

NDTP



Feidhmeannacht na Seirbhíse Sláinte  
Health Service Executive

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# NER Portal Quick Step User Guide for NCHDs

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## Section 1 - Introduction

The National Employment Record (NER) Portal was developed by HSE NDTP in response to one of the key recommendations of the MacCraith Report. The recommendation was based on feedback received directly from NCHDs. The system was specifically designed to minimise repetitive paperwork requirements for NCHDs and eliminate as much duplication as possible when rotating employers within the Irish Health System.

The purpose of the NER Portal is to allow NCHDs to interact virtually with their Medical HR Department and Occupational Health Department in order to process pre-employment screening documentation, as well as their financial supports for both the Training Supports Scheme (TSS) and Clinical Course and Exam Refund Scheme (CCERS).

The NER Portal is constantly being developed and updated. This user guide has been developed to assist NCHDs with using the following sections of the NER Portal:

- The NER Hire Form
- The Occupational Health Form
- Uploading and Updating Training Certificates

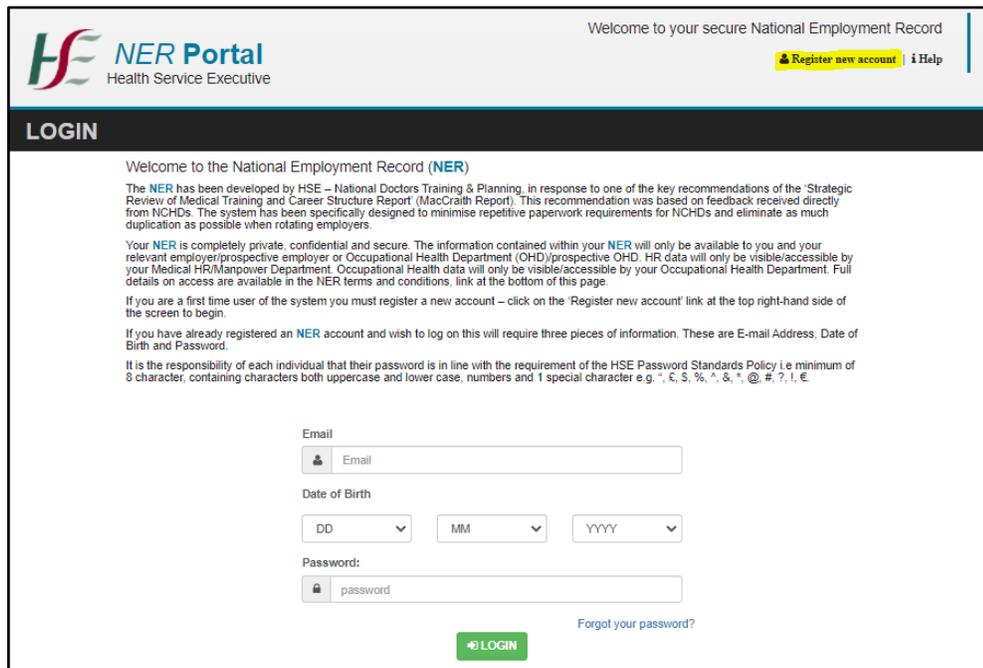
## Section 2– Registering a New NER Account

You can access the NER Portal from any PC, Laptop, Apple or Android device. The recommended browser when accessing NER is the latest version of Internet **Explorer** or **Google Chrome**.

### 2.1 Completing Registration Fields

To create an NER account, please follow the below steps:

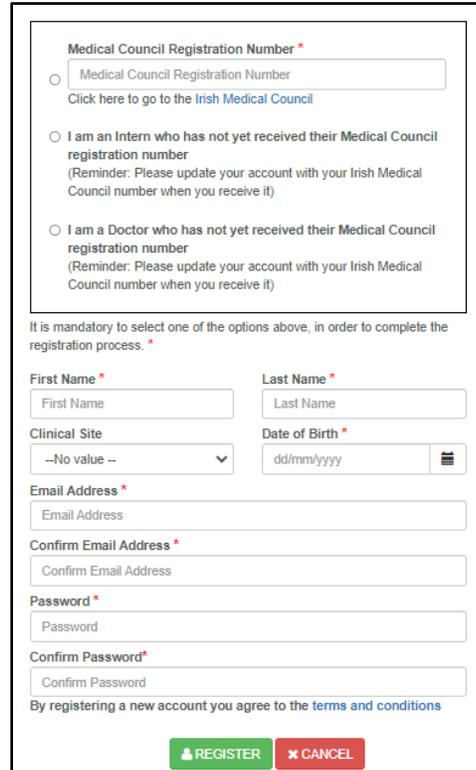
1. Visit [www.nchder.ie](http://www.nchder.ie) and click 'Register New Account' as shown in Figure 1. The screen as shown in Figure 2 will then be displayed



The screenshot shows the NER Portal Home Page. At the top left is the HSE logo and 'NER Portal Health Service Executive'. At the top right, it says 'Welcome to your secure National Employment Record' and has a 'Register new account' link and a 'Help' icon. Below this is a 'LOGIN' header. The main content area contains a welcome message and instructions for new and existing users. It includes a 'Forgot your password?' link. At the bottom, there are input fields for 'Email', 'Date of Birth' (with DD, MM, and YYYY dropdowns), and 'Password' (with a 'password' placeholder). A green 'LOGIN' button is at the bottom center.

Figure 1: NER Home Page

2. Enter all the mandatory details. Please note mandatory details are denoted by an asterisk.



The registration screen contains the following fields and options:

- Medical Council Registration Number \***
  - Medical Council Registration Number  
[Click here to go to the Irish Medical Council](#)
  - I am an Intern who has not yet received their Medical Council registration number  
(Reminder: Please update your account with your Irish Medical Council number when you receive it)
  - I am a Doctor who has not yet received their Medical Council registration number  
(Reminder: Please update your account with your Irish Medical Council number when you receive it)
- First Name \*** (Text input)
- Last Name \*** (Text input)
- Clinical Site** (Dropdown menu, currently showing "--No value --")
- Date of Birth \*** (Date picker, format dd/mm/yyyy)
- Email Address \*** (Text input)
- Confirm Email Address \*** (Text input)
- Password \*** (Text input)
- Confirm Password \*** (Text input)

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

Buttons: REGISTER (green), CANCEL (red)

**Figure 2:** Registration Screen for the NER Web Portal

3. Your Irish Medical Council (IMC) registration number should be entered when registering your NER account. If you have not yet been issued an IMC registration number (e.g. you are a recently appointed Intern and are awaiting registration) you may proceed with creating an account however, you must select an employment site from the Clinical Site Field. **As soon as you receive your IMC Number you must update your Hire Form with this information.**

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.

