# 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)

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.

<u>System Access Request Forms</u> 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 <u>dime.team@hse.ie</u>

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

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



# 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:



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:



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Dashboard	🙎 Assignments 🔒	View MP Details					Last in	nport: 31/03/2020 15:03:59 🖖
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E-Portfolio	1			Specialist Registration	Active	Not Set-		0
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Training Supports	Page 1 of 26 (509 its	ems) () 1 2 3 4 5 6 7	24 25 26 🕑					
CCERS					Nothing Selected			
Common								
	1							

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':

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Dashboard	Antipresents	🚊 Va- 107 (	warts										Last imports 21/1	N 2000 13-03-09 *
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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.

	Doctor	rs Integ	rated Manage	ment E-Sy	/stem (DIN	ЛE)						Change.	Password   16	ijhselie   🕀 <u>Log Out</u>
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												L		



#### The following screen appears:

ork Practice Plan					- 🗆
Section 1 Section 2 S	Section 3 Section 4				
		Section 1 - General In	formation		
MP Details					
IMC Reg Number		Name			
Medical Discipline Surgery		Specialty			
Sub-specialty Ophthali	mic Surgery	Post Title			
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 In Practice Plan Start Date:	dd/MM/yyyy	• Num	ber of Weeks in Cycle:	-Select Item 💙	
General Comments on WPP:					
	300 characters left				
PLEASE F	REMEMBER TO CLICK SAVE	AFTER THE INFORMATION HAS B	EEN UPDATED OTHERWISE CH	ANGES 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. <u>You should note specific</u> <u>details relating to the types of on call rotas that the consultant participates on in this section.</u>

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.

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Section 1 Section 2 Sect	tion 3 Section 4				
	Sec	tion 1 - Gene	ral Information		
MP Details					
IMC Reg Numb		N	ame		
Medical Discipline Surgery		Sp	pecialty General Surge	ery	
Sub-specialty General Surg	gery	Po	ost Title Consultant G	eneral 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 Infor	mation				
Practice Plan Start Date:	dd/MM/yyyy		Number of Weeks in Cycle:	Select Item V	
General Comments on WPP:					¬
	300 characters left				

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





#### Section 2 – On Call Commitment.

Work Practice Plan						– 🗆 ×
Section 1 Section 2	Section 3 Sec	tion 4				
		Section	n 2 - On Call C	ommitment		Φ
On Call Commitment Deta	ails					
Does this Consultant part	icipate in an on call r	ota ? 🔿 Yes 🖲 No				
PLEA	SE REMEMBER TO C	LICK SAVE AFTER THE I	NFORMATION 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:

Vork Practice Plar	n							- 🗆 י
Section 1	Section 2	Section 3	Section 4					
				Sectio	on 2 - On Call (	Commitment		Φ
On Call Com Does this Co Ty Does this Co	mitment Deta nsultant parti pe of Rota: nsultant parti	ils cipate in an or Sel cipate in a 2nd	n call rota ? ( lect Item d on call roste	) Yes ○ No ▼ ? ○ Yes ® N	Average Frequen	cy of On Call:Select Ite	:m ♥	
	PLEAS	SE REMEMBEI	R TO CLICK SA	<b>/E AFTER THE</b> e & Proceed	INFORMATION HA	S BEEN UPDATED OTHERW Cancel Without Saving	ISE CHANGES WILL BE LOS	5T



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.

ork Practice Plan						- 🗆 י
Section 1 Section 2	Section 3 Sec	tion 4				
		Sectio	on 2 - On Call	Commitment		Φ
On Call Commitment De	tails					
Does this Consultant par	ticipate in an on call r	ota? 🖲 Yes 🔿 No				
Type of Rota:	General M	edical 🗸	Average Frequen	cy of On Call: 1:19	~	]
Does this Consultant pa	ticipate in a 2nd on ca	III roster? 🖲 Yes 🔿 N	No			
Type of Rota:	Select It	em 🗸	Average Frequen	cy of On Call:Sele	ct Item 🗸	]
PLE	ASE REMEMBER TO C	LICK SAVE AFTER THE	INFORMATION HA	S BEEN UPDATED OTH	ERWISE CHANGES W	LL BE LOST
		Save & Proceed	Save & Exit	Cancel Without S	aving	



#### 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.

Practice P	ian i		_						
ection 1	Section 2	Section 3	Sect	ion 4					
				Sec	tion 3	- Weekly Sc	nedules		4
idance r	notes on comple	tion							
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#### 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.

