

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

Advanced Specialist 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

Activity Record No.	1
Activity Name.	Promoting Good Health and Wellbeing
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: 4.1a, 4.2a
Physical capabilities and limitations: 4.1b, 4.1c, 4.2b

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

(Specify exact days)

Summary of activity

This activity assesses the impact and benefits of local and national health and other policies on the health and wellbeing of people, cultures within the organisation.
Using reliable data, statistics, and informatics to lead on and support policies and programmes that improve the health outcomes of people, communities, and populations.
Developing, promoting, and supporting health promotion opportunities applying specialist knowledge and skills to identify emerging health issues, and signpost to available support for access to health and care services and other agencies to balance individual health and wellbeing with employment obligations.

Explanation required

Details of personal involvement

- Create a Health and Wellbeing Strategy and implementation plan
- Identify and implement health and wellbeing needs
- Ensure Board Level commitment
- Formation of Health and Wellbeing committee
- Creation of a health and wellbeing team
- Gather and analyse data and identify gaps in trends. Implement to strategy in place to support local needs and demonstrates externally the commitment to health and wellbeing in the workplace.
- Data collection for qualitative analysis.
- 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 and how this was delivered.

(all bullet points)

Details of Occupational Health and wellbeing

- Write and submit health and wellbeing strategy for organisation to be presented to board
- Facilitate collective action, support and advice to employees and volunteers of the organisation.
- Responsibility for the design and delivery of an integrated wellbeing programme of activities
- To lead the gathering of evidence of delivery of the wellbeing programme for Board reports and internal groups.

Document how this was written / delivered and implemented (all bullet points)

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Details of personal and professional/technical skills involved	
<ul style="list-style-type: none"> • Apply specialist leadership skills to develop and implement strategic organisational action health and wellbeing plan • Develop, lead, and establish protocols and procedures at operational and strategic levels, and to innovate, develop and lead on safe and competent practice in health and wellbeing. • Apply specialist knowledge and skills to identify emerging health and wellbeing issues. • Enable support, time, and resources for employees to access, placing emphasis on positive health and wellbeing culture. • Apply expert understanding and implement wellbeing networks and able to lead and advise at departmental, operational, and strategic levels on general and specific health and wellbeing topics. 	
Outputs of the activity	
<p>Document how this was written / delivered and implemented (all bullet points)</p>	<ul style="list-style-type: none"> • Implementation of wellbeing initiatives and campaigns undertaken and based on national campaigns, lifestyle risk factors, disease management and health risk reduction • Different topics, monthly, in line with public health diary of health programmes or bespoke topics tailored to organisational needs. • Webinars delivered twice monthly to focus on general wellbeing topics. • Provision of core health and wellbeing initiatives for all employees (yoga, 5-a-side, movie night, gym membership etc).
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"> • Write a Health and Wellbeing Strategy and submitted to the board • Board level commitment, agreement of named member of the executive team to chair Health and Wellbeing committee. • Responsible for the design and delivery of an integrated wellbeing programme • Collation of analysis of data and identify gaps in health and wellbeing needs • Recruitment of wellbeing team 	
Reflection on the successful and less successful features of each project or activity	
Identify two cases (as below) with learning outcomes	
<ul style="list-style-type: none"> • Successful • Unsuccessful 	<p>The two cases should be comprehensive and detail what you have learned from the cases</p>

Document how this was written / delivered and implemented
(all bullet points)

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(all bullet points)

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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>
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>
Supporting evidence (include filename)
<p><i>Please attach all relevant documentation in the implementation of the health and wellbeing strategy and implementation of the wellbeing team.</i></p> <p><i>Ensure that information includes examples of questions – 4.1a– 4.2d where applicable</i></p>

It is important to reflect on what you have learnt from the activity. You will be able to reflect on your CPD

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.