

Clinical Course & Exam Refund Scheme (CCERS)

Guide for Medical ManpowerUsers NDTP – DIME





NDTP Support Contact Details

dime.team@hse.ie

National Doctors Training & Planning Block 9E, Sancton Wood Building Heuston South Quarter Saint John's Road West Dublin 8

www.hse.ie/doctors



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1. Introduction:

The Clinical Course and Exam Refund Scheme (CCERS) is part of the suite of educational supports for NCHDs provided by HSE-NDTP. The scheme provides funding towards an approved list of clinical courses and exams. All doctors employed under the 2010 NCHD contract are eligible to apply for refunds under the CCERS. For further information on the CCER Scheme, or the other supports offered by NDTP, please see link to the CCERS policy: <u>https://www.hse.ie/eng/staff/leadership-education-development/met/ed/fin/</u>

2. CCERS on NER:

In order for the NCHD to create a CCERS Application, they must submit an application via the Clinical Course & Exam Refund Section on their NER Account.



Once they have selected the CCERS icon on their NER Dashboard they will be directed to the CCERS home page

The home page has five sections within, as described below:

- Section 1: Make New Application
- Section 2: Edit Application (only New, Further Info and Unprocessed applications can be edited)
- Section 3: Delete Application (only if it has not been submitted to Medical Manpower i.e. status New)
- Section 4: Log of Applications TSS and CCERS
- Section 5: Guidance Document

| CLINICAL COURSE AND EXAM REFUND SCHEME | ◆ EDerboard ◆ CCERS | Ĵ |
|----------------------------------------------|-------------------------------|--------------------|
| Welcome to the Clinical Course and Exam | Refund Scheme section of NER. | |
| MAKE NEW APPLICATION | EDIT APPLICATION | DELETE APPLICATION |
| LOG OF APPLICATIONS T | SS AND CCERS GUIDANCE D | OCUMENT. |





If the NCHD is not post matched they will not be able to make an application. They will see a padlock symbol on the "Make New Application" section and a toaster message should display saying:

| Health Service Executive | NCHO must be matched to a positio o 1 make an application | pintered Numbers 4, Change Password i Help (+ Log Off |
|----------------------------------------------|-----------------------------------------------------------|-------------------------------------------------------------|
| CLINICAL COURSE AND EXAM REFUND SCHEME | ♦ EE Dashboard ♦ CCERS | 1 |
| Welcome to the Clinical Course and Exam | Refund Scheme section of NER | L) |
| MAKE NEW APPLICATION | EDIT APPLICATION | DELETE APPLICATION |
| LOG OF APPLICATIONS TSS | AND CCERS GU | EANCE DOCUMENT |

2.1 Make New Application:

The NCHD will be required to complete three sections in the CCERS application form:

- Section 1: Application Details
- Section 2: Attach Documents
- Section 3: Declaration

2.1.1 Section 1: Application Details

The NCHD will click on the "Make New Application" button. This will open up the CCERS application form page below:

CLINICAL COURSE AND EXAM REFUND SCHEME APPLICATION FORM

| Application Details | 1. A | Attach Do | cuments | | Declaration |
|--------------------------------------------------------------------------------------------------------------------------|-------------------------|----------------------------|-------------------------------------------------------|-------------------------------------------------------------|---------------------------------------------------------------------------------|
| When making a claim: | | | | | |
| 1. Please refer to the Guidance Document of Refund Scheme (CCERS). | n the home so | reen which provides info | mation on what may be | applied for unde | r the terms of the Clinical of the Course and Exam |
| 2. Applications for refund from NCHDs must be n | nade to their cu | urrent employer within 6 | nonths of the date of un | dertaking the clir | ical course/examination. |
| Once you are satisfied that your application is to submit a claim to Medical HR/Manpower. | eligible for rein | nbursement please comp | lete the Clinical Course | and Exam Refu | nd Scheme (CCERS) application form below in orde |
| All mandatory fields marked with a red asterix of attendance, relevant receipts etc. | * must be com | pleted in order to progre | is to the next stage of th | e application pro | cess, which involves attaching documents e.g. proc |
| 5. Please use the further details field below if you | wish to provid | le any further information | regarding your applicat | tion. | |
| If you wish to save this application to edit at a not be visible by Medical Manpower until submitt | later stage, pri ed. | or to submission, then cl | ck save and exit. Your a | pplication will be | stored in the Edit Application section and will |
| 7. With the exception of those examinations which relevant lrish postgraduate training body. All clinic | h have an aste | erix beside them, all iden | ified examinations must | t be undertaken i | n the Republic of Ireland, under the auspices of the |
| relevant mon policy/addate naming body. An onthe | | ist be taken in the Reput | lic of ireland or worthen | n Ireland. | |
| Application type* | | ist be taken in the Reput | PPSN* | n Ireland. | |
| Application type* | | st be taken in the Reput | PPSN* | n ireland. | |
| Application type* | | vst be taken in the Reput | PPSN* | n Ireland. | |
| Application Category* | | visi be taken in the Reput | PPSN* | n <i>Ireland</i> . « If the training laste | s for more than a day and enter the end date of the training |
| Application type* Application Category* Date Attended From* | | vsi be taken in the keput | PPSN* | n ireland. I the training laste | d for more than a day and enter the end date of the training more than one day) |
| Application type* Application Category* Date Attended From* | | v | PPSN+ | n ireland. « If the training laste if training is for | d for more than a day and enter the end date of the training more than one day) |
| Application type* Application Category* Date Attended From* Further Details | | | PPSN* | n treland. It the training laste | d for more than a day and enter the end date of the training more than one day) |
| Application type* Application Category* Date Attended From* Further Details (Please expand on details of your claim) | | ist be taken in the Reput | PPSN* | n treland. I the training laste | d for more than a day and enter the end date of the training more than one day) |
| Application type* Application Category* Date Attended From* Further Details (Please expand on details of your claim) | | | PPSN* Please tick this boy below. Date Attended To (i | r treland. | d for more than a day and enter the end date of the training more than one day) |

A CCERS application can only be submitted to the Medical Manpower Department for verification after completion of All Mandatory requirements of each Section. Mandatory fields will be denoted by a Red Asterisk *

NB: The NCHD should click "Save & Continue" to progress to the next stage of the application. Clicking "Save & Exit" will save the application for editing later ("Edit Application" Section) but the application will **not** be visible to the Medical Manpower Department until the online declaration is signed by the NCHD and the application is submitted.





2.1.2 Section 2: Attach Documents

To upload a file, the NCHD should click on the **"Choose File"** button. A pop-up window will appear which allows the NCHD to browse for documents and add them to the portal. The NCHD can upload multiple documents in this section. Please note the following regarding file uploads:

| Please upload receipt, proof of attendance and evidence of passing the examination below to support your clinical course and exam refund scheme ap 2. Documents must be saved in PDF, JPEG, PNG or ZIP format and cannot exceed a maximum file size of 5MB per document. Please upload required p 3. Please ensure that all documents are legible and relevant to the submitted application. You cannot progress to the next stage of viewing the online Declaration Form and submitting your application until at least 1 supporting document has section. You can however save and exit the application and edit it at a later date. The CCER Scheme covers the cost of the relevant course/exam only. Travel costs associated with these courses/exams may be claimed via TSS. Please drag and drop or choose the files | olication. Iges only: Yeen uploaded in this |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|
| Documents must be saved in PDF, JPEG, PNG or ZIP format and cannot exceed a maximum file size of 5MB per document. Please upload required p 3. Please ensure that all documents are legible and relevant to the submitted application. You cannot progress to the next stage of viewing the online Declaration Form and submitting your application until at least 1 supporting document has section. You can however save and exit the application and edit it at a later date. The CCER Scheme covers the cost of the relevant course/exam only. Travel costs associated with these courses/exams may be claimed via TSS. Please drag and drop or choose the files | ages only. Seen uploaded in this |
| Please ensure that all documents are legible and relevant to the submitted application. You cannot progress to the next stage of viewing the online Declaration Form and submitting your application until at least 1 supporting document has section. You can however save and exit the application and edit it at a later date. The CCER Scheme covers the cost of the relevant course/exam only. Travel costs associated with these courses/exams may be claimed via TSS. Please drag and drop or choose the files | been uploaded in this |
| You cannot progress to the next stage of viewing the online Declaration Form and submitting your application until at least 1 supporting document has section. You can however save and exit the application and edit it at a later date. The CCER Scheme covers the cost of the relevant course/exam only. Travel costs associated with these courses/exams may be claimed via TSS. Please drag and drop or choose the files | been uploaded in this |
| 5. The CCER Scheme covers the cost of the relevant course/exam only. Travel costs associated with these courses/exams may be claimed via TSS. | |
| Please drag and drop or choose the files | |
| Griedase drag and drop of choose the mes | |
| | |
| 1 Choose File | |
| | |
| | |

Validation & Mandatory Requirements for Document Uploads on NER:

- It is mandatory to upload at least one document.
- The document should not exceed 5mb file size.
- Only documents in PDF, JPEG or PNG format can be uploaded
- The file compressed into a ZIP file can also be uploaded in the attach documents section as a supporting document.

