

National Ophthalmology Training & Education Database (NOTeD)

User Guide

Helpdesk support

Office hour: Mon – Fri 9am to 8pm (excl Public Holiday)

Tel: +(603) 4041 8615 / 4051 2296

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Off office hour, please contact:

Email: reg.support@altussolutions.com.my

NOTeD Application Logbook

Form Symbols & Field Guidelines

o These symbols and fields are commonly found in forms. Their explanations are provided below.

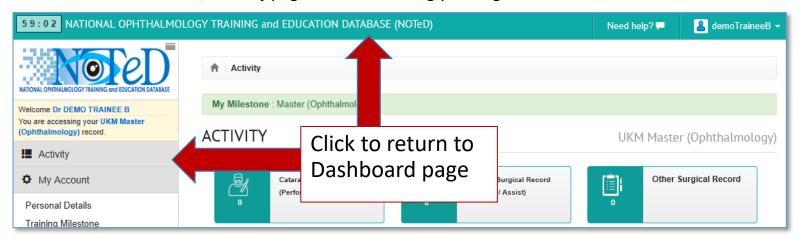
Symbol / Element	Meaning
Red Asterisk *	Field is mandatory – must be filled before saving
Radio Button / round button 2	Single-choice option – only one can be selected in the group
Checkbox / square button 2	Multiple choices allowed – select one or more options if applicable
Save Button	Form must be saved without errors for the record to be successfully stored

• Notes:

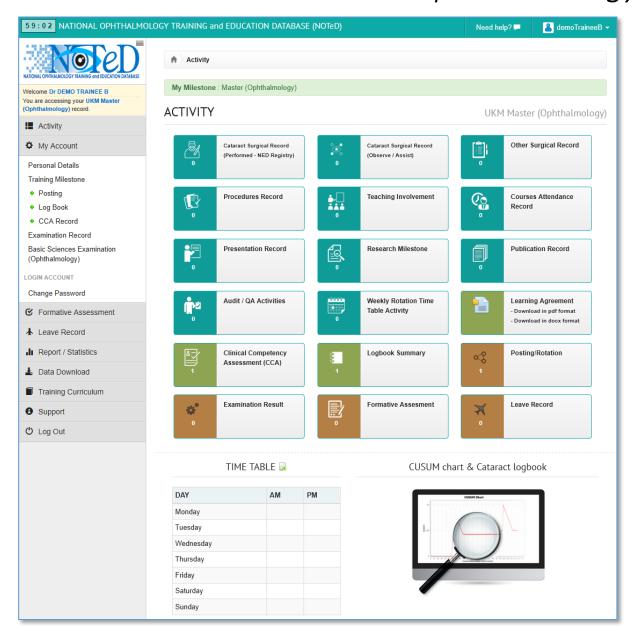
- All mandatory fields must be completed.
- If there are validation errors (e.g., missing required fields), the form will not be saved.
- Ensure correct selections are made based on the field type (single vs multiple choice).

Logbook Activities

o Return to the **Dashboard/Activity** page to start entering your logbook entries.

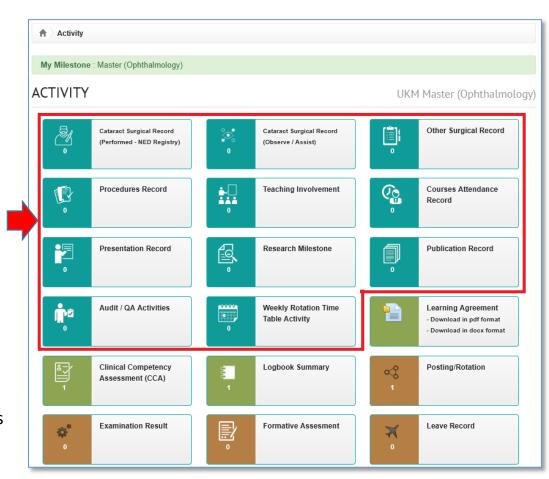


Logbook Activities Sample Dashboard — Master's-Level Ophthalmology Trainee



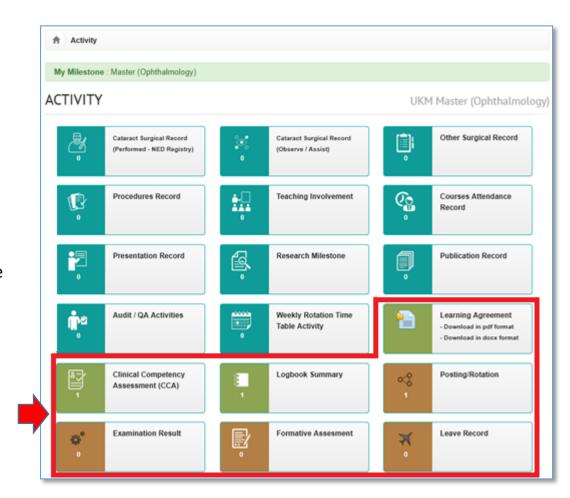
Logbook Activities

- Click on the **main menu** of the **Logbook Activities** to begin entering your data.
- The available activity log types include:
 - Surgical & Procedural Records
 - Cataract Surgical Record (Performed) Linked to NED Registry
 - Cataract Surgical Record (Observed / Assisted)
 - Other Surgical Record
 - Procedures Record
 - Academic Activities
 - Teaching Activities
 - Course Attendance Record
 - Presentation Record
 - Research Milestone
 - Publication Record
 - 🍓 Administrative / Planning Activities
 - Weekly Rotation Timetable Activity
 - Audit / Quality Assurance (QA) Activities



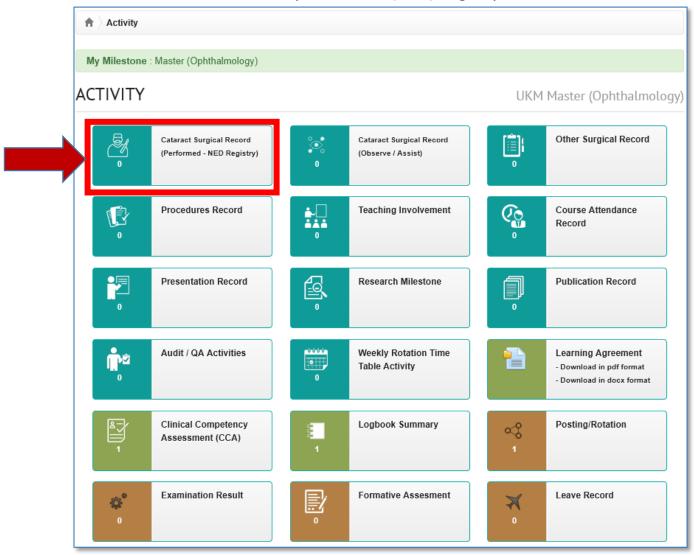
Training & Assessment Records

- The available training and assessment record types include:
 - Learning Agreement
 - A training agreement between the supervisor and trainee
 - Clinical Competency Assessment (CCA)
 - Ongoing evaluation of clinical skills
 - Posting / Rotation
 - Record of clinical rotations
 - Examination Result
 - Summative assessment outcomes
 - Formative Assessment
 - Continuous performance feedback
 - Leave Record
 - Administrative record of trainee leave



Cataract Surgical Record (Performed)

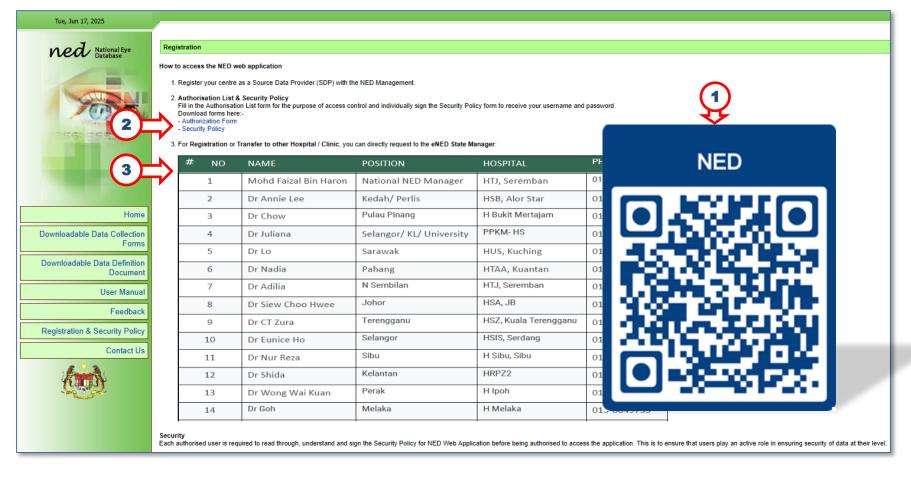
- On the Activity dashboard, click icon "Cataract Surgical Record (Performed NED Registry)" to view operation you have performed.
- This record will be entered via the National Eye Database (NED) Registry.



Cataract Surgical Record (Performed) First-time setup: Link to NED account

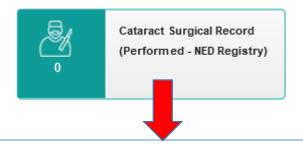
If you don't have a NED account:

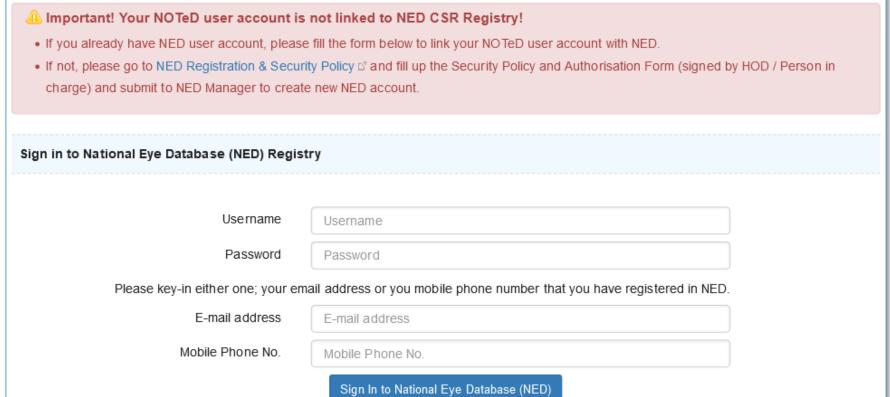
- Visit: https://www.macr.org.my/ened/fwbPage.jsp?fwbPageId=zAu-security-practices
- 2. Complete the Security Policy and Authorisation Form (must be signed by HOD/person in charge).
- 3. Submit the form to your eNED State Manager.



Cataract Surgical Record (Performed) **First-time setup**: Link to NED account

If you already have a NED account, fill in the form to link your NOTeD user account with NED.

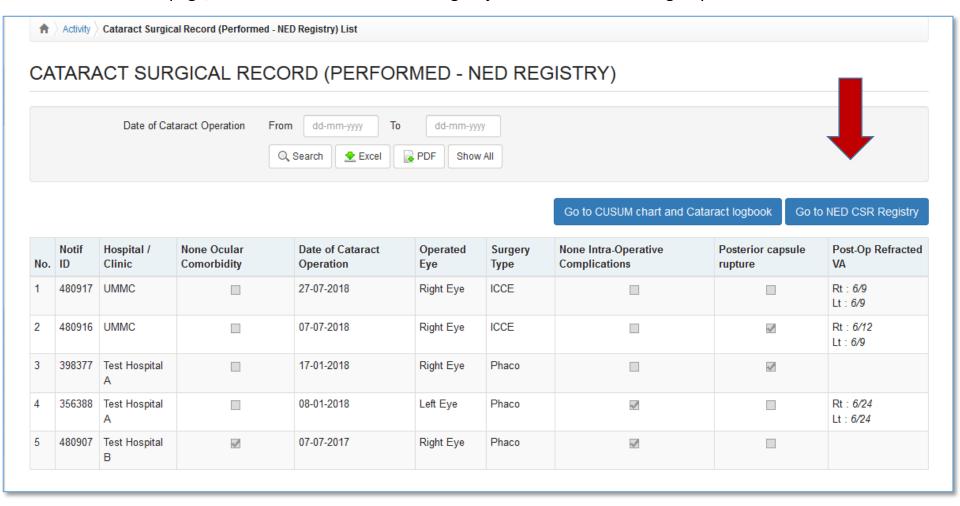




Cataract Surgical Record (Performed) First-time setup: Link to NED account - successful

Once Linked

- o The system will display your **cataract surgery cases** where you are listed as the surgeon.
- o On the list page, click button "Go to NED CSR Registry" to access the NED Registry via NOTeD.



Cataract Surgical Record (Performed) Accessing NED CSR Registry via NOTeD

Menu Items available:

- o **Back to NOTeD** Return to the NOTeD system.
- New Patient Add a new patient record in NED.
- My Patient List View list of patients where you are recorded as the surgeon.
- My Centre Patient List View all patients in your hospital/centre during your current posting rotation.

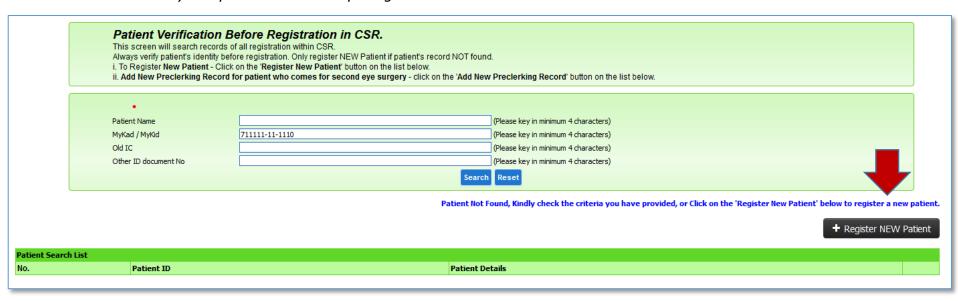


Cataract Surgical Record (Performed) Accessing NED CSR Registry – Search Patient

- 1. On the top menu, click "New Patient" menu to start searching for the patient before registration.
 - → This helps avoid creating duplicate entries in NED.



- 2. If patient is not found, click "Register New Patient" to begin with the Pre-Clerking form.
 - 1 Note: Surgeons no longer allowed to update or add their own CSR **Operative** and **Outcome** forms. This measure ensures accountability and prevents data tampering.

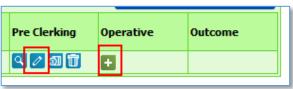


Cataract Surgical Record (Performed) Accessing NED CSR Registry – Add / Update record

- 3. If the patient is found, check if the existing record matches the surgery you want to enter:
 - If yes, and if you have edit access, click Edit (pencil icon) to continue updating the Pre-Clerking, Operative, or Outcome forms.



