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Version number:	V4
Date:	March 2021

Occupational Health Module NDTP-DIME

Guide for Occupational Health Departments

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Occupational Health Module NDTP-DIME

Guide for Occupational Health Departments

Contents

Section 1 – NCHD NER Portal

The NER Portal can be accessed from any PC, Laptop, Apple or Android device. Please note the browser version must be minimum IE11, 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 NER Portal Website Address

To create an account on NER each NCHD must first register your details at **www.nchder.ie**

1.2 Registration link

The landing page, Fig.1 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.

Fig. 1

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.

There are three options presented to the NCHD, Fig. 2:

1.3.1 Option 1 – 'Medical Council Registration Number'

For Option one, on entering a valid Medical Council number, the First Name, Last Name and Clinical sites are disabled. NCHD completes the required fields (email address, Date of birth Password and confirm Password). On successful registration NCHD is invited to log in.

1.3.2 Option 2 – 'I am an Intern who has not yet received their Medical Council Number'

NCHD Intern is invited to enter mandatory details such First name, Last Name, email address, Date of birth, Clinical Site and password information.

On successful registration NCHD is invited to log in.

1.3.3 Option 3 – 'I am a Doctor, who has not yet received their Medical Council Number'

NCHD is required to select a Medical Discipline and Medical Specialty (*this will determine EPP alerts).

Doctor without a medical council number is invited to enter other mandatory details such First name, Last Name, email address, Date of birth, Clinical Site and password information.

On successful registration NCHD is invited to log in.

Fig. 2

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.

1.6 Logon screen

Following registration the NER account can be accessed by logging in using the email address, date of birth and password. For security, if the NCHD enters their password incorrectly more than three times the system will lock their account.

1.7 List of Occupational Health Departments (OHDs)

The NCHD can access a list of OHDs nationally by clicking the "View OHD Service Provides and Contact Details" link which is available on the Dashboard of the portal.

This is a convenient way for NHCDs to contact the correct OHD. The list can be updated centrally as required.

1.8 NER Hire Form

The NER Hire Form will automatically open when the NCHD logs onto their portal account for the first time. 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.

When an NCHD has completed their Hire Form (including PPSN, MC number and Bank details) it will be verified by the employer.

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.**

1.9 Occupational Health Form

When the mandatory fields of the NER Hire Form are complete the NCHD is directed to Occupational Health Section of NER

1.9.1 - Section 1: Employment History

The NCHD should enter their previous Employment Details, to submit the OH Form for verification or alternatively click on checkbox 'I have not been employed in the last five years'

Fig.3

NCHD Clicks Save & Continue and is navigated to Section 2 –(or alternatively may click on 'Sickness Absence' on the Wizard at the top of the form or clicks on Next Section Button)

1.9.2 - Section 2: Sickness Absence Details

The NCHD is directed to the Sickness Absence Details Form and enters details of any Sickness Absence in the last Five Years (or alternatively click the checkbox for 'I have not had any sickness in the last five years')

Fig. 4

NCHD Clicks Save and Continue and is navigated to Section 3 – Health and Ability (or alternatively clicks on the 'Health and Ability' on the Wizard on the top of the form or clicks on Next Section).

1.9.3 – Section 3: Heath and Ability

The NCHD is directed to a set of Health and Ability questions and provides answers to each question in relation to information that affects their ability to perform my duties or requires adjustments to their work environment.

Fig. 5

If the NCHD selects No to the very first question, the remaining General Health Questions are collapsed and user is not required to complete. (The TB related questions however are all mandatory)

1.9.4 OH Form Submission

The NCHD selects answers to all the required questions, entering extra information when required, and clicks 'Save'. NCHD clicks 'Proceed' and is navigated to the OH Form Submission Screen.

Fig. 6

NOTE: It is a requirement to have Adobe installed to successful view the PDF

Fig. 7

NCHD has the option to view or download this file prior to submission.

1.9.5 Declaration

Once the NCHD is satisfied with the details they have entered, they can click Proceed (after closing) and are navigated to the OH Form declaration. The user is invited to click on the checkbox to indicate that they accept the declaration.

Fig. 8

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-8th-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 written consent.

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]

NCHD clicks on the check box and selects Submit for Verification

1.10 Immunisation Status Documentation

NCHDs can upload Immunisation status documentation, so that OHD may verify it. On submitting the OH form, the NCHD is directed to the Immunisation Status screen:

Fig. 9

Please add attachments to 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 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.

