



Feidhmeannacht na Seirbhíse Sláinte Health Service Executive

Prepared by:	Aoife Nolan HSE NDTP
Approved by:	Louise Doyle HSE NDTP
Version	V3
number:	
Date:	July 2016

# Guide for Medical HR Users

Consultant Module, NDTP – Doctors Integrated Management E-System

HSE National Doctors Training and Planning

## **NDTP Support Contact Details**

consultant.applications@hse.ie	01 365 2445/2524/2132
anna.merrigan@hse.ie	01 635 2892
doctors@hse.ie	01 635 2237

Health Service Executive National Doctors Training and Planning Room 2.29 Dr. Steevens' Hospital Dublin 8

## Consultant Module - NDTP-DIME

Guide for Clinical Site Users

## Contents

Section	1 – Accessing an Account
1.1	NDTP-DIME Website Address3
1.2	Logon3
Section	2 - Search for a Post4
2.1	Searching for a Post by Post Reference Number4
2.2	Searching for a Post without a Post Reference Number
Section	3 - View Post Details7
3.1	View Post Details in Main Search Screen7
Section	4 - Consultant Details
4.1	View Consultant Details8
4.2	Assigning a Consultant to a Post11
4.3	Editing or Deleting a Consultant from a Post16
4.4	Ending a Consultant's Assignment in a Post 17
4.5	Matching a Locum Consultant to a Post 18
Section	5 – Reports
5.1	Accessing reports 20
5.2	Consultant Numbers by Medical Discipline Report
5.3	Consultant Employment Details Report26
5.4	Consultant Post and Occupancy Report
Section	6 – Traffic Light System
	2•

## 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: <u>https://NDTP-DIME.hse.ie</u>

#### 1.2Logon

In order to obtain access to the Consultant Module of DIME please complete the system access request form and email to <u>doctors@hse.ie</u>. The system access form is available from: <u>http://www.hse.ie/eng/staff/Leadership\_Education\_Development/MET/database/forms/</u>

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:

♠ ☆ ☺	1/f https://10.166.82.23 /NDTPDIMI O - 💿 Certifica C × 1/f NDTP - Doctors Integrated ×	
	View Favorites Tools Help	
	🚬 10.166.82.23-NDTP 🗿 Suggested Sites 🔻 🕘 Get more Add-ons 👻	
<b>\$</b>		U
	Welcome to the NDTP – Doctors Integrated Management E-system (NDTP-DIME)	
	Please use the functions on the left to use the system	
	APs and a second s	
	ports	
	As	
	Please use the functions on the left to use the system	

#### Click on Posts:

	66.82.23/NDTPDIME 🔎 👻 😵	Cuttin div u									- 2 - ×		
File Edit View Favorit		Gentifica U A	NDTP - D	octors Integrated	×								
	NDTP 🧿 Suggested Sites	🔹 🧃 Get more Add	-ons 🔻										
Consultant	🔶 Post 👻 🧟 Assig										Û		
	Ref #:	Clinical Site:		Hospital Group	/сно:	HSE Region		Rating:			· · ·		
	Q	ALL	•	ALL		ALL		- OV 9V 8V	٩	*			
Posts		Medical Discipline:		Specialty:			y:	Special Interest:					
Ē		ALL	•	ALL	Ψ.	ALL		*ALL	*				
MPs	Drag a column header her	e to group by that co	lumn										
	# Clinical Site	1	Specialty		Subspecialty		Postholder			Status	Rating		
											<b>^</b>		
Reports					Ν	lo data to d	splay						
Logged in As													
🔒 Aoife Nolan													
R Clinical Site													
Log Out													
System Version													
1.8.6.UAT													
1.0.0.041													
											*		
	Page 1 of 0 (0 items)												
		Medical Discipline:     Speciality:     Special Interest:       -ALL-      -ALL-    radia a column header here to group by that column											

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

File Edit View Favori			Certifica 🕈 🗶 NDTP – D	octors Integrate	d ×						- 6 ×
Non-Consultant	🔶 Post 🗸	& Assign	ments								Ú)
Consultant	Ref #:		Clinical Site:		Hospital Group/CHO: H			Rating:			
	VTDEDE06			ALL		ALL		- 20 90 80	٩	*	
Posts			Medical Discipline:	Specialty:		Sub-Specia		Special Interest:	<b>*</b> ]		
Ē	#	Clinical Site	Specialty		Subspecialty		Postholder			Status	Rating
MPs											^
					Ν	lo data to d	display				
Reports											
System Config											
NER											
Common											
Logged in As											

The post will appear as follows:

Co ( ) # https	://10.166.82.23/NDTPDI	IME 🔎 👻 😵	Certifica C ×	🗲 NDTP – Do	ctors Integrate	d ×						
	Favorites Tools Hel 82.23-NDTP 🗿 Sug		🦲 Get more Ade	d-ons 🔻								
Consultant	🔶 Post 🗸	🔏 Assign	ments									j.
<b></b>	Ref #:	Ref #: Clinical Site: VTGEGE06 CALL Medical Discipline:			Hospital Group/CHO:			n:	Rating:	Q		
Posts	VTGEGEOG			✓ALL Specialty:		•	ALL		✓ ✓ ✓ ↓ ✓ Ø ✓ Special Interest:	~	•	
Ē			ALL	•	*ALL			* -ALL	-			
MPs	Drag a column	-	to group by that c									
	# VTGEGE06	Clinical Site		Specialty Geriatric Mer	dinin a	Subspecialty Geriatric Medici		Postholder			Status	Racing
Reports	VIGEGEOO			Genaciic Mei	uicire	Genaciic Medici	ie	-NOC SEC-			Active	
Logged in As												
💄 Aoife Nolan												
<ul> <li>Clinical Site</li> <li>Log Out</li> </ul>												

#### 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.

	166.82.23/NDTPDIME 🔎	👻 😵 Certifica C	b × b€ NDTP - D	octors Integrate	d ×						_
File Edit View Favori											
https10.166.82.23		l Sites 👻 🧿 Get n	nore Add-ons 👻								_
Non-Consultant		Assignments								Φ	
Consultant	Ref #:	Clinical Site	: University Hospit 🔻	Hospital Group		HSE Region:	Rating:	2	×		
		Medical Dis		Specialty:		Sub-Specialty:	✓ ♥ ♥ ♥ ♥ ♥ ♥ ♥ ♥ ♥ ♥ ♥ ♥ ♥ ♥ ♥ ♥ ♥ ♥ ♥	~	· ·		
Posts		Surgery		ALL	•	-ALL	* -ALL	-			
<b>F</b>	Drag a column head	er here to group by	/ that column								
MPs	# Clinic	al Site	Specialty		Subspecialty	Postholder			Status	Rating	
											^
						No data to display					
Reports											
System Config											
NER											
Common											
Logged in As		-									
🚨 Aoife Nolan											
R HSE	(										
Log Out	Page 1 of 0 (0 items										
System Version						Nothing Selected					
1.8.6 UAT											

## 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.

	🔶 Post 👻	Assig	nments								Φ
	Ref #:	- 0	Clinical Site:	Hospital G		HSE Region:		Rating:	0		
Posts	vtgege06	3						- 97 97 87	2	*	
			Medical Discipline	e: Specialty:	1edicine 🔻	Sub-Specialty Geriatric Med		Special Interest:	-		
<b>E</b>	Drag a column	header her	e to group by that	column							
MPs	#	Clinical Site		Specialty	Subspecialty		Postholder			Status	Rating
			's University								Kading
Reports	VTGEGE06	Hospital	· · · · ·	Geriatric Medicine	Geriatric Medic	ine -	Not Set		×	Active	
jed in As											
	Page 1 of 1 (1	items) 🧭	1 >								
Aoife Nolan	Post Details									D	ouble Cli
Clinical Site											
	ld Principal Clinica	Site				Date Pos Principal	st Created I Site		1		
System Version	-					Commit	ment				
1.8.6.UAT	WTE										
	4										
	— Approval ——										
	Status	1				Post Ref					
	Date of First Ap	proval				Date of I	Last Approv				
	Details 1										
	Discipline					Specialty	y			Deal	Datalla
	Sub-specialty					Special In	nterest			Post	Details
	Post Title					National	l Grade Code				
	Details 2										
	Contract Class					Canton	Turne				
	Contract Class Contract Hours					Contract Post Cap					
	- Other Details										
		e				Post Typ					

## 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:

(- ) 1 https://10.	166.82.23/NDTPDIME 🔎 👻 Certifi	ca O 🗙 🖉 NDTP – Doct	ors Integrated ×			
File Edit View Favor	ites Tools Help					
👍 🥖 https10.166.82.23	-NDTP 🗿 Suggested Sites 🔻 🗿 🕻	Get more Add-ons 🔻				
Non-Consultant	& MP Additional details	Assignments & View MF	, Details			Last Import: 17/06/2016 14:10:29 🌵
Consultant	MC Ref #: Forename:	Last Name:	Reg. Type:			
<b></b>			-ALL 🔻 🔍	*)		
Posts	Drag a column header here to gro	up by that column				
	# Forename	Last Name	Reg Type	Reg Stat	Post Ref	Address
MPs				No data to display		A
Reports						
System Config						
NER						
Common						

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.

