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Guide for Medical HR Users

Consultant Module,
NDTP – Doctors Integrated Management E-System

HSE National Doctors Training and Planning

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Consultant Module – NDTP-DIME

Guide for Clinical Site Users

Contents

Section 1 – Accessing an Account

The Consultant Module of NDTP-DIME can be accessed through any PC/device which has access to the internet.

1.1 NDTP-DIME Website Address

The URL for the system is: https://NDTP-DIME.hse.ie

1.2 Logon

In order to obtain access to the Consultant Module of DIME please complete the system access request form and email to doctors@hse.ie. The system access form is available from: http://www.hse.ie/eng/staff/Leadership_Education_Development/MET/database/forms/
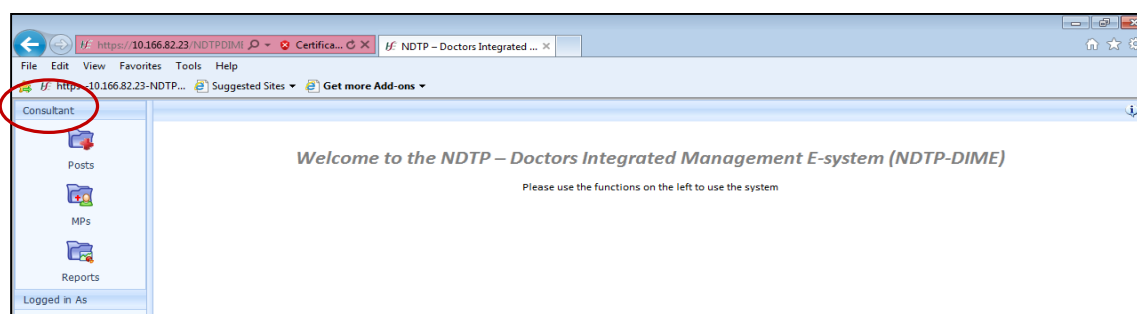
The logon screen is as follows:
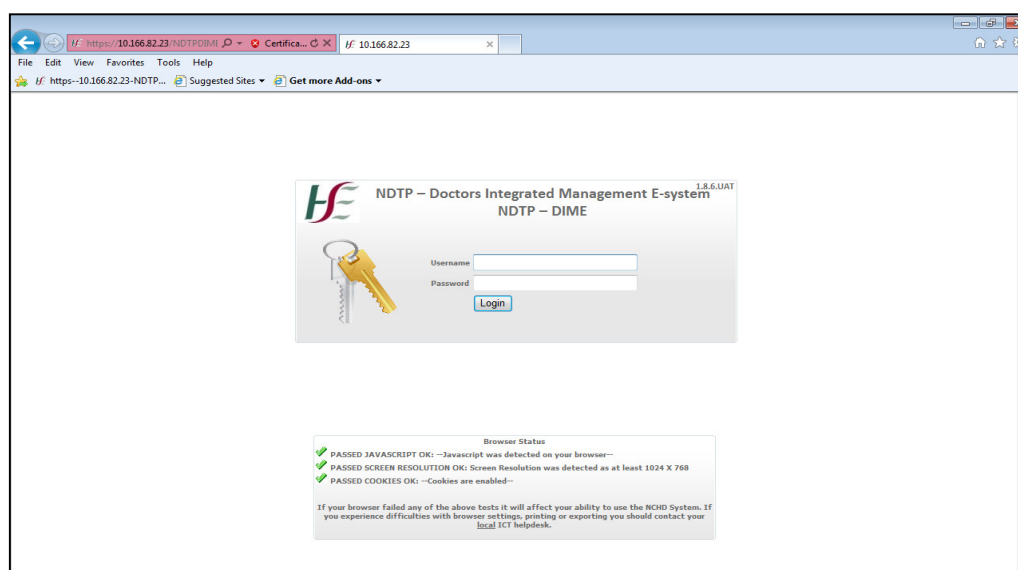
Enter username and password and click the Login button.
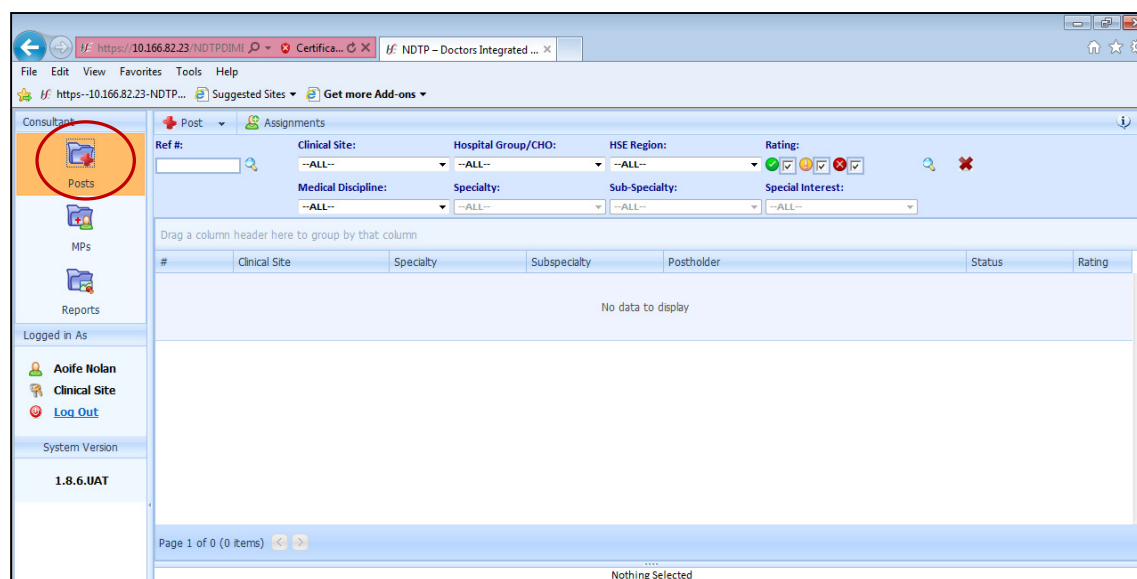
Section 2 - Search for a Post

