, your activity can be understood consistently wherever you train.

All figures are counts of patient contacts and of the diagnoses and treatments you record — not counts of individual patients. Never enter patient-identifiable information anywhere in the workbook, including free-text columns.

2. Getting started

- Obtain the current national version via your TPD. Save ONE master copy in a backed-up NHS location with version history (NHS OneDrive or a Trust network drive). Suggested filename: Surname_NTN_NationalLogbook.xlsx.
- The sheets are protected with the password dental_sac. You do not need it for normal use — every cell you must complete is already unlocked.
- Open it in Microsoft Excel only. Google Sheets, Apple Numbers and LibreOffice can silently strip the protections and checks.
- On the Dashboard, complete the yellow cells: name, NTN, region, ST year (ST1–ST4), WTE, and your Start date of training. The logbook end date fills in automatically (start + 10 years) and can be adjusted. Contact dates outside this window are rejected — this catches most date typos.
- Set your current RCP reporting period (start and end dates) and the weeks of absence/OOP within it.

3. Recording a patient contact

- One row per contact, in the yellow entry area of the Logbook sheet, using the dropdowns. Row order does not matter.
- Required on every row: date, setting, clinic type, modality, age, supervision level, Dental Diagnosis 1, Treatment 1, Medical Group 1 (use "None" where none applies), Safeguarding/Social, Communication Support, and ASA.
- Dental Diagnosis, Treatment and Medical Group each have four slots. Fill slot 1 first, then 2–4 as needed. If you require a fifth or later item in one of these groups, choose "Other" for the 4th slot, and then record brief details of the additional items as free text in the "Other – detail" column.
- Acute trauma: at a first (acute) presentation, record "Trauma – acute presentation" in one diagnosis slot alongside the injury-specific diagnosis. Trauma contacts without the acute trauma diagnosis count as review/follow-up.
- "Other" items: any list entry ending "(detail in Other column)" needs brief, non-identifiable free text in the "Other – detail" column. These collate automatically on the Other Log. This allows you to capture more unique items in your logbook and can help inform future revisions of the national lists.
- Communication Support is recorded separately from Safeguarding/Social because a child may need both (for example, a safeguarding concern and an interpreter).
- The "Row check" column marks each row OK or lists exactly what is missing or unrecognised. Keep it reading OK.

4. The Dashboard

Everything calculates automatically. The Data quality panel should always read 0 / 0 / OK / OK — anything else means some of your data is at risk of not being counted. Key totals are grouped into five domains (volume, behaviour management, clinical activity, complexity, progression) and shown two ways: all time, and the current RCP period. Below them, full item tables count every list entry.

5. Before each RCP

- Check the period dates and absence weeks on the Dashboard.
- Fix any rows flagged in the Row check column; confirm the Data quality panel reads 0 / 0 / OK / OK.
- When finalising the values to be reported to your RCP, copy the Annual Return value row — the row labelled "THIS RCP PERIOD" (row 8, from column B) — and paste it into the next free snapshot row using Paste Special > Values. Complete RCP type, outcome and notes after the panel. Snapshots never change once pasted — your progression reads down the sheet.
- Cumulative rows: the Annual Return has a "Cumulative to date" row directly beneath the period row, so you and your ES can see at a glance what share of your whole logbook this period represents. The RCP Snapshots sheet has a CUMULATIVE row at the top that adds up your annual snapshots.
- Record interim RCPs on the Snapshots sheet as well as annual ones, marking the RCP type column. An interim period sits inside the same training year as that year's annual snapshot, so the CUMULATIVE row leaves interim rows out to avoid counting the same activity twice. Only annual returns are sent to your TPD.
- All figures, including the cumulative row, are calculated from the contacts recorded in this logbook.
- Upload the workbook to ISCP before your pre-RCP Educational Supervisor meeting, and send a copy to your TPD.

6. One logbook for the whole of training

Use this logbook from the start of your training and keep the same file throughout — there is no need to start a second one and no facility for carrying totals between logbooks. It holds 5,000 contacts, likely to be well beyond a full training programme. If you are ever close to that limit, contact the SAC through your TPD before you reach it.

7. Protecting your work

- Never work in two copies. Once a month, save a dated backup copy (File > Save a Copy) and do not work in it.
- Your pasted RCP Snapshots rows and the workbook copies you upload to ISCP double as recovery points.
- Pasting data: the dropdown checks do NOT run on pasted values. After any paste, check the Row check column and the Data quality panel.

8. If something goes wrong

What you see	Why it happens	How to fix it
A row shows ⚠ with "entry(ies) not from the dropdown lists"	Values were pasted or typed that do not exactly match the standard lists — they will not be counted	Re-select each flagged field from its dropdown. After any bulk paste, work down the Row check column until every row reads OK
⚠ "missing: ..."	A required field is blank	Complete the listed fields; use "None" where nothing applies (Medical Group, Safeguarding/Social, Communication Support)
⚠ "date outside logbook window" or a typed date is rejected	The date falls outside your training window, or was entered as text	Check the date; if your window is wrong, correct Start date of training / logbook end date on the Dashboard
⚠ "add Other detail"	An "Other" item was selected without free text	Add a brief, non-identifiable description in the "Other – detail" column
Data quality panel shows entries below the END line	Rows were entered under the red END OF LOGBOOK line and are not counted	Cut those rows and paste them (as values) into free rows above the line
Period totals are all zero	RCP period dates are blank or reversed	Set both period dates on the Dashboard; the panel warns if end is before start
A pasted Snapshots row changes by itself later	Formulas were pasted instead of values	Delete that row and re-paste using Paste Special > Values

What you see	Why it happens	How to fix it
"The cell or chart you're trying to change is on a protected sheet"	You are typing outside an input area	Only yellow cells and the Logbook entry area accept typing — this protects the formulas. If you believe a cell should be editable, contact the SAC
Sorting is blocked / sheets cannot be renamed	Deliberate protection	Row order never affects totals; the structure lock keeps every copy nationally identical
The file is lost or corrupted	Hardware failure, accidental deletion, or saving over the master	Recover the latest version from OneDrive/network version history, your monthly backup, or the last workbook uploaded to ISCP; re-enter contacts since that point
You are running out of rows (5,000)	Logbook capacity reached — unlikely within one training programme	Contact the SAC through your TPD; do not enter data below the END line

Questions or suggestions for the national lists: highlight to your TPD, who can bring them to the attention of the SAC.