



Log Book for On-the-Job Training (OJT)
COVID Frontline Worker (Basic Care Support)

Name of Job Role: COVID Frontline Worker (Basic Care Support)

QP Code of Job Role: HSS/Q5104, v1.0

Name of the Candidate:

Name of Healthcare Organization (HCO):

Period of Training (in no. of working days):

From (Date)

To (Date):

Candidate's Signature:

Supervisor Contact Details:

Training Centre Coordinator's Signature:



Definitions

Training Centre Coordinator: The person who may be trainer or administrative personnel from training centre who would be coordinating with healthcare organization for on-job training of candidate.

Head/Supervisor of Healthcare Organization: A Senior Management personnel of healthcare organization, preferably Medical Superintendent or medical director or Department head.

Duty Department: Department of Healthcare Organization where the candidate's duty is being allocated.

Mentor of Duty Department: The technical official of the duty Department under whom the candidate has been allocated for mentorship. The official preferably having 3 years of experience in the technical field.

Supervisor of Duty Department: A senior personnel from the duty department preferably department head/in-charge.

Candidate's Signature:

Supervisor Contact Details:

Training Centre Coordinator's Signature:



Candidate Details:

Name of the Candidate:

Father's/Guardian's Name:

Candidate Enrolment No. (SIP/Aadhaar Last No.)

Training Centre Coordinator Details:

Name, Designation & Contact Details of Training Centre Coordinator: _____

Name & Address of Training Centre: _____

Signature of Training Centre Coordinator: _____

Head/Supervisor of HCO (Healthcare Organization where OJT is undertaken) Details:

Name, Designation & Contact Details of Head/Supervisor at HCO: _____

Name & Address of Healthcare Organization: _____

Signature and seal of Head/Supervisor at HCO: _____

Candidate's Signature:

Supervisor Contact Details:

Training Centre Coordinator's Signature:



Guidelines for filling the Log Book

Objective: To capture the learning experience of candidates, the activities performed by the candidates in different departments of HCO to meet overall outcomes and performances outlined in QP-NOS/Curriculum.

How to fill:

There are 6 Sections:

Daily entries to be made in the log book and signed by candidate and supervisor/mentor/training coordinator.

Section 1: Attendance/Duty Tracker: All columns to be filled by candidate except Supervisor's Remarks

Section 2: Daily Tracker: All columns to be filled by candidate except Supervisor's Comments on Candidate performance, Rating on Scale 0-5, and Supervisor's Sign.

There may be multiple Departments in which candidate has worked for particular element of particular NOS. However, the mentioned columns to be filled by the supervisor of Duty Department with whom he has maximally worked for the particular element in consultation of mentors of all duty departments with whom candidate has worked for particular element of particular NOS.

Section 3: Score Matrix: All columns to be filled by Head/Supervisor of Healthcare Organization (HCO).

Section 4: Snapshots of OJT: Candidate needs to paste the photos, preferably while working in each department/each NOS.

Section 5: Overall Comments/Observations: Sections to be filled by Candidate and Head/Supervisor of Healthcare Organization (HCO).

Section 6: Summary of OJT: Sections to be filled by Candidate, Training Centre Coordinator and Head/Supervisor of Healthcare Organization (HCO).

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Supervisor Contact Details:

Training Centre Coordinator's Signature:



Section 1

Candidate's Signature:

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Training Centre Coordinator's Signature:



Attendance/Duty Tracker

Name of the Candidate:

Name of Job Role: COVID Frontline Worker (Basic Care Support)

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Day	Duty Department	Date	Candidate Signature	Mento/Supervisor's Sign
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

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Supervisor Contact Details:

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Day	Duty Department	Date	Candidate Signature	Mento/Supervisor's Sign
16.				
17.				
18.				
19.				
20.				
21.				
22.				
23.				
24.				
25.				
26.				
27.				
28.				
29.				
30.				

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Day	Duty Department	Date	Candidate Signature	Mento/Supervisor's Sign
31.				
32.				
33.				
34.				
35.				
36.				
37.				
38.				
39.				
40.				
41.				
42.				
43.				
44.				
45.				

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Supervisor Contact Details:

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Day	Duty Department	Date	Candidate Signature	Mento/Supervisor's Sign
46.				
47.				
48.				
49.				
50.				
51.				
52.				
53.				
54.				
55.				
56.				
57.				
58.				
59.				
60.				

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61.				
62.				
63.				
64.				
65.				
66.				
67.				
68.				
69.				
70.				
71.				
72.				
73.				
74.				
75.				

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76.				
77.				
78.				
79.				
80.				
81.				
82.				
83.				
84.				
85.				
86.				
87.				
88.				
89.				
90.				

