

User Guide for ED Trainee PoCUS Logbook in Microsoft Forms

What is Microsoft Forms?

Microsoft Forms is an application that allows you to easily create surveys, quizzes and polls. The Forms are shareable and allow you to collect and analyse data in real time.

Who can use Microsoft Forms?

Microsoft Forms is available to Office 365 Education customers, Microsoft 365 Apps for business customers, U.S. Government Community Cloud customers, and customers who have a Microsoft account.

The ED Trainee PoCUS Logbook, co-developed by ACEM & EMUGs, was created with the understanding that many hospitals across Australia and Aotearoa New Zealand provide staff with an Office 365 account which in turn, provides a secure platform to use this Form while working in a clinical space.

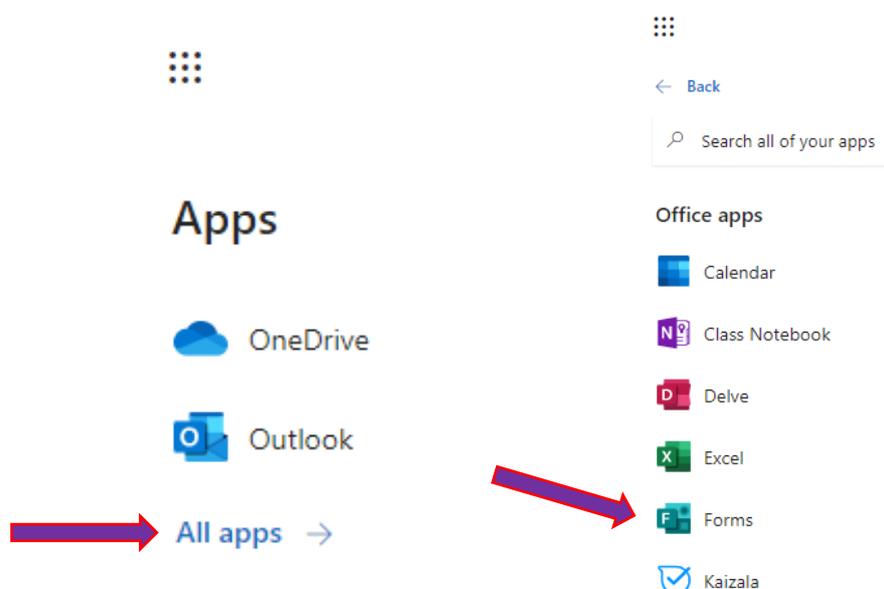
For trainees who do not have a Microsoft account associated with their workplace, an Excel sheet is available for download that includes the same templated data fields. This can be found on the Resources page for Clinical Leads in ED Ultrasound under the *Administration* pillar.

How do I confirm if I have access to Microsoft Forms?

- i. Click [here](#) to access the ED Trainee PoCUS Logbook. If you can see the Form titled *ED Trainee PoCUS Logbook*, then you are ready to go.
- ii. Alternatively, you can confirm by locating the Microsoft Forms application directly by signing into your account, and clicking on the Application launcher located on the top of O365, which looks like this:



Select **Forms** from the list of applications (or select All apps, and select Forms from the extended list).



To start using the Logbook, follow the steps listed below. (You need to click on the link provided and duplicate the Form before it will be saved to your Microsoft Forms account.)

How do I use the ED Trainee PoCUS Logbook?

1. After clicking on the [link](#) provided, the Microsoft Form will open as shown below. It's important to understand that this Form is a template only. You **must** duplicate the form in order to edit fields and submit data. To do this, select 'Duplicate it,' as indicated below. (You will only have to complete this step once.)



Duplicate this form to use as your own.



Duplicate it

ED Trainee PoCUS Logbook

* Required

Please note: This Form is a template only. You must duplicate the form in order to edit and submit data. To do this, select 'Duplicate it' above and re-name it as your own.

1. Patient details (e.g., ID/name, initials):

**Please ensure that you comply with relevant privacy requirements **

2. Patient age:

3. Clinical Context (brief synopsis): *

Disable Imme

- The next screen will indicate that a copy has been created, which will be saved automatically.

