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	

Task	Logbook record	Link to learning outcome?	Attachment?	Combine?	Items per task	Supervisor action	Logbook ID
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	

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, **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	

Task	Logbook record	Link to learning outcome?	Attachment?	Combine?	Items per task	Supervisor action	Logbook ID
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	

Task	Logbook record	Link to learning outcome?	Attachment?	Combine?	Items per task	Supervisor action	Logbook ID
4	**Three** logbook entries with Interaction (privacy, dignity, equality, inclusivity). **Explain** why each Interaction addresses learning outcome 1.3 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	

Task	Logbook record	Link to learning outcome?	Attachment?	Combine?	Items per task	Supervisor action	Logbook ID
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	

Task	Logbook record	Link to learning outcome?	Attachment?	Combine?	Items per task	Supervisor action	Logbook ID
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	

Task	Logbook record	Link to learning outcome?	Attachment?	Combine?	Items per task	Supervisor action	Logbook ID
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	

Task	Logbook record	Link to learning outcome?	Attachment?	Combine?	Items per task	Supervisor action	Logbook ID
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	