



Feidhmeannacht na Seirbhíse Sláinte  
Health Service Executive



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# Personal Information & Documentation on DIME-NER

*National Employment Record (NER) Module*



HSE National Doctors Training and Planning

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# Personal Information & Documentation on DIME-NER

## *National Employment Record (NER) Module*

### **Purpose**

The National Employment Record (NER) was introduced following a recommendation highlighted in the strategic review of medical training and career structures (MacCraith Report). It has been designed to reduce the repetitive completion of paperwork by NCHDs rotating to different hospitals/employers.

Using the NER allows NCHDs to interact virtually with Medical HR in their place of employment. The system allows for completion of a mandatory hire form online, together with the ability to upload mandatory documents and certificates for verification by Medical HR.

Medical HR can also link in with an NCHDs NER account to upload mandatory documentation such as Garda Vetting for example.

The NER also includes Occupational Health functionality, which allows NCHDs to complete pre-employment health assessment via the system, and upload immune status documentation.

There is also a Training Supports Scheme section on the Portal which enables NCHDs to submit funding claims covered under the Training Supports Scheme by completing an online application form and uploading supporting documentation such as receipts and certificates of attendance.

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 for example for Internet Banking/Credit Card transactions. Your occupational health details form and certificates are only viewable by your employer's Occupational Health Department and all other details are only viewable by your Medical HR department. Occupational Health data will be processed by your Occupational Health Department and the outcome of this will be viewable by your Medical HR department. Your Occupational Health data will be viewable by your **current** employer's Occupational Health Department, any future employer's Occupational Health Department when you have been matched to your next rotation and the national administrators of the system within NDTP have 'super user' rights to oversee all other database users, to provide a help desk function to Occupational Health DIME users and to run statistical reports at a national level. Your current employer's Occupational Health Department will have access to your account for 60 days post employment to allow them add any residual documents after you have moved to your next post.

All other data will be processed by your Medical HR Department and will only be visible to your **current** employer's HR Department or equivalent<sup>1</sup>, your future employer's HR Department when you have been matched to your next rotation and the national administrators of the system within NDTP who have 'super user' rights to oversee all other database users, to provide a help desk function to DIME users and to run statistical reports at a national level. Your current employer will have access to your account for 60 days post employment to allow them add any residual documents after you have moved to your next post. Open Sky Data Systems will also have access to all data uploaded in the NER to assist with troubleshooting any system issues. This document outlines the data that is stored in the NER and the purpose(s) for requesting this information.

<sup>1</sup> Hereafter known as the employer's HR department

## Hire Form

### ***Personal Details - First Name, Surname, Title, Known As, Previous Surname***

This detail is required by Medical HR as a means to identify an employee and process their employment details. It is also required for Garda Vetting purposes.

### ***Gender***

The information is requested by the HSE in order to have an overview of gender mix in the NCHD population. This data may be collated and published by the HSE for the purposes of gathering statistics / carrying out research for workforce planning purposes. However the results of such research / statistics will be in a form that will not identify any individual.

### ***Marital Status***

This is required for the purpose of registration in the superannuation scheme.

### ***Date of Birth***

This detail is required by Medical HR as a means to identify an employee. It is also required for Garda Vetting purposes. This data may be collated and published by the HSE for the purposes of gathering statistics / carrying out research for workforce planning purposes, e.g. projected retirement data. However the results of such research / statistics will be in a form that will not identify any individual.

### ***Nationality***

This data may be collated and published by the HSE for the purposes of gathering statistics / carrying out research for workforce planning purposes. However the results of such research / statistics will be in a form that will not identify any individual.

### ***PPSN***

A PPS number is required by an employer for payroll purposes.

### ***Medical Council Registration Number***

This is to verify registration with the Irish Medical Council. NCHDs may not take up a post until they have registered with the IMC. The DIME system is a tripartite system operated by relevant postgraduate training bodies and employers. Once a training body assigns training attributes to the post an NCHD is matched to, this updates the IMC registration to Trainee Specialist Division.

If training attributes are not assigned to an employee IMC registration defaults to the General Division except in the case of Interns.