The screenshot shows a web interface for a form titled "ED Trainee PoCUS Logbook (Copy) - Saved". The form has two tabs: "Questions" and "Responses". The main heading is "ED Trainee PoCUS Logbook (Copy)" with a blue link icon to its right. A red arrow points to this heading. Below the heading is a section labeled "Section 1" with a three-dot menu icon. The text below reads: "Please note: This Form is a template only. You must duplicate the form in order to edit and submit data. To do this, select 'Duplicate it' above and re-name it as your own." Below this is a question: "1. Patient details (e.g., ID/name, initials):" followed by a red asterisk and the text "*Please ensure that you comply with relevant privacy requirements *". At the bottom is a text input field with the placeholder text "Enter your answer".

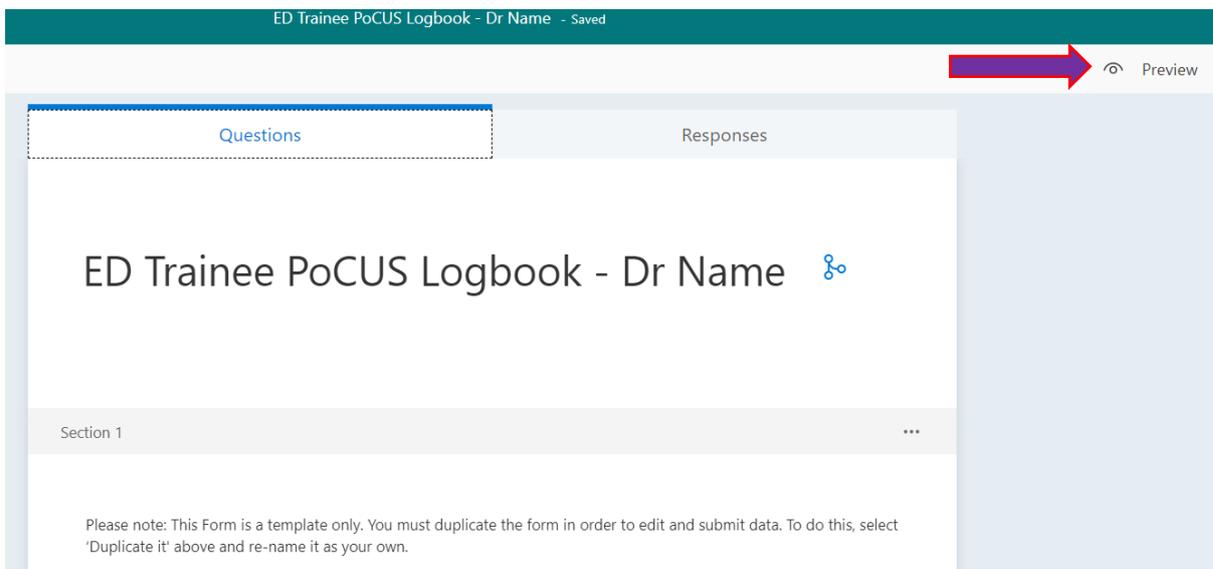
- It is recommended that you rename the Form as your own. (See the example below.) To do this, enter your preferred text in the box and then click anywhere outside of the field, and it will save what you entered.

The screenshot shows a web interface for a form titled "ED Trainee PoCUS Logbook - Dr Name - Saved". The form has two tabs: "Questions" and "Responses". The main heading is "ED Trainee PoCUS Logbook - Dr Name" with a blue link icon to its right. A red arrow points to this heading. Below the heading is a section labeled "Section 1" with a three-dot menu icon. The text below reads: "Please note: This Form is a template only. You must duplicate the form in order to edit and submit data. To do this, select 'Duplicate it' above and re-name it as your own." Below this is a question: "1. Patient details (e.g., ID/name, initials):" followed by a red asterisk and the text "*Please ensure that you comply with relevant privacy requirements *". At the bottom is a text input field with the placeholder text "Enter your answer".

- You are now the owner of this form and any changes you make will only be reflected on your version.

Note: The box in the bottom right-hand side of the image is notifying you that this form uses branching. The first 6 questions in the form (Patient details, Patient age, Clinical context, Clinically indicated study, Proctored scan, and Supervisor name) are standard for all modalities, meaning they will be included for each Modality that you select. Branching of questions occurs from Question 7 onwards, because depending on which Modality you choose, the follow-up questions will change. You don't need to do anything if you are comfortable using the Form as it is. You can ignore that notification.

