



HEALTH PROFESSIONS COUNCIL OF SOUTH AFRICA
PROFESSIONAL BOARD FOR RADIOGRAPHY AND CLINICAL TECHNOLOGY

**CLINICAL LOGBOOK FOR THE SPECIAL BOARD ULTRASOUND EXAMINATION OF QUALIFIED DIAGNOSTIC
RADIOGRAPHERS TO OBTAIN APPROVAL TO CONTINUE PERFORMING LIMITED ULTRASOUND PRACTICE AREAS,
UNDER SUPERVISION WITHOUT BEING REGISTERED IN THE CATEGORY: ULTRASOUND**

A. INTRODUCTION

This clinical logbook serves to provide an electronic record of ultrasound examinations required for the assessment of competency of eligible diagnostic radiographers who by virtue, of their informal training in ultrasound have been afforded a once off amnesty by the Professional Board for Radiography and Clinical Technology (PBRCT – herein after referred to as the Board) to undertake a special Board ultrasound examination that will allow them to be granted approval to continue performing limited Ultrasound practice areas under supervision (as defined in the *Ethical rules of conduct for practitioners registered under the health professions act, 1974*) without being registered in the category: Ultrasound. This document must be read in conjunction with the “*Guidelines for the special board examination of qualified diagnostic radiographers to obtain approval to continue performing limited ultrasound practice areas, under supervision without being registered in the category: ultrasound*” as well as the “*Frequently Asked Questions*” (FAQs)

Definition: Supervision - means the acceptance of liability by a supervising practitioner for the acts of another practitioner.

B. NOTICE TO THE TRAINING CENTRE

The Board requires the cooperation of the clinical training centre in evaluating the competency of diagnostic radiographers who practice in the category: Ultrasound without a formal, Board approved qualification. Only eligible diagnostic radiographers who qualified after 01 January 1994; and commenced practicing Ultrasound at some time during the period of 01 January 1994 and 31 December 2019; and are still practicing to date'; and have been successfully granted approval to undertake a special Board ultrasound examination, should complete this logbook. Please note that the applicant's clinical practice facility must first obtain a 12 month- temporary accreditation from the Board to train radiographers without a formal board approved qualification in Ultrasound. This accreditation is not the same as the accreditation for training of Ultrasound students who are studying Ultrasound at a university. The candidate should provide you with a copy of the temporary accreditation form (*Form 184 Ultrasound: Supervised Practice*) that must be completed and submitted to the Secretariat of the Board together with the application form.

The list of required images, as determined by the requirements specific to the candidate, for approval to continue performing in the limited practice areas under supervision, are stipulated in the *Guidelines for the special board examination of qualified diagnostic radiographers to obtain approval to continue performing limited ultrasound practice areas, under supervision without being registered in the category: ultrasound*. The candidate is required, by the Board, to scrupulously follow the requirements for the clinical logbook as outlined in the above stated guidelines. A duly completed and signed clinical logbook must be submitted via email to the Secretariat of the Board at least five (5) working days prior to the examination date.

C. HPCSA REQUIREMENTS FOR THE CLINICAL SUPERVISOR

Please note that to be designated signing power to authorise the clinical logbook, the clinical supervisor should have formal training in Ultrasound and have a **minimum of 2-years clinical** experience in the category of ultrasound. The following categories of practitioners are deemed suitable to fulfil the role of clinical supervisor provided, that they have the 2-year practical experience in the category of ultrasound:

- Sonographers qualified and registered in the category: Ultrasound
- Radiologists

By signing this clinical logbook, you as the designated supervisor will be declaring that the candidate has obtained the required degree of competency in carrying out a task and that the candidate has complied with the requirements for obtaining approval from the Board to continue practicing ultrasound in their selected, limited practice areas under supervision. Please be advised that the contents of this clinical logbook are subject to auditing by the Board.

D. DECLARATION BY DESIGNATED CLINICAL SUPERVISOR

The candidate has explained their registration requirements needed to enable him/her to pursue the assessment criteria for testing the level of competency required for obtaining approval from the Board to continue practicing ultrasound in their selected, limited practice areas under supervision. I have read the guidelines pertaining to the registration requirements of the candidate, the learning exit outcomes and assessment criteria stipulated in the *“Guidelines for the special board examination of qualified diagnostic radiographers to obtain approval to continue performing limited ultrasound practice areas, under supervision without being registered in the category: ultrasound”*, and I understand the obligations I have as signing authority.

SURNAME _____ NAMES _____

HIGHEST QUALIFICATION _____

NUMBER OF YEARS OF CLINICAL EXPERIENCE _____

NAME OF CURRENT CLINICAL WORKPLACE _____

PHYSICAL ADDRESS OF CLINICAL WORKPLACE _____

SIGNATURE OF CLINICAL SUPERVISOR _____

CONTACT DETAILS OF SUPERVISOR _____ (w) _____ (cell)
 _____ (email).