2.1.3 Section 3: Declaration

In order to submit an application to the Medical Manpower Department, the NCHD needs to ensure that they sign the online declaration form. To do this they need to check the tick box shown in the below image and finally click the "Submit" button. If the NCHD clicks "Save and Exit" the application will not be visible to the Medical Manpower Department. However, they can edit this application in the "Edit Applications" section.

| CLINICAL COURSE AND E | XAM REFU | JND SCHEMI | E APPLICATION | FORM | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|
| Application Deta | ils) | Atta | ch Documen | its 🕨 | Declaration |
| Declaration Acceptance | | | | | |
| Applicant please read the declaration b | elow carefully: | | | | |
| I declare that: | | | | | |
| The information that I have provide the provided of the provided | ovided as part o in uploaded are l been reimburs /course I will be terms of the so nal receipts for a | f my Clinical Cours electronic versions ed for this course/e required to repay heme are breached a period of 6 years | e and Exam Refund Soh s of original documents exam from the CCERS, T the amount in full. I am a d and that these may be s | eme Application is SS, any HSE funder sware that the provisu bject to audit | accurate and complete d scheme or any other source. I understand that if I sions of any HSE funded scheme may be |
| I agree to this information being kept | electronically and o | enfloentially. | B SAVE & EXIT | ø submit | |





2.2 Edit Application:

NCHDs can edit applications with the following status only: New, Further Information Required and Unprocessed EDIT CCERS APPLICATION

You will only be able to view and edit applications with the following status assig

New - You have initiated a new application however you have not yet submitted this to Medical HR/Manpo

Further Info Required - Medical HR/Manpower have returned your application as they require additional information in order to process your application

Unprocessed - Medical HR/Manpower have not processed your application.

| Action | Claim Category | Clinical Site | Submitted Date | Date of Action | Status | Further Info Reason | Details |
|---------|---------------------------------------------------------------------------|---------------|---------------------|---------------------|--------------------------|---------------------|---------|
| OF EDIT | Approved Clinical Courses / Immediate Care Course – Cardisc | NDTP | 03/09/2020 10:52:50 | 03/09/2020 10:52:50 | New | | |
| 2 EDIT | Pathology Exams / *Fellowship of the RC of Pathologists, FRCPathUK1 | NDTP | 17/09/2020 10:36:23 | 17/09/2020 10:38:01 | Further Info Required | Other | |

NB: In order for the NCHD to submit an Application that was in "Edit Application" section, they must complete proceed through each of the 3 sections in the Application form and sign the declaration before submitting to the Medical Manpower Department.

2.3 Delete Application:

NCHDs will only be able to delete applications they have not yet submitted to the Medical Manpower Department i.e. "New" Applications. **Delete Application**

You will only be able to delete applications that have not yet been submitted to Medical HR/Manpower for review.

| Action | Claim Category | Application Id | Details | Created Date |
|---------------|-------------------------------------------------------------------|----------------|---------|-----------------|
| û Delete | Approved Clinical Courses / Immediate Care Course – Cardiac | CCERS31 | | 03/09/2020 |
| ♦ BACK | | | | |

2.4 Log of TSS and CCERS Applications:

NCHDs will be able to view all applications that they have submitted to date under both the TSS and CCERS schemes in this section.

LOG OF APPLICATIONS TSS AND CCERS

You will be able to view a list of all your Training Support Scheme (TSS) & Clinical Course and Exam Refund Scheme (CCERS) applications in the table below. You will also have the functionality to download each application and supporting documention by clicking on the Download option.

Status Explanations:

New: You have initiated a new application however you have not yet submitted this to Medical HR/Manpower.

Submitted: application has been submitted to Medical HR/Manpower and is awaiting processing or further information has been provided by the NCHD and it is awaiting processing from Medical HR/Manpower.

Further Info Required: Medical HR/Manpower have returned your application as they require additional information in order to process your application. Please click on Edit Application to make any necessary amendments to your application

Approved: application has been approved by Medical HR/Manpower.

Provisionally Approved: application has been reviewed and is awaiting final approval by Medical HR/Manpower.

Rejected: The application is rejected if not in line with allowable expenses under this policy. Once an application has been rejected, no further action can occur. If an application was rejected in error the NCHD will have to submit the application again

Unprocessed: Medical HR/Manpower have not processed your application.

| App. Id | Scheme | Claim Category | Details | Clinical Site | Submission Date | Status | Action Date | Amount Approved | Rejection Reason | Download Application |
|---------|--------|--------------------------------------|---------|------------------|--------------------|-----------|----------------|--------------------|---------------------|-------------------------|
| 8697 | TSS | European Courses / Conferences | | | 05/11/2020 | Submitted | 05/11/2020 | | | 🕹 Download |
| 83 | CCERS | Ophthalmology Exams | | 100000000 | 05/11/2020 | New | 05/11/2020 | | | L Download |
| 55 | CCERS | Approved Clinical | | | 06/10/2020 | Submitted | 05/11/2020 | | | 🕹 Download |



3. DIME: CCERS on DIME

3.1 Accessing the CCERS Module

The DIME system can be only accessed from a PC / Laptop.

Please note that Internet Explorer 11 (IE11) is the recommended browser for accessing the portal.

Once you have logged onto NDTP-DIME the CCERS Module will be displayed on the left hand side of the screen.

There are three options within the CCERS Module:

(i) **Applications** – this allows you to search for all CCERS Applications. The status is default to display any applications with status submitted as these applications will still require action. But the status filter can be changed as required.

(ii) **Log of Applications** – the Medical Manpower Department will be able to view all previously approved applications (submitted online) from the current and previous training years. You will also be able to download all documents relating to a previously approved claim.

(iii) **Reports** – There are a number of useful reports available in this section that you can use. For more details, please see section 3.4.

3.2 Applications

3.2.1 Searching for Applications

Applications – This tab allows you to search for all the CCERS applications submitted by NCHDs currently matched to your clinical site. It also displays CCERS applications submitted by NCHDs for an additional 28 days after they rotate from your clinical site to allow any pending applications to be processed. After this time if the application has not been Approved/Rejected the application will become Unprocessed.