File Name	Name	Queue length: 1
Lighthouse.jpg	Lighthouse.jpg	⊟ Remove

⬆ Choose File

→ Next   ✖ Cancel

Fig. 10

ADD DOCUMENT   ☰ NER Portal → 📄 Add Document

Please add document details

Document Name

Immunisation Status270317|

Document Type

Immunisation Status
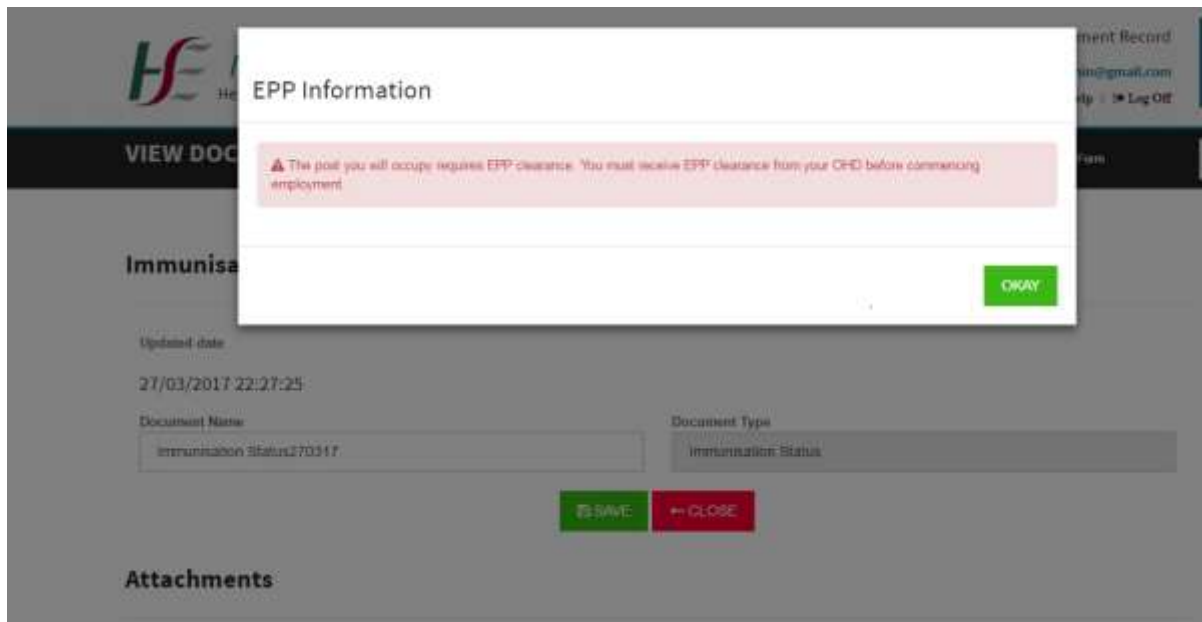
← Back   💾 SAVE   ✖ CANCEL

NCHD can edit the document name and click Save

If the NCHD is EPP required, they are issued a message saying that EPP clearance must be received before commencing employment. On clicking OKAY, NCHD is redirected to the NER Portal Dashboard.

Fig. 11

Occupational Health form and Immunisation Status are marked as Submitted

1.11 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.

Fig. 12

My Documents

1.12 Uploading a Document to the dashboard

NCHDs are required to use the Dashboard to upload 'Add' all of their relevant documents/certificates including 'Immunisation Status'

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

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

(i)   First click 'Add' on your dashboard beside the relevant certificate, then click 'Choose File'

Fig.13

(ii)   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

(iii)   If the take a photo of your certificate option is chosen there is an option to either retake or use the picture

(iv)   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'

(v)   Once the photo or saved document has been selected, the document name can be entered. Click the 'Next' button

(vi)   Enter the document valid from date if applicable (the valid to date will automatically populate where relevant)

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

Occupational Health Users may upload documents to the Occupational Health Section through the Occ Health Module in DIME (Section 2).

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

If a document's period of validity should pass the current certificate can be added by clicking 'Edit' beside the relevant document on the dashboard, 'Upload Attachments' and follow the steps above to upload the document.

Fig.14

Once documents have been added, dates cannot be edited by the user if OHD has verified the document on the NDTP-DIME NER Module.

1.13 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/document.

These date driven email reminders will relate to certificates such as Occupational Health, EPP clearance.

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

Note: Ensure that system generated emails as not directed to the 'Junk email' folder of your email account. Check your Junk email box, right click on sender you wish to release, select 'Junk', select "never block sender".

1.14 Account Visibility

In order to assist the pre-employment process, OHDs 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 60 days following their rotation to another OHD. This will ensure that any documentation outstanding from the previous OHD can be uploaded with minimum disruption to the NCHD or next OHD.

