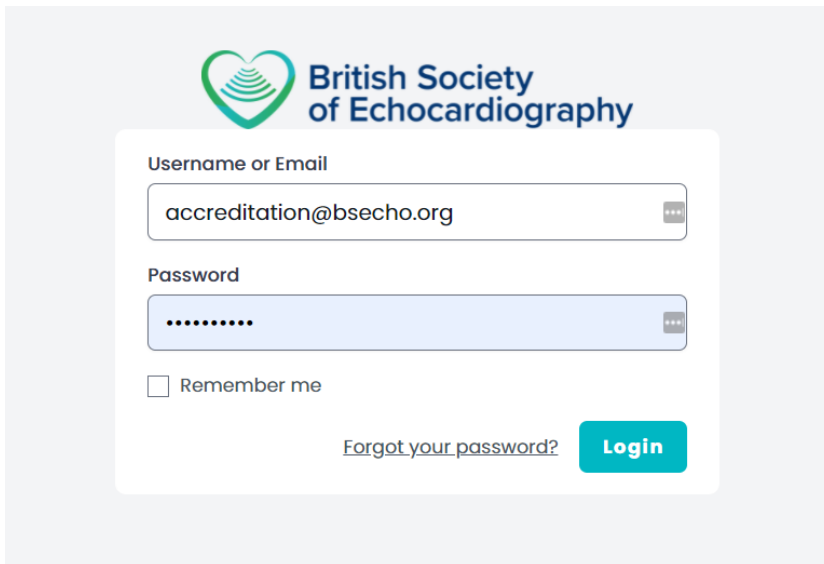


QUICK USER GUIDE FOR ONLINE LOGBOOK PORTAL

1. User Login Details:

- Request login details by emailing the accreditation team- accreditation@bsecho.org. Provide your **BSE ID number** and the type of *accreditation you are pursuing. *TOE candidates, please specify if you require the reduced case template. Also, inform us of your mentor's name and email address- we will assign them to your logbook.
- An automated message from the portal will be emailed to you with your login details.
- Link to the portal: <https://logbook-v2.bsecho.org/login>



British Society of Echocardiography

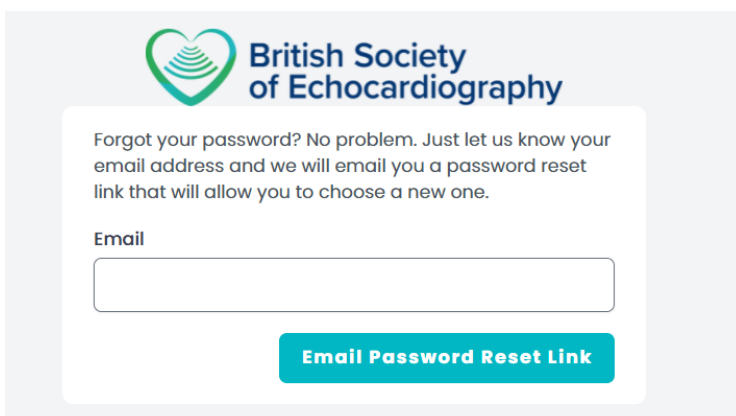
Username or Email
accreditation@bsecho.org

Password
.....

Remember me

[Forgot your password?](#) **Login**

- a. If you have forgotten your password, please click the link titled [Forgot your password?](#)



British Society of Echocardiography

Forgot your password? No problem. Just let us know your email address and we will email you a password reset link that will allow you to choose a new one.

Email
[Input Field]

Email Password Reset Link

2. Update your profile

- Click on your name, then 'Profile' to update your name, email and password.

Candidate Dashboard Mentor Dashboard Assessor Dashboard Admin Dashboard

Jo Vashishta

Manage Account
Profile
Logout

Profile

Profile Information
Update your account's profile information and email address.

Membership Number
BSE Staff

Username
thanjo

First Name
Jo

Surname
Vashishta

Email
jo@bsecho.org

Save

Enter new password and click 'save.'

Update Password
Ensure your account is using a long, random password to stay secure.

Current Password

New Password

Confirm Password

Save

Browser Sessions
Manage and logout your active sessions on other browsers and devices.

