

المجلس العربي للاختصاصات الصحية

The Arab Board of Health Specializations

المجلس العلمي لتخصص جراحة الفم والوجه والفكين

Scientific Council of Oral and Maxillofacial Surgery



السجل العلمي للتدريب والأنشطة السريرية

Log Book on Clinical Training and Activities

1-Trainee Information Data

Name:

DOB: / /

Nationality:

Arab Board Training Number:

Address:.....

E-mail Address:

Telephone No:

Training Center information

Training Center (hospital) Title:

Training Center Address:

Duration of training: From /...../ to / /

....Name of Program director:

Contents of the logbook

A- Introduction.

B- Guide to use your logbook.

C- Surgical procedures required in oral and maxillofacial surgery.

D- Out-patient clinic sessions.

E- Rotation schedule.

F- Scientific activities and training courses.

A- Introduction

Dear Trainee Candidate,

You are welcome to join the training program of the Arab Board of Health Specializations in the field Oral and Maxillofacial Surgery.

The program is a five-year training and education in oral and maxillofacial surgery With 14 months rotation program in General medicine, General surgery, Anesthesia including intensive Care, ENT, Plastic and reconstructive surgery Orthopedic, in year 2 of training and one month neurosurgery in year 4 and Emergency medicine in final year. Year one will be exclusively in oral surgery, year two rotation in clinical medical subjects then the following three years (year 3, year 4 and year 5) training in the full scope of maxillofacial surgery.

During the whole training period, you have to dedicate time for the outpatient clinic, inpatient ward, operating room and emergency department. In addition to those clinical settings, you need to participate in the scientific activities such as grand round, morbidity and mortality meeting, journal club, clinical audit and case presentation.

Upon completion all the requirements of the training and educational program, you can guarantee a successful, knowledgeable, skillful, efficient and safe oral and maxillofacial surgeon.

Best Wishes and all the success for your future carrier

Oral and Maxillofacial Surgery Scientific Council / Training Committee

B - Guide to use the Logbook

This logbook has been created to help you fulfill the clinical training requirements during your 5years training program of the Arab Board of Health Specializations in oral and Maxillofacial Surgery. For this reason, members of the training committee have designed a Logbook for each year of the five-year program to document and register details of each case seen and treated in your training center

Your logbook has to be completed and approved by the training committee in order to be promoted to the next year of training.

The activities included in this logbook and required to be documented and approved are: outpatient clinic, surgical procedures, scientific activities, training courses, and rotation schedule in various medical and surgical departments as required.

How to Fill out your logbook

All cells in each table should be filled out with the relevant data.

Outpatient clinic: You have to attend and participate at least one outpatient clinic session a week. For every session you attend and participate in, you will document the date, patient name, diagnosis, investigations and treatment plan, in an emergency cases also record the procedure, at the end of each clinic the consultant or specialist in charge have to sign and approve this.

Surgical Procedures: you need to document every procedure you participated in, filling out a raw for every patient operated upon beginning by the date of the procedure, hospital admission number of the patient, diagnosis, procedure performed, level of contribution according to the Three -Point Scale*, then mark the procedure, and finally the name of the consultant or the specialist in charge. By the end of each year, you have to document the number of cases according to each level of contribution for every procedure.

Scientific Activities: You are required to participate in one scientific activity weekly. For every scientific activity you will document the date of the session, the event (Grand round – Morbidity & Mortality meeting – case presentation – lectures – Journal club – Auditetc), the topic discussed in the session, your role in such an activity (attendee, presenter, moderator,), and the name and signature of the trainer.

Rotation in Medical and Surgical Specialties: The last section of the logbook is the rotation schedule, where you will document the specialty of all your rotations during the second year of training and one month in year 4 and year 5.

The documentation includes the hospital title where you spend your rotation, start and end date, and the name and signature of the specialist and or Consultant in charge

Evaluation of the Logbook:

Your Logbook will be evaluated on monthly basis by your trainer.

The educational supervisor (program director) will evaluate your logbook every six months.

The training committee of the Arab Board will evaluate your logbook yearly and at the end of training with supporting letter from the educational supervisor (program director).