2.1   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 Module:

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.

The post will appear as follows:

2.2   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:
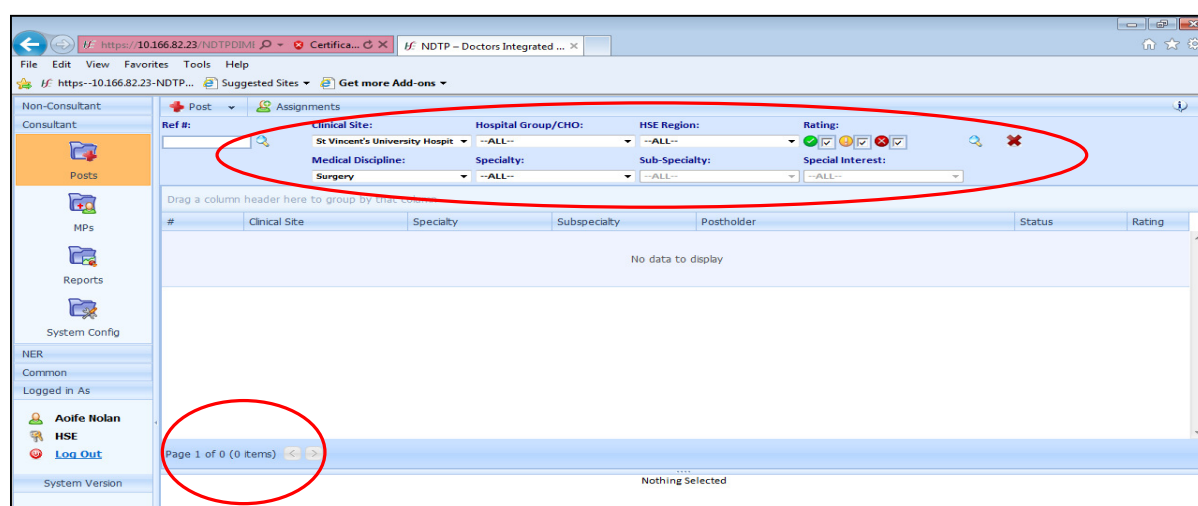
- Clinical Site
- Hospital Group / CHO
- HSE Region
- Medical Discipline
- Specialty
- Sub-Specialty
- Special Interest

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

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 3 - View Post Details

3.1   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.