	A Cartin 2	Casting		No. 4					
ection	1 Section 2	Section 3	3 Sec	tion 4					
				Sec	tion 3	- Weekly Sc	hedules		
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• • • • •	Please note the time Practice Plan must to the total hourly com hours per week for h The practice plan mu Feaching time should sbove and a minimu Practice Plan cycle. Hours of attendance Please ensure the w	s for activi ital the hoi imitment s iolders of t ist clearly s i be includ m of 1 hou should ref ork practio	ties must urly com hould no he 1997 how the ed in the r p/w for lect time e plan alig	be entered in hou nitment to each Ho t exceed the contra- contract, averaged start and finish tim weekly commitme posts less than 18 s of patient related gns to the appropri	s or quart ispital / Er ict hours, i over the V ies for eac nt, it shou .5 hours p activity e ate terms	ter hour / 15 min mployer. which for a full ti Nork Practice Pla h entry. Id be protected a er week in cases .g. OPD, ward rou of the relevant c	ute blocks only. me Consultant is 37 hours for hold n cycle. and there should be a minimum of where the post does not have acai unds etc. ontract held.	lers of POCC 2023 an 2 hours p/w for post demic sessions, avera	d 2008 contract; s of 18.5 hours o sged over the Wi
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Tuesd Wedn Thurs Friday Satur Sunda	esday day / day W						Activity Total for All Sites :	.00	



#### Edit an Activity in a Work Practice Plan

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

Add Act	tivity —											
Day:	Select	t	~	Week:	All selected	٣	Clinica	l site:	Bea	umont Hospital		~
From:	00:00		¢	То:	00:00	÷	Activit	y:	<b>Se</b>	lect		~
							Clear	Add				
Was	Jr 1											Ramova Week
Day		Start Time	End	d Time	Clinical Site					Activity	Activity Total	Actions
Monda	y	08:00	13:	00	Beaumont Hospit	al				Anaesthesia – ITU, ICU, & HDU	05:00	Edit Delete
Monda	ay	14:00	16:	00	Mater Misericordi	ae Uni	versity Hos	pital		Case Conference	02:00	Edit Delete
Tuesda	ау	08:00	16:	00	Beaumont Hospit	al				Anaesthesia – ITU, ICU, & HDU	08:00	Edit Delete
Wedne	esday	08:00	10:	00	Beaumont Hospit	al				Teaching / Training	02:00	Edit Delete
Wedne	esday	10:00	18:	00	Beaumont Hospit	al				Anaesthesia – ITU, ICU, & HDU	08:00	Edit Delete
Thurso	day	08:00	13:	00	Mater Misericordi	ae Uni	versity Hos	pital		Intensive Care - ICU & HDU	05:00	Edit Delete
Friday		08:00	10:	00	Beaumont Hospit	al				Administration / Dictation	02:00	Edit Delete
Friday		10:00	14:	00	Beaumont Hospit	al				Anaesthesia – Pre and Post Op P	at04:00	Edit Delete
Sature	day	08:00	09:	00	Beaumont Hospit	al				Test Title AN	01:00	Edit Delete
Sunda	У											
										Activity Total for All Sites :	37:00	
↓ Wee	ek 2											Remove Week
↓ Wee	ek 3											Remove Week
												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					23
Edit Act Day: From: Clinical site:	Monday     V       08:00     .       Beaumont Hospital     V	To: Activity:	13:00 : Anaesthesia – ITU, I(ヤ	Ū.	
		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 Ac	tivity —											
Day:	Selec	t	~	Week:	All selected	٣	] Clinic	al site:	Beaumont Hospital		~	
From:	00:00		\$	То:	00:00	¢	Activ	ity:	Select		~	
						[	Clear	Add				
~ We	ek 1										Remove We	<u>ek</u>
Day		Start Time	End	Time	Clinical Site				Activity	Activity Total	Actions	
Monda	ау	08:00	13:	00	Beaumont Hospita	al			Anaesthesia – ITU, ICU, & HDU	05:00	Edit Delete	
Monda	ау	14:00	16:	00	Mater Misericordia	e Un	iversity Ho	spital	Case Conference	02:00	Edit Delete	_
Tuesd	ay	08:00	16:	00	Beaumont Hospit	al			Anaesthesia – ITU, ICU, & HDU	08:00	Edit Delete	
Wedn	esday	08:00	10:	00	Beaumont Hospit	al			Teaching / Training	02:00	Edit Delete	
Wedn	esday	10:00	18:	00	Beaumont Hospit	al 🛛			Anaesthesia – ITU, ICU, & HDU	08:00	Edit Delete	_
Thurs	day	08:00	13:	00	Mater Misericordia	e Uni	iversity Ho	spital	Intensive Care - ICU & HDU	05:00	Edit Delete	_
Friday	1	08:00	10:	00	Beaumont Hospit	al 🛛			Administration / Dictation	02:00	Edit Delete	_
Friday	1	10:00	14:	00	Beaumont Hospit	al			Anaesthesia – Pre and Post Op P	at04:00	Edit Delete	
Satur	day	08:00	09:	00	Beaumont Hospit	al			Test Title AN	01:00	Edit Delete	
Sunda	ау											_
									Activity Total for All Sites :	37:00		
v We	ek 2										Remove Wee	<u>ek</u>
v We	ek 3										Remove Wee	<u>ek</u>
											Add Week	c

