National Doctors Training & Planning

DIME User Guide and Checklist for Training Body Users

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Section 1: Introduction

DIME is a quadripartite system which encompasses National Doctors Training & Planning, the Irish Medical Council, the Postgraduate Medical Training Bodies and Clinical Sites. The DIME system continues to be upgraded and developed on an on-going basis and currently consists of seven separate modules.

Currently there are approximately 500 service users that have access to some or all the DIME modules. These service users include Medical HR Staff, Postgraduate Medical Training Bodies and Occupational Health Departments.

This guide has been developed for training body users with access to DIME. The purpose of this guide is to complement the training sessions provided and to act as a reference point regarding queries which may arise when training body users formally register on the live DIME System.

1.1 DIME Access Forms

To gain access to the DIME system an access request form including a declaration is completed by each employer/clinical site employee agreeing to the terms of use of the system.

System Access Request Forms for training body users can be found here. Completed forms should be scanned and returned by email to the DIME Team dime.team@hse.ie.

The DIME System can be accessed from any PC, Laptop that is connected to the HSE network. If a DIME user has trouble accessing DIME, please contact the DIME Team at dime.team@hse.ie. To access DIME, the best search engines to use are Microsoft edge or Google Chrome. Please note that Firefox browser is not compatible with the DIME System.

The DIME System is secure and protected by a Secure Socket Layer (SSL) certificate. This 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 DIME Users should not allow the browser to save their password.

If you have forgotten your DIME Password please email the DIME Team via email dime.team@hse.ie.

Section 2: Navigating DIME – Assigning Training Attributes

All training body users will have access to the NCHD Post Matching section of DIME. This module contains information about NCHDs in employment and training. The functions that are available to training body users are as follows:

- Search/view NCHD details
- View a NCHDs full Medical Council registration details
- Assign training attributes to a NCHD
- Removing training attributes from a NCHD
- Run and download reports to review data

2.1 Search/View NCHD Details

This functionality allows the user to search for and view specific information on all NCHDs that are actively registered with the Irish Medical Council.

How to get here:
- Click on the MPs icon in the Navigation Bar on the left hand side of the screen.
- Use the search function available on the main screen at the top by entering the Medical Council number of the NCHD if it is known. If the Medical Council number is not known use the other text boxes or drop-down options to narrow the search.
- Click the magnifying glass on the right to apply the search filters.
- The screen displayed allows the user to review all NCHDs returned by the system, in a list format, on the basis of the search criteria applied. Select a specific NCHD in the grid by double clicking it. This will display all details in the lower part of the screen that are available on that date e.g. registration, employment and training.

- Figure 1 shows the above steps in picture format.

Figure 1: MPs Search/View Screen

Note:
- A valid NCHD must exist in the database
- Entering search criteria will return all NCHDs that match the search criteria entered up to a maximum of 1,500 results.
- Entering no search criteria will return all NCHDs in the system.

2.2 View NCHD Full Registration Details with the IMC

This functionality gives the user a summary of the Medical Council registration details of the selected NCHD.

How to get here:

This can be done one of two ways:
- The user can click on the required NCHD from the list on the screen and select the *"View MP Details"* option available on the menu bar at the top of the screen as shown in Figure 2
  OR
- When a specific NCHD has been selected by double clicking, the user can click on the *"View Details"* in the MP Details section of the screen as shown in Figure 2.

Note:

The NCHD must be actively registered with the Medical Council to view details

Figure 2: View NCHDs Full Medical Council Registration Details

2.3 Assigning Training Attributes to NCHDs

This functionality allows users to assign training attributes to those NCHDs who are enrolled in one of the training body's specialist training programmes.

There are two options when assigning training attributes to NCHDs. This can be done on a:

1) Individual Basis or

2) Via a Bulk Upload

2.3.1 Individual Basis - Assigning Training Attributes to NCHDs

How to get here:
- Click on the MPs icon in the Navigation Bar on the left-handside of the screen
- Use the search function available on the main screen at the top by entering the Medical Council Number of the NCHD if it is known. If the Medical Council number is not known use the other text boxes or drop-down options to narrow the search.
- Once the correct NCHD has been identified, select the *"Training"* option available in the menu bar at the top of the screen as shown in Figure 3.

Figure 3: Searching for NCHD

- If assigning a new training programme to a NCHD, select *"Create New"*. If editing the details of an existing training attribute, then use the downward arrow and select the appropriate existing training programme to edit as shown in Figure 4.
- Fill in the data fields accordingly in the pop up using the drop down menus. (See Appendix 1 for more detail on specific cases).
- Click *"Save"* when finished.