Section 4 - Consultant Details

4.1   View Consultant Details

Users may view consultants that are registered with the Medical Council by clicking the medical practitioner MPs button on the left hand menu. The following screen will appear:
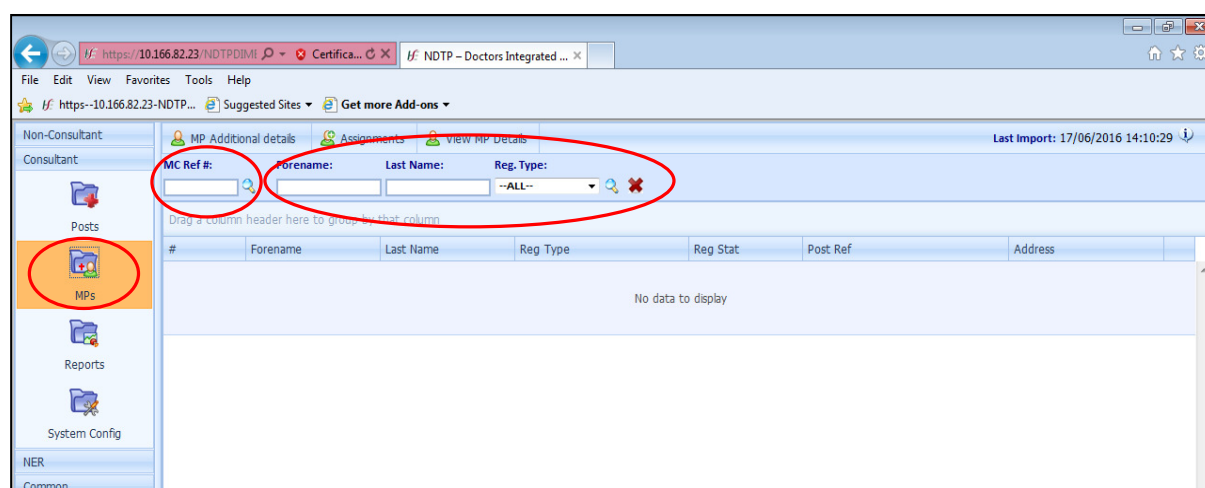
Users may search for a consultant using their Medical Council reference number or name.

To search by Medical Council reference number, insert reference number and click magnifying glass 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:

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.

The view details button displays the following screen:

4.2   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.

There must be a date of birth associated with the consultant in order to match them to a post. If there is no date of birth entered the following error will appear:
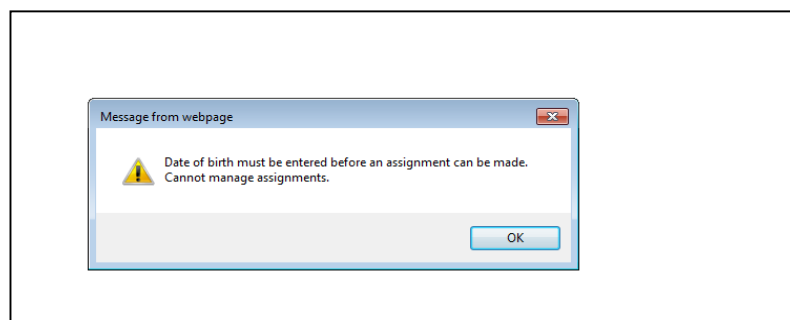
In order to input a date of birth click on the MP Additional Details button:
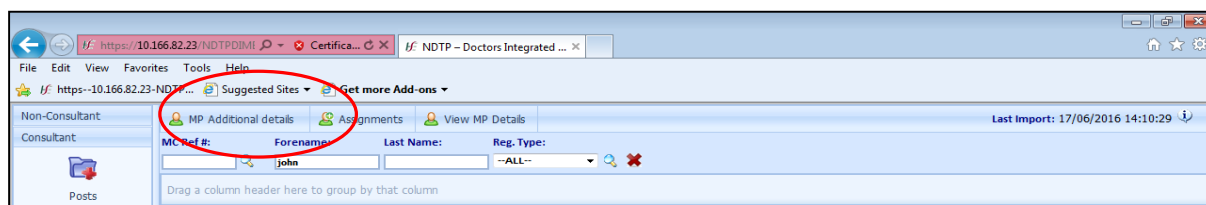
The following screen appears:

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 retirement date will depend on the date the consultant entered the public service and / or any breaks in service.

