

CLiP 1F logbook checklist

For entries which need to be flagged for the Assessor to review at an assessment visit (e.g. when selecting a patient type, linking to a learning outcome or attaching records or other documents), the field **Include in assessment?** on the logbook entry must be changed to **Yes**. Then the Supervisor will need to **confirm** and **approve** that entry.

For all other logbook entries, it is not necessary to change **Include in assessment?** and the Supervisor just needs to **confirm** the entries.

Task	Logbook record	Link to learning outcome?	Attachment?	Can entries be combined?	Items per task	Supervisor action	Logbook ID
3	One logbook entry with Interaction (communication) In Interaction > Other characteristics, one or more of the following is selected: - Communications challenges - Language barriers - Communications challenges - Needs help to communicate - Communications challenges - Hard of hearing - Comprehension challenges - Neurodiversity (LV) - Comprehension challenges – Dementia - Comprehension challenges - Learning difficulties	n/a	No, but corresponding in-practice patient record should be available and ready for the Assessor to review if required at the visit	Yes – up to two learning outcomes and multiple characteristics per logbook entry. There must be a minimum of 8 logbook entries for Task 3	20	Confirm and approve	
3	One logbook entry with Interaction (family history, social / cultural factors or beliefs). In Interaction > Other characteristics field, the following is selected: Significant family history	n/a	No, but records must be available, as above	Yes – up to two learning outcomes and multiple characteristics per entry There must be a minimum of 8 logbook entries for Task 3	20	Confirm and approve	

Task	Logbook record	Link to learning outcome?	Attachment?	Can entries be combined?	Items per task	Supervisor action	Logbook ID
3	One logbook entry with Interaction (consent / accompanied by carer). In Interaction > Accompanied by field, the following is selected: • Carer	n/a	No, but records must be available, as above	Yes – up to two learning outcomes and multiple characteristics per entry There must be a minimum of 8 logbook entries for Task 3	20	Confirm and approve	
3	One logbook entry with Interaction (consent / accompanied by carer). In Interaction > Patient age group, one of the following is selected: • Infant 0-2 (LV), or • Pre-school child 3-4, or • Child 5-6	n/a	No, but records must be available, as above	Yes – up to two learning outcomes and multiple characteristics per entry There must be a minimum of 8 logbook entries for Task 3	20	Confirm and approve	
3	One logbook entry with Interaction (communication). In Interaction > Other characteristics, the following is selected: • Communication challenges – Cultural barriers	n/a	No, but records must be available, as above	Yes – up to two learning outcomes and multiple characteristics per entry There must be a minimum of 8 logbook entries for Task 3	20	Confirm and approve	

Task	Logbook record	Link to learning outcome?	Attachment?	Can entries be combined?	Items per task	Supervisor action	Logbook ID
3	Three logbook entries with Interaction (communication). Explain why each Interaction addresses learning outcome 1.1 in the Interaction field 'Consultation notes'.	1.1	No, but records must be available, as above	Yes – up to two learning outcomes and multiple characteristics per logbook entry There must be a minimum of 8 logbook entries for Task 3	20	Confirm and approve	
3	Three logbook entries with Interaction (family history, social / cultural factors or beliefs). Explain why each Interaction addresses learning outcome 1.2 in the Interaction field 'Consultation notes'.	1.2	No, but records must be available, as above	Yes – up to two learning outcomes and multiple characteristics per entry There must be a minimum of 8 logbook entries for Task 3	20	Confirm and approve	
3	Three logbook entries with Interaction (consent / accompanied by carer). Explain why each Interaction addresses learning outcome 1.6 in the Interaction field 'Consultation notes'.	1.6	No, but records must be available, as above	Yes – up to two learning outcomes and multiple characteristics per entry There must be a minimum of 8 logbook entries for Task 3	20	Confirm and approve	

Task	Logbook record	Link to learning outcome?	Attachment?	Can entries be combined?	Items per task	Supervisor action	Logbook ID
3	Three logbook entries with Interaction (communication). Explain why each Interaction addresses learning outcome 2.1 in the Interaction field 'Consultation notes'.	2.1	No, but records must be available, as above	Yes – up to two learning outcomes and multiple characteristics per entry There must be a minimum of 8 logbook entries for Task 3	20	Confirm and approve	
3	Three logbook entries with Interaction (consent). Explain why each Interaction addresses learning outcome 4.4 in the Interaction field 'Consultation notes'.	4.4	No, but records must be available, as above	Yes – up to two learning outcomes and multiple characteristics per entry There must be a minimum of 8 logbook entries for Task 3	20	Confirm and approve	
4	Three logbook entries with Interaction (privacy, dignity, equality, inclusivity). Explain why each Interaction addresses learning outcome 1.3 in the Interaction field 'Consultation notes'.	1.3	No, but corresponding in-practice patient record should be available and ready for the Assessor to review if required at the visit	Yes – up to two learning outcomes per entry There must be a minimum of 5 logbook entries for Task 4	9	Confirm and approve	

