HSE NDTP- Training Supports Module



Feidhmeannacht na Seirbhíse Sláinte Health Service Executive



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# Training Supports Module (TSM) Guide for Medical HR Users

HSE NDTP- Training Supports Module

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# Training Supports Module – NDTP-DIME

Guide for Clinical Site Users

#### **Table of Contents**

1. Introduction to Training Supports Scheme on NER	3
1.1 Make New Application:	5
1.1.1 Application Details	5
1.1.2 Attach Documents	6
1.1.3 Declaration Form	6
1.2 Edit Application:	7
1.3 Log of Applications TSS and CCERS:	7
2. Introduction to Training Supports Module (TSM):	8
3. Applications	8
3.1 Searching for Applications	8
3.2 Manage Application Status1	0
3.2.1 View Applications1	1
3.2.2 View Attachments	1
3.2.3 Edit Application1	1
3.2.4 Approve Application 1	
3.2.5 Reject Application1	
3.2.6 Further Info Required1	5
3.2.7 Currency Converter1	6
3.2.8 Guidance Document 1	6
3.2.9 Travel & Subsistence1	6
3.3 Email Logs1	7
3.4 Downloading Attachments	7
3.5 Amending Approved Application	8
3.6 Reject Approved Application	0
4. Log of Applications2	1
5. Training Supports – Balance Setting 2	2
5.1 Individual Balance Setting	2
5.2 BULK Upload Balance Setting	4
6. Training Supports – Reports 2	7
7. PC Compatibility Settings	1

## 1. Introduction to Training Supports Scheme on NER

The Training Support Scheme (TSS) can be used to claim for exam, course or conference costs which satisfy the TSS Eligibility criteria. Please see the TSS policy for further information <a href="https://www.hse.ie/eng/staff/leadership-education-development/met/ed/fin/training-support-policy-2020.pdf">https://www.hse.ie/eng/staff/leadership-education-development/met/ed/fin/training-support-policy-2020.pdf</a>

The NCHD must submit an application via the Training Supports Scheme Section on their NER Account:



Once they have selected the TSS icon on their NER Dashboard they will be directed to the TSS home page

The home page has six sections within, as described below:

- Section 1: Make New Application
- Section 2: Edit Application (Only New, Further Information Required, Unprocessed or Submitted applications)
- Section 3: Delete Application (Only New applications)
- Section 4: Log of Applications TSS and CCERS
- Section 5: Check Balance
- Section 6: Guidance Document

LOG OF APPLICATIONS TSS AND CCERS

EDUCATION AND TRAINING FINANCIAL SUPPORTS	IER Portal 🔶 IIII Dashboard 🔶 Training Supports	
Welcome to the Training Support set	ction of NER.	
MAKE NEW APPLICATION	EDIT APPLICATION	DELETE APPLICATION

CHECK BALANCE

The NCHD can check to see if they are eligible to submit a TSS Application by going into the Check Balance section on their NER portal. This will display any money that has been allocated to them for the current period. For further information on TSS eligibility or NCHD balance entitlements they can check the TSS policy.

GUIDANCE DOCUMENT

#### HSE NDTP- Training Supports Module

NCHDs won't be able to submit an application unless they are post matched to a site and have a balance assigned. If the NCHD has not been post matched, has no balance remaining or they have not received a balance from their Medical Manpower Department, they will not be able to make an application and a pop-up message will display as below:

/~	Health Service Executive	View Employer's Registered Numbers   & Char	nge Password   i Help   🕩 Lo
RAINI	No access to making application:		×
JPPC	You are currently unable to make a new application for o	ne or more of the following reasons:	
	Your current training supports allocation has already	y been spent.	
	You have not included your IMC number in your NE	R account – Please update on your Hire Form.	
Velcom	<ul> <li>Your current balance is €0.00 – Please contact your</li> </ul>	r local Medical HR/Manpower Department.	
	New applications cannot be made for approximately	y 4 weeks after the end of the Training Year.	
	You will be notified by e-mail when applications can	n be submitted.	
			X Close
		OR	
No a	ccess to making application:		×
You a	re unable to make a Training Supports application a	as you are currently not Presently	
In no	st with a Clinical Site,		
in po			

X Close

#### **1.1 Make New Application:**

The application form has Three Sections:

- Section 1: Claim Details
- Section 2: Attach Documents
- Section 3: Declaration

#### 1.1.1 Application Details

The NCHD should click on the "Make New Application" button. This will open up the application form as shown below:

TRAINING SUPPORT APPLI	CATION F	ORM		
<b>Claim Details</b>	►	Attach Documents		Declaration
When making a claim:				
1. Please refer to the Guidance Docun	ent on the ho	me screen which provides information on what may b	e claimed for und	er the terms of the Training Supports Scheme (TSS).
<ol><li>Once you are satisfied that your applica to Medical HR/Manpower.</li></ol>	tion is eligible i	for reimbursement please complete the Training Supp	orts Scheme (TS	S) application form below in order to submit a claim
<ol> <li>All mandatory fields marked with a red of of attendance, relevant receipts etc.</li> </ol>	sterix * must b	e completed in order to progress to the next stage of	the application pr	ocess, which involves attaching documents e.g. proof
4. Please use the further details field below	v if you wish to	provide any further information regarding your applic	ation.	
Claim Category*	~	PPSN*		
Sub-Claim Category*				
	~	Please tick this box if the training lasted for more than and enter the end date of the training below.	a day	
Date Attended From*	=	Date Attended To (if training is for more than or	ne day)	
Further Details				
(Please expand on details of your claim)				
		X CLEAR SAVE & EXIT SAVE & CONT	INUE	

The application can only be submitted to the Medical Manpower Department for verification after completion of All Mandatory requirements of each Section \*Mandatory fields will be denoted by a Red Asterisk \*

**NB:** The NCHD should click "Save & Continue" to progress to the next stage of the application. Clicking "Save & Exit" will save the application for editing later but the application will not be visible to the Medical Manpower Department until the online declaration is signed by the NCHD and the application is submitted

#### 1.1.2 Attach Documents TRAINING SUPPORT APPLICATION FORM

Claim Details

Attach Documents

Declaration

- b- 1

1. Please upload all documentation below to support your Training Supports claim e.g. receipts and proof of attendance.

2. Documents must be saved in PDF, JPEG or ZIP format and cannot exceed a maximum file size of 5MB per document. Please upload required pages only

3. Please ensure that all documents are legible and relevant to the submitted claim.

4. You cannot progress to the next stage of viewing the online Declaration Form and submitting your claim until at least 1 supporting document has been uploaded in this section. You can however save and exit the application and edit it at a later date.

5. If claiming for travel and subsistence, please contact your local Medical HR/Manpower Department for guidance and documentation required as part of your on-line application.

Please drag and drop or choose the files



🖺 SAVE & EXIT

To attach a document the NCHD should click on the **"Choose File"** button, a pop-up window appears which allows the NCHD to browse for documents and add it to the application. The NCHD can upload multiple documents in this section. Please note the following regarding file uploads:

Validation & Mandatory Requirements for Document Uploads on NER:

- It is mandatory to upload at least one document.
- The document should not exceed 5mb file size.
- Only documents in PDF or JPEG format can be uploaded
- The file compressed into a ZIP file can also be uploaded in the attach documents section as a supporting document.