## 2.2 Creating a Password

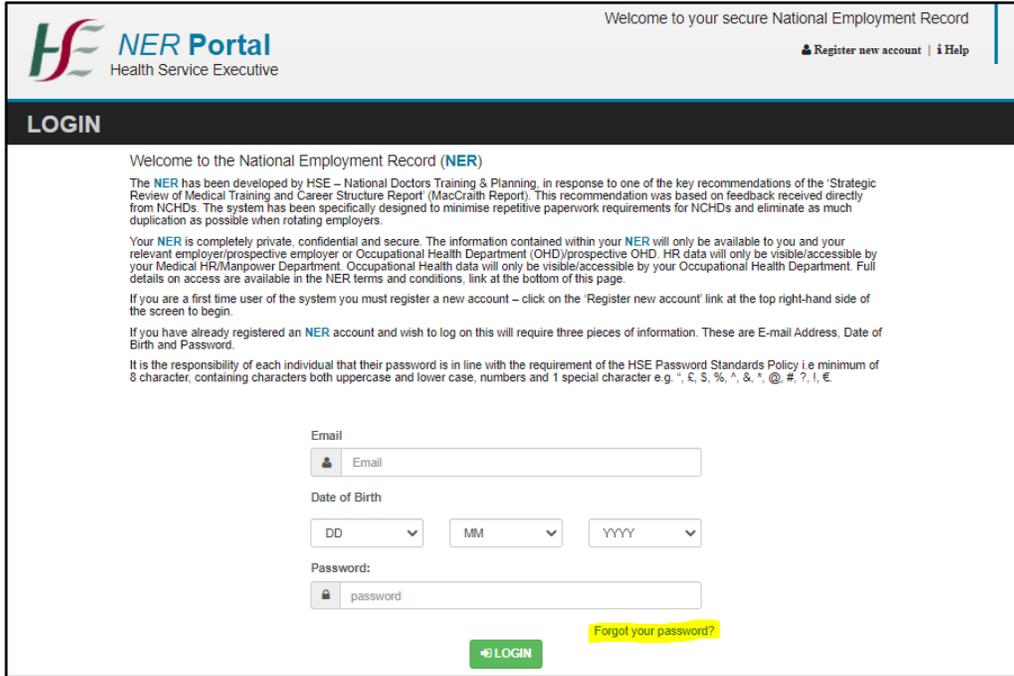
As part of the account setup process you will be required to provide your email address and date of birth. You must also create a password to access your NER account.

Please note the portal conforms to the HSE Password policy. Therefore your password 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.

## 2.3 Forgot Password

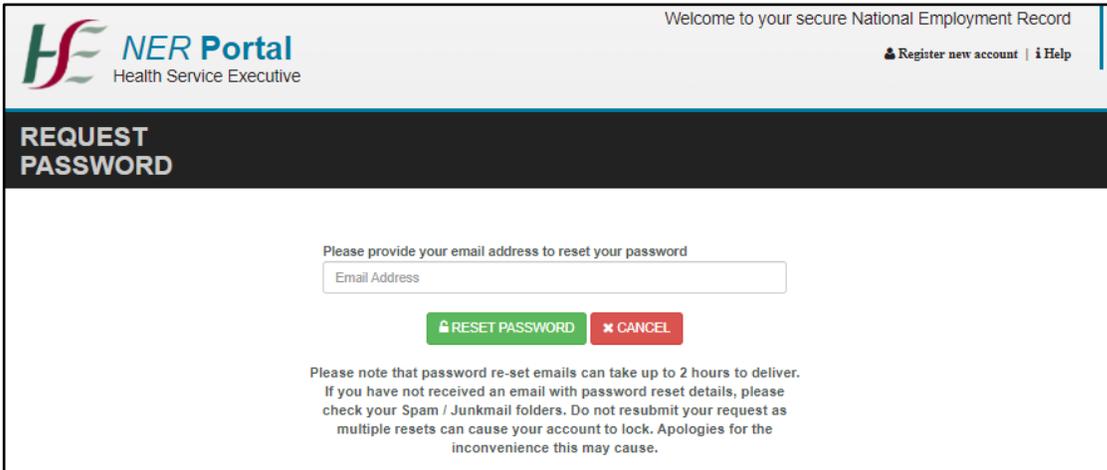
If you have forgotten your password please follow the below steps:

1. Click on the 'Forgotten Password' link beneath the logon fields as shown in Figure 3.



**Figure 3:** NER Home Page

2. You will be asked to enter the email address that is associated with your NER Account and click 'Reset Password' as shown in Figure 4.



**Figure 4:** Reset Password Screen

3. An email will be sent to you with a link to a 'Change Password' screen within 60 minutes (Please ensure to check Spam / Junk mail folders as email may appear here).

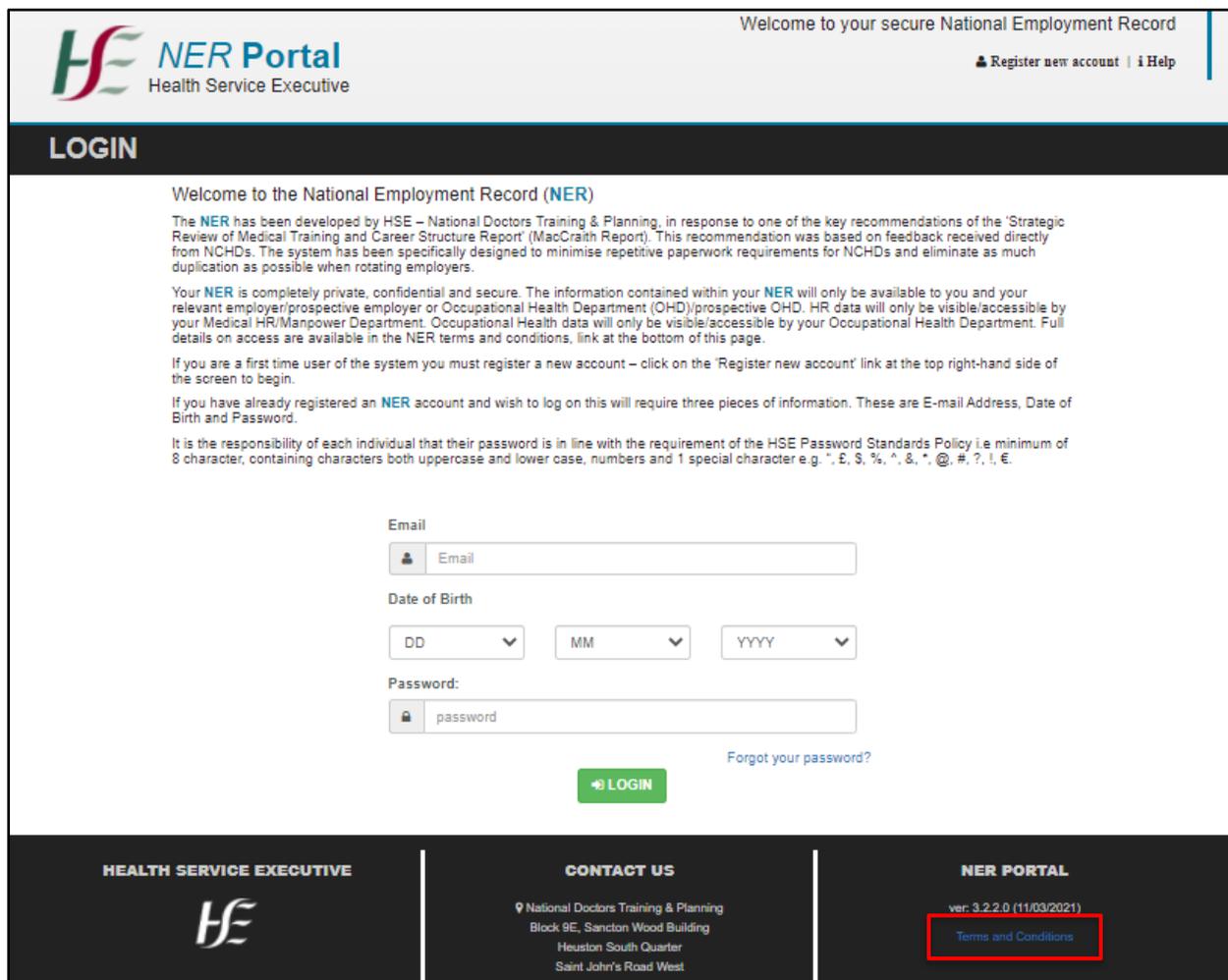
**Please do not click reset password more than once as this will result in your account being locked!**

## 2.4 Inactive NER Account

An NER Account becomes inactive after 365 days without the user logging in. If your account becomes inactive please contact your Medical HR Department to re-activate your account. If you do not have a Medical HR Department please contact [dime.team@hse.ie](mailto:dime.team@hse.ie).

