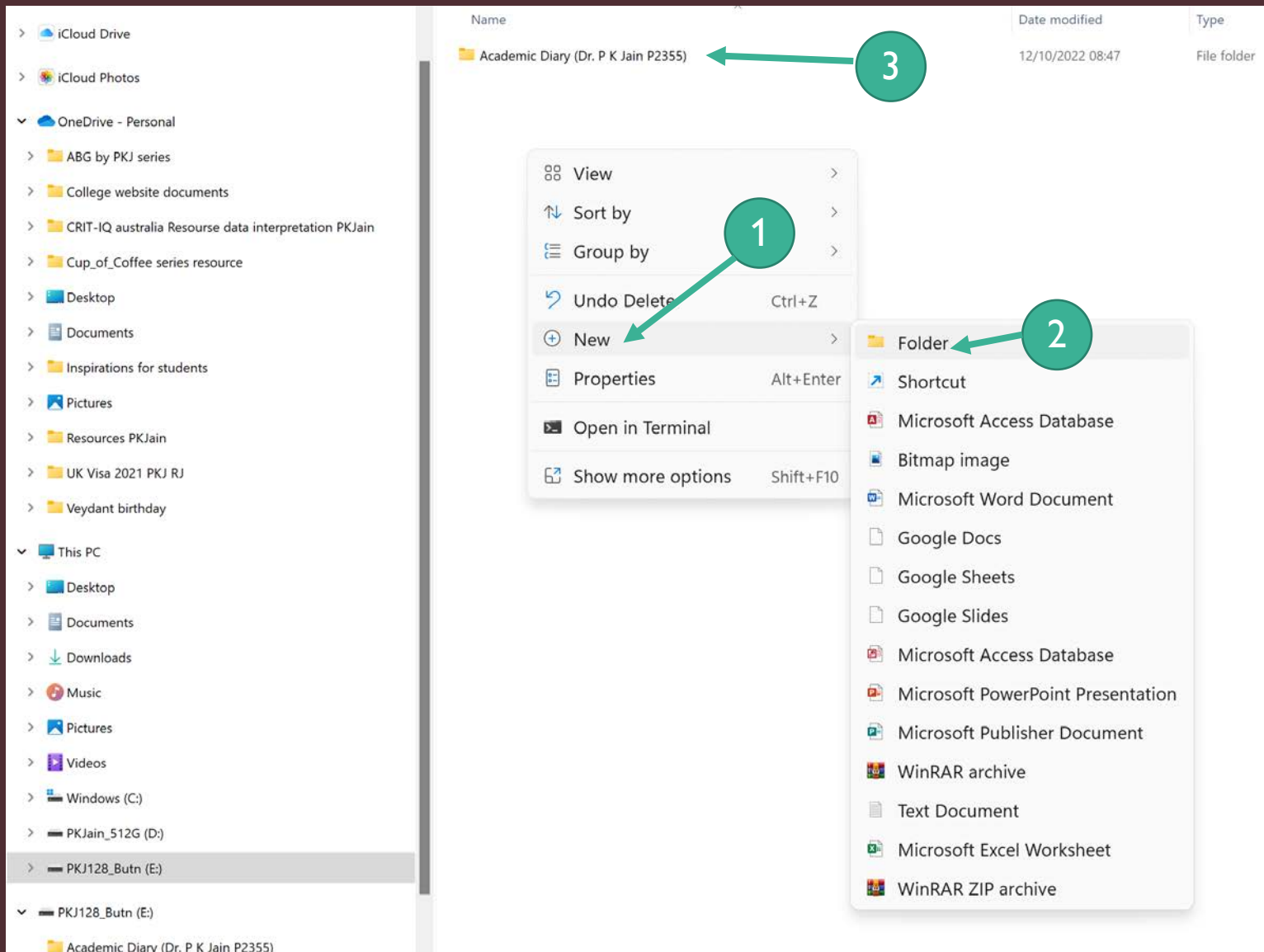


How to use the
Academic Diary



College of Critical care Medicine

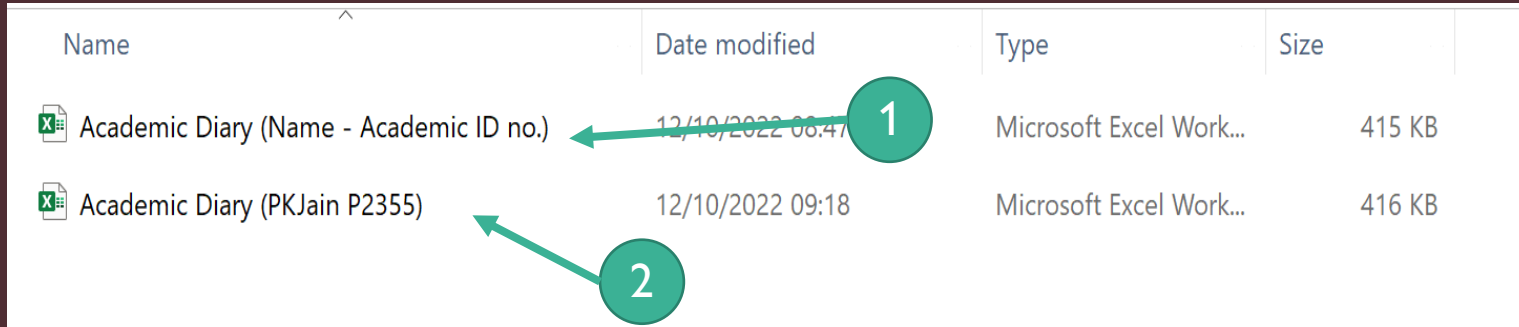
Creating a Folder & Renaming the Academic Diary



On your Desktop/ Laptop/ Pendrive:

1. Select a location for storing your Academic Diary. Right click your mouse, select NEW then
2. Click on FOLDER to create a new folder
3. Rename this folder as academic diary (open bracket) your name followed by your academic ID number (Close Bracket)

Renaming the Academic Diary to your Personal name



Name	Date modified	Type	Size
Academic Diary (Name - Academic ID no.)	12/10/2022 08:47	Microsoft Excel Work...	415 KB
Academic Diary (PKJain P2355)	12/10/2022 09:18	Microsoft Excel Work...	416 KB

Open the folder so created and

1. Download the Academic Diary from the download-section of ICUeducation.com or from the CollegeOfCriticalCare.com

2. Rename the file as “Academic Diary (your name followed by you Academic ID number provided by the College)”

3. *Leave the original file as backup in case of accidental deletion of your personal Academic Diary.*

Navigation TABS - Cover TAB