#### 1.1.3 Declaration Form

#### TRAINING SUPPORT APPLICATION FORM

<b>Claim Details</b>		Attach Documents		Declaration
Declaration Acceptance				
pplicant please read the declaration below c	arefully:			
I declare that:				
<ol> <li>That supporting documentation uplo</li> <li>I have not already claimed and been understand that if I claim twice for th scheme may be suspended or withdr</li> </ol>	aded are elect reimbursed fo e same exam/ rawn if the terr	r this course/exam/conference from the TSS, ( course I will be required to repay the amount i	n full. I am awar	-
I am aware that my employer may reject my	application if	it is not eligible under the TSS policy.		
I agree to this information being kept electron	ically and confider	ntially.		
•		🗲 BACK 🛛 🖺 SAVE & EXIT 🖌 🖌 SUBM	т	

Only when the NCHD has signed the online declaration and clicked the submit button will the application be visible to the Medical Manpower Department for approval or rejection as appropriate.

If the NCHD clicks "Save and Exit" the application will <u>not</u> be visible to the Medical Manpower Department. However, they can edit this application under the "Edit Applications" section in the TSS section of the NER portal.

#### HSE NDTP- Training Supports Module

#### **1.2 Edit Application:**

NCHDs can edit applications with the following status only: New, Submitted, Further Information Required or Unprocessed

#### EDIT APPLICATION

You will only be able to view and edit applications with the following status assigned:

New - You have initiated a new application however you have not yet submitted this to Medical HR/Manpower.

Further Info Required - Medical HR/Manpower have returned your application as they require additional information in order to process your application. Unprocessed – Medical HR/Manpower have not processed your application.

Submitted - Only in the case where Medical HR/Manpower have not actioned your application.

Action	Claim Category	Details	Created / Returned Date	Status	Further Info Reason
<b>B</b> EDIT	International Courses / Conferences		17/09/2020	New	
C EDIT	International Courses / Conferences		02/09/2020	Submitted	

#### **1.3 Log of Applications TSS and CCERS:**

NCHDs will be able to view all applications that they have created to date under both the TSS and CCERS schemes in this section.

#### LOG OF APPLICATIONS TSS AND CCERS

You will be able to view a list of all your Training Support Scheme (TSS) & Clinical Course and Exam Refund Scheme (CCERS) applications in the table below. You will also have the functionality to download each application and supporting documention by clicking on the Download option.

Status Explanations:

New: You have initiated a new application however you have not yet submitted this to Medical HR/Manpower.

Submitted: application has been submitted to Medical HR/Manpower and is awaiting processing or further information has been provided by the NCHD and it is awaiting processing from Medical HR/Manpower.

Further Info Required: Medical HR/Manpower have returned your application as they require additional information in order to process your application. Please click on Edit Application to make any necessary amendments to your application.

Approved: application has been approved by Medical HR/Manpower.

Provisionally Approved: application has been reviewed and is awaiting final approval by Medical HR/Manpower.

Rejected: The application is rejected if not in line with allowable expenses under this policy. Once an application has been rejected, no further action can occur. If an application was rejected in error the NCHD will have to submit the application again.

Unprocessed: Medical HR/Manpower have not processed your application.

App. Id	Scheme	Claim Category	Details	Clinical Site	Submission Date	Status	Action Date	Amount Approved	Rejection Reason	Download Application
8698	TSS	European Courses / Conferences			06/11/2020	Submitted	06/11/2020			📩 Download
85	CCERS	Emergency Medicine Exams			05/11/2020	New	05/11/2020			📩 Download
8697	TSS	European Courses / Conferences			05/11/2020	Submitted	05/11/2020			🛓 Download

## 2. Introduction to Training Supports Module (TSM):

The DIME system can be only accessed from a PC / Laptop. Please note that Internet Explorer 11 (IE11) is the recommended browser for accessing the portal.

Once you have logged onto NDTP-DIME the Training Supports Module can be located on the left hand side of the screen.

There are four options within this module:

(i) **Applications** – this allows you to search for all Training Supports Applications. The status is default to display any applications with status submitted or provisionally approved as these applications will still require action. But the status filter can be changed as required.

(ii) Log of Applications – you will be able to view all previously approved applications from the current and previous training years. You will also be able to download all documents relating to a previously approved claim.

(iii) **Balance Setting** –you will be able to update the balances for the NCHD either individually or via a Bulk Upload. They will also be able to view the balance set by the previous Clinical Site in this page.

(iv) **Reports** – There are a number of useful reports available in this section that you can use. For more details please see section 7.

## 3. Applications

#### **3.1 Searching for Applications**

**Applications** – This tab allows you to search for all the TSS applications submitted by NCHDs matched to your clinical site. It also displays applications submitted by NCHDs for an additional 4 weeks after they rotate from your clinical site to allow any pending applications to be processed.

When the Medical Manpower Department opens the Applications Screen, the Application Status will be defaulted to Submitted and Provisionally Approved.

Please note when the Medical Manpower Department actions an application (i.e. changes the status of an application); the NCHD will receive an automated email informing them of the status update

NCHD Post Matching	Application Id:	Mc Reg Nu	mber: Fo	rename:	Surname:	Claim Cate	gory:	Subn	nitted Date:		Date Actioned	I From: Date Ac	tioned To:	Clinical Site	Status		٠	
Consultant Post Matching						ALL	-	dd/M	Μ/γγγγ	•	dd/MM/yyyy	dd/MM/	yyyy 💌	All	- Submit	ted, Provision	👻 🍕	×
NER											Possible	Possible						
CAP	Application Id	Mc Reg Number	Forename	Surname	Claim Category	Submitted Date	Date Atte From	nded	Date Attend To	ed	Duplicate Application	Duplicate Application	Clinical Site	Date Actioned	Status	Remaining Balance	Download	
OH Module											Application	Number						
Training Supports																		
								No	o data to displ	ау								
Applications																		
Ē																		Ŧ
Log Of Applications	😂 Page 1 of 0	(0 items) 🧭	>															
Ē									Nothing Select	ed								
Balance Setting	4																	
<b>E</b>																		
Reports																		

\*Please note the above screen may appear differently due to local PC Setting! It is recommended that no higher than 100% zoom setting for PC's and 65% when using a laptop. Zoom setting can be adjusted in the Tools section, highlighted in the very top right corner of the above image.\*

#### Application Statuses

All TSS Applications will have one of the following statuses:

- New Application has been created by NCHD but not yet submitted to the Medical Manpower Department
- **Submitted** Application has been submitted to the Medical Manpower Department and is awaiting Medical Manpower action
- **Provisionally Approved** Application has been actioned by Medical Manpower, however is awaiting final approval.
- **Approved** Application has been approved by Medical Manpower. It must be sent to Finance to ensure the NCHD receives payment for this application
- Further Info Required The application has been returned to the NCHD for clarification / to get further information
- Rejected Application has been rejected if not in line with the current CCERS policy
- **Unprocessed** An application is considered unprocessed if Medical Manpower has not actioned an application within 4 weeks after the NCHD has left their post.

There is also a "Possible Duplicate Application" column available in this section. This should help when trying to establish if an NCHD has submitted a duplicate application.

The system will highlight if there is a **possible** duplicate application made by this NCHD under CCERS. It does this by checking if a previous application, submitted by this NCHD, has a "Date Attended From" within 7 days before or 7 days after the current applications "Date Attended From". If so, the system will flag this as a possible duplicate application by displaying a tick in the "Possible Duplicate Application" Column and a link to the application(s) that the system has identified as possible duplicates in the "Possible Duplicate Application Number" column.