## 2.5 Terms & Conditions

There is also a link to the T&Cs on the landing page and within your account on the Dashboard in the lower right hand section as shown in the images below. You must accept the T&Cs of the NER Portal in order to be able to create an NER Account.



Welcome to your secure National Employment Record

**NER Portal**  
Health Service Executive

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

### LOGIN

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 repetitive 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 or Occupational Health Department (OHD)/prospective OHD. HR data will only be visible/accessible by your Medical HR/Manpower Department. Occupational Health data will only be visible/accessible by your Occupational Health Department. Full details on access are available in the NER terms and conditions, link at the bottom of this page.

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.

It is the responsibility of each individual that their password is in line with the requirement of the HSE Password Standards Policy i.e. minimum of 8 character, containing characters both uppercase and lower case, numbers and 1 special character e.g. ", £, \$, %, ^, &, \*, @, #, ?, !, €.

Email

Date of Birth

Password:

[Forgot your password?](#)

[LOGIN](#)

**HEALTH SERVICE EXECUTIVE**

**CONTACT US**  
 National Doctors Training & Planning  
 Block 9E, Sancton Wood Building  
 Heuston South Quarter  
 Saint John's Road West

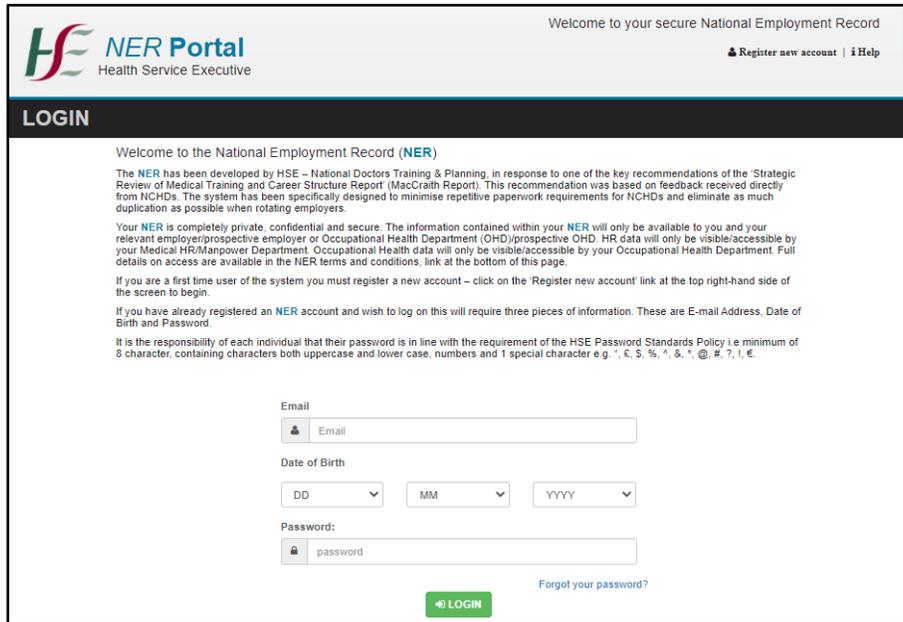
**NER PORTAL**  
 ver. 3.2.2.0 (11/03/2021)  
[Terms and Conditions](#)

Figure 5: Link to the NER Terms and Conditions for the NER Portal

## Section 3 – Accessing your NER Portal Account

### 3.1 Logon Screen

Following registration you can access your NER account at [www.nchder.ie](http://www.nchder.ie) by logging in using your email address, date of birth and password.



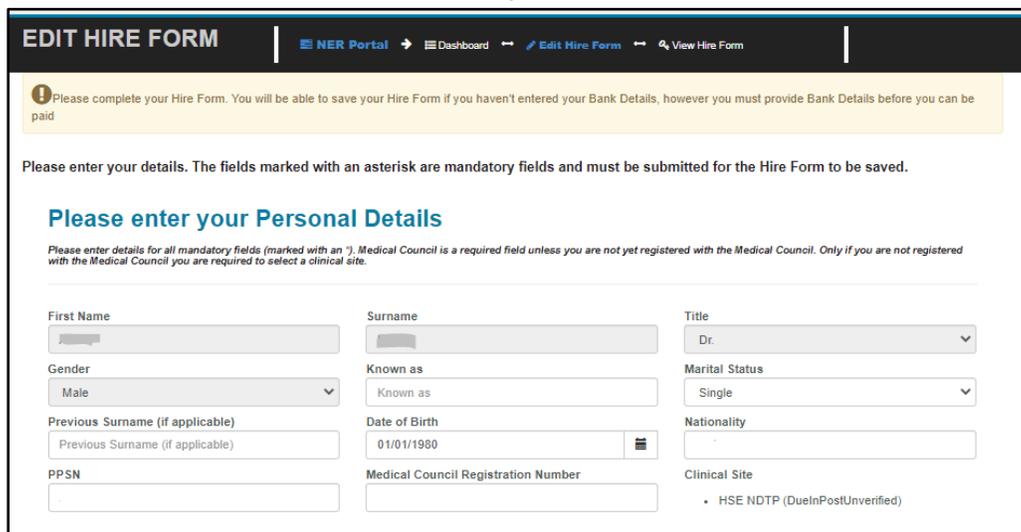
The screenshot shows the NER Portal login interface. At the top, it says 'Welcome to your secure National Employment Record' and includes links for 'Register new account' and 'Help'. The main heading is 'LOGIN'. Below this, there is a welcome message and several paragraphs of text explaining the system's purpose, confidentiality, and login requirements. The login form includes fields for 'Email', 'Date of Birth' (with dropdowns for DD, MM, and YYYY), and 'Password'. A 'Forgot your password?' link is located below the password field. A green 'LOGIN' button is at the bottom center.

Figure 6: NER Login Screen

### 3.2 NER Hire Form

Your Hire Form will automatically open when you first log in. Your Hire Form consists of four sections; Personal Details, Contact Details, Next of Kin, and Bank Account Details. You must complete all mandatory fields marked with an asterisk before you can save your Hire form.

If you leave some required (but non-mandatory) fields blank, you will receive a warning alert advising that whilst you can save your Hire Form, it will automatically open each time you access your NER Portal Account, until all sections are complete.



The screenshot shows the 'EDIT HIRE FORM' page. At the top, there is a navigation bar with 'NER Portal', 'Dashboard', 'Edit Hire Form', and 'View Hire Form'. A yellow warning box at the top states: 'Please complete your Hire Form. 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'. Below this, a message says: 'Please enter your details. The fields marked with an asterisk are mandatory fields and must be submitted for the Hire Form to be saved.' The main heading is 'Please enter your Personal Details'. A note below reads: 'Please enter details for all mandatory fields (marked with an \*). Medical Council is a required field unless you are not yet registered with the Medical Council. Only if you are not registered with the Medical Council you are required to select a clinical site.' The form contains several fields: 'First Name', 'Surname', 'Title' (dropdown), 'Gender' (dropdown), 'Known as', 'Marital Status' (dropdown), 'Previous Surname (if applicable)', 'Date of Birth' (with calendar icon), 'Nationality', 'PPSN', 'Medical Council Registration Number', and 'Clinical Site' (with a dropdown showing 'HSE NDTP (DuetnPostUnverified)').

Figure 7: NER Hire Form

### 3.2.1 Bank Account Details

In order to receive salary payments you must enter your Republic of Ireland Bank Account Details. BIC and IBAN account numbers are preferred however; bank account and sort codes may also be required by your Medical HR Department. Online converters are available to assist if required e.g. <https://ipsosepaservice.sentential.com/ipso/>

Please note your NER Portal is secure and protected by a Secure Socket Layer (SSL) certificate. You will notice 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 do not allow your browser to save your 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.

