Instruction Manual for Supervisors:

IBUS Module 2 Logbook

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1. General information

To track the training progress of your trainees for IBUS Module 2, they need to fill in daily logbooks. You will sign the trainee´s logbook at the end of the training. Each supervisor in your training center needs to have their own account. The logbook can be found at logbook.ibus-group.org

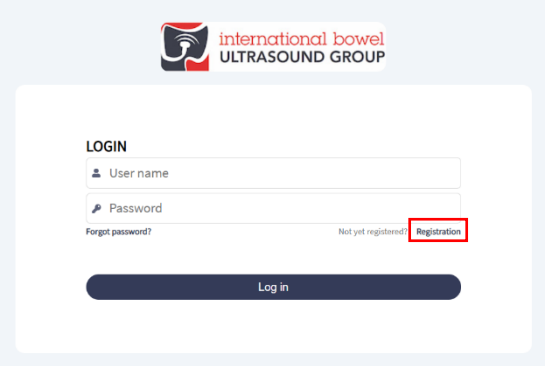
Please remember that each trainee needs to complete **4 weeks of training in total and perform 40 scans.**

This instruction manual gives you an overview of how to use the logbook. In case of any questions, you can always reach out to education@bowel-ultrasound.org

2. Registration and Login

The IBUS office will register your training center and the supervisors and each supervisor will receive its own Login Data. You should have received a mail with your login data.

Please visit logbook.ibus-group.org and you will see the following page:

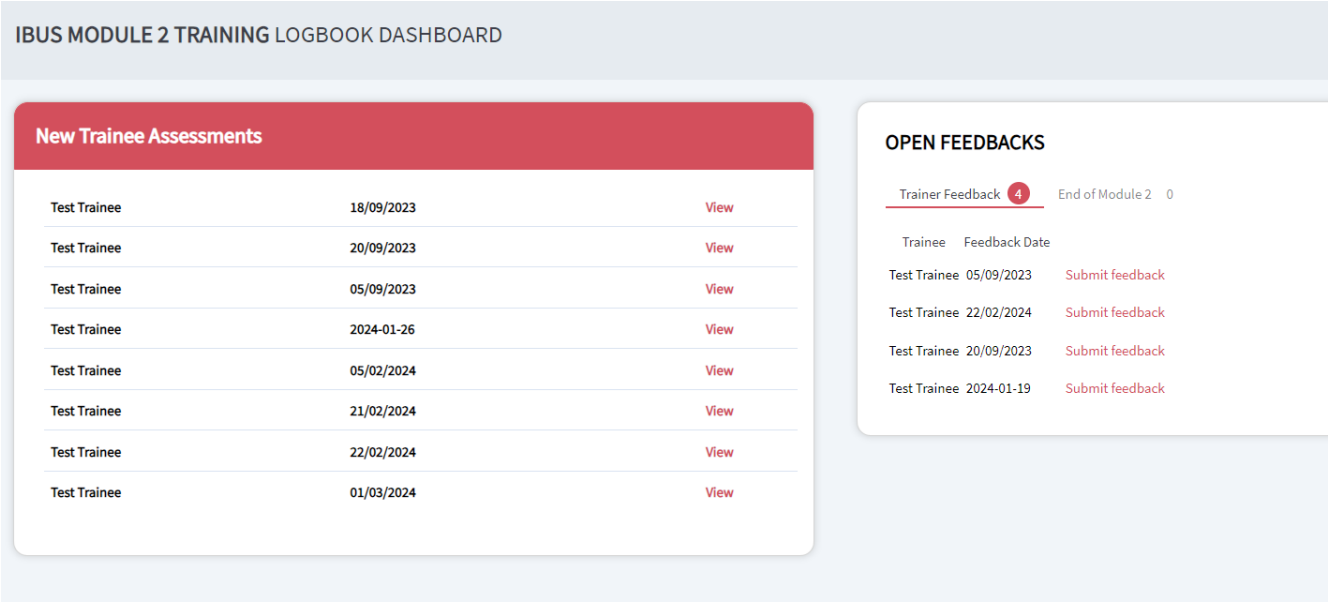


To log in, please enter your Username and Password and click on *Log In*

If you forget your password, please click on *Forgot Password?* On the login page. You will then receive a mail with a new password soon.

3. Dashboard

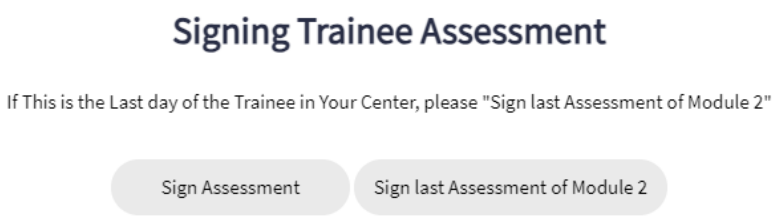
After logging in, you will see the dashboard, where you can see the sections **New Trainee Assessments** and **Open Feedback**. Open Feedback has the two sections **Trainer Feedback** and **End of Module 2.** It looks like this:



3.1. New Trainee Assessments

Under **New Trainee Assessments** you will see all logbooks that have been completed by the trainees that selected you as supervisor. Each assessment per trainee needs to be signed by the supervisor, this is a requirement for the trainee to complete Module 2.