For example, if you are reviewing TSS Application ID 8613 and in the "Possible Duplicate Application Number" column the CCERS Application 40 is visible then the application 40 has a "Date Attended From" within 7 days before or 7 days after the "Date Attended From" for Application ID 8613.

Application Id:	Mc Reg Num	ber: Forenam	e: S	urname:	Claim Catego	ry: Subm	itted Date:	Date Actioned Fr	om: Date Action		inical Site	Status		
					ALL	dd/M	М/уууу 🔻	dd/MM/yyyyy	dd/MM/yy	v 🗉 -	-All	<ul> <li>Submitted,</li> </ul>	Provisionally	- 3 🗶
Application Id	Mc Reg Number	Forename	Surname	Claim Category	Submitted Date	Date Attended From	Date Attended To	Possible Duplicate • Application	Possible Duplicate Application Number	Clinical Site	Date Actioned	Status	Remaining Balance	Download
8613		I.		European Courses / Conferences	10/07/2020	07/07/2020		~	CCERS-40		10/07/2020	Submitted	€ 2500.00	Download (
8691				National Courses / Conferences	01/10/2020	29/09/2020			<u>CCERS-52</u> , <u>CCERS-59</u> , <u>CCERS-66</u> , <u>CCERS-67</u>		01/10/2020	Submitted	€ 5750.00	<u>Download</u>
									COEPE-28					

#### **3.2 Manage Application Status**

The Medical Manpower Department will be able to manage the applications by selecting the options displayed in the "Manage Application Status" window below.

#### How to get here:

- □ Navigate to the Training Supports Module and choose the Applications icon
- □ Perform a search for the application
- Double click on the application highlighting it in orange

NCHD Post Matching	Application Id:	Mc Keg Numb	er: Forenam	e: Su	rname:	Claim Categor	ry: Submit	ted Date:	Date Actioned From	m: Date Action	ed lo: Clinic	al Site	Status			$\mathbf{v}$
Consultant Post Matching						ALL	dd/MM	//////	dd/MM/yyyy	dd/MM/yyy	y 💌 HSE	NDTP 💌	Submitted, Pr	rovisionally	3	× .
NER									Possible	Possible				L		
CAP	Application Id	Mc Reg Number	Forename •	Surname	Claim Category	Submitted Date	Date Attended From	Date Attended To	Duplicate	Duplicate Application	Clinical Site	Date Actioned	Status	Remaining Balance	Down	load
OH Module									Application	Number						
Training Supports	8604				National Courses /	05/06/2020	04/06/2020				HSE NDTP	05/06/2020	Submitted	€ 2120.00	Downl	bad
<b>&gt;</b>					Conferences	05/00/2020	0470072020				HSE NOTE	05/00/2020	Debinited	C 2120.00		Cut
<b>C</b> 7	Page 1 of 1 ()	10 items) 🤇 1														
Applications																
<b>F</b>	Application D	lotaile														
Log Of Applications	Application b		8604					Claim Cate	gory	National Cour	rses / Conferences					
	MC Reg Num	ber						Sub-Claim	Category	Anaesthesia						
Ē	Date Submitt	ed	05/06/2020					Forename								
Balance Setting	Date Attende	d From	04/06/2020					Surname								
	Date Attende		Not Set					Status		Submitted						
	Possible Dupl	licate Application	Not Set													
	Manage Appl	lication Status		Email Logs												
	VIEW			Applicatio			Sent By		Status	Message						
Reports	APPLICAT			Appicato	8604 05/06/2020	15:18:47	Dent by		Submitted	message						
CCERS					8604 05/06/2020				Submitted							
Common	VIEW		OVE													
Logged in As		2.111														
<b>&amp;</b>		FURTH														
<b>R</b>	REJECT	INFO REQUIR														
Log Out																
System Version	CURRENC															-
System version				Page	1 of 1 (2 items) 🥳	1 >										
4.1.7.UAT CCERS	TRAVEL A SUBSISTER															
	RATES															
		In th	e Man	age Ap	plicatio	on Stat	tus sec	tion v	ou will	be able	e to do	the fo	llowin	a:		
					-			,	•••					9.		
			Г	Manage	e Applica	ation Sta	atus —									
											_					
				V	IEW		EDIT		V	/IEW						
				ΔΡΡΙ	ICATION	4	PPLICAT	TON	ΔΤΤΔ	CHMENT	•					



#### HSE NDTP- Training Supports Module

#### 3.2.1 View Applications

The Medical Manpower Department will be able to view the PDF version of the application by clicking on the View Application button under the Manage Application Status window. You will also have the option to Print and Save the application as shown below.

NER Training Supports		
Applications		
Las of Calma	Application Id: 138	
1	Training Sur	oports Application Form
Balance Setting	GENERAL PERSON DETAILS	
Aports Lagged in Au	SURNAME	
Stephen C'Donnell	FORENAME	
Case Marcine	TITLE	Dr.
122.047	MOBILE NUMBER	3333
	EMAIL ADDRESS	stephen.odonnell2@hse.ie
	PPS NUMBER	
	TRAINING DETAILS	
	CLAIM CATEGORY	National Courses / Conferences
	SUB-CLAIM CATEGORY	General Medicine
	DATE ATTENDED FROM - TO	18/05/2019
	FURTHER DETAILS	

#### 3.2.2 View Attachments

The Medical Manpower Department can view all supporting documentation submitted by the NCHD with their application by clicking on the View Attachments button under the Manage Application Status window

As well as viewing the attachments in this pop-up box, the Medical Manpower Department have the option to Upload / Download / Remove and Rename supporting documents associated with the application.

iew Attachment		(
Attachments		Ŵ
Name	File Name	Action
NDTP DIME TEST Document.pdf	NDTP DIME TEST Document.pdf	View Download Remove Rename
NDTP LOGO.jpg	NDTP LOGO.jpg	View Download Remove Rename
Add Attachments Name: File: Browse No file select		tachment

#### 3.2.3 Edit Application

The Medical Manpower Department will have the ability to edit details that were submitted by the NCHD on their application by clicking on the "Edit Application" button in the "Manage Application Status" window. Please note that the PPSN will not be an editable option.

PPSN: Date Attended From:   22/05/2019    Claim Category: Date Attended To:   Exams    dd/MM/yyyy    Sub-Claim Category:    Anaesthesia	dit Application Details		
22/05/2019       Claim Category:       Date Attended To:       Exams       dd/MM/yyyy       Sub-Claim Category:       Anaesthesia	Application Id: 147		(i)
Claim Category: Date Attended To:       Exams        Sub-Claim Category:        Anaesthesia	PPSN:	Date Attended From:	
Exams        Sub-Claim Category:        Anaesthesia		22/05/2019	
Sub-Claim Category: Anaesthesia	Claim Category:	Date Attended To:	
Anaesthesia v	Exams 🔻	dd/MM/yyyy	
	Sub-Claim Category:		
Further Details	Anaesthesia 🔻		
	Further Details		
			//
		Cancel Submit	

11

#### 3.2.4 Approve Application

The Medical Manpower Department can approve applications by clicking on the "Approve" button under the "Manage Application Status" window.

The Approve Application window will appear below containing the following information: Name of NCHD, IMC NO: and Current Balance for this training year.