Figure 4: Assigning/Editing Training Attributes

2.3.2 Bulk Upload - Assigning Training Attributes to New Trainees via Excel

How to get here:

- Individual upload sheets are available upon request from the DIME team at dime.team@hse.ie
- Complete upload sheet
- Once the template is complete, click *"Load Data"* on DIME in the Navigation Bar on the left hand side of the screen
- Click *"Import MP Training Data"* and the screen in Figure 5 will appear. Search and select the spreadsheet by browsing to where it is saved on your desktop and click "Upload".
- When the training attributes of a NCHD have been successfully added or updated, the new details will immediately become visible to all users of the systems.

Figure 5: Upload Excel File
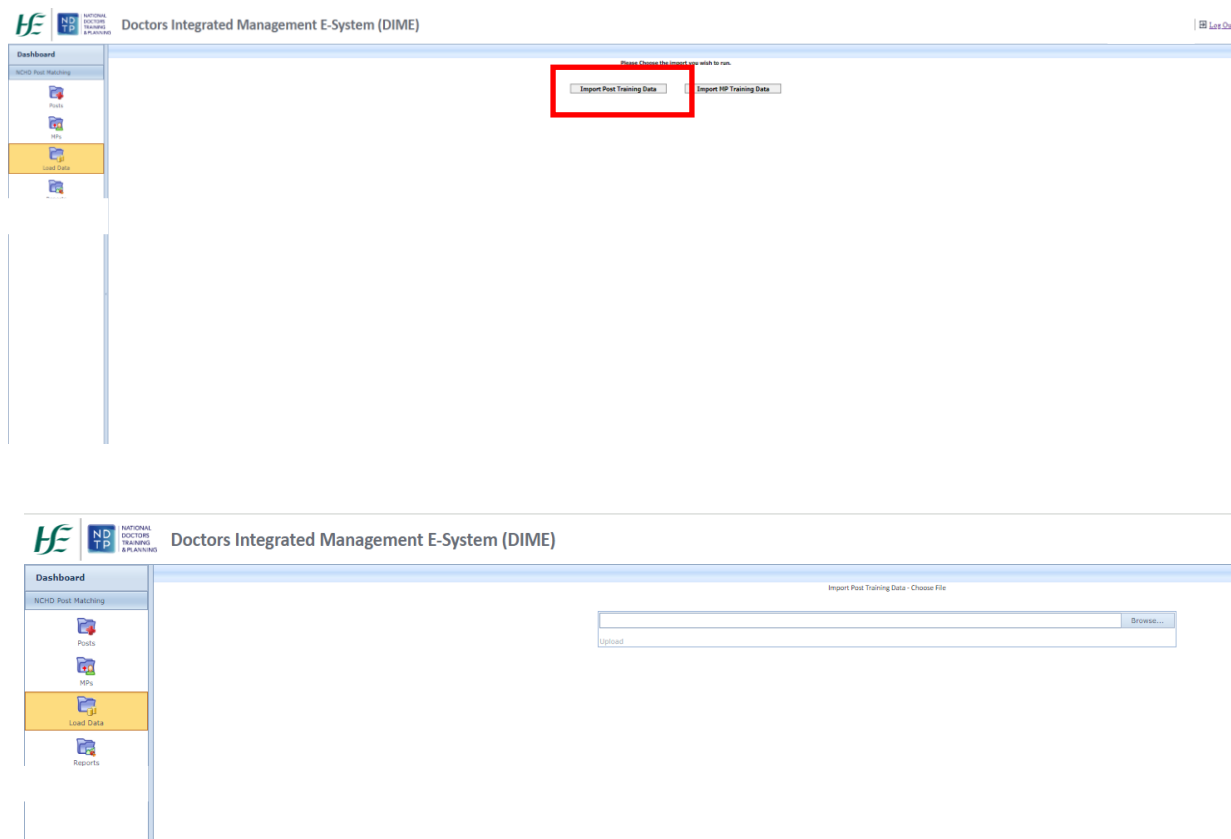
Note:

- The NCHD must be actively registered with the Medical Council in order to be available on the DIME database for assignment and to have the ability to update their training attributes.
- Training Body, Training Stage, Primary Programme, Start Date, End Date and Status are all mandatory fields. A description of these fields can be found in Appendix 2 – Training Attributes Upload User Guide.
- NCHDs can only be actively enrolled on one training programme with one Training Body for a given period of time.
- The date entered for the BST Date is the date that the BST Certificate is issued by the Training Body to the NCHD. This date should be the date recorded by the Training Body itself.
- The date entered for the CSCST Date is the date that the CSCST Certificate is issued by the Training Body to the NCHD. This date should be the date recorded by the Training Body itself.
- The BST date must be earlier than the CSCST date and the CSCST date must be later than the BST date.
- Once the end date of the training programme has been reached, the NCHD is automatically unmatched from the training programme by DIME.