The screenshot shows the 'Academic Diary' interface. At the top left, there is a line-art illustration of three medical professionals. Below it is the logo for the Critical Care Education Foundation, which features a person at a computer. A horizontal green bar is positioned below the logo. At the bottom of the page is a navigation bar with several tabs: 'Cover', 'Summary', 'CCEF Lectures', 'Worksheets', 'Non-CCEF Lectures', 'PowerPoints', 'Procedures', 'Conferences', 'Cases', and 'OTHERS'. The 'Cover' tab is highlighted with a green underline. Three callout boxes with green circles and arrows point to specific elements: callout '2' points to the 'Cover' tab, callout '3' points to the blank green bar, and callout '1' points to the 'PowerPoints' tab.

Academic Diary

College of Critical Care Medicine
Critical Care Education Foundation
CollegeOfCriticalCare.com

Navigation Tabs: > Cover | Summary | CCEF Lectures | Worksheets | Non-CCEF Lectures | PowerPoints | Procedures | Conferences | Cases | OTHERS

1. You will see multiple TABS at the bottom.

1. *Cover*
2. *Summary*
3. *CCEF Lectures*
4. *Worksheets -CCEF*
5. *Non-CCEF Lectures*
6. *PowerPoints*
7. *Procedures*
8. *Conferences*
9. *Cases*
10. *OTHERS*

