



Royal Australasian College
of Dental Surgeons

Let knowledge conquer disease

RACDS

My OMS Logbook **Trainee User Guide**

ORAL AND MAXILLOFACIAL SURGERY



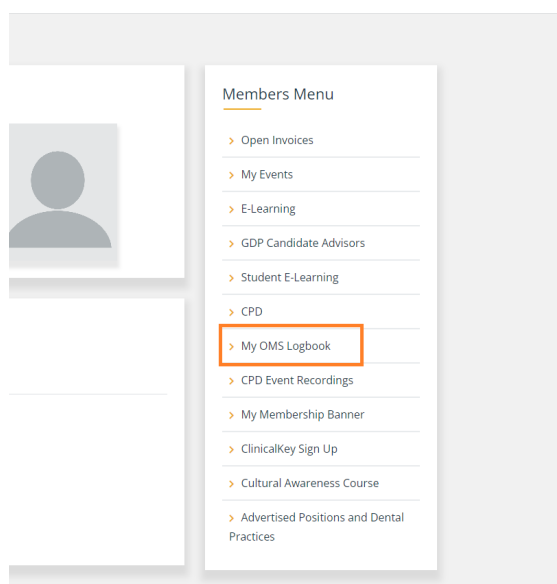


Accessing the logbook

1. Sign in to your membership account on the [College Website](#).

The screenshot shows the RACDS website header with the logo and tagline 'Let knowledge conquer disease'. Below the header is a navigation bar with 'Home > Sign in' and a 'Return to Main RACDS Site' link. The main content area is titled 'Sign in' and includes a message: 'If you have an account, please use the sign in area below. If you are not a member, please create a non-member account or review the membership options.' The sign-in form has fields for 'Username' and 'Password', a 'Sign In' button, and links for 'Forgot username?' and 'Forgot password?'. A 'Please note' section states: 'After 5 failed login attempts your account will be locked out. To prevent this from happening, please click the Forgot username or Forgot password links. If you have been locked out of your account please contact us.' To the right of the sign-in form is a 'Not a member?' section with a message: 'Become a member and join a professional community of like-minded practitioners. Be supported and provided professional development opportunities to ensure you maintain professional excellence in dentistry.' It includes a 'Membership Options' link, a message: 'If you'd like to register as a non-member please create a non-member account', and a 'Create a non member account' link. A final message at the bottom says: 'If you experience issues accessing the site please contact us.'

2. Go to **My OMS Logbook** in the members menu, the panel to the right of your dashboard.



This will take you to the *My OMS Logbook* welcome page that has additional information and direct access to your individual *My OMS Logbook*.

If you are accessing this page for the first time, you will be requested to accept the **Terms of Use to enter the logbook.*

