

# Writing a summary of your practice statistics logbook

Following on from last month's article on the practice statistics logbook, John Gray explains the importance of a written summary when submitting work for continuing professional development



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**Abstract**

This paper discusses the written summary for a practice statistics logbook (PSL) and why it is required. It covers the Health Professions Council (HPC) standards the written summary will be required to meet in order to count as evidence that contributes towards continuing professional development (CPD) and what should be written in the summary to achieve that aim. This paper follows on from last month's paper - Practice statistics logbook for ODPs (Gray J 2007).

**Key words**

Practice statistics logbook, written summary, CPD, HPC, diary

**Reference**

Gray J (2007) Writing a summary of your practice statistics logbook *Technic* **3(10)**: 9-11.

**Introduction**

What is a practice statistics logbook summary?

A practice statistics logbook (PSL) records 'real time' statistical data of an Operating Department Practitioner's (ODP) practice in order to improve or attempt to improve practice, which in turn benefits the end user (the patient); it is a useful tool. To turn that tool into evidence for continuing professional development (CPD) audit purposes, the PSL will need to be accompanied by a written summary and cross-referenced with the Health Professions Council's (HPC) standards for CPD within the ODP's CPD profile.

A PSL summary is the interpretation and transcription of the statistical information contained within the PSL into plain language, in order that the PSL compiler or the CPD auditor can understand it. It is also the collection of actions (or inactions) that have been carried out in relation to the relevant

practice area to improve or attempt to improve practice over the audit period. The written summary could be regarded as a written reflection of the ODP's PSL. Furthermore, it would be considered good practice for the ODP to write a summary of their PSL at regular intervals throughout the audit period, since this would help the ODP have a better understanding of their PSL in order for them to update their CPD process on a regular basis.

**Why write a summary of a PSL?**

The ODP should not presume that the CPD auditor will know what a PSL is and what it will indicate. Therefore, it is advisable to accompany the PSL with a written summary explaining the meaning of the data and how that data has affected the ODP's practice in order for the CPD auditor to understand it and allow the PSL to be passed as satisfactory evidence towards the CPD audit.

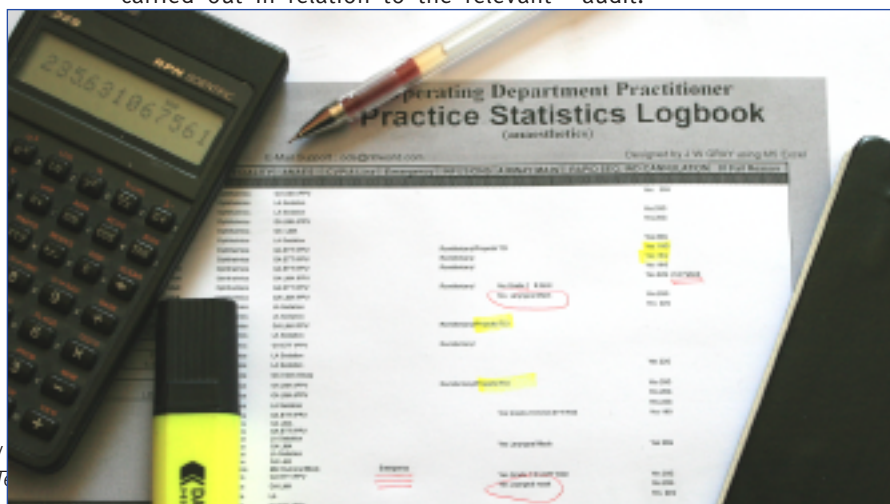


Fig.1: Adding a written summary to your PSL will make all the difference when submitting for CPD ➔

It may be easy for the PSL compiler to make sense of their own practice statistics. If the PSL were to be handed to another person it would be unlikely that person could make full sense of the data in relation to the logbook compilers practice. If the ODP submitted their PSL as evidence, and it is was not accompanied by a written summary, the CPD auditor may not be able to make full sense of the information and therefore the submitted evidence may be perceived as not meeting the HPC's standards for CPD.

### The HPC's standards for CPD

The HPC has laid down five standards for CPD that have to be met in order for the CPD evidence to pass the audit process (HPC 2006), they are:

- 1 'Maintain a continuous, up-to-date and accurate record of their CPD activities'
- 2 'Demonstrate that their CPD activities are a mixture of learning activities relevant to current or future practice'
- 3 'Seek to ensure that their CPD has contributed to the quality of their practice and service delivery'
- 4 'Seek to ensure that their CPD benefits the service user'
- 5 'Present a written profile containing evidence of their CPD upon request.'

