

Intern Online LogBook System

User Manual for Interns

Faculty of Medicine
The Chinese University of Hong Kong &
The University of Hong Kong
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Section 1: Logging in

Goto: <http://www.hkwebmed.org/intern/>

For CUHK interns, if you are new to the system, you need to register first.

After login, you will see the following:

Dear XXXX (Student ID: xxxxxxxx), the following is information for your overall internship rotations. Normally the information is correct. If not, click 'Enquiry'; otherwise, select the relevant logbook and Click 'Edit' to enter information.

Month & Year of Graduation: Jun/2006 Number of Rotations: 4	
1 1/Jul/2006 to 30/Sep/2006 PWH / Sur-General	2 1/Oct/2006 to 31/Dec/2006 UCH / Med-Ped
3 1/Jan/2007 to 31/Mar/2007 KWH / Sur-General	4 1/Apr/2007 to 30/Jun/2007 PWH / Med-General

LogBook(s) Created: [You can only edit the logBooks Before you submit them to your supervisor(s) to be signed electronically. If you wish to make changes after your have submitted the logBook, you need to ask your supervisor(s) to unsign or return the logBook.]					
Rotation	Period	Hospital/Dept	Edit	View/Print	Submit logBook to Supervisor
1	Jul 2006 To Sep 2006	PWH/Sur-General	<input type="button" value="Edit"/>	<input type="button" value="View/Print"/>	<input type="button" value="Submit"/>
2	Oct 2006 To Dec 2006	UCH/Med-Ped	<input type="button" value="Edit"/>	<input type="button" value="View/Print"/>	<input type="button" value="Submit"/>
3	Jan 2007 To Mar 2007	KWH/Sur-General	<input type="button" value="Edit"/>	<input type="button" value="View/Print"/>	<input type="button" value="Submit"/>
4	Apr 2007 To Jun 2007	PWH/Med-General	<input type="button" value="Edit"/>	<input type="button" value="View/Print"/>	<input type="button" value="Submit"/>

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Section 2: Entering logbook Information

When you click 'Edit' to open up a logbook, the following screen appears.

A logbook consists of 7 Sections.

After you filled in your logbook, select your Supervisor who will be signing your logbook. If you cannot find your supervisor, please request you supervisor to register at <http://www.hkwebmed.org/intern>

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Select Supervisor(★) Main Supervisor: Other supervisors(if any)

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Rotation: 1

Section 1: Rotation Description [Goto: Top](#)

Rotation Period: 3 months: - - - to - - -

Hospital	-	Department	-
Team/Unit	<input type="text"/>	Ward/s	<input type="text"/>
No. of beds	<input type="text"/>	No. of Interns in your department	<input type="text"/>
Supervisors			
C.O.S.	<input type="text"/>		
Consultants	<input type="text"/>		
S.M.O.s	<input type="text"/>		
M.O.s	<input type="text"/>		

Section 2: Structured Weekly Schedule [Goto: Top](#) (e.g. ward work, minor O.T., ward round with team, tutorials etc)

General Comment:

Months		MON	TUE	WED	THUR	FRI	SAT	SUN
1	A.M.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	P.M.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	A.M.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	P.M.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	A.M.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	P.M.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Section 3: Formal & Informal Education Activities [Go to: Top](#)

(e.g., practice-tips workshop, morbidity/mortality meeting, presentations at ward round, grand rounds, research meeting, journal club, x-ray meeting, etc)

General Comment: <input type="text"/>		
Month	Activity	No. of Hrs
1	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>

Section 4: On-calls and post-call duty hours [Go to: Top](#)

Where applicable, for each cell select and put details text box in 2nd row

First Month: Jan 2006						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
						1 - <input type="text"/>
2 - <input type="text"/>	3 - <input type="text"/>	4 - <input type="text"/>	5 - <input type="text"/>	6 - <input type="text"/>	7 - <input type="text"/>	8 - <input type="text"/>
9 - <input type="text"/>	10 - <input type="text"/>	11 - <input type="text"/>	12 - <input type="text"/>	13 - <input type="text"/>	14 - <input type="text"/>	15 - <input type="text"/>
16 - <input type="text"/>	17 - <input type="text"/>	18 - <input type="text"/>	19 - <input type="text"/>	20 - <input type="text"/>	21 - <input type="text"/>	22 - <input type="text"/>
23 - <input type="text"/>	24 - <input type="text"/>	25 - <input type="text"/>	26 - <input type="text"/>	27 - <input type="text"/>	28 - <input type="text"/>	29 - <input type="text"/>
30 - <input type="text"/>	31 - <input type="text"/>					
Second Month: Feb 2006						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
		1 - <input type="text"/>	2 - <input type="text"/>	3 - <input type="text"/>	4 - <input type="text"/>	5 - <input type="text"/>
6 - <input type="text"/>	7 - <input type="text"/>	8 - <input type="text"/>	9 - <input type="text"/>	10 - <input type="text"/>	11 - <input type="text"/>	12 - <input type="text"/>