2.3.3 Managing Non-Standard Trainees

Within every training year there will be NCHDs enrolled in specialist training programmes, whose training status would be considered as **'non-standard' i.e. not currently clinically active in a HSE training post**. The trainee may or may not be receiving training credit during this period. Please note the following cohorts of trainees are recognised by NDTP as non-standard, for the purposes of data reporting:

- Those trainees undertaking approved time out of their training programme (e.g. research/lecturer year, pre-CSCST fellowship/scholarship in Ireland or abroad)
- Those trainees availing of approved leave of absence from training, including maternity leave

Note:
As per the guidance in Section 2.3 above, **all NCHDs enrolled in one of the training body's specialist training programmes**, regardless of their current training status, must have training attributes assigned to them. End dates and BST or CSCST dates should be amended to reflect the updated expected end date and BST or CSCST dates.

2.3.4 Withdrawn from Training

Users should ensure that any NCHD who has formally withdrawn from training must have their training attributes removed at the earliest opportunity. See Section 2.4 for further details.

2.3.5 Post-CSCST Fellowships

NDTP define a Post-CSCST Fellow as a trainee that fall into one of the categories below:
- Those undertaking an Aspire Fellowship.
- Those undertaking a Non-Aspire Fellowship approved by the Training Body.
- SAT 7 Anaesthesiology Trainees.
- Those undertaking a Pain Medicine Fellowship.
- Those undertaking an Intensive Care Medicine (ICM) Fellowship.

Note:
Trainees who are undertaking a Post-CSCST Fellowship should have training attributes assigned by the relevant Postgraduate Training Body. CSCST dates should be maintained when assigning training attributes.

2.4 Removing Training Attributes from NCHDs

If required, this functionality allows the user to remove training attributes associated with a specific NCHD. This may happen in scenarios in which training attributes have been entered in error by a user or where a NCHD withdraws from a training programme.

How to get here:
- Click on the MPs icon in the Navigation Bar on the left hand side of the screen
- Use the search function available on the main screen at the top by entering the Medical Council Number of the NCHD if it is known. If the Medical Council number is not known use the other text boxes or drop-down options to narrow the search.
- Once the correct NCHD has been identified, select the *"Training"* option available in the menu bar at the top of the screen.
- Using the drop-down menu on the pop-up screen, select the appropriate training attribute assigned to that NCHD for deletion.
- If withdrawing a NCHD from a training programme, the user must click *"Select"* and update the *"End Date"* field.
- If deleting the training attributes of a NCHD, the user must click *"Delete"* and select the mist appropriate reason for deletion from the drop-down menu.
- Click *"Delete"* when finished. When the training attributes of a NCHD have been successfully deleted, the

details are no longer visible or accessible by any user of the system, including the user who deleted it.