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.



ection	n 1 Section 2	Section 3	8 Sect	ion 4						
										đ
					Section	3 - Weekly	Schedules			-4
uidan	ce notes on com	pletion								
	Please note the ti	mes for activit	ties must l	be entered	in hours or qu	arter hour / 15 mi	nute blocks only.			
	The total hourly c	ommitment s	hould not	exceed the	contract hour	s, which for a full	time Consultant is 37 hours	for holders of POCC :	2023 and 2008 cont	ract: 35
	hours per week fo	or holders of t	he 1997 c	ontract, ave	raged over the	e Work Practice Pl	an cycle.			
• 1	The practice plan	must clearly s	how the s	tart and fin	ish times for e	ach entry.		(0)		
•	leacning time sho above and a minir	mum of 1 hou	ed in the v r p/w for i	veekiy com	mitment, it sh han 18 5 hours	ould be protected	and there should be a mini where the nost does not h	mum of 2 hours p/w ave academic session	for posts of 18.5 no	e Work
	Practice Plan cycle	e.				per meen in cuse.	since the post does not in	are academic session	is, are aged over an	
• 1	Hours of attendar	nce should ref	lect times	of patient r	elated activity	e.g. OPD, ward ro	ounds etc.			
•	Please ensure the	work practice	e plan alig	ns to the ap	propriate terr	ns of the relevant	contract held.			
ld Ac	tivity									
id Ac ıy:	tivity Select	~	Week:	All select	ted v	Clinical site	University Hospital V	Vaterford	•	
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#### 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.

N	Vork Practice Plan					
	Section 1 Section 2 Section	3 Section 4				
			Sectio	on 4 - Signoff		0
	Work Practice Plan Declaration					
	<ul> <li>I confirm I am authorised to su</li> <li>I confirm that this Work Practiv</li> <li>I confirm that the information Health Region / HSE where applied</li> </ul>	Ibmit this Work Pr ce Plan has been a submitted in this ' propriate.	actice Plan on behalf of t pproved by relevant part Work Practice Plan is avai	he Clinical Site / Health Region. ies. lable on a Consultant's personnel file	and may be shared and used by the Hospital ,	(
	Name:*			Title:*	Select	~
	Name 2 (Optional):			Title 2 (Optional):	Select	~
	☐ Yes, I agree with the above Deck Date Time: 12/06/2025 Submitting User: Aoife Nolan	aration.				
	PLEASE REMEN	IBER TO CLICK SA	VE AFTER THE INFORM/	TION HAS BEEN UPDATED OTHERW Cancel Without Saving	ISE CHANGES WILL BE LOST	