Section 5: Practical Procedures [Go to: Top](#)

General Comment: <input type="text"/>		
Month	Performed under supervision(S)/ Assisted(A)/Delegated to you(D)	No. of Procedures
1	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>

Section 6: Patient Care [Goto: Top](#)

(N.B. It is well recognized that there will be variation in numbers related to different specialties and patient's clinical problems)

I	No. of beds under your care		<input type="text"/>	
II	No. of admissions(approx.) you have made:			
	Month	Specialty	Elective	Emergencies
	1	<input type="text"/>	<input type="text"/>	<input type="text"/>
	2	<input type="text"/>	<input type="text"/>	<input type="text"/>
	3	<input type="text"/>	<input type="text"/>	<input type="text"/>
III	No. of discharge summaries:			
	Month	Number		
	1	<input type="text"/>		
	2	<input type="text"/>		
	3	<input type="text"/>		
IV	Attendance at O.P.D:			
	Month	Specialty	No. of patients seen(approx.)	
	1	<input type="text"/>	<input type="text"/>	
	2	<input type="text"/>	<input type="text"/>	
	3	<input type="text"/>	<input type="text"/>	

Section 7: Any Other Activities and Comments [Goto: Top](#)

Month	Other and Comments
1	<input type="text"/>
2	<input type="text"/>
3	<input type="text"/>

Remember to 'Save your LogBook' by clicking the 'Save Log Book' button from time to time.

You can make changes to the logbook by clicking on the 'Edit' button.

When and only when the logbook is ready to be signed by your supervisor, click the 'Submit' button to submit your logbook to be signed by your supervisor. Your supervisor will then receive an email saying that the logbook is ready to be signed.

After you have submitted your logbook to your supervisor, you can only view/print your logbook. You cannot make changes.

If you really want to make changes on the logbook after you submitted your logbook, or your supervisor wants you to make changes on your logbook, your supervisor has to login to his/her page and click the 'Return logbook' button to return your logbook.

After you have submitted your logbook, under the column edit, you can see the status of the submitted logbook.

If you see 'Submitted: 0/1 signed', it means that your supervisor had Not signed the logbook.

If you see 'Submitted: 1/1 signed', it means that your supervisor had signed the logbook.

If you see 'Submitted: 1/2 signed', it means that you had selected 2 supervisors to sign your logbook. One supervisor had signed but the other supervisor had Not signed the logbook.

Section 3: Logistics

As mentioned in at the beginning of Section 2, you can select the supervisor who will be signing your logbook. (Most of you will only have 1 supervisor who will sign your logbook, though in the workplace, you may have more than 1 seniors working with you.) However, your supervisor needs to have registered before you can select him/her. After you have selected your supervisor, your supervisor can view (but not sign) your logbook online.

When you have finished with your logbook, you can submit the logbook to your supervisor to be signed by clicking the 'Submit' button.

Your supervisor will then receive an email advising that a logbook is available to be signed. He/she can then login at to view and sign your logbook.

Alternatively, your supervisor can click a button to 'return' the logbook to you to make changes.

[After you have submitted your logbook to your supervisor to be signed, you can view but cannot make changes on the logbook unless your supervisor 'return' or 'un-Sign and return' the logbook to you. If you specified more than 1 signing supervisors on your logbook, all supervisors need to 'return' or 'un-sign and return' the logbook to you before you can make changes.]

Though not preferred, if for some reasons, your supervisor is not able to register online (and thus you cannot find and select your supervisor online), after you have finished with your logbook, you can print a hard copy of the logbook (by using the view/print function), request your supervisor to sign on the logbook and then mail the hard copy to the Faculty of Medicine.

Section 4: Change Information on LogBooks

Your rotation information has been pre-entered for you.

Normally, there is no change required on the pre-entered information.

If for some reasons, eg. Deferral on rotation or additional rotations, the Faculty Office will put in the changes for you.

If the changes are not put in,

For CUHK interns, you can contact MirandaChan@cuhk.edu.hk for assistance.

For HKU interns, you can contact wwpoon@hkucc.hku.hk for assistance.