<b>Account Holder Name</b> <input type="text" value="TEST"/>	<b>Account Number</b> <input type="text" value="123456"/>	<b>Bank Identifier (BIC)</b> <input type="text" value="Bank Identifier (BIC)"/>
<b>Bank</b> <input type="text" value="BOI"/>	<b>IBAN</b> <input type="text" value="IBAN"/>	<b>Sort Code</b> <input type="text"/>
<b>Bank Address Line 1</b> <input type="text" value="Bank Address Line 1"/>	<b>Bank Address Line 2</b> <input type="text" value="Bank Address Line 2"/>	<b>Bank Address Line 3</b> <input type="text" value="Bank Address Line 3"/>
<b>Bank Address Line 4</b> <input type="text" value="Bank Address Line 4"/>		<b>Town/City</b> <input type="text" value="Town/City"/>
<b>County</b> <input type="text" value="--No value --"/>	<b>Post Code</b> <input type="text" value="Post Code"/>	<b>Country</b> <input type="text" value="Country"/>

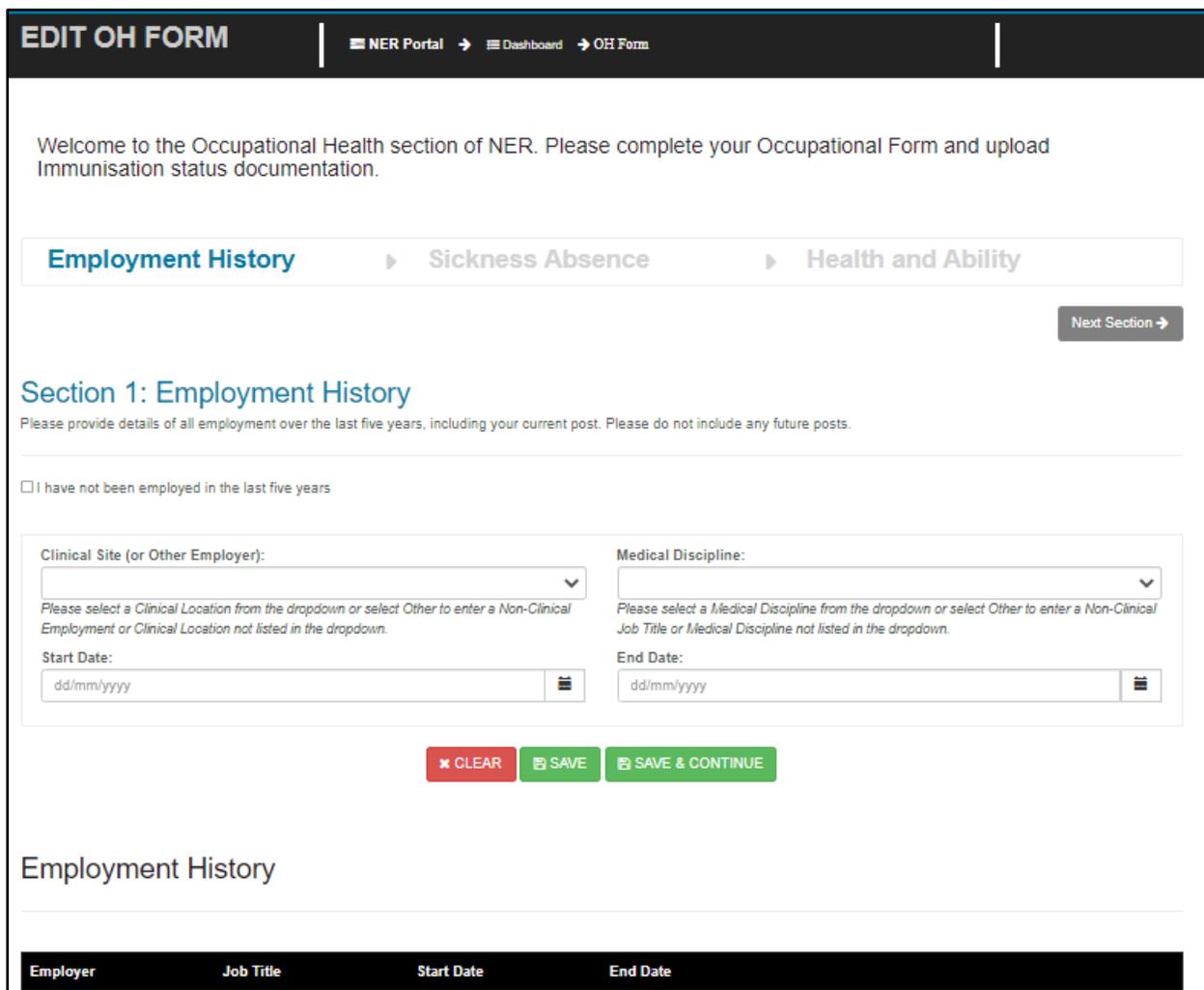
**Figure 8:** Bank Account Details Section of the Hire Form

### 3.3 Occupational Health Form

When the mandatory fields of the NER Hire Form are complete, you will be directed to the Occupational Health Section of NER. There are three sections to be completed in the Occupational Health Form; Employment History, Sickness Absence and Health and Ability.

#### 3.3.1 Section 1: Employment History

1. You should complete all necessary fields by entering any previous Employment Details
2. Or alternatively click on the checkbox 'I have not been employed in the last five years'.
3. You should click 'Save and Continue' to proceed to the next stage of the OH Form. Please note that by clicking 'Save' the Occupational Health Form will not be submitted to your Occupational Health Department.



**EDIT OH FORM** | NER Portal → Dashboard → OH Form

Welcome to the Occupational Health section of NER. Please complete your Occupational Form and upload Immunisation status documentation.

**Employment History** ▶ Sickness Absence ▶ Health and Ability

[Next Section →](#)

### Section 1: Employment History

Please provide details of all employment over the last five years, including your current post. Please do not include any future posts.

I have not been employed in the last five years

**Clinical Site (or Other Employer):**

Please select a Clinical Location from the dropdown or select Other to enter a Non-Clinical Employment or Clinical Location not listed in the dropdown.

**Start Date:**

**Medical Discipline:**

Please select a Medical Discipline from the dropdown or select Other to enter a Non-Clinical Job Title or Medical Discipline not listed in the dropdown.

