



# Consultant Post Matching Module, Guide for Medical HR Users, *NDTP – Doctors Integrated Management E-System*

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# Consultant Post Matching Module, Guide for Medical HR Users, *NDTP – Doctors Integrated Management E-System*

## Contents

Section 1 – Introduction to the Consultant Post Matching Module & .....	4
Doctors Integrated Management E-System (DIME) .....	4
Section 1 - Search for a Post .....	5
1.1 Searching for a Post by Post Reference Number .....	5
1.2 Searching for a Post without a Post Reference Number .....	7
Section 2 - View Post Details .....	9
2.1 View Post Details in Main Search Screen .....	9
Section 3 - Consultant Details .....	11
3.1 View Consultant Details .....	11
3.1 Assigning a Consultant to a Post .....	14
3.2 Editing a Consultant Post .....	22
3.2 Matching a Locum Consultant to a Post .....	23
3.3 Post Matching the Substantive Post holder on return from leave type/reassignment .....	15
Section 4 – Reports .....	26
4.1 Accessing Reports .....	26
4.1 Consultant Numbers by Medical Discipline Report .....	27

4.2 Consultant Employment Details Report.....	34
4.3 Consultant Post and Occupancy Report.....	39
Section 5 – Traffic Light System.....	44

## Section 1 – Introduction to the Consultant Post Matching Module & Doctors Integrated Management E-System (DIME)

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The Consultant Post Matching Module was rolled out nationally in 2017. This Module gives NDTP the ability to create Consultant posts approved by the Consultant Applications Advisory Committee (CAAC) on DIME. Employers are then able to assign Consultants to their respective posts. The recording of all posts allows for more accurate reporting at local and national level and helps to inform workforce planning decisions.

DIME is a quadripartite system which encompasses National Doctors Training & Planning, the Irish Medical Council, the Postgraduate Medical Training Bodies and Clinical Sites. The DIME system continues to be upgraded and developed on an on-going basis and currently consists of seven separate modules.

Currently there are approximately 600 service users that have access to some or all the DIME modules. These service users include Medical HR Staff, Postgraduate Medical Training Bodies and Occupational Health Departments.

### DIME Access Forms

In order to gain access to the DIME system an access request form including a declaration is completed by each employer/clinical site employee agreeing to the terms of use of the system.

[System Access Request Forms](#) for Medical Manpower / HR in Clinical Sites, Community Health Care Organisations and Health Regions. Completed forms should be scanned and returned by email to the DIME Team [dime.team@hse.ie](mailto:dime.team@hse.ie)

The DIME System can be accessed from any PC, Laptop via the latest version of Internet Explorer or Google Chrome. Please note that Firefox browser is not compatible with the DIME System.

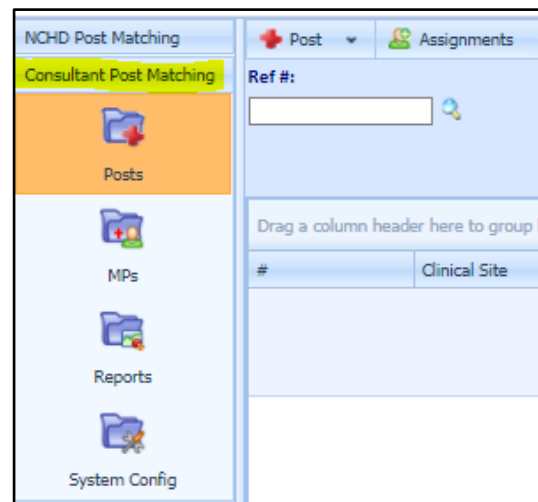
The DIME System is secure and protected by a Secure Socket Layer (SSL) certificate. The browser displays a padlock symbol which means there is a secure connection; data transferred over the internet is encrypted and not visible to third parties. This technology is used e.g. for Internet Banking/Credit Card transactions. **For security reasons DIME Users should not allow the browser to save their password.**

If you have forgotten your DIME Password please email the DIME Team via email [dime.team@hse.ie](mailto:dime.team@hse.ie)

## Section 1 - Search for a Post

### 1.1 Searching for a Post by Post Reference Number

If the user knows the post reference number, this is the most efficient way of searching for the post. Click on the Consultant Post Matching Module and click on Posts:



Enter the post reference number in the reference number field and click on the magnifying glass beside this field or hit return to display the post details.

Dashboard

NCHD Post Matching

Consultant Post Matching

Posts

MPS

Reports

NER

CAP

Training Supports

CCERS

Post

Assignments

Ref #:

Clinical Site:

--ALL--

Health Region:

--ALL--

Rating:

☒
☒
☒
☒
☒
☒
☒
☒
☒
☒

Medical Discipline:

--ALL--

Specialty:

--ALL--

Sub-Specialty:

--ALL--

Special Interest:

--ALL--

Drag a column header here to group by that column

#	Clinical Site	Specialty	Subspecialty	Postholder	Status	Rating
No data to display						

No data to paginate

←

→

Nothing Selected



## 1.2 Searching for a Post without a Post Reference Number

The user may search for a post using any one or a combination of the following parameters:

- Clinical Site
- Health Region
- Medical Discipline
- Specialty
- Sub-Specialty
- Special Interest

Select the relevant details from the drop down lists and hit return or click on the magnifying glass.

The screenshot shows the DIME interface with the following elements:

- Header:** HSE logo, NDTP logo, "NATIONAL DOCTORS TRAINING & PLANNING", "Doctors Integrated Management E-System (DIME)", and a "Log Out" link.
- Left Sidebar:** Dashboard, NCHD Post Matching, Consultant Post Matching, Posts (highlighted), MPs, Reports, NER, CAP, Training Supports, and CCERS.
- Search Filters:**
  - Ref #: [Text Input]
  - Clinical Site: [Dropdown: --ALL--]
  - Health Region: [Dropdown: --ALL--]
  - Rating: [Icons: Green check, Yellow warning, Red X, Blue check]
  - Medical Discipline: [Dropdown: --ALL--]
  - Specialty: [Dropdown: --ALL--]
  - Sub-Specialty: [Dropdown: --ALL--]
  - Special Interest: [Dropdown: --ALL--]
- Table:**

Drag a column header here to group by that column

#	Clinical Site	Specialty	Subspecialty	Postholder	Status	Rating
No data to display						

No data to paginate
- Footer:** "Nothing Selected"

To search by Specialty, Sub-specialty or Special Interest, the appropriate Medical Discipline must first be selected.

The system will display a maximum of 300 posts using this search screen. 15 posts will be displayed in the display pane at a time. The user can move from one page to the next using the arrows at the end of the pane.

Please note the search screen will only display posts for which the user's site is recorded as the principal clinical site. To see posts where the user's site is recorded as one of the other clinical sites but not the principal clinical site please run a report and all posts will be displayed. Please see Section 5 for guidance on how to run reports.

## Section 2 - View Post Details

### 2.1 View Post Details in Main Search Screen

Double click on the relevant post and the post details will display in the lower portion of the screen.

**Doctors Integrated Management E-System (DIME)**

**Dashboard**  
NCHD Post Matching  
Consultant Post Matching  
Posts  
MPs  
Reports  
NER  
CAP  
Training Supports  
CCERS

Post  
Assignments

Ref #:  
Clinical Site:  
Medical Discipline:  
Health Region:  
Specialty:  
Sub-Specialty:  
Rating:  
Special Interest:

Drag a column header here to group by that column

#	Clinical Site	Specialty	Subspecialty	Postholder	Status	Rating
1	Bantry General Hospital	Neurology	Neurology	Pending (Forename92493 Surname92493) [In Post]	Active	

Page 1 of 16 (320 items)

**Post Details**  
Id: 8079C  
Principal Clinical Site: Bantry General Hospital  
WTE: 1  
Date Post Created: 17/09/2024  
Principal Site Commitment: 22.00  
Clinical Site: Bantry General Hospital  
Commitment: 15.00  
Approval Status: Approved  
Date of First Approval: 17/09/2024  
CAP Post Type: New Post  
Suppression / Reactivation Reason: --Not Set--  
Letters Of Approval: View  
Post Ref #: CUNUNU09  
Date of Last Approval: 17/09/2024  
CAP ID: 4303  
Suppression / Reactivation Date: --Not Set--  
Details 1  
Discipline: Medicine  
Sub-specialty: Neurology  
Post Title: Consultant Neurologist  
Specialty: Neurology  
Special Interest: None  
National Grade Code: 1104  
Details 2  
Contract Class: Public Only Consultants Contract 2023  
Contract Hours: 37.00  
Contract Type: Public Only Consultants Contract 2023  
Post Capacity: 37.00  
Other Details  
Academic Grade: --Not Set--  
Grade: Consultant  
Status Change Date: 19/09/2024  
Medical Qualification: Registration as a specialist in the Specialist Division of the Register of Medical Practitioners maintained by the Medical Council in Ireland in the specialty of neurology.  
Post Type: Permanent  
Comments: --Not Set--  
Post Sub-status: Filled