Task	Logbook record	Link to learning outcome?	Attachment?	Can entries be combined?	Items per task	Supervisor action	Logbook ID
4	Three logbook entries with Interaction (privacy, dignity, equality, inclusivity). Explain why each Interaction addresses learning outcome 1.5 in the Interaction field 'Consultation notes'.	1.5	No, but records must be available, as above	Yes – up to two learning outcomes per entry There must be a minimum of 5 logbook entries for Task 4	9	Confirm and approve	
4	Three logbook entries with Interaction (privacy, dignity, equality, inclusivity). Explain why each Interaction addresses learning outcome 4.9 in the Interaction field 'Consultation notes'.	4.9	No, but records must be available, as above	Yes – up to two learning outcomes per entry There must be a minimum of 5 logbook entries for Task 4	9	Confirm and approve	
5	Three logbook entries with Interaction (safety and risk). Explain why each Interaction addresses learning outcome 4.8 in the Interaction field 'Consultation notes'.	4.8	No, but corresponding in-practice patient record should be available and ready for the Assessor to review if required at the visit	Yes – up to two learning outcomes per entry There must be a minimum of 5 logbook entries for Task 5	9	Confirm and approve	

Task	Logbook record	Link to learning outcome?	Attachment?	Can entries be combined?	Items per task	Supervisor action	Logbook ID
5	Three logbook entries with Interaction (safety and risk). Explain why each Interaction addresses learning outcome 5.5 in the Interaction field 'Consultation notes'.	5.5	No, but records must be available, as above	Yes – up to two learning outcomes per entry There must be a minimum of 5 logbook entries for Task 5	9	Confirm and approve	
5	Three logbook entries with Interaction (safety and risk). Explain why each Interaction addresses learning outcome 5.7 in the Interaction field 'Consultation notes'.	5.7	No, but records must be available, as above	Yes – up to two learning outcomes per entry There must be a minimum of 5 logbook entries for Task 5	9	Confirm and approve	
6	With reference to the risk profile table and dashboard, all areas with a 'Low' or 'Medium' risk rating must be showing green as a prerequisite for Task 6 in CLiP 1F.	n/a	n/a	n/a	n/a	Confirm only	

Task	Logbook record	Link to learning outcome?	Attachment?	Can entries be combined?	Items per task	Supervisor action	Logbook ID
6	Three logbook entries with Interaction (contact lens application and removal). In Interaction > Task Undertaken, the following is selected: Contact lens – Fit	n/a	No, but corresponding in-practice patient record should be available and ready for the Assessor to review if required at the visit	Yes, but there must be at least 5 separate CL entries for Task 6	7	Confirm and approve	
6	One logbook entry with Interaction (CL aftercare where an adjustment has been made to the specification – not power alone). In Interaction > Task Undertaken, the following is selected: Contact lens – Aftercare	n/a	No, but records must be available, as above	Yes, but there must be at least 5 separate CL entries for Task 6	7	Confirm and approve	
6	One logbook entry with Interaction (toric lens fitting). In Interaction > Visual needs, the following is selected: Contact lens – Toric	n/a	No, but records must be available, as above	Yes, but there must be at least 5 separate CL entries for Task 6	7	Confirm and approve	

Task	Logbook record	Link to learning outcome?	Attachment?	Can entries be combined?	Items per task	Supervisor action	Logbook ID
6	One logbook entry with Interaction (multifocal lens fitting). In Interaction > Visual needs, the following is selected: Contact lens – Multifocal	n/a	No, but records must be available, as above	Yes, but there must be at least 5 separate CL entries for Task 6	7	Confirm and approve	
6	One logbook entry with Interaction (CL teach including care regime). In Interaction > Tasks undertaken, the following is selected: Contact lens – Teach	n/a	No, but records must be available, as above	Yes, but there must be at least 5 separate CL entries for Task 6	7	Confirm and approve	
8	One logbook entry. In Logbook entry > Assessment tasks the following is selected: CLiP 1 (Face-to-face Visit) 8 Service Evaluation Project (submission and verification) Upload attachment – completed Service Evaluation Project (SEP) workbook.	n/a	Completed SEP workbook	No	1	Confirm and approve	

Task	Logbook record	Link to learning outcome?	Attachment?	Can entries be combined?	Items per task	Supervisor action	Logbook ID
9	The surveys for the 'Setting and supervision' discussion with the Assessor also need to be completed in advance of the visit, although these are not assessed.	n/a	n/a	n/a	n/a	n/a	