**CLiP 1R 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** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | **One** logbook entry with Interaction.  In Interaction > Tasks Undertaken, **one of the following is selected**:   * Drugs – Mydriatics * Drugs – Cycloplegia * Drugs – Anaesthetic   **Upload** **attachment**: anonymised in-practice patient record. | n/a | The corresponding in-practice patient record, anonymised | No | 1 | Confirm and approve |  |
| 2 | **One** logbook entry.  In Logbook entry > Assessment tasks **the following is selected**:   * CLiP 1 (Remote Visit) 2 Health and safety legislation   **Upload attachment** – health and safety presentation | n/a | Health and safety presentation | No | 1 | Confirm and approve |  |
| 3a | **One** logbook entry with Interaction (adult patient, involving consent).  In Interaction > Patient age group, **one of the following is selected**:   * Young adult 17-45, or * Middle-aged 46-60, or * Older adult 61-74, or * Senior 75+   **Explain** why this Interaction addresses learning outcome 1.6 in the Interaction field ‘Consultation notes’. | 1.6 | n/a | Yes. There must be a minimum of 3 logbook entries for Task 3a | 8 | Confirm and approve |  |
| 3a | **One** logbook entry with Interaction (adult patient, involving consent).  In Interaction > Patient age group, **one of the following is selected**:   * Young adult 17-45, or * Middle-aged 46-60, or * Older adult 61-74, or * Senior 75+   **Explain** why this Interaction addresses learning outcome 4.4 in the Interaction field ‘Consultation notes’. | 4.4 | n/a | Yes. There must be a minimum of 3 logbook entries for Task 3a | 8 | Confirm and approve |  |
| 3a | **One** logbook entry with Interaction (patient under 12, involving consent).  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, or * Child 7-11   **Explain** why this Interaction addresses learning outcome 1.6 in the Interaction field ‘Consultation notes’. | 1.6 | n/a | Yes. There must be a minimum of 3 logbook entries for Task 3a | 8 | Confirm and approve |  |
| 3a | **One** logbook entry with Interaction (patient under 12, involving consent).  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, or * Child 7-11   **Explain** why this Interaction addresses learning outcome 4.4 in the Interaction field ‘Consultation notes’. | 4.4 | n/a | Yes. There must be a minimum of 3 logbook entries for Task 3a | 8 | Confirm and approve |  |
| 3a | **One** logbook entry with Interaction (vulnerable patient).  In Interaction > Vulnerable? **the following is selected**:   * ‘Vulnerable?’ box is ticked.   **Explain** why this Interaction addresses learning outcome 1.6 in the Interaction field ‘Consultation notes’. | 1.6 | n/a | Yes. There must be a minimum of 3 logbook entries for Task 3a | 8 | Confirm and approve |  |
| 3a | **One** logbook entry with Interaction (vulnerable patient).  In Interaction > Vulnerable? **the following is selected**:   * ‘Vulnerable?’ box is ticked.   **Explain** why this Interaction addresses learning outcome 4.4 in the Interaction field ‘Consultation notes’. | 4.4 | n/a | Yes. There must be a minimum of 3 logbook entries for Task 3a | 8 | Confirm and approve |  |
| 3a | **One** logbook entry with Interaction.  In Interaction > Accompanied by, **the following is selected**:   * Carer   **Explain** why this Interaction addresses learning outcome 1.6 in the Interaction field ‘Consultation notes’. | 1.6 | n/a | Yes. There must be a minimum of 3 logbook entries for Task 3a | 8 | Confirm and approve |  |
| 3a | **One** logbook entry with Interaction.  In Interaction > Accompanied by, **the following is selected**:   * Carer   **Explain** why this Interaction addresses learning outcome 4.4 in the Interaction field ‘Consultation notes’. | 4.4 | n/a | Yes. There must be a minimum of 3 logbook entries for Task 3a | 8 | Confirm and approve |  |
| 3b | **Two** logbook entries with Interaction (patient care).  **Explain** why each Interaction addresses learning outcome 1.3 in the Interaction field ‘Consultation notes’. | 1.3 | n/a | No | 6 | Confirm and approve |  |
| 3b | **Two** logbook entries with Interaction (patient care).  **Explain** why each Interaction addresses learning outcome 1.5 in the Interaction field ‘Consultation notes’. | 1.5 | n/a | No | 6 | Confirm and approve |  |
| 3b | **Two** logbook entries with Interaction (patient care).  **Explain** why each Interaction addresses learning outcome 4.9 in the Interaction field ‘Consultation notes’. | 4.9 | n/a | No | 6 | Confirm and approve |  |
| 3c | **Two** logbook entries with Interaction (patient communication) for adult patient.  In Interaction > Patient age group, **one of the following is selected**:   * Young adult 17-45, or * Middle-aged 46-60, or * Older adult 61-74, or * Senior 75+   **Explain** why each Interaction addresses learning outcome 2.1 in the Interaction field ‘Consultation notes’. | 2.1 | n/a | Yes. There must be a minimum of 6 logbook entries for Task 3c | 10 | Confirm and approve |  |
| 3c | **Two** logbook entries with Interaction (patient communication) for patient under 12.  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, or * Child 7-11   **Explain** why each Interaction addresses learning outcome 2.1 in the Interaction field ‘Consultation notes’. | 2.1 | n/a | Yes. There must be a minimum of 6 logbook entries for Task 3c | 10 | Confirm and approve |  |
| 3c | **Two** logbook entries with Interaction (consulting with a supervisor).  In Interaction > Tasks undertaken **the following is selected**:   * Referral - Consult with supervisor   **Explain** why each Interaction addresses learning outcome 2.1 in the Interaction field ‘Consultation notes’. | 2.1 | n/a | Yes. There must be a minimum of 6 logbook entries for Task 3c | 10 | Confirm and approve |  |
| 3c | **Two** logbook entries with Interaction (consulting with another colleague).  In Interaction > Tasks undertaken **the following is selected**:   * Referral - Consult with colleague   **Explain** why each Interaction addresses learning outcome 2.1 in the Interaction field ‘Consultation notes’. | 2.1 | n/a | Yes. There must be a minimum of 6 logbook entries for Task 3c | 10 | Confirm and approve |  |
| 3c | **Two** logbook entries with Interaction (referring to an external professional).  In Interaction > Tasks undertaken **one of the following is selected**:   * Referral – Non-emergency * Referral – Emergency   **Explain** why each Interaction addresses learning outcome 2.1 in the Interaction field ‘Consultation notes’. | 2.1 | n/a | Yes. There must be a minimum of 6 logbook entries for Task 3c | 10 | Confirm and approve |  |
| 3d | **Ten** logbook entries with Interaction (information management).  **Upload** attachments to logbook entry:   * Anonymised in-practice patient record and * In-practice policy or procedure, where available, to increase impact of evidence   **Explain** why each Interaction addresses learning outcome 4.12 in the Interaction field ‘Consultation notes’. | 4.12 | Anonymised in-practice patient record and policy | Yes. There must be a total of 10 entries linked to this outcome but all entries can be linked to other outcomes | 10 | Confirm and approve |  |
| 4 | **One** logbook entry.  In Logbook entry > Assessment tasks **the following is selected**:   * CLiP 1 (Remote Visit) 4 Service Evaluation Project (project orientation)   **Upload** attachment – completed Service Evaluation Project (SEP) planning template. | n/a | Completed SEP planning template | No | 1 | Confirm and approve |  |
| 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 |  |