



National Employment Record (NER)

Portal Quick Step User Guide



National Doctors Training and Planning
HSE V1 September 2015

National Employment Record (NER)

Portal Quick Step User Guide

Section 1 – Registering a new account

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

1.1 To create an account on NER you must first register your details at www.nchder.ie

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

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.

Medical Council Registration Number or Email

Medical Council Registration Number or Email

Password:

password

[Forgotten your password?](#)

LOGIN

HEALTH SERVICE EXECUTIVE | CONTACT US | NER PORTAL

National Doctors Training and Planning | ver. 0.0.0.15 (02/05/2015)

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

Once you have clicked the ‘Register new account’ button complete the required information fields to register.

1.3 Your Irish medical council registration number must be entered when registering your portal account.

The First Name, Last Name fields will automatically populate as soon as you enter your MC number. These fields along with the Clinical Site field will be grayed out and you will not be required to enter this data.

(The Clinical Site field is only for doctors awaiting medical council registration e.g. new interns)

1.4 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. (!, %, +, ?, €)

1.5 The system assumes that upon registration you are aware of and agree to the terms and conditions of the 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.

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 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 *
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

Section 2 – Accessing your NER portal account

2.1 Following registration you can access your NER account by logging in using either your IMC registration number or email address and password.

2.2 Your Hire Form which will automatically open. You must complete all mandatory fields marked with an asterisk before you can save your Hire form. If any fields are not completed you will receive an error message/warning at the top of the page. This is to advise you that while you can save the form it will automatically open each time you open your account until all sections are complete.

You should complete each section, Personal Details, Contact Details, Next of Kin, and Back Account Details.

2.3 In order to receive payment 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://ipsosepa-service.sentential.com/ipso/> to assist you if necessary.

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* <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=""/>
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"/>		

2.4 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	?	✎ Edit
Garda Vetting	⊖	
Occupational Health Certification Status	⊖	
EPP Certification Status	⊖	
Work Permit	⊖	

Personal Details		
Scanned Passport	✔	✎ Edit
Birth Certificate	✔	✎ Edit
International English Language Testing System (IELTS) Certificate	⊖	⊞ Add

Training Certificates		
BLS	⊖	✎ Edit
ACLS	✔	✎ Edit
Hand Hygiene	⊖	✎ Edit
Fire Training	✔	✎ Edit
Patient Handling	✔	✎ Edit
Radiation Protection	✔	✎ Edit
Haemovigilance Training	✔	✎ Edit

Other Documents		
Curriculum Vitae	⊖	⊞ Add
Evidence of International Medical Experience	⊖	⊞ Add
Other	⊖	⊞ Add

2.5 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. 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 and replace documents as necessary.

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