



Feidhmeannacht na Seirbhíse Sláinte
Health Service Executive

MEMO

To: All NCHDs
From: National Doctors Training and Planning
Date: 6th October 2015
Re: **National Employment Record (NER)**

The introduction of the National Employment Record is one of the recommendations highlighted in the strategic review of medical training and career structure (MacCraith Report). It is designed to reduce the repetitive completion of paperwork by NCHDs each time they rotate to a different hospital/employer.

National Doctors Training and Planning have developed, in conjunction with the Office of the Chief Information Officer and Opensky Data Systems, a bespoke electronic solution, National Employment Record (NER). Following the success of the pilot project which was conducted with the July 2015 intern cohort, the system will now be rolled out nationally to all NCHDs.

Using the NER portal will allow you to interact virtually with Medical HR in your place of employment. The system allows you to complete the mandatory Hire Form online, upload mandatory documents and certificates and submit these to Medical HR for verification, e.g. BLS/ALS, Hand Hygiene, passport etc. You will also receive email notifications to remind you when documents are nearing expiry. It is your responsibility to upload your relevant documents.

Medical HR in your place of employment can link in with your NER account to upload mandatory documents such as Garda Vetting and Occupational Health which you will then be able to view/print if required.

Using the NER will ensure that as you move through your employment rotations, duplication of mandatory paperwork will be kept to a minimum.

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.

You can access the system from any PC, Laptop, Apple or Android device. Please note the browser version used by your device 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 www.google.com/chrome

In this regard I would now request that you read the accompanying Guide which provides step by step instructions to registering and opening a NER account.

Please open your personal employment record by 30th of October 2015.

Contact your local Medical HR Department should you have any queries.