EACVI Certification

Logbook creation guide

1st Step:

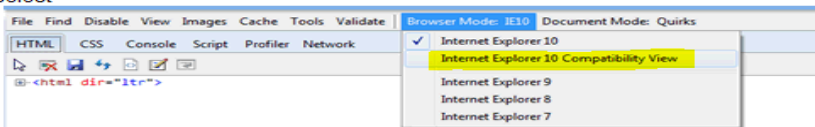## Ensure that you are using Internet Explorer as your browser

EACVI
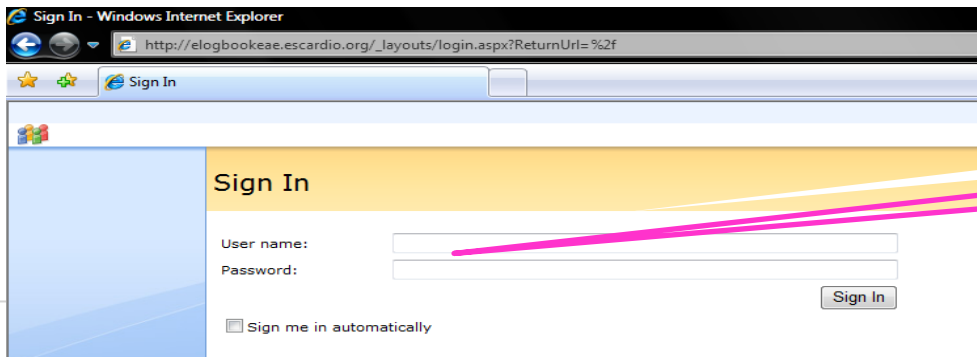European Association of Cardiovascular Imaging

Sometimes you have to do the following to ensure that the browser is in compatible mode with the platform (this depends on your version of IE):

To put into compatible mode follow these steps:

1. Go to the home page of the elogbook platform (this is sent to you in your pass results letter)
2. Before you sign in . Press F12 on your keyboard.
3. Select:

4. Press F12 again
5. Sign into the logbook session – **Access is granted upon reception of exam results**

My ESC Login & password

ESC

2nd step: Create the logbook

Please ignore this user-guide:
It is out of date

3rd step: Section 1

Complete the first general info of logbook

EAE electronic log book > Log books

New log book

1. Create logbook	2. Attach recommendation letters	3. Upload clinical cases	4. Logbook summary

Logbook info
Status: Creation

1) Create your log book by filling the "General Information" section below.
2) Once done, click on "Next" or on the sign "2. Attach mandatory documents" to move further with the creation of your log book.

Please NOTE that :
- At any stage of the creation of the log book, you can :
  a. Exit (and come back to it at a later stage) by clicking on "Save as draft"
  b. Come back to a previous section by clicking on "Back".
- All information are saved automatically upon entry.

Please contact EAE Accreditation Office at eae@escardio.org for any question.

1 Click on the arrow and select TTE

2 Choose the exam session you have attended

3 Select the language in which your documents and the logbook is submitted: it will be sent to graders able to review in this language

4 Please indicate the name of your institute/hospital

5 Indicate your name

6 Indicate the address where you wish to receive your diploma

General information

Subject *	TTE
Exam *	Demo ESC
Language for logbook submission *	French
Institute *	Demo ESC
Name *	JP
Address *	JP	

Address for diploma delivery

Ensure that you select the correct Exam!!

ESC

4th step: Section 2

Attach letters and case logbook lists

TTE – 250 cases over 1 year

TOE – 125 cases over 2 years (75 if already TTE certified)

EACVI

EAE electronic
New lo...

Logbook summary

Logbook info
Status: Draft
Created: 05/02/2009

Step 2 - Attach recommendation letters

1. Attach documents listed below (authorised formats are .pdf, .tif, .xls, .doc). All documents are mandatory. One file maximum per document can be uploaded. Templates can be found at the web site:
www.escardio.org/communities/EAE/accreditation/TTE
2. Once done, click on "Next" or the sign "3. Upload clinical cases" to move to step 3

For guidance, please refer to the user guide or contact EAE@escardio.org

Back | Next | Save as draft

Attachments

Attachment #0	Browse...	Attach
	Letter from the supervisor testifying that the candidate has performed and rep...
Attachment #1	Browse...	Attach
	Letter from the supervisor documenting training and the review of studies und...