Hit the save button.

Once the date of birth has been inputted the assignment can be made by clicking on the Assignments button. The following screen appears:

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

If the post reference number **is not known** click the create button:
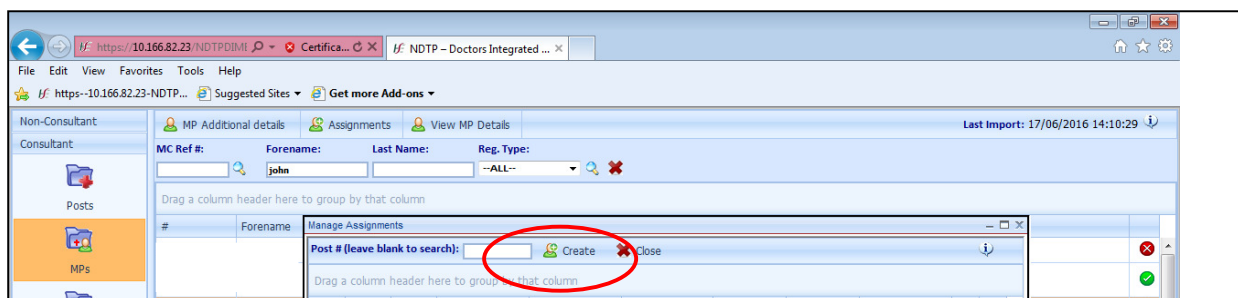
The following search screen appears:
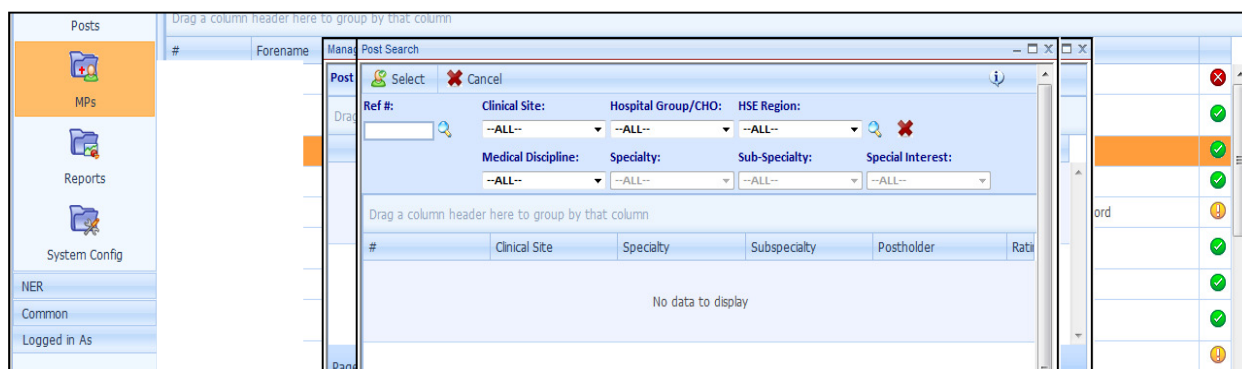
A user may search for a post using any one, or a combination of the following parameters:

- Clinical Site
- Hospital Group / CHO
- HSE 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.

The following screen appears:

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

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

The following screen will then appear:

The user must click on confirm to ensure that the consultant is placed in the post. Users may delete an assignment or 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.

4.3   Editing or Deleting a Consultant from a Post

To edit or delete a consultant from a post highlight the relevant consultant, click on assignments and select manage assignments. Select edit or delete as appropriate.

4.4   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.

The following screen appears:

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.

4.5   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

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.

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).

Only consultants who are due to occupy a given post for four weeks or more should be matched on DIME. This effectively means that the short term locum appointments of less than four week duration should not appear on DIME.

