

Make sure your collection of logbook entries covers all 5 of the main professional competency areas

Specialist Practitioner Logbook examples

Use a clear title that concisely describes the activity

Estimate how long you have spent on the activity between the dates you specify
(Specify exact days)

Activity Record No.	1
Activity Name.	Review of attendance management process
Dates from:	01/04/2022
Dates to:	01/04/2023
Number of days working	40

Area (s) of professional Competence covered (reference numbers in the checklist e.g., 2.0)

Data Collection and Analysis: 3.2a, 3.2f
Physical capabilities and limitations: 3.2b, 3.2c, 3.2d, 3.2e,

Focus on the main competencies. Don't try and cover too many in one log book entry. Concentrate on your strengths.

Summary of activity

This activity was required to review the process of attendance management. By applying my specialist occupational health knowledge and skills to identify emerging health issues, and signposting to balance individual health and wellbeing within employment obligations. By evaluating how disease, illness, and impairment act as barriers to gaining, sustaining, and returning to work and the impact of this on people and all areas of life
Qualitative methods to collect a variety of information to ensure that it was an evidence based and informed strategy to support and enable employees with multiple or long-term conditions to have sustainable, productive, and fulfilling work.

Explanation required

Explanation required

Details of personal involvement

- Implementation of an assessment of fitness for work, reporting in terms as functional capacity.
- Advising on workplace adjustments/recommendations for a successful return to work.
- To advise on a medical condition, if this would be considered as a disability under the Equality Act 2010.
- Data collection for qualitative analysis, which include stakeholder engagement to ensure support for strategy of a return to work.
- Report submission to employee/Line manager and HR to include background, advice/recommendations, and fitness to work.
- Gather and analyse data and identify trends in absence and presenteeism, and to generate reports and act on reports provided by others. Identify areas of intervention required and implement to reduce sickness absence.

Explain clearly what you did

Explain clearly what you did

Details of Occupational Health and wellbeing

Update and guarantee of correct procedure and process of the following

- functional assessment
- factors influencing functional capacity
- recommendations following assessments

Documented evidence and implementation of Competancies (evidence-based competencies).

List specific Competancies

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Details of personal and professional/technical skills involved	
<ul style="list-style-type: none"> • knowledge and understanding of absence management. • Implement experience of shared case management • Able to analyse data and identify trends in sickness and absence, and to generate reports and act on reports provided by others. • Able to take the lead in monitoring sickness absence • Uses good understanding of the Disability Discrimination Act and employment law, under the Equality Act 2010 	Explanation required on all bullet points.
Outputs of the activity	
<p>Full physical, mental, and psychosocial assessment.</p> <ul style="list-style-type: none"> • independent assessment of an individual's fitness for work in relation to the requirements of the role <p>Key performance management</p> <ul style="list-style-type: none"> • Health performance indicators submitted monthly by role and department/division/medical condition. 	Explanation required
An indication of your degree of responsibility, level of authority and description of your role in the project, role, or activity	
<ul style="list-style-type: none"> • Using an evidence base, and expert understanding of the medical condition which is considered as a Disability under the Equality Act 2010 and employment law to advise and lead policy development. • Able to analyse data and identify trends in sickness and absence, and to generate reports and act on reports provided by others. 	
Reflection on the successful and less successful features of each project or activity	
<p>Identify two cases (as below) with learning outcomes</p> <ul style="list-style-type: none"> • Successful • Unsuccessful 	The two cases should be comprehensive and detail what you have learned from the cases
Comments on how this activity has benefitted your professional development	
<p>Identify how this has been used, to develop in your current role/career aspirations and personal development</p> <p>I.e., use of evidenced and implementation of competencies</p>	It is important to reflect on what you have learnt from the activity. You will be able to reflect on your CPD
How is this relevant to the NMC Code?	
<p>Please list all relevant NMC Codes of Conduct to each case</p> <p><i>Each case will have relevant NMC codes of conduct relevant to case.</i></p>	

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Supporting evidence (include filename)

Please attach 20 cases to include clinical notes and reports (anonymised). Detailing at least five different types of referrals. This should include the following cases:

- *Return to work with reasonable adjustments/recommendations*
- *Clinical redeployment*
- *Initial assessment for ill health retirement*
- *Assessment for formal interview*
- *Safeguarding*

Cases will be complex and may require referral to third parties for further intervention. Each case will include examples of questions - 3.2a – 3.2f where applicable

Make sure that it is easy for the assessor to find all evidence within your work.

Choose the best evidence you have to support the competencies you are claiming in the logbook entry.