



Feidhmeannacht na Seirbhíse Sláinte
Health Service Executive

NATIONAL NCHD DATABASE
GUIDE FOR CLINICAL SITE USERS
FEBRUARY 2011

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Introduction

This guide has been developed for clinical site users of the National NCHD Database.

The purposes of this guide is to complement the training sessions provided and to act as a reference point regarding queries which may arise when clinical site users formally register on the live NCHD National Database.

The guide is presented in 6 sections as follows:

- Section One addresses the area of **NCHD Post Management** and recaps how to add, update, suppress, reactivate, delete and search for NCHD posts;
- Section Two addresses the area of **Medical Practitioner Management** and recaps how to search, view and check the registration details of NCHDs;
- Section Three addresses the area of **Assignment Management** and recaps how to propose and confirm an NCHD to an NCHD post;
- Section Four addresses the area of **Valid for Training** and outlines how this function works and what it means for the user;
- Section Five addresses the area of the **Traffic Light System** and outlines how this operates, what the different colours mean and how the user should interpret same; and
- Section Six briefly outlines the **Security** that has been built into the system thereby ensuring the robustness of the information on the national system.

In general each section is presented in the following format:

- Overview / introduction to the section;
- Guidance as to how to access the relevant action / function in the system;
- Description of what the system does on foot of the decision made by the user; and
- Summary of the rules associated with the relevant functions

To illustrate points made and guidance provided, relevant snap shots of the national system have been incorporated throughout this guide.

Section One – NCHD Post Management

1.1 OVERVIEW

The following NCHD post management functions are available to clinical site users:

- Adding a new NCHD post
- Updating a specific NCHD post
- Suppressing / reactivating a specific NCHD post
- Deleting a specific NCHD post
- Searching/viewing NCHD post(s)

1.2 ADDING A NEW NCHD POST

Introduction

Each clinical site will be responsible for managing and uploading information regarding the employment attributes of each NCHD post on their site. The bulk of this work will be undertaken when the site initially comes on stream on the national system. Thereafter users will only be adding posts if and when additional NCHDs posts are created or transferred to their site.

Only posts that are associated with the incumbent holding the NCHD Contract 2010 should be created and saved onto the national system. This means that some posts on clinical sites for example certain lecturer / research posts are not appropriate for inclusion as the holders of these posts do not hold the NCHD Contract 2010. This rule should be adhered to even in cases where such incumbents may participate to varying degrees in the provision of clinical services on the site.

How to get there

- Click on the Posts icon in the Navigation Bar on the left hand side
- Under the “Post” option on the horizontal navigation bar, select “Add Post” from the drop down menu.
- Fill in the data fields in the resultant pop up screen using the drop down menus where available or free styling as allowed
- In relation to the supervisor field, the function to search for the relevant supervisor(s) is available to users by clicking on “Search”
- Click save when finished.

Outcome

When the information regarding the new post is saved by the user, a unique post number will be generated by the system and all employment attributes of the post as entered by the user, such as specialty, grade, location as inputted by the clinical site user will be captured.

When a new post has been successfully added to the database, within the context of the defined security rules built into the system, it will immediately become available

- a) to all users of the system to view,
- b) for matching to an NCHD,
- c) for assigning training attributes to if such is appropriate and
- d) to be included in queries and reports run by users.

Associated Rules

1	A unique post number for each new post added is generated by the system. This number will remain uniquely associated with the post in the national system.
2	Required fields which are marked by an asterisk must be completed before a post can be saved. Site, grade, capacity, discipline, specialty, supervisor and funder are all required fields.
3	Newly added posts are immediately available on the system
4	The capacity value of new posts is defaulted to 1.0 which represents a full-time post i.e. 1 WTE. This value should be amended as required by clinical site users.
5	Multiple supervisors may be added to a given post. As required users can search for supervisors on the national system using the search function located beside this data field.

6	<p>Linked Posts will display post number, location, grade and specialty and will be visible both ways i.e. both posts will display the linked relationship details. A post should only be linked to another post if there is some relationship between the posts that a clinical site user needs to be aware of or needs to manage in some way. As required users can search for the post to be linked using the search function located beside this field. It is envisaged that only a small number of posts will be linked.</p>
7	<p>All information entered by clinical site users will become viewable by all other users of the system once the new post is saved. Users should remain aware of this when adding any information in free style, for example in the comment field or recruitment field.</p>
8	<p>Where a given NCHD post is located in more than one clinical site, then the post should be added by the clinical site which is deemed the primary base of the post i.e. the site that has responsibility for contract and pay related issues. In those rare scenarios whereby a post is managed and paid for by more than one clinical site, for example 50% capacity and 50% payroll split between two clinical sites, then two posts must be created on the system by users, each with a 50% WTE capacity on the relevant clinical site. Duplication of posts should be avoided.</p>

1.3 UPDATING AN NCHD POST

Introduction

This function allows a user to make any updates / amendments required regarding the employment attributes of an NCHD posts that they have previously added to the National Database.

How to get there

- Click on the Posts icon in the Navigation Bar on the left hand side
- Search for the specific post required using the search facility available (see Section 1.6 if you need help in this)
- Once the desired post has been selected, under the “Post” option on the horizontal navigation bar, select “Update Post” from the drop down menu.
- Amend and update as required the employment attributes in the resultant pop up screen.

Outcome

Once the changes have been saved, within the context of the defined security rules built into the system, the updated employment attributes of the post are now available to all users of the system.

Associated Rules

1	Clinical Site, Grade, Medical Discipline and Post Funder are employment attributes which are not available for update as it has been determined that changes to these fields effectively constitute the creation of a separate and new post. Any changes required to these fields need to be managed via the creation of a new NCHD post and suppression of the current NCHD post.
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1.4 SUPPRESSING / REACTIVATING AN NCHD POST

Introduction

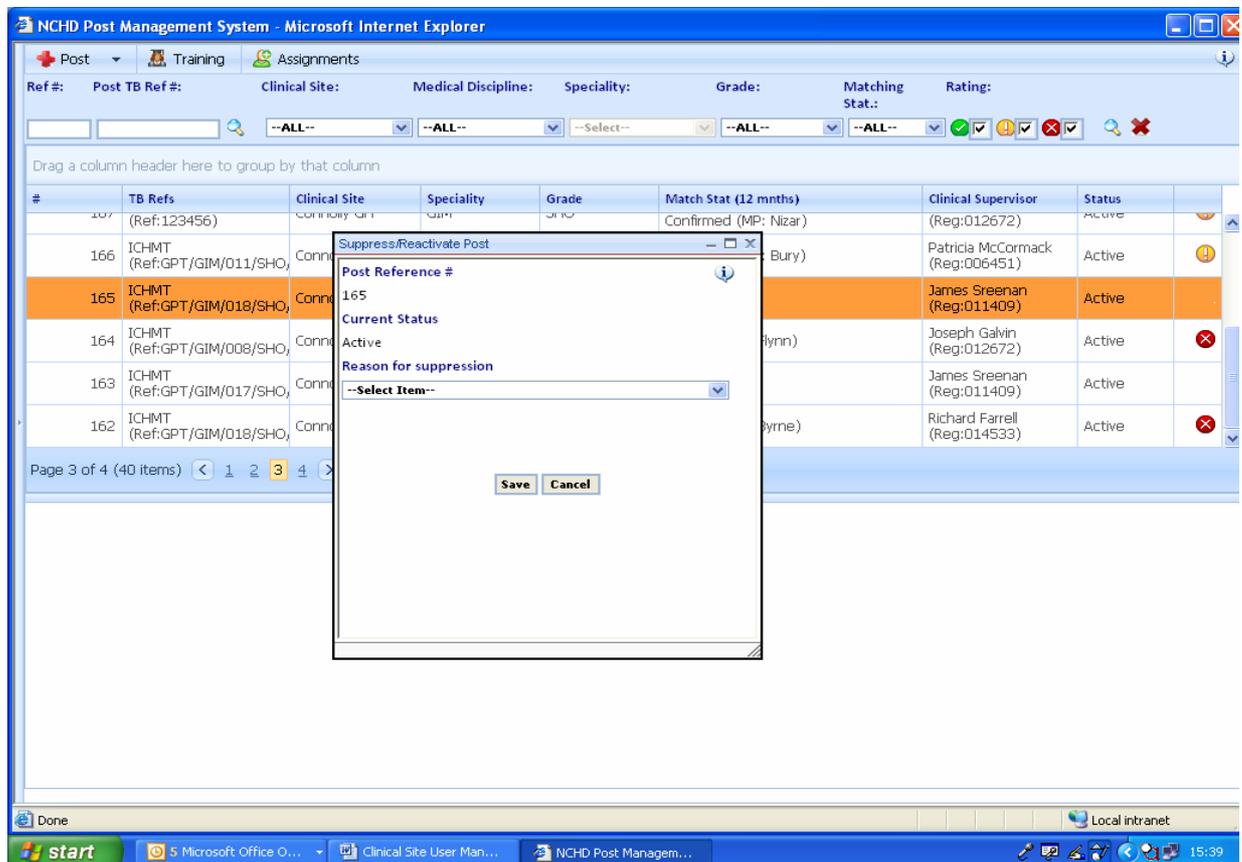
As required, users can suppress and reactivate specific NCHD posts on their sites. Reasons for suppression can include suppression of an NCHD post to enable the creation of a new consultant post or withdrawal of funding for a post. Suppressing a post effectively renders it inactive on the system. No edits or changes of any sort can be made to a suppressed post by any user unless it is reactivated by the relevant user. Suppressed NCHD posts will not be available for matching to a NCHD.

How to get there:

- Click on the Posts icon in the Navigation Bar on the left hand side
- User searches for and selects the specific NCHD post they wish to suppress/reactivate (see page 12 if unsure of how to do this)
- Under the “Post” option on the horizontal navigation bar, select “Suppress/Reactivate Post” from the drop down menu.
- If suppressing a post, the user must select the most appropriate reasons for suppression from the drop down menu available. If the selected post is already suppressed, the user must select the most appropriate reasons for reactivation from the drop down menu.

Outcome

Once a post has been suppressed or reactivated and the change saved, the status of the post i.e. active or inactive, will immediately become available to all users on the system



Associated Rules

1	An NCHD post cannot be suppressed if there is a current or future assignment of NCHDs against that post in the system.
2	Absolutely no edits or changes or updates may be made to a suppressed post i.e. access to the post is effectively blocked until the relevant clinical user of the post reactivates it.
3	Suppression and reactivation reasons are required in order to suppress or reactivate a post.
4	Reactivating a post will enable the post to once again become visible to all users within the context of the defined security rules built into the system.

1.5 DELETING A POST

Introduction

The user can delete a NCHD post which may have been added to the system in error. Once deleted, all records of the NCHD post are permanently removed from the system. If an NCHD post has been deleted in error by a user, there is no facility to retrieve the deleted post, rather the user must add the post again to the system.

How to get there:

- Click on the Posts icon in the Navigation Bar on the left hand side
- User searches for and selects the specific NCHD post they wish to delete (see page 12 if unsure of how to do this)
- Under the “Post” option on the horizontal navigation bar, select “Delete Post” from the drop down menu.
- If deleting a NCHD post, the user must select the most appropriate reasons for deletion from the drop down menu available.

Outcome

Once a post has been deleted, it is immediately removed from the system and is no longer viewable or accessible by any user of the system, including the clinical site user who deleted it.

The screenshot displays the NCHD Post Management System interface within a Microsoft Internet Explorer browser. The main window shows a table of posts with columns for Ref #, TB Refs, Clinical Site, Speciality, Grade, Match Stat (12 mths), Clinical Supervisor, and Status. A 'Post Delete' dialog box is open, showing the selected post number (192) and a 'Reason Code' dropdown menu. The dialog box has 'Delete' and 'Cancel' buttons.

#	TB Refs	Clinical Site	Speciality	Grade	Match Stat (12 mths)	Clinical Supervisor	Status
192	--Not Set--	AMNCH	Anaesthesia	SHO	--Not Set--	Orla Young (Reg:023189)	Active
191	--Not Set--	Bantry GH	Obs & Gynaecology	Resident	Confirmed (MD: Castello Smith)	Stephen Smith (Reg:272197)	Active
190	--Not Set--	Bantry GH	Radiation Oncology	Resident	Confirmed (MD: Castello Smith)	Lesley O'Brien (Reg:023776)	Active
189	--Not Set--	Bantry GH	Psychiatry	Resident	Confirmed (MD: Castello Smith)	Lesley O'Brien (Reg:023776)	Active
188	--Not Set--	Bantry GH	EM	Resident	Confirmed (MD: Castello Smith)	Theodore Nugent (Reg:401090)	Active

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Post Details

Ref. No.	192	Discipline	Anaesthesia	Sub-specialty	N/A	Capacity	1.0	Team	--Not Set--	Funder	HSE	Recruitment	--Not Set--	Linked Posts	--Not Set--	Grade	SHO	Supervisor	Orla Young (Reg:023189)	Training Body	--Not Set--	Status	Active	Comments	--Not Set--
----------	-----	------------	-------------	---------------	-----	----------	-----	------	-------------	--------	-----	-------------	-------------	--------------	-------------	-------	-----	------------	-------------------------	---------------	-------------	--------	--------	----------	-------------

Training Details

Associated Rules

1	A post cannot be deleted if any additional information and/or amendments have been made to it since its creation including past, current or future assignment, training attributes or clinical site updates to the attributes of the post.
2	A post cannot be deleted if it has any medical practitioner matches of any type i.e. pending or confirmed.
3	A post cannot be deleted if it has any training attributes entered against it by a training body user.
4	A reason code is required in order to delete a post.

1.6 SEARCHING / VIEWING NCHD POSTS

Introduction

The user can search and view the details of all posts that have been added to the system – regardless of whether such posts are based on their clinical site.

How to get here:

- Click on the Posts icon in the Navigation Bar on the left hand side
- Use the search function available on the main screen at the top.
- If either the unique post number as assigned by the national system or training reference number of the post is known, the user can utilise the **Quick Post Search** function to the left of the menu bar below to search for the desired NCHD post.
- If these numbers are not known, the user can utilise the **Advanced Post Search** function to the right of the menu bar below. This will enable the user to search for the desired post using any one or combination of the employment attributes associated with the desired NCHD post including clinical site, medical discipline, specialty, grade and matching status.



Outcome

The screen displayed allows the user to review all posts returned by the system on the basis of the search criteria they have utilised. This displays the Post search results in a list format and provides the user with a selection of key attributes associated with the post including its unique number, its clinical site, specialty, grade, matched status and clinical supervisor.

Selecting a specific post returned by the system in the grid by double clicking it will provide the user with all details – employment and training – entered to date in relation to the selected post. This will be displayed in the lower half of the screen.

Post Training Assignments

Ref #: Post TB Ref #: Clinical Site: Medical Discipline: Speciality: Grade: Matching Stat.: Rating:

--ALL-- --ALL-- --Select-- --ALL-- --ALL--

Drag a column header here to group by that column

#	TB Refs	Clinical Site	Speciality	Grade	Match Status (12 mths)	Clinical Supervisor	Status
143	College of Anaesthetists (Ref:5656565656)	AMNCH, Tallaght	Emergency Medicine	Registrar	Pending (MP: Hussain)	Inderjit Singh (Reg:302368)	Active
142	--Not Set--	Beaumont Hospital	Emergency Medicine	Senior Reg	--Not Set--	Ismail Mohamed (Reg:056128)	Active
141	--Not Set--	AMNCH, Tallaght	Emergency Medicine	Specialist Reg	--Not Set--	Carol Oakley (Reg:368746)	Active
140	--Not Set--	AMNCH, Tallaght	Cardiology	Registrar	--Not Set--	Donncha Bonner (Reg:276988)	Active
139	--Not Set--	AMNCH, Tallaght	Emergency Medicine	Registrar	Confirmed (MP: Lee-Brennan)	Gerard Ormond (Reg:7788)	Active
138	AK Test Training Body (Ref:Not Set)	AMNCH, Tallaght	Emergency Medicine	Registrar	--Not Set--	Gerard Ormond (Reg:7788)	Active
137	Test for Training Body with an extra long name for visibility	AMNCH, Tallaght	Emergency Medicine	Registrar	--Not Set--	Wan Wan Hassan (Reg:358475)	Active

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Post Details

Ref. No.	143	Site	AMNCH, Tallaght
Discipline	Emergency Medicine	Specialty	Emergency Medicine
Sub-specialty	Paediatric EM	Grade	Registrar
Capacity	1.0	Supervisor	Inderjit Singh (Reg:302368)
Team	Test Team	Training Body	College of Anaesthetists (Ref:5656565656)
Funder	Health Service Executive	Status	Active
Recruitment	Test Recruit	Comments	Test Comments
Linked Posts	--Not Set--		

Training Details

Training Body	Programme	Trainer	Training Time	Last Accredited
College of Anaesthetists	Anaesthetists 1.1	Wan Wan Hassan (Reg:358475)	1	03/11/2010

Associated Rules

1	A valid NCHD post must exist in database.
2	Entering no search criteria will return all NCHD posts in the system. For any given search, the system will return a maximum of 1,000 results.
3	Entering search criteria will return all NCHD posts matching search criteria. For any given search, the system will return a maximum of 1,000 results.

SECTION 2 - Medical Practitioner Management

2.1 OVERVIEW

The following medical practitioner management functions are available to clinical site users:

- Search / view a medical practitioner
- View a medical practitioner's full Medical Council registration details

2.2 SEARCHING/VIEWING MEDICAL PRACTITIONERS

Introduction

The user can search for and view specific information on **all** medical practitioners (MPs) that are actively registered with the Medical Council in Ireland.

How to get here:

- Click on the MPs icon in the Navigation Bar on the left hand side
- Use the search function available on the main screen at the top.
- If the Medical Council number of the medical practitioner is known, then the user can utilise the **Quick MP Search** function to the left of the menu bar below.
- If the Medical Council number of the MP is not known, the user can utilise the **Advanced MP Search** function to the right of the menu bar below. This enables the user to search for the desired MP using any one or combination of attributes associated with the desired MP including forename, last name, registration type, training body affiliated to or matched status.



The screenshot shows a search interface with the following fields and options:

MC Ref #:	Forename:	Last Name:	Reg. Type:	Training Body:	Matching Status:	Rating:
<input type="text"/>	<input type="text"/>	<input type="text"/>	--ALL--	--ALL--	--ALL--	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Outcome

The screen displayed allows the user to review all MP returned by the system on the basis of the search criteria they have utilised. This displays the MP search results in a list format. Selecting a specific MP returned by the system in the grid by double clicking it will provide the user with all details – registration, employment and training – available to date in relation to the selected MP in the lower half of the screen.

In relation to the registration details provided regarding the selected MP in the “View” screen underneath, the system will indicate whether the MP has Medical Council conditions attached – “Yes” or “No”. **If a “Yes” is indicated by the system, clinical site users must contact the Council directly to find out more regarding the specific conditions attached to the MP.** Information regarding any conditions attached will not be provided by the national NCHD system.

NCHD Post Management System - Microsoft Internet Explorer

Training Assignments View MP Details

MC Ref #: Forename: Last Name: Reg. Type: Training Body: Matching Status: Rating:

Drag a column header here to group by that column

#	Forename	Last Name	Reg Type	Reg Stat	Training Body	Match Status (12 mnths)	Address	
400892	Ryizan	Nizar	Trainee Specialist Registration	Active	--Not Set--	Confirmed (Post ref: 167)	Co Sligo	✖
015813	Celine	Murphy	General Registration	Active	--Not Set--	Confirmed (Post ref: 167)	Dublin 16	!
329873	James	Martin-Smith	Trainee Specialist Registration	Active	--Not Set--	Confirmed (Post ref: 188)	Co Kildare	✖
272197	Stephen	Smith	Trainee Specialist Registration	Active	--Not Set--	Confirmed (Post ref: 190)	Dublin 4	✖

Page 1 of 1 (9 items)

MP Details View Details

MC Reg # 015813 Name Celine Mary Murphy
 Address Dublin 16 Sex Female
 Registration Type General Registration Registration Status Active
 Alias --Not Set-- Conditions Attached No

Assignments

#	Clinical Site	Grade	Speciality	Start Date	End Date	Status	Reg Status	VFT
View Details	Connolly GH	SHO	GIM	01/07/2010	09/01/2011	Confirmed	Active	! No

Done Local Intranet

start Microsoft Office O... Clinical Site User Man... NCHD Post Managem... 16:39

Associated Rules

1	A valid medical practitioner must exist in database.
2	Entering no search criteria will return all medical practitioners in the system. For any given search, the system will return a maximum of 1,000 results.
3	Entering search criteria will return all medical practitioners that match the search criteria entered. For any given search, the system will return a maximum of 1,000 results.

2.3 VIEWING A MP'S FULL REGISTRATION DETAILS WITH MEDICAL COUNCIL

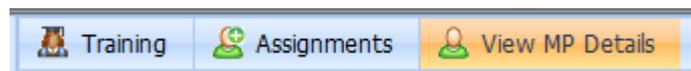
Introduction

As well as giving a summary of the registration details of the selected medical practitioner with the Medical Council, the user can also view the MP's full registration details with the Medical Council.

How to get here

This can be done in one of two ways:

- The User can highlight the desired MP from the list returned by the system following a search and select the "View MP Details" option available on the menu bar at the top of the screen as shown below



- When a specific MP has been selected by double clicking in the grid and all details available to date in relation to the selected MP have been returned by the system in the "View" screens below, the user can click on "More Detail" in the MP detail section of the screen.

Outcome

The data displayed is a mirror image of data supplied on the Medical Council website with one exception. Where individual medical practitioners have conditions attached to their practice by the Medical Council, the national system will indicate by means of a "Yes" or "No" whether such conditions are present. **However if a "Yes" is indicated by the system, clinical site users must contact the Council directly to find out more regarding the specific conditions attached to the MP.** Information regarding the specific conditions attached will not be provided by the national NCHD system.

NCHD Post Management System - Microsoft Internet Explorer

Training Assignment

MC Ref #: Forename:

Drag a column header here to:

#	Forename
400892	Ryizan
015813	Celine
329873	James
272197	Stephen

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MP Details **View Details**

MC Reg # 329873
 Address Co Kildare
 Registration Type Trainee
 Alias --Not Se

Assignments

#	Clinical Site
View Details	Bantry GH

MP Details

Registration Number: 329873
 Name: James Douglas Martin-Smith
 Address: Co Kildare
 Sex: Male
 Registration Type: Trainee Specialist Registration
 Primary Qualification:
 * Abbreviation: MB BCh U Dubl
 * Description: Bachelor in Medicine and Bachelor in Surgery
 * University: University of Dublin
 * CONFERRAL Date: 20/06/2008
 Registration Details:
 * Hospital: CONNOLLY HP
 * Speciality: Trauma and Orthopaedic Surgery
 * Start Date: 01/07/2010
 * End Date: 09/01/2011
 Post Title: SHO

Address	
Co Sligo	✘
Dublin 16	!
Co Kildare	✘
Dublin 4	✘

VFT
 ✘ No

Done Local intranet

start Microsoft Office O... Clinical Site User Man... NCHD Post Managem... 16:49

Associated Rules

1	The MP must be actively registered with the Medical Council.
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Section Three - Assignment Management

3.1 OVERVIEW

Clinical site users can manage the assignment/allocation of specific MPs to specific NCHD posts on their site using the national system. This functionality to manage assignments can be accessed from both the Posts screen and the MP screen. **Only NCHDs who are due to occupy a given NCHD post for four weeks or more should be matched on the national system.** This effectively means that short term locum / temporary appointments do not have to be accounted for in the national system.

This system enables users to engage in the process by either a) selecting a specific NCHD post and matching a specific MP to it OR b) selecting a specific MP and matching a specific NCHD posts to them. Once an NCHD has been assigned to a given NCHD post, the contact details of the NCHD can also be stored on the national system.

3.2 ASSIGNING AN NCHD TO A NCHD POST

Introduction

The assignment of MPs to specific NCHD posts is managed in the system via a two step process which reflects the last two key steps in the recruitment process.

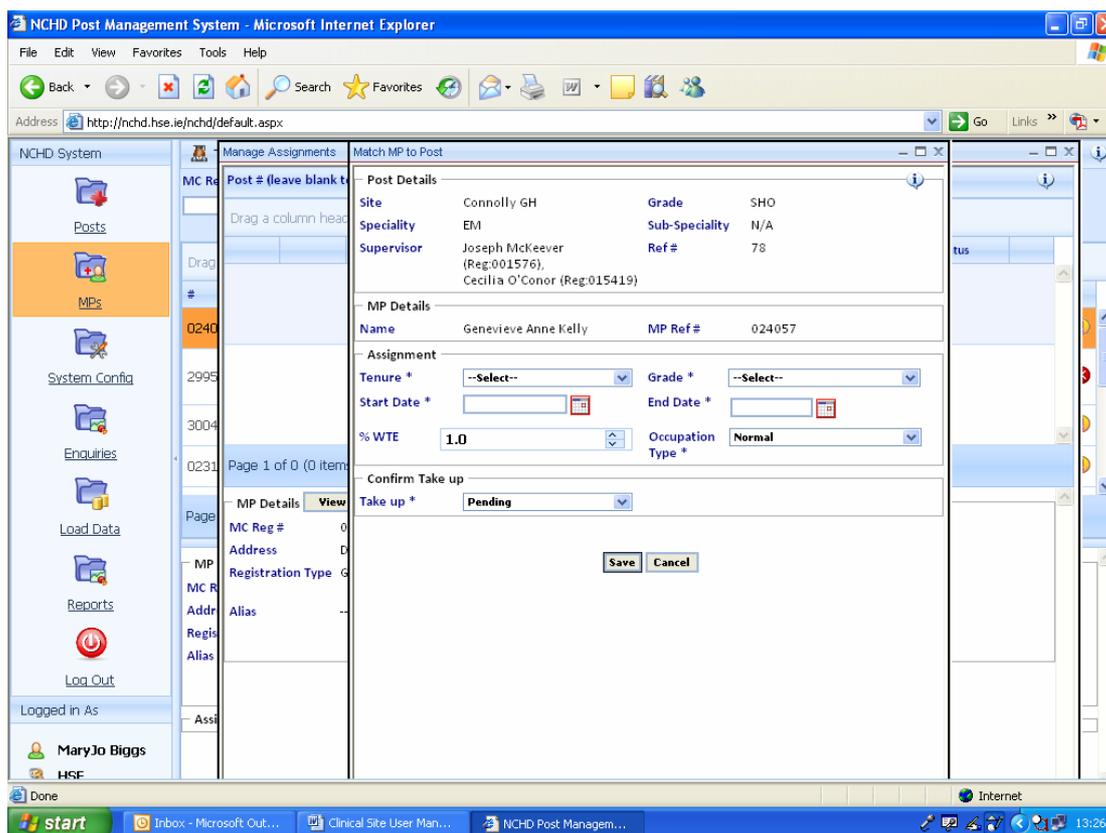
- Propose – In the first step the user must propose an MP to a NCHD post or vice versa. This stage reflects the offering of a post to a specific NCHD by the employer or the nomination by a training body of a specific NCHD to a specific specialist training post i.e. the assignment is still at proposal stage.
- Confirm – In the second step the user must confirm the MP to a NCHD post or vice versa. This stage reflects the acceptance of the NCHD of the post offered by the employer. **This stage should only be engaged in by clinical site users when a signed NCHD Contract 2010 has been received by the employer from the relative NCHD – this will ensure that all users are applying the same threshold for this step.**

Proposal - How to get here:

- Click on the MPs or Post icon in the Navigation Bar on the left hand side
- Using the search functions available on the main screen at the top the user should select the specific NCHD post or specific MP that they wish to propose for assignment.
- Once selected the user can select the “Assignments” option at the top of the screen.
- The user must now provide details regarding the specific NCHD or specific NCHD post which is to be matched to the selected NCHD post or selected NCHD.
- If the Medical Council number of the medical practitioner is known or the

unique reference number for the NCHD post is known, this can be entered in the box provided and the “Create” option selected.

- If the Medical Council number of the medical practitioner or the unique reference number for the NCHD post is not known, the user can select the “Create” option which brings them to the search facility for either NCHD posts or MPs as appropriate. Once the desired MP or post has been identified in the usual manner, the user clicks “Select”.
- Summary information about the selected NCHD post and the selected MP is provided to the user, with the relevant employment information now being sought to enable the proposed match. This information includes tenure, grade, start date, end date, % WTE and occupation type.



Outcome

Once an MP has been proposed to a specific NCHD post or vice versa, this information becomes available to all users to view. The status of the post and the MP is recorded as “pending” on the system.

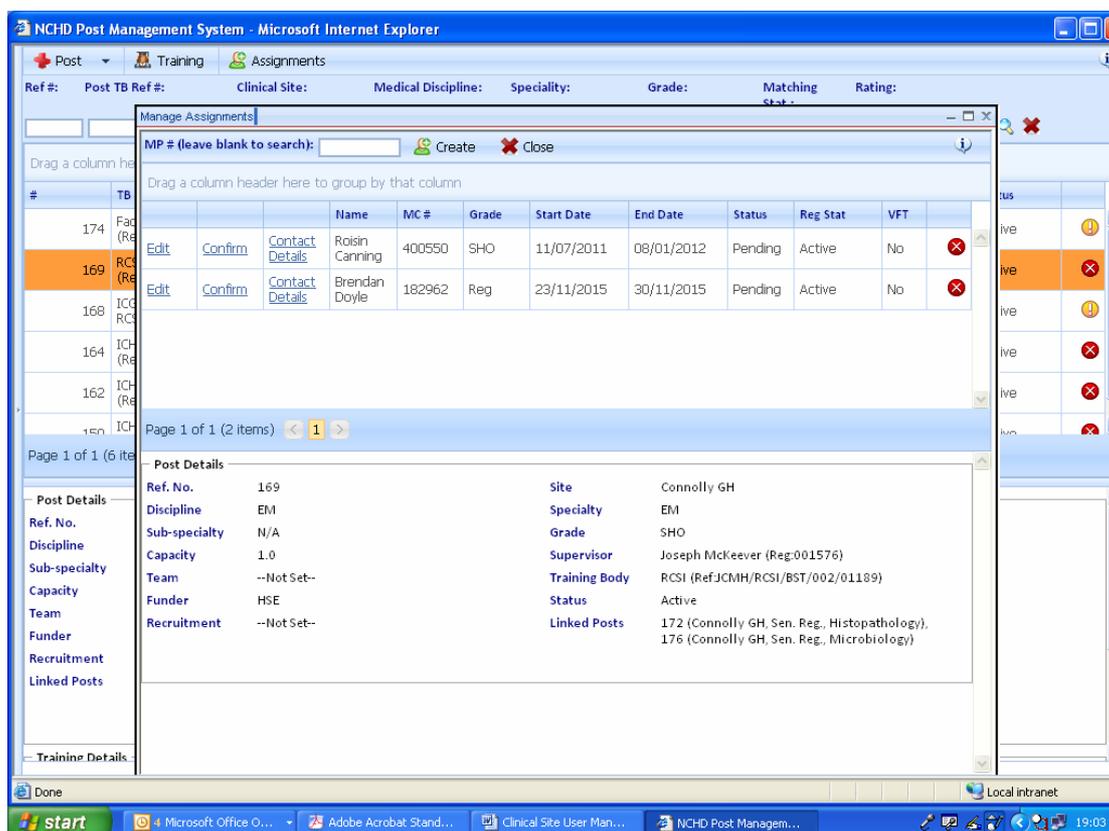
Confirm - How to get here:

- Click on the MPs or Post icon in the Navigation Bar on the left hand side
- Using the search functions available on the main screen at the top the user should select the specific NCHD post or specific MP that they now wish to confirm in a match.
- Once selected the user can select the “Assignment” option at the top of the screen.
- The user will then be presented with a list of all pending and confirmed

matches for that particular MP or that particular NCHD post. The user then selects the relevant proposed match that they are managing and selects the “Confirm” option.

Outcome

Once an MP has been confirmed in a specific NCHD post or vice versa, this information becomes available to all users to view. The status of the post and MP is recorded as “confirmed” on the system.



Associated Rules for Proposing and Confirming

1.	Start and End dates must not fall within a period of time that the NCHD Post and/or NCHD have been proposed or confirmed to another assignment unless the capacity/WTE values allow for this. For example the system will accept a situation whereby a given NCHD is occupying two NCHD posts simultaneously if the WTE total for the MP for the time period is equal to or less than 1. The user will be notified by the system if this business rule is breached and the proposed match will not accepted by system.
2.	Tenure, Grade, Start Date and End Date are mandatory fields
3.	The WTE default value will be 1. If the MP is to have a %WTE in the post of less than 1, then the user should enter the actual %WTE value.
4.	The occupation type default is “normal”. If the occupation type is of a

	different nature, for example maternity, sick leave or locum, the user should select the most appropriate description from the drop down menu available under this field.
5.	To manage situations where locums and temporary MPs may be employed to cover MPs who are the substantial post holders of specific NCHD posts, users should reduce the WTE of the substantial MP to 0 and change the occupation type description. This will allow the MP to still be recorded in the post in the system but will also allow users to assign another MP on a temporary or locum basis to the post as the capacity/WTE of the post will allow for this.
6.	MP and Post successful proposed will appear as Pending.
7.	MP and Posts successful confirmed will appear as Confirmed.
8.	For any reason, if the medical practitioner will not be taking up a NCHD post following initial proposal and/or confirmation, a Pending or Confirmed Assignment can be unmatched i.e. undone, by using the edit function available for each proposed or confirmed match and editing the Take Up status to 'No'. This can only be done prior to the start date of the assignment. This will un-match the NCHD Post and the NCHD, leaving both available for further proposed matches.
9.	Once an MP has been confirmed in a post and the start date of the assignment has been reached – the start and end dates of that specific assignment are effectively locked by the system and cannot be amended. To remove an MP from a post, the user must use the withdrawal function.
10.	If the start date of the assignment is reached and the status of the match is still pending, the system will automatically un-match the NCHD post and the NCHD.
11.	The withdrawal function is intended to be used when the NCHD withdraws from their post after the start date but before the end date is reached. The withdrawal date has to be on or after start date, and before the end date. This function is only available when the match has been confirmed and the start date has been reached. When a withdrawal date is entered and saved, this will un match the NCHD post and the MP.
12.	If the proposed employment grade of the MP as entered is different to the substantial grade of the post i.e. a registrar occupying a specialist registrar post, a warning system will be displayed. However, the user can still proceed with the original grade entered.
13.	Only NCHDs who are due to occupy a given NCHD post for four weeks or more should be matched on the national system. This effectively means that short term locum / temporary appointments do not have to be accounted for in the national system.

3.3 CONTACT DETAILS

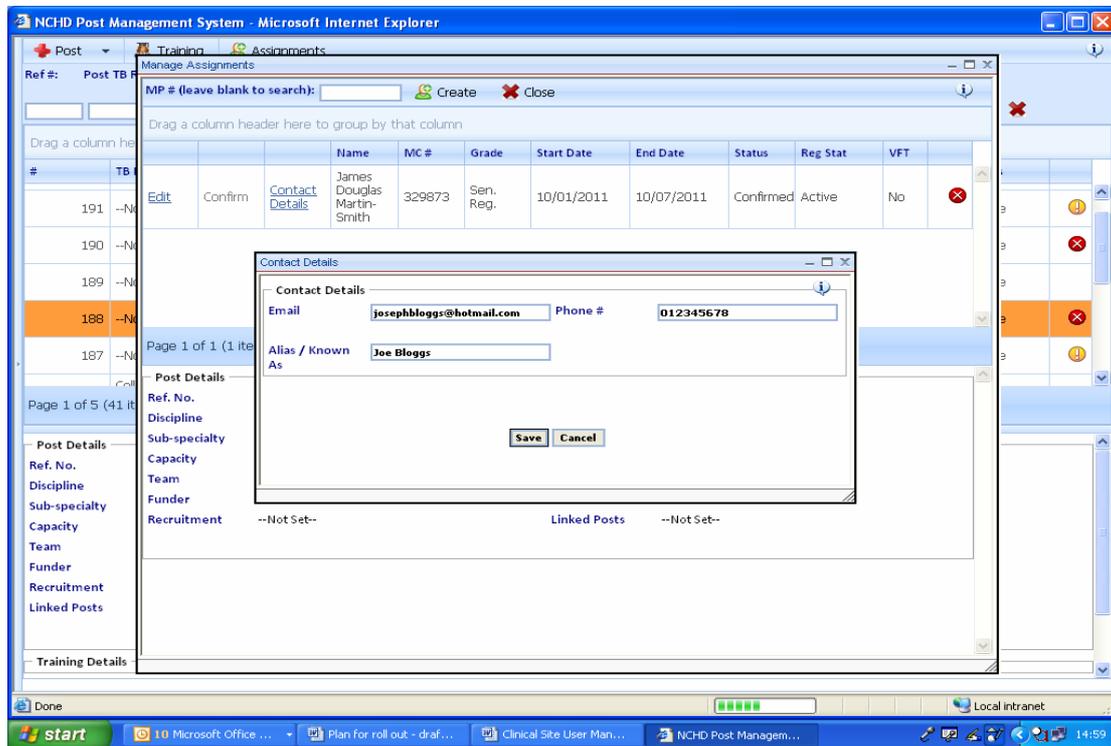
Introduction

When an NCHD has been proposed or confirmed to a specific NCHD Post, the user can record the relevant contact details for that specific NCHD. Information entered by one clinical site user will be available to other clinical site users. This section of the system can only be accessed and viewed by clinical site users. Its intention is to make readily available to employers the contact details of NCHDs who are either due to commence work on their sites or are already working on their site thereby facilitating the required employer-to-employee interactions.

How to get here:

The MP contact details section of the system can be accessed via the Assignment function under both the MP and Post section of the system.

- Click on the MPs or Post icon in the Navigation Bar on the left hand side
- Using the search functions available on the main screen at the top the user should select either the NCHD post that the specific NCHD has been assigned to or directly select the desired NCHD that they wish to enter contact details for.
- Once the desired post or NCHD has been selected the user can then select the “Assignment” option at the top of the screen.
- The user will then be presented with a list of all pending and confirmed matches for that particular MP or that particular NCHD post. The user then selects the relevant NCHD they are interested in and selects the “Contact Details” option.



Outcome:

Once the contact details of an NCHD have been entered by a clinical site user i.e. the e-mail address, the phone number and the alias where appropriate, these remain recorded against that specific NCHD in the system and are accessible to all other clinical site users.

Associated Rules

1	Any e-mail addresses or phone numbers entered by clinical site users will only be accessible / viewable by other clinical site users i.e. this section of the system is restricted to employers.
2	Any alias information entered by clinical site users, will be viewable by all users of the system, as it will be displayed under MP details provided in the MP section of the system.
3	The system will only record one e-mail address, one phone number and one alias per NCHD – the latest data entered in these fields by a clinical site user will be the only information held by the system.

3.4 MANAGING LEAVE & LOCUM/TEMPORARY APPOINTMENTS

Introduction

In circumstances where an NCHD who has been confirmed in an NCHD post and has commenced employment takes approved extended leave such as maternity leave or sick leave, clinical sites can record the employment of another NCHD in a locum/temporary capacity in the same NCHD post to cover the absence. This process is effectively managed via a two step process which enables the NCHD on leave to be recorded as the substantial postholder and the locum/temporary NCHD recorded as being a locum/temporary in the NCHD post.

The first step is to edit the employment details of the NCHD on leave, in particular their “*occupation type*” and “*%WTE*” in their substantial NCHD post, whilst the second stage involves proposing and confirming the locum/temporary NCHD to the specific NCHD post.

How to get here:

Step One

- Click on the MPs or Post icon in the Navigation Bar on the left hand side
- Using the search functions available on the main screen at the top the user should select the specific NCHD post or specific MP that they wish to edit the employment details of.
- Once selected the user can select the “Assignments” option at the top of the screen.
- The user will then be presented with a list of all pending and confirmed matches for that particular MP or that particular NCHD post. The user then selects the relevant proposed match that they are editing and selects the “Edit” option.
- The user should then update the “*occupation type*” and “*%WTE*” of the substantial and saves the changes.

Step Two

- Click on the MPs or Post icon in the Navigation Bar on the left hand side
- Using the search functions available on the main screen at the top the user should select the specific NCHD post or specific MP that they wish to edit the employment details of.
- Once selected the user can select the “Assignments” option at the top of the screen.
- As set out in Section 3.2 of this guide, the user should then propose and match the locum/temporary NCHD to the specific NCHD post, recording the appropriate “*occupation type*”.

Outcome:

Once the employment details of the substantial postholder NCHD and locum/temporary NCHD have been entered by a clinical site user this information becomes available to all users to view.

Associated Rules

1	Each NCHD post cannot exceed its recorded WTE capacity i.e. to record a full time temporary appointment in an NCHD post which has an WTE capacity of 1, the substantial NCHD postholder must be recorded as of having a %WTE of 0, thereby allowing the locum/temporary NCHD to have a %WTE of 1.
2	Any NCHD appointment of less than four weeks duration should not be recorded on the national NCHD Database, therefore very short term locum and temporary appointments do not need to be recorded.
3	The taking of routine leave i.e. annual leave and educational leave, by NCHDs does not require their employment details to be edited or updated.
4	The rules built into the system regarding the "Traffic Light System" and "Valid for Training" – will be run by the system on the two or more occupants of a given NCHD Post in an independent manner i.e. the status of one NCHD does not affect the status of the other.

Section 4 – Valid For Training

4.1 OVERVIEW

Once an NCHD is proposed and/or confirmed to a specific NCHD post or vice versa, the system, utilising the employment attributes entered by the clinical site user and the training attributes as entered by a training body, can signal to the user whether the NCHD post for that period of employment is activated as a specialist training post i.e. is valid for training. This is indicated by means of the national system returning a “Y” or “N” in the field labelled VFT (Valid for Training).

If the system returns a value of “Y” for this field, this effectively means that the NCHD that has been proposed and/or confirmed to the NCHD post is enrolled and actively participating in an approved specialist training programme and on foot of this they are effectively activating their NCHD post for specialist training purposes.

4.2 VALID FOR TRAINING

How to view information

This information can be accessed by the user via either the Post or MP section of the system.

- Click on the MPs or Post icon in the Navigation Bar on the left hand side
- Using the search functions available on the main screen at the top the user should select the specific NCHD post or specific MP they seek by double clicking on it.
- The valid for training field can then be viewed in the “View” screen underneath – specifically under the Assignment section.

The screenshot displays the NCHD Post Management System interface. At the top, there are search filters for Forename (gerard), Last Name (bury), Reg. Type (--ALL--), Training Body (--ALL--), Matching Status (--ALL--), and Rating. Below the filters is a table with one row for MC Ref # 003148, Forename Gerard, Last Name Bury, Reg Type Specialist Registration, Reg Stat Active, Training Body ICHMT (BST GIM), Match Status (12 mths) Confirmed (Post ref: 158), and Address Dublin 8.

Below the table, there are sections for Registration Type (Specialist Registration), Training Details (Training Body ICHMT, 1 Programme GIM, Start Date 01/07/2010, Status Active, BST Date --Not Set--), and Assignments. The Assignments section contains a table with the following data:

#	Clinical Site	Grade	Speciality	Start Date	End Date	Status	Reg Status	VFT
View Details	Connolly GH	SHO	GIM	10/01/2011	10/07/2011	Confirmed	Active	Yes
View Details	Connolly GH	SHO	GIM	01/02/2017	16/11/2017	Pending	Active	No
View Details	Connolly GH	SHO	GIM	01/02/2020	10/02/2022	Pending	Active	No
View Details	Connolly GH	SHO	GIM	14/09/2022	19/09/2023	Pending	Active	No

Implications

NCHD posts that a) have an NCHD confirmed in them and b) have been given a “Y” by the national system, will be proposed by the HSE to the Medical Council as being required specialist medical training posts.

The period covered by this proposal i.e. how long the post will be proposed by the HSE and recognised for training purposes, will equal the period of employment that the relevant NCHD will be occupying the post.

The formal proposal to the Council by the HSE will only be made when the status of the match is confirmed i.e. the Council will not be recognising posts for the purposes of training based on matches with a “pending” status.

This feature will also aid clinical site users to issue the appropriate wording in Section One of the NCHD Contract 2010. It will also enable users to know which posts on their sites have been proposed by the HSE to the Council and for what time periods.

Associated Rules

1	The system runs the Valid For Training every five minutes – therefore when an MP is proposed and/or matched to a post, it may take up to 5 minutes for the system to update the VFT field appropriately.
2	It is only when the VFT = “Y” and the status of the match is confirmed, that the HSE will make propose the relevant NCHD posts to the Council for the specific period of employment.

Section 5 – Traffic Light System

5.1 OVERVIEW

The system runs an automatic check on the registration status of all medical practitioners (MPs), thereby enabling users to determine whether specific NCHDs hold the appropriate registration for employment purposes. This information is provided to the user by means of a traffic light system – whereby MPs are graded red, yellow or green based on rules pre-defined and built into the system.

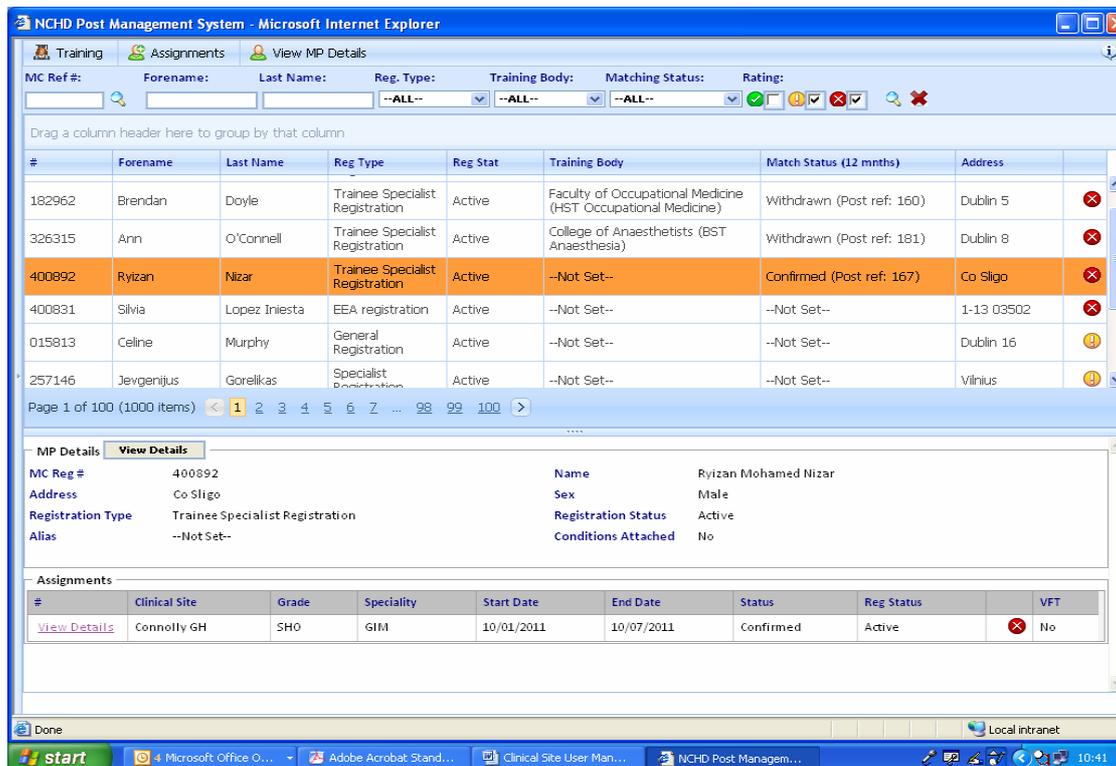
5.2 TRAFFIC LIGHT SYSTEM

How to view information

This information can be accessed by the user via either the Post or MP section of the system.

The traffic light rating is provided in two separate areas within each section of the system as follows:

- The traffic light rating of an MP is provided in the summary headline information returned by the system when an initial search is conducted for an MP or an NCHD post.
- The traffic light rating of an MP is provided in the assignment information provided in the “View” screen underneath when the desired MP or NCHD post is selected by double clicking.



Implications

The meaning and implications of the different traffic light colours are summarised below

Traffic Light Colour	Cohort of MPs applied to	Implication
RED	<p>This colour will be applied by the system to the following cohort of medical practitioners:</p> <ul style="list-style-type: none">• those holding pre-internship registration with the Council;• those holding internship registration with the Council;• those holding EEA registration with the Council;• those holding trainee specialist division registration but whose registration details do not match the employment details of their post (including site, start date, end date and unique post reference number); and• those MPs who are not actively registered with the Medical Council.	<p>There is an issue with the registration status of the MP and employers/users must investigate/review same prior to the MP commencing employment in the NCHD post they have been matched to.</p>
AMBER	<p>This colour will be applied by the system to the following cohort of medical practitioners:</p> <ul style="list-style-type: none">• those holding general division registration with the Council; and• those holding specialist division registration with the Council.	<p>There is no issue with the registration status of the MP and employers/users can be assured that they are appropriately registered to assume the NCHD post they have been matched to.</p>
GREEN	<p>This colour will be applied by the system to the following cohort of medical practitioners:</p> <ul style="list-style-type: none">• those holding trainee specialist division and whose registration details match the employment details of their post i.e. site, start date, end date and unique post reference number.	<p>There is no issue with the registration status of the MP and employers/users can be assured that they are appropriately registered to assume the NCHD post they have been matched to.</p>

Associated Rules

1	The system runs the traffic light registration check automatically. It is up to users to manage the implications of the check
2	When a user conducts a search for a specific NCHD post or specific posts, the traffic light information provided by the system in the list format relates to the traffic light status of the current incumbent of the post or if the post is vacant the next MP due into the post. In circumstances where the NCHD post(s) is vacant and there are no future assignment recorded – there will be no traffic light information displayed.
3	When a user conducts a search for a specific MP, the traffic light information provided by the system in the list format relates to the traffic light status of the MP at that particular point in time. A traffic light is given at all times for every MP.

Section 6 – Security

6.1 OVERVIEW

Each clinical site user when approved for access to the national NCHD system is given one of two profiles on the national system. The first profile enables the approved user to have read and write access to the system, the second profile enables the approved user to have read only access.

The first profile is applicable to medical manpower personnel who are directly responsible for the management of NCHDs on clinical sites. The second profile is appropriate to those personnel who require timely information on NCHDs on the site in order to facilitate their role and function, for example hospital managers and clinical directors.

All approved clinical site users with read and write access will be given access to the national system such that they can only create, amend and update information in relation to their specific site i.e. access is site specific. So for example whilst a Connolly Hospital user can view information regarding posts and medical practitioners on other sites, only they can amend or create any information on the system regarding Connolly Hospital. Each clinical site is therefore responsible for managing the information regarding their site on the national system.

Appendix A – Contact Details for Further Help

The National NCHD Database is funded and managed by the HSE-Medical Education and Training Unit.

For any further help or assistance in relation to the National NCHD Database, please contact:

HSE-MET Unit,
Room 1.24,
Dr. Steevens' Hospital,
Dublin 8

Ph: 01-635 2500
E-Mail: met@hse.ie