Section 5 – Reports

5.1   Accessing reports

The report section can be accessed by clicking on the report button on the left hand screen:
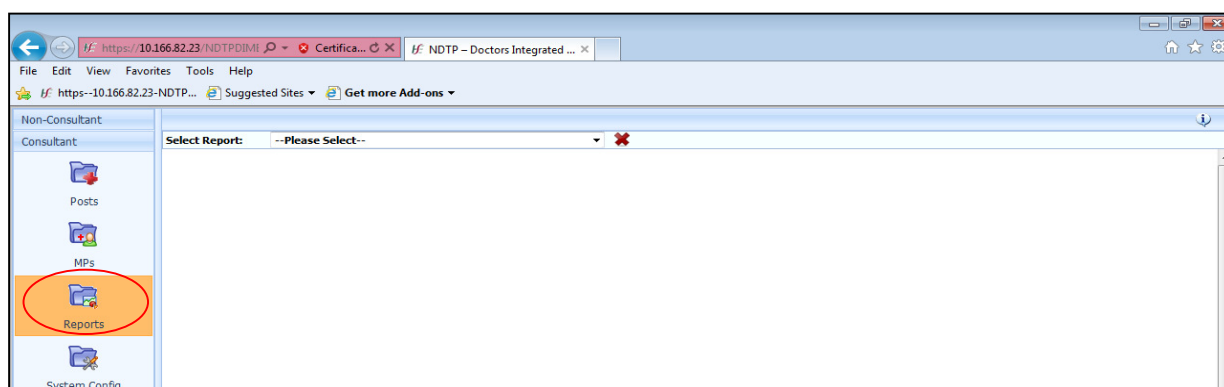
The relevant report can be selected from the drop down list:
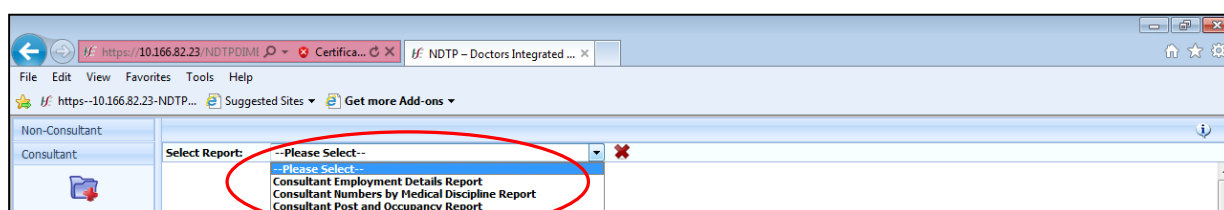
- Consultant Numbers by Medical Discipline Report

  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.

5.2   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:

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 consultants 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
- 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
    - Hospital Group/CHO – gives separate rows for each hospital group/CHO, breaking down the figures for each hospital group / CHO.
    - Division – gives separate rows for each division breaking down the figures for each division.
- Clinical Site – Drop down menu allowing the user to select clinical sites the user has access to. Defaults to all sites user has access to.
- Hospital Group / CHO - Drop down menu allowing the user to select Hospital Group / CHO which user has access to. Defaults to all Hospital Groups / CHOs 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 disc icon and clicking 'excel':

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.

Sample report grouped by total:

The reports grouped by clinical site, hospital group 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, hospital group / CHO or division.
- 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.
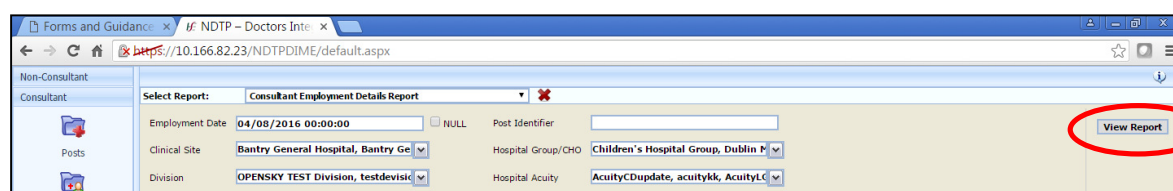
* Note that if a post is spilt across multiple sites it will show the totals relating to the site you have access to or have set in the parameters.

5.3   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.
- Hospital Group / CHO – Drop down menu allowing the user select Hospital Group / CHO which the user has access to. Defaults to all Hospital Groups / CHOs 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'.