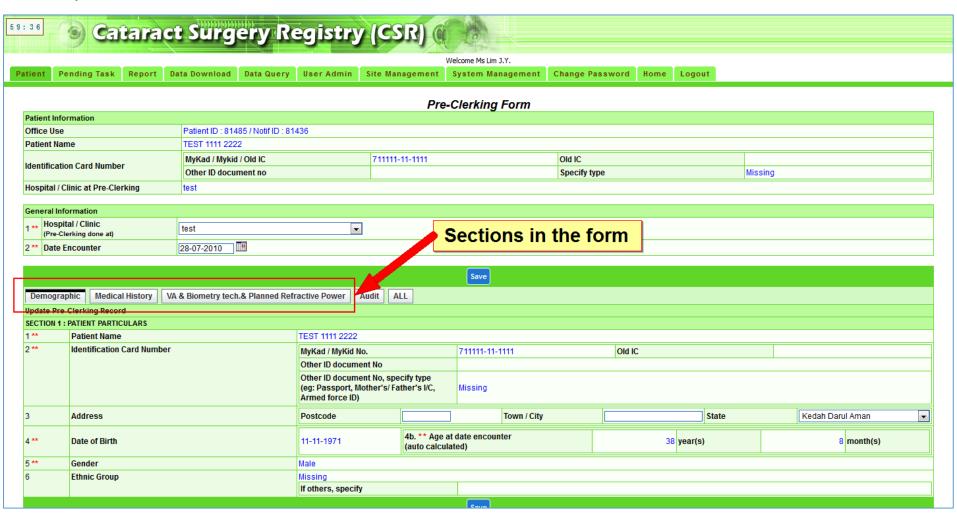
If the Operative or Outcome form is still empty, and if you have add access, click Add (plus icon) to complete
the record.



4. If you wish to add new surgery for the same patient, click + ADD NEW Prederking Record

Cataract Surgical Record (Performed) Accessing NED CSR Registry — Pre-Clerking Form

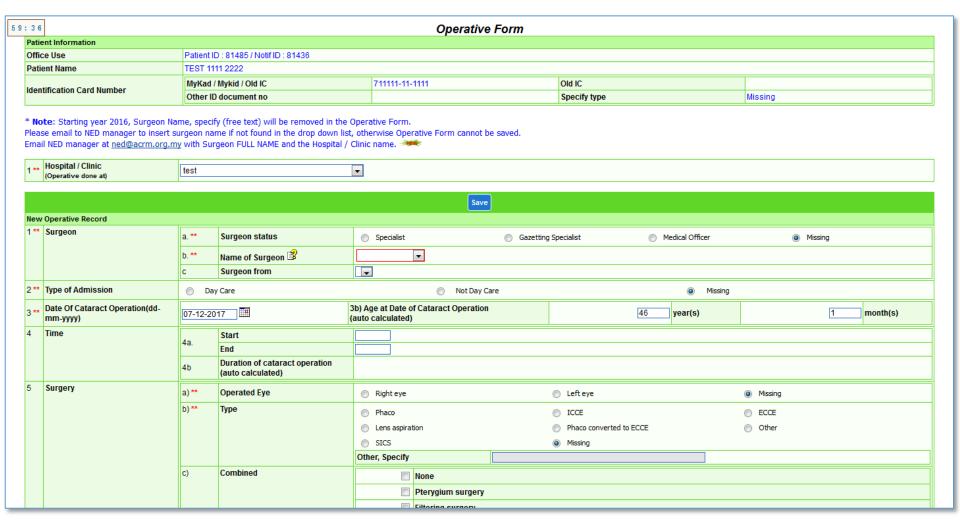
Complete the form and click Save.



Cataract Surgical Record (Performed) Accessing NED CSR Registry – Operative Form

Complete the form and click Save.

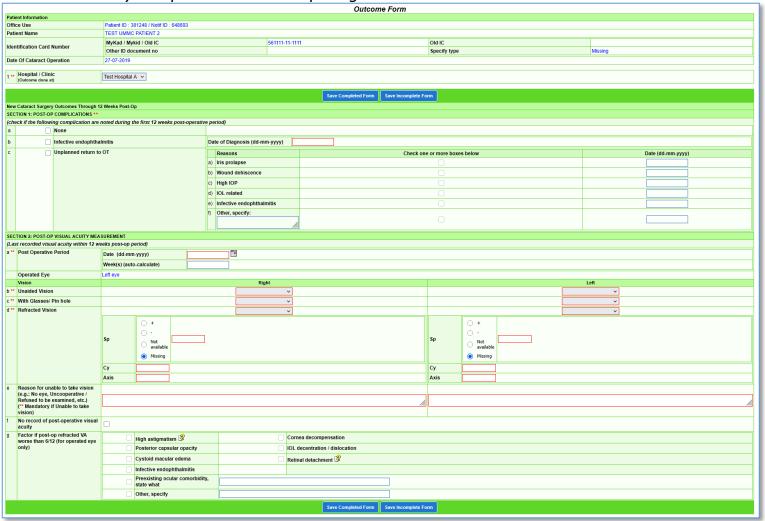
⚠ Note: Surgeons no longer allowed to update or add their own CSR **Operative** and **Outcome** forms. This measure ensures accountability and prevents data tampering.



Cataract Surgical Record (Performed) Accessing NED CSR Registry – Outcome Form

Complete the form and click Save.

⚠ Note: Surgeons no longer allowed to update or add their own CSR **Operative** and **Outcome** forms. This measure ensures accountability and prevents data tampering.



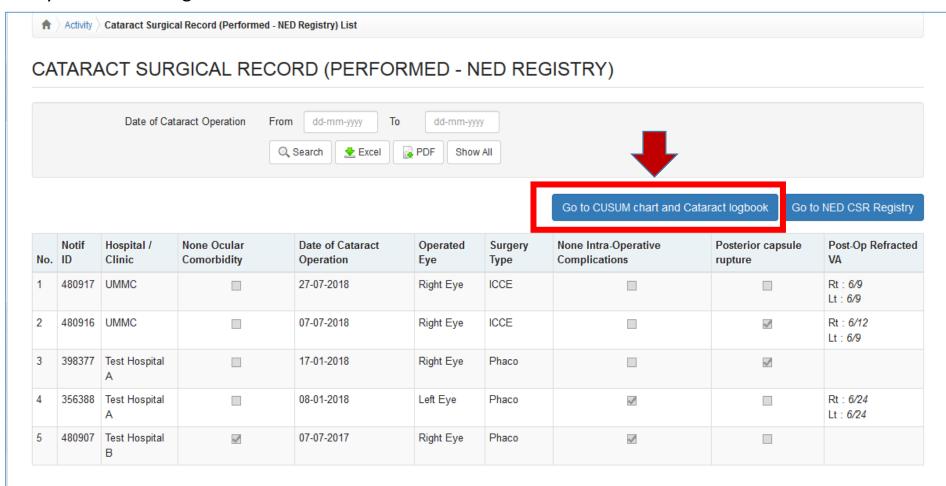
Cataract Surgical Record (Performed) Accessing NED CSR Registry via NOTeD — Back to NOTeD

■ On the top menu, click "Back to NOTeD" to return back to the NOTeD system.



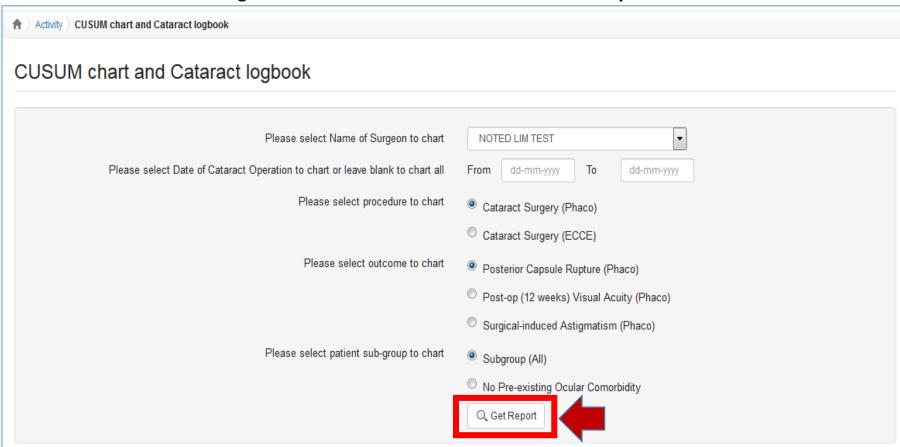
Cataract Surgical Record (Performed) CUSUM chart

 On the list page, click button "Go to CUSUM chart and Cataract logbook" to go to CUSUM chart and your Cataract logbook.



Cataract Surgical Record (Performed) CUSUM chart

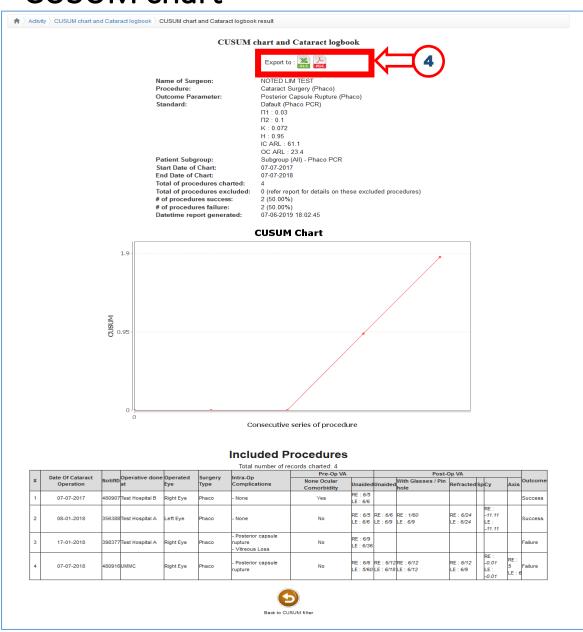
Select criteria for viewing the CUSUM chart and click button "Get Report".



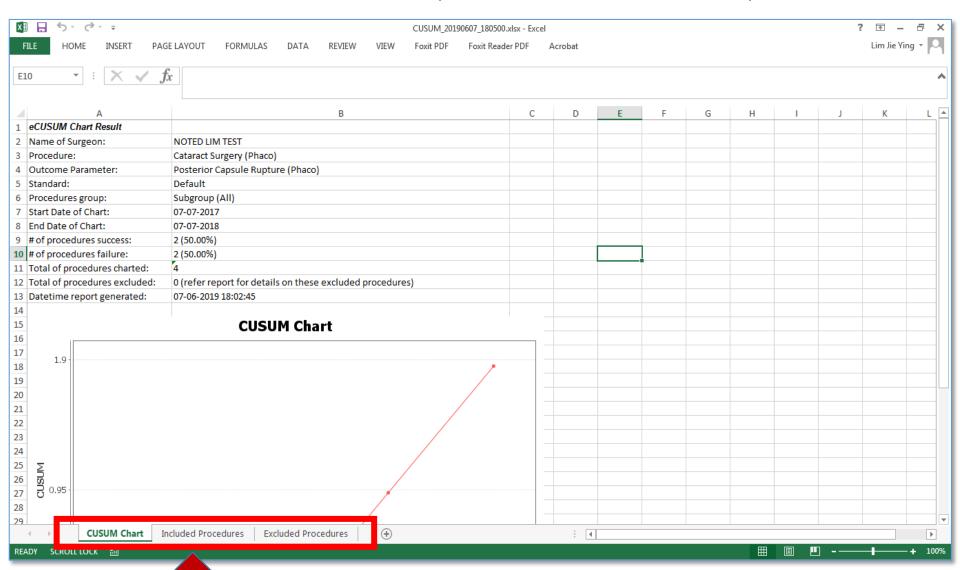
Cataract Surgical Record (Performed) **CUSUM chart**

- View the CUSUM chart
- Click is icon to export to Excel or PDF respectively.

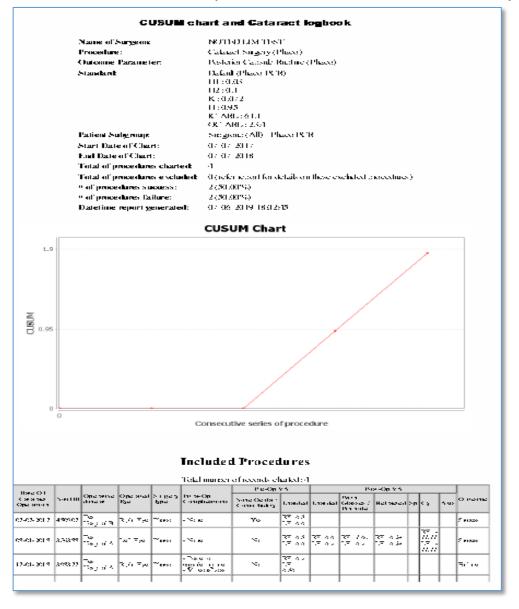




Cataract Surgical Record (Performed) CUSUM chart – exported Excel file sample



Cataract Surgical Record (Performed) CUSUM chart – exported PDF file sample



Cataract Surgical Record (Performed) **Logbook Activities** – Count Label Explanation

On the Logbook Activities dashboard icon, the count label (e.g. 4/7) indicates:

- First number (4): Number of operative records linked to your current posting(s) under the relevant program (e.g. Master of Ophthalmology).
- **Second number (7)**: Total number of records in the National Eye Database (NED) where you are listed as the surgeon in the Operative Form.