5. As a Trainee, you have ownership of this form, along with the data that is entered. As with other ACEM & EMUGs developed resources, the information included in this template may or may not be appropriate for your site. Therefore, you are free to make edits to the fields in your Form.
6. To exit the 'edit' view and start entering data, select 'Preview' in the top right corner of the page.



ED Trainee PoCUS Logbook - Dr Name - Saved

Preview

Questions Responses

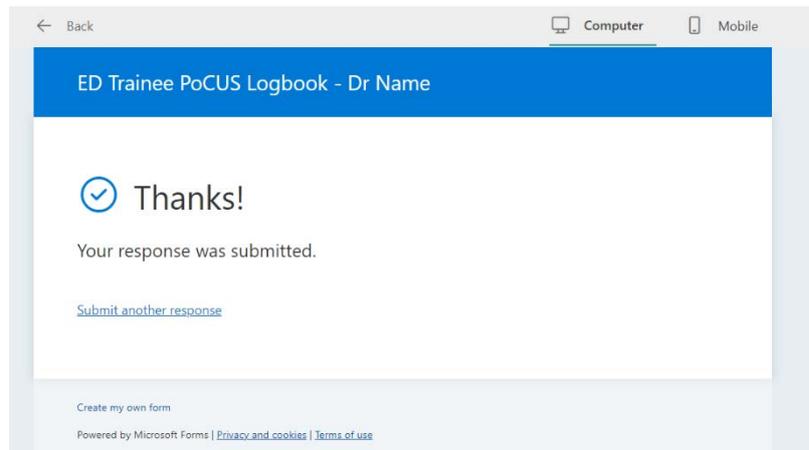
ED Trainee PoCUS Logbook - Dr Name

Section 1

Please note: This Form is a template only. You must duplicate the form in order to edit and submit data. To do this, select 'Duplicate it' above and re-name it as your own.

7. You can now enter data into the form. Please note the following points:
 - Three of the questions are marked as required (*). Question 1 (Patient details), Question 3 (Clinical context) and Question 7 (Modality). These questions must be answered to successfully submit the Form. All other questions are intended to be answered but are not mandatory for submission.
 - As mentioned above, the first 6 questions in the Form (Patient details, Patient age, Clinical context, Clinically indicated study, Proctored scan, and Supervisor name) are standard for all modalities, meaning the questions only start changing (or “Branching”) after you select your Modality.
 - As indicated on the form, some questions are multi-select response, meaning you can select more than one answer.
 - Questions 37-39 (Reviewer name, Reviewer Comments, and Reviewer Signature) can be completed at the time of Form entry or can be completed later, once the excel sheet has been download.

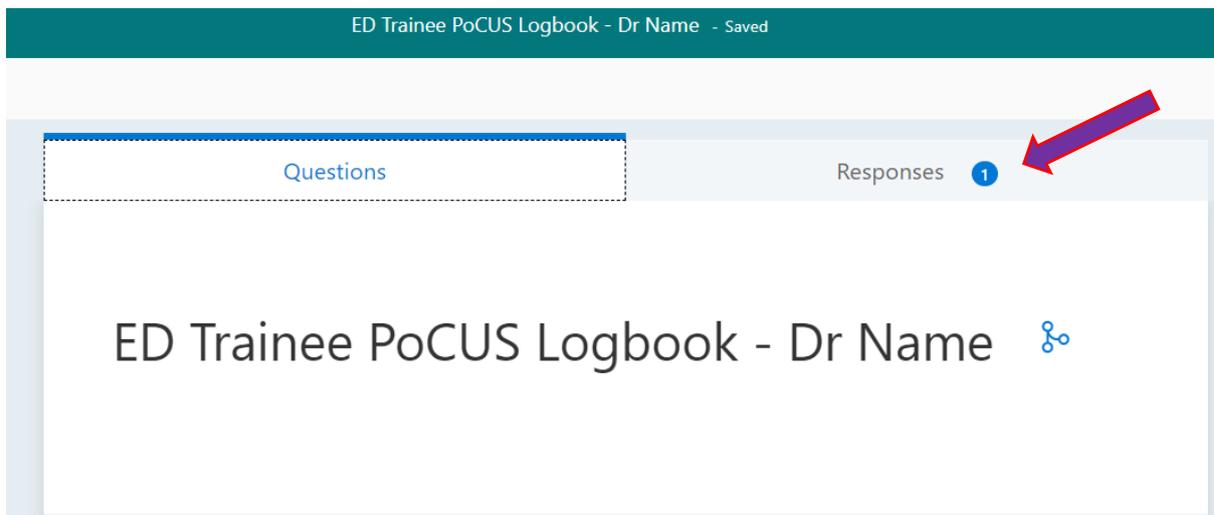
- When you are finished completing the form, select 'Submit' at the bottom of the page. You will receive a confirmation that your response was submitted. See the example below.