## 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

	Docto	ors In	tegrated N	lanagement E	-System (D	DIME)						Change I	Password	Phse.ie 🛛 🛨 Log Out
Dashboard	Assignment	ta 🚨 Vi	ew MP Details										Last Import:	31/03/2020 15:03:59 🖖
NCHD Post Matching	MC Ref #:	_	Forename:	Last Nam	н	Reg. Type:								
Consultant Post Matching		Q				Specialist Registration	<b>▼</b> 3, <b>¥</b>							
Pa	Drag a column h	header here	to group by that colur	nn -										
Posts		F	Forename	Last Name		Reg Type		Reg Stat		Post Ref		Address		
2010						Specialist Registration		Active		Confirmed (Post ref: BEAU012345) [In Post]		Co Kildare		• <b>O</b>
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Training Supports	Page 1 of 1 (	1 items) 🤅	0 1 0											
CCERS	MP Details Vie	w Details												
Common	MC Reg #							Name						
	Address		Co Kile	lare				Sex		Female				
	Registration Typ	pe	Specia	list Registration				Registration Status		Active				
	Allas Date of retirem	ent	2035	MI-				Conditions Attached		NO				
	Assignments													
		<b>Clinical Site</b>	•	Post ref # 1	nure St	art Date in Post	End Date in Post	Status	Reg Status	Employment Status	As	signment WTE	Work Practice Plan	WPP Status
	View Details		Hospital	P	rmanent 01	/03/2024		Confirmed	Active	In Post	2 10	20	Add New View/Edit	0



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

Vork Practice Plan								- 🗆 🤉
Section 1 Sectio	n 2 Sect	ion 3 Section 4						
			Section 1 - Ger	eral Information	on			
Guidance notes of Please note a Wor the Work Practice Practice Plan.	n edition k Practice I Plan cycle,	Plan should only b add / remove act	be edited to correct an err tivities or change the clini	or or to add in cor cal site in which th	nments. If you v ey take place yo	vish to chan ou will need	wnload Work Practi ge the number of to create a new	ce Plan of weeks in Work
MP Details								
IMC Reg Number				Name				
Medical Discipline	Medicine			Specialty	cardiology			
Sub-specialty	Cardiology			Post Title	Consultant Cardiol	logist		
Assignment Details								
Clinical Site		Post Hours	Practice Plan Hou	irs Co	ntract Type		Start Date in Post	
Hosp	pital,	5.00	5.00	Ca	tegory 2		01/03/2024	
General Work Practic	e Plan Infor	mation						,
Practice Plan Start Da	ate:	09/06/2025	*	Number of Wee	ks in Cycle:	2	~	
General Comments o	on WPP:	test						
		296 characters left						
							Sav	e Details
PLEASE REMEME	BER TO CLICI	K SAVE AFTER THE I	NFORMATION HAS BEEN UP	PDATED OTHERWISE	CHANGES WILL B	E 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.

iame fedical Discipline						IGII		
edical Discipline				IMC Reg N	lumber			
ub-specialty	Me	dicine		Specialty			Cart	diology
	Ca	rdiology		Post Title			Con	sultant Cardiologist
Practice Plan Start D	ate 09	06/2025		Number of	Weeks	in Cycle	2	
			Assignm	ent Detai	Is			
linical Site	Post Ho	urs.	Practice F	Man Hours	Contra	act Type		Start Date in Post
	30.00		30.00		Catego	ary 2	_	01/03/2024
-	5.00		5.00		Catego	ory 2		01/03/2024
			in Call C	ommitme	nt			
ype of On Call Rota 1	Fre	equency of On	Call Rota 1	Type of On	Call Rota	12	Freq	uency of On Call Rota
seneral Medical	1:1	9		specialty s	pecific		1:10	,
est					_			
igned off on Behalf	of	Subm	itting User			Date		
oe Bloggs, CEO		aoife r	solan			11/06/20	25	
Veek 1	itert Time	End	Terra	Clinical Si	10	Activity		Activity Total
Ang a standary C	18:00	13:45	ime	Beaumont	10	Out Pate	ent.	5.75
		(0.00		Hospital		Departm	ent	1.00
Uesday 0	18:00	12.30		Hospital		Theatre		4.50
Vednesday 0	00:80	12:00		Beaumont Hospital		Teaching Training	g/ 4.00	
hursday 0	8:00	16:00		Beaumont	_	Radiolog	y	8.00
riday 0	8:00	14:00		Beaumont		Ward Ro	unds	6.00
Saturday 0	8:00	13:00		Beaumont		Out Patie	ant	5.00
				Hospital		Departm	ent	
hundaur								1
lunday								