3. Once on the *My OMS Logbook* welcome page, click on **Access My Logbook**.

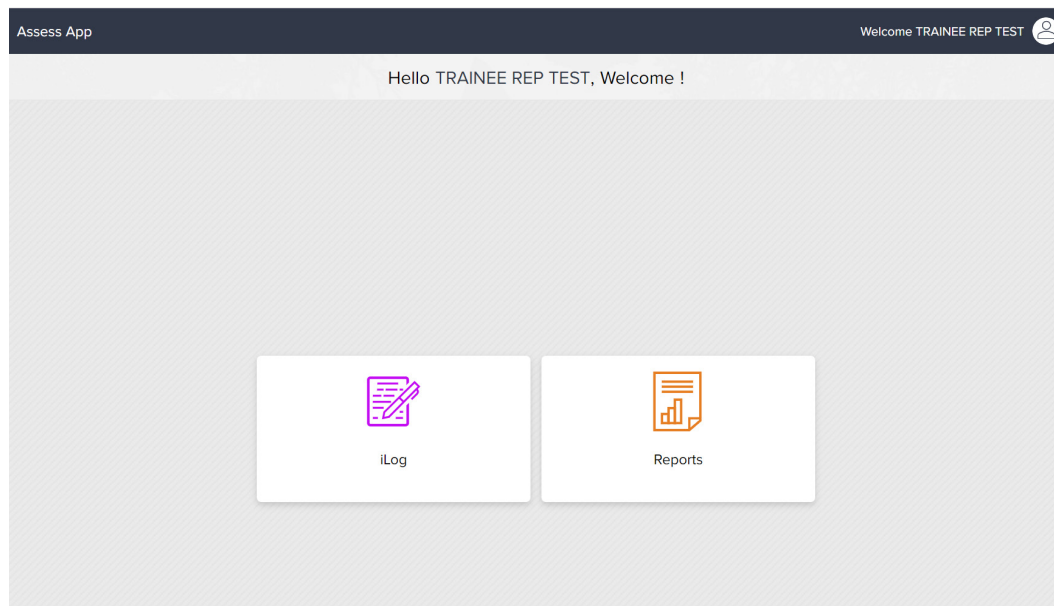
Access My Logbook



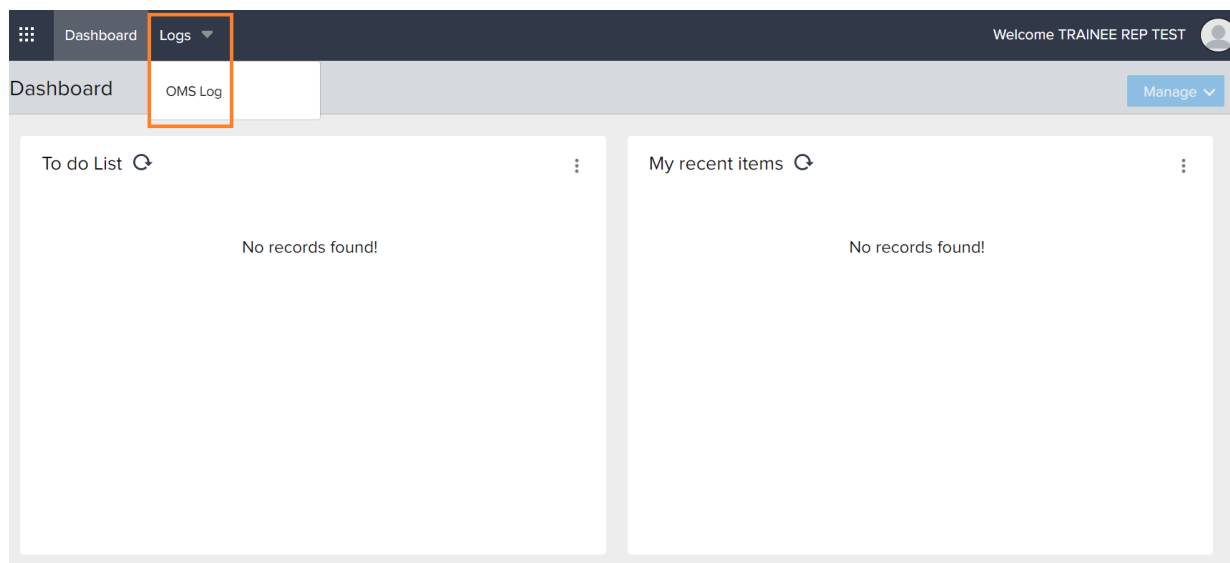
Entering Logs

Log a single procedure

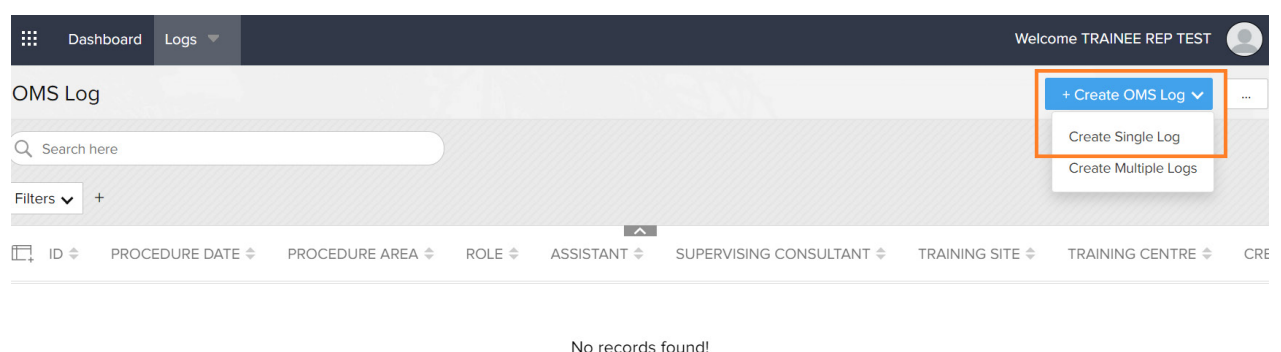
1. Click on the **iLog** icon on the welcome page of the logbook.



2. From the top menu bar, click on the drop-down arrow next to **Logs** and select **OMS Log**.



3. Click on the **+Create OMS Log** button, then select **Create Single Log**.



4. Complete the **Procedure Details**, **Patient**, and **Approvals** sections. Under **Supervising Consultant**, select the relevant supervisor. Click the **Save** button to save your log.

Dashboard Logs

Welcome TRAINEE REP TEST

OMS Log > Create OMS Log

Save Cancel

First Name: TRAINEE REP Surname: TEST

Trainee ID: omstraineetest1@gmail.com

Procedure Details

Procedure Date: Select procedure date...

Role: Select the role you took in the procedure.

Procedure Area: Select procedure area.

Type of Anaesthetic

Patient

URN / NHI: Please enter patient URN-NHI.

Surname

Age

Approvals

OMS Period: OMS 2 x

Training Centre: VIC x

Training Site: Western Health x

Listed Training Sites (Yes/No): ☒

Supervising Consultant

I certify that this is a true and accurate summary of my training and understand that my complete logbook may be audited for accuracy.

If site is a Private Hospital and not listed as a Training site