If necessary, you may logout of all of your other browser sessions across all of your devices. Some of your recent sessions are listed below; however, this list may not be exhaustive. If you feel your account has been compromised, you should also update your password.

Windows - Chrome
This device

Logout Other Browser Sessions

3. User dashboard (e.g. Candidate, Mentor or Assessor)

- Click on the visible heading to access your dashboard

Candidate Dashboard Mentor Dashboard Assessor Dashboard Admin Dashboard

Jo Vashishta

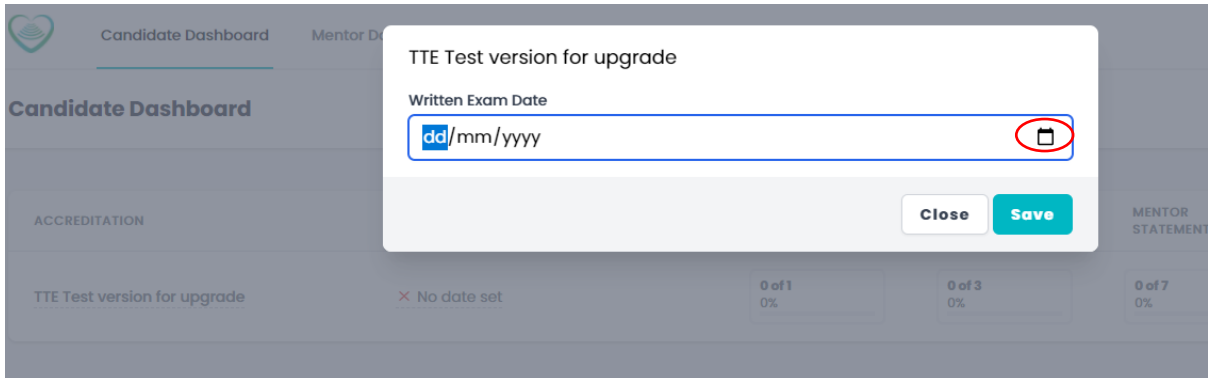
Candidate Dashboard

ACCREDITATION	WRITTEN EXAM DATE	LOGBOOK	COMPETENCIES	MENTOR STATEMENTS	STATUS
TTE Test version for upgrade	✗ No date set	0 of 1 0%	0 of 3 0%	0 of 7 0%	In Progress >

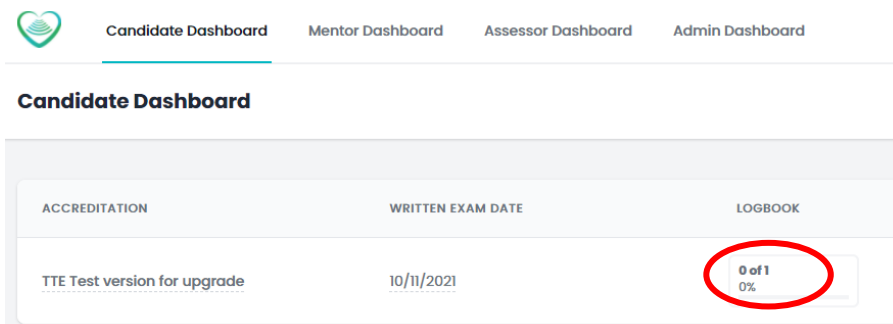
a. Enter Written Exam Date

- Click on **No date set** to bring up the calendar and select the date you sat the written exam.

