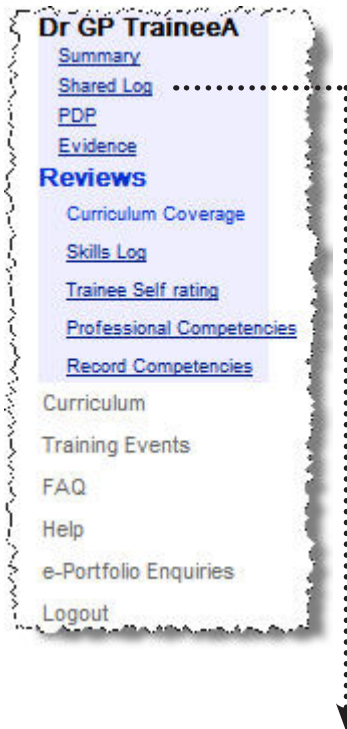


SHARED LOG

Functions Available

- Read a Shared Log Entry
- Comment on Log Entries
- Validate Log Entry Against a Professional Competence



A trainee can decide whether they wish to share a log entry. If they have decided to share the entry, the log will be displayed in this section. There may also be attachments connected to the log entry.

The number of unread logs you have for a particular trainee will also be shown on the summary page.

Shared Log

All recorded activities


[Clinical Encounters](#) | [Professional Conversations](#) | [Tutorials](#) | [Readings](#) | [Course/Certificates](#) | [Lecture/Seminars](#) | [Out Of Hours sessions](#) | [All](#)

Filter

Type	Event	Date	Shared	Read	
Q Reading	The eportfolio is currently undergoing security testing, and as soon as it gets its security certificate it will be released first to deanery administrators to allow them to finalise the essential data to make it functional, and then to trainees. We	30/08/2007	✓	X	
Q Professional Conversation	dfznn asdsdasdfsdasdfsdf	23/08/2007	✓	X	
Q Professional Conversation	asdsd	22/08/2007	✓	X	
Q Course/Certificate	How to take bp	20/07/2007	✓	✓	
Q Clinical Encounter	test	19/07/2007	✓	✓	
Q Lecture/Seminar	Insect bites in winter	19/07/2007	✓	✓	
Q Tutorial	THis is a test	12/07/2007	✓	✓	
Q Clinical Encounter	patient fell over	11/07/2007	✓	X	

READ A SHARED LOG ENTRY

To read a shared log entry, follow the steps below;

1. Click on 'Shared Log' on the left hand menu.
2. You can choose whether you wish to see all the logs or just specific logs; for example, only clinical encounters.
3. When you have found the entry you wish to amend, click the  icon next to the entry.
4. The log will open up to display the contents of the log.



Clinical Encounter

[Edit comment](#) | [Validate against Competency](#) | [Mark as Read](#) |

Current Selections


- **Curriculum Statement Headings 3.2 Patient Safety**
- **Curriculum Statement Headings 6 Genetics in Primary Care**

Date	11/07/2007
What happened?	patient fell over
What, if anything, happened subsequently?	ambulance called, taken to A & E
What did you learn?	Clear up coffee and tea spills
What will you do differently in future?	Wait for drinks to be brought to me.
What further learning needs did you identify?	none
How and when will you address these?	n/a
Shared?	Yes
Record created	25/07/2007 14:33:38
Education Supervisor Comment	

5. You must then mark the entry as read by clicking on 'Mark as Read' at the top of the screen.
6. This will then be marked as read.

COMMENT ON LOG ENTRIES

Once you have read a log entry, you may wish to make a comment. The trainee will be able to see this comment and may also wish to reply.

1. Click on 'Shared Log' on the left menu.
2. When you have found the entry you wish to comment on, click the  icon next to the entry.
3. This will open up the entry.

Clinical Encounter

[Edit comment](#) | [Validate against Competency](#) | Marked as Read |

Current Selections

- **Curriculum Statement Headings** 3.2 Patient Safety
- **Curriculum Statement Headings** 6 Genetics in Primary Care

Date	11/07/2007
What happened?	patient fell over
What, if anything, happened subsequently?	ambulance called, taken to A & E
What did you learn?	Clear up coffee and tea spills
What will you do differently in future?	Wait for drinks to be brought to me.
What further learning needs did you identify?	none
How and when will you address these?	n/a
Shared?	Yes
Record created	25/07/2007 14:33:38
Education Supervisor Comment	

4. Click on 'Edit Comment' at the top of the screen.

Edit Comment

Comments

5. Complete the form and then click on 'Save'.