- To log a procedure undertaken in a Private Hospital, click on the **blue** tab next to **Listed Training Sites (Yes/No)** and enter the name of the **Training Site (Private Hospital)** and Supervising Consultant (Private Hospital), this is the Supervising Consultant who oversaw the procedure.
- For procedures completed in a Private Hospital, the **Supervising Consultant** selected to review the log is your assigned Supervisor of Training.

Approvals

OMS Period: OMS 2 x

Training Centre: VIC x

Training Site (Private Hospital): Name of Private Hospital

Supervising Consultant (Private Hospital): Name of Consultant who supervised procedure

Listed Training Sites (Yes/No): ☒

Supervising Consultant

5. You can now see the log you created on the **OMS Log** screen. Note that the status is in **Draft**.

Dashboard

Logs

Welcome TRAINEE REP TEST

OMS Log

+ Create OMS Log

Search here

Filters

ID	PROCEDURE DATE	PROCEDURE AREA	ROLE	ASSISTANT	SUPERVISING CONSULTANT	TRAINING SITE	TRAINING CENTRE	CREATED BY	STATUS	MORE
2708	01-02-2023	Dentoalveolar	Assistant	First Assistant	TEST SUPERVISOR	Western Health	VIC	TRAINEE REP TEST	Draft	...

6. Click on the log **ID number** to review the case before submitting.

Dashboard

Logs

OMS Log

Search here

Filters

ID	PROCEDURE DATE	PROCEDURE AREA	ROLE	ASSIST.
2708	01-02-2023	Dentoalveolar	Assistant	First As

7. Once you are ready, click the **Submit for Review** button. A confirmation pop-up will appear to advise that you cannot edit the log once you submit it for review. Click the **Yes** button to proceed or **No** to return to the previous page.

