



NATIONAL  
DOCTORS  
TRAINING  
& PLANNING

# National Employment Record (NER) Module- Sick Leave section

## Guide for Medical HR Users DIME

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Approved by:	
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**1** Table of Contents:

- 1. Introduction to the NER Module and Sick Leave:** .....3
- 2. Sick leave Section on DIME:** .....3
  - 2.1 NER DIME Module:**.....3
  - 2.2 Search for an NCHD:** .....4
  - 2.3 Updating Sick Leave Records:** .....4
  - 2.4 Previous Sick Leave:** .....7
- 3. Reports:**.....9

## 1. Introduction to the NER Module and Sick Leave:

### The Ministerial Taskforce recommendation:

Expand the National Employment Record (NER) to address key enhancements identified by NCHDs:

1. Provide a centralised Sick Leave module on DIME

NER folder in DIME where Medical Workforce departments can upload for each NCHD their employee number, type of sick leave taken, dates to and from and number of sick days taken.

## 2. Sick leave Section on DIME:

The DIME System can be accessed from any PC, Laptop via Microsoft Edge or Google Chrome. **Please note that Internet Explorer or Firefox browsers are not compatible with the DIME System.**

### 2.1 NER DIME Module:

Logging onto DIME System and Accessing NER

From the 8<sup>th</sup> of July 2024 MMM users are required to enter sick leave data in relation to their NCHDs. This will be done through a new 'Sick Leave' module on DIME, located within the NER Module.

When a user clicks on 'Sick Leave' under the NER tab they will be presented with the screen below.

The screenshot displays the DIME web application interface. At the top, the header includes the HSE and NCHD logos, the title "Doctors Integrated Management E-System (DIME)", and a user profile for "stephen.odonnell2@hse.ie" with a "Log Out" link. The left sidebar contains a navigation menu with options: Dashboard, NCHD Post Matching, Consultant Post Matching, NER (selected), Documents, Search, Settings, Salary, Sick Leave (highlighted in orange), and Reports. The main content area is titled "NER" and features a search bar with fields for "MC Reg Number:", "Forename:", "Surname:", "Grade:" (dropdown set to "--ALL--"), "Speciality:" (dropdown set to "--ALL--"), and "Clinical Site:" (dropdown set to "--ALL--"). Below the search bar is a table with columns: "MC Registration Number", "Forename", "Surname", "Grade", "Speciality", "Sub-Specialty", and "Clinical Site". The table is currently empty, displaying "No data to display". At the bottom of the table area, there is a status bar indicating "No data to paginate" and "Nothing Selected".

## 2.2 Search for an NCHD:

Users must search for and select the relevant NHCD to insert a sick leave record for them. Users will be able to search for MPs currently post matched to their clinical sites and up to 60 days after the post-match End Date.

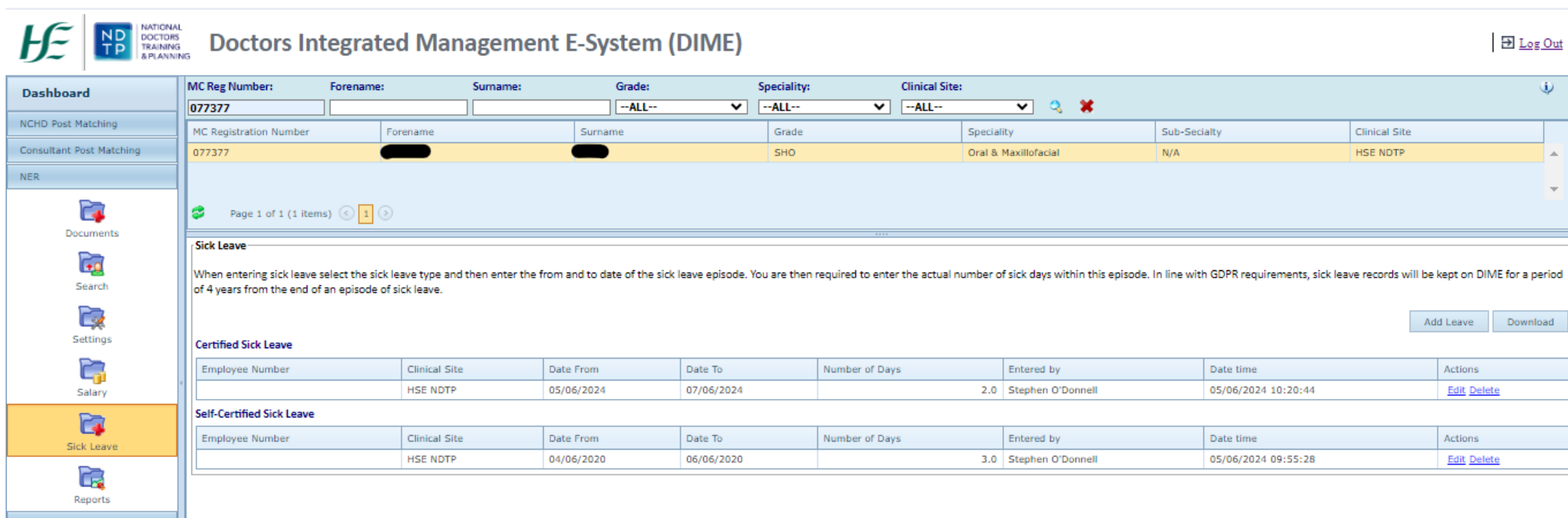
Users can search for or filter NCHDs by:

- IMC Reg. Number
- Forename
- Surname
- Grade
- Specialty
- Clinical Site

When you have found the NCHD account you are searching for, double click on their name to display the DIME sick leave record dashboard view.

## 2.3 Updating Sick Leave Records:

Double click the relevant MP and click the '**add leave**' button highlighted below:



The screenshot displays the DIME system interface. At the top, the header includes the HSE and NDTP logos, the title "Doctors Integrated Management E-System (DIME)", and a "Log Out" link. The left sidebar contains a "Dashboard" menu with options: "NCHD Post Matching", "Consultant Post Matching", "NER", "Documents", "Search", "Settings", "Salary", "Sick Leave" (highlighted in orange), and "Reports".

The main content area features a search bar with fields for "MC Reg Number:", "Forename:", "Surname:", "Grade:", "Speciality:", and "Clinical Site:". Below the search bar is a table listing search results. The first result is highlighted in yellow and shows the following details:

MC Registration Number	Forename	Surname	Grade	Speciality	Sub-Specialty	Clinical Site
077377	[REDACTED]	[REDACTED]	SHO	Oral & Maxillofacial	N/A	HSE NDTP

Below the table, there is a "Sick Leave" section with a descriptive paragraph and two buttons: "Add Leave" and "Download".

The "Certified Sick Leave" section contains a table with the following data:

Employee Number	Clinical Site	Date From	Date To	Number of Days	Entered by	Date time	Actions
	HSE NDTP	05/06/2024	07/06/2024	2.0	Stephen O'Donnell	05/06/2024 10:20:44	<a href="#">Edit</a> <a href="#">Delete</a>



The "Self-Certified Sick Leave" section contains a table with the following data:

Employee Number	Clinical Site	Date From	Date To	Number of Days	Entered by	Date time	Actions
	HSE NDTP	04/06/2020	06/06/2020	3.0	Stephen O'Donnell	05/06/2024 09:55:28	<a href="#">Edit</a> <a href="#">Delete</a>

The fields to update the record and record the sick leave on DIME are:

- Employee Number
- Sick Leave Type
- Date from
- Date to
- Number of sick days

Users must hit '**save**' to save their entry and update the record.



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Doctors Integrated Management E-System (DIME)

[Log Out](#)

Dashboard

NOHD Post Matching

Consultant Post Matching

NER

Documents

Search

Salary

Sick Leave

Reports

CAP

Training Supports

CCERS

MC Reg Number:

Forename:

Surname:

Grade: --ALL--

Speciality: --ALL--

Clinical Site: Cork University Hospital

MC Registration Number	Forename	Surname	Grade	Speciality	Sub-Specialty	Clinical Site
248584	Mark	Murphy	Registrar	Medical Oncology	N/A	Cork University Hospital
917273	Nora	Kelihan	Senior Registrar	General Surgery	N/A	Cork University Hospital
133455	Maria	Rizzo	Registrar	GI/M	N/A	Cork University Hospital
295424	Jason	Van Der Velde	Registrar	Emergency Medicine	N/A	Cork University Hospital
009829	Elizabeth	Kenny	Senior Registrar	GI/M	N/A	Cork University Hospital
023705	Patrick	Creedon	Senior Registrar	Cardiology	N/A	Cork University Hospital
232059	Bejoy	Philip	Registrar	Cardiothoracic		Cork University Hospital
004709	Patricia	Fitzgerald	Registrar	GI/M		Cork University Hospital
407669	Naseer	Khan	Registrar	Anaesthesiology		Cork University Hospital
405812	Emad	Mahmoud	Registrar	Podiatry		Cork University Hospital

Page 1 of 2 (12 items)

Sick Leave

When entering sick leave select the sick leave type and then enter the from and to date of the sick leave episode. You are then required to enter the actual number of sick days within this episode. In line with GDPR requirements, sick leave records will be kept on DIME for a period of 4 years from the end of an episode of sick leave.

Certified Sick Leave

Employee Number	Clinical Site	Date From

Self-Certified Sick Leave

Employee Number	Clinical Site	Date From

Add/Edit Leave

When entering sick leave select the sick leave type and then enter the from and to date of the sick leave episode. You are then required to enter the actual number of sick days within this episode. In line with GDPR requirements, sick leave records will be kept on DIME for a period of 4 years from the end of an episode of sick leave.

Employee Number:

Sick Leave Type:

Date From:

Date To:

Number of Sick Days:

Cancel

Save

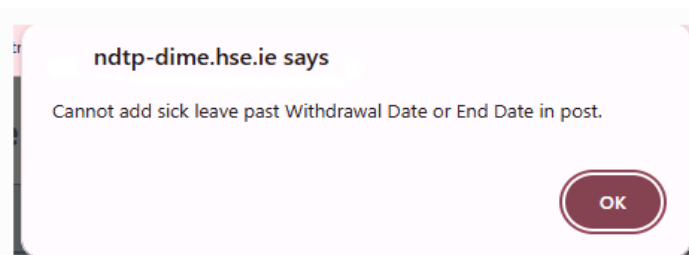
Entered by

Date time

Actions

## Important things to note:

1. Sick leave records can only be entered for dates that fall *within* the post-matching dates of the NCHD. When the sick leave end-date is beyond the end-date *or* withdrawal date in post, in the NCHD's assignment, on clicking "save", the following message will appear:



The user will need to adjust the end-date of the sick leave episode to a date on/before the end-date or withdrawal date in assignment to be able to save the sick leave record.

2. When a sick leave record has been entered and saved *before* the NCHD decides to **withdraw** from their post, and the end-date of the sick leave record surpasses the withdrawal date, the DIME user should correct the end date of the sick leave episode to match the withdrawal date of the NCHD's contract. To correct the Sick Leave "Date To" date, click on "Edit" beside the incorrect sick leave record:

Sick Leave							
When entering sick leave select the sick leave type and then enter the from and to date of the sick leave episode. You are then required to enter the actual number of sick days within this episode. In line with GDPR requirements, sick leave records will be kept on DIME for a period of 4 years from the end of an episode of sick leave.							
Add Leave Download							
Certified Sick Leave							
Employee Number	Clinical Site	Date From	Date To	Number of Days	Entered by	Date time	Actions
	HSE NDTP	05/06/2024	07/06/2024	2.0	Stephen O'Donnell	05/06/2024 10:20:44	Edit Delete
Self-Certified Sick Leave							
Employee Number	Clinical Site	Date From	Date To	Number of Days	Entered by	Date time	Actions
	HSE NDTP	04/06/2020	06/06/2020	3.0	Stephen O'Donnell	05/06/2024 09:55:28	Edit Delete

Change the “Date To” date to match the withdrawal date of the NCHD, (found in the NCHD post-matching assignment record):

When entering sick leave select the sick leave type and then enter the from and to date of the sick leave episode. You are then required to enter the actual number of sick days within this episode. In line with GDPR requirements, sick leave records will be kept on DIME for a period of 4 years from the end of an episode of sick leave.