***Clinical Site***

This outlines the clinical site an NCHD is currently matched to on DIME.

***Account Status***

This outlines the status of the NER account, e.g. active, inactive.

***Contact Details – Phone Number, Email Address, Postal Address***

This is required by an employer to liaise with the NCHD. It is also used by employers for their Major Emergency Plan. It is required by the HSE to send low level information to NCHDs as required from a national perspective.

***Next of Kin Details – Name, Relationship, Phone numbers, Address***

This is required by an employer to liaise with an NCHD's next of kin should an emergency situation arise.

***Bank Details***

This is required by an employer to allow an NCHD to be paid into their bank account once they have commenced employment.

**Garda Vetting**

Garda vetting is a pre-employment requirement for all staff with access to vulnerable adults and children and is in line with the relevant legislation -National Vetting Bureau (Children and Vulnerable Persons) Bill 2012. This document is uploaded to ensure that employers are aware of an NCHDs Garda Vetting status.

**Work Permit**

An NCHDs 'work permit is required to ensure that they are eligible to take up employment in the Republic of Ireland, where applicable.

**Scanned Passport**

For security reasons your passport is required to verify your identification. It is also required for Garda Vetting purposes.

### **Birth Certificate**

This is required by employers, where applicable, for the purpose of registration in the superannuation scheme. It is also required for Garda Vetting purposes.

### **GNIB Card**

An NCHDs GNIB card is required to ensure that they are eligible to take up employment in the Republic of Ireland, where applicable.

### **International English Language Testing System (IELTS) Certificate**

This is required by employers, where applicable, to ensure that potential employees where English is not their first language have passed the required IELTS exam and have achieved appropriate scores as per the HSE policy.

### **Marriage Certificate**

This is required by employers, where applicable, for the purpose of registration in the superannuation scheme.

### **Training Certificates**

***ACLS, APLS, BLS, Fire Training, Haemovigilance Training, Hand Hygiene, Patient Handling, Radiation Protection, Children First Training, Professional Competence Scheme Certificate***

The training certificates listed on a NCHDs portal account are the mandatory certificates required by their Employer. If some of the certificates listed are not required, an employer may make the document type 'not required' and this will then be excluded from an NCHD's portal account. NCHDs can contact employers directly if they require documents to be made either 'required' or 'not-required' on their dashboard.

Fire Safety and Patient Handling are legislative requirements for all employees.

The HSE may gather and publish statistics regarding compliance levels with training. However, the results of such research / statistics will be in a form that will not identify any individual

## **Other Documents**

### ***Curriculum Vitae***

Medical HR require access to an NCHDs Curriculum Vitae to verify experience / references etc.

### ***Evidence of International Medical Experience***

Medical HR require access to this information to verify previous experience and grant incremental credit where applicable.

### ***Other***

This allows an NCHD to upload any other information / certificates that they may feel is relevant to their employment.

## **Occupational Health – Pre Employment Health Assessment**

All employees must be passed fit for employment by a designated Occupational Health Department. This form is the standard form used for NCHDs in the Irish public health system. Details obtained in the form are private and confidential and will not be visible by Medical HR department. Medical HR will only see if you are or are not passed fit for employment.

## **Immunisation Status**

As part of the Occupational Health assessment NCHDs are required to upload details of their immunisation status. Information uploaded are private and confidential and will not be visible by Medical HR departments.

## **EPP Status**

There are a list of defined NCHD posts for which the postholder must have EPP clearance. This section of the form allows Occupational Health Departments to confirm if an NCHD has EPP clearance where applicable.

## **Training Supports Application (TSA)**

This is required by employers in order to process funding claims made under the Training Supports Scheme. PPSN Number must be included on the TSA in order for Payroll to process payments to NCHDs

## **Training Supports Scheme (TSS) Supporting Documentation**

At least one piece of supporting documentation must be uploaded in order to support a TSS application. Supporting documentation can include receipts which must be in line with the relevant NFR's, Travel & Subsistence documentation, proof of attendance, certificate of completion, exam results etc.

**Should you require further assistance, please contact NDTP - [doctors@hse.ie](mailto:doctors@hse.ie)**