Dashboard

Logs

Welcome TRAINEE REP TEST

Edit OMS Log > #2708

Submit For Review

Save

Cancel

Id #: 2708

Modified Date : 01-02-2023

Modified By : TRAINEE REP TEST

Status : Draft

Edit

Feedback

First Name	TRAINEE REP	Surname	TEST
Trainee ID	omstraineetest1@gmail.com		

Procedure Details

Procedure Date	01-02-2023
Role	Assistant
Assistant	First Assistant
Procedure Area	Dentoalveolar
Dentoalveolar	Surgical removal of im...
Type of Anaesthetic	Local

Patient

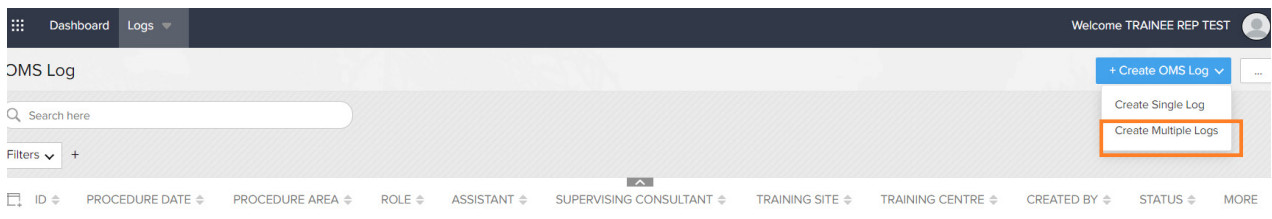
URN / NHI	343
Surname	red
Age	32

Log multiple procedures

1. Create Multiple Logs by clicking on the **iLog** icon on your Welcome Page. From the top menu bar, click on the dropdown arrow next to **Logs** and select **OMS Log**.

Please note that trainees can only create multiple logs for the same procedure performed on the same date, at the same training site, and with the same supervising consultant.

2. Click on the **+Create OMS Log** button, then select **Create Multiple Logs**.



3. Complete the **Procedure Details**, **Patient**, and **Approvals** sections.

4. Please note that you can only add one patient's URN/NHI and age on this page. Add the surname for all patients with the same procedure under the **Upload For** section at the bottom. Click the **Save** button to save your log.

I certify that this is a true and accurate summary of my training and understand that my complete logbook may be audited for accuracy.

Upload For

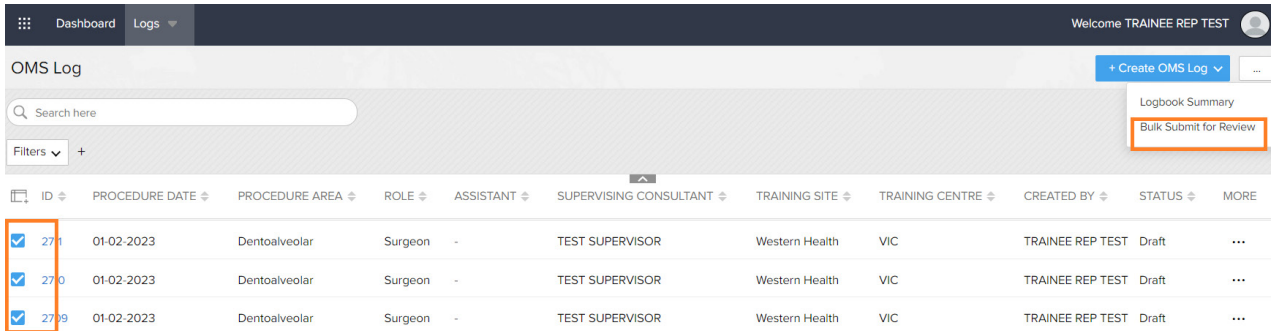
Surname	Blogg	⊗
	Smith	⊗
	Elwood	⊗
+ Add option		

5. You can now see the logs you created on the **OMS Log** screen. Click on the log **ID number** to update each patient's **URN/NHI** and **Age** and review the cases before submitting.

