

Microsoft Office Excel® Practice Statistics Logbook V3.1
(Anaesthetics)
INSTRUCTIONS

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Loading File

You need MS Excel 97 or greater on the computer to open the practice logbook file. If it doesn't load, check you have MS Excel!

Macros

When loading the logbook your computer may warn of Macros being present and that a Macro may be a virus. The Macros I use within the Excel File are there for a purpose and are completely safe. Please enable macro files to run.

Data Protection Act 1998

You will notice that patient details, the actual date and the procedure cannot be input into the practice logbook. This is to comply with the Data Protection Act 1998.

Navigation

Depending on your computer screen resolution will depend on what you see, but generally you should see something similar as **Screenshot 1** which shows the left hand upper quadrant of the Excel Logbook. This is called the worksheet. To navigate around the worksheet use the scroll bars.

<u>STATISTICS</u>	<i>No</i>	<i>%</i>	30/12/2006		
TOTAL CASES	0		11:28 AM		
ADULTS	0	###			
CHILDREN	0	###			
AIRWAY MAINT	0	###			
IV CANNULATION	0	###			
IV CANNULATION					
FAILURE RATE	0	###	E-Mail Support :		
RAPID SEQ. IND.	0	###	Paed/Adult	SPECIALITY	ANAES
ENT	0	###			
GENERAL	0	###			
GYNAE/OBS	0	###			
ORTHOPAEDICS	0	###			
GU	0	###			

Screenshot 1

You will notice when you scroll the worksheet the left hand column and the blue title bar stay in sight, this is to make it easier for you to fill in.
 When you first open the practice logbook you will see in 0's or ### in the statistic columns, this will turn to real time calculations as soon as you enter data into the worksheet.

Paed/Adult

The first column heading is '**Paed/Adult**'. Place the curser in the empty white box directly under the heading '**Paed/Adult**' and left click the mouse, a downward arrow should appear. Left Click on the arrow and a drop down list of common operators will appear. Select 'Adult', by left clicking the word 'Adult'. The word 'Adult' should appear in the box. You will notice the statistics box has automatically updated and shows 1 case to have been done, 1 adult has been done which amounts to 100%. See **Screenshot 2**. Each time you place the word 'Adult' in a box in that column it will count a case and it will count a case as being adult and give a percentage total for adults done. If you make an error, just highlight the box again and use the back key (Just above the return key). Now try it with the word '**Paediatric**' in the box underneath, the statistics box will re-adjust to take the new data. The **Adult/Paed** column represents the number of cases done. You cannot over-ride any text in the drop down menus.

STATISTICS	<i>No</i>	<i>%</i>	30/12/2006		
TOTAL CASES	1		11:18 AM		
ADULTS	1	100			
CHILDREN	0	0			
AIRWAY MAINT	0	0			
IV CANNULATION	0	0			
IV CANNULATION FAILURE RATE	0	###	E-Mail Support :		
RAPID SEQ. IND.	0	0	Paed/Adult	SPECIALITY	ANAES
ENT	0	0			
GENERAL	0	0	Adult		
GYN/AE/OBS	0	0	<input type="text"/>		
ORTHOPAEDICS	0	0			
GU	0	0			
VASCULAR	0	0			

Screenshot 2

Note: Now you should have an idea of how to input data, each row in the sheet represents a case done. If the box has a downward arrow box then it will have a dropdown list of common operators.

SPECIALITY

You have 16+ Speciality Areas available depending on your PSL. Use the dropdown menu to select the correct speciality. For example if you select 'orthopaedics' the statistics box will add one orthopaedic case, which would amount to 100% (See Screenshot 3).

<u>STATISTICS</u>	No	%	30/12/2006		
TOTAL CASES	1		11:38 AM		
ADULTS	1	100			
CHILDREN	0	0			
AIRWAY MAINT	0	0			
IV CANNULATION	0	0			
IV CANNULATION FAILURE RATE	0	###	E-Mail S		
RAPID SEQ. IND.	0	0	Paed/Adult	SPECIALITY	AI
ENT	0	0			
GENERAL	0	0	Adult	Ortho	
GYNAE/OBS	0	0			
ORTHOPAEDICS	1	100			

Screenshot 3

The same rules apply for the rest of the inputs as stated below.