In order for the ODP's PSL to be regarded as evidence, it must be incorporated into your CPD profile along with other forms of CPD activities. The ODP must be able to demonstrate that the PSL has contributed towards improving standards of practice and benefit the end user or that their intentions were to improve standards of practice and benefit the end user.

### What should be written in your PSL summary?

As previously mentioned, the point of the written summary is to allow a PSL to be accepted as evidence towards an ODP's continued professional development. The written summary should only have information included that will meet the HPC standards for CPD. There is little point in mentioning points that had no effect on standards

## Box 1: Excerpt from a practice statistics logbook written summary

### Diary

During the period June 2005 to June 2007 I have kept an up-to-date practice statistics logbook (PSL), which gives statistical information of my practice throughout that period (evidence 1).<sup>1</sup> I have also kept a record diary (evidence 2)<sup>2</sup> for the same period which contains certain statistical data from the logbook that has been relevant to actions that I have taken in order to improve my standards of practice. This summary translates that data into a practice review for easier understanding.

In September 2006 the statistics in my PSL indicated that I had not been getting adequate updating in some surgical disciplines, such as gynaecology and obstetrics, and vascular and ENT. The on-call commitment requires an ODP to work in all specialities and therefore I felt I needed to update my skills in these areas and I wrote an email to my line manager (evidence 3) to seek a move to one of these specialities.<sup>3</sup> I have now moved to obstetrics and I

am updating my skills in this area. I intend to rotate around the different surgical specialities in the future and have made a note to bring the situation up in my next individual performance review.<sup>4</sup>

Throughout the audit period I have increased my Intravenous (IV) cannulation insertions. I am performing IV cannulations on about 1 in 3 patients, an increase in practice of around 50%. The failure rate has fallen from 7% to 5% and has remained steady over the last six months of the audit period and I feel that I need not review my cannulation practice any further at the present time.<sup>5</sup>

I have found that since working in obstetrics I am getting very little practice in airway maintenance/intubation. This is through the nature of the job. I need to think about my next move, probably to a surgical speciality that allows such practice to be maintained.<sup>6</sup>

### Notes to diary entries

- 1 Inform the auditor what the PSL function is and include the PSL as part of the evidence.
- 2 Keeping a diary of relevant statistics and changes to practice can help with the summary. Including the diary as evidence will give credence to the written summary.
- 3 Recognising areas where improvement is required and changing practices meets with the HPC standards for CPD. Include any evidence that supports such changes
- 4 An explanation of future plans to further improve practice and service delivery also meets with the standards for CPD.
- 5 An explanation of how the IV cannulation rate has fallen with an increase in practice showing practice improvement.
- 6 Again, recognising areas of practice from your PSL where improvement is required and making plans to improve that particular area of practice will meet the HPC standards for CPD.

of practice or mentioning points that are unlikely to improve your standards of practice in the future. Including information that has no bearing on the CPD standards will just lead to an over complicated summary, which will essentially defeat the object of the PSL summary.

The ODP should mention any statistical information that has been acted

upon in order to improve their practice or benefit the end user and what actions were taken to achieve those improvements. It is also worth noting any outcome of changes made to their practice if that information is available.

### PSL summary – an example

Box 1 shows an excerpt from a practice

statistics logbook written summary with referenced explanations of various areas of the summary.

### Keeping a PSL diary

Throughout the audit period, which would normally be the two year period of HPC registration, the PSL compiler may find areas of practice that require updating or changing. It would be difficult to keep track of these changes during that period without keeping a diary of events, actions and outcomes.

By design, the PSL has no facility to pull up statistical data from the past. This is to prevent over-complicating the PSL and also to prevent complacency when dealing with the PSL; If the statistical data was readily available at all times, then the ODP may be inclined to leave the data untouched and not

add their comments to it as the events occur. Making notes of events as they occur in the form of a diary will make the written summary easier to compose. All that will be needed is

the CPD auditor can understand the information and the evidence has shown to meet the HPC standards for CPD the PSL and summary together will form an integral part of the CPD evidence.

The PSL written summary does not only have to be confined to the HPC's continuing professional development audit process, the ODP can write a summary of their PSL at regular intervals in order for them to make better sense of their PSL and re-evaluate their own CPD action plan. **CODP**

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placing the diary in logical order and making the comments legible to the reader.

### Conclusion

When written correctly, a summary of the PSL can improve understanding of the information contained within that PSL. If

### References

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