**End Date:**

✖ CLEAR
💾 SAVE
💾 SAVE & CONTINUE

### Employment History

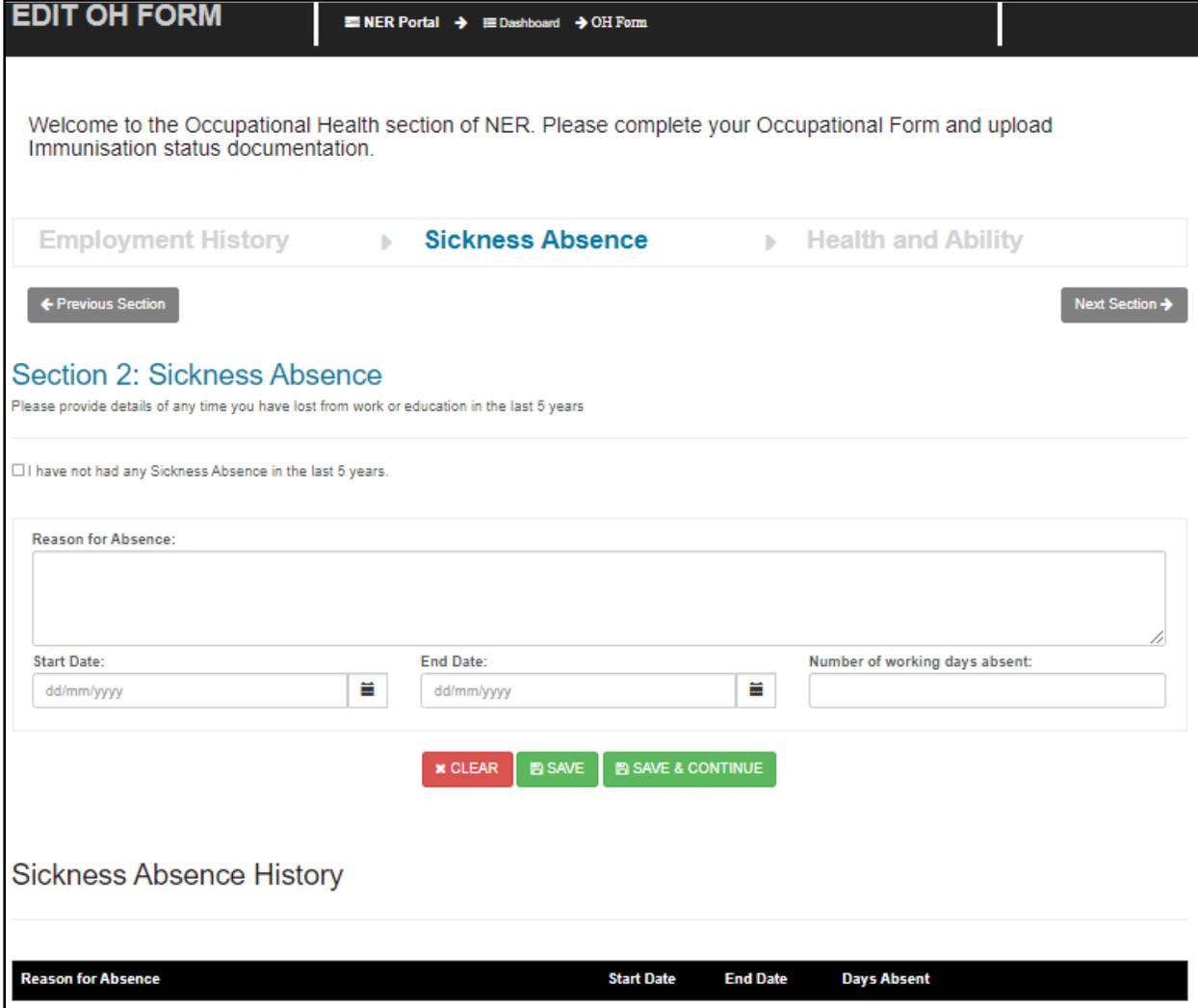
Employer	Job Title	Start Date	End Date

**Figure 9:** Employment History Section of the Occupational Health Form

### 3.3.2 Section 2: Sickness Absence Details

You will then be directed to the Sickness Absence Section.

1. You should enter the details of any Sickness Absence you have had in the last Five Years
2. Or alternatively click the checkbox 'I have not had any sickness in the last five years'.
3. To proceed to the next stage of the Occupational Health Form click 'Save and Continue'. Please note by clicking 'Save' the Occupational Health Form will not be submitted to your Occupational Health Department.



**EDIT OH FORM** | [NER Portal](#) → [Dashboard](#) → [OH Form](#)

Welcome to the Occupational Health section of NER. Please complete your Occupational Form and upload Immunisation status documentation.

[Employment History](#) ▶ **Sickness Absence** ▶ [Health and Ability](#)

[← Previous Section](#) [Next Section →](#)

### Section 2: Sickness Absence

Please provide details of any time you have lost from work or education in the last 5 years

I have not had any Sickness Absence in the last 5 years.

Reason for Absence:

Start Date:

End Date:

Number of working days absent:

### Sickness Absence History

Reason for Absence	Start Date	End Date	Days Absent
--------------------	------------	----------	-------------

Figure 10: Sickness & Absence Section of the Occupational Health Form

### 3.3.3 Section 3: Health and Ability

You will then be directed to a set of Health and Ability questions.

1. You should select 'Yes' or 'No' for each question in relation to information that affects your ability to perform your duties or if there are any adjustments required to your work environment. There is also space to provide further information if necessary.
2. If you select 'No' to the very first question, the remaining General Health Questions are collapsed and you will not be required to complete these remaining questions.
3. Please note that the TB related questions are all mandatory.
4. Click 'Continue/Proceed' to navigate to the Occupational Health Form submission screen as shown in Figure 11.

Welcome to the Occupational Health section of NER. Please complete your Occupational Form and upload Immunisation status documentation.

---

Employment History
▶ Sickness Absence
▶ Health and Ability

← Previous Section

## Section 3: Health and Ability Declaration

Please provide details of any health condition or disability

---

Yes  No      Are you aware of any health condition and/or disability that might affect your ability to undertake effectively the duties of the position that you have been offered, and that might require special adjustments to your work or your place of work?

Under HSE Policy we need to establish if you are at risk for either active or latent Tuberculosis (TB) that may require treatment. Please answer the following questions:

Yes  No      Have you ever been diagnosed with TB?

Yes  No      Do you have a BCG scar?

Yes  No      Do you have a family member or close contact who has been treated for TB in the past 2 years?

Yes  No      In the last 2 years have you had unexplained cough for more than three weeks?

Yes  No      In the last 2 years have you coughed up blood?

Yes  No      In the last 2 years have you suffered from unexplained weight loss?

Yes  No      In the last 2 years have you suffered from unexplained night sweats or fever?

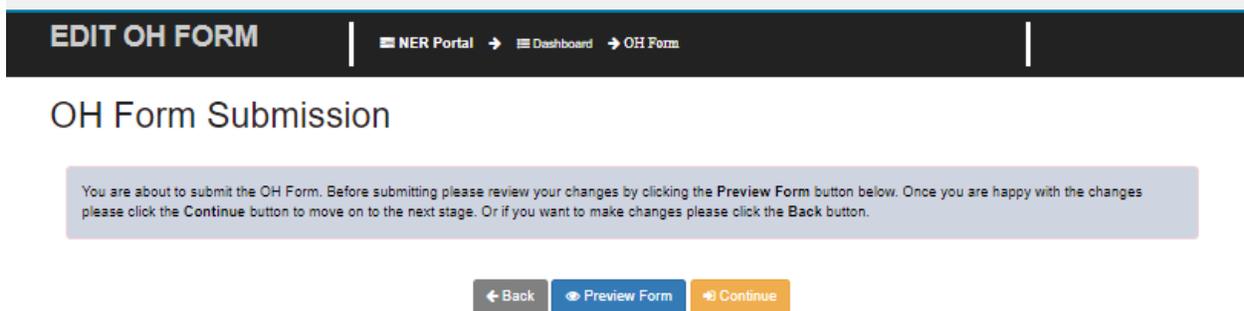
Yes  No      In the last two years have you lived in or visited a country other than Ireland for more than one month?

