



Feidhmeannacht na Seirbhíse Sláinte  
Health Service Executive



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# Portal Quick Step User Guide

## *National Employment Record (NER)*



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## **Contents**

<b>Section 1 – Registering a new account.....</b>	<b>3</b>
1.1 NER Portal Website Address.....	3
1.2 Registration link.....	3
1.3 Completing Registration Fields .....	3
1.4 Creating a password.....	3
1.5 Terms & Conditions .....	4
<b>Section 2 – Accessing your NER portal account.....</b>	<b>5</b>
2.1 Logon screen .....	5
2.2 NER Hire Form .....	5
2.3 Bank Account Details .....	6
2.4 Portal Dashboard.....	7
2.5 Uploading a Document to the dashboard .....	8
2.6 Email Reminders.....	9
<b>Section 3 – Your Medical HR Department.....</b>	<b>9</b>
3.1 Your employer’s access .....	9
3.2 Document Status Symbols explained.....	10
3.3 Further Assistance .....	10

## Section 1 – Registering a new account

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

### 1.1 NER Portal Website Address

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

### 1.2 Registration link

The landing page below will appear. Click 'register new account'

Use the 'i Help' icon on the top right hand side of the screen at any time if you require assistance.

### 1.3 Completing Registration Fields

Once you have clicked the 'Register new account' button please complete the required fields to register (marked with an asterisk).

Your Irish medical council registration number should be entered when registering your portal 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 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 do enter your IMC registration number, the First Name, Last Name and Clinical Site fields will automatically populate with your details. These fields will be grayed out and you will not be required to enter this data.

### 1.3 Creating a password

You are required to provide your email address and date of birth. You must also create a password to access your portal 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.

#### 1.4 Terms & Conditions

By registering an account you are agreeing to the terms and conditions of the NER Portal Account. You should read the terms and conditions of use before completing registration. Follow the link above the 'Register' button to view the T&Cs.

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.



Welcome to National Employment Record

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

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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 logon 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 \***

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

**First Name \***

**Last Name \***

**Email Address \***

**Date of Birth**

**Clinical Site**

**Password \***

**Confirm Password \***

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

REGISTER
CANCEL

## Section 2 – Accessing your NER portal account

### 2.1 Logon screen

Following registration you can access your NER account by logging in using your email address, date of birth and password.

### 2.2 NER Hire Form

Your Hire Form will automatically open. You must complete all mandatory fields marked with an asterisk before you can save your Hire form. You should complete each section, Personal Details, Contact Details, Next of Kin, and Bank Account Details.

If you leave some required (but not 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.

EDIT HIRE FORM

[NER Portal](#) → [Dashboard](#) ↔ [Edit Hire Form](#) ↔ [View Hire Form](#)

**!** Please complete your Hire Form. As soon as you receive your Medical Council Registration Number please input this data. You will not be able to commence employment if you have not entered your Medical Council Number

Please enter your details. The fields marked with an asterisk are mandatory fields and must be submitted for the Hire Form to be saved.

### Please enter your Personal Details

*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.*

<p>First Name <input type="text" value="Anna"/></p>	<p>Surname <input type="text" value="Merrigan"/></p>	<p>Title <input type="text" value="Dr."/></p>
<p>Gender <input type="text" value="Female"/></p>	<p>Known as <input type="text" value="Known as"/></p>	<p>Marital Status <input type="text" value="Single"/></p>
<p>Previous Surname (if applicable) <input type="text" value="Previous Surname (if applicable)"/></p>	<p>Date of Birth <input type="text" value="14/08/1983"/></p>	<p>Nationality <input type="text" value="Irish"/></p>
<p><b>Medical Council Registration Number</b> <input type="text" value="Medical Council Registration Number"/></p>	<p>Clinical Site <input type="text" value="CUH"/></p>	<p>PPSN <input type="text" value="1234567T"/></p>

### Please enter your Contact Details

*Please complete all mandatory fields. At least one contact phone number is mandatory and must be entered or the Hire Form cannot be saved.*

## 2.3 Bank Account Details

In order to receive salary payments you must enter your Bank Account Details. Please use your BIC and IBAN account numbers (bank account and sort codes will also be accepted), you can use an online converter <https://ipsosepaservice.sentenial.com/ipso/> to assist you if you do not know the relevant BIC and IBAN.

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.