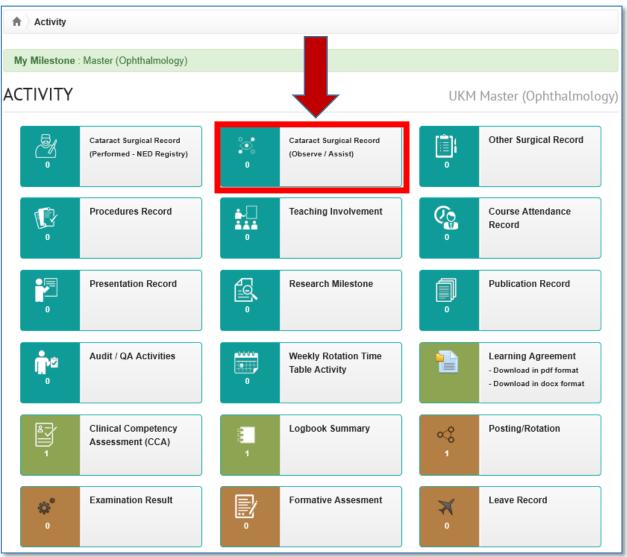
Cataract Surgical Record (Observed / Assisted)

■ On the *Activity* dashboard, click icon



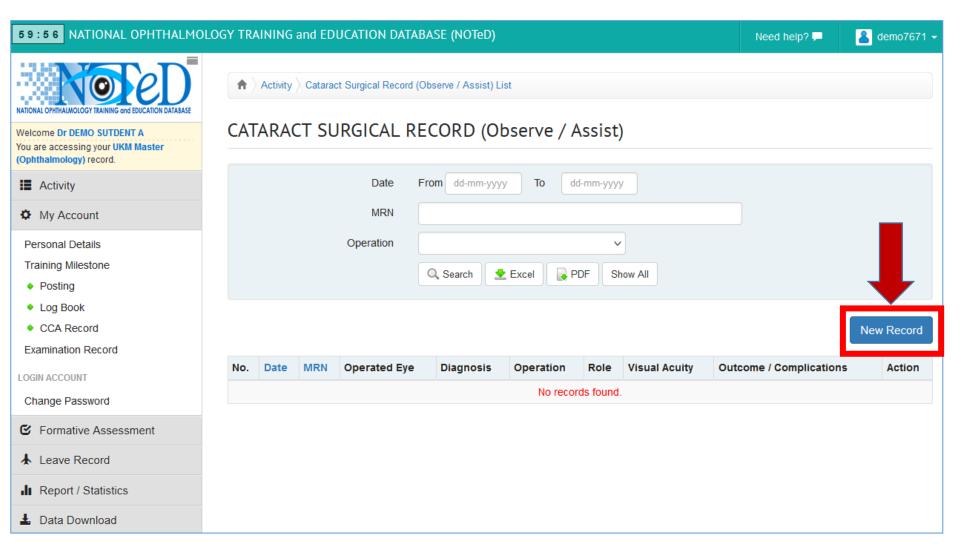
to view / update / add Cataract

Surgical Record which you have *supervised / observed / assisted / emergency*.



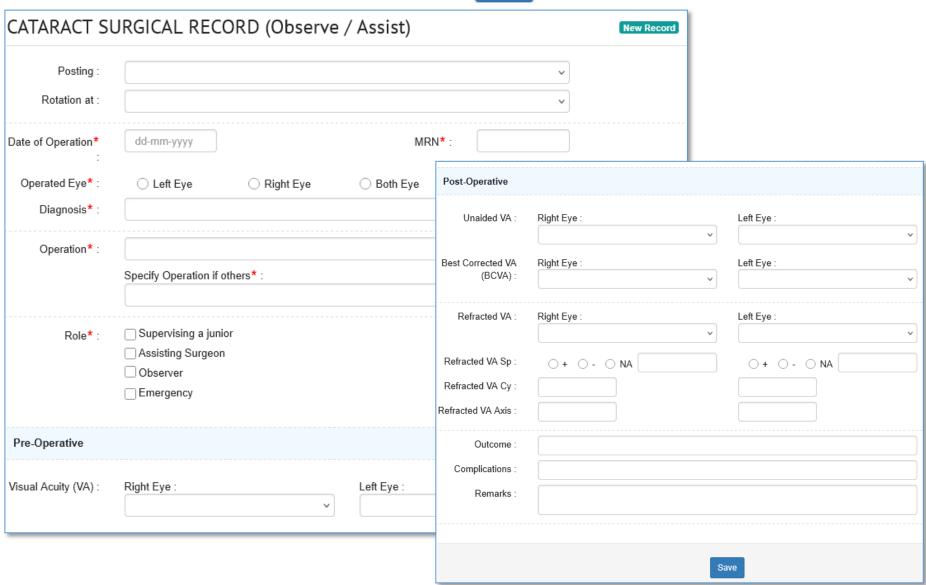
Cataract Surgical Record (Observed / Assisted)

 On the list page, click button "New Record" to add new cataract surgical record which you have supervised / observed / assisted / emergency.



Cataract Surgical Record (Observed / Assisted) - Form

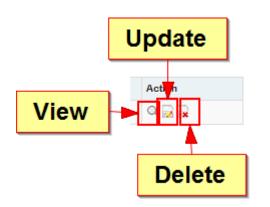
■ Complete the Cataract Surgical Record form and click Save

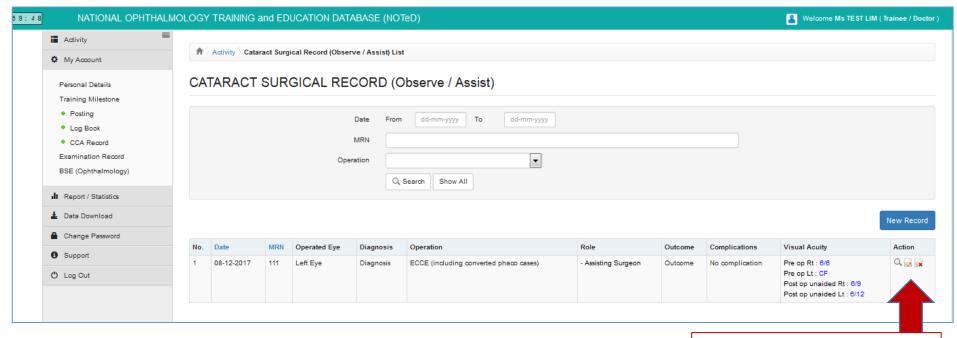


Cataract Surgical Record (Observed / Assisted) - List

Depending on your access level, you may see the following buttons in the Action column if a record is available:

- Click the View button to view an existing record.
- Click the Edit button to update an existing record.
- Click the **Delete** substitution to remove an existing record.





Action column

View / Update / Delete

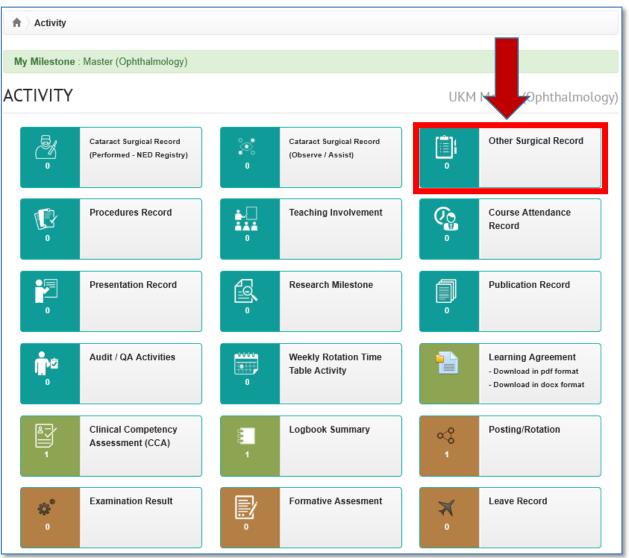
Other Surgical Record

■ On the *Activity* dashboard, click icon



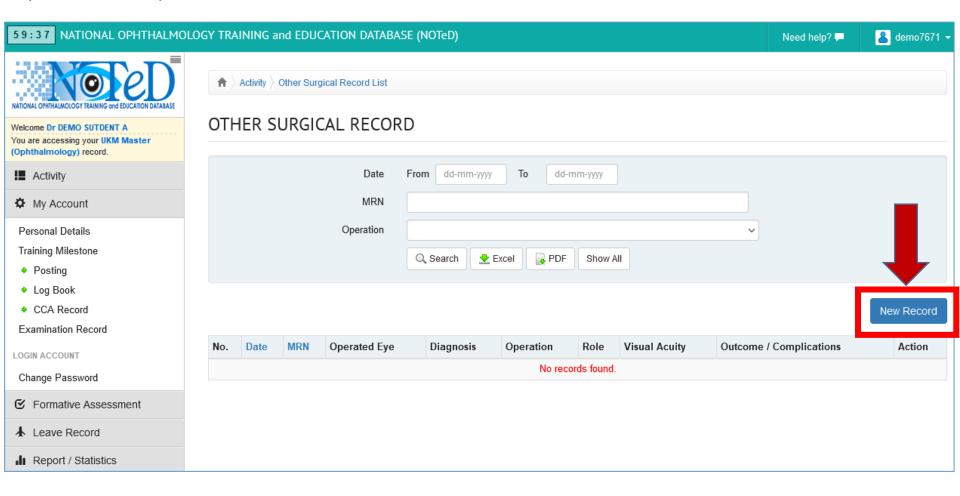
to view / update / add Other

Non-Cataract Surgical Record which you have *performed / supervised / observed / assisted*.



Other Surgical Record

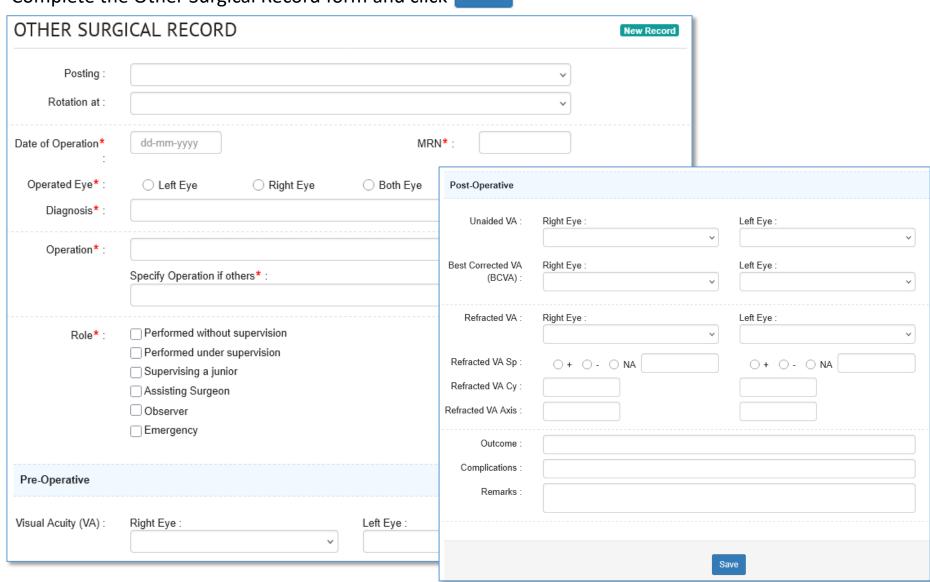
• On the list page, click button "**New Record**" to add new cataract surgical record which you have performed / supervised / observed / assisted.



Other Surgical Record - Form

Save

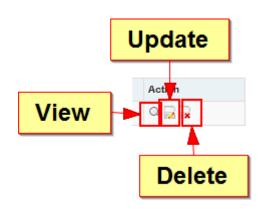
Complete the Other Surgical Record form and click

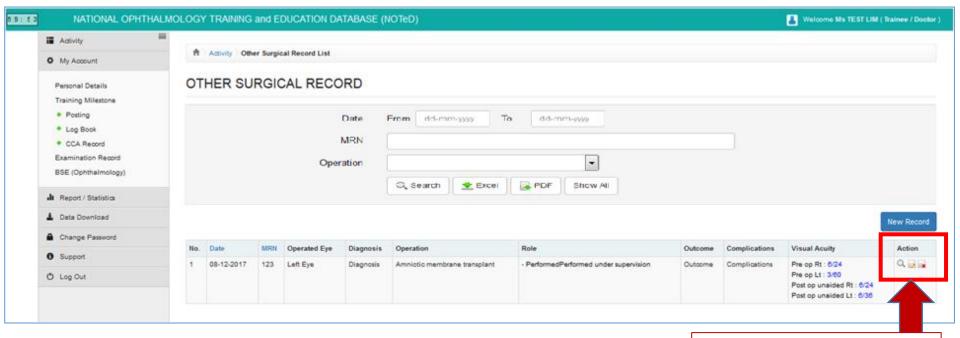


Other Surgical Record - List

Depending on your access level, you may see the following buttons in the Action column if a record is available:

- Click the View button to view an existing record.
- Click the Edit button to update an existing record.
- Click the **Delete** substitution to remove an existing record.





Action column

View / Update / Delete

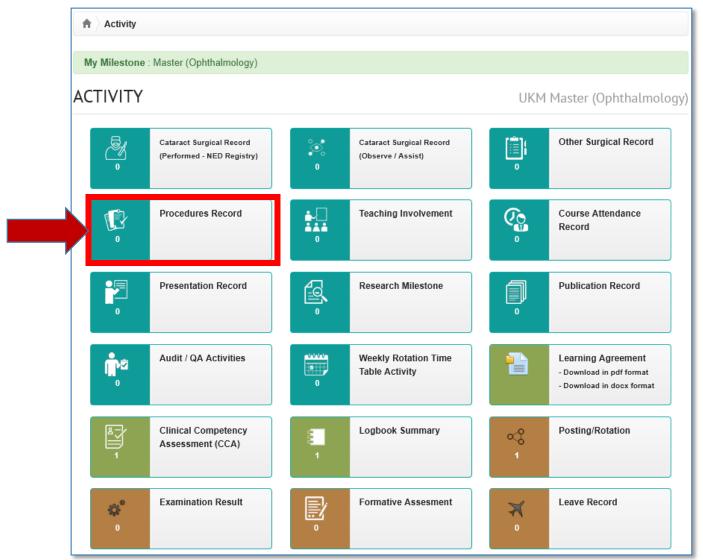
Procedures Record

On the Activity dashboard, click icon



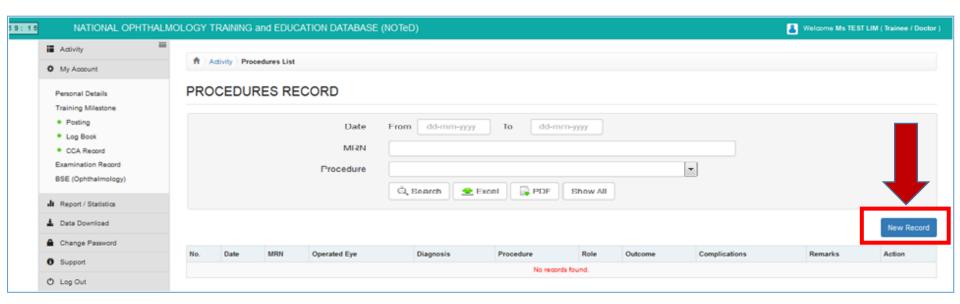
to view / update / add Procedures

Record which you have performed / supervised / observed / assisted.



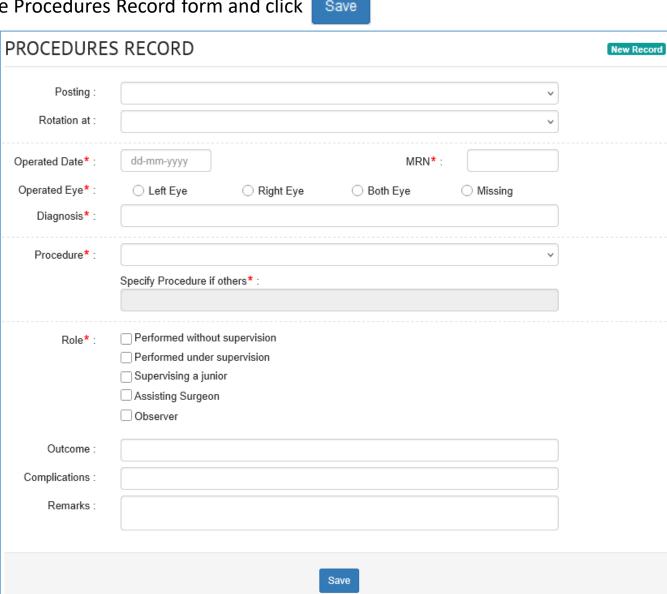
Procedures Record

 On the list page, click button "New Record" to add new cataract surgical record which you have performed / supervised / observed / assisted.