1.15 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 within 15 minutes. **<u>Please do not click reset password more than once as this will result in your account being locked.</u>**

Fig.15

Section 2 – Occupational Health: NDTP-DIME OH Module

2.0 Logging onto NDTP-DIME & Accessing the OH Module

Access to NDTP - Doctors Integrated Management E-System must be applied for through NDTP by emailing doctors@hse.ie.

To access DIME type https://ndtp-dime.hse.ie into your browser and you will be directed to the logon screen. **Always use Internet Explorer (IE) when accessing DIME.** Type in the user name and password provided by NDTP

Once you have logged onto NDTP-DIME the Occ Health Module on the left hand side of the screen will be visible.

Fig.16

There are three options within the OH Module:

(i) **Documents** – this tab allows you to search for all of the documents submitted to your OHD by NCHDs. Filtering options include by document status, document type, NCHD name, employee status and by medical council number. By default, the records are displayed with the oldest submitted documents.

(ii) **Search** – this tab allows you search for individual NER OH accounts. Once you have selected an account you will have visibility of the NCHDs OH NER dashboard

(iii) **Reports** – There are a number of useful reports you can run and more detail of these is provided in section 2.9

2.1 Searching for Documents

When a user opens the Documents Screen in the OH Module, the Document Status is defaulted to Submitted.

Documents – this tab allows you to search for all of the documents submitted to your OHD by NCHDs. Filtering options include by document status, document type, NCHD name, employee status and by medical council number. By default, the records are displayed with the oldest submitted documents.

When a user is looking to view documents for NCHDs that are due to take up a post (pre-starters), this can be done by changing the Employee Status filter to Future. Please note that the NCHD must be future matched to a post by Medical HR for this functionality to work.

Fig.17
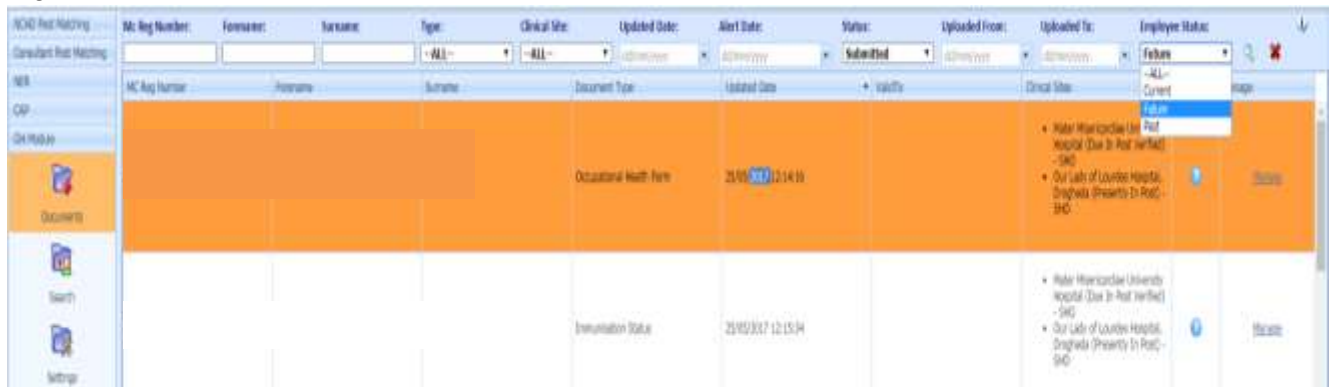
2.2 Searching for an NCHD

When a user opens the Search screen in the OH Module, the Account Status is defaulted to New and Active.

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' 'new' or 'inactive'.

Fig.18
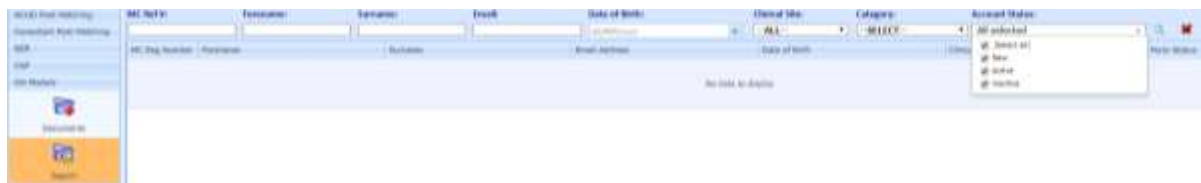
When you have found the NCHD account you are searching for, double click on their name to display the NDTP-DIME OH NER dashboard view.

