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Version	V2
number:	
Date:	February 2016

Guide for Medical HR Users National Employment Record (NER)



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National Employment Record (NER)

Guide for Clinical Site Users

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Section 1 - NCHD NER Portal

The NER Portal can be accessed from any PC, Laptop, Apple or Android device. Please note the browser version must be minimum IE10, Firefox 17 or Chrome 29. To download the latest version of Google Chrome 42 will only take a couple of minutes <u>www.google.com/chrome</u>

1.1 NER Portal Website Address

To create an account on NER each NCHD must first register your details at www.nchder.ie

1.2 Registration link

The landing page (page 5) will appear and the NCHD must click 'register new account'

The 'i Help' icon on the top right hand side of the screen will provide assistance if required.

1.3 Completing Registration Fields

Once the NCHD has clicked the 'Register new account' button the required fields (marked with an asterisk) must be completed to register.

The Irish Medical Council registration number should be entered when registering however if the NCHD has not yet been issued an IMC registration number (e.g. a recently appointed Intern awaiting registration) they may proceed however they must select an employment site from the Clinical Site Field.

If the IMC registration number is entered the First Name, Last Name and Clinical Site fields will automatically populate. These fields will be grayed out and cannot be overwritten.



1.4 Creating a password

The NCHD is required to provide their email address and date of birth. They must also create a password to access their portal account.

The portal conforms to the HSE Password policy. Therefore it must be a minimum of 9 characters in length, it must contain at least one capital letter, one number and one symbol (e.g. $!, \%, +, ?, \in$).

1.5 Terms & Conditions

By registering the NCHD is agreeing to the terms and conditions of the NER Portal Account. The terms and conditions of use should be read before completing registration. There is a link above the 'Register' button to view the T&Cs.

There is also a link to the T&Cs on the landing page on the portal Dashboard in the lower right hand section.

Health Service E	rtal Executive		🌡 Register new account i Ho
REGISTER NEW A	CCOUNT		
1. During regist Registration nu	ration you will be asked for your Medical Council F mber you must select the Clinical Site i.e. your em	Registration Number. If you have not yet been a ployment location.	sssigned your Medical Council
2. Once you has and the passwo	ve completed the registration process you can log ord you created during registration.	on to the Portal using either your MC Registrati	ion number or your email address
	Medical Council Registratio	n Number*	
	Medical Council Registra	lion Number	
	Click here to go to the Irish M	edical Council	
	First Name*	Last Name *	
	First Name	Last Name	
	Email Address*	Date of Birth	
	Email Address	dd/mm/yyyy	
	Clinical Site		
	No value	V	
	Password *		
	Password		
	Confirm Password*		
	Confirm Password		

1.6 Logon screen

Following registration the NER account can be accessed by logging in using the email address, date of birth and password.

1.7 NER Hire Form

The NER Hire Form will automatically open. All mandatory fields marked with an asterisk must be completed before the Hire form can be saved. Each section, Personal Details, Contact Details, Next of Kin, and Bank Account Details should be completed.

If some required (but not mandatory) fields are left blank a warning alert will appear advising the NCHD that they can save the Hire Form, but it will automatically open each time the NER Portal Account is accessed until all sections are complete.

1.8 Bank Account Details

In order to receive salary payments the NCHD must enter their Bank Account Details. BIC and IBAN account numbers are preferred however bank account and sort codes will also be accepted. Online converters are available to assist if required, e.g. <u>https://ipsosepaservice.sentenial.com/ipso/</u>

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.

If you do not know your BIC and IBAN account details ple your bank account and sort code numbers.	ase use an online converter to convert your account and sort code number	s or contact you Bank directly. Otherwise use the fields supplied to inse
Account Holder Name	Account Number	Bank Identifier (BIC)
Account Holder Name	Account Number	Bank Identifier (BIC)
Bank	IBAN	Sort Code
Bank	IBAN	Sort Code
Bank Address Line 1	Town/City	County
Bank Address Line 1	Town/City	-
Bank Address Line 2	Post Code	Country
Bank Address Line 2	Post Code	Country
Bank Address Line 3		
Bank Address Line 3		
Bank Address Line 4		
Bank Address Line 4		
	SAVE X CANCEL	
HEALTH SERVICE EXECUTIVE	CONTACT US	NER PORTAL
16		ver: 1.1.7.24336 (05/02/2016)
Hz	Dr. Steevens' Hospital, Dublin 8	Terms and Conditions

To update the Hire Form the NHCD can either click the edit button beside the form on the dashboard, or edit the document when it automatically opens on entering the NER Portal. The user also has the option to click the 'view' button and from here can simply view, print or download their Hire Form.

General Personal De	tails		Office	Use Only	
Surname	Mary		Employee Number		
Forename	Mary		Post Name		
Known As (if different from Forename)			Post Number		
Title	Dr.		Contract Start Date		
Correspondence	The House		Contract Start Reason		
Address	Co. Dublin		Contract End Date		
	Ireland		Projected end date (if applicable)		
			Position status		
Landline Number			Hours of work		
Mobile Number	0877777777		Grade Code		
Email Address	deborah.carolan@hse.ie		PRSI Class		
PPS Number	1234567T		Living Out Allowance (Y/N)		
Date of Birth	14/08/1985		Pension Scheme		
Gender	Male Female		Satisfactory Reference 1 Received		
Marital Status	Married	÷	ି ସ୍ୱ	2	
Previous Sumame (if applicable)			Satisfactory Reference 3 Received		
				-	

1.9 Portal Dashboard

When the Hire Form has been saved the system automatically shows the Portal Dashboard (see screen below)

The dashboard allows the NCHD to add documents such as ACLS/BLS, Hand hygiene, Fire Training etc. It will also allow them to view documents that Medical HR has added, such as Garda Vetting and Occupational Health for example.

My Documents

			🗢 Missing or Expired 👎 Rejected 😧 Submitted 🛕 Warning 🛩 Ve
Employment Documents			Personal Details
Hire Form	0	☑ Edit	Scanned Passport 🕒 례d
Garda Vetting	•		Birth Certificate
Occupational Health Certification Status	•		GNIB 🖨 🖒 Add
EPP Certification Status	•		International English Language
Work Permit	•		resung system (LLTS) Ceruncate

Training Certificates		=
BLS	•	ළ Add
ACLS	•	ළු Add
Hand Hygiene	•	ඳි Add
Fire Training	•	ළු Add
Patient Handling	•	ළු Add
Radiation Protection	•	ළු Add
Haemovigiliance Training	•	ළු Add
APLS	•	ළ Add



1.10 Uploading a Document to the dashboard

NCHDs are required to use the Dashboard to upload 'Add' all of their relevant documents/certificates in the Personal Details, Training Certificates and Other Documents sections.

Documents can be uploaded in two ways; by taking a Photo or by scanning and saving a document to your device.

(i) First click 'Add' on your dashboard beside the relevant certificate

Training Certificates		
BLS	•	ඳි Add
ACLS	•	ළු Add
Hand Hygiene	•	ළ Add
Fire Training	•	ළු Add
Patient Handling	•	ළ Add
Radiation Protection	•	ළු Add
Haemovigiliance Training	•	ළු Add
APLS	•	ඳී Add
		1

(ii) Then click 'Choose File'

Welcome to National Employment Record newnchd@newnchd.com Health Service Executive Qchange Password i Help @ Log Off	ADD DOCUMENT	트 NER Portal 🔶 🖹 Add Document	
	NER Portal Health Service Executive	Welcome to National Employment Re newnchd@newnchd م Change Password iHelp الله لد	cord i.com og Off

Please add attachments to BLS

Queue length. 1	
1 Remove	
ACLS.pdf	ACLS.pdf

- (iii) Choose the option to either take a photo if the device has a camera (e.g. phone or tablet) or select the relevant document saved on the system
- (iv) If the take a photo of your certificate option is chosen there is an option to either retake or use the picture
- (v) If the option to select a certificate already saved to the system is picked, the NCHD must 'Choose' the file from the location it has been saved in, then click 'Open' and 'Upload'
- (vi) Once the photo or saved document has been selected, the document name can be entered. Click the 'Next' button
- (vii) Enter the document valid from date if applicable (the valid to date will automatically populate where relevant)

NER Portal Health Service Executive	Welcome to National Employment Record newnchd@newnchd.com & Change Password i Help & Log Off	
ADD DOCUMENT	IR Portal 🔶 🖪 Add Document	
Please add document details	Document Type	
ACLS	ACLS	
Valid From dd/mm/yyyy	Valid To dd/mm/yyyy	

(viii) Next click 'Save' and then click 'Close'

Only documents saved as pdf, png or jpg will be accepted by NER (all other document types including MS Word cannot be uploaded)

Medical HR Department/Employer will upload the required documents in the Employment Documents section.

Once uploaded Portal users can print, view or download their documentation. Incorrectly uploaded documents can be removed prior to verification by Medical HR Department and documents can be replaced as necessary.

	I DETAILS	S NER Portal 🕈 🖬 View Docum	ent ↔ 🖌 Edit Hire Form ↔ 🍳 View Hire Form
ocument detail	s		
Updated date			
17/02/2016 17:16:39			
Document Name		Document Type	
ACLS		ACLS	
Valid From		Valid To	
17/02/2016		17/02/2018	
ttachments	an out of date document please update th	e Valid From and Valid To dates.	
ttachments If your document is replacing a File Name	an out of date document please update th Name	e Valid From and Valid To dates.	▲ Upload attachments
ttachments If your document is replacing a File Name BLS ACLS.pdf	an out of date document please update th Name BLS ACLS.pdf	e Valid From and Valid To dates. Added Date 17/02/2016 17:16:39	L Upload attachments Q View L Download X Remove
ttachments If your document is replacing a File Name BLS ACLS.pdf HEALTH SERVICE E	an out of date document please update th Name BLS ACLS.pdf EXECUTIVE	e Valid From and Valid To dates. Added Date 17/02/2016 17:16:39 CONTACT US	Lupload attachments Q View Lownload × Remove NER PORTAL
ttachments If your document is replacing a File Name BLS ACLS.pdf HEALTH SERVICE E	an out of date document please update th Name BLS ACLS.pdf EXECUTIVE	e Valid From and Valid To dates. Added Date 17/02/2016 17:16:39 CONTACT US National Doctors Training and Planning Dr. Grouped Jacobia 0	Lupload attachments View Download X Remove NER PORTAL Ver: 1.1.7.24338 (05/02/2016)
ttachments If your document is replacing a File Name BLS ACLS.pdf HEALTH SERVICE E	an out of date document please update th Name BLS ACLS.pdf EXECUTIVE	e Valid From and Valid To dates. Added Date 17/02/2016 17:16:39 CONTACT US Plational Doctors Training and Planning Dr. Steevens' Hospital, Dublin 8 Q www.hss in/doctors	▲ Upload attachments ♦ View ▲ Download ★ Remove NER PORTAL Ver: 1.1.7.24330 (05/02/2018) Terms and Conditions

Once documents have been added, dates cannot be edited by the user if Medical HR has verified the document on the MPS NER.

1.11 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.

1.12 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 is access to an NCHDs portal account up to 2 months following their rotation to another employer. This will ensure that any outstanding documentation yet to uploaded by the previous employer can be added with minimum disruption to the NCHD or next employer.

1.13 Forgotten Password

If a user has forgotten their password they can click the 'forgotten your password' link. The user will be asked to enter their email address and click 'reset password'. An email will be sent to the user with a link to a 'Change Password' screen.



Section 2 Medial HR: Medical Practitioner System (NCHD Database) NER

2.1 Logging onto MPS and accessing NER

Access to MPS must be applied for through NDTP. If you already have access to the system you will automatically see the NER portal.

Once you have logged onto the Medical Practitioner System (NCHD database) the NER tab on the left hand side of the screen will be visible.



There are three options within the tab; Documents, Search 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 by account status, document type, and NCHD name

(ii) Search – this tab allows you search for individual NER accounts. Once you have selected an account you will have visibility of the NCHDs NER dashboard (see section 2.2)

(iii) Reports – There are a number of useful reports you can run and more detail of these is provided in section 2.9

2.2 Search for an NCHD

You must select 'all' from the drop down menu of account type if you wish to see all accounts otherwise you can filter by selecting 'active' or 'new'.

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

Non-Consultant	✓ Verify Io	entity 🦸	View Hire Form 🛛 🕅 Ed	it Hire Form									¢
Consultant	Forename:	Surn	ame: MC Ref #::	Email:		Date of Birth: C	linica	I Site: Category	y:	Account Status:			
NER						dd/MM/yyyy	-ALL	SELECT	- /	✓ALL ✓	3 🗙		
	Medical Cour	cil Registratio	n Number Forename	S	urname	Email Addre	ess	D	ate of Brt	h Active		Accou	unt Stat
Documents			Anna	Μ	lerrigan	annaanna	@anna	a.com 1	4/08/1983	• CUH	(no category)		
B	Page 1 of 4 (39 items) 🛛	1 <u>2 3 4</u> >										
Search													^
	Employmen	t Documents		Personal Deta	ils			Training Certificates	\$		Other Document	s	
	Name	Status	Action	Name	Status	Action		Name	Status	Action	Name	Status	
Settings	Hire Form		View Edit	Scanned	0	View Edit Make Not Require	ed	BLS		Add Make Required	Curriculum	0	View
	Garda	•	Add Make Not Require	Birth	_			ACLS	0	View Edit Make Not Required	Evidence of		·
Reports	Occupatio			Certificate	U	View Edit Make Not Requin	ed	Hand Hygiene	0	View Edit Make Not Required	International	0	View
Common	Health		Add Make Not Require	GNIB	0	View Edit Make Not Require	ed	Fire Training	8	View Edit Make Not Required	Experience		
Logged in As	Status	511 -		Internation	al			Patient Handling	•	View Edit Make Not Required	Other	0	View
& Anna	EPP Certificati	on 😑	Add Make Not Require	Language d Testing	0	View Edit Make Not Require	ed	Radiation Protection	0	View Edit Make Not Required			=
R HSE	Work Pern	iit 😑	Add Make Not Require	(IELTS) Certificate				Haemovigiliance Training	0	View Edit Make Not Required			
System Version				Marriage Certificate		Add Make Required		APLS	•	Add Make Not Required			
													~

The MPS dashboard view will list all documents both mandatory and optional.

2.3 Verify an NCHD and Deactivate and Account

To verify an account so that its 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.

Non-Consultant	 Verify Identit 		View Hire Fo	rm 🚺 Edit Hi	re Form													્ય
Consultant	Forename:	Surna	ime:	MC Ref #::	Email:			Date of Birth:	Clir	nical Site:	Categor	y:		Account Status:				
NER								dd/MM/yyyy	A	u 🗸	SELEC	r	V	ALL	~	् 🗶		
	Medical Council Re	egistratio	n Number Fore	ename	Su	rname		Email Ad	dres	s	(Date of	Birth		Clinical Sites		Accou	int Stat
Documents			Ann	a	Me	errigan		annaann	a@a	anna.com		14/08/	1983		• CUH ((no category)		N
E	Page 1 of 4 (39 its	ems) <	<u>1 2 3</u>	4 🕥														
Search	Number	egistrati	onworse				Veri	Errid	ii Au	uress	di 	inaan T 😪	nawa	nna.com				
Settings	Correspondence A Date of Birth Clinical Site	Address	The Tow 14/08/19 CUH	n Ireland Co. Du 83	ıblin			Do you want to verify ider	tity No	for this acco	unt?	^ 3	888					
	Employment Do	cuments			Personal Detai	ls						~				Other Document	s	
Reports	Name	Status	А	ction	Name	Sta	<				>	L,	tus	Action		Name	Status	
Common	Hire Form	•	Vie	w Edit	Scanned	0		View Edit Make Not Requ	ired	BLS				Add Make Re	quired	Curriculum	0	View
Logged in As	Garda	•	Add Make	Not Required	Passport	-				ACLS		?		View Edit Make N	ot Required	Vitae	-	_
🚨 Anna	Vetting	-			Certificate	0		View Edit Make Not Requ	ired	Hand Hy	giene	0		View Edit Make N	ot Required	International	0	View
Merrigan HSF	Health	Occupational Health Add Make Not Required				0		View Edit Make Not Requ	ired	E Fire Trai	ning	0		View Edit Make N	ot Required	Experience	-	
Log Out	Status	•			Internationa	il 👘				Patient	Handling	0		View Edit Make N	ot Required	Other	8	View
System Version	EPP Certification Status	•	Add Make	Not Required	Language Testing System	•		View Edit Make Not Requ	irea	Radiatio Protectio	n on	0		<u>View</u> <u>Edit</u> <u>Make N</u>	ot Required	L		

An account will automatically deactivate after 12 months if not in use. There is also an option for you to deactivate an account if required. Highlight the NCHDs account by double clicking on their name and select 'Deactivate Account' on the top left-hand corner of the screen.

Non-Consultant	😑 Deactivate Account 😽 🕅	/iew Hire Form 🛛 🕅 Ed	lit Hire Form						0
Consultant	Forename. Surname:	MC Ref #::	Email:	Date of Birth:	Clinical Site:	Category:	Account Status:		
NER				dd/MM/yyyy	▼ALL ¥	SELECT 💌	Active	💌 🔍 💥	
	Medical Council Registration Numb	ei Forename	Surname		Email Address	Date of Birth	Cli	inical Sites	Account Stat
Documents		Sinead	Morahan		sinead.morahan@hse.ie	11/08/1978		 Beaumont (no category) 	~
Search		Anna	Merrigan		annaanna@anna.com	14/08/1983		CUH (no category)	× .
	409081	Ruth	Boylan	Deactivate Account		- 🗆 🗙 1981			~
Settings	Page 1 of 2 (20 items) 1 2	>		Do you want	to deactivate this account? Yes No				
	4					~			
Reports				<		>			
Common						11.			
Logged in As									

Non-Consultant	😂 Reactivate A	iccount X	Delete Account	🚱 View Hire Form	🕅 Ed	it Hire Form							
Consultant	Forename:	Surname:	MC Ref #:	Email:		Date of Birth:		Clinical Site:	Categor	y: Account Status:			
NER						dd/MM/yyyy	-	ALL 💙	SELECT	- V Inactive	X	×	
	Medical Council Re	egistration Nur	nbei Forename		Surname	En	nail A	ddress	[ate of Birth	Clinical Sites		Account Sta
Documents			Anna		Merrigan	an	naar	nna@anna.com	:	4/08/1983	CUH (no	category)	0
E.	Page 1 of 1 (1 iter	ms) < 1											
Search													
	NCHD Account D First Name	etails /	Anna				Su	mame	м	errigan			
Settings	Medical Council F Number	legistration -	-Not Set				En	nail Address	ar	inaanna@anna.com			
	Correspondence	Address 1	The Town Ireland Co 14/08/1983	. Dublin			Mo Na	bile Number tionality	08 Iri	78888888 sh			
Reports	Clinical Site	C	син				Ac	count Status	In	active			
Common													
Logged in As	Employment Do	cuments		Personal Details				Training Certificates			Other Document	s	
	Name	Status	Action	Name	Status	Action		Name	Status	Action	Name	Status	Action
Anna Merrigan	Hire Form	0	View	Scanned	0	View Make Not Require	<u>a</u>	BLS		Make Required	Curriculum	0	View Make Not Re
CALL HSF	Garda	-		Passport	-			ACLS	0	View Make Not Required	vitae	-	

You can also reactive an account. Highlight the NCHDs account by double clicking on their name and select 'Reactivate Account' on the top left-hand corner of the screen.

The 'Delete Account' option is only available to NDTP. This option should rarely be required but should you need to delete an account you can request this by emailing <u>doctors@hse.ie</u>

2.4 View and Edit Hire Form

Select relevant NCHDs account by double clicking on their name. Click either view or edit.

Non-Consultant	 Verify Identit 	y 🧐 Vier	w Hire Form 🛛 🗊	Edit Hire Form														
Consultant	Forename:	Surname:	MC Ref	#:: Email	:	Date of	Birth:		Clinical	Site:	Categor	y:	Accou	nt Status:				
NER						dd/MM	/уууу	-	ALL	~	SELEC	r i	ALL			💌 🔍 🗰		
	Medical Council Re	gistration Nur	mber Forename		Surname			Email Addr	ess		[Date of Birt	n		Clinical	Sites		Account Sta
Documents			Anna		Anna			annamerri	gan@g	mail.com	:	14/08/1983			•	Bantry GH (no cat	egory)	N
E.	Page 1 of 4 (39 ite	:ms) 🤇 1	234 🔰															
Search	Cite Lead Cites		De eter Clu															
	Clinical Site	al Site Bantry GH Account Status New																
Settings	Employment Doo	uments		Pers	onal Details –					Training Cer	rtificate	s				Other Document	5	
	Name	Status	Action	Na	ime	Status	Act	ion		Name		Status		Action		Name	Status	A
	Hire Form	()	View Edit	t Sca	anned	•	Add Make N	lot Requi	red	BLS		•	Add Ma	ake Not Rec	uired	Curriculum	•	Add Make
Reports	Garda	Vi	ew Edit Make No	ot Required	sspore					ACLS		•	Add Ma	ake Not Rec	uired	vitae		
Common	Vetting	•		Ce	th rtificate	•	Add Make M	lot Requi	red	Hand Hygi	iene	•	Add Ma	ake Not Rec	uired	Evidence of International	•	Add Make
Logged in As	Health	Vi	View Edit Make N	ot Required GN	IIB	•	Add Make N	lot Requi	red	Fire Traini	ing	•	Add M	ake Not Rec	uired	Experience	•	
🚨 Anna	Certification Status		Int	ernational					Patient Ha	andling	•	Add M	ake Not Rec	uired	Other	•	Add Make	
erngan OR HSF	EPP	_		Lai	nguage	_				Radiation			Add M	ska Not Dan	having			

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

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.

Non-Consultant	Verify Identit	y 🧐	View Hire Form 🛛 🕅 E	dit H	ire Form							
Consultant	Forename:	Surna	me: MC Ref #:	Hin	e Form			- 🗆 ×				
NER						View PDF Download PDF Do	wnload MS Word Doc	Ŷ		💌 🔍 💥		
	Medical Council Re	egistration	Number Forename)	Clinical	Sites		Account Sta
L .					Personal details					Bantry GH (no cat	egory)	
Documents			Arma		First Name:	Surname:	Title:	Ξ				
F					Anna	Anna	. •					
urge	Page 1 of 4 (39 ite	ems) 🤘	1 2 3 4 >		Condorr	Known act	Manital Statue					
Search	Clinical Site		Ranto: CH		Female	KIIOWII d3.	Single					
	Clinical Site		banuy GH		i cinare		Unigic					
LX.	. Caralana a Da				Previous Surname (if applicable):	Date of Birth:	Nationality:			Oth D		
Settings	Employment Do	cuments				14/08/1983 💌	Ggg			Other Documents	•	
	Name	Status	Action		PDSN-	Medical Council Registration Number	Clinical Site:			Name	Status	
	Hire Form	0	View Edit			ricular council registration number.	Bantry GH		ired	Curriculum		Add Make
Reports	Garda						band y on		ired	Vitae	-	
Common	Vetting	×	View Edit Make Not		Account Status:					Evidence of		
Logged in As	Occupational				New 💌				irea	Medical	•	Add Make
Loggeonno	Health	 Image: A second s	View Edit Make Not						ired	Experience		
🚨 Anna	Status				Contact details				ired	Other	•	Add Make
a ucr	EPP				Phone Numbers							

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 so that it is easy for you to detect exactly what change was made.

2.5 View, Edit, Add and Print a document

The individual NCHD is responsible for uploading through their portal account their personal e.g. Birth Cert, training e.g. BLS and other e.g. CV documentation. However, Medical HR can also upload these documents if necessary.

Medical HR is responsible for uploading Employment Documents such as Occ Health, EPP, Garda Vetting and Work Permits.

(i) 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.

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(ii) Edit

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

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(iii) Add

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



Click 'Browse' 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; png, 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.

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 and in the case of occupational health and EPP please see section 2.7 below.

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(iv) Print

To print a document open the relevant document, hover the mouse over the bottom of the screen and the print icon will appear.



2.6 Documents Not Required

Remember, Medical HR can make certain documents not required, this is a really useful tool as it simplifies the NHCDs dashboard and when running report it will eliminate non-required documents from the calculations.

From the dashboard simply click on the not required button

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2.7 EPP/Occupational Health*

Occupational Health and EPP are currently displayed as two documents types. Each of these documents will have a valid to date. This date is not a mandatory field and should only be populated if someone is passed fit or cleared for EPP for a defined period e.g. 12 months. In the cast majority of cases no date will be required.

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2.8 Verify and Reject documents

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

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. you can then click the verify button at the top left hand side of the screen.

If the document is unacceptable you can reject the document and a drop down list will appear with a pre-defined 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.

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Edit, Verify or Reject a document.

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Document Rejection dropdown list

2.9 Document Status Symbols

- Missing or Expired 👎 Rejected 😯 Submitted 🛕 Warning ✔ Verified

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. The NCHD will receive an e-mail confirming the document has been rejected

Submitted – This means that the Doctor has submitted a document that must be verified by the MMM

Warning – This means that the document will expire in 60 days or less. A reminder will be sent to the Doctor and the MMM

Verified – This means the document has been verified by the MMM and is in date

Sample Emails issued to NCHDs

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2.9 Reports

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

27 •

(i) 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.

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(ii) NER Compliance report will show the percentage compliance for your site for each 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.

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(iii) 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.

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	Barry			Drogheda/Dundalk RH	SpR	Gastroenterology	N/A	pmatuszewski@openskydata.com	1
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	Glen			AMNCH	Intern	General Surgery			
	John			CUH	SpR	Infectious Disease		john.anna@john.com	01444444
Reports	Mary			AMNCH	Reg	Paediatrics		mary.anna@mary.com	
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2.10 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 NDTP <u>doctors@hse.ie</u>