2. Click on “Cover” Tab.

3. You will see a *BLANK* green bar. Ignore for the moment (It will be automatically filled later with your details)

Filling the SUMMARY TAB- Candidate profile

Candidate Profile

1 Name:

2 Examination appearing for: 3 Year due to Appear:

4 Academic ID Number:

5 Institute Registered from:

6 City:

Summary of Academic Points

	CATEGORY	ACP	PROOF Submitted?
1	Attendance and participation at the Orientation	0	
2	Attendance and participation at the Crash Course	0	
3	Completion of "Online Courses"	0	
4	Successful Completion of "SELF-Assessment"	0	
5	Certificate of BCLS / ACLS attendance*	0	
6	Certificate of basic/ adv. Mech.ventilation	0	
7	Appraisal from the head of ICU/ local teacher	0	
8	Submission of Logbook	0	
9	Attendance at State/ National/ Intern.	0	
10	Participation in College Online class +PPTs	0	
11	Other Academic activities of CCEF	0	
12	CCEF-Worksheets	0	
TOTAL ACP:		0	
Balance ACP needed:		200	

Click on the "Summary" Tab and you will see this page. Please Note: **YOU CAN ONLY TYPE IN THE YELLOW CELLS.**

A. In the Candidates Profile:

1. Type your Name
2. Click on the blue bars for "DROP-DOWN" menus. Select appropriate
3. Examination appearing for
4. YEAR due to appear
5. Enter your Academic ID Number
6. Institution Registered from & City
7. A drop-down arrow will appear on clicking blue area. Select your choice.

A candidate must SUBMIT/ PROVIDE PROOF of securing 200 'ACADEMIC CREDIT POINTS' (ACP) in the academic year. They will maintain the Academic Diary provided by the College and submit it ATLEAST 1 month before the exams as proof of work done throughout the year.

Candidate Profile

1 Name:

2 Examination appearing for: 3 Year due to Appear:

4 Academic ID Number:

Re-checking the COVER Tab- Personal details filled in

Candidate Profile			
1	Name:	Dr. Praveen Kumar Jain	
2	Examination appearing for:	PCCCM	3 Year due to Appear: 2023
4	Academic ID Number:	P2355	
5	Institute Registered from:	BSES Hospital	
6	City:	Mumbai	

Summary of Academic Points			
	CATEGORY	ACP	PROOF Submitted?
1	Attendance and participation at the Orientation	0	
2	Attendance and participation at the Crash Course	0	

1

Once you have filled in all the details in the Yellow bars and the 2 Blue drop downs, the “Candidates Profile” should look like this.

1. Click on “COVER” tab at the bottom now
2. The Green Bar should now show your **Name - Exam due - Year due.**

Dr. Praveen Kumar Jain	PCCCM	2023
------------------------	-------	------

College of Critical Care Medicine
Critical Care Education Foundation
CollegeOfCriticalCare.com

2

Summary of Academic Points Tab & Instructions

Summary of Academic Points			
	CATEGORY	ACP	PROOF Submitted?
1	Attendance and participation at the Orientation	0	
2	Attendance and participation at the Crash Course	0	
3	Completion of "Online Courses"	0	
4	Successful Completion of "SELF-Assessment"	0	
5	Certificate of BCLS / ACLS attendance*	0	
6	Certificate of basic/ adv. Mech.ventilation	0	
7	Appraisal from the head of ICU/ local teacher	0	
8	Submission of Logbook	0	
9	Attendance at State/ National/ Intern.	0	
10	Participation in College Online class +PPTs	0	
11	Other Academic activities of CCEF	0	
12	CCEF-Worksheets	0	
TOTAL ACP:		0	
Balance ACP needed:		200	

A candidate must SUBMIT/ PROVIDE PROOF of securing 200 'ACADEMIC CREDIT POINTS' (ACP) in the academic year. They will maintain the Academic Diary provided by the College and submit it ATLEAST 1 month before the exams as proof of work done throughout the year.

On the same Summary TAB, you will see the

1. "Summary of Academic Points". You do not need to do anything at this stage as the ACP will be filled in AUTOMATICALLY.
2. (Note: The Blue Bars under "Proof Submitted" are drop down choices. Before submitting Academic diary to College you will need to submit proofs where you have. Then add those proofs as pdf/ jpeg/PNG files in the Academic Diary FOLDER you initially created) and then ZIP folder and submit to College via WeTransfer.com
3. You will see the ACP you have acquired till now and the Balance ACP you need to acquire.
4. Important instruction shown here as REMINDER.

