

# Reproductive & Sexual Health Committee



## Certificate in Contraception

### *Logbook*

*For candidates completing Part III –  
Practical Training under supervision  
of a Contraception Tutor*

**Candidate Name**

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## Log Book

Trainee Name: \_\_\_\_\_

### Information for Contraception Tutors and Trainees

This logbook must be completed by candidates doing Part III, practical training, for the Certificate in Contraception, under supervision of a Contraception Tutor.

Contraception Tutors must attend clinical updates to remain active on the RSH Tutor Register. Please see [www.icgp.ie](http://www.icgp.ie) for course updates.

To check if a doctor is on the RSH Tutor Register, please contact the Administrator, RSH Committee, ICGP.

A trainee must have completed Part I and II of training and signed the relevant sections of the application form before starting Part III, Practical Training.

Contraception Tutors must ensure that Parts I and II of the application form are signed before starting Part III.

The trainee must attend a minimum of 6 sessions with a Contraception Tutor. These sessions should be listed on page 5 of the Logbook.

#### Initial Assessment (page 2 of the logbook)

At the first session, the Contraception Tutor must do an initial assessment of the trainee to assess their learning needs. Based on the identified learning needs, the tutor and trainee should then list the learning objectives and plan activities which will meet these objectives.

This plan should be laid out on page 2 of the Logbook.

#### Knowledge and Skills List (page 3 of the logbook)

The trainee and tutor should refer to the Knowledge and Skills List on page 3 of the logbook when setting learning objectives. As the learning objectives are met, the tutor should give the candidates a score for each item on the list.

#### Log of Consultations, tutorials, practical procedures (page 4 of the logbook)

Teaching can take the form of tutorials, observed consultations, role play and case reviews.

Trainees must record their consultations and tutorials on page 4 of the log book and indicate what learning outcomes were achieved.

#### Log of Sessions Attended (page 5 of the logbook)

The trainee must attend a minimum of 6 sessions with a Contraception Tutor. These sessions should be listed on page 5 of the Logbook.

#### Final Assessment and Report on the Trainee (page 5 of the logbook)

At the last session, the Contraception Tutor must do a final assessment of the trainee. At the final assessment, the Contraception Tutor must ensure that the trainee has acquired a sufficient level of knowledge and skills. If the trainee has achieved a satisfactory grade for each item on the Skills List, the Contraception Tutor can sign the **Report on Trainee** on the last page of the logbook, stating that the trainee has completed satisfactory training in Contraception.

A trainee may attend learning sessions with a number of different Contraception Tutors who can all assess different areas of knowledge but it must be decided which Contraception Tutor will do the final assessment and sign the Report on trainee.

If the Contraception Tutor is not satisfied with the trainee's level of knowledge and skills, then they should indicate this to the trainee and make a plan for further learning sessions or refer the trainee to the ICGP to arrange further training.

A Contraception Tutor can ask a second Contraception Tutor to independently assess a trainee who he/she considers to be borderline.



## Log Book

Trainee Name: \_\_\_\_\_

### (ii) Knowledge and Skills List

This should be completed by the Contraception Tutor. Please give the candidate a Grade A or B by ticking the appropriate column below.

**A = Satisfactory knowledge and skills**

**B = Unsatisfactory knowledge and skills**

	A	B
<b>Good consultation skills</b>		
Identifies reason for consultation		
Deals sensitively with awkward topics		
Identifies problem and makes working diagnosis		
Formulates and communicates management plan		
<b>Contraception</b>		
Can counsel to prescribe all types of combined hormonal contraception		
Can counsel to prescribe the progesterone only pill		
Can discuss and prescribe emergency contraception		
Can discuss condom use and other barrier methods		
Can discuss Depo provera injection		
Can discuss progesterone implant		
Can discuss Intra-uterine contraceptive devices and systems		
Can discuss sterilisation		
Can discuss natural family planning methods		
<b>Reproductive Health</b>		
Can discuss cervical smear tests		
Can discuss issues around crisis pregnancy		
Can discuss and counsel about STI's and knows when to screen and what tests to do		
Has skills to recognise psychosexual problems and give preliminary advice		
Knows about the law relating to consent		



## Log Book

Trainee Name: \_\_\_\_\_

### (iv) Log of Sessions Attended

Trainee should list the sessions attended with the Contraception Tutor

Date	Session	Contraception Tutor	Location

### (v) Final Assessment and Report on Trainee

**The section below must be completed by a Contraception Tutor or JCFP Instructing Doctor.**

I made a final assessment on \_\_\_\_\_ (Date) and I certify that:

\_\_\_\_\_ (PRINT Trainee's name) has satisfactorily completed training. I recommend that he/she be granted the Certificate in Contraception .

Signed \_\_\_\_\_ (Contraception Tutor)

Name (PRINT) \_\_\_\_\_

Work Address \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

Email \_\_\_\_\_ RSH Tutor Certificate No. \_\_\_\_\_