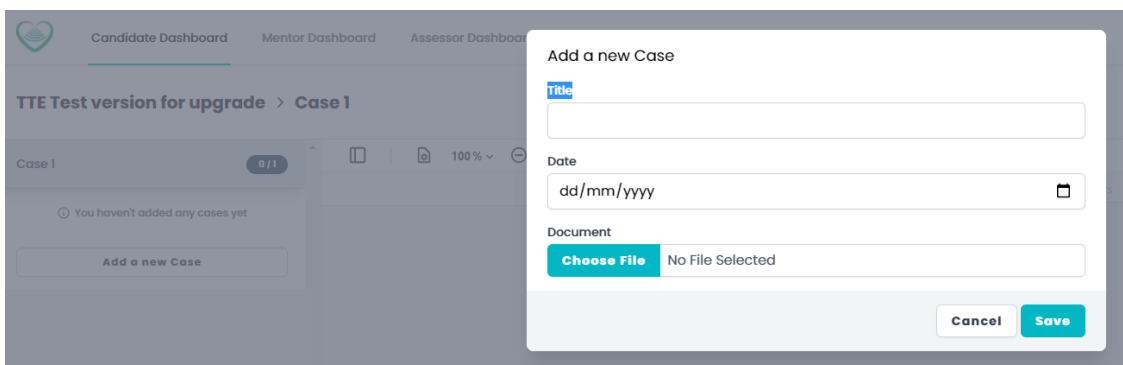
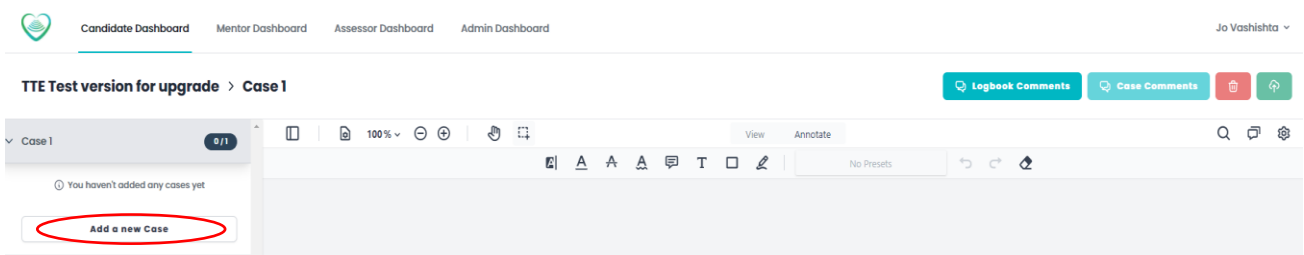
For **Level 1 candidates**, enter the date you intend to attend the Practical Assessment.





b. Click the box under the Logbook title to begin uploading PDF reports. The portal will take only PDF uploads.



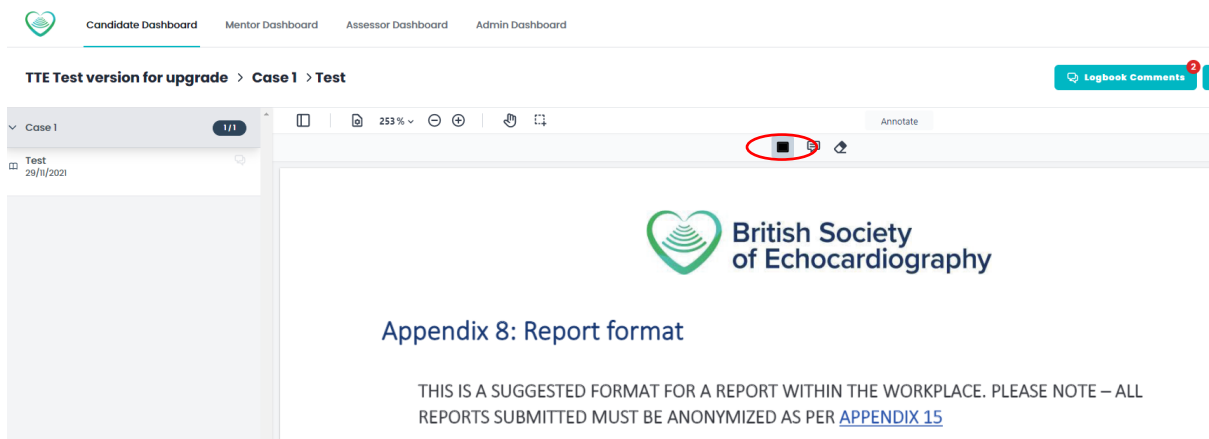
To add a new case, click on 'Add a new Case', give it a Title, enter the date of the case and Choose File.



