

# **LOG DIARY**

## **for Specialist Registrars in Dental Public Health**

**October 2002**

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## **1. FRONT SHEET**

**Name of trainee:**

**PCTs/Health authorities/Health boards involved:**

**National Training Number:**

**Programme number:**

**Training programme director:**

**Other consultants involved in the training programme:**

## **2. CURRICULUM VITAE ON ENTRY TO HIGHER TRAINING**

### **3. KNOWLEDGE AND SKILLS TO BE DEVELOPED BY THE TRAINING PROGRAMME**

The detailed training programme has been designed to be appropriate to the educational needs of the trainee. It will ensure that, at completion, he/she has the skills, experience, and knowledge to enable him/her to obtain and to fulfil a consultant post in dental public health.

The list of competencies is taken from the curriculum, which contains more detailed content of each of the areas of competency.

**The distinctive competencies to undertake dental public health are:**

- A. Oral health needs and demands assessment.
- B. Information technology
- C. Commissioning and evaluation of dental health services
- D. Promoting oral health
- E. Research and development
- F. Teaching and training
- G. Effective communication
- H. Management

#### **4. ANNUAL ASSESSMENT OF TRAINING NEEDS AND EXPERIENCE GAINED**

1. At the beginning of the training programme each trainee will complete the training log forms labelled A to H indicating the previous experience gained in each area. The trainee and trainer will then use this to inform the process of construction of the first years training. Forms A to H will be used by the trainee on a continuous basis throughout the training period to record experience.

2. A review meeting will take place between all parties involved in the training programme. The review meeting will take into account a review of experience gained in topic areas A to H.

3. The meeting will discuss progress and problems as identified by the questionnaires, and review the experience gained during the year. The outcome of the review for each year will be recorded on each sheet A to H.

4. Following the meeting, the consultant in charge of the training programme will complete a written report (to be signed by all parties) and submit the report to SAC as part of the annual review.

**The process should be carried out in sequence. Any changes to the training programme in forthcoming years should be appended to the individuals training programme.**

**TRAINING FORMS**

**LOG OF TRAINEES EXPERIENCE**

**IN COMPETENCY AREAS A TO H**

## **A. Oral Health Needs and Demands Assessment**

Assessment at start of training programme:

Experience gained in Year ... of training

Review of experience gained so Far

Date.....

Outcome of review

## **B. Information Technology.**

Assessment at start of training programme

Experience gained in Year ... of training

Review of experience gained so far

Date.....

Outcome of review



## **C. Commissioning and Evaluation of Dental Health Services**

Assessment at start of training programme

Experience gained in Year ... of training

Review of experience gained so far

Date.....

Outcome of review

## **D. Promoting Oral Health**

Assessment at start of training programme

Experience gained in Year ... of training

Review of experience gained so far

Date.....

Outcome of review

**E. Research and Development**

Assessment at start of training programme

Experience gained in Year ... of training

Review of experience gained so far

Date.....

Outcome of review

**F. Teaching and Training.**

Assessment at start of training programme

Experience gained in Year ... of training

Review of experience gained so far

Date.....

Outcome of review

## **G. Effective Communication**

Assessment at start of training programme

Experience gained in Year ... of training

Review of experience gained so far

Date.....

Outcome of review

## **H. Management**

Assessment at start of training programme

Experience gained in Year ... of training

Review of experience gained so far

Date.....

Outcome of review

## 5. DESCRIPTION AND EVALUATION OF MAJOR PROJECTS

Use a separate copy of the pro forma for each **MAJOR** project undertaken.

Include all tasks that are relevant to your training and on which you would want your training and experience to be evaluated.

It is the trainee's responsibility to ensure that these project descriptions are entered into the log diary.

Use the example enclosed as a master copy and copy as necessary.

Complete Side 1 when a new task has been agreed. Ensure that both yourself and your trainer (or designated person) sign the document in the relevant places.

NOTE: The Intercollegiate Specialty Fellowship Examination Board defines 'projects' and 'tasks' as follows:

*'A task/project is any definitive piece of work which has clear learning objectives and end product that is carried out by the trainee to gain experience, skills or knowledge in any of the areas outlines within the curriculum for specialist training'.*

### Guidance on Completion:

#### Side 1:

Enter Project Number top left

Enter area/s of training need as appropriate ie the competencies involved in the project.

Enter the grade already achieved in each competency at the start of the project

On completion of the project enter the grade that has been achieved in each competency by the end of the project.

### Criteria for Grading:

**Grade 9** = Competency not yet covered

**Grade A** = Little progress made

**Grade B** = Some progress made

**Grade C** = Considerable progress made

**Grade D** = Competency demonstrated satisfactorily to the standard expected of a consultant in the specialty

**Knowledge and Skills to be Acquired:** Outline the knowledge and skills you expect to develop in this task.

**Outcome Targets:** The objectives of the components of the task.

## Side 2: Evaluation and Outcomes

This should be filled in on completion of the task.

### **Guidance:**

**Final Outcome:** This should be an agreed statement by trainer and trainee, dependent on the outcome of the project, including occasions when the project was abandoned and why.

**Comments:** These are made independently by **both** trainer and trainee and should include lessons learnt during the process, any difficulties encountered, comment on the level of support received or given. Areas that would be approached or tackled differently if a similar exercise was to be undertaken should also be highlighted.



PROJECT NUMBER:

Area of Training Need (Competency)	e.g. A, B, or C etc...
Grade Reached at Start of Project	e.g. 9, B or C etc.
Grade Achieved by Completion of Project	

**PROJECT TITLE AND BRIEF DESCRIPTION**

**KNOWLEDGE AND SKILLS TO BE ACQUIRED:**

**OUTCOME TARGETS:**

Start date:

Finish date:

SIGNATURE OF TRAINEE.....

SIGNATURE OF TRAINER.....

## EVALUATION

### BRIEF DESCRIPTION OF FINAL OUTCOME OF TASK:

Task completed/abandoned

### LEARNING POINTS:

Comments by trainer and trainee including problems encountered and lessons learnt.

Trainee signature.....

date.....

Trainer signature.....

date.....