- To submit another response, select 'Submit another response'

- To view your submitted response, select 'back' in the top left-hand side of the screen (shown above).

You will be taken back to the main Form in edit mode. On the top right-hand side, you will see a 'Responses' tab indicating that 1 response has been recorded. (See the example below.) Click on 'Responses' tab to view a summary of your responses.



Select 'View results' to view a copy of the Form you entered;

OR

Select 'Open in excel' to view your results in a downloadable Microsoft Excel sheet. (See example below).

Questions Responses 1

ED Trainee PoCUS Logbook - Dr Name

1
Responses

00:13
Average time to complete

Active
Status

... Open in Excel

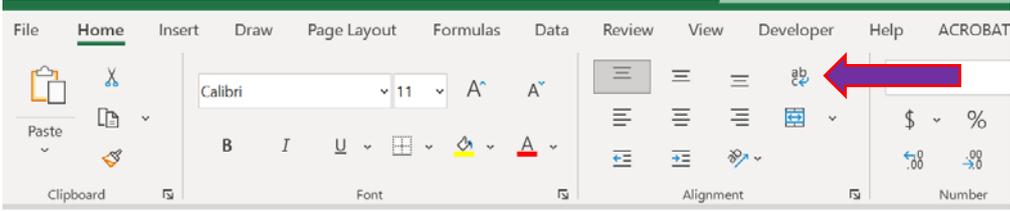
[View results](#)

When the Microsoft Excel sheet opens, you can save a copy of the sheet to your workplace's secure server (e.g., OneDrive, SharePoint). Please ensure that you comply with your institution's relevant privacy requirements during this process.

Each time you enter a new Form, the data will be saved to the same Excel spreadsheet. It's important to note that all the scans for the different modalities are created in one Form. Therefore, once you have submitted multiple Forms (i.e., multiple responses), your sheet may appear unordered at first glance. To resolve this, filter the data by the 'Modality' column in to review the data more clearly.

Each column should already have a filter set up; select the 'drop down' arrow from the 'Modality' column and select/deselect whatever modalities to have a cleaner view.

It may be helpful to use the wrap text function (indicated below) on fields that include a lot of text. Highlight the columns containing a lot of text and select 'wrap text'. See the examples below:



Z	AA	AB	AC	AD
IVC:	Lung protocol used:	Right lung: (multi select)	Left lung: (multi select)	Name of procedure:
	8 view (anterolateral)	Pleural line abnormality; Subpleura (<1cm); Consolidation or	Loss of pleural slide; Pleural line abnormality; Subpleural consolidation	
		consolidation (<1cm); Atelectasis; Pleural fluid;		

Note: the last three columns in your sheet include a cell for 1) Reviewer name, 2) Reviewer Comments, and 3) Reviewer Signature. You can share your excel sheet with a supervisor to review and sign off.

11. Remember, to enter data, use the 'Preview' section of the form.

12. As with other O365 applications, your information is saved automatically when exiting the application.

13. If you exit the form, and need to return later, follow the steps listed in section. ii, *How do I confirm if I have access to Microsoft Forms?*, at the beginning of this document.

Helpful Resources

- <https://support.microsoft.com/en-us/office/frequently-asked-questions-about-microsoft-forms-495c4242-6102-40a0-add8-df05ed6af61c>
- <https://support.microsoft.com/en-us/office/forms-basics-1dd58027-40dc-42d0-9ca4-80ddecc5c696>
- <https://support.microsoft.com/en-gb/forms?ui=en-US&rs=en-GB&ad=GB>

Questions?

Please contact educationdevelopment@acem.org.au for any general questions about this template.