- 1. The Medical Manpower Department should enter the total cost of the Course/Exam/Conference into the first cell.
- 2. The Medical Manpower Department should enter the total cost of the travel (if applicable) into the second cell.
- 3. The total amount that the NCHD will receive can be seen in the last cell (highlighted yellow) which is automaytically totaled by the system.

bein	IC NO: 1234 g sought by th	e NCHD	\$
0.000			
0.000			
0.000			
		mount to	
1	300.00	4.5	]
2	31.00	< >	]
	331	1	
unds ning b	will be directe balance will be	d to the	
	300	~	
	31	0	
	331	65	
	mour lunds ning b	2 31.00 331 mount available to funds will be directer ning balance will be rually be paid. 300 31	2 31.00

TheMedical Manpower Department have the option to Save & Provisionally Approve or Save & Approve the application.

#### Save and Provisionally Approve

This option may be used if Travel & Subsistence expenses need to be calculated outside the System. The Medical Manpower Department can Provisionally Approve an application and then grant Final Approval once all information is available.

- 1. The status of the application changes to Provisionally Approved
- 2. Status will be updated on the NER Portal & DIME
- 3. No email will be sent to NCHD
- 4. The Medical Manpower Department should search under Provisionally Approve status in Applications section in order to locate and input additional info before final approval.

#### Save and Approve

- 1. The status of the application changes to Approved.
- 2. The status of the application will be updated on the NER Portal & DIME
- 3. Approval email will be sent to NCHD

From: To: Cc:	Fo: Stephen ODonnel			
Subject:	Approve			
Dear	Doctor,			
Your	Training Supports application has been approved by Medical Manpower:			
Europ	ean Courses / Conferences , 'no details', €331, Beaumont, Approved			
Pleas	e note that payment should be expected within a 4–6 week period.			
Balan	ce Remaining for this training year after approval of this claim: €0.00			
Kind F	Regards			
Medi	cal Manpower Department			

- 4. Balance remaining for NCHD will also be updated in NER Portal and DIME
- 5. All the fields in the approval window will appear as a small table at the bottom of the PDF. The name of the approver and the date when it was approved will also appear at the bottom of the PDF as shown below:

1	Total amount for the course/exam	€ 300.00
2	Total amount for travel & subsistence	€ 31.00
3	Total amount	€ 331.00
4	Total amount to be paid for the course/exam	€ 300.00
5	Total amount to be paid for travel & subsistence	€ 31.00
6	Total amount to be paid	€ 331.00

Submitted By: Joe Bloggs

Submitted Date Time: 27/09/2019 12:06:31

Approved By: User

Approved Date Time: 13/07/2020 11:54:45

#### 3.2.5 Reject Application

The Medical Manpower Department can reject applications by clicking on the "Reject" button under the "Manage Application Status" window.

Reject Application		X
	Do you want to reject this application?	٩
Reason	ALL	
Description		]
		]
	No Yes	

When the Medical Manpower Department rejects an application

- 1. The status of the application will be updated to Rejected.
- 2. A rejection email will also be sent to the NCHD
- 3. The NER Portal will be updated

From: To: Ec:	dime@hse.ie Stephen ODonnell
Subject:	Reject Application
The Traini	ng Supports application that you have submitted has not been approved for the following reasons:
test test r	ejection
Balance Re	emaining for this training year: €425.00
Kind Rega	rds
Medical N	lanpower Department

#### 3.2.6 Further Info Required

The Medical Manpower Department can seek further information from an NCHD for a particular application by clicking on the "Further Info required" button under the "Manage Application Status" window.

Further Info Required		X
	Further Info Required	
Further Info Required	ALL <b>v</b>	
Description		
	No Yes	

When the Medical Manpower Department seeks Further Information,

- 1. The status of the application will be updated to Further Info Required,
- 2. An email will be sent to the NCHD, informing them that further information is required,
- 3. They will be directed to make the necessary updates in their NER Portal (Edit Application section).

From:	dime@hse.ie
To:	Stephen ODonnell
Cc	
Subject:	Further info required
Medica test test	l Manpower require additional information in order to process your Training Supports application: fir
Please (	click on Edit Application in your NER Portal Account to make the necessary updates
Balance	Remaining for this training year: €331.00
Kind R	egards
Medica	l Manpower Department

4. There will also be an Alert Symbol on the NER Portal, notifying the NCHD that action is required.



#### 3.2.7 Currency Converter

The Medical Manpower Department may want to use the currency convertor when dealing with an application that has been submitted with receipts in a currency other than euro.



#### 3.2.8 Guidance Document

The Medical Manpower Department can access the TSS Policy by clicking the Guidance Document link under the "Manage Application Status" window

<b>F</b>
NCHD Training Supports Scheme (TSS)
Guidance Document for Employers & NCHDs
Effective from July 2020
Title: NCHD Training Support Scheme Lead Author: HSE National Doctors Training & Planning Approved by: HSE National Doctors Training & Planning Date Effective from: July 2020 Version No.: 2

#### 3.2.9 Travel & Subsistence

The Medical Manpower Department can access the Travel & Subsistence page of the HSE website by clicking on the Travel & Subsistence option under the Manage Application Status.

	ice Executive na Seirbhíse Sláinte	How can we help you?	How can we help you?			
Health Services	Health A-Z	Staff & Careers	About Us			
dome > Benefits and Services > Tra	vel & Subsistence > Travel & Subsistence Rates					
<ul> <li>National Staff Engagement Forum</li> </ul>	Travel & Subsistenc	e Rates				
Cycle to Work Scheme		Please click on the links below to access information on travelling expenses/motor travel rates, subsistence allowances in Irelan and rates for subsistence abroad.				
<ul> <li>Health Services Staffs Credit Union</li> </ul>	Current Motor Travel Rates					
> Mediation Service	Domestic Subsistence Allowance					
> Pay	Subsistence Allowances Abroad Travel and Subsistence claim form					
> Pension Management		Travel and Subsiderice claim form A number of HR Circulars relating to Travel and Subsistence Rates between 2006 and 2009 can be found on the right of this pa				
> Performance Achievement						
> Time Off Entitlements						
> Travel & Subsistence						
> Travel & Subsistence Rates	Related Files					
<ul> <li>Transportation of college students &amp; colleagues</li> </ul>	Transferration of the	- Anna				
> Business Travel		oods. Nat Director of Finance, 14/1/2009 r sociated Expenses	e Circulars Governing Payment of	f Travel,		

#### 3.3 Email Logs

A Log of Emails sent by the Medical Manpower Department will be shown in the Email Logs table. This will be visible beside the "Manage Application Status" section in the lower half of the screen in Applications.

The Medical Manpower Department will also be able to see the progress of the application as the status and the date the application status was updated is also displayed here.

Application Id	Date Time	Sent By	Status	Message
10	14/09/2020 11:33:33	amaguire	Submitted	
10	14/09/2020 10:12:28	amaguire	Rejected	
10	08/09/2020 11:44:46	amaguire	Submitted	
10	28/08/2020 15:06:01	sa	Rejected	
10	26/08/2020 14:38:03	sa	Approved	
10	25/08/2020 15:40:46		Submitted	
	. (6 items)			

#### **3.4 Downloading Attachments**

There is an option for the Medical Manpower Department to download all the supporting documents by clicking the "Download" button. This will download all the documents in a Zip Folder. The zip folder will have the name of the NCHD and today's date as the name (e.g. Jane Doe – 22022019). The download location shall vary according to the default download folder location.

