



# Advanced Specialised Training Curriculum Emergency Medicine

Procedural Skills Logbook



FELLOWSHIP

Australian College of  
Rural & Remote Medicine  
WORLD LEADERS IN RURAL PRACTICE



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## Purpose of this Logbook

The logbook contains those procedural items that are defined as mandatory skills in the ACRRM Advanced Specialised Training Emergency Medicine (AST EM) curriculum.

Certification of competency in all skills is a prerequisite for all those applying for Fellowship of the College through the standard assessment pathway and incorporating the AST EM term as part of their application for Fellowship.

When each individual item is successfully performed in a safe, competent, professional and ethical manner, the certifier (i.e. the person who actually witnessed the registrar complete the procedure) can complete the relevant certification documentation. This must be completed in a time frame contemporaneous with the certifier having witnessed the performance. (See note below regarding interim arrangements)

All items refer to adults unless otherwise identified.

Across the specified items there are four different levels of minimum competency that are required to be satisfied to qualify for supervisor certification. In decreasing level of complexity they are:

- A) Performed to the standard of an independent practitioner on a real patient and not just in a simulated environment;
- B) Performed to a pass standard in a certified course in a simulated environment;
- C) Performed under supervision to the standard of a practitioner working under supervision; and
- D) Assisted with the supervisor performing the task.

Each item has a defined minimum level of competency that must be met before the certifier can assign competency. If the task is performed at a higher level of competency, then the certifier can certify competence in that item e.g. a registrar appropriately performs a specified task to the standard of an independent practitioner on a real patient when only simulation is required is eligible for the certifier to sign that competency has been achieved.

In this logbook, 'certifier' refers to the person immediately responsible for the actions of the registrar to ensure patient safety. The minimum qualification for performing the role of a supervisor in this logbook is a registered medical practitioner at the rank of senior registrar or equivalent. Where possible, the supervisor should hold a Fellowship or other appropriate post graduate qualification in the relevant discipline. NB: the certifier of a procedure is not necessarily the registrar's day to day supervisor or principal supervisor.

The certifier must have personally observed the registrar perform the procedure or personally observed the outcome of the procedure so performed. An example of the latter would include the emergency department consultant examining a patient who has undergone an emergency procedure (e.g. chest tube placement) prior to his/her arrival. Even though the consultant was not present when the tube was inserted, he/she would be able to ascertain whether the procedure had been correctly performed.

The certifier completes the relevant certification documentation when an individual item is successfully performed in a safe, competent, professional and ethical manner.

A procedure is accepted as certified if either:

1. The procedure is signed off by a certifier; or
2. Sufficient information is recorded about the location and the certifier to allow ACRRM to verify that the procedure was certified.

## Regulations (common to both Primary Curriculum Procedural Skills and all AST logbooks)

1. Satisfactory completion of this logbook is a mandatory requirement for award of the FACRRM for those registrars including emergency medicine as their designated AST term. Those candidates who are unable to gain certification in any specific item in the logbook for specific reasons can apply in writing to the Censor for a determination of whether an alternative may be acceptable evidence for that single item. Please note that this will be handled on an item by item basis.
2. The registrar is wholly responsible for maintaining their logbook including ensuring each entry is accurate, up to date and that appropriate measures are taken in case of loss of the original document. The latter requires the registrar to perform regular backup through photocopying or digital scanning.
3. The registrar is required to present their logbook to either their principal supervisor, mentor or medical educator for inspection at least every six months who will then complete the 'Six Monthly Certification Form.' The training supervisor and/or medical educator will be required to note whether progress has occurred in their report to the regional training provider.
4. The registrar is required to forward to ACRRM the entire original logbook for inspection once all procedural items have been assessed as completed. If the logbook meets all the criteria for completion, the 'Certificate of Satisfactory Completion' of the logbook will be signed by the ACRRM staff and the logbook will be returned to the registrar.