Fig.19

Searching for Future NCHD's

When a user wants to search for an NCHD that is future matched on DIME to their site, this can be done by running both the OH Contact Details and OH Account Documents Reports. Date filtering functionality is available with both these reports and will allow you view those NCHDs previously in post and those due to take up a post (pre-starters) depending on the date entered and provided they have been matched to a post by Medical HR.

Rejecting Occupational Health Documents

Overview

You have the ability to reject Occupational Health Form and Immunization Status documents if not uploaded by NCHD. A free text box will also be available for any additional comments.

How to get here:

- Navigate to the OH Module
- Choose the Search icon
- Perform a Search
- Double click one of the records returned
- Under 'Occupational Health Documents'
- Choose the 'Manage' link
- From the popup, choose the 'Reject' button.

Fig.20

2.3 Occupational Health Form

(i) To manage OH Form - OHD clicks on the Manage link next to the NCHD Occupational Health Form

(ii) OHD must select View to view the data which has been submitted

NOTE: If this is not the first submission, the OHD will see the newly submitted data in red and the most recently verified data in black for comparison purposed.

(iii) If the NCHD requires follow-up or is passed fit for a defined period of time the OHD may enter an Alert date. 90/60/30 days prior to the alert date an email will be generated to the NCHD advising them that they will need to present to their OHD for follow-up. The OHD will also be copied on these emails. These Alerts can also be removed if no longer required by deleting the date and clicking on the Update button.

(iv) The OHD can verify the OHF provided all sections have been completed satisfactorily.

(v) The OHD may also reject the OHF. If rejected, an email will issue to the NCHD advising them. A dropdown rejection list will be available for the OHD to select from and a free text box for any additional comments. The document symbol will change on both the OHM and NCHD dashboard from submitted (question mark) to rejected (thumbs down). The OHD also have the option to add and remove restrictions on the OHF.

Adding Restrictions to an OH Form

Overview

When you navigate to manage action of OH Form and press Verify button, the Verify Form pop up will appear enabling to put restriction comments. Such comments will be visible in PDF OH Form.

How to get here:

- Navigate to the OH Module
- Choose the Search icon
- Perform a search, and double click one of the returned records
- Under the occupational health documents grid, choose the 'Manage' link beside the Occupational Health Form
- In the popup Window, you can click the Verify button, and then add restriction information into the text box labelled 'Restriction Applicable'

Fig.21
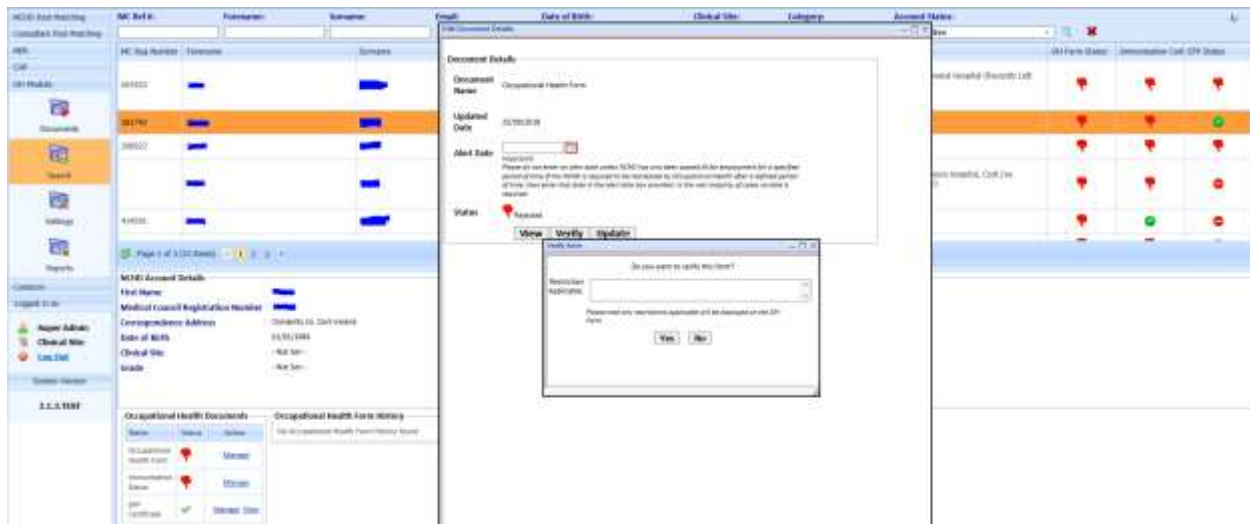
Once restrictions are past, user will be able to remove restriction comments from PDF document using Remove restrictions button visible in manage action pop up.

Fig.22

Remove restrictions button will be visible only if there are restrictions added to the document.