#### 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.

	Docto	ors Int	egrated	Managemer	t E-System	(DIME)						Change Pa	assword   P	ihse.ie   🕀 Log Out
Dashboard	Assignment	ts 🔒 Vie	nv MP Details										Last Import: 31/	03/2020 15:03:59 🖖
NCHD Post Matching	MC Ref #:	_	Forename	: Las	Name:	Reg. Type:								
Consultant Post Matching				][		Specialist Registration	▶ 3, ₩							
Con.	Drag a column	header here	to group by that o	column										
<b>E4</b>		R	rename	Last	Name	Reg Type		Reg Stat	Pos	st Ref		Address		
Posts						Specialist Registratio	•	Active	Co	nfirmed (Post ref: BEAU012345) [In Post]		Co Kildare		<ul> <li>A</li> </ul>
<b>1</b>														
MPs														
88														
Reports														
-														
System Config														
NER														
E-Portfolio														
CAP														
CAAC														
OH Module														*
Training Supports	Page 1 of 1	(1 items) 🤇	10											
CCERS	MP Details Vi	ew Details												
Common	MC Reg #							Name						
	Address		(	lo Kildare				Sex		Female				
	Registration Ty	pe	5	pecialist Registration				Registration Status		Active				
	Alias			-Not Set-				Conditions Attached		No				
	Assignments	Net IX										_		
		<b>Clinical Site</b>		Post ref #	Tenure	Start Date in Post	End Date in Post	Status	Reg Status	Employment Status	Assignment	WTE	Work Practice Plan	WPP Status
	Vew Details		lospital		Permanent	01/03/2024		Confirmed	Active	in Post	2 1.00		Add.New	0
	120.000										•		Yew/5d3	
												L		



#### The following screen will appear:

Section 1 Secti	on 2 Se	ection 3 Section 4	4		
			Section 1 - Gene	eral Information	
					Download Work Practice Plan
Suidance notes	on edition				
Please note a Wo	ork Practic	e Plan should only I	be edited to correct an erro	or or to add in comments. If yo	ou wish to change the number of weeks in
the Work Practic	e Plan cyc	le, add / remove ac	tivities or change the clinica	al site in which they take place	you will need to create a new Work
Practice Plan.				a three and the design of the second	
AP Details					
MC Reg Number	234740			Jame Jennifer Elizab	beth Pugh
Aedical Discipline	Medicine		s	pecialty Cardiology	
ub-specialty	Cardiolog	Y	P	Post Title Consultant Car	rdiologist
Assignment Details					
linical Site		Post Hours	Practice Plan Hours	s Contract Type	Start Date in Post
eaumont Hospital	saltal	30.00	30.00	Category 2	01/03/2024
rogheda	spital,	5.00	5.00	Category 2	01/03/2024
ieneral Work Pract	ice Plan Inf	ormation			
Practice Plan Start D	Date:	09/06/2025	(m)	Number of Weeks in Cycle:	2 ~
General Comments	on WPP:	test			
		(323)87)			
		296 characters left			
					Save Details

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 Plan

#### 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'.

	Docto	ors Inte	grated M	anagement	E-System	(DIME)					Change	Password   P	hselie   🕀 Log Out
Dashboard	Assignmen	ts 🔒 View !	HP Details									Last Import: 31/6	03/2020 15:03:59 🖖
NCHD Post Matching	MC Ref #:		Forename:	Last Na	mei	Reg. Type:							
Consultant Post Matching		<u> </u>				Specialist Registration	<b>→</b> 3, 💥						
~	Drag a column	header here to p	proup by that column	•									
<b>1</b>		Forer	name.	Last Nam	14	Reg Type		Reg Stat	Post	Raf	Address		
Posts						Specialist Registration	1	Active	Con	firmed (Post ref: BEAU012345) [In Post]	Co Kildare		~ O
<b>i</b>													
MPs													
88													
Reports													
Pa													
System Confin													
NER													
E-Portfolio													
C40													
CMC .													
OH Module													
Training Supports	Page 1 of 1	(1 items)											
CCERS	MP Details Vie	w Details											
Common	MC Reg #							Name		A sector			
	Address		Co Kilda	re A Registration				Sex		Female			
	Aller	pe	-Not Se	at negativeton				Registration Status		No			
	Date of retirem	went	2035					Construction Planting					
	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
	Vew Details	Hosp	ital		Permanent	01/03/2024		Confirmed	Active	In Post	2 1.00	Add.New View/Eds	0
												1	



The following screen appears and users can add the new work practice plan as outlined in section 1 of this guide. Please note that 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.

