



**UNIVERSITY OF PISA  
DEPARTMENT OF VETERINARY  
SCIENCES**

Type of document:

**PROCEDURE FOR THE MANAGEMENT OF  
LOGBOOK**

Identification Code: VET-LM5 004

Date: 16/05/2018

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## **0. REVISION MATRIX**

REVISION	TYPE OF ACT	ACT NUMBER	ACT DATE	DESCRIPTION/REPORT TYPE OF MODIFICATION
00	Resolution	43	16/05/2018	First issue
01				
02				
03				
04				
05				



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## **1. AIM**

The procedure aims to define the LogBook management methods. This is a personal training booklet in which all the actions and practical procedures performed by the student during their training course must be reported in order to verify the achievement of the specific teaching objectives.

The LogBook is a tool for verifying and certifying the student's practical preparation, acquired during the training course of the Degree Course (DC) and during the pre-professional training activities.

The LogBook is structured in three parts: the first verifies the acquisition of safety instructions; the second refers to the acquisition of transversal skills and the third relates to the acquisition of professional skills for the various Scientific Disciplinary Sectors (SSD).

## **2. REFERENCE DOCUMENTS, ABBREVIATIONS AND DEFINITIONS**

### **Reference documents:**

- Regulations of the DC in Veterinary Medicine.
- LogBook.
- Manual of Standard Operating Procedure (European Association of Establishments for Veterinary Education).
- Certificate of the Safety Course (pursuant to Legislative Decree 81/08 and the State-Regions Agreement of 21.12.2011).

### **The following terms and abbreviations apply in the procedure:**

- DC: Degree Course
- Teaching Unit: office of the Department that deals with practices relating to teaching.
- Structure: the location where the student carries out the practical activity.
- SSD: Scientific Disciplinary Sector:
  - VET/03: General pathology and Veterinary pathological anatomy
  - VET/04: Inspection of food of animal origin
  - VET/05: Infectious diseases of domestic animals
  - VET/06: Parasitology and Parasitic diseases of animals
  - VET/08: Veterinary medical clinic
  - VET/09: Veterinary surgical clinic
  - VET/10: Obstetrics clinic and Veterinary gynecology
  - AGR/17: General zootechnics and Genetic improvement
  - AGR/18: Nutrition and Animal feed



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- AGR/19: Special zootechnics
- AGR/20: Zoocultures

### **3. RESPONSIBILITY, AUTHORITY AND COMPETENCES**

The figures involved in the procedure are the following:


- The **Teaching Unit** has the task of:
  - consigning the Logbook to the student at the beginning of the 2nd year.
- The **Student** has the task of:
  - collecting the Logbook from the Teaching Unit and looking after it carefully;
  - having the LogBook filled out in all its parts and having the teacher sign each time they carry out a practical activity included among those listed in the LogBook;
  - be aware of the LogBook management procedure of the DC in Veterinary Medicine;
  - following the Safety Course provided by the DC and passing the related exam, before starting the practical activities;
  - consigning the LogBook to the President of the DC at the end of the training course, at the time of the recording of the CFU related to the final pre-professional training.
- The **Professors of the Degree Course of SSD included in the practical activities reported in the Logbook** are responsible of:
  - certifying the skills acquired by the student through the practical activities carried out during the course, by signing the LogBook in the appropriate space;
  - certifying the skills acquired by the student during the pre-professional training by signing the LogBook in the appropriate space.
- The **President of the DC** (or **President of the Professional Practical Training Commission** on the DC President's behalf) :
  - verifying that the student passes the Safety Course and signing the appropriate space in the LogBook;
  - collecting the LogBook when the student arrives for the recording of the Professional Practical Training activity carried out.

### **4. OPERATING MODE**

The process described in this procedure passes through the phases of:

#### **4.1 Consignment of the LogBook to the student**

At the beginning of the 2nd year, the students are called to the Department's Teaching Unit to collect their LogBook and sign the appropriate consignment form.

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#### **4.2 Acquisition of the Safety Course certificate**

At the beginning of the 2nd year, students are required to follow the Safety Course offered by the Department of Veterinary Sciences, taking the related final verification tests and thus obtaining the Certificate of the Safety Course (pursuant to Legislative Decree 81/08 and the State-Regions Agreement of 21.12.2011). The students, after having obtained the Certificate of the Safety Course, have the signature of the President of the DC affixed in the appropriate space in the LogBook.

#### **4.3 Carrying out practical activities and acquiring signatures**

Practical activities are foreseen during the training course, some of which are reported in the LogBook as "transversal skills" or "professional skills"; After having acquired these skills, students have the LogBook signed by the teacher in correspondence with the activity carried out and reported. During the pre-professional training, students are able to acquire additional practical skills, which are certified by the teachers in the LogBook. When pre-professional training is carried out within the structures of the Department, the training coordinator for each SSD confirms the acquisition of these skills by signing the LogBook in the appropriate space. When Professional Practical Training is carried out in structures outside the Department, the Tutor of the host structure confirms the student's acquisition of these skills by filling in a specific evaluation form and the training coordinator verifies the acquisition of these skills, signing the LogBook in the relevant space.

#### **4.4 Consignment of the LogBook at the end of the training activities**

At the end of the pre-professional training activities, at the time of recording the relative CFU, students must consign the LogBook to the President of the DC (or in their place to the President of the Professional Practical Training Commission).

## **5. ATTACHMENTS**

Attachment 1 - LogBook