View the Reason for Documents Rejection

A history of reasons for rejection is stored under the documents function in the OHD Module. Search for MP and Document under the Status Rejection and view email history in the document details screen. Note: Only applies to OH Documents rejected from November 2018 onwards.

Overview

A hyperlink is available under the Status field in Document Details screen which will bring you to a Rejection details pop-up window. Rejection details pop-up window presents a grid with all rejections made in relation to selected document

How to get here:

- Navigate to the OH Module
- Choose the Documents icon
- Perform a search for records with a status of rejected
- Double click one of the records
- Click the 'View Rejection Details' link to view the details.

Fig.23

Fig.24

==

2.4 Immunisation Status

(i) To manage the Immunisation Status - OHD clicks on the Manage link next to the NCHD Immunisation Status

(ii) OHD must select 'View' to view the data which has been submitted

(iii) If the NCHD requires follow-up or is passed fit for a defined period of time the OHD may enter an Alert date. 90/60/30 days prior to the alert date an email will be generated to the NCHD advising them that they will need to present to their OHD for follow-up. The OHD will also be copied on these emails. These Alerts can also be removed if no longer required by deleting the date and clicking on the Update button.

(iv) The OHD can verify the Immunisation Status provided all necessary immunisation results have been uploaded and meet the requirements.

(v) The OHD may also reject the Immunisation Status. If rejected, an email will issue to the NCHD advising them. A dropdown rejection list will be available for the OHD to select from and a free text box for any additional comments. The document symbol will change on both the OHM and NCHD dashboard from submitted (question mark) to rejected (thumbs down).

(vi) If the NCHD has not uploaded any Immunisation Status documents, the OHD will have the option to reject the documents, requesting the NCHD to engage with the system. A dropdown rejection list will be available for the OHD to select from, when they click on the manage link followed by reject. A free text box will also be available for any additional comments.

(vii) A history of reasons for rejection is stored under the documents function in the OHD Module. Search for MP and Document under the Status Rejection and view email history in the document details screen. Note: Only applies to OH Documents rejected from November 2018 onwards

While it is expected that the NCHD will upload their Immunisation Status documentation, the OHD can also add a document to the Immunisation Status field by selecting the Manage option. The pop up box in Fig. 25 will open with an option to 'Add attachment'

Once the relevant document is selected by browsing to its saved location, click 'add attachment' and the document will upload.

Remember, you can only upload files in the following format; png, jpg or pdf (max size 5MB

Note: **When verifying Immunisation Status documentation, these documents are verified as a group, not individually.**

Fig.25

2.5 Exposure Prone Procedure (EPP)

To clarify whether an EPP Certificate is required for an NCHD, the Post EPP status field has been added to the NCHD Account Details in Search screen whether EPP Certificate is required for applied post or not as well as notification beside the Manage Button.

If there is no chosen speciality, Post EPP Status field will remain blank. Information whether EPP Certificate is required or not will be taken from NCHD Post Matching Module -> System Configuration -> Medical Discipline System List.

How to get here:
- Navigate to the OH Module
- Choose the Search icon
- Perform a search, and double click one of the returned records
- View Post EPP status field

Fig. 26

Managing Exposure Prone Procedure (EPP)

(i)   OHD clicks on the Manage Link for the EPP

(ii)   If the NCHD requires follow-up or is EPP cleared for a defined period of time the OHD may enter an Alert date. 90/60/30 days prior to the alert date an email will be generated to the NCHD advising them that they will need to present to their OHD for follow-up. The OHD will also be copied on these emails. The Alerts can also be updated and removed by the OHD if no longer required.

(iii) If the NCHD required follow-up or is EPP cleared for a defined period of time the OHD may enter an Alert date. 90/60/30 days prior to the alert date an email will be generated to the NCHD advising them that they will need to present to their OHD for follow-up. The OHD will also be copied on these emails. The OHD also have the option to add and remove restrictions from the EPP Certificate.

(iv)   When the OHD selects Verify, an option to enter free text in the comment box is provided. This text will appear on the NCHDs EPP Certificate.

(v)   The OHD selects 'Yes' to complete the verification process

(vi)   The EPP status moves from missing to verified

(vii) A system generated EPP certificate is created and available to print/view/download, Fig. 28

Fig. 27

Fig. 28

EPP Fitness Certificate   Health Service Executive

Client Details:	
Title:	Medical Discipline: Surgery
Surname:	Specialty: General Surgery
First Name:	
DOB:	
	Occupational Health Details:
Home Address:	Managing Clinician:

Fitness Outcome:

This is to certify that the above named person has been Declared fit to perform Exposure Prone Procedures in accordance with HSE Circular 12/2009, using an identified validated sample.