← Back
SAVE
Continue

**Figure 11:** Health and Ability Section of the Occupational Health Form

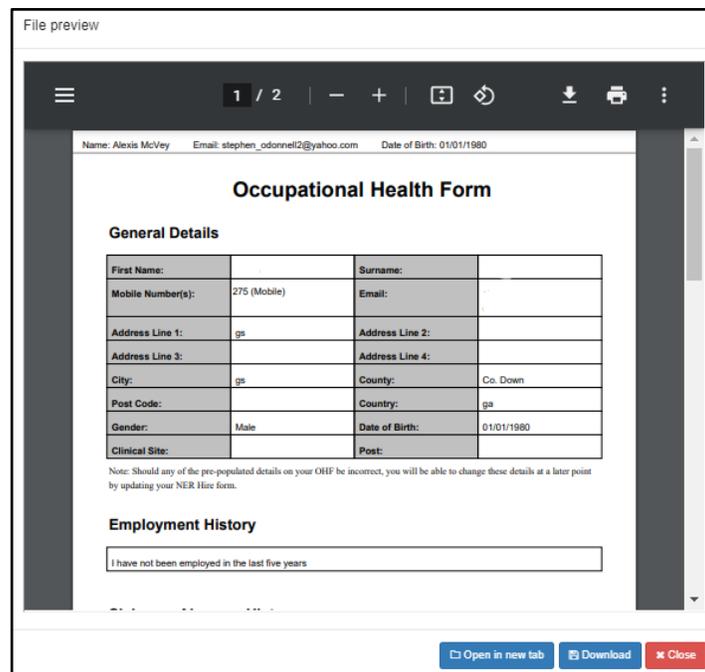
### 3.3.4 Occupational Health Form Submission

Once you have completed all the sections of the Occupational Health Form you will be navigated to the Occupational Health Form submission screen as shown below.



**Figure 12:** Submitting the Occupational Health Form

1. Should you wish to preview your Occupational Health Form in a PDF Document please click the blue 'Preview Form' button. You may need to have Adobe installed successfully in order to view the document as a PDF.



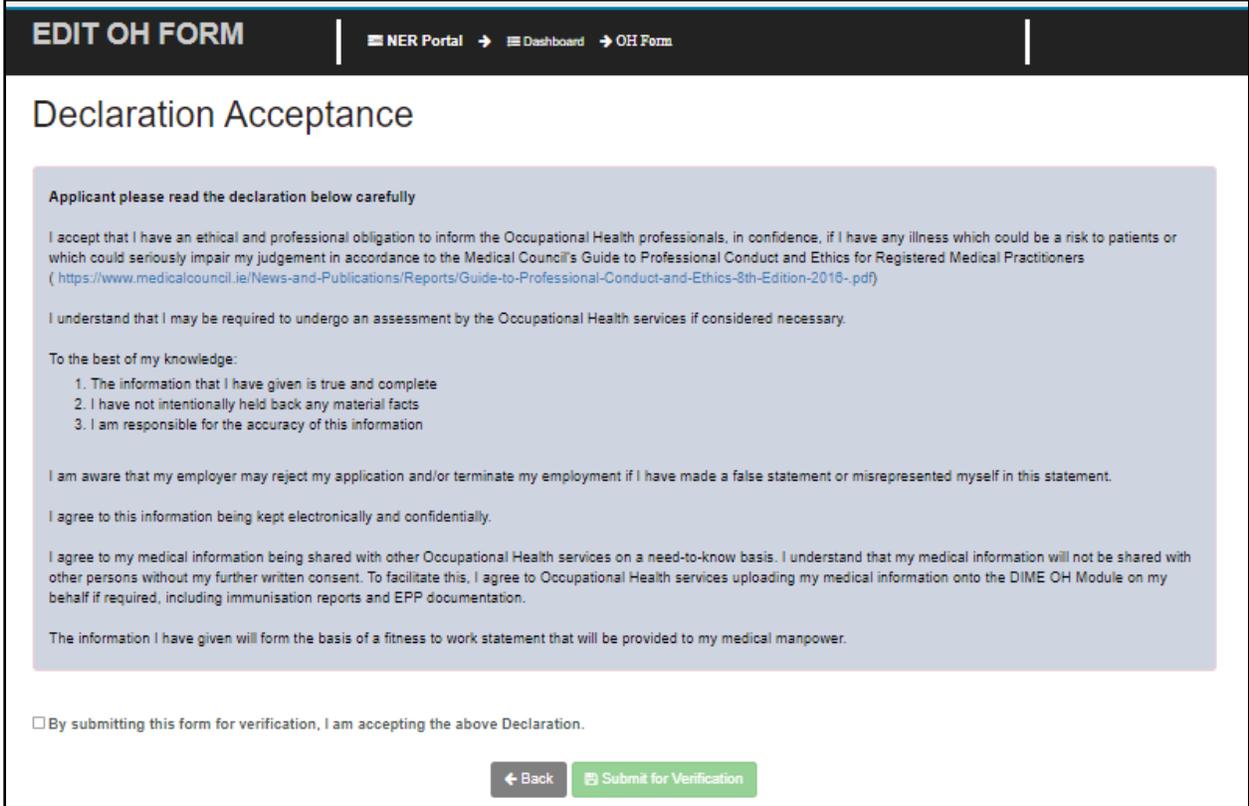
**Figure 13:** PDF format of Occupational Health Form

2. If you would like to make any changes to the information you have entered you can return to the appropriate section of the Occupational Health Form and update appropriately.
3. If you are happy with the information you have entered as part of the Occupational Health Form you can close the PDF by clicking the red 'Close' button. You should return to the Occupational Health Form Submission screen as shown in Figure 12.

### 3.3.5 Declaration

You will be required to sign an online Declaration before submitting your Occupational Health Form to your Occupational Health Department.

1. Once you are satisfied with the details you have entered, you should click the orange 'Continue/Proceed' button on the Occupational Health Submission screen (Figure 12).
2. You will then be invited to click on the checkbox to indicate that you accept the declaration.
3. Finally you should click 'Submit for Verification' to send the Occupational Health Form to your Occupational Health Department.



**EDIT OH FORM** | [NER Portal](#) → [Dashboard](#) → [OH Form](#)

## Declaration Acceptance

**Applicant please read the declaration below carefully**

I accept that I have an ethical and professional obligation to inform the Occupational Health professionals, in confidence, if I have any illness which could be a risk to patients or which could seriously impair my judgement in accordance to the Medical Council's Guide to Professional Conduct and Ethics for Registered Medical Practitioners (<https://www.medicalcouncil.ie/News-and-Publications/Reports/Guide-to-Professional-Conduct-and-Ethics-3th-Edition-2016-.pdf>)

I understand that I may be required to undergo an assessment by the Occupational Health services if considered necessary.

To the best of my knowledge:

1. The information that I have given is true and complete
2. I have not intentionally held back any material facts
3. I am responsible for the accuracy of this information

I am aware that my employer may reject my application and/or terminate my employment if I have made a false statement or misrepresented myself in this statement.

I agree to this information being kept electronically and confidentially.

I agree to my medical information being shared with other Occupational Health services on a need-to-know basis. I understand that my medical information will not be shared with other persons without my further written consent. To facilitate this, I agree to Occupational Health services uploading my medical information onto the DIME OH Module on my behalf if required, including immunisation reports and EPP documentation.

The information I have given will form the basis of a fitness to work statement that will be provided to my medical manpower.

By submitting this form for verification, I am accepting the above Declaration.

[← Back](#) [Submit for Verification](#)

Figure 14: Occupational Health Form Declaration Acceptance

### 3.4 Immunisation Status Documentation

You will be able to upload Immunisation status documentation, so that your Occupational Health Department may verify it. After submitting the Occupational Health form, you will be directed to the Immunisation Status screen as shown in Figure 15:

**VIEW DOCUMENT DETAILS**

NER Portal → View Document → Edit Hire Form → View Hire Form

### Immunisation Status

You will need to provide evidence of assessment for the following infectious diseases:

- TB
- Rubella
- Mumps
- Measles
- Varicella
- Hepatitis B (Anti-HBs)

If you already have previous evidence of assessment to the mentioned infectious diseases, please upload them now.

For Exposure Prone Procedure (EPP) clearance, in addition to above, you are required to provide evidence of assessment for:

- Hepatitis B (HBsAG and Anti-HBc)
- Hepatitis C (Anti-HCV)

Please take note that only evidence of EPP blood assessment carried out on an identity validated sample (IVS) from an Irish or UK Occupational Health service will be accepted for EPP clearance.

