



Feidhmeannacht na Seirbhíse Sláinte  
Health Service Executive

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# Guide for Medical HR Users

## *National Employment Record (NER)*

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# National Employment Record (NER)

*Guide for Clinical Site Users*

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## Section 1 - NCHD NER Portal

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

### 1.1 NER Portal Website Address

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

### 1.2 Registration link

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


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

### 1.3 Completing Registration Fields

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

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

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



Welcome to National Employment Record

[Register new account](#) | [i Help](#)

**LOG IN**

Welcome to the National Employment Record (**NER**)


The **NER** has been developed by HSE – National Doctors Training & Planning, in response to one of the key recommendations of the 'Strategic Review of Medical Training and Career Structure Report' (MacCraith Report). This recommendation was based on feedback received directly from NCHDs. The system has been specifically designed to minimise repetition paperwork requirements for NCHDs and eliminate as much duplication as possible when rotating employers.

Your **NER** is completely private, confidential and secure. The information contained within your **NER** will only be available to you and your relevant employer/prospective employer.

If you are a first time user of the system you must register a new account – click on the 'Register new account' link at the top right-hand side of the screen to begin.

If you have already registered an NER account and wish to log on this will require three pieces of information. These are E-mail Address, Date of Birth and Password. From the launch of version 2 of NER, Date of Birth is now a mandatory field when logging on to **NER**. If you registered an NER account previously without completing your date of birth you must contact your local Medical HR Department to update your hire form with your date of birth.


Email

 Email

Date of Birth

DD MM YYYY


Password:

 password

[Forgotten your password?](#)

**LOGIN**

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[www.hse.ie/doctors](http://www.hse.ie/doctors)

[doctors@hse.ie](mailto:doctors@hse.ie)

**NER PORTAL**

ver. 1.1.3.24843 (10/12/2015)

[Terms and conditions](#)

## 1.4 Creating a password

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

The portal conforms to the HSE Password policy. Therefore it must be a minimum of 9 characters in length, it must contain at least one capital letter, one number and one symbol (e.g. !, \$, %, \*, ,). Using symbols other than the ones recommended may cause password issues

### 1.5 Terms & Conditions

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

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

Welcome to National Employment Record

[Register new account](#) | [Help](#)

## REGISTER NEW ACCOUNT

1. During registration you will be asked for your Medical Council Registration Number. If you have not yet been assigned your Medical Council Registration number you must select the Clinical Site i.e. your employment location.
2. Once you have completed the registration process you can login to the Portal using either your MC Registration number or your email address and the password you created during registration.
3. If you have queries regarding the registration process please contact your local Medical Manpower Department

**Medical Council Registration Number \***

Medical Council Registration Number

[Click here to go to the Irish Medical Council](#)

**First Name \***

First Name

**Last Name \***

Last Name

**Email Address \***

Email Address

**Date of Birth**

dd/mm/yyyy

**Clinical Site**

--No value--

**Password \***

Password

**Confirm Password \***

Confirm Password

By registering a new account you agree to the [terms and conditions](#)

[REGISTER](#) [CANCEL](#)

### 1.6 Logon screen

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

## 1.7 NER Hire Form

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

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

## 1.8 Bank Account Details

In order to receive salary payments the NCHD must enter their Bank Account Details. BIC and IBAN account numbers are preferred however bank account and sort codes will also be accepted. Online converters are available to assist if required, e.g.

<https://ipsosepaservice.sentenial.com/ipso/>

The NER Portal is secure and protected by a Secure Socket Layer (SSL) certificate. The browser displays a padlock symbol which means there is a secure connection; data transferred over the internet is encrypted and not visible to third parties. This technology is used e.g. for Internet Banking/Credit Card transactions. **For security reasons the NCHD should not allow the browser to save their password.**

### Please enter your bank details

*Please enter your Bank details. You will be able to save your Hire Form if you haven't entered your Bank Details, however you must provide Bank Details before you can be paid.*

*If you do not know your BIC and IBAN account details please use an online converter to convert your account and sort code numbers or contact your Bank directly. Otherwise use the fields supplied to insert your bank account and sort code numbers.*

Account Holder Name <input type="text" value="Account Holder Name"/>	Account Number <input type="text" value="Account Number"/>	Bank Identifier (BIC) <input type="text" value="Bank Identifier (BIC)"/>
Bank <input type="text" value="Bank"/>	IBAN <input type="text" value="IBAN"/>	Sort Code <input type="text" value="Sort Code"/>
Bank Address Line 1 <input type="text" value="Bank Address Line 1"/>	Town/City <input type="text" value="Town/City"/>	County <input type="text" value="County"/>
Bank Address Line 2 <input type="text" value="Bank Address Line 2"/>	Post Code <input type="text" value="Post Code"/>	Country <input type="text" value="Country"/>
Bank Address Line 3 <input type="text" value="Bank Address Line 3"/>		
Bank Address Line 4 <input type="text" value="Bank Address Line 4"/>		