When the Medical Manpower Department opens the Applications Screen in the CCERS Module, the Application Status will be defaulted to Submitted. Please note when a Medical Manpower Department actions an application (i.e. changes the status of an application); the NCHD will receive an automated email informing them of the status update

| NCHD Post Matching | Applica | tion Id: | Mc Reg Number: Forename: Surname: Application Type: Submitted Date: Date Actioned From: Date Actioned To: Clinical | | Clinical Site | | Status | 4 | 1 : | | | | | | | | |
|--------------------------|-----------------------------------------|-------------------------------------------|--------------------------------------------------------------------------------------------------------------------|----------|---------------|------------------|----------------|--------|-----------|------------------|--------------------|--------------------|---------------|------|----------------------------|----------|---|
| Consultant Post Matching | - | | | | | | ALL | ~ | dd/MM/vyy | v 💌 dd/Mi | 1/yyyy 💌 d | id/MIM/yyyy | All | ۷ | Submitted * | ् 🗶 | |
| NER | App | Mc Reg Num | ber I | Forename | Surname | Application Type | Submitted Date | Date A | ttended | Date Attended To | Possible Duplicate | Possible Duplicate | Clinical Site | Date | [Select all] Submitted | Download | |
| CAP | uo - Prom Application Number - Approved | | | | | Approved | | | | | | | | | | | |
| OH Module | | | | | | | | | | | | | | | | | |
| Training Supports | | No data to display Urrenter info Required | | | | | | | | | | | | | | | |
| CCERS | | | | | | | | | | | | | | | | F. | - |
| C 7 | | | | | | | | | | | | | | | | | |
| Applications | | | | | | | | | | | | | | | | | |
| ~ | | | | | | | | | | | | | | | | | |

There is also a "Possible Duplicate Application" column available in this section. This should help when trying to establish if an NCHD has submitted a duplicate application.

The system will highlight if there is a **possible** duplicate application made by this NCHD under TSS. It does this by checking if a previous application, submitted by this NCHD, has a "Date Attended From" within 7 days before or 7 days after the current applications "Date Attended From". If so, the system will flag this as a possible duplicate application by displaying a tick in the "Possible Duplicate Application" Column and a link to the application(s) that the system has identified as possible duplicate Application Number" column.

For example, if you are reviewing CCERS Application ID 52 and in the "Possible Duplicate Application





Number" column the TSS Application 8691 is visible then the application 8691 has a "Date Attended From" within 7 days before or 7 days after the "Date Attended From" for Application ID 52.

| Application Id: | Mc Reg Numb | er: Forename: | Surnan | ne: Aj | oplication Type: | Submitted Dat | e: Date Actio | Date Actioned From: Date Actioned To: | | Clinical Site | Status | | () 2 💥 |
|-----------------|---------------|---------------|---------|--------------------------------------|------------------|-----------------------|---------------|---------------------------------------|------------------------------------------------|---------------|---------------|-----------|-----------------|
| Application Id | Mc Reg Number | Forename | Surname | Application Type | Submitted Date | Date Attended From | Date Attended | Possible Duplicate Application | Possible Duplicate Application Number | Clinical Site | Date Actioned | Status | Download |
| 52 | | | | Obstetrics & Gynaecology Exams | 01/10/2020 | 29/09/2020 | | ~ | <u>TSS-8691</u> | | 01/10/2020 | Submitted | <u>Download</u> |
| 53 | | | | Obstetrics & Gynaecology Exams | 05/10/2020 | 20/08/2020 | | ~ | TSS-8683 | | 05/10/2020 | Submitted | <u>Download</u> |

3.2.2 Reviewing and Managing Application Status

The Medical Manpower Department, you will be able to manage CCERS Application by selecting the options displayed in the Manage Application Status window below.

How to get here:

- Navigate to the CCERS Module and choose the Applications button
- Perform a search for the CCERS application
- Double click on the application highlighting it in orange



In the Manage Application Status section you will be able to do the following:







3.2.2.1 View Application

The Medical Manpower Department will be able to view the PDF version of the CCERS Application by clicking on the "View Application" button under the "Manage Application Status" window.

You will also have the option to Print and Save the application.

| Application Id: 28 | |
|------------------------------------|-------------------------------------------|
| Clinical Course & Examinations Ref | und Scheme Application |
| GENERAL PERSON DETAILS | |
| SURNAME | |
| FORENAME | |
| TITLE | Dr. |
| MOBILE NUMBER | - |
| EMAIL ADDRESS | |
| PPS NUMBER | |
| TRAINING DETAILS | |
| Application Type | Approved Clinical Courses |
| Application Category | ACLS – Advanced Cardiac Life Support ACLS |
| DATE ATTENDED FROM - TO | 31/08/2020 |
| FURTHER DETAILS | |

DECLARATION

I declare that:

1. The information that I have provided as part of my Clinical Course and Exam Refund Scheme Application is accurate and complete

2. That supporting documentation uploaded are electronic versions of original documents

3. I have not already claimed and been reimbursed for this course/exam/conference from the TSS, CCERS, any HSE funded scheme or any other source. I am aware that the provisions of the CCERS may be suspended or withdrawn if the terms of the scheme are breached

4. I will retain a copy of the original receipts for a period of 6 years and that these may be subject to audit

I am aware that my employer may reject my application if it is not eligible under the CCERS policy.

Total Amount to be paid For the Course/Exam

€ 100.00

Submitted By: I Submitted Date Time: 01/09/2020 11:36:31 Approved By: Aimee Maguire Approved Date Time: 04/09/2020 11:15:48





3.2.2.2 Edit Application

The Medical Manpower Department will have the ability to edit some details that were entered by the NCHD on their CCERS Application by clicking on the "Edit Application" button in the "Manage Application Status" window.

| | Edit Application | n Détails | | | X | 3 |
|---------------------------------------|------------------------------------------------------------|-------------------------------------------------------|----------------------------------------------------------------|------------------------------------------------------------------------|-----------------------------------------|--------|
| | Application | Id: | 25 | | Φ | |
| | Application | Type: | | Application Category: | | |
| | Approved | Clinical Cou | rses 👻 | Acute Medical Emergencie | es: 🔻 | |
| | Date Attend | From: | | Date Attended To: | | |
| | 07/08/2020 | | - | dd/MM/yyyy | - | |
| | Further Det | ails | | | | |
| | | | Ca | incel Save | | |
| | 3.2.2.3 View The Medic by the NC the "Mana | Attachmer cal Manpow HD with the ge Applicat | nt ver Department eir Application by ion Status" wind | can view all supporting docum y clicking on the "View Attachm ow | entation submitted ents" button unde | d r |
| v Attachme | 3.2.2.3 View The Media by the NC the "Mana | Attachmer cal Manpow HD with the ge Applicat | nt ver Department eir Application by ion Status" wind | can view all supporting docum y clicking on the "View Attachm ow | entation submitted ents" button unde | t r |
| v Attachme | 3.2.2.3 View The Medic by the NC the "Mana | Attachmer cal Manpow HD with the ge Applicat | nt ver Department eir Application by ion Status" wind | can view all supporting docum y clicking on the "View Attachm ow | entation submitted ents" button unde | r I |
| v Attachme | 3.2.2.3 View The Media by the NC the "Mana ent | Attachmer cal Manpow HD with the ge Applicat | nt ver Department eir Application by ion Status" wind | can view all supporting docum y clicking on the "View Attachm ow | entation submitted ents" button unde | r r |
| v Attachme ttachmer Name | 3.2.2.3 View The Media by the NC the "Mana ent | Attachmer cal Manpow HD with the ge Applicat | nt ver Department eir Application by ion Status" wind | can view all supporting docum y clicking on the "View Attachm ow | entation submitted ents" button unde | r r |

Test File

Test File.pdf

| Add Atta | chments | | |
|----------|--------------------------|----------------|--|
| Name: | | Add attachmont | |
| File: | Browse No file selected. | Aut attachment | |

View Download Remove Rename

As well as viewing the attachments in this pop-up box, the Medical Manpower Department will have the option to Upload / Download / Remove and Rename supporting documents on to the application.





3.2.2.4 Approve Application

The Medical Manpower Department can approve applications (with status Submitted or Further Info Required), by clicking on the Approve button under the Manage Application Status window.

The Approve Application window will appear below containing the following information: Name of NCHD and IMC Number:

| Approve Application | | | | × |
|-------------------------------------------|----------------|---------|---|---|
| | | IMC NO: | | Φ |
| Joe Bloggs Please fill in the below de | tails | | | |
| Total Amount to be paid. | | € 0.00 | ~ | |
| | SAVE & APPROVE | | | |

The Medical Manpower Department should enter the total cost of the Course/Exam into the active cell.