OMS Log							
Search here							
Filters +							
ID	PROCEDURE DATE	PROCEDURE AREA	ROLE	ASSISTANT	SUPERVISING CONSULTANT	TRAINING SITE	TRAINING CENTRE
2711	01-02-2023	Dentoalveolar	Surgeon	-	TEST SUPERVISOR	Western Health	VIC
2710	01-02-2023	Dentoalveolar	Surgeon	-	TEST SUPERVISOR	Western Health	VIC
2709	01-02-2023	Dentoalveolar	Surgeon	-	TEST SUPERVISOR	Western Health	VIC

Submitting procedures for review

1. When there are multiple logs ready to be submitted for review by their assigned Supervisor, tick the logs, then click on the three dots next to **+Create OMS Log** and select **Bulk Submit for Review**. A confirmation pop-up will appear to advise that you cannot edit the logs once you submit it for review. Click the **Yes** button to proceed or **No** to return to the previous page.



The screenshot shows the 'OMS Log' interface. At the top right, there is a '+ Create OMS Log' button with a dropdown menu that includes 'Logbook Summary' and 'Bulk Submit for Review' (highlighted with an orange box). Below this is a search bar and a 'Filters' dropdown. The main part of the interface is a table with columns: ID, PROCEDURE DATE, PROCEDURE AREA, ROLE, ASSISTANT, SUPERVISING CONSULTANT, TRAINING SITE, TRAINING CENTRE, CREATED BY, STATUS, and MORE. Three rows are visible, each with a checked checkbox in the first column (ID) and a status of 'Draft'.

ID	PROCEDURE DATE	PROCEDURE AREA	ROLE	ASSISTANT	SUPERVISING CONSULTANT	TRAINING SITE	TRAINING CENTRE	CREATED BY	STATUS	MORE
2711	01-02-2023	Dentoalveolar	Surgeon	-	TEST SUPERVISOR	Western Health	VIC	TRAINEE REP TEST	Draft	...
2710	01-02-2023	Dentoalveolar	Surgeon	-	TEST SUPERVISOR	Western Health	VIC	TRAINEE REP TEST	Draft	...
2709	01-02-2023	Dentoalveolar	Surgeon	-	TEST SUPERVISOR	Western Health	VIC	TRAINEE REP TEST	Draft	...