SAVE

CANCEL



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

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

Open in new tab Download Close

### 1.9 Portal Dashboard

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

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

## My Documents

⊖ Missing or Expired ⚠ Rejected Ⓛ Submitted ⚠ Warning ✓ Verified

Employment Documents			☰
Hire Form	Ⓛ	✎ Edit	
Garda Vetting	⊖		
Occupational Health Certification Status	⊖		
EPP Certification Status	⊖		
Work Permit	⊖		

Personal Details			☰
Scanned Passport	⊖	📎 Add	
Birth Certificate	⊖	📎 Add	
GNIB	⊖	📎 Add	
International English Language Testing System (IELTS) Certificate	⊖	📎 Add	

Training Certificates			☰
BLS	⊖	📎 Add	
ACLS	⊖	📎 Add	
Hand Hygiene	⊖	📎 Add	
Fire Training	⊖	📎 Add	
Patient Handling	⊖	📎 Add	
Radiation Protection	⊖	📎 Add	
Haemovigilance Training	⊖	📎 Add	
APLS	⊖	📎 Add	

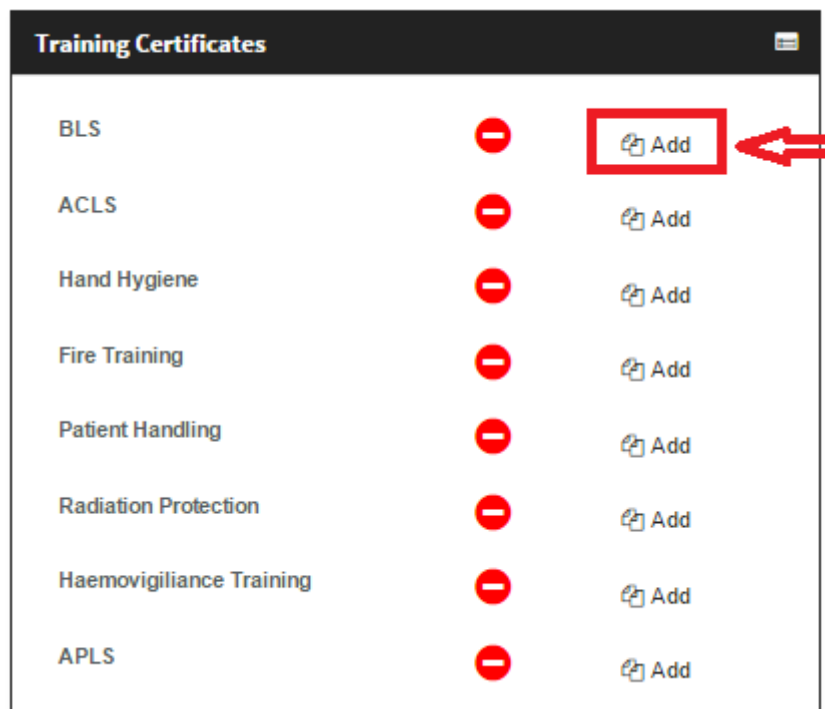
Other Documents			☰
Curriculum Vitae	⊖	📎 Add	
Evidence of International Medical Experience	⊖	📎 Add	
Other	⊖	📎 Add	

### 1.10 Uploading a Document to the dashboard


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

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

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



- (ii) Then click 'Choose File'

 **NER Portal**  
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Welcome to National Employment Record  
[newnchd@newnchd.com](mailto:newnchd@newnchd.com)  
[Change Password](#) | [Help](#) | [Log Off](#)

**ADD DOCUMENT**

[NER Portal](#) → [Add Document](#)

Please add attachments to BLS

File Name	Name	Queue length: 1
BLS ACLS.pdf	<input type="text" value="BLS ACLS.pdf"/>	<a href="#">Remove</a>

[Choose File](#)

[Next](#) [Cancel](#)

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

Document Name:

Document Type:

Valid From:

Valid To:

[Back](#) [SAVE](#) [CANCEL](#)

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

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

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

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

VIEW DOCUMENT DETAILS
NER Portal
View Document
Edit Hire Form
View Hire Form

### Document details

Updated date  
17/02/2016 17:16:39

Document Name  
ACLS

Document Type  
ACLS

Valid From  
17/02/2016

Valid To  
17/02/2018

the dates entered refer to the most recently uploaded doc

SAVE CLOSE

### Attachments

If your document is replacing an out of date document please update the Valid From and Valid To dates.

File Name	Name	Added Date	Upload attachments
BLS ACLS.pdf	BLS ACLS.pdf	17/02/2016 17:16:39	View Download Remove

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Dr. Steevens' Hospital, Dublin 8  
www.hse.ie/doctors  
doctors@hse.ie

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

### 1.11 Email Reminders

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

These date driven email reminders will relate to certificates such as Occupational Health, EPP and Garda Vetting for example.