The Medical Manpower Department will have the option to Save & Approve or cancel the request by clicking the "X".

Save and Approve

- 1. The CCERS Application status changes to Approved.
- 2. The status of the application will be updated in the NER Portal & DIME
- 3. Approval email will be sent to NCHD

Dear Doctor Your Clinical Course and Exam Refund Scheme (CCERS) application has been approved by Medical HR/Manpower:: Application ID - 40 Application Category - Anaesthesia Clinical Site - Holles St. Submission Date - 27/10/2020 Status - Approved Action Date - 27/10/2020 Amount Approved -€150 Please note this e-mail confirms that your claim has been approved by Medical HR/Manpower, however it will take between 4 - 6 weeks on average to reach your bank account. **Kind Regards** Medical HR/Manpower Department 4. The amount approved will appear at the bottom of the PDF. The name of the approver and the date when it was approved will also appear at the bottom of the PDF as shown below: Total Amount to be paid For the Course/Exam € 100.00

Submitted By: Joe Bloggs Submitted Date Time: 01/09/2020 11:36:31

Approved By: Aimee Maguire Approved Date Time: 04/09/2020 11:15:48





3.2.2.5 Reject Application

The Medical Manpower Department can reject an application (with status Submitted, Approved or Further Info Required), by clicking on the Reject button under the Manage Application Status window.

| The Reject Ap | plication window will appear as in the below image: | |
|--------------------|-----------------------------------------------------|-----------|
| Reject Application | | x |
| | Do you want to reject this application? | () |
| Reason | ALL | |
| Description | |] |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | ii. |] |
| | No Yes | |

When an application is rejected:

- 1. The status of the Application will be updated to Rejected.
 - 2. A rejection email will also be sent to the NCHD

| Dear Doctor | |
|-----------------------|-------------------------------------------------------------------------------------------------------------------|
| The Clinical Course a | nd Exam Refund Scheme (CCERS) application that you have submitted has not been approved for the following reason: |
| Application ID | - 38 |
| Application Catego | ry - Anaesthesia |
| Clinical Site | - Holles St. |
| Reason For rejection | on - Not covered under Clinical Course and Exam Refund Scheme |
| Description | - Test |
| Kind Regards | |
| Medical HR/Manpo | wer Department |
| | |

3. The NER Portal will be updated.





3.2.2.6 Further Info Required

The Medical Manpower Department can seek Further Information for an application by clicking on the "Further Info Required" button under the "Manage Application Status" window.

The "Further Info Required Application" window will appear as in the below image:

| uruler 1110 Requir | ed | |
|--------------------------|-----------------------|----|
| | Further Info Required | Q. |
| Further Info Required | ALL | |
| Description | | |
| | | |
| | | |
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When the Medical Manpower Department seeks Further Info Required,

- 4. The status of the Application will be updated to Further Info Required,
- 5. An email will be sent to the NCHD, informing them that further information is required,

| Dear Doctor | |
|------------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| Medical HR/Manpow | er require additional information in order to process your Clinical Course and Exam Refund Scheme (CCERS) application: |
| Application ID | - 39 |
| Application Category | - Emergency Medicine |
| Clinical Site | - Holles St. |
| Further Info Reason | - test1 |
| Description | - test |
| Please click on Edit A | pplication in Clinical Course and Exam Refund Scheme section in your NER Portal Account to review your application. |
| Please make any nece | essary amendments to your application as soon as possible. All applications must be submitted in full prior to your contract end date. |
| Kind Regards | |
| Medical HR/Manpow | er Department |

- 6. They will be directed to make the necessary updates in their NER Portal (Edit Application section).
- 7. There will also be an Alert Symbol on the NER Portal, notifying the NCHD that action is required.







3.2.2.7 Currency Converter

The Medical Manpower Department may want to use the currency convertor when dealing with an application that has been submitted with receipts in a currency other than euro.



3.2.2.8 Guidance Document

The CCERS Policy can be accessed by clicking the Guidance Document link under the Manage Application Status window



3.2.2.9 Email Logs

A Log of Emails sent by the Medical Manpower Department will be shown in the Email Logs table. This will be visible beside the Manage Application Status section in the lower half of the screen in Applications.

The Medical Manpower Department will also be able to see the progress of the application as the status and the date the application status was updated is also displayed here.

| Application Id | Date Time | Sent By | Status | Message |
|----------------|---------------------|----------|-----------|---------|
| 10 | 14/09/2020 11:33:33 | amaguire | Submitted | |
| 10 | 14/09/2020 10:12:28 | amaguire | Rejected | |
| 10 | 08/09/2020 11:44:46 | amaguire | Submitted | |
| 10 | 28/08/2020 15:06:01 | sa | Rejected | |
| 10 | 26/08/2020 14:38:03 | sa | Approved | |
| 10 | 25/08/2020 15:40:46 | | Submitted | |
| | | | | |
| Page 1 of 1 | . (6 items) i 🚺 📎 | | | |



HSE NDTP - Clinical Course &

3.2.2.10 Downloading Attachments

There is an option to **download** all the supporting documents by clicking the **Download** button. This will download all the documents in a Zip Folder. The zip folder will have the name of the NCHD and today's date as the name (e.g. Jane Doe – 22092020). The download location shall vary according to the default download folder location set on a PC.

How to get here:

- 1. Navigate to the CCERS Module and choose the Applications section
- 2. Perform a search for the application and double click on the application highlighting it in orange
- 3. Select the "Download" button as shown in the below image to download the zip file

| NCHD Post Matching | Application Id: | Mc Reg Numb | er: Forename | : Surna | ime: | Application Type: | Submitted D | ate: Date A | ctioned From: [| Date Actioned To: | Clinical Site | Status | | į, |
|--------------------------|----------------------------------------------------------|----------------------|---------------|--------------|------------------------------|-------------------|-----------------------|---------------------|-----------------|---------------------------------------------------------|---------------|----------------------------|-----------------|-----------------|
| Consultant Post Matching | | | | | | ALL | ✓ dd/MM/yyyy | dd/MM/ | уууу 💌 | dd/MM/yyyy | All | Submit | ted, Provision. | . 🔹 🔍 👂 |
| NER | | | | | | | | | Possible | Possible | | | | |
| CAP | Application Id | Mc Reg Number | Forename | Surname | Application Type | Submitted Date | Date Attended From | Date Attended To | Duplicate | Duplicate Application | Clinical Site | Date Actioned | Status | Download |
| OH Module | | | | | | | | | Application | Number | | | | _ |
| Training Supports | 42 | | | | Approved Clinical Courses | 17/09/2020 | 01/09/2020 | 02/09/2020 | | | HSE NDTP | 17/09/2020 | Submitted | Download |
| CERS | 50 | | | 14. | Approved Clinical Courses | 22/09/2020 | 08/09/2020 | | | | 5 | 22/09/2020 | Submitted | <u>Download</u> |
| Applications | 51 | | | | Psychiatry Exams | 28/09/2020 | 01/09/2020 | | | <u>TSS-8684,</u> <u>TSS-8685,</u> <u>TSS-8686</u> | | 28/09/2020 | Submitted | Download |
| Ē | 🥩 Page 3 of 3 (| 23 items) 🤇 <u>1</u> | 2 3 🔊 | | | | | | | | | | | |
| Log Of Applications | | | | | | | | | | | | | | 40 |
| | 4. I | During t | he dow | nload ap | oplicatio | n proce | ss, the l | below m | lessage | e will app | ear at t | he | | |
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| | | | | 010011 | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| D | o vou want to s | ave CCE | RS 134- | 2019060613 | 49.zip (188 KB |) from testex | ternalmos.hs | e.ie? | | | Save | ▼ Canc | el X | |
| | o jou name to s | and OCC | | | istely (200 Ho | , non tester | ternampana | ener | | | bure | Conc | · · | |
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| | 5 | | aliak th | - Covo | ontion) | | | | | | | | | |
| | 5. | Flease | | e Save | option) | | | | | | | | | |
| | 6. | When th | ne dowr | load ha | s been (| complet | ed, the l | below m | nessage | e will app | ear at t | the | | |
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| | | | | | | | pphoade | | · • poi | • | | | | |
| _ | | | | | | | | | | _ | | | | |
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| | The CCERS 134-2013/00/01232/.2lp download has completed. | | | | | | | | | | | | | |
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| | | | | | | | | | | | | | | |
| | 1. To e | email th | e zip fo | lder. foll | ow the a | above in | structio | ns and v | when th | ne applica | ation do | ownload | | |
| | | | | | o h alauu | | | | | ttomo of th | | | | |
| , | | has bee | n comp | leted, th | e pelow | messag | e will a | opear at | the bo | nom of tr | ie scree | en | | |
| | | | | | | | | | | | | | | |

| The CCERS 134-201906061352.zip download has completed. Open 🔻 |
|---------------------------------------------------------------|
|---------------------------------------------------------------|