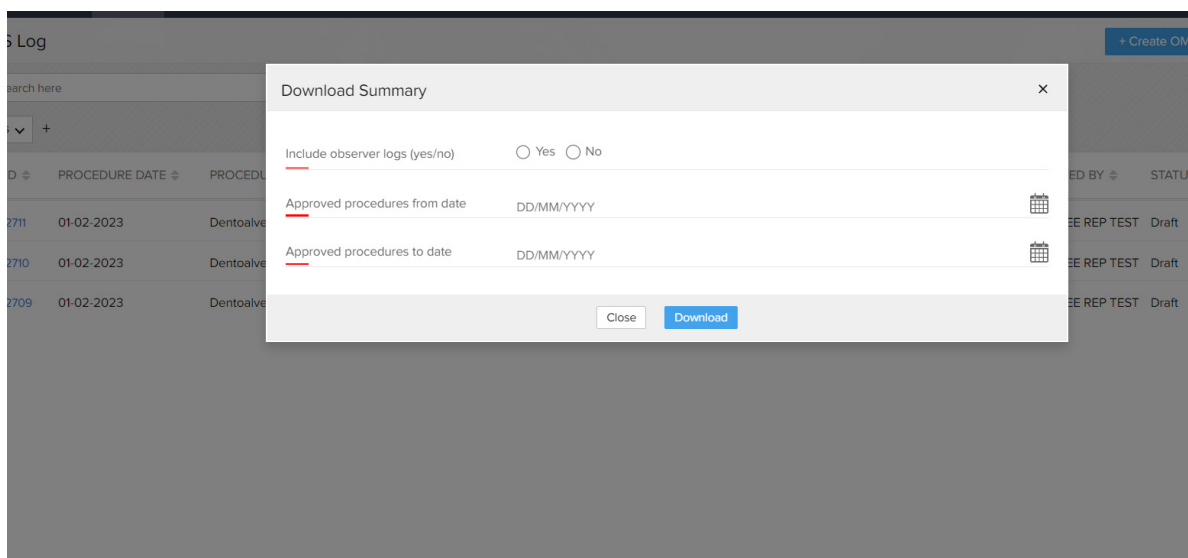
Reporting

Generating logbook reports

1. Once logs have been approved by the assigned supervisor, a logbook report can be generated.

2. In the **Logs** section of your logbook, click on the three dots next to **+Create OMS Log** and select **Logbook Summary**.

3. Fill in the from and to dates according to the period you would like reporting for. Click **Download**.

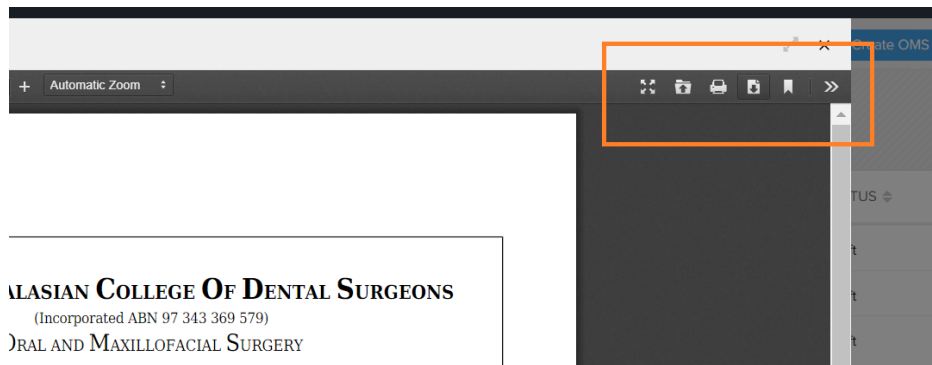


The screenshot shows a 'Download Summary' dialog box overlaid on the OMS Log interface. The dialog box has a title bar with a close button (X). It contains three sections: 'Include observer logs (yes/no)' with radio buttons for 'Yes' and 'No'; 'Approved procedures from date' with a date input field (DD/MM/YYYY) and a calendar icon; and 'Approved procedures to date' with a date input field (DD/MM/YYYY) and a calendar icon. At the bottom, there are 'Close' and 'Download' buttons.

- If you are generating an Annual Logbook report (for a completed Training year) enter the February start date of the relevant OMS year to the February finish date (or earlier if applicable).