Medical HR will be copied on these email alerts so that when essential documents are nearing expiry or expired action can be taken.


### 1.12 Account Visibility

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

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

### 1.13 Forgotten Password

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

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Health Service Executive

Welcome to National Employment Record

[Register new account](#) | [Help](#)

**LOG IN**

Welcome to the National Employment Record (**NER**)

The **NER** has been developed by HSE – National Doctors Training & Planning, in response to one of the key recommendations of the 'Strategic Review of Medical Training and Career Structure Report' (MacCraith Report). This recommendation was based on feedback received directly from NCHDs. The system has been specifically designed to minimise repetition paperwork requirements for NCHDs and eliminate as much duplication as possible when rotating employers.

Your **NER** is completely private, confidential and secure. The information contained within your **NER** will only be available to you and your relevant employer/prospective employer.

If you are a first time user of the system you must register a new account – click on the 'Register new account' link at the top right-hand side of the screen to begin.

If you have already registered an NER account and wish to log on this will require three pieces of information. These are E-mail Address, Date of Birth and Password. From the launch of version 2 of NER, Date of Birth is now a mandatory field when logging on to **NER**. If you registered an NER account previously without completing your date of birth you must contact your local Medical HR Department to update your hire form with your date of birth.

Email

Date of Birth

DD

MM


YYYY

Password:

[Forgotten your password?](#)

**LOGIN**

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[www.hse.ie/doctors](http://www.hse.ie/doctors)  
[doctors@hse.ie](mailto:doctors@hse.ie)

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

### 2.1 Logging onto MPS and accessing NER

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

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

The screenshot displays the NER portal interface. On the left sidebar, the 'NER' tab is highlighted with a red circle. Below it are 'Documents', 'Search', and 'Reports' options, each with a folder icon. The 'Logged in As' section shows the user 'Anna Merrigan' at the 'Clinical Site' with a 'Log Out' button. The 'System Version' is '1.4'. The main content area has search filters for 'Forename:', 'Surname:', 'Type:' (with a dropdown set to '--ALL--'), 'Updated Date:', and 'Valid From:'. Below these are input fields for 'Forename', 'Surname', and 'Document Type'. The main area is currently empty, showing 'Page 1 of 0 (0 items)' with navigation arrows.

There are three options within the tab; Documents, Search and Reports

- (i) Documents – this tab allows you to search for all of the documents submitted to your site by NCHDs in your employment. Filtering options include by account status, document type, and NCHD name
- (ii) Search – this tab allows you search for individual NER accounts. Once you have selected an account you will have visibility of the NCHDs NER dashboard (see section 2.2)
- (iii) Reports – There are a number of useful reports you can run and more detail of these is provided in section 2.9

## 2.2 Search for an NCHD

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

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

The screenshot displays the NCHD search interface. At the top, there are search filters: Forename, Surname, MC Ref #, Email, Date of Birth (dd/MM/yyyy), Clinical Site, Category, and Account Status. The Account Status dropdown menu is highlighted with a red circle, showing options: ALL, New, Active, and Inactive. Below the filters is a table of search results. The first result is for Anna Merrigan, with details: Medical Council Registration Number, Forename (Anna), Surname (Merrigan), Email Address (annaanna@anna.com), Date of Birth (14/08/1993), and Account Status (Active). Below the search results, there are four tabs: Employment Documents, Personal Details, Training Certificates, and Other Documents. The Employment Documents tab is active, showing a list of documents with columns for Name, Status, and Action. The Personal Details tab shows a list of personal details with columns for Name, Status, and Action. The Training Certificates tab shows a list of training certificates with columns for Name, Status, and Action. The Other Documents tab shows a list of other documents with columns for Name, Status, and Action.

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

## 2.3 Verify an NCHD and Deactivate and Account

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

The screenshot shows the NER system interface. At the top left, the 'Verify Identity' button is highlighted with a red circle. A 'Verify Account' dialog box is open, asking 'Do you want to verify identity for this account?' with 'Yes' and 'No' buttons. The main table displays account information for Anna Merrigan, including Forename, Surname, MC Ref #, Email, Date of Birth, Clinical Site, Category, and Account Status. The 'Account Status' is currently 'New'.

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

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

The screenshot shows the NER system interface. At the top left, the 'Deactivate Account' button is highlighted with a red circle. A 'Deactivate Account' dialog box is open, asking 'Do you want to deactivate this account?' with 'Yes' and 'No' buttons. The main table displays account information for Anna Merrigan, including Forename, Surname, MC Ref #, Email, Date of Birth, Clinical Site, Category, and Account Status. The 'Account Status' is currently 'Active'.