**Figure 6: Delete Training Attributes**
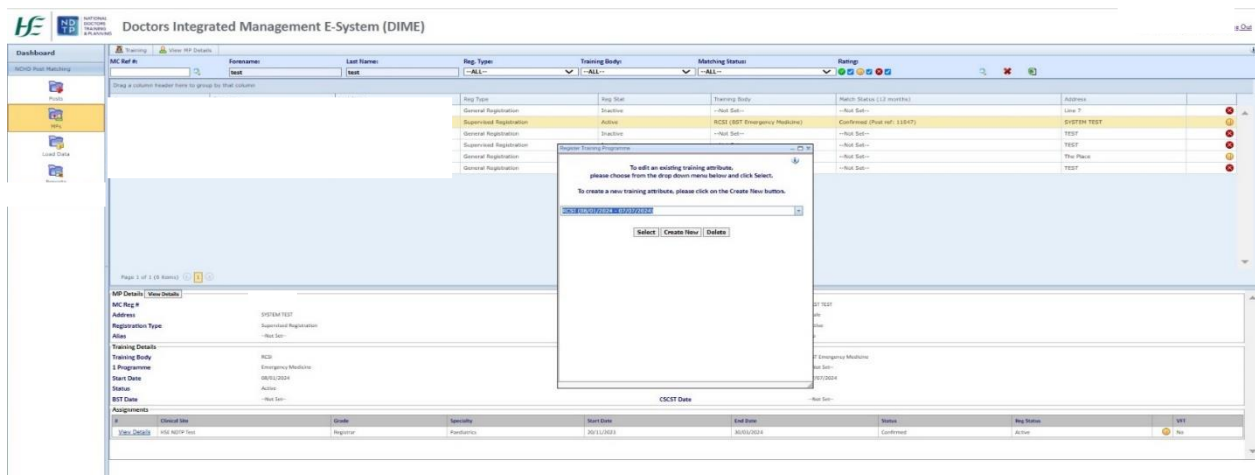
2.5 Exporting a NCHDs Details to Excel

Users can search for and view specific information on all NCHDs that are actively registered with the Medical Council in Ireland and export the retrieved data to Excel format.

How to get here:
- Click on the "*MP*" icon in the Navigation Bar on the left hand side of the screen.
- Use the search function available on the main screen at the top. Click on the MS Excel icon highlighted in Figure 7 below and open report

Figure 7: Exporting NCHDs Details to Excel
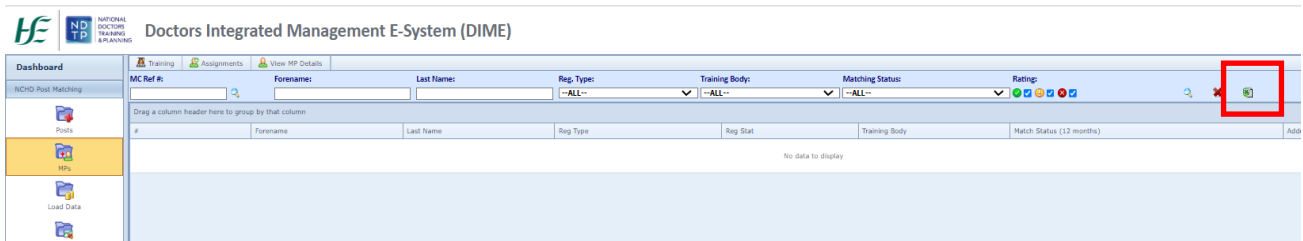
Section 3: Navigating DIME – Valid for Training

Once a NCHD has training attributes assigned, entered by the training body and has employment attributes (post-matched), entered by the clinical site user the system can signal to the user whether the NCHD in post for that period of employment is considered as a specialist training post i.e. is valid for training. This is indicated by means of the national system returning a "Y" or "N" in the field labelled VFT (Valid for Training).

If the system returns a value of "Y" for this field, this effectively means that the NCHD that has been assigned training attributes and has been post-matched, is enrolled and actively participating in an approved specialist training programme and on foot of this they are effectively activating their NCHD post for specialist training purposes.

How to view this information:
- This information can be accessed by the user via wither the *"Post"* or *"MP"* section of the system. Click on the *"MPs"* or *"Post"* icon in the Navigation Bar on the left-hand side of the screen.
- Using the search functions available at the top of the screen, the user should select the specific post or NCHD they seek by double clicking on it.
- The valid for training field can then be viewed un the *"View"* screen underneath; specifically under the *"Assignment"* section

Figure 8: Valid for Training Information

Note:
- MP posts that a) have a NCHD confirmed in them and b) have been given a "Y" by the national system, will be proposed by the HSE to the Medical Council as being required specialist medical training posts.
- The period covered by this proposal (i.e. how long the post will be proposed by the HSE and recognised for training purposes), will equal the period of employment that the relevant N C H D will be occupying the post. The formal proposal to the Council by the HSE will only be made when the status of the match is confirmed (i.e. the Council will not be recognising posts for the purposes of training based on matches with a "pending" status).
- It will also enable users to know which posts on their sites have been proposed by the HSE to the Council and for what time periods.
- The system runs the *"Valid For Training"* every five minutes – therefore when a NCHD is proposed and/or matched to a post, it may take up to 5 minutes for the system to update the VFT field appropriately.
- It is only when the VFT = "Y" and the status of the match is confirmed, that the HSE will make propose the relevant NCHDs posts to the Council for the specific period of employment.