#### How to get here:

- 1. Navigate to the Training Supports Module and choose the Applications icon
- 2. Perform a search for the application
- 3. Double click on the application highlighting it in orange
- 4. Downloading the Application to a Zip Folder may be done by selecting Download in the below highlighted download option

NCHD Post Matching	Application Id:	Mc Reg Numb	er: Forenam	e: Si	urname:	Claim Categor	y: Submitt	ed Date: D	ate Actioned From	m: Date Actione	ed To: Clinica	al Site	Status	_	۹
Consultant Post Matching						ALL	dd/MM	/уууу 💌 с	ld/MM/yyyy	dd/MM/yyy	y 💌 HSE	NDTP 👻	Submitted, Pro	ovisionally •	् 🗶
NER							Date Attended	Date Attended	Possible	Possible Duplicate				Demoisies	
CAP	Application Id	Mc Reg Number	Forename •	Surname	Claim Category	Submitted Date	From	To	Duplicate Application	Application	Clinical Site	Date Actioned	Status	Remaining Balance	Download
OH Module										Number					
Training Supports	8604					05/06/2020	04/06/2020				HSE NDTP	05/06/2020	Submitted	€ 2120.00	Download
					Conferences										
Applications	8605	1			National Courses / Conferences	09/06/2020	08/06/2020				HSE NDTP	09/06/2020	Submitted	€ 2120.00	Download
													Provisionally		
Log Of Applications	😂 Page 1 of 1 (1	10 items) K 1													

5. During the download application process, the below message will appear at the bottom of the screen

Do you want to save TrainingSupport\_134-201906061349.zip (188 KB) from testexternalmps.hse.ie?

Save 🔻 Cancel 🗙

- 6. (Please click the **Save** option)
- 7. When the download has been completed, the below message will appear at the bottom of the screen and to view the application select **Open.**

The TrainingSupport_134-201906061352.zip download has completed.	Open 🔻	Open folder View downloads 🗙

#### Emailing the Zip Folder

1. To email the zip folder, follow the above instructions and when the application download has been completed, the below message will appear at the bottom of the screen

_	The TrainingSupport_134-201906061352.zip download has completed.	Open	•	Open folder	View downloads	x	
						J	

- 2. (Please click the **Open Folder** option) this will then direct you to the Zip Folder in your download items.
- 3. To email the Zip Folder (Please **Right click** on the folder and select **Send To Mail Recipient** as per below image)

				_	
TrainingSupport_115-201905291313	29/0	Open		1	
TrainingSupport_115-201905291314	29/0	Open in new window			
IrainingSupport_134-201906051200 (1)	05/0	•			
TrainingSupport_134-201906051200	05/0	Extract All			
TrainingSupport_134-201906061346	06/0	7-Zip	•		
TrainingSupport_134-201906061349 (1)	06/0	CRC SHA	•		
TrainingSupport_134-201906061349	06/0 💽	Scan for threats			
TrainingSupport_134-201906061351 (1)	06/0	McAfee File and Removable Media Protection	•		
TrainingSupport_134-201906061351 (2)	06/0	Open with			
TrainingSupport_134-201906061351	06/0				
TrainingSupport_134-201906061352	06/0	Share with	•		
TrainingSupport_138-201906050900 (1)	05/0	Restore previous versions			
TrainingSupport_138-201906050900	05/0	Send to	۲.	0	Bluetooth
TrainingSupport_147-201906050900	05/0			1	Compressed (zipped) folder
TrainingSupport_147-201906050901 (1)	05/0	Cut			Desktop (create shortcut)
TrainingSupport_147-201906050901 (2)	05/0	Сору			Documents
		Create shortcut			Mail recipient
ted: 29/05/2019 13:14		Delete		-	Waitreepiene
		Rename			
		Properties			

#### **3.5 Amending Approved Application**

The Medical Manpower Department can amend a TSA that has already been approved, if an error has been made. **How to get here:** 

- 1. Navigate to the Training Supports Module and choose the Applications icon
- 2. Perform a search for the application by filtering status to Approved
- 3. Double click on the application highlighting it in orange

NCHD Post Matching	Application Id:	Mc Reg Num	ber: Forer	name: Si	urname:	Claim Catego	ory: Subm	itted Date:	Date Actioned Fr	om: Date Acti	oned To:	Clinical Site	Status		į,
Consultant Post Matching						ALL	dd/M	М/уууу 💌	dd/MM/yyyy	dd/MM/y	yyy 💌	HSE NDTP	<ul> <li>Approved</li> </ul>		<u> </u>
NER CAP OH Module	Application Id	Mc Reg Number	Forename	Surname	Claim Category	Submitted Date	Date Attended From	Date Attended To	Possible Duplicate Application	Possible Duplicate Application Number	Clinical Site	Date Actioned	Status	Remaining Balance	Download
Training Supports	4999				Professional Competency Scheme (PCS) Registration	05/12/2019	01/05/2019	20/04/2020			HSE NDTP	05/12/2019	Approved	€ 0.00	<u>Download</u>
Applications	4139				Other	21/11/2019	18/11/2019				HSE NDTP	21/11/2019	Approved	€ 2120.00	Download
<b>E</b>	😂 Page 1 of 1 (	(10 items) K 1			Membership										
Log Of Applications															
Balance Setting	Application I Application I MC Reg Num	d	4999					Claim Categor Sub-Claim Cat		Professional Co Other	mpetency Scher	ne (PCS) Registratio	n		
	Date Submit		05/12/201	Э				Forename	22011	other					
	Date Attende	ed From	01/05/201					Surname							
4	Date Attende	ed To	20/04/202	D				Status		Approved					
	Possible Dup	licate Application	Not Set												
Reports															
CCERS	Manage App	lication Status		Email Logs											
Common	VIEW		EW HMENT	Application	Id Date Time		Sent By		Status	Message					
Logged in As	APPLICAT	10N ATTAC			4999 05/12/2019				Approved						*
& a	AMENI APPLICAT		ECT		4999 05/12/2019	11:03:54			Submitted						
System Version	CURRENC														
	TRAVEL / SUBSISTE RATES	NCE		Dage 1	of 1 (2 items) 🧭										Ŧ
I I				Page 1	or 1 (2 items) 🤞										

- 4. Select Amend Application in the Manage Application Status Section and the below pop up will appear.
- 5. In the top right corner the Medical Manpower Department can see the current Approved Amount (highlighted yellow).
- 6. The Medical Manpower Department can amend the first two cells to award the NCHD the correct amount. The new amount that the Medical Manpower Department is awarding the NCHD can be seen in the last cell "Total Amount to be Paid"
- 7. The Medical Manpower Department should click "Update and Approve" once they are happy.

nended Application		
Current Balance: € 2120.00 Please fill in the below details	IMC NO: Approved Amount: €20.00	¢
The figures in Fields 1 – 3 should be the amount of fundin for this application even if this exceeds their current balar <b>be paid.</b>		
1. Total Amount for the course/exam etc.	50.00	
2. Total Amount for travel & subsistence.	0.00	
3 Total Amount		
. Inter Amount.	50	
Fields 4 – 6 will be automatically populated based on the If there are insufficient funds available for the total claim, course/exam/conference fees and subsequently any rema	amount available to the NCHD. funds will be directed to the ining balance will be directed	
Fields 4 – 6 will be automatically populated based on the If there are insufficient funds available for the total claim, course/exam/conference fees and subsequently any rema to travel & subsistence. This is the amount that should ac	amount available to the NCHD. funds will be directed to the ining balance will be directed	
Fields 4 – 6 will be automatically populated based on the a If there are insufficient funds available for the total claim, course/exam/conference fees and subsequently any rema to travel & subsistence. This is the amount that should ac 4. Total Amount to be paid for the course/exam etc. 5. Total Amount to be paid for travel & subsistence.	amount available to the NCHD. funds will be directed to the ining balance will be directed tually be paid.	

