

## Guide to Writing Log Entries

Competence means having the abilities, knowledge and skills necessary for professional practise. Our framework for WPBA is made up of 12 competences:

(<http://www.rcgp.org.uk/gp-training-and-exams/mrcgp-workplace-based-assessment-wpba/wpba-competence-framework.aspx>)

1. Communication and consultation skills - communication with patients, and the use of recognised consultation techniques
2. Practising holistically operating in physical, psychological, socioeconomic and cultural dimensions, taking into account feelings as well as thoughts
3. Data gathering and interpretation -for clinical judgement, choice of physical examination and investigations and their interpretation
4. Making a diagnosis and making decisions – a conscious, structured approach to decision making
5. Clinical management - recognition and management of common medical conditions in primary care
6. Managing medical complexity and promoting health = aspects of care beyond managing straightforward problems, including management of co-morbidity, uncertainty, risk and focusing on health rather than just illness
7. Primary care administration and IMT - appropriate use of primary care administration systems, effective record keeping and IT for the benefit of patient care
8. Working with colleagues and in teams - working effectively with other professionals to ensure good patient care, including sharing information with colleagues
9. Community orientation - management of the health and social care of the practice population and local community
10. Maintaining performance, learning and teaching - maintaining performance and effective CPD for oneself and others
11. Maintaining an ethical approach to practice - practising ethically, with integrity and a respect for diversity
12. Fitness to practise - the doctor's awareness of when his/her own performance, conduct or health, or that of others, might put patients at risk, and taking action to protect patients

### **Pick a case and pick one or two competencies**

Write out the titles of the competencies that you want to fulfil

Then go backwards from the 'what did you learn?'

### **Example case–**

40 year old lady with miscarriage in EPAC –

I pick the competencies that I want to display:

1. Communication and consultation skills
8. Working with colleagues

Go backwards from **'what did I learn?' section**

I write the title then delete it afterwards. If I really want to make it obvious I use the title of the competency so that my trainer knows what I am trying to get ticked off.

So for the 'what did you learn section':

Communications and consultations skills

This was a case that allowed me to try different consultation and communication skills. It is always a challenge in the early pregnancy clinic when you are counselling women about miscarriage. In this case I was able to use active listening to make her feel at ease when she was explaining her concerns about future miscarriages. I made a point of addressing her expectations of what was to come and explained the management options clearly. In the end she opted to have surgical management. I felt that I also worked on using appropriate body language in the consultation to make her feel at ease. Finally I made sure that she had appropriate reading material around the subject with our EPAC leaflets and I made sure that she knew what support there was available for her at this time. Although a difficult case, I felt satisfied at the end that I had used appropriate communication skills to make things easier for the patient and I feel she appreciated it.

Working with colleagues

On EPAC there is a big team of experienced nurses. I think this case shows that I worked in a team as I discussed the case with the nursing staff and my registrar before seeing her. The patients in EPAC come back from Ultrasound and it is the team's responsibility to make a plan depending on what the scan shows. In this scenario I wanted to make sure that the scan was absolute evidence that the patient had had a miscarriage and did not need further scans and so I involved my senior to check

over the scan results. I also recognised that the nursing staff are very experienced with the management of miscarriage and they are often the best people to advise on the most appropriate way of managing the case. In this case the patient was quite sure what she wanted but in some cases where they are not sure I would offer them time to talk things through with the nurses. Approaching these problems as a team of health care professionals provides a well rounded and complete service for the patient in the EPAC.

Then I would delete the titles and fill in the other parts of the entry.

For the further learning bits try to pick out specific areas where you wish to further develop over the next few weeks as well as 'I need further exposure to similar difficult cases' and for the time frame 'I will achieve this over the rest of this rotation and on my GP attachments when I will have more cases of miscarriage'

For the bit that says 'how will you achieve the learning?' It is always helpful to write 'I will read up on this on patient.co.uk' or in the clinical handbook or read the guidelines for example. Then do a log entry about some reading that you have done about it and it links in with the clinical encounter.

I will also say for the learning bit 'I will try to arrange a tutorial/professional conversation with my senior about this in order to achieve my learning objectives' I will then log an entry about what the registrar has told me/taught me and that also links in with the clinical encounter.

Summary – Be quite specific with your entries

- Don't put too much in the presentation and the what 'happened after that' bits, just describe the situation briefly
- It is the learning points that count, the small specific details of the case are less important
- Pick one or two competencies to achieve with the entry and focus the "what did you learn" bits on them.
- Link the clinical encounter learning objectives with log entries about reading, professional conversations and tutorials. (ie If you are due a tutorial on PMB the next week then reflect on a case of PMB the week before and then use the pre arranged tutorial as a learning objective that you can do an entry about and prove it has been achieved).
- You can do PDPs in a similar way.