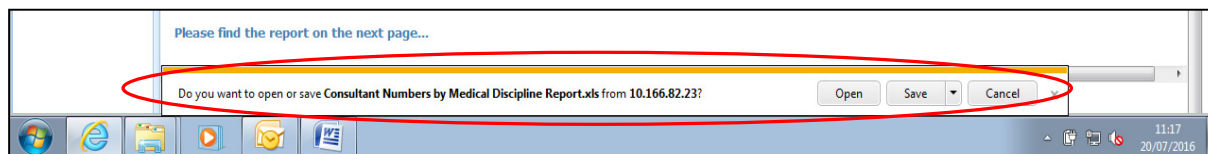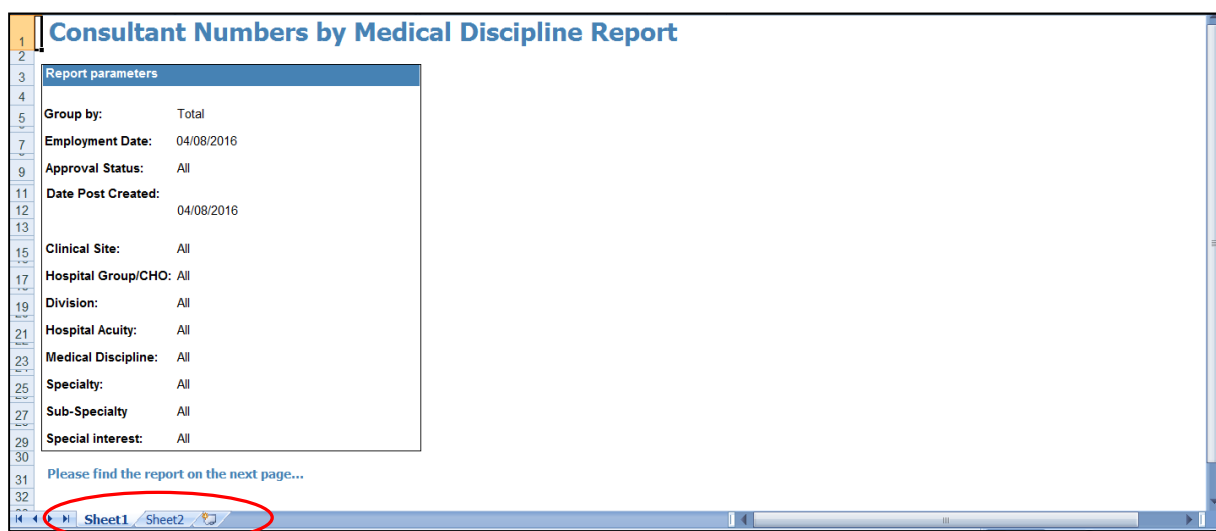An option will be given to open, save or cancel the report:
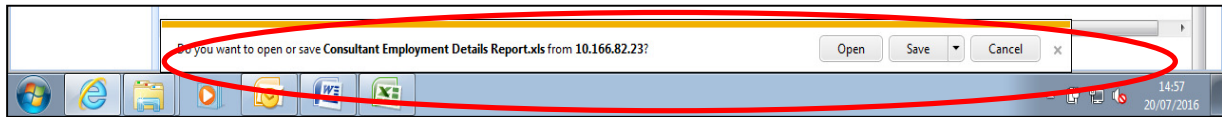
Depending on the user's browser it might look like:
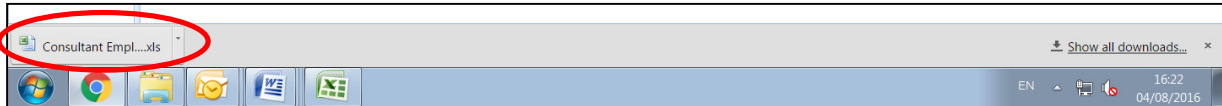
When the user opens the report in excel the first sheet of the excel document will detail the report parameters selected by the user and the second sheet will contain the details of the report.
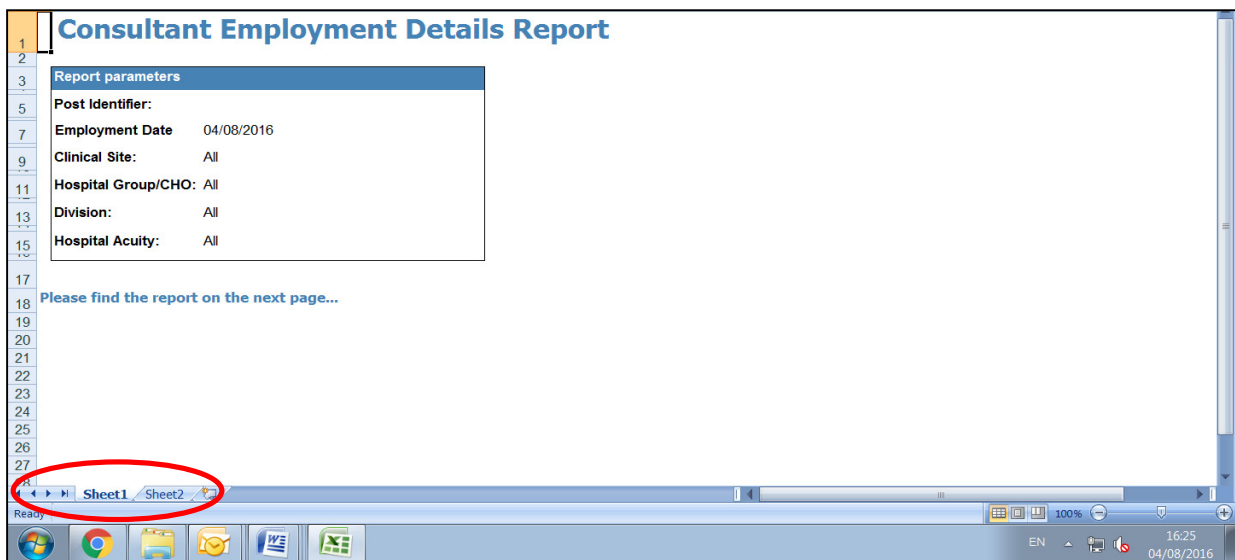
Click 'Sheet 2' to display the report detail.