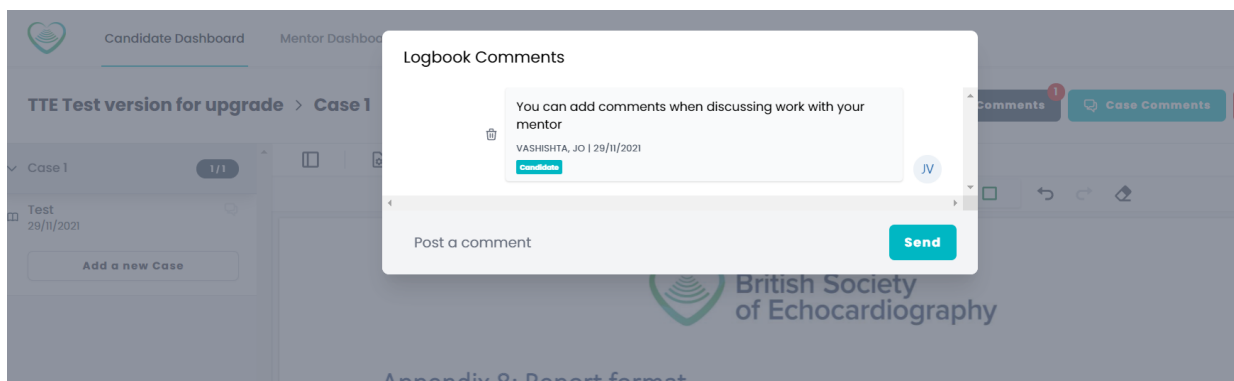
- Explore the features and tools by hovering over the icons to find what they can do.
- To **save** your work, click , to **delete** click 



The 'Redact' tool allows masking over unwanted data. Click the Save button to keep the anonymised changes.

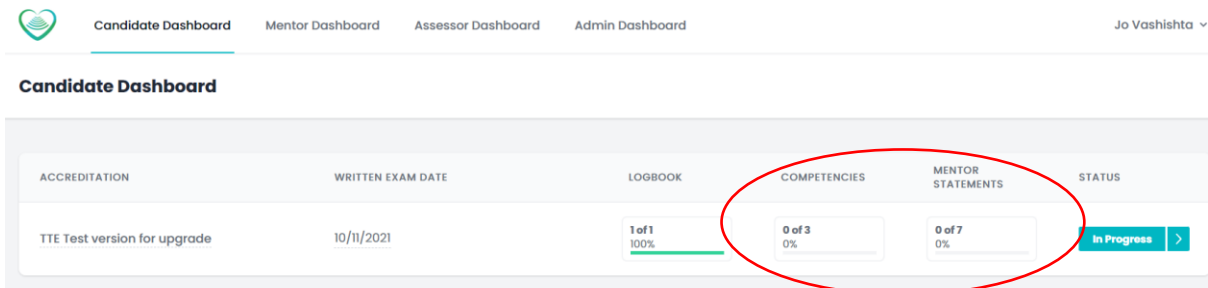


You can add logbook or case comments to share with your mentor only.



4. Competencies

Your mentor will access your portal via their login and sign off each competency section. The candidate can view the progress in the dashboard.



The screenshot shows the 'Candidate Dashboard' with navigation tabs for 'Candidate Dashboard', 'Mentor Dashboard', 'Assessor Dashboard', and 'Admin Dashboard'. The user 'Jo Vashishta' is logged in. The dashboard displays progress for 'TTE Test version for upgrade' with a written exam date of 10/11/2021. The 'LOGBOOK' section shows 1 of 1 (100%) completion. The 'COMPETENCIES' section shows 0 of 3 (0%) completion, which is circled in red. The 'MENTOR STATEMENTS' section shows 0 of 7 (0%) completion. The 'STATUS' is 'In Progress' with a right-pointing arrow.

a. Mentor view:

The mentor clicks the sections below the 'DATE SIGNED OFF' header to sign off competencies by clicking on 'Sign off.'