Satisfactory completion of FACRRM with an AST EM requires satisfactory completion of both the Primary Curriculum Procedural Skills Logbook and this AST EM Logbook. Hence this logbook only details the additional psychomotor procedural skills required for satisfactory completion of the AST EM term.

Any item listed in this logbook can be completed up to 24 months before the commencement of the AST EM term, e.g. the anaesthetic items may be completed during the term in anaesthesia. The one exception to this rule is that the registrar must complete at least half of the rapid sequence induction items for both adults and children during the term (see summary table for exact numbers required).

### Summary of competency levels

- A. Performed to the standard of an independent practitioner on a real patient and not just in a simulated environment;
- B. Performed to a pass standard in a certified course in a simulated environment;
- C. Performed under supervision to the standard of a practitioner working under supervision; and
- D. Assisted with the supervisor performing the task.

## Special Issues

The AST EM Logbook requires certification of the registrar both (a) reaching a set standard and (b) performing the procedure a specified number of times (episodes). Hence this logbook provides a single line for each episode when an individual procedure is being certified e.g. arterial blood gas has 5 lines as this must be certified on 5 different occasions (and each of these at the defined level of A = independent practitioner on a real patient).

## Certification of Accuracy

I hereby certify that the contents of this logbook are a true and accurate record of my clinical experience

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

## Certificate of Satisfactory Completion of Logbook

I hereby certify that (name) \_\_\_\_\_ has provided his / her procedural logbook which satisfies the Advanced Specialised Training – Emergency Medicine Logbook assessment requirements of ACRRM for award of the College Fellowship.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Position (can only be signed by the Censor in Chief or authorised delegate)

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

## Record of Discussion and Review of Logbook

- To be completed at least every six months by either principal training advisor, mentor or medical educator
- During this review of the logbook, there must be a discussion with the registrar regarding progress in procedural skill training as defined by those tasks listed in the logbook, identification of strengths and potential weaknesses, and a training plan until the next review

Date	Name of person reviewing	Designation of reviewer	Signature	Date

## Summary of Requirements

Adults	minimum level of competency				minimum number of episodes
	A	B	C	D	
<b>Airway Emergencies</b>					
arterial blood gas sampling	√				5
needle cryothyroidotomy		√			1
surgical airway		√			1
<b>Respiratory Emergencies</b>					
intercostal catheter placement	√ x1	√ x1			2
needle thoracocentesis	√				2
<b>Anaesthesia and Analgesia</b>					
bag – mask ventilation	√				10
oropharyngeal airway insertion	√				1
nasopharyngeal airway insertion	√				1
insertion of laryngeal mask airway	√				1
rapid sequence induction (uncomplicated)	√				4*
rapid sequence induction with c spine stabilisation	√				2*
rapid sequence induction with difficult airway		√			2*
intubation using bougie		√			2
intubation using intubating laryngeal mask		√			1
procedure sedation	√				10
intravenous sedation of intubated patient	√				4
use of mechanical ventilator	√				5

\* At least half of the rapid sequence induction items must be completed during the AST term.

Adults	minimum level of competency				minimum number of episodes
	A	B	C	D	
use of cpap / bipap	√				4
emergency dental anaesthetic techniques	√				2
<b>Circulatory Emergencies</b>					
ultrasound for vascular access	√				10
thrombolytic therapy	√				2
administer inotropes	√				3
synchronised dc cardioversion	√ x1	√ x1			2
intravenous cardioversion	√				3
central vein access	√ x3	√ x2			5
arterial line placement	√				5
cardiac pacing		√			1
intraosseous		√			1
<b>Neurological Emergencies</b>					
lumbar puncture	√				5
seizure control in status epilepticus	√				2
<b>Psychiatric Emergencies</b>					
medical restraint of acutely disturbed patient	√				5
completion of recommendation paperwork for acutely disturbed patient	√				1
<b>Musculoskeletal Emergencies</b>					
management of a contaminated wound	√				1