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:

- 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.
- 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).

5.4   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 consultants 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.
- Hospital Group / CHO - Drop down menu allowing the user to select Hospital Group / CHO which the user has access to. Will only display Hospital Groups / CHOs 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.
- Region – Drop down allowing the HSE region to be selected. Defaults to all regions.

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'.
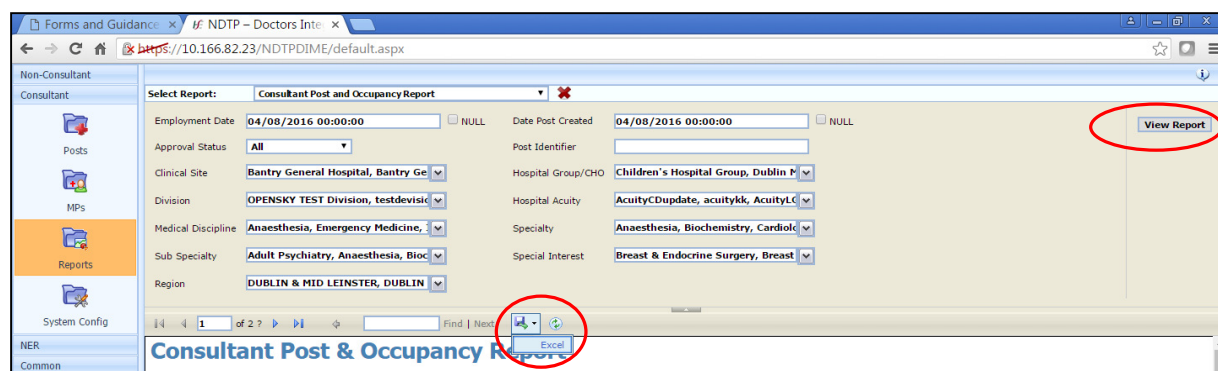