TTE Test version for upgrade - Vashishta, Jo

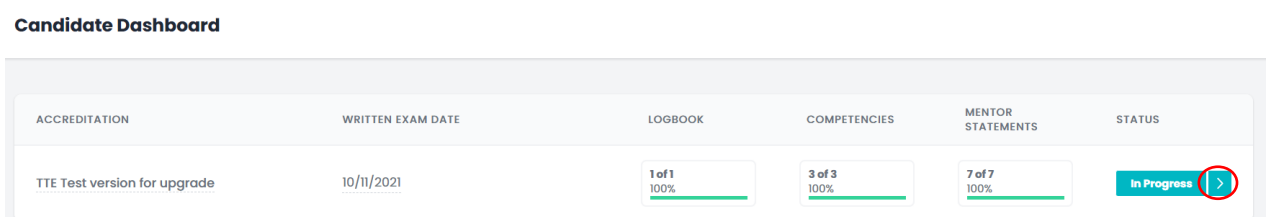
COMPETENCY	SIGNED OFF BY	DATE SIGNED OFF
Received correctly		
1a. Basic Echocardiography - Knowledge		
a. Basic principles of ultrasound		Sign Off ✓
b. Basic principles of spectral Doppler	JV Vashishta, Jo	29/11/2021 ✕
c. Basic principles of colour flow Doppler	JV Vashishta, Jo	29/11/2021 ✕

When the mentor has completed competency sign off, they must do the same for the 'Mentor statement.'

1. I certify that the candidate has undergone a programme of training in echocardiography.	JV Vashishta, Jo	29/11/2021 ✕
2. I certify I have observed the candidate scanning and I am satisfied that he/she is competent at completing a full transthoracic echo study.	JV Vashishta, Jo	29/11/2021 ✕
3. I certify that the candidate has reached a standard of training to be able to independently perform and report a transthoracic echocardiographic study. He/she has reached all of the mandated competencies. I have signed off the candidate's competency sheet.	JV Vashishta, Jo	29/11/2021 ✕
4. I certify that the candidate above has performed and reported the cases included in the accompanying Log Book within a 24-month period (or the timeframe as agreed by the BSE).	JV Vashishta, Jo	29/11/2021 ✕
5. I certify that this is a demonstration of the logbook portal for testing purposes only and does not constitute BSE TTE accreditation and that this is understood by myself and the candidate.		Sign Off ✓

5. Candidate logbook submission

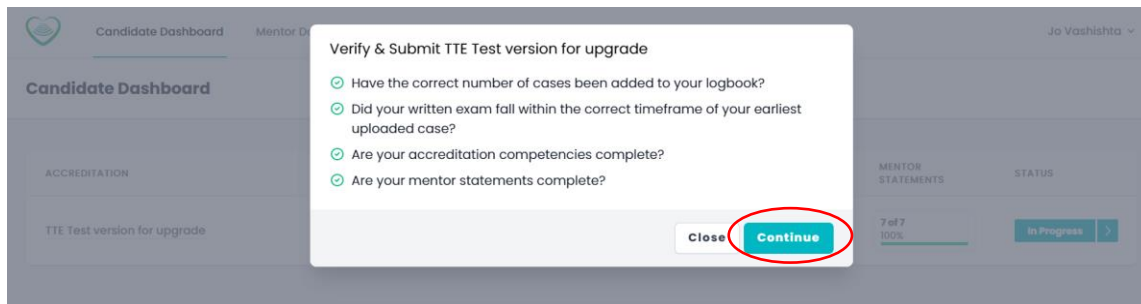
Candidate can check the progress of their logbook in the dashboard and click the arrow after 'In Progress'.



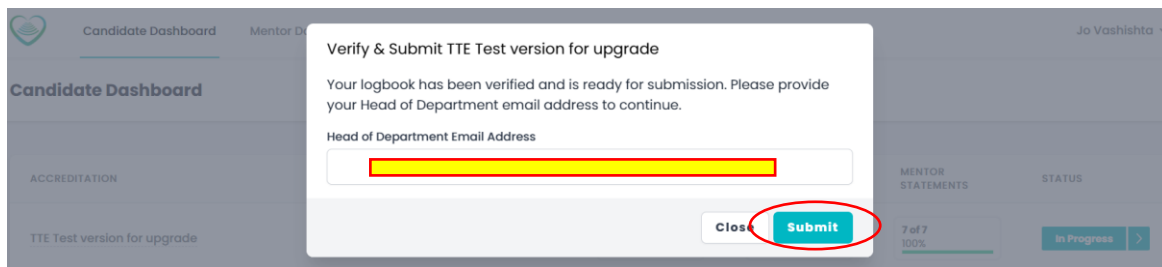
The screenshot shows the 'Candidate Dashboard' with the same navigation and user information as above. The progress for 'TTE Test version for upgrade' is updated: 'LOGBOOK' is 1 of 1 (100%), 'COMPETENCIES' is 3 of 3 (100%), and 'MENTOR STATEMENTS' is 7 of 7 (100%). The 'STATUS' is 'In Progress' with a right-pointing arrow circled in red.