Forename	Surname	MC Ref #	Email	Date of Birth	Clinical Site	Category	Account Status
Sinead	Morahan		sinead.morahan@hse.ie	11/08/1978	Beaumont (no category)		Active
Anna	Merrigan		annaanna@anna.com	14/08/1983	CUH (no category)		Active
Ruth	Boylan						Active

Non-Consultant  
Consultant  
NER

Documents  
Search  
Settings  
Reports

Common  
Logged in As  
Anna Merrigan  
HCF

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

Medical Council Registration Number Forename Surname Email Address Date of Birth Clinical Sites Account Sta

Page 1 of 1 (1 items)

NCHD Account Details

First Name Anna Surname Merrigan  
Medical Council Registration Number --Not Set-- Email Address annaanna@anna.com  
Correspondence Address The Town, Ireland Co. Dublin Mobile Number 087888888  
Date of Birth 14/08/1983 Nationality Irish  
Clinical Site CUH Account Status Inactive

Employment Documents Personal Details Training Certificates Other Documents

Name	Status	Action	Name	Status	Action	Name	Status	Action	Name	Status	Action
Hire Form	🚫	View	Scanned Passport	🚫	View Make Not Required	BLS	🚫	Make Required	Curriculum Vitae	🚫	View Make Not R
Garda	🚫					ACLS	🚫	View Make Not Required			

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

The 'Delete Account' option is only available to NDTP. This option should rarely be required but should you need to delete an account you can request this by emailing [doctors@hse.ie](mailto:doctors@hse.ie)

## 2.4 View and Edit Hire Form

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

Non-Consultant  
Consultant  
NER

Documents  
Search  
Settings  
Reports

Common  
Logged in As  
Anna Merrigan  
HCF

Verify Identity View Hire Form Edit Hire Form

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

Medical Council Registration Number Forename Surname Email Address Date of Birth Clinical Sites Account Sta

Page 1 of 4 (39 items)

Clinical Site Bantry GH Account Status New

Employment Documents Personal Details Training Certificates Other Documents

Name	Status	Action	Name	Status	Action	Name	Status	Action	Name	Status	Action
Hire Form	?	View Edit	Scanned Passport	🚫	Add Make Not Required	BLS	🚫	Add Make Not Required	Curriculum Vitae	🚫	Add Make
Garda Vetting	✓	View Edit Make Not Required	Birth Certificate	🚫	Add Make Not Required	ACLS	🚫	Add Make Not Required	Evidence of International Medical Experience	🚫	Add Make
Occupational Health Certification Status	✓	View Edit Make Not Required	GNIB	🚫	Add Make Not Required	Hand Hygiene	🚫	Add Make Not Required	Other	🚫	Add Make
EPP	-		International English Language	-		Fire Training	🚫	Add Make Not Required			
						Patient Handling	🚫	Add Make Not Required			
						Radiation	🚫	Add Make Not Required			

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

To view in PDF click view PDF.

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

The screenshot shows the NER Hire Form interface. On the left is a sidebar with navigation options: Non-Consultant, Consultant, NER, Documents, Search, Settings, Reports, Common, and Logged in As (Anna Merrigan). The main area displays the 'Hire Form' for 'Anna'. At the top, there are tabs for 'Verify Identity', 'View Hire Form', and 'Edit Hire Form'. Below these are fields for 'Forename', 'Surname', and 'MC Ref'. A 'Medical Council Registration Number' field is also present. The 'Clinical Site' is set to 'Bantry GH'. The 'Employment Documents' section shows a table with columns 'Name', 'Status', and 'Action'. The 'Hire Form' document is listed with a status of 'i' and a 'View' link. Other documents include 'Garda Vetting' (status '✓'), 'Occupational Health Certification Status' (status '✓'), and 'EPP'. The 'Personal details' section includes fields for 'First Name', 'Surname', 'Title', 'Gender', 'Known as', 'Marital Status', 'Previous Surname (if applicable)', 'Date of Birth', 'Nationality', 'PPSN', 'Medical Council Registration Number', and 'Account Status'. The 'Contact details' section is partially visible. On the right, there are sections for 'Clinical Sites' (Bantry GH) and 'Other Documents' (Curriculum Vitae, Evidence of International Medical Experience, Other). The 'Download MS Word Doc' button is circled in red.

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

## 2.5 View, Edit, Add and Print a document

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

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

### (i) View

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

The screenshot shows the 'Edit Hire Form' window. The 'Document Details' section contains the following information:

Document name	GV A Merrigan
Document Type	Garda Vetting
Updated Date	14/01/2016
Valid From	13/01/2016
Verified	<input checked="" type="checkbox"/>
Status	✓ Verified

The 'Attachments' section shows a table with one attachment:

Name	File Name	Action
Blue hills	Blue hills.jpg	<a href="#">View</a> <a href="#">Remove</a>

Red circles highlight the 'View' button in the Attachments table and the 'View' button in the 'Garda Vetting' row of the main table.