Procedures Record - Form

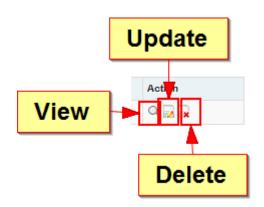
■ Complete the Procedures Record form and click Save



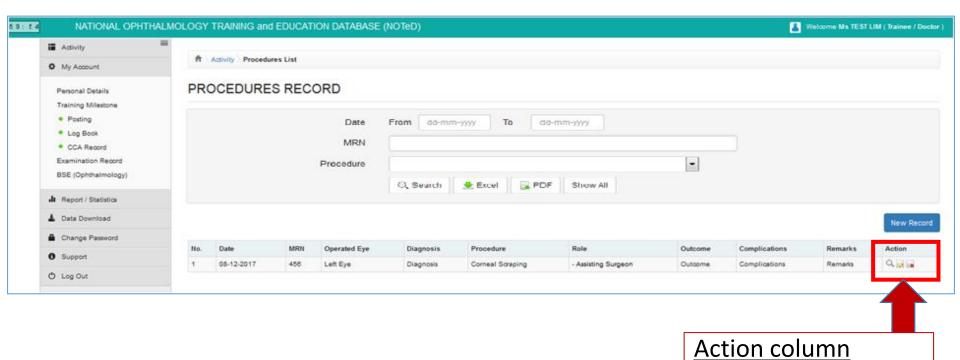
Procedures Record - List

Depending on your access level, you may see the following buttons in the Action column if a record is available:

- Click the View button to view an existing record.
- Click the Edit button to update an existing record.
- Click the **Delete** substitution to remove an existing record.



View / Update / Delete

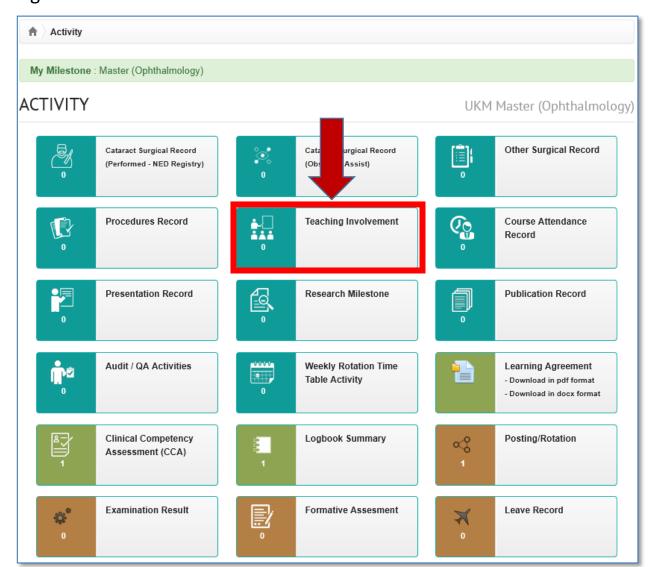


Teaching Involvement

 On the Activity dashboard, click icon your Teaching involvement Records.

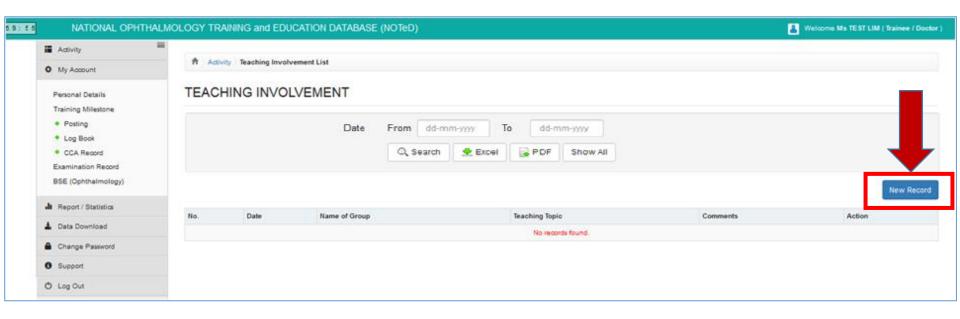


to view / update / add



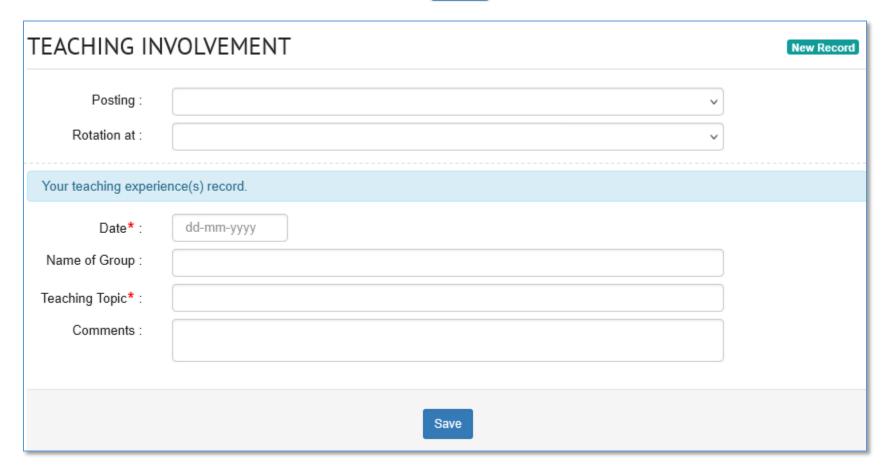
Teaching Involvement

■ On the list page, click button "New Record" to add your new teaching involvement record.



Teaching Involvement - Form

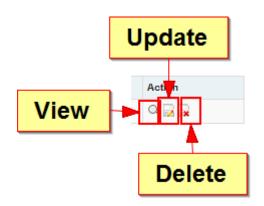
■ Complete the teaching involvement form and click Save

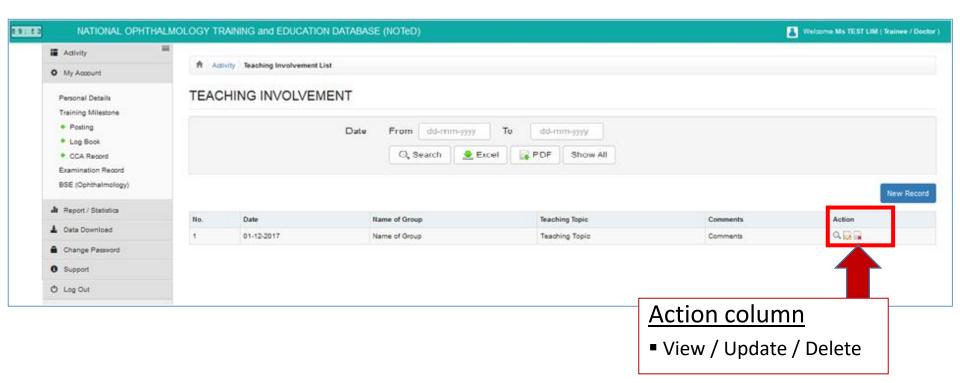


Teaching Involvement - List

Depending on your access level, you may see the following buttons in the Action column if a record is available:

- Click the View button to view an existing record.
- Click the Edit button to update an existing record.
- Click the **Delete** substitution to remove an existing record.



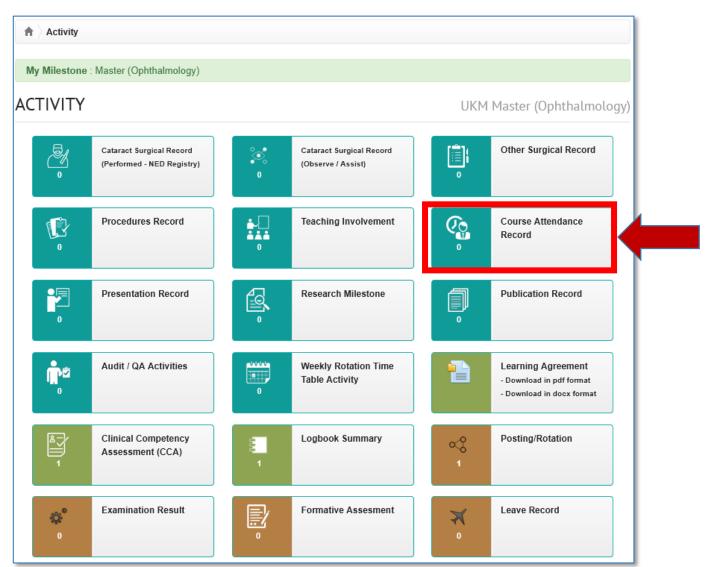


Course Attendance Record

On the Activity dashboard, click icon
 Course Attendance Records.

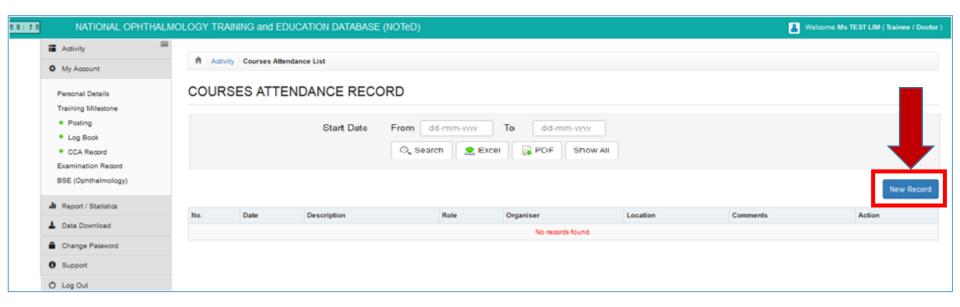


to view / update / add your



Course Attendance Record

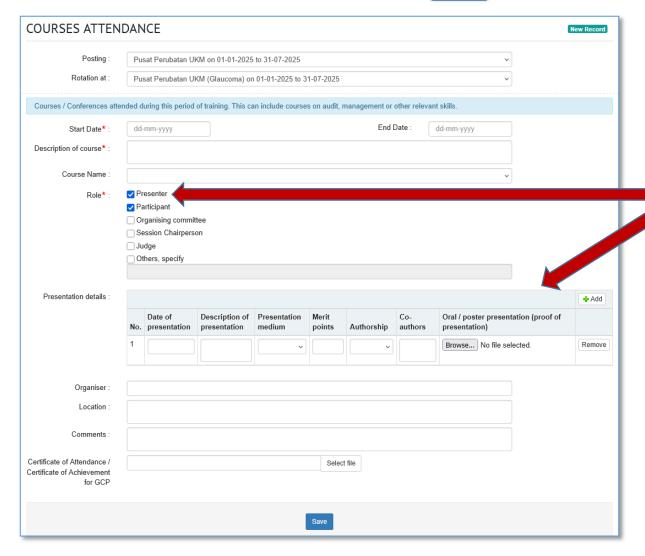
■ On the list page, click button "New Record" to add your new course attendance record.



Course Attendance Record - Form

Complete the course attendance form and click





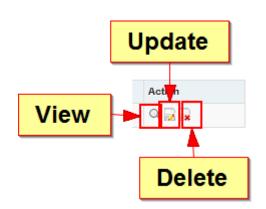
Presenter

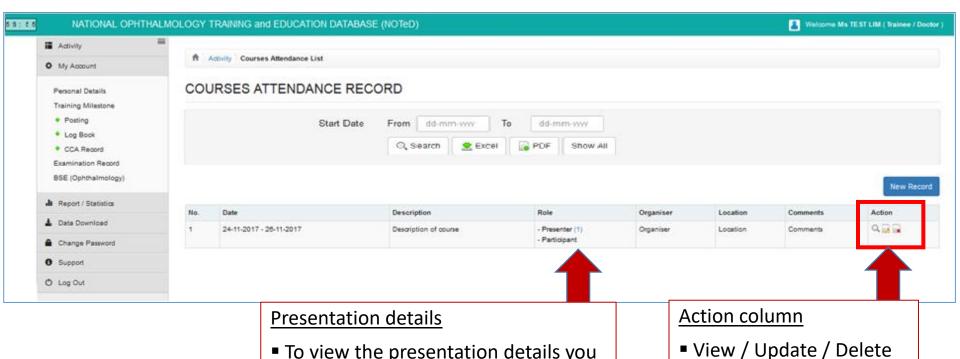
- •If you are the presenter, select the **Presenter** role and complete the **Presentation Details** section.
- •Once saved, the presentation will appear in the **Presentation Record** list.

Course Attendance Record - List

Depending on your access level, you may see the following buttons in the Action column if a record is available:

- Click the View button to view an existing record.
- Click the Edit button to update an existing record.
- Click the **Delete** substitution to remove an existing record.





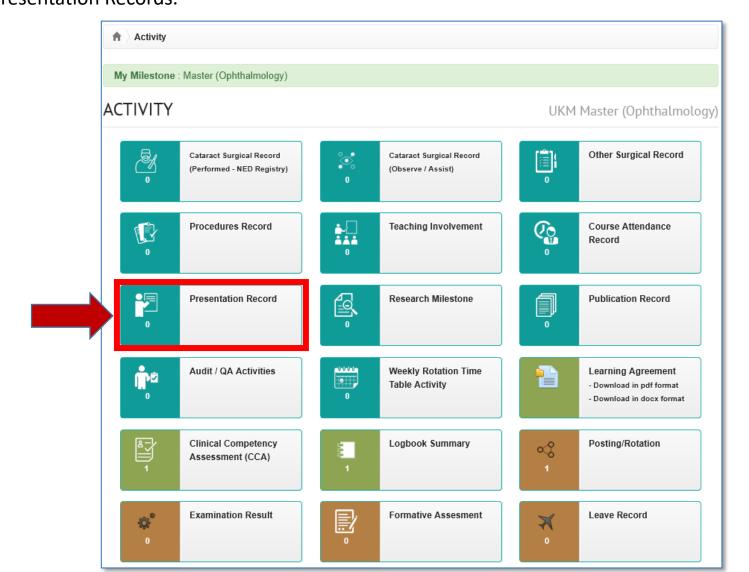
■ To view the presentation details you have entered as a Presenter, click the blue count link located next to the

Presenter role.

