

LOG BOOK HANDLING

FACULTY OF DENTISTRY

A. ROLE OF THE LECTURER

- a. Lecturer shall fetch the log book from the designated locked cupboard/cabinet (according to the discipline) and return the log books to the same cupboard/cabinet.
- b. The key of the cupboard/cabinet shall be requested from the assigned personnel and hand over before the clinical session and after the return of the log book.
- c. Lecturer shall count the log book and fill up the check list provided prior to returning the log book.
- d. To report any unreturned or lost log book to the Clinical Matron as soon as possible.
- e. Any clinical assignment shall be signed (alphabetical letter initial are not advisable) in the log book during the same session and/or signed in the patient's continuous assessment sheet under the clinical report.

B. ROLE OF THE STUDENT

- a. Student shall handle the log book only during the clinical session.
- b. No log book shall be removed or taken out from the assigned clinical set up.
- c. Any clinical assignment shall be signed in the log book during the same session and/or signed in the patient's continuous assessment sheet under the clinical report.
- d. Signatures of the supervisor may be claimed later during other clinical session with the proof of the signature from continuous assessment form.
- e. **LOG BOOKS ARE NOT TO BE KEPT BY STUDENT.**
- f. **FORGERY OF SIGNATURE IS A SERIOUS OFFENCE AND DISCIPLINARY ACTION WILL BE TAKEN IF PROVEN GUILTY.**

C. ROLE OF THE CLINICAL ITEM PERSONNEL

- a. Key of the locked cupboard/cabinet shall be kept in a closed/ locked cabinet.
- b. Key shall be handled only by the lecturer or personnel in charge or supervising for the session.
- c. Record of the lecturer handling the log book shall be recorded and matched with the clinical duty roster.

- d. No student is allowed to handle the log book as a special request under whatever condition without accompanying lecturer.

SPECIFIC SESSION

Folder checking

- i. List of patient from the log book shall be copied by students during the clinical session for folder request purposes. Item B (b) apply thru out.
- ii. Signatures of lecturer can only be claimed at the clinics during the folder checking session.
- iii. If other than the folder checking or clinical session, appointment with the respective lecturer have to be arranged and the lecturer shall collect the log book of the student from the locked cupboard/cabinet following item A (a) and (b).

*Endorsed by: Academic Board, Faculty of Dentistry
5th March 2014*