**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?** | **Combine?** | **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 | 1 | 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 | 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 |  |