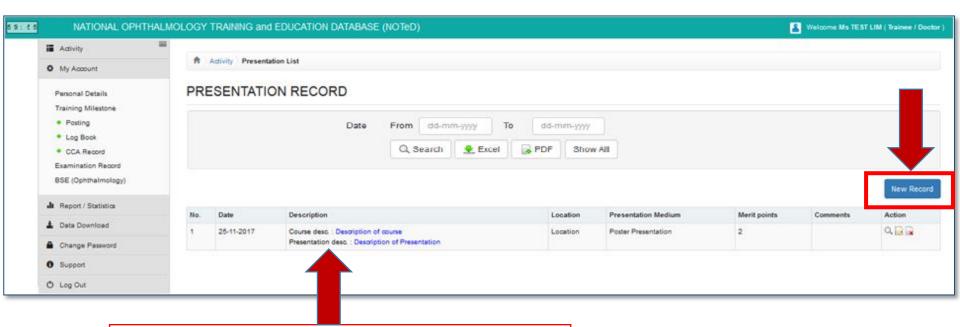
On the Activity dashboard, click icon
 Presentation Records.



to view / update / add your



- If you entered your presentation record via the Course Attendance page, it will appear in the
 Presentation Record list.
- On the list page, click button "New Record" to add new presentation record.

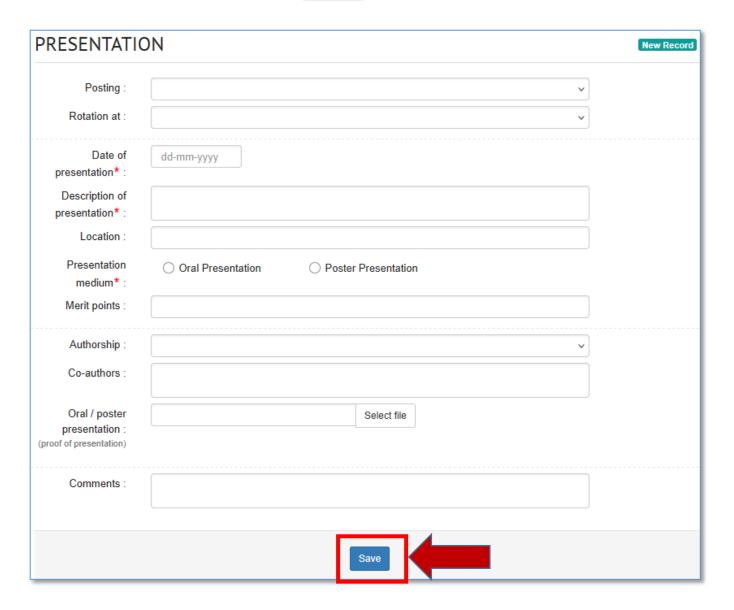


Presentation Record from Course Attendance

Presentation records entered through the **Course Attendance Record** will also appear in the **Presentation Record** list.

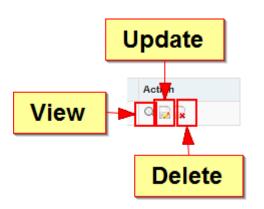
Complete the Presentation Record form and click

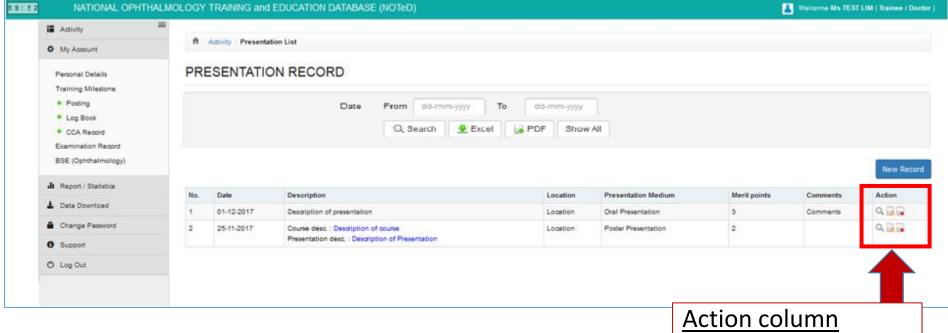




Depending on your access level, you may see the following buttons in the Action column if a record is available:

- Click the View button to view an existing record.
- Click the Edit button to update an existing record.
- Click the **Delete** substitution to remove an existing record.



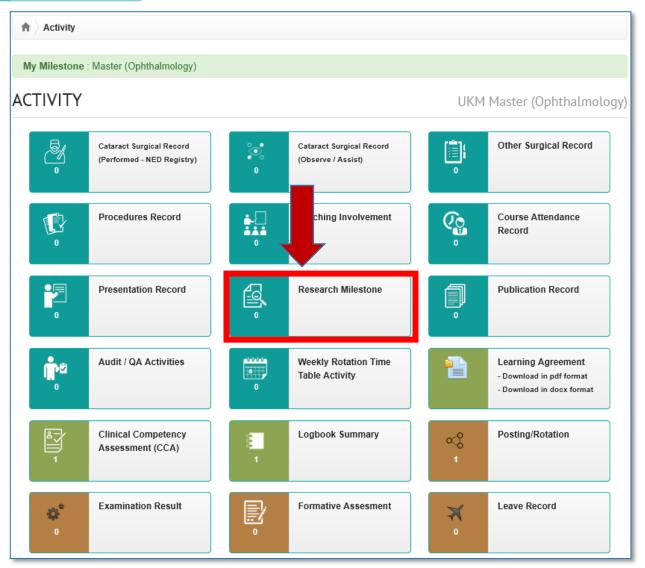


View / Update / Delete

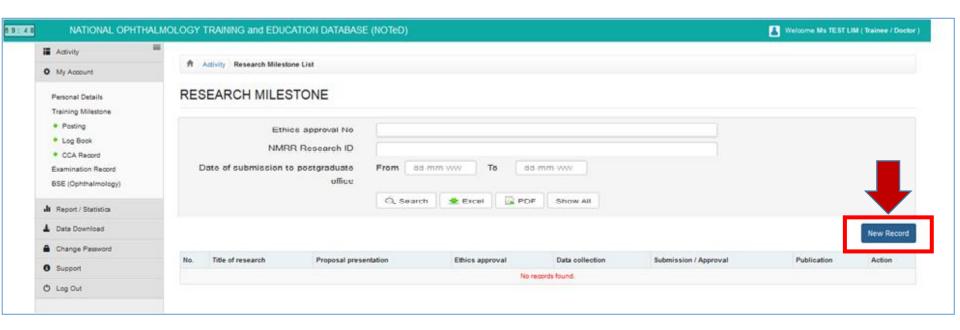
Click

Research Milestone

to view/update/add your research milestone Record.



■ On the list page, click button "New Record" to add new research milestone record.

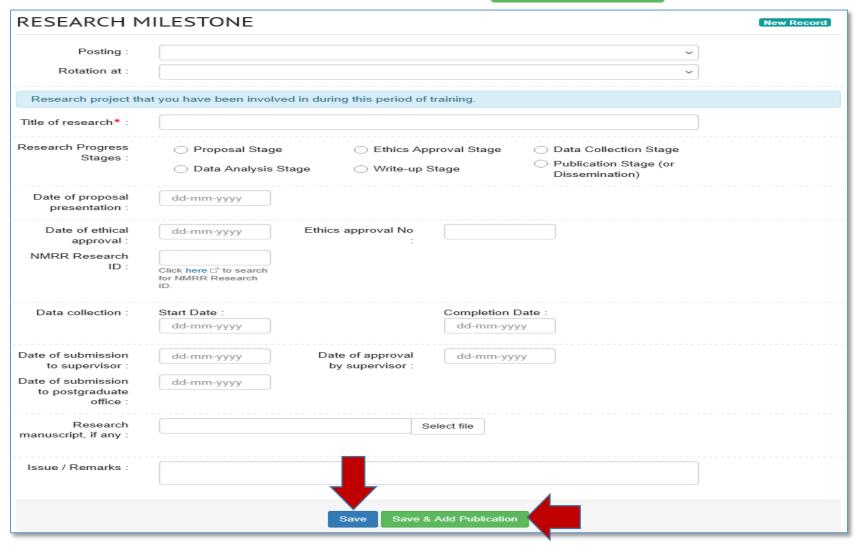


■ Complete the Research Milestone Record form and click



If there are any publication from the research, please click

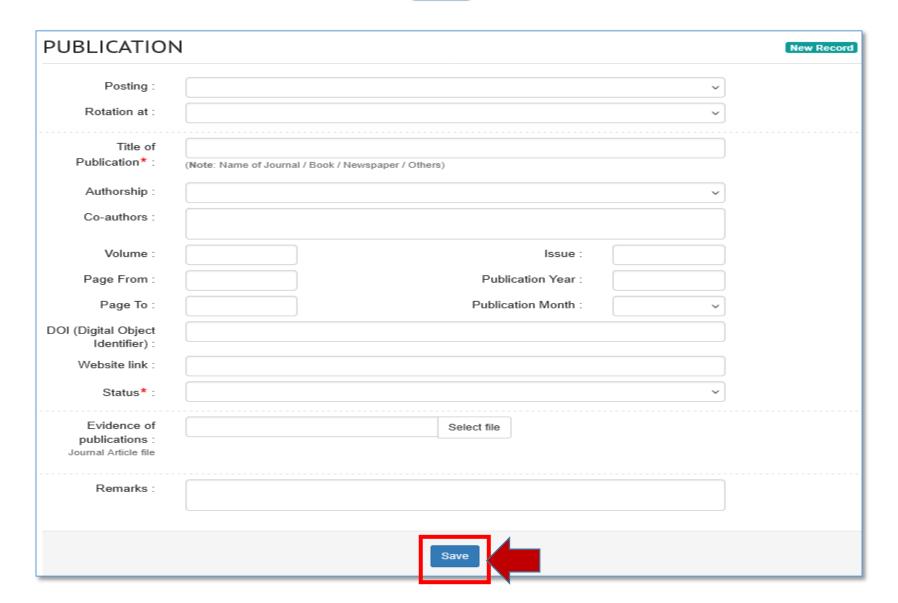
Save & Add Publication



Research Milestone – add Publication

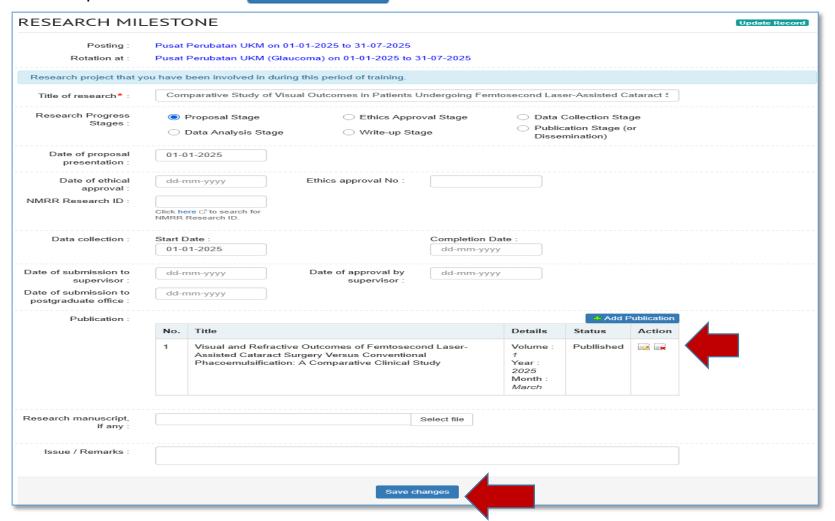
Complete the Publication Record form and click





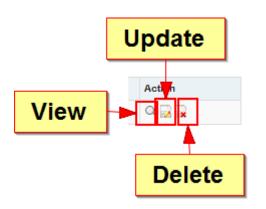
■ Review and save Research Milestone form and click Save changes

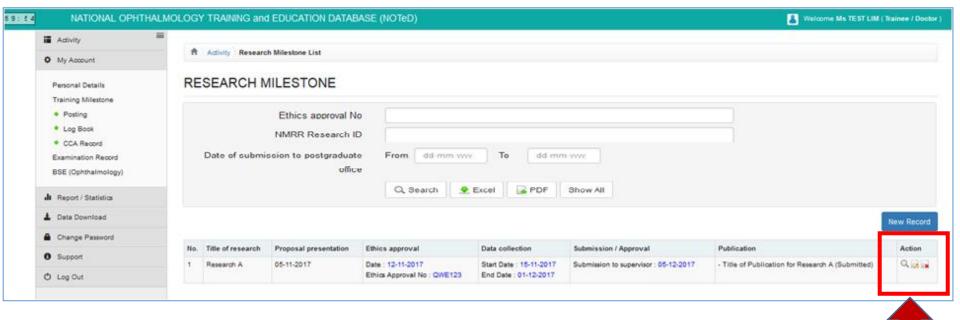
Click button to update existing publication record, button to delete existing publication record or to add new publication record Add Publication



Depending on your access level, you may see the following buttons in the Action column if a record is available:

- Click the View button to view an existing record.
- Click the Edit button to update an existing record.
- Click the **Delete** substitution to remove an existing record.





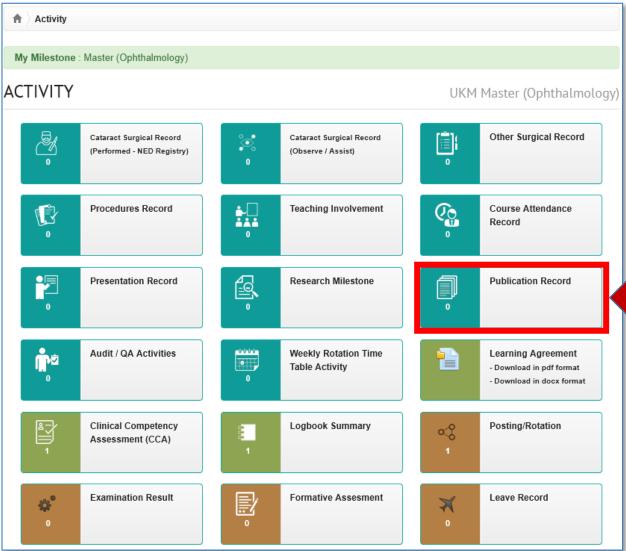
Action column

View / Update / Delete

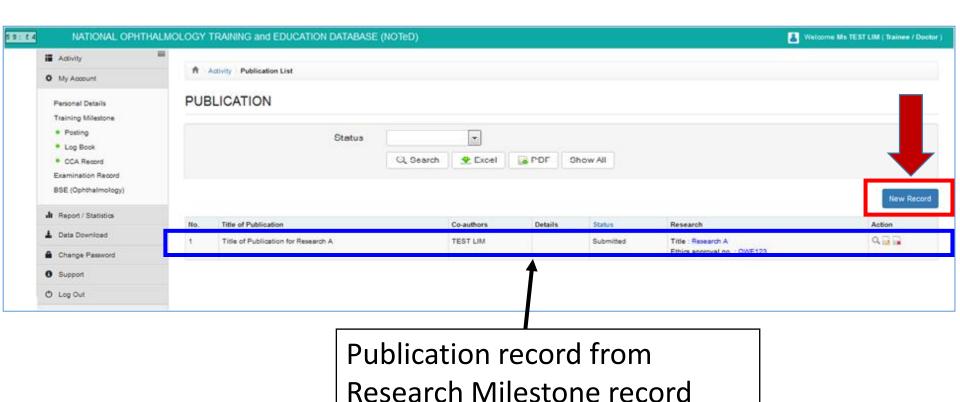
Click



to view/update/add your publication Records.