## (ii) Edit

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

The screenshot shows the 'Edit Document Details' window. The 'Document Details' section contains the following information:

Document name	GV A Merrigan
Document Type	Garda Vetting
Updated Date	14/01/2016
Valid From	13/01/2016
Verified	<input checked="" type="checkbox"/>
Status	✓ Verified

Red circles highlight the 'Valid From' date field, the 'Reject' button, the 'Update' button, the 'View' button in the 'Garda Vetting' row of the main table, the 'Remove' button in the Attachments table, and the 'Add attachment' button at the bottom.



## (iii) Add

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

The screenshot displays the NER system interface. On the left is a navigation menu with options like Documents, Search, Settings, and Reports. The main area shows the user's profile for Anna Merrigan. At the top, there are tabs for 'Verify Identity', 'View Hire Form', and 'Edit Hire Form'. Below these are fields for Forename, Surname, MC Ref #, Email, Date of Birth, Clinical Site, Category, and Account Status. A table lists medical council registration numbers and names. The 'NCHD Account Details' section includes fields for First Name, Medical Council Registration Number, Correspondence Address, Date of Birth, and Clinical Site. The 'Employment Documents' section shows a table with columns for Name, Status, and Action. An 'Add Document' dialog box is open in the center, with a 'Please add attachments' section containing a 'Browse...' button circled in red. The dialog also has a 'Next' button. On the right, there is a section for 'Other Documents' with a table listing various documents like Curriculum Vitae, Evidence of International Medical Experience, and Other, each with a status and action buttons.

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

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

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

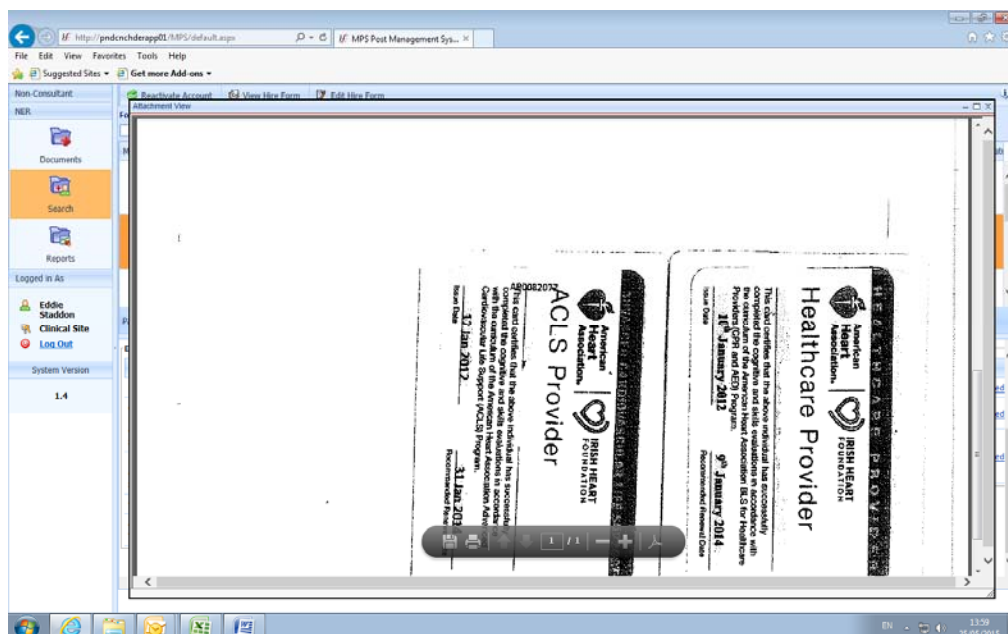
Some documents have dates associated with them. In the case of training certificates when a valid from date is entered, the valid to date automatically populates. In the case of a work permit you will need to enter the dates and in the case of occupational health and EPP please see section 2.7 below.

The screenshot displays the 'Add Document' window for user Anna Merrigan. The main window shows a list of documents with their status (e.g., 'Add Make Not Required', 'Add Make Not Required', 'Add Make Not Required'). A modal window titled 'Please add document details' is open, showing fields for 'Document name', 'Document type' (Work Permit), 'Valid From', and 'Valid To'. The background window also shows 'NCHD Account Details' and 'Employment Documents'.

Document Name	Status	Action
Hire Form	View Edit	
Garda Vetting	Add Make Not Required	
Occupational Health Certification Status	Add Make Not Required	
EPP Certification Status	Add Make Not Required	
Work Permit	Add Make Not Required	

## (iv) Print

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





## 2.6 Documents Not Required

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

From the dashboard simply click on the not required button

The screenshot shows the Medical HR system interface. On the left is a sidebar with navigation options: Non-Consultant, Consultant, NER, Documents, Search, Settings, Reports, Common, and Logged in As (Anna). The main area displays a list of documents for a user named Ann O'Connell. The documents are organized into columns: Hire Form, Scanned Passport, Birth Certificate, GNIB, International English Language Testing System, BLS, ACLS, Hand Hygiene, Fire Training, Patient Handling, Radiation Protection, Curriculum Vitae, Evidence of International Medical Experience, and Other. Each document has a status icon (red circle with a minus sign) and a link to 'Add Make Not Required'. The 'Add Make Not Required' link for the 'BLS' document is circled in red.

