

Practice Learning Log Book:

Notes for Guidance

Introduction

The practice learning log book provides a cumulative record of the range of practice experience gained during the course of the programme. It is completed by the trainee in consultation with their coordinating supervisor(s) and counter-signed by the supervisor(s) as an accurate record. It is used to summarise the range of experience a trainee has gained on the course and thereby identify gaps and training needs. It is therefore important that the log is maintained carefully and that it is submitted to the course at the specified times as part of the overall assessment procedure.

Completion of the Log Book:

The log book needs to be completed/updated prior to each placement visit, as a tool for review, and at the end of each placement as a means of formal assessment. At the end of each placement the updated copy needs to be signed by the trainee and the coordinating supervisor(s) and submitted to the course by the specified deadlines. The log book is then used as part of the overall assessment of each trainee's progress which is submitted to the Board of Examiners. Ideally the log book should be maintained on a reasonably regular basis and used as a tool for regular review, feedback and planning within supervision.

Structure of the Log Book:

The log book consists of two components:

- Part 1: Client work log
- Part 2: Service activity and shared learning log

1. The **client log** provides summary information on every client seen or worked with during the course of training.
2. The **service activity and shared learning log** provides an additional record of the range of meetings attended, liaison work or contacts, teaching/consultation activities and any training events attended while on practice placements.

Each of the above components are completed so as to provide:

1. A summary of the experience gained over each separate placement.
2. A cumulative summary of all experience gained up to the end of the last placement.

For convenience each placement is identified by the number of the year/stage in the following manner:

- 1 = the first year placement*
- 2a = first placement in year two*
- 2b = second placement in year two*
- 3a = first placement in year three*
- 3b = second placement in year three.*

Guidance on Completing the Client Log

The client log is comprised of three different forms: a client record sheet, a six-month summary sheet and a cumulative summary sheet.

Client log sheet:

This is a simple checklist form which is **not submitted to the course** but provide a means to record in anonymous way general descriptive information concerning every client who has been seen or worked with. This includes observed work, joint work and indirect work as well as independent work conducted by the trainee. Some categories of information are mutually exclusive, e.g. age, while in others more than one category can be recorded, e.g. disabilities.

It is important not to record any information on this form that in any way directly identifies individual clients. The purpose of the client log is to create a reasonably reliable profile of the *number* and *kind* of clients seen and the *type of work* undertaken with them during the course of the programme. Information recorded should be that which is routinely obtained as part of client assessment or from client records. It is not necessary to seek additional information from clients over and above that which arises as an integral part of normal clinical practice. It is therefore acceptable for there to sometimes be some areas of missing data. This is particularly likely to be the case with clients that have only been observed.

Completion of information on client ethnicity, social class and religion follows the current standards employed by the Office of National Statistics. Further background information on these classification schemes is available from: <http://www.ons.gov.uk/ons/guide-method/classifications/current-standard-classifications/soc2010/index.html> (select Standard Socio-economic classification) and from some electronic papers provided with the log book documentation.

Client work summary:

This summary record can be completed by simply tallying the number of checked boxes on the individual client log sheets completed across each placement. This summary record is then counter-signed by the supervisor and submitted to the course as part of the assessment of progress.

Client cumulative summary:

This cumulative summary can be completed by adding the tally from each client work summary completed up to the end of the current placement. For example the cumulative summary at the end of the first year is identical to the client work summary for that placement. At the end of the second placement it would consist of the first placement summary added to the second placement summary and so forth. The cumulative summary does not need to be counter-signed by the supervisor but should be submitted to the course where it will be checked and counter-signed by the trainee's line manager.

Guidance on Completing the Service Activity and Shared Learning Log

This consists of two simple checklists covering additional activities undertaken over each placement and a cumulative record of all these activities to date. The number of

occasions each activity has been undertaken is recorded along with a record of the total number of placement days completed for each placement and as a cumulative record to date.

What can be counted as a placement day: If trainees are required or obtain permission to attend course meetings or conferences on placement days they can normally still be counted as placement days. Study and annual leave do not count as placement days.

In the case of sickness the first three days of a period of sick leave on a maximum of two occasions in a six month placement can be counted as placement days. For the longer first year placement, the first three days of a period of sick leave may be counted on a maximum of three occasions. Emergency leave days (e.g. for caring responsibilities) may also be counted as placement days in this way as well but must be included with any sick days so that together the maximum limits of the allowance outlined above are not exceeded. The number of such days included in the total should be indicated for monitoring purposes.

The number of sick days included in the total should be specified on the Service Activity and Shared Learning Log.

The placement summary should be countersigned by the coordinating supervisor(s) before submission to the course. The cumulative summary should be submitted to the course where it will be checked and signed by the trainee's line manager. **Please check in particular that the number of placement days completed has been recorded.**