**Assignments**  

#	Specialty	Name	MC #	Tenure	Grade	Start Date in Post	End Date in Post	Status	Reg Status	Employment Status	Assignment WTE
View Details	Neurology	Forename92493 Surname92493	330455	Permanent	Consultant	01/10/2024		Pending	Active	In Post	0.00

### 2.1 Setting Consultant Post Sub-Status as Vacant

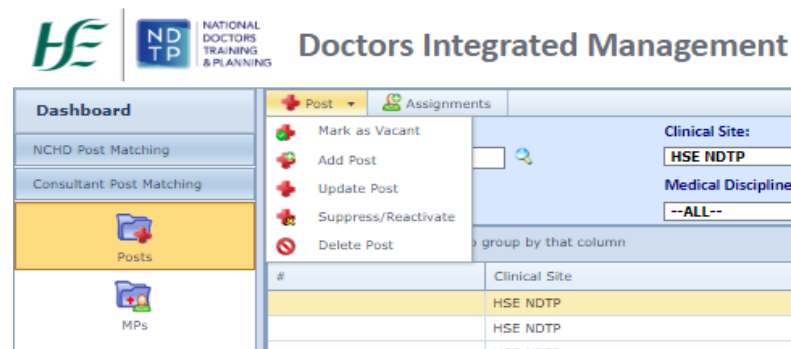
The default Status for Consultant Post will always be **Unmatched** and will only update to Filled when an MP is matched to same or Vacant when

a post has been marked as Vacant.

Functionality exists to mark a post as vacant.

### **Steps to mark a Post as Vacant**

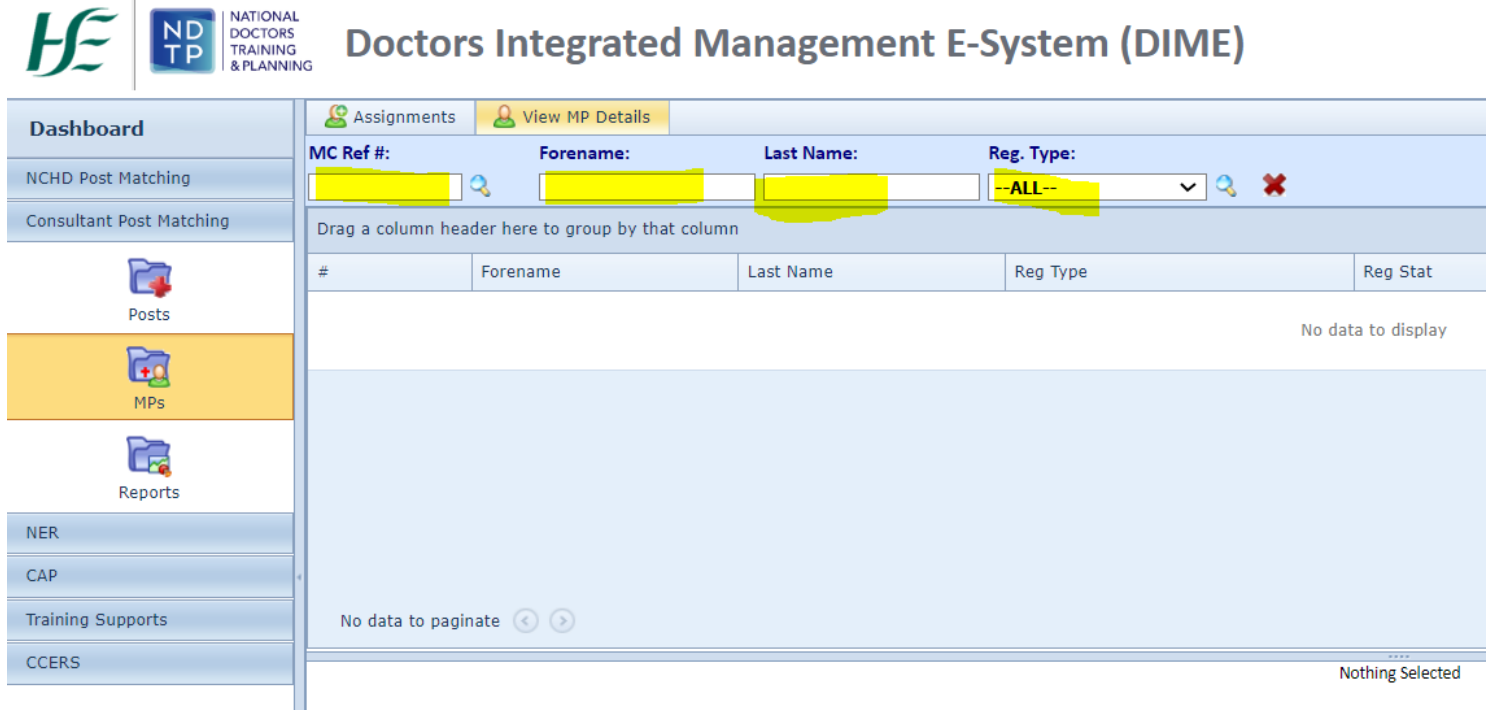
Navigate to the Consultant Post Matching Section, Select the Posts icon and under the 'Post' dropdownbutton, choose Mark as Vacant



## Section 3 - Consultant Details

### 3.1 View Consultant Details

Users may view consultants that are registered with the Medical Council by clicking the medicalpractitioner MPs button on the left hand menu. The following screen will appear:



**Doctors Integrated Management E-System (DIME)**

Assignments View MP Details

MC Ref #: Forename: Last Name: Reg. Type: --ALL--

Drag a column header here to group by that column

#	Forename	Last Name	Reg Type	Reg Stat
No data to display				

No data to paginate

Nothing Selected

Users may search for a consultant using their Medical Council reference number or name.

To search by Medical Council reference number, insert reference number and click magnifyingglass or hit return.

To search by name insert forename and/or last name and click magnifying glass or hit return.

A list of all consultants that meet the criteria will appear as follows:

## Doctors Integrated Management E-System (DIME)

<b>Dashboard</b> NCHD Post Matching Consultant Post Matching   Posts   MPs   Reports  NER CAP Training Supports CCERS	<a href="#">Assignments</a> <a href="#">View MP Details</a>						
	<b>MC Ref #:</b> <input type="text"/> <b>Forename:</b> <input type="text"/> <b>Last Name:</b> <input type="text"/> <b>Reg. Type:</b> <input type="text" value="--ALL--"/>						
	Drag a column header here to group by that column						
#	Forename	Last Name	Reg Type	Reg Stat	Post Ref	Address	
	Forename77610	Surname77610	Specialist Registration	Active	Confirmed (Post ref: TSICPD01) [In Post]		
	Forename77611	Surname77611	Specialist Registration	Active	Confirmed (Post ref: BTHIH101) [In Post]		
	Forename77612	Surname77612	Specialist Registration	Active	--Not Set--		
	Forename77613	Surname77613	General Registration	Inactive	--Not Set--		
	Forename77614	Surname77614	EEA registration	Inactive	--Not Set--		
	Forename77615	Surname77615	General Registration	Active	--Not Set--		
	Forename77616	Surname77616	Specialist Registration	Inactive	--Not Set--		
	Forename77617	Surname77617	General Registration	Inactive	--Not Set--		
	Forename77618	Surname77618	General Registration	Active	--Not Set--		
	Forename77619	Surname77619	Specialist Registration	Active	--Not Set--		
	Forename77620	Surname77620	Specialist Registration	Active	--Not Set--		
	Forename77621	Surname77621	General Registration	Active	--Not Set--		
	Forename77622	Surname77622	General Registration	Active	--Not Set--		
	Forename77623	Surname77623	Specialist Registration	Inactive	--Not Set--		
	Forename77624	Surname77624	Specialist Registration	Active	Confirmed (Post ref: GYESES04) [In Post]		
	Forename77625	Surname77625	Specialist Registration	Inactive	--Not Set--		
	Forename77626	Surname77626	Specialist Registration	Inactive	--Not Set--		

Double click on the relevant consultant and their details will appear in the lower portion of the screen. To view further details, click the view details button.