Medical Council Registration Num	Forename	Surname	Email Address	Date of Birth	Clinical Sites
326315	Ann	O'Connell	ann.anna@anna.com	14/08/1983	• CUH (Presently In Post).
					• CUH (Recently Left)

Document	Status	Action
Hire Form	View Edit	
Garda Vetting	Add Make Not Required	
Occupational Health Certification Status	View Edit Make Not Required	
EPP Certification Status	View Edit Make Not Required	
Scanned Passport	Add Make Not Required	
Birth Certificate	Add Make Not Required	
GNIB	Add Make Not Required	
International English Language Testing System	Add Make Not Required	
BLS	Add Make Not Required	
ACLS	View Edit Make Not Required	
Hand Hygiene	Add Make Not Required	
Fire Training	Add Make Not Required	
Patient Handling	Add Make Not Required	
Radiation Protection	Add Make Not Required	
Curriculum Vitae		
Evidence of International Medical Experience		
Other		

## 2.7 EPP/Occupational Health\*

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

**Please add document details**

Document name:

Document Type: Occupational Health Certification Status

Valid To:

**Important!**  
Please do not enter a valid to date unless Occupational Health or EPP clearance has only been granted for a defined period. If this NCHD is required to be reassessed by Occupational after a defined period, then enter that date in the valid to box provided. In the vast amount of cases no date is required.

Buttons: **Back** **Save** **Cancel**

## 2.8 Verify and Reject documents

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

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

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

Buttons: **Edit document** **Verify document** **Reject document**

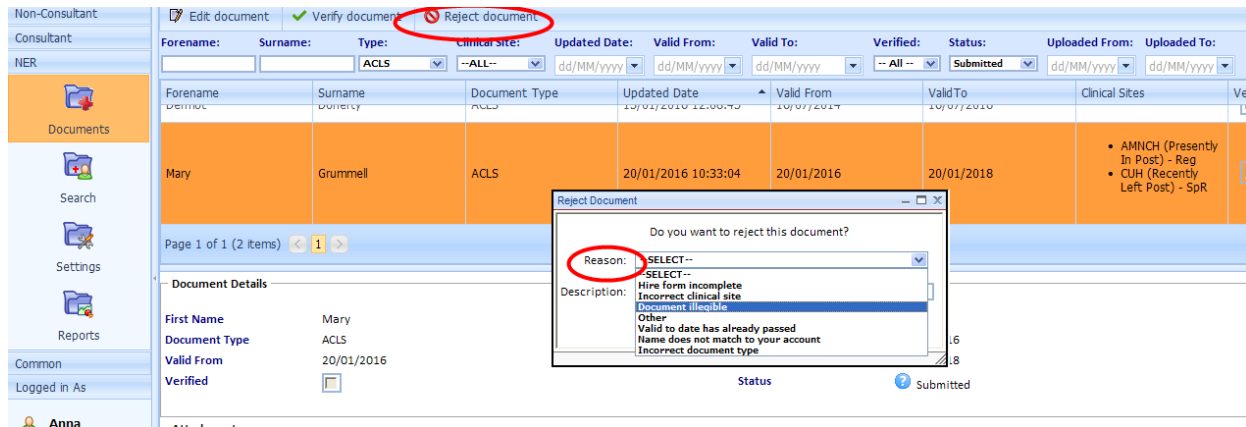
Forename	Surname	Document Type	Updated Date	Valid From	Valid To	Verified	Status	Uploaded From	Uploaded To
Mary	Grummell	ACLS	20/01/2016 10:33:04	20/01/2016	20/01/2018		Submitted		

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**Document Details**

First Name	Mary	Surname	Grummell
Document Type	ACLS	Update Date	20/01/2016
Valid From	20/01/2016	Valid To	20/01/2018
Verified		Status	Submitted

Edit, Verify or Reject a document.