Once the Application has been amended,

- 1. The Training Supports Balance will be updated accordingly into the NCHDs current balance.
- 2. The Medical Manpower Department should send an email outside the system to the NCHD advising of same, as no email will be automatically generated for this action
- 3. Finance should be notified of this update, if the application has already been sent to them for processing.

#### **3.6 Reject Approved Application**

Similar to Amend Application, the Medical Manpower Department can Reject an application that has already been approved, if previously approved in error. Please note the Medical Manpower Department will need to notify their Finance team, should the application have been originally sent to them for processing.

#### How to get here:

- 1. Navigate to the Training Supports Module and choose the Applications icon
- 2. Perform a search for the application
- 3. Double click on the application highlighting it in orange
- 4. Click the "Reject" button and the below pop up will display

Reject Application		
Reason	Do you want to reject this application?	ψ
	ALL	
Description		

When the Medical Manpower Department rejects an application,

- 1. The status of the application will be updated to Rejected,
- 2. A rejection email will also be sent to the NCHD
- 3. The NCHDs current TSS Balance will be updated accordingly.
- 4. The Medical Manpower Department will need to notify their Finance Team of this change, via email, should the application have been originally sent to them for processing

From:	dime@hse.ie
To:	Stephen ODonnell
Cc	
Subject:	Reject Application
The Traini	ng Supports application that you have submitted has not been approved for the following reasons:
test test r	ejection
Balance R	emaining for this training year: €425.00
Kind Rega	rds
Medical N	1anpower Department

## 5. Log of Applications

When the Medical Manpower Department opens the Log of Applications Screen, the Application Status will be defaulted to Approved. The Medical HR/ Manpower can view and download all previously approved applications for their clinical site in this section. The Application Status can be adjusted to display all other application statuses also if required.

#### How to get here:

- 1. Navigate to the Training Supports Module and choose the Log of Applications icon
- 2. Perform a search for the application
- 3. Double click on the application highlighting it in orange
- 4. Downloading the Application to a Zip Folder may be done by selecting Download in either of the below highlighted (yellow) download options

NCHD Post Matching	Application Id:	Mc Reg Number:	Forename:	Surname:	Claim Cate	gory: Subm	itted Date: D	ate Actioned From:	Date Actioned To:	Status		Clinical Site	
Consultant Post Matching					ALL	dd/M	M/yyyy 💌 d	ld/MM/yyyy	dd/MM/yyyy	<ul> <li>Approved</li> </ul>	Ŧ	HSE NDTP	🖃 🍳 🕷
NER	Application Id	Mc Reg Number	Forename •	Surname	Claim Category	Submitted Date	Date Attended From	Date Attended To	Status	Clinical Site	Remaining Balance	Date Of Action	Download
CAP	4139	1			Other	21/11/2019	18/11/2019		Approved	HSE NDTP	€ 2120.00	21/11/2019	Download
OH Module Training Supports	3103	2 m	• -		European Courses / Conferences	21/11/2019	29/10/2019		Approved	HSE NDTP	€ 2120.00	21/11/2019	Download
<b>`</b>	20				Exams	10/07/2019	18/06/2019		Approved	HSE NDTP	€ 1001.00	14/08/2019	Download
Applications	ᡷ Page 1 of 1 (10	items) 🧭 1 >											
<b>B</b>	Application Deta	ails											ψ
Log Of Applications	Application Id		139				Date Submitte	d :	21/11/2019				
Ē	MC Reg Number						Date Attended Date Attended		18/11/2019 -Not Set				
Balance Setting	Surname						Status		Approved				
	Claim Category	c	ther				Date of Action		21/11/2019				
	Sub-Claim Categ	jory C	)ther										
						Down	load Training Applica	tion					
Reports													

5. During the download application process, the below message will appear at the bottom of the screen

Do you want to open or save FirstNameTest SurNameTest_201906101005.zip (35.9 KB) from testexternalmps.hse.ie?	Open	Save	-	Cancel	×
	- 20	_			-

- 6. (Please click the Save option)
- 7. When the download has been completed, the below message will appear at the bottom of the screen and to view the application select **Open Folder.**

 The TrainingSupport_134-201906061352.zip download has completed.	Open 🔻	Open folder	View downloads	x

## 6. Training Supports – Balance Setting

The Medical Manpower Department can allocate balances to NCHDs in two ways:

- 1. Individual Balance Setting
- 2. Bulk Upload Balance Setting

#### **5.1 Individual Balance Setting**

- 1. Ensure all NCHDs are post matched correctly to the appropriate site.
- **2.** Click the Balance Setting section of the Training Supports Module.
- **3.** Search the NCHDs in your site by selecting the appropriate Clinical Site from the dropdown menu and search.
- 4. Click "Edit" beside the NCHD that requires a TSS balance.

NOUD	Post Matching	Mc Reg Number:		Surname		Grade:	Specialty:	r .	Clinical Site:						
	Itant Post Matching	me weg number.	Forename:	Jumanne		-ALL	✓ALL		HSE NDTP	<b>3</b>	L				
VER	itant Post Matching	MC Reg. Numl Forenam	e Surname	Grade	Specialty	Clinical Site	Funding Granted I				nount Last Grante	d / Total Amount	Contra		-
		Pro Keg. Numi Porenam	e Sumame	Grade	speciality	HSE NDTP	08/07/2019	12/07/2020			€0.		1,250.0	Edt	-4
CAP OH Mo						HSE NOTP	08/07/2019	12/07/2020			€0.		1,250.0		- 7
	ng Supports					HSE NOTP	08/07/2019	12/07/2020			€0.		1,250.00	Edit	
	Applications					HSE NDTP	08/07/2019	11/07/2021			€200.		€250.00	Edt	
	1														
	Log Of Claims														
	Log Of Claims	2													
	Balance Setting	2													
	Balance Setting	2													÷
	Balance Setting	Page 1 of 1 (4 item	s) 🔇 <mark>1</mark> 🌫							CK SAVE AFT	ER BALANCES HAV	ve bêêw Dipblat	ED OTHE	tw Sav	Ĵ.
	Balance Setting Description Settings Reports			s Clinical Sit	ie.			PLEASE REM WILL BE LOS		CK SAVE AFT	ER BALANCES HAV	אים אליא טייטלאזיי	ED OTHER	tw <mark>Sav</mark>	-
B	Balance Setting Description Settings Reports	Page 1 of 1 (4 item Grant Allocated F		s Clinical Sil		Grade:	Speciality	WILL BE LOS		CK SAVE AFT	ER BALANCES HAV	אים אלפאי טאלאזו	ED ÖTHER	tw <mark>Sav</mark>	
B Commi Logged	Balance Setting Settings Settings Reports ion d in As	Page 1 of 1 (4 item Grant Allocated F	rom Previou			Grade: ALL	Speciality:	WILL BE LOS					ED <mark>UTHER</mark>	tw <mark>Sav</mark>	
B Commi Logger	Balance Setting Settings Settings Reports	Page 1 of 1 (4 item Grant Allocated F Mc Reg Number:	rom Previou		-			with be los	dd/MM/yyyy	● dd/M0		*			