Please use the three -point scale according to your level of contribution below in any surgical procedure required in the logbook in the speciality and the Rotational program in various medical and surgical subjects

Three-point scale (level of contribution):

O	Observer
A	Assistant
Op	Operator (First Surgeon)

C- Surgical procedures required in training

A- Minor Oral Surgery

20 Cases of surgical extractions
30 Cases of impacted teeth
30 Cases Minor oral surgery procedures, including Biopsy cyst enucleation, excision of soft tissue lesions such as papilloma fibroma and fibroepithelial polyps.
5 Cases of apicectomy
5 Cases Closure of the Oro antral fistula
4 Cases Pre-prosthetic surgery on the upper and lower jaws
20 Cases dental implants, including ridge augmentation, bone grafting and sinus lift.
20 Cases of Dento-alveolar fractures

B- Cranio-Maxillofacial

Trauma1- Facial Bone trauma

20 Cases of facial bone fractures as 1st assistant
15 Cases as First surgeon
Which includes:

Mandibular fractures closed and open reduction and fixation
Condylar fractures
Maxillary Lefort fractures I II, and III
Zygomatic bone fractures Closed and open
Blow out orbital bone fractures
Fronto Naso Ethmoid orbital fractures

2- Facial Soft tissue injuries: 30 cases of which 15 as first assistant and 15 cases as a Surgeon.

C- Odontogenic /Non odontogenic maxillofacial infections

Cases of Oral and Maxillofacial soft and bone Infections including Ludwig's Facial spaces infection Medical and Surgical Management
15 Cases of which 5 cases as first surgeon and 10 cases as assistant.

D- Orthognathic surgery

8 cases with Fully documented: pre operative, clinical photographic and Cephalometric analysis with surgery planning and preparation, with complete intra and post operative radiographs with follow up in addition to critical appraisal in each case.
Attend 1 case as first surgeon and 7 cases as first assistant.

Procedures:

Lefort1 Osteotomy
Sagital split Osteotomy of mandible
Genioplasty
Segmental osteotomy
Distraction osteogenesis

E- Odontogenic and non-odontogenic tumour of jaws

10 cases, Minimum 2 cases as first surgeon.

F- Temporomandibular Joint (TMJ)Surgery

TMJ Arthrocentesis 3 cases

TMJ ankylosis 5 cases one as a surgeon and TMJ pathology 2 cases.

G- Jaw Reconstructions

Mandibular and Maxillary bone reconstructions 5 cases, 2 cases as first surgeon

H- Cleft Lip and Palate

Cleft lip and palate 15 cases which 5 cases of them as first surgeon

Secondary Alveolar Bone grafting of cleft 6 Cases of which 3 cases as a first surgeon and including bone Harvesting (iliac bone graft, calvaria, chin ...)

Full documentations of cases including patients details and file number with pre- and Intra-operative radiographs, CT, CBCT of cases and follow up results with Critical appraisal at the end of each case sheet to be part of the clinical portfolio and log book

To be approved and signed by the consultant in charge of training with date

I- Salivary gland Surgery

4 Cases Superficial parotidectomy surgery as first assistant and one as surgeon under supervision.

4 Cases Submandibular Salivary gland adenectomy
2 Cases of minor salivary gland tumours

10 cases of other salivary gland disorders (Ranula, mucocele, sialolithiasis...)

J- Head and Neck oncology

5 Cases Tumours excision in oro-facial region (Hard and soft tissues) with local flaps reconstruction.

4 cases Neck dissection first assistant

2 cases Reconstructions either distant or Free Flaps first assistant.

Note: For every patient, a brief case sheet with full pre-, intra-, and post-operative photograph and relevant investigations

Treatment protocol and complications, if any, with critical appraisal Note by the supervisor with signature

The educational supervisor (program director) will evaluate your logbook every 6 months

D-Oral & Maxillofacial surgery procedures

Serial NO	Date	Patient Name	Diagnosis	Procedures	Level of Contribution	Consultant / Specialist Name & Signature
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Year one: The following requirement must be finished in year one of training and recorded in your logbook

- 1-Dentoalveolar surgery
- 2-Suturing techniques of wounds in the head and neck region
- 3-Different types of local anesthesia techniques (infiltration versus block)
- 4-Incision and drainage of an abscess, extra or in-traoral
- 5-Surgical and non-Surgical teeth extraction
- 6-Surgical removal of impacted teeth
- 7-Management of post-extraction bleeding and complications, including dry sockets, sharp bony edges,
- 8-Pre-prosthetics surgery. Diagnosis and surgical management
- 9-Oro-antral fistula diagnosis and surgical management with different techniques
- 10-Intraoral cyst enucleation
- 11-Peri-apical surgery
- 12-Odontogenic infection management
- 13-Intraoral biopsy procedures, including needle aspiration, incisional biopsy, and excisional
- 14-Closed reduction of facial bone fractures using arch-bar intermaxillary fixation and IMF Fixscrews.
- 15-Closed reduction of TMJ dislocation.