Document Rejection dropdown list

## 2.9 Document Status Symbols

Missing or Expired 
 Rejected 
 Submitted 
 Warning 
 Verified

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

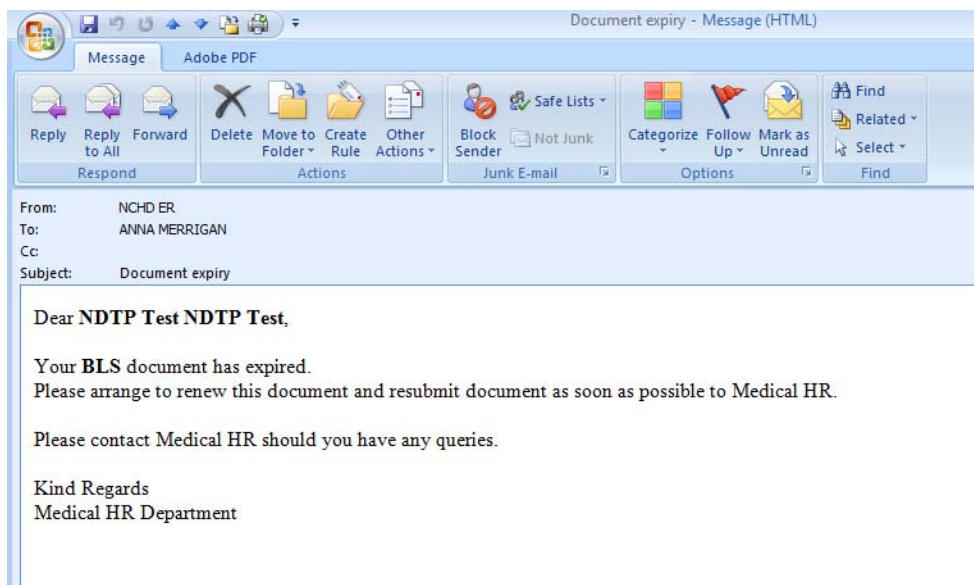
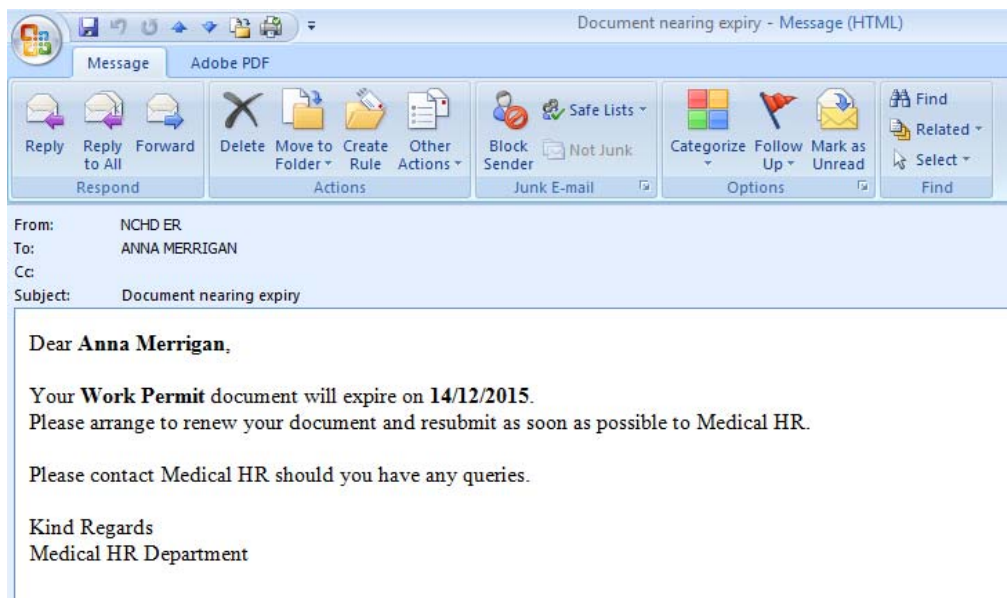
Rejected – This means that the document that has been uploaded by the NCHD has been rejected. The NCHD will receive an e-mail confirming the document has been rejected