* Professional codes of practice from regulatory bodies require health care workers who may have been infected with a serious communicable disease, in whatever circumstances, to promptly seek and follow confidential professional advice about the need to undergo testing. This requirement means that health care workers are under an ongoing obligation to seek professional advice about the need to be tested if they have been exposed to a serious communicable disease, obligating the need for repeat testing. This obligation equally applies to health care workers already in post. HSE/HR Circular 12/2009

Date Of Certificate:	27/04/2017 12:34:22	Restriction applicable:
Date Of Printing:	27/04/2017 16:09:34	yes

Open in new tab | Download | Close

Notes:

(i) The NCHD will see an alert on their NER portal following completion of the OHF and uploading of Immunisation status documentation that they are required to be EPP cleared if they selected 'Intern' of if they selected a specialty which requires EPP clearance.

(ii) The NCHD will also receive a system generated email advising them to seek EPP clearance if required when Medical HR have matched them to a post on DIME.

Removing Restrictions from EPP Certificates

Overview

Use the Remove restrictions button to enable removing restriction details from PDF document.

How to get here:

- Navigate to the OH Module
- Choose the Search icon
- Perform a search to retrieve records
- Double click on of the search result records
- Under the occupational health documents grid, choose the 'Manage' link beside the 'EPP Certificate' text
- On the popup window, choose the 'Remove Restrictions' button to remove restriction information from the pdf document

Fig. 29

===

2.6 View Changes to the OHF

If an NCHD makes a change to a verified OHF, it will automatically be resubmitted to their OHD. This will ensure that you are aware of any changes such as additional employment details or sickness records. The relevant change will also be highlighted in red so that it is easy for the OHD to detect exactly what change was made.

Note: The previously approved employment history is not available for edit and are marked Verified. User may continue to make edits and resubmit the OH Form

Fig. 30

Employment History

Employer	Job Title	Start Date	End Date
Beaumont	Ophthalmology Ophthalmology	02/02/2017	20/04/2017
Area 2 MHS - St. Vincent's D4	Ophthalmology Ophthalmology	01/01/2015	01/01/2017

Sickness Absence History

Reason For Absence	Start Date	End Date	Days Off
migranes	04/04/2016	05/05/2016	21
bad back	01/01/2015	02/02/2015	21

The OHD can then verify (or reject) and a history of the forms is maintained.

2.7 Sample System Generated Emails

Fig. 31
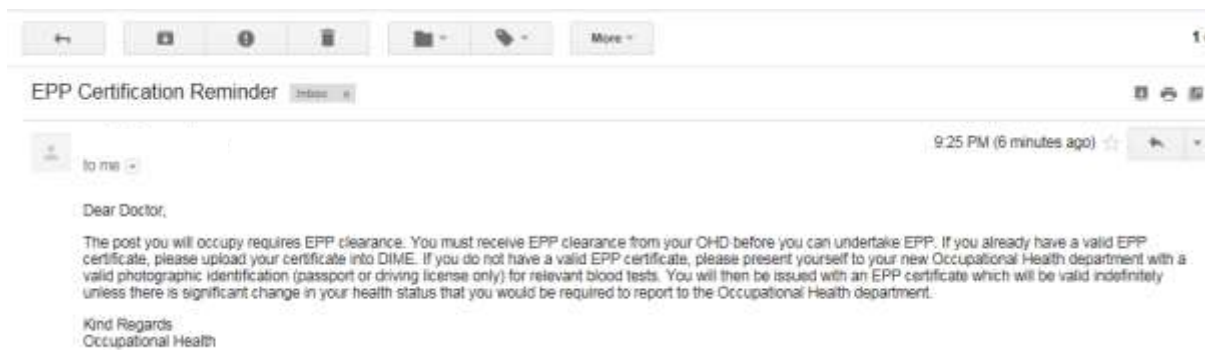
osdscbl@gmail.com   rlucey@openskydata.com
Document rejection

Dear Doctor,

The **pre placement health assessment form** that you have submitted has not been accepted for the following reasons:

Name does not match to your account

test

Kind Regards
Occupational Health

No virus found in this message.
Checked by AVG - www.avg.com
Version: 2016.0.8007 / Virus Database: 4769/14209 - Release Date: 03/30/17

Fig. 32

Note: Ensure that system generated emails as not directed to the 'Junk email' folder of your email account. Check your Junk email box, right click on sender you wish to release, select 'Junk', select "never block sender".