← → <i>⊮</i> https:/	/10.166.82.23/NDTPDIMI	i 🔎 👻 Certifica.	. C × 1/ NDTP - D	Doctors Integrated ×				- 6 - ×
	avorites Tools Help							
Non-Consultant	2.23-NDTP 🕘 Sugge			MP Details			ist Import: 17/06/2016	14:10:20 (İ)
Consultant	MC Ref #:	Forename:	Last Name:	Reg. Type:		La	ist import: 17/00/2010	14.10.29
	- With Ref #:		Last Name:					
Posts	Drag a column he	eader here to group	by that column					
	# F	orename	Last Name	Reg Type	Reg Stat	Post Ref	Address	
Ē				eneral Registration	Inactive	Not Set	Dublin 4	8
MPs				pecialist Registration	Active	Pending (Post ref: JSGSCO11) [In Post]	Dublin 8	0
				pecialist Registration	Active	Not Set	Co Dublin	0
Reports				pecialist Registration	Active	Not Set	Dublin 18	0
				eneral Registration	Active	Not Set	Co. Wexford	
System Config				pecialist Registration	Active	Confirmed (Post ref: MRGSBS10) [In Post]	Dublin 7	0
VER				pecialist Registration	Active	Not Set	Ontario	0
Common Logged in As				pecialist Registration	Active	Confirmed (Post ref: CUNUNU06) [In Post]	Cork	0
Logged III As				eneral Registration	Active	Not Set	Dublin 14	
🚨 Aoife Nolan	4			eneral Registration	Active	Not Set	Co Galway	
HSE Log Out	Page 1 of 15 (30	0 items) 🧹 🚺 🛓	<u>3 4 5 6 7</u>	<u>13</u> <u>14</u> <u>15</u> )				
				Not	hing Selected			

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.

	Registration Type Alias Date of retirement	Specialist Registration Not Set Not Set		Registration Status Conditions Attached	Active	)etails	' 
1.8.6.UAT	MC Reg # Address	Dublin 18		Name Sex	Male	ledical ractitioners	
System Version	MP Details View De	tails			Γ.		^
ℜ HSE Out	Page 1 of 15 (300 item	b) < 1 2 3 4 5 6 Z	<u>13 14 15</u> >				
🚨 🛛 Aoife Nolan	1		General Registration	Active	Not Set	Co Galway	
Logged in As			General Registration	Active	Not Set	Dublin 14	
Common			Specialist Registration	Active	Confirmed (Post ref: CUNUNU06) [In Post]	Cork	0
NER			Specialist Registration	Active	Not Set	Ontario	0
System Config			Specialist Registration	Active	Confirm Post] Double Cli	CK	0
	[		General Registration	Active	-Not S	ford	•
Reports			Specialist Registration	Active	Not Set	Dublin 18	0
<b>1</b>			Specialist Registration	Active	Not Set	Co Dublin	<b>e</b>

The view details button displays the following screen:

← → # https://10.	166.82.23/NDTPDIME 🔎 👻 Certifica 🖒	× # NDTP - Doctors Integrated	×			i de <mark>×</mark>
File Edit View Favori						
Non-Consultant	🚨 MP Additional details 🛛 🧟 Assignm	nents 🚨 View MP Details		L	ast Import: 17/06/2016 14:1	0:29 😲
Consultant	MC Ref #: Forename:	Last Name: Reg. Type:				
	] Q john	ALL	- 🤇 🗰			
Posts	Drag a column header here to group by					
	# Forename	MP Details		- 🗆 X	Address	
Ē		Registration Number: Name:		• ^	Dublin 4	🔕 🗠
MPs		Address:	Dublin 18	-	Dublin 8	0
		Sex:	Male	-	Co Dublin	0
Reports		Registration Date: Registration Type:	01/07/2001 Specialist Registration		Dublin 18	
		Primary Qualification:	* Abbreviation: MB BCh NUI		Co. Wexford	0
Ē,			* Description: Bachelor of Medicine and Bachelor of Surgery * University: University College Dublin	-		
System Config	_		* CONFERRAL Date: 16/06/2000		Dublin 7	0
NER		Specialist Division of the Register:	* Speciality: * Division: C		Ontario	0
Common			* From Date:		Cork	0
Logged in As	-			-	Dublin 14	
🚨 Aoife Nolan		-			Co Galway	
<table-of-contents> HSE</table-of-contents>	Page 1 of 15 (300 items) < 1 2 3					
Log Out						
System Version	MP Details	-				^
1.8.6.UAT	MC Reg # Address Dublin 18					
	Registration Type Specialist Reg	ī				
	AliasNot Set					
	Date of retirementNot Set					

#### 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.

	0.166.82.23/NDTPDIME 🔎 🔹	👻 😢 Certifica 🖒 🗙 🛛 b	NDTP – Doctors Int	egrated ×				₽ <mark>&gt;</mark> ₩ ☆ ₹
👍 ∬ https10.166.82.2	3-NDTP 🧃 Suggested S	Sites 🔻 🤌 Get more Add	d-ons ▼					
Non-Consultant	👃 MP Additional det	ails 🕼 Assignments	& /iew MP Detai	ls		La	st Import: 17/06/2016 14:	10:29 🌻
Consultant	MC Ref #: F	orename: Last !	Name: Reg.	Туре:				
	j 🔍 j	john	AL	L 🔹 🔍 💥				
Posts	Drag a column header	here to group by that co	olumn					
	# Forena	ame Last I	Name	Reg Type	Reg Stat	Post Ref	Address	
Ē				General Registration	Inactive	Not Set	Dublin 4	8
MPs				Specialist Registration	Active	Pending (Post ref: JSGSCO11) [In Post]	Dublin 8	0
				Specialist Registration	Active	Not Set	Co Dublin	0
Reports				Specialist Registration	Active	Not Set	Dublin 18	0
				General Registration	Active	Not Set	Co. Wexford	
System Config				Specialist Registration	Active	Confirmed (Post ref: MRGSBS10) [In Post]	Dublin 7	0
NER				Specialist Registration	Active	Not Set	Ontario	0
Common Logged in As				Specialist Registration	Active	Confirmed (Post ref: CUNUNU06) [In Post]	Cork	0
Logged II As				General Registration	Active	Not Set	Dublin 14	
aoife Nolan	4			General Registration	Active	Not Set	Co Galway	
HSE Log Out	Page 1 of 15 (300 iter	ms) < <u>1</u> <u>2</u> <u>3</u> <u>4</u> <u>5</u>	<u>5 6 7 13 1</u>	4 15 >				
System Version	MP Details View De	etails			****			
1.8.6.UAT	MC Reg #				Name			
	Address	Co Dublin			Sex	Male		
	Registration Type Alias	Specialist Registratio	on		Registration Status Conditions Attached	Active		
	Date of retirement	Not Set			conditions Attached	NO		

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:

Message f	rom webpage
4	Date of birth must be entered before an assignment can be made. Cannot manage assignments.
	ОК

In order to input a date of birth click on the MP Additional Details button:

Consultant Module – DIME User Guide for Medical HR Users

< () If. https://10.3	C C L https://10.166.82.23/NDTPDIML D - C Cetifica C X // NDTP-Doctors Integrated X									
File Edit View Favorites Tools Help ↓ Iftsp:-10.166.82.23-NDIM ② Suggested Sites ▼ ② Get more Add-ons ▼										
Non-Consultant	🚨 MP Additional details 🖉 Assignments 🚨 View MP Details	Last Import: 17/06/2016 14:10:29 🤃								
Consultant	MCRef #: Forename Last Name: Reg. Type:									
<b></b>	-ALL V 🛠									
Posts	Drag a column header here to group by that column									

The following screen appears:

Г		эресалыс кедіястасіон	Active	Post]						
ly		Specialist Registration	Active	Not Set						
у		Specialist Registration	Active	Not Set						
	Edit birth and re	etirement dates		- 🗆 X						
	MP Ref #			4	;SBS10) [I					
	Birth Date *	Retir	ement 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.										
		Save	Cancel							
<u>6</u>										
					ľ					
	-		onditions Attached	No						

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:

< () 1/2 https://10.	166.82.23/NDTPDIME 🔎 👻 😵	etifica C × If: NDTP - Doctors Integrated ×	- = - ×
File Edit View Favor	•		
	-NDTP 🧃 Suggested Sites 🔻	e Get more Add-ons ▼	
Non-Consultant	🚨 MP Additional details	& Assignments & View MP Details Last Impo	rt: 17/06/2016 14:10:29 🤤
Consultant	MC Ref #: Forena		
<b></b>	🤇 john	ALL 🗸 💥	
Posts	Drag a column header here	o group by that column	
	# Forename	Marrye Assignments – 🗆	x
Ēg		Post # (leave blank to search): 🖉 Create 🗰 ose 🔅	S 🔺
MPs	_	Dray column header here to group by that column	0
		Post # Clinical Site Grade Start Date End Date Employment Start Assic	
Reports	•	Post # Clinical site Glade State Bill Date Employment State Assig	^ <b>O</b>
		No data to display	
			ord 🕘
System Config			
NER			<b>e</b>
Common			0
Logged in As			•
🔒 Aoife Nolan		Page 1 of 0 (0 items)	
A HSE		MP Details View Details	× / · · · · ·
O Log Out	Page 1 of 15 (300 items)		
	MP Details View Details	MC Reg # Name Address Co Dublin Sex Male	
System Version		Registration Type Specialist Registration Registration Active	
1.8.6.UAT	MC Reg # 02	Status	
	Address Co Registration Type Sp	AliasNot Set Conditions No Attached	
	negistration type 3		

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

1000	# Forename	Manage Assignmen	s – C	x
Ē		Post # (leave bla	k to search):	8
MPs		Drag a column l	Watch MP to Post – 🗆 X	0
		Drag a column	Post Details	
Reports			Speciality General Surgery Sub-Speciality General Surgery	^ <b>O</b>
			Special Interest Ref #	ord 🕘
System Config			MP Details	<b>O</b>
NER			Name MP Ref #	
Common Logged in As			Assignment Tenure <sup>*</sup> Select ▼ Grade <sup>*</sup> Select ▼	- O
& Aoife Nolan		Page 1 of 0 (0 i	Contract Class * -Select-  V Contract Type * -Select-  V Start Date * End Date	
R HSE		MP Details		^ / · · · · · · · · · · · · · · · · · ·
Log Out	Page 1 of 15 (300 items)	MC Reg #	Working Hours Clinical Site Working Hours Commitment	
System Version	MP Details View Details	Address	WTE	^
1.8.6.UAT	MC Reg # 0 Address C		0.00 24.00	
	Registration Type S			
	Alias Date of retirement 2		Confirm Take up Take up * Pending v Reason forSelect v	
			leaving	
	Assignments			
			Save Cancel	+

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

A H https://10		etifica C X // NDTD Dedecilaterated X	<b>── ~</b> ₩ ☆ ₩						
Image: Construction of the https://10.166.82.23/NDTPDIMI. P → Q Certifica C ×     Image: M DTP - Doctors Integrated ×       File     Edit     View     Favorites     Tools     Help									
🍰 ⊮ https10.166.82.23-NDTP 🗿 Suggested Sites ▼ 🗿 Get more Add-ons ▼									
Non-Consultant 🔒 MP Additional details 😂 Assignments 🔒 View MP Details Last Import: 17/06/2016 14:10:29 🗘									
Consultant	MC Ref #: Forena	ne: Last Name: Reg. Type:							
<b></b>	john	ALL 🔻 🔍 🗱							
Posts	Drag a column header here	to group by that column							
	# Forename	Manage Assignments	- 🗆 ×						
Ē		Post # (leave blank to search):	i) 🛛 🕹 📥						
MPs		Drag a column header here to group withat column							

The following search screen appears:

Posts	Drag a column header here	to grou	up by that column	ay that column							
	# Forename	Manag	Post Search					- 🗆 X	□ x		
Ē		Post	🧏 Select 🛛 🗱 C	ancel				i) ^			8
MPs		Drac	Ref #:	Clinical Site:	Hospital Group/CHO:	HSE Region:					0
	_		Q	ALL •	•ALL •	ALL	- 🤇 🗱				
				Medical Discipline:	Specialty:	Sub-Specialty:	Special Interest:				<b>Ø</b>
Reports				ALL +	ALL 🔻	ALL	▼ALL ▼		^		0
			Drag a column head	er here to group by tha	it column					ord	
System Config			#	Clinical Site	Specialty	Subspecialty	Postholder	Ratii	-		0
NER											0
Common					No data to disp	lay					0
Logged in As		Page						=	Ŧ		0

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.

he	Man	nag Post Search								- 🗆 X		
	P	st 🔏 Selec	🖉 Select 🔀 Cancel 🤃									
	Dr	Ref #:		Clinical Site:		Hospital Group/CHO:	HSE Region:					
				Q [ ] .		ALL 🔻	ALL	•	् 🗱		_	
				Medical Discipline:		Specialty:	Sub-Specialty:	-	Special Interest:			
				Surgery	•	General Surgery 🔹	ALL	•	ALL •		<u></u>	-
		Drag a co	lumn heade	er here to group by th	hat	column						ord
		#		Clinical Site		Specialty	Subspecialty		Postholder	Ratii	-	
						General Surgery	General Surgery		Confirmed (Patrick	0		-
						General Surgery	General Surgery		1	0		
	Pa	ige				General Surgery	General Surgery					
		ир				General Surgery	General Surgery		1	0	^	1
)	4									_		-
nils	Ad	Page 1 or	1 (14 item	s) < 1 >								

The following screen appears:

p by that colur	nn						
e Assignments	Match MP to Post				– 🗆 X		×
# (leave blank to	- Post Details -				•	¢	
a column head	Site		Grade	Consultant			
	Speciality	General Surgery	Sub-Speciality	General Surgery		t Stat Assig	
	Special Interest	Colo-Rectal Surgery	Rof #				<u>~</u>
	- MP Details						ord
	Name		MP Ref #				
	<ul> <li>Ansignment —</li> <li>Tenure *</li> </ul>	Select	Grade *	Select			
	Contract Class *						
	Start Date *		End Date		<u> </u>		-
							-
1 of 0 (0 item	- Working Hours						
Details View	Clinical Site WTE	Working	Hours Comm	itment	Â		A 1
Details View	WIE	0.00	\$ 39.00		E		
eg# 0	-	0.00					
ess C	-						
tration Type 3	·		"				
-	- Confirm Take u			/			
	Take up	Pending 👻	Reason for leaving	Select	•		
		Sav	e Cancel				
		Sav	e cancel				

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

#### Consultant Module – DIME User Guide for Medical HR Users

The following screen will then appear:

he	Manage Assignments									×		
	Post # (leave blank to s	search):	🖉 Create	💥 Close				(	Q		8	1
	Drag a column header	r here to group by t	hat column								0	
		Post #	Clinical Site	Grade	Start Date	End Date	Employment Stat	Assig			0	=
	Edit Confirm Delet	e		Consultant	18/07/2016		In Post	1.00	0	-	0	
										ord		,
											0	-
											0	5
										-	0	5
										-		-
	Page 1 of 1 (1 items)									,		
	MP Details View D	etails										
, .	MC Reg #			Name								
ils	Address Co	Dublin		Sex	Male					-		<b>^</b>
02	Registration Type Spe	cialist Registration		Registratio Status	n Active							
Co	AliasN	ot Set		Conditions Attached	No							
Sp				Attached								

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.