Upload the 2 requested documents

The templates can be found on the website:

TTE: https://www.escardio.org/Education/Career-Development/Certification/Adult-Transthoracic-Echo

TOE: https://www.escardio.org/Education/Career-Development/Certification/Adult-Transoesophageal-Echo

ESC

5th step: Section 3
Upload the 6 clinical cases

Ignore the guides to cases written IN the platform itself:

Instead you must use **the pdf media guides** that can be found on the website at the top of the following pages:

TTE: https://www.escardio.org/Education/Career-Development/Certification/Adult-Transthoracic-Echo

TOE: https://www.escardio.org/Education/Career-Development/Certification/Adult-Transoesophageal-Echo

Naming Files:

When you name the files it is best to avoid putting in any symbols or spaces
→ Avoid: ^&*()_-+=~#.?/ and so on.

5th step: Section 3 (cont)

EAE electronic log book > Log books > TTE09020025-MUN

New log book

1. Create logbook
2. Attach recommendation letters
3. Upload clinical cases
4. Logbook summary

Logbook info
Status: Draft
Created: 05/02/2009

Step 3 - Upload ... cases
1. Upload ... lows: **1 case of Isc LV, 1 case of A... of AR, 1 normal case and 1 case at the ... didate**
   IMPORTANT: ... should be documented accordingly with anonymise... related report (see requirements here). A... ts: .avi, .mpg, .mpeg, .wmv, .jpg, ... id)
2. Upon co... ck on "N... Logbook summary"

Tip
TO REDUCE UPLOAD TIME, PLASE MAKE SURE TO COMPRESS THE VIDEOS ON YOUR COMPUTER BEFORE UPLOADING THEM.

For guidance, please refer to the user guide or contact EAE@escardio.org

Remember to ignore this

Back | Next | Save as draft

1 Click on the arrow and choose the right case number.

2 Browse your documents and find the appropriate case
3 Click on Attach document

Video cases

Select clinical case
Please ensure you select the right case   #1 ▼

New clinical case (at least one video (max size 25 MB) and one report)   Browse...   Attach...

Uploaded clinical cases [Refresh]

There are no items to show in this view.

Uploading in progress...

Please wait while your file is being uploaded
0% done

Cancel

REMEMBER:

Reports:

1. Must be anonymous
2. Must be the originals
3. Must not contain patient's names

You may need to use a marker to remove the names

Media:

1. Must be only from the approved media formats:

Authorised media formats:	.avi
	.mpg
	.mepg
	.wmv
	.jpeg
	.bmp
	.tiff

(.DICOM and .rar are **NOT** valid)

2. Try to be between 5-20MB
3. NOT be uploaded in zip files
4. Do not put any symbols, icons or spaces in the file names

Recommendations
> save cases on ~~and~~ ~~on~~ (computer/USB key...)
> Name each ca~~se~~ ~~ng~~ format: case#_videoX, case#_report (ie. Case1_videosA, cas~~~~ etc/)
> Try and keep ~~~~ ~~below~~5 MB

Naming files:
Better to name the file:
e.g. Case1video2, case3report, case4image3 etc.

Review of uploaded videos

If you need to delete anything you can easily delete as seen above Often you will need to:
1.   Delete
2.   refresh the browser (at the top of the internet explorer browser page
3.   Delete again
        → The process of deletion is not always instantaneous!

6th step: Section 4
Logbook Summary

Once you have completed sections 1 to 3, you can access the section "4.Logbook summary" which summarises the status of the logbook creation as displayed on the following screen.

This screen indicates that section 3 is not complete: NOT OK to submit

The sign "✓" means that the relevant section is complete and the sign "x" means that this is incomplete. In order to be able to submit the log book, all sections should have a "✓" status.

Elogbook is now ready for submission

7th step: Submitted eLogbook summary

You will be prompted back on the E-Logbook home page. Your logbook will be indicated like this:

Status : Submitted (1)			
TTE09020025-MUN	TTE	TTE - ESC Munich 2008	Submitted

1. The EACVI Certification office will receive an automatic email mentioning that you have submitted your logbook
2. You will receive an automatic email to inform you that it has been received by the certification office.
Note: from now on you will be able to view your logbook as "read only" and no further changes can be made.

Please note: Your logbook is checked first by administrative staff at the European Heart House and then, all being well, will be sent to reviewers to grade.
The grading process can take up to 3 months

→ If anything is missing the logbook will be returned to you and you must make the requested changes within 2 weeks. **Remember: you will need to "submit" the logbook again once the changes are made.**

ESC

Thank you

For further information please either refer to the website:
TTE:
https://www.escardio.org/Education/Career-Development/Certification/Adult-Transthoracic-Echo
TOE:
https://www.escardio.org/Education/Career-Development/Certification/Adult-Transoesophageal-Echo

Or use the ESC Contact us:
https://www.escardio.org/Contact