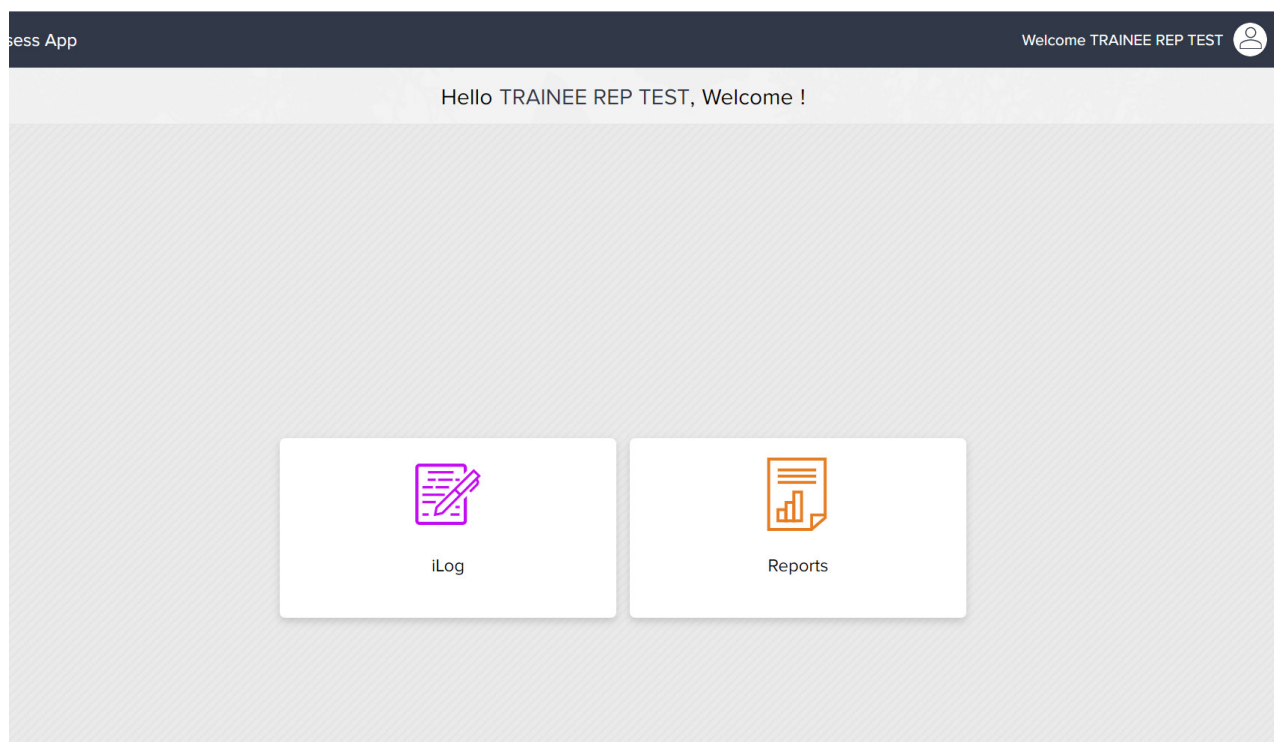
- Mid-year reporting dates are from February to August.

4. Use the icons on the right of the download screen to print or save your report as a PDF.

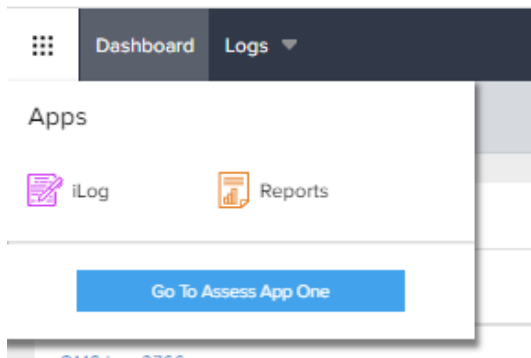


Exporting Logbook Data from *My OMS Logbook*

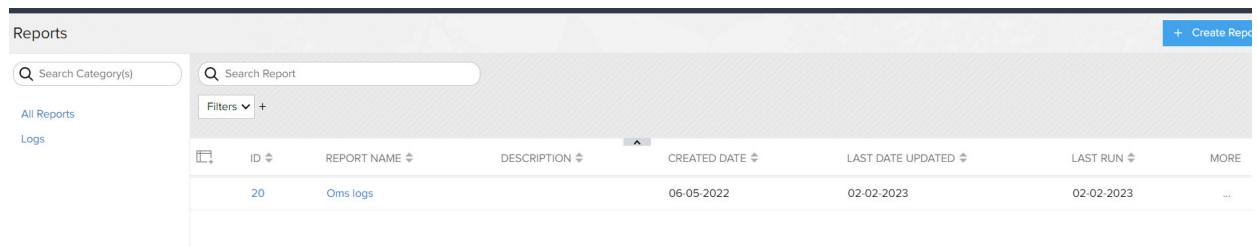
1. Click on the **Reports** icon on your Welcome Page.