Section 4: DIME Reporting Functionality

Training Body users of the National MP Database have access to a number of reports on the national system. The reports that will be most useful for Training Body users are as follows:

- Trainee Report by Programme

4.1 Accessing the Report Function

Each user will generally only be able to run reports in relation to their specific training body/discipline. For example, the College of Anaesthetists can only run reports about training in Anaesthesia. There is one exception, which relates to the MP Employment History Report, which enables all registered training body users to run a report on the employment history of a specific NCHD regardless of which specialties that NCHD may have been trained in or worked in previously.

How to get here:

- Click on "*Reports*" icon in the Navigation Bar on the left-hand side.
- Using the drop-down menu, select the specific report you wish to run as shown in Figure 9.
- Once the specific report has been selected, use the selection criteria available to customise your selected report as required.
- Run the report required by clicking "*View Report*". The system will return the report required under pre-defined column headers.

Figure 9: Selecting Reports

Note:

- The size of any report on your screen can be altered by changing the % size of the report for example 100% to 75%. This function is available below the selection criteria.
- A number of reports may be presented over more than one page; users should remain aware of this at all times. To view the other pages, the users should scroll through the pages using the page indicator which is available just under the selection criteria to the left of the screen.
- Using the "*Find*" function available under the search criteria the user can search for specific values within a report.
- Each report produced by DIME can be exported by the user in MS Excel format to their own computer. To do this, click on the floppy disk icon and select Excel to export the report.
- To print the report, users are advised to export the file to their own computer, as in most circumstances the print settings on the national system will not be compatible with your current set up.

4.2 Trainee Report by Programme

To provide Training Body users with details regarding all MPs who are enrolled in a training programme with the Training Body. Information is provided about trainees' stage of training, start and end dates on the training programme and current clinical site.

Search Criteria Available

Clinical Site / Date of Report / MC Number of MP / Training Body / Training Stage / Training Programme

Appendix 1: Checklist for Training Body Users

☐Assign training attributes to all new trainees and ensure start, end, BST and CSCST dates are correct (see section 2.3)

☐For those that already have training attributes assigned, ensure start, end, BST and CSCST dates are correct (see section 2.3)

☐For those trainees that are out of programme, availing of approved leave or undertaking a post-CSCST fellowship ensure their training attributes are updated particularly the end date in training, BST and CSCST dates (see section 2.3.3)

☐For those NCHDs that are no longer in training (either withdrew or never commenced the programme), ensure their training attributes are removed (see section 2.4)

☐Run the *Trainee Report by Programme Report* to see a summary of the trainees assigned to each programme (see section 4)

Appendix 2: Training Attributes Upload User Guide

MP Training Attribs Upload User Guide

Use this file to batch upload MP Training Attributes only to the NCHD system.

Do not use this file to upload Post Training Attributes (a separate file is provided for this)

Do not change the structure of this file in any way.

Please ensure that any list fields contain values as specified in the "Lists" worksheet

The following describes the fields that can be uploaded.

	Field Name	Description	Required?
1	*Medical Council No.*	Medical Council number of the MP	Yes
2	*Training body(ref no)*		Yes
3	*Stage of training(ref no)*	Stage of training	Yes
4	*Primary training programme(ref no)*	Name of Primary training programme	Yes
5	*Secondary training programme(ref no)*	Name of secondary training programme	No
6	*Training programme status(ref no)*	Status of training (i.e. active or inactive)	Yes
7	*Training Programme Start Date*	Training start date	Yes
8	*Training Programme end date*	Training end date	Yes
9	*BST Certification Date*	The date that BST certification was issued by the relevant training body	Yes
10	*CSCST Certification Date*	The date that CSCST certification was issued by the relevant training body	Yes
optional		*Fields which can be populated by the Training body for information, to assist them in verifying details on a file before upload. Their corresponding reference numbers will be used in the upload or fields which are not mandatory*	

Appendix 3: Traffic Light System

The system runs an automatic check on the registration status of all NCHDs, thereby enabling users to determine whether specific NCHDs hold the appropriate registration for employment purposes. This information is provided to the user by means of a traffic light system – whereby NCHDs are graded red, yellow or green based on rules pre-defined and built into the system.

This information can be accessed by the user via either the *Post* or *MP* section of the system. The traffic light rating is provided in two separate areas within each section of the system as follows:

- The traffic light rating of a NCHD is provided in the summary headline information returned by the system when an initial search is conducted for a NCHD or a NCHD post.
- The traffic light rating of a NCHD is provided in the assignment information provided in the *"View"* screen underneath when the desired MP or MP post is selected by double clicking.