New Tab	* of NDTP - Doctors Inter ×	Access Forms - Inel	X							a	- 8 ×
← → C fi	(k )	efault.aspx									☆ 🖸 🗉
Non-Consultant	🔒 NP Additional details 🛛 🔏 Assignm	ents 🤮 View MP Details								Last Import: 17/06/203	6 14:30:29 V
Consultant	MC Ref 8: Forename:	Last Name:	Reg. Type:								
<b>C</b>	Q		1461	· · · · *						-	
Posta	Drag a column header here to group by th	Manage Assignments							- 0 ×		
	# Forename	Post # (leave blank to sear	ande -	Create	X Close				÷		
6		Drag a column header he	re to group by	that column							0 -
MPs			Post #	Clinical Site	Grade	Start Date	End Date	Employment Sta	its Anniq		0
8		Edg Confirm Delete	)		Consultant	21/01/1991		In Post	0.00 0	väy	•
		Las Comme Lange	/		Consecent	21/01/1991		an Pork		nanaph	0
Reports										9	0
100										raphan	•

#### 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.

New Tab	W NDTP - Doctors Is	te × [	Access Forms - Ine	alar x ma							- (A)	. <b>.</b>
+ → C fi I	10.166.82.23/NOTPO	ME/defa	ultaspx								4	2 🔲 🗉
Non-Consultant	🔒 MP Additional details 🖉	usignments	Kiew MP Details								Last Import: 17/06/2016-14	30:29 V
Consultant	MC Ref 8: Forename		Last Norme:	Reg. Type:								
<b>C</b>	Q	_	][	-46-	· · · · *							
Posts	Drag a column header here to gr	to by that	tanage Assignments							- 0 ×		
	# Forename	- '	Post # (leave blank to search): 🖉 Crucke 💥 Close						1			
6			Drag a column header h	were to proup by	that column							0 -
MPs			-	Post #	Clinical Site	Grade	Start Date	End Date	Employment Stat	Anic A		•
1			Edg Confirm Delate	τ.		Consultant	21/01/1991		In Post		väy	0
			COL CONTRACT LABORS	*		Lowsuiture	21/01/1991		In Post	0.00 📀	nanaph	0
Reports												0
100											ashan	•

The following screen appears:

Manage Assignments	Match MP to Post	- 🗆 X	- 🗆 X
Post # (leave blank to	- Post Details		<b>D</b>
Drag a column head	Site Grade		
	Speciality Sub-Speciality		t Stat Assic
	Special Interest Ref #		*
Edit Confirm Del	- MP Details		1.00 🤡
	Name MP Ref #		
	- Assignment		
	Tenure * Grade *		
	Contract Class * Contract Type *		
	Start Date * 08/08/2016 End Date		-
Page 1 of 1 (1 item	- Working Hours		
Page 1 01 1 (1 icent	Clinical Site Working Hours Commitment	<u>^</u>	
MP Details View	WTE	E	^
MC Reg # 1	29.00		
Address C	0.74 10.00		
Registration Type S	10.00	-	
	Confirm Take up		
Alias	Take up <sup>*</sup> Confirmed	•	
	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.

#### 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.

Match MP to Post				- 🗆 X
– Post Details –				<u>i</u> )
Site		Grade		
Speciality		Sub-Speciality		
Special Interest		Ref #		
MP Details			-	
Name	1	MP Ref #		
Assignment				
Tenure *	Permanent 👻	Grade *	Consultant	•
Contract Class *	Consultants' Contract 200 🔻	Contract Type *	Туре В	•
Start Date *	10/08/2016	End Date		
Working Hours				•
Tallaght Hospita		24.00		_
0.00	Naas General Hospital	()	\$	E
15.00	0.00	$\sim$		
•				•
– Confirm Take u	p			
Take up *	Confirmed •	Reason for leaving	Select	•
	Save	Cancel		
•		ш		•

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).

1P # (I													- [
	eave blar	ik to sear	ch):	📃 🧏 G	reate 🛛 💥 C	lose							Q
rag a	column	header h	ere to group	by that colur	mn								
			Specialty	Name	MC #	Grade	Start Date	End Date	Status	Reg Stat	Employment :	Assig	
lit	Confirm	<u>Delete</u>				Consultant	22/08/2016		Confirmed	Active	Not Started	1.00	0
it	Confirm	Delete				Consultant	10/08/2016		Confirmed	Active	In Post	0.00	Ø
ost	Details –												

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.

#### Consultant Module – DIME User Guide for Medical HR Users

## Section 5 - Reports

#### 5.1 Accessing reports

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

+ https://10.1	166.82.23/NDTPDIME	🔎 👻 😮 Certifica 🖒	BE NDTP – Doctors Integrated 3	×	6 🛧 🏵
File Edit View Favori	tes Tools Help				
👍 ℋ https10.166.82.23-	NDTP 🧃 Suggest	ted Sites 🔻 🧧 Get mor	e Add-ons 🔻		
Non-Consultant					1)
Consultant	Select Report:	Please Select		- 🗶	
					<u>^</u>
<b></b>					
Posts					
<b>F</b>					
MPs					
Reports					
System Config					

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

	🗧 🕘 1// https://10.166.82.23/NDTPDIMI 🔎 👻 Certifica 🖒 🗙 1// NDTP – Doctors Integrated 🗴 👘								
File Edit View Favori	File Edit View Favorites Tools Help								
https10.166.82.23	-NDTP 🧃 Suggested Sites 🔻 🖉 Get more Add-ons 🔻								
Non-Consultant		÷							
Consultant	Select Report:Please Select								
<b></b>	Please Select Consultant Employment Details Report Consultant Numbers by Medical Discipline Report Consultant Nost and Occupancy Report	^							

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:

🕒 Forms and Guida	ance × & NDTP	- Doctors Inte: ×			4 - 0 X
← → C fi 🖹	https://10.166.82.	23/NDTPDIME/default.aspx			☆ 🖸 ≡
Non-Consultant					Ų.
Consultant	Select Report:	Consultant Numbers by Medical Discipline Report	* *		
<b></b>	Employment Date	04/08/2016 00:00:00	Date Post Created	04/08/2016 00:00:00	View Report
Posts	Approval Status	All	Group by	Total	
Ē	Clinical Site	Bantry General Hospital, Bantry Ge 🖌	Hospital Group/CHO	Children's Hospital Group, Dublin M	
MPs	Division	OPENSKY TEST Division, testdevisio 💌	Hospital Acuity	AcuityCDupdate, acuitykk, AcuityLC 💌	
	Medical Discipline	Anaesthesia, Emergency Medicine, 🔽	Specialty	Anaesthesia, Biochemistry, Cardiol	
Reports	Sub Specialty	Adult Psychiatry, Anaesthesia, Bioc 💌	Special Interest	Breast & Endocrine Surgery, Breast	

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-speciality Drop down menu allowing the user to select sub-specialities. Defaults to all sub-specialities.
- Special interest Drop down menu allowing the user to select special interests. Defaults to all special interests.

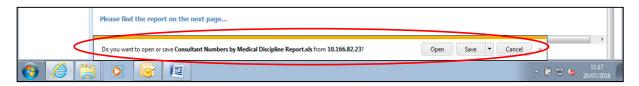
Once user has selected parameters click view report button.