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

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

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

Sample Emails issued to NCHDs



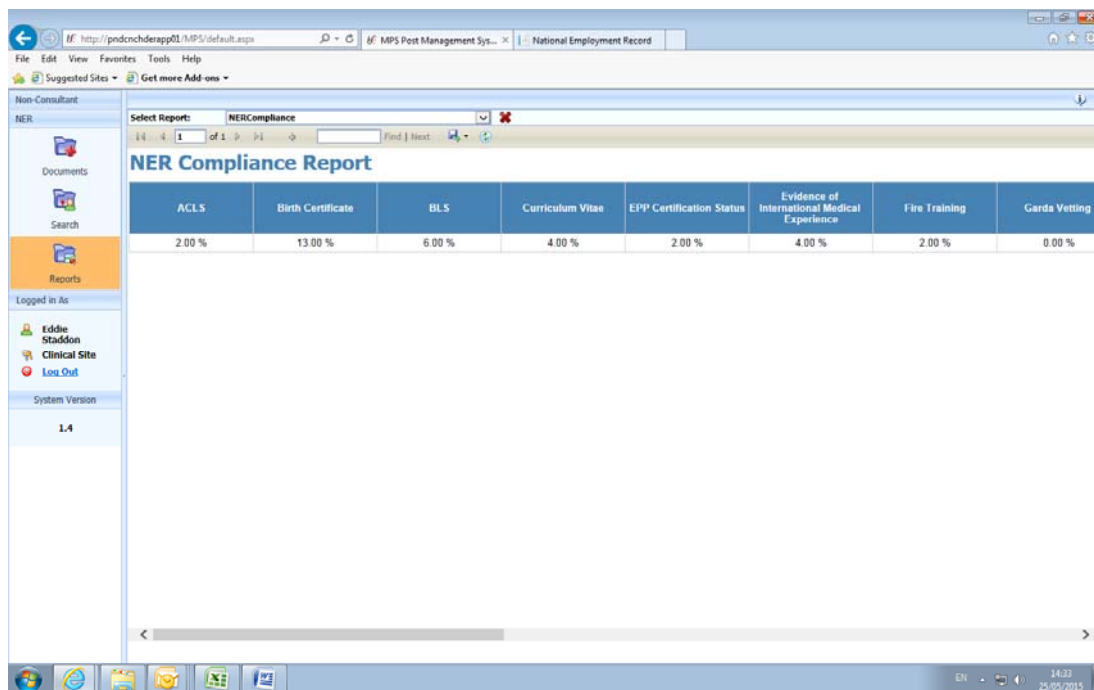
## 2.9 Reports

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

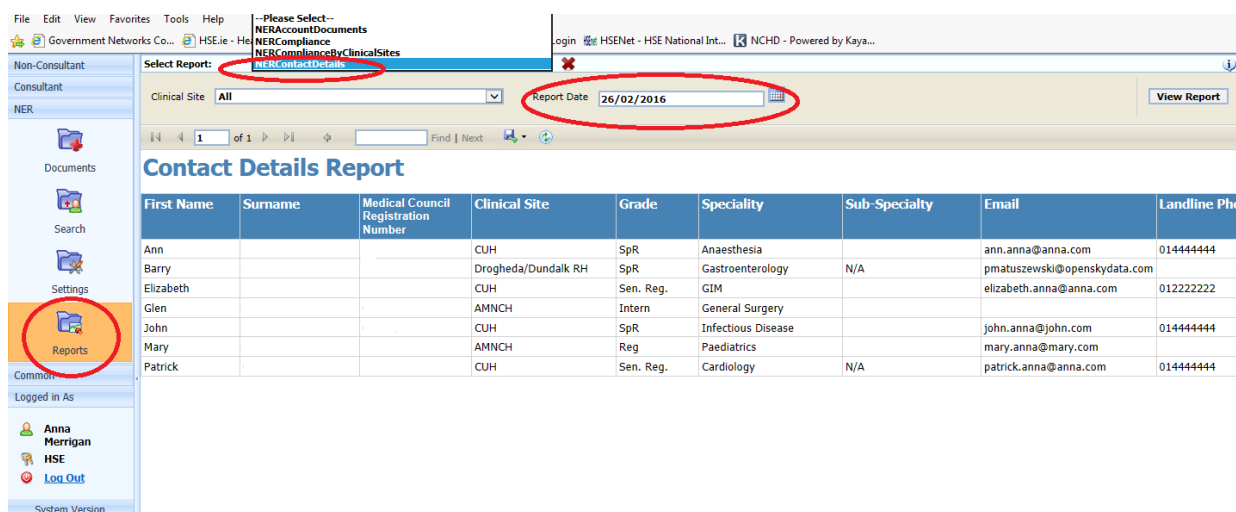
- (i) **NER Account documents** which provides a list of all NCHDs employed by you, including IMC number, and a colour coded status of each document type. Date filtering functionality available with this report will also allow you view those NCHDs previously in post and those due to take up a post (pre-starters) depending on the date entered.

Name	Medical Council Registration Number	ACLS	Birth Certificate	BLS	Curriculum Vitae	EPP Certification Status	Evidence of International Medical Experience	Fire Training	Garda Vett
Brian Brown		N	N	Y	N	N/A	N	N	N
Bugs Bunny		N	N	N	N	N	N	N	N
Donald Duck		N	Y	Y	N	N/A	Y	N	N
Eddie Staddon		N	Y	Y	Y	N	Y	Y	N/A
Geoffrey Watson	406607	N	N	N	N	N	N	N	N
Mickey Mouse		Y	N	Y	N	N	N	N	N
Mickey Mouse		Y	Y	Y	N	Y	Y	N	N
Muhammad Majeed	202839	Y	N	Y	N	Y	N	N	N
Tomas Lyons	304504	N	N	N	N	N	N	N	N

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



- (iii) **NER Contact Details** which will run a detailed contacts report of your NHCDs. Again, date filtering is available for this report so that you can see the contact details of your future starters provided you have matched them to a post on your site.



## 2.10 Help icon

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