- 5. Enter the NCHDs TSS entitlement into "Additional Amount Granted" cell. You should also update the "Funding Granted From" and "Funding Granted To" cells. [Please note these dates should not be outside the current training year]
- 6. Click the "Update" button and then the "Save" button to save this entry

	Mc Reg Number:	Forename:	Surname:	Gra	ade:	Specialty:	c	linical Site:					-
Consultant Post Matching					ALL	✓ALL	v (	HSE NDTP		٤			
NER	MC Reg. Numl Forenam	e Surname	Grade	Specialty C	Clinical Site F	unding Granted F	Funding Grant	ed T Additional Amo			( Total Amount Grante	-	
CAP				н				•	0			Update Cancel	6
OH Module				F	HSE NDTP 0	8/07/2019	12/07/2020		_	€0.00	€1,250.00	Edt	Т
Training Supports				ŀ	HSE NDTP 0	8/07/2019	12/07/2020			€0.00	€1,250.00	Edg	
<b>i</b>				ŀ	HSE NDTP 0	8/07/2019	11/07/2021			€200.00	€250.00	Edit	
Applications													
<b>E</b>													
Log Of Claims													
63													
Balance Setting													
<b>E</b>													
Settings													
Settings	Page 1 of 1 (4 item	s) 🔇 1 🔊							AVE AFTER	BALANCES HAVE	BEEN UPDATED OTH	ed Save	i
Settings	😂 Page 1 of 1 (4 item	s) 🔇 1 🕗					PLEASE REME WILL BE LOST		AVE AFTER	BALANCES HAVE	BEEN UPDATED OTH	ER Save	
Reports Common	Grant Allocated F		Clinical Sit	e					WE AFTER	BALANCES HAVE	BEEN ÜPDATED ÖTH	ad ER	
Reports	Grant Allocated F		Clinical Sit	Gra	ade:	Specialty:	WILL BE LOST					save Save	
Reports Common Logged in As	Grant Allocated F	rom Previous		Gra	ade: ALL		WILL BE LOST		dd/MM/y			er Save	
Reports Common Logged in As	Grant Allocated F Mc Reg Number:	rom Previous		Gra	ALL	Specialty:	WILL BE LOST		dd/MM/y	w • •	×		

- 7. The value you just entered into the "Additional Amount" cell will now become visible in the "Amount Last Granted" cell.
- 8. The *"Total Amount Granted"* cell should now reflect the NCHDs TSS entitlement for the current Training Year.
- **9.** Make sure to click "Save" once you have made all changes to your screen before moving screen again. Otherwise any changes will be lost. When the Balance has been allocated this will be updated and reflected on the NER Portal.

		Forename:	Surname:		Grade:	Specialt		Clinic										
Consultant Post Matching				(	ALL	✓ALL			NDTP	_	0.3							
NER	MC Reg. Numl Forenar	ne Surname	Grade	Specialty	Clinical Site	Funding Granted	F Funding Gra	anted T	Additional A	Amour	Gra An	ount Last	Granted	Total Amou	unt Granted	č.		
CAP					HSE NDTP	08/07/2019	12/07/2020				1		1,250.00		€2,500.00	O E		^
OH Module					HSE NDTP	08/07/2019	12/07/2020				_					80	ŧ	
Training Supports					HSE NDTP	08/07/2019	12/07/2020						€0.00		€1,250.00	E	台	
<b>i</b>					HSE NDTP	08/07/2019	11/07/2021						€200.00		€250.00	E	8	
Applications																		
<b>6</b>																		
Log Of Claims																		
~																		
Balance Setting																		
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Balance Setting	. S Page 1 of 1 (4 iter	ns) 🔇 🚺 🔊					PLEASE REI		ER TO CLIC	K SAVE	AFTER	BALANC	ES HAVE	BEEN DIPOL	ATED OF I	skw	Save	•
Balance Setting	Page 1 of 1 (4 iter	ns) 🗲 🚺 🗲					PLEASE REI WILL BE LO		ER TO CLIC	K SAVE	AFTER	BALANC	ES HAVE I	BEEN TOPOL	ATED OT IT	łw	Save	
Balance Setting Settings Reports	Page 1 of 1 (4 Res Grant Allocated		s Clinical Sit	ie					ER TO CLIC	K SAVE	AFTER	BALANC	ES HAVE	BEEN TOPELA	ATED OT I	kw	Save	•
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Balance Setting Settings Reports Common			s Clinical Sit	: (	Grade:	Specialt	WILL BE LC	DST							ATED OF I	<del></del>	Save	
Balance Setting Settings Reports Common Logged in As A DIME	Grant Allocated	From Previou: Forename:	Surname:		ALL	▼ALL	WILL BE LO	dd/M	Minny	• de	5/1MIM/191	w •	۹.1	•	L		Save	
Balance Setting Settings Reports Common Logged in As	Grant Allocated	From Previou					WILL BE LO	dd/M	Minny	• de	5/1MIM/191	w •	۹.1		L		Save	•

Please note the Maximum amount available under the TSS is €2000 for each Training Year when allocating balances (Grade: Intern = €750, SHOs and Registrars = €1,250, and for SPRs/GP Registrars/Psychiatry SRs on a training scheme = €2000)

**NB.** *"Total Amount Granted"* refers to the total amount the NCHD is entitled to for the entire Training Year. It is not the same as what the NCHD has remaining. To check a NCHDs remaining balance you can do this by searching for the NCHD in the Applications section of the TSS Module or use the Current NCHD Balance Report

#### **Previous Grant Allocated**

If an NCHD rotates into a different Clinical Site during the training year and there was a certain amount allocated to this NCHD by the previous Clinical Site the amount allocated by the previous clinical site will be visible in the bottom half of the screen. The total amount available form all clinical sites for the current Training Year will be visible in the "Total Amount Granted" column.