2.8 Document Status Symbols

Fig. 33

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 OHD
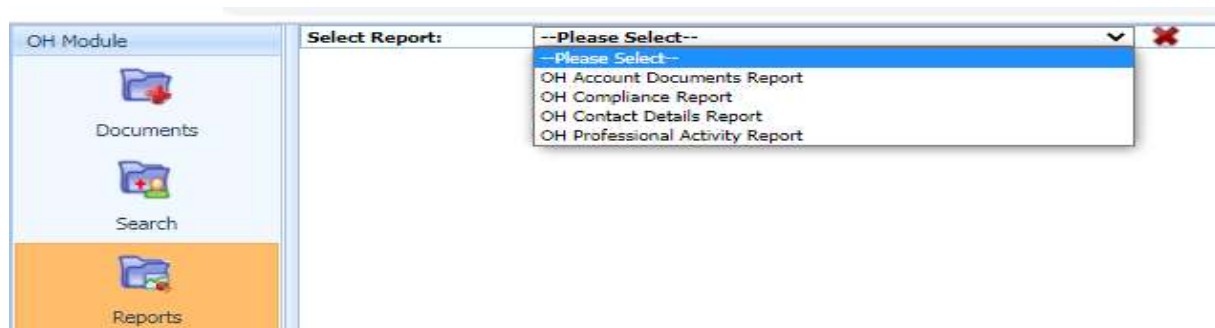
Warning – This means that the document will expire in 90 days or less. A reminder will be sent to the Doctor and the OHD for certain document types.

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

2.9 Reports

To run DIME reports click the 'Reports' tab in the OH Module Fig. 33

Fig. 34

There are four reports available from the dropdown menu.

(i) **OH Account Documents Report** which provides a list of all NCHDs within the remit of your OHD, including IMC number, and will inform you whether the post is an EPP Required Post or Not for the NCHD, as well as 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 provided they have been matched to a post by Medical HR.

Fig. 35

(ii)   **OH Compliance** report will show the percentage compliance for your OHD of each document type. Date filtering is available for this report so that you can see the compliance rate of your future starters provided they have been matched to a post by Medical HR.

Fig. 36

OHD – Compliance Report

EPP Certificate	Immunisation Status	Occupational Health Form	Passed Fit for Employment
0.00 %	0.00 %	0.00 %	0.00 %

(iii)   **OH Contact Details** which will run a detailed contacts report of your NCHDs. Again, date filtering is available for this report so that you can see the contact details of your future starters provided they have been matched to a post by Medical HR. There is an option to use the Hyperlink to email address on the OHD Contact Details Report. This enables the user to go into MS Outlook directly. Newly created email in MS Outlook will have 'To:' field populated with relevant email address.

Fig. 37

OHD - Contact Details Report

First Name	Surname	Medical Council Registration Number	Clinical Site	Grade	Speciality	Sub-Specialty	Email	Landline Phone Numbers	Mobile Phone Numbers	Address Line 1	Address Line 2	Address Line 3	Address Line 4	City	Post Code	County	Country
Abdul				Reg												Dublin 3	Ireland
Aisling				SpR												Co. Kildare	Ireland
Astrid				SpR												Dublin 14	Ireland
Emma				SpR												Dublin 5	Ireland
Guhan				Sen. Reg.												Dublin 15	IRELAND
Habeeba				Reg												Co. Galway	Ireland
Mehala				Reg													
Richard				SpR												Co. Kildare	Ireland
Ronan				SpR												Dublin 9	Ireland
Teresa				SpR												Co. Galway	Ireland