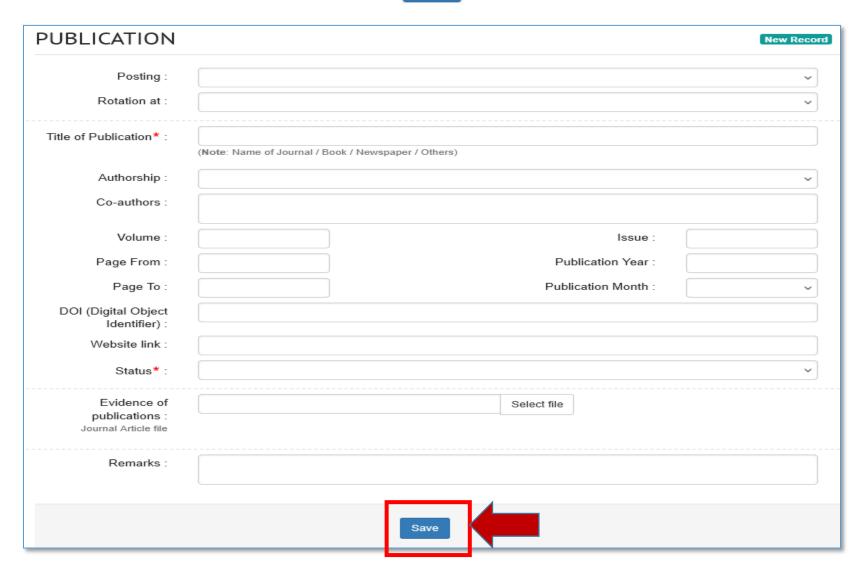


- If you've entered your publication record via Research Milestone page, it will appear in the publication Record list
- On the list page, click button "New Record" to add new publication record.



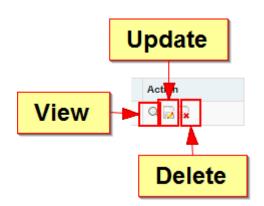
■ Complete the Publication Record form and click

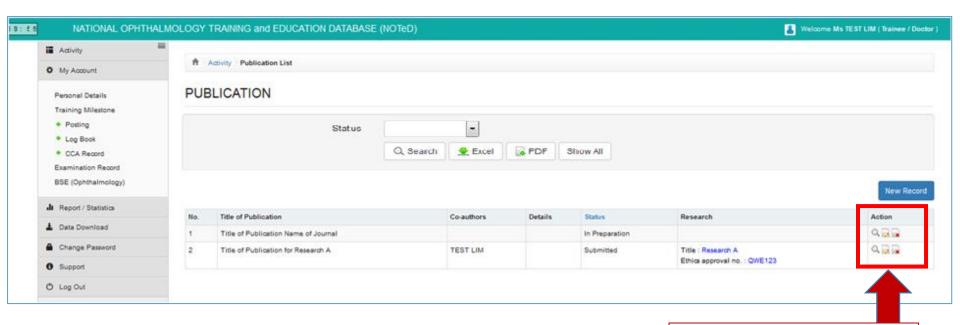




Depending on your access level, you may see the following buttons in the Action column if a record is available:

- Click the View button to view an existing record.
- Click the Edit button to update an existing record.
- Click the **Delete** button to remove an existing record.



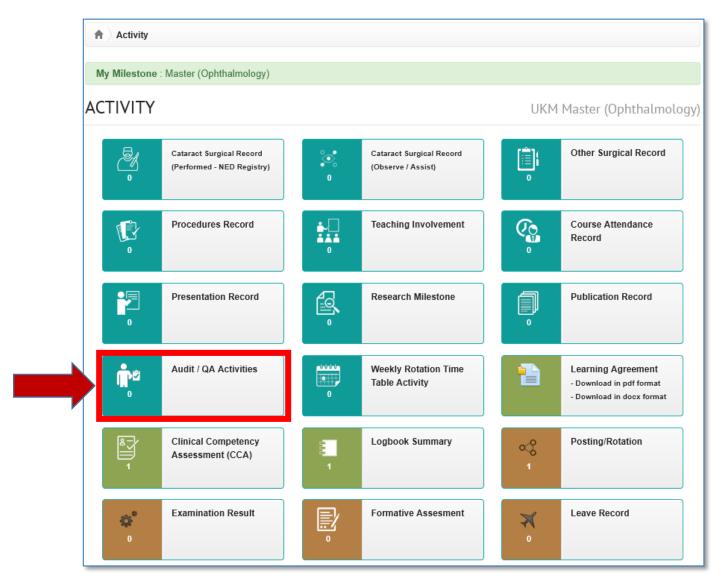


Action column

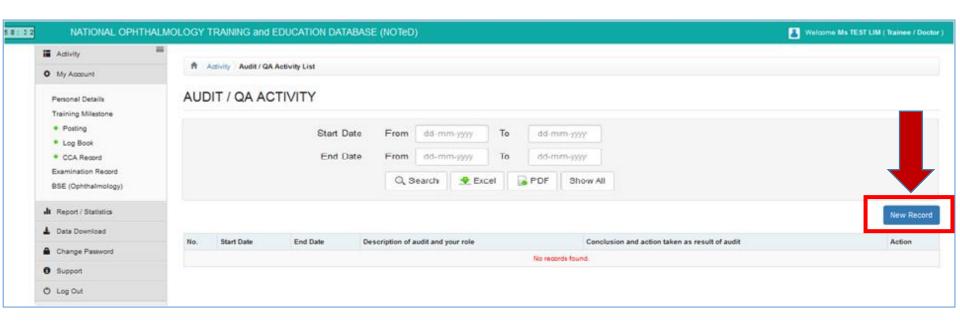
View / Update / Delete



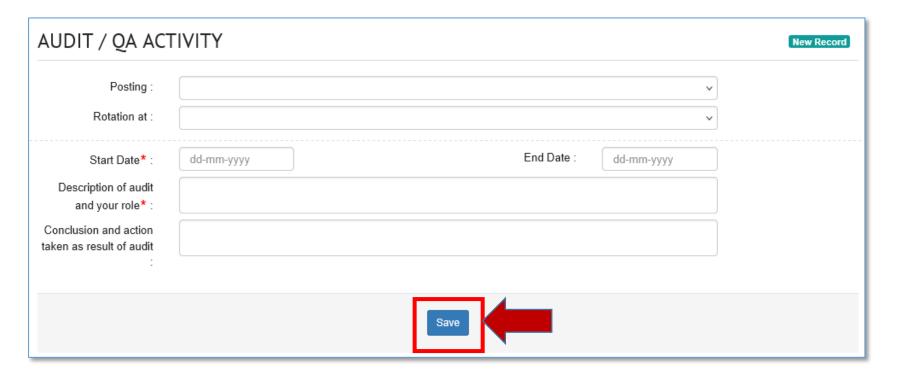
to view/update/add your Audit / QA Activities Records.



■ On the list page, click button "New Record" to add your new Audit / QA Activities record.

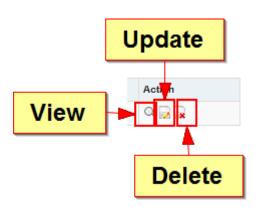


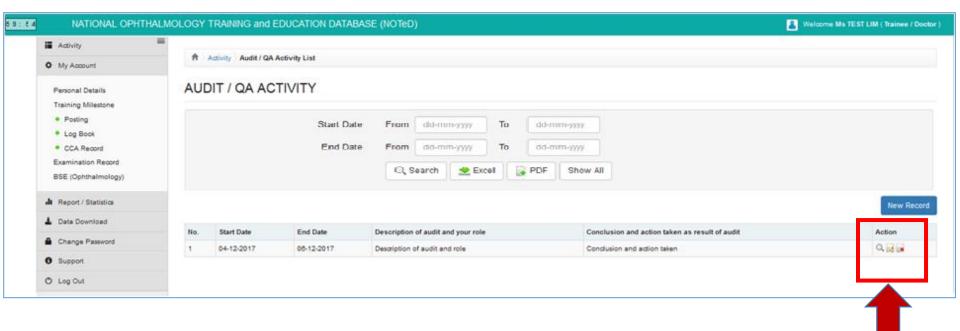
Complete the Audit / QA Activities form and click



Depending on your access level, you may see the following buttons in the Action column if a record is available:

- Click the View button to view an existing record.
- Click the Edit button to update an existing record.
- Click the **Delete** button to remove an existing record.





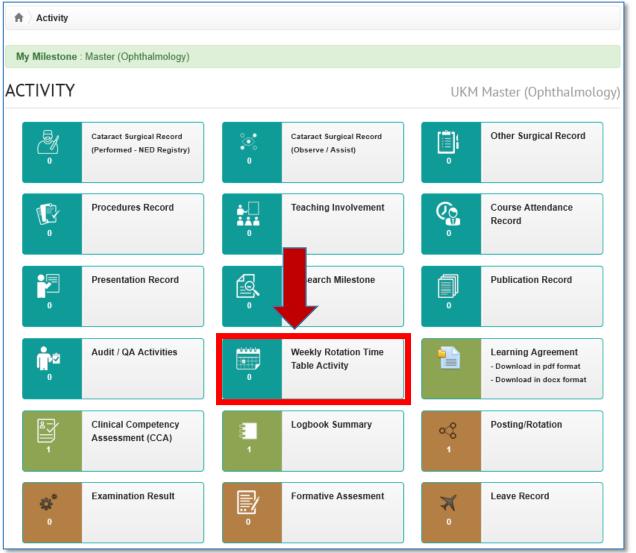
Action column

View / Update / Delete

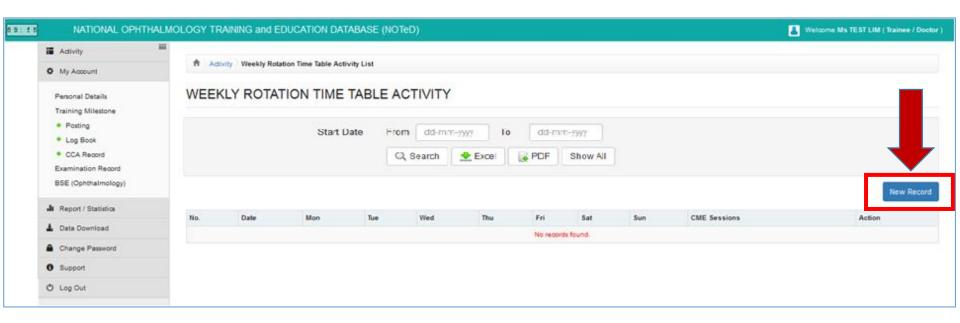
■ Click Weekly Rotation Time
Table Activity

to view/update/add your weekly rotation time table activity.

You only need to add another new record when there is a change in the weekly time table.

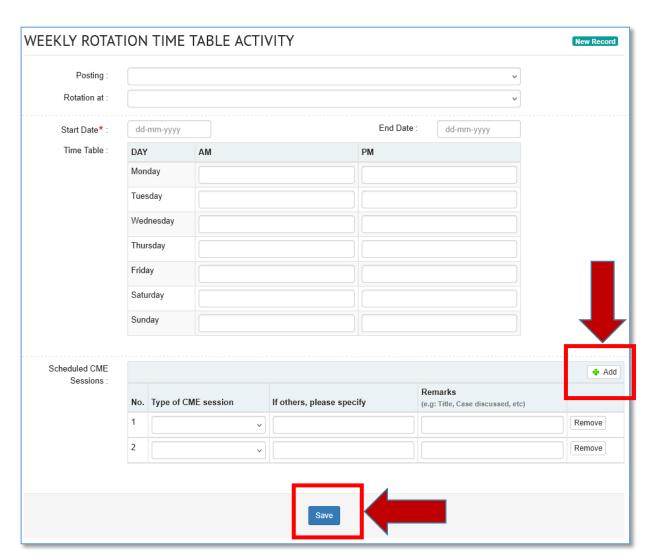


■ On the list page, click button "New Record" to add your new Weekly Rotation Time Table Activity record.



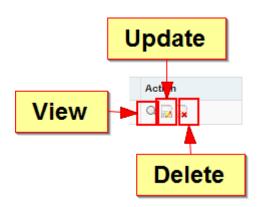
■ Complete the Weekly Rotation Time Table Activity form and click Save

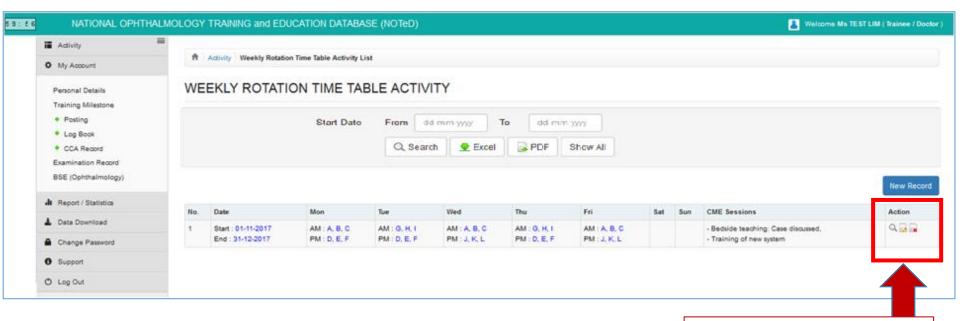
Click Add at the Scheduled CME Sessions to add a new CME record



Depending on your access level, you may see the following buttons in the Action column if a record is available:

- Click the View button to view an existing record.
- Click the Edit button to update an existing record.
- Click the **Delete** substitution to remove an existing record.