CCEF LECTURES Tab- details to be filled in

CCEF LECTURES ATTENDED				
Serial No.	Topic	Date	Speaker	Academic Credit Points
1	Acute Renal failure	27/10/2022	Dr P K Jain	1
2				
3				
4				

Click on CCEF LECTURES TAB, you will see the

1. The details to be filled are self-explanatory. You can abbreviate the topic/speaker text to fit into the space if needed.
2. Then ACP value is tentatively filled (subject to College confirmation of >50% time attended. (>50% time online only counted as attendance per lecture). These will be counter-checked with data in College records.

Worksheets- CCEF Tab- details to be filled in

Worksheets-CCEF				
Serial No.	Worksheet Number	Date Received	Submitted on	Academic Credit Points
1				
2				
3				
4				
5				

Click on Worksheet- CCEF LECTURES TAB, you will see the

1. The details to be filled are self-explanatory.
2. Then ACP value is automatically filled in. (subject to College confirmation of on-time submission. These will be counter-checked with data in College records.

Non-CCEF LECTURES Tab- No ACP

Non-CCEF LECTURES ATTENDED				
Serial No.	Topic	Date	Speaker	Academic Credit Points
1	Management of Sepsis	12/08/2022	Venkateshwara	0
2	Mechanical ventilation	15/09/2023	Gopal G.	0
3				0
4				0

1


Click on NON-CCEF LECTURES TAB,
The details to be filled are self-explanatory.
You can abbreviate the topic/speaker text to fit into the space if needed.

1. There are no ACP associated with Non-CCEF lectures BUT still record them as they will be very useful in later professional career especially if applying abroad.
2. Value of ACP=0 cannot be changed!

Non-CCEF LECTURES ATTENDED				
Serial No.	Topic	Date	Speaker	Academic Credit Points
1				0
2				0
3				0
4				0
5				0
6				0
7				0
8				0
9				0
10				0
11				0
12				0
13				0

2

Microsoft Excel

 The cell or chart you're trying to change is on a protected sheet. To make a change, unprotect the sheet. You might be requested to enter a password.

OK

PowerPoints Tab

Serial No.	Topic	Date	Presented/ only Submitted	Academic Credit Points
1	MENDS	21/09/2022	Only Submitted	1
2	BASICS	12/10/2022	Presented	3
3	REALITY	28/09/2022	Only Submitted	1
4	COBI	21/09/2022	Only Submitted	1
5	Cardiac Biomarkers	12/10/2022	Only Submitted	1
6	STEMI	19/10/2022	Presented	3
7			Presented	
8			Only Submitted	
9				
10				
11				
12				

Click on PowerPoints TAB,

Fill in the Topic and the date.

1. Click on the blue bar and click on drop down arrow to see options
2. Select correct option for you.
3. ACP are corrected displayed automatically and credited to your summary account. (See SUMMARY TAB).

Workshops/Seminars/ Conferences Tab

Click on Conferences TAB,

1. Fill in the details.
2. On the blue cell, click to display drop-down arrow. Click on arrow to display option. Select option
3. Appropriate ACP automatically displayed.
4. Total ACP shown here. But only a maximum of 50 ACP allowed from Seminars/workshops/ conferences combined
5. Allowed ACP in your case is displayed here and also reflected in Summary Tab.

Serial No.	Topic + Organiser)	Date	Days > hrs	Academic Credit Points
1	ABC Annual Conference	1/89/22	more than 3 days	30
2	Seminar on ARDS	12/09/2022	1	10
3	Workshop on Nutrition in ICU	18/09/2022	2	20
4				
5				

27				
28				
29				
30				
Total ACPs:				60
Total ACP allotted:				50

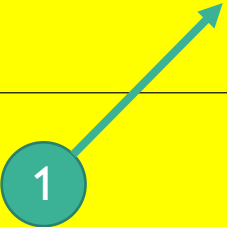
Maximum of 30 ACP for a Conference. Maximum Seminar/Conferences/Workshops together Academic year

Total ACPs:		40
Total ACP allotted:		40

Maximum ACP for all together is 50 in one ar

Clinical Cases Tab

A	B	C
Serial No.	Clinical summary (presentation, Diagnosis, Course in ICU (short), Outcome)	Date
1	46 yr M presented with 3 days breathlessness and fever. Xray: ARDS, Covid +, Mechanically ventilated with antiviral medication. Patient developed AKI and needed dialysis. Recovered after 9 days on ventilator. Discharged to ward.	08/09/2022
2		
3		



Click on Cases TAB,

1. Fill in the details. Be brief as only limited space. There are no ACP associated with Clinical Cases BUT still record them as they will be very useful in later professional career especially if applying abroad.