(iv)   **OH Professional Activity Report** records any Occupational Health Personnel activity actioned within the system from 01/11/2020 onwards. This report will record all document status updates undertaken by the OH User (i.e. Verified / Rejected). OH Users can filter this report by Document Type and Document Status. Date filtering is also available but please note that data is only reportable on from 01/11/2020 onwards.
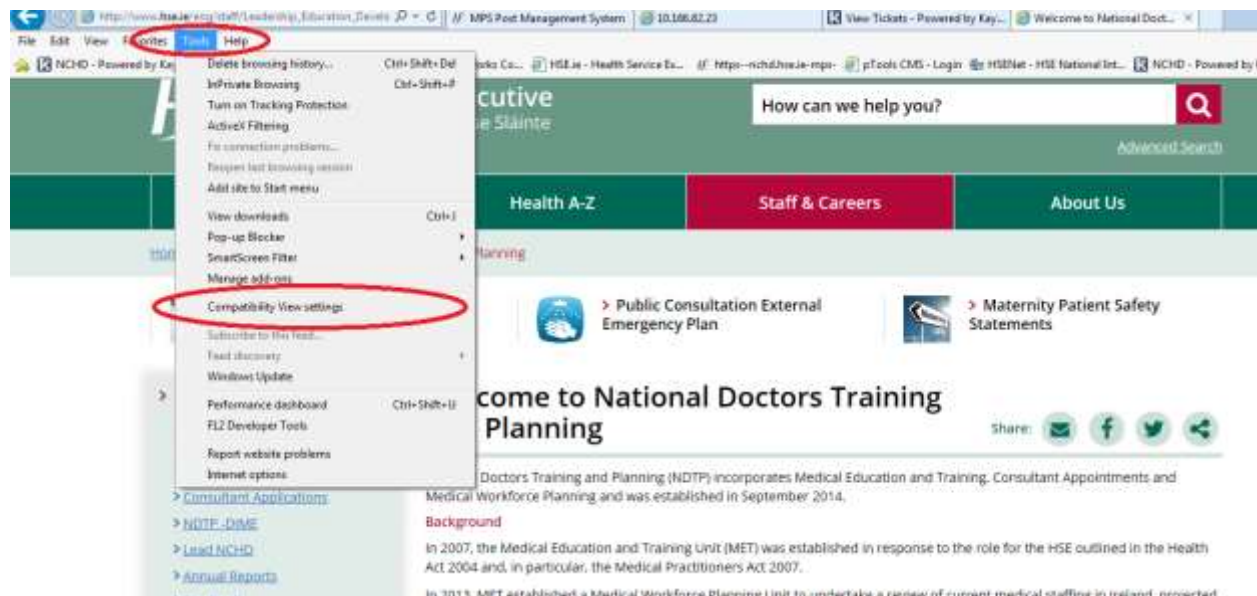
Fig. 38

2.10   PC Compatibility Settings

Some browsers have settings automatically selected which will not allow you upload or rotate documents. These settings can be changed within the COMPATIBILITY option of your browser.

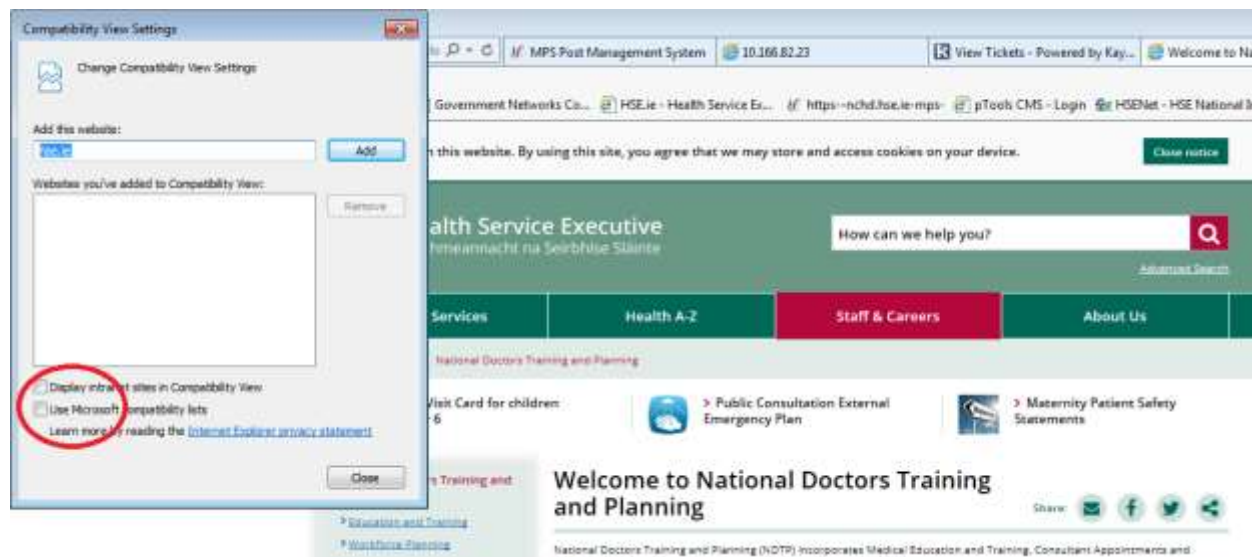If you have issues with documents for an NCHD account

Select the Settings Cog or 'Tools' options:

OR

When the compatibility menu opens ensure that the tick boxes are unchecked are per the screenshot below:

2.11 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.

Also, an FAQ document is available on the NDTP website www.hse.ie/doctors within the 'NDTP-DIME' tab.

Should you require further assistance please do not hesitate to contact NDTP doctors@hse.ie