Dashboard

NCHD Post Matching

Consultant Post Matching

Posts

MPs

Reports

NER

CAP

Training Supports

CCERS

Assignments

View MP Details

MC Ref #:

Forename:

Last Name:

Reg. Type:

Drag a column header here to group by that column

#	Forename	Last Name	Reg Type	Reg Stat	Post Ref	Address
	Forename92493	Surname92493	Specialist Registration	Active	Pending (Post ref: CUNUNU09) [In Post]	

Page 1 of 1 (1 items)

MP Details

View Details

MC Reg #

Address

Registration Type

Alias

Date of retirement

Name

Sex

Registration Status

Conditions Attached

Forename92493 MiddleName92493 Surname92493

Female

Active

No

Assignments

#	Clinical Site	Post ref #	Tenure	Start Date in Post	End Date in Post	Status	Reg Status	Employment Status	Assignment WTE
<a href="#">View Details</a>		CUNUNU09	Permanent	01/10/2024		Pending	Active	In Post	0.00

The view details button displays the following screen:

MP Details

Registration Number:

Name: Forename92493 MiddleName92493 Surname92493

Address:

Sex: Female

Registration Date:

Registration Type: Specialist Registration

Primary Qualification:

- \* Abbreviation: I
- \* Description: E
- \* University: U
- \* CONFERRAL Date: 1

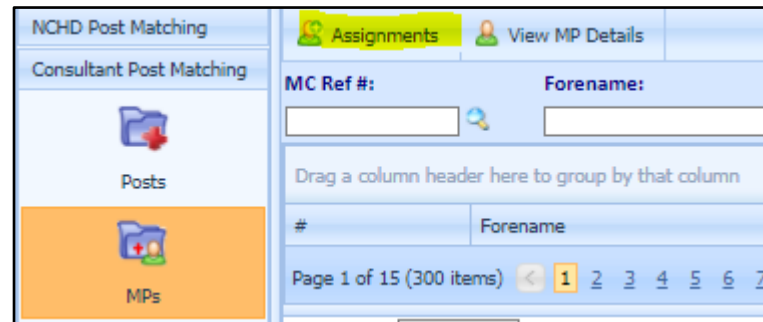
Specialist Division of the Register:

- \* Speciality: C
- \* Division: 1
- \* From Date: 1

### 3.1 Assigning a Consultant to a Post

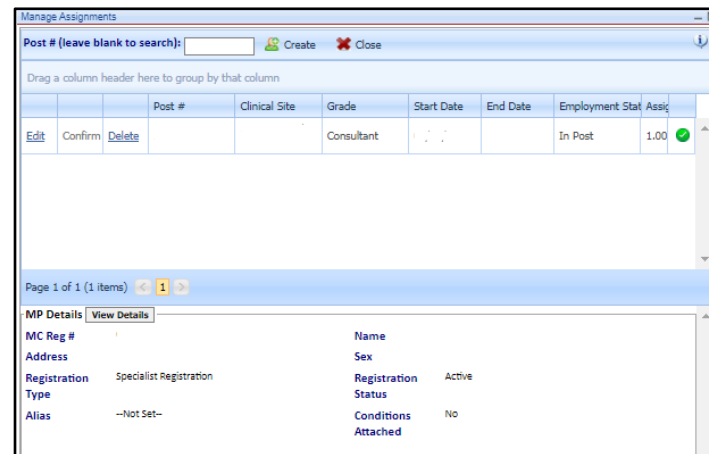


To assign a consultant to a post search for and select the Consultant and click on the assignments button.



The interface shows 'NCHD Post Matching' with tabs for 'Assignments' and 'View MP Details'. Under 'Consultant Post Matching', there are buttons for 'Posts' and 'MPs'. The 'MPs' button is highlighted. Below this, there are search fields for 'MC Ref #' and 'Forename:'. A message says 'Drag a column header here to group by that column'. Below that is a table with columns '#', 'Forename', and a page indicator 'Page 1 of 15 (300 items)' with navigation buttons.

The following screen appears:



The 'Manage Assignments' window shows a search bar for 'Post # (leave blank to search):' with 'Create' and 'Close' buttons. Below is a table with columns: Post #, Clinical Site, Grade, Start Date, End Date, Employment Stat, and Assign. The table contains one row with a 'Consultant' grade and 'In Post' status. Below the table is a page indicator 'Page 1 of 1 (1 items)'. At the bottom, there is a section for 'MP Details' with a 'View Details' button. The details include MC Reg #, Address, Registration Type (Specialist Registration), Alias, Name, Sex, Registration Status (Active), Conditions (No), and Attached.

If the post reference number is known insert in the post # field and click create (see above). The following screen appears:

Match MP to Post

Post Details

Site

Grade

Consultant

Speciality

Sub-Speciality

Special Interest

None

Ref #

MP Details

Name

MP Ref #

Birth Date \*

Retirement Date \*

Note that the system automatically calculates retirement date at age 65, but this may not be correct as the retirement date depends on when the individual entered the pension scheme.

Assignment

Tenure \*

Grade \*

Contract Class \*

Contract Type \*

Start Date \*

End Date

Working Hours

Clinical Site	Approved Working Hours	Actual Commitment	WTE
	0.00	39.00	0.00

Confirm Take up

Take up \*

Reason for leaving

Save

Cancel

If the post reference number **is not known** click the create button:

Manage Assignments

Post # (leave blank to search):
Create
Close

The following search screen appears:

Post Search

Select
Cancel

Ref #:
Clinical Site:
--ALL--
Health Region:
--ALL--
Medical Discipline:
--ALL--
Specialty:
--ALL--
Sub-Specialty:
--ALL--
Special Interest:
--ALL--

Drag a column header here to group by that column

#	Clinical Site	Specialty	Subspecialty	Postholder	Rat
No data to display					

No data to paginate

Nothing Selected

A user may search for a post using any one, or a combination of the following parameters:

- Clinical Site
- Health Region
- Medical Discipline
- Specialty
- Sub-Specialty
- Special Interest

Select the relevant details from the drop down lists and hit return or click on the magnifying glass. Click on the relevant post and click the select button.

Post Search


Select


Cancel


Ref #:



Clinical Site:

Health Region:



--ALL--


--ALL--







Medical Discipline:


Specialty:


Sub-Specialty:

Special Interest:

--ALL--


--ALL--


--ALL--


--ALL--


Drag a column header here to group by that column

#	Clinical Site	Specialty	Subspecialty	Postholder	Ra
---	---------------	-----------	--------------	------------	----

The following screen appears

Match MP to Post

**Post Details**

Site

Grade

Consultant

Speciality

Sub-Speciality

Special Interest

None

Ref #

**MP Details**

Name

MP Ref #

Birth Date \*

Retirement Date \*

Note that the system automatically calculates retirement date at age 65, but this may not be correct as the retirement date depends on when the individual entered the pension scheme.

**Assignment**

Tenure \*

--Select--

Grade \*

--Select--

Contract Class \*

--Select--

Contract Type \*

--Select--

Start Date \*

End Date

**Working Hours**

Clinical Site	Approved Working Hours	Actual Commitment	WTE
..	0.00	39.00	0.00

**Confirm Take up**

Take up \*

Pending

Reason for leaving

--Select--

Save

Cancel

The following fields should be populated using the drop down lists and then click the save button:

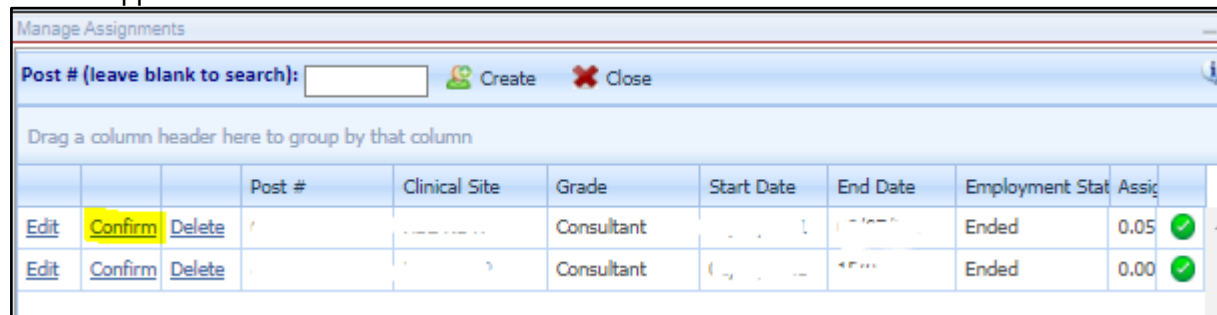
- Date of Birth
- Retirement date populates automatically
- Tenure
- Grade

- Contract Class
- Contract Type
- Start Date
- Working Hours
- WTE populates automatically
- Take Up

The date of birth should be input in the format DD/MM/YYYY or select date from calendar.

When the date of birth is input hit the tab button on the keyboard and the retirement date will automatically populate to age 65. This can be overwritten by the user if required as the retirementdate will depend on the date the consultant entered the public service and / or any breaks in service. Hit the save button.

