

CLiP 2F 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	With reference to the risk profile table and dashboard, all areas must be showing green as a prerequisite for Task 3 in CLiP 2F.	n/a	n/a	n/a	n/a	Confirm only	
4	One logbook entry. In Logbook entry > Assessment tasks the following is selected : CLiP 2 (Face-to-face Visit) 4 Learning and development Upload attachment: Completed PDP template which was attached for Task 6 in CLiP 2R assessment visit (so the Assessor for CLiP 2F visit can see the progress made).	n/a	PDP template	No	2	Confirm and approve	
4	One logbook entry. In Logbook entry > Assessment tasks the following is selected : CLiP 2 (Face-to-face Visit) 4 Learning and development Upload attachment: Completed PDP template, updated for this assessment visit.	n/a	PDP template	No	2	Confirm and approve	

Task	Logbook record	Link to learning outcome?	Attachment?	Can entries be combined?	Items per task	Supervisor action	Logbook ID
5	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	