Please attach proof of candidate's approval of acceptance into the Special Board Ultrasound Examination and temporary accreditation by the Board to train eligible diagnostic radiographers in limited ultrasound practice areas during 2020/2021.

E. DECLARATION BY THE CANDIDATE

I understand that the clinical logbook is a legal document and therefore any fraudulent entries will lead to professional misconduct and possible erasure from the register.

SURNAME _____ NAMES _____

HIGHEST QUALIFICATION _____

NAME OF CURRENT CLINICAL WORKPLACE _____

PHYSICAL ADDRESS OF CLINICAL WORKPLACE _____

HPCSA NUMBER FOR REGISTRATION IN CATEGORY DIAGNOSTIC: INDEPENDENT PRACTICE _____

CONTACT DETAILS OF CANDIDATE _____ (w) _____ (cell)
 _____ (email)

SIGNATURE OF CANDIDATE _____

SIGNATURE OF CLINICAL SUPERVISOR _____

F. INSTRUCTIONS FOR LOGBOOK

A minimum of one hundred and fifty (150) ultrasound examinations must be recorded. Practitioners who practice in a single and thus, highly limited area of ultrasound must record 100% of the 150-ultrasound examination in the specified area of practice. A further 70% of the 150 cases (105) must be recorded in **Category B, meaning unaided**. The remainder of the 30% of the 150 cases (45) must be recorded in **category A, meaning aided**.

Practitioners who practice in multiple areas of ultrasound also need to record a total of 150 examinations. However, they need to select one area that they deem themselves most competent in. Approximately, 70% of the 150 (105) must be the practice area they deem themselves most competent and the remainder 30% of the 150 (45) must be in all the other areas that they practice. Furthermore at least 70% of the 105 cases (74) must be recorded in **category B, meaning unaided**. The remainder of the 30% in this case 31 cases can be recorded from practice areas deemed most competent in and the averagely competent in. These may be recorded in the **category A, meaning aided**.

The examinations recorded must not be retrospective and must be consistent with the protocol for ultrasound scanning contained in **Annexure A** of the Guidelines for the special Board ultrasound examination. Cases must be those performed with the assistance of the and checked by the supervisor after June 2020 (date on which applications for the Special Board Ultrasound Examination was approved by the Board). It is the responsibility of the candidate to demonstrate clinical competency in the selected, ultrasound practice areas. This clinical logbook gives you the candidate the opportunity, to demonstrate to the Board that, based on the informal training in ultrasound that you may have received anytime during the period of 01 January 1994 and 31 December 2019, you have acquired adequate competency in the selected areas of practice. You are therefore, required to attach the stipulated list of images required to obtain Board approval to continue performing in the limited ultrasound practice areas. For each of the ultrasound tasks or procedures (examinations) that you conduct you will need to indicate whether these were performed with or without the assistance

of the clinical supervisor. The following codes must be reflected next to each ultrasound task or procedure (examination) that you have performed.

A – AIDED: You assisted in conducting the examination where you may have conducted part of the examination.

B – UNAIDED: You conducted the entire examination without any assistance from the nominated clinical supervisor.

Please remember to de-identify the patient details by blocking out the patient's name in line with ethical requirements to protect patient confidentiality.

The following information would be required for each ultrasound task or procedure that you perform:

- Patient's reference number.
- Examination date
- Clinical history and medical question to be answered.
- Differential diagnoses- a maximum list of two differential diagnoses.
- Description of ultrasound findings
- Summary of ultrasound findings- the conclusion of the report would suffice.
- Recommended ultrasound management where applicable.
- Ultrasound image of area of interest showing the following:
 - labels of the anatomical structures demonstrated on the image.
 - name of clinical practice, date and time at which the image was obtained.
- Performance code A(aided) B(unaided)
- Signature of clinical supervisor.

