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# National Employment Record (NER) Module, Guide for Medical HR Users

*NDTP – Doctors Integrated Management E-System*

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# National Employment Record (NER)

*Guide for Clinical Site Users*

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## Section 1 - Introduction to the NER Module and DIME System

In October 2015, the NER module was rolled out nationally. This enhanced existing Doctors Integrated Management E-System (DIME) functionality by incorporating an efficient management system of pre-employment screening documentation that NCHDs must provide prior to commencing a new post. The NER Module reduces the burden of paperwork on NCHDs by providing a central location for this documentation to be stored and accessed by their employers.

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 590 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.

### 1.1 NER Portal Website Address

To create an account on NER each NCHD must first register their details at [www.nchder.ie](http://www.nchder.ie)

### 1.2 Logon screen

Following registration, they can access their NER account by logging in using their email address, date of birth and password.

### 1.3 Bank Account Details

In order to receive salary payment the NCHD must enter their Republic of Ireland Bank Account Details. BIC and IBAN account numbers are preferred however, bank account and sort codes may also be required by the Medical HR Department. Online converters are available to assist if required, e.g. <https://ipsosepaservice.sentenial.com/ipso/>

The NER Portal 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. This technology is used e.g. for Internet Banking/Credit Card transactions. **For security reasons the NCHD should not allow the browser to save their password.**

#### 1.4 Email Reminders

In order to assist the NCHD in keeping their portal account up to date they will receive emails automatically from NER reminding them when documents are nearing expiry, or expired (the first email will issue 90 days prior to expiry, then 60, 30 and finally on expiry of the certificate).

These date driven email reminders will relate to certificates such as Occupational Health, EPP and Garda Vetting, for example. Medical HR will be copied on these email alerts so that when essential documents are nearing expiry or expired, action can be taken.

#### 1.5 Account Visibility

In order to assist the pre-employment process, Medical HR will not only be able to view the accounts of those NCHDs in their employment, but also those NCHDs matched to a post on their site, provided the start date is within the next 12 months.

Another facility available to Medical HR, is access to an NCHD's portal account up to 2 months following their rotation to another employer. This will ensure that any outstanding documentation yet to be uploaded by the previous employer can be added with minimum disruption to the NCHD or next employer.

#### 1.6 Forgotten Password

If an NCHD has forgotten their password they can click the 'forgotten your password' link. The user will be asked to enter their email address that they registered their NER account with and click 'reset password'. An email will be sent to the NCHD with a link to a 'Change Password' screen. **Please check your SPAM folder in case the email is here. Please do not select Forgotten Password more than once as this may lock the account.** If the NCHD requires their email address to be updated to another account they can contact the DIME Team via email to update same.



## Section 2 - DIME System

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 DIME Data Compliance Dashboard

#### Dashboard Functions:

When you first log in to DIME, you will be brought to the “DIME Data Compliance Dashboard”. This provides a high-level overview of the tasks requiring action under the site users’ remit.

Depending on your role and your level of DIME access, you may have access to just NER/TSS/CCERS, or Consultant Post matching paperwork. Site users can quickly and easily access the section they need to action, by clicking on the link in that tile, for example, clicking on the “update” link in the NER Tile will bring you to documents awaiting verification or Garda Vetting paperwork that has been submitted by NCHD’s and are awaiting verification:

Welcome to Doctors Integrated Management E - System (DIME)

[Log Out](#)

### DIME Data Compliance Dashboard

#### TSS

Tasks Requiring Action	Number of Items	Update
Submitted Applications	3	<a href="#">Update</a>
Applications Requiring Further Info	1	<a href="#">Update</a>
Provisionally Approved Applications	0	

#### CCERS

Tasks Requiring Action	Number of Items	Update
Submitted Applications	80	<a href="#">Update</a>
Applications Requiring Further Info	8	<a href="#">Update</a>

#### NER

Tasks Requiring Action	Number of Items	Update
Submitted Documents Awaiting Verification	228	<a href="#">Update</a>
NCHDs without Garda Vetting	21	<a href="#">Update</a>

#### Consultant Post Matching

Tasks Requiring Action	Number of Items	View
Vacant and Unmatched Posts	397	<a href="#">View</a>
Contracts Ending Within Next 30 Days	0	<a href="#">View</a>
Posts with 0.0 WTE	243	<a href="#">View</a>
Posts Occupied with a Consultant Aged 65+	1	<a href="#">View</a>

## Section 3 - NER Module



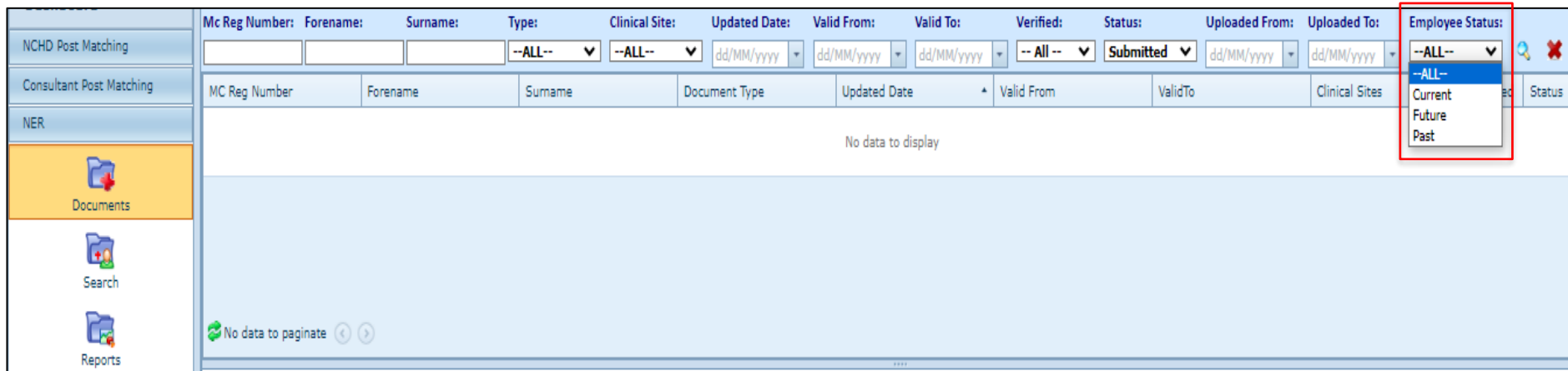
### 3.1 Logging onto DIME System and accessing NER

Once you have logged onto the DIME System the NER tab on the left hand side of the screen will be visible.

There are five options within the tab; **Documents**, **Search**, **Salary**, **Sick Leave**, and **Reports**

- (i) **Documents** – this tab allows you to search for all of the documents submitted to your site by NCHDs in your employment. Filtering options include: Document type, Clinical site, Document dates (uploaded/from/to), and Document Status. You can also filter this data by Past, Current and Future MPs (see Employee Status Filter below). Please note, Future MPs will only be displayed if future post matching has been completed, and Past MPs will be displayed for three months after the NCHD has left your site.

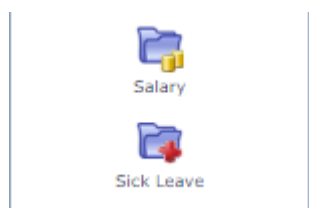




(ii) **Search** – this tab allows you to search for individual NER accounts. Once you have selected an account (by either NCHD IMC number or NCHD forename and surname, you will have visibility of the NCHD’s NER dashboard (see section 3.2)

(iii) **Salary and Sick Leave.** Separate user guides for Salary and Sick leave modules, can be found on the DIME website here:

<https://www.hse.ie/eng/staff/leadership-education-development/met/database/userguides/dime-user-guides.html>

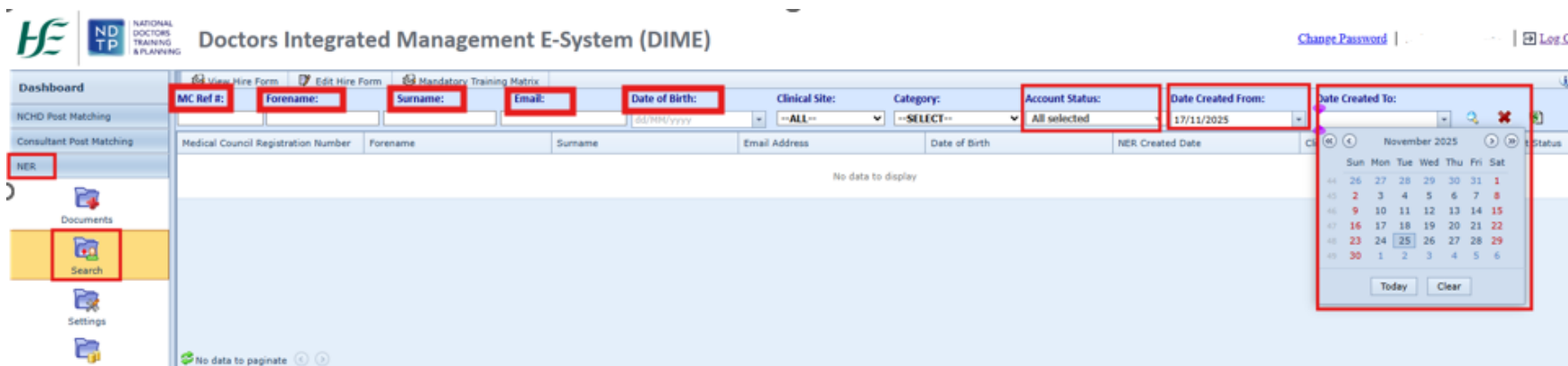


(iv) **Reports** – There are a number of useful reports you can run and more detail of these is provided in section 4. : NER Reports.

## 3.2 Search for an NCHD

To search for an NCHD, it is recommended that you use their unique IMC number. If this is not known, you can also search by Forename, Surname, Email address, or Date of Birth. You must select 'All' from the drop-down menu of *Account status* if you wish to see all accounts otherwise you can filter by selecting 'active', 'inactive', or 'new'. You can also search the DIME system for an account created using 'Date created from' and 'Date created to' filters, if you know the timeframe when an NER account was created.

When you have found the NCHD account you are searching for, double click on their name to display the details of the doctor in the lower half of your screen.



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

Change Password | Log Out

Dashboard | View Hire Form | Edit Hire Form | Mandatory Training Matrix

MC Ref B: Forename: Surname: Email: Date of Birth: Clinical Site: Category: Account Status: Date Created From: Date Created To:

Medical Council Registration Number Forename Surname Email Address Date of Birth NER Created Date Status

No data to display

No data to paginate



A search of all NER accounts created within a certain timeframe can be done. When the details of the accounts created have appeared on your screen, a file containing the detailed list of accounts can then be exported to Excel. This is done by clicking on the excel symbol (i) and opening the download from the downloads list produced (ii) :

i)

Doctors Integrated Management E-System (DIME)

Change Password | Log Out

Dashboard

View Hire Form | Edit Hire Form | Mandatory Training Matrix

MC Ref #: Forename: Surname: Email: Date of Birth: Clinical Site: Category: Account Status: Date Created From: Date Created To:

Medical Council Registration Number Forename Surname Email Address Date of Birth NER Created Date Clinical Sites Account Status

Page 2 of 3 (25 items)

ii)

Doctors Integrated Management E-System (DIME)

Recent download history

- NerAccountLList (6).xlsx  
7.6 KB • Done
- NerAccountLList (5).xlsx  
7.6 KB • Done
- NerAccountLList (4).xlsx  
10.0 KB • 25 minutes ago
- NerAccountLList (3).xlsx  
7.6 KB • 1 hour ago
- NerAccountLList (2).xlsx  
7.2 KB • 1 hour ago

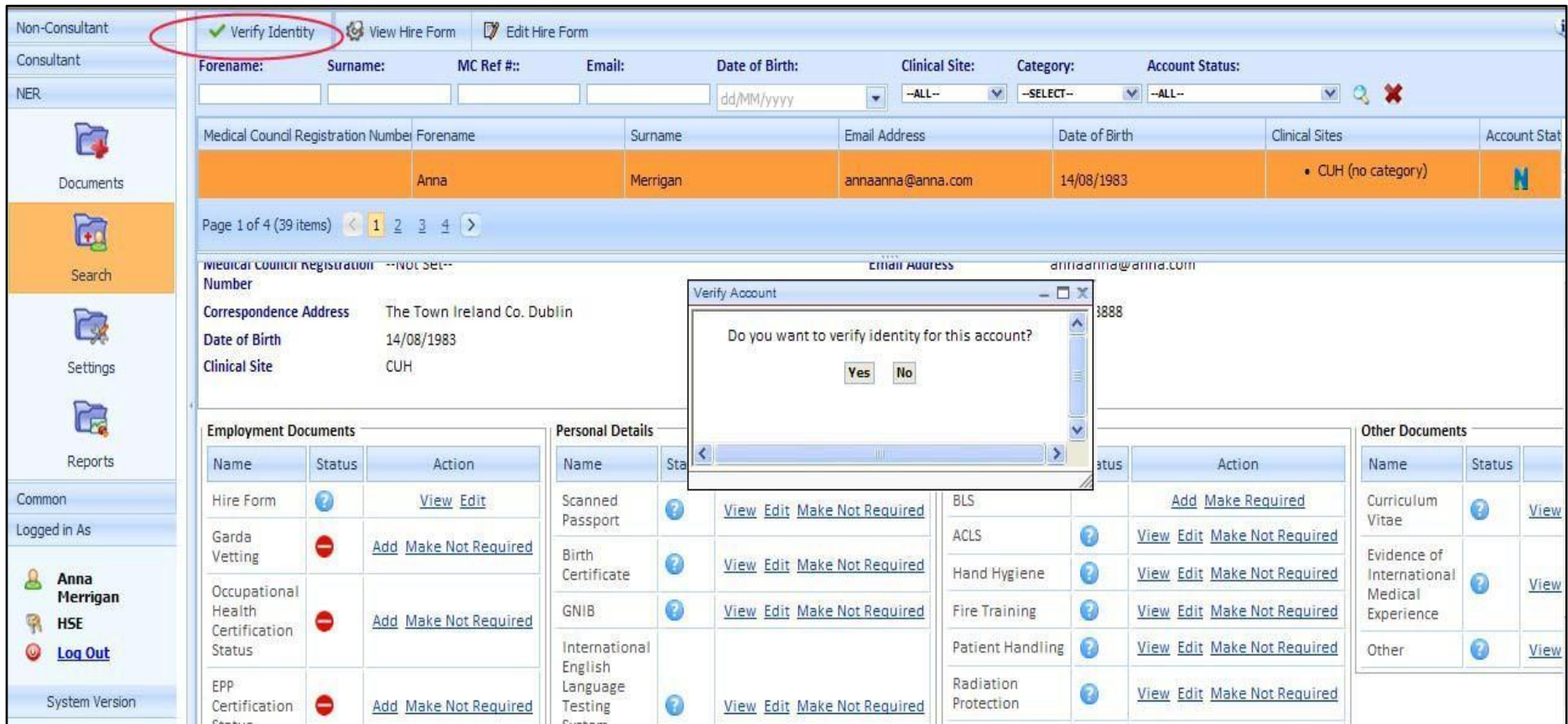
Full download history

Downloads

Page 2 of 3 (25 items)

### 3.3 Verify an NCHD and Reactivate an NER Account

To verify an account so that it's status moves from 'new' to 'active' you must first double click on the NCHD's name and at the top left hand side of the screen, select the 'verify identity' button.



The screenshot shows the NCHD/NER account management interface. The 'Verify Identity' button is circled in red. A confirmation dialog box is displayed, asking 'Do you want to verify identity for this account?' with 'Yes' and 'No' buttons.

**Account Details:**

Forename:	Surname:	MC Ref #:	Email:	Date of Birth:	Clinical Site:	Category:	Account Status:
Anna	Merrigan		annaanna@anna.com	14/08/1983	CUH (no category)		

**Employment Documents:**

Name	Status	Action
Hire Form	?	<a href="#">View</a> <a href="#">Edit</a>
Garda Vetting	—	<a href="#">Add</a> <a href="#">Make Not Required</a>
Occupational Health Certification Status	—	<a href="#">Add</a> <a href="#">Make Not Required</a>
EPP Certification Status	—	<a href="#">Add</a> <a href="#">Make Not Required</a>

**Personal Details:**

Name	Status	Action
Scanned Passport	?	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Make Not Required</a>
Birth Certificate	?	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Make Not Required</a>
GNIB	?	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Make Not Required</a>
International English Language Testing System	?	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Make Not Required</a>

**Other Documents:**

Name	Status	Action
Curriculum Vitae	?	<a href="#">View</a>
Evidence of International Medical Experience	?	<a href="#">View</a>
Other	?	<a href="#">View</a>



**Reactivate Account** - An account will automatically deactivate after 12 months if not in use. You can reactivate an account, if the NCHD is post matched to your site and they appear in the NER Search section by:

1. Highlighting the NCHDs account by double clicking on their name.
2. Selecting 'Reactivate Account' on the top left-hand corner of the screen.

Dashboard

NCHD Post Matching

Consultant Post Matching

NER

Documents

Search

Settings

Reports

E-Portfolio

CAP

OH Module

Training Supports

CCERS

Common

Reactivate Account

Delete Account

View Hire Form

Edit Hire Form

Mandatory Training Matrix

MC Ref #:

Forename:

Surname:

Email:

Date of Birth:

Clinical Site:

Category:

Account Status:

Laura

dd/MM/yyyy

--ALL--

--SELECT--

All selected

Medical Council Registration Number	Forename	Surname	Email Address	Date of Birth	Clinical Sites	Account Status
	Laura	Bradfield	labradfield@gmail.com.test	04/12/1994	MHS Carlow / Kilkenny (no category)	

Page 1 of 9 (90 items)

NCHD Account Details

First Name

Medical Council Registration Number

Correspondence Address

Date of Birth

Clinical Site

Grade

Laura

--Not Set--

--Not Set--

04/12/1994

--Not Set--

--Not Set--

Surname

Email Address

Mobile Number

Nationality

Account Status

Specialty

Post EPP Status

Bradfield

labradfield@gmail.com.test

--Not Set--

--Not Set--

Inactive

--Not Set--

--Not Set--

Employment Documents

Name	Status	Action
Hire Form		<a href="#">View</a>
Garda Vetting		
Work Permit		<a href="#">Make Not Required</a>
Passed Fit for Employment		

Training Certificates

Name	Status	Action
ACLS		<a href="#">Make Not Required</a>
APLS		<a href="#">Make Not Required</a>
BLS		<a href="#">Make Not Required</a>
Compass/NEWS		
Cyber Security Awareness		
Fire Training		
GDPR		
Haemovigilance Training		<a href="#">Make Not Required</a>

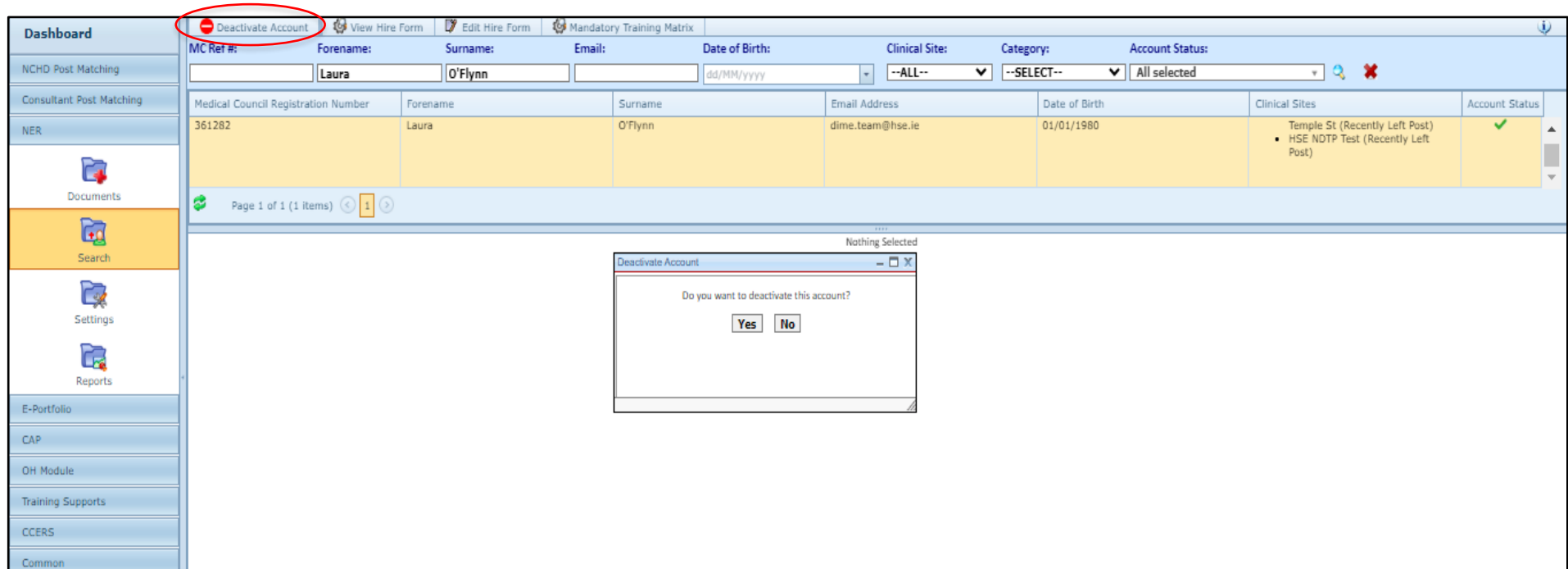
Personal Details & Other Documents

Name	Status	Action
Scanned Passport		
Birth Certificate		
GNIB		<a href="#">Make Not Required</a>
International English Language Testing System (IELTS) Certificate		<a href="#">Make Not Required</a>
Marriage Certificate		<a href="#">Make Not Required</a>
Curriculum Vitae		<a href="#">Make Not Required</a>
Evidence to Support Incremental Credit		<a href="#">Make Not Required</a>
Other		<a href="#">Make Not Required</a>

**ND  
TP** | NATIONAL  
DOCTORS  
TRAINING  
& PLANNING

There is also an option for you to **deactivate** an account if required by using the following steps:

1. Highlight the NCHDs account by double clicking on their name
2. Select 'Deactivate Account' on the top left-hand corner of the screen.



The screenshot shows the NCHD system interface. On the left is a sidebar with navigation options: Dashboard, NCHD Post Matching, Consultant Post Matching, NER, Documents, Search, Settings, Reports, E-Portfolio, CAP, OH Module, Training Supports, CCERS, and Common. The main area displays a table of accounts. The first row is highlighted in yellow. Above the table are search filters for MC Ref #, Forename, Surname, Email, Date of Birth, Clinical Site, Category, and Account Status. A modal dialog box titled 'Deactivate Account' is open in the center, asking 'Do you want to deactivate this account?' with 'Yes' and 'No' buttons. The 'Deactivate Account' button in the top left of the main area is circled in red.



Medical Council Registration Number	Forename	Surname	Email Address	Date of Birth	Clinical Sites	Account Status
361282	Laura	O'Flynn	dime.team@hse.ie	01/01/1980	<ul style="list-style-type: none"> <li>Temple St (Recently Left Post)</li> <li>HSE NDTP Test (Recently Left Post)</li> </ul>	✓










The 'Delete Account' option is only available to the DIME Team. This option should rarely be required, but should an NCHD need to delete an account, please get them to request this by emailing [dime.team@hse.ie](mailto:dime.team@hse.ie)

If an account looks to be suspicious or fake, please take the above steps to deactivate the account, and contact the DIME team immediately by email, and we will investigate it further.

### 3.4 Document Status Symbols

All NER documents will carry a status symbol to highlight what status it is at :

 Missing or Expired 
  Rejected 
  Submitted 
  Warning 
  Verified

Training Certificates		
Name	Status	Action
ACLS		<a href="#">View</a> <a href="#">Edit</a> <a href="#">Make Not Required</a>
APLS		<a href="#">View</a> <a href="#">Edit</a> <a href="#">Make Not Required</a>
BLS		<a href="#">View</a> <a href="#">Edit</a> <a href="#">Make Not Required</a>
Compass/NEWS		<a href="#">View</a> <a href="#">Edit</a>
Cyber Security Awareness		<a href="#">Add</a>
Fire Training		<a href="#">View</a> <a href="#">Edit</a>
GDPR		<a href="#">View</a> <a href="#">Edit</a>
Haemovigilance Training		<a href="#">View</a> <a href="#">Edit</a> <a href="#">Make Not Required</a>
Hand Hygiene		<a href="#">View</a> <a href="#">Edit</a>
Management of Actual/Potential Aggression (MAPA)		<a href="#">Add</a> <a href="#">Make Required</a>
Mental Health Act 2001		<a href="#">Add</a> <a href="#">Make Required</a>

**Missing or Expired** – This means a document has not been added or has expired.

**Rejected** – This means that the document that has been uploaded by the NCHD has been rejected by the Medical HR Department. The NCHD will receive an e-mail confirming the document has been rejected.

**Submitted** – This means that the Doctor has submitted a document that has yet to be verified by the Medical HR Department. (Documents with a status of “submitted” can be accessed from the DIME dashboard, on log in, as well as in the NER Documents module).

**Warning** – This means that the document will expire in 90/60/30 days or less. A reminder will be sent to the Doctor and the Medical HR Department.

**Verified** – This means the document has been verified by the Medical HR Department and is in date.



### 3.5 View and Edit Hire Form

To view and Edit the Hire Form

1. Select relevant NCHDs account by double clicking on their name.
2. Click either view or edit beside the Hire Form.

Dashboard

NCHD Post Matching

Consultant Post Matching

NER

Documents

Search

Settings

Reports

E-Portfolio

CAP

OH Module

Training Supports

CCERS

Common

Deactivate Account

View Hire Form

Edit Hire Form

Mandatory Training Matrix

MC Ref #:

Forename:

Surname:

Email:

Date of Birth:

Clinical Site:

Category:

laura

O'Flynn

dd/MM/yyyy

--ALL--

--SELECT--

Medical Council Registration Number

Forename

Surname

Email Address

Date of Birth

361282

Laura

O'Flynn

dime.team@hse.ie

01/01/1980

Page 1 of 1 (1 items)

NCHD Account Details

First Name

Laura

Surname

O'Flynn

Medical Council Registration Number

361282

Email Address

dime.team@hse.ie

Correspondence Address

dublin Dublin 1 Ireland

Mobile Number

863799208

Date of Birth

01/01/1980

Nationality

Argentinean

Clinical Site

--Not Set--

Account Status

Active

Grade

Intern

Specialty

Psychiatry

Post EPP Status

Required

Employment Documents

Training Certificates

Person

Name	Status	Action
Hire Form		<a href="#">View</a> <a href="#">Edit</a>
Garda Vetting		<a href="#">View</a> <a href="#">Edit</a>
Work Permit		<a href="#">Add</a> <a href="#">Make Not Required</a>
Passed Fit for Employment		

Name	Status	Action
ACLS		<a href="#">Add</a> <a href="#">Make Not Required</a>
APLS		<a href="#">Add</a> <a href="#">Make Not Required</a>
BLS		<a href="#">Add</a> <a href="#">Make Not Required</a>
Compass/NEWS		<a href="#">Add</a>

Name
Scanne
Birth C
GNIB
Interna

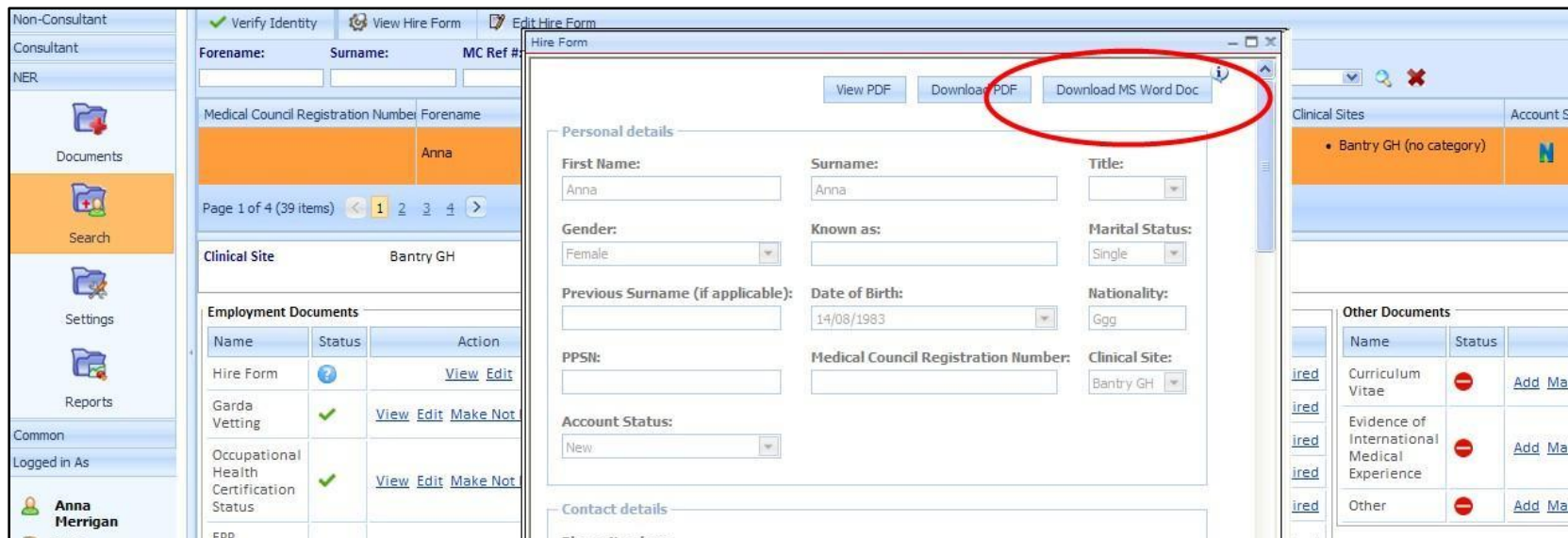
If you are editing the Hire Form, remember to click **save** at bottom of form when you have made the relevant changes.

Example : EMAIL ADDRESS TO BE UPDATED



To view in PDF click view PDF

There are two options when downloading the NER Hire Form. You can select PDF or MS Word. If you select MS Word the system will allow you edit and save the 'Office Use Only' which will eliminate printing the form and handwriting the relevant payroll, completing the checklist etc.



The screenshot shows the NER Hire Form interface. The 'Download MS Word Doc' button is circled in red. The form contains the following sections:

- Personal details:**
  - First Name: Anna
  - Surname: Anna
  - Title: [Dropdown]
  - Gender: Female
  - Known as: [Text]
  - Marital Status: Single
  - Previous Surname (if applicable): [Text]
  - Date of Birth: 14/08/1983
  - Nationality: Ggg
  - PPSN: [Text]
  - Medical Council Registration Number: [Text]
  - Clinical Site: Bantry GH
  - Account Status: New
- Contact details:**
  - Phone Numbers: [Text]
- Employment Documents:**

Name	Status	Action
Hire Form	[Icon]	<a href="#">View</a> <a href="#">Edit</a>
Garda Vetting	✓	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Make Not</a>
Occupational Health Certification Status	✓	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Make Not</a>
EPP		
- Other Documents:**

Name	Status	Action
Curriculum Vitae	✗	<a href="#">Add</a> <a href="#">Make</a>
Evidence of International Medical Experience	✗	<a href="#">Add</a> <a href="#">Make</a>
Other	✗	<a href="#">Add</a> <a href="#">Make</a>

If an NCHD makes a change to a verified Hire Form, it will automatically be resubmitted to Medical HR. This will ensure that you are aware of any changes to address or bank details for example that an NHCD might make. The relevant change will also be highlighted in **RED** so that it is easy for you to detect exactly what change was made.

### 3.6 View, Edit, Add and Print a Document

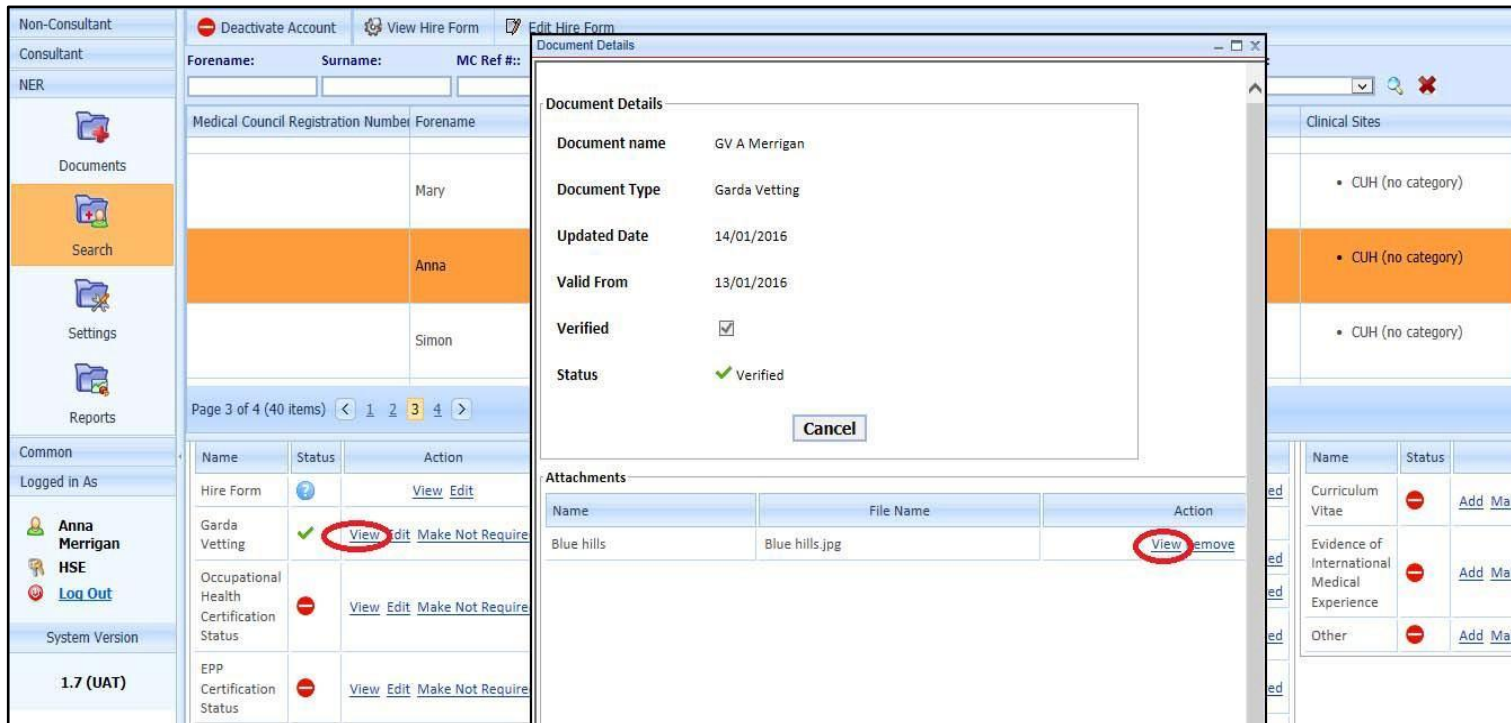
The individual NCHD is responsible for uploading documents through their NER portal account. However, Medical HR can also upload documents, on behalf of the NCHD, if necessary. Medical HR is responsible for uploading Employment Documents such as Garda Vetting and Work Permits.

Occupational Health Departments are responsible for all Pre Employment Health Assessment documentation such as Occ Health Form, Immunisation Status and EPP Certificates if required.

Should a DIME user try to download or open a file that is deemed malicious/corrupt, an alert will inform the user that the action has not taken place, as the file has been identified as a non-compatible file type or potentially corrupt. Should this message appear, please contact the DIME team via: [dime.team@hse.ie](mailto:dime.team@hse.ie) immediately, providing NER Account details and the type/name of document which was deemed malicious. It is recommended that all DIME users have up to date malware installed on the PC where DIME is accessed from.

### 3.6.1 View

From the search tab, double click on the NCHDs account. When the dashboard appears, you can view a document by clicking 'view' beside the relevant document.



The screenshot displays the HSE system interface. On the left, a sidebar contains navigation options: Non-Consultant, Consultant, NER, Documents, Search (highlighted), Settings, and Reports. Below this, a 'Common' section shows the user is logged in as Anna Merrigan HSE, with a 'Log Out' button and system version 1.7 (UAT).

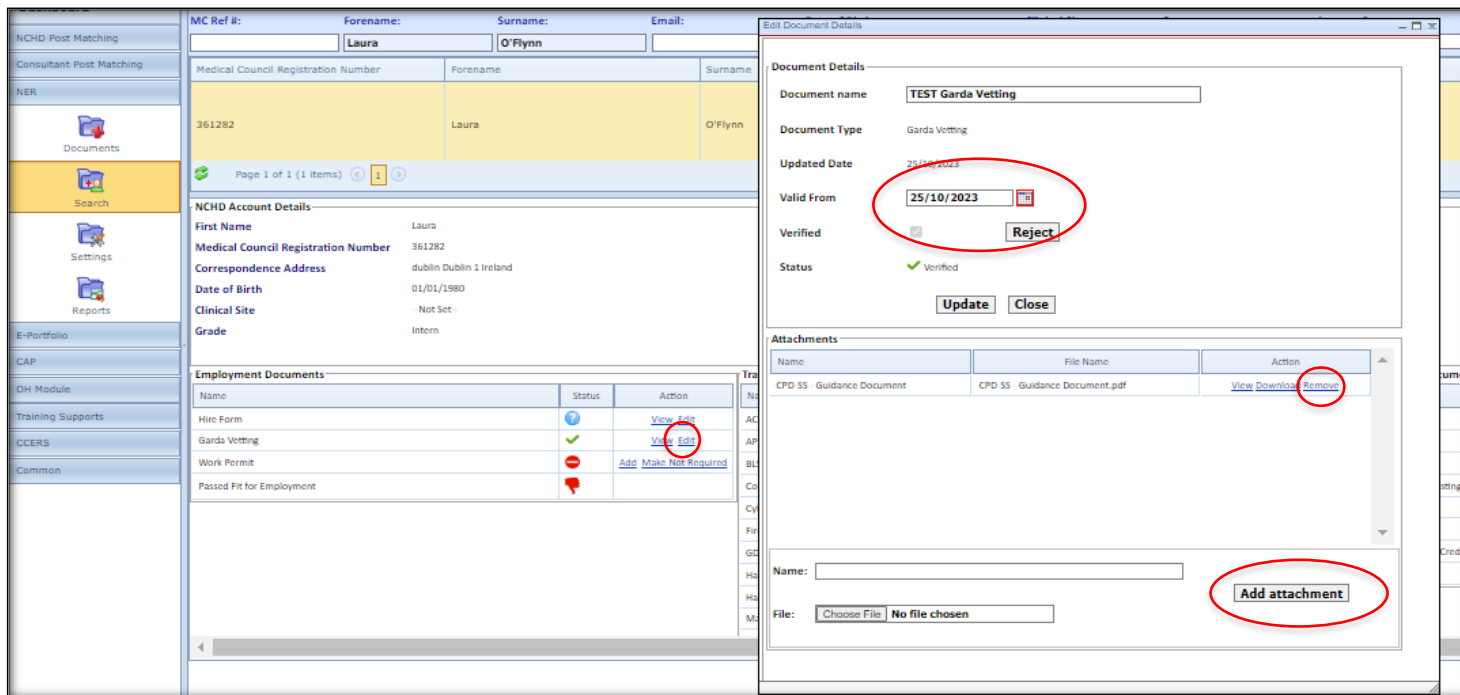
The main content area is divided into two panes. The left pane shows a list of documents with columns for Name, Status, and Action. The 'Garda Vetting' document is highlighted, and its 'View' button is circled in red. The right pane shows the 'Document Details' for 'GV A Merrigan', including Document Type (Garda Vetting), Updated Date (14/01/2016), Valid From (13/01/2016), Verified status (checked), and Status (Verified). Below this, an 'Attachments' table lists 'Blue hills.jpg' with a 'View' button circled in red.

Name	Status	Action
Hire Form		<a href="#">View</a> <a href="#">Edit</a>
Garda Vetting		<a href="#">View</a> <a href="#">Edit</a> <a href="#">Make Not Require</a>
Occupational Health Certification Status		<a href="#">View</a> <a href="#">Edit</a> <a href="#">Make Not Require</a>
EPP Certification Status		<a href="#">View</a> <a href="#">Edit</a> <a href="#">Make Not Require</a>

Name	Status	Action
Blue hills	Blue hills.jpg	<a href="#">View</a> <a href="#">remove</a>

### 3.6.2 Edit

Likewise, to edit a document click the 'edit' button beside the document and make the necessary amendments such as changing dates, removing the document or adding a further document.



The screenshot shows the 'Edit Document Details' window in the NCHD system. The window is divided into several sections:

- Document Details:**
  - Document name: TEST Garda Vetting
  - Document Type: Garda Vetting
  - Updated Date: 25/10/2023
  - Valid From: 25/10/2023 (highlighted with a red circle)
  - Verified: ☐ (highlighted with a red circle)
  - Status: Verified
  - Buttons: Update, Close
- Attachments:**

Name	File Name	Action
CPD 55 - Guidance Document	CPD 55 - Guidance Document.pdf	<a href="#">View</a> <a href="#">Download</a> <a href="#">Remove</a> (highlighted with a red circle)
- Add attachment:** A button at the bottom right of the Attachments section (highlighted with a red circle).

In the background, the 'Employment Documents' table is visible, showing a list of documents with their status and action buttons. The 'Edit' button for the 'Garda Vetting' document is highlighted with a red circle.

### 3.6.3 Add



Another way to add a document is to click 'add' beside the document type and the screen below will appear;

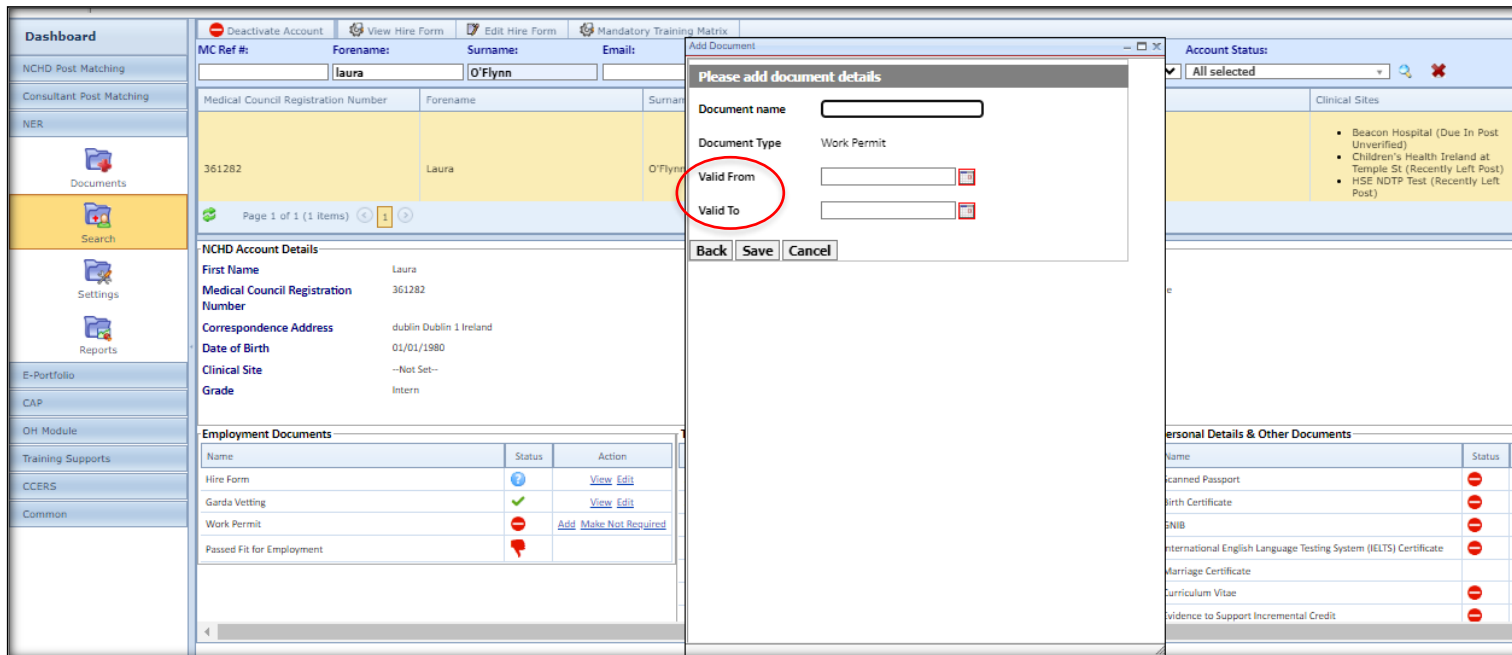
The screenshot shows the 'Add Document' modal in the NCHD system. The modal is titled 'Please add attachments' and contains two buttons: 'Choose File' and 'Next'. The 'Choose File' button is circled in red. The background shows the user's profile for Laura O'Flynn, including account details and a table of employment documents.

Name	Status	Action
Hire Form		<a href="#">View</a> <a href="#">Edit</a>
Garda Vetting		<a href="#">View</a> <a href="#">Edit</a>
Work Permit		<a href="#">Auto Make Not Required</a>
Passed Fit for Employment		

Click 'Choose File' and select the document from where it has been saved on the hard drive. Then click 'Open' and 'Next'

Remember, you **can only upload files in the following format; jpg or pdf.**

Type in the document name in the space provided. It is useful to name the document by its type and the NCHDs name, this will ensure the right document is uploaded to the correct NCHDs account.



**Dashboard**

Deactivate Account | View Hire Form | Edit Hire Form | Mandatory Training Matrix

MC Ref #: Forename: Laura Surname: O'Flynn Email:

Medical Council Registration Number: 361282 Forename: Laura Surname: O'Flynn

Page 1 of 1 (1 Items)

**NCHD Account Details**

First Name: Laura  
 Medical Council Registration Number: 361282  
 Correspondence Address: dublin Dublin 1 Ireland  
 Date of Birth: 01/01/1980  
 Clinical Site: --Not Set--  
 Grade: Intern

**Employment Documents**

Name	Status	Action
Hire Form		<a href="#">View</a> <a href="#">Edit</a>
Garda Vetting		<a href="#">View</a> <a href="#">Edit</a>
Work Permit		<a href="#">Add</a> <a href="#">Make Not Required</a>
Passed Fit for Employment		

**Add Document**

Please add document details

Document name:

Document Type: Work Permit

Valid From:

Valid To:

[Back](#) [Save](#) [Cancel](#)

**Account Status**

All selected

**Clinical Sites**

- Beacon Hospital (Due In Post Unverified)
- Children's Health Ireland at Temple St (Recently Left Post)
- HSE NDTP Test (Recently Left Post)

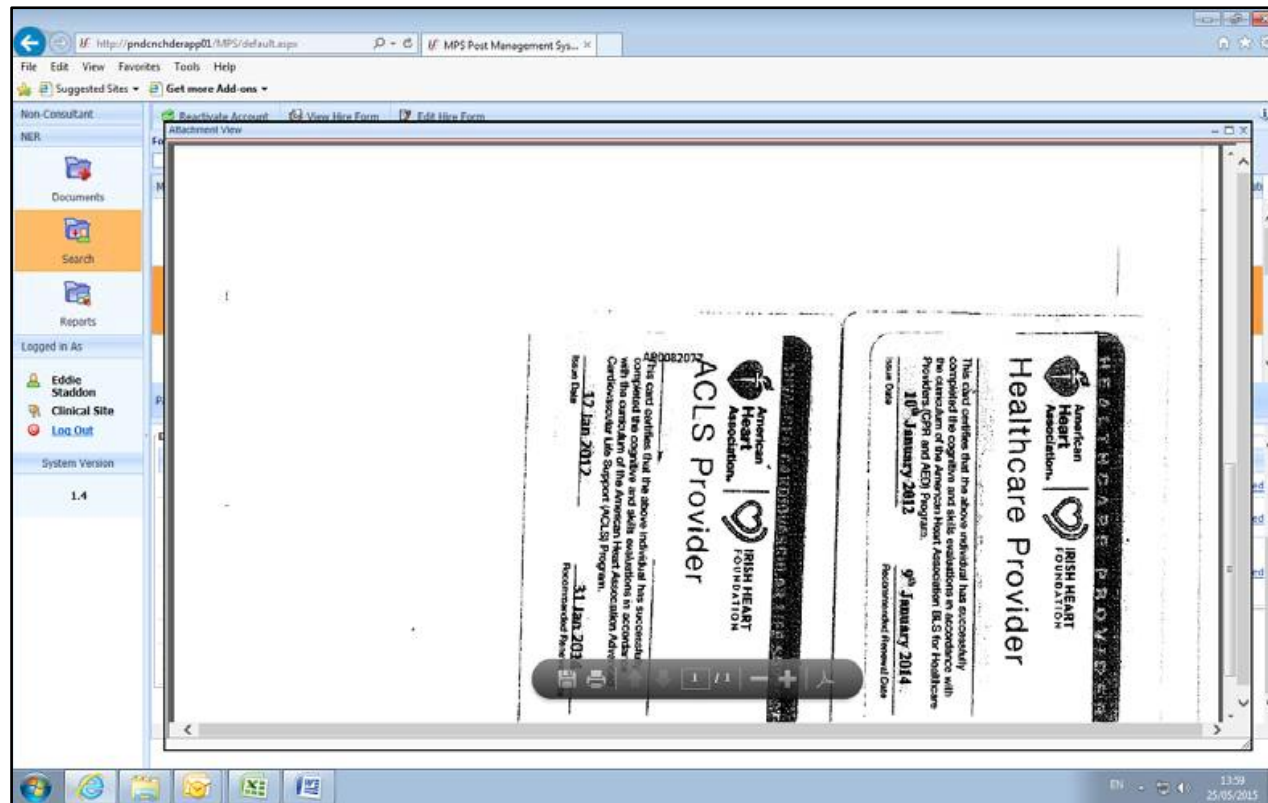
**Personal Details & Other Documents**

Name	Status	Action
Scanned Passport		<a href="#">Add</a>
Birth Certificate		<a href="#">Add</a>
GNIB		<a href="#">Add</a>
International English Language Testing System (IELTS) Certificate		<a href="#">Add</a>
Marriage Certificate		<a href="#">Add</a>
Curriculum Vitae		<a href="#">Add</a>
Evidence to Support Incremental Credit		<a href="#">Add</a>

Some documents have dates associated with them. In the case of training certificates when a 'valid from' date is entered, the 'valid to' date automatically populates. In the case of a work permit you will need to enter the dates.

### 3.6.4 Print

To print a document open the relevant document, click the 'print' button at the top right of the screen.





### 3.7 Documents Not Required

Remember, Medical HR can make certain documents **not required**. This is a really useful tool as it simplifies the NHCD's dashboard and when running reports, it will eliminate non-required documents from the calculations. For example, in the case of non-psychiatry posts, documents such as "MAPA – management of Actual/potential Aggression" can be marked as "make not required".

1. From the dashboard simply click on the not required button

The screenshot displays the Medical HR dashboard for a user with MC Ref # 189971. The dashboard includes a sidebar with navigation options like Documents, Search, Settings, Salary, Sick Leave, and Reports. The main content area shows 'NCHD Account Details' and 'Employment Documents'. The 'Employment Documents' table lists various documents with their status and actions. The 'Training Certificates' table lists various training modules with their status and actions. The 'BLS' certificate is highlighted with a red box, indicating it is 'Not Required'.

Name	Status	Action
Hire Form	✓	<a href="#">View</a> <a href="#">Edit</a>
Garda Vetting	✓	<a href="#">View</a> <a href="#">Edit</a>
Work Permit	✗	<a href="#">Add</a> <a href="#">Make Not Required</a>
Passed Fit for Employment	✓	

Name	Status	Action
ACLS	✗	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Make Not Required</a>
APLS	✓	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Make Not Required</a>
BLS	✗	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Make Not Required</a>
Compass/NEWS	✓	<a href="#">View</a> <a href="#">Edit</a>
Cyber Security Awareness	✗	<a href="#">Add</a>
Fire Training	?	<a href="#">View</a> <a href="#">Edit</a>
GDPR	✓	<a href="#">View</a> <a href="#">Edit</a>
Haemovigilance Training	✓	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Make Not Required</a>
Hand Hygiene	✗	<a href="#">View</a> <a href="#">Edit</a>
Management of Actual/Potential Aggression (MAPA)		<a href="#">Add</a> <a href="#">Make Required</a>
Mental Health Act 2001		<a href="#">Add</a> <a href="#">Make Required</a>



### 3.8 Mandatory Training Matrix and Mandatory Training Certs

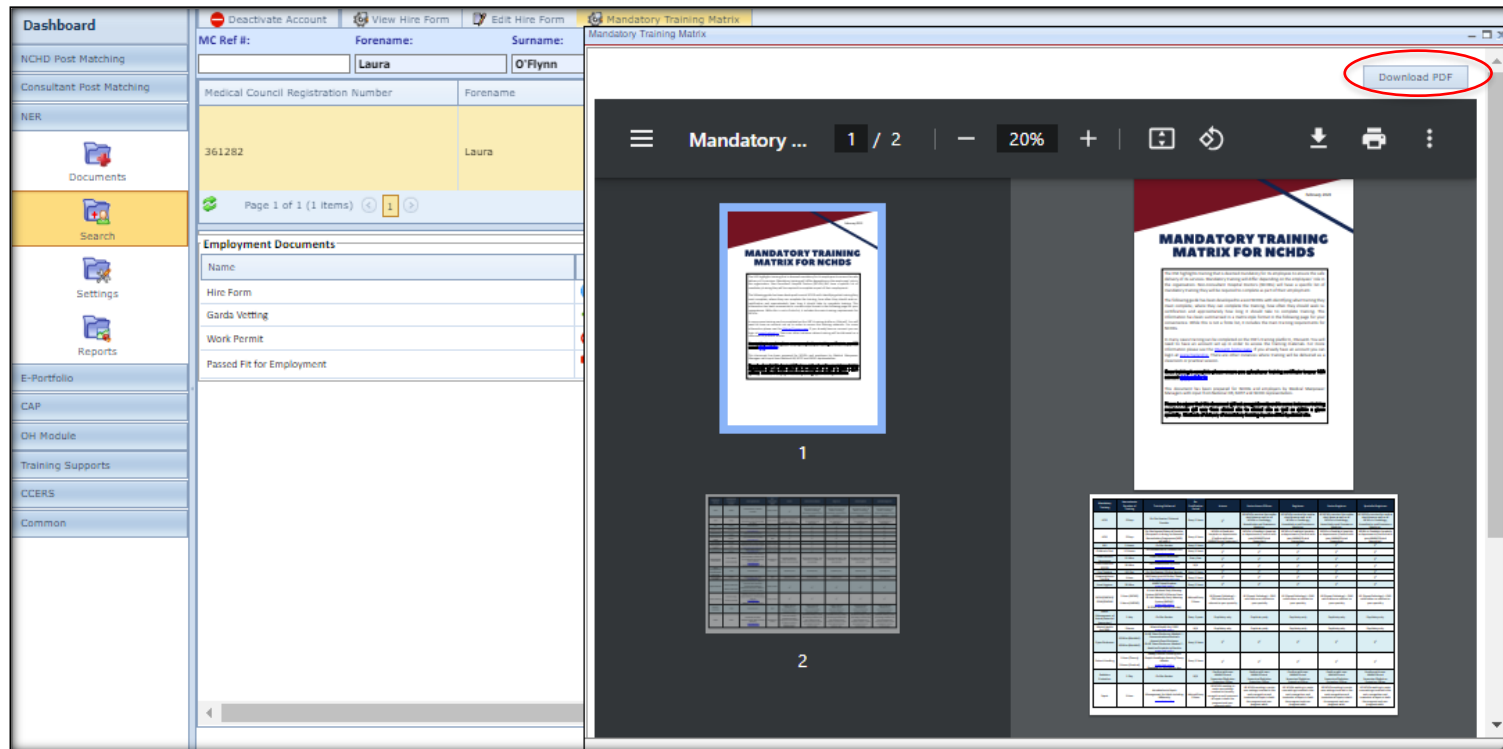
NCHDs will have a list of mandatory training they will be required to complete. This training guide has been developed to assist NCHDs with identifying what training they must complete, where to complete it, and how often they should seek recertification. This information has been summarized in a matrix-style format. It can be accessed in a downloadable PDF document both in DIME, and in the NCHD's NER portal. This can be found at the top of the screen beside the 'edit hire form' button.

The screenshot shows the NCHD NER portal interface. At the top, there is a navigation bar with links: Deactivate Account, View Hire Form, Edit Hire Form, and **Mandatory Training Matrix** (circled in red). Below this, there is a search bar with fields for MC Ref #, Forename, Surname, Email, Date of Birth, Clinical Site, Category, and Account Status. The main content area is divided into three sections: Employment Documents, Training Certificates, and Personal Details & Other Documents.

Name	Status	Action
Hire Form		<a href="#">View</a> <a href="#">Edit</a>
Garda Vetting		<a href="#">View</a> <a href="#">Edit</a>
Work Permit		<a href="#">Add</a> <a href="#">Make Not Required</a>
Passed Fit for Employment		

Name	Status	Action
ACLS		<a href="#">Add</a> <a href="#">Make Not Required</a>
APLS		<a href="#">Add</a> <a href="#">Make Not Required</a>
BLS		<a href="#">Add</a> <a href="#">Make Not Required</a>
Compass/NEWS		<a href="#">Add</a>
Cyber Security Awareness		<a href="#">View</a> <a href="#">Edit</a>
Fire Training		<a href="#">Add</a>
GDPR		<a href="#">Add</a>
Haemovigilance Training		<a href="#">Add</a> <a href="#">Make Not Required</a>
Hand Hygiene		<a href="#">Add</a>
Management of Actual/Potential Aggression (MAPA)		<a href="#">View</a> <a href="#">Edit</a>
Mental Health Act 2001		<a href="#">View</a> <a href="#">Edit</a>
Open Disclosure		<a href="#">Add</a>

Name
Scanned Passport
Birth Certificate
GNIB
International English Language Testing System (IELTS) Certificate
Marriage Certificate
Curriculum Vitae
Evidence to Support Incremental Credit
Other



The screenshot shows a web application interface for the HSE Mandatory Training Matrix. The sidebar on the left contains navigation links: Dashboard, NCHD Post Matching, Consultant Post Matching, NER, Documents, Search, Settings, Reports, E-Portfolio, CAP, DH Module, Training Supports, CCERS, and Common. The main content area is titled 'Mandatory Training Matrix' and displays a document viewer for user Laura O'Flynn. The document is titled 'MANDATORY TRAINING MATRIX FOR NCHDS' and is shown in two pages. A 'Download PDF' button is visible in the top right corner of the document viewer.





While this is not a finite list, it includes the main training requirements for NCHDs.

Mandatory Training	Approximate Duration of Training	Training Delivered	Re-Certification Period
ACLS	2 Days	On Site Session / External Provider	Every 2 Years
APLS	2 Days	On Site Session/External Provider (Site specific training for Neonatal Resuscitation Programme (NRP) will apply)	Every 4 Years
BLS	3 Hours	On Site Session	Every 2 Years
Children's First	1.5 Hours	An Introduction to Children First <a href="http://www.hseland.ie">www.hseland.ie</a>	Every 3 Years
Cyber Security Awareness	15 Mins	Cyber Security Awareness <a href="http://www.hseland.ie">www.hseland.ie</a>	Every Year
Data Protection (GDPR)	30 Mins	The Fundamentals of GDPR <a href="http://www.hseland.ie">www.hseland.ie</a>	N/A
Fire Training	0.5 Day	On Site Session / Online Session	Every 2 Years
Haemovigilance Training	1 Hour	NHS Learn-pro UK Online Theory <a href="http://nhs.learnprouk.com">http://nhs.learnprouk.com</a>	Every 2 Years
Hand Hygiene	30 Mins	AMHC Hand Hygiene <a href="http://www.hseland.ie">www.hseland.ie</a>	Every 2 Years
INEWS/IMEWS/PEWS/EMEWS	1 Hour (INEWS) 1 Hours (IMEWS)	1. Irish National Early Warning System (INEWS) V2: Doctor Focus 2. Irish Maternity Early Warning System (IMEWS) <a href="http://www.hseland.ie">www.hseland.ie</a> 3. PEWS and EMEWS (on site)	Advised Every 3 Years
MAPA (Management of Actual/Potential Aggression)	1 day	On Site Session	Every 2 years
Mental Health Act 2001	2 hours	Mental Health Act, 2001 <a href="http://www.hseland.ie">www.hseland.ie</a>	N/A
Open Disclosure	45 Mins (Module1) 40 Mins (Module2)	1.HSE Open Disclosure: Module 1 - Communicating effectively through Open Disclosure 2.HSE Open Disclosure: Module 2 - Applying Principles to Practice <a href="http://www.hseland.ie">www.hseland.ie</a>	Every 3 Years

In many cases training can be completed on the HSE's training platform, HSeLand. NCHD's will need to have an account set up in order to access the training materials. A link to [www.hseland.ie](http://www.hseland.ie) can be found on the matrix.

### 3.9 Occupational Health Status

You will be able to check the 'Fit for Employment' status of your NCHD within their NER Dashboard, located below Garda Vetting and Work Permit documents. Alternatively you can locate this information within both the NER Account Docs and OHD Account Docs Reports, and these are covered in section 4 – Reports, below.

Employment Documents		
Name	Status	Action
Hire Form		<a href="#">View</a> <a href="#">Edit</a>
Garda Vetting		<a href="#">Add</a>
Work Permit		<a href="#">Add</a> <a href="#">Make Not Required</a>
Passed Fit for Employment		

### 3.10 Verify and Reject Documents

It is the responsibility of Medical HR to view the documents uploaded by each NCHD and verify or reject as required.

1. Click on the Documents tab and filter by 'submitted'. Once you are satisfied that a document is acceptable, i.e. is the correct document type, is legible, dates are correct, in the correct NCHDs name etc.
2. You can then click the Verify button at the top left hand side of the screen.

**Dashboard**

[Edit document](#)
[Verify document](#)
[Reject document](#)
[Mandatory Training Matrix](#)

MC Reg Number:  Forename:  Surname:  Type:  Clinical Site:  Updated Date:  Valid From:  Valid To:  Verified:  Status:  Upload

MC Reg Number	Forename	Surname	Document Type	Updated Date	Valid From	Valid To
361282	Laura	O'Flynn	Mental Health Act 2001	18/10/2023 16:39:56		
361283	Laura	O'Flynn	Mental Health Act 2001	18/10/2023 16:39:56		

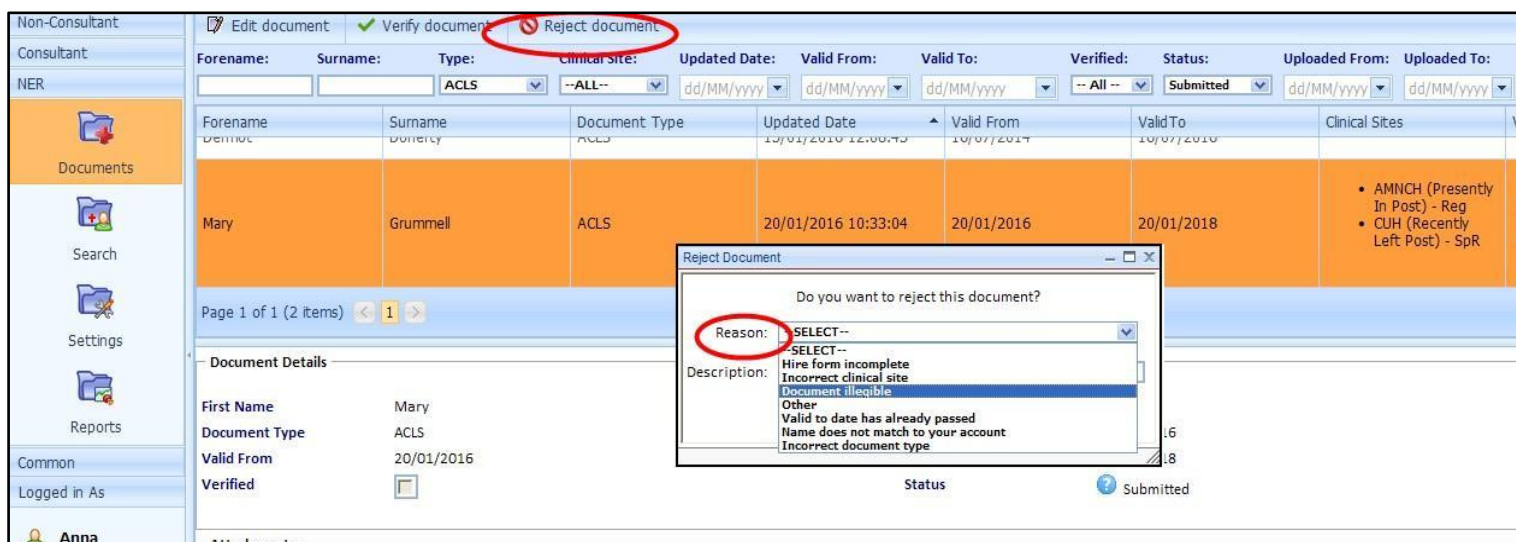
Page 1 of 1 (2 items)

**Document Details**

<b>First Name</b>	Laura	<b>Surname</b>	O'Flynn
<b>Document Type</b>	Mental Health Act 2001	<b>Update Date</b>	18/10/2023
<b>Verified</b>	<input type="checkbox"/>	<b>Status</b>	Submitted
<b>Grade</b>	Not Set	<b>Email History</b>	Not Set
<b>Medical Discipline</b>	Not Set	<b>Specialty</b>	Not Set
<b>Alert Reason</b>	Not Set	<b>Alert Date</b>	Not Set

Edit, Verify or Reject a document.

If the document is unacceptable you can reject the document and a drop down list will appear with a predefined list of reject reasons and a free text box. The system will generate an email to the NCHD explaining that the document was rejected, the reason for rejection, and requesting that they resubmit the document.



The screenshot shows the NCHD system interface. At the top, there are three buttons: 'Edit document', 'Verify document', and 'Reject document'. The 'Reject document' button is circled in red. Below these buttons is a table with columns: Forename, Surname, Type, Clinical Site, Updated Date, Valid From, Valid To, Verified, Status, Uploaded From, and Uploaded To. The table contains one row for 'Mary Grummell' with 'ACLS' as the document type. A 'Reject Document' dialog box is open, showing a list of reasons for rejection. The 'Reason' dropdown is circled in red, and 'Document illegible' is selected. The dialog box also has a 'Description' field and a 'Status' dropdown.

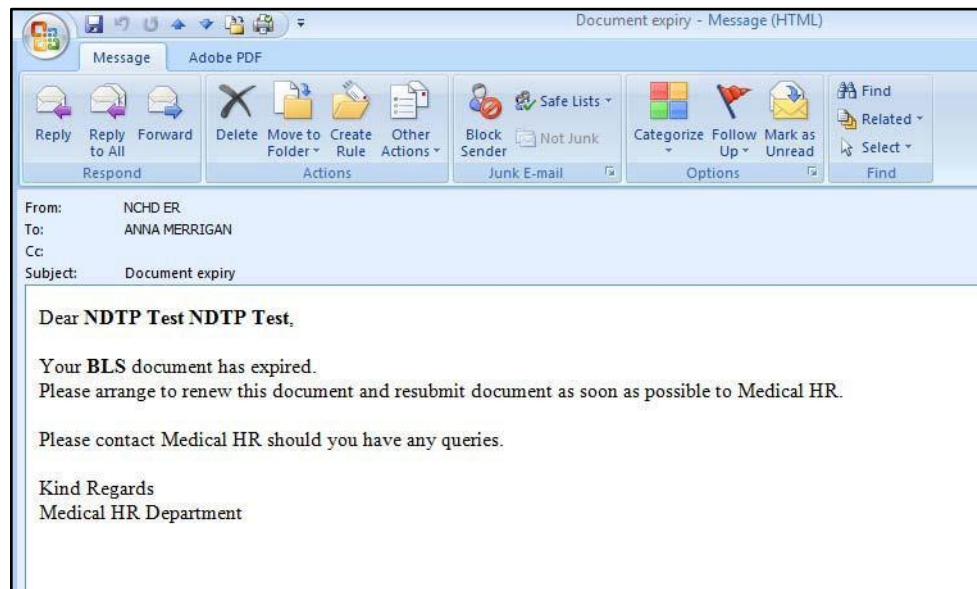
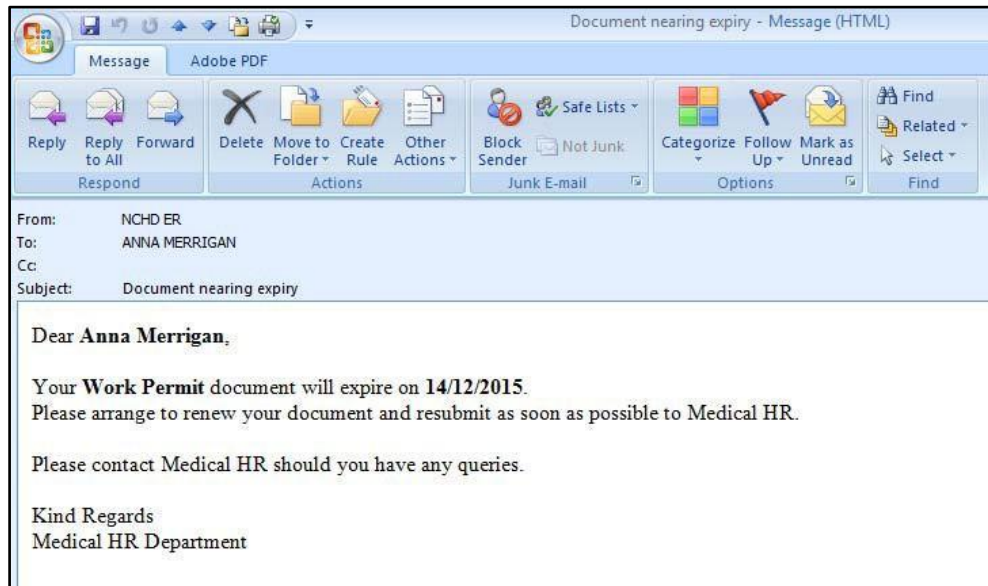
Forename	Surname	Type	Clinical Site	Updated Date	Valid From	Valid To	Verified	Status	Uploaded From	Uploaded To
Mary	Grummell	ACLS		20/01/2016 10:33:04	20/01/2016	20/01/2018		Submitted		

Document Details:

First Name: Mary  
 Document Type: ACLS  
 Valid From: 20/01/2016  
 Verified: ☐

Attachments:

## Sample Emails issued to NCHDs



## Section 4 - NER Reports

There are four NER reports available all of which can be exported to excel. There are also useful reports available on the NCHD DIME one of which, 'Detailed Trainee by Site' Report has been developed to include further fields – Date of Birth, Gender and Tenure.

### 4.1 NER Account Documents Report

**NER Account Documents** which provides a list of all NCHDs employed by you, including IMC number, and a colour coded status of each document type. Date filtering functionality available with this report will also allow you view those NCHDs previously in post and those due to take up a post (pre-starters) depending on the date entered. Like all reports, this is exportable to Microsoft Excel by clicking on the floppy disk and downloading it:

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: NER Account Documents

Clinical Site: Beaumont Hospital

Report Date: 10/10/2024 00:00:00

1 of 1

Find | Next



### NER Account Documents Report

Y	Submitted	N	Missing or expired
Y	Verified	Y	Nearly expiring
R	Rejected	N/A	Does not exist and is not required

First Name	Surname	Medical Council Registration Number	Email address	Contact Phone 1	Contact Phone 2	Clinical Site	Discipline	Grade
Forename104537	Surname104537	414870	<a href="mailto:11@test.com">11@test.com</a>	+91 123456789		Beaumont Hospital	Emergency Medicine	SHO
Forename79563	Surname79563	328757	<a href="mailto:bboczowski@openskydata.com">bboczowski@openskydata.com</a>			Beaumont Hospital	Anaesthesiology	Specialist Registrar (SpR)
Forename82814	Surname82814	010022	<a href="mailto:12187@test.com">12187@test.com</a>	+353 123456789		Beaumont Hospital	Anaesthesiology	Registrar
Forename97332	Surname97332	403496	<a href="mailto:12124@test.com">12124@test.com</a>	+91 123456789		Beaumont Hospital	Emergency Medicine	Intern
Forename97999	Surname97999	404324	<a href="mailto:12125@test.com">12125@test.com</a>	+353 123456789		Beaumont Hospital	Anaesthesiology	SHO





 NATIONAL DOCTORS TRAINING & PLANNING

## Doctors Integrated Management E-System (DIME)

**Dashboard**  
NCHD Post Matching  
Consultant Post Matching  
NER  
  
Documents  
Search



Select Report: **NER Account Documents**

Clinical Site: **Beaumont Hospital** Report Date: **10/10/2024 00:00:00**

1 of 1 Find | Next

### NER Account Documents Report

Y	Submitted	N	Missing or expired
Y	Verified	Y	Nearly expiry
R	Rejected	N/A	Does not exist and is not required

Recent download history   
 **NER Account Documents (22).xls**  
15.9 KB • Done

## 4.2NER Compliance by Clinical Site Report

**NER Compliance by Clinical Site** report will show the percentage compliance per clinical site that you have access to for each NER document type. It is important to exclude documents not relevant to individual NCHDs from the calculations by selecting 'Not Required' on the Dashboard view of the NCHD account. This will ensure that the compliance report is accurate. Date filtering is available for this report so that you can see the compliance rate of your future starters provided you have matched them to a post on your site

Select Report: **NER Compliance By Clinical Sites**

Health Region: **Corporate, HSE Dublin & Midlands, H** Clinical Site Type: **Health Region, HSE, HSE Funded Hos**

Clinical Site: **Addiction Services, CHO Area 7, Arei** Report Date: **15/10/2024 00:00:00**

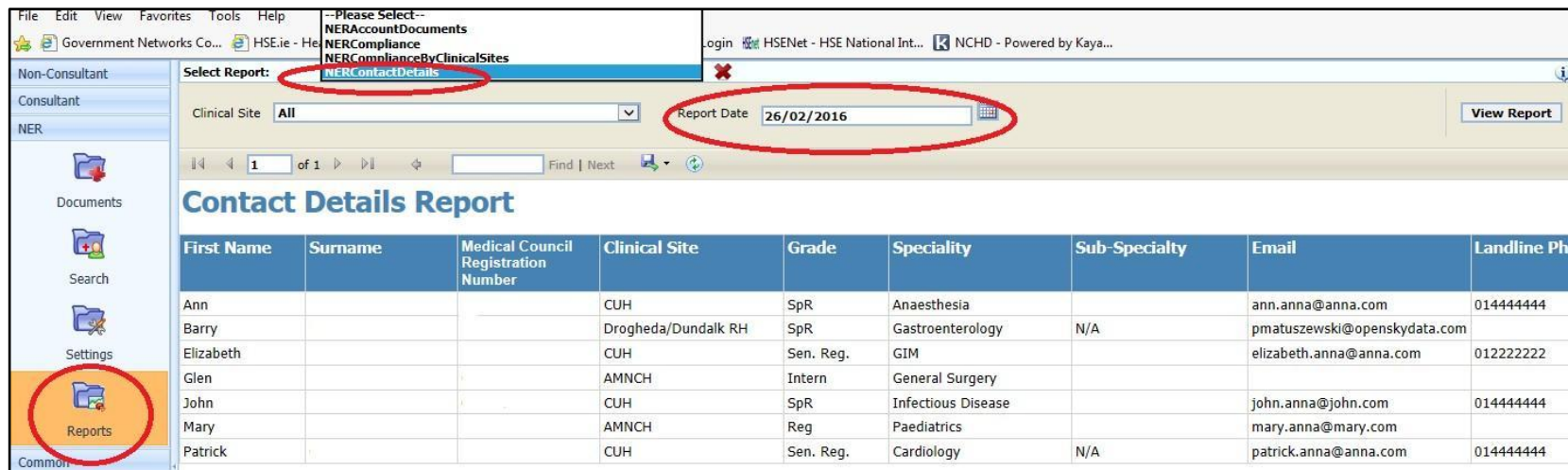
1 of 2 Find | Next

### NER Compliance Report

Organisation Name	Health Region	ACLS	APLS	Birth Certificate	BLS	Children First Training Certificate	Compass/NEWS	Curriculum Vitae	Cyber Security Awareness	Evidence to Support Incremental Credit
-------------------	---------------	------	------	-------------------	-----	-------------------------------------	--------------	------------------	--------------------------	--

## 4.3 NER Contact Details Report

**NER Contact Details** which will run a detailed contacts report of your NHCDs. Again, date filtering is available for this report so that you can see the contact details of your future starters provided you have matched them to a post on your site. This is a helpful tool to use should you need to contact NCHD's about Occupational Health appointments or missing/nearing expiry documents.



The screenshot shows the NER Contact Details Report interface. The sidebar on the left has a 'Reports' icon highlighted with a red circle. The top navigation bar has 'NERContactDetails' selected, also highlighted with a red circle. The main area displays the 'Contact Details Report' table. The 'Report Date' filter is set to '26/02/2016' and is highlighted with a red circle. The table lists medical professionals with their contact details.

First Name	Surname	Medical Council Registration Number	Clinical Site	Grade	Speciality	Sub-Specialty	Email	Landline Phone
Ann			CUH	SpR	Anaesthesia		ann.anna@anna.com	014444444
Barry			Drogheda/Dundalk RH	SpR	Gastroenterology	N/A	pmatuszewski@openskydata.com	
Elizabeth			CUH	Sen. Reg.	GIM		elizabeth.anna@anna.com	012222222
Glen			AMNCH	Intern	General Surgery			
John			CUH	SpR	Infectious Disease		john.anna@john.com	014444444
Mary			AMNCH	Reg	Paediatrics		mary.anna@mary.com	
Patrick			CUH	Sen. Reg.	Cardiology	N/A	patrick.anna@anna.com	014444444

## 4.4 OH Account Documents Report

Select Report:

OH Account Documents Report

Clinical Site

All

Report Date

15/10/2024 00:00:00

Health Region

All

1 of 2 ?

Find | Next

### OHD – OH Documents Report

Y	Submitted	N	Missing or expired
Y	Verified	Y	Nearly expiry
R	Rejected	N/A	Does not exist and is not required

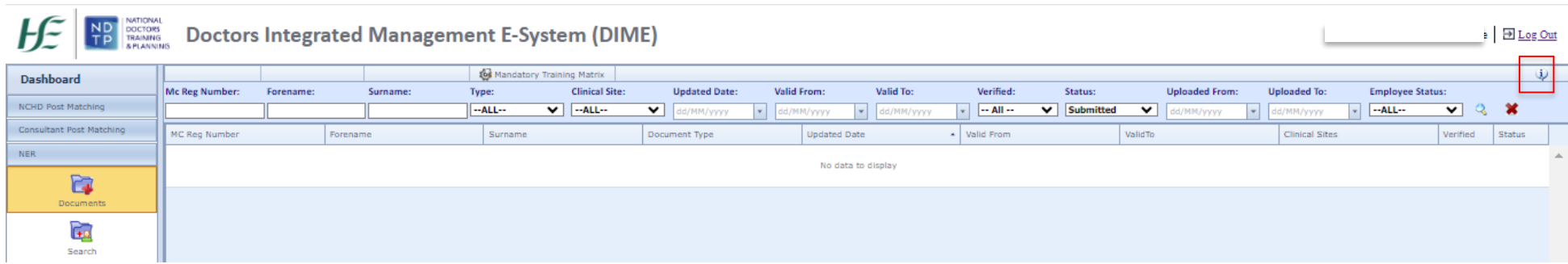
First Name	Surname	Medical Council Registration Number	Contact	Clinical Site	Health Region	Grade	Speciality	Sub-specialty
------------	---------	-------------------------------------	---------	---------------	---------------	-------	------------	---------------

**OH Account Documents Report** which provides a list of all NCHDs within the remit of your OHD, including IMC number, and will inform you whether the post is an EPP Required Post or Not, for the NCHD, as well as a colour coded status of each document type. Date filtering functionality available with this report will also allow you view those NCHDs previously in post and those due to take up a post (pre-starters) depending on the date entered provided they have been matched to a post by Medical HR.

## Section 5 - Help and Further information

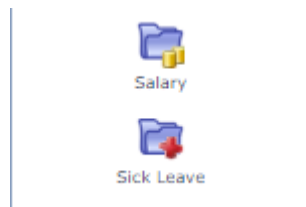
### 5.1 Help Icon

The help icon is at the top right of the screen. When you click on the help icon it will bring you automatically to the section you require. Should you require further assistance please do not hesitate to contact the DIME Team [dime.team@hse.ie](mailto:dime.team@hse.ie)



### 5.2 Other User guides

For further information and guidance on the use of the Salary and Sick leave modules, DIME reset password function, as well as other DIME modules, please refer to the separate user guides relating to these sections, available on the DIME website here:



<https://www.hse.ie/eng/staff/leadership-education-development/met/database/userguides/dime-user-guides.html>

Should you have any difficulty with troubleshooting or would like to attend one of our training sessions please contact us at [dime.team@hse.ie](mailto:dime.team@hse.ie) or visit <https://www.hse.ie/eng/staff/leadership-education-development/met/database/forms/>