Note: Preparation for Part 1 Examination: At the end of the first year the candidates must sit the primary Board examination

D- OUT-PATIENT CLINIC SESSIONS

Serial NO	Patient name	Diagnosis	Investigation	Treatment	Consultant Signature
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E-Rotation Schedule

(Year 2 and one month in year 4 and 5)

1- General

Medicine Duration of training: 3 months

Name of medical Consultant in charge:

Date from ----- To-----:

All cases seen during this period of training must be recorded as follows:

1-Consultant /specialist in charge

2-Serial no

3-Name of Patient

4-Hospital Number Investigations

6-Diagnosis

7-Treatment plan

8- Summary of each case

9-approval and signature of consultant /specialist in charge.

Trainee duties and training in Medicine:

- a) Full-time commitment to the rotation
- b) First on-call duties
- c) Recording admission history and performing physical examination, participating in the diagnosis and comprehensive management of the patients.
- d) Participating in daily ward rounds, outpatients' consultation clinics and attending seminars in the department of medicine.

One Month medical oncology which includes (chemo/radio) + dermatology

Training evaluation and supervision are accomplished by the assigned program director of the Arab board of Medicine .

General medicine Duration of training 3 months

From To.....

Serial	Specialty	Hospital	Date		Trainer Name & Signature
			From	To	
1					
2					
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Trainer Name & Signature:

2-General Surgery

Goals and Objectives:

- a) Observe and experience in pre-operative evaluation of the surgery patient with emphasis on:
 - 1- fluid and electrolyte balance
 - 2- cardiovascular function
 - 3- pulmonary care
 - 4- surgical principles of different types of wound care
 - 5- Observe assist in the techniques in the followings:
 - a- insertion chest tube
 - b- central line
 - c- urinary catheter

Trainee duties and training:

- 1- Full-time commitment to the department of general surgery during this period with sharing the responsibilities with surgical staff
- 2- Performs medical history, and carries out physical examination in both routine general surgery cases.
- 3- Learn with the resident surgeon perioperative and post management of patients.
- 4- Attending as an assistant in surgery performed with surgical staff.

Training evaluation and supervision is accomplished by the general surgery program director of the Arab board.

General Surgery Duration of training 3 months

From To.....

Serial	Specialty	Hospital	Date		Trainer Name & Signature
			From	To	
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Trainer Name & Signature:

3- Anaesthesia including intensive care (ICU): 2 months

Goals and objectives:

- a-Full responsibility as an anesthesia resident including receiving training in:
 - 1-pre-anesthesia patients' assessment
 - 2- intubation and extubation techniques, and drug administration
 - 3-Life parameters monitoring devices and equipment, resuscitative procedures, and postoperative assessment and management
- b) Anesthesia emergencies through cardiopulmonary resuscitation (CPR), airway maintenance
 - 1- Review basic pulmonary and cardiovascular physiology in dynamic situations
 - 2- Drugs used in intravenous sedation
 - 3- Learn standard induction and intubation techniques, with use of fibro-optics in cases of Temporomandibular joint ankylosis.

Trainees' duties and training:

- 1- Shares on-call duties on a regular basis with the other anesthesia residents
- 2- Intra-operative management of patient under general anesthetics
- 3- Be able to interpret chest x-ray, electrocardiogram (ECG) for anesthesia purposes.

**Certificate by Arab board Anaesthesia department at the end of the two months training
Anesthesia including intensive care Duration of training 2 months**

Fromto.....

Serial	Specialty	Hospital	Date		Trainer Name & Signature
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Trainer Name & Signature:

4-Otolaryngology, Head and neck surgery

Goals and Objectives:

- a) Diagnosis and surgical treatment of benign and malignant lesions of the head and neck, paranasal sinuses, and neck dissections.
 - b) observe ,assist and learn how to do fiber optic nasopharyngeal and hypopharyngealexamination
 - c) Observe and Perform elective and emergency tracheostomies and its care.
 - d) involve in management of Emergency cases
- Resident duties and training:

Full-time commitment to the rotation including first on call duties with ENT staff in charge.