- 2. (Please click the **Open Folder** option) this will then direct you to the Zip Folder in your download items.
- 3. To email the Zip Folder (Please **Right click** on the folder and select **Send To Mail Recipient** as per below image)

| http://www.commonstrationalized frequencies in the second | 29/0 | Open | | h - | |
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| 🚹 TrainingSupport_134-201906061349 | 06/0 | Scan for threats | | | |
| 🚹 TrainingSupport_134-201906061351 (1) | 06/0 | McAfee File and Removable Media Protection | ► | | |
| 🜗 TrainingSupport_134-201906061351 (2) | 06/0 | Open with | | | |
| 🌗 TrainingSupport_134-201906061351 | 06/0 | | | | |
| TrainingSupport_134-201906061352 | 06/0 | Share with | • | | |
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| 11CU. 29/09/2019 13:14 | | Delete | | 1 | |
| | | Rename | | | |
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3.2.2.11 Amending the Status of an Application Actioned in Error

If you happen to action an application in error, leading to an application having the incorrect status you can amend the application as described below:

3.2.2.12 Amend an Approved Application

The Medical Manpower Department can amend a CCERS Application that has already been approved, if an error has been made. Applications with the following status can be amended: Approved or Rejected

How to get here:

- Navigate to the CCERS Module
- Choose the Applications icon
- Perform a search for the application you want to amend
- Double click on the application highlighting it in orange

| Consultant Post Matching NR Cap Control Cap | NCHD Post Matching | Application Id: | Mc Reg Numb | er: Forename | : Surnar | me: A | pplication Type: | Submitted D | ate: | Date Acti | oned From | : Date A | Actioned To: | Clinical Site | Status | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|-----------------|-------------------|----------------|----------------|---------------------------|------------------|---------------|-----------|-----------|------------|----------|--------------------------|---------------|--------------------------------|----------|----------|
| NER Application Id Me Reg Number Forename Application Type Submitted Date Attended Promote Date Attended Date Attended Date Attended Possible Date Attended Possible Date Attended Possible Da | Consultant Post Matching | | | | | | ALL | dd/MM/yyyy | | dd/MM/vy | уу 💌 | dd/MN | 1/vyvy 💌 | All | All select | ted | v 🔍 🗱 |
| Col- OH Mode Application I Training Supports Mc Reg Number Forename Summer Application Registration Date Attended Total Date Attended Application Date Attended Approved Date Atten | NER | | | | | | | | | | Descible | | Possible | | | | |
| Ort Model Training Supports Image of the second of the second second of the second of th | CAP | Application Id | Mc Reg Number | Forename | Surname | Application Type | Submitted Date | Date Attender | Date / | Attended | Duplicate | | Duplicate Application | Clinical Site | Date Actioned | Status | Download |
| Training Supports 1 2 Image Application Id 2 Spin-scale 2 Spin-scale Spin-s | OH Module | - | | - | | | | | | | Applicatio | n | Number | _ | | | |
| Common Common< | Training Supports | 1 | 326757 | | | General Medicine Exams | 25/08/2020 | 25/08/2020 | | | | | | | 27/08/2020 | Approved | Download |
| Applications Applications Page 1 of 5 (42 items) I 2 3 4 5 > Application Status Application Status Application Status Common Logoef in As VEW Application Status Application Res Application Res Application Status Application Res Application Status Application Res Application Res Application Status Application Status Application Res Application Res Application Status Application Res Applicati | CCERS | _ | | | | Obstetrics & | | | | | | | | 111 27 | | | |
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| Applications Image Application Status Application As Image Application Status Application As Image Application Status Application I Application I Application Category Occupational Medicine Exams Application Category Occupational Medicine Date Submitted 25/08/2020 Date Attended To -Not Set- Application Manage Application Status Manage Application VEW Application Application Application Manage Application Application Application Application Reports Manage Application Application Application Application Reports System Version Application Table Form Application < | C# | Constant. | (12) (12) | 2 2 4 5 | | EXditis | | | | | | | | | | | |
| Application Details Application Id Application Id Application Id Application Id MR Reg Number Date Submitted Date Submitted Date Attended From 25/08/2020 Date Attended To Date Attended To Souther Application Date Attended To Souther Application Date Attended To Souther Date Attended To Souther Application Date Attended To Souther Application Date Attended To Souther Date Attended To Souther Date Attended To Date Attended To Souther Poplication VIEW Application VIEW Application VIEW Application VIEW Application VIEW Application VIEW Application Application VIEW Application VIEW Application Application VIEW Application Application VIEW Application VIEW Application VIEW Application VIEW Application VIEW Application VIEW Applicat | Applications | Page 101 31 | (HZ IDEINS) | ₹ 3 <u>⊐</u> 7 | _ | | | | | | | | | | | | |
| Application Details Log Of Application Application Vector Applic | | | | | | | | | | | | | | | | | ų, |
| Application Application Application I Application Application Date Submitted 25/08/2020 Date Attended ToNot Set Possible DuplicateNot Set Application Status | <u>u</u> | Application | Details | 4 | | | | | | Trans | 0 | | Andreas Franc | | | | |
| Image Application 25/08/2020 Date Attended From 25/08/2020 Date Attended ToNot Set ApplicationNot Set Application Implication | Log Of Applications | MC Reg Nu | mber | 1 | | | | A | plication | Category | G | ccupatio | anal Medicine | 115 | | | |
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| De Attended ToNot Set Possible DuplicateNot Set <td< th=""><th></th><th>Date Attend</th><th>led From</th><th>25/08/2020</th><th></th><th></th><th></th><th>SL</th><th>rname</th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th></td<> | | Date Attend | led From | 25/08/2020 | | | | SL | rname | | | | | | | | |
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| Logged in As Manage Application Status Fmail Logs VEW APPLICATION VEW APPLICATION VEW ATTACHMENT Application Id Date Time Sent By Status Message Ameno Application REJECT Image Application Id Date Time Sent By Status Message Image Application REJECT Image Application REJECT Image Application Sent By Status Message | Common | | | | | | | | | | | | | | | | |
| VIEW APPLICATION VIEW ATTACHMENT Application Id Date Time Sent By Status Message Application ATTACHMENT 1 27/08/2020 14:21:49 sa Approved Ameno Application REJECT 1 25/08/2020 13:46:06 ************************************ | Logged in As | Manage Ap | plication Status- | | Email Logs | | | | | | | | | | | | |
| APPLICATION ATTACHMENT 1 27/08/2020 14:21:49 sa Approved AMEND APPLICATION REJECT System Version | | VTEW | VTE | -10/ | Application Id | Date Time | Sent | Ву | | Status | | Messag | e | | | | 1.1 |
| Amend Application REJECT | a | APPLICAT | ION ATTAC | HMENT | 1 | 27/08/2020 14: | 21:49 sa | | | Approve | ed b | | | | | | * |
| Log Out AMEND APPLICATION REJECT | 9 | | | | 1 | 25/08/2020 13: | 46:06 | | | Submitte | ed | | | | | | |
| System Version | <u>Log Out</u> | AMENO | TON REJ | ECT | | | | | | | | | | | | | |
| | System Version | | | | | | | | | | | | | | | | |
| CURRENCY GUIDANCE | 1 | CURREN | CY GUID. | ANCE | | | | | | | | | | | | | |
| 4.1.6.UAT CCERS CONVERTER DOCUMENT | 4.1.6.UAT CCERS | CONVER | TER DOCU | MENT | | | | | | | | | | | | | |
| | | | 101 | | | | | | | | | | | | | | |

• Select Amend Application in the Manage Application Status Section and the below pop up will appear

| Amended Application | | X |
|------------------------------------------|------------------|----|
| | IMC NO: 5 | Ú) |
| Approved Amount: €1000.00 | | |
| 1. Total Amount for the course/exam etc. | 1000.00 | |
| | | |
| CANCEL | UPDATE & APPROVE | |

The Approved amount in the top left hand corner displays the amount that was originally approved. Edit the cell as appropriate and click "Update and Approve" when you are happy with the changes. The "Total Amount for the course/exam etc." that you enter is the total amount you are now awarding the NCHD for thisapplication.