Vork Practice Plan										- 🗆 י
Section 1 Section	2 Sed	tion 3 Section	m 4							
			Sect	ion 1 - Ge	eneral I	nformati	on			
MP Details										
IMC Reg Number	234740				Name		Jennifer Elizab	eth Pugh		
Medical Discipline	Medicine				Specialt	y	Cardiology			
Sub-specialty	Cardiology				Post Tit	le	Consultant Ca	rdiologist		
Assignment Details										
Clinical Site		Post Hours		Practice Plan H	lours	C	ontract Type		Start Date in Post	
Beaumont Hospital		30.00		0.00		Ca	ategory 2		01/03/2024	
Our Lady of Lourdes Hospi Drogheda	ital,	5.00		0.00		Ca	ategory 2		01/03/2024	
General Work Practice	Plan Infor	mation		_						
Practice Plan Start Dat	te:	dd/MM/yyyy	*		Nur	nber of Wee	ks in Cycle:	Select It	tem 🗸	
General Comments or	WPP:									
		300 characters left								
P	LEASE REN	MEMBER TO CLIC	K SAVE AFTER TH	IE INFORMA	TION HAS	BEEN UPDA	TED OTHERWI	SE CHANGES W	/ILL BE LOST	
			Save & Proceed	Save	& Exit	Cancel W	ithout 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 Vie	nv Details												_		
MC Reg #						Name									
Address						Sex		Male							
Registration Ty	pe	Specialist Registration				Registrat	on Status	Active							
Alias		Not Set				Condition	is Attached	No							
Date of retirem	pent	2025													_
Assignments										_					
*	Clinical Site		Post ref #	Tenure	Start Date in Post	End Date in Post	Status	Reg Status	Employment Status		Assignment WTE	Work Practice Plan	W	/PP Status	
View Details				Permanent	06/07/1998		Confirmed	Active	In Post	0	0.49	Add New	•	3	

WPP Status Symbol	Explanation
0	There is a signed off and up to date Work Practice Plan in Place
9	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
8	There is no practice plan in place, or a new Work Practice Plan has been created but not yet signed off.



# Section 6 – Reports



#### 6.1 Individual Work Practice Plan Report

To run an Individual 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:

• Individual Work Practice Plan Report

This is the report that gives a summary of specific activities within the signed off Work Practice Plans of individual Consultants based on weekly schedules that are/were in place in a week commencing on the selected Report Date. Therefore the report will only run when a Monday is selected as the '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 postmatched 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:

- Surname this column displays the Consultant's last name
- Forename this column displays the Consultant's first name
- MC Ref. Number this column displays the Consultant's reference number as saved in 'MC Reg #' field in MP Details in Consultant Post Matching MPs.
- 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.
- Health Region this column displays the Health Region for the Consultant's Principal Clinical Site.
- Principal Clinical Site this column displays the Consultant's Principal Clinical Site associated with the Consultant's current assignment.
- Principal Clinical Site Hours this column displays assignment hours associated with the Consultant's current assignment in the Principal Clinical Site, as set in the 'Approved Working Hours' field in 'Match MP to Post'.
- Other Clinical Site 1 this column displays the Consultant's secondary Clinical Site associated with the Consultant's current assignment. If there is none, the column outputs as blank.
- Other Clinical Site 1 Hours this column displays assignment hours associated with the Consultant's current assignment in the Other Clinical Site 1, as set in the 'Approved Working Hours' field in 'Match MP to Post'. If there are none, the column outputs as blank.