Account Holder Name Anna Merrigan	Account Number 12345633	Bank Identifier (BIC) Bank Identifier (BIC)
Bank Bank of Banks	IBAN IBAN	Sort Code 111111
Bank Address Line 1 Bank Street	Town/City Bank Town	County Co. Cavan
Bank Address Line 2 Bank Address Line 2	Post Code Post Code	Country Ireland
Bank Address Line 3 Bank Address Line 3		
Bank Address Line 4 Bank Address Line 4		

SAVE

CANCEL

<p>HEALTH SERVICE EXECUTIVE</p> 	<p>CONTACT US</p> <p>National Doctors Training and Planning Dr. Steevens' Hospital, Dublin 8</p> <p><a href="http://www.hse.ie/doctors">www.hse.ie/doctors</a></p> <p><a href="mailto:doctors@hse.ie">doctors@hse.ie</a></p>	<p>NER PORTAL</p> <p>ver: 1.1.7.24336 (05/02/2016)</p> <p><a href="#">Terms and Conditions</a></p>
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## 2.4 Portal Dashboard

When you save your Hire Form the system automatically brings you to your Portal Dashboard (see screen below)

## My Documents

⊖ Missing or Expired 
 ⚡ Rejected 
 ? Submitted 
 ⚠ Warning 
 ✓ Verified

Employment Documents		
Hire Form	<span style="color: blue;">?</span>	<a href="#">Edit</a>
Garda Vetting	<span style="color: green;">✓</span>	<a href="#">View</a>
Occupational Health Certification Status	<span style="color: red;">⊖</span>	<a href="#">View</a>
EPP Certification Status	<span style="color: red;">⊖</span>	<a href="#">View</a>
Work Permit	<span style="color: red;">⊖</span>	<a href="#">View</a>

Personal Details		
Scanned Passport	<span style="color: blue;">?</span>	<a href="#">Edit</a>
Birth Certificate	<span style="color: blue;">?</span>	<a href="#">Edit</a>
GNIB	<span style="color: red;">⊖</span>	<a href="#">Edit</a>
International English Language Testing System (IELTS) Certificate	<span style="color: red;">⊖</span>	<a href="#">Add</a>

Training Certificates		
BLS	<span style="color: green;">✓</span>	<a href="#">Edit</a>
ACLS	<span style="color: red;">⊖</span>	<a href="#">Add</a>
Hand Hygiene	<span style="color: red;">⊖</span>	<a href="#">Edit</a>
Fire Training	<span style="color: red;">⊖</span>	<a href="#">Edit</a>
Patient Handling	<span style="color: blue;">?</span>	<a href="#">Edit</a>
Radiation Protection	<span style="color: blue;">?</span>	<a href="#">Edit</a>
Haemovigilance Training	<span style="color: blue;">?</span>	<a href="#">Edit</a>
APLS	<span style="color: red;">⚡</span>	<a href="#">Edit</a>

Other Documents		
Curriculum Vitae	<span style="color: red;">⊖</span>	<a href="#">Add</a>
Evidence of International Medical Experience	<span style="color: red;">⊖</span>	<a href="#">Add</a>
Other	<span style="color: red;">⊖</span>	<a href="#">Add</a>

### 2.5 Uploading a Document to the dashboard

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

You can upload your documentation in two ways; by taking a Photo or by scanning and saving a document to your device.

- (i) First you should click 'Add' on your dashboard beside the relevant certificate
- (ii) Then click 'Choose File'
- (iii) You will be given the option to either take a photo if your device has a camera (e.g. phone or tablet) or select the relevant document from your system
- (iv) If you take a photo of your certificate you will be given an option to either retake or use the picture
- (v) If you select a certificate already saved to your system, you must 'Choose' the file from the location it has been saved in, then click 'Open' and 'Upload'
- (vi) Once you have selected the photo or saved document, you can then enter the document name, click the 'Next' button
- (vii) Enter the document valid from date if applicable (the valid to date will automatically populate where relevant)
- (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)

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

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.

## 2.6 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 (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, Garda Vetting, and if applicable, EPP, Work Permit and GNIB.

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

## Section 3 – Your Medical HR Department

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### 3.1 Your employer's access

Your Medical HR Department can link to your NER Account in order to view your NER Hire Form and verify documents you have uploaded. You will notice that there is a legend at the top of your dashboard explaining the meaning of the symbols associated to the status of your documents.

### 3.2 Document Status Symbols explained

If your dashboard displays a 'No Entry' symbol (red circle with a white dash) this means that either your document is missing or expired.

If there is a 'Thumbs Down' symbol, your document has been rejected by Medical HR and you will receive an email explaining why (e.g. document illegible or incorrect document type).

A 'Warning' symbol (amber triangle with exclamation mark) indicates your document is nearing expiry (within the next three months).

Finally a 'Verified' symbol (green tick) indicates your document has been viewed and verified by your Medical HR Department and is in date.

 Missing or Expired  Rejected  Submitted  Warning  Verified

### 3.3 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) within the 'Medical Practitioners System' folder which you may find valuable.