

Logbook (Description)

What is a Logbook?

This tool is useful to the trainee all along his learning journey. The trainee details situations that he encountered. As a result, it is easier for him to master the competencies that he needs to acquire. This document is used by the trainee to summarize what takes up his daily routine: activities, discussions, meetings with the supervisor, etc. The logbook allows the trainee to concentrate on his thoughts, feelings and to reflect on his learnings. What is more, Yinger & Clark (as quoted by Otti *et al.*, 2017) state that this process leads the trainee to delve into five important things about himself: “what he knows, what he feels, what he does, how he does it and why he does it” (p. 733).

To draw benefits from this useful tool, it is essential that the trainee fill in his logbook assiduously and honestly. The logbook should be written using the first person singular. The learning contract may indicate the required frequency of entries in the logbook, whether it should be submitted, and if so, how it should be submitted (paper or electronic format).

It can also serve as a communication tool between the trainee and supervisor, and during the final evaluation. If so, the supervisor is required to inform the trainee.

(Otti, Pirson, Piette & Coppieters, 2017; Scantamburlo *et al.*, 2016; Université de Kean, s.d.).

The Logbook is **useful for the trainee** to:

- Review his actions, what he said and his behaviour
- Develop questions to deepen his understanding of particular aspects
- Identify opportunities for improving, expanding and developing, professionally and personally
- Observe his progress during the placement, from start to finish, by comparing his logbook entries
- Enhance his reflection, clinical reasoning and ability to self-assess
- Foster interactions with the supervisor and improve the quality of feedback

(Beidokhti & Moradi, 2017; Otti *et al.*, 2017)

If it is read, the Logbook is **useful for the supervisor** to:

- Analyze the trainee’s interests, strengths and challenges in order to adjust activities accordingly
- Discuss his observations with the trainee and understand his reasoning
- Support the trainee in the development of his reflective practice

(Rahim *et al.*, 2018)

References

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Logbook (Tool)

The format of the Logbook can be directed or unrestricted, depending on the supervisor's preference. According to Sides & Mrvica (2017), you can provide a sample to be filled out or encourage the trainee to design the format of his choice, tailored to his needs and interests. It can be text followed by an enumeration, textboxes or even a table. The most important point is the content of the logbook, not how the information is recorded. An example of the textbox format is provided below, including brief descriptions of some of the elements that may be found in the logbook.

Date: _____

Activities accomplished	Competencies developed / Objectives that were worked on
<i>Detail all of the relevant information: names of people concerned, name of patient, medical tests, diagnostic, treatments, material used, etc.</i>	<i>Identify which ones, how they were developed and why you applied them.</i>

How did I feel?

What difficulties did I encounter? How did I overcome them? What comments did I receive from my supervisor? What can I do to improve next time?

What are my good moves? What comments did I receive from my supervisor? What can I do to improve next time?

Reflections, questions

Other relevant information

(Bernard & Goodyear, 2019; Mahmoud & Omar, 2018; Sides & Mrvica, 2017)