If you do not have sufficient evidence of assessment, please contact your new Occupational Health department in order to complete this. Contact details are available by clicking the view OHD Service Providers link at the top right hand corner of the screen.

Date uploaded

23/03/2021 10:14:41

Document Name:

Document Type:

### Attachments

File Name	Name	Added Date	<input type="button" value="Upload attachments"/>
-----------	------	------------	---

Figure 15: Adding Immunisation Status

1. To upload a document click the 'Upload Attachments' button and then the blue 'Choose File' button and select the appropriate document from your desktop.
2. You can edit the document name if necessary then click 'Next'
3. Once you are happy click the green 'Save' button to submit to your Occupational Health Department for verification.

**ADD DOCUMENT**

NER Portal → Add Document

### Please add document details

Document Name:

Document Type:

Figure 16: Editing the Immunisation Document Title

### 3.5 EPP Clearance

Once you have submitted your immunisation documentation and if you are considered EPP required, a pop-up message (as shown in Figure 17) will display saying that EPP clearance must be received before commencing employment. After clicking 'OKAY', you will be redirected to the NER Portal Dashboard.

***Please note that the Occupational Health form and Immunisation Document Status are marked as Submitted however, your EPP Certificate will be uploaded by your Occupational Health Department if appropriate.***

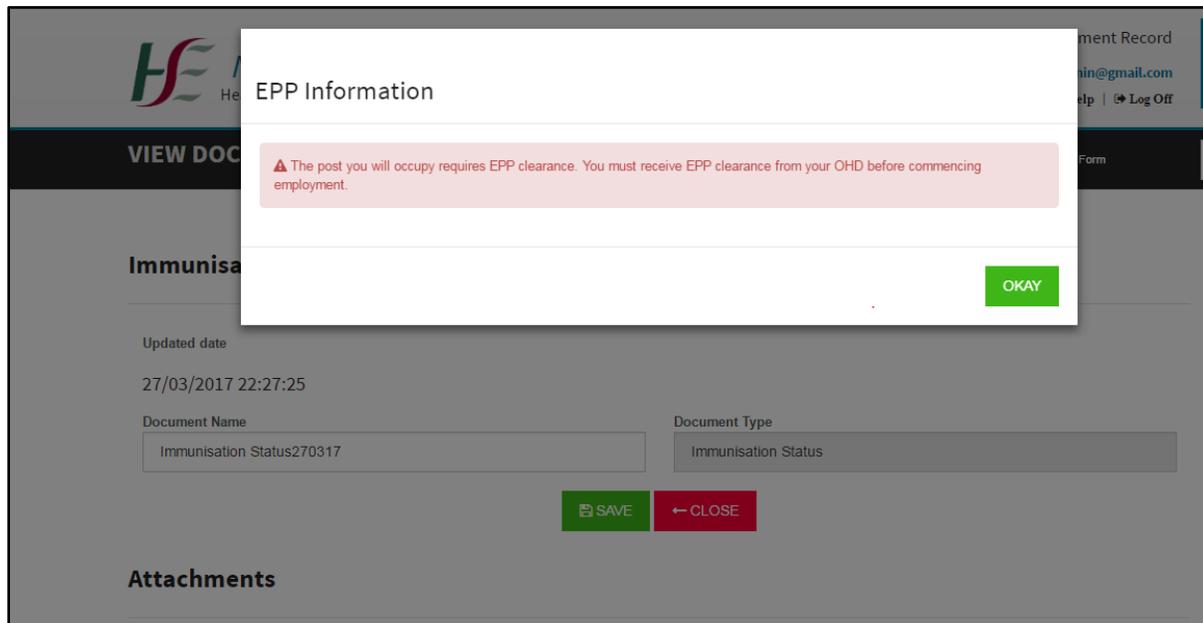


Figure 17: EPP Clearance Required Pop-Up

### 3.6 Portal Dashboard

When you save your Hire Form the system automatically brings you to your NER Portal Dashboard as shown in Figure 18. If you have fully completed your Hire Form, each time you login you will be brought directly to the NER Portal Dashboard.

## My Documents

● Missing or Expired ● Rejected ● Submitted ▲ Warning: document nearing expiry ✓ Verified

Employment Documents	Occupational Health Documents																		
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Hire Form</td><td style="text-align: center;">?</td><td style="text-align: right;">Edit</td></tr> <tr><td>Garda Vetting</td><td style="text-align: center;">-</td><td></td></tr> <tr><td>Work Permit</td><td style="text-align: center;">-</td><td style="text-align: right;">View</td></tr> </table>	Hire Form	?	Edit	Garda Vetting	-		Work Permit	-	View	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Occupational Health Form</td><td style="text-align: center;">-</td><td style="text-align: right;">Edit</td></tr> <tr><td>Immunisation Status</td><td style="text-align: center;">?</td><td style="text-align: right;">View / Edit</td></tr> <tr><td>EPP Certificate</td><td style="text-align: center;">-</td><td></td></tr> </table> <p style="font-size: x-small; margin-top: 5px;">                     The Occupational Health Section of your Dashboard is only accessible by your Occupational Health Department. Information contained within the Occupational Health Form and documents uploaded to this section of the NER Portal are confidential between you and Occupational Health and will not be accessible or visible by Medical HR.                 </p>	Occupational Health Form	-	Edit	Immunisation Status	?	View / Edit	EPP Certificate	-	
Hire Form	?	Edit																	
Garda Vetting	-																		
Work Permit	-	View																	
Occupational Health Form	-	Edit																	
Immunisation Status	?	View / Edit																	
EPP Certificate	-																		

Training Certificates					
ACL 8	-	Edit	APL 8	✓	Edit
BL 8	-	Add	Compass/NEW 8	-	Add
Fire Training	-	Edit	GDPR	-	Add
Haemovigilance Training	-	Add	Hand Hygiene	✓	Edit
Open Disclosure	-	Edit	Patient Handling	✓	Edit
Radiation Protection	-	Edit	Sepsis	✓	Edit
Children First Training Certificate	-	Add	Professional Competency Scheme Enrolment (PC 8)	-	Add

Personal Details & Other Documents	Education and Training Financial Supports																							
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Scanned Passport</td><td style="text-align: center;">-</td><td style="text-align: right;">Add</td></tr> <tr><td>Birth Certificate</td><td style="text-align: center;">-</td><td style="text-align: right;">Add</td></tr> <tr><td>GNIB</td><td style="text-align: center;">-</td><td style="text-align: right;">Edit</td></tr> <tr><td>International English Language Testing System (IELTS) Certificate</td><td style="text-align: center;">✓</td><td style="text-align: right;">Edit</td></tr> <tr><td>Curriculum Vitae</td><td style="text-align: center;">-</td><td style="text-align: right;">Add</td></tr> <tr><td>Evidence to Support Incremental Credit</td><td style="text-align: center;">-</td><td style="text-align: right;">Add</td></tr> <tr><td>Other</td><td style="text-align: center;">-</td><td style="text-align: right;">Add</td></tr> </table>	Scanned Passport	-	Add	Birth Certificate	-	Add	GNIB	-	Edit	International English Language Testing System (IELTS) Certificate	✓	Edit	Curriculum Vitae	-	Add	Evidence to Support Incremental Credit	-	Add	Other	-	Add	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; padding: 20px;">   <b>TRAINING SUPPORT SCHEME (TSS)</b> </td> <td style="text-align: center; padding: 20px;">   <b>CLINICAL COURSE AND EXAM REFUND SCHEME (CCERS)</b> </td> </tr> </table>	 <b>TRAINING SUPPORT SCHEME (TSS)</b>	 <b>CLINICAL COURSE AND EXAM REFUND SCHEME (CCERS)</b>
Scanned Passport	-	Add																						
Birth Certificate	-	Add																						
GNIB	-	Edit																						
International English Language Testing System (IELTS) Certificate	✓	Edit																						
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Evidence to Support Incremental Credit	-	Add																						
Other	-	Add																						
 <b>TRAINING SUPPORT SCHEME (TSS)</b>	 <b>CLINICAL COURSE AND EXAM REFUND SCHEME (CCERS)</b>																							