The following screen will then appear:



Manage Assignments

Post # (leave blank to search):  Create Close

Drag a column header here to group by that column

			Post #	Clinical Site	Grade	Start Date	End Date	Employment Stat	Assig	
Edit	Confirm	Delete			Consultant			Ended	0.05	✓
Edit	Confirm	Delete			Consultant			Ended	0.00	✓

The user must click on confirm to ensure that the consultant is placed in the post. Users may edit an assignment by clicking on the relevant options.

Note that it is possible to assign more than one person to a post, provided the total WTE does not exceed the post WTE.

If a Consultant is matched to a post where the start date of the Consultant in the post is before the most recent approval date for the post the following screen will appear:

+



To continue to match the Consultant to the post click the ok button. It is important to ensure that the employment status is correct. For example, the Consultant may have been in post in a locumcapacity until the approval date and then changed to a permanent contract. This instance would require two separate matches indicating the different employment statuses:

Dashboard

NCHD Post Matching

Consultant Post Matching

Posts

MPs

Reports

NER

CAP

Training Supports

CCERS

Assignments

View MP Details

MC Ref #:

Forename:

Last Name:

Reg. Type:

--ALL--

Drag a column header here to group by that column

#	Forename	Last Name	Reg Type	Reg Stat	Post Ref	Address
	Forename92493	Surname92493	Specialist Registration	Active	Pending (Post ref: CUNUNU09) [In Post]	

Page 1 of 1 (1 items)

MP Details

View Details

MC Reg #

Address

Registration Type

Alias

Date of retirement

Name

Sex

Registration Status

Conditions Attached

Forename92493 MiddleName92493 Surname92493

Female

Active

No

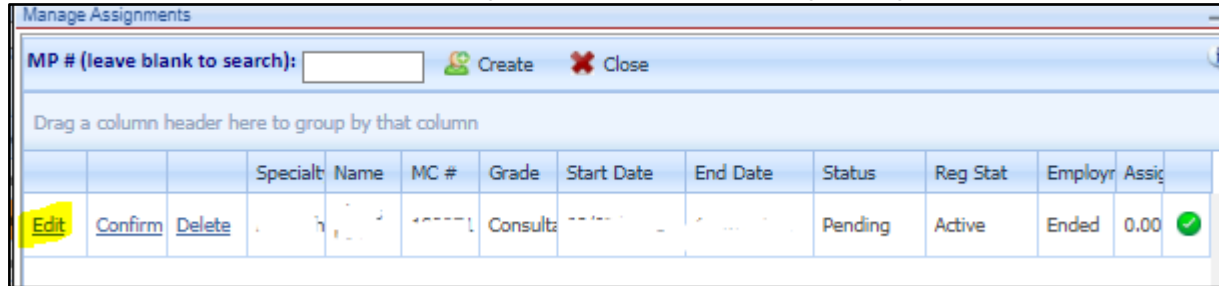
Assignments

#	Clinical Site	Post ref #	Tenure	Start Date in Post	End Date in Post	Status	Reg Status	Employment Status	Assignment WTE
<a href="#">View Details</a>		CUNUNU09	Permanent	01/10/2024		Pending	Active	In Post	0.00
<a href="#">View Details</a>		BYGMPM01	Specified purpose - locum	01/02/2024	01/10/2024	Pending	Active	Ended	0.00



To cancel matching the Consultant to the post click the cancel button.

### 3.2 Editing a Consultant Post


To edit a post, highlight the relevant consultant, click on assignments and select manage assignments. Select edit



Manage Assignments

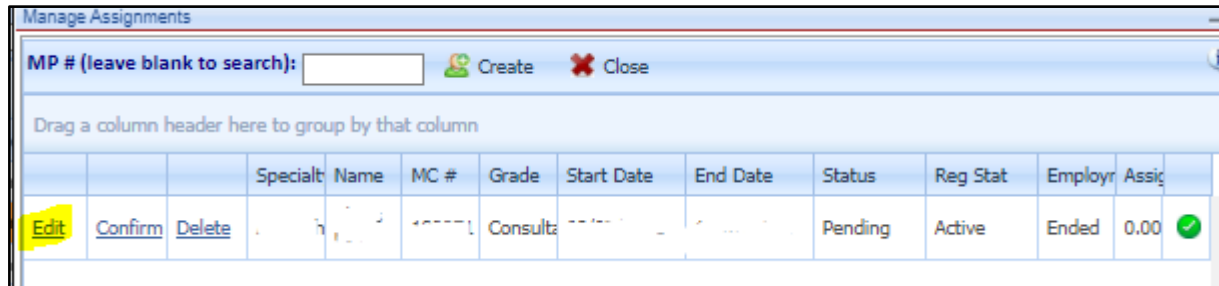
MP # (leave blank to search):   Create  Close

Drag a column header here to group by that column



			Specialt	Name	MC #	Grade	Start Date	End Date	Status	Reg Stat	Employr	Assig
<b>Edit</b>	<a href="#">Confirm</a>	<a href="#">Delete</a>				Consulta			Pending	Active	Ended	0.00 

### 3.1 Ending a Consultant's Assignment in a Post


To end a consultant's assignment in a post, highlight the relevant consultant, click on assignments, select manage assignments and select edit.



Manage Assignments

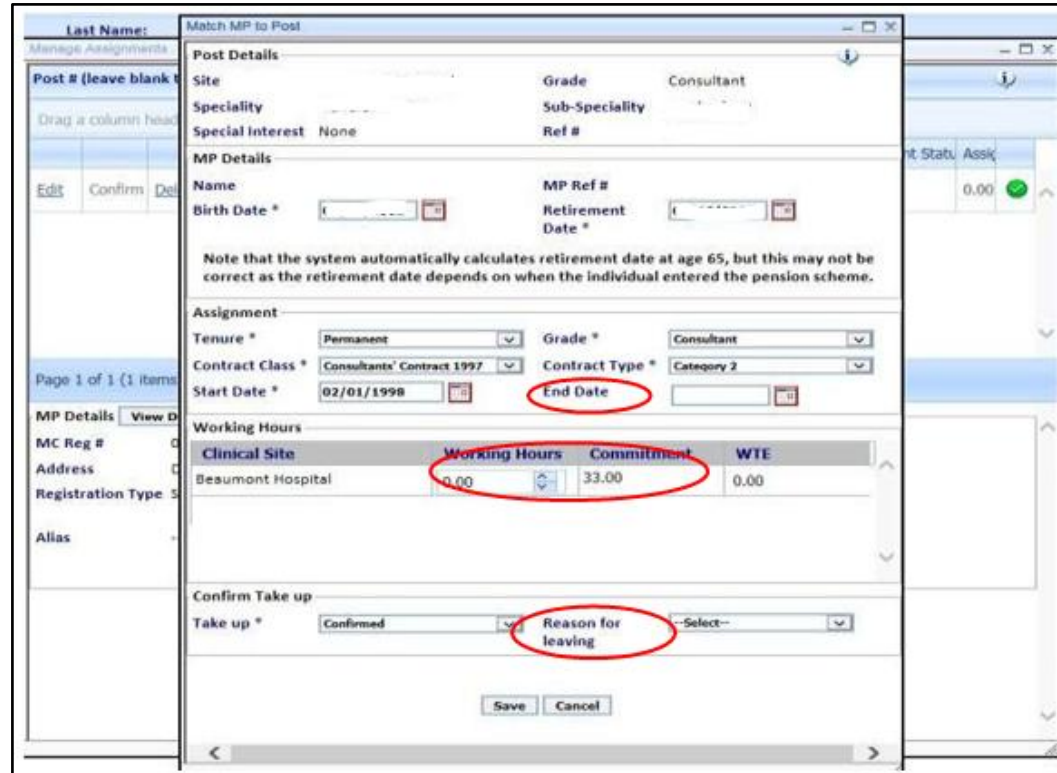
MP # (leave blank to search):   Create  Close

Drag a column header here to group by that column

			Specialt	Name	MC #	Grade	Start Date	End Date	Status	Reg Stat	Employr	Assig
<b>Edit</b>	<a href="#">Confirm</a>	<a href="#">Delete</a>				Consulta			Pending	Active	Ended	0.00 

The following screen appears:





**Match MP to Post**

**Post Details**

Site: [Text] Grade: Consultant

Speciality: [Text] Sub-Speciality: [Text]

Special Interest: None Ref #: [Text]

**MP Details**

Name: [Text] MP Ref #: [Text]

Birth Date \*: [Text] Retirement Date \*: [Text]

Note that the system automatically calculates retirement date at age 65, but this may not be correct as the retirement date depends on when the individual entered the pension scheme.

**Assignment**

Tenure \*: Permanent Grade \*: Consultant

Contract Class \*: Consultants' Contract 1997 Contract Type \*: Category 2

Start Date \*: 02/01/1998 End Date: [Text]

**Working Hours**

Clinical Site	Working Hours	Commitment	WTE
Besumont Hospital	0.00	33.00	0.00

**Confirm Take up**

Take up \*: Confirmed Reason for leaving: [Select]

Save Cancel

The user should input an end date, reduce the working hours to zero and input the reason for leaving. Click the save button to save any changes.