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Section 2

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Daily Tracker

(Separate sheet to be used each day)

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Number of patients/ cases observed: 50/50	
Name of Equipment used:	
Candidate's Observation/ Learning:	
Supervisor's Name and Designation (who is rating this element):	
Supervisor's Comments on Candidate's performance:	
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Supervisor's Comments on Candidate's performance:	
*Rating on Scale 0-5	Supervisor's Signature:

***Rating Scale: 5: Excellent (100%), 4: Very Good (90%), 3: Good (70%), 2: Average (50%), 1: Below Average (25%), 0: Poor (0%)**

Candidate's Signature:

Supervisor Contact Details:

Training Centre Coordinator's Signature:



Daily Tracker

(Separate sheet to be used each day)

Name of the Candidate (Candidate ID):

Day & Date: 30/08/2021

Course: COVID Frontline Worker (Basic Care Support)

Today's activity aligned to NOS (National Occupational Standards) title:

Name of Duty Department/s visited and their Mentor/s:	
Number of patients/ cases observed: 50/50	
Name of Equipment used:	
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Candidate's Signature:

Supervisor Contact Details:

Training Centre Coordinator's Signature:



Section 3

Candidate's Signature:

Supervisor Contact Details:

Training Centre Coordinator's Signature:



Score Matrix

Name of the Candidate: _____

Name of Job Role: COVID Frontline Worker (Basic Care Support)

QP Code of Job Role: HSS/Q5104, v1.0

Name & Contact Details of Head/Supervisor at HCO: _____

NOS Title & Code	Maximum OJT Marks Allotted	*Average Rating on Scale 0-5 by Supervisor	Marks obtained	Signature of Head/ Supervisor of HCO	Remarks of Head/ Supervisor of HCO
HSS/N9622: Follow Sanitization and Infection Control Guidelines	2				
HSS/N5134: Transferring patients and their samples, drugs, documents within the hospital & Bridge Modules	18				
HSS/N5115 Carry out last office (death care)	10				
HSS/N5135. Provide support in routine activities of in-patient department	40				

***Rating Scale: 5: Excellent (100%), 4: Very Good (90%), 3: Good (70%), 2: Average (50%), 1: Below Average (25%), 0: Poor (0%)**

Candidate's Signature:

Supervisor Contact Details:

Training Centre Coordinator's Signature:



Score Matrix

Name of the Candidate: _____

Name of Job Role: **COVID Frontline Worker (Basic Care Support)**

QP Code of Job Role: HSS/Q5104, v1.0

Name & Contact Details of Head/Supervisor at HCO: _____

	Maximum OJT Marks Allotted	Marks obtained	Signature of Head/ Supervisor of HCO	Remarks of Head/ Supervisor of HCO
Grand Total	70			

Candidate's Signature:

Supervisor Contact Details:

Training Centre Coordinator's Signature:



Section 4

Candidate's Signature:

Supervisor Contact Details:

Training Centre Coordinator's Signature:



Snapshots during OJT

A large, empty rectangular box with a black border, intended for the candidate to provide snapshots during their On-the-Job Training (OJT).

Candidate's Signature:

Supervisor Contact Details:

Training Centre Coordinator's Signature:



Snapshots during OJT

A large, empty rectangular box with a black border, intended for the candidate to provide snapshots during their On-the-Job Training (OJT).

Candidate's Signature:

Supervisor Contact Details:

Training Centre Coordinator's Signature:



Snapshots during OJT

A large, empty rectangular box with a black border, intended for the candidate to provide snapshots during their On-the-Job Training (OJT).

Candidate's Signature:

Supervisor Contact Details:

Training Centre Coordinator's Signature:



Snapshots during OJT

A large, empty rectangular box with a black border, intended for the candidate to provide snapshots during their On-the-Job Training (OJT).

Candidate's Signature:

Supervisor Contact Details:

Training Centre Coordinator's Signature:



Section 5

Candidate's Signature:

Supervisor Contact Details:

Training Centre Coordinator's Signature:



Overall Learning Notes from Candidate

Overall Comments/Observation from Head/Supervisor of HCO

Candidate's Signature:

Supervisor Contact Details:

Training Centre Coordinator's Signature:



Section 6

Candidate's Signature:

Supervisor Contact Details:

Training Centre Coordinator's Signature:



Name of the Candidate: XYZ

Name of Job Role: COVID Frontline Worker (Basic Care Support)

QP Code of Job Role: _ HSS/Q5104, v1.0

Name & Address of Training Centre:

Name & Address of Healthcare Organization (HCO) where OJT had taken place:

Total Marks Obtained for OJT: _____

Signature of Candidate: _____

Signature of Head/Supervisor of Healthcare Organization: _____

Signature of Training Centre Coordinator: _____

Signature of External Assessor (during Summative Assessment): _____

Remarks of External Assessor: _____

Note: The OJT marks may/may not be reflected on final mark sheet separately.

Candidate's Signature:

Supervisor Contact Details:

Training Centre Coordinator's Signature: