



# Consultant Work Practice Plans, Guide for Medical HR Users, *NDTP – Doctors Integrated Management E-System*

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# Consultant Work Practice Plans, Guide for Medical HR Users, *NDTP – Doctors Integrated Management E-System*

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

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

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

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

In June 2025 additional functionality was added to the module which includes the ability of clinical sites to input and report on Consultant Work Practice Plans.

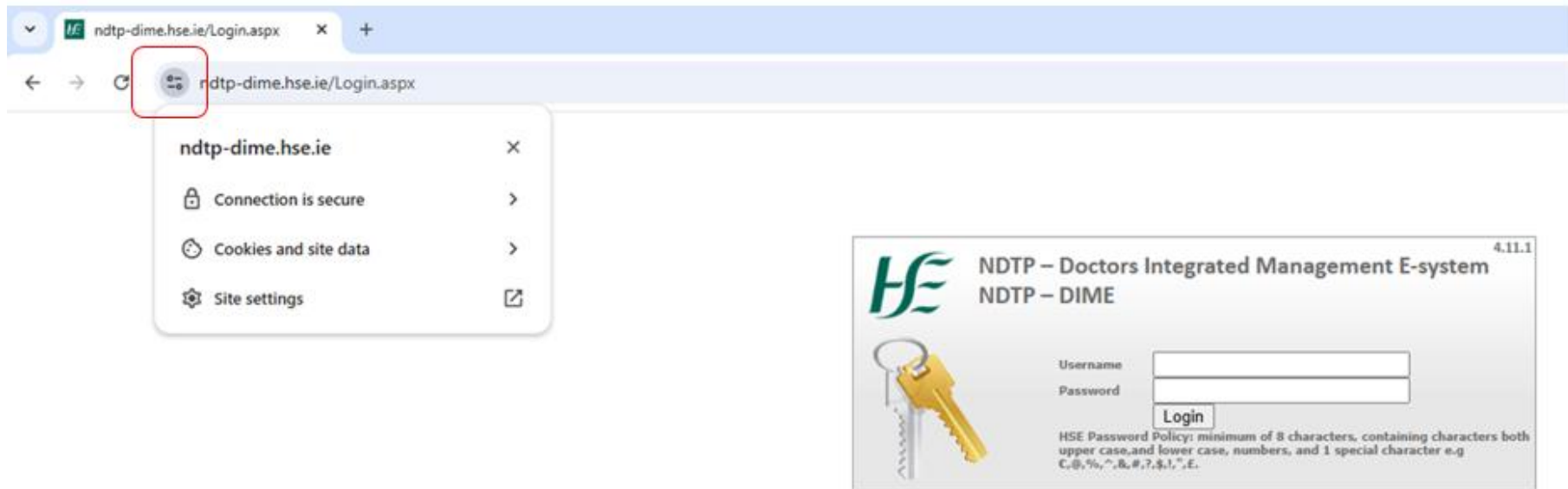
### **DIME Access Forms**

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

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

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

The DIME System is secure and protected by a Secure Socket Layer (SSL) certificate. The browser displays a padlock symbol which means there is a secure connection; data transferred over the internet is encrypted and not visible to third parties. On google chrome you can verify the secure connection by clicking on the symbol beside the website address.

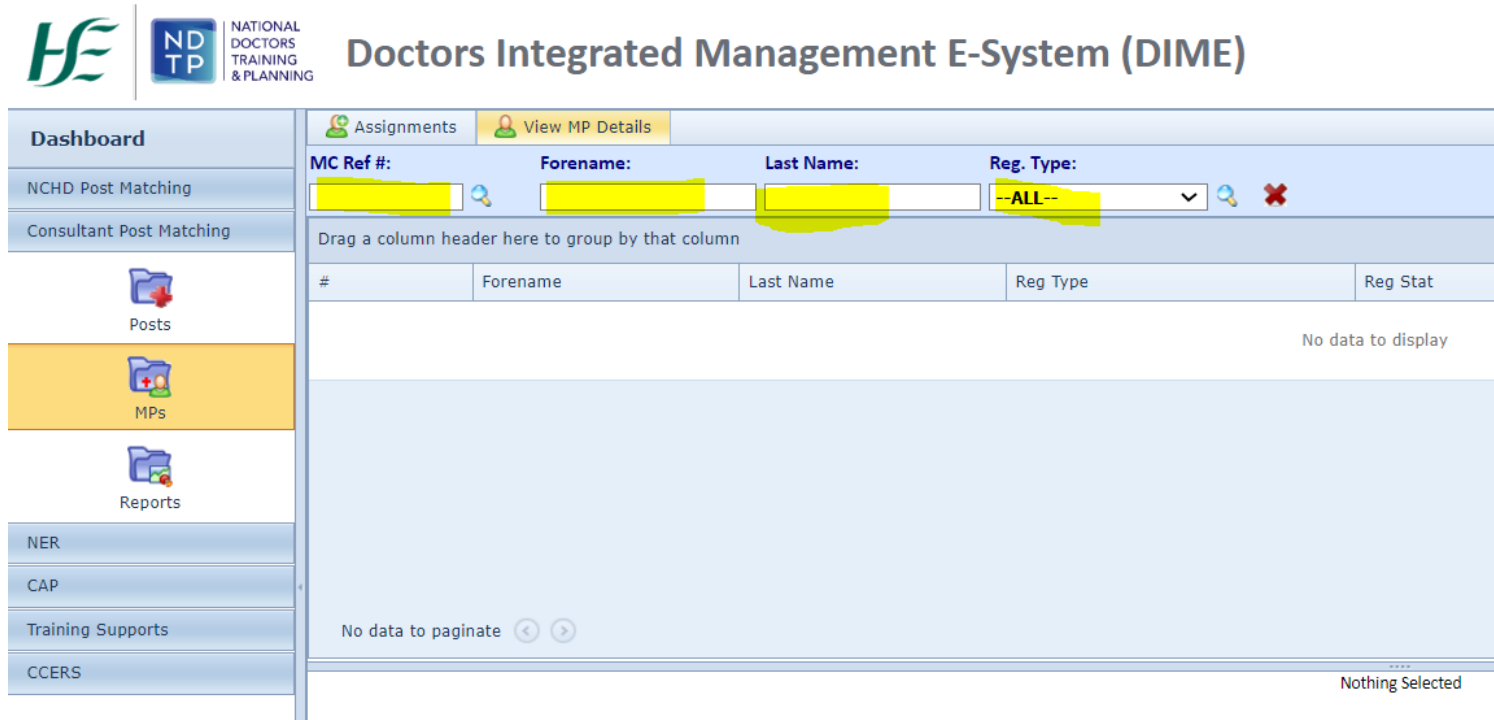


This technology is used e.g. for Internet Banking/Credit Card transactions. **For security reasons DIME Users should not allow the browser to save their password.** If you have forgotten your DIME Password please email the DIME Team via email [dime.team@hse.ie](mailto:dime.team@hse.ie)

## Section 2 – Add a New Work Practice Plan on DIME.

### 2.1 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:



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

Assignments View MP Details

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

Drag a column header here to group by that column

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

No data to paginate

Nothing Selected

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

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

Dashboard

NDTP Post Matching

Consultant Post Matching

Posts

MPs

Reports

System Config

NER

E-Portfolio

CAP

CAAC

OH Module

Training Supports

CCERS

Common

Assignments

View MP Details

MC Ref #:

Forename:

Last Name:

Reg. Type:

Drag a column header here to group by that column

#	Forename	Last Name	Reg Type	Reg Stat	Post Ref	Address	
			Specialist Registration	Active	Confirmed		✓
			Specialist Registration	Active	Confirmed		✓
			Specialist Registration	Inactive	--Not Set--		✗
			Specialist Registration	Active	--Not Set--		✓
			Specialist Registration	Active	--Not Set--		✓
			General Registration	Active	--Not Set--		✓
			Specialist Registration	Active	Confirmed		✓
			General Registration	Active	--Not Set--		✓
			Specialist Registration	Active	--Not Set--		✓
			Specialist Registration	Active	--Not Set--		✓
			Specialist Registration	Active	Confirmed		✓
			Specialist Registration	Active	--Not Set--		✓
			General Registration	Active	--Not Set--		✓

Page 1 of 26 (509 items)

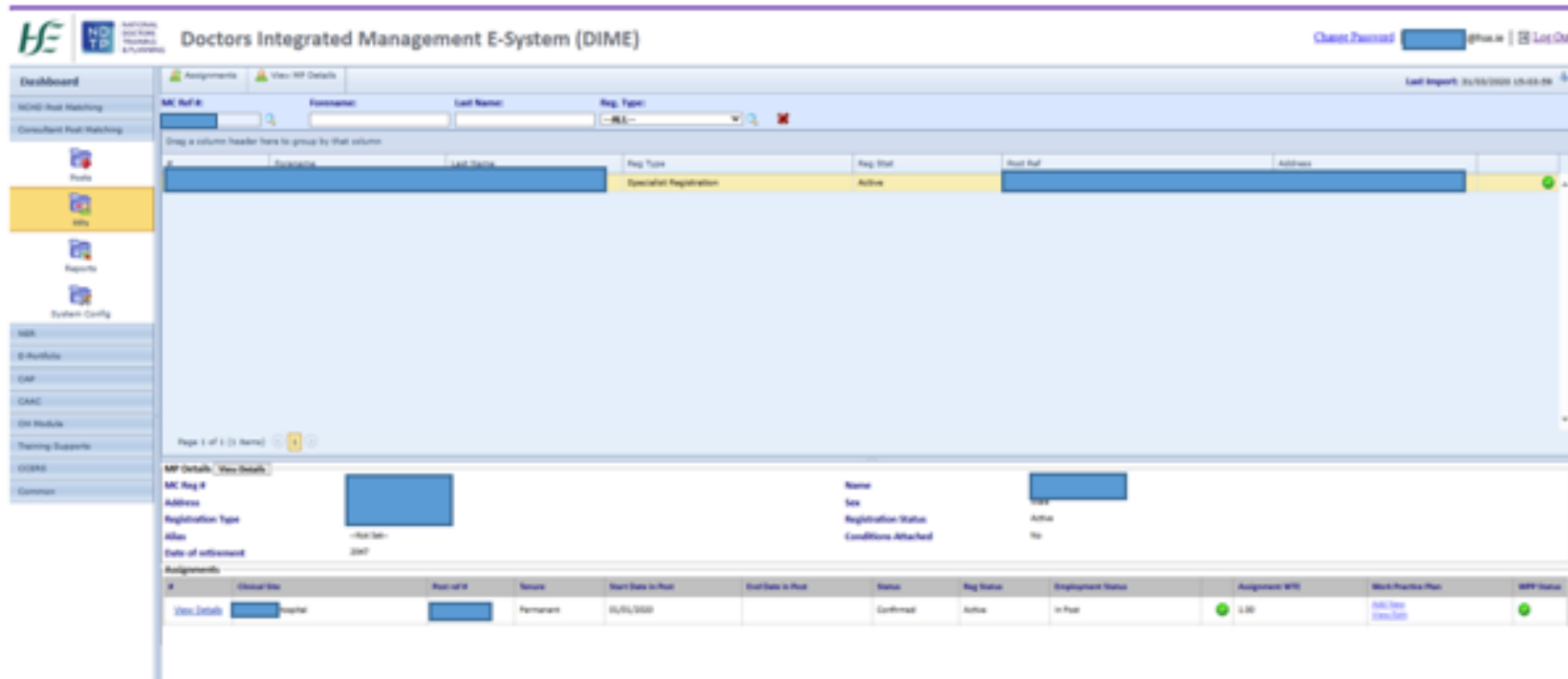
1 2 3 4 5 6 7 ... 24 25 26

Nothing Selected

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.

## 2.2 Add a New Work Practice Plan to a Consultant on DIME

To add a new Work Practice Plan to a consultant perform a search for that Consultant, select the Consultant. You will note there are two columns added to the assignment section titled 'Work Practice Plan' and 'WPP Status':



The screenshot displays the Doctors Integrated Management E-System (DIME) interface. The top navigation bar includes the HE logo, NDTP logo, and the title "Doctors Integrated Management E-System (DIME)". The user is logged in as "Charmaine" with a "Log Out" link. The left sidebar contains a "Dashboard" menu with links to "NDTP Post Matching", "Consultant Post Matching", "Posts", "Reports", "System Config", "NDR", "E-Portfolio", "CAP", "CAAC", "DME Module", "Training Support", "CICRS", and "Common".

The main content area shows a search bar with fields for "MC Ref ID", "Postname", "Last Name", and "Reg. Type". Below the search bar is a table with columns: "Postname", "Last Name", "Reg. Type", "Reg. Status", "Post Ref", and "Address". The table contains one row with the following data:

Postname	Last Name	Reg. Type	Reg. Status	Post Ref	Address
Specialist Registration		Active			

Below the table is a "Page 1 of 1 (1 items)" indicator. The bottom section shows "MP Details" for a specific consultant, including fields for "MC Ref ID", "Name", "Sex", "Registration Status", "Address", "Date of enrollment", and "Conditions Attached". The "Assignments" table at the bottom lists the following data:

ID	Consultant Name	Post Ref ID	Service	Start Date in Post	End Date in Post	Status	Reg Status	Employment Status	Assignment WPP	Work Practice Plan	WPP Status
1	Charmaine	100001	Permanent	01/01/2020		Confirmed	Active	In Post	1.00	WPP Plan (View Data)	Active



The principal clinical site can add or amend a work practice plan. Any other clinical site linked to the post may view the practice plan.

To add a work practice plan click on add new.

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

Change Password | !@hse.ie | Log Out

Last Import: 31/03/2020 15:03:59

**Dashboard**

NOHD Post Matching

Consultant Post Matching

Posts

MPs

Reports

System Config

NER

E-Portfolio

CAP

CAAC

OH Module

Training Supports

CCERS

Common

**MP Details** | View Details

MC Reg #

Address

Registration Type

Alias

Date of retirement

Specialist Registration

--Not Set--

2063

Name

Sex

Registration Status

Conditions Attached

Active

No

**Assignments**

#	Clinical Site	Post ref #	Tenure	Start Date in Post	End Date in Post	Status	Reg Status	Employment Status	Assignment WTE	Work Practice Plan	WPP Status
View Details			Permanent	01/10/2000		Confirmed	Active	In Post	0.00	Add New	

The following screen appears:

Work Practice Plan

Section 1
Section 2
Section 3
Section 4

### Section 1 - General Information

**MP Details**

<b>IMC Reg Number</b>		<b>Name</b>	
<b>Medical Discipline</b>	Surgery	<b>Specialty</b>	
<b>Sub-specialty</b>	Ophthalmic Surgery	<b>Post Title</b>	

**Assignment Details**

Clinical Site	Post Hours	Practice Plan Hours	Contract Type	Start Date in Post
Royal Victoria Eye & Ear Hospital	18.00	0.00	Category 2	06/07/1998

**General Work Practice Plan Information**

Practice Plan Start Date:
Number of Weeks in Cycle:

General Comments on WPP:

300 characters left

PLEASE REMEMBER TO CLICK SAVE AFTER THE INFORMATION HAS BEEN UPDATED OTHERWISE CHANGES WILL BE LOST

Save & Proceed
Save & Exit
Cancel Without Saving

## Section 1 – General Work Practice Plan Information.

Complete the following fields:

- Practice Plan Start Date – *Work Practice Plans must commence on a Monday.*
- Number of Weeks in Cycle – *Consultants work may vary from week to week, for example they may work one Saturday every four weeks. Please insert the number of weeks of the cycle in this section.*
- General Comments on WPP – *This is a free text box where the user may make any relevant notes. **You should note specific details relating to the types of on call rotas that the consultant participates on in this section.***

To save the details entered please ensure that you click 'Save & Exit' or 'Save & Proceed'. If you move between tabs without saving details entered will be lost.

Work Practice Plan

Section 1
Section 2
Section 3
Section 4

Section 1 - General Information

MP Details

IMC Reg Numb
Name
Medical Discipline
Surgery
Specialty
General Surgery
Sub-specialty
General Surgery
Post Title
Consultant General Surgeon s.i. vascular surgery

Assignment Details

Clinical Site
Post Hours
Practice Plan Hours
Contract Type
Start Date in Post
0.00
0.00
Type B
01/10/2001

General Work Practice Plan Information

Practice Plan Start Date:
dd/MM/yyyy
Number of Weeks in Cycle:
--Select Item--
General Comments on WPP:
300 characters left

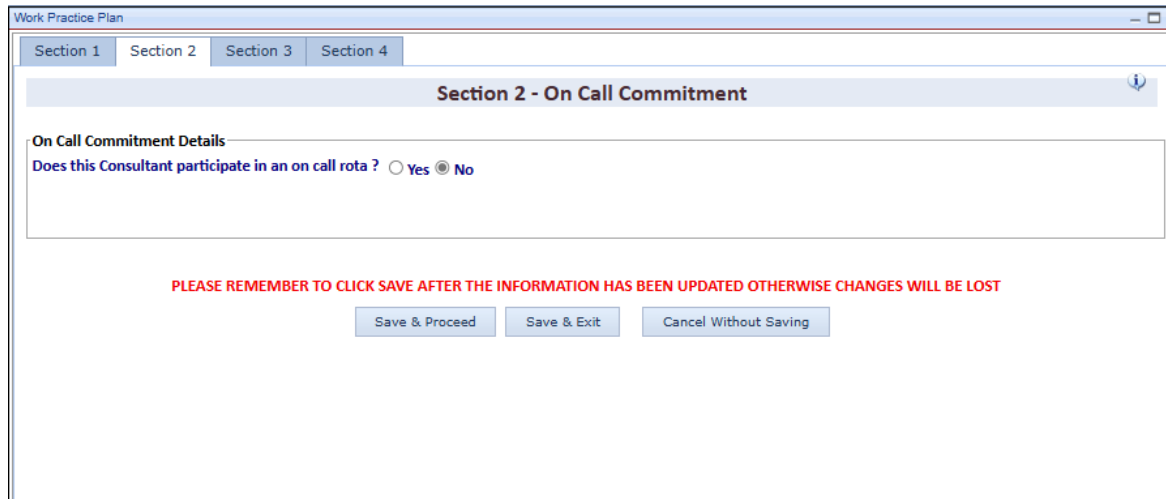
PLEASE REMEMBER TO CLICK SAVE AFTER THE INFORMATION HAS BEEN UPDATED OTHERWISE CHANGES WILL BE LOST

Save & Proceed

Save & Exit

Cancel Without Saving

## Section 2 – On Call Commitment.



Work Practice Plan

Section 1 Section 2 Section 3 Section 4

**Section 2 - On Call Commitment**

On Call Commitment Details

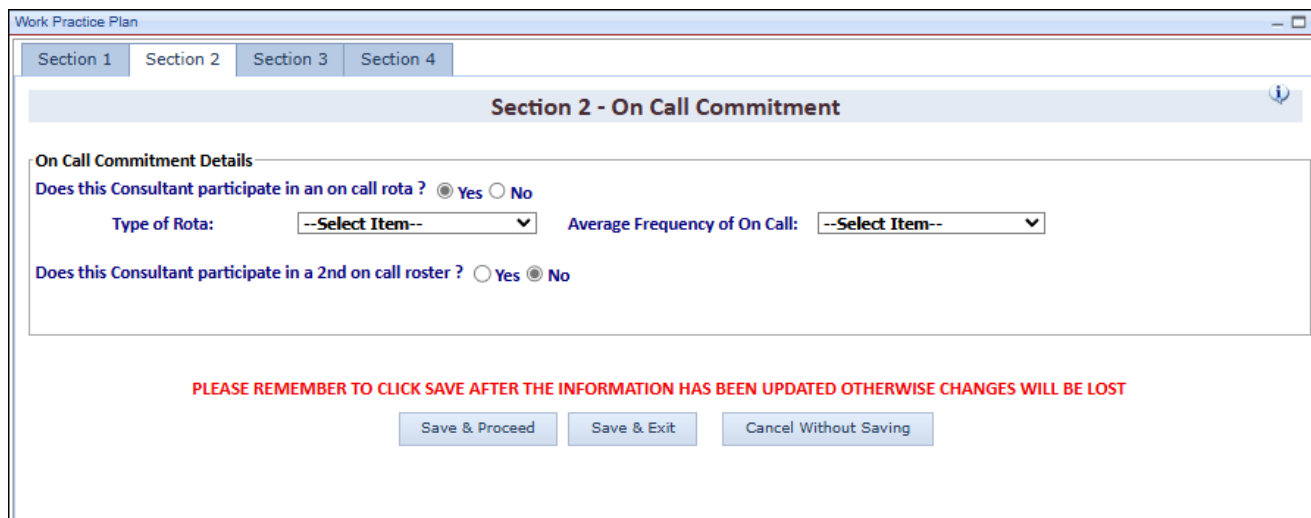
Does this Consultant participate in an on call rota ? ☐ Yes ☒ No

PLEASE REMEMBER TO CLICK SAVE AFTER THE INFORMATION HAS BEEN UPDATED OTHERWISE CHANGES WILL BE LOST

Save & Proceed Save & Exit Cancel Without Saving

Select if the Consultant participates in an on call rota.

If the user selects 'yes' the following screen will appear:



Work Practice Plan

Section 1 Section 2 Section 3 Section 4

**Section 2 - On Call Commitment**

On Call Commitment Details

Does this Consultant participate in an on call rota ? ☒ Yes ☐ No

Type of Rota: --Select Item-- Average Frequency of On Call: --Select Item--

Does this Consultant participate in a 2nd on call roster ? ☐ Yes ☒ No

PLEASE REMEMBER TO CLICK SAVE AFTER THE INFORMATION HAS BEEN UPDATED OTHERWISE CHANGES WILL BE LOST

Save & Proceed Save & Exit Cancel Without Saving

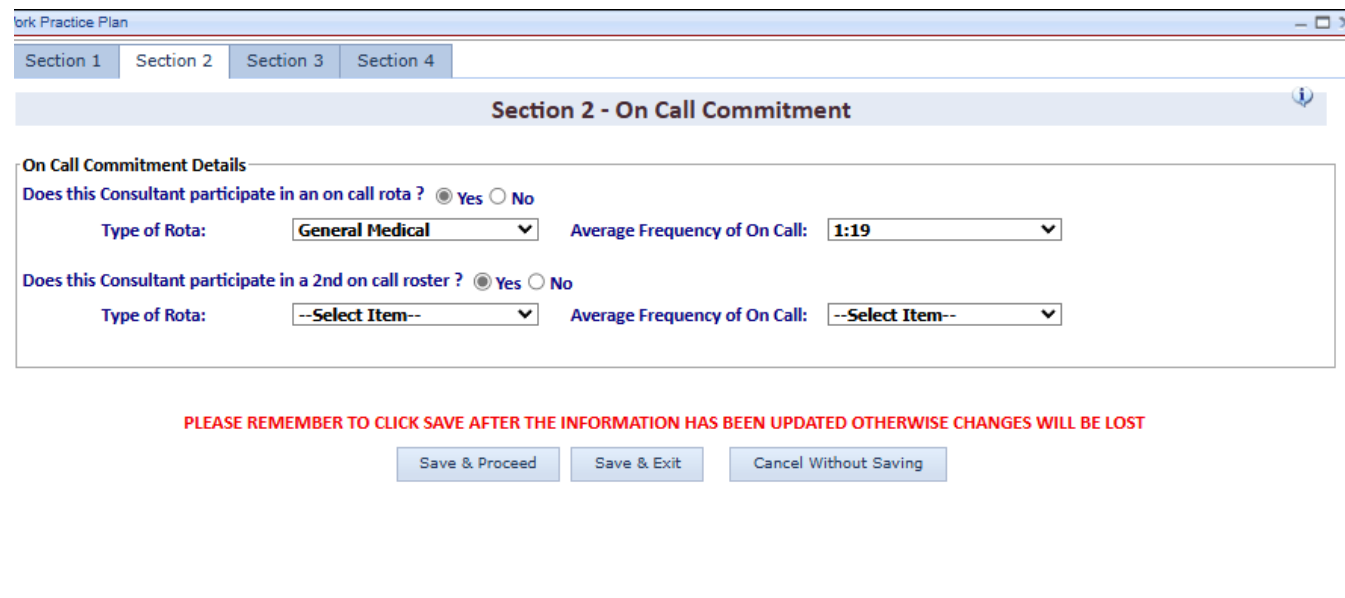
Select the 'Type of Rota' from the drop down list and the 'Average Frequency of On Call'.

If a Consultant participates in an additional on call rota select yes in the section 'Does the Consultant participate in a 2<sup>nd</sup> on call rota'.

Complete the 'Type of Rota' and the 'Average Frequency of On Call' if applicable.

**You can note further details regarding the on-call rotas in Section 1 under comments.**

To save the details entered please ensure that you click 'Save & Exit' or 'Save & Proceed'. If you move between tabs without saving details entered will be lost.



Onk Practice Plan

Section 1 Section 2 Section 3 Section 4

**Section 2 - On Call Commitment**

**On Call Commitment Details**

Does this Consultant participate in an on call rota ? ☒ Yes ☐ No

Type of Rota: **General Medical** Average Frequency of On Call: **1:19**

Does this Consultant participate in a 2nd on call roster ? ☒ Yes ☐ No

Type of Rota: **--Select Item--** Average Frequency of On Call: **--Select Item--**

**PLEASE REMEMBER TO CLICK SAVE AFTER THE INFORMATION HAS BEEN UPDATED OTHERWISE CHANGES WILL BE LOST**

Save & Proceed Save & Exit Cancel Without Saving

## Section 3 – Weekly Schedules

The weekly schedule screen gives detailed guidance notes to the user.

Depending on the number of weeks in the cycle selected in section 1 the relevant number of weeks will appear in the 'Add Activity' section.

Users can remove a week by clicking on the 'Remove Week' button. Users can add a week by clicking on the 'Add Week' button. This will amend details regarding the number of weeks in the cycle in Section 1.

Work Practice Plan

Section 1 Section 2 Section 3 Section 4

### Section 3 - Weekly Schedules

**Guidance notes on completion**

- Please note the times for activities must be entered in hours or quarter hour / 15 minute blocks only.
- Practice Plan must total the hourly commitment to each Hospital / Employer.
- The total hourly commitment should not exceed the contract hours, which for a full time Consultant is 37 hours for holders of POCC 2023 and 2008 contract; 35 hours per week for holders of the 1997 contract, averaged over the Work Practice Plan cycle.
- The practice plan must clearly show the start and finish times for each entry.
- Teaching time should be included in the weekly commitment, it should be protected and there should be a minimum of 2 hours p/w for posts of 18.5 hours or above and a minimum of 1 hour p/w for posts less than 18.5 hours per week in cases where the post does not have academic sessions, averaged over the Work Practice Plan cycle.
- Hours of attendance should reflect times of patient related activity e.g. OPD, ward rounds etc.
- Please ensure the work practice plan aligns to the appropriate terms of the relevant contract held.

**Add Activity**

Day:  Week:  Clinical site:

From:  To:  Activity:

Week 1	Day	Start Time	End Time	Clinical Site	Activity	Activity Total	Remove Week
	Monday						
	Tuesday						
	Wednesday						
	Thursday						
	Friday						
	Saturday						
	Sunday						
Activity Total for All Sites :						0.00	

## Add an Activity to a Work Practice Plan

To add an activity select the Day, Week, Clinical Site, Time from, Time to and the activity. Click on the 'Add' button. The activity will save in the relevant week(s). You will have the option in the 'Week' section to set an activity to all weeks in the cycle or to individual weeks in the cycle. You will only be able to enter times in 15/30/45 minute or 1 hour intervals.

To expand an individual week click the down arrow beside the week title. To collapse a week click on the up arrow beside the week title.

Work Practice Plan

Section 1 Section 2 Section 3 Section 4

### Section 3 - Weekly Schedules

**Guidance notes on completion**

- Please note the times for activities must be entered in hours or quarter hour / 15 minute blocks only.
- Practice Plan must total the hourly commitment to each Hospital / Employer.
- The total hourly commitment should not exceed the contract hours, which for a full time Consultant is 37 hours for holders of POCC 2023 and 2008 contract; 35 hours per week for holders of the 1997 contract, averaged over the Work Practice Plan cycle.
- The practice plan must clearly show the start and finish times for each entry.
- Teaching time should be included in the weekly commitment, it should be protected and there should be a minimum of 2 hours p/w for posts of 18.5 hours or above and a minimum of 1 hour p/w for posts less than 18.5 hours per week in cases where the post does not have academic sessions, averaged over the Work Practice Plan cycle.
- Hours of attendance should reflect times of patient related activity e.g. OPD, ward rounds etc.
- Please ensure the work practice plan aligns to the appropriate terms of the relevant contract held.

**Add Activity**

Day:  Week:  Clinical site:

From:  To:  Activity:

Week 1	Start Time	End Time	Clinical Site	Activity	Activity Total	Remove Week
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						
Activity Total for All Sites :					0.00	

## Edit an Activity in a Work Practice Plan

To 'edit' individual activities from a week expand that week. Click on the 'Edit' button in the action column beside the entry to be edited.

Add Activity  
Day: --Select-- Week: All selected Clinical site: Beaumont Hospital  
From: 00:00 To: 00:00 Activity: --Select--  
Clear Add

Day	Start Time	End Time	Clinical Site	Activity	Activity Total	Remove Week Actions
Monday	08:00	13:00	Beaumont Hospital	Anaesthesia - ITU, ICU, & HDU	05:00	<span>Edit</span> <span>Delete</span>
Monday	14:00	16:00	Mater Misericordiae University Hospital	Case Conference	02:00	<span>Edit</span> <span>Delete</span>
Tuesday	08:00	16:00	Beaumont Hospital	Anaesthesia - ITU, ICU, & HDU	08:00	<span>Edit</span> <span>Delete</span>
Wednesday	08:00	10:00	Beaumont Hospital	Teaching / Training	02:00	<span>Edit</span> <span>Delete</span>
Wednesday	10:00	18:00	Beaumont Hospital	Anaesthesia - ITU, ICU, & HDU	08:00	<span>Edit</span> <span>Delete</span>
Thursday	08:00	13:00	Mater Misericordiae University Hospital	Intensive Care - ICU & HDU	05:00	<span>Edit</span> <span>Delete</span>
Friday	08:00	10:00	Beaumont Hospital	Administration / Dictation	02:00	<span>Edit</span> <span>Delete</span>
Friday	10:00	14:00	Beaumont Hospital	Anaesthesia - Pre and Post Op Pat	04:00	<span>Edit</span> <span>Delete</span>
Saturday	08:00	09:00	Beaumont Hospital	Test Title AN	01:00	<span>Edit</span> <span>Delete</span>
Sunday						
Activity Total for All Sites :					37:00	
Week 2						<span>Remove Week</span>
Week 3						<span>Remove Week</span>

Add Week

This will allow a user to update the 'from' and 'to' time of the activity. To update the day, the site or the activity type you must delete the entry and re-enter. Click on the save button to make changes.

Edit

Edit Activity  
Day: Monday  
From: 08:00 To: 13:00  
Clinical site: Beaumont Hospital Activity: Anaesthesia - ITU, IC  
Save



## Delete an Entry in a Work Practice Plan

To 'delete' individual activities from a week expand that week. Click on the delete button in the action column beside the entry to be deleted.

**Add Activity**

Day:  Week:  Clinical site:

From:  To:  Activity:

Week 1	Start Time	End Time	Clinical Site	Activity	Activity Total	Remove Week
Monday	08:00	13:00	Beaumont Hospital	Anaesthesia – ITU, ICU, & HDU	05:00	<a href="#">Edit</a> <a href="#">Delete</a>
Monday	14:00	16:00	Mater Misericordiae University Hospital	Case Conference	02:00	<a href="#">Edit</a> <a href="#">Delete</a>
Tuesday	08:00	16:00	Beaumont Hospital	Anaesthesia – ITU, ICU, & HDU	08:00	<a href="#">Edit</a> <a href="#">Delete</a>
Wednesday	08:00	10:00	Beaumont Hospital	Teaching / Training	02:00	<a href="#">Edit</a> <a href="#">Delete</a>
Wednesday	10:00	18:00	Beaumont Hospital	Anaesthesia – ITU, ICU, & HDU	08:00	<a href="#">Edit</a> <a href="#">Delete</a>
Thursday	08:00	13:00	Mater Misericordiae University Hospital	Intensive Care – ICU & HDU	05:00	<a href="#">Edit</a> <a href="#">Delete</a>
Friday	08:00	10:00	Beaumont Hospital	Administration / Dictation	02:00	<a href="#">Edit</a> <a href="#">Delete</a>
Friday	10:00	14:00	Beaumont Hospital	Anaesthesia – Pre and Post Op Pat	04:00	<a href="#">Edit</a> <a href="#">Delete</a>
Saturday	08:00	09:00	Beaumont Hospital	Test Title AN	01:00	<a href="#">Edit</a> <a href="#">Delete</a>
Sunday						
Activity Total for All Sites :					37:00	
Week 2						<a href="#">Remove Week</a>
Week 3						<a href="#">Remove Week</a>

The following screen will appear:

Are you sure you wish to delete this Activity from the selected week of the Practice Plan?

Click OK to delete the activity. Click cancel and the item will not be deleted. Once the practice plan hours are completed you can then proceed to sign off the Work Practice Plan by clicking the 'Save and Proceed' button.

Work Practice Plan

Section 1
Section 2
Section 3
Section 4

Section 3 - Weekly Schedules

**Guidance notes on completion**

- Please note the times for activities must be entered in hours or quarter hour / 15 minute blocks only.
- Practice Plan must total the hourly commitment to each Hospital / Employer.
- The total hourly commitment should not exceed the contract hours, which for a full time Consultant is 37 hours for holders of POCC 2023 and 2008 contract; 35 hours per week for holders of the 1997 contract, averaged over the Work Practice Plan cycle.
- The practice plan must clearly show the start and finish times for each entry.
- Teaching time should be included in the weekly commitment, it should be protected and there should be a minimum of 2 hours p/w for posts of 18.5 hours or above and a minimum of 1 hour p/w for posts less than 18.5 hours per week in cases where the post does not have academic sessions, averaged over the Work Practice Plan cycle.
- Hours of attendance should reflect times of patient related activity e.g. OPD, ward rounds etc.
- Please ensure the work practice plan aligns to the appropriate terms of the relevant contract held.

**Add Activity**

Day: --Select-- Week: All selected Clinical site: University Hospital Waterford

From: 00:00 To: 00:00 Activity: --Select--

Clear Add

Collapse Expand

Week 1 Remove Week

Add Week

Save & Proceed Save & Exit Cancel Without Saving

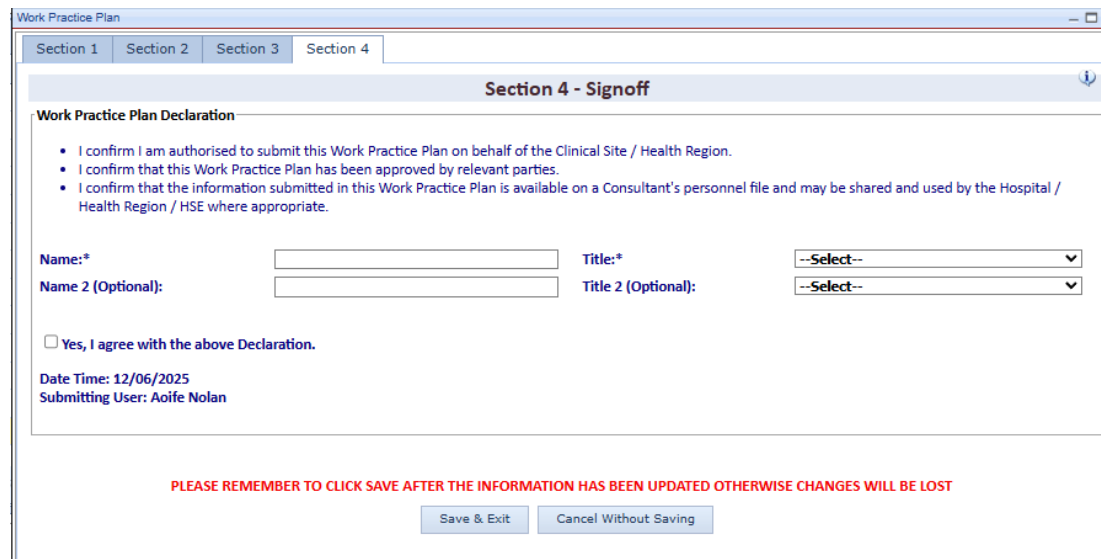
## Section 4 - Sign off of Work Practice Plan

To sign off a work practice plan proceed to Section 4. At least one signature and title is required to sign off. An additional signature and title can be added if required.

Check the box 'Yes, I agree with the above Declaration'.

Click the 'Save and Exit' button.

To exit without sign off click on the 'Cancel Without Saving' button.



The screenshot shows a web application window titled "Work Practice Plan". It has a tabbed interface with four tabs: "Section 1", "Section 2", "Section 3", and "Section 4". The "Section 4" tab is active, displaying the "Section 4 - Signoff" form. The form contains a "Work Practice Plan Declaration" section with three bullet points: "I confirm I am authorised to submit this Work Practice Plan on behalf of the Clinical Site / Health Region.", "I confirm that this Work Practice Plan has been approved by relevant parties.", and "I confirm that the information submitted in this Work Practice Plan is available on a Consultant's personnel file and may be shared and used by the Hospital / Health Region / HSE where appropriate." Below the declaration are two rows of input fields: "Name:\*" and "Title:\*" for the first sign-off, and "Name 2 (Optional):" and "Title 2 (Optional):" for a second sign-off. Each row has a text input field and a dropdown menu with "--Select--" and a downward arrow. Below these fields is a checkbox labeled "Yes, I agree with the above Declaration." At the bottom left, it shows "Date Time: 12/06/2025" and "Submitting User: Aoife Nolan". At the bottom center, there is a red warning message: "PLEASE REMEMBER TO CLICK SAVE AFTER THE INFORMATION HAS BEEN UPDATED OTHERWISE CHANGES WILL BE LOST". At the bottom right, there are two buttons: "Save & Exit" and "Cancel Without Saving".

## Section 3 – View / Edit a Work Practice Plan

### 3.1 View a Work Practice Plan

You can view a Consultant Work Practice Plan by searching for a Consultant as outlined in Section 1. If there is a signed off Work Practice Plan in place you will see the following screen, noting that the traffic light symbol in the status column is green and the text change in the WPP column

The screenshot displays the 'Doctors Integrated Management E-System (DIME)' interface. The top navigation bar includes the HE logo, NDTP logo, and system title. On the right, there are links for 'Change Password', 'phse.ie', and 'Log Out'. The left sidebar contains a 'Dashboard' menu with options like 'NCHD Post Matching', 'Consultant Post Matching', 'Posts', 'MPs', 'Reports', 'System Config', 'NER', 'E-Portfolio', 'CAP', 'CAAC', 'OH Module', 'Training Supports', 'CCERS', and 'Common'.

The main content area shows a search bar with fields for 'MC Ref #', 'Forename', 'Last Name', and 'Reg. Type' (set to 'Specialist Registration'). Below the search bar is a table with columns: '#', 'Forename', 'Last Name', 'Reg Type', 'Reg Stat', 'Post Ref', and 'Address'. A single row is visible for a consultant with 'Specialist Registration' status, 'Active' registration status, and 'Confirmed (Post ref: BEAU012345) [In Post]' post reference. A green traffic light icon is in the status column.

Below the table, there is a section for 'MP Details' and 'View Details'. It shows the consultant's name as 'Co Kildare', sex as 'Female', registration status as 'Active', and conditions attached as 'No'. The date of retirement is listed as '2035'.

At the bottom, there is an 'Assignments' table with columns: '#', 'Clinical Site', 'Post ref #', 'Tenure', 'Start Date in Post', 'End Date in Post', 'Status', 'Reg Status', 'Employment Status', 'Assignment WTE', 'Work Practice Plan', and 'WPP Status'. A single row is visible for a consultant at 'Hospital' with a 'Permanent' tenure, 'Confirmed' status, 'Active' registration status, 'In Post' employment status, and '1.00' assignment WTE. The 'Work Practice Plan' column shows a green traffic light icon, and the 'WPP Status' column shows a green traffic light icon.

To View the Work Practice Plan click on View/Edit and the following screen will appear:

Section 1
Section 2
Section 3
Section 4

### Section 1 - General Information

**Guidance notes on edition**

Please note a Work Practice Plan should only be edited to correct an error or to add in comments. If you wish to change the number of weeks in the Work Practice Plan cycle, add / remove activities or change the clinical site in which they take place you will need to create a new Work Practice Plan.

Download Work Practice Plan

**MP Details**

<b>IMC Reg Number</b>		<b>Name</b>	
<b>Medical Discipline</b>	Medicine	<b>Specialty</b>	Cardiology
<b>Sub-specialty</b>	Cardiology	<b>Post Title</b>	Consultant Cardiologist

**Assignment Details**

Clinical Site	Post Hours	Practice Plan Hours	Contract Type	Start Date in Post
Hospital,	30.00	30.00	Category 2	01/03/2024
	5.00	5.00	Category 2	01/03/2024

**General Work Practice Plan Information**

**Practice Plan Start Date:** 09/06/2025 **Number of Weeks in Cycle:** 2

**General Comments on WPP:** test

296 characters left

Save Details

PLEASE REMEMBER TO CLICK SAVE AFTER THE INFORMATION HAS BEEN UPDATED OTHERWISE CHANGES WILL BE LOST

Next Section
Close

You can click through each section to view details of the Work Practice Plan or you can click download Work Practice Plan which will download a PDF version of the plan to your computer's download folder.

**Consultant Work Practice Plan**

Name		IMC Reg Number	
Medical Discipline	Medicine	Specialty	Cardiology
Sub-specialty	Cardiology	Post Title	Consultant Cardiologist
Practice Plan Start Date	09/06/2025	Number of Weeks in Cycle	2

**Assignment Details**

Clinical Site	Post Hours	Practice Plan Hours	Contract Type	Start Date in Post
	30.00	30.00	Category 2	01/03/2024
	5.00	5.00	Category 2	01/03/2024

**On Call Commitment**

Type of On Call Rota 1	Frequency of On Call Rota 1	Type of On Call Rota 2	Frequency of On Call Rota 2
General Medical	1:19	Specialty Specific	1:10

**General Comments**

*(General information including details regarding on call commitment)*  
 test

Signed off on Behalf of	Submitting User	Date
Joe Bloggs, CEO	aoife nolan	11/06/2025

**Weekly Schedules:**

Week 1

Day	Start Time	End Time	Clinical Site	Activity	Activity Total
Monday	08:00	13:45	Beaumont Hospital	Out Patient Department	5.75
Tuesday	08:00	12:30	Beaumont Hospital	Theatre	4.50
Wednesday	08:00	12:00	Beaumont Hospital	Teaching / Training	4.00
Thursday	08:00	16:00	Beaumont Hospital	Radiology Interventional	8.00
Friday	08:00	14:00	Beaumont Hospital	Ward Rounds	6.00
Saturday	08:00	13:00	Beaumont Hospital	Out Patient Department	5.00
Sunday					
<b>Activity Total for All Sites:</b>					<b>33.25</b>

IMC Reg No. [REDACTED]

Page 1 of 2

Download date: 16/06/2025

Week 2

Day	Start Time	End Time	Clinical Site	Activity	Activity Total
Monday	08:00	13:15	Beaumont Hospital	Out Patient Department	5.25
Tuesday	08:00	15:30	Beaumont Hospital	Theatre	7.50
Wednesday	08:00	18:00	Our Lady of Lourdes Hospital, Drogheda	Out Patient Department	10.00

### 3.2 Edit a Work Practice Plan

It is important to note that a Work Practice Plan should only be edited to add in additional comments or to correct an error. If there is a change to a Consultant's work pattern or a change in activities and times etc. a new work practice plan should be generated.

To edit a work practice plan search for a Consultant in the usual way as outlined in Section 1. Click on Edit/View in the Work Practice Plan column.

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

Change Password | phse.ie | Log Out

Last Import: 31/03/2020 15:03:59

Dashboard | Assignments | View MP Details

MC Ref #: Forenames: Last Name: Reg. Type: Specialist Registration

Drag a column header here to group by that column

#	Forename	Last Name	Reg Type	Reg Stat	Post Ref	Address
			Specialist Registration	Active	Confirmed (Post ref: BEAU012345) [In Post]	Co Kildare

Page 1 of 1 (1 items)

MP Details | View Details

MC Reg #

Address: Co Kildare

Registration Type: Specialist Registration

Alias: --Not Set--

Date of retirement: 2035

Name: Female

Sex: Female

Registration Status: Active

Conditions Attached: No

Assignments

#	Clinical Site	Post ref #	Tenure	Start Date in Post	End Date in Post	Status	Reg Status	Employment Status	Assignment WTE	Work Practice Plan	WPP Status
<a href="#">View Details</a>	Hospital		Permanent	01/03/2024		Confirmed	Active	In Post	1.00	<a href="#">Add New</a> <a href="#">View/Edit</a>	✓

The following screen will appear:

ork Practice Plan

Section 1 Section 2 Section 3 Section 4

### Section 1 - General Information

[Download Work Practice Plan](#)

**Guidance notes on edition**

Please note a Work Practice Plan should only be edited to correct an error or to add in comments. If you wish to change the number of weeks in the Work Practice Plan cycle, add / remove activities or change the clinical site in which they take place you will need to create a new Work Practice Plan.

**MP Details**

<b>IMC Reg Number</b>	234740	<b>Name</b>	Jennifer Elizabeth Pugh
<b>Medical Discipline</b>	Medicine	<b>Specialty</b>	Cardiology
<b>Sub-specialty</b>	Cardiology	<b>Post Title</b>	Consultant Cardiologist

**Assignment Details**

Clinical Site	Post Hours	Practice Plan Hours	Contract Type	Start Date in Post
Beaumont Hospital	30.00	30.00	Category 2	01/03/2024
Our Lady of Lourdes Hospital, Drogheda	5.00	5.00	Category 2	01/03/2024

**General Work Practice Plan Information**

**Practice Plan Start Date:**  **Number of Weeks in Cycle:**

**General Comments on WPP:**   
296 characters left

[Save Details](#)

PLEASE REMEMBER TO CLICK SAVE AFTER THE INFORMATION HAS BEEN UPDATED OTHERWISE CHANGES WILL BE LOST

[Next Section](#) [Close](#)

Section 1 - users will be able to updated comments only. Users will not be able to update the start date or number of weeks in the cycle.

Click 'Save Details' button before moving to the next section.

Section 2 - users will be able to update on call details. Click 'Save Commitment Details' in order to save any changes.

Section 3 - users will be able to add new, edit and delete entries in the Work Practice Plan. Users will also be able to remove or add weeks in this section resulting in an update to Section 1 – number of weeks in cycle.

Section 4 – users will be able to update signoff information. Click ' Sign off Work Practice Plan' button in order to save any changes.



## Section 4 – Add a new Work Practice Plan when there is an existing Work Practice Plan in Place

### 4.1 Add a new Work Practice Plan

When there are changes to how a Consultant works a new work practice plan will be put in place. The system will keep a record of the previous work practice plan and while this data won't be visible on the user interface, it will be stored in the system for reporting purposes.

To create a new Work Practice Plan search for the Consultant as outlined in section 1.

The following screen appears and click on 'Add New'.

The screenshot displays the 'Doctors Integrated Management E-System (DIME)' interface. The top navigation bar includes the HSE and NDTP logos, the system name, and links for 'Change Password', 'Log Out', and 'Last Import: 31/03/2020 15:03:59'. The left sidebar contains a 'Dashboard' menu with options like 'NCHD Post Matching', 'Consultant Post Matching', 'Posts', 'MPs', 'Reports', 'System Config', 'NER', 'E-Portfolio', 'CAP', 'CAAC', 'OH Module', 'Training Supports', 'CCERS', and 'Common'. The main content area shows a search for 'Specialist Registration' with a table of results. Below the table, there is a section for 'MP Details' and 'Assignments'. The 'Assignments' table shows a single entry for a consultant at a hospital, with a 'Work Practice Plan' column that is highlighted by a red box. This column contains the text 'Add New' and 'View/Edit'.

#	Forename	Last Name	Reg Type	Reg Stat	Post Ref	Address
1			Specialist Registration	Active	Confirmed (Post ref: BEAU012345) [In Post]	Co Kildare

#	Clinical Site	Post ref #	Tenure	Start Date in Post	End Date in Post	Status	Reg Status	Employment Status	Assignment WTE	Work Practice Plan	WPP Status
1	Hospital		Permanent	01/08/2024		Confirmed	Active	In Post	1.00	Add New View/Edit	✓

The following screen appears and users can add the new work practice plan as outlined in section 1 of this guide. Please note that it is important that the 'Practice Plan Start Date' of the Work Practice Plan should accurately reflect the date that the new work practice plan commences. This is to ensure that date driven reports reflect the activities, dates and time accurately.

Work Practice Plan

Section 1
Section 2
Section 3
Section 4

### Section 1 - General Information

**MP Details**

<b>IMC Reg Number</b>	234740	<b>Name</b>	Jennifer Elizabeth Pugh
<b>Medical Discipline</b>	Medicine	<b>Specialty</b>	Cardiology
<b>Sub-specialty</b>	Cardiology	<b>Post Title</b>	Consultant Cardiologist

**Assignment Details**

Clinical Site	Post Hours	Practice Plan Hours	Contract Type	Start Date in Post
Beaumont Hospital	30.00	0.00	Category 2	01/03/2024
Our Lady of Lourdes Hospital, Drogheda	5.00	0.00	Category 2	01/03/2024

**General Work Practice Plan Information**

**Practice Plan Start Date:**

**Number of Weeks in Cycle:**

**General Comments on WPP:**

300 characters left

PLEASE REMEMBER TO CLICK SAVE AFTER THE INFORMATION HAS BEEN UPDATED OTHERWISE CHANGES WILL BE LOST

Save & Proceed
Save & Exit
Cancel Without Saving

## Section 5 – Work Practice Plan Status

### 5.1 Traffic Light Symbols

When the user searches for a Consultant there is a WPP status column. This gives the user a visual guide of the status of the Work Practice Plan on DIME.

MP Details [View Details](#)

MC Reg #

Address

Registration Type

Alias

Date of retirement

Specialist Registration

--Not Set--

2025

Name

Sex

Registration Status



Conditions Attached




Male

Active



No

Assignments

#	Clinical Site	Post ref #	Tenure	Start Date in Post	End Date in Post	Status	Reg Status	Employment Status	Assignment WTE	Work Practice Plan	WPP Status
<a href="#">View Details</a>			Permanent	06/07/1998		Confirmed	Active	In Post	 0.49	<a href="#">Add New</a>	

WPP Status Symbol	Explanation
	There is a signed off and up to date Work Practice Plan in Place
	There is a signed off Work Practice Plan in place but there is a discrepancy between the Practice Plan Hours and the Post Hours in the Assignment details in Section 1 of the Practice Plan
	There is no practice plan in place, or a new Work Practice Plan has been created but not yet signed off.

## Section 6 – Reports




NATIONAL  
DOCTORS  
TRAINING  
& PLANNING


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


**Dashboard**


NCHD Post Matching


Consultant Post Matching

  
Posts

  
MPs

  
Reports

  
System Config

Select Report:  

## 6.1 General Work Practice Plans Summary Report

To run the General Work Practice Plans Summary Report go to the Reports section in the Consultant Post Matching Module and in the 'Select Report' dropdown and select the item:

- General Work Practice Plan Summary Report

This report gives a summary of specific activities within the Work Practice Plans grouped by Clinical Site, based on weekly schedules that are/were in place in a week commencing on the selected Report Date.

The following filters are available for this report:

- Report Date – Select the date for which the user wants to run the report. A date that falls on Monday can only be selected, other days are disabled. The date selected here means that the report will include all the Consultants who have / had a signed off Work Practice Plan in place on the selected date. The Activity hours included in the report will be totals for the week that starts on the Report Date.
- Health Region –When Health Regions are selected here, the report will only include Consultants post-matched to the Clinical Sites that belong to the selected Health Regions.
- Clinical Site – If there are specific Health Regions selected in the 'Health Region' dropdown, the list narrows down to include only Clinical Sites that belong to the selected Health Regions. When Clinical Sites are selected here, the report will only include Consultants post-matched to the selected Clinical Sites.
- Medical Discipline – When Medical Disciplines are selected here, the report will only include Consultants within these selected Medical Disciplines.
- Specialty –If there are specific Medical Disciplines selected in the 'Medical Discipline' dropdown, the list narrows down to include only Specialties that belong to the selected Medical Disciplines. When Specialties are selected here, the report will only include Consultants within the selected Specialties.
- Sub-specialty – If there are specific Specialties selected in the 'Specialty' dropdown, the list narrows down to include only Sub-specialties that belong to the selected Specialties. When Sub-specialties are selected here, the report will only include Consultants within the selected Sub-specialties.
- Contract Type – When Contract Types are selected here, the report will only include Consultants who hold the selected Contract Types.

Select the report criteria and hit 'view report' button.

The output of this report is as follows:

- Clinical Site – this column outputs the name of the Clinical Site included in the report.
- Count (All) – this column outputs the total number of Consultants included in the report that have assignments in the listed Clinical Site.
- WTE – this column outputs the total WTE of Consultants included in the report that have assignments in the listed Clinical Site.
- Out Patient Department (Hours) – this column outputs the total number of hours of activities categorized as ‘Out Patient Department’ that are included in the Work Practice Plans weekly schedules of the Consultants included in the report that have assignments in the listed Clinical Site in the week commencing on the selected Report Date.
- Ward Rounds – this column outputs a total number of hours of activities categorized as ‘Ward Rounds’ that are included in the Work Practice Plans weekly schedules of the Consultants included in the report that have assignments in the listed Clinical Site in the week commencing on the selected Report Date.
- Theatre – this column outputs a total number of hours of activities categorized as ‘Theatre’ that are included in the Work Practice Plans weekly schedules of the Consultants included in the report that have assignments in the listed Clinical Site in the week commencing on the selected Report Date.
- Diagnostics – this column outputs a total number of hours of activities categorized as ‘Diagnostics’ that are included in the Work Practice Plans weekly schedules of the Consultants included in the report that have assignments in the listed Clinical Site in the week commencing on the selected Report Date.
- Other Clinical Activity – this column outputs a total number of hours of activities categorized as ‘Other Clinical Activity’ that are included in the Work Practice Plans weekly schedules of the Consultants included in the report that have assignments in the listed Clinical Site in the week commencing on the selected Report Date.
- Total Saturday Hours – this column outputs the total number of hours for all activities set for Saturday in the Work Practice Plans weekly schedules of the Consultants included in the report that have assignments in the listed Clinical Site in the week commencing on the selected Report Date.
- Saturday Hours Out Patient Department – this column outputs a total number of Saturday hours of activities whose ‘Category’ is ‘Out Patient Department’ that are included in the Work Practice Plans weekly schedules of the Consultants included in the report that have assignments in the listed Clinical Site in the week commencing on the selected Report Date.
- Saturday Hours Ward Rounds – this column outputs a total number of Saturday hours of activities whose ‘Category’ is ‘Ward Rounds’ that are included in the Work Practice Plans weekly schedules of the Consultants included in the report that have assignments in the listed Clinical Site in the week commencing on the selected Report Date.
- Saturday Hours Theatre – this column outputs a total number of Saturday hours of activities whose ‘Category’ is ‘Theatre’ that are included in the Work Practice Plans weekly schedules of the Consultants included in the report that have assignments in the listed Clinical Site in the week commencing on the selected Report Date.
- Saturday Hours Diagnostics – this column outputs a total number of Saturday hours of activities whose ‘Category’ is ‘Diagnostics’ that are included in the Work Practice Plans weekly schedules of the Consultants included in the report that have assignments in the listed Clinical Site in the week commencing on the selected Report Date.

- Saturday Hours Other Clinical Activity – this column outputs a total number of Saturday hours of activities whose ‘Category’ is ‘Other Clinical Activity’ that are included in the Work Practice Plans weekly schedules of the Consultants included in the report that have assignments in the listed Clinical Site in the week commencing on the selected Report Date.
- Sunday Hours – this column outputs the total number of hours for all activities set for Sunday in the Work Practice Plans weekly schedules of the Consultants included in the report that have assignments in the listed Clinical Site in the week commencing on the selected Report Date.
- Sunday Hours Out Patient Department – this column outputs a total number of Sunday hours of activities whose ‘Category’ is ‘Out Patient Department’ that are included in the Work Practice Plans weekly schedules of the Consultants included in the report that have assignments in the listed Clinical Site in the week commencing on the selected Report Date.
- Sunday Hours Ward Rounds – this column outputs a total number of Sunday hours of activities whose ‘Category’ is ‘Ward Rounds’ that are included in the Work Practice Plans weekly schedules of the Consultants included in the report that have assignments in the listed Clinical Site in the week commencing on the selected Report Date.
- Sunday Hours Theatre – this column outputs a total number of Sunday hours of activities whose ‘Category’ is ‘Theatre’ that are included in the Work Practice Plans weekly schedules of the Consultants included in the report that have assignments in the listed Clinical Site in the week commencing on the selected Report Date.
- Sunday Hours Diagnostics – this column outputs a total number of Sunday hours of activities whose ‘Category’ is ‘Diagnostics’ that are included in the Work Practice Plans weekly schedules of the Consultants included in the report that have assignments in the listed Clinical Site in the week commencing on the selected Report Date.
- Sunday Hours Other Clinical Activity – this column outputs a total number of Sunday hours of activities whose ‘Category’ is ‘Other Clinical Activity’ that are included in the Work Practice Plans weekly schedules of the Consultants included in the report that have assignments in the listed Clinical Site in the week commencing on the selected Report Date.
- Extended Hours (Mon-Fri) Total – this column outputs the total number of Monday to Friday hours for all activities in the Work Practice Plans weekly schedules of the Consultants included in the report that have assignments in the listed Clinical Site in the week commencing on the selected Report Date that fall between 6 p.m. and 10 p.m.
- Extended Hours (Mon-Fri) 6 – 8 p.m. – this column outputs the total number of Monday to Friday hours for all activities in the Work Practice Plans weekly schedules of the Consultants included in the report that have assignments in the listed Clinical Site in the week commencing on the selected Report Date that fall between 6 p.m. and 8 p.m.
- Extended Hours (Mon-Fri) 8 – 10 p.m. – this column outputs the total number of Monday to Friday hours for all activities in the Work Practice Plans weekly schedules of the Consultants included in the report that have assignments in the listed Clinical Site in the week commencing on the selected Report Date that fall between 8 p.m. and 10 p.m.
- Count of Consultants Working Saturday – this column includes the total number of Consultants assigned to the listed Clinical Site that work Saturday hours in the reported week.
- Count of Consultants Working Sunday – this column includes the total number of Consultants assigned to the listed Clinical Site that work Sunday hours in the reported week.
- Count of Consultants Working Extended Hours – this column includes the total number of Consultants assigned to the listed Clinical Site whose schedules include hours falling between 6 p.m. and 10 p.m. in the reported week.

## 6.2 Work Practice Plan Compliance Report

To run the Work Practice Plan Compliance Report go the Reports section in the Consultant Post Matching Module and in the 'Select Report' dropdown and select the item:

- Work Practice Plan Compliance Report

This report provides a calculation of the percentage of Consultants who have a signed off Work Practice Plan in place grouped by Clinical Site.

The following filters are available for this report:

- Report Date – Select the date for which the user wants to run the report. A date that falls on Monday can only be selected, other days are disabled. The date selected here means that the report will include all the Consultants who have / had a signed off Work Practice Plan in place on the selected date. The Activity hours included in the report will be totals for the week that starts on the Report Date.
- Health Region –When Health Regions are selected here, the report will only include Consultants post-matched to the Clinical Sites that belong to the selected Health Regions.
- Clinical Site – If there are specific Health Regions selected in the 'Health Region' dropdown, the list narrows down to include only Clinical Sites that belong to the selected Health Regions. When Clinical Sites are selected here, the report will only include Consultants post-matched to the selected Clinical Sites.
- Medical Discipline – When Medical Disciplines are selected here, the report will only include Consultants within these selected Medical Disciplines.
- Specialty –If there are specific Medical Disciplines selected in the 'Medical Discipline' dropdown, the list narrows down to include only Specialties that belong to the selected Medical Disciplines. When Specialties are selected here, the report will only include Consultants within the selected Specialties.
- Sub-specialty – If there are specific Specialties selected in the 'Specialty' dropdown, the list narrows down to include only Sub-specialties that belong to the selected Specialties. When Sub-specialties are selected here, the report will only include Consultants within the selected Sub-specialties.

Select the report criteria and hit 'view report' button.



The output of this report is as follows:

- Clinical Site – this column outputs the name of the Clinical Site included in the report.
- Number of Consultants Post-matched – this column outputs the total number of Consultants who are post-matched to the corresponding Clinical Site.
- Number of Consultants with Practice Plan – this column outputs the Number of Consultants post-matched to the corresponding Clinical Site that have a signed off Work Practice Plan in place on the Report Date.
- Compliance % - this column calculates the compliance percentage according to the following formula:

$$\text{Number of Consultants with Practice Plan} \times 100\% / \text{Number of Consultants Post-matched}$$

The last row on the report will output totals for Number of Consultants Post-matched and Consultants with Practice Plan and for the Compliance % column the total compliance will be calculated using the following formula:

$$\text{Total Number of Consultants with Practice Plan in All Clinical Sites} \times 100\% / \text{Total Number of Consultants Post-matched in All Clinical Sites}$$

### 6.3 Work Practice Plan Compliance by MP Report

To run the Work Practice Plan Compliance by MP Report go the Reports section in the Consultant Post Matching Module and in the 'Select Report' dropdown and select the item:

- Work Practice Plan Compliance by MP Report

This report provides information on individual Consultants and the status of their Work Practice Plan on DIME.

The following filters are available for this report:

- Report Date – Select the date for which the user wants to run the report. A date that falls on Monday can only be selected, other days are disabled. The date selected here means that the report will include all the Consultants who have / had a signed off Work Practice Plan in place on the selected date. The Activity hours included in the report will be totals for the week that starts on the Report Date.
- Health Region –When Health Regions are selected here, the report will only include Consultants post-matched to the Clinical Sites that belong to the selected Health Regions.
- Clinical Site – If there are specific Health Regions selected in the 'Health Region' dropdown, the list narrows down to include only Clinical Sites that belong to the selected Health Regions. When Clinical Sites are selected here, the report will only include Consultants post-matched to the selected Clinical Sites.
- Medical Discipline – When Medical Disciplines are selected here, the report will only include Consultants within these selected Medical Disciplines.
- Specialty –If there are specific Medical Disciplines selected in the 'Medical Discipline' dropdown, the list narrows down to include only Specialties that belong to the selected Medical Disciplines. When Specialties are selected here, the report will only include Consultants within the selected Specialties.
- Sub-specialty – If there are specific Specialties selected in the 'Specialty' dropdown, the list narrows down to include only Sub-specialties that belong to the selected Specialties. When Sub-specialties are selected here, the report will only include Consultants within the selected Sub-specialties.

Select the report criteria and hit 'view report' button.

The output of this report is as follows:

- Clinical Site – this column outputs the name of the Clinical Site included in the report.
- Health Region – this column outputs the Health Region to which the listed Clinical Site belongs.
- Surname – this column outputs the Last Name of the Consultant post-matched to the listed Clinical Site.
- Forename – this column outputs the First Name of the Consultant post-matched to the listed Clinical Site.
- MC Ref. No – this column outputs the Consultant's IMC registration number..

- Post Title – this column displays the post title as saved in ‘Post Title’ field in Details 1 section of the post associated with the Consultant’s assignment.
- Medical Discipline – this column outputs the Consultant’s Medical Discipline associated with the assignment in the listed Clinical Site.
- Specialty – this column outputs the Consultant's Specialty associated with the assignment in the listed Clinical Site.
- Sub-specialty - this column outputs the Sub-specialty associated with the assignment in the listed Clinical Site.
- Contract Type - this column outputs the Contract Type associated with the assignment in the listed Clinical Site.
- Tenure - this column outputs the Tenure associated with the assignment in the listed Clinical Site.
- WTE - this column outputs the WTE associated with the assignment in the listed Clinical Site.
- Work Practice Plan – this column is color-coded and displays the following values:
  - Yes – a field shaded green if the listed Consultant has/had a signed-off Practice Plan in place on the report date.
  - Requires Update – a field shaded amber if the listed Consultant has a signed-off Practice Plan in place on the report date but there is a discrepancy between Post Hours and Practice Plan Hours.
  - No – a field shaded red if the listed Consultant does not have / did not have a signed-off Practice Plan in place on the report date.