a. Verify and submit

Check you have completed the requirement before clicking 'Continue.'



b. Enter Head of Department Email Address and click submit:



c. Contact accreditation@bsecho.org to inform that you have entered your HOD's email address and clicked submit.

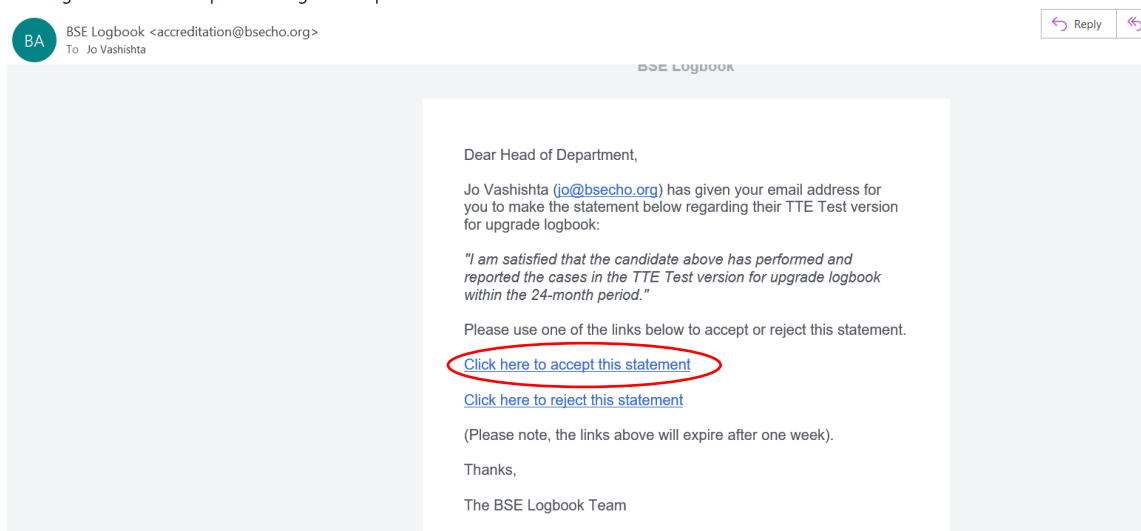
Candidate Dashboard

ACCREDITATION	WRITTEN EXAM DATE	LOGBOOK	COMPETENCIES	MENTOR STATEMENTS	STATUS
TTE Test version for upgrade	10/11/2021	1 of 1 100%	3 of 3 100%	7 of 7 100%	Validating Head of Department

6. Validate logbook

Your Head of Department must click the link to accept the statement.

BSE Logbook - Head of Department Sign Off Request



a. Head of Department verified

After clicking the statement, the Head of the Department receives the message below.



Some NHS emails may block messages from the logbook portal- accreditation@bsecho.org. In this case, candidates should consider providing an alternative email address, e.g. non-NHS email addresses.

7. Logbook submitted

Once the logbook has been validated, it is ready for an assessor to mark.

Candidate Dashboard

ACCREDITATION	WRITTEN EXAM DATE	LOGBOOK	COMPETENCIES	MENTOR STATEMENTS	STATUS
TTE Test version for upgrade	10/11/2021	1 of 1 100%	3 of 3 100%	7 of 7 100%	Submitted

- No further action is required from this point.
- Candidates will be notified when marking is complete.

Contact

BSE Accreditation team: Liam Thompson and Jo Vashishta
Email: accreditation@bsecho.org, **Telephone:** 0208 065 5794

Updated: JV 14/04/2022

End of guide.