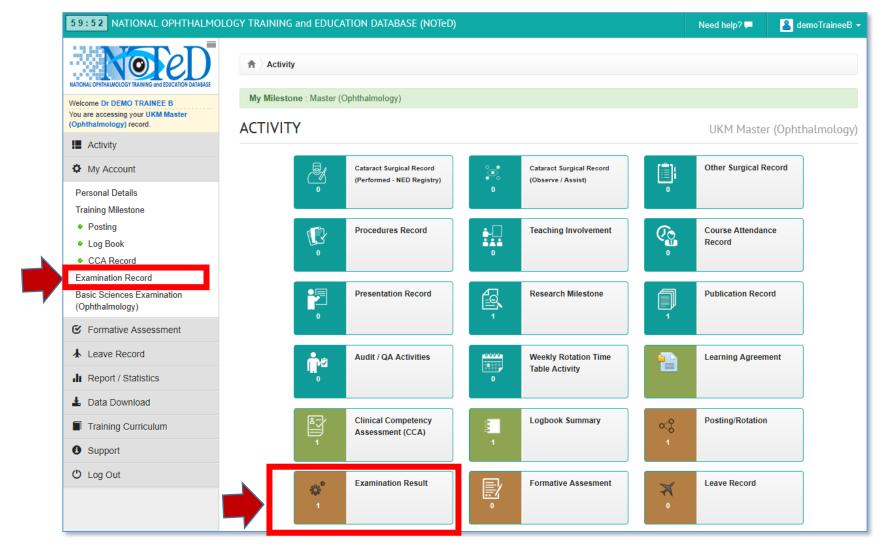


Action column

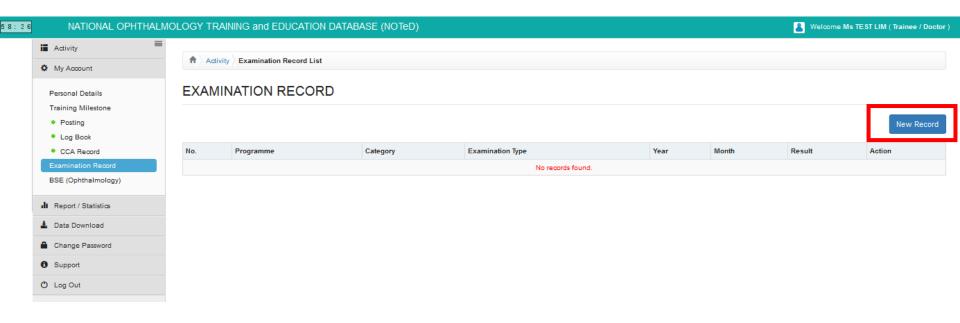
■ View / Update / Delete

■ Click to add your examination record history, OR

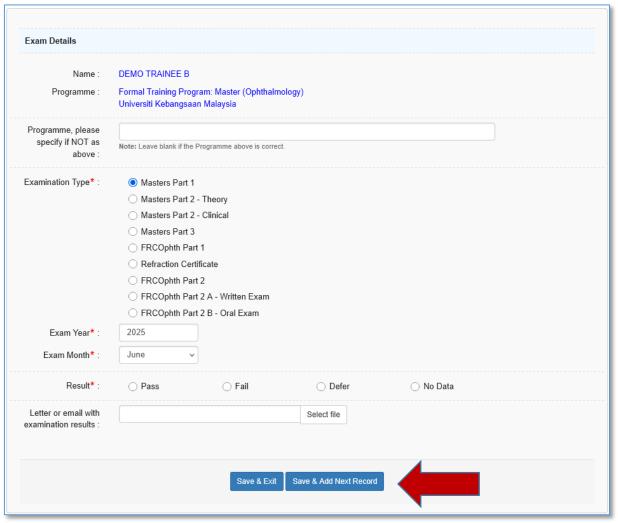
■ At the left panel, click **Examination Record** to add your examination record history.



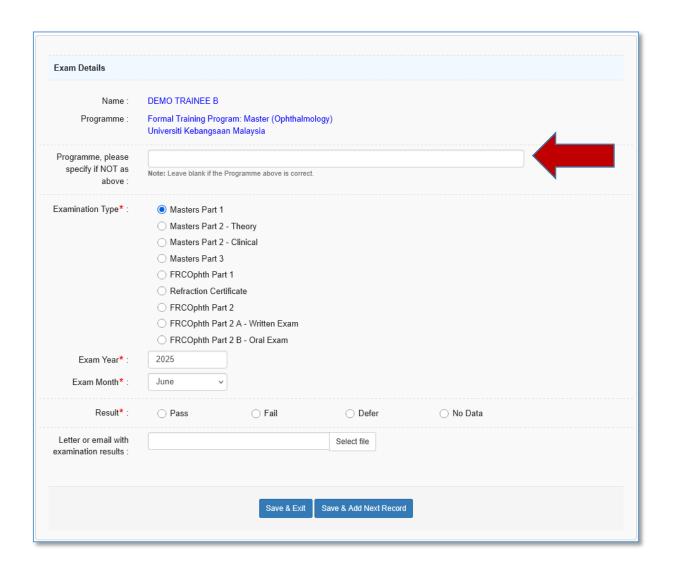
• On the list page, click button "**New Record**" to add the history of your examination record for the current formal training.



- Complete the examination record form and click Save
- Please keep your examination results up to date! You are responsible to update your examination result within 1 month of receiving each result.

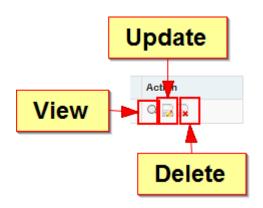


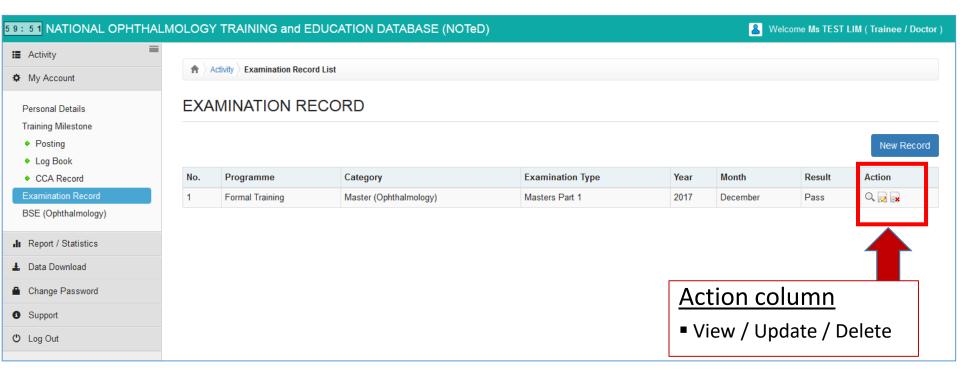
If you wish to enter previous examination record which is not currently under your program, fill- in the Specify free text then click the Save button.



Depending on your access level, you may see the following buttons in the Action column if a record is available:

- Click the View button to view an existing record.
- Click the Edit button to update an existing record.
- Click the **Delete** substitution to remove an existing record.





NOTeD Application Clinical Competency Assessment (CCA)

Applicable to user registered for:

- Formal Training Program
- Logbook for NSR Application
- Sub-specialty Training Program

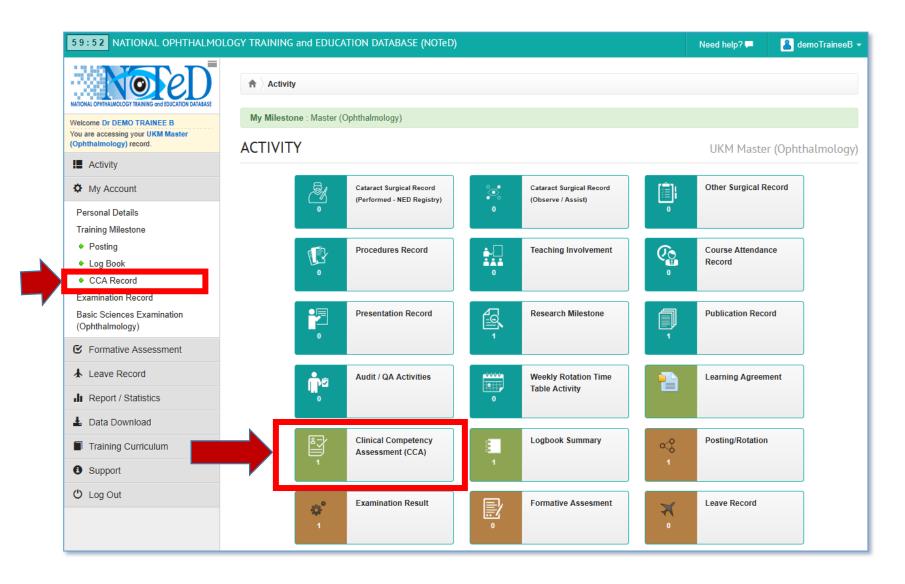
To ensure proper evaluation during your rotation:

- Trainees **must** include their **supervisor's name** on the **Rotation** form.
- This is essential so that the assigned supervisor can complete your Clinical Competency Assessment (CCA).

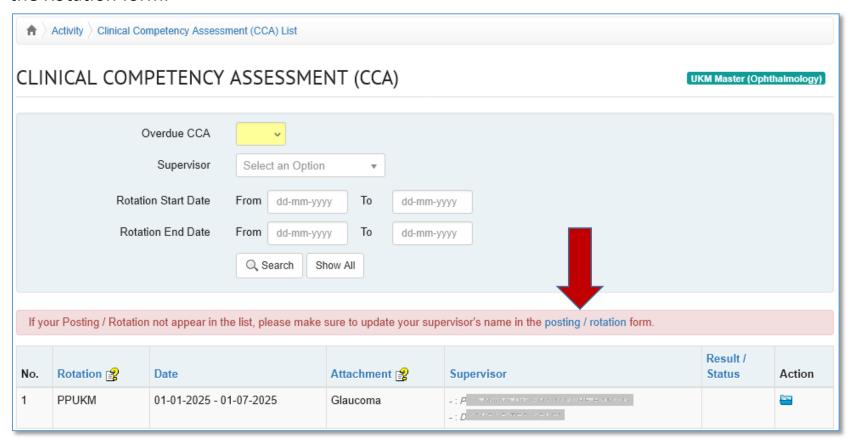
Click



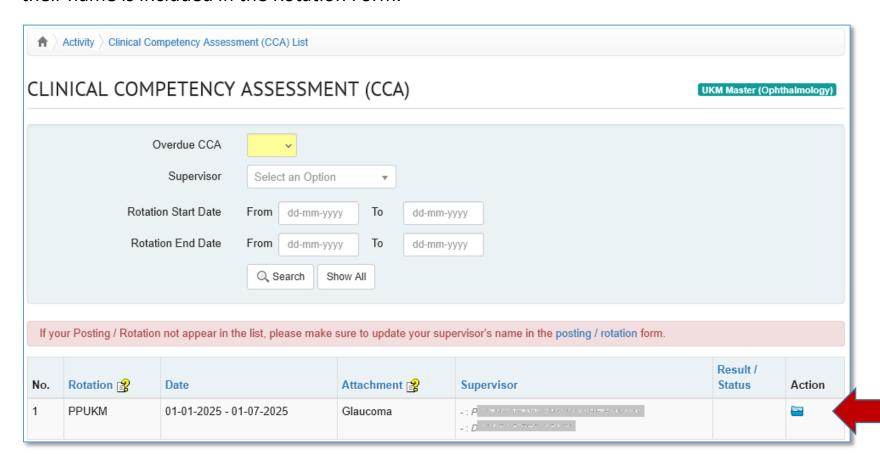
to submit your logbook for CCA assessment.



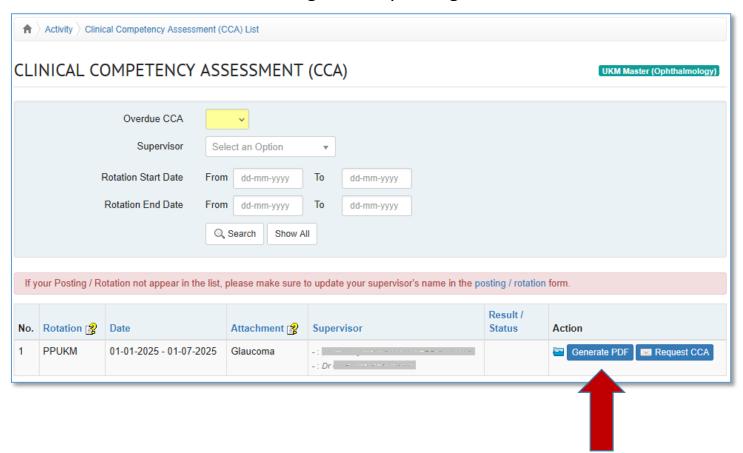
• If your Rotation does not appear in the list, please make sure to update your supervisor's name in the Rotation form.



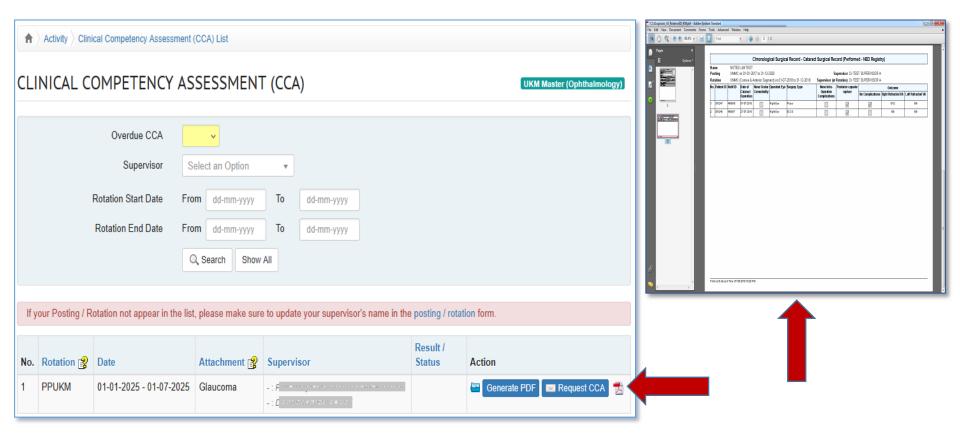
- If there is no record in your logbook, only an icon will appear in the Action column. Click this icon to open the logbook sidebar menu on the left.
 - △ *Note*: Your supervisor can still complete your Clinical Competency Assessment (CCA) as long as their name is included in the Rotation Form.



- If there are records in your logbook, the 'Generate PDF' and 'Request CCA' buttons will appear in the Action column.
- Click the 'Generate PDF' button to generate your logbook in PDF format.