Figure 18: NER Dashboard Screen

### 3.7 Uploading a Document to the Dashboard

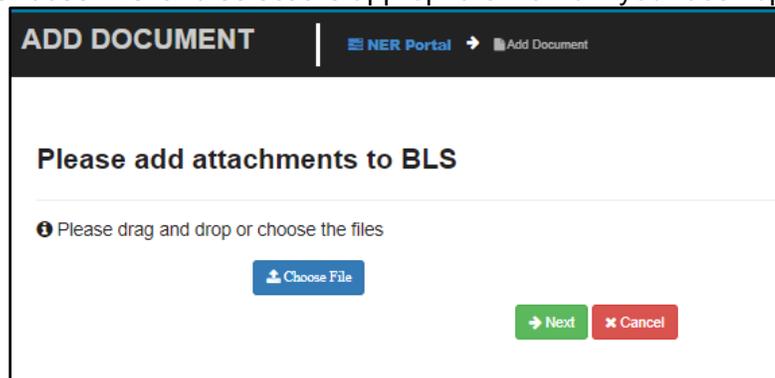
You should use the Dashboard to upload all of your relevant documents/certificates. There are three main sections to upload such documents/certificates; Personal Details, Training Certificates and Other Documents.

To upload a document for the first time, please see the below steps:

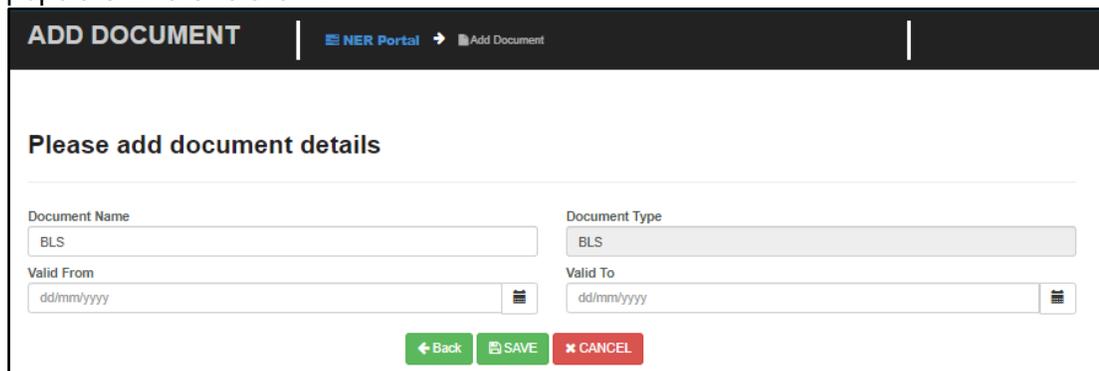
1. Click 'Add' on your dashboard beside the relevant certificate you want to upload as shown below.



2. Then click 'Choose File' and select the appropriate file from your desktop.



3. Once you have selected the appropriate document you can enter the document title and click 'Next'.
4. Enter the document valid from date if applicable. The valid to date will automatically populate where relevant.



5. Finally click 'Save' to submit the document to your Medical HR Department for verification

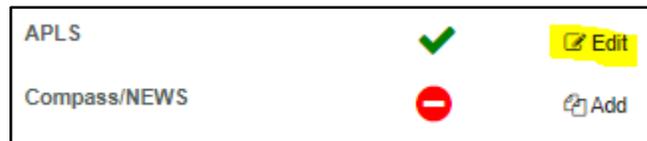
**Only documents saved as pdf or jpeg will be accepted by NER. All other document types including MS Word cannot be uploaded. Please note that the maximum size of any individual file is 5mb.**

Your Medical HR Department will upload the required documents in the Employment Documents section.eg Garda Vetting, Work Permit. You will **not** be able to upload these documents.

You can also view and edit your Hire Form and remove incorrectly uploaded documents prior to verification by your Medical HR Department and replace documents as necessary.

To replace a previously uploaded document please see the below steps:

1. Click 'Edit' on your dashboard beside the relevant certificate you want to upload. Please note you will only be able to edit a document that has not yet been verified or a document that is no longer valid.



2. Click the 'Add Attachment' link on the black banner

### Document details

Date uploaded  
09/10/2020 09:42:35

Document Name:  Document Type:

Valid From:  Valid To:

the dates entered refer to the most recently uploaded doc

[← 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	<a href="#" style="color: white;">Upload attachments</a>
NDTP DIME TEST Document.pdf	NDTP DIME TEST Document.pdf	08/10/2020 17:57:54	<a href="#">View</a> <a href="#">Download</a>

3. Then click 'Choose File' and select the appropriate file from your desktop.

### Upload documents for APLS

Valid From:

Valid To:

**Please drag and drop or choose the files**

[Choose File](#)

4. Once you have selected the appropriate document you can enter the document title and click 'Next'.
5. Enter the document valid from date if applicable. The valid to date will automatically populate where relevant.
6. Finally click 'Save' to submit the document to your Medical HR Department for verification

Please note that there are mandatory documents such as Children's First, Fire Safety Training etc that must be uploaded to your portal. Some other documents may be marked as 'Not Required' by your Medical HR department and thus they will not be visible on your NER Portal. If you have any questions regarding your NER Portal documents please contact your Medical HR Department.

### **3.8 Email Reminders**

In order to assist you in keeping your portal account up to date you will receive emails automatically from NER reminding you when documents are nearing expiry or expired.

Some of the documents associated with warning emails are:

- Occupational Health Documentation
- Garda Vetting
- Mandatory Training Certificates
- Work Permits / GNIB Documents if applicable.

Your dashboard symbols will also change depending on the status of your documents (i.e. valid, nearing expiry, expired or rejected).

As soon as you update your document the email reminders will cease.

## Section 4 – Your Medical HR & Occupational Health Departments

### 4.1 Your Employer’s Access

Your Medical HR Department will now be able to view and verify your NER Hire Form and Training Certificates once uploaded to your NER Portal. They will also upload your work permit and Garda vetting documentation on your behalf as you will not have the functionality to upload these documents yourself.

Your Occupational Health Departments will now be able to view and verify your Occupational Health Form and Immunisation status documentation. They will also upload your EPP certificate, if appropriate, on your behalf as you will not have the functionality to upload this document yourself.

You will notice that there is a legend at the top of your dashboard explaining the meaning of the symbols associated with the status of your documents.

### 4.2 Document Status Symbols Explained

Symbol	Explanation
	<b>Missing or Expired:</b> The document in question has never been uploaded or has now expired and needs to be replaced.
	<b>Rejected:</b> The document in question has been rejected by your Medical HR Department. You will receive an email explaining why eg document illegible or incorrect document type uploaded.
	<b>Submitted:</b> The document in question has been submitted to your Medical HR Department and is awaiting verification.
	<b>Warning:</b> The document in question is nearing expiry i.e. within the next 3 months.
	<b>Verified:</b> The document in question has been viewed by your Medical HR Department and is in date

### 4.3 Further Assistance

If you have any queries or require assistance, please contact your local Medical HR Department.

NDTP have also developed a FAQ guide which is available on our website [www.hse.ie/doctors](http://www.hse.ie/doctors).