### 3.2 Matching a Locum Consultant to a Post

Locum appointments may be made in the following circumstances:

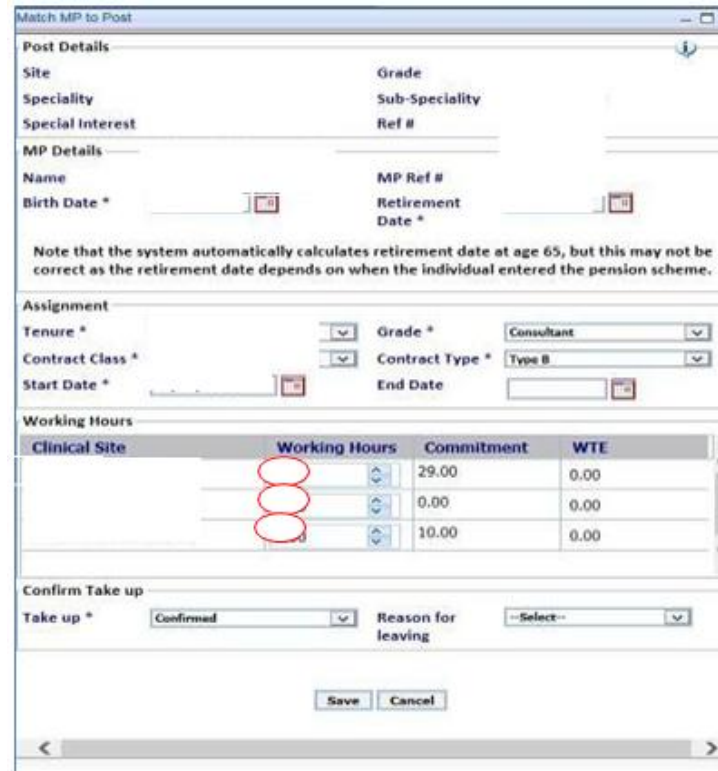
- When the permanent post holder is on a period of leave, e.g.: maternity leave, sick leave, unpaid leave, leave of absence, career break etc.
- When the permanent post holder is seconded to another role on a temporary basis, e.g.: clinical programme lead, clinical director, etc.

- A permanent post holder has been appointed to the post, but has not yet commenced employment.

Circular 21/2015 sets out the conditions and process by which permanent consultant posts may be filled with locum appointments or temporary appointments. The circular is available at:

[http://www.hse.ie/eng/staff/leadership\\_education\\_development/met/consultantapplications/doc1/hse\\_hr\\_circular\\_021\\_2015.pdf](http://www.hse.ie/eng/staff/leadership_education_development/met/consultantapplications/doc1/hse_hr_circular_021_2015.pdf)

To manage situations where a locum consultant may be employed to cover for the permanent consultant who is the post holder, when matching the locum consultant to the post on DIME users should reduce the post occupancy of the permanent consultant as appropriate.



**Match MP to Post**

**Post Details**

Site: \_\_\_\_\_ Grade: \_\_\_\_\_  
 Speciality: \_\_\_\_\_ Sub-Speciality: \_\_\_\_\_  
 Special Interest: \_\_\_\_\_ Ref #: \_\_\_\_\_

**MP Details**

Name: \_\_\_\_\_ MP Ref #: \_\_\_\_\_  
 Birth Date \*: \_\_\_\_\_ Retirement Date \*: \_\_\_\_\_

Note that the system automatically calculates retirement date at age 65, but this may not be correct as the retirement date depends on when the individual entered the pension scheme.

**Assignment**

Tenure \*: \_\_\_\_\_ Grade \*: Consultant  
 Contract Class \*: \_\_\_\_\_ Contract Type \*: Type B  
 Start Date \*: \_\_\_\_\_ End Date: \_\_\_\_\_

**Working Hours**

Clinical Site	Working Hours	Commitment	WTE
	29.00	0.00	0.00
	0.00	0.00	0.00
	10.00	0.00	0.00

**Confirm Take up**

Take up \*: Confirmed Reason for leaving: --Select--

Save Cancel

This will allow the permanent consultant to still be recorded in the post, but will also allow users to assign another consultant on a locum basis to the post (note: the combined post occupancy for a given post cannot exceed 1.0 WTE).

Manage Assignments											
MP # (leave blank to search): <input type="text"/> <span>Create</span> <span>Close</span>											
Drag a column header here to group by that column											
		Speciality	Name	MC #	Grade	Start Date	End Date	Status	Reg Stat	Employment	Assg
<a href="#">Edit</a>	<a href="#">Confirm</a>	<a href="#">Delete</a>			Consultant	22/08/2016		Confirmed	Active	Not Started	1.00
<a href="#">Edit</a>	<a href="#">Confirm</a>	<a href="#">Delete</a>			Consultant	10/08/2016		Confirmed	Active	In Post	0.00

### 3.3 Post Matching the Substantive Post holder on return from leave type/reassignment.

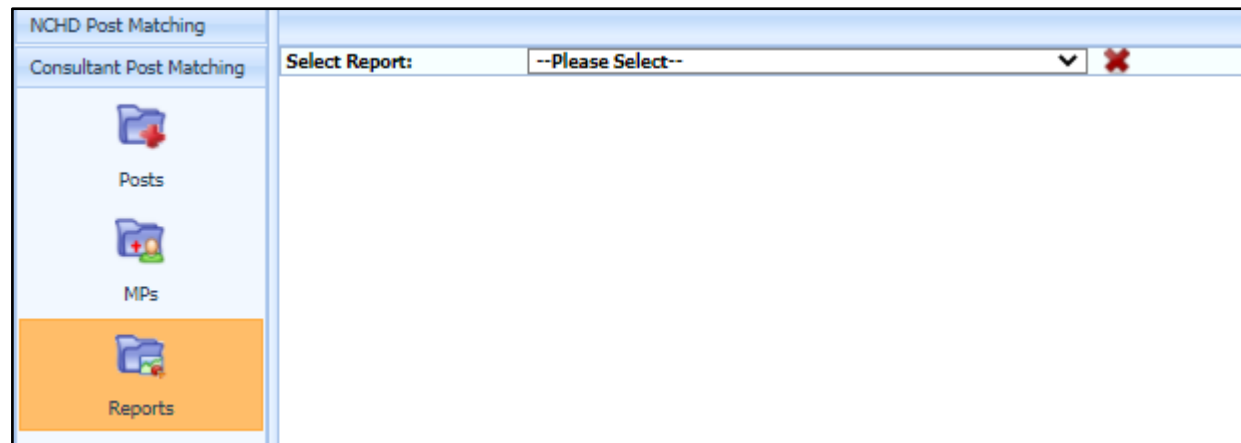
In cases where a permanent post holder is returning to their substantive post following leave type or reassignment. An end date for the locum/temporary consultant assigned to the post as a backfill should be inserted and the working hours reduced to '0' for each clinical site commitment. The working hours of the permanent Consultant should then be increased and saved on DIME

<b>Match MP to Post</b>			
<b>Post Details</b>			
Site		Grade	Consultant
Speciality		Sub-Speciality	
Special Interest	None	Ref #	
<b>MP Details</b>			
Name		MP Ref #	
Birth Date *	19/06/1979	Retirement Date *	19/06/2044
Note that the system automatically calculates retirement date at age 65, but this may not be correct as the retirement date depends on when the individual entered the pension scheme.			
<b>Assignment</b>			
Tenure *	Specified purpose - locum	Grade *	Consultant
Contract Class *	Consultants' Contract 2008	Contract Type *	Type B
Start Date in Post *	11/01/2017	End Date in Post	
Contract Commencement Date		Reason for Temp/Locum *	--Select--
<b>Working Hours</b>			
Clinical Site	Approved Working Hours	Actual Commitment	WTE
Beaumont Hospital	0.00	33.50	0.0000
RCSI	0.00	3.50	0.0000
Total WTE			0.00
<b>Confirm Take up</b>			
Take up *	Confirmed	Reason for leaving	Transfer
<div>Save Cancel</div>			

## Section 4 – Reports

### 4.1 Accessing Reports

The report section can be accessed by clicking on the report button on the left hand screen:



The relevant report can be selected from the drop down list:

- **Consultant Numbers by Medical Discipline Report**

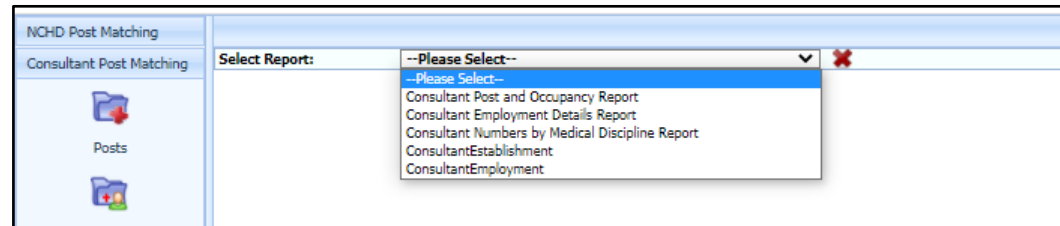
Provides the numbers of consultants employed in the various medical disciplines. It includes the number of posts, numbers of consultants, hours and WTE.