The meaning and implications of the different traffic light colours are summarised below:

Traffic Light Colour	Cohort of NCHDs Applied To	Implication
RED	This colour will be applied by the system to the following cohort of NCHDs: • those holding pre-internship registration with the Council; • those holding internship registration with the Council; • those holding EEA registration with the Council; • those holding trainee specialist division registration but whose registration details do not match the employment details of their post (including site, start date, end date and unique post reference number); and • those MPs who are not actively registered with the Medical Council.	There is an issue with the registration status of the NCHD and clinical site users and training body users must investigate and review same prior to the NCHD commencing employment in the post they have been matched to.
AMBER	This colour will be applied by the system to the following cohort of NCHDs: • those holding general division registration with the Council; and • those holding specialist division registration with the Council.	There is no issue with the registration status of the NCHD and clinical site users and training body users can be assured that they are appropriately registered to assume the post they have been matched to.
GREEN	This colour will be applied by the system to the following cohort of NCHDs: • those holding trainee specialist division and whose registration details match the employment details of their post i.e. site, start date, end date and unique post reference number.	There is no issue with the registration status of the NCHD and clinical site users and training body users can be assured that they are appropriately registered to assume the post they have been matched to.

Note:

- The system runs the traffic light registration check automatically. It is up to users to manage the implications of the check.
- When a user conducts a search for a specific post(s), the traffic light information provided by the system in the list format relates to the traffic light status of the current incumbent of the post or if the post is vacant the next NCHD due into the post. In circumstances where the post(s) is vacant and there are no future assignments recorded – there will be no traffic light information displayed.
- When a user conducts a search for a specific NCHD, the traffic light information provided by the system in the list format relates to the traffic light status of the NCHD at that particular point in time. A traffic light is always given for every NCHD.

Appendix 4: 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 experience these issues select the Settings Cog or '*Tools*' options as shown below:
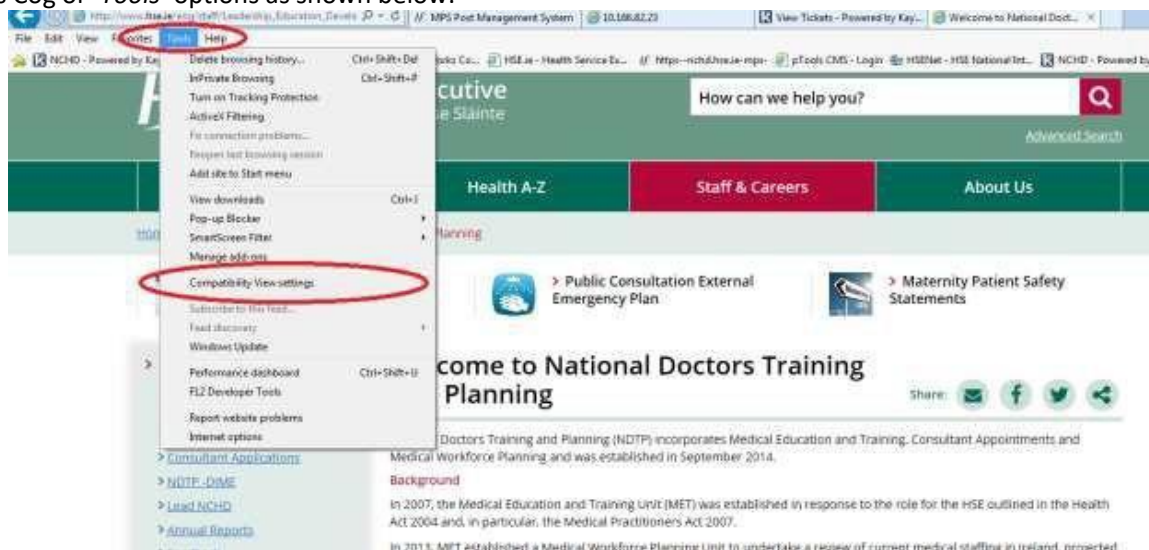
OR

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

Appendix 5: Security

Each training body user when approved for access to the national DIME system is given a specific profile. This profile enables the approved user to have read and write access to the system. All approved training body users with read and write access will be given access to the national system such that they can only create, amend and update information in relation to their specific training body i.e. access is training body specific. So for example whilst a College of Psychiatry user can view information regarding posts and NCHDs aligned with other training bodies, users of the College can only amend or create any information on the system regarding the College of Psychiatry. Each training body is therefore responsible for managing the information regarding their training body on the national system.

Appendix 6: Further Information and Contact Details

NDTP Website: www.hse.ie/doctors
DIME System Queries: dime.team@hse.ie