🕒 Forms and Guid	ance 🗙 🕼 NDTP	- Doctors Inte: ×						
← → C' fi 🔒	→ C n 👔 🖢 🕁 🕅 🖉 🖉 Ξ							
Non-Consultant				Ų				
Consultant	Select Report:	Consultant Numbers by Medical Discipline Report	· 🗶	$\frown$				
<b>i</b>	Employment Date	04/08/2016 00:00:00	Date Post Created	04/08/2016 00:00:00 NULL View Report				
Posts	Approval Status	All	Group by	Total				
Ē	Clinical Site	Bantry General Hospital, Bantry Ge 🛩	Hospital Group/CHO	Children's Hospital Group, Dublin P				
MPs	Division	OPENSKY TEST Division, testdevisio	Hospital Acuity	AcuityCDupdate, acuitykk, AcuityLC				
	Medical Discipline	Anaesthesia, Emergency Medicine, 💌	Specialty	Anaesthesia, Biochemistry, Cardiol				
Reports	Sub Specialty	Adult Psychiatry, Anaesthesia, Bioc 💌	Special Interest	Breast & Endocrine Surgery, Breast				

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

System Config		▶ Þi ⇔ 100% ▼							
NER Common	Consultar	Consultant Numbers by Medical Disciple port							
Logged in As	Report parameters								
Aoife Nolan	Group by:	Total							
R HSE	Employment Date:	20/07/2016							
Log Out	Approval Status	All							
System Version	Clinical Site:								
1.8.6.UAT	Hospital group:	All							
	Division:	All							
	Hospital Acuity:	All							
	Medical Discipline:	All							
	Specialty:	All							
	Sub-Specialty	All							
	Special interest:	All							
	Please find the repo	ort on the next page							

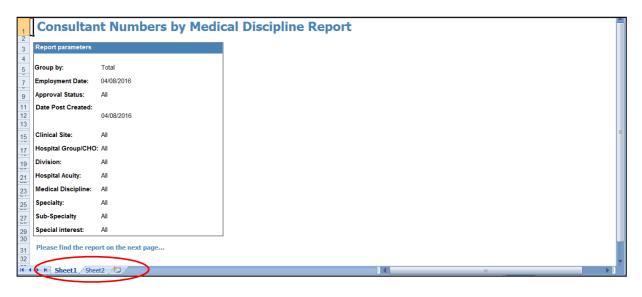
An option will be given to open, save or cancel the report:



Depending on your browser it might look like:

Consultant Numxls	* <u>Show all downloads</u> *
	EN 🔺 📜 🌜 15:59 04/08/2016

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.

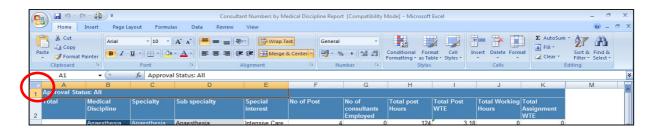
Sample report grouped by total:
---------------------------------

Home	Insert Page L			View							
Cut	Arial	- 10 -	A ∧ <b>=</b> = = ≫	• Gi Wrap To	ext General	-			i 🕂 📑	Σ AutoSum	ີ 才 🕅
J Forma	B Z	U - III - 🕑		🚎 Merge (	& Center 😽 🛒 - %	• • • • • • •	Conditional Form	at Cell I	nsert Delete Form	at 🖉 Clear -	Sort & Find &
Clipboard	G	Font	G A	lignment	Nu Nu	mber 🕞	Formatting * as Tab Styles	ile * Styles *	Cells		Filter * Select * Editing
A1	- (*	fx Approva					Syles	Д.,	- centr		. uning
AI	в	J* Approva		E	F	G	н		J	IZ.	
proval St		L	D	E	F	G	Н	- 1	J	K	M
tal	Medical Discipline	Specialty	Sub specialty	Special interest	No of Post	No of consultants		Total Post WTE	Total Working Hours	Assignment	
	Anaesthesia	Anaesthesia	Anaesthesia	Intensive Care	4	Employed	0 124	3.18		WTE 0	
	Anaestriesia	Anaestriesia	Anaestnesia	Medicine	4		0 124	5.10	5 U	U	
				None	25		0 566	15.09	9 0	0	
				Pain Medicine	1		0 12	0.30			
			Total	Total	<b>30</b> 30		0 702 0 702	18.63 18.63		0	
		Total	I Utal		30		0 702	18.6			
	Emergency	Emergency	Emergency Medicine	None	4	1	0 129	3.3	1 0	0	
	Medicine	Medicine		Total	4		0 129	3.3		-	
		Total	Total		4		0 129 0 129	3.3 <sup>-</sup> 3.3			
	Intensive Care	Intensive Care	Intensive Care Medicine	None	4		0 39	1.0			1
	Medicine	Medicine		Total	1		0 39	1.00			
			Total		1		0 39	1.00			
	Medicine	Total Cardiology	Cardiology	None	1		0 39 0 172.5	1.00			
	Wedicine	Cardiology	Cardiology	Total	5		0 172.5				
			Total		5		0 172.5	4.5	3 0		
		Dermatology	Dermatology	None	5		0 157.5	4.04			
			Total	Total	5		0 157.5 0 157.5	4.04 4.04			
		General	Cardiology	None	1		0 9	0.2			
		Medicine		Total	1		0 9	0.27	7 0	0	
			Endocrinology &	None	5		0 78	2.04			
			Diabetes Mellitus Gastroenterology	Total Liver Disease	5		0 78 0 93.5	2.04			
			Castroenterology	None	6		0 183	4.90			
				Total	9		0 276.5	7.30		0	
			General Medicine	None	3		0 78 0 78	2.00			
			Nephrology	Total None	2		0 63	2.00			
			ricpinology	Total	2		0 63				
			Respiratory Medicine	Cystic Fibrosis	2		0 71.5	1.83	3 0	0	
				Mana	5		0 124.5	3.1	9 0	0	
				None Thoracic Organ			0 124.5	0.3			
				Transplantation							
				Total	8		0 209.5				
▶ Shee	t1 Sheet2 🖉		Dhaumatalami	Mana	2		0 00	2.00		0	
										<b>Ⅲ</b> □ Ⅲ 100%	Q

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:

Forms and Guida	Terms and Guidance 🗙 🕼 NDTP - Doctors Inte x								
← → C fi 🖹	🔄 🔿 😋 🕯 👔 🛃 🙀 🕹 🖓 🖉								
Non-Consultant					Ų.				
Consultant	Select Report:	Consultant Employment Details Report	· *						
<b></b>	Employment Date	04/08/2016 00:00:00	Post Identifier		View Report				
Posts	Clinical Site	Bantry General Hospital, Bantry Ge 💌	Hospital Group/CHO	Children's Hospital Group, Dublin M					
<b>E</b>	Division	OPENSKY TEST Division, testdevisie	Hospital Acuity	AcuityCDupdate, acuitykk, AcuityLC					

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'.

🕒 Forms and Guid	Forms and Guidance X if NDTP - Doctors Inte X									
← → C fi 🔒	t https://10.166.82.23/NDTPDIME/default.aspx	☆] 🖸 ≡								
Non-Consultant		Ŷ								
Consultant	Select Report: Consultant Employment Details Report 🔻 🗱									
<b></b>	Employment Date 04/08/2016 00:00:00	View Report								
Posts	Clinical Site Bantry General Hospital, Bantry Ge V Hospital Group/CHO Children's Hospital Group, Dublin									
<b>E</b>	Division OPENSKY TEST Division, testdevisit M Hospital Acuity AcuityCDupdate, acuitykk, Acuity	<u> </u>								
MPs	14 4 1 of 2 ? ▶ ▶1 φ Find   Next 😼 €									
	Consultant Employment Details									

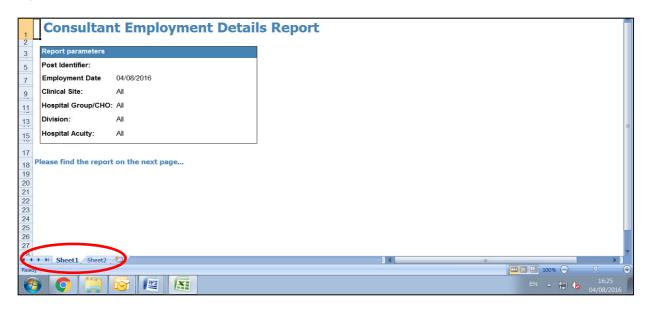
An option will be given to open, save or cancel the report:



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

Consultant Emplxls	* <u>Show all downloads</u> ×
	EN 🔺 🛱 崎 16:22

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.