- **Consultant Employment Details Report**

Provides details of the consultants employed and the breakdown of the working hours and WTE across the relevant sites.

- **Consultant Post and Occupancy Report**

Provides details of all consultant posts and the consultants employed in them.



#### 4.1 Consultant Numbers by Medical Discipline Report

This report displays a summary of the numbers of consultant posts and consultants employed by the organisation (includes both posts where the organisation is the principal employer or where the organisation is another clinical site).

Select the report from the drop down list and the following screen will appear:

<b>Select Report:</b> Consultant Numbers by Medical Discipline Report			
Employment Date	14/10/2024 00:00:00	<input type="checkbox"/> NULL	Date Post Created
Approval Status	All		14/10/2024 00:00:00
Clinical Site	Bantry General Hospital, Cork Unive		Group by
Health Region	BreastCheck, Corporate, HSE Dublin		Total
Hospital Acuity	Mental Health, Model 2, Model 3, Mo		Clinical Site Type
Specialty	Anaesthesiology, Biochemistry, Carc		Health Region, HSE, HSE Funded Ho:
Special Interest	Breast & Endocrine Surgery, Breast		Division
			Academic, Acute Services, Ambulan
			Medical Discipline
			Anaesthesiology, Emergency Medicin
			Sub Specialty
			Adult Psychiatry, Anaesthesiology, I

The following report parameters can be set before the report is run:

- Employment Date - This date allows the user to run a report that will show the consultantsemployed in posts on or before this date. It will default to today's date.
- Date post created – This date allows the user to run a report that will show posts that werecreated on before the date selected here. It will default to today's date.
- Approval status contains the following three options
  - All (meaning both approved and notapproved posts)
  - Approved
  - Not approved
- Group By Field gives the following options:
  - Total – gives totals only
  - Clinical Site – gives separate rows for each clinical site, breaking down the figures for each clinical site
  - Health Region– gives separate rows for each Health Region, breakingdown the figures for each Health Region.
  - Division – gives separate rows for each division breaking down the figures for eachdivision.
- Clinical Site – Drop down menu allowing the user to select clinical sites the user has accessto. Defaults to all sites user has access to.

- Health Region- Drop down menu allowing the user to select Health Region which user has access to. Defaults to all Health Regions the user has access to.
- Division – Drop down menu allowing the user to select Divisions the user has access to. Defaults to all Divisions.
- Hospital Acuity – Drop down menu allowing the user to select Hospital Acuity levels the user has access to. Defaults to all.
- Medical Discipline – Drop down allowing user to select Medical Disciplines. Defaults to all medical disciplines.
- Specialty – Drop down menu allowing the user to select Specialities. Defaults to all specialties.
- Sub-specialty – Drop down menu allowing the user to select sub-specialities. Defaults to all sub-specialties.
- Special interest – Drop down menu allowing the user to select special interests. Defaults to all special interests.
- Once user has selected parameters click view report button.

The following screen will appear and the user can export this report to excel by clicking on the discicon and clicking 'excel':

Select Report: Consultant Numbers by Medical Discipline Report

Employment Date

14/10/2024 00:00:00

☐ NULL

Date Post Created

14/10/2024 00:00:00

☐ NULL

Approval Status

All

Group by

Total

Clinical Site

Bantry General Hospital, Cork Unive

Clinical Site Type

Health Region, HSE, HSE Funded Ho:

Health Region

BreastCheck, Corporate, HSE Dublin

Division

Academic, Acute Services, Ambulanc

Hospital Acuity

Mental Health, Model 2, Model 3, Mo

Medical Discipline

Anaesthesiology, Emergency Medici

Specialty

Anaesthesiology, Biochemistry, Cart

Sub Specialty

Adult Psychiatry, Anaesthesiology, I

Special Interest

Breast & Endocrine Surgery, Breast

1 of 2 ?

Find | Next

## Consultant Numbers by Medical Discipline Report

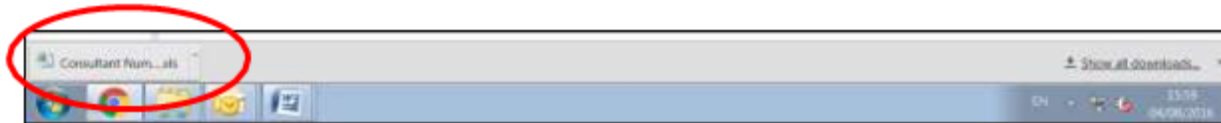
Report parameters

Group by:	Total
Employment Date:	14/10/2024
Approval Status:	All
Date Post Created:	14/10/2024
Clinical Site:	All
Clinical Site Type:	All
Health Region:	All
Division:	All
Hospital Acuity:	All
Medical Discipline:	All
Specialty:	All
Sub-Specialty:	All

An option will be given to open, save or cancel the report:



Depending on your browser it might look like:



When you open the report in excel the first sheet of the excel document will detail the report parameters selected by you and the second sheet will contain the details of the report.

Click 'Sheet 2' to display the report detail.



	A	F	I	N	O
1	<b>Consultant Numbers by Medical Discipline Report</b>				
2					
3	<b>Report parameters</b>				
4					
5	<b>Group by:</b>	Total			
6	<b>Employment Date:</b>	14/10/2024			
7	<b>Approval Status:</b>	All			
8	<b>Date Post Created:</b>	14/10/2024			
9	<b>Clinical Site:</b>	All			
10	<b>Clinical Site Type:</b>	All			
12	<b>Health Region:</b>	All			
13	<b>Division:</b>	All			
14	<b>Hospital Acuity:</b>	All			
15	<b>Medical Discipline:</b>	All			
16	<b>Specialty:</b>	All			
17	<b>Sub-Specialty</b>	All			
19	<b>Special interest:</b>	All			
20	<b>Report Run Date &amp; Time:</b>	14/10/2024 15:00			
21					
	<div> <div>Sheet1</div> <div>Sheet2</div> <div>+</div> </div>				

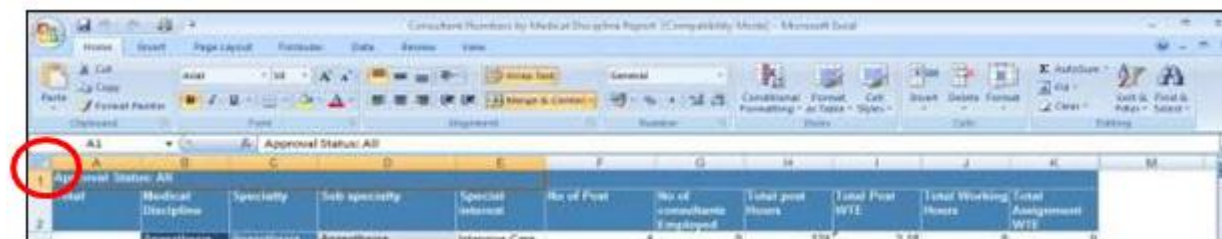
Sample report grouped by total:

Approval Status: All										
Total	Medical Discipline	Specialty	Sub specialty	Special interest	No of Posts	No of consultants Employed	Total post Hours	Total Post WTE	Total Approved Working Hours	Total Assignment WTE
	Anaesthesiology	Anaesthesiology						39.41	1346	34.76
								336.76	10478	270.09
								4.00	156	4
								10.00	339	8.89
								390.17	12319	317.74
								32.91	1098	28.15
								32.91	1098	28.15
								1.00	19.5	0.5
								1.00	19.5	0.5
								424.08	13436.5	346.39
		Total						424.08	13436.5	346.39

The reports grouped by clinical site, Health Region and division follow the same format as the above.

The sorting within each report is by principal clinical site.

To filter or apply a sort to the report, the entire report must be selected first, otherwise the filter or sort will not work correctly. The report can be selected by clicking on the blue box at the top left of the report as shown below.