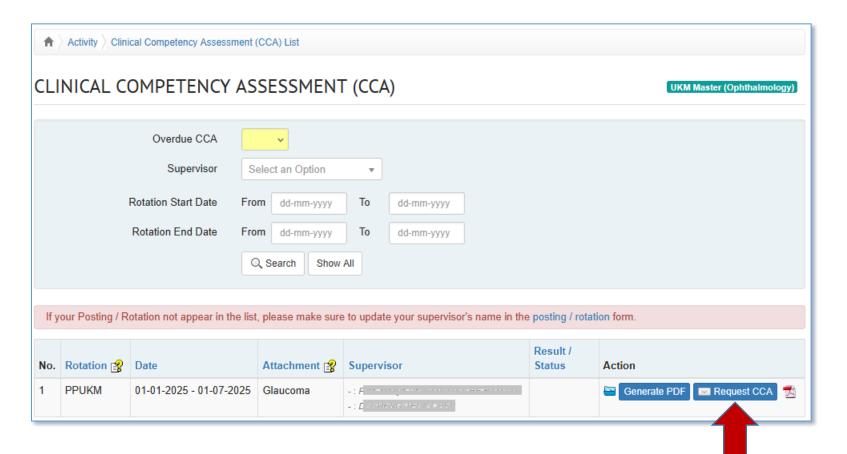


- A PDF icon will then appear in the Action column, indicating that a PDF containing all the logbook details and activities for the rotation has been created.
- Click icon pdf to view the logbook in pdf format.
- Review your logbook before final submission. If there are any new or updated records, click the 'Generate PDF' button again to create the latest PDF.

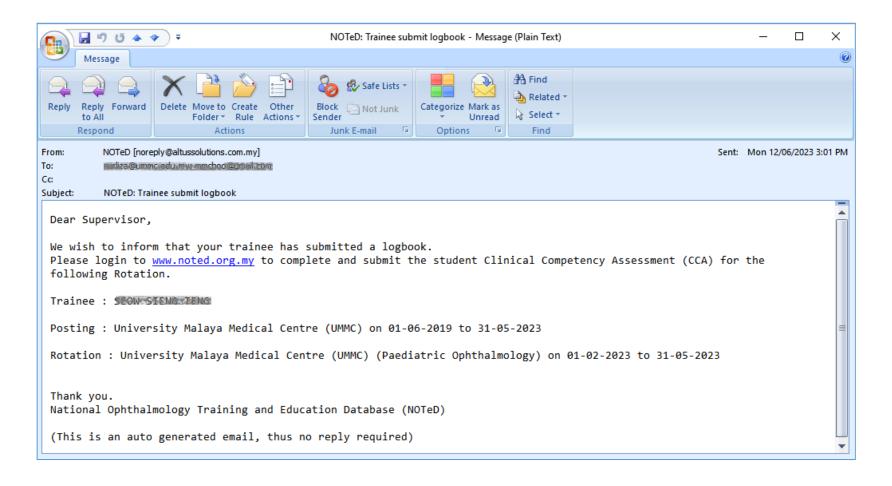


Click the 'Request CCA' button to notify your supervisor via email.

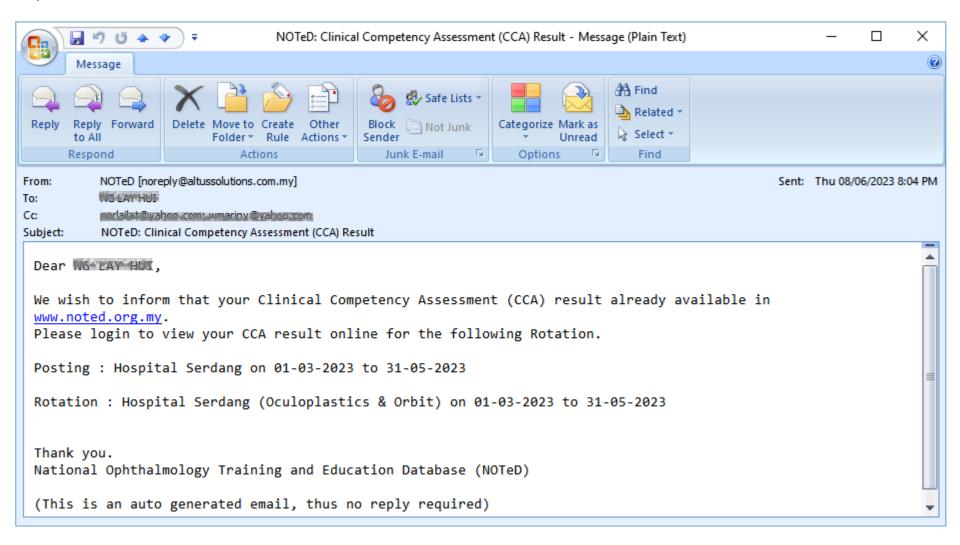
Alternatively, to ensure a faster response, you can manually inform your supervisor to review your submitted logbook in the NOTeD app for Clinical Competency Assessment (CCA) purposes.



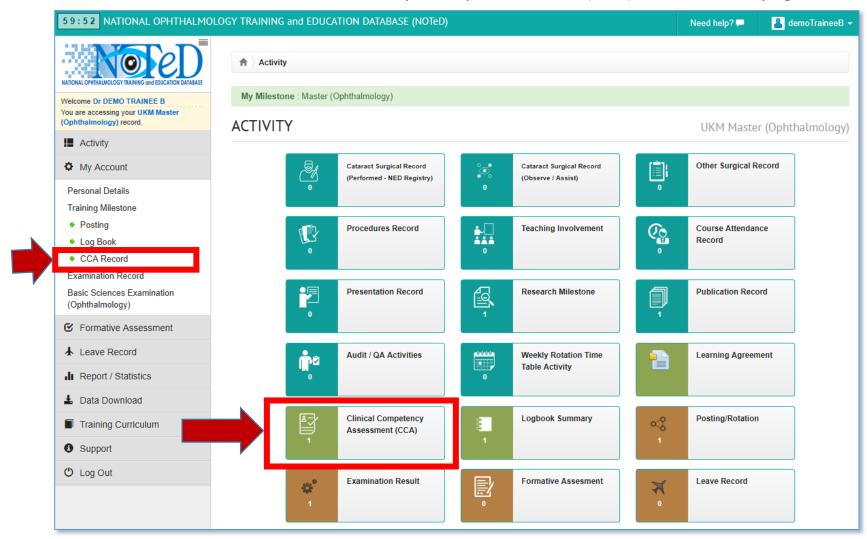
■ Sample of the email notification sent to your supervisor after you click the 'Request CCA' button.



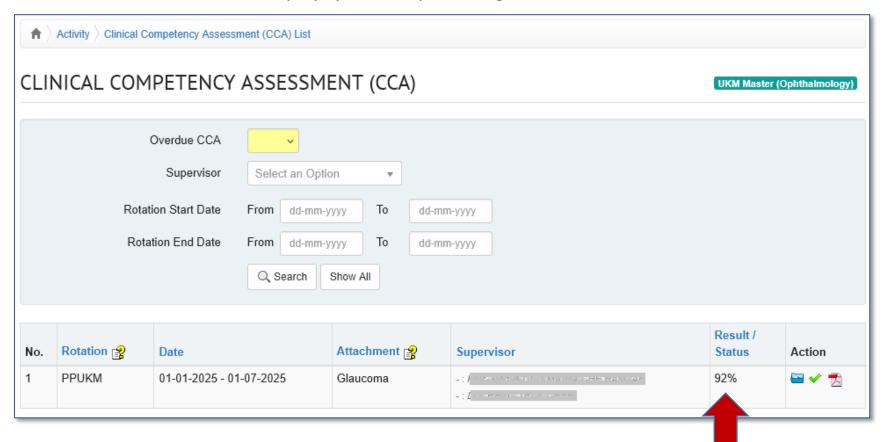
 After your supervisor reviews your logbook and provides the Clinical Competency Assessment result, you will receive an email notification.



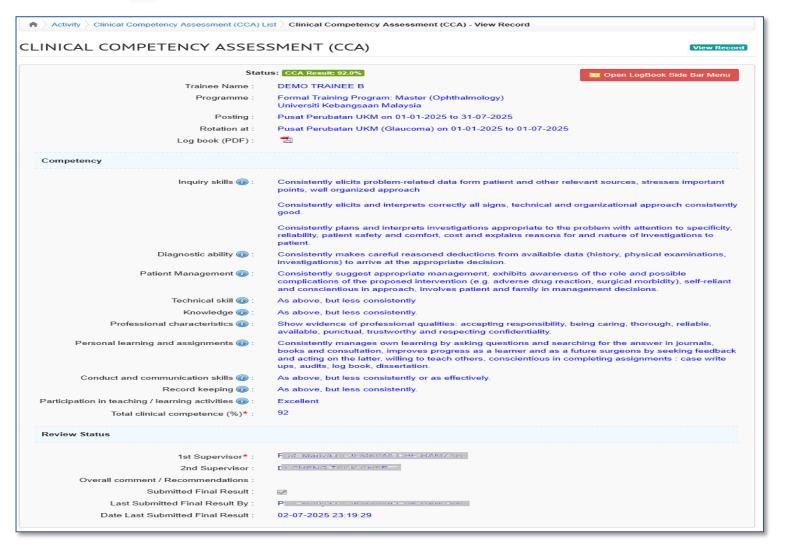
- After your supervisor has reviewed your logbook and provided the Clinical Competency Assessment result, you will be able to view it on the CCA page.
- From the dashboard, click icon 'Clinical Competency Assessment (CCA)' to access the page.



■ The 'Result / Status' column displays your CCA percentage.

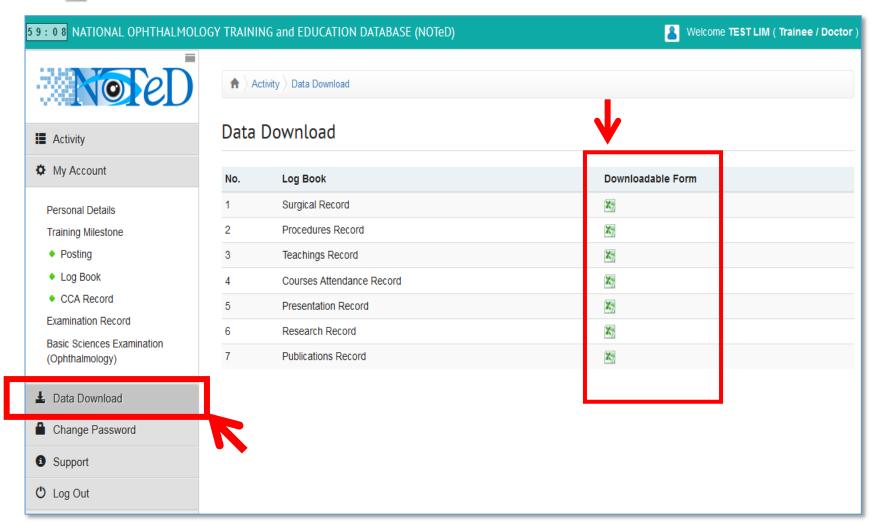


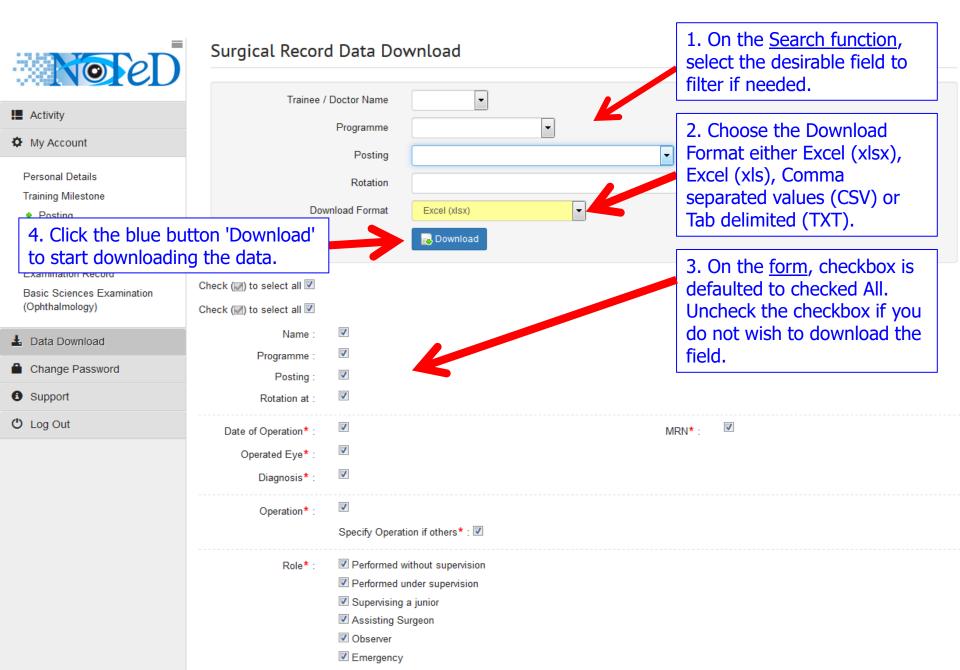
Click the icon in the action column to see the detailed results.

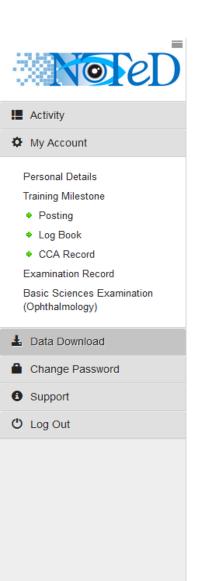


NOTeD Application Data Download

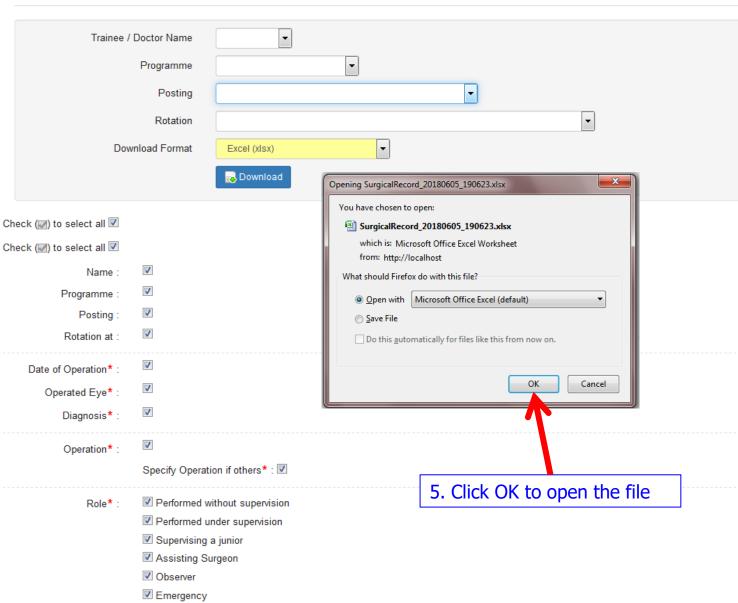
Click to start download the form







Surgical Record Data Download



You can also download the data by clicking the button in the record list



Excel Excel button or the