- Once the Application has been amended, the Medical Manpower Department should send an email outside the system to the NCHD advising of same, as no email will be automatically generated for this action
- Finance should be notified of this update, if the application has already been sent to them for processing.

3.2.2.13 Reject Approved Application

Similar to Amend Application, the Medical Manpower Department can Reject an application that has already been approved, if previously approved in error. Please note the Medical Manpower Department will need to notify their Finance team, should the application have been originally sent to them for processing.

How to get here:

- Navigate to the CCERS Module
- Choose the Applications icon
- Perform a search for the approved application you now want to reject
- Double click on the application highlighting it in orange

| CHD Post Matching | Application Id: | Mc Reg Numi | ber: Forename: | Suma | me: A | pplication Type: | Submitted | Date: Date / | Actione | d From: Date | e Actioned To: | Clinical Site | Status | | _ |
|-----------------------|----------------------------------------------------------|--------------------------------|----------------------------------|----------------|--------------------------------------|----------------------|---------------------|---------------------------------------------------|-----------------|-----------------------------------|------------------------------------------------|---------------|---------------|----------|-----|
| sultant Post Matching | | | | | | -ALL | dd MM/m | ry 💌 dd,040 | thin | e dd/ | MM/yyyy | All | All selec | ted | + 2 |
| todule | Application Id | Mc Reg Number | Forename | Sumame | Application Type | Submitted Date | Date Attend From | ed Date Attend | ed Po DA | issible iplicate iplication | Possible Duplicate Application Number | Clinical Site | Date Actioned | Status | Dow |
| ning Supports | 1 | 326757 | 1102 | | General Medicine Exams | 25/08/2020 | 25/08/2020 | | | | | | 27/08/2020 | Approved | Qou |
| 8 | 2 S Page 1 of 5 | (42 items) 🚳 🚺 | 2 2 4 5 | 5 | Obstetrics & Gynaecology Exams | 25/08/2020 | 08/10/2020 | À I | | 8 | | 72 | 04/09/2020 | Approved | Dow |
| Appicators | 1.00 | | | | | | | | | | | | | | |
| ig Of Applications | Application Application MC Reg Nur Date Submi | Details Id mber itted | 1 25/08/2020 | | | | | Application Type Application Categ Forename | tory | Genera Occupa | l Medicine Exams Itional Medicine | i. | | | |
| Reports | Date Attend Date Attend Possible Du Application | led From led To plicate | 25/08/2020 Not Set Not Set | | | | | Surname Status | | Approv | ed | | | | |
| ion white As | Manage An | nlication Status | | Email Loss | | | | | | | | | | | |
| | VIEW | VI | EW | Application Id | Date Time | Sent | t By | Stat | us | Mess | age | | | | |
| Log Out | AMENE | D REJ | ECT | | 1 27/08/2020 14: 1 25/08/2020 13: | 21:49 sa 46:06 '' | | App Sub | roved mitted | | | | | | |
| Suctem Version | | Reject | Application | | | | | | | | X | | | | |
| | | | | Do you w | ant to reject | this applica | ition? | | | | () | | | | |
| | | Reas Desc | on ription | ALL | | | | • | | | ٦ | | | | |
| | | | | | | | | | | | | | | | |
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| | | | | | | No. V | | | | .1 | 1 | | | | |

- Enter the reason as to why you want to reject the application and a description if necessary. Then click "Yes" if you are happy to reject the application
- Once the Application has been rejected the NCHD should receive an emailadvising them that their application has been rejected
- The Medical Manpower Department will need to notify their Finance Team of this change, should the application have been originally sent to them for processing

3.2.2.14 Change Status of an Application

If an application is rejected in error, the status of the application can be returned to status "Submitted" so the status can be amended accordingly.

How to get here:

- 3.2.2.14.1 Navigate to the CCERS Module
- 3.2.2.14.2 Choose the Applications button
- 3.2.2.14.3 Perform a search for the rejected application you now want to amend
- 3.2.2.14.4 Double click on the application highlighting it in orange

| NCHD Post Matching | Application Id: | Mc Reg Numb | er: Forename | : Surna | me: / | Application Type: | Submitted I | Date: Date A | ctioned Fro | om: Date Actioned To: | Clinical Site | Status | | <u> </u> |
|--------------------------|--------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|-------------------------------------------------|----------------|---------------------------|-------------------|-------------------------|-------------------------------------------|---------------|---------------------------------------------------------------|----------------------------------|---------------------------------------|------------|----------|
| Consultant Post Matching | | | | | | ALL | dd/MM/yyy | dd/MN | /vvvv | • dd/MM/yyyy | All | | | - 2 1 |
| NER | | | | | | | | | Possible | Possible | | | | |
| CAP | Application Id | Mc Reg Number | Forename | Surname | Application Type | Submitted Date | Date Attended From | Date Attended To | Duplicate | Duplicate Application | Clinical Site | Date Actioned | Status | Download |
| OH Module | - | | | | | | 1 m | | Applicati | on Number | | | | |
| Training Supports | 45 | | | | General Medicine Exams | 21/09/2020 | 09/08/2020 | | | TSS-8690 | | 21/09/2020 | Rejected | Download |
| CCERS | | | | | | | | | | | | | | |
| Applications | Page 1 of 1 (1) MC Reg Numb Date Submitte Date Attendee Date Attendee Possible Dupli Application | items) < 1 ber ed d From d To icate | 21/09/2020 09/08/2020 Not Set TSS-8690 | | | | Ap Foi Sui Sta | plication Categor ename name tus | y M G R | fembership of the Royal eneral Medicine Writter ejected | College of Phys Examination N | icians of Ireland - I IRCPI2GMWrit | Part Two – | ¢ |
| Reports | Manage Appli | ica <mark>tion</mark> Status— | | Email Logs | | | | | | | | | | 8 |
| Common | VIEW | VIE | W | Application Id | Date Time | Sent | Ву | Status | | Message | | | | |
| Logged in As | APPLICATIC | ON ATTACH | IMENT | 45 | 21/09/2020 11: | 53:35 | | Reject | ed | | | | | ~ |
| | | | 5.000TO | 45 | 21/09/2020 11: | 46:13 | | Submit | ted | | | | | |
| 8 | APPLICATIC | ON CONVE | ENCY | 45 | 21/09/2020 11: | 39:50 | | Furthe Requir | r Info ed | | | | | |
| Log Out | GUIDANCE | CHAI | NGE TUS | 45 | 21/09/2020 11: | 23:47 | | Submit | ted | | | | | |

3.2.2.14.5 Click the Change Status button and the below pop up will appear. You can enter a description as to why you are amending the status and click "Yes" if you are happy to amend the status back to submitted

| | Do you want to change status for this application from reject to submitted? | Ų |
|-------------|--------------------------------------------------------------------------------|-----|
| Description | | |
| | | |
| | | |
| | | |
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| | No Ves | -11 |

3.2.2.14.6 You should advise the NCHD, that their application was rejected in error and now has been returned to status submitted as they will not receive an automatic email generated by the system

3.3 Log of Applications

When the Log of Applications Screen is opened, the Application Status will be defaulted to Approved. The Medical Manpower Department can view and download all previously approved applications for their clinical site in this section. The Application Status can be adjusted to display all other application statuses.