Consultant Module – DIME User Guide for Medical	HR Users
---	----------

	19 -	(u - 🗋	) <del>-</del>					Consult	ant Emp	loyment [	Details Re	port (1	4) [Com	patibility	Mode	] - Micros	oft Excel						-	Ð
F	lome	Insert	Page La	yout	Formula	s Dat	a Re	view	View	Acrobat													0	_
X	Cut																	<b>1 1</b>		-		Σ AutoSun	1 - A-	A
	Сору		Arial	-	10 -	A A		= =	18/-	📑 Wrap	Text	Ge	eneral		-	<b>S</b>		-1	+			😺 Fill 👻	r Ž	đ
	Format	Dainter	BI	<u>u</u> - F	H - 3	- A -				Merg	je & Cente	er - 📴	- %	,		onditional I			Insert	Delete F	ormat	2 Clear *	Sort &	
						5									Fo	ormatting *		Styles *	*	*	× 1	Z Clear	Filter *	Sele
	board	6	6	Fon			ЭЦ		Alignm	ient		6	Numb	er	Gi j		Styles			Cells			Editing	
, F	\1 в	<b>▼</b>	C D	Jx	Medica	al Counc	CII Num	ber	J	K	L	M	N	0 P	0	B	s	T	UV	V	X	Y Z	00	AB
	Registration	Registration Status	MP First name	MP Last name	Tenure	Gender	Date of Birth	Start Date	End Date	Date of Retirement	Reason for Leaving	Matching	Assignment WTE	Post Id	Post Reference		Contract	Post WTE	Principal Clinical Ste		Assignment	Other Clinical	Working Hours Ass	righter TE
<u> </u>	General	Active			Contract of	Male	20/10/1956	19/11/2007		20/10/2021		Pending	5.00	2859C	Number	24/11/1978		3 1.00	Cirinaer Cinc					-
	Registration				Indefinite Duration																			
	Specialist Registration	Active			Permanent	Male	18/11/1958	01/01/2001		18/11/2023		Confirmed	0.00	2860C		1 31/05/1972		3 1.00						
	Specialist Registration	Active			Permanent	Male	08/02/1969	24/06/2002		08/02/2034		Confirmed	0.00	4254C		28/09/2000	з				0.00			
	Internahip Registration	Actue			Fixed Term	Male	06/07/1960	06/07/2016		06/07/2025		Pending	0.10	\$152C		2 30/12/2010		9 1.00			0.10			
	Specialist Registration	Inactive			Fixed Term	Male	15/08/1977	03/06/2016		15/08/2042		Pending	0.45	5687C		15/05/2016		3 1.00		55				
	Specialist Registration	Actue			Permanent	Male	09/09/1963			09/09/2026		Confirmed	0.00 0.00	2771C			3	9 1.00		0				
	Specialist Registration Specialist	Active			Permanent Specified	Ferrale Male	15/07/1977	01/01/2013		15/07/2042		Confirmed	8.00 8.00	2772C 2773C		01/12/1983		9 1.00 9 1.00						
	Registration	Actua			Purpose Permanent	Female	25/06/1976	01/07/2011		25/05/2041		Confirmed	500	2774C		01/12/1983		9 1.00		-				
	Registration	Active			Permanent	Ferrale	01/01/1990	20/05/2016		01/01/2055		Pending	₹.50	2776C		22/10/1984		9 1.00		9.75			9.75	
	Registration Specialist	Actua			Permanent	Ferrale	02/02/1985	20/06/2016		02/02/2050		Pending	0.50	2776C		22/10/1984		9 1.00		9.75			9.75	
	Registration Specialist	Active			Permanent	Ferrale	03/07/1967	09/09/2002		03/07/2032		Confirmed	500	2777C		31/05/1972		9 1.00						
	Registration Specialist	Active			Permanent	Ferrale	20/08/1973	01/05/2009		20/08/2038		Confirmed	<b>5</b> .00	2778C		25/10/1978	3	9 1.00						
	Registration Specialist	Active			Permanent	Ferrale	03/09/1973	31/12/2012		03/09/2038		Confirmed	<b>5</b> .00	2779C		25/06/1984	3	9 1.00			, o			
	Registration Specialist	Active			Permanent	Male	05/02/1957	01/07/1988		05/02/2022		Confirmed	<b>5.00</b>	2780C		25/11/1987	3	9 1.00			• •			
	Registration Specialist	Active			Permanent	Male	04/06/1956	01/02/1991		04/06/2021		Confirmed	<b>0.00</b>	2781C		03/11/1989	а	9 1.00			• •			
	Registration Specialist Registration	Active			Permanent	Male	29/01/1956	01/07/1992		29/01/2021		Confirmed	<b>5</b> .00	2782C		24/09/1991	3	3 1.00		0	o o	1 1		
	Specialist Registration	Active			Permanent	Male	25/06/1962	16/08/1999		25/06/2027		Confirmed	<b>0.00</b>	2783C		24/07/1998	3	3 1.00		0	• •			
	Specialist Registration	Active			Permanent	Ferrale	03/12/1960	01/07/1998		03/12/2025		Confirmed	<b>0.00</b>	2784C		28/01/1997	3	3 1.00		0	0			
	Specialist Registration	Active			Permanent	Male	21/10/1963	13/06/2005		21/10/2028		Confirmed	<b>0</b> .00	2785C		25/02/1975	3	9 1.00		c	0 0			
	Specialist Registration	Active			Permanent	Male	08/07/1955	03/07/1995		08/07/2020		Confirmed	<b>0.00</b>	2786C		24/05/1994	3	3 1.00		0	• •	1		
	Specialist Registration	Active			Permanent	Female	25/04/1951	01/05/1990		25/04/2016		Confirmed	0.00	2788C		27/11/1989	3	9 1.00		0	0	1 1	0	
	Specialist	Active			Permanent	Male	30/11/1963	04/01/2000		30/11/2028		Confirmed	<b>0</b> .00	2789C		09/07/1998	3	3 1.00			0	-	0	
	Registration Specialist Registration	Active			Permanent	Male	16/01/1958	01/08/1996		16/01/2023		Confirmed	<b>5</b> .00	2790C		29/09/1994	3	3 1.00			• •	1	0	
	Specialist Registration	Active		n	Permanent	Ferrale	18/05/1956	01/02/1993		18/05/2021		Confirmed	<b>0.00</b>	2792C		02/08/1990	3	9 1.00			• •	1		
	Specialist Registration	Active			Permanent	Male	04/10/1960	22/05/2000		04/10/2025		Confirmed	<b>0.00</b>	2793C		25/02/1975	3	9 1.00			• •	1		
	Specialist	Active			Permanent	Male	19/10/1958	01/02/1997		19/10/2023		Confirmed	<b>0.00</b>	2794C	BTGME	11/04/1996	3	9 1.00			0 0		0	
	Shee	1 She	et2 🥂																					
																						15% 😑 –		
		Pr-			W																			16:34

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.

	👔 🔊 - 🕲 - 😭 🗘 Consultant Numbers by Medical Discipline Report (60) [Compatibility Mode] - Microsoft Excel 📃 🗗 🗙											
	Home Insert	Page Layout	Page Layout Formulas Data Review View Acrobat 🐵 – न 🗙									
	∦ Cut ⊑⊒ Copy		10 • A *				General 👻			<b>* *</b>	💽 EIII -	Zr ura
Paste	ダ Format Painter	B I U -	🗄 - 🔗 - 🗛 -		(罪) (困 M		∰ • % <b>•</b>		Format as Cell Table * Styles *	Insert Delete For	∠ Clear *	Sort & Find & Filter * Select *
1	Clipboard 🕞	Fon	t 🖙	Al	lignment	Ga _	Number 🕞	5	Styles	Cells		Editing
	A1 🔸 🏂 Approval Status: All											
	A	В	С	D		E	F	G	Н	L.	J	K
	pproval Status: All											

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:

🕒 Forms and Gui	Forms and Guidance X IF NDTP - Doctors Inte X										
← → C fi	- → Ĉ ń 🔞 ארך אריקאר באריקאר ב										
Non-Consultant				Ų							
Consultant	Select Report:	Consultant Post and Occupancy Report	* 🗶								
	Employment Date	04/08/2016 00:00:00	Date Post Created	04/08/2016 00:00:00 NULL View Report							
Posts	Approval Status	All	Post Identifier								
Ē	Clinical Site	Bantry General Hospital, Bantry Ge 🔽	Hospital Group/CHO	Children's Hospital Group, Dublin Y							
MPs	Division	OPENSKY TEST Division, testdevisit	Hospital Acuity	AcuityCDupdate, acuitykk, AcuityLC							
6	Medical Discipline	Anaesthesia, Emergency Medicine,	Specialty	Anaesthesia, Biochemistry, Cardiol							
Reports	Sub Specialty	Adult Psychiatry, Anaesthesia, Bioc 💌	Special Interest	Breast & Endocrine Surgery, Breast							
	Region	DUBLIN & MID LEINSTER, DUBLIN									

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
  - o 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-speciality 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'.

