NER App

Guide for NCHD Users with IOS Devices – NDTP Guide

Prepared by:	DIME Team
Approved by:	
Version number:	V1
Available on:	IOS Store
Date:	2022

NDTP Support Contact Details

dime.team@hse.ie

National Doctors Training & Planning
Block 9E, Sancton Wood Building
Heuston South Quarter
Saint John's Road West
Dublin 8
www.hse.ie/doctors

Table of Contents

Introduction

NDTP are proud to announce the launch of the NER App. NCHDs can now access their NER Portal Account by using their smart phone whilst on the go. The NER App is an extension of what is currently available on the NER Web Portal. The NER is an online management system that enables NCHDs to interact virtually with Medical Manpower and Occupational Health by uploading pre-employment screening documentation prior to rotation including their Hire Form, Training Certs and Occupational Health documentation. NCHDs can also submit TSS or CCERS Applications to their Medical Manpower Department. The E-Portfolio module is also available on the app that allows NCHDs to record their training and career development. It also gives the opportunity to have their experience validated by their Supervising Clinician / Consultant where applicable provided they have a Wi-Fi connection when doing so.

The NER App is available for download on both the Google Playstore and IOS store making it compatible with most Android and iPhone devices. Whilst the functionality in the app is similar to that on the NER Web Portal, NDTP have developed this user guide to assist NCHDs in navigating and using the NER App. This guide will explain how to use the app on an IOS device.

1. Downloading the NER App – IOS Store (Apple IOS Devices)

In order to download the NER App on an IOS device, you will need to open the IOS Store App, which can be found on your phones home-screen. The icon for the IOS Store is shown in Figure 1. In order to be able to download an app from the App Store you will need to ensure you have signed in with your Apple ID first or otherwise create an Apple ID.

Figure 1: Apple App Store for IOS Devices

Once you have signed in with your Apple ID you should then be able to search for the NER App using the search bar as shown below in Figure 2.

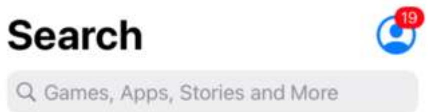


Figure 2: Apple App Store Search

Once you have located the NER App you can tap "*Get*" and follow the instructions on screen. The icon for the NER App is displayed in Figure 3.

Figure 3: NER App Icon

2. Logging in:

2.1 New user

If you are a new user and have yet to create an NER account, please tap the "i" button located on the NER App Login Screen as highlighted in Figure 4.

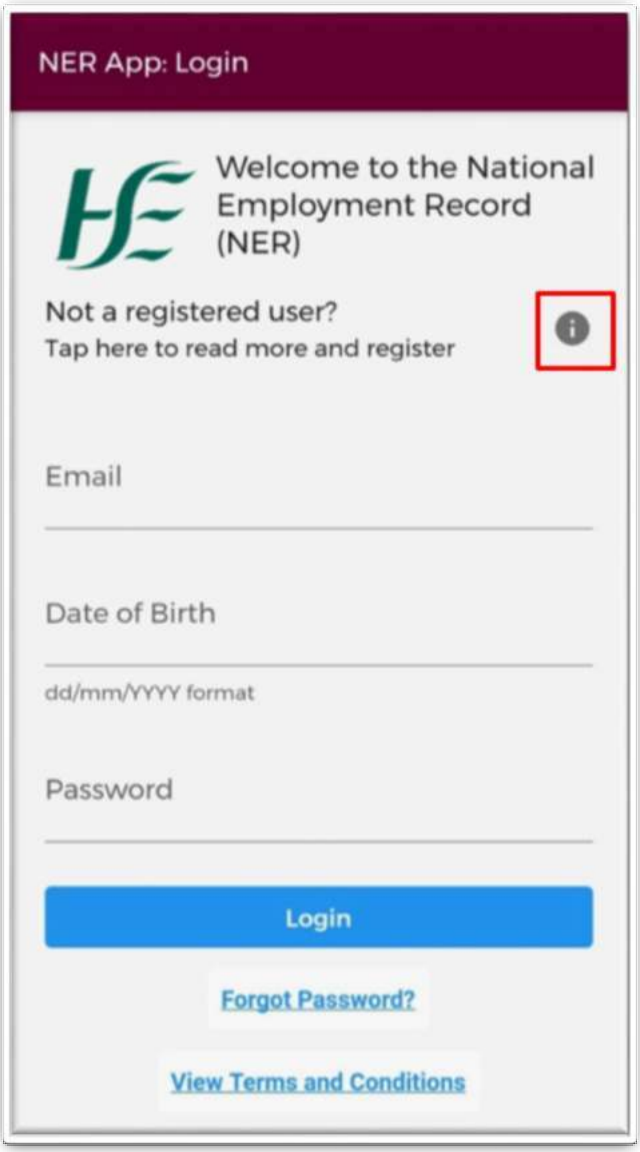


Figure 4: NER App Login Screen with highlighted "i" Button

This will open an expanded screen, which has details about the NER Portal, and a "*Register New Account*" button located at the bottom as highlighted in Figure 5.

NOTE: If you already have an NER account on the web portal, you do not need to set up a new NER account for the App.

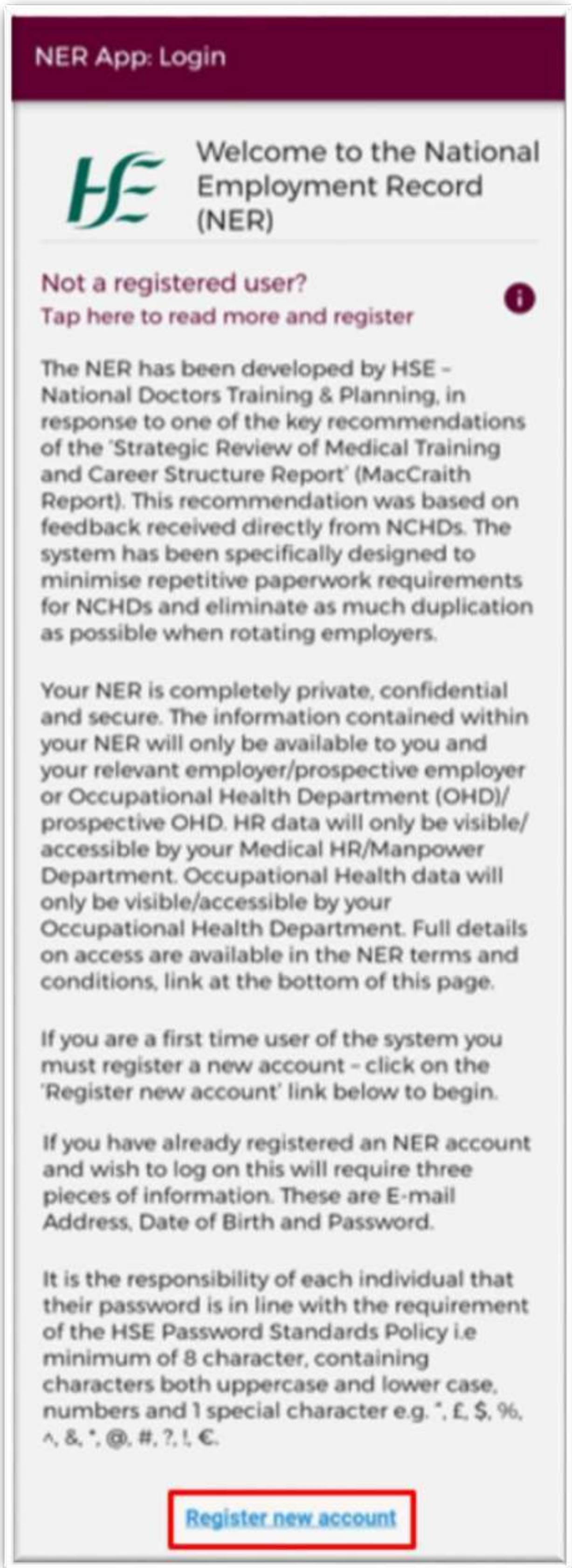


Figure 5: NER App Expanded Screen for Registration

After tapping the *“Register New Account”* button, you will be re-directed to the registration screen where you will be asked to select one of three options:

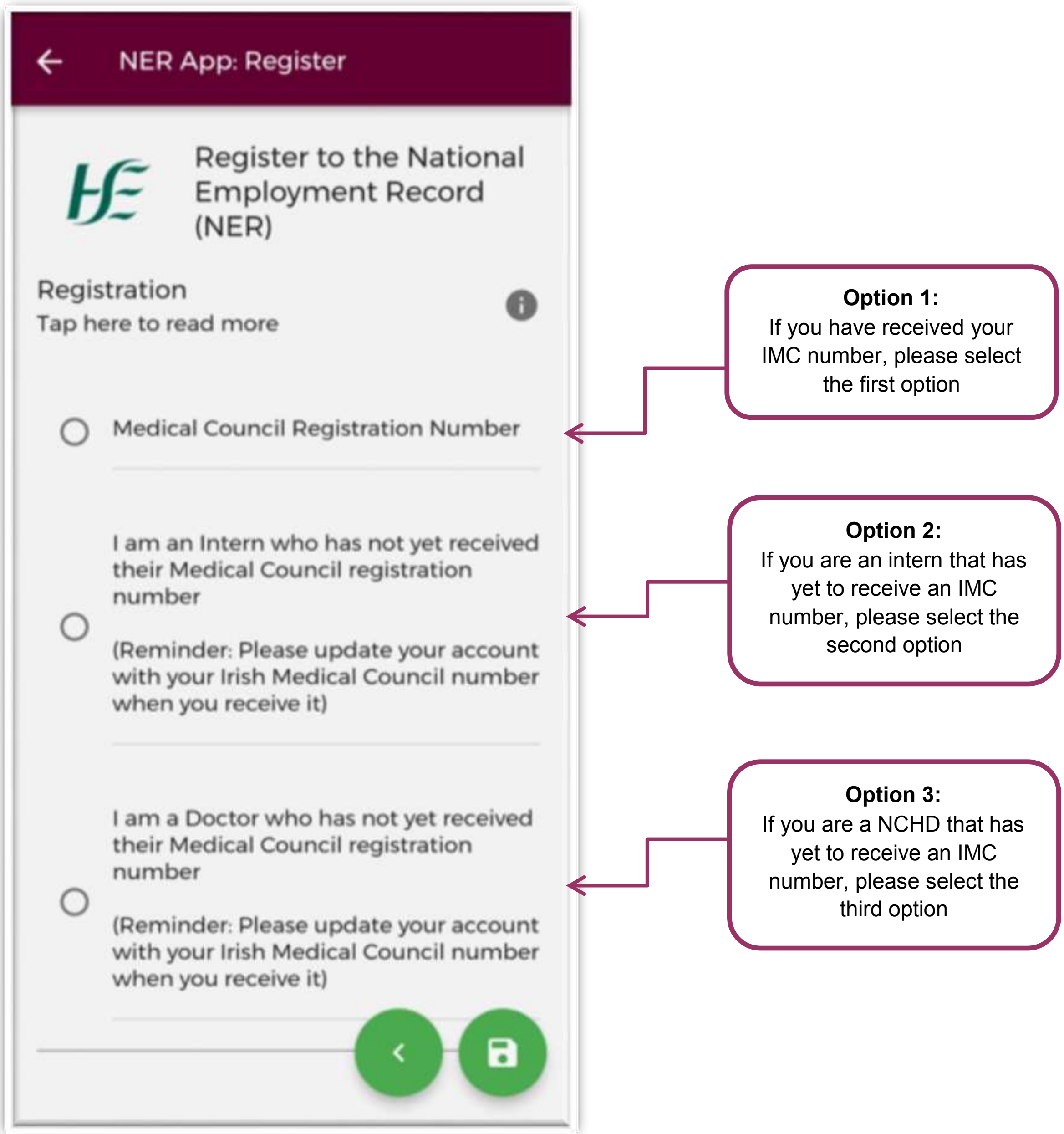


Figure 6: Registration Screen (part 1)

Once you have selected one of the options above, scroll down to where you will be required to enter some mandatory details (denoted by an asterix*) such as first name, surname, date of birth and email address.

Depending on the option chosen in Figure 6, you will either be required to enter:

1. Your IMC number (option 1) or
2. The clinical site you are currently working in or are due to commence in (option 2 & 3).

If you enter your IMC registration number, the First Name, Last Name and Clinical Site fields will automatically populate with your details. These fields will be greyed out and you will not be required to enter this data.

If you have not yet been issued with an IMC registration number (e.g. you are a recently appointed Intern and are awaiting registration) you will have to select the employment site that you are currently working in or are due to commence in from the Clinical Site dropdown field. Please note as soon as you receive your IMC Number you must update your Hire Form with this information.

You will finally have to create a password, which should be in line with the HSE Password Standards Policy as shown in Figure 7.

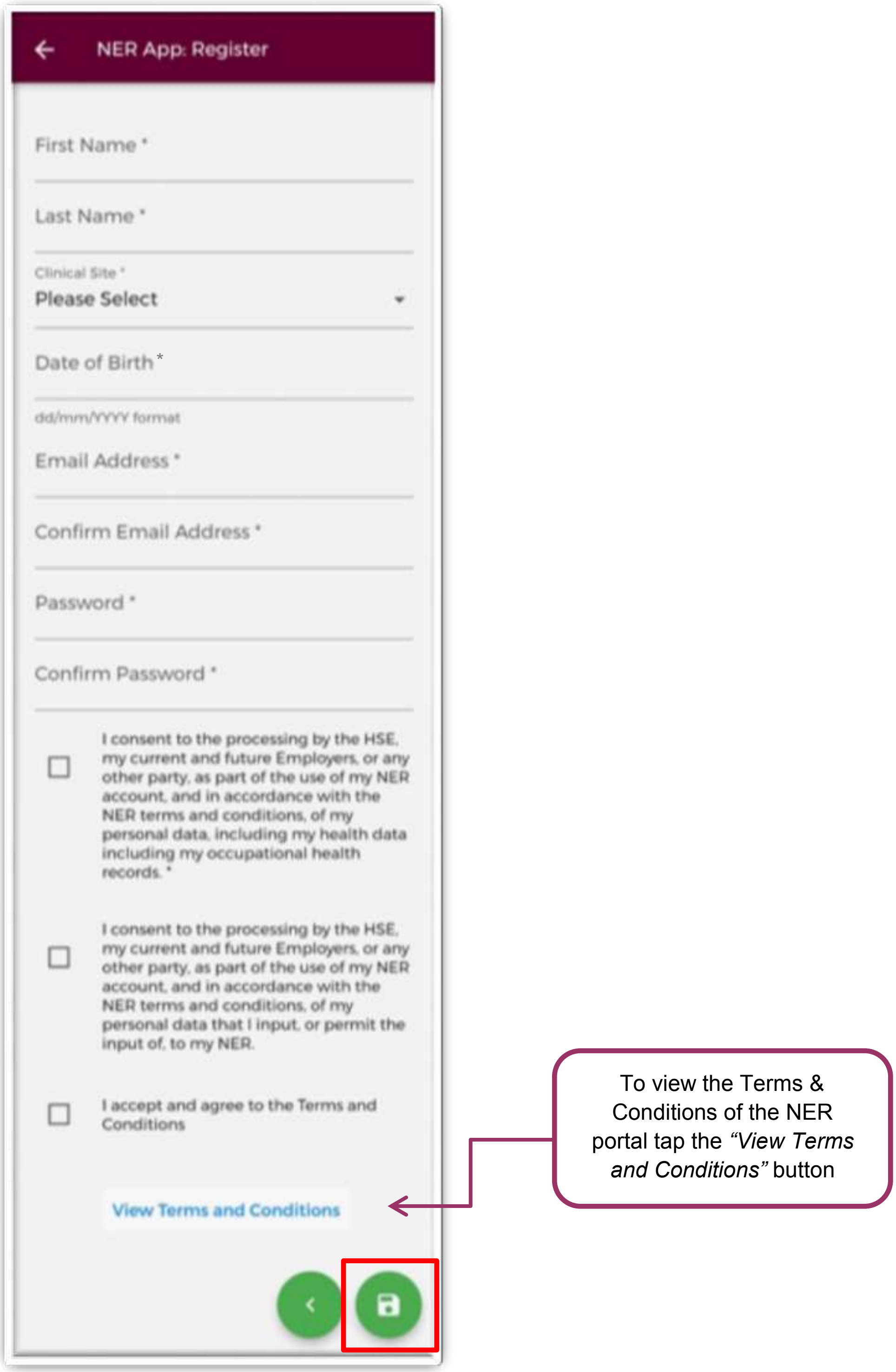


Figure 7: Registration Screen (part 2)

Once you are happy with the information you have entered you will need to consent to the T&Cs by checking the three check boxes and tapping the green save button as shown in Figure 7. This will save your details and create a new NER account.

If you want to return to the login screen press the green back arrow button or the white arrow at the top left of the screen. Please note by doing this your details will not be saved.

Once you have created a new account you will be redirected to complete your Hire Form and Occupational Health. Please see sections 4.2 and 4.5 for information on these sections.

2.2 Current User

If you already have an NER account, you can login using your email, date of birth and password. Please note the date of birth field should be in the following format DD/MM/YYYY.

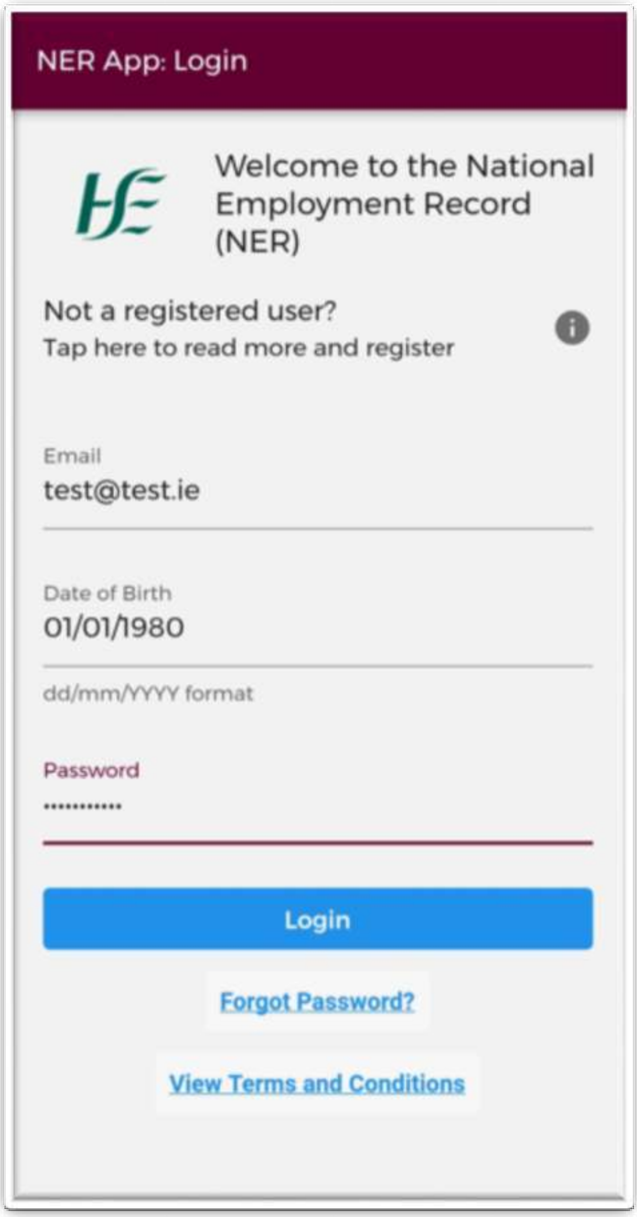


Figure 8: NER App Login Screen

2.3 Forgot Password

If you have forgotten your password, you should tap on the *'Forgot Password?'* button beneath the login fields. You will be redirected to the below screen and will be asked to enter your email address associated with your account and tap the green padlock button (highlighted) to request a password reset email.

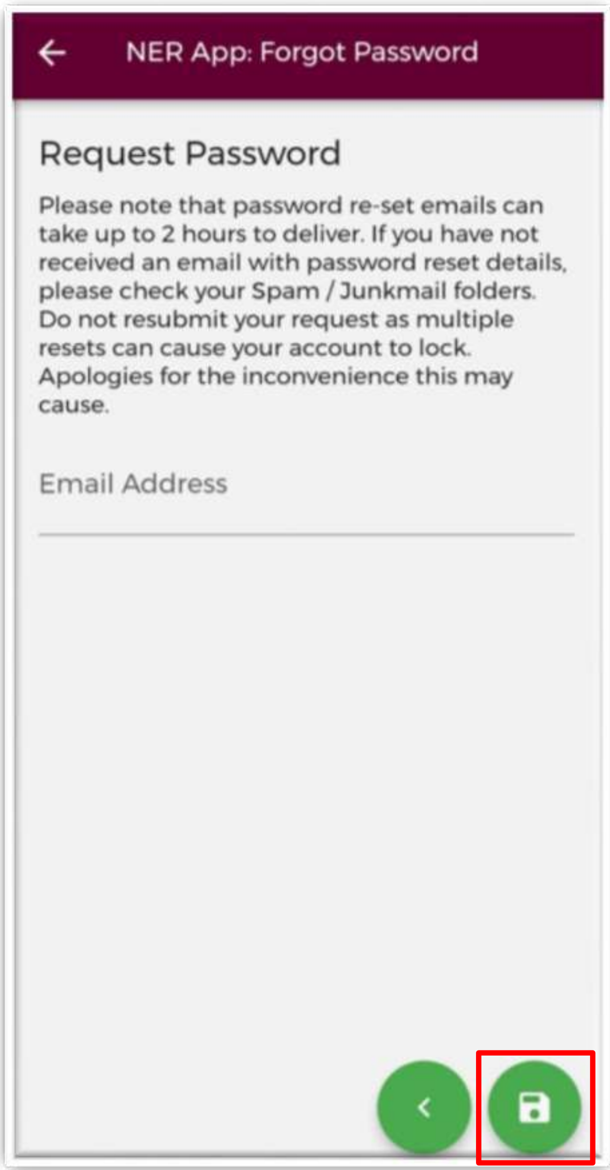


Figure 9: Forgotten Password Screen

An email will be sent to the user with a link to a *'Change Password'* screen within 2 hours
IMPORTANT: Please ensure to check Spam / Junk mail folders as email may appear here.
Please do not tap reset password more than once as this will result in your account being locked.
Please note if your account has been locked as a result of multiple failed password entries please contact the DIME team at dime.team@hse.ie. However, if your account has become inactive as a result of not logging in for a long period of time please contact your current Medical Manpower Department.

3. Hamburger Menu

The Hamburger Menu contains a number of useful documents and information as well as providing contact details, a link to the terms and conditions, an option to change your password and a log out button.

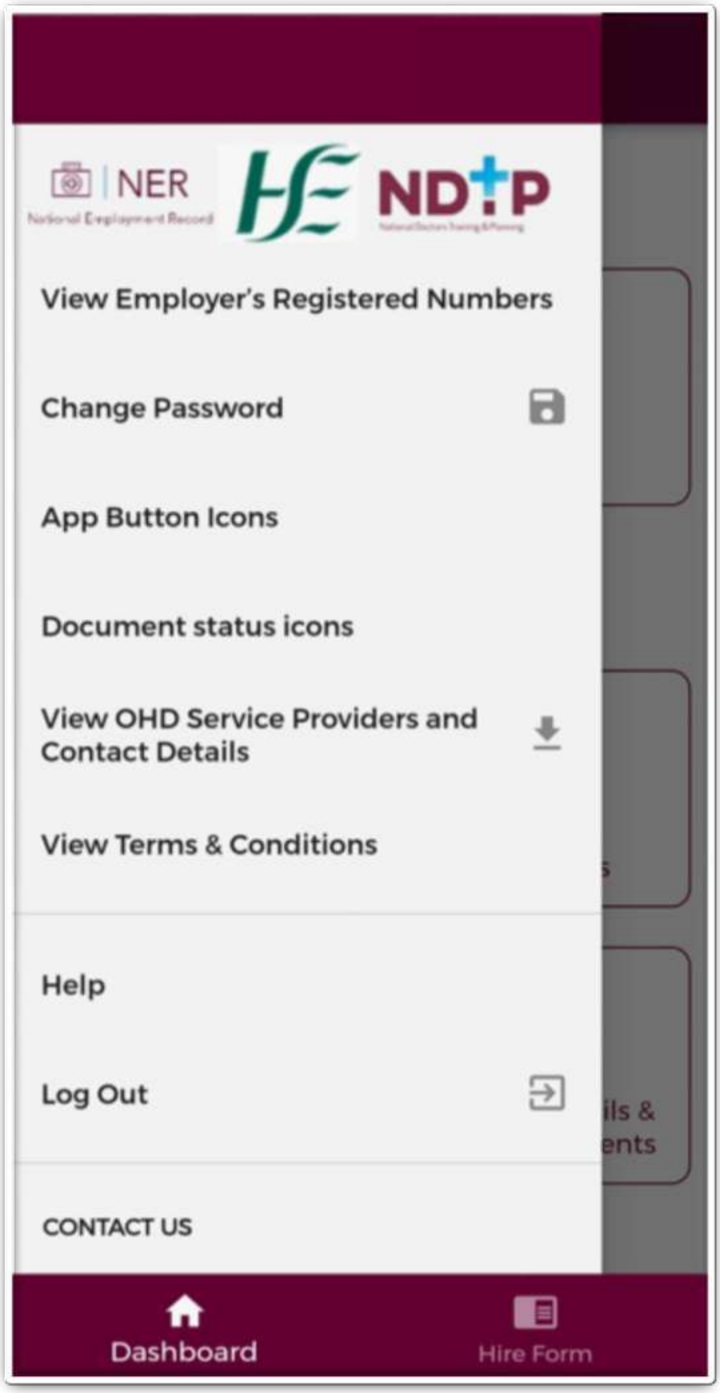
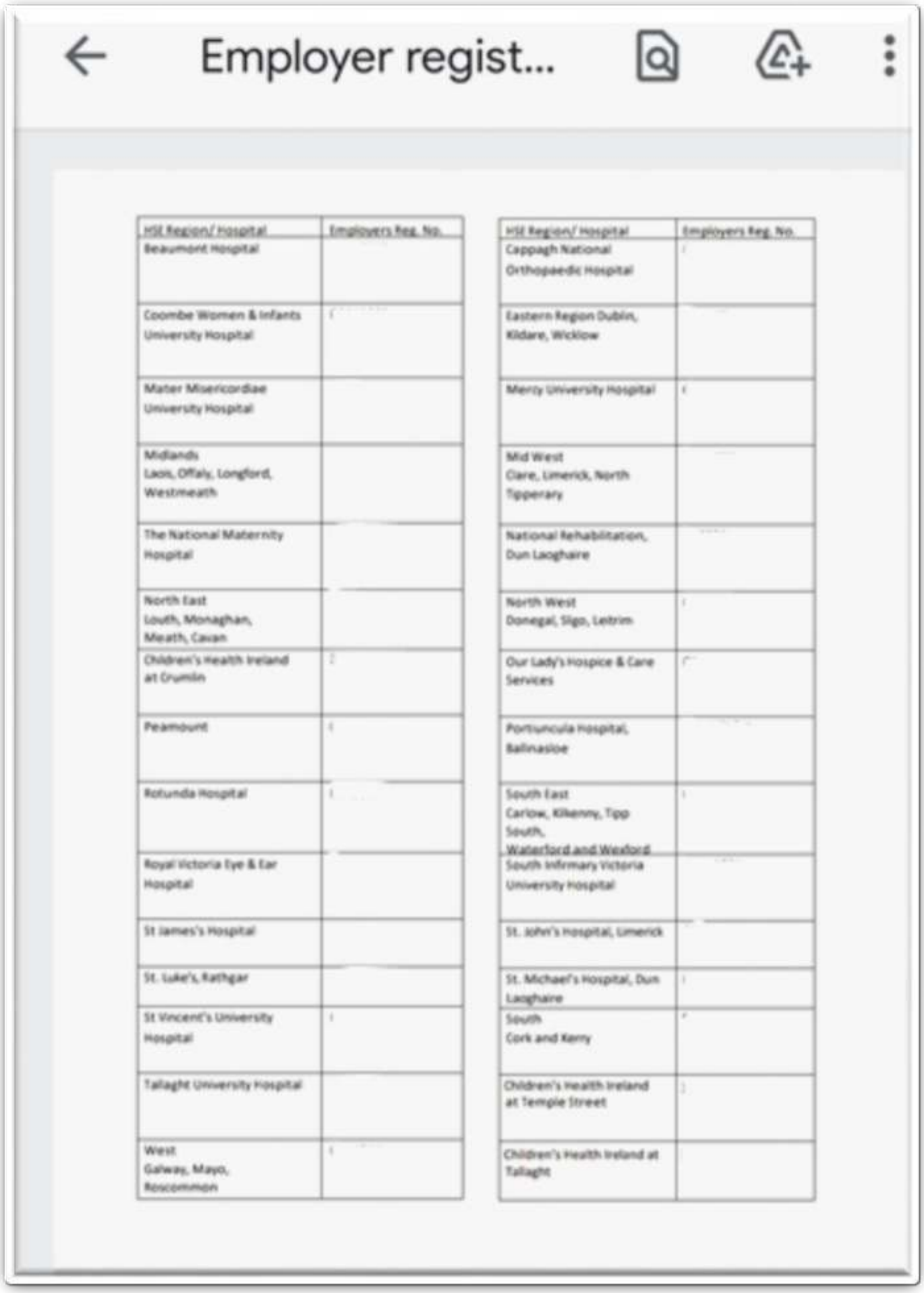


Figure 10: Hamburger Menu

3.1 View Employers Registered Numbers

This button will display the Employer Registered Numbers in a PDF format for you on your phone.



HSE Region/ Hospital	Employers Reg. No.
Beaumont Hospital	
Coombe Women & Infants University Hospital	
Mater Misericordiae University Hospital	
Midlands Laois, Offaly, Longford, Westmeath	
The National Maternity Hospital	
North East Louth, Monaghan, Meath, Cavan	
Children's Health Ireland at Crumlin	
Peamount	
Rotunda Hospital	
Royal Victoria Eye & Ear Hospital	
St James's Hospital	
St. Luke's, Rathgar	
St Vincent's University Hospital	
Tallaght University Hospital	
West Galway, Mayo, Roscommon	

HSE Region/ Hospital	Employers Reg. No.
Cappagh National Orthopaedic Hospital	
Eastern Region Dublin, Kildare, Wicklow	
Mercy University Hospital	
Mid West Clare, Limerick, North Tipperary	
National Rehabilitation, Dun Laoghaire	
North West Donegal, Sligo, Leitrim	
Our Lady's Hospice & Care Services	
Portiuncula Hospital, Ballinasloe	
South East Carlow, Kilkenny, Tipp South, Waterford and Wexford	
South Infirmary Victoria University Hospital	
St. John's Hospital, Limerick	
St. Michael's Hospital, Dun Laoghaire	
South Cork and Kerry	
Children's Health Ireland at Temple Street	
Children's Health Ireland at Tallaght	

Figure 11: Employer Registered Numbers

3.2 Change Password

To change your password for accessing your NER Account tap the "*Change Password*" button. The below screen will appear. You will need to enter your current old password into the first field. You will then have to enter your new password into the second field and confirm the new password in the third field.

Once you are happy press the green padlock button to save your changes. **NOTE:** This password change will apply to both the app and web portal login.

If you want to return to the dashboard press the green back button however, please note any details you have entered will not be saved.

Figure 12: Change Password Screen

3.3 App Button Icons

This section will display the various icons that you will see throughout the app, giving a description of the functionality of each one.

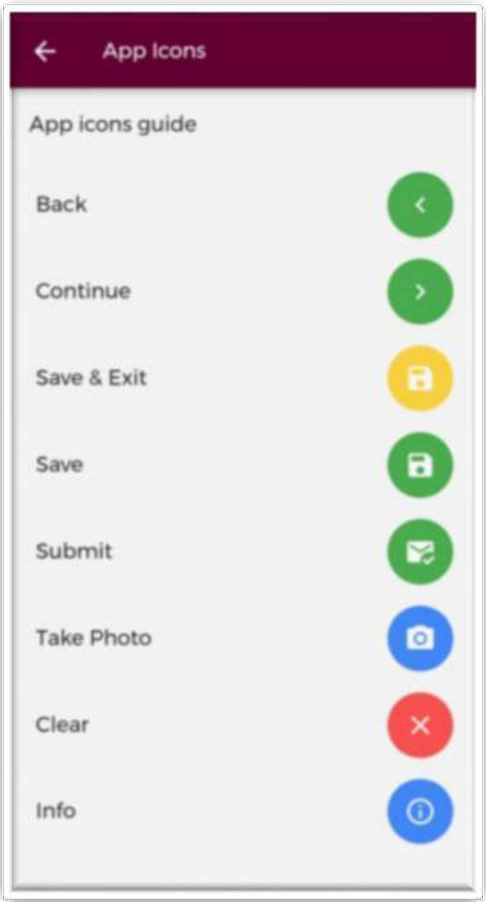


Figure 13: App Icons Descriptions

3.4 Document Status Icons

For a description of the various document statuses in the Employment Documents, Training Certificates, Occupational Health and Personal Details and Other Documents sections please tap the "*Document Status Icons*" button.

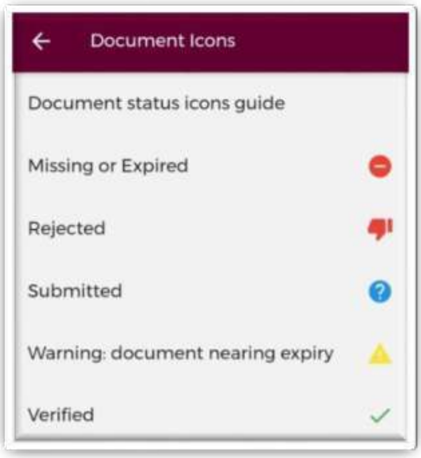


Figure 14: Document Status – Description of the Icons

3.5 View OHD Service Providers & Contact Details

This section will display the contact details for Occupational Health Staff and other Admin staff in each Clinical Site. This document will need to be downloaded in order to view it on your phone. To do this, tap the "*View OHD Service Providers and Contact Details*" button on the Hamburger Menu. The below blue banner will appear at the bottom of your screen stating that the download is underway.

Figure 15: Download Underway

Once the download is complete you will see the below green banner appear at the bottom of your screen stating that the download was successful. Tap "*View*" to open the document.

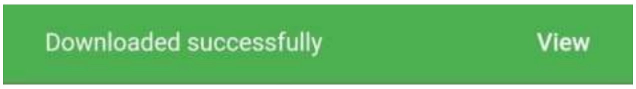


Figure 16: Download Complete

Once you tap "*View*", the document may open automatically. Otherwise, you may be prompted to select the App you want to view the document with. Select the appropriate option from the options given (we would advise to open this document as a PDF if possible). See an example below:

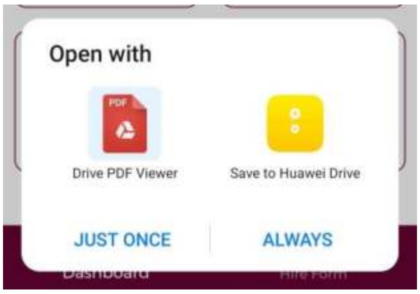


Figure 17: Opening a Downloaded Document

Figure 18: OHD Contact Details Document Downloaded

3.6 View Terms & Conditions

To view the Terms and Conditions of the NER portal please tap "*View Terms and Conditions*" from the Hamburger Menu. This will direct you to the Terms and Conditions on a web page as shown below:

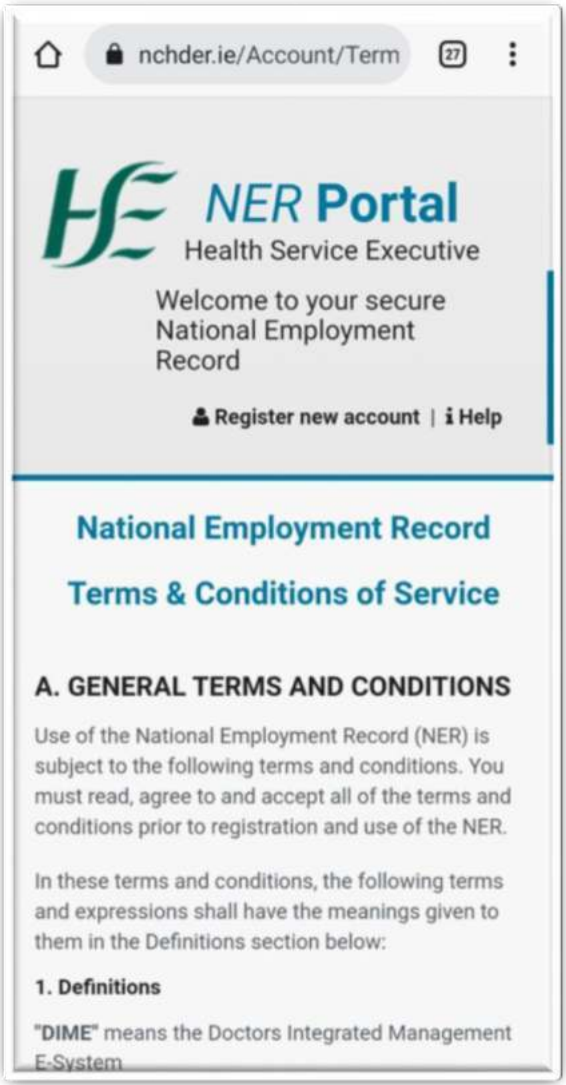


Figure 19: NER Terms and Conditions

3.7 Help

Should you require assistance with using the app, the Help button is available on the Hamburger Menu. This will bring you to our webpage where you will find our user guides and FAQs.

3.8 Log out

You can use the "*Log Out*" button to log out of the App. Please note that you will be automatically logged out of the App either after a period of 30 minutes inactivity or after 1 hour.

3.9 Contact Details

The DIME teams contact details and address can be found on the bottom of the Hamburger menu should you need to contact us regarding any issues you experience with the App.

4. Navigating the App – NER Dashboard

Once you have logged in you will be directed to the dashboard (unless you have an incomplete Hire Form in that case you will be directed to your Hire Form). The dashboard screen is shown below:

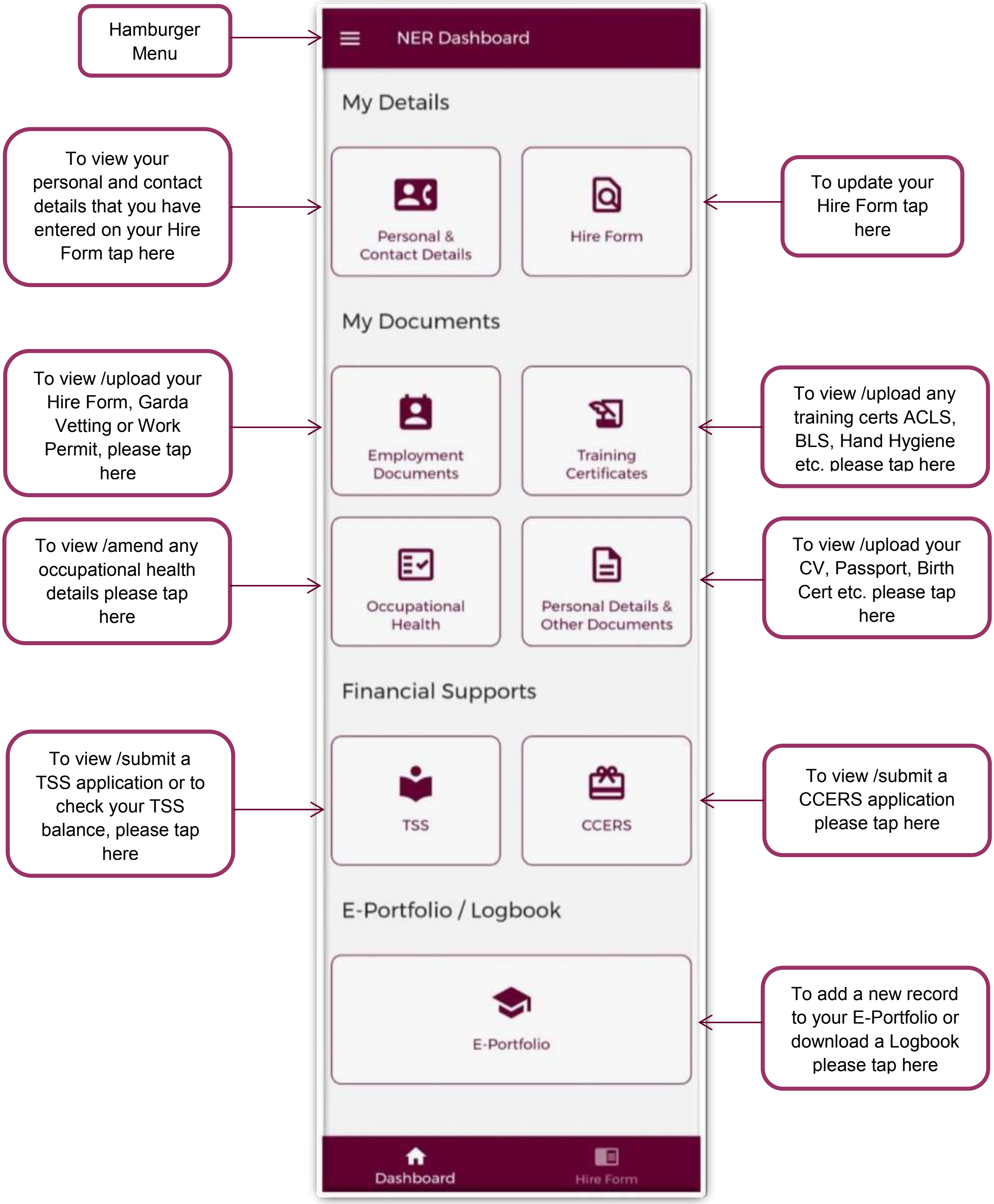


Figure 20: Dashboard Screen

4.1 Personal & Contact Details

This section displays the personal and contact details that you have entered in your Hire Form.

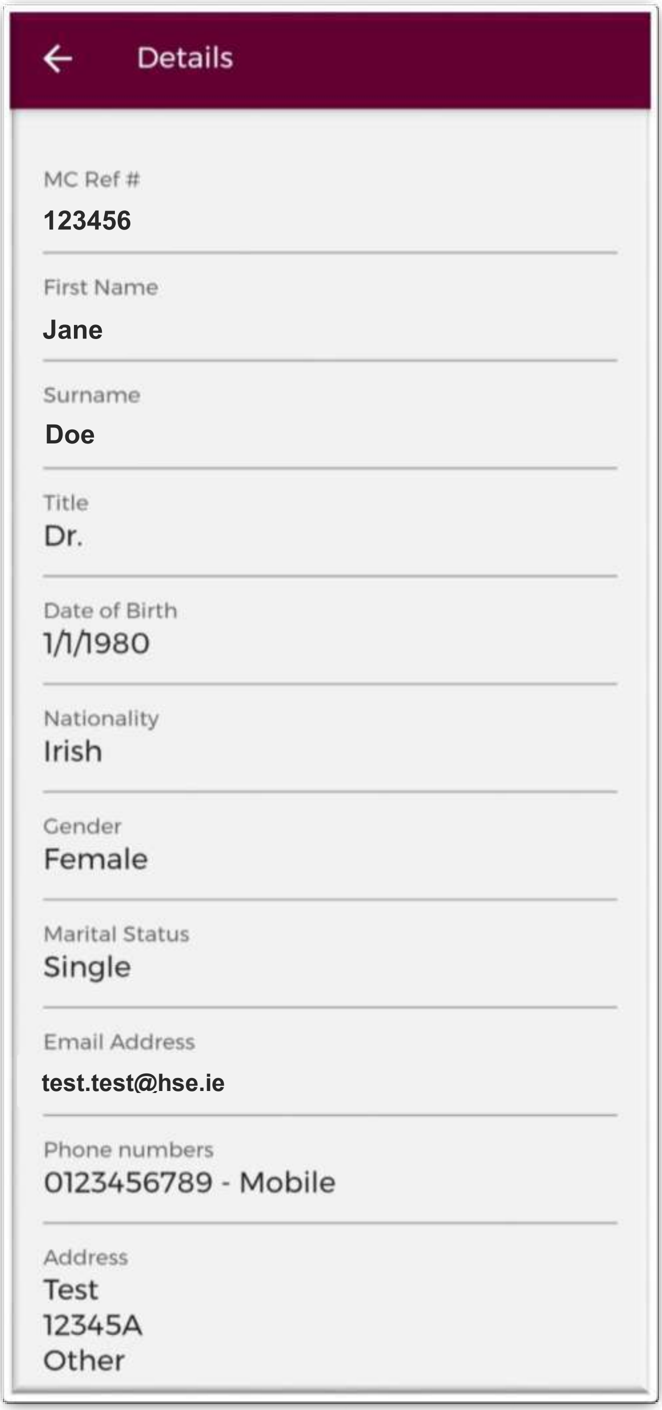


Figure 21: Personal & Contact Details Screen

4.2 Hire Form

The NER Hire form can be accessed via either of the below two buttons.

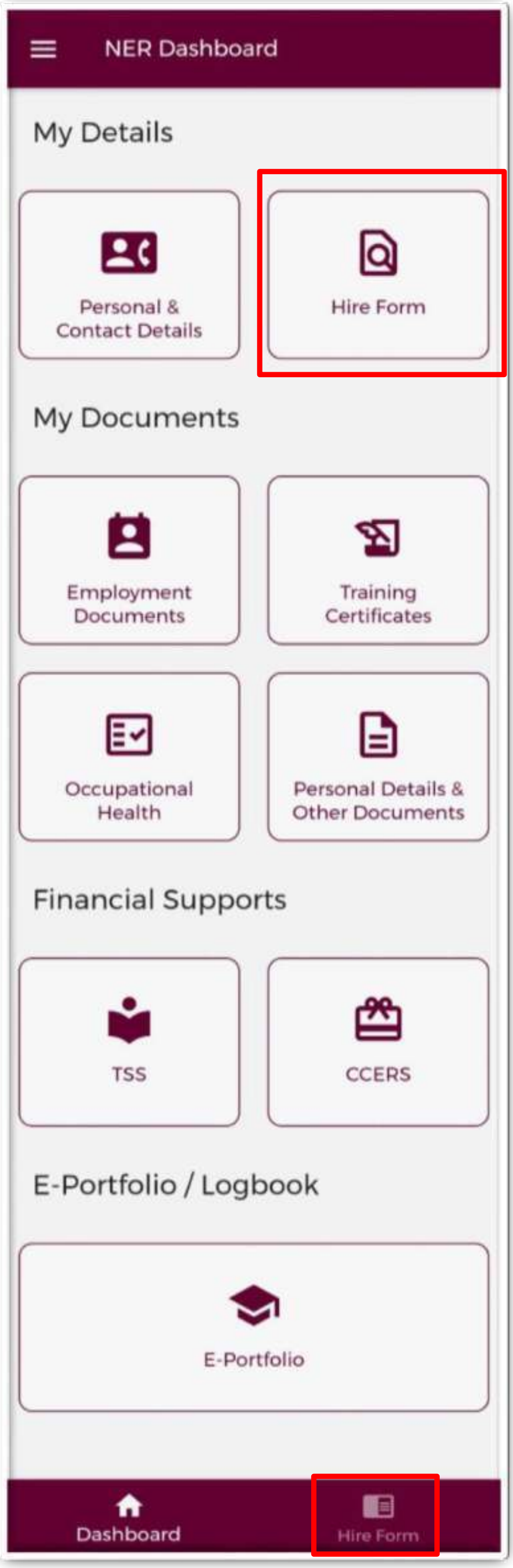


Figure 22: Accessing the NER Hire Form from the NER App Dashboard

4.2.1 Completing/Editing your Hire Form

There are four sections in the Hire Form that you will need to complete.

a) *Personal Details:*

Once you have tapped the Hire Form button, the first section that needs to be completed is the "*Personal Details*" section. Here you will have to complete all Mandatory Fields i.e. denoted by an asterix.

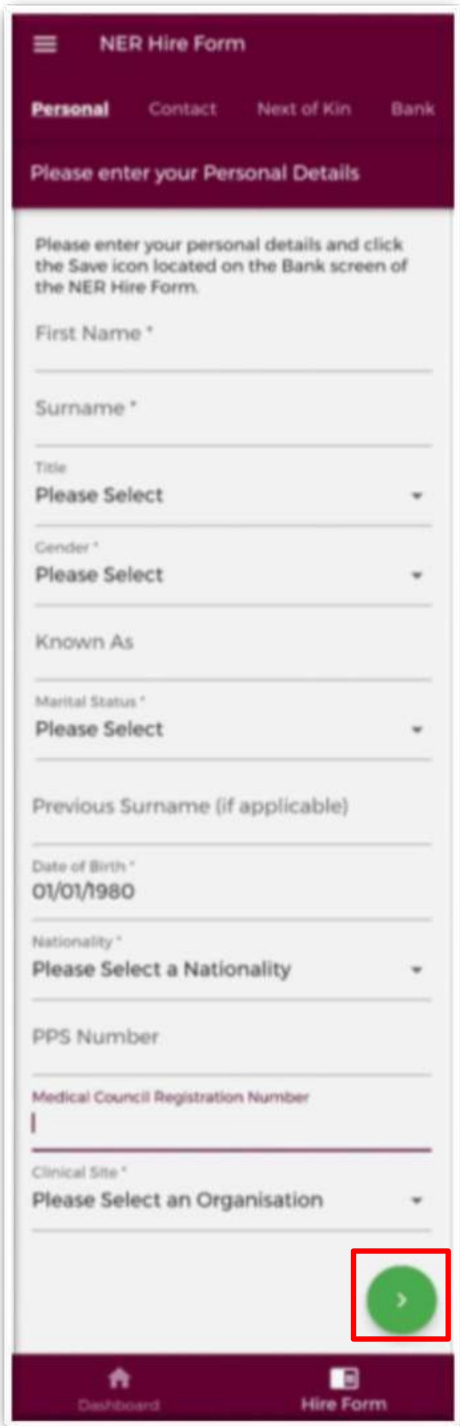


Figure 23: Personal Details Section of the Hire Form

IMPORTANT: To progress to the next section of the Hire Form and <u>save</u> your entry you need to tap the green forward icon as highlighted in Figure 23.

b) *Contact Details*

The next section you will have to complete is the "*Contact Details*" section. Here you will have to complete all Mandatory Fields i.e. denoted by an asterix. To add more than one telephone number, tap the blue "*Add Telephone Number*" button as shown below in Figure 24.

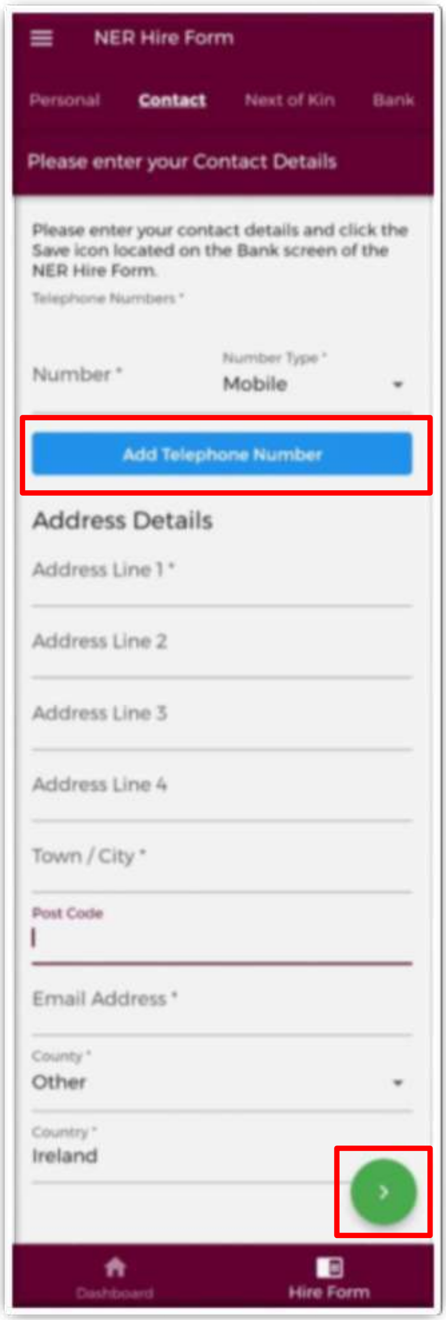


Figure 24: Contact Details Section of the Hire Form

IMPORTANT: To progress to the next section of the Hire Form and <u>save</u> your entry you need to tap the green forward icon as highlighted in Figure 24.

c) *Next of Kin Contact Details*

The next section you will have to complete is the "*Next of Kin Contact Details*" section. Here you will have to complete all Mandatory Fields i.e. denoted by an asterix. To add more than one telephone number, tap the blue "*Add Telephone Number*" button as shown below in Figure 25.

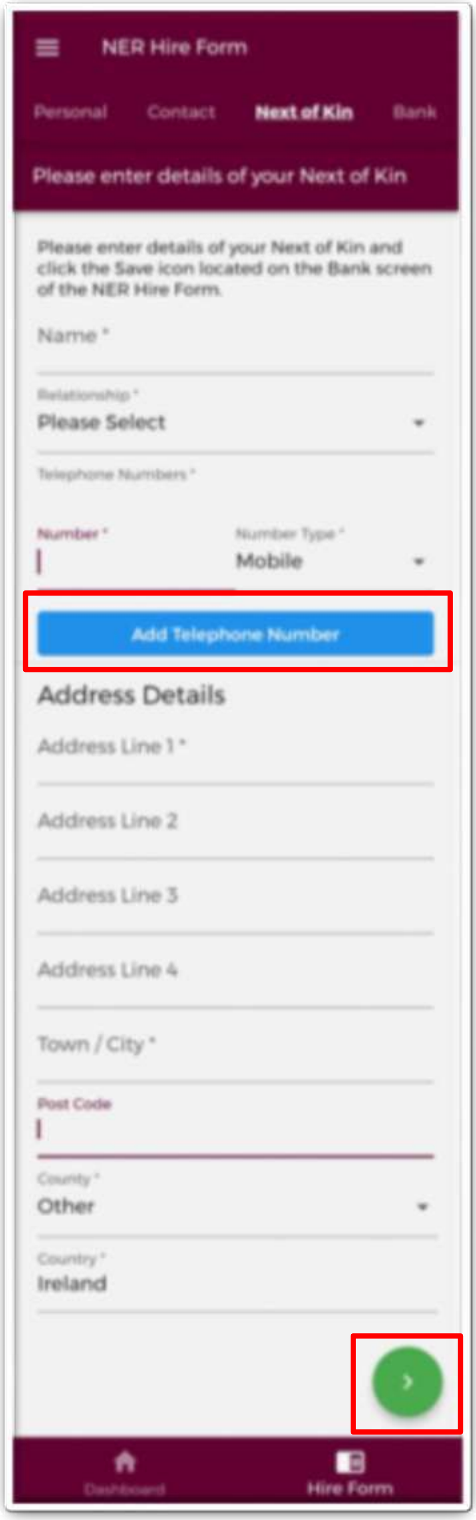


Figure 25: Next of Kin Contact Details Section of the Hire Form

IMPORTANT: To progress to the next section of the Hire Form and save your entry you need to tap the green forward icon as highlighted in Figure 25.

*d) **Bank Details***

The next section you will have to complete is the "*Bank Details*" section. There are no mandatory fields in this section so you can save your Hire Form without entering Bank Details. However, in order to be paid, you will need to update your Hire Form to include your Bank Details. Please note only Irish banks details are accepted by the NER Portal and App.

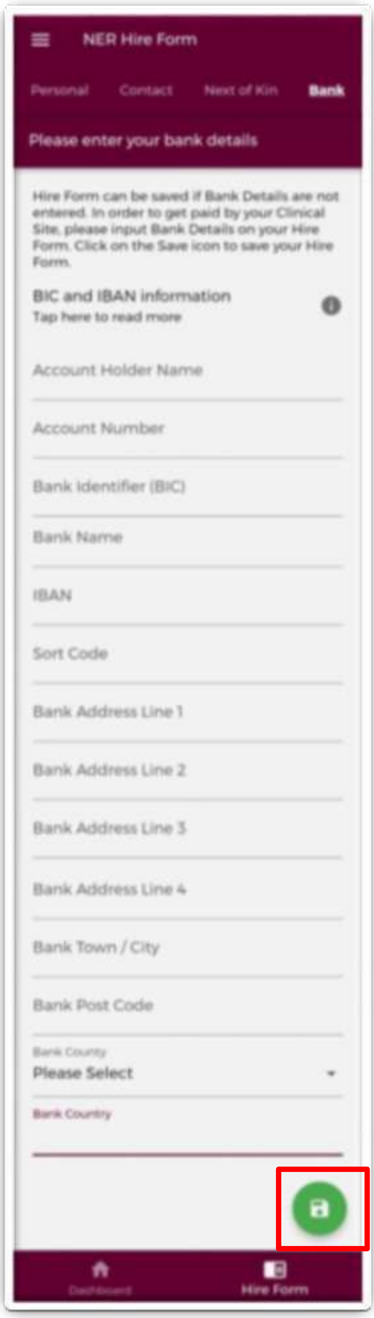


Figure 26: Bank Details Section of the Hire Form

IMPORTANT: To save the details you have entered in each of the previous four sections you must tap the green "*Save*" icon as highlighted in Figure 26. **Please note that in order to save your updated Hire Form you need to use the green forward arrows and the green save icons as shown in the previous steps.**

4.2.2 Downloading the Hire Form

You will be able to download your completed Hire Form into a PDF document should you wish. To do this tap the Hamburger Menu when you are in the Hire Form section of the App as shown in Figure 27.

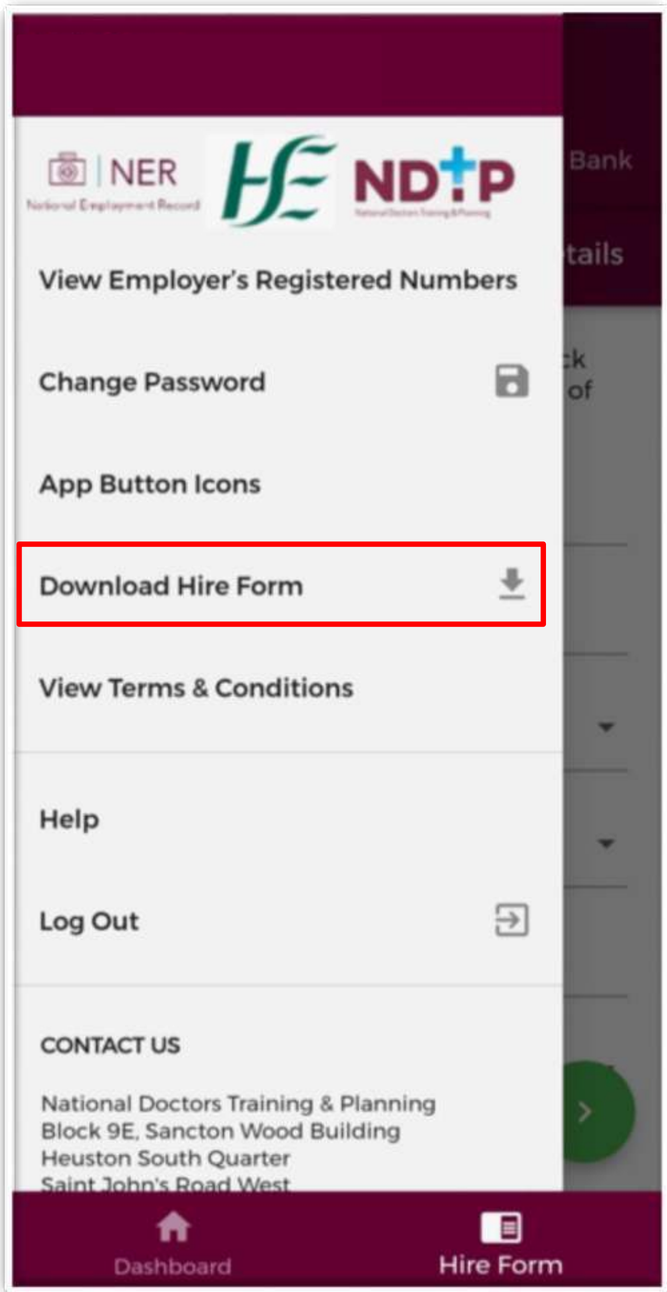


Figure 27: Downloading NER Hire Form

Once the download is ready to view, a green banner will appear at the bottom of your screen stating that the download was successful and you will have the option to view the download by tapping the "*View*" button as shown in Figure 28.

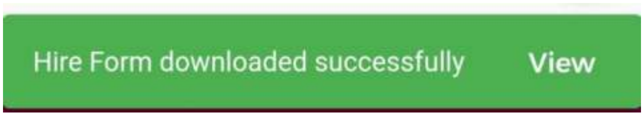


Figure 28: Successfully Downloaded Hire Form

Once you tap "*View*", the document may open automatically. Otherwise, you may have to choose what app you would like to open the document in. Select the appropriate option from the options given (we would advise to open this document as a PDF if possible). See an example below:

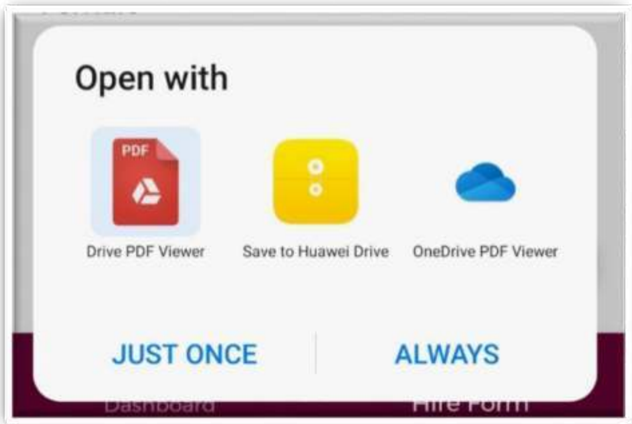


Figure 29: Select Document Viewer Type

Figure 30: PDF NER Hire Form

4.3 Employment Documents

The NER Employment Documents section will display a link to the NER Hire Form, Garda Vetting Documents and Work Permit. You will be able to edit your Hire Form from this screen by tapping the *"Edit"* button. See section 4.2 for further details on the Hire Form.

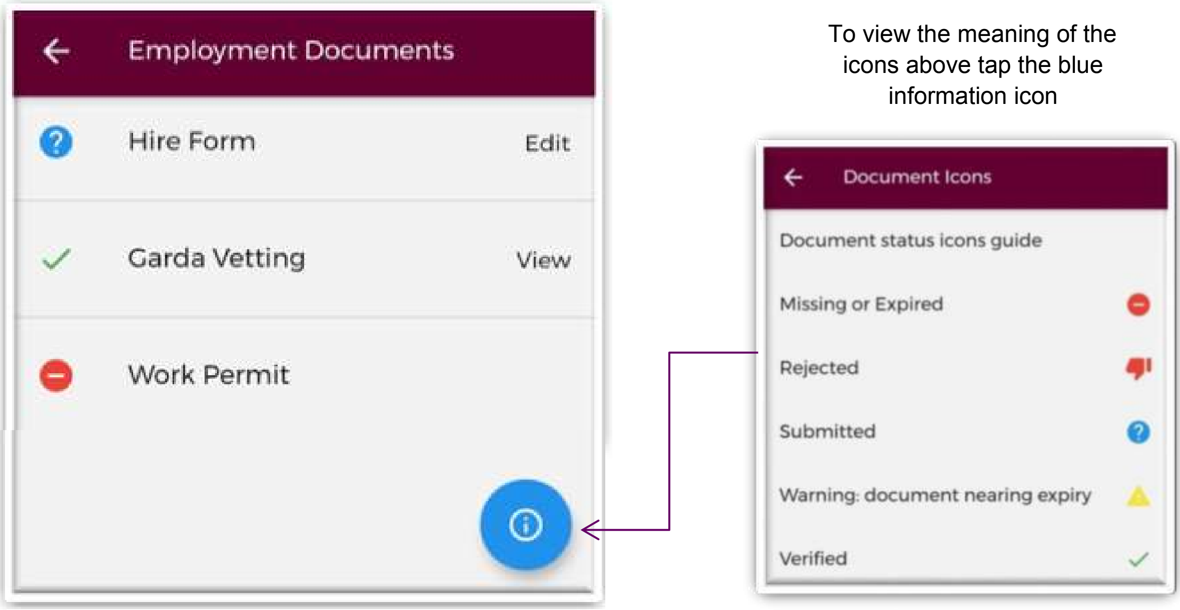
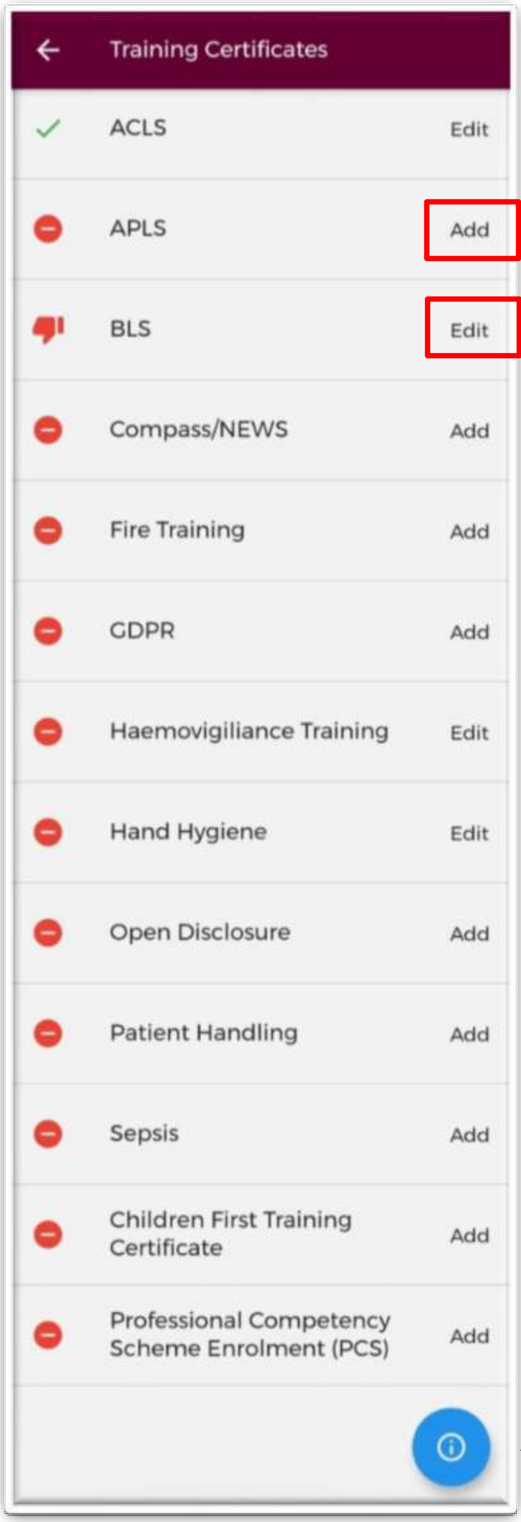


Figure 31: Employment Documents Screen with description of the icons

IMPORTANT: Your Medical HR Department will upload the Garda Vetting and Work Permit documents for you. You will not have the ability to upload these documents on the NER Portal or App.

4.4 Training Certificates

In this section you will find a list of various training certs that you will be required to upload. If you would like to upload a training cert that is not visible on the below screen you can always upload via the "*Other*" option as shown in section 4.6 in the "*Personal Details & Other Documents"* section of the App. To view a description of the document icons, tap the blue "i" icon as shown in Figure 32.



To view the meaning of the icons above tap the blue information icon

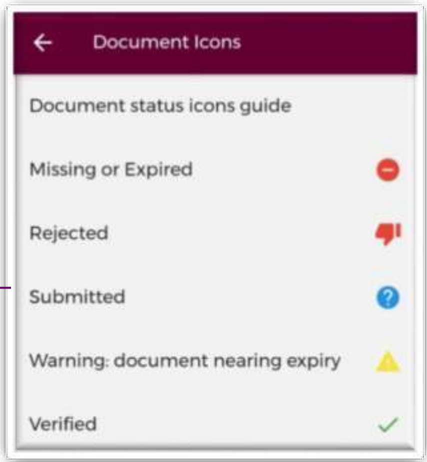


Figure 32: Training Certificates Screen

If you are adding a new training cert or updating a previously updated certificate, the layout will look slightly different:

a) Add New Training Certificate

To attach a document to a specific section, you should tap on the "*Add*" button beside the certificate you want to add as shown in Figure 32. You will be able to either take a photo of the certificate, upload the certificate from your phones gallery or upload a document from your phones file section.

Take Photo:

To take a photo of your training cert for upload tap the "*Take Photo*" Cherry Picker as located on the purple banner. You can then tap the blue camera icon as shown below in Figure 33. (Please note you may have to allow the app access to your gallery and camera to use this functionality). If you need to re-take the photo tap the "*Clear Image*", button to remove the photo you have just taken and then you can re-take the photo using the blue camera icon, as shown below.

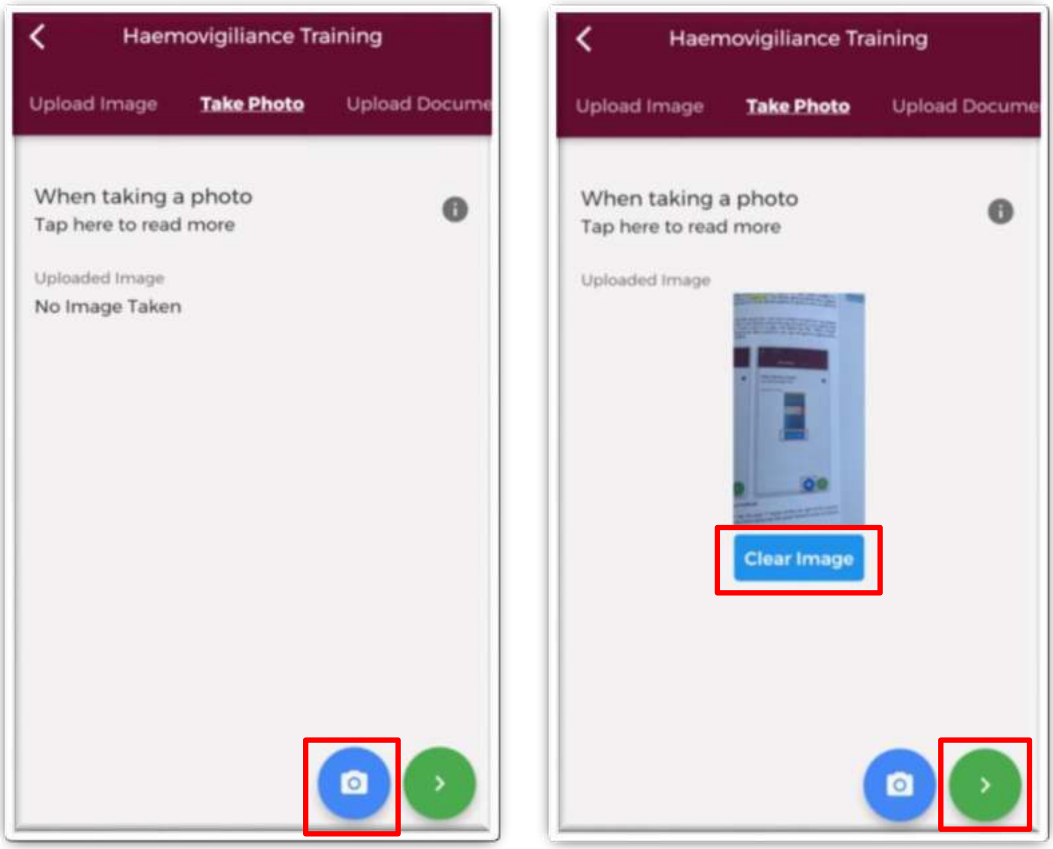


Figure 33: Take photo of a new Training Certificate

For more information on this section tap the grey "i" button at the top right of the screen. Once you are happy with the photo you have taken, tap the green forward arrow as shown in Figure 33.

Upload Image:

Instead of taking a photo, you can also browse your phones photo gallery under the "*Upload Image*" cherry Picker located on the purple banner. To find the appropriate image of the certificate(s) that you wish to add, select the "*Upload*" button as shown in Figure 34. For more information on this section tap the grey "i" button at the top right of the screen.

You can upload multiple images in this section. However, it is advised that a maximum of six images be uploaded at any one time to avoid delays in upload time for images.

Please note the following regarding file uploads:

- It is mandatory to upload at least one image.
- The image should not exceed 5MB file size.
- Only images in PNG or JPEG can be uploaded

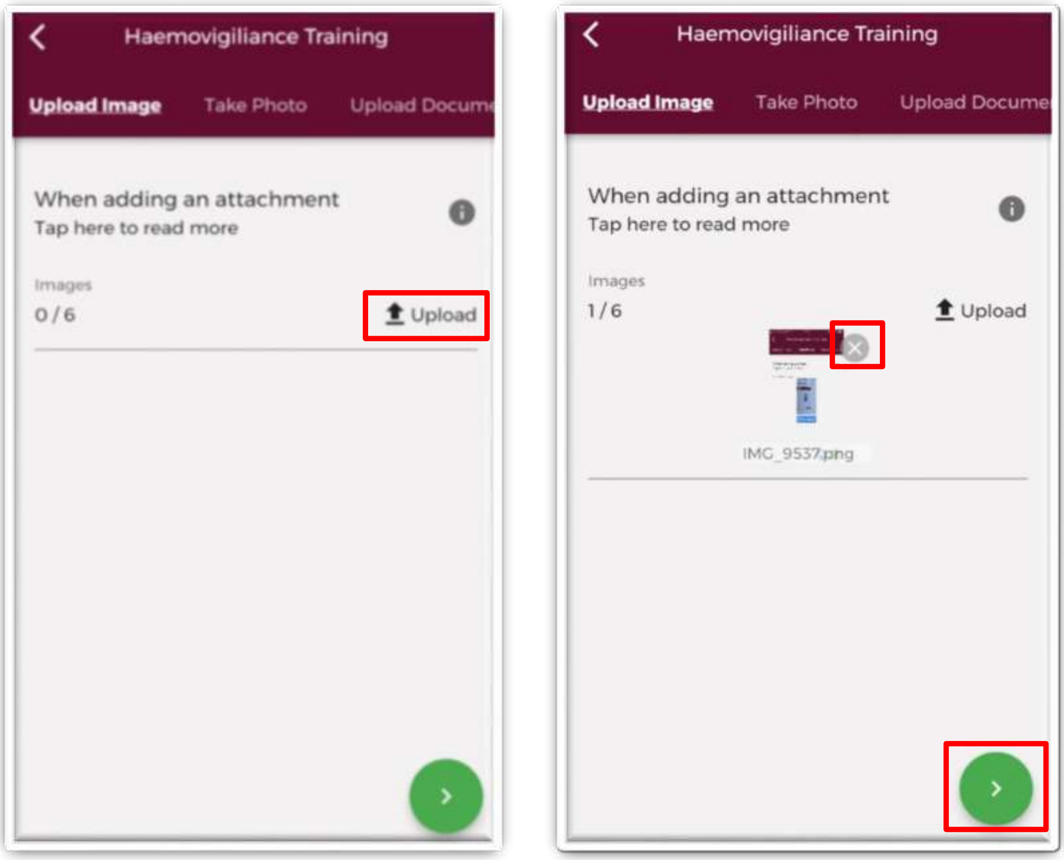


Figure 34: Upload new Image of Training Certificate

Once you have selected the images for upload, you will see a preview image of what images you have selected. If you have accidentally uploaded an incorrect image and no longer want to include this, tap the "x" button beside the previewed image, as shown in Figure 34.

To the left of the screen you will see how many images you have currently attached. If you need to attach more images, you can tap the upload button again and select the images you require. Once you are happy with the images you have chosen you should tap the green forward button as shown in Figure 34.

Note: In this section, it is only possible to upload images from your phones Gallery. Should you need to upload a file please use the "*Upload Document*" section

Upload Document:

You can also browse your phones file gallery under the "*Upload Document*" section located on the purple banner. Here you can search to find the appropriate certificate(s) that you wish to add by selecting the "*Upload"* button as shown in Figure 35.

You can upload multiple documents in this section. However, it is advised that a maximum of six documents be uploaded at any one time to avoid delays in upload time for documents.

Please note the following regarding file uploads:

- It is mandatory to upload at least one document.
- The document should not exceed 5MB file size.
- Only documents in PDF format can be uploaded

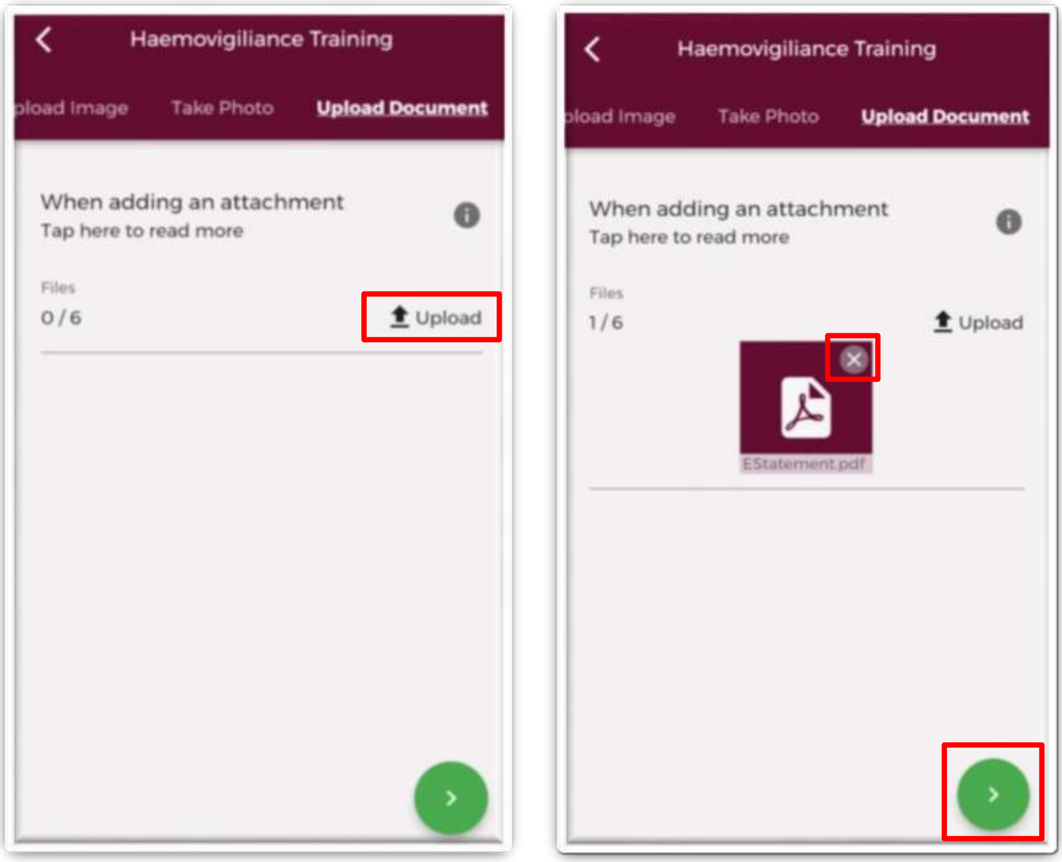


Figure 35: Upload new Document of Training Certificate

Once you have selected the documents for upload, you will see a preview image of what documents you have selected. If you have accidentally uploaded an incorrect document and no longer want to include this as part of the application tap the "x" button beside the previewed image, as shown in Figure 35.

To the left of the screen you will see how many documents you have currently attached. If you need to attach more documents, you can tap the upload button again and select the documents you require. Once you are happy with the attachments you have chosen you should tap the green forward button as shown in Figure 35.

Note: In this section, it is only possible to upload Documents from your phones File Gallery. Should you need to upload an image please use the "*Upload Image*" section.

b) Save Photo/Attachment

Once you have either taken a photo or uploaded an image/document and tapped the green forward button, you will be re-directed to the screen as shown in Figure 36, where you will be asked to fill in the validity dates of the certificate. Many of the validity periods are pre-set so you may only need to enter the "*Valid From*" date, as the "*Valid To*" date should pre-populate. Once complete, tap the green floppy disk button to save any uploads.

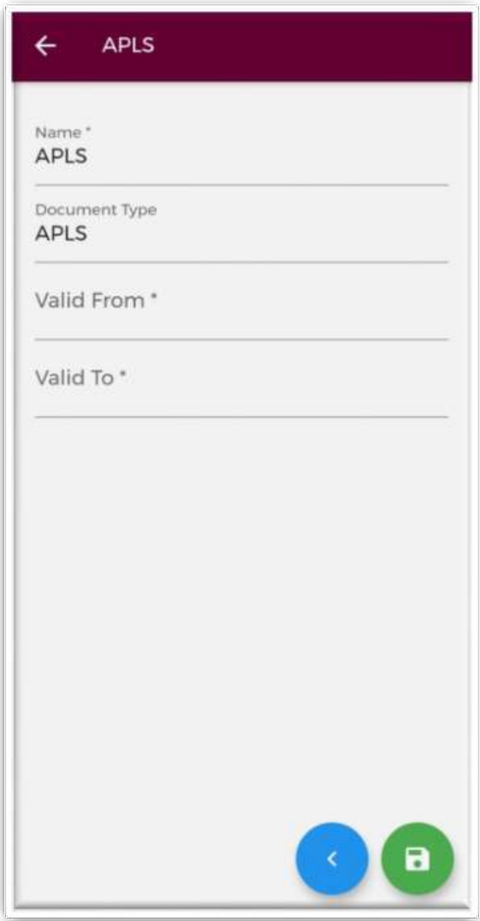


Figure 36: Validity Dates and Saving the Certificate

c) View/Edit a Previously Uploaded Certificate

If you have previously uploaded a training certificate, you will be able to view these by tapping the "*Edit*" button on the "*Training Certificates*" home page. You will then be re-directed to the "*Details*" screen, as shown in Figure 37, which will display the details of the last certificate you uploaded. Please note you will not be able to make changes on this screen. To update these details you will need to add a new training certificate record by using the "*Take Photo*", "*Upload Image*" or "*Upload Documents*" sections, which can be found on the purple banner.

The "*Attachments*" section will display any attachments that you have previously uploaded. By tapping the dropdown arrow, as shown in Figure 37, you will have the option to "*Download*" or "*Remove*" a document (provided it has not been verified by your medical manpower department).

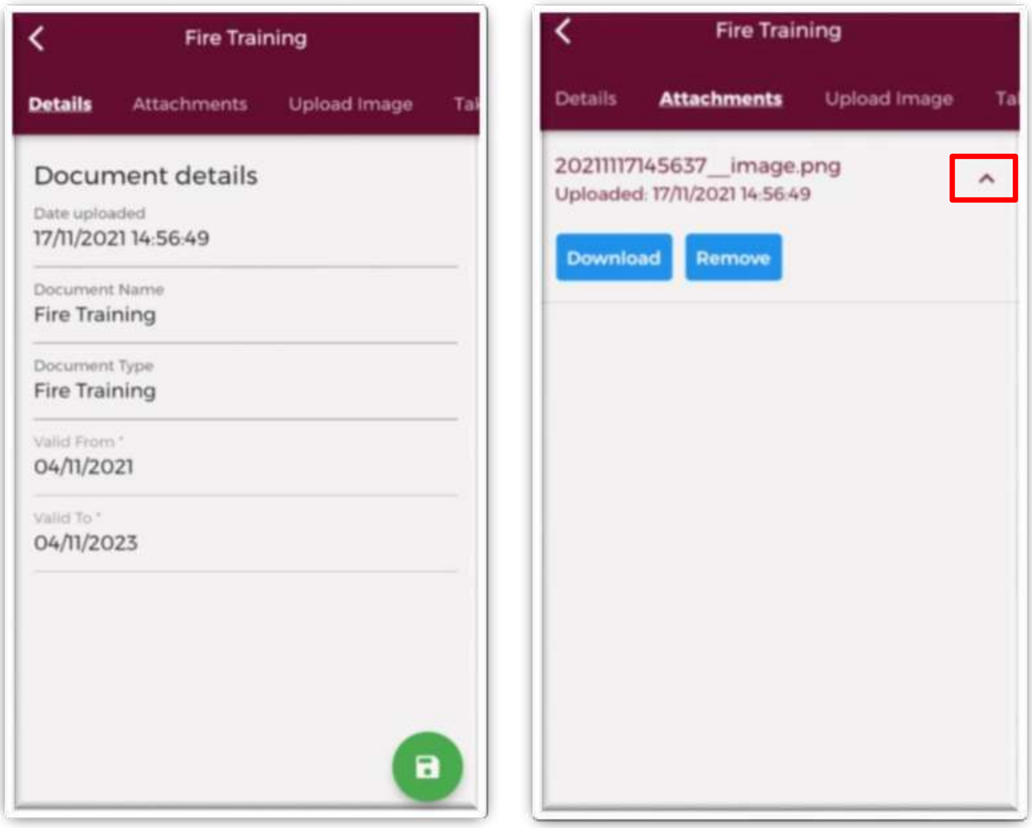


Figure 37: Viewing previously uploaded documents

4.5 Occupational Health Documents

When you have completed the mandatory fields in the NER Hire Form you will be directed to the Occupational Health Section of the App. Otherwise you can update your OH Information by navigating to the below screen via the Dashboard.

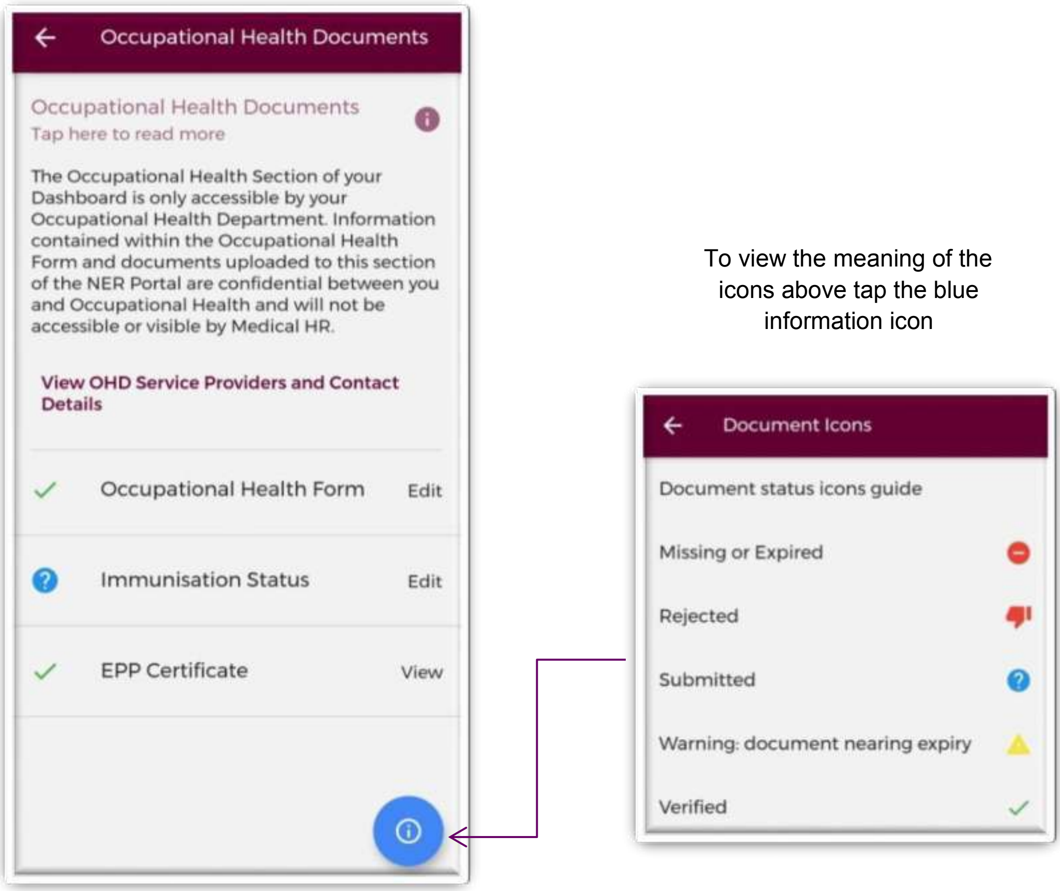


Figure 38: Occupational Health Documents Home Page

As part of this section you will need to update your Occupational Health Form, upload your immunisation documents and you can view your EPP Cert.

IMPORTANT: Please note your Medical HR Department will upload your EPP Cert.

4.5.1 Occupational Health Form

(a) Section 1: Employment History

In this section, you should enter your previous Employment Details or alternatively tap on the checkbox *'I have not been employed in the last five years'.* To view previously entered Employment History tap the "*History*" section on the purple banner as shown in Figure 39. Further details about a record can be seen by tapping the expand arrow as highlighted below. You also have the option to "*Edit*" or "*Remove*" any previously entered details about your employment by tapping the History section as shown below, as long as your Medical HR Department has not verified the record.

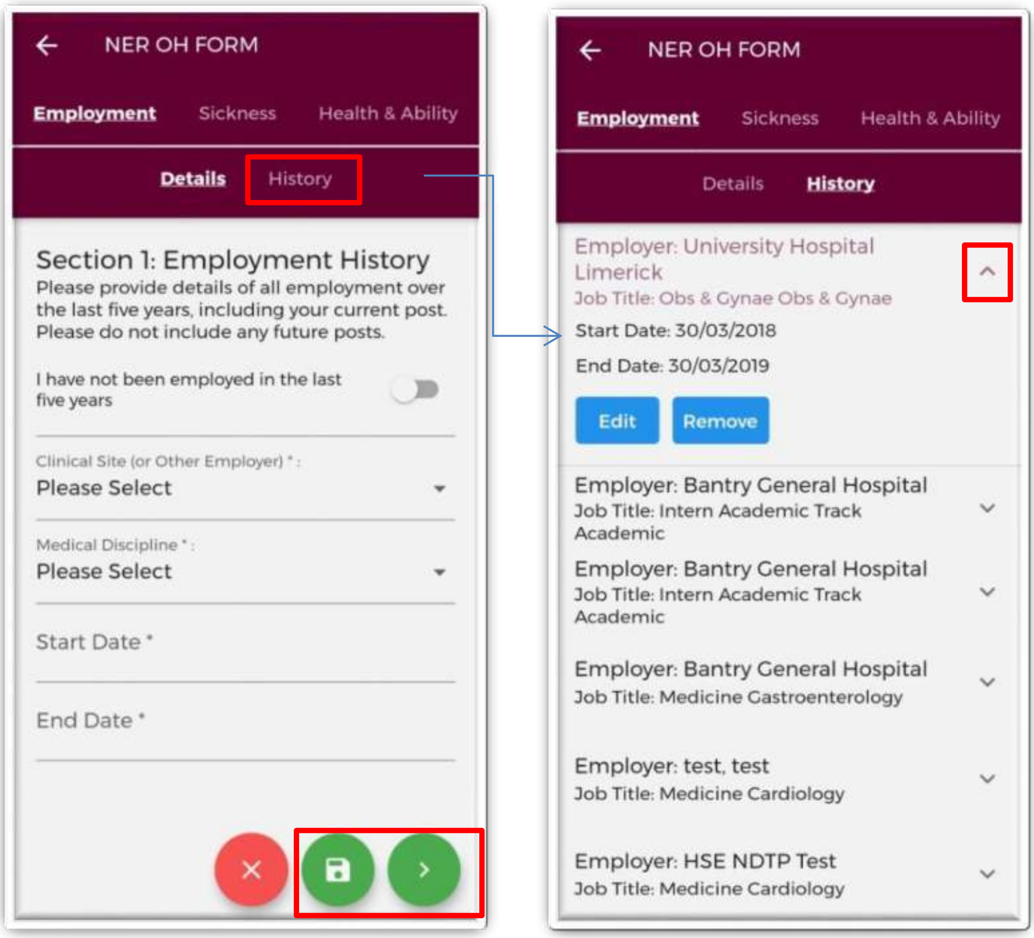


Figure 39: Employment History section of the Occupational Health Form

To continue to the next stage of the Occupational Health Form you should first tap the green save button and then tap the green forward button as highlighted in Figure 39.

(b) Section 2: Sickness Absence Details

In this section, you should enter details of any Sickness Absence you have had in the last Five Years or alternatively tap the checkbox for '*I have not had any sickness in the last five years'.* To view previously entered Sickness Absence History tap the "*History*" section on the purple banner as shown in Figure 40. Further details about a record can be seen by tapping the expand arrow as highlighted below. You also have the option to "*Edit*" or "*Remove*" any previously entered details about your sickness absence by tapping the History section as shown below, as long as your Medical HR Department has not verified the record.

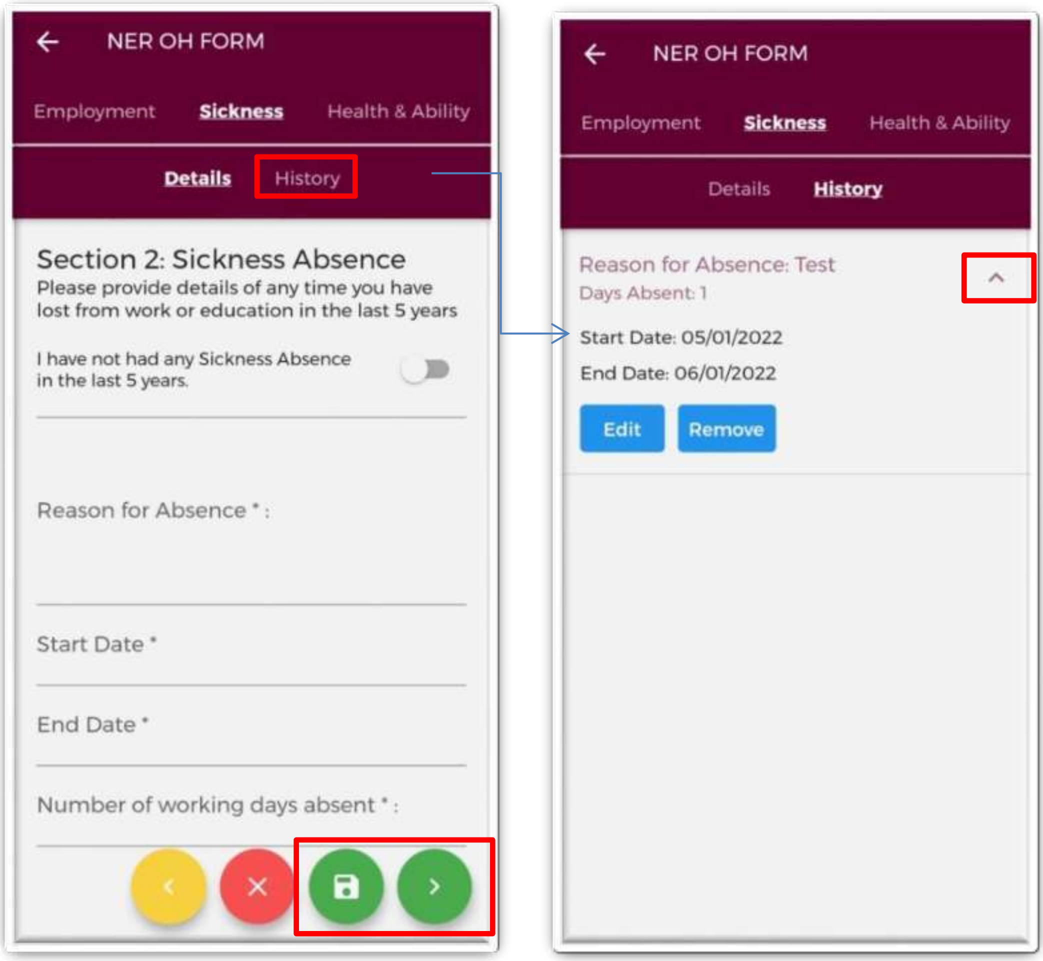


Figure 40: Sickness Absence History section of the Occupational Health Form

To continue to the next stage of the Occupational Health Form you should first tap the green save button and then tap the green forward button as highlighted in Figure 40.

(c) Section 3: Heath and Ability

In the final section of the Occupational Health form, you will be asked to answer a set of yes/no Health and Ability questions. The questions will relate to any information that affects your ability to perform your duties or if there is a requirement to adjust the work environment.

If you select "*No*" to the very first question, the remaining General Health Questions are collapsed and you will not be required to complete the rest of these questions. (The TB and Covid related questions however are all mandatory). Some questions may also require additional information. If this is the case, another field will display called "*Additional Details*" where you can enter free text.

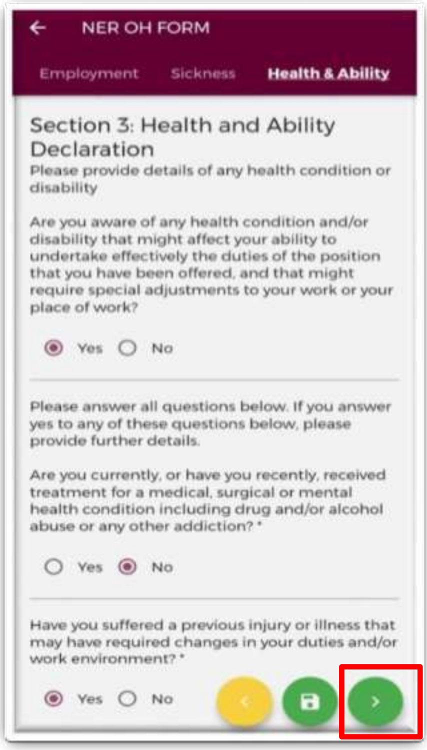


Figure 41: Health & Ability section of the Occupational Health Form

Once you have completed all the mandatory questions you should tap the green forward button to progress to the declaration section. Before you reach the declaration section the below screen will appear advising if you have any outstanding questions to answer or if you have completed all sections. Once all sections are complete, you can tap the green forward button.

Fig 42: Recap of the Occupational Health Form

(d) OH Form Submission and Signing Declaration

Once you are happy with the information you have included you will have to sign the online declaration form by using the toggle button as shown in Figure 43 and then tapping the upload arrow.

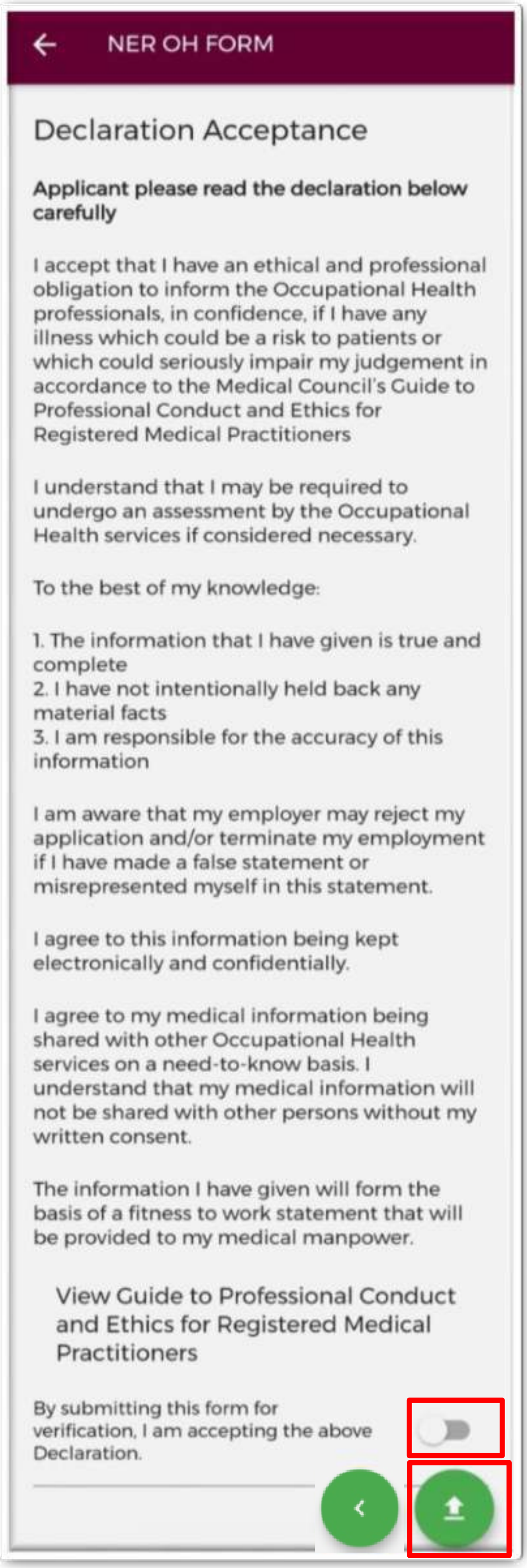


Figure 43: Declaration section of the Occupational Health Form

4.5.2 Immunisation Status Documentation

When you have submitted your Occupational Health Form for the first time you will be directed to the Immunisation Status section of the App. Otherwise you can update your Immunisation Status by navigating to the below screen via the Dashboard.

a) ***Add New Immunisation Document***

You will be able to either take a photo of the Immunisation Document, upload an image or upload a document from your phone.

Take Photo:

To take a photo of your Immunisation Document for upload, you can tap the blue camera icon as shown below in Figure 44. (Please note you may have to allow the app access to your gallery and camera to use this functionality). If you need to re-take the photo tap the "*Clear Image*", button to remove the photo you have just taken and then you can re-take the photo using the blue camera icon, as shown below.

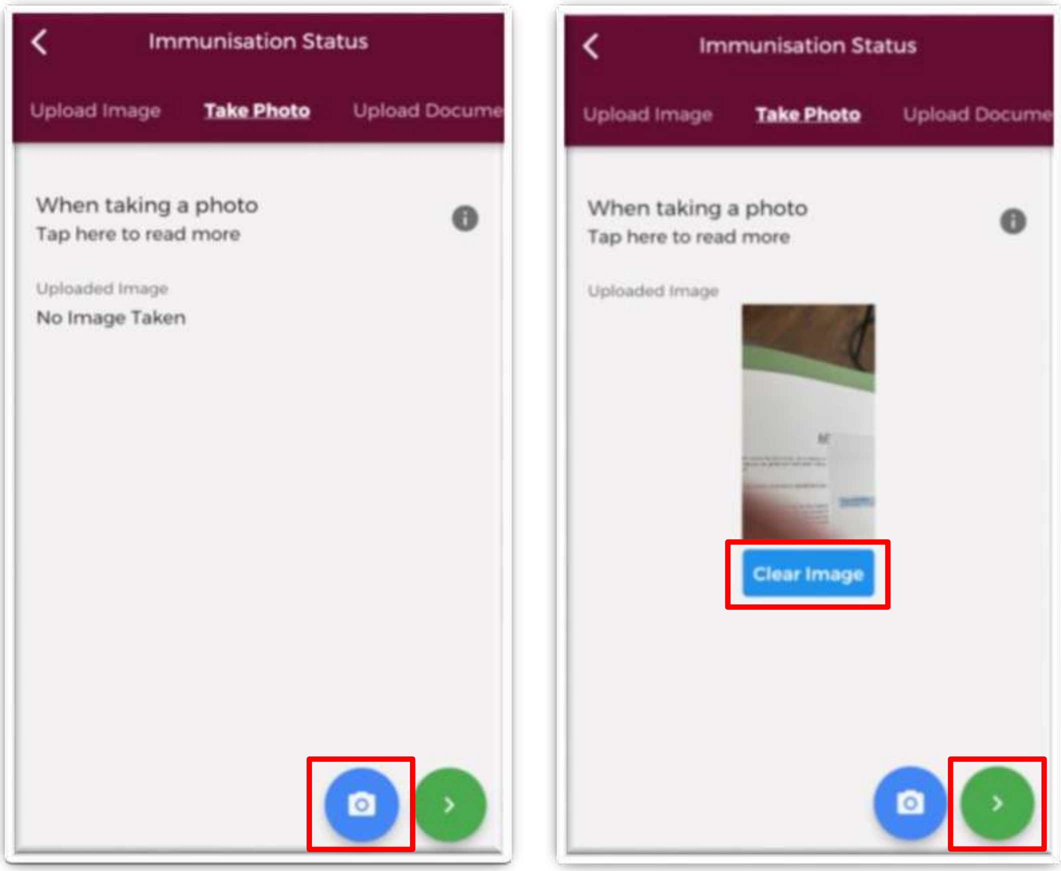


Figure 44: Immunisation Document Take Photo

For more information on this section tap the grey "i" button at the top right of the screen. Once you are happy with the photo you have taken, tap the green forward arrow as shown in Figure 44 to save your information.

Upload Image:
Instead of taking a photo, you can also browse your phones photo gallery to find an image of the Immunisation Document that is saved on your phone. You can do this by selecting the "*Upload Image*" button as shown in Figure 45. For more information on this section tap the grey "i" button at the top right of the screen.

You can upload multiple images in this section. However, it is advised that a maximum of six images be uploaded at any one time to avoid delays in upload time for images.

Please note the following regarding image uploads:

- It is mandatory to upload at least one image.
- The image should not exceed 5mb file size.
- Only images in PNG or JPEG format can be uploaded

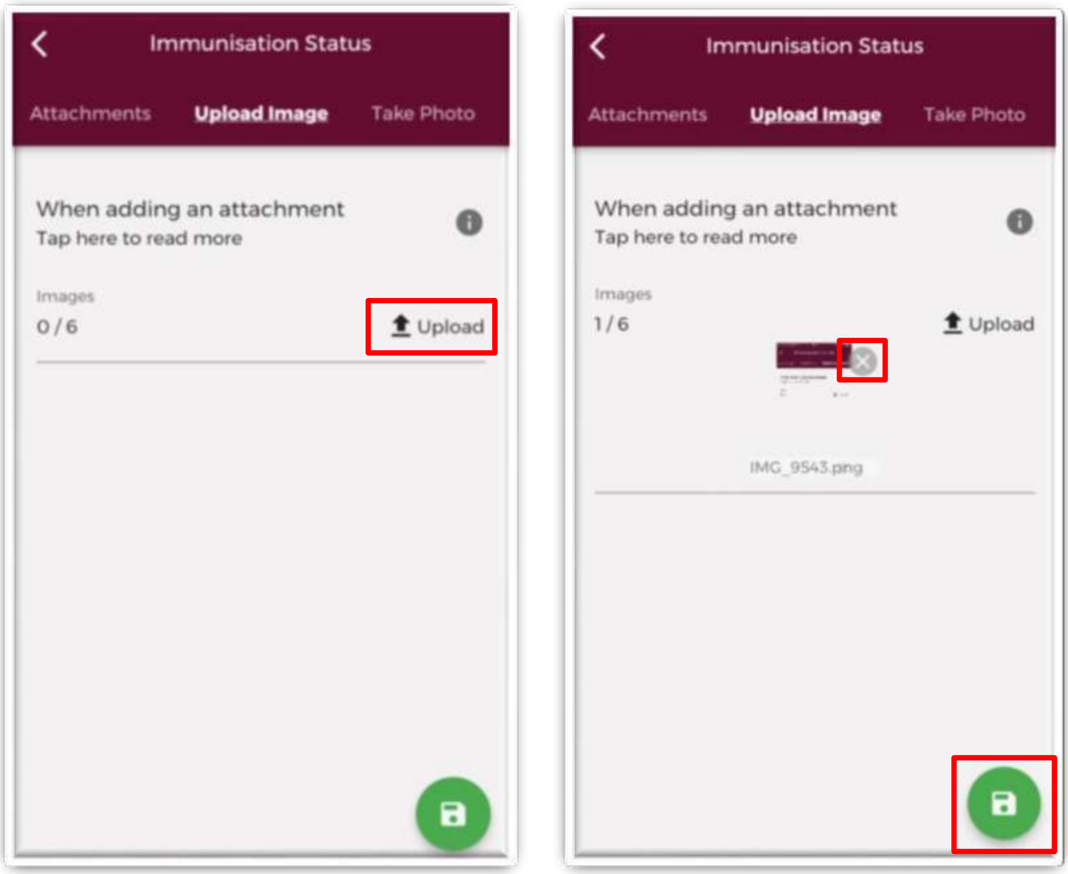


Figure 45: Immunisation Document Upload Document

Once you have selected the image(s) for upload, you will see a preview image of what images you have selected. If you have accidentally uploaded an incorrect image and no longer want to include this, tap the "x" button beside the previewed image, as shown in Figure 45.

To the left of the screen you will see how many images you have currently attached. If you need to attach more images, you can tap the upload button again and select the images you require. Once you are happy with the images you have chosen you should tap the green save button as shown in Figure 45.

Note: In this section, it is only possible to upload images from your phones Gallery. Should you need to upload a file please use the "*Upload Document*" section.

Upload Document:

Instead of taking a photo, you can also browse your phones file gallery to find the Immunisation Document that is saved on your phone. You can do this by selecting the "*Upload Document*" button as shown in Figure 46. For more information on this section tap the grey "i" button at the top right of the screen.

You can upload multiple documents in this section. However, it is advised that a maximum of six documents be uploaded at any one time to avoid delays in upload time for documents.

Please note the following regarding file uploads:

- It is mandatory to upload at least one document.
- The document should not exceed 5mb file size.
- Only documents in PDF format can be uploaded

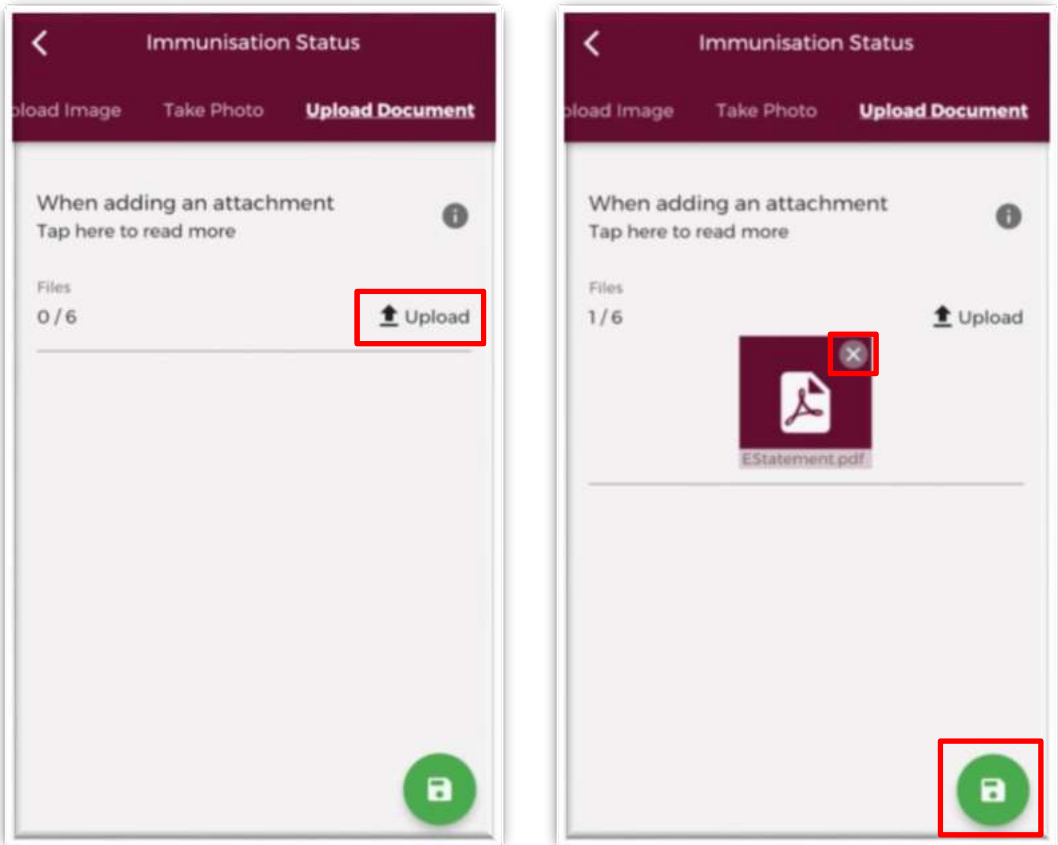


Figure 46: Immunisation Document Upload Section

Once you have selected the documents for upload, you will see a preview image of what documents you have selected. If you have accidentally uploaded an incorrect document and no longer want to include this, tap the "x" button beside the previewed image, as shown in Figure 46.

To the left of the screen you will see how many documents you have currently attached. If you need to attach more documents, you can tap the upload button again and select the documents you require. Once you are happy with the attachments you have chosen you should tap the green save button as shown in Figure 46.

Note: In this section, it is only possible to upload documents from your phones File Gallery. Should you need to upload an image please use the "*Upload Image*" section.

b) *View a Previously Uploaded Immunisation Documents*

If you have previously uploaded an Immunisation Document, you will be able to view this by tapping the "*Edit*" button on the Occupational Health home page. You will then be re-directed to the "Details" section, as shown in Figure 47, which will display the details of the latest Immunisation Document you have uploaded. Please note you will not be able to make changes on this screen. To update these details you will need to add a new Immunisation Document by using the "*Take Photo*" or "*Upload*" sections, which can be found on the purple banner.

The "*Attachments*" section will display any previous Immunisation Documents that you had uploaded. By tapping the dropdown arrow, as shown in Figure 47, you will have the option to "*Download*" or "*Remove*" a document (provided it has not been verified by your Occupational Health Department).

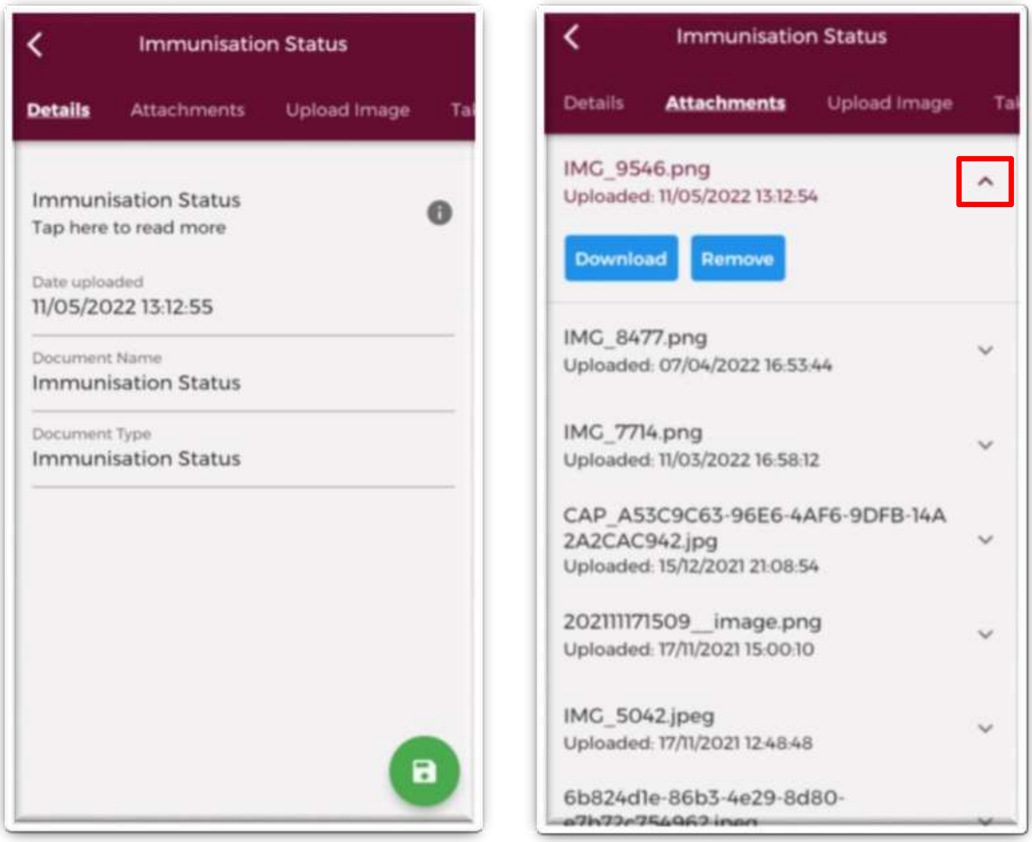


Figure 47: Immunisation Document Previously Uploaded Attachments and Details Sections

4.5.3 EPP Certificate

Your EPP Certificate will be uploaded by your Occupational Health Department. You will not have the ability to upload an EPP Cert. You will be able to view this document and its details in the EPP section of the Occupational Health Module.

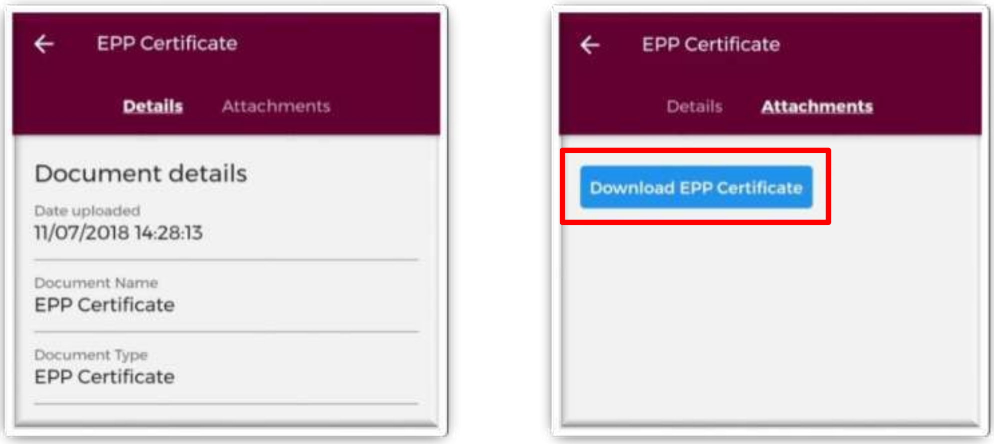


Figure 48: EPP Certificate Details and Download Section

By tapping the blue "*Download EPP Certificate*" Button the following notification will appear.

Figure 49: Download Underway

Once the download is complete you will see the below green banner appear at the bottom of your screen stating that the download was successful. Tap "*View*" to open the document.

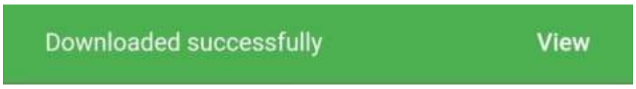


Figure 50: Download Complete

4.6 Personal Details & Other Documents

This section allows you to upload additional documentation such as your Passport, Birth Cert, GNIB etc. There is also an '*Other*' option for uploading documents that do not have an exact title on the NER App.

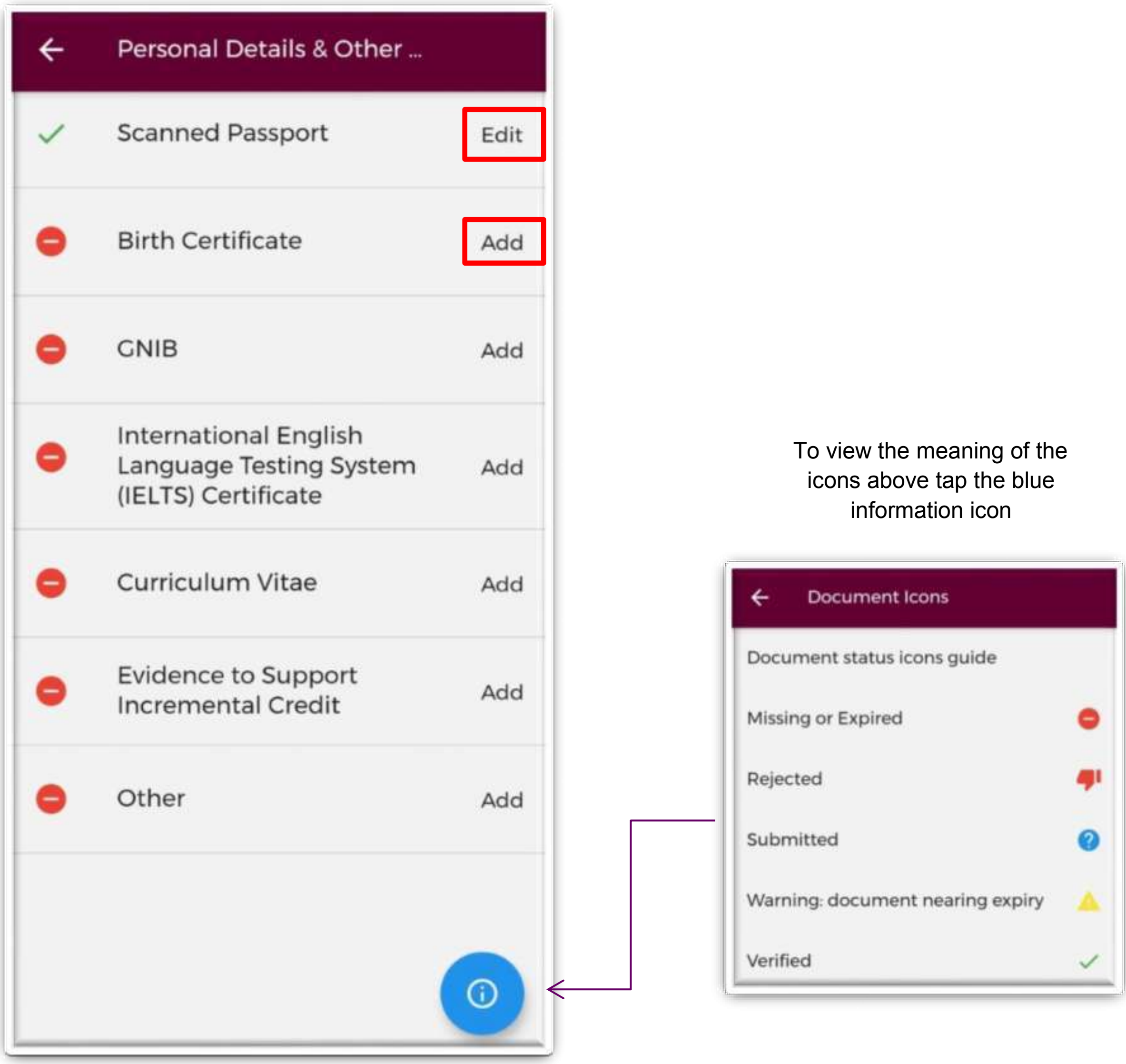


Figure 51: Personal Details and Other Documents Screen

a) *Add New Personal Document*

To attach a document to a specific section, you should tap on the "*Add*" button beside the document you want to add as shown in Figure 51. You will be able to either take a photo of the document or upload the document from your phones gallery.

Take Photo:

To take a photo of the document for upload you can tap the blue camera icon as shown below in Figure 52. (Please note you may have to allow the app access to your gallery and camera to use this functionality). If you need to re-take the photo tap the "*Clear Image*", button to remove the photo you have just taken and then you can re-take the photo using the blue camera icon, as shown below.

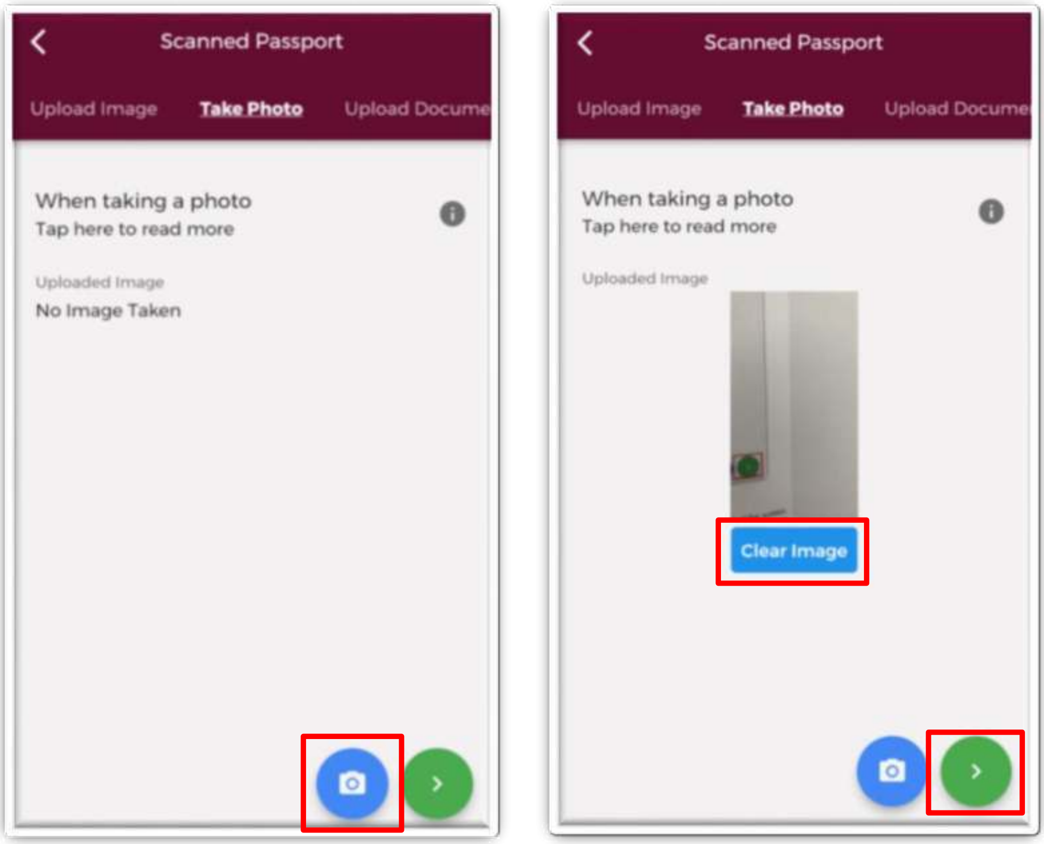


Figure 52: Take Photo Screen – Personal Documents Section

For more information on this section tap the grey "i" button at the top right of the screen. Once you are happy with the photo you have taken, tap the green forward arrow as shown in Figure 52.

Upload Image:
Instead of taking a photo, you can also browse your phones photo gallery to find the appropriate image(s) that you wish to add by selecting the "*Upload*" button as shown in Figure 53. For more information on this section tap the grey "i" button at the top right of the screen.

You can upload multiple images in this section. However, it is advised that a maximum of six images be uploaded at any one time to avoid delays in upload time for images.
Please note the following regarding file uploads:

- It is mandatory to upload at least one image.
- The image should not exceed 5mb file size.
- Only documents in PNG or JPEG format can be uploaded

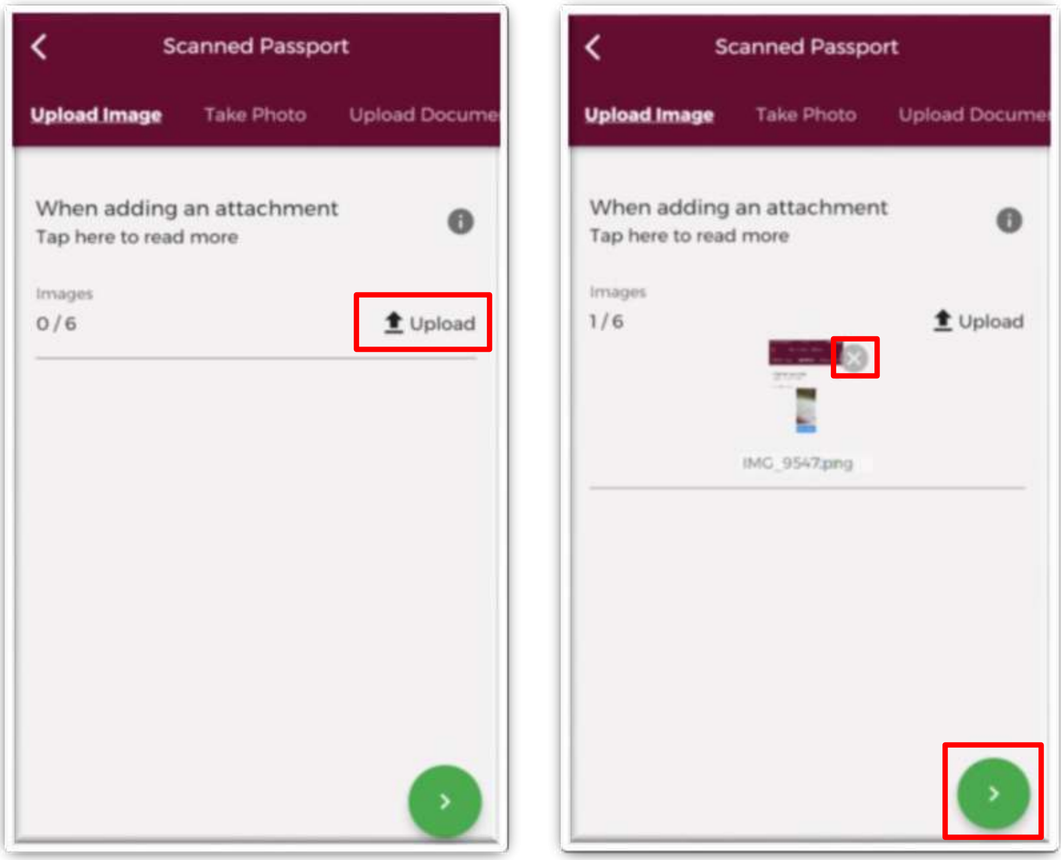


Figure 53: Upload Image Screen – Personal Documents Section

Once you have selected the image(s) for upload, you will see a preview image of what image(s) you have selected. If you have accidentally uploaded an incorrect image and no longer want to include this, tap the "x" button beside the previewed image, as shown in Figure 53.

To the left of the screen you will see how many images you have currently attached. If you need to attach more images, you can tap the upload button again and select the images you require. Once you are happy with the images you have chosen you should tap the green forward button as shown in Figure 53.

Note: In this section, it is only possible to upload images from your phones Gallery. Should you need to upload a file please use the "*Upload Documents*" section.

Upload Document:
Instead of taking a photo, you can also browse your phones file location to find the appropriate document(s) that you wish to add by selecting the "*Upload*" button as shown in Figure 54. For more information on this section tap the grey "i" button at the top right of the screen.

You can upload multiple documents in this section. However, it is advised that a maximum of six documents be uploaded at any one time to avoid delays in upload time for documents.
Please note the following regarding file uploads:

- It is mandatory to upload at least one document.
- The document should not exceed 5mb file size.
- Only documents in PDF format can be uploaded

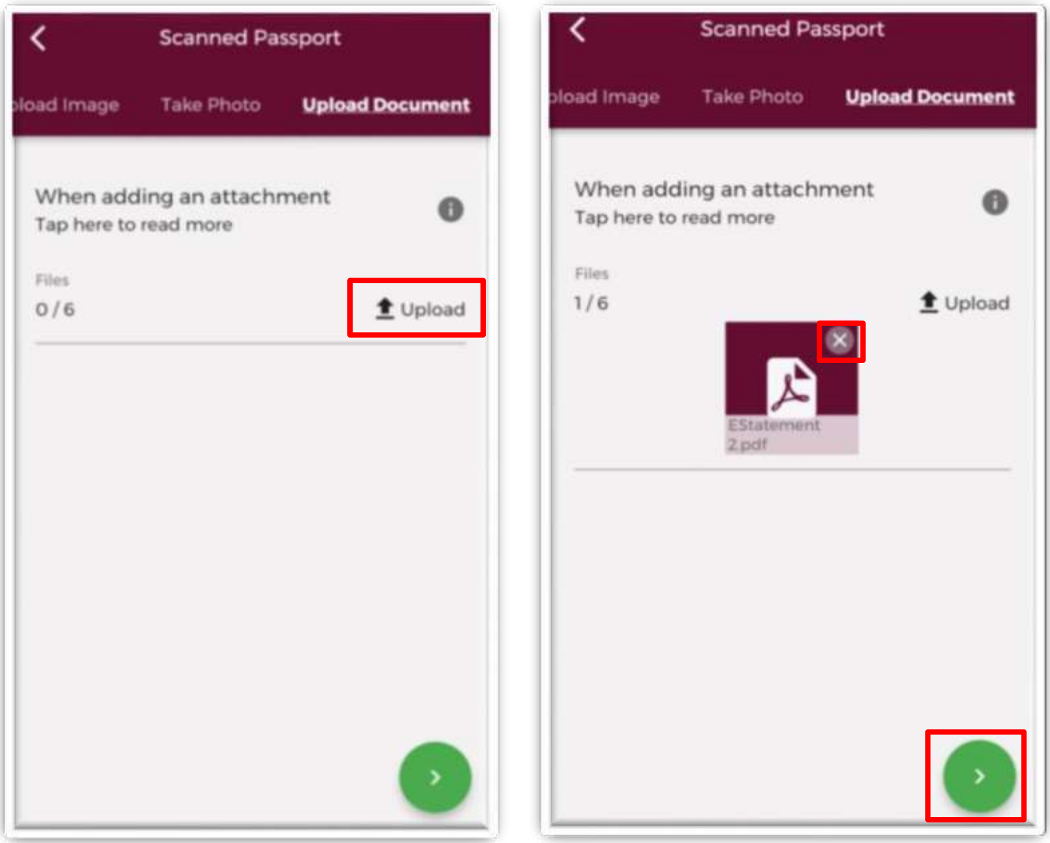


Figure 54: Upload Document Screen – Personal Documents Section

Once you have selected the documents for upload, you will see a preview image of what documents you have selected. If you have accidentally uploaded an incorrect document and no longer want to include this, tap the "x" button beside the previewed image, as shown in Figure 54.

To the left of the screen you will see how many documents you have currently attached. If you need to attach more documents, you can tap the upload button again and select the documents you require. Once you are happy with the attachments you have chosen you should tap the green forward button as shown in Figure 54.

Note: In this section, it is only possible to upload documents from your phones File Gallery. Should you need to upload a file please use the "*Upload Documents*" section.

b) *Save Photo/Attachment*

Once you have tapped the green forward button you will be re-directed to the below screen where you will be asked to name the document. Once complete, tap the green floppy disk button to save any uploads.

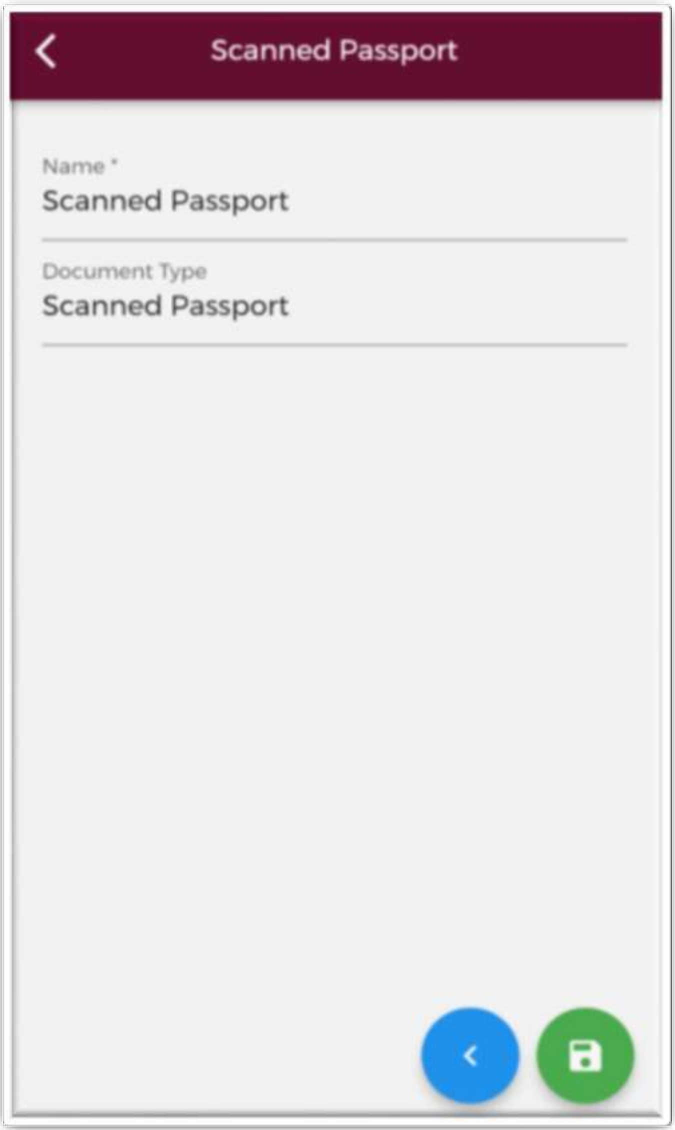


Figure 55: Rename and Save Attachments

c) *View/Edit a Previously Uploaded Personal Document*

If you have previously uploaded a document, you will be able to view it by tapping the "*Edit*" button on the "*Personal Details & Other Documents*" home page. You will then be re-directed to the "*Details*" screen, as shown in Figure 56, which will display the details of the last document you uploaded. Please note you will not be able to make changes on this screen. To update these details you will need to add a new file by using the "*Take Photo*", "*Upload Image*" or "*Upload Document*" sections, which can be found on the purple banner.

The "*Attachments*" section will display any attachments that you have previously uploaded. By tapping the dropdown arrow, as shown in Figure 56, you will have the option to "*Download*" or "*Remove*" a document (provided it has not been verified by your medical manpower department).

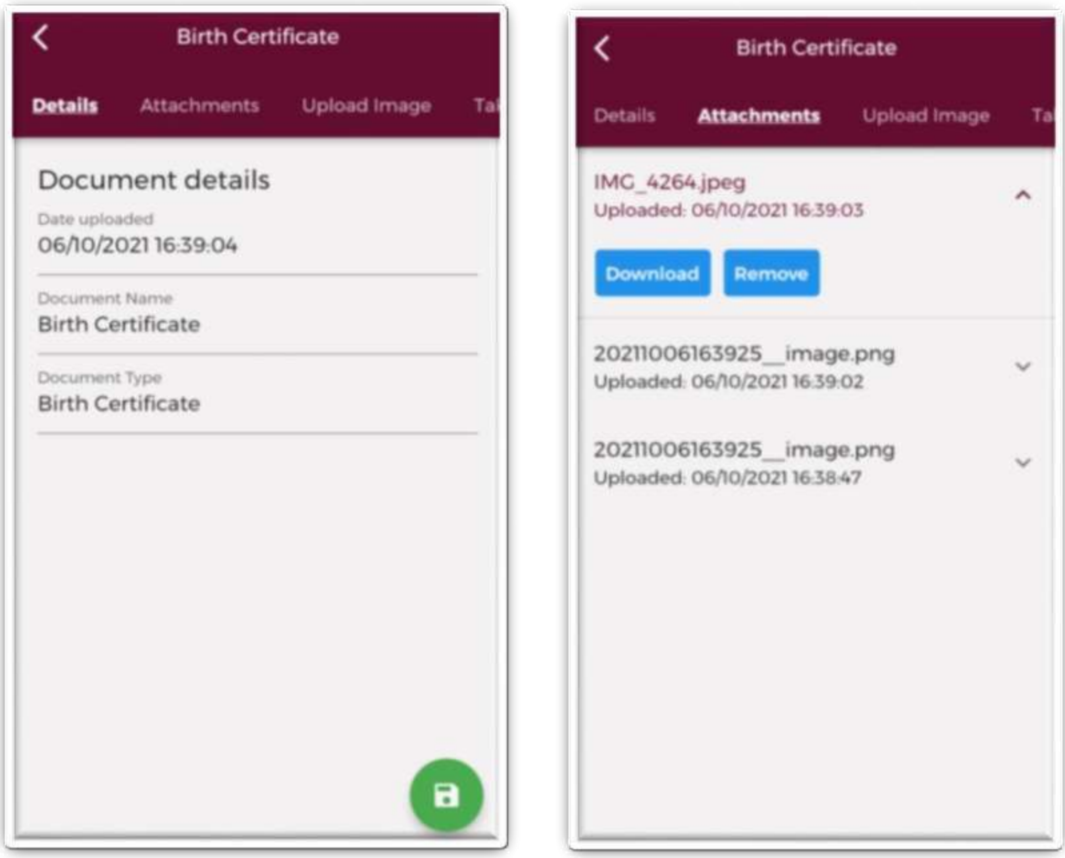


Figure 56: Details and Attachments Section – Personal Documents & Other Documents Section

4.7 Financial Supports

In this section of the NER App, you will be able to submit both Training Support Scheme (TSS) and Clinical Course and Exam refund Scheme (CCERS) applications to your Medical Manpower Department. Both TSS and CCERS are part of a suite of educational supports for NCHDs provided by HSE-NDTP. Should you require further information regarding these schemes both policies can be found on our website https://www.hse.ie/eng/staff/leadership-education-development/met/ed/fin/

4.7.1 Training Supports Scheme (TSS)

The Training Supports Scheme (TSS) section of the NER App consists of the following six subsections:

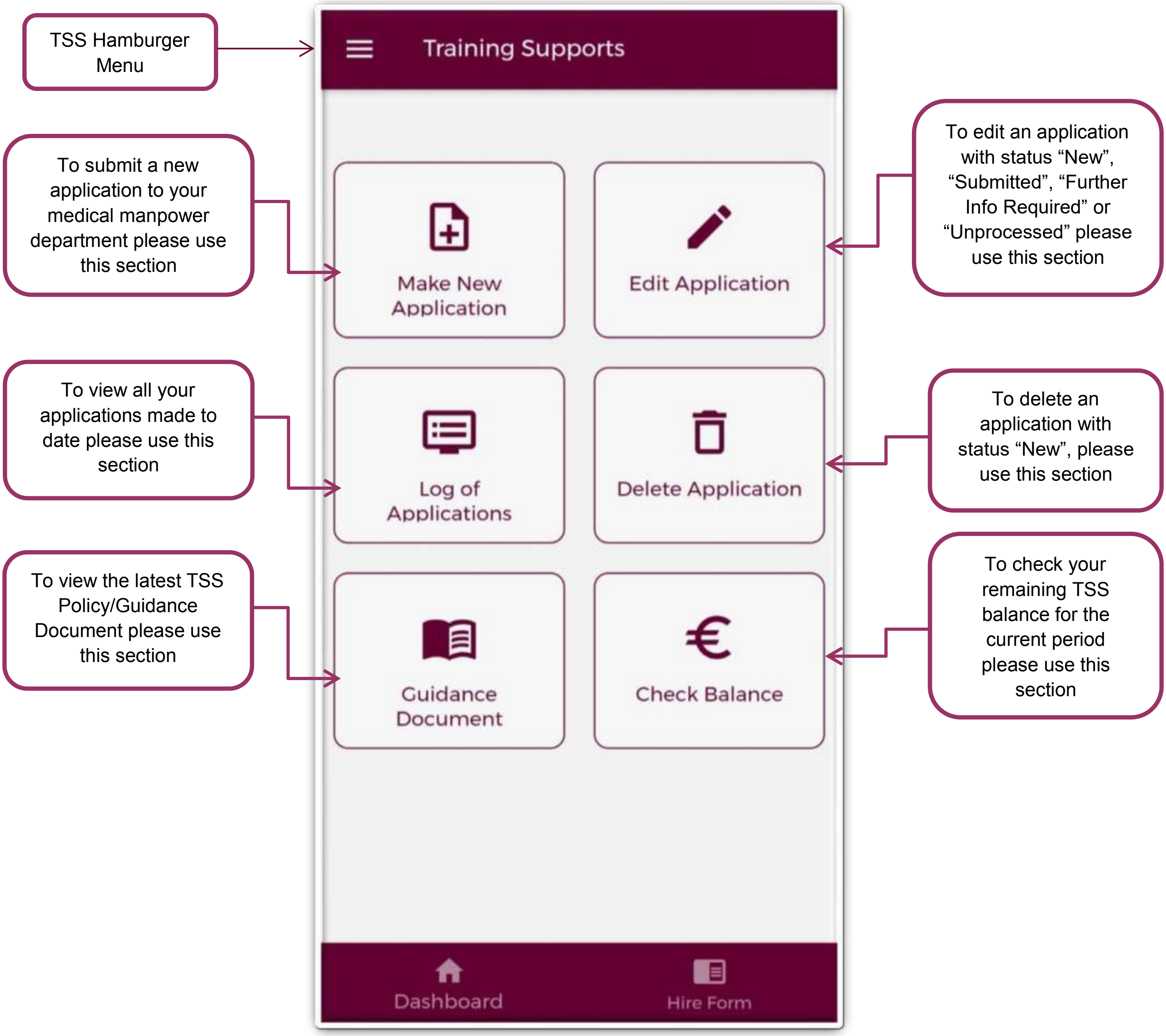


Figure 57: Training Supports Home Page

4.7.1.1 Make a New Application

(a) Claim Details:

To create a new TSS application you should tap on the "*Make New Application*" button on the TSS Home Screen. This will open up the TSS application form as shown below:

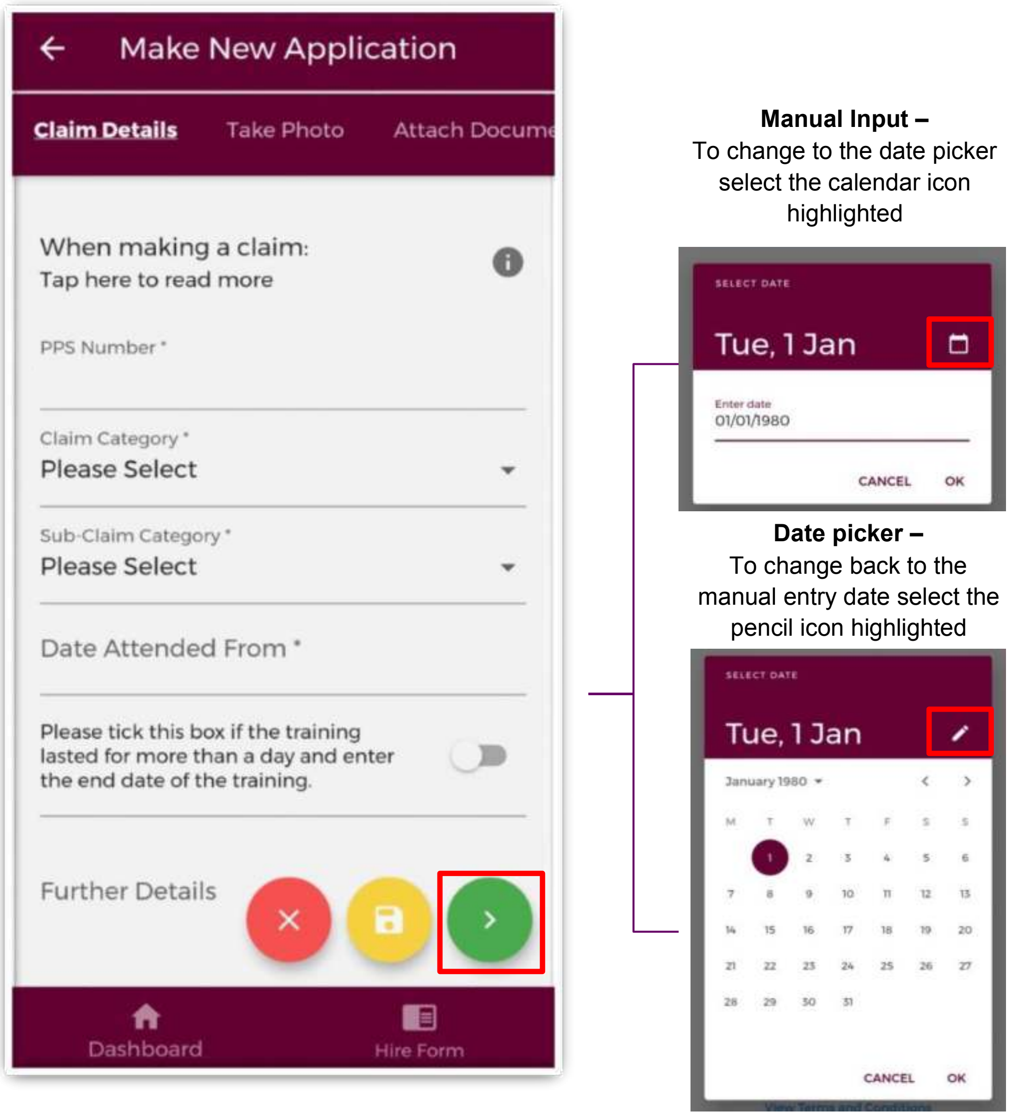
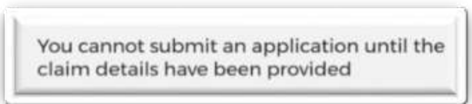


Figure 58: Claim Details Section of the TSS Application form

You must complete all mandatory fields (marked with an asterix) in order to proceed to the next stage of the application. If not all mandatory fields are complete you will see one of the below messages:

OR



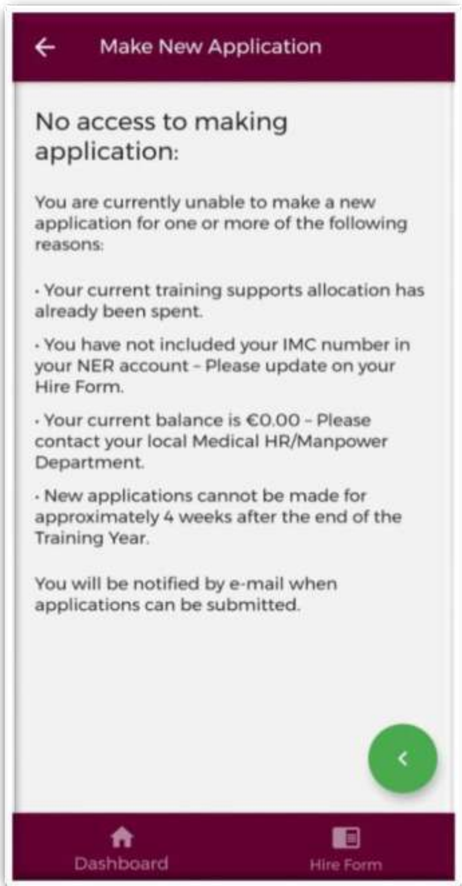
Once all mandatory fields are complete, you can progress to the next stage of the application by tapping the green forward button.

NB: You should tap the green forward button to progress to the next stage of the application. Tapping the yellow "Save & Exit" button will save the application for editing later but the application will not be visible to the Medical Manpower Department until the online declaration is signed and the application has been submitted for review

Please note you will be unable to submit a TSS application for any of the following reasons:

- You are currently not matched to a post – Please contact your local Medical Manpower Department
- Your current training supports allocation has already been spent
- You have not included your IMC number in your NER account – Please update on your Hire Form
- Your current balance is €0.00 – Please contact your local Medical Manpower Department
- New applications cannot be made for approximately 4 weeks after the end of the Training Year. You will be notified by e-mail when applications can be submitted.

You will be unable to submit an application if any of the above applies and one of the below messages will display as a result:



OR

Figure 59: No Access to Training Supports

b) *Upload Image*

To attach an image you should tap on the "*Upload*" button. You will be able to browse your phones photo gallery to find the appropriate image(s) that you need to add to your application.

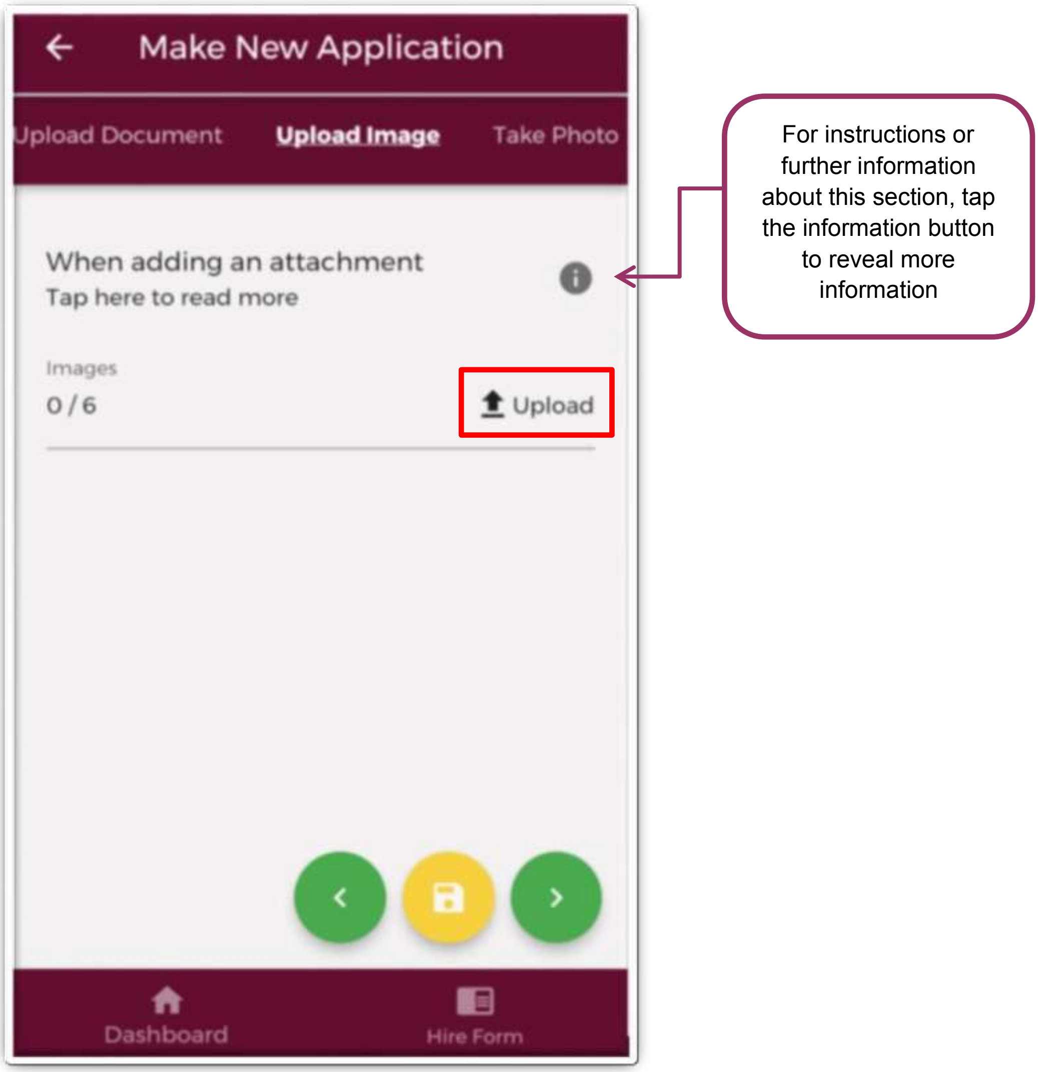


Figure 60: Upload Images Section of the TSS Application Form

You can upload multiple images in this section. However, it is advised that a maximum of six images be uploaded at any one time to avoid delays in upload time for images.

Please note the following regarding file uploads:

- It is mandatory to upload at least one image.
- The image should not exceed 5mb file size.
- Only documents in PNG or JPEG format can be uploaded

Once the images you have selected are uploaded, you will see a preview image of what images you have selected. If you have accidentally uploaded, an incorrect image and no longer want to include this as part of the application tap the "x" button beside the preview image.

Note: In this section, it is only possible to upload images from your phones Gallery. Should you need to upload a file please use the "*Upload Documents*" section.

To the left of the screen you will see how many images you have currently attached to your application. If you need to attach more images, you can tap the "*Upload*" button again and select the documents you require.

Once you are happy with the images you have chosen you should tap the green forward button as highlighted in Figure 61.

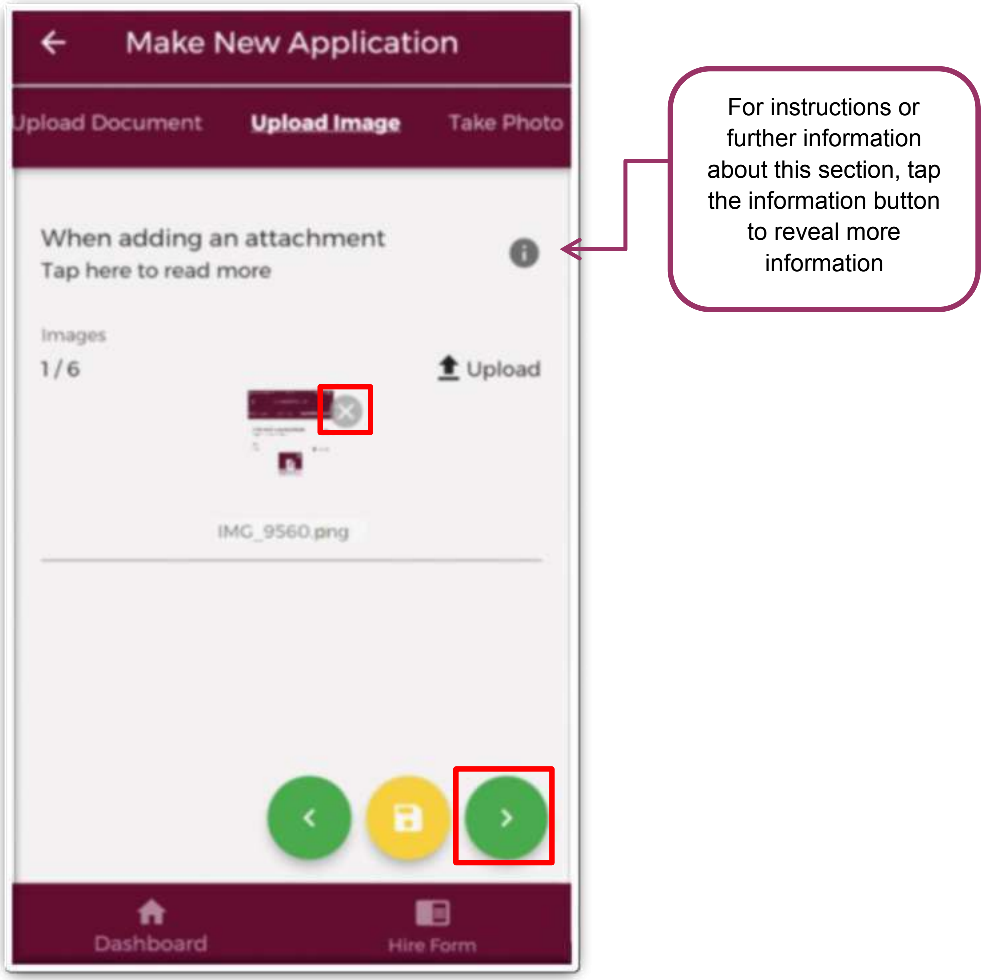


Figure 61: Upload Images Section of the TSS Application Form

Please note that if you tap the yellow floppy disk button to "Save and Exit" a green banner will appear stating that your application has been saved as shown in Figure 62:

Figure 62: Application Saved

NB: You should tap the green forward button to progress to the next stage of the application. Tapping the yellow "Save & Exit" button will save the application for editing later but the application will not be visible to the Medical Manpower Department until the online declaration is signed and the application has been submitted for review

c) *Upload Document*

To attach a document you should tap on the *"Upload"* button. You will be able to browse your phones photo gallery or file location to find the appropriate document(s) that you need to add to your application.

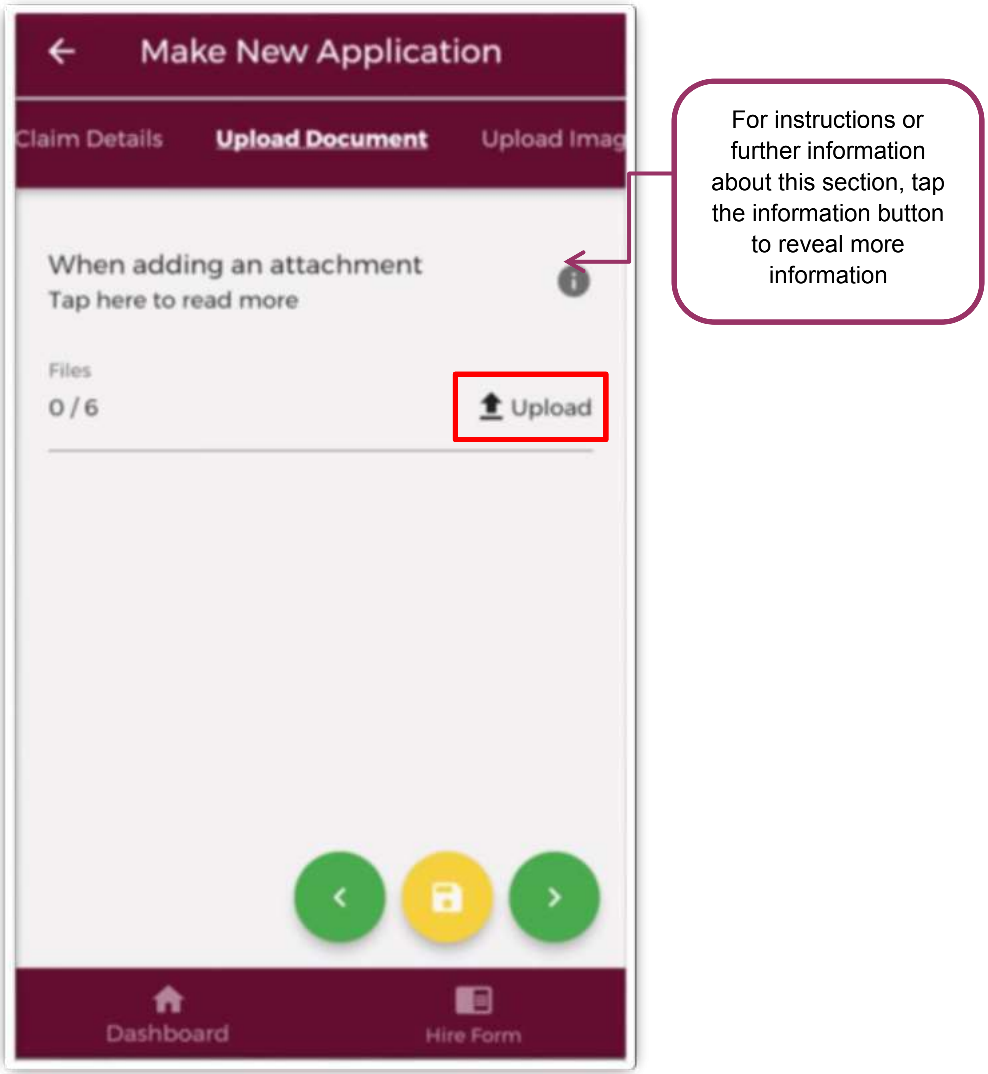


Figure 63: Upload Documents Section of the TSS Application Form

You can upload multiple documents in this section. However, it is advised that a maximum of six documents be uploaded at any one time to avoid delays in upload time for documents.

Please note the following regarding file uploads:

- It is mandatory to upload at least one document.
- The document should not exceed 5mb file size.
- Only documents in PNG, JPEG or PDF format can be uploaded

Once the documents you have selected are uploaded, you will see a preview image of what documents you have selected. If you have accidentally uploaded, an incorrect document and no longer want to include this as part of the application tap the "x" button beside the preview image.

To the left of the screen you will see how many documents you have currently attached to your application. If you need to attach more documents, you can tap the upload button again and select the documents you require.

Once you are happy with the attachments you have chosen you should tap the green forward button as highlighted in Figure 64.

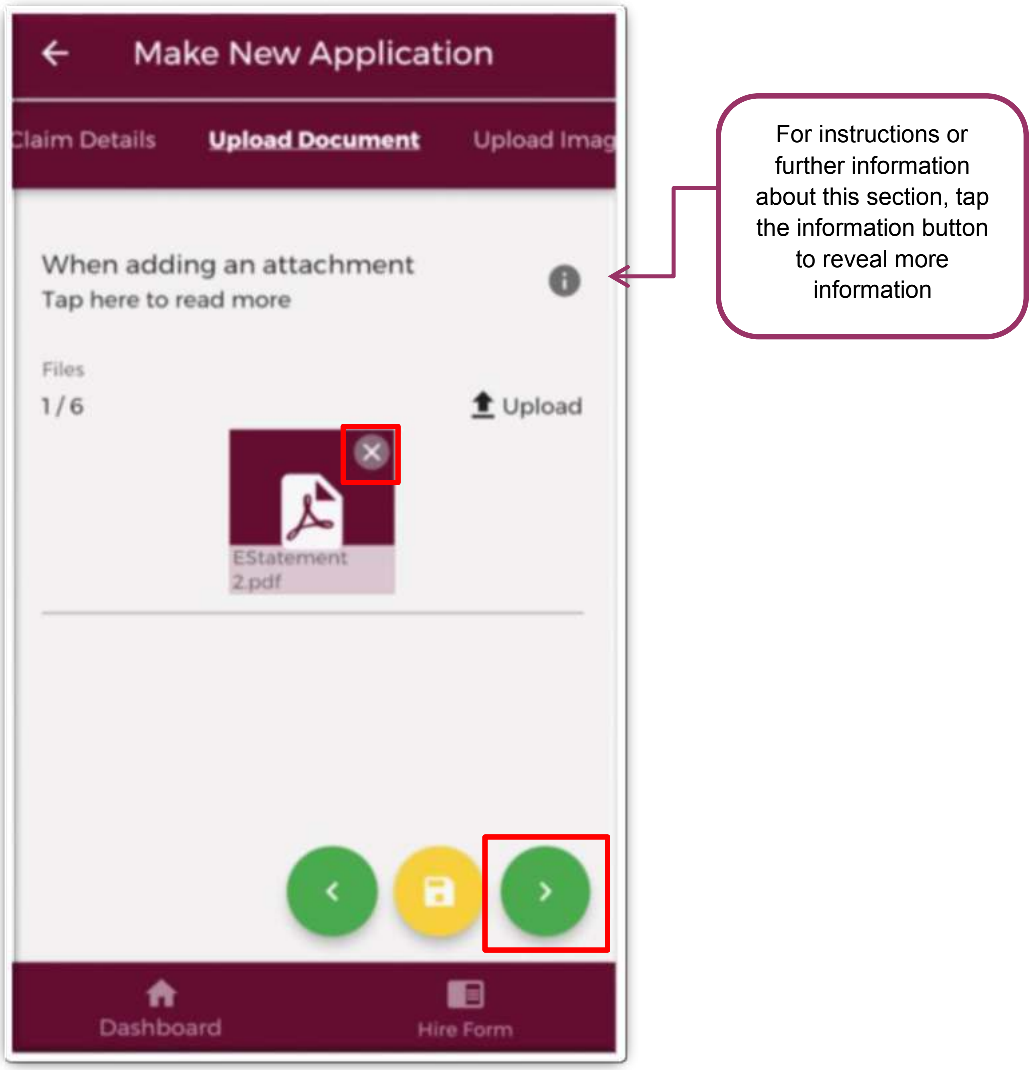


Figure 64: Upload Documents Section of the TSS Application Form

Please note that if you tap the yellow floppy disk button to “Save and Exit” a green banner will appear stating that your application has been saved as shown in Figure 65:

Figure 65: Application Saved

NB: You should tap the green forward button to progress to the next stage of the application. Tapping the yellow “Save & Exit” button will save the application for editing later but the application will not be visible to the Medical Manpower Department until the online declaration is signed and the application has been submitted for review.

d) Take Photo

If you would prefer to take a photo of the document, you can navigate to the "*Take Photo*" section of the application form by using the cherry pickers on the purple banner as shown in Figure 66.

Tap the blue camera button to open your camera (You may have to allow the app access to your gallery and camera to use this functionality). You can then take a photo of the document

If you need to re-take the photo tap the "*Clear Image*", button to remove the photo you have just taken and then you can re-take the photo using the blue camera icon, as shown below.

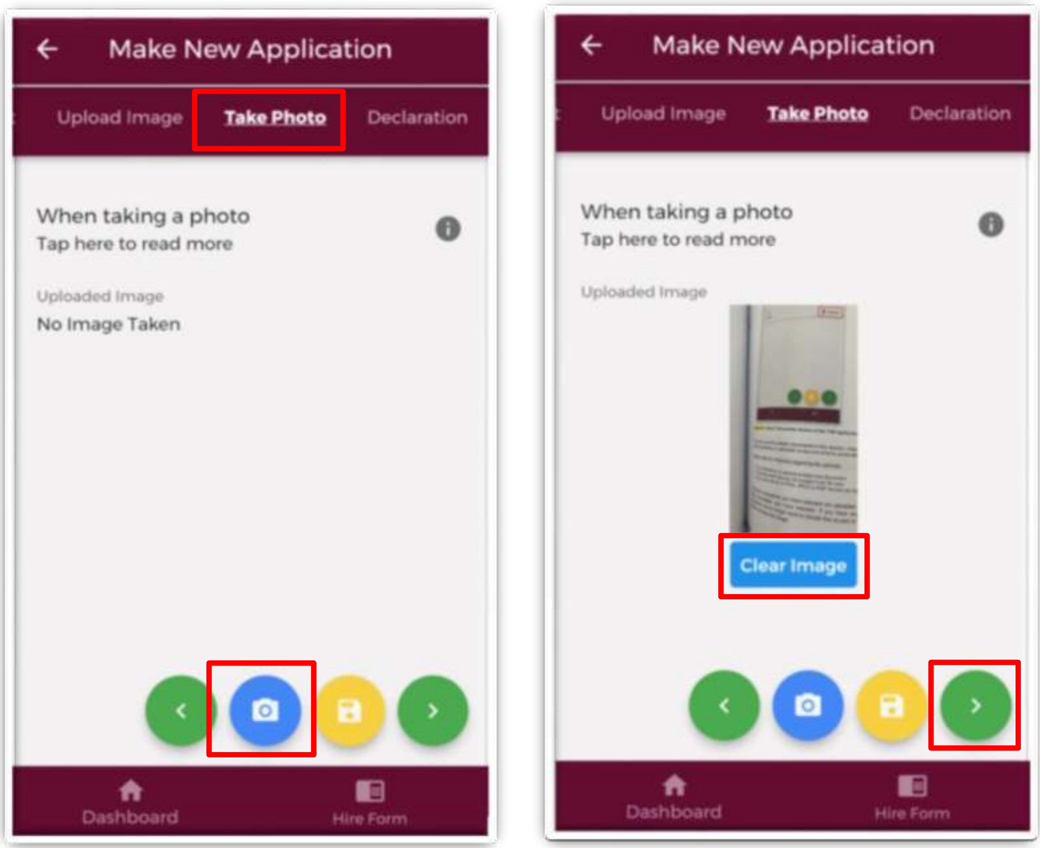


Figure 66: Take Photo Section of TSS Application form

Once you are happy with the photo you have taken, tap the green forward arrow as shown in Figure 66.

e) Declaration

In order to complete your application you must agree and sign the online declaration. To do this tap the toggle button (highlighted in Figure 67) before tapping the submit button (green envelope).

Only when you have signed the online declaration and tapped the submit button will the application be visible to your Medical Manpower Department.

Figure 67: TSS Declaration Screen

Once you have submitted your application, a green banner should appear at the bottom of your screen stating that your application has been submitted. Only at that point will your application be visible to your Medical Manpower Department.

Figure 68: Application Submitted

4.7.1.2 Edit Applications

You can only edit applications with one of the following status:

- New
- Submitted
- Further Information Required
- Unprocessed

To edit an application and return it to your local Medical Manpower Department, you need to tap the expand arrow (highlighted in Figure 69) and then tap the blue "*Edit Application*" button. This will open the TSS application form and display any details you had entered previously or attachments uploaded. You can amend these details as appropriate. See section 4.7.1.1 for more information about the TSS application form.

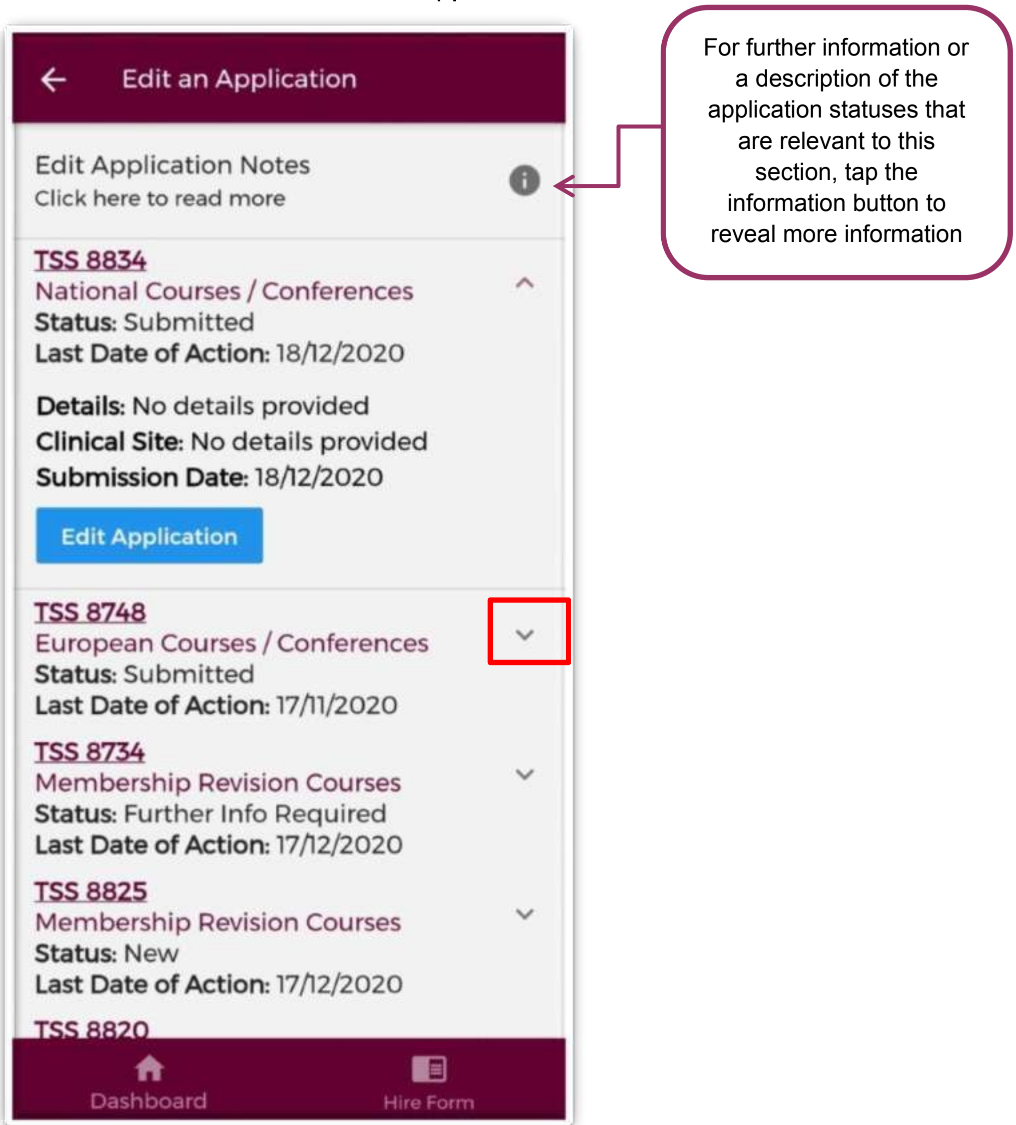
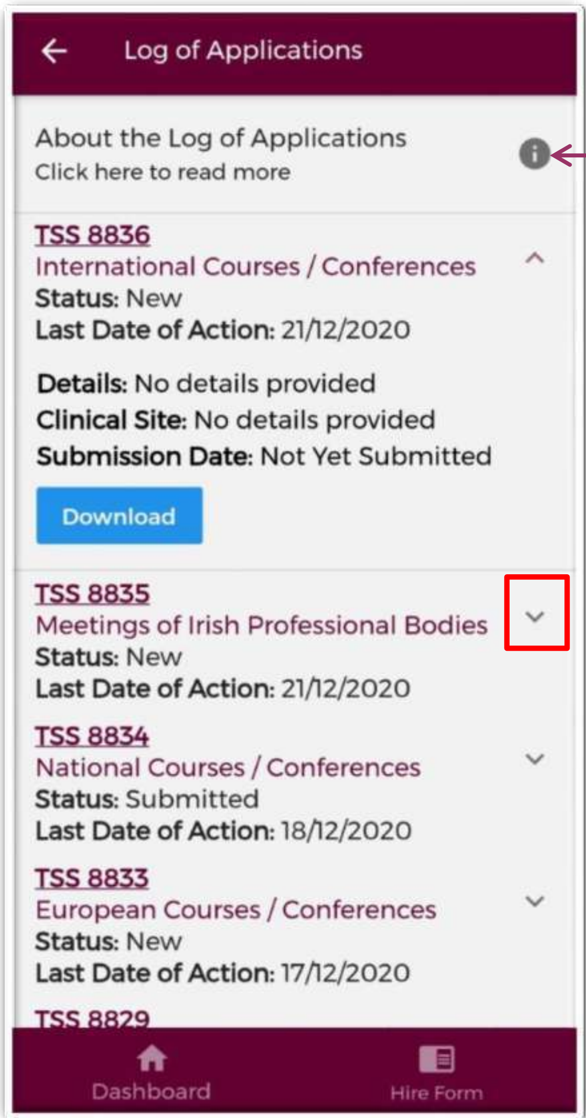


Figure 69: Edit Applications Screen

Note: Please note that in order for these changes to become visible to your Medical Manpower Department you need to progress through the entire application again and make sure you sign the declaration form before tapping the submit button.

4.7.1.3 Log of Applications

This section will display all your TSS and CCERS applications that you have created to date. You can view the main details associated with a particular application by tapping the expand arrow (highlighted in Figure 70). If you want to see further details about your application, you can tap the blue *"Download"* button to download the application to your phone.



For further information or a description of the application statuses that are relevant to this section, tap the information button to reveal more information

Figure 70: Log of Applications TSS and CCERS

4.7.1.4 Delete Application

You can only delete an application that you have not yet sent to your Medical Manpower for review i.e. only applications with status "*New*" can be deleted.

To delete an application you need to tap the expand arrow button (highlighted in Figure 71) and then the blue "*Delete Application*" button.

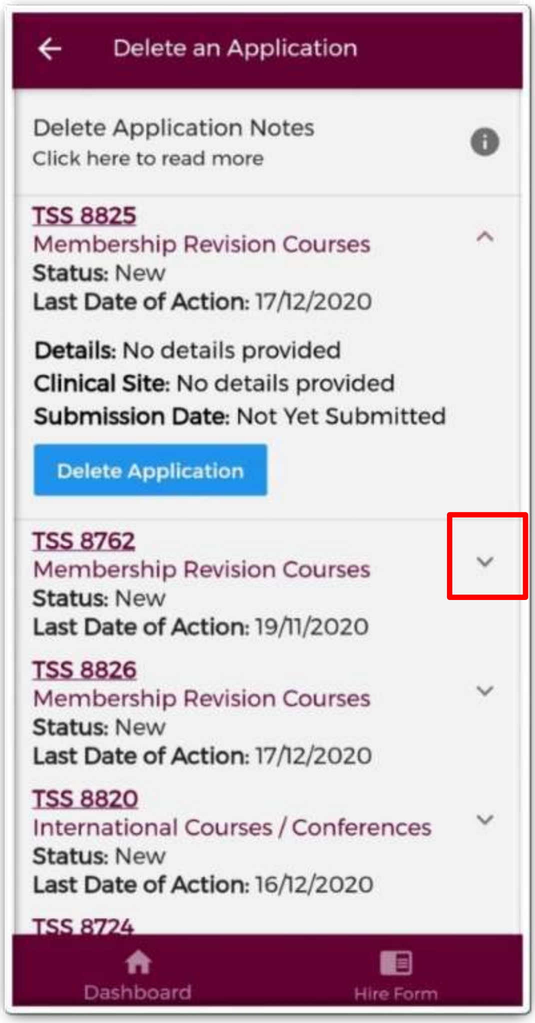


Figure 71: Delete Application Screen

4.7.1.5 Guidance Document

In this section, you can view the latest version of the TSS Policy document. This document provides details regarding NCHD eligibility for the scheme and outlines what is eligible for reimbursement via the Training Supports Scheme.

Figure 72: TSS Guidance/Policy Document

4.7.1.6 Check Balance

In this section, you can view what TSS balance you have remaining as well as view the details relating to the applications that have been approved during the current training year period.

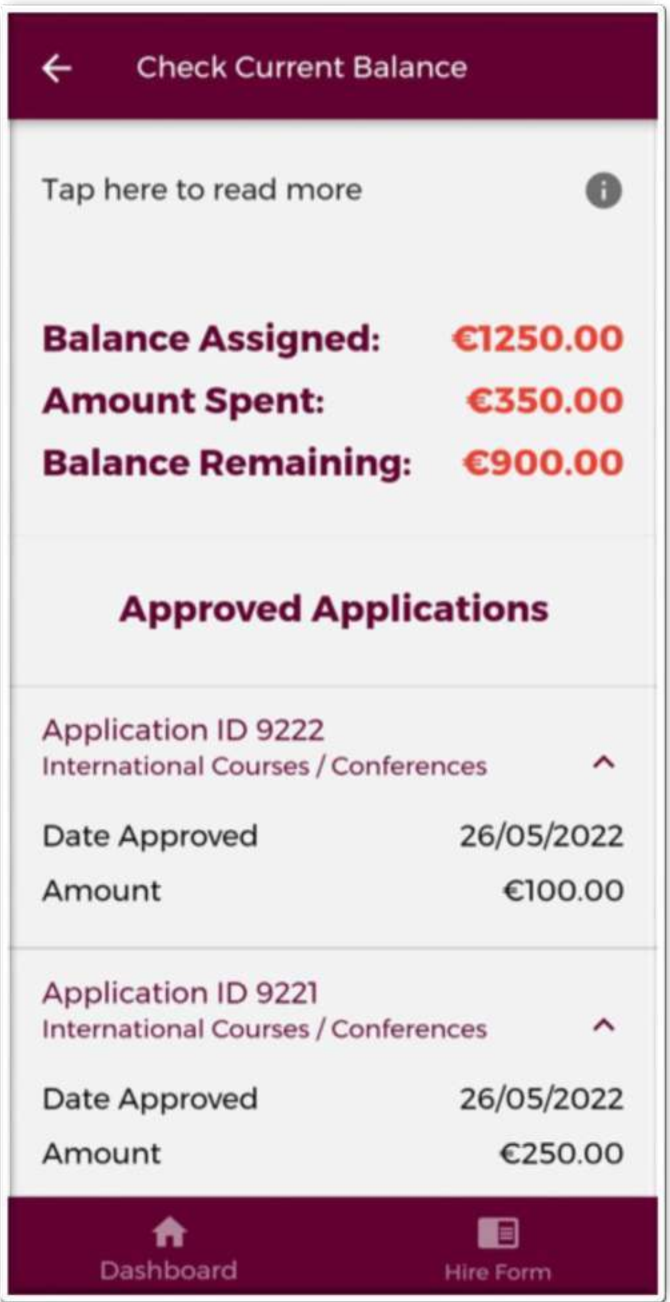


Figure 73: TSS Check Balance Screen

4.7.2 Clinical Course and Exam Refund Scheme (CCERS)

The Clinical Course and Exam Refund (CCERS) section consists of the following five sections:

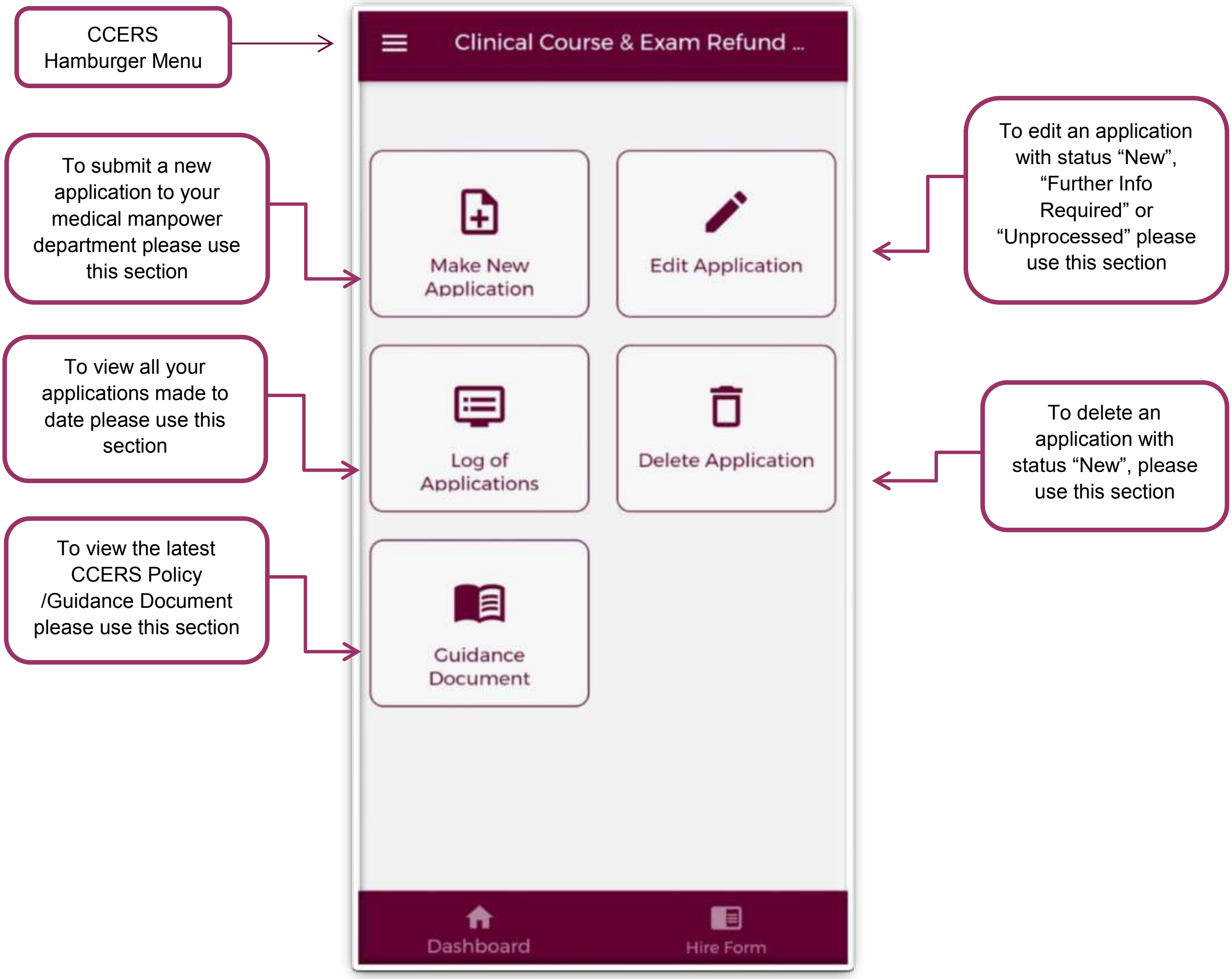


Figure 74: CCERS Home Screen

4.7.2.1 Make a New Application

a) Application Details:

To create a new CCERS application you should tap on the "*Make New Application*" button on the CCERS Home Screen. This will open up the CCERS application form as shown below:

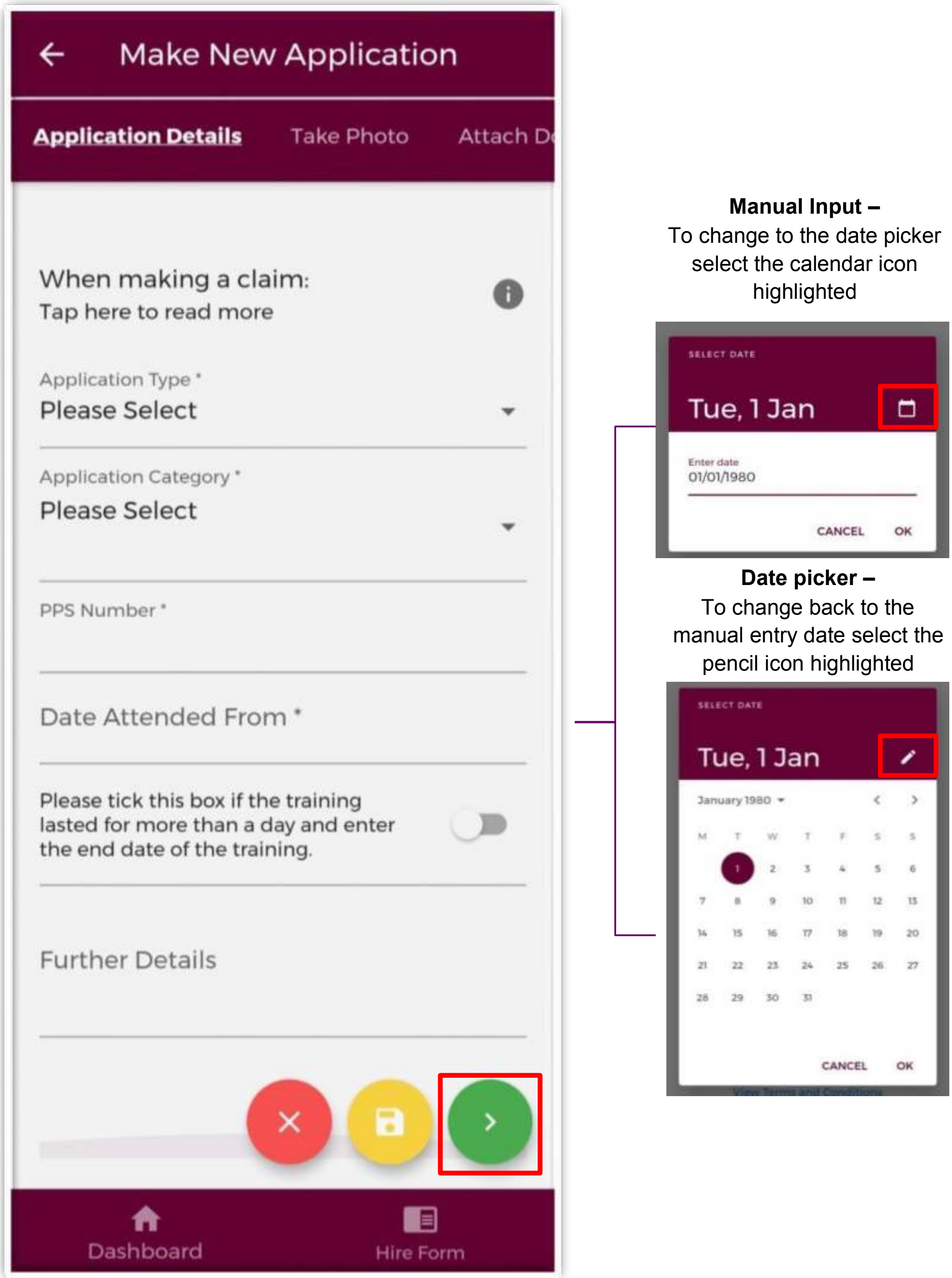
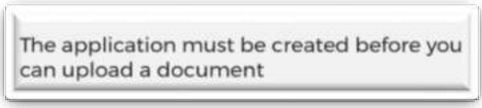
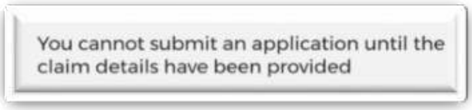


Figure 75: Application Details Section of the CCERS Application form

You must complete all mandatory fields (marked with an asterix) in order to proceed to the next stage of the application. If all mandatory fields are not complete you will see one of the below messages:



OR



Once all mandatory fields are complete you can progress to the next stage of the application by tapping the green forward button.

NB: You should tap the green forward button to progress to the next stage of the application. Tapping the yellow "Save & Exit" button will save the application for editing later but the application will not be visible to the Medical Manpower Department until the online declaration is signed and the application has been submitted for review

Please note you will be unable to submit a CCERS application for any of the following reasons:

- You are currently not matched to a post – Please contact your local Medical Manpower Department
- You have not included your IMC number in your NER account – Please update on your Hire Form

You will be unable to submit an application if any of the above applies and the below message will display as a result:

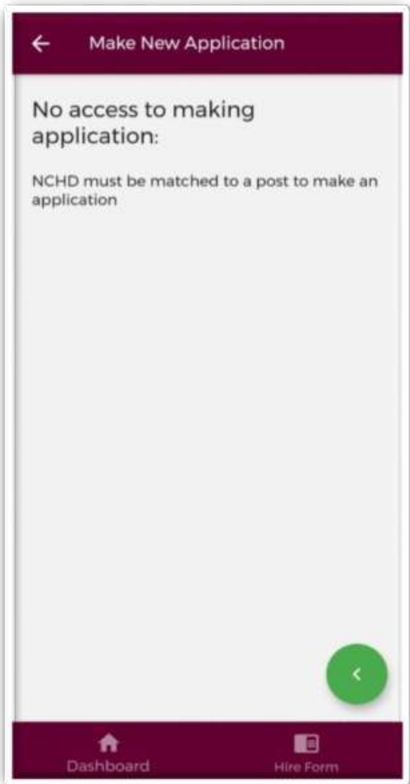


Figure 76: No Access to CCERS

b) Upload Image

To attach an image you should tap on the "*Upload*" button. You will be able to browse your phones photo gallery to find the appropriate image(s) that you need to add to your application.

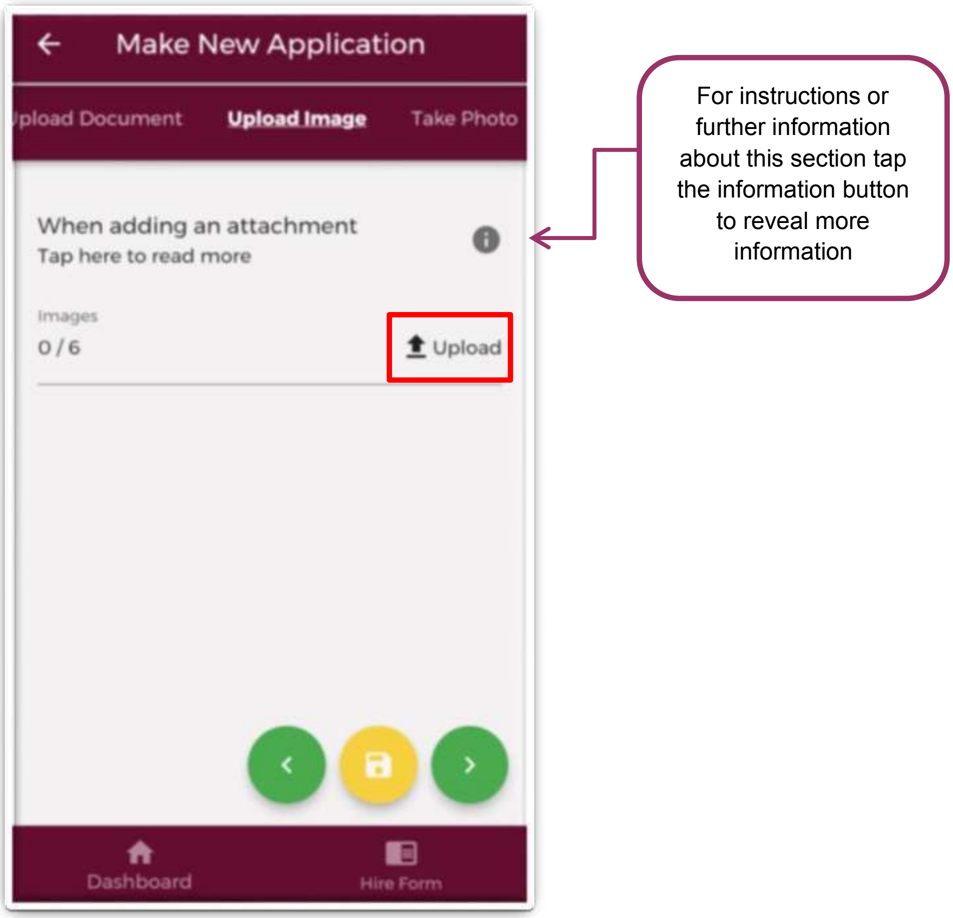


Figure 77: Attach Image Section of the CCERS Application Form

You can upload multiple images in this section. However, it is advised that a maximum of six images be uploaded at any one time to avoid delays in upload time for images.

Please note the following regarding file uploads:

- It is mandatory to upload at least one image.
- The image should not exceed 5mb file size.
- Only images in PNG or JPEG format can be uploaded

Once the images you have selected are uploaded, you will see a preview image of what images you have selected. If you have accidentally uploaded an incorrect image and no longer want to include this as part of the application tap the "x" button beside the preview image.

To the left of the screen you will see how many images you have currently attached to your application. If you need to attach more images, you can tap the upload button again and select the images you require.

Once you are happy with the images you have chosen you should tap the green forward button as highlighted in Figure 78.

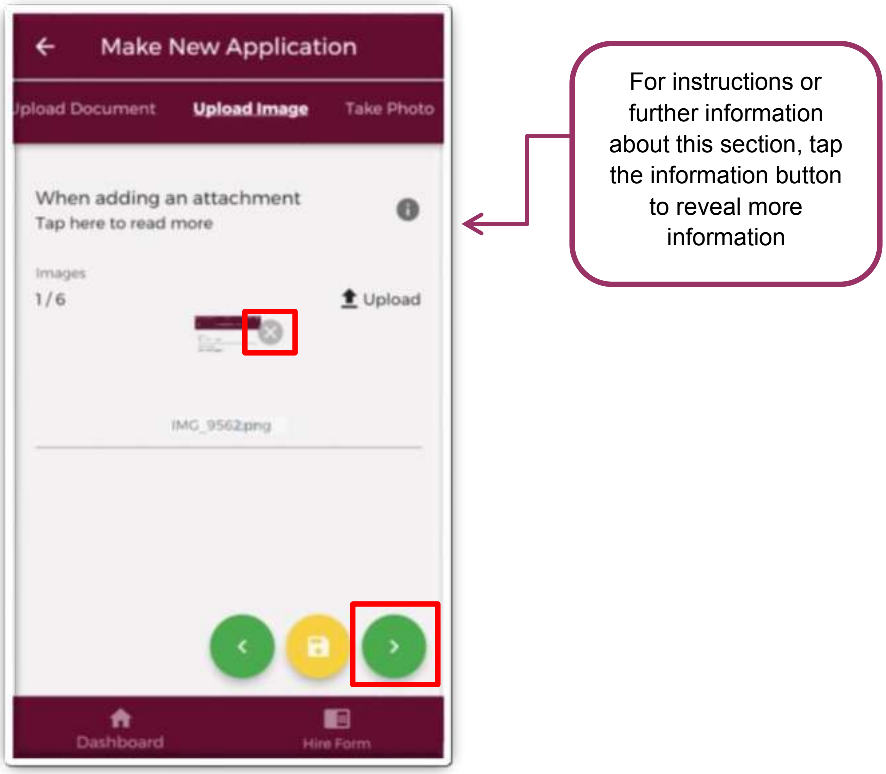


Figure 78: Attach Image Section of the CCERS Application Form

Please note that if you tap the yellow floppy disk button to "*Save and Exit*" a green banner will appear stating that your application has been saved as shown in Figure 79:

Figure 79: Application Saved

NB: You should tap the green forward button to progress to the next stage of the application. Tapping the yellow "*Save & Exit*" button will save the application for editing later but the application will not be visible to the Medical Manpower Department until the online declaration is signed and the application has been submitted for review

You will then be presented with the below pop-up. If you are happy with your attachments, tap "*OK*"

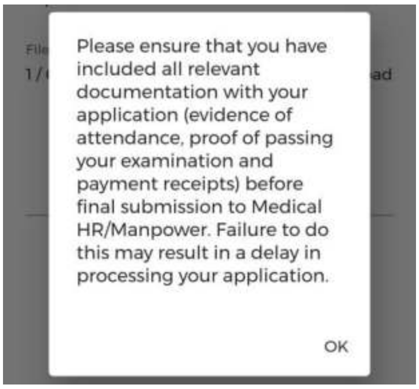


Figure 80: Pop-Up Regarding Attachments

Note: In this section, it is only possible to upload images from your phones photo Gallery. Should you need to upload a file please use the "*Upload Document*" section.

c) *Upload Document*

To attach a document you should tap on the "*Upload*" button. You will be able to browse your phones photo gallery or file location to find the appropriate document(s) that you need to add to your application.

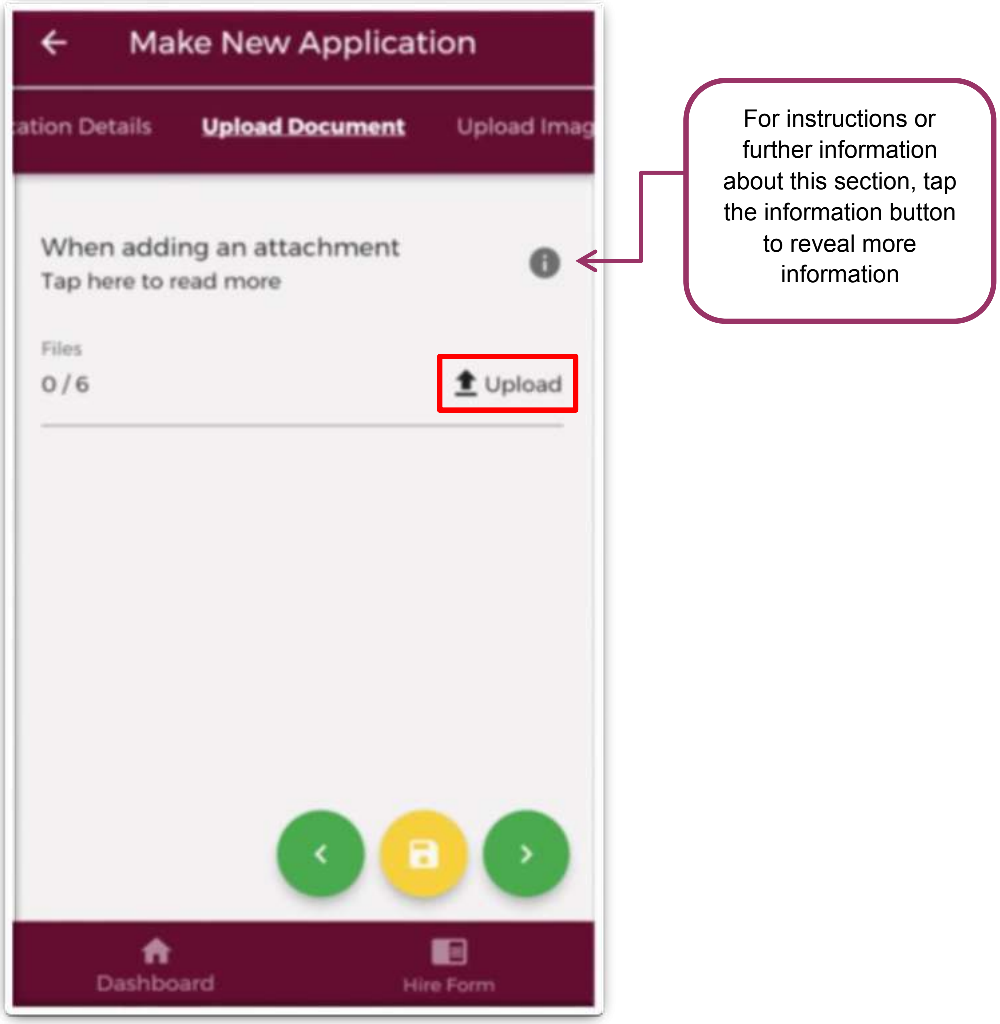


Figure 81: Attach Documents Section of the CCERS Application Form

You can upload multiple documents in this section. However, it is advised that a maximum of six documents be uploaded at any one time to avoid delays in upload time for documents.

Please note the following regarding file uploads:

- It is mandatory to upload at least one document.
- The document should not exceed 5mb file size.
- Only documents in PDF format can be uploaded

Once the documents you have selected are uploaded, you will see a preview image of what documents you have selected. If you have accidentally uploaded an incorrect document and no longer want to include this as part of the application tap the "x" button beside the preview image.

To the left of the screen you will see how many attachments you have currently attached to your application. If you need to attach more documents, you can tap the upload button again and select the documents you require.

Once you are happy with the attachments you have chosen you should tap the green forward button as highlighted in Figure 82.

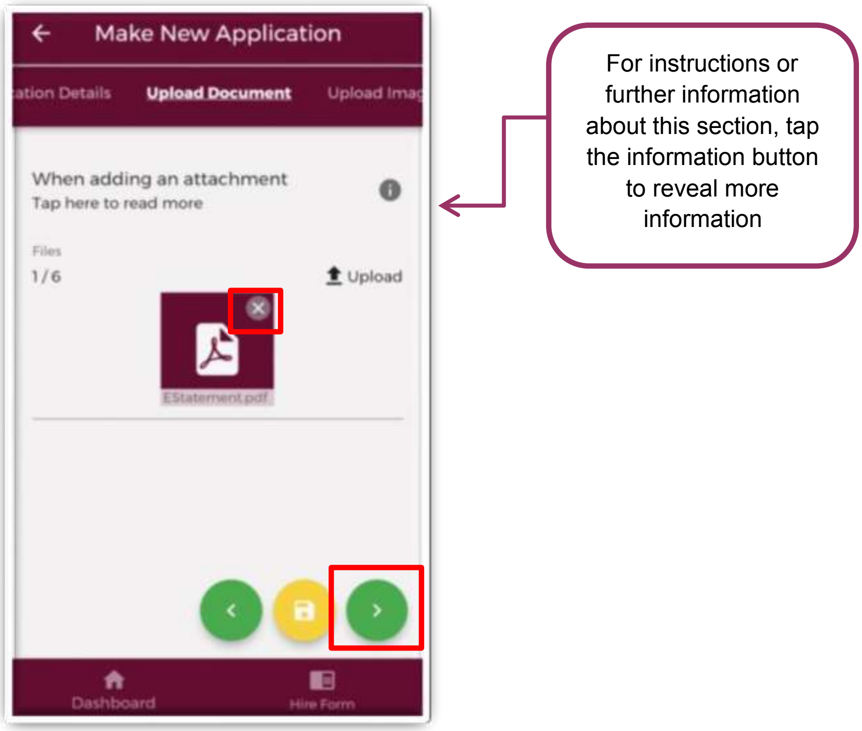


Figure 82: Attach Documents Section of the CCERS Application Form

Please note that if you tap the yellow floppy disk button to "*Save and Exit*" a green banner will appear stating that your application has been saved as shown in Figure 83:

Figure 83: Application Saved

NB: You should tap the green forward button to progress to the next stage of the application. Tapping the yellow "*Save & Exit*" button will save the application for editing later but the application will not be visible to the Medical Manpower Department until the online declaration is signed and the application has been submitted for review

You will then be presented with the below pop-up. If you are happy with your attachments tap "*OK*"

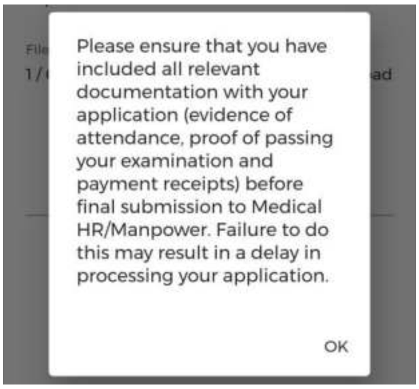


Figure 84: Pop-Up Regarding Attachments

Note: In this section, it is only possible to upload documents from your phones File Gallery. Should you need to upload an image please use the "*Upload Image*" section

d) *Take Photo*

If you would prefer to take a photo of the document, you can navigate to the "*Take Photo*" section of the application form by using the cherry pickers on the purple banner as shown in Figure 85.

Tap the blue camera button to open your camera (You may have to allow the app access to your gallery and camera to use this functionality). You can then take a photo of the document

If you need to re-take the photo tap the "*Clear Image*" button to remove the photo you have just taken and then you can re-take the photo using the blue camera icon, as shown below.

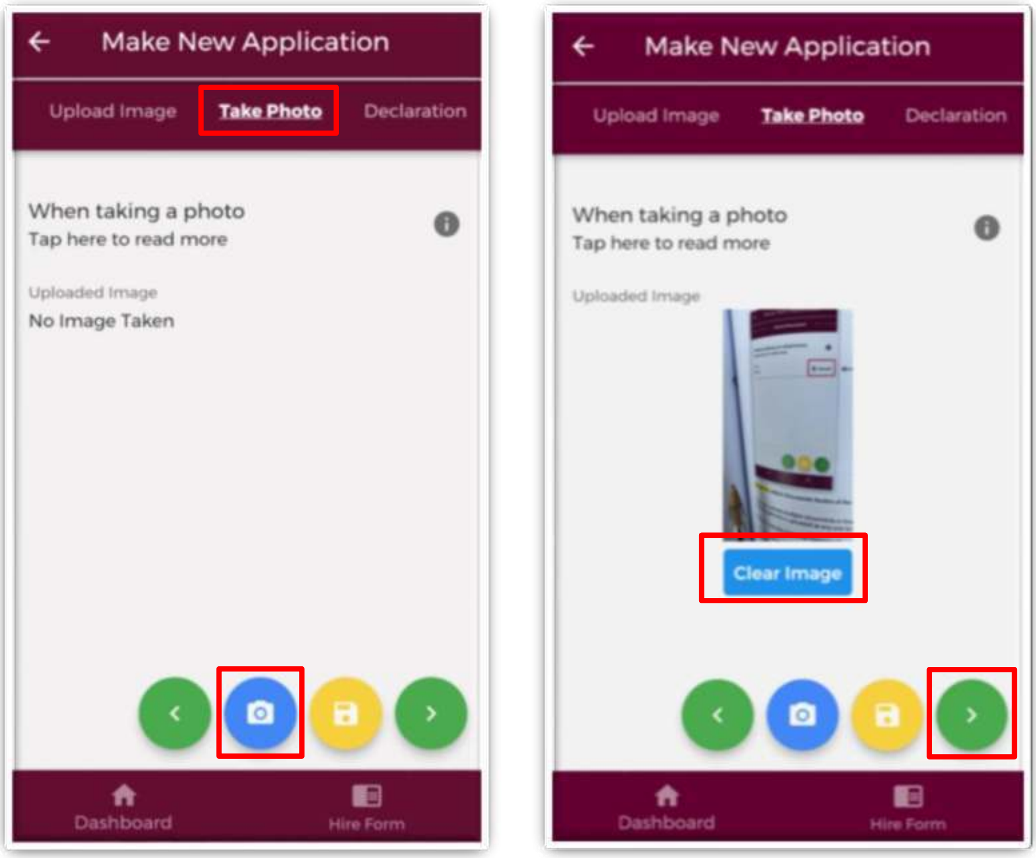


Figure 85: Take Photo for CCERS Application

Once you are happy with the photo you have taken, tap the green forward arrow as shown in Figure 85.

e) *Declaration*

In order to complete your application you must agree and sign the online declaration. To do this tap the toggle button (highlighted in Figure 86) before tapping the submit button.

Only when you have signed the online declaration and tapped the submit button will the application be visible to your Medical Manpower Department.

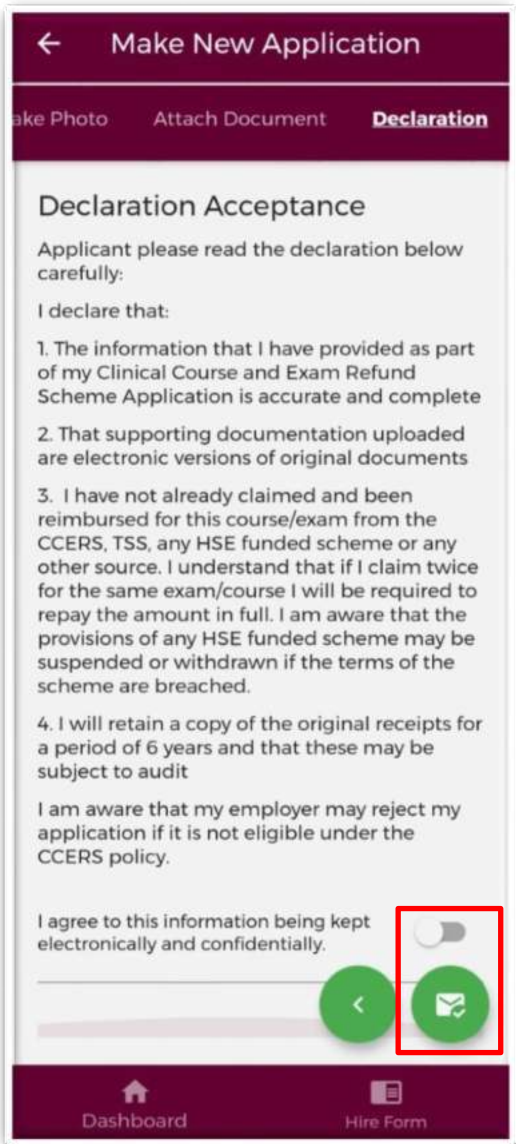


Figure 86: TSS Declaration Screen

Once you have submitted your application a green banner should appear at the bottom of your screen stating that your application has been submitted. Only at that point will your application be visible to your Medical Manpower Department.

Figure 87: Application Submitted

4.7.2.2 Edit Application

You can only edit applications with one of the following status:

- New
- Further Information Required
- Unprocessed

To edit an application and return it to your local Medical Manpower Department, you need to tap the expand arrow (highlighted in Figure 88) and then tap the blue "*Edit Application*" button. This will open the CCERS application form and display any details you had entered previously or attachments uploaded. You can amend these details as appropriate. See section 4.7.2.1 for more information about the CCERS application form.

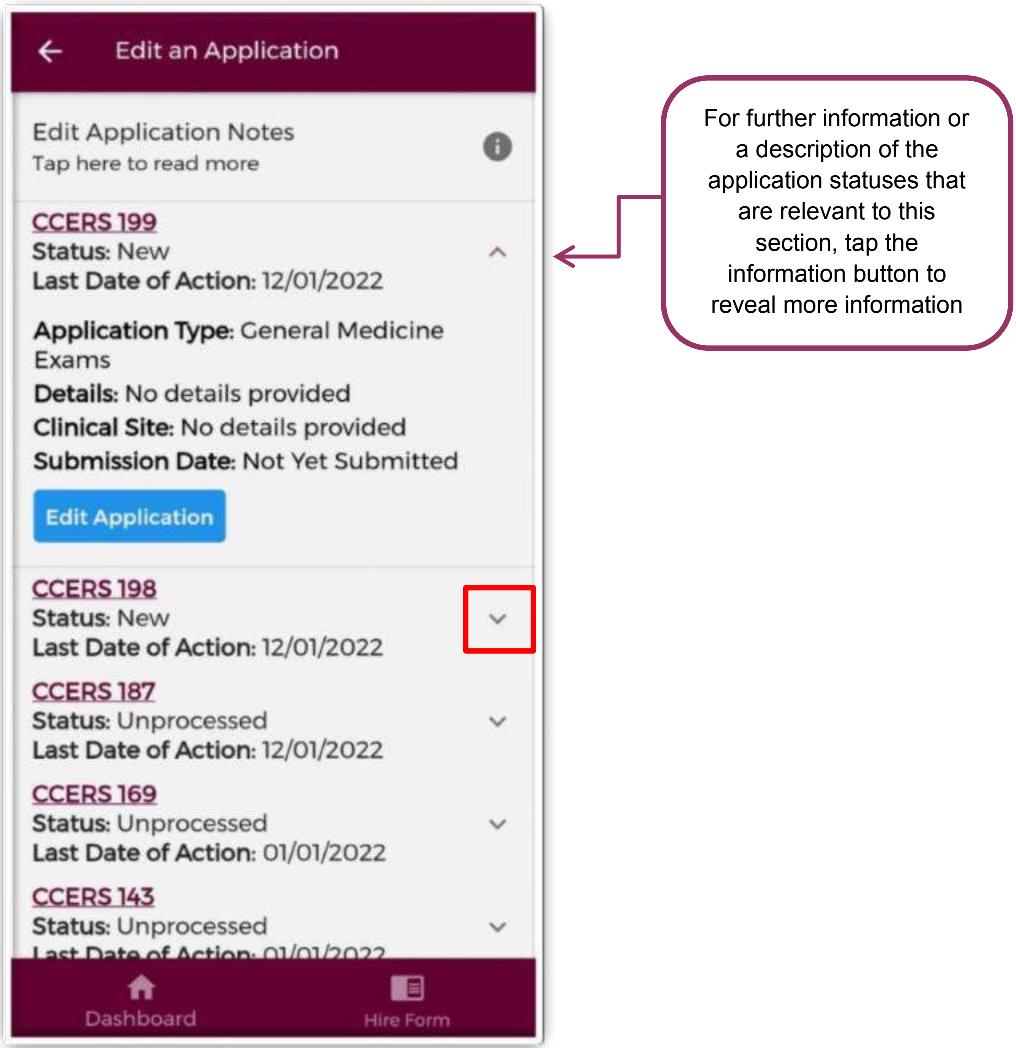


Figure 88: Edit Applications Screen

Note: Please note that in order for these changes to become visible to your Medical Manpower Department you need to progress through the entire application again and make sure you sign the declaration form before tapping the submit button.

4.7.2.3 Log of Applications

This section will display all your TSS and CCERS applications that you have created to date. You can view the main details associated with a particular application by tapping the expand arrow (highlighted in Figure 89). If you want to see further details about your application you can tap the blue *"Download"* button to download the application to your phone.

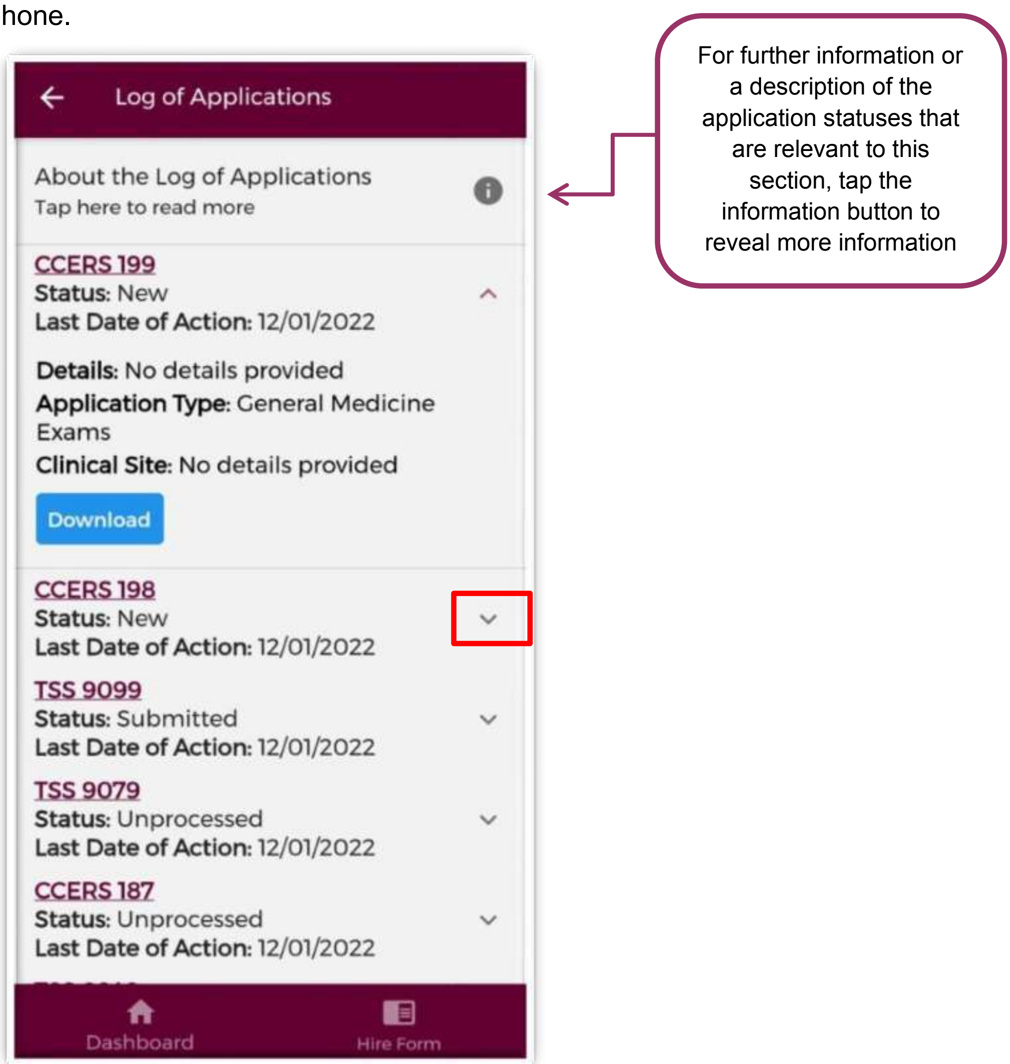


Figure 89: Log of TSS and CCERS Applications Screen

4.7.2.4 Delete Application

You can only delete an application that you have not yet sent to your Medical Manpower for review i.e. only applications with status "*New*" can be deleted.

To delete an application you need to tap the expand arrow button (highlighted in Figure 90) and then the blue "*Delete Application*" button.

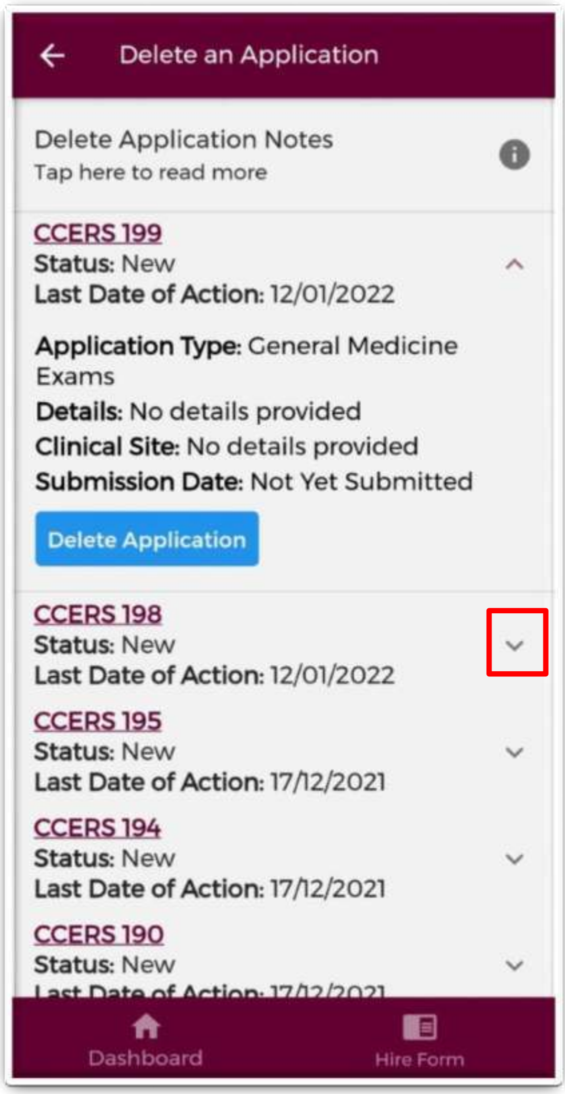
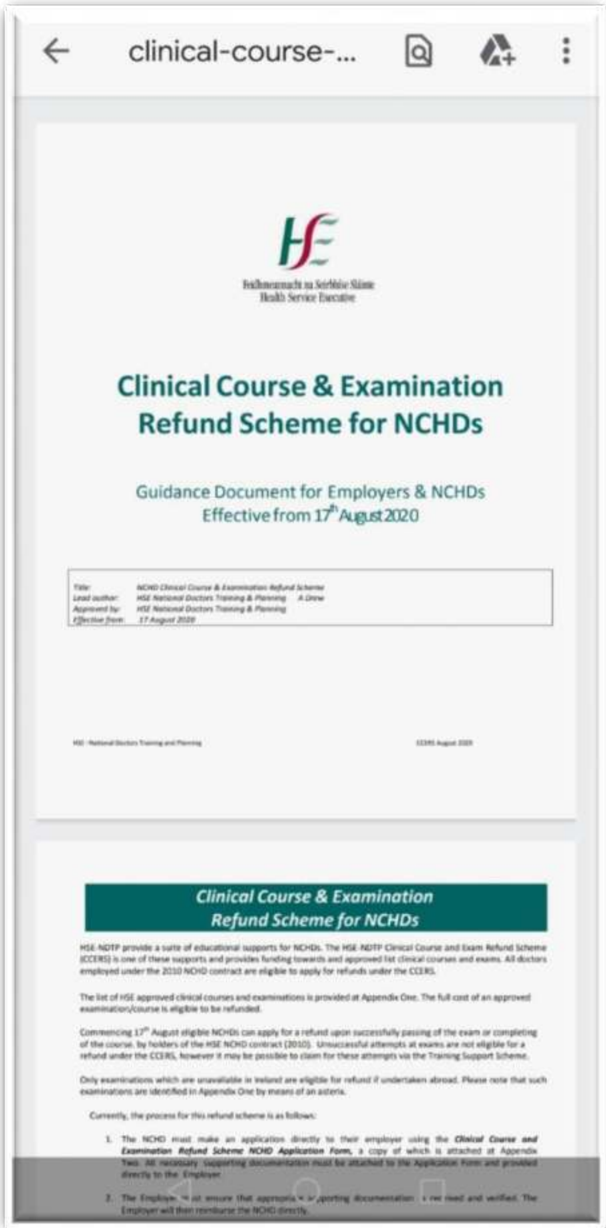


Figure 90: Delete Application Screen

4.7.2.5 CCERS Guidance Document

In this section you can view the latest version of the CCERS Policy document. This document provides details regarding NCHD eligibility for the scheme and outlines what is eligible for reimbursement via the Clinical Course and Exam Refund Scheme.


clinical-course-...

Feidhmeannacht na Seirbhíse Sláinte
Health Service Executive

Clinical Course & Examination Refund Scheme for NCHDs

Guidance Document for Employers & NCHDs
Effective from 17th August 2020

Title:	*NCHD Clinical Course & Examination Refund Scheme*
Lead author:	*HSE National Doctors Training & Planning A Drew*
Approved by:	*HSE National Doctors Training & Planning*
Effective from:	*17 August 2020*

HSE - National Doctors Training and Planning CCERS August 2020

Clinical Course & Examination Refund Scheme for NCHDs

HSE-NDTP provide a suite of educational supports for NCHDs. The HSE-NDTP Clinical Course and Exam Refund Scheme (CCERS) is one of these supports and provides funding towards and approved list clinical courses and exams. All doctors employed under the 2010 NCHD contract are eligible to apply for refunds under the CCERS.

The list of HSE approved clinical courses and examinations is provided at Appendix One. The full cost of an approved examination/course is eligible to be refunded.

Commencing 17th August eligible NCHDs can apply for a refund upon successfully passing of the exam or completing of the course, by holders of the HSE NCHD contract (2010). Unsuccessful attempts at exams are not eligible for a refund under the CCERS, however it may be possible to claim for these attempts via the Training Support Scheme.

Only examinations which are unavailable in Ireland are eligible for refund if undertaken abroad. Please note that such examinations are identified in Appendix One by means of an asterix.

Currently, the process for this refund scheme is as follows:

1. The NCHD must make an application directly to their employer using the ***Clinical Course and Examination Refund Scheme NCHD Application Form***, a copy of which is attached at Appendix Two. All necessary supporting documentation must be attached to the Application Form and provided directly to the Employer.
2. The Employer [illegible] ensure that appropriate supporting documentation [illegible] received and verified. The Employer will then reimburse the NCHD directly.

Figure 91: CCERS Guidance/Policy Document

4.8 E-Portfolio

The E-Portfolio module was developed to give NCHDs who are not associated with a Postgraduate Medical Training Body and do not have access to a formal Logbook, the opportunity to record any clinical or professional development activities they have undertaken and have, where applicable, this experience validated. You may seek validation of relevant records from a Supervising Clinician/Consultant, once this activity has occurred within the last six months. Information on these records will be visible to the nominated Supervising Clinician/Consultant you choose to send this data to. The Supervising Clinician/Consultant will access the data via a secure link sent by email. The Supervising Clinician/Consultant will be able to view this data until it has been processed by them or six months has elapsed since the activity date, whichever is the sooner. It is your responsibility to ensure you select the correct IMC number and email address for the nominated Supervising Clinician/Consultant.

This module is available to all NCHDs who have an NER account, however it is not intended to replace the Logbooks developed by Training bodies and therefore should not be used in place of those provided by your training body. Within the E-Portfolio there are no mandatory or specific sections required for completion. NCHDs are responsible for the content contained within their E-Portfolio. This E-Portfolio is not endorsed by a Postgraduate Medical Training Body and thus does not lead to certification or guarantee eligibility to the Irish Medical Council's Specialist Division of the Register.

For further details on how to use the E-Portfolio, user guides, FAQs and its terms and conditions please visit www.hse.ie/doctors

Imprortant!
Please note that the inclusion of any patient information on the E-Portfolio is strictly prohibited. When completing details on your ePportfolio it is essential that no information is included which might identify a patient / client / colleague etc such as names / DOBs / patient medical record numbers etc. Information should remain amonymous at all times. Users are reminded to be mindful of Data Protection legislation. Please refer to point 5 of the NER Terms and Conditions, available on the NER Logon screen.

The E-Portfolio module can be accessed from the Dashboard home screen menu of the app and has the following six options available:

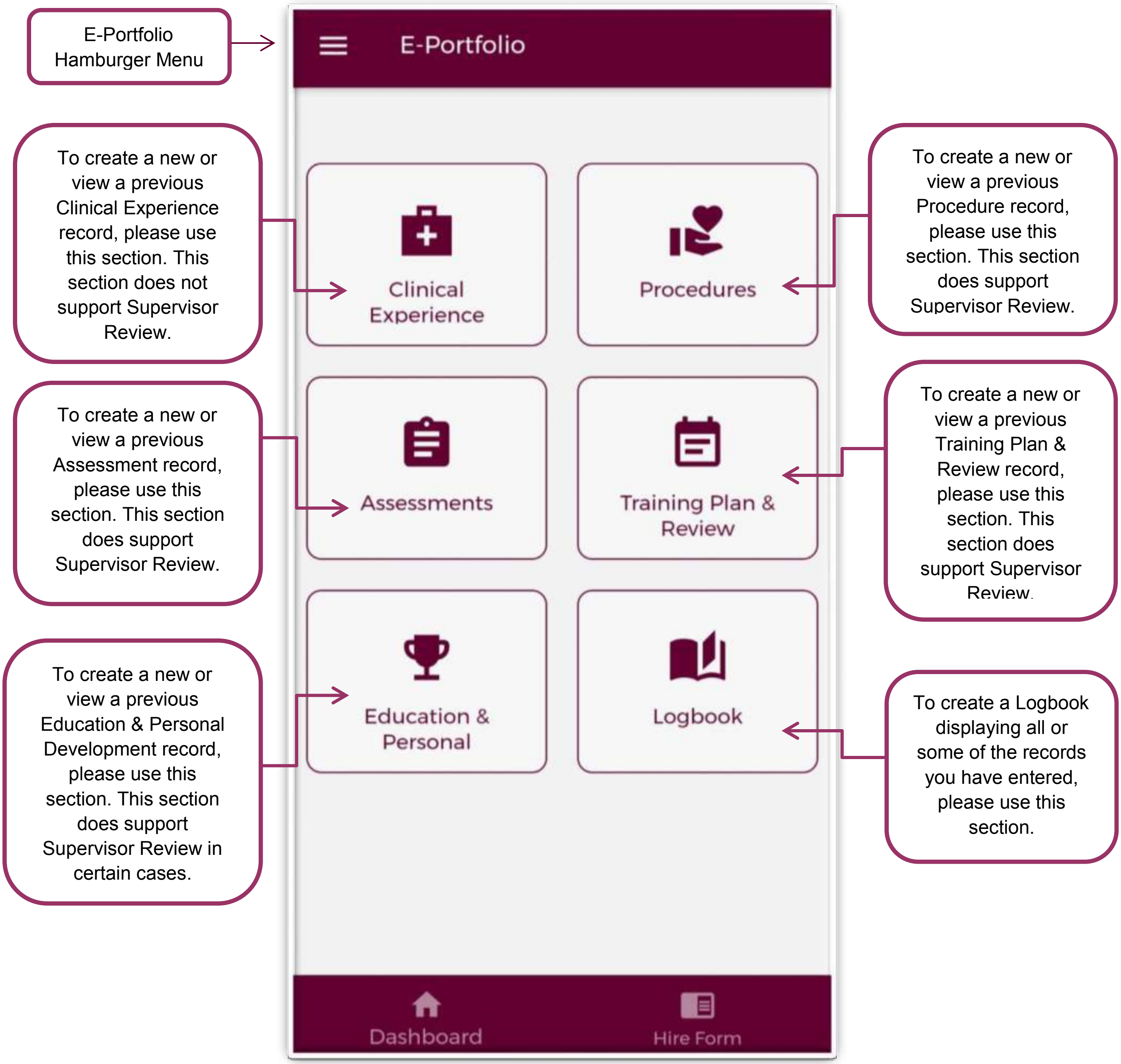


Figure 92: E-Portfolio Home-screen

4.8.1 Clinical Experience

In the Clinical Experience home screen you will be able to manage existing records created in this section as well as add new records.

a) Clinical Experience – Home Screen

As shown in the Figure 93, you can view all records under this category that you have input to date. Records are listed in order of activity date, in descending order, and each record will have a unique reference number. Tapping the expand arrow allows you to view further details about that record. You may also delete or edit an existing record using the action buttons located beneath the records details provided the record has not been validated.

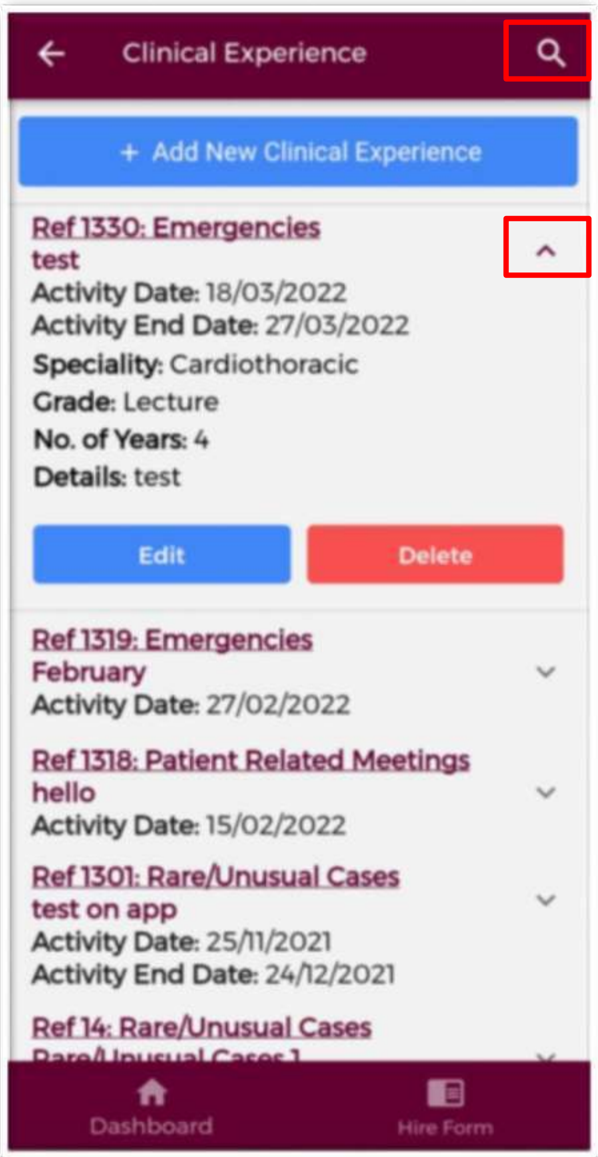


Figure 93: Clinical Experience Records

You may use the filter button (magnifying glass as shown in Figure 93) located in the top right to refine your search for a specific record or display a group of similar records.

You can apply one or more filter from below. Once you have selected the filters you require, tap the blue magnifying glass button as highlighted Figure 94.

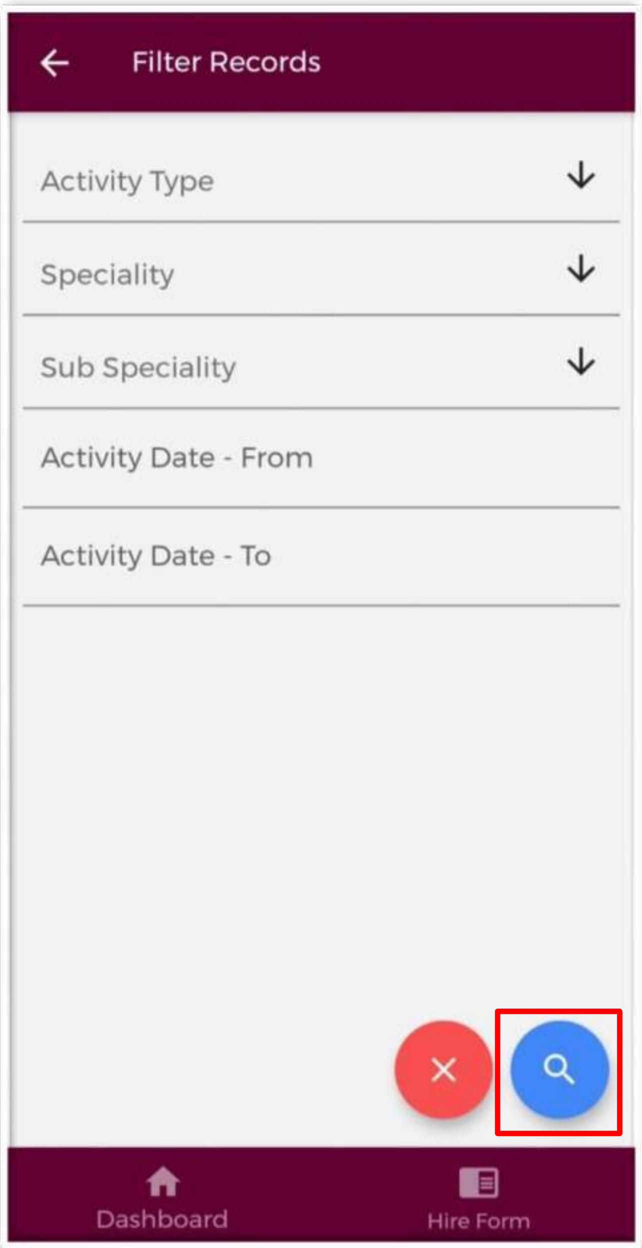
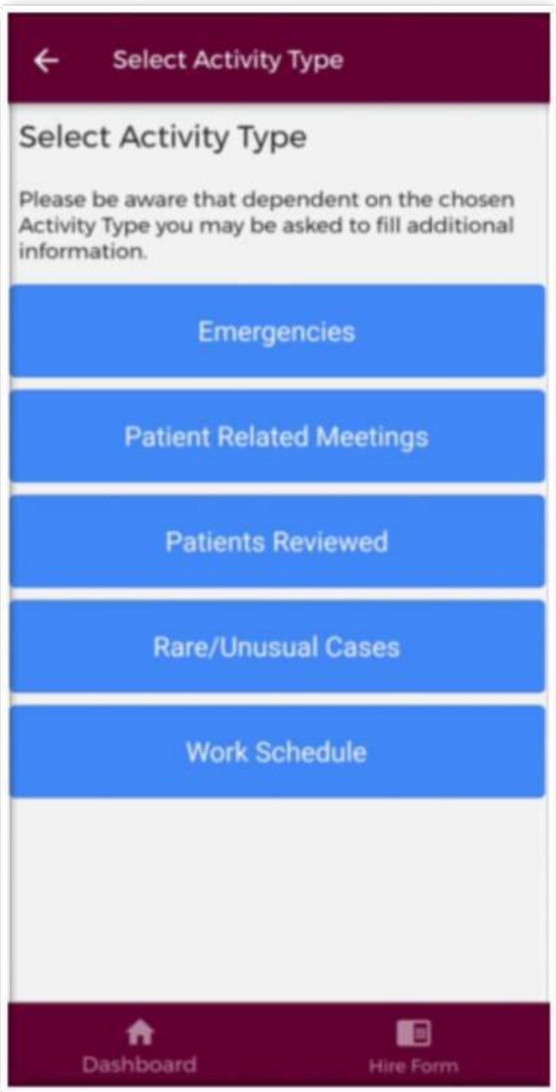


Figure 94: Clinical Experience Filters

b) Add New Clinical Experience Record

Once you tap on the "*Add New Clinical Experience'* button a screen displaying the different Activity Types will appear:



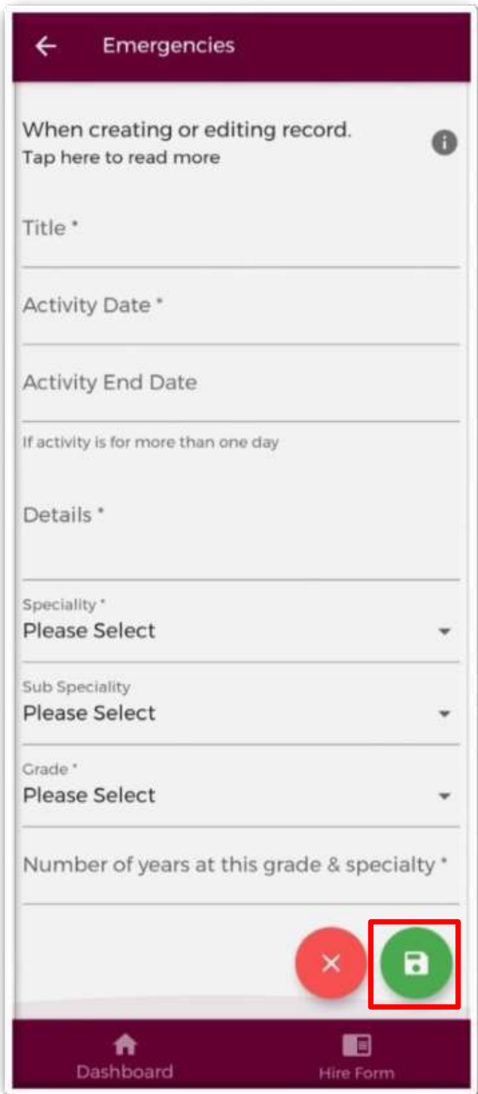


Figure 95: Clinical Experience Activity Types and Adding a New Record

Select the appropriate Activity Type from the above blue buttons. Depending on the Activity Type chosen, the fields you will have to fill in for each Activity Type will differ. Complete all the relevant information, noting that fields marked with a red * are mandatory fields and must be completed in order to save the record. The *"Title"* field has a maximum character limit of 250 and the *"Details"* field has a maximum character limit of 3000.

Once you have completed all the relevant fields tap the green *"Save"* button to save this record which will be displayed on the Clinical Experience home screen. Tap *"Cancel"* to disregard changes and return to the clinical experience screen.

Note: Clinical Experience Records **cannot** be sent to a Supervising Clinician/Consultant for their review

4.8.2 Procedures

In the Procedures home screen you will be able to manage existing records created in this section as well as add new records.

a) Procedures – Home Screen

As shown in the Figure 96, you can view all records under this category that you have input to date. Records are listed in order of activity date, in descending order, and each record will have a unique reference number. Tapping the expand arrow allows you to view further details about that record. You may also delete or edit an existing record using the action buttons located beneath the records details provided the record has not been validated.

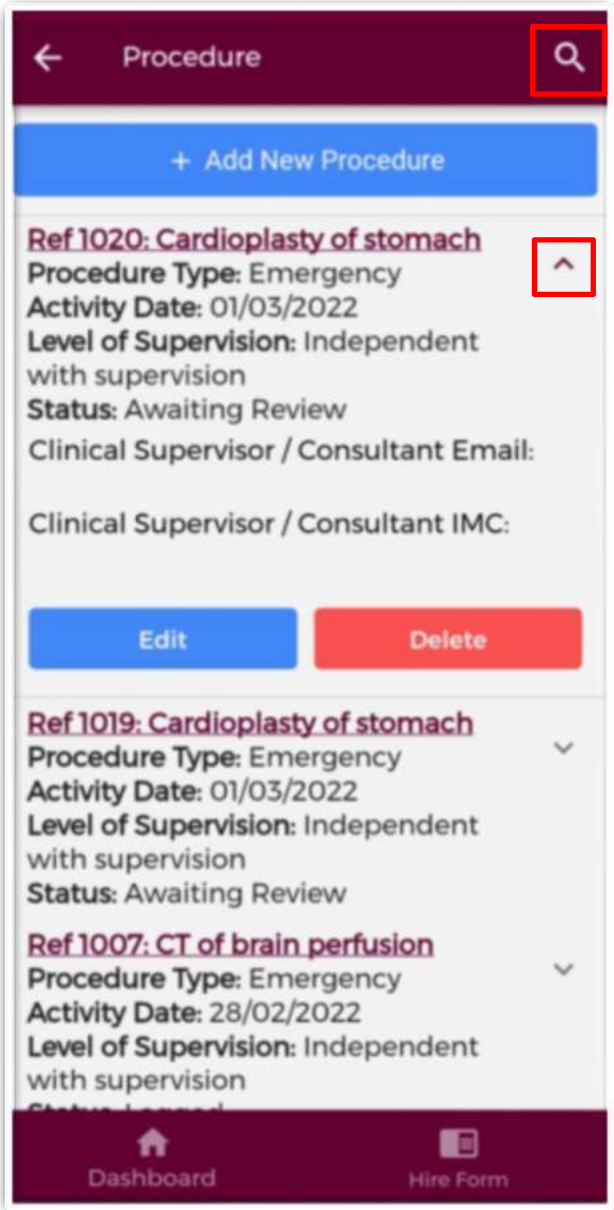


Figure 96: Procedures Records

You may use the filter button (magnifying glass as shown in Figure 96) located in the top right to refine your search for a specific record or display a group of similar records.

You can apply one or more filter from below. Once you have selected the filters you require, tap the blue magnifying glass button as highlighted in Figure 97.

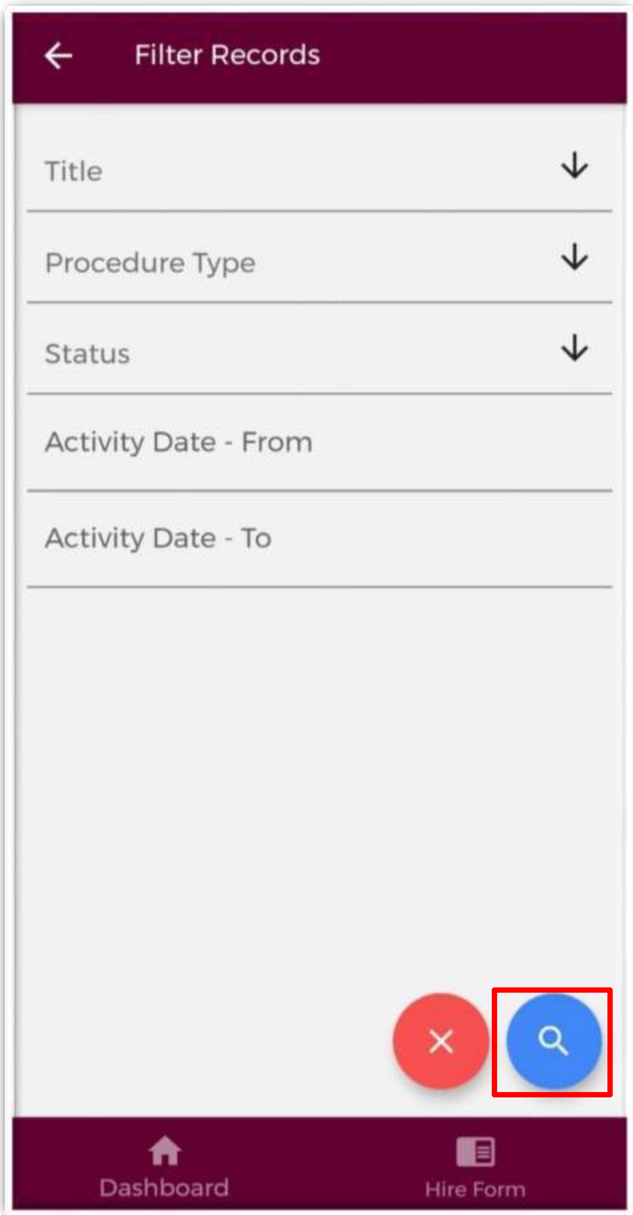


Figure 97: Procedures Filters

b) Add New Procedure Record

Once you tap on the "*Add New Procedure'* button the following screen will appear:

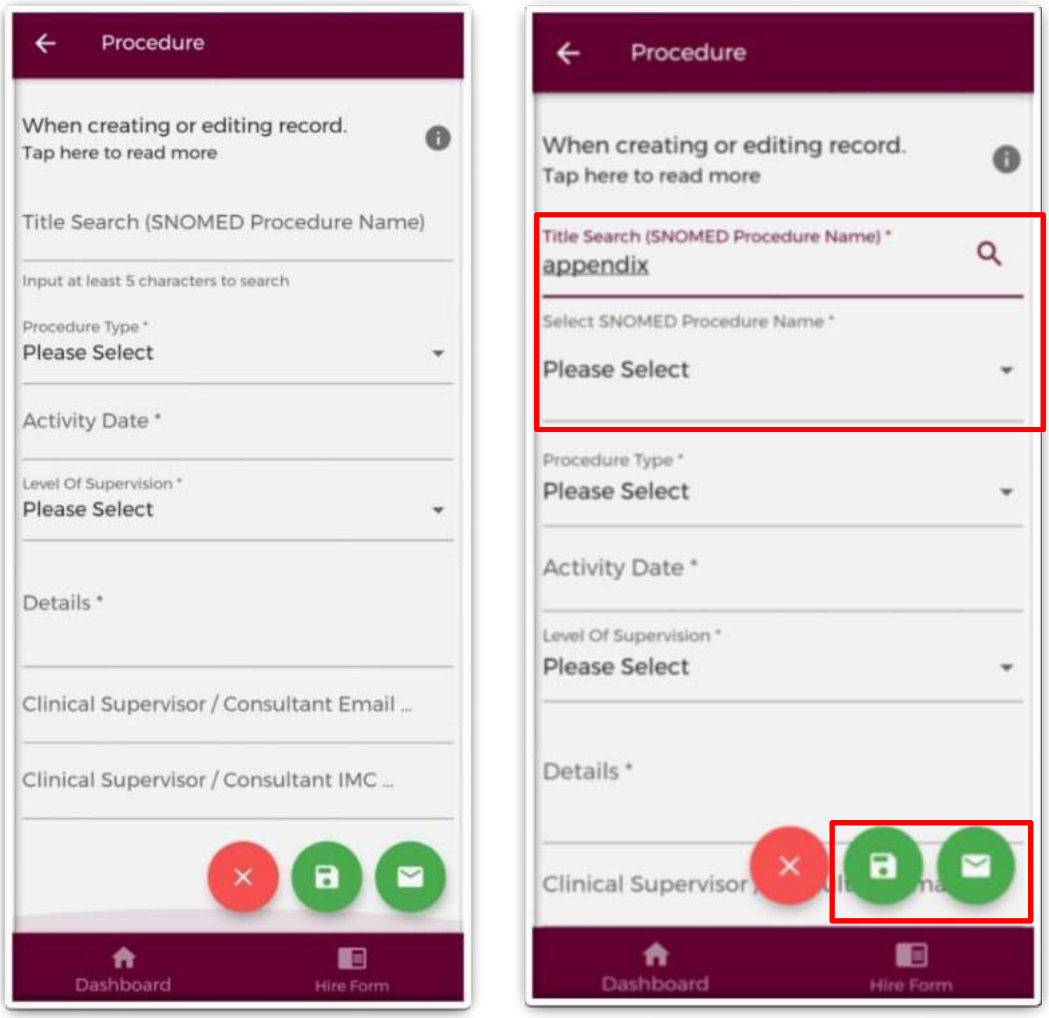


Figure 98: Add New Procedure Record

The *"Title Search (SNOMED Procedure Name)"* field will allow users to search for a procedure name from the SNOMED dictionary. You must enter a minimum of five characters to perform the search. Once this has happened, the "*Select SNOMED Procedure Name*" field will appear with the list of dropdown options associated with the item you were searching for as shown in Figure 98. You will need to select the appropriate procedure title from this dropdown.

Complete all the relevant information, noting that fields marked with a red * are mandatory fields and must be completed in order to save the record. The *"Details"* field has a maximum character limit of 3000.

It is possible to seek validation for a Procedure record from a Supervising Clinician/Consultant however; **the Activity Date must be less than 6 months ago from today's date**. The user should input the email address and IMC number of the Supervising Clinician/Consultant that they would like their record validated by. Please ensure accuracy when completing these details. Supervising Clinician/Consultant email addresses must be from a recognised academic institution or clinical site. **No personal emails will be accepted.**

To discard the entry and return to the Procedures home screen tap the red *'Cancel'* button. To save the entry and not submit to a Supervising Clinician/Consultant for validation tap the green *'Save'* button (shaped like a floppy disk). This will mean that the record will have status *"Logged".*

c) Submitting a Procedure Record to a Supervising Clinician/Consultant for Review

To save the entry and submit to the selected Supervising Clinician/Consultant for validation tap the green *'Save & Submit'* button (shaped like an envelope).

The following validation message will appear on screen:

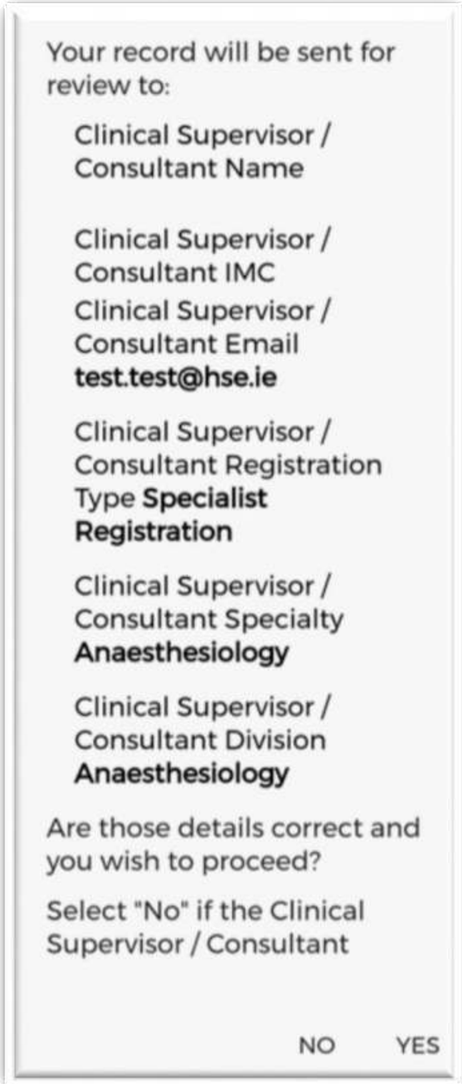


Figure 99: Pop-Up – Submit a Procedure Record to a Supervising Clinician/Consultant for Review

Ensure the Supervising Clinician/Consultant details displayed in the pop up are the details of the Supervising Clinician/Consultant you wish to validate the record. If these details are correct then tap *'Yes'* to submit for validation. If the details are incorrect tap *'No'* and you will be returned to the Procedure input screen.

Records which have been sent to a Supervising Clinician/Consultant for validation will have the status *"Awaiting Review"* displayed.

Records which have been validated by a Supervising Clinician/Consultant will have the status *"Reviewed – Validated".* You will be able to view their feedback under *"Comments"* by expanding the record by using the expand arrow. You will also see the date that the record was validated. Records that have been validated cannot be edited or deleted.

Records which a Supervising Clinician/Consultant cannot validate will have a status of *"Reviewed – Unable to Validate"*. You will be able to view the consultant's feedback under *"Comments"* by expanding the record by using the expand arrow. You will also see the date that the record was reviewed on, as well as the reason as to why the Supervising Clinician/Consultant cannot validate the record. Records that have been selected as *"Unable to Validate-Information was not accurate"* cannot be edited or deleted.

Records that have been logged by you but have not been sent to a Supervising Clinician/Consultant for review will have status *"Logged".* Records that have also been returned by a Supervising Clinician/Consultant for one of the following reasons will also appear as logged:

1. Supervising Clinician/Consultant requires further information
2. Supervising Clinician/Consultant does not recognise your IMC
3. Supervising Clinician/Consultant thinks the record was sent to them in error

If you have accidently sent your record to the incorrect Supervising Clinician/Consultant, you can amend this by tapping *"Edit*" on an "*Awaiting Review*" record where you can update the details correctly and tap "*Save and Submit".*

4.8.3 Assessments

In the Assessments home screen, you will be able to manage existing records created in this section as well as add new records.

a) Assessments – Home Screen

As shown in the Figure 100, you can view all records under this category that you have input to date. Records are listed in order of activity date, in descending order, and each record will have a unique reference number. Tapping the expand arrow allows you to view further details about that record. You may also delete or edit an existing record using the action buttons located beneath the records details provided the record has not been validated.

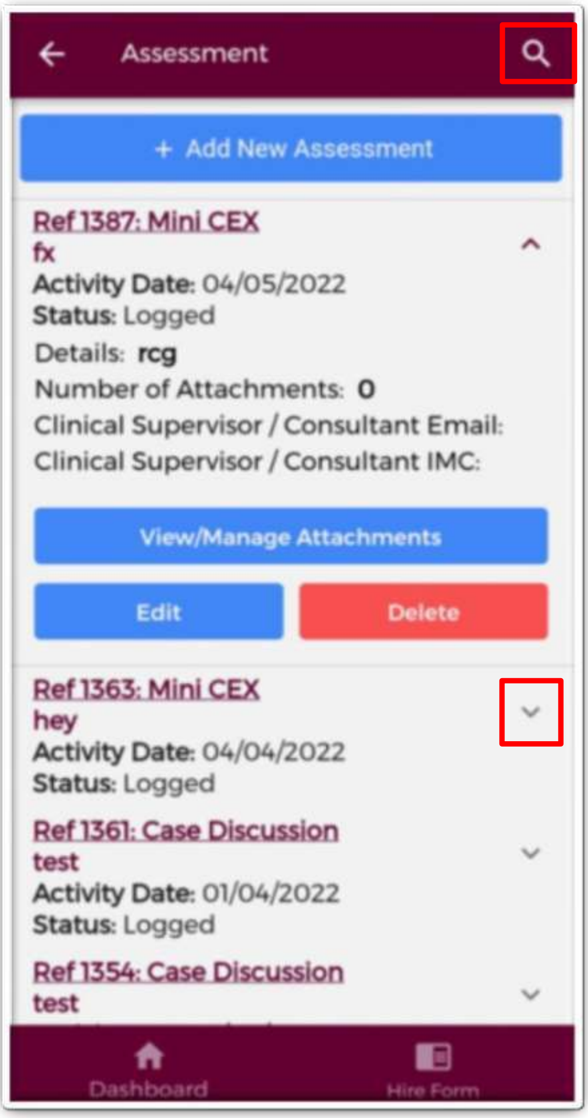


Figure 100: Assessments Records

You may use the filter button (magnifying glass as shown in Figure 100) located in the top right to refine your search for a specific record or display a group of similar records. You can apply one or more filter from below. Once you have selected the filters you require, tap the blue magnifying glass button as highlighted Figure 101.

Figure 101: Assessments Filters

b) Add New Assessment Record

Once you tap on the "*Add New Assessment'* button the following screen will appear:

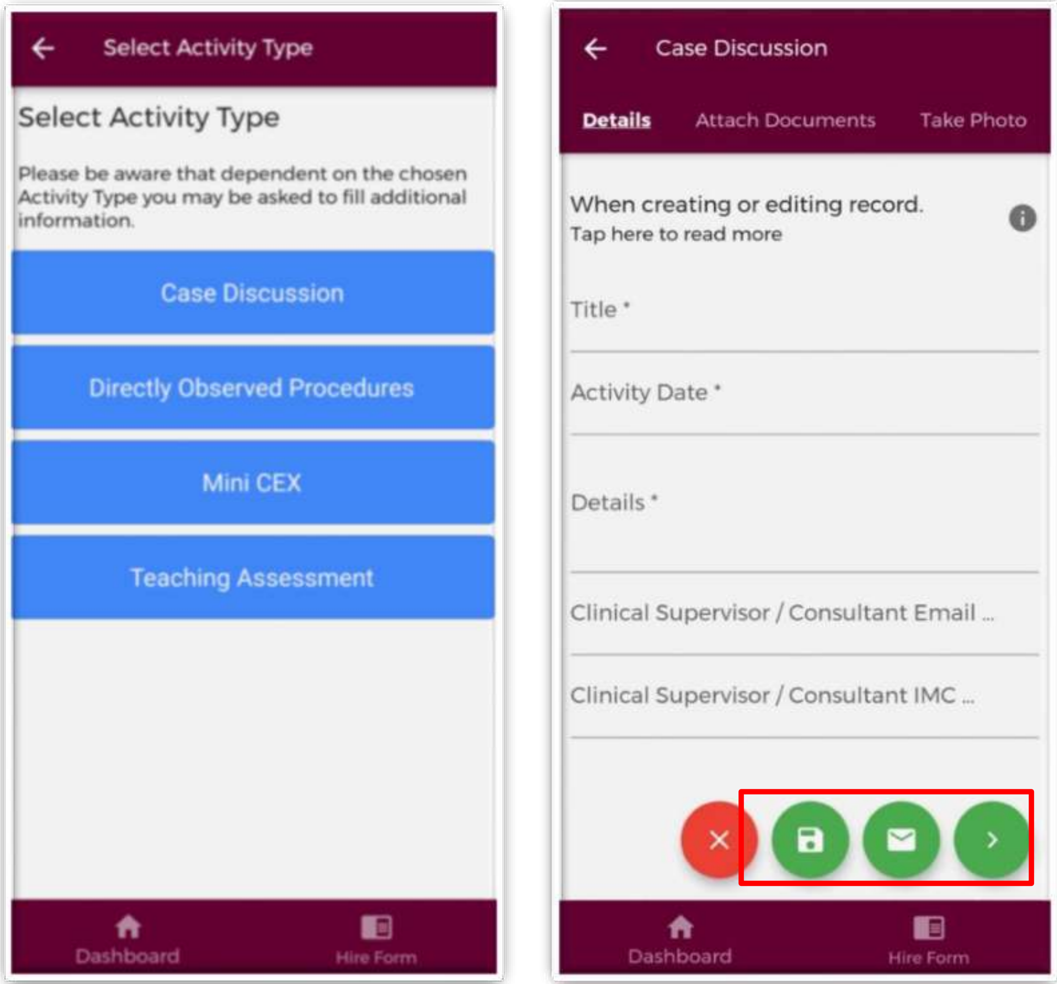


Figure 102: Adding a New Assessment Record

Select the appropriate Activity Type from the above blue buttons. Depending on the Activity Type chosen, the fields you will have to fill in for each Activity Type will differ. Complete all the relevant information, noting that fields marked with a red * are mandatory fields and must be completed in order to save the record. The *"Title"* field has a maximum character limit of 250 and the *"Details"* field has a maximum character limit of 3000.

It is possible to seek validation for an Assessment record from a Supervising Clinician/Consultant however; **the Activity Date must be less than 6 months ago from today's date**. The user should input the email address and IMC number of the Supervising Clinician/Consultant that they would like their record validated by. Please ensure accuracy when completing these details. Supervising Clinician/Consultant email addresses must be from a recognised academic institution or clinical site. **No personal emails will be accepted.**

To discard the entry and return to the Assessments home screen tap the red *'Cancel'* button.
To save the entry and <u>not submit</u> to a Supervising Clinician/Consultant for validation tap the green *'Save'* button (shaped like a floppy disk). This will mean that the record will have status *"Logged".*
To attach a document or take a photo of the document, tap the green forward button.

c) *Submitting an Assessment Record to a Supervising Clinician/Consultant for Review*

To save the entry and <u>submit</u> to the selected Supervising Clinician/Consultant for validation tap the green *'Save & Submit'* button (shaped like an envelope).
The following validation message will appear on screen:

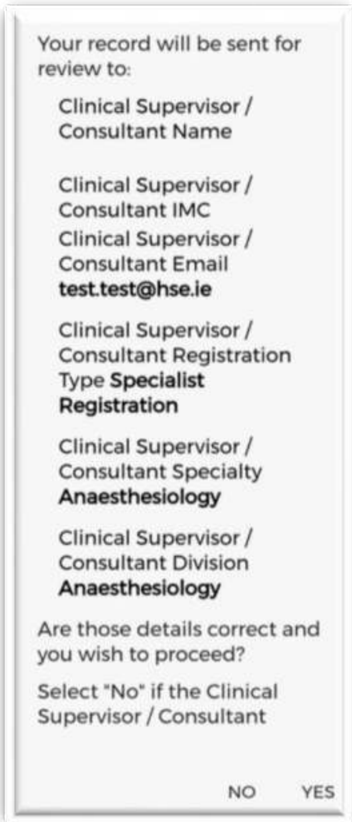


Figure 103: Pop-Up – Submit an Assessment Record to a Supervising Clinician/Consultant for Review

Ensure the Supervising Clinician/Consultant details displayed in the pop up are the details of the Supervising Clinician/Consultant you wish to validate the record. If these details are correct then tap *'Yes'* to submit for validation. If the details are incorrect tap *'No'* and you will be returned to the Assessments input screen.
Records which have been sent to a Supervising Clinician/Consultant for validation will have the status *"Awaiting Review"* displayed.

Records which have been validated by a Supervising Clinician/Consultant will have the status *"Reviewed – Validated".* You will be able to view their feedback under *"Comments"* by expanding the record by using the expand arrow. You will also see the date that the record was validated. Records that have been validated cannot be edited or deleted.

Records which a Supervising Clinician/Consultant cannot validate will have a status of *"Reviewed – Unable to Validate"*. You will be able to view the consultant's feedback under *"Comments"* by expanding the record by using the expand arrow. You will also see the date that the record was reviewed on, as well as the reason as to why the Supervising Clinician/Consultant cannot validate the record. Records that have been selected as *"Unable to Validate-Information was not accurate"* cannot be edited or deleted.

Records that have been logged by you but have not been sent to a Supervising Clinician/Consultant for review will have status *"Logged".* Records that have also been returned by a Supervising Clinician/Consultant for one of the following reasons will also appear as logged:

1. Supervising Clinician/Consultant requires further information
2. Supervising Clinician/Consultant does not recognise your IMC
3. Supervising Clinician/Consultant thinks the record was sent to them in error

If you have accidently sent your record to the incorrect Supervising Clinician/Consultant, you can amend this by tapping *"Edit*" on an "*Awaiting Review*" record where you can update the details correctly and tap "*Save and Submit".*

d) Attaching Images/Files or Taking a Photo for an Assessment Record

Supporting images may be attached to any Assessment record by tapping the "*Upload Image*" button on the purple banner. The below screen will appear:

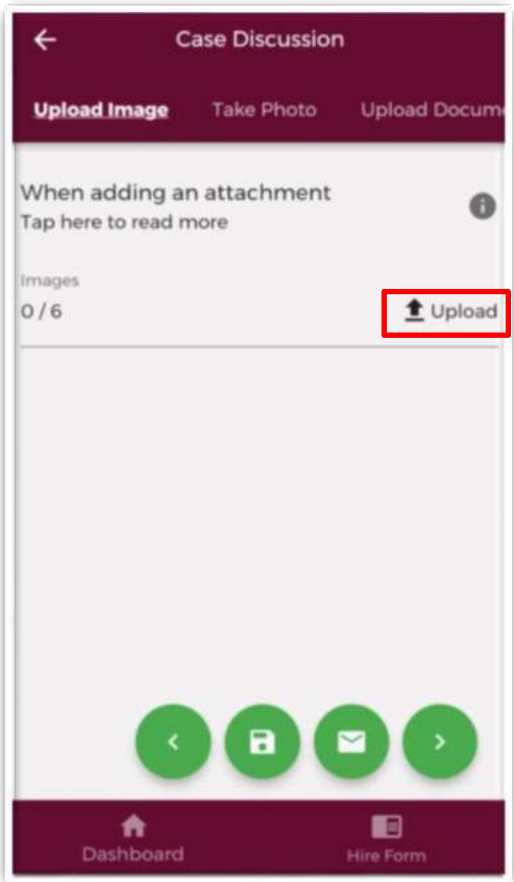


Figure 104: Uploading Images to an Assessment Record

You can upload multiple images in this section. However, it is advised that a maximum of six images be uploaded at any one time to avoid delays in upload time for images.

Please note the following regarding file uploads:
- The document should not exceed 5mb file size.
- Only documents in PNG or JPEG format can be uploaded

Once the images you have selected are uploaded, you will see a preview image of what images you have selected. If you have accidentally uploaded an incorrect image and no longer want to include this as part of the record tap the "x" button beside the preview image.

To the left of the screen you will see how many images you have currently attached to your record. If you need to attach more images, you can tap the "*Upload*" button again and select the images you require.

Once you are happy with the images you have chosen you should do one of the following as shown in Figure 105:
1. Tap the green floppy disk button to save your record as "*Logged*"
2. Tap the green envelope button to save and submit your record to the Supervising Clinician/Consultant you entered details for in the first section
3. Tap the green forward button to move to the "*Take Photo*" section

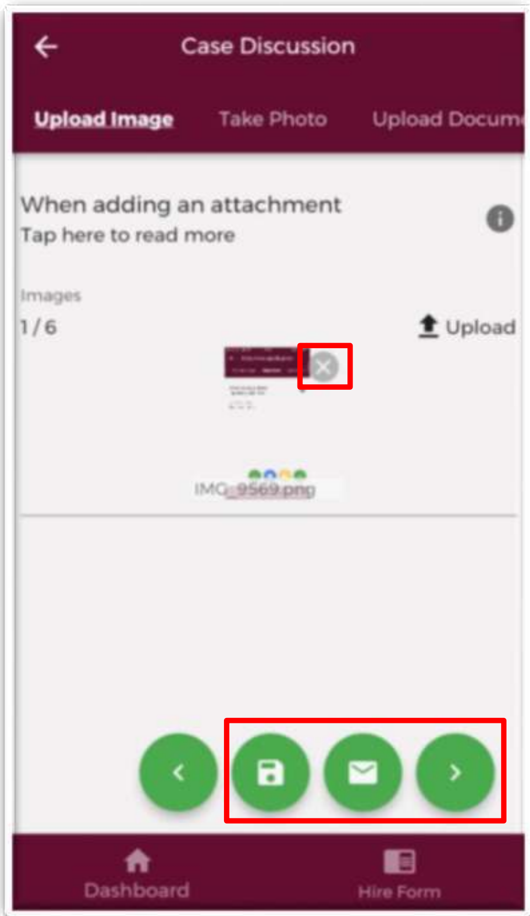


Figure 105: Attaching Images to an Assessment Record

Note: In this section, it is only possible to upload images from your phones photo Gallery. Should you need to upload a file please use the "*Upload Documents*" section.

Supporting documents may be attached to any Assessment record by tapping the "*Upload Document*" button on the purple banner. The below screen will appear:

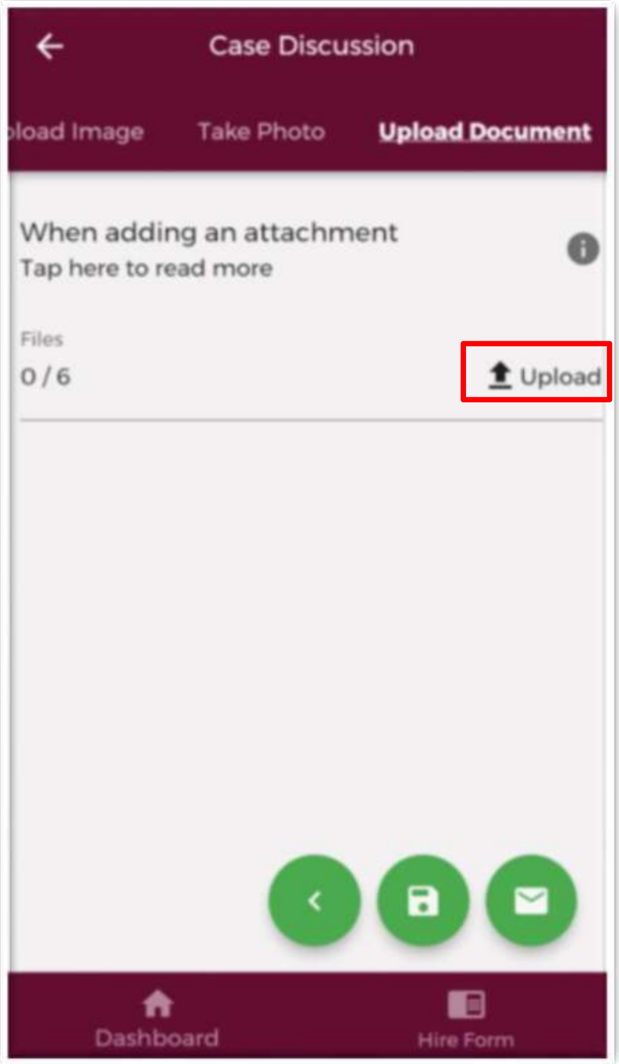


Figure 106: Uploading Documents to an Assessment Record

You can upload multiple documents in this section. However, it is advised that a maximum of six documents be uploaded at any one time to avoid delays in upload time for documents.

Please note the following regarding file uploads:

- The document should not exceed 5mb file size.
- Only documents in PDF Format can be uploaded

Once the documents you have selected are uploaded, you will see a preview image of what documents you have selected. If you have accidentally uploaded an incorrect document and no longer want to include this as part of the record tap the "x" button beside the preview image.

To the left of the screen you will see how many documents you have currently attached to your record. If you need to attach more documents, you can tap the "*Upload*" button again and select the documents you require.

Once you are happy with the images you have chosen you should do one of the following as shown in Figure 107:

1. Tap the green floppy disk button to save your record as "*Logged*"
2. Tap the green envelope button to save and submit your record to the Supervising Clinician/Consultant you entered details for in the first section
3. Tap the green forward button to move to the "*Take Photo*" section

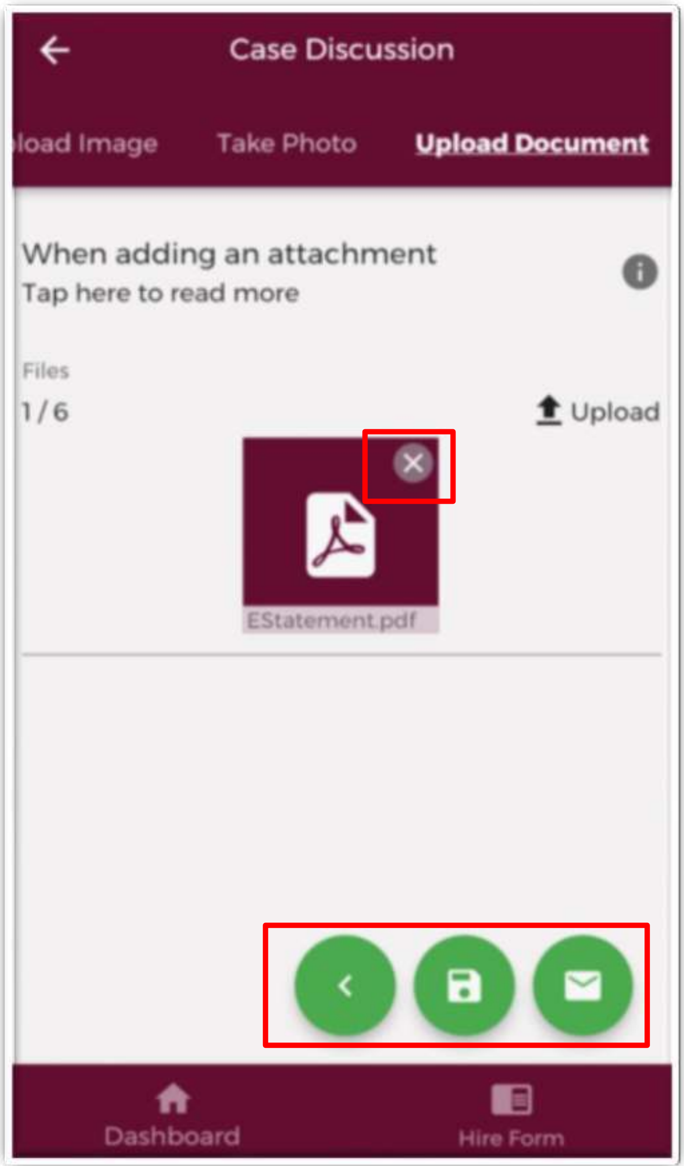


Figure 107: Attaching Documents to an Assessment Record

Note: In this section, it is only possible to upload documents from your phones File Gallery. Should you need to upload a file please use the "*Upload Document*" section.

If you would prefer to take a photo of the document, you can navigate to the "*Take Photo*" section of the application form by using the cherry pickers on the purple banner as shown in Figure 108.

Tap the blue camera button to open your camera (You may have to allow the app access to your gallery and camera to use this functionality). You can then take a photo of the document

If you need to re-take the photo tap the "*Clear Image*" button to remove the photo you have just taken and then you can re-take the photo using the blue camera icon, as shown below.

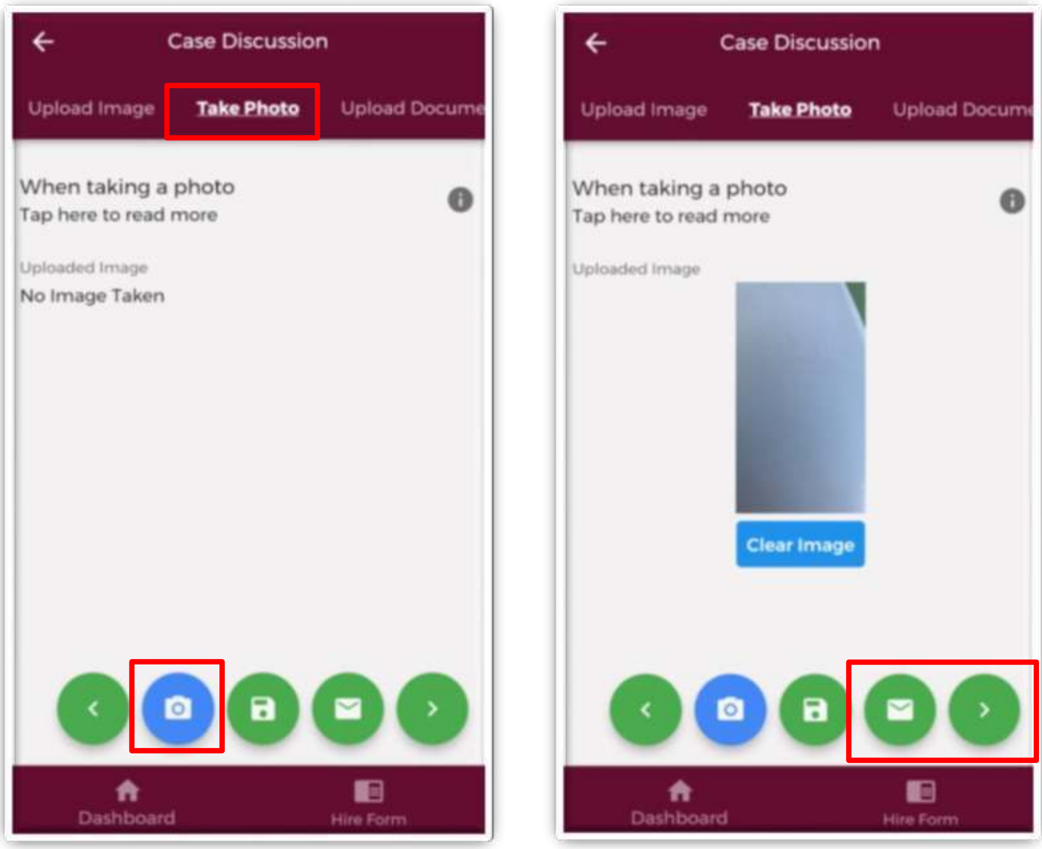


Figure 108: Taking a photo for an Assessment Record

Once you are happy with the attachments you have chosen you should do one of the following as shown in Figure 108:

1. Tap the green floppy disk button to save your record as "*Logged*"
2. Tap the green envelope button to save and submit your record to the Supervising Clinician/Consultant you entered details for in the first section

4.8.4 Training Plan & Review

In the Training Plan & Review home screen you will be able to manage existing records created in this section as well as add new records.

a) Training Plan & Review – Home Screen

As shown in the Figure 109, you can view all records under this category that you have input to date. Records are listed in order of activity date, in descending order, and each record will have a unique reference number. Tapping the expand arrow allows you to view further details about that record. You may also delete or edit an existing record using the action buttons located beneath the records details provided the record has not been validated.

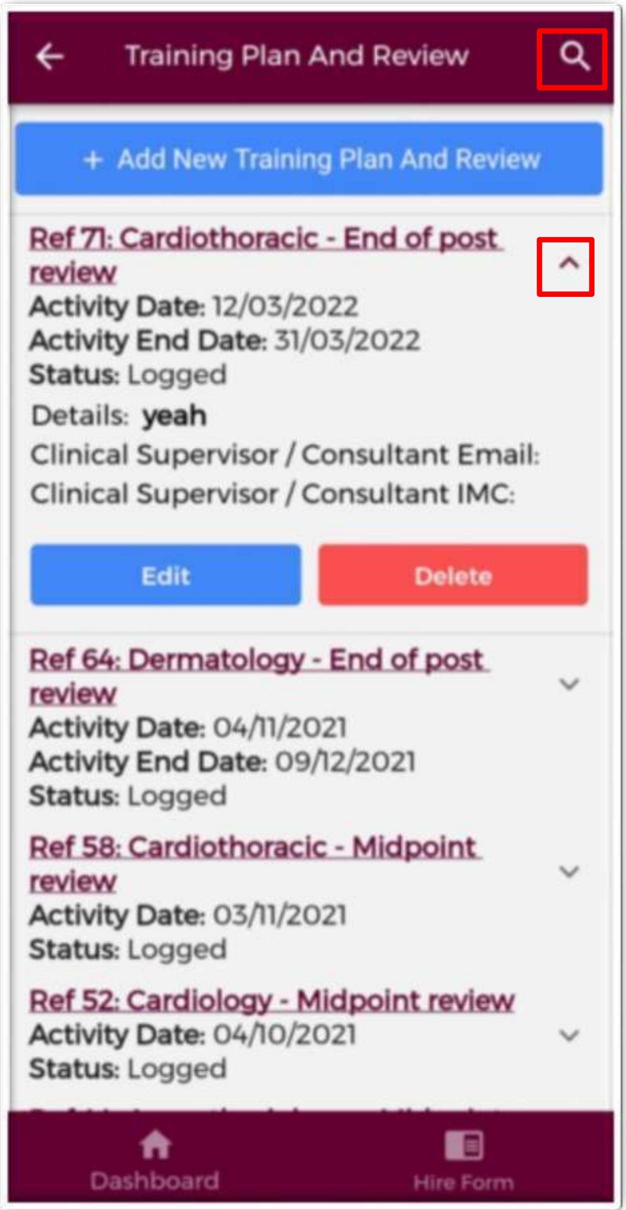


Figure 109: Training Plan & Review Records

You may use the filter button (magnifying glass as shown in Figure 109) located in the top right to refine your search for a specific record or display a group of similar records. You can apply one or more filter from below. Once you have selected the filters you require, tap the blue magnifying glass button as highlighted Figure 110.

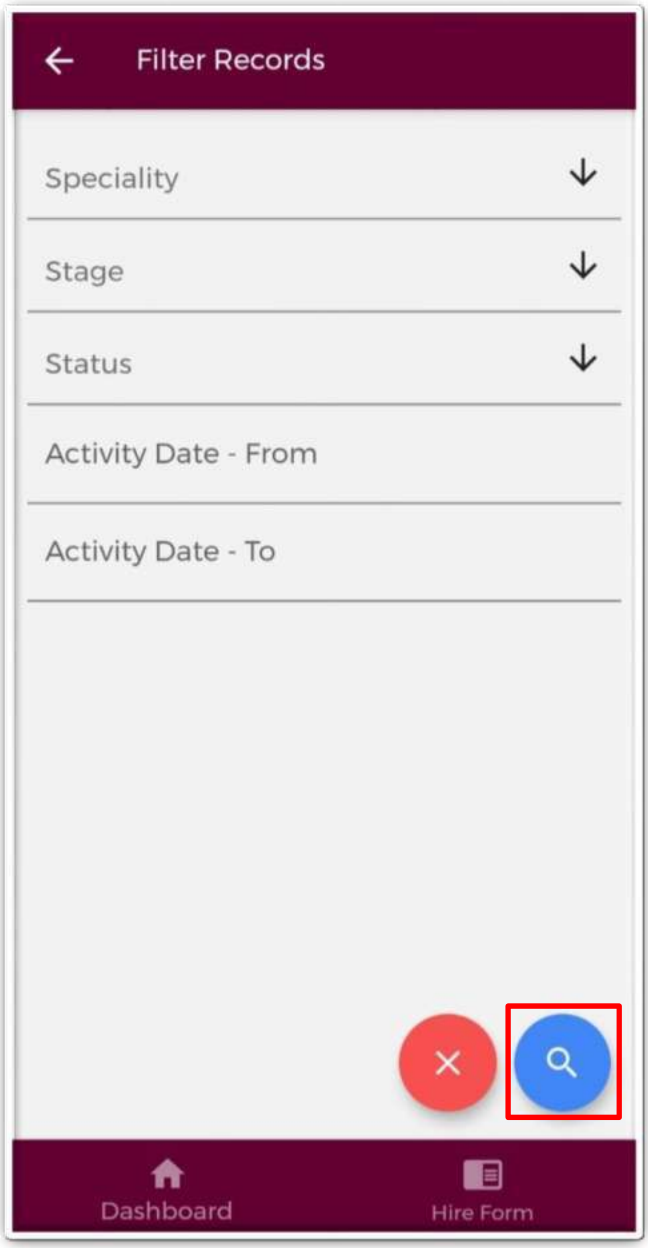


Figure 110: Training Plan & Review Filters

b) ***Add New Training Plan & Review Record***

Once you tap on the "*Add New Training Plan & Review'* button the following screen will appear:

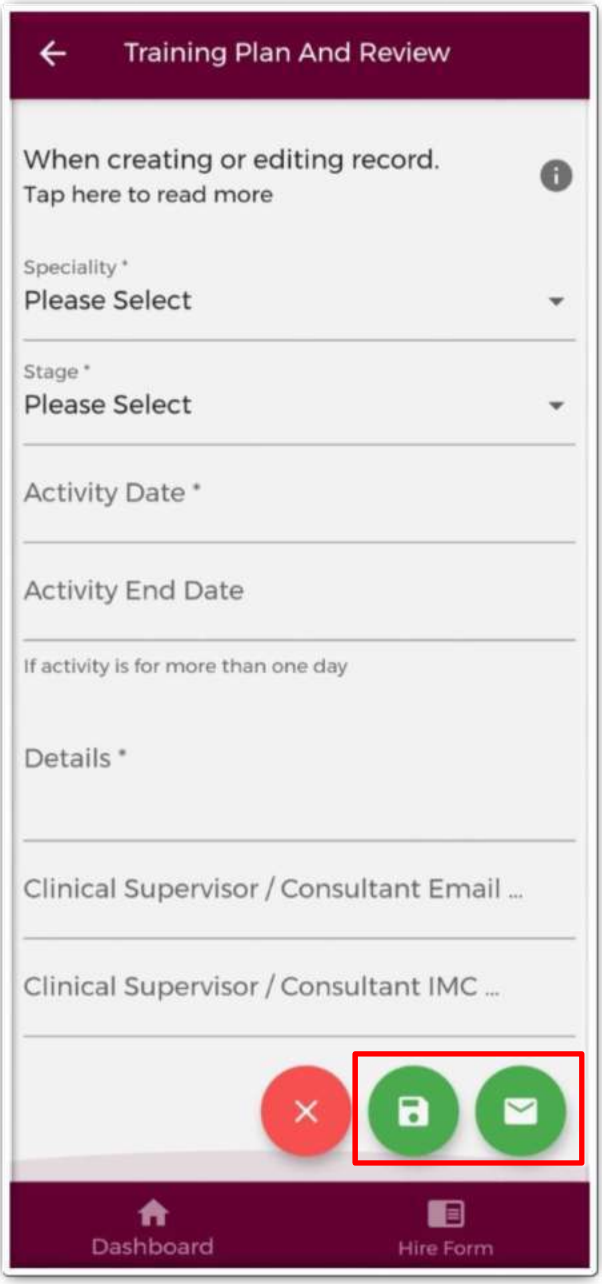


Figure 111: Add New Training Plan & Review Record

Complete all the relevant information, noting that fields marked with a red * are mandatory fields and must be completed in order to save the record. The *"Details"* field has a maximum character limit of 3000.

It is possible to seek validation for a Training Plan & Review Record from a Supervising Clinician/Consultant however; **the Activity Date must be less than 6 months ago from today's date**. The user should input the email address and IMC number of the Supervising Clinician/Consultant that they would like their record validated by. Please ensure accuracy when completing these details. Supervising Clinician/Consultant email addresses must be from a recognised academic institution or clinical site. **No personal emails will be accepted.**

To discard the entry and return to the Training Plan & Review home screen tap the red *'Cancel'* button.
To save the entry and <u>not submit</u> to a Supervising Clinician/Consultant for validation tap the green *'Save'* button (shaped like a floppy disk). This will mean that the record will have status *"Logged".*

c) *Submitting a Training Plan & Review Record to a Supervising Clinician/Consultant for Review*

To save the entry and <u>submit</u> to the selected Supervising Clinician/Consultant for validation tap the green *'Save & Submit'* button (shaped like an envelope).

The following validation message will appear on screen:

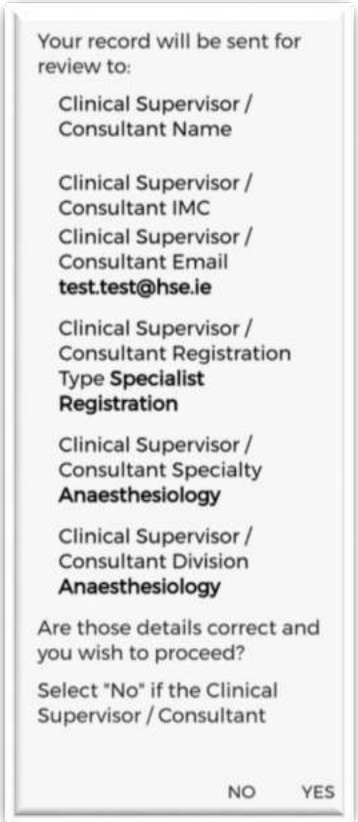


Figure 112: Pop-Up – Submit a Training Plan & Review Record to a Supervising Clinician/Consultant for Review

Ensure the Supervising Clinician/Consultant details displayed in the pop up are the details of the Supervising Clinician/Consultant you wish to validate the record. If these details are correct then tap *'Yes'* to submit for validation. If the details are incorrect tap *'No'* and you will be returned to the Training Plan & Review input screen.

Records which have been sent to a Supervising Clinician/Consultant for validation will have the status *"Awaiting Review"* displayed.

Records which have been validated by a Supervising Clinician/Consultant will have the status *“Reviewed – Validated”.* You will be able to view their feedback under *“Comments”* by expanding the record by using the expand arrow. You will also see the date that the record was validated. Records that have been validated cannot be edited or deleted.

Records which a Supervising Clinician/Consultant cannot validate will have a status of *“Reviewed – Unable to Validate”*. You will be able to view the consultant’s feedback under *“Comments”* by expanding the record by using the expand arrow. You will also see the date that the record was reviewed on, as well as the reason as to why the Supervising Clinician/Consultant cannot validate the record. Records that have been selected as *“Unable to Validate-Information was not accurate”* cannot be edited or deleted.

Records that have been logged by you but have not been sent to a Supervising Clinician/Consultant for review will have status *“Logged”.* Records that have also been returned by a Supervising Clinician/Consultant for one of the following reasons will also appear as logged:

1. Supervising Clinician/Consultant requires further information
2. Supervising Clinician/Consultant does not recognise your IMC
3. Supervising Clinician/Consultant thinks the record was sent to them in error

If you have accidently sent your record to the incorrect Supervising Clinician/Consultant, you can amend this by tapping *“Edit*” on an “*Awaiting Review*” record where you can update the details correctly and tap “*Save and Submit”.*

4.8.5 Educational & Personal Development

In the Educational & Personal Development home screen you will be able to manage existing records created in this section as well as add new records.

a) *Educational & Personal Development – Home Screen*

As shown in the Figure 113, you can view all records under this category that you have input to date. Records are listed in order of activity date, in descending order, and each record will have a unique reference number. Tapping the expand arrow allows you to view further details about that record. You may also delete or edit an existing record using the action buttons located beneath the records details provided the record has not been validated.

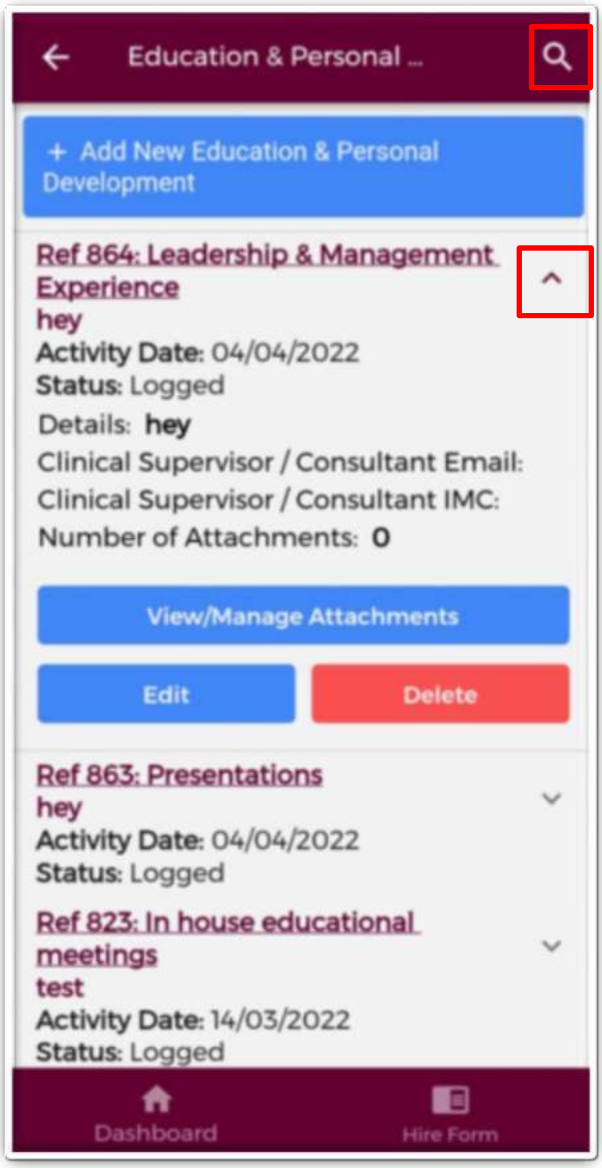


Figure 113: Educational & Personal Development Records

You may use the filter button (magnifying glass as shown in Figure 113) located in the top right to refine your search for a specific record or display a group of similar records.

You can apply one or more filter from below. Once you have selected the filters you require, tap the blue magnifying glass button as highlighted Figure 114.

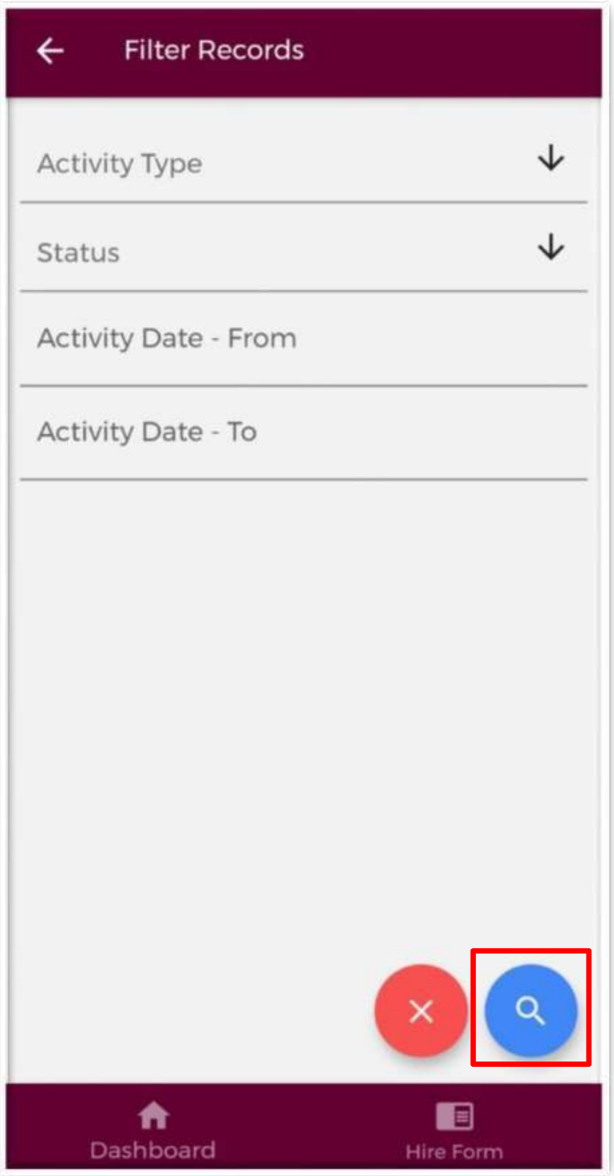


Figure 114: Educational & Personal Development Filters

b) *Add New Educational & Personal Development Record*

Once you tap on the “*Add New Educational & Personal Development’* button the following screen will appear:

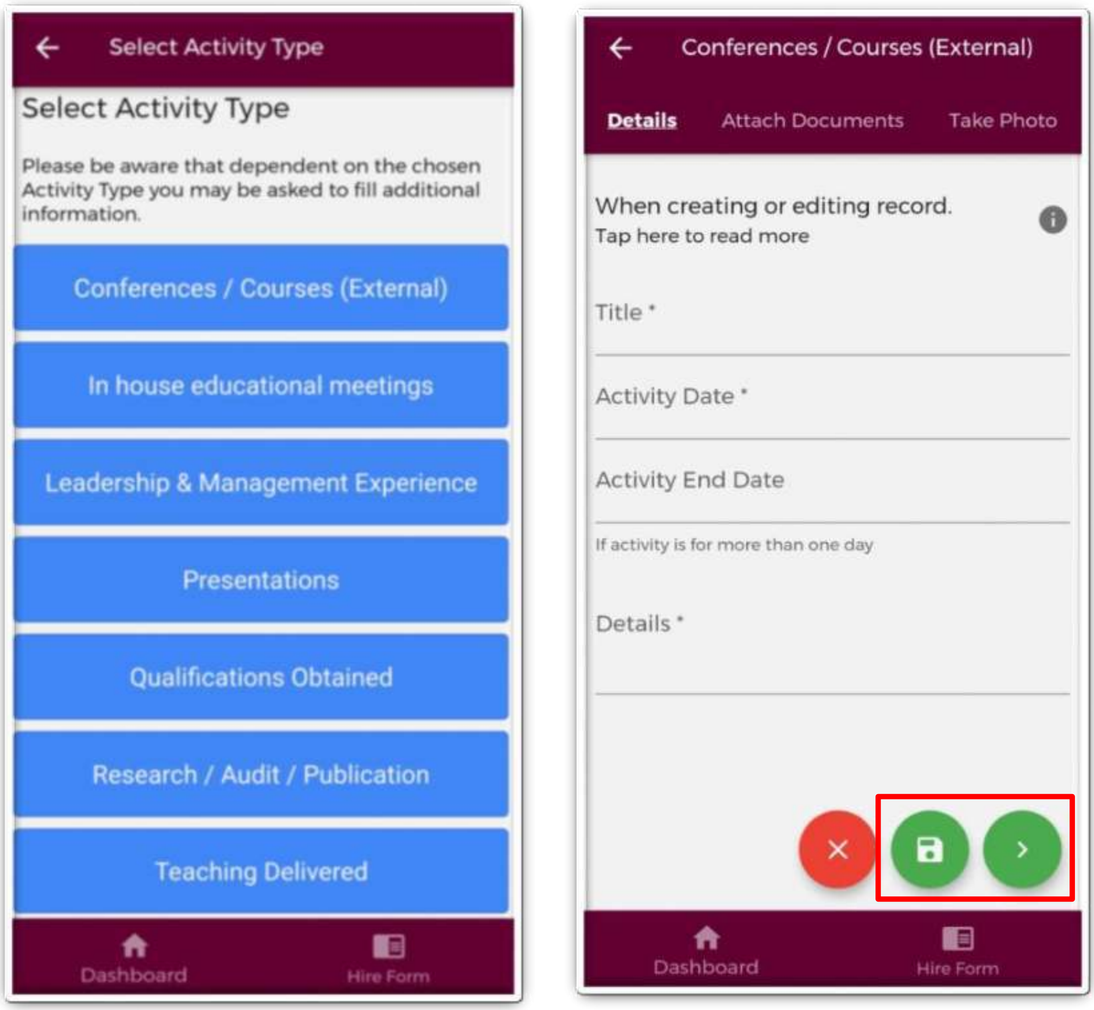


Figure 115: Adding a New Educational & Personal Development Record

Depending on the Activity Type chosen, the fields you will have to fill in for each Activity Type will differ. Complete all the relevant information, noting that fields marked with a red * are mandatory fields and must be completed in order to save the record. The *“Title”* field has a maximum character limit of 250 and the *“Details”* field has a maximum character limit of 3000.

It is possible to seek validation for a Leadership & Management Experience Record from a Supervising Clinician/Consultant however; **the Activity Date must be less than 6 months ago from today’s date**. The user should input the email address and IMC number of the Supervising Clinician/Consultant that they would like their record validated by. Please ensure accuracy when completing these details. Supervising Clinician/Consultant email addresses must be from a recognised academic institution or clinical site. **No personal emails will be accepted.**

To discard the entry and return to the Educational and Personal Development home screen tap the red *‘Cancel’* button.

To save the entry and not submit to a Supervising Clinician/Consultant for validation tap the green *'Save'* button (shaped like a floppy disk). This will mean that the record will have status *"Logged".*

To attach a document or take a photo of the document, tap the green forward button.

c) Submitting a Leadership & Management Experience Record to a Supervising Clinician/Consultant for Review

Please note not all Educational & Personal Development Records can be sent to a Supervising Clinician/Consultant for review. Only Leadership & Management Records have this functionality. To save the entry and submit to the selected Supervising Clinician/Consultant for validation tap the green *'Save & Submit'* button (shaped like an envelope).

The following validation message will appear on screen:

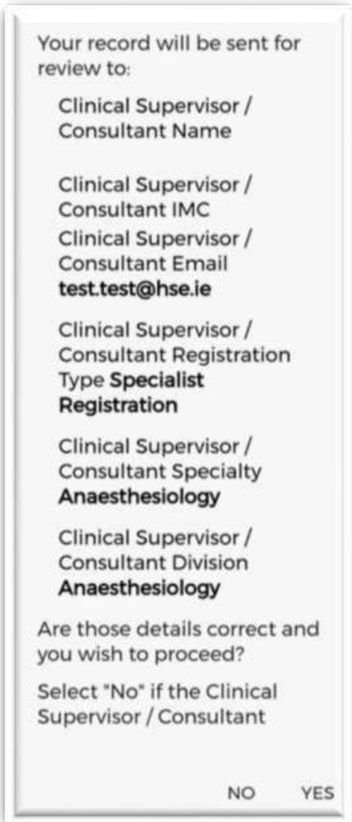


Figure 116: Pop-Up – Submit a Leadership & Management Record to a Supervising Clinician/Consultant for Review

Ensure the Supervising Clinician/Consultant details displayed in the pop up are the details of the Supervising Clinician/Consultant you wish to validate the record. If these details are correct then tap *'Yes'* to submit for validation. If the details are incorrect tap *'No'* and you will be returned to the Educational & Personal Development input screen.

Records which have been sent to a Supervising Clinician/Consultant for validation will have the status *"Awaiting Review"* displayed.

Records which have been validated by a Supervising Clinician/Consultant will have the status *"Reviewed – Validated".* You will be able to view their feedback under *"Comments"* by expanding the record by using the expand arrow. You will also see the date that the record was validated. Records that have been validated cannot be edited or deleted.

Records which a Supervising Clinician/Consultant cannot validate will have a status of *“Reviewed – Unable to Validate”*. You will be able to view the consultant’s feedback under *“Comments”* by expanding the record by using the expand arrow. You will also see the date that the record was reviewed on, as well as the reason as to why the Supervising Clinician/Consultant cannot validate the record. Records that have been selected as *“Unable to Validate-Information was not accurate”* cannot be edited or deleted.

Records that have been logged by you but have not been sent to a Supervising Clinician/Consultant for review will have status *“Logged”.* Records that have also been returned by a Supervising Clinician/Consultant for one of the following reasons will also appear as logged:

1. Supervising Clinician/Consultant requires further information
2. Supervising Clinician/Consultant does not recognise your IMC
3. Supervising Clinician/Consultant thinks the record was sent to them in error

If you have accidently sent your record to the incorrect Supervising Clinician/Consultant, you can amend this by tapping *“Edit*” on an “*Awaiting Review*” record where you can update the details correctly and tap “*Save and Submit”.*

d) *Attaching Images/Files or Taking a Photo for an Educational & Personal Development Record*

Supporting images may be attached to any Educational & Personal Development record by tapping the "*Upload Image*" button on the purple banner. The below screen will appear:

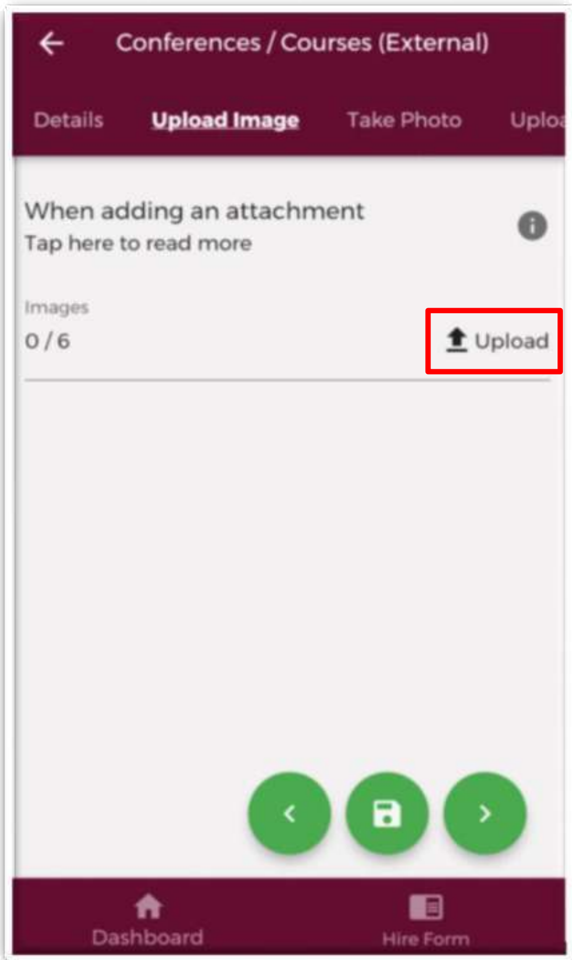


Figure 117: Attaching Images to an Educational & Personal Development Record

You can upload multiple images in this section. However, it is advised that a maximum of six images be uploaded at any one time to avoid delays in upload time for images.

Please note the following regarding image uploads:

- The image should not exceed 5mb file size.
- Only images in PNG or JPEG format can be uploaded

Once the image(s) you have selected are uploaded, you will see a preview image of what image(s) you have selected. If you have accidentally uploaded an incorrect image and no longer want to include this as part of the record tap the "x" button beside the preview image.

To the left of the screen you will see how many images you have currently attached to your record. If you need to attach more images you can tap the upload button again and select the images you require.

Once you are happy with the images you have chosen you should do one of the following as shown in Figure 118:

1. Tap the green floppy disk button to save your record as "*Logged*"
2. Tap the green envelope button to save and submit your record to the Supervising Clinician/Consultant you entered details for in the first section (Only for Leadership & Management Records)
3. Tap the green forward button to move to the "*Take Photo*" section

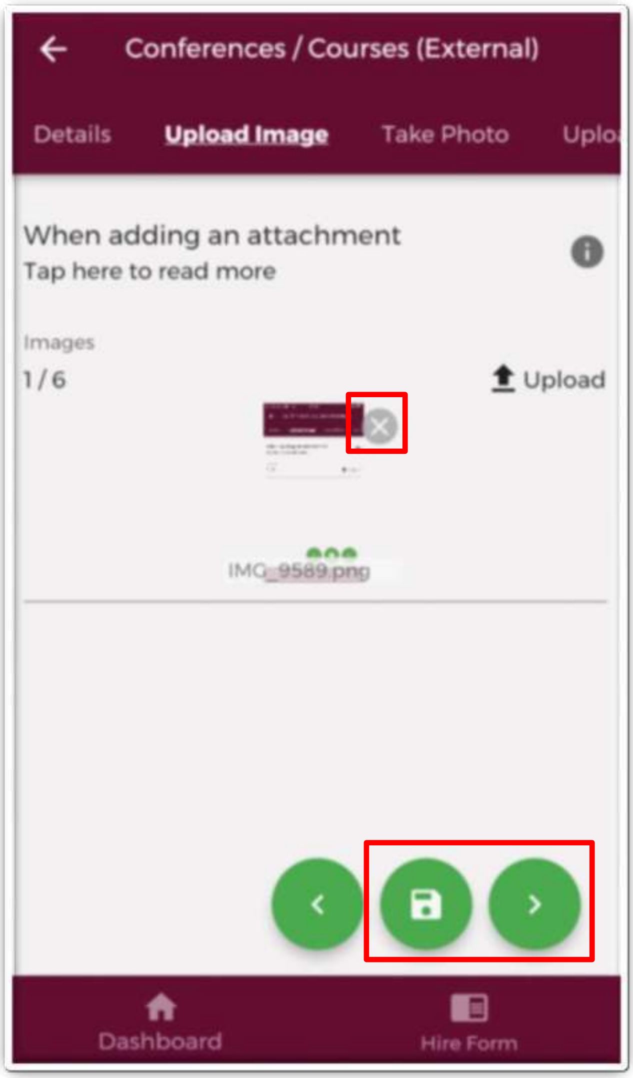


Figure 118: Attaching Images to an Educational & Personal Development Record

Note: In this section, it is only possible to upload images from your phones photo Gallery. Should you need to upload a file please use the "*Upload Document*" section.

Supporting documents may also be attached to any Educational & Personal Development record by tapping the "*Upload Document*" button on the purple banner. The below screen will appear:

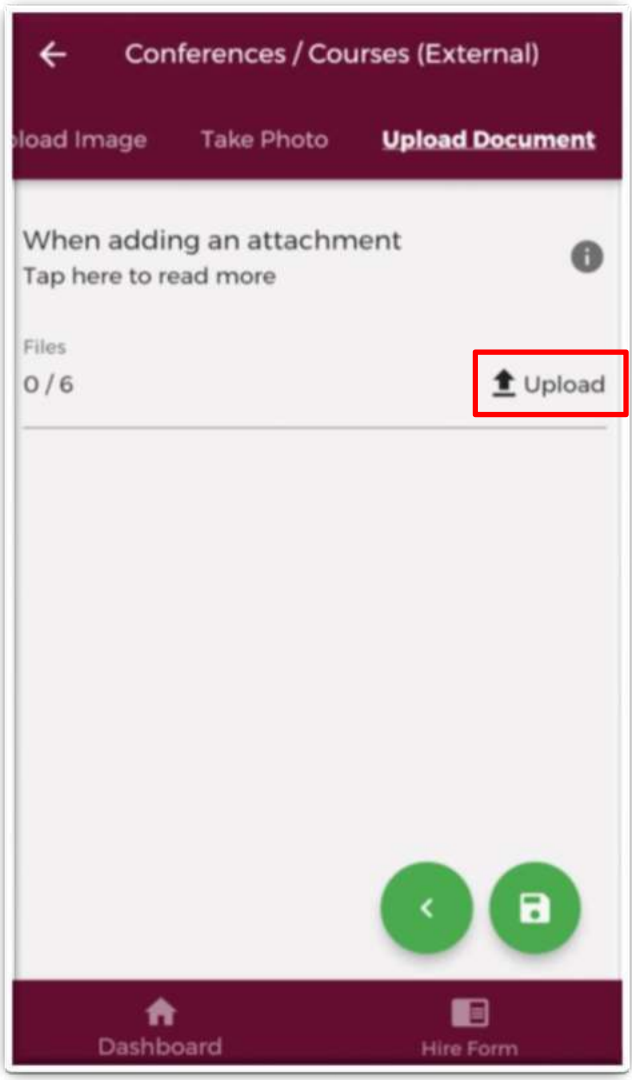


Figure 119: Attaching Documents to an Educational & Personal Development Record

You can upload multiple documents in this section. However, it is advised that a maximum of six documents be uploaded at any one time to avoid delays in upload time for documents.

Please note the following regarding file uploads:

- The document should not exceed 5mb file size.
- Only documents in PDF format can be uploaded

Once the document(s) you have selected are uploaded, you will see a preview image of what document(s) you have selected. If you have accidentally uploaded an incorrect document and no longer want to include this as part of the record tap the "x" button beside the preview image.

To the left of the screen you will see how many documents you have currently attached to your record. If you need to attach more documents you can tap the upload button again and select the documents you require.

Once you are happy with the documents you have chosen you should do one of the following as shown in Figure 120:

1. Tap the green floppy disk button to save your record as "*Logged*"
2. Tap the green envelope button to save and submit your record to the Supervising Clinician/Consultant you entered details for in the first section (Only for Leadership & Management Records)
3. Tap the green forward button to move to the "*Take Photo*" section

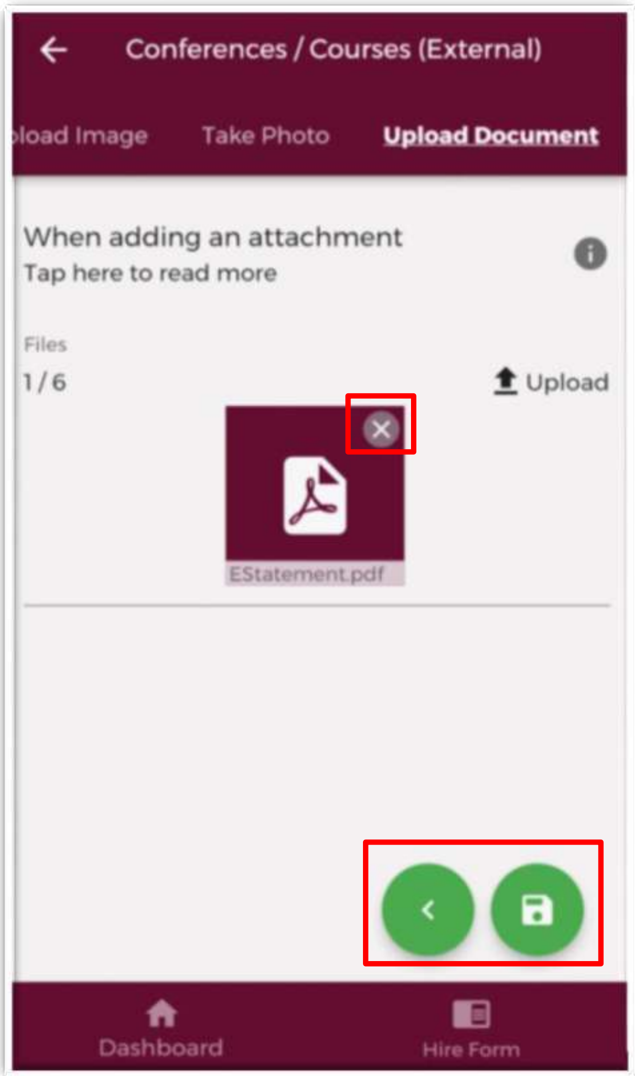


Figure 120: Attaching Documents to an Educational & Personal Development Record

Note: In this section, it is only possible to upload documents from your phones File Gallery. Should you need to upload a file please use the "*Upload Documents*" section.

If you would prefer to take a photo of the document, you can navigate to the "*Take Photo*" section by using the cherry pickers on the purple banner as shown in Figure 121.
Tap the blue camera button to open your camera (You may have to allow the app access to your gallery and camera to use this functionality). You can then take a photo of the document
If you need to re-take the photo tap the "*Clear Image*" button to remove the photo you have just taken and then you can re-take the photo using the blue camera icon, as shown below.

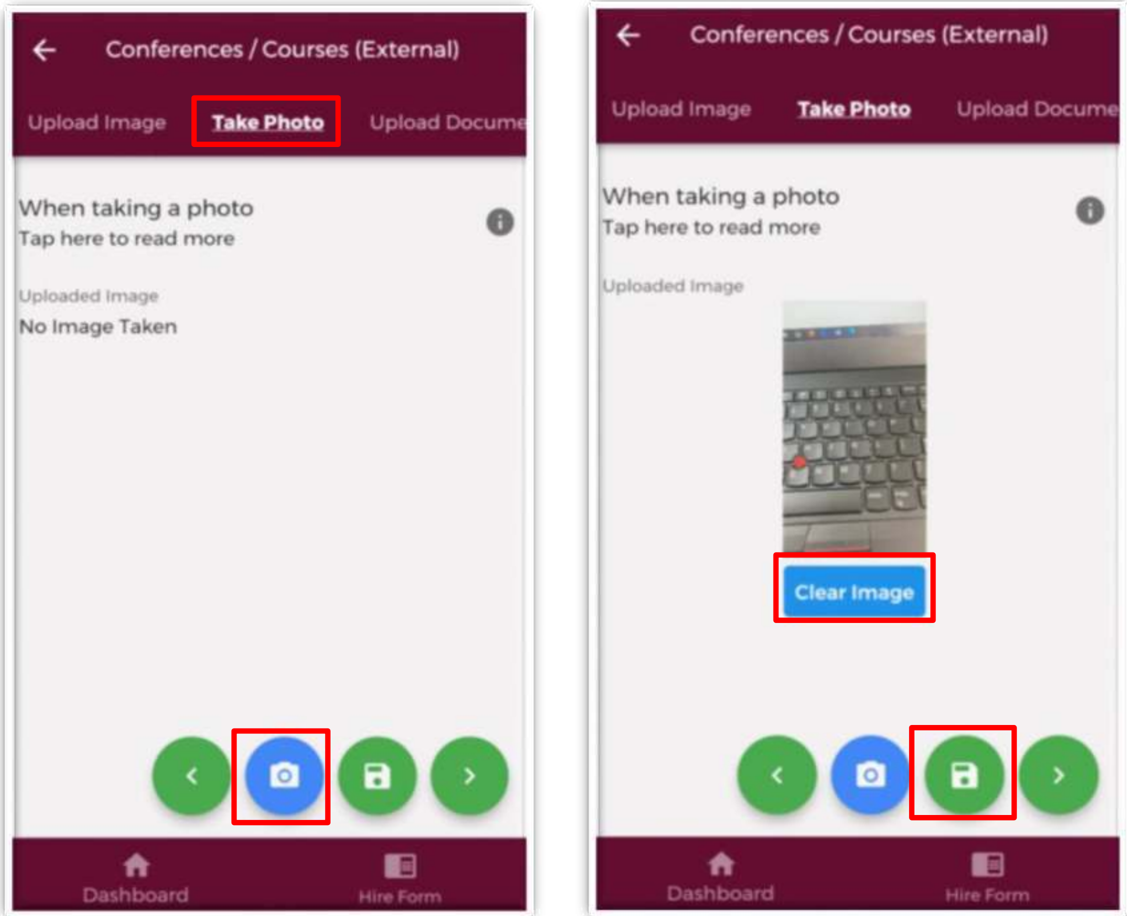


Figure 121: Taking Photos of an Educational & Personal Development Record

Once you are happy with the attachments you have chosen you should do one of the following as shown in Figure 121:

1. Tap the green floppy disk button to save your record as "*Logged*"
2. Tap the green envelope button to save and submit your record to the Supervising Clinician/Consultant you entered details for in the first section. (This will only be visible for Leadership & Management Records)

4.8.6 Logbook

The "*Logbook*" section will allow you to create a summary of logged activities, in a PDF format, from your own records. You can refine what records are included in the PDF by using the filters provided. The *"Date From"* and *"Date To*" filters will display all records with activity dates within this time period. The following filter options are visible on the screen:

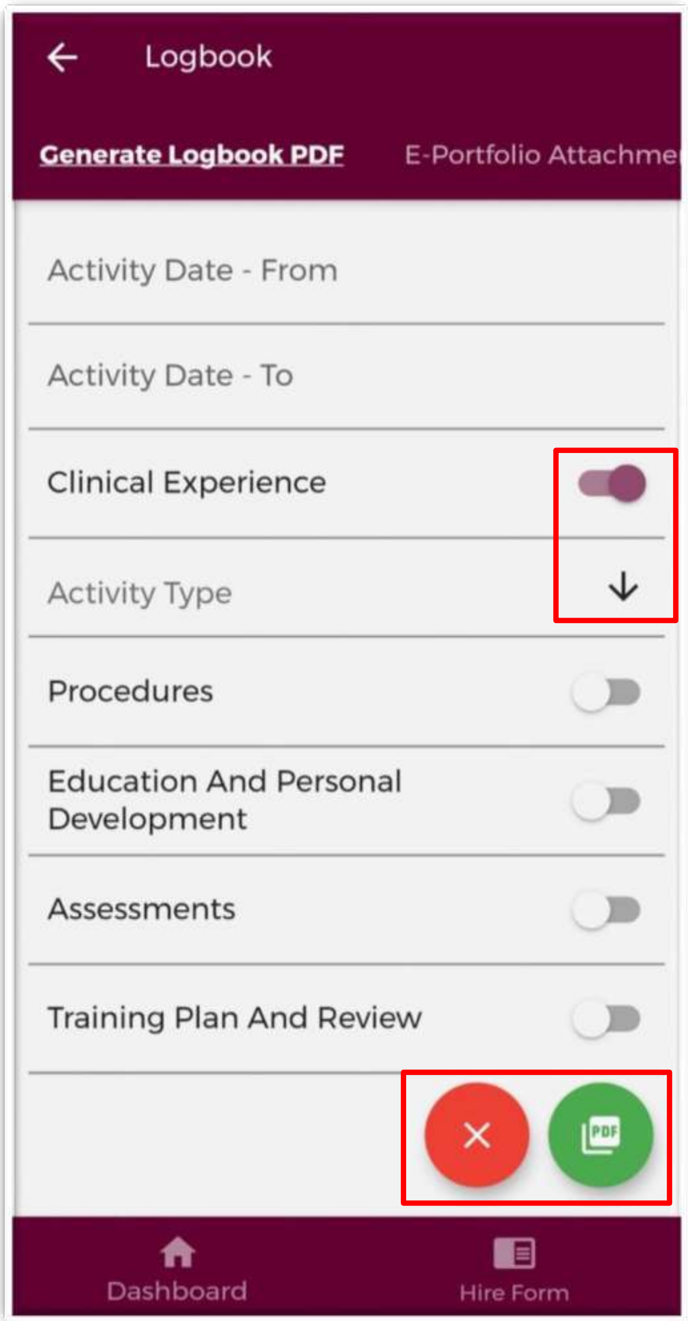


Figure 122: Filters for Generating the Logbook

To filter the sections further you can also filter by Activity Type. To do this, tap the toggle button and you will see a dropdown arrow appear as shown in Figure 122. This will display the Activity Types for that section as shown in Figure 123. This is a multi-select section. You can select one or more of the Activity Types and tap "*OK*" when you are happy with the filters you have chosen.

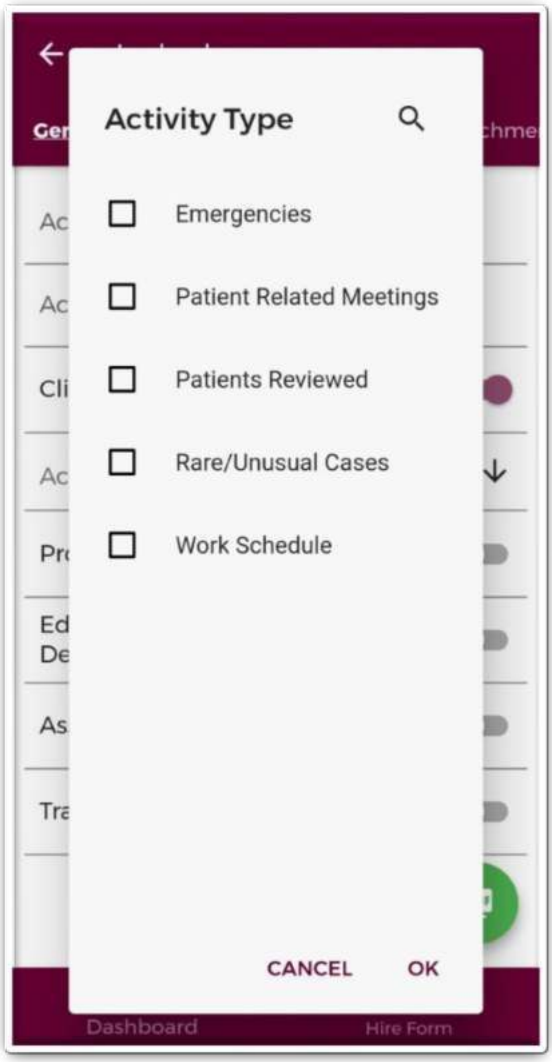


Figure 123: Activity Type Filters for Generating the Logbook

If you want to clear all the filters you have applied, tap the red *"X"* button as shown in Figure 122.

Once you have selected the filters you want to apply tap the green "*PDF*" button to generate your Logbook as shown in Figure 122.

Your Logbook will be generated and downloaded for you to view in a screen similar to the below:

20220114134827...

E-Portfolio Logbook:
Logbook Generated Date: 14/01/2022

The NER E-Portfolio provides a tool for all NCHDs to log their clinical and professional development activities. Within the E-Portfolio, NCHDs can seek validation from their Supervising Clinician / Consultant for specific clinical experience where applicable. Validated activities will display the details and feedback of the Supervising Clinician / Consultant. Only records in the following sections can be sent for review provided they have an activity date within the last 6 months:

- Procedures
- Assessments
- Training Plan & Review
- Education and Clinical Experience – Leadership & Management

Records within the logbook will be labelled with one of the following statuses:

- Logged – The record has been saved by the NCHD but has not been sent for review by a Supervising Clinician / Consultant. The NCHD has the ability to edit these records with status logged.
- Awaiting Review – The record has been sent to the Supervising Clinician / Consultant for review and the NCHD is awaiting their feedback.
- Reviewed – Validated - The record has been reviewed by the Supervising Clinician / Consultant and the information has been verified and supported by the Supervising Clinician / Consultant. The NCHD will not be able to make any further changes to this record. Validated records will display the details of the Supervising Clinician / Consultant and will be highlighted in light blue with an italic font to easily distinguish the Supervising Clinicians / consultants feedback from the NCHDs record.
- Reviewed – Unable to Validate - The record has been reviewed by the Supervising Clinician / Consultant and the information has not been verified or supported by the Supervising Clinician / Consultant. They have considered the information to be inaccurate. NCHDs will no longer be able to edit these records.

This E-Portfolio does not replicate those offered by the Irish Postgraduate Medical Training Bodies. Within the E Portfolio there are no mandatory or specific sections required for completion. NCHDs are responsible for the content contained within their E-Portfolio. This E-Portfolio is not endorsed by a Postgraduate Medical Training Body or the Irish Medical Council.

For further details on how to use the E-Portfolio and its terms and conditions please visit https://www.hse.ie/doctors

NDTP - 1 -

E-Portfolio Logbook:
Logbook Generated Date: 14/01/2022

Clinical Experience

Emergencies

Title	test
Activity Date	05/10/2021
Details	tWEQGrg
Specialty	Cardiology
Sub-Specialty	N/A
Grade	Lecture
Number of year at this grade & specialty	0

Emergencies

Title	Emergencies
Activity Date	30/08/2021

Figure 124: Downloaded Logbook

In this section you can also view any attachments that you have uploaded to any records. To so this you can navigate to the "*E-Portfolio Attachments*" section on the purple banner as shown in Figure 125. For further details on an attachment you can expand the details by tapping the expand arrow as shown below. You can also download the attachment by using the blue download button.

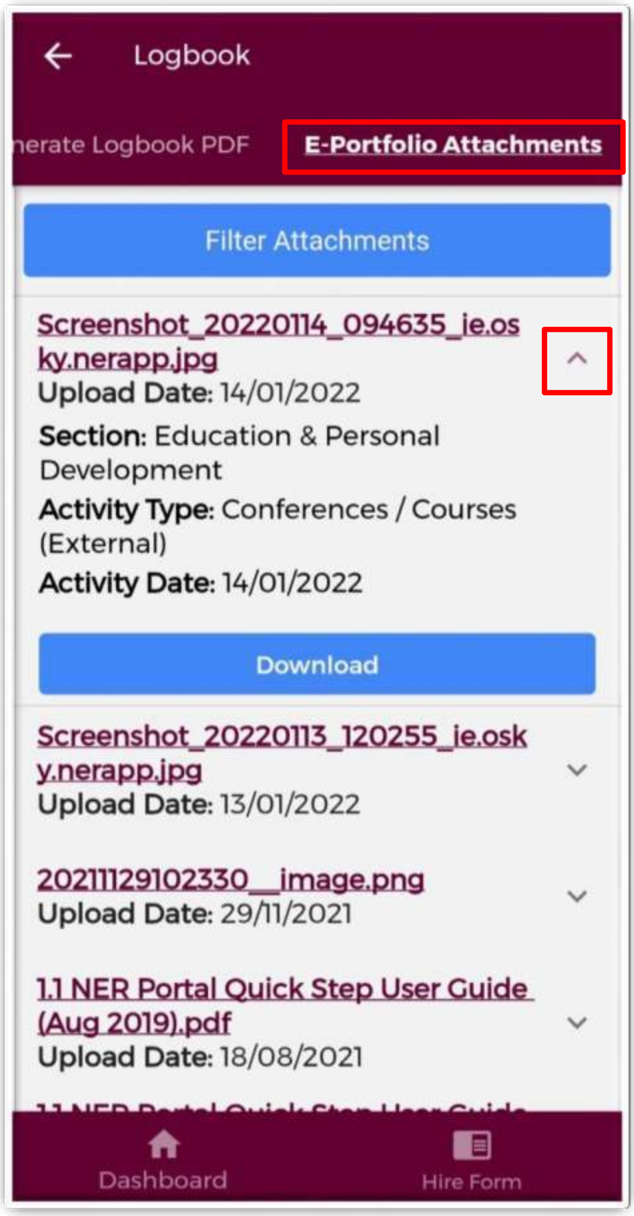


Figure 125: E-Portfolio Attachments

If you need to locate a specific attachment, you can use the blue filter button to select the appropriate filters you want to apply as shown in Figure 126.Once you have selected the filters you should tap the blue magnifying glass button to filter the attachments.

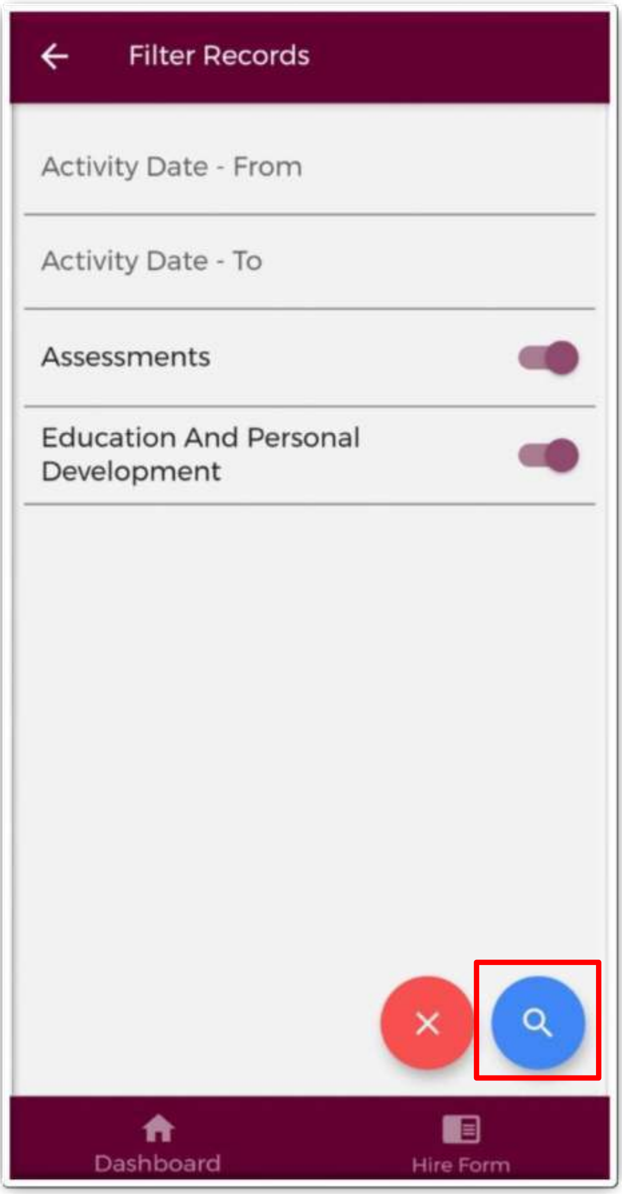


Figure 126: E-Portfolio Attachments Filters

To clear the filters applied you can tap the red “X” button.

5. Contact Details

Should you experience any issues with the app please contact dime.team@hse.ie