Column headers from the report are defined as follows:

- Approval Status: The first line will show the approval status of the posts selected – All, Approved, Not Approved.
- The first column will depend on the group by option selected. Can be total, clinical site, Health Region.
- Medical Discipline – The discipline of the post, e.g. Medicine, Surgery, Radiology, Anaesthesia etc.
- Specialty – The specialty of the post, e.g. General Medicine, General Surgery, Neurosurgery etc.
- Sub Specialty – The sub specialty of the post.
- Special Interest – The special interest, where applicable for the post.
- No of posts – Counts the number of posts in current group item as of the selected date for each medical discipline, specialty, sub-specialty and special interest.
- No of Consultants Employed – Counts the number of consultants employed in current group as of selected date for each medical discipline, specialty, sub-specialty and special interest.
- Total Post Hours – Sums the posts commitment in grouping for each medical discipline, specialty, sub-specialty and special interest.
- Total Post WTE – Sums post WTEs in current group for each Medical Discipline, Specialty, Sub-specialty and Special Interest as of selected date.
- Total Working Hours – Sums working hours from assignments in current group item and selected employment dates for each medical discipline, specialty, sub-specialty and special interest.
- Total Assignment WTE – Sums assignment WTE from assignments in current group item and selected employment dates for each medical discipline, specialty, sub-specialty and special interest.

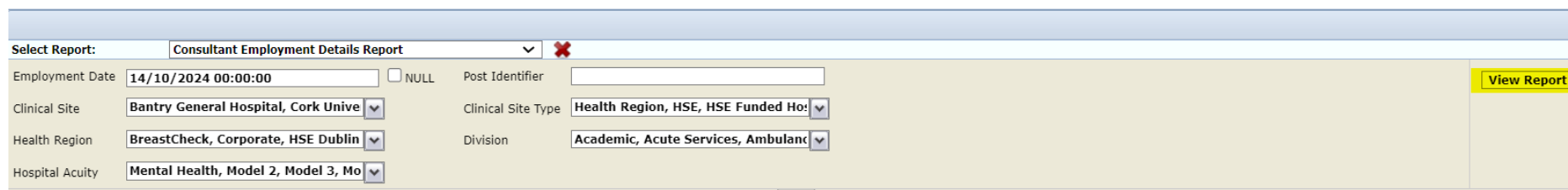
*\* Note that if a post is split across multiple sites it will show the totals relating to the site you have access to or have set in the parameters.*

## 4.2 Consultant Employment Details Report

This report gives a list of all consultants who are assigned to a post and details of the post that they are assigned to. This includes all clinical sites linked to that post.

Posts that do not have a consultant matched to them will not appear on this report. Select the report from the drop down list

and the following screen will appear:



The following parameters can be set:

- Employment Date - This date allows the user to run a report that will show the consultants employed in posts on or before this date. It will default to today's date.
- Post Identifier – optional field, does not have to be completed. Can insert the post reference number if you wish to run a report on a particular post.
- Clinical Site – Drop down menu allowing the user to select clinical sites which the user has access to. Defaults to all sites the user has access to.
- Clinical Site Type - This change is to add additional field to Report search criteria for all Consultant Post Matching Module Reports in DIME. Field will have drop down list with seven options: Academic, Region, HSE, HSE Funded Hospital, HSE Hospital, HSE Hospital – Section 62, and Other. Additionally, Clinical Site Type will appear as a new column next to Principal Clinical Site, Other Clinical site 1 etc. in Consultant Employment Details Report and Consultant Post and Occupancy Report.
- Health Region – Drop down menu allowing the user select Health Region which the user has access to. Defaults to all Health Regions user has access to.
- Division – Drop down menu allowing the user to select Divisions the user has access to. Defaults to all Divisions.
- Hospital Acuity – Drop down menu allowing the user to select Hospital Acuity levels the user has access to. Defaults to all Hospital Acuity levels.

Once parameters are set click on view report and the following screen will appear. The user exports this report to excel by clicking on the disc icon and clicking 'excel'.

An option will be given to open, save or cancel the report:



Depending on the user's browser it might look like:



When the user opens the report in excel the first sheet of the excel document will detail the reportparameters selected by the user and the second sheet will contain the details of the report.

Click 'Sheet 2' to display the report detail.

Consultant Employment Details Report	
<b>Report parameters</b>	
Post Identifier:	
Employment Date	14/10/2024
Clinical Site:	All
Clinical Site Type:	All
Health Region:	All
Division:	All
Hospital Acuity:	All
Report Run Date & Time:	14/10/2024 15:08
Please find the report on the next page...	

The sorting within each report is by principal clinical site.

To filter or apply a sort to the report, the entire report must be selected first, otherwise the filter or sort will not work correctly. The report can be selected by clicking on the blue box at the top left of the report as shown below.

Medical Council Number	Registration Type	Registration Status	MP First name	MP Last name	Tenure	Reason for Locum / Temp Assignment	MP Contract Class	MP Contract Type	Contract Commencement Date	Gender	Date of Birth	Start Date	End Date	Date of Retirement	Reason for Leaving	Matching Status	Assignment WTE	Post Id
67333																		

Column headers from the report are defined as follows:

- Medical Council Number – MCN number of the post holder matched to the post.
- Registration Type – Type of medical council registration held by post holder.
- Registration Status – Status of registration with the medical council, i.e. active or inactive.
- MP First Name – First name of medical practitioner matched to post.
- MP Last Name – Surname of medical practitioner matched to post.
- Tenure – Type of contract held by medical practitioner matched to post, e.g. Permanent, Specified Purpose etc.
- Gender – Gender of medical practitioner matched to post.
- Date of Birth – Date of birth of medical practitioner matched to post.

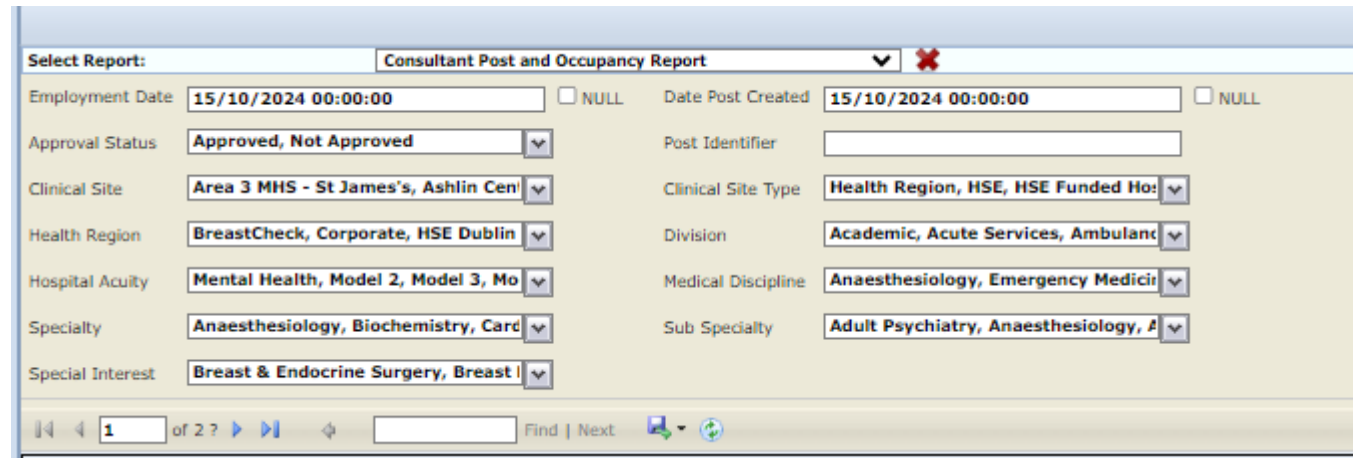
- Start date – Date medical practitioner took up this post.
- End date – Date medical practitioner ceased to be matched to this post, or will cease in the event of a temporary contract.
- Date of retirement – Date of expected retirement of medical practitioner. Defaults to age 65 but can be changed on system as per section 4.2 of this guide.
- Reason for leaving – When entering an end date of a medical practitioner in a post the user will be given an option for entering a reason for leaving.
- Matching status – When matching a medical practitioner to a post their status will be pending until the confirm button is pressed as per section 4.2 of this guide.
- Assignment WTE – The WTE of the medical practitioner matched to this post.
- Post ID – Unique identifier assigned to each post by the database.
- Post reference number – The reference number of the post as assigned by the Consultants Division, NDTP and in LOA.
- Date post created – Date post came into existence, e.g. first approval date in the case of approved posts where an LOA has issued, or date post filled in the case of unapproved posts.
- Contract Hours – Total hours as per the contract type.
- Post WTE – Total whole time equivalent for the post across all sites.
- Speciality
- Sub Speciality
- Special Interest
- Principal Clinical Site - This is the main site that the post is associated with. It is usually the paymaster of the post.
- Working Hours - The working hours of the medical practitioner at the principal clinical site.
- Assignment WTE - The WTE of the medical practitioner at the principal clinical site.
- Other Clinical Site 1/2/3 etc. - The name of the other clinical site(s) where the post has hours.
- Working Hours - The work hours of the medical practitioner at the other clinical site(s).
- Assignment WTE - The WTE of the medical practitioner at the other clinical site(s).