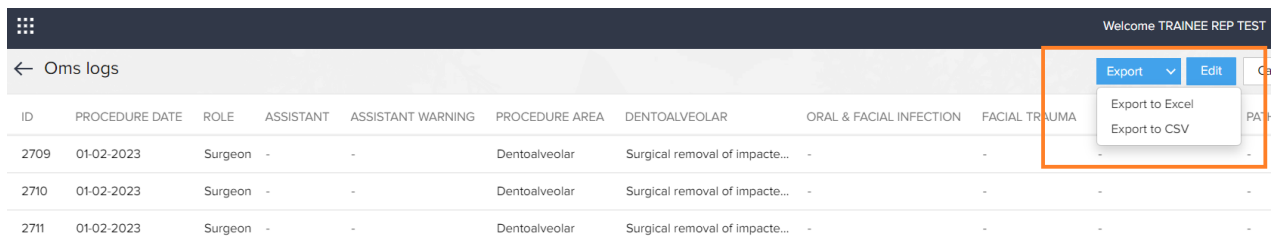
2. Alternatively if you have just finished updating your logs, you can switch to the reporting page by clicking on the dotted square in the top left corner of your **iLog** dashboard.



3. Once on the **Reports** page, select the report named **OMS Logs**.



4. Click **Export** and select **Export to Excel**.



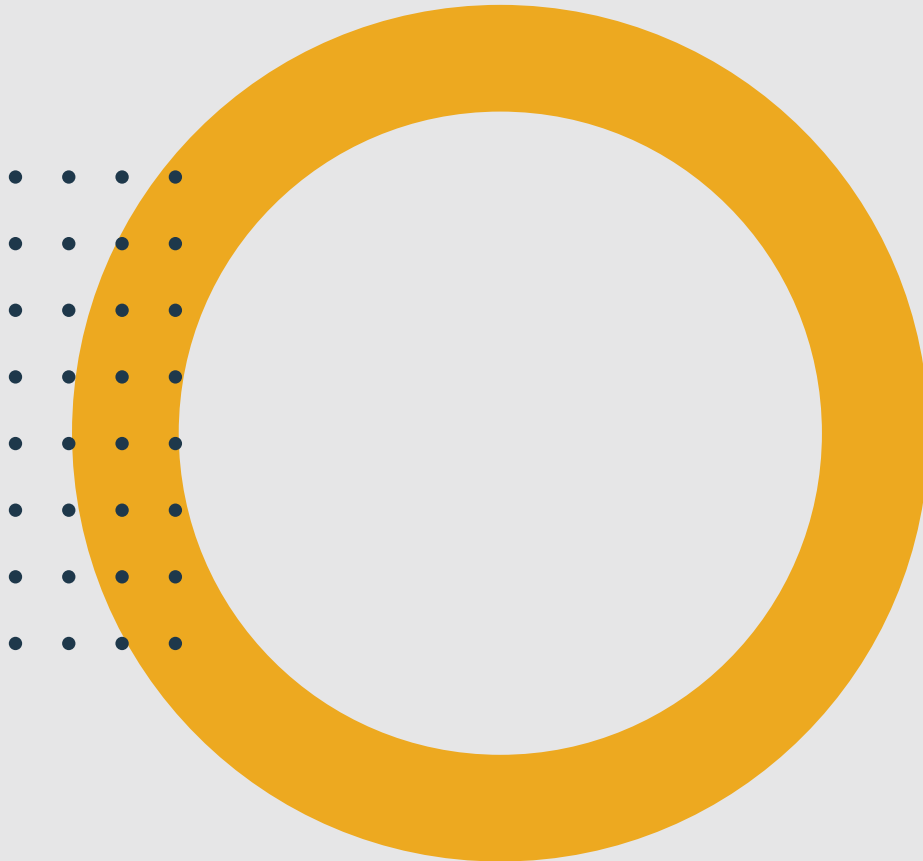
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Related documents/policies	<ul style="list-style-type: none">Accredited Training in OMS Handbook



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