	Mc Reg Number:	Forename:		Surname:		Grade:	Specialty:	Clinical Site:					
Consultant Post Matching						ALL V	ALL	*	💌 🔍 🕷	¢			
ER	MC Reg. Number F	orename	Surname		Grade	Specialty	Clinical Site	Funding Granted From	Funding Granted To	Amount Granted (€)	Total Amount Grante	rd (( #	
φ.					Reg	Rheumatology					€0.	.00	Edit
H Module					Reg	Anaesthesiology					€0.	.00	Edit
aining Supports					Reg	Anaesthesiology		08/07/2019	12/07/2020		€1,250,	.00	Edit
<b>1</b>					Reg	Respiratory Med		08/07/2019	12/07/2020		€1,250,	.00	Edit
<b>14</b>					Reg	Neurology		08/07/2019	12/07/2020	1250.00	€1,250,	,00	Edit
Applications					SpR	Anaesthesiology		08/07/2019	12/07/2020	2000.00	€2,000,	.00	Edit
1					SHO	Radiation Oncology		08/07/2019	12/07/2020		€1,250,	.00	Edit
					SpR	Anaesthesiology					€0.		Edit
Log Of Applications					SpR	Anaesthesiology		08/07/2019	12/07/2020		€2,000.		Edit
6					Reg	Anaesthesiology		08/07/2019	12/07/2020		€1,250.		Edit
Balance Setting					Reg	Anaesthesiology		29/06/2020	12/07/2020	5000.00			Edit
					SHO	Endocrinology & DM		08/07/2019	12/07/2020	1250.00			Edit
					SHO	Microbiology		08/07/2019	12/07/2020		€1,250,		Edit
	*				Reg	Cardiology		08/07/2019	12/07/2020		€1,250.	.00	<u>idit</u>
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6	Page 1 of 1 (78 items) Grant Allocated From		s Clinical Site			PLEASE REM	MEMBER TO CLICK SAVE	AFTER BALANCES HAVE	BEEN UPDATED OTHE	RWISE CHANGES WILL	BE LOST Downlos	ad Upload	
Reports	Grant Allocated Fro	om Previous						AFTER BALANCES HAVE	BEEN UPDATED OTHE	RWISE CHANGES WILL	BE LOST Downlos	ad Upload	
Reports				Surname:		Grade:	Specialty:					ad Upload	
Reports nmon gged in As	Grant Allocated Fro	Forenames		Surname:		Grade: ]ALL ▼	Specialty:	dd/MM/www	dd/MM/vyy		*		1
Reports mmon gged in As	Grant Allocated Fro	om Previous				Grade:	Specialty:		dd/MM/vyy		*	Clinical Site	
Reports mmon gged in As	Grant Allocated Fro	Forenames		Surname:		Grade: ]ALL ▼ Grade	Specialty:	dd/MM/www	dd/MM/vyy		*		
Reports mmon gged in As	Grant Allocated Fro	Forenames		Surname:		Grade: ] [ALL ↓ Grade Reg	Specialty: ALL Specialty Anaesthesiology	dd/MM/www Funding Granted Fro     08/07/2019	dd/MM/ywy Funding Grant 12/07/2020		€ Granted (€) C €1,250.00	Clinical Site	
Reports mmon gged in As	Grant Allocated Fro	Forenames		Surname:		Grade: ] [ALL ↓ Grade Reg	Specialty: ALL Specialty	dd/MM/YYYY     Funding Granted Fro	dd/14M/nm  Funding Grant		K Granted (E)	Clinical Site	
Reports mmon pged in As Log Out	Grant Allocated Fro	Forenames		Surname:		Grade: ] [ALL ↓ Grade Reg	Specialty: ALL Specialty Anaesthesiology	dd/MM/www Funding Granted Fro     08/07/2019	dd/MM/ywy Funding Grant 12/07/2020		€ Granted (€) C €1,250.00	Clinical Site	
Reports mmon ggod in As Log Out System Version	Grant Allocated Fro	Forenames		Surname:		Grade: ]ALL V Grade Reg Reg	Specialty: AL Specialty Anaesthesiology Respiratory Med	dd///////////  Funding Granted Fro     08/07/2019     08/07/2019	dd//MM/yww     Funding Grant     12/07/2020     12/07/2020		Granted (€) C €1,250.00	Clinical Site	

#### 5.2 BULK Upload Balance Setting

If you have a large number of NCHDs in your site it may be more efficient for you to use the bulk upload functionality. The Medical Manpower Department can download the entire table as an Excel File, update NCHDs balances in this and funding granted from/ to dates in this file before uploading the file to DIME again.

- **1.** Complete steps 1-3 as described in section 5.1.
- 2. (a) Click the download button which will extract the data on your screen into an Excel Document.(b) Click on the Excel Download pop up at the bottom of your screen to open the Excel Spread-sheet.

ICHD Post Matching	Mc Reg Number:	Forename:	Sumam	49.)	Grade:		pecialty:		Clinical								
onsultant Post Matching					++ALL-+	¥ -	ALL	~	HSE N	OTP	• 9	*					
ER	MC Reg. Numi Foreram	e Suname	Grade	Specialty	Cinical Ste	Funding G	Granted F Fu	unding Gran	ced T A	dótional Ar	rount Gra	Amount Last	Granted (	Total Amour	nt Granted	*	
NP.					HSE NOTP	06/07/201	19 11	1/07/2021					€200.00		€250.00	Edg	
H Module					HSE NOTP	08/07/201	19 12	2/07/2020					€0.00		€1,250.00	Edt	
aining Supports					HSE NOTP	06/07/201	19 12	2/07/2020					€0.00	1	£1,250.00	Edt	
<b>E</b>					HSE NOTP	06/07/201		2/07/2020					-#250.00		\$2,250.00		
Applications					PGE BUTP	08/07/201	19 14	19112020					4130.00		12,230.00	6.95	
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Log Of Clams Balance Setting Settings	Page 1 of 1 (4 item	Q ≪ <mark>1</mark> ⊃						LEASE REM		E TO CLICK	SAVE AF	TER BALANC	2, E HAVE I	.(a)	na Brind	žw Sev	
Log Of Clams Balance Setting Settings Settings Reports	Page 1 of 1 (4 item Grant Allocated F		is Clinical S	ite						R TO CLICK	SAVE AF	TER BALANC	2, E HAVE	.(a)	na driad	kw See	
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Or you may have to perform the below steps depending on what browser you are using:

Do you want to save balance_settings_132046364497004708.xls (8.00 KB) from testexternalmps.hse.ie?	Save 🔻	Cancel ×

#### Please select the **Save** option

When the download has been completed, the below message will appear at the bottom of the screen and to view the application select **Open** this will open the excel file



3. There are three editable columns in the spread-sheet ("Funding Granted From", Funding Granted To" and "Additional Amount"). All other columns are greyed out and cannot be edited.

🗶 🛛 🚽 🖓 👻 🖓 🖛	_	balance	_settings_13237037707	1774979 [Compatibility M	lode] - Micr	osoft Excel	_	_	
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Paste	Arial • 10 B I U • .				Conditional	Format Cell as Table - Styles -	Insert Delete Format	∑ AutoSum ▼ Z III ▼ Sort & Find & Clear ▼ Select ▼ Select ▼	
	G Font	G Alignment		Number G		Styles	Cells	Editing	
19									
	Н	l l	J	K	L	M	N	0	
2 g year, July - July 3 ; numerical values or									
4 Funding Granted Fro		Funding Granted To (dd/mm/yyyy)	Additional Amou	int (€) NerAccid	MPId	ClinicalSiteld	Total Amount Granted (€)		
5	08/07/2019				2102	709		1250.00	1250.00
6	08/07/2019				14081	709		2250.00	2250.00
8	08/07/2019 08/07/2019				749 665	709 709		1250.00 250.00	1250.00 250.00
0	08/07/2019	1110/12	021		(000)	709		250.00	250.00
10			i						
10 11 12 13									
12									
13									
14									

(a) You can enter the NCHDs TSS entitlement into the "Additional Amount" cell. You will notice how the "New Total Amount Granted" cell will update when an amount is entered into the "Additional Amount" cell (see below image). The "Total Amount Granted" cell is what the NCHD has received to date and the "New Total Amount Granted" cell is what the NCHD will have access to when you have re-uploaded the spread-sheet to DIME.

Additional Amount (€)	NerAccid	MPId	ClinicalSiteId	Total Amount Granted (€)	New Total Amount Granted (€)
2 1