**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?** | **Combine?** | **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 | 15 | 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 | 15 | Confirm and approve |  |
| 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 | 15 | 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 | 15 | 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 | 15 | Confirm and approve |  |
| 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 | 15 | 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 | 15 | 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 | 15 | Confirm and approve |  |
| 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 | 15 | 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 | 15 | 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 |  |
| 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 |  |
| 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 |  |
| 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 |  |
| 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 |  |
| 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 |  |