- Other Clinical Site 2 this column displays the Consultant's third Clinical Site associated with the Consultant's current assignment. If there is none, the column outputs as blank.
- Other Clinical Site 2 Hours this column displays assignment hours associated with the Consultant's current assignment in the Other Clinical Site 2, as set in the 'Approved Working Hours' field in 'Match MP to Post'. If there are none, the column outputs as blank.
- Other Clinical Site 3 this column displays the Consultant's fourth Clinical Site associated with the Consultant's current assignment. If there is none, the column outputs as blank.
- Other Clinical Site 3 Hours this this column displays assignment hours associated with the Consultant's current assignment in the Other Clinical Site 3, as set in the 'Approved Working Hours' field in 'Match MP to Post'. If there are none, the column outputs as blank.
- Other Clinical Site 4 this column displays the Consultant's fifth Clinical Site associated with the Consultant's current assignment. If there is none, the column outputs as blank.
- Other Clinical Site 4 Hours this this column displays assignment hours associated with the Consultant's current assignment in the Other Clinical Site 4, as set in the 'Approved Working Hours' field in 'Match MP to Post'. If there are none, the column outputs as blank.
- Medical Discipline this column displays the Medical Discipline associated with the Consultant's current assignment as set in the 'Discipline' field in the Assignment Details in Consultant Post Matching MPs.
- Specialty this column displays the Specialty associated with the Consultant's current assignment as set in the 'Specialty' field in the Assignment Details in Consultant Post Matching MPs.
- Sub-specialty this column displays the Sub-specialty associated with the Consultant's current assignment as set the 'Sub-specialty' field in the Assignment Details in Consultant Post Matching MPs.
- Contract Type this column displays the Contract Type associated with the Consultant's current assignment as set in the 'Contract Type' field in the Assignment Details in Consultant Post Matching MPs.
- Tenure this column displays the Tenure associated with the Consultant's current assignment as set in the 'Tenure' field in the Assignment Details in Consultant Post Matching MPs.
- WTE this column displays the WTE associated with the Consultant's current assignment as set in the 'Assignment WTE' field in the Assignment Details in Consultant Post Matching MPs.
- Out Patient Department this column outputs a total number of hours of activities whose 'Category' is 'Out Patient Department' that are included in the Consultant's Work Practice Plan weekly schedule in the week commencing on the selected Report Date.
- Ward Rounds this column outputs a total number of hours of activities whose 'Category' is 'Ward Rounds' that are included in the Consultant's Work Practice Plan weekly schedule in the week commencing on the selected Report Date.
- Theatre this column outputs a total number of hours of activities whose 'Category' is 'Theatre' that are included in the Consultant's Work Practice Plan weekly schedule in the week commencing on the selected Report Date.
- Diagnostics this column outputs a total number of hours of activities whose "Category' is 'Diagnostics' that are included in the Consultant's Work Practice Plan weekly schedule in the week commencing on the selected Report Date.
- Other Clinical Activity this column outputs a total number of hours of activities whose 'Category' is 'Other Clinical Activity' that are included in the Consultant's Work Practice Plan weekly schedule in the week commencing on the selected Report Date.
- On Call this column outputs 'Yes' or 'No' values depending on the value saved in 'Does this Consultant participate in an on call rota?' radio buttons set in Section 2 of the Work Practice Plan.



- On Call Frequency (Primary Rota) this column outputs the on call commitment frequency as saved in 'Frequency of On Call' dropdown in Section 2 of the Work Practice Plan.
- On Call Frequency (Secondary Rota) this column outputs the on call commitment frequency as saved in the second 'Frequency of On Call' dropdown in Section 2 of the Work Practice Plan.
- Total Saturday Hours this column outputs the total number of hours for all activities set for Saturday in the Consultant's Work Practice Plan weekly schedule 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 Consultant's Work Practice Plan weekly schedule 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 Consultant's Work Practice Plan weekly schedule 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 Consultant's Work Practice Plan weekly schedule 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 Consultant's Work Practice Plan weekly schedule 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 Consultant's Work Practice Plan weekly schedule in the week commencing on the selected Report Date.
- Total Sunday Hours this column outputs the total number of hours for all activities set for Sunday in the Consultant's Work Practice Plan weekly schedule 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 Consultant's Work Practice Plan weekly schedule 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 Consultant's Work Practice Plan weekly schedule 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 Consultant's Work Practice Plan weekly schedule 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 Consultant's Work Practice Plan weekly schedule 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 Consultant's Work Practice Plan weekly schedule 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 Consultant's Work Practice Plan weekly schedule 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 Consultant's Work Practice Plan weekly schedule 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 Consultant's Work Practice Plan weekly schedule in the week commencing on the selected Report Date that fall between 8 p.m. and 10 p.m.



#### 6.2 General Work Practice Plans Summary Report

To run the General Work Practice Plans Summary Report go 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 postmatched 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.



#### 6.3 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 postmatched 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:

Number of Consultants with Practice Plan x 100% / 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:

Total Number of Consultants with Practice Plan in All Clinical Sites x 100% / Total Number of Consultants Post-matched in All Clinical Sites



#### 6.4 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 postmatched 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.