Employee Number:  Sick Leave Type\*: **Certified Sick Leave** ▼

Date From\*: **09/09/2025**  Date To\*: **11/09/2025**

Number of Sick Days\*:

Click “Save” to ensure the date is updated.

## 2.4 Previous Sick Leave:

Users will be able to see the NCHDs previous sick leave entries in the lower portion of the screen.

They will be able to see sick leave even for when the NCHD was employed by a different clinical site. The clinical site they were employed with at the time of the leave should be included plus the username of the DIME user inputting the leave and a date stamp of the date of input.

Once save is clicked the entry moves to the lower portion of the screen. If an error is made this can be edited / deleted by the medical HR user.

However a user will only be able to edit or delete inputs made when the NCHD was matched to their clinical site.

Clinical Site users will be able to download a PDF report of sick leave by clicking the '**download**' button.

Dashboard

NCHD Post Matching

Consultant Post Matching

NER

Documents

Search

Settings

Salary

Sick Leave

Reports

MC Reg Number: 077377
Forename:
Surname:
Grade: --ALL--
Speciality: --ALL--
Clinical Site: --ALL--

MC Registration Number	Forename	Surname	Grade	Speciality	Sub-Specialty	Clinical Site
077377			SHO	Oral & Maxillofacial	N/A	HSE NDTP

Page 1 of 1 (1 items)

Sick Leave

When entering sick leave select the sick leave type and then enter the from and to date of the sick leave episode. You are then required to enter the actual number of sick days within this episode. In line with GDPR requirements, sick leave records will be kept on DIME for a period of 4 years from the end of an episode of sick leave.

Add LeaveDownload

Certified Sick Leave

Employee Number	Clinical Site	Date From	Date To	Number of Days	Entered by	Date time	Actions
	HSE NDTP	05/06/2024	07/06/2024	2.0	Stephen O'Donnell	05/06/2024 10:20:44	<a href="#">Edit</a> <a href="#">Delete</a>

Self-Certified Sick Leave

Employee Number	Clinical Site	Date From	Date To	Number of Days	Entered by	Date time	Actions
No data to display							

File preview



## PDF Report

1 / 1



75%



Sick Leave Details  
Generated Date: 07/06/2024

077377

## Certified Sick Leave

Employee Number	Clinical Site	Date From	Date To	Number of Days
TEST0506	HSE NDTP	05/06/2024	07/06/2024	2.0

## Self-Certified Sick Leave

Employee Number	Clinical Site	Date From	Date To	Number of Days
TEST0506	HSE NDTP	07/06/2024	09/06/2024	2.0



## 2. Reports:

There is one Sick Leave Report available to DIME users within the NER Reports Section on DIME;

**Sick Leave report**- provides the Sick Leave history of the NCHDs assigned to a clinical site. The report can give details of sick leave regardless of what clinical site the doctor worked for at the time. But users can only run reports for staff *currently* on their clinical site. This report can be run for all NCHD's currently in a clinical site, or by an individual NCHD in a clinical site. To run the report for an individual, enter the IMC number of that doctor. To run it for all NCHD's, leave this field blank.

This report can be exported to excel similar to other reports on DIME.

Dashboard

NCHD Post Matching

Consultant Post Matching

NER

Documents

Search

Settings

Salary

Sick Leave

Reports

E-Portfolio

CAP

OH Module

Training Supports

CCERS

Common

Select Report: Sick Leave

Report Date From: 01/06/2024 00:00:00

Report Date To: 07/06/2024 00:00:00

Clinical Site: Addiction Services, CHO Area 7, Are

IMC Number

Sick Leave Type: Certified Sick Leave, Self-Certified S

1 of 1

Find | Next

### Sick Leave Report

IMC Number	Employee Number	PPS Number	Forename	Surname	Grade	Clinical Site	Sick Leave Type	Date From	Date To	Number of Days
021092	test				Registrar	HSE NDTP	Self-Certified Sick Leave	01/06/2024	05/06/2024	5.0
021092	test				Registrar	HSE NDTP	Certified Sick Leave	06/06/2024	06/06/2024	1.0
077377	TEST0506	7814413RL			SHO	HSE NDTP	Certified Sick Leave	05/06/2024	07/06/2024	2.0