REMEMBER TO SAVE YOUR WORK BY OVERWRITING THE ORIGINAL FILE.

EMERGENCIES

Input the word '**Emerg**' or '**Emergency**' anywhere in the anaes column. Generally speaking it is best to put it at the end of the anaesthetic description.

ANAES

Statistic Acknowledgement	Input
General Anaesthetic	GA. EG: GA ETT IPPV Emergency
Local Anaesthetic	LA. EG: LA Sedation
Epidural	Epidural
Spinal	Spinal EG: Spinal (failed)
Block	Using the word Block anywhere in the anaes column will register a block in the statistics; EG Right Femoral Block

Anaesthetics can be mixed and matched. If the patient has two anaesthetic types: EG: A Spinal and a femoral block input: Spinal & Femoral Block

User defined

This column is for your own use. You can replace the words 'User defined' with your own title and this will be replaced in the statistics box. If you place text in a box it will be represented as a number and also a percentage of the total.

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INFUSIONS

At the moment this column is for your own use and does not register in the statistic boxes. (Any amount of characters can be placed in the individual boxes)

AIRWAY MAINT

Generally used if you look after the airway, lets say during induction and intubate or carry out placement of LMA etc.

Statistic Acknowledgement	Input
Carried out	Yes <i>Can be followed by up to 20 characters.</i> EG: Yes Grade 2 7.5 ETT RAE Or Yes LMA #3

Rapid Sequence Induction

Simply input '**Rapid sequence induction**' from the drop down menu.

CANNULATION

Input any data in an empty box in the cannulation column and the statistic box will acknowledge it.

Put the word '**fail**' in the sequence and that will acknowledge a cannulation failure.

For instance, if you put '**Yes 16g (fail)**' that would indicate a failure and acknowledge it in the statistic column.

IV Cannulation Failure Reason

The data in this box is not counted in the statistics column. It is for the users reference only.

General use of the practice logbook

Screenshot 4 and **Screenshot 5** will give you a better idea of filling in the practice logbook. Remember most of the time auto-complete will complete a lot of the data after you have typed the first letter.

<u>STATISTICS</u>	<i>No</i>	<i>%</i>
TOTAL CASES	221	
ADULTS	173	78
CHILDREN	48	22
AIRWAY MAINT	32	14
IV CANNULATION	83	38
<hr/>		
IV CANNULATION		
FAILURE RATE	3	3.6
RAPID SEQ. IND.	5	2.3
ENT	0	0
GENERAL	2	0.9
GYNAE/OBS	71	32
ORTHOPAEDICS	5	2.3
GU	2	0.9
VASCULAR	0	0
MAXFAX	0	0
DENTAL	0	0
COMMUNITY	0	0
OPHTHALMICS	141	64
<hr/>		
GENERAL ANAES	123	56
LOCAL ANAES	25	11
EPIDURALS	40	18
SPINAL	32	14
BLOCKS	1	0.5

Screenshot 4

TY	ANAEs	A-LINE/CVP	Equipment	INFUSIONS	AIRWAY MAINT	RAPID SEQ. IND	CANNULATION	IV Fail Reason
	GA LMA IPPV						Yes 20G	
	LA Sedation							
	LA Sedation						Yes 20G	
	GA LMA IPPV						Yes 20G	
	GA LMA							
	GA LMA							
	LA Sedation						Yes 20G	
	GA ETT IPPV			Remifentanyl/Propofol TCI			Yes 18G	
	GA ETT IPPV			Remifentanyl			Yes 18G	
	GA ETT IPPV			Remifentanyl			Yes 18G	
	GA LMA							
	GA LMA						Yes 20G	
	GA LMA IPPV						Yes 22G (1st Failed)	Lack of Veins
	GA LMA							
	GA ETT IPPV			Remifentanyl	Yes Grade 1 8.5mm			
	GA LMA							
	GA LMA							
	GA LMA							
	GA LMA							
	GA LMA IPPV				Yes Laryngeal Mask		Yes 20G	
	LA Sedation						Yes 22G	
	LA Sedation							
	GA LMA IPPV			Remifentanyl/Propofol TCI				
	LA Sedation							
	GA ETT IPPV			Remifentanyl				
	LA Sedation							
	LA Sedation						Yes 22G	
	GA LMA							

Screenshot 5

USER NOTES