By clicking on *View* you come to the logbook your trainee has filled in. Please check the entries and click *Sign Assessment* in the upper right corner afterward. If you visit the homepage with your smartphone, the sign button can be found at the end of the form (click continue to come to the next out of 9 pages). When signing, you will be asked the following:



If this is not the last day you need to sign from this trainee, please click "*Sign Assessment*". If it is the last day that needs to be signed by you, please click "*Sign last Assessment of Module 2*". This will unlock the End of Module 2 form (see section 3.3)

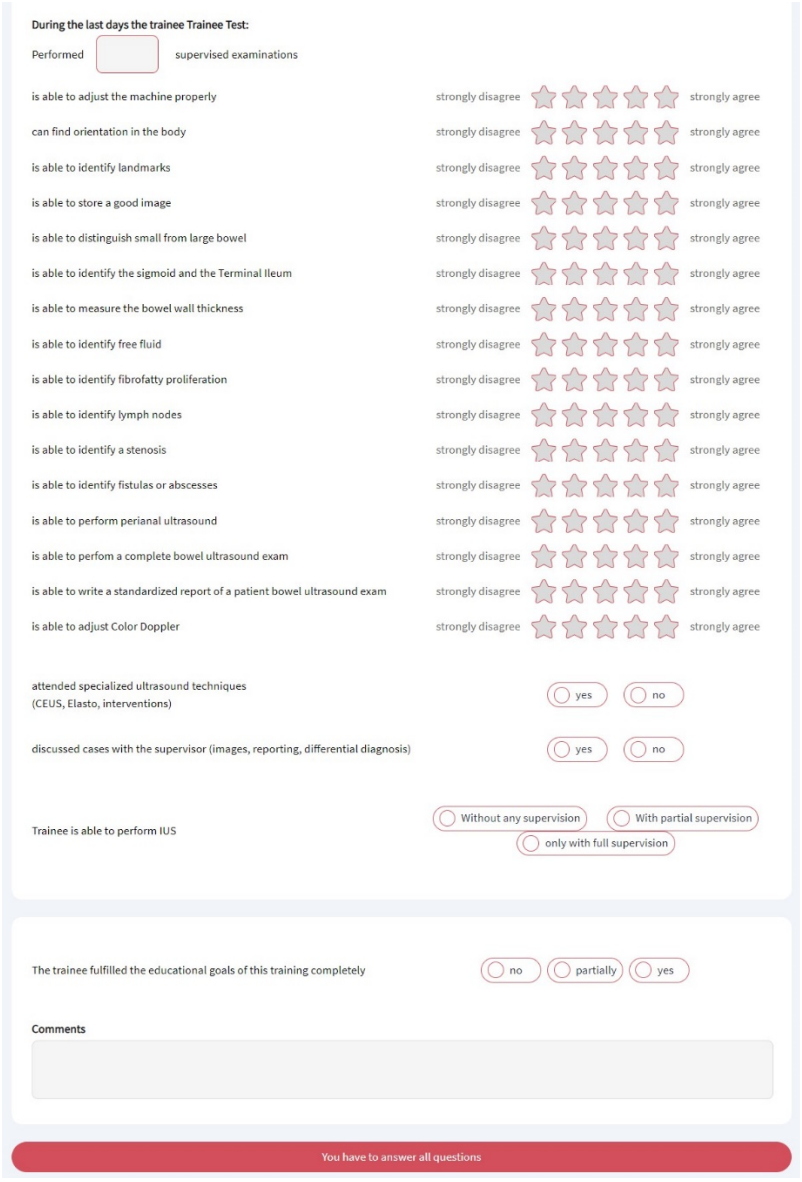
Signing the logbooks is a mandatory step.

After you sign the logbook, it disappears from your dashboard and the trainee and IBUS office see this one as signed.

If there are open logbooks that need your signature, you will receive notification mails (Sender: IBUS-Logbook, service@forgadb.eu) at the end of each week.

3.2. Trainer Feedback

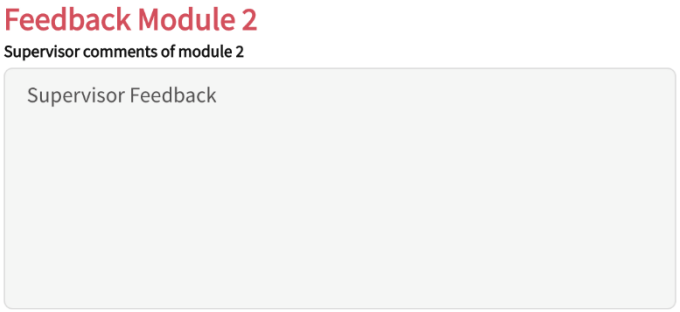
Your trainees can request supervisor feedback on a weekly basis. The requested feedback appear under **Trainer Feedback** under **Open Feedback**. By clicking *Submit feedback* you come to the form you need to fill in that looks like this:



Please fill in all fields, so the button at the end changes to "*Send Assessment*". After sending, this request also disappears from the list and the office, and the trainee can see your feedback.

3.3. End of Module 2

If you confirm with the signature that the trainee has ended its training at your center, you will need to fill in the End of Module 2 form for this trainee. This appears in "Open feedback" under "End of Module 2" on your Dashboard. By clicking on it, you come to the form that looks like this:



You can comment on everything you want to and only the IBUS office will see this form, not the trainee. With "*Send Feedback*" you will finish the documentation for this trainee.

4. Logout

Please log out after finishing your entries to prevent unauthorized access from other persons. For this, please click on the Power Button in the bottom left corner.

After successfully logging out, you see the login page again.