OTHERS Tab

Academic Activities			
1	Attendance at the Orientation Program		0
2	Attendance and participation at the Crash Course		0
3	Completion of "Online Courses" at ICUeducation.com:		
		Total Online Courses ACPs:	0
ACPs			
4	Certificate of BCLS / ACLS attendance*		0
5	Certificate of basic/ adv. Mech.ventilation*		0
6	Appraisal from the head of ICU/ local teacher		0
7	Other Academic Activities of CCEF:		
	Activity Name	Date	ACPs
a)			
b)			
c)			
d)			
e)			
	Total Other Academic ACPs:		0
8	SELF ASSESSMENT TESTS: You need to score > 70% Marks to successfully claim Certificate and ACP		
a)	ABG (only on passing)		0
b)	ECG (only on passing)		0
c)	Biochemistry (only on passing)		0
d)	Haemat./Coagulation (only on passing)		0
e)	Xray (only on passing)		0
f)	CT/MRI (only on passing)		0
	Total Logbook ACPs:		0
9	LOGBOOK: You need to submit set of 5 studies in prescribed format only. Marks will be maximum 10 per set depending on quality of casepresentation and interpretation. Marks will be informed by College after correction which may take upto 15 days, so submit well in advance before exams. (ACPs will be given after evaluation only).		
a)	ABG (Set of 5 studies)		0
b)	ECG (Set of 5 studies)		0
c)	Biochemistry (Set of 5 studies)		0
d)	Haemat./Coagulation (Set of 5 studies)		0
e)	Xray (Set of 5 studies)		0
f)	CT/MRI (Set of 5 studies)		0
	Total Logbook ACPs:		0

Click on OTHERS TAB, This is a very busy Sheet with lots of Activities covered!

1. Attending the Orientation Course.
2. Attending the Crash Course.
3. Completion of "Online-Courses at ICUeducation.com
4. Attending Certificate Course in BCLS/ACLS
5. Attending Certificate Course in basic/ advanced mechanical ventilation.
6. Appraisal by department head/teacher/ Guide.
7. Other academic activities of CCEF that maybe announced from time to time. Here you will need to fill the ACP manually as declared by the College.
8. Self-Assessment Certification (after successful completion only).
9. Logbook submission. ACP Points are maximum of 10 per set but actual ACP depend on evaluation by the College (based on presentation, Interpretation, quality of original data (ECG/ABG etc) that is submitted.

OTHERS Tab

Academic Activities

ACPs

1	Attendance and participation at the Orientation Program	YES		30
2	Attendance and participation at the Crash Course	YES		30
3	Completion of "Online Courses" at ICUeducation.com:	Y/N NO YES		
			Total Online Courses ACPs:	0

1

Click on OTHERS TAB, This is a very busy Sheet with lots of Activities covered!

1. Click on the blue tab to reveal the drop down menu and select appropriate choice. ACP will be automatically added.
2. Click on the Online courses drop down tab and select the Online course you completed.
3. ACP automatically added.

Academic Activities

ACPs

1	Attendance and participation at the Orientation Program	YES		30
2	Attendance and participation at the Crash Course	YES		30
3	Completion of "Online Courses" at ICUeducation.com:			
	ABG for Beginners (10 ACP)			10
	Online Courses			
	ECG for Beginners (10 ACP)			
	ABG for Beginners (10 ACP)			
	Sherlock Holmes Approach (10 ACP)			
			Total Online Courses ACPs:	10

2

Academic Activities

ACPs

1	Attendance and participation at the Orientation Program	YES		30
2	Attendance and participation at the Crash Course	YES		30
3	Completion of "Online Courses" at ICUeducation.com:			
	ABG for Beginners (10 ACP)			10
	ECG for Beginners (10 ACP)			10
	Sherlock Holmes Approach (10 ACP)			10
			Total Online Courses ACPs:	30