How to get here:

- 1. Navigate to the CCERS Module
- 2. Choose the Log of Applications button
- 3. Perform a search for the application
- 4. Double click on the application highlighting it in orange
- 5. Downloading the Application to a Zip Folder may be done by selecting Download in either of the below highlighted download options

| NCHD Post Matching | Application Id: | Mc Reg Numb | er: Forename: | Sur | name: A | Application Type: | Submitted | Date: Date Ac | tioned From: [| Date Actioned To: | Status | | Clinical Site | <u>i</u> |
|--------------------------|-----------------|---------------|----------------|----------|---------------------------|-----------------------------|-------------------------------|--------------------|----------------|-------------------|---------------|---------------|---------------|----------|
| Consultant Post Matching | | × | | | | ALL | dd/MM/yyy | v 💽 dd/MM/ | vvvv 💽 | dd/MM/yyyy | Approved | ٣ | All | 🚽 🔍 🕺 |
| NER | | | | | | | | | Possible | Possible | | | | |
| CAP | Application Id | Mc Reg Number | Forename | Surname | Type | Submitted Date | From | To To | Duplicate | Application | Clinical Site | Date Actioned | Status | Download |
| OH Module | _ | | | | | | | | Application | Number | | | | _ |
| Training Supports | 1 | | | | General Medicine Exams | 25/08/2020 | 25/08/2020 | | | | | 27/08/2020 | Approved | Download |
| CCERS | | | | | Obstetrics & | Second Concerns of Concerns | | | - | | | | | |
| Pa | 2 | | | | Gynaecology | 25/08/2020 | 08/10/2020 | | | | | 04/09/2020 | Approved | Download |
| Applications | Page 1 of 1 | (9 items) 🕜 🚺 | <u>></u> | | | | | | | | | | | |
| Pa | A | 0-1-11- | | | | | | | | | | | | ų, |
| щ | Application | Id | 1 | | | | | ate Submitted | 25/0 | 18/2020 | | | | |
| Log Of Applications | MC Reg Nu | mber | | | | | | Date Attended From | n 25/0 | 08/2020 | | | | |
| | Forename | | | | | | 1 | Date Attended To | No | t Set | | | | |
| | Surname | | | | | | | Status | App | roved | | | | |
| | Application | Туре | General Medici | ne Exams | | | 1 | Date of Action | No | ot Set | | | | |
| | Application | Category | Occupational N | edicine | | _ | | | _ | | | | | |
| Reports | | | | | | 1 | Developed C | and the state | 6 B | | | | | |
| Common | | | | | | 10 | Download C | cers application | 10 | | | | | |
| Logged in As | | | | | | | | | | | | | | |

6. During the download application process, the below message will appear at the bottom of the screen

Do you want to open or save FirstNameTest_201906101005.zip (35.9 KB) from testexternalmps.bse.ie? Open Save 👻 Cancel 🗶

- 7. (Please click the **Save** option)
- 8. When the download has been completed, the below message will appear at the bottom of the screen and to view the application select **Open Folder**



Application Status:

New: Application has been created by NCHD but not yet submitted to Medical Manpower

Submitted: Awaiting Medical Manpower processing

Approved: Application has been approved by Medical Manpower.

Rejected: The application is rejected if not in line with the current CCERS policy.

Further Info Required: The application has been returned to the NCHD for clarification / to get

further information

Unprocessed: An application is considered unprocessed if Medical Manpower has not actioned an application within 4 weeks after the NCHD has left their post.

3.4 Reports

To access the CCERS reports click the "Reports" section in the CCERS Module:

| ← → ୯ ଘ | | 🖲 🖴 🗝 https://testexternalmps.hse.ie/DI | ME_UAT_CCERS/default.aspx | 90% … 🛛 🕁 | ⊻ ∥\ 🗊 🔹 ≡ |
|--------------------------|----------------|-----------------------------------------|---------------------------|-----------|------------|
| NCHD Post Matching | | | | | Ų. |
| Consultant Post Matching | Select Report: | Please Select | - X | | |
| NFR | | Please Select | | | |
| CAR | | CCERS - Application Status Report | | | |
| CAP | | CCERS – Breakdown of expenditure | | | |
| OH Module | | CCERS - Clinical Site Balance | | | |
| Training Supports | | CCERS - Funding Provided To Sites | | | |
| CCERS | | CCERS - NCHD Expenditure | | | |
| | | CCERS - Payment | | | |
| | | | | | |
| Applications | | | | | |
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| Line . | | | | | |
| Reports | | | | | |
| Common | | | | | |
| Logged in As | | | | | |

The Reports available can be used to display a variety of information which may be useful for the Medical Manpower Department.

There is a filtering functionality available with all reports which allow the user to choose the information that is displayed in these reports as required. These filters vary, depending on the report chosen.

All reports can be exported and downloaded into an Excel file if necessary by selecting the blue floppy disk icon and click "Excel" as shown below:

| 14 4 1 of 1 ▷ ▷1 Φ | Find Next | . | ٢ |
|----------------------------------------------------------------------------------------------------|-------------|---------------|----------|
| | îs. | | Excel |
| Select the Save option | | | |
| Do you want to save balance_settings_132046364497004708.xls (8.00 KB) from testexternalmps.hse.je? | | Save 🔹 | Cancel × |
| | - | \rightarrow | e |

When the download has been completed, the below message will appear at the bottom of the screen and to view the application select **Open** this will open the excel file

| The balance_settings_132046368018086893.vls download has completed. | Open 🔻 Open folder | View downloads | x |
|---------------------------------------------------------------------|--------------------|----------------|---|
| | | | - |

3.4.1 CCERS - Application Status Report

This report can be used to establish the amount of applications per status for each clinical site.

| Select Report: | CCERS - Application Status Report | ♥ ¥ | |
|----------------|-----------------------------------|------------------------------------------------------|--|
| Clinical Sites | HSE NDTP | Hospital Group Children's Health Ireland, CHO 1, CHO | |
| Date of report | 06/10/2020 00:00:00 | Status Approved, Further Info Required, Reje | |
| | | | |
| 14 4 1 | of 1 👂 🕅 🗄 🗄 | Find Next 🤘 🔹 🚱 | |

CCERS - Application Status Report

| Report parameters | |
|-------------------|-------------------------------------------------------------------|
| Clinical site: | HSE NDTP |
| Hospital group: | All |
| Date of report: | 06/10/2020 |
| Status: | Approved, Further Info Required, Rejected, Submitted, Unprocessed |

| | | Number of Applications | | | | | | | | |
|------------------------|----------------------------|------------------------|----------|-------------------|---|-------------|-------|--|--|--|
| Hospital group | spital group Clinical site | | Approved | roved Rejected in | | Unprocessed | Total | | | |
| Mental Health HSE NDTP | | 7 | 4 | 0 | 1 | 0 | 12 | | | |
| | | 7 | 4 | 0 | 1 | 0 | 12 | | | |
| Total | | 7 | 4 | 0 | 1 | 0 | 12 | | | |

3.4.2 CCERS - Breakdown of Expenditure Report

This report can be used to determine a breakdown on the number of each Application Type and each Application Sub Category per clinical site.