Training evaluation and supervision is accomplished by Certificate of ENT and Head and Neckby Arab board in charge.

Otolaryngology, Head and Neck Surgery Duration of training 1 month

Fromto.....

Serial	Specialty	Hospital	Date		Trainer Name & Signature
			From	To	
1					
2					
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10					

Trainer Name & Signature:

5-Plastic and Reconstructive Surgery

Goals and objectives:

- a) Management of soft tissue injuries of the face.
- b) Provide management of wound care and wound healing of head and neck area.
- c) diagnosis and treatment of congenital lesions of the lips, palate, and nasal area
- e) Involve in assessment and in re-anastomosis techniques
- f) Assist and develop skills in management of extremity injury and microsurgical techniques
- g) Observe ,assist and Perform cosmetic and aesthetic surgery procedures in the maxillofacial region, rhinoplasty, blepharoplasty, face lifting genioplasty, lipectomy, otoplasty, osmotic surgery, skin grafts ,free flaps and scar managements

Resident duties and training:

- a) Full-time commitment to the rotation.
- b) Take first on-call duties with the full responsibilities under care of plastic surgery resident, directly .

Training supervision and evaluation of end rotation is accomplished by the programdirector of the Arab board in plastic and reconstructive surgery.

Plastic and reconstructive surgery Duration of training 2 months

Fromto.....

Serial	Specialty	Hospital	Date		Trainer Name & Signature
			From	To	
1					
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Trainer Name & Signature:

6-Orthopedic surgery

Goals and objectives:

- 1- Perform a focused emergency physical examination of orthopedic cases received in emergency department with the residents of orthopedics
- 2- Learn how to Diagnose and treat various fractured cases
- 4- Observe and assist in Management of surgical and non-surgical various orthopedic cases including arthroscopy
- 6- Help and Perform and interpret radiographs, CT scan and MRI of orthopedic and joint disorders

The trainee duties and training program:

- 1- Full-time commitment to the rotation with orthopedic resident
- 2- follow up the cases operated with the orthopedic resident

Certificate of Orthopedic completion of training in the rotating hospital by the Arab board member of Orthopedic surgery in charge of the training.

Orthopedic surgery Duration of training 1

month From To.....

Serial	Specialty	Hospital	Date		Trainer Name & Signature
			From	To	
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Trainer Name & Signature:

7- Neurosurgery - one month - in year 4

Goals and objectives:

- a) learn how to do a neurological examination
- b) Involve in assessment and management of acute neurology injuries including head injury
- c) Learn how to read and interpret cervical spine fluid measurements, CT scan, MRI, and angiography and diagnose intra-cranial lesions

Resident duties and training:

- a) Be first on-call and functions with a junior neurosurgery resident
- c) Observe and learn principles of treatment of intracranial hemorrhage (subarachnoid, epidural, subdural)

Training supervision and evaluation of end rotation is accomplished by the program director of Arab board Specialty Certificate of Neurosurgery at the rotating hospital.

Neurosurgery Duration of Training 1 month

FromTO.....

Serial	Specialty	Hospital	Date		Trainer Name & Signature
			From	To	
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Trainer Name & Signature:

8-Emergency Medicine

Goals and objectives:

- 1- Perform a focused emergency physical examination
- 2- Diagnose and treat medical and surgical emergencies
- 4- Observe and assist in Management of acutely ill patients
- 5-Help and Perform and interpret laboratory data and electrocardiograms with medical resident in charge.

The trainee duties and training program:

- 1- Full-time commitment to the rotation with medical resident
- 2- Management of medical complications, including acute asthma cases and diabeticketoacidosis.

Certificate of Emergency Medicine in the rotating hospital by the Arab board member in charge of the training.

Emergency medicine 1 month - year 5

From :.....To:.....

Serial	Specialty	Hospital	Date		Trainer Name & Signature
			From	To	
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Trainer Name & Signature:

F-Scientific activities and training courses

During your training program various scientific activities must be summarized under this section to be included with requirements after approval by your consultants in charge of training and academic supervisor (program director).