3

OTHERS Tab

			ACPs
4	Certificate of BCLS / ACLS attendance*	YES	10
5	Certificate of basic/ adv. Mech.ventilation*	YES	10
6	Appraisal from the head of ICU/ local teacher	<input type="text"/>	0
		Y/N	
7	Other Academic Activities of CCEF:	NO	
		YES	

Similarly select options from drop down for:

1. Attending Certificate Course in BCLS/ACLS
2. Attending Certificate Course in basic/ advanced mechanical ventilation.
3. Appraisal by department head/teacher/ Guide.

OTHERS Tab

8 SELF ASSESSMENT TESTS: You need to score > 70% Marks to successfully claim Certificate and ACPs.				
a) ABG (only on passing)	YES			10
b) ECG (only on passing)				0
c) Biochemistry (only on passing)	YES			10
d) Haemat./Coagulation (only on passing)				0
e) Xray (only on passing)	YES			10
f) CT/MRI (only on passing)				0
	Y/N		Total Logbook ACPs:	30
	NO			
	YES			

Similarly select options from drop down for Self Assessment Tests.

Note:

- a) You only get ACP if you pass the test and you have downloaded certificate as proof.
- b) No ACP for attempting or failing test.

OTHERS Tab

9	LOGBOOK: You need to submit set of 5 studies in prescribed format only. Marks will be maximum 10 per set depending on quality of case presentation and interpretation. Marks will be informed by College after correction which may take upto 15 days, so submit well in advance before exams. (ACPs will be given after evaluation only).			
a)	ABG (Set of 5 studies)	YES		10
b)	ECG (Set of 5 studies)			
c)	Biochemistry (Set of 5 studies)	YES		7
d)	Haemat./Coagulation (Set of 5 studies)	YES		8
e)	Xray (Set of 5 studies)	YES		5
f)	CT/MRI (Set of 5 studies)			
		Y/N		
		NO		
		YES		
			Total Logbook ACPs:	30

Similarly select options from drop down for Logbook submitted:

1. Select the logbook components you have submitted
2. Logbook will be evaluated manually by the College and marks allotted. ACP Points are maximum of 10 per set but actual ACP depend on evaluation by the College (based on presentation, Interpretation, quality of original data (ECG/ABG etc) that is submitted.
3. Logbooks (all components ZIPed into single file with your name included in name of each file submitted) must be sent via WeTransfer.com

Back to SUMMARY TAB

Summary of Academic Points		
CATEGORY	ACP	PROOF Submitted?
1 Attendance and participation at the Orientation	30	
2 Attendance and participation at the Crash Course	30	
3 Completion of "Online Courses"	10	
4 Successful Completion of "SELF-Assessment	10	
5 Certificate of BCLS / ACLS attendance*	10	
6 Certificate of basic/ adv. Mech.ventilation	10	
7 Appraisal from the head of ICU/ local teacher	10	
8 Submission of Logbook	5	
9 Attendance at State/ National/ Intern.	30	
10 Participation in College Online class +PPTs	50	
11 Other Academic activities of CCEF	10	
12 CCEF-Worksheets	0	
TOTAL ACP:	195	
Balance ACP needed:	5	

A candidate must SUBMIT/ PROVIDE PROOF of securing 200 'ACADEMIC CREDIT POINTS' (ACP) in the academic year. They will maintain the Academic Diary provided by the College and submit it ATLEAST 1 month before the exams as proof of work done throughout the year.

You can and should go back to SUMMARY TAB to see your latest status and plan how you will acquire balance of ACP.

1. All the ACP from various activity on different tabs are immediately and automatically entered/updated in "Summary of Academic Points"
2. The total ACP you have acquired is displayed here.
3. Balance ACP needed displayed at 2 places.
4. This Diary must be submitted updated before the 5th of every month via email to academics@ccef.in.
5. Final version of this Diary with 200 points accumulated must be submitted with all certificates as PROOF (all components ZIPed into single file with your name included in name of each file submitted) & sent via WeTransfer.com