Porms and Guid	ance 🗙 🕖 🕼 NDTP	- Doctors Inter ×		
← → C fi 🔒	bttps://10.166.82.	23/NDTPDIME/default.aspx		☆ 🖸 ≡
Non-Consultant				Ŵ
Consultant	Select Report:	Consultant Post and Occupancy Report	• 🗶	
<b>E</b>	Employment Date	04/08/2016 00:00:00	Date Post Created	04/08/2016 00:00:00 NULL View Report
Posts	Approval Status	All	Post Identifier	
<b>F</b>	Clinical Site	Bantry General Hospital, Bantry Ge 💌	Hospital Group/CHO	Children's Hospital Group, Dublin M
MPs	Division	OPENSKY TEST Division, testdevisie	Hospital Acuity	AcuityCDupdate, acuitykk, AcuityLC
Ca.	Medical Discipline	Anaesthesia, Emergency Medicine, 🔽	Specialty	Anaesthesia, Biochemistry, Cardiol
Reports	Sub Specialty	Adult Psychiatry, Anaesthesia, Bioc 💌	Special Interest	Breast & Endocrine Surgery, Breast
C 🙀	Region	DUBLIN & MID LEINSTER, DUBLIN	$\frown$	
System Config	14 4 <b>1</b> of	f 2 ? 🕨 🔰 💠 🔤 Find   Next	🖳 😳 📃	
NER	Consulta	ant Post & Occupancy R	Excel	
Common			$\sim$	

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

Do you want to open or save Consultant Post and Occupancy Report.xls from 10.166.82.23?	Open Save  Cancel ×	
	- 🛱 🖸 🕼	15:14 20/07/2016

Depending on your browser it might look like:

Consultant Postxls	± <u>Show all downloads</u> ×
	EN 🔺 🐂 崎 16:56 04/08/2016

The first sheet of the excel document will detail the parameters and the second sheet will contain the details of the report.

Consultant Module – DIME User Guide for Medical HR Users

	<b>.</b> • <b>7</b> • (* • (	- ( <b>*</b>			Cane	Itant Deel	and Occupanc		+ (EQ) [C	a na na stibilit	by Ma	dal Missa	soft Fusel						rī x
<b>B</b>	Home Insert		yout Form	ulas Data	Review	View	Acrobat	у керог	t (56) [Ct	Smpaubili	ty ivio	idej - Micro	ISOTT EXCEL					0	>
Paste	<ul> <li>✗ Cut</li> <li>☑ Copy</li> <li>✓ Format Painter</li> </ul>	Arial	+  10 ⊻ ->)[  ->][	• A *			Wrap Text		General	6 , 158	* .00	Conditional Formatting		Insert	Delete	Format	Σ AutoSum Fill * Clear *	Sort &	Find & Select *
(	Clipboard 🛛		Font	G.		Alignr	nent	G	N	umber	Gi.		Styles		Cells			diting	
		• (•	$f_{x}$																
	ہ Consultar	L	N		R		Т			U									
44         4           5         Po:           7         Em           7         Em           9         Appl           11         Data           133         Cliii           155         Ho:           11         Hoss           123         Merc           124         Hoss           125         Spec           126         Spec           127         Sut	port parameters st Identifier: uployment Date: proval status: te Post Created: nical Site: spital Group/CHO: rision: gion: gjion: gjital Acuity: dical Discipline: acialty: 5.Specialty acial interest:	Ali Ali Ali Ali Ali Ali Ali																	
Plea	ase find the repor	t on the nex	t page																
36  4   + +	Sheet1/9										Л	4							► []
Ready	Sheet1/3	neetz / G													Œ	60 U	80% 😑 –		(
0			1														- 12 (		16:57 08/2016

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:

	<b>.</b> •9 •	(~ ~ 📑	• •					Cor	nsultant	t Post	and O	ccup	ancy I	Repo	t (58)	Cor	npatil	oility	Mod	e] - N	Aicrosc	oft Exce	el								-	đ	į
<u> </u>	Home	Insert	Page L	ayout	Form	ulas	Data	Review	v Vi	iew	Acrob	oat																			0	- 0	•
Ĉ	K Cut		Arial	-	10	- A	Ă	= =	= >	×-	i v	/rap T	ext		Gen	eral			•		<b>3</b> 7		Ļ		+	P			Σ Auto		Ż	đ	6
Paste	I Forma	t Painter	BI	<u>u</u> -	-	ð -	Α -	<b>E E</b>	=	•		lerge	& Cen	iter +	9	- %	,	0. 0.			tional F tting *			ell	Insert	Delet	e For		2 Clea			& Find	
	lipboard	5		For	nt		6			Alignm	ent			5		Nun	ber		5	ormat		tyles	Styl	les -		Cells				E	diting	· Sele	Set 1
	N10	-	6	f <sub>x</sub>																													-
	e c		1 4			x	ь н	H 0	F B	e v	v	x	٧	1	46	60	AC.	40	AE.	ar	60	AT	AL	é.	AK	66. AH	48	60	AP	89		45	éT.
Chicaldan C	NICUSA DICUSA ombrers	Rescuiza da	1 Sta Commenter	2 Other Children Site Ford WTE	Star Color	Differ Chical One Sta Conntract 2	FOR WITE 2	NATEDILAL NJ SEA Commence	Sta For: NTE	Real II	Rafarence C Northern		geoptic	122314944	1152 Pagen	Acutylanal	Decision Decision	Spectrally	Sell Specific	Special States	Theorpost	School Po		atus Pos	ALALAN PLACE			any Parivite		Contract Upa	Scaderic Das Scade App	ponal Appr	
	35 <b>F</b> DO	<b>F</b> 20	1				- 1			26560	•		Children's Hospital	OPENSKY TESTOL KINT	DUBLN AND LEN STER	acc0;53	(resident)	(rass Pes la	Craes Pecia	Nore	Consultant Crassification	<b>1</b> 11 <b>1</b> 4	manans og	graved data	•		22	35 <b>F</b> D0	Consultana' Consecutata	Campory 1	267	17.8%	-
	35 <b>F</b> D0	<b>F</b> 20					- 1			20000	3			OPENSOV TEXTON MON	DURINAMO	acultis	Medicine	General Medicine	General Medicine	Nore	Consulars	P165 P4	manant de	ground data	e Piez		55	aa <b>1</b> 20	Consultanta' Constact 697	Campory 1	247	00000	
	36 <b>F</b> 20	<b>F</b> 20					-			-	2		Group Childrenh		NIGNAM	acuities	Nedicine	Garante	Gerberic Medicine	Note	Physician	<b>1</b> 14 <b>F</b>	manant og	proved data			34	38 <b>F</b> 20	Consultanta"	Typela	264	00000	
	30 100			184			- 1		-	0440			Group Children's		DURINAND	ACUNTR	Radiusty	Factorier	Radalater	Tota	Geranic Lautoina Consulare	118X Fa	manant de	eraved Job			24	30 <b>7</b> 20	Consultanta'	Tiges	-	010013	
		<b>F</b> 20					- 11			\$1520		0122210	Hosnial Children's	TEST DI MOR OPENSIO TEST DI MOR	DURINAND	-	Madking	General	General	Nore	Radoloniar Consultant General			proved data			54	50 <b>F</b> 20	Constant/2006 Consultante'	7/048		010014	
	ss <b>P</b> 50	<b>P</b> 20					1			5487C					DURLN AMD LENSTER	aculyix	creecheck	inaest es la	(raestec)	hanske Care Vedone		1015 No.	manent No	mapproved dom			35	ss <b>#</b> 20	Consultante"	Geographical Unclative withouthes		1968	1001
	54 <b>P</b> D0	20		_			- 1			27710		8001888	Dubin North		DURLN NORTH EAST		Energency	Energency	Energency	Nore		-647 54	manant de	proved Joh			34	50 <b>F</b> 20	Consultantal	TypeB			
	20 <b>F</b> 30	<b>7</b> 22		-			- 1		-	17725		1121660	Groun Dubin North		NON			liedone	Medicine	Tore	Energency Nedche Consulterr		manent de	orpland John				10 P20	Consultants'			1900-2	
				_			- 6	_		17750			Exercicacitale Grean Duble Nanth		NORTH EAST					_	Consultant			orp.ed ich				50 P20	Consultants'			1700-9	
							. J.	_		17746			Exercice place Groun Duble Nant		NUR.N NORTH EAST		(restar)	(castel)		100	Consultanter			arried late					Contract2006			17000	
		-					_			17720			Electriceptele Grean Duble Nant		NOR TH EAST		areas and			haraba	Consultant Consultant			organia den					Contract2006			1910-5	
							- 1						Excision plants Group		NOT THE BART					Care	drassfielter all heralis		manant of	(219-86 - 66 M	• depres				Consultantel Contract2006	1/244			
	185 100	<b>1</b> 20	16	4 100			- 1			87760	2		Duble North Decision plate		NORTH EAST		(restack)	insected	(reeffected)	None	Consultant Unassitiant	146 Pa	manare de	proved defi	•		94	se <b>F</b> 30	Consultantal Contract2006	7/049	unknewn 178	1700-9	
	56 <b>F</b> Do	<b>F</b> 20					- 1			87770		1091879	Groun Duble North Datables the		SUSUN NORTH ENET		(restar)	insettesis	(restail)	None	Consultant	146 PA	manare de	proved defi	•			se <b>F</b> 20	Consultantel Contrace 2000	7/04 8*	-97	100001	
	24 <b>F</b> 20	<b>F</b> 20		- 1			- 1			1790	8	0101676	Greun Dublin Nanth Dashting rings		SUSLN NOT THE SUST		(restack	(naechesis	(restar)	Nere	Consultant		manare de	proved defi	•			20 <b>7</b> 20	Consultante" Constante (Constante)	7/049		10000	
	24 <b>F</b> 20	<b>7</b> 20					- 1			17790			Greun Duble Narth		SUSLN NOT THE BOAT		-	(nano Paolo		Nere	Consultant	-	manant de	preved det			20	aa <b>1</b> 750	Consultanta" Constantanta	7/049	224	00010	
	24 <b>F</b> D0	20		- 1			- 8			17800		011100T	Excition plant Grean Duble Marth		SUBLN NORTH EAST		-	inasa Pasis	(restrate	Nete	Consulary		manani ig	proved data			20	20 <b>7</b> 20	Consultanta'			11/047	
	24 200	20		-			- 8			27610		5111660	Excition plain Group Duble Name					(nanchesis	(rasshas)a	Nana	Consultant		manani de	graved data			24	30 <b>7</b> 20	Canavasi2008 Canavasi2008	7/04 8*	69/	11/1000	
	22 200	20					- 1			27600			Exernizaçãos Grace Duble North		NORTH BUST DUBLN		(constant)	(constraints)		Note	Consultant		-	would det			**	35 20	Consultana'		14	Certeer	
													Exercise place Group Duble Nanth		NORTH BOST			(marked)			<b>StassPector</b>			pre-ter auto				22 20	Coreacitée?				
		- I											East-Logista Group		NORTH BUST					Care Medicine	draestheter stimerske								Consultana' Consecitás?				
	25 <b>F</b> D0	<b>2</b> 0					1			27660	•		Duble North Electrica plan		DUELN NORTH EAST		(restrain)	draes Pesta	(rassfracia	Fair Madein		Red Pa	manant og	graved data	•		55	aa <b>1</b> 20	Consultante' Constacritist?	Campory 2	247	017887	
	36 <b>F</b> D0	20								27680			Group Duble North		DUELN NORTH EXET		Medicine	Cardingy	Cardelegy	Nora	aligain manfoloa Consultane Cardiopriat		manani og	graved date	.		24	50 <b>7</b> 20	Consultanta" Contract2006	Tigelin	204	180004	
	35 200	20					-			27640			Electrice place Grean Duble Nanth		DURN		Medicine	Cardiology	Cardongy	Note	Consultant		manars de	graved data			35	55 <b>7</b> 20	Consultanta'		24/		
					RC#	21 104	- 1			27475			East-Lospitale Grean Duble North		NORTH BOST		Medicine	General	General .	Tota	Cardoogan		maners de	eraved Joh				35 20	Constant 697		eritreen 22	2000	
	20 100			0.00	-					27640			East Hospitals Groun Duble North		NORTH EAST			Gararal Nadona Demaploor	General Nedicine		General Physician Consultant			orginal data		-		50 20	Contract 647			010016	
		m	. `				- 1						East-Hospitals Snoop		NORTH EAST				Canada Cap		Demaologian			1999 BA	· vece				Contract2006		000		
	27 💌 20	<b>1</b> 22		184			- 1			27660	a		Duble North Exercise plate		DURUN NORTH EDIT		<b>k</b> upery	Cielary ngoleg F	Oslaryngold Y	g Nore	Consultant Oplanyngolog	266 FA	maners óg	proved Lizh	•		55	55 20	Consultanta' Contract 1997	Campory 1	unknewn Célo	77866	
	24 💌 20	<b>P</b> 2		1927			-1			27600	2		Grean Duble North Electrice tals		SURIN NORTH EAST		augery .	Crearly ngoleg	Coleryngele	g None	Consultant Consultant Coloningolog	- 60	maners de	proved Joh	•		55	ss <b>P</b> 20	Consultanta' Contract (M7	Campory 2	247	Careek	
		P1		2 <b>8</b> 2			-			17910	1	6101667	Greun Duble North		DURUN		augery .	Croixry ngolog	Coleryngele	e None	er Consultant	-	manere de	proved Joh		_	56	50 <b>F</b> 20	Consultants'	7/048	254	10019	_
• •	► Shee	et1   She	eet2 🥂																		_	_	Ш	_	_								۶
ady																											III 🗆		30% (	9-0			
					W											_									_			ENI				16:59	
9	<b>V</b>			<u>&gt;</u>	W		Ě																						^ H	b 📢			

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.

	Consultant Post and Occupancy Report (58) [Compatibility Mode] - Microsoft Excel											-	đ X	
	Home Inse	rt Page Layout	Formulas Dat	a Review Vi	iew	Acrobat							C	) _ = ×
Ê	∦ Cut ⊑a Copy	Arial	* 10 * A* *	= = *	~	📑 Wrap Text	General	*	5			Σ AutoSur Fill -	n 🎽 🧞	A
Paste	💜 Format Paint	er B I U	• 🔛 • 🔕 • <u>A</u> •		e eje	Merge & Center	- 🦉 - % ,	00. 0.+ 0.+ 00.+		I Format as Cell * Table * Styles	Insert Delete	Format		& Find & * Select *
	Clipboard	Gi I	Font S		Alignme	ent	S Numbe	er Gr		Styles	Cells		Editing	
	A1 🔹 🏂 Principal Clinical Site													
	А	В	С	D	E	F	G	Н	1	J	K	L	М	N
	incipal	Principal	Post WTE	Principal		Other Clinical	Other Clinical	Other CI	inical	Other Clinica	I Other Clinical	Other Clinical	Ot	ner Clini 💼
	linical Site	Clinical Site		Clinical Site		Site 1	Site	Site Pos	t WTE	Site 2	Site	Site Post WTE	Sit	e 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.
- 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 <b>Inactive</b> (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 <b>Specialist</b> , and registration status <b>Active</b> (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	<ul> <li>* All Medical Practitioners with registration type Specialist and Registration Status Active.</li> <li>(i.e. MPs who are registered with the Medical Council and have specialist registration)</li> </ul>	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.				