Adults	minimum level of competency				minimum number of episodes
	A	B	C	D	
reduction of simple fractures	√				5
reduction of simple dislocations	√				5
reduction of compound fractures	√				3
joint aspiration	√				5
<b>Skin Emergencies</b>					
suture laceration in a cosmetically difficult area	√				5
initial management of partial or full thickness burns	√				5
incision and drainage of abscess	√				1
<b>ENT, Dental and Maxillofacial Emergencies</b>					
packing of anterior epistaxis	√				2
cautery of anterior epistaxis	√				2
management of posterior epistaxis	√				2
removal of foreign bodies	√				3
tooth preservation techniques	√				1
<b>Ophthalmology</b>					
Removal of foreign body	√				5
<b>Abdominal and Genitourinary Emergencies</b>					
FAST scan: Focussed Assessment With Sonography for trauma ultrasound	√				10
ultrasound scan for aortic aneurysm	√				10
supra-pubic catheter insertion	√				1

Adults	minimum level of competency				minimum number of episodes
	A	B	C	D	
<b>Obstetrics</b>					
ultra sound in early pregnancy	√				5
<b>Forensic Medicine and Legal Issues</b>					
writing medico-legal reports		√			1
giving evidence in court		√			1
<b>Imaging and Laboratory Investigations</b>					
point of care pathology	√				1
emergency use of contrast	√				1
use snake venom detection kit		√			1
<b>General Topics</b>					
telemedicine consultation	√				2
consultation via interpreter services	√				3
handover to (or from) retrieval services	√				10
<b>Emergency Department Management</b>					
preparing for a multi-casualty disaster		√			1
participate in interagency meeting	√				1
team leader in major trauma resuscitation	√				3
<b>Professional Education</b>					
provided education sessions for other clinical staff	√				5
clinical audit	√				1

Paediatric	minimum level of competency				minimum number of episodes
	A	B	C	D	
<b>Airway Emergencies</b>					
arterial blood gas sampling		√			1
neonatal resuscitation		√			1
<b>Anaesthesia and Analgesia</b>					
bag – mask ventilation	√ x2	√ x2			4
oropharyngeal airway insertion	√				1
rapid sequence induction	√				2*
procedure sedation	√				10
intravenous sedation of intubated patient	√				2
use of mechanical ventilator	√				2
<b>Circulatory Emergencies</b>					
IV access	√				10
intraosseous		√			2
<b>Neurological Emergencies</b>					
lumbar puncture	√				2
<b>Musculoskeletal Emergencies</b>					
reduction of simple fractures	√				1
reduction of simple dislocations	√				1
<b>Abdominal and Genitourinary Emergencies</b>					
bladder tap	√				5

\* At least half of the rapid sequence induction items must be completed during the AST term.

## Record of Procedures

### Airway and Respiratory Emergencies

task	episode	minimum level of competence required for certification	location or name of course	patient file number	date	certifier's name	certifier's qualification	certifier's telephone number	certifier's signature
arterial blood gas sampling	1	A							
arterial blood gas sampling	2	A							
arterial blood gas sampling	3	A							
arterial blood gas sampling	4	A							
arterial blood gas sampling	5	A							
needle cryothyroidotomy	1	B							
surgical airway	1	B							
intercostal catheter placement	1	A							
intercostal catheter placement	2	B							
needle thoracocentesis	1	A							
needle thoracocentesis	2	A							

## Anaesthesia and Analgesia

task	episode	minimum level of competence required for certification	location or name of course	patient file number	date	certifier's name	certifier's qualification	certifier's telephone number	certifier's signature
bag / mask ventilation	1	A							
bag / mask ventilation	2	A							
bag / mask ventilation	3	A							
bag / mask ventilation	4	A							
bag / mask ventilation	5	A							
bag / mask ventilation	6	A							
bag / mask ventilation	7	A							
bag / mask ventilation	8	A							
bag / mask ventilation	9	A							
bag / mask ventilation	10	A							
oropharyngeal airway insertion	1	A							
nasopharyngeal airway insertion	1	A							
insertion of laryngeal mask airway	1	A							
rapid sequence induction (uncomplicated)	1	A							
rapid sequence induction (uncomplicated)	2	A							