### 4.3 Consultant Post and Occupancy Report

This report gives details of all consultant posts and where applicable details of the consultant occupant(s) of the post if they have been matched on the system.

Select the report from the drop down list and the following screen will appear:



The following parameters can be set:

- Employment Date - This date allows the user to run a report that will show the consultant employed in posts on or before this date. It will default to today's date.
- Date post created – This date allows the user to run a report that will show posts that were created on before the date selected here. It will default to today's date.
- Approval status contains the following three options ○ All (meaning both approved and not approved posts) ○ Approved ○ Not approved
- Post Identifier – Optional field, does not have to be completed. Can insert the post reference number if the user wishes to run a report on a particular post.
- Clinical Site – Drop down menu allowing the user to select clinical sites which the user has access to. Will only display sites user has access to. Defaults to all.

- Health Region - Drop down menu allowing the user to select Health Region which the user has access to. Will only display Health Region the user access to. Defaults to all.
- Division – Drop down allowing the user to select Divisions the user has access to. Defaults to all Divisions.
- Hospital Acuity – Drop down allowing the user to select Hospital Acuity levels the user has access to. Defaults to all.
- Medical Discipline – Drop down allowing the user to select Medical Disciplines. Defaults to all medical disciplines.
- Specialty – Drop down allowing the user to select Specialities. Defaults to all specialities.
- Sub-specialty – Drop down allowing the user to select sub-specialities. Defaults to all sub-specialities.
- Special interest – Drop down allowing the user to select special interests. Defaults to all special interests.

Once parameters are set click on view report and the following screen will appear, the user can export this report to excel by clicking on the disc icon and clicking 'excel'.

An option will be given to open, save or cancel the report:



Depending on the user's browser it might look like:



The first sheet of the excel document will detail the parameters and the second sheet will contain the details of the report. Click 'Sheet 2' to display the report detail.

### Consultant Post & Occupancy Report

**Report parameters**  
 Post Identifier:  
 Employment Date: 15/10/2024  
 Approval status: Approved, Not Approved  
 Date Post Created: 15/10/2024  
 Clinical Site: All  
 Clinical Site Type: All  
 Health Region: All  
 Division: All  
 Hospital Acuity: All  
 Medical Discipline: All  
 Specialty: All  
 Sub-Specialty: All  
 Special interest: All  
 Report Run Date & Time: 15/10/2024 14:17

Please find the report on the next page...

Sheet1 Sheet2

The report is a lengthy report but the screen shot below gives a sense of the information that appears within it:

The sorting within each report is by principal clinical site.

To filter or apply a sort to the report, the entire report must be selected first, otherwise the filter or sort will not work correctly. The report can be selected by clicking on the box at the top left of the report as shown below.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Principal Clinical Site	Principal Clinical Site Type Name	Principal Clinical Site Commitment	Post WTE	Principal Clinical Site Post WTE	Other Clinical Site 1	Other Clinical Site Type Name	Other Clinical Site Commitment 1	Other Clinical Site Post WTE 1	Other Clinical Site 2	Other Clinical Site Type Name	Other Clinical Site Commitment 2	Other Clinical Site Post WTE 2	Other Clinical Site 3	Other Clinical Site Type Name	Other Clinical Site Commitment 3

Column headers from the report are defined as follows:

- Principal clinical site – This is the main site that the post is associated with. It is usually the paymaster of the post.
- Principal clinical site commitment – The hours assigned to the principal clinical site.

- Post WTE – Total whole time equivalent for the post across all sites.
- Principal clinical site WTE – The whole time equivalent at the principal clinical site.
- Other Clinical Site 1/2/3 etc– The name of the other clinical site(s) where the post has hours.
- Other Clinical Site Commitment 1/2/3 etc – The number of hours at other clinical site(s).
- Other Clinical Site WTE 1/2/3 etc – Whole time equivalent at other clinical site(s).
- Post ID – Unique identifier assigned to each post by the database.
- Post Reference Number – The reference number of the post as assigned by the Consultants Division, NDTP and in LOA.
- Date post created – Date post came into existence, e.g. first approval date in the case of approved posts where an LOA has issued, or date post filled in the case of unapproved posts.
- Health Region – The name of the Health Region which this post is associated with. In some cases, historically posts can work across sites with different Health Regions, however in these cases the Health Region will be that of the principal clinical site.
- HSE Division – The HSE Division that the principal clinical site is part of e.g. Acute Services, Mental Health etc.
- Hospital Acuity – The acuity level of the principal clinical site (e.g. Level 1 / 2 / 3 hospitals)
- Medical Discipline – The discipline of the post, e.g. Medicine, Surgery, Radiology, Anaesthesia etc.
- Medical Specialty – The specialty of the post, e.g. General Medicine, General Surgery, Neurosurgery etc.
- Sub Specialty – The sub specialty of the post.
- Special Interest – The special interest, where applicable of the post.
- Title of post – The title of the post.
- National Grade Code – HSE defined grade code linked to the grade/title/contract type of the post.
- Post type – Outlines if the post is permanent or non-permanent etc.
- Approval Status – Indicates if the post is approved or not approved.
- Post Status – If active the post is live on the database. If inactive this is a suppressed post.
- Post Sub Status – Defines if the role is Filled, Vacant or Unmatched and will assist DIME Users identifying any Unmatched posts within an area.
- Contract Hours – Total hours as per the contract type.
- Post Capacity - Total hours for the post.
- Contract Class – Outlines if the post has been approved under the 1991, 1997 or 2008 Consultant's Contract.
- Contract Type – Linked to contract class. The type of contract e.g. Type A, B, B\*, C, Cat 1, Cat 2, Academic etc.
- Academic Grade - If the post is an academic post this will identify if it is a Professor, Associate Professor or Senior Lecturer.
- Date of Last Approval – Date post was last approved as per most recent Letter of Approval.
- Previous Approval Date – Date post was last approved prior to the date of last approval.
- Date of First Approval – Date post was originally as per first Letter of Approval.
- Comments – General information relating to a post.

- CAP ID - Unique identifier assigned to each CAP Application by the database.
- CAP Post Type - Outlines the CAP type, New, Replacement, Restructure/Change of Contract
- Medical Council Number – MCN number of the post holder matched to the post.
- Registration Type – Type of medical council registration held by post holder.
- Registration Status – Status of registration with the medical council, i.e. active or inactive.
- MP First Name – First name of medical practitioner matched to post.
- MP Last Name – Surname of medical practitioner matched to post.
- Tenure – Type of contract held by medical practitioner matched to post, e.g. Permanent, Specified Purpose etc.
- Gender – Gender of medical practitioner matched to post.
- Date of Birth – Date of birth of medical practitioner matched to post.
- Start date – Date medical practitioner took up this post.
- End date – Date medical practitioner ceased to be matched to this post, or will cease in the event of a temporary contract.
- Date of retirement – Date of expected retirement of medical practitioner. Defaults to age 65 but can be changed on system as per section 4.2 of this guide.
- Reason for leaving – When entering an end date of a medical practitioner in a post you will be given an option for entering a reason for leaving.
- Matching status – When matching a medical practitioner to a post their status will be pending until the confirm button is pressed as per section 4.2 of this guide.
- Assignment WTE – The WTE of the medical practitioner matched to this post.
- Employment Status – The employment status of the medical practitioner, whether they are in post or not.

## Section 5 – Traffic Light System

DIME runs an automatic check on the registration status of all medical practitioners (MPs), thereby enabling users to determine whether specific consultants hold the appropriate registration for employment purposes. This information is provided to the user by means of a traffic light system – whereby MPs are graded red, yellow or green based on rules pre-defined and built into the system.

The meaning and implications of the different traffic light colours are summarised below:

Traffic Light Colour	Cohort of MPs applied to	Implication
RED	<p>* All Medical Practitioners with registration status set to <b>Inactive</b></p> <p>(i.e. MPs who are not actively registered with the Medical Council)</p>	There is an issue with the registration status of the MP and Employers / Users must investigate same prior to the MP commencing employment in the consultant post.
AMBER	<p>* All Medical Practitioners with registration type other than <b>Specialist</b>, and registration status <b>Active</b></p> <p>(i.e. MPs who are registered with the Medical Council but do not have specialist registration)</p>	There is an issue with the registration status of the MP and Employers / Users must investigate same prior to the MP commencing employment in the consultant post.
GREEN	<p>* All Medical Practitioners with registration type <b>Specialist</b> and Registration Status <b>Active</b>.</p> <p>(i.e. MPs who are registered with the Medical Council and have specialist registration)</p>	There is no issue with the registration status of the MP. Employers / Users should ensure that the MP is registered on the appropriate specialist division.