An option will be given to open, save or cancel the report:
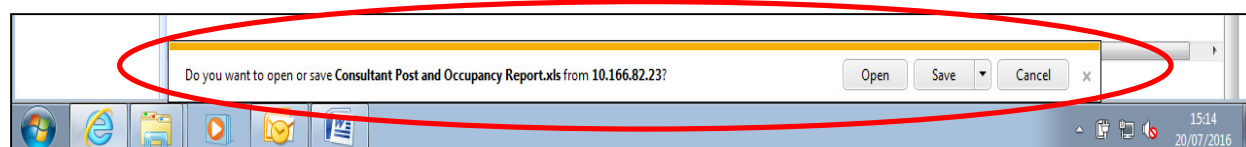
Depending on your browser it might look like:
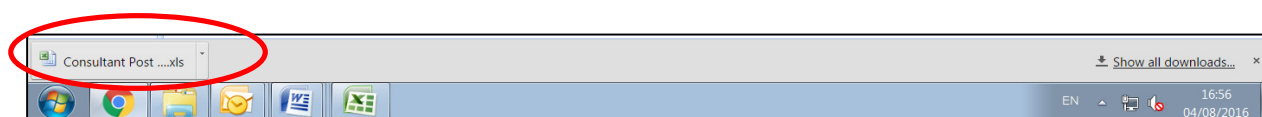
The first sheet of the excel document will detail the parameters and the second sheet will contain the details of the report.
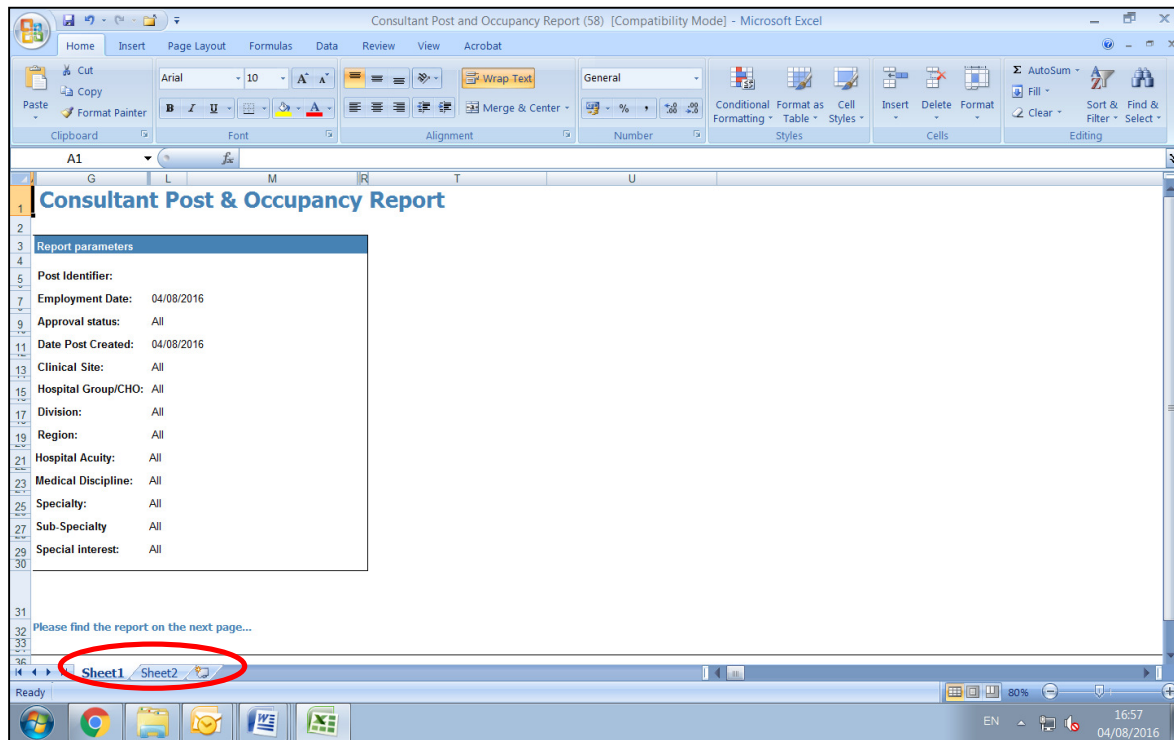
Click 'Sheet 2' to display the report detail.

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 blue box at the top left of the report as shown below.

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.
- Hospital Group / CHO – The name of the Hospital Group or CHO which this post is associated with. In some cases historically posts can work across sites with different Hospital Groups, however in these cases the Hospital Group 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.
- HSE Region – The HSE region that the principal clinical site is part of e.g. Dublin & Mid Leinster.
- 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 or vacant etc.
- 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.
- 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 6 – 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	* All Medical Practitioners with registration status set to **Inactive** (i.e. MPs who are not actively registered with the Medical Council)	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	* All Medical Practitioners with registration type other than **Specialist**, and registration status **Active** (i.e. MPs who are registered with the Medical Council but do not have specialist registration)	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	* All Medical Practitioners with registration type **Specialist** and Registration Status **Active**. (i.e. MPs who are registered with the Medical Council and have specialist registration)	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.