G. FORMAT FOR LOGBOOK SUBMISSION.

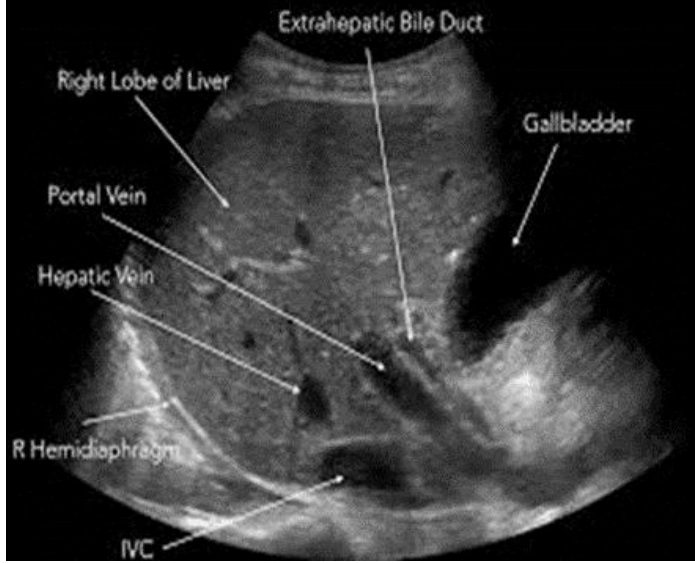
Please record all ultrasound tasks and procedures (examinations) that **were performed by you in your** clinical workplace. These examinations **must not be recorded retrospectively**. Each examination must include a supporting image of the ultrasound area of interest. You are required to group the examinations based on the anatomical area of ultrasound practice. Please refer to the *“Guidelines for the special board examination of qualified diagnostic radiographers to obtain approval to continue performing limited ultrasound practice areas, under supervision without being registered in the category: ultrasound”* for a detailed list of anatomical areas for ultrasound practice.

Below is the format that must be followed for the required images. Failure to comply with the set format will result in the logbook being returned to the candidate for rectification. All electronic copies of completed logbooks must be submitted to the Secretariat as a **single PDF format** document within **five (5) working** days prior to the date of the Special Board examination at rctexams@hpcsa.ac.za.

Pages must be numbered and in chronological order and must include the declaration pages for the supervisor and the candidate (sections D and E above).

Included below is an example of how this clinical logbook should be completed.

ANATOMICAL AREA OF PRACTICE: ABDOMEN

Number of ultrasound task or procedure performed	Details of the ultrasound examination	Supporting image of area of interest indicating labels of anatomical structures as depicted on the image.
1.	<p><i>Patient's reference number:</i> <u>Acc123</u></p> <p><i>Examination date:</i> <u>01/05/2020</u></p> <p><i>Clinical history and medical question to be answered:</i> <u>RUQ pain, abnormal</u></p> <p><u>LFT's</u></p> <p><u>?</u></p> <p><u>cholelithiasis</u></p> <p><i>Differential diagnoses:</i> <u>Cholecystitis</u></p> <p><u>Acute</u> <u>hepatitis</u></p> <p><i>Description of ultrasound findings:</i> <u>Gallbladder appears well-distended, with normal wall thickness (2.5mm), no pericholecystic fluid, no stones or sludge. The common bile duct, pancreatic duct and intrahepatic ducts are non-distended.</u></p> <p><i>Summary of ultrasound findings:</i> <u>Normal ultrasound findings were documented</u></p> <p><i>Performance code:</i> <u>A (aided).</u></p> <p>Signature of clinical supervisor: <u>XXXX</u></p>	 <p>Image Courtesy of : https://www.google.com/search</p> <p>NB: In this example an image obtained from Google search engine was used. However, you are required to attach images obtained by YOU in your clinical practice.</p>

	<p>Total number of ultrasound examinations recorded under the abdominal area of ultrasound practice = 110/150 (73%) and, all the abdominal examinations (110=100%) recorded in this clinical logbook were performed with the assistance of the clinical supervisor (performance code B).</p>	<p>I declare that the ultrasound examinations performed by the candidate comply with the requirements stipulated in the <i>“Guidelines for the special board examination of qualified diagnostic radiographers to obtain approval to continue performing limited ultrasound practice areas, under supervision without being registered in the category: ultrasound”</i>, in terms of the number of required ultrasound examinations and performance category.</p> <p>Signature of clinical supervisor:XXXXXXXXXX</p>
--	---	---

Please use the template in Section H below to provide a record of your ultrasound examination in **Section H** below.

Please note that handwritten logbooks will not be accepted. Except for the signature of your clinical supervisor, all entries into the clinical logbook must be typed using Arial 11.

The clinical supervisor **must not sign the clinical logbooks that do not comply** with the requirements for the special Board ultrasound examination.

The candidate is required to follow the above format in recording the required number of ultrasound tasks and procedures (examinations) consistent with the requirements of the Board to obtain approval to continue performing the selected, limited ultrasound practice areas under supervision.

Please refer to the ultrasound protocol in Annexure A of the *“Guidelines for the special board examination of qualified diagnostic radiographers to obtain approval to continue performing limited ultrasound practice areas, under supervision without being registered in the category: ultrasound”*.

H. CLINICAL LOGBOOK

Ultrasound examination number	Details of the ultrasound examination	Supporting ultrasound image.
	<p>Patient's reference number: _____</p> <p>Examination date: _____</p> <p>Clinical history and medical question: _____</p> <p>_____</p> <p>Differential diagnoses: _____</p> <p>_____</p> <p>Description of ultrasound findings: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Summary of ultrasound findings: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Performance code: _____</p> <p>Signature of clinical supervisor: _____</p> <p>_____</p>	