task	episode	minimum level of competence required for certification	location or name of course	patient file number	date	certifier's name	certifier's qualification	certifier's telephone number	certifier's signature
rapid sequence induction (uncomplicated)	3	A							
rapid sequence induction (uncomplicated)	4	A							
rapid sequence induction with c spine stabilisation	1	A							
rapid sequence induction with c spine stabilisation	2	A							
rapid sequence induction with difficult airway	1	B							
rapid sequence induction with difficult airway	2	B							
intubation using a bougie	1	B							
intubation using a bougie	2	B							
intubation using an intubating LMA	1	B							
procedure sedation	1	A							
procedure sedation	2	A							
procedure sedation	3	A							
procedure sedation	4	A							
procedure sedation	5	A							
procedure sedation	6	A							



task	episode	minimum level of competence required for certification	location or name of course	patient file number	date	certifier's name	certifier's qualification	certifier's telephone number	certifier's signature
procedure sedation	7	A							
procedure sedation	8	A							
procedure sedation	9	A							
procedure sedation	10	A							
intravenous sedation of intubated patient	1	A							
intravenous sedation of intubated patient	2	A							
intravenous sedation of intubated patient	3	A							
intravenous sedation of intubated patient	4	A							
use of mechanical ventilator	1	A							
use of mechanical ventilator	2	A							
use of mechanical ventilator	3	A							
use of mechanical ventilator	4	A							
use of mechanical ventilator	5	A							
use of CPAP / BIPAP	1	A							
use of CPAP / BIPAP	2	A							
use of CPAP / BIPAP	3	A							
use of CPAP / BIPAP	4	A							
emergency dental anaesthetic techniques	1	A							
emergency dental anaesthetic techniques	2	A							

### Circulatory Emergencies

task	episode	minimum level of competence required for certification	location or name of course	patient file number	date	certifier's name	certifier's qualification	certifier's telephone number	certifier's signature
ultrasound for vascular access	1	A							
ultrasound for vascular access	2	A							
ultrasound for vascular access	3	A							
ultrasound for vascular access	4	A							
ultrasound for vascular access	5	A							
ultrasound for vascular access	6	A							
ultrasound for vascular access	7	A							
ultrasound for vascular access	8	A							
ultrasound for vascular access	9	A							
ultrasound for vascular access	10	A							
thrombolytic therapy	1	A							
thrombolytic therapy	2	A							
administer inotropes	1	A							
administer inotropes	2	A							
administer inotropes	3	A							
synchronized DC cardioversion	1	A							
synchronized DC cardioversion	2	B							

task	episode	minimum level of competence required for certification	location or name of course	patient file number	date	certifier's name	certifier's qualification	certifier's telephone number	certifier's signature
intravenous cardioversion	1	A							
intravenous cardioversion	2	A							
intravenous cardioversion	3	A							
central vein access	1	A							
central vein access	2	A							
central vein access	3	A							
central vein access	4	B							
central vein access	5	B							
intraosseous	1	B							
cardiac pacing	1	B							
arterial line placement	1	A							
arterial line placement	2	A							
arterial line placement	3	A							
arterial line placement	4	A							
arterial line placement	5	A							

### Neurological Emergencies

task	episode	minimum level of competence required for certification	location or name of course	patient file number	date	certifier's name	certifier's qualification	certifier's telephone number	certifier's signature
seizure control in status epilepticus	1	A							
seizure control in status epilepticus	2	A							
lumbar puncture	1	A							
lumbar puncture	2	A							
lumbar puncture	3	A							
lumbar puncture	4	A							
lumbar puncture	5	A							

## Psychiatric Emergencies

task	episode	minimum level of competence required for certification	location or name of course	patient file number	date	certifier's name	certifier's qualification	certifier's telephone number	certifier's signature
medical restraint of an acutely disturbed patient	1	A							
medical restraint of an acutely disturbed patient	2	A							
medical restraint of an acutely disturbed patient	3	A							
medical restraint of an acutely disturbed patient	4	A							
medical restraint of an acutely disturbed patient	5	A							
completion of recommendation paperwork for acutely disturbed patient	1	A							

## Musculoskeletal Emergencies

task	episode	minimum level of competence required for certification	location or name of course	patient file number	date	certifier's name	certifier's qualification	certifier's telephone number	certifier's signature
management of contaminated wound	1	A							
reduction of simple fracture	1	A							
reduction of simple fracture	2	A							
reduction of simple fracture	3	A							
reduction of simple fracture	4	A							
reduction of simple fracture	5	A							
reduction of simple dislocation	1	A							
reduction of simple dislocation	2	A							
reduction of simple dislocation	3	A							
reduction of simple dislocation	4	A							
reduction of simple dislocation	5	A							
reduction of compound fracture	1	A							
reduction of compound fracture	2	A							
reduction of compound fracture	3	A							
joint aspiration	1	A							
joint aspiration	2	A							
joint aspiration	3	A							
joint aspiration	4	A							
joint aspiration	5	A							

## Skin Emergencies

task	episode	minimum level of competence required for certification	location or name of course	patient file number	date	certifier's name	certifier's qualification	certifier's telephone number	certifier's signature
suture laceration in cosmetically difficult area	1	A							
suture laceration in cosmetically difficult area	2	A							
suture laceration in cosmetically difficult area	3	A							
suture laceration in cosmetically difficult area	4	A							
suture laceration in cosmetically difficult area	5	A							
initial management of partial or full thickness burns	1	A							
initial management of partial or full thickness burns	2	A							
initial management of partial or full thickness burns	3	A							
initial management of partial or full thickness burns	4	A							
initial management of partial or full thickness burns	5	A							
incision and drainage of abscess	1	A							

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## ENT, Dental and Maxillofacial Emergencies

task	episode	minimum level of competence required for certification	location or name of course	patient file number	date	certifier's name	certifier's qualification	certifier's telephone number	certifier's signature
packing of anterior epistaxis	1	A							
packing of anterior epistaxis	2	A							
cautery anterior epistaxis	1	A							
cautery anterior epistaxis	2	A							
management of posterior epistaxis	1	A							
management of posterior epistaxis	2	A							
removal of foreign bodies	1	A							
removal of foreign bodies	2	A							
removal of foreign bodies	3	A							
tooth preservation techniques	1	A							

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## Ophthalmology

task	episode	minimum level of competence required for certification	location or name of course	patient file number	date	certifier's name	certifier's qualification	certifier's telephone number	certifier's signature
removal of a foreign body	1	A							
removal of a foreign body	2	A							
removal of a foreign body	3	A							
removal of a foreign body	4	A							
removal of a foreign body	5	A							

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## Abdominal and Genitourinary Emergencies

task	episode	minimum level of competence required for certification	location or name of course	patient file number	date	certifier's name	certifier's qualification	certifier's telephone number	certifier's signature
FAST scan	1	A							
FAST scan	2	A							
FAST scan	3	A							
FAST scan	4	A							
FAST scan	5	A							
FAST scan	6	A							
FAST scan	7	A							
FAST scan	8	A							
FAST scan	9	A							
FAST scan	10	A							
supra-pubic catheter insertion	1	A							
ultrasound scan for aortic aneurysm	1	A							
ultrasound scan for aortic aneurysm	2	A							
ultrasound scan for aortic aneurysm	3	A							
ultrasound scan for aortic aneurysm	4	A							
ultrasound scan for aortic aneurysm	5	A							
ultrasound scan for aortic aneurysm	6	A							

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task	episode	minimum level of competence required for certification	location or name of course	patient file number	date	certifier's name	certifier's qualification	certifier's telephone number	certifier's signature
ultrasound scan for aortic aneurysm	7	A							
ultrasound scan for aortic aneurysm	8	A							
ultrasound scan for aortic aneurysm	9	A							
ultrasound scan for aortic aneurysm	10	A							

### Obstetrics

task	episode	minimum level of competence required for certification	location or name of course	patient file number	date	certifier's name	certifier's qualification	certifier's telephone number	certifier's signature
ultrasound in early pregnancy	1	A							
ultrasound in early pregnancy	2	A							
ultrasound in early pregnancy	3	A							
ultrasound in early pregnancy	4	A							
ultrasound in early pregnancy	5	A							

### Forensic Medicine and Legal Issues

task	episode	minimum level of competence required for certification	location or name of course	patient file number	date	certifier's name	certifier's qualification	certifier's telephone number	certifier's signature
writing medico-legal reports	1	B							
giving evidence in court	1	B							

### Imaging and Laboratory Investigations

task	episode	minimum level of competence required for certification	location or name of course	patient file number	date	certifier's name	certifier's qualification	certifier's telephone number	certifier's signature
point of care pathology	1	A							
emergency use of contrast	1	A							
use snake venom detection kit	1	B							

## General Topics and Emergency Department Management

task	episode	minimum level of competence required for certification	location or name of course	patient file number	date	certifier's name	certifier's qualification	certifier's telephone number	certifier's signature
telemedicine consultation	1	A							
telemedicine consultation	2	A							
consultation via interpreter services	1	A							
consultation via interpreter services	2	A							
consultation via interpreter services	3	A							
handover to (or from) retrieval services	1	A							
handover to (or from) retrieval services	2	A							
handover to (or from) retrieval services	3	A							
handover to (or from) retrieval services	4	A							
handover to (or from) retrieval services	5	A							
handover to (or from) retrieval service	6	A							
handover to (or from) retrieval service	7	A							
handover to (or from) retrieval service	8	A							
handover to (or from) retrieval service	9	A							
handover to (or from) retrieval service	10	A							
preparing for a multi-casualty disaster	1	B							
participate in interagency meeting	1	A							
team leader in major trauma resuscitation	1	A							
team leader in major trauma resuscitation	2	A							
team leader in major trauma resuscitation	3	A							

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## Professional Education

task	episode	minimum level of competence required for certification	location or name of course	patient file number	date	certifier's name	certifier's qualification	certifier's telephone number	certifier's signature
provided educational sessions for other clinical staff	1	A							
provided educational sessions for other clinical staff	2	A							
provided educational sessions for other clinical staff	3	A							
provided educational sessions for other clinical staff	4	A							
provided educational sessions for other clinical staff	5	A							
clinical audit	1	A							

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## Paediatric Emergencies

task	episode	minimum level of competence required for certification	location or name of course	patient file number	date	certifier's name	certifier's qualification	certifier's telephone number	certifier's signature
arterial blood gas sampling	1	B							
neonatal resuscitation	1	B							
bag – mask ventilation	1	A							
bag – mask ventilation	2	A							
bag – mask ventilation	3	B							
bag – mask ventilation	4	B							
oropharyngeal airway insertion	1	A							
rapid sequence induction	1	A							
rapid sequence induction	2	A							
procedure sedation	1	A							
procedure sedation	2	A							
procedure sedation	3	A							
procedure sedation	4	A							
procedure sedation	5	A							
procedure sedation	6	A							
procedure sedation	7	A							
procedure sedation	8	A							

task	episode	minimum level of competence required for certification	location or name of course	patient file number	date	certifier's name	certifier's qualification	certifier's telephone number	certifier's signature
procedure sedation	9	A							
procedure sedation	10	A							
intravenous sedation of intubated patient	1	A							
intravenous sedation of intubated patient	2	A							
use of mechanical ventilator	1	A							
use of mechanical ventilator	2	A							
IV access	1	A							
IV access	2	A							
IV access	3	A							
IV access	4	A							
IV access	5	A							
IV access	6	A							
IV access	7	A							
IV access	8	A							
IV access	9	A							
IV access	10	A							
intraosseous	1	B							
intraosseous	2	B							