| Select Report: | CCERS – Breakdown of ex | penditure | 🖵 🗱 | | | |
|------------------------------|------------------------------|-----------------------------------------------------------------------------------------------|--------------------|--------------------|--------------------|---------|
| Application Type | Obstetrics & Gynaecology Exa | ms, Al Application | n Sub Catego | ry Fellows | ip of the Royal Co | lege of |
| Date From | 08/09/2019 | Date To | | 06/10/20 | 20 | |
| Clinical Sites | HSE NDTP | | | | | |
| 14 4 1 of | 1 Þ Þi ¢ | Find Next 🛛 🛃 • | ((()) | | - | - |
| CCE | RS – Breakdow | vn of expend | liture | | | |
| Application Type: | All | | | | | |
| Application Sub Category: | All | | | | | |
| Date from: | 08/09/2019 | | | | | |
| Date to: | 06/10/2020 | | | | | |
| Clinical Site: | HSE NDTP | | | | | |
| Clinical Site | Application Type | Application Sub Category | Number Attended | Amount Paid (€) | | |
| HSE NDTP | Approved Clinical Courses | APLS – Advanced Paediatric Life Support APLS | 1 | 20.00 | | |
| | | PALS - Paediatric Advanced Life Support PALS | 1 | 10.00 | | |
| | | Total: | 2 | 30.00 | | |
| | General Practice Exams | Membership of Irish College of General Practitioners – Clinical Competency MICGPCCT1 | 1 | 30.00 | | |
| | | Total: | 1 | 30.00 | | |
| | Occupational Medicine Exams | Membership of the Faculty of Occupational Medicine of Ireland Part 1 MFOMI 1 | 31 | 100.00 | | |
| | | Total: | 1 | 100.00 | | |
| | Total: | | 4 | 160.00 | | |

3.4.3 CCERS - Clinical Site Balance Report

This report can be used to check the status of the funding that has been provided to your site by NDTP i.e. what your site has been given, what your site has spent, what your site has remaining

| Select Report: | CCERS - Clinical Site Balance | | - | × | |
|-----------------|-------------------------------|-------------------------------|--------------------|------------------------|--|
| Clinical Sites | HSE NDTP | 🔽 Date | Of Report | 06/10/2020 | |
| 14 4 1 | of 1 👂 🕅 💠 | Find Next | . | b | |
| | CCERS - Clinica | l Site Ba | lance | | |
| Clinical site: | HSE NDTP | | | | |
| Date of report: | 06/10/2020 | | | | |
| | | | | | |
| Clinical Site | | Total Funding Provided (€) | Total Spent (€) | Total Remaining (€) | |
| HSE NDTP | | 2000.00 | 160.00 | 1840.00 | |

2000.00

160.00

1840.00

3.4.4 CCERS - Funding Provided to Sites Report

This report can be used to check the amount of funding that was awarded to your site.

| Select Report: | CCERS - Funding Provided To Site | 5 🔽 💥 |
|----------------|----------------------------------|----------------------|
| Clinical Sites | HSE NDTP | Date From 08/07/2019 |
| Date To | 06/10/2020 | |
| 14 4 1 | of 1 👂 🕅 💠 📃 | Find Next 🔍 🔹 💿 |
| | | |

CCERS – Funding Provided to Sites

| Date from: | 08/07/2019 |
|----------------|------------|
| Date to: | 06/10/2020 |
| Clinical Site: | HSE NDTP |

Total :

| Clinical Site | Date Funds Transferred | Amount Given (€) | Total (€) |
|---------------|---------------------------|------------------|-----------|
| HSE NDTP | 06/10/2020 | 2000.00 | 2000.00 |

| 3.4.5 CCERS - I | NCHD Expenditur | re Report | og under the CCF | RS | | |
|---------------------|------------------------|--------------------|--------------------|-----------------------|-----------------------|--------------|
| Select Report: | CCERS - NCHD Expenditu | re | | | | |
| Clinical Sites | HSE NDTP | × | Date of Report | 06/10/202 | 20 | |
| Medical Discipline | Anaesthesiology, EM, G | eneral Practic 🗸 | Grade of Incumbant | Intern, Leo | ture, Reg, Reg | IMGTI, Res 🗸 |
| IMC No | | | | | | |
| 14 4 1 of : | 1 Þ Þi | Find Ne | ext 📕 • 📀 | | | |
| | CCI | E RS — NC I | HD Expend | iture | | |
| Clinical Site: | HSE NDTP | | | | | |
| Date of report: | 06/10/2020 | | | | | |
| Medical Discipline: | All | | | | | |
| Grade of Incumbant: | All | | | | | |
| Clinical Site | Forename | Surname | IMC Number | Medical Discipline | Grade of Incumbent | Spent (€) |
| HSE NDTP | | L. | * . | General Practice | Reg | 60.00 |
| HSE NDTP | | (| | Paediatrics | Reg | 100.00 |
| HSE NDTP | Total : | | | | | 160.00 |
| Grand Total : | | | | | | 160.00 |

3.4.6 CCERS – Payment Report

This report can be used to inform your appropriate finance department what is required to be processed and how much should be issued to the NCHD relating to any approved applications.

| Select Report: | CCERS | - Payment | | | - 🗙 | | | | | |
|----------------|----------------------|------------|----------|-------------|-----------------------|-----------------------|--------------------------------------|---------------|--|--|
| Clinical Sites | HSE NDTP | | ~ | Date From | 08/07/2019 | | | | | |
| Date To | 06/10/2020 | <u> </u> | | | | | | | | |
| 14 4 1 | of 1 🕨 🕅 | \$ | Find | Next 🔍 • | ٢ | | | | | |
| | CCERS Payment Report | | | | | | | | | |
| Clinical Site: | ŀ | ISE NDTP | | | _ | | _ | | | |
| Date from: | (| 8/07/2019 | | | | | | | | |
| Date to: | (| 06/10/2020 | | | | | | | | |
| | | | | | | | | | | |
| Clinical Site | Application ID | Forename | Surname | PPSN Number | Medical Discipline | Grade of Incumbent | Amount to be Paid Course/Exam (€) | Date Approved | | |
| HSE NDTP | 24 | 4. | s | | Paediatrics | Reg | 100.00 | 31/08/2020 | | |
| HSE NDTP | 23 | 3 / | | | General Practice | Reg | 10.00 | 06/10/2020 | | |
| HSE NDTP | 32 | 2 | | | General Practice | Reg | 20.00 | 06/10/2020 | | |
| HSE NDTP | 31 | 3 / | | | General Practice | Reg | 30.00 | 06/10/2020 | | |
| | T 4 4 | | | | | | 160.00 | | | |
| HSE NDTP | lotal: | | | | | | 100.00 | | | |

3.5 PC Compatibility Settings

Some browsers have settings automatically selected which will not allow you upload or rotate documents. These settings can be changed within the compatibility option of your browser. If you are having issues with this, please follow the below steps:

1. Select the Settings Cog or 'Tools' options:



2. When the compatibility menu opens ensure that the tick boxes are unchecked are per the screenshot below

| Compatibility View Settings | × | ю Д - С <i>⊮</i> м | PS Post Management System | <i>(2)</i> 10.166.82.23 | View Tick | ets - Powered by Kay | <i> Welcome to Na</i> |
|----------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------------------------|--------------------------------|-----------------------------------------------|------------------------------|-----------------------------------|-----------------------|
| Change Compatibility View Settings | | Government Netwo | orks Co 🧧 HSE.ie - Health S | ervice Ex 🦸 httpsnchd.hse.ie-m | ps- 🗃 pTools | s CMS - Login 👫 HSEI | Net - HSE National I |
| Add this website: | Add | n this website. By u | ising this site, you agree tha | t we may store and access cookies | on your <mark>devi</mark> ce | e, | Close notice |
| Websites you've added to Compatibility View: | Remove | alth Servic | e Evecutive | | | | |
| | | hmeannacht na | Seirbhíse Sláinte | help you? | Advanced Search | | |
| | | Services | Health A-Z | Staff & Caree | rs | About U | s |
| | | National Doctors Tra | ining and Planning | | | | |
| Display intrare trates in Compatibility View Use Microsoft ompatibility lists Learn more by reading the <u>Internet Explorer privacy s</u> | statement | Visit Card for childr 6 | ren 💽 Èr | Public Consultation External mergency Plan | | > Maternity Patient Statements | Safety |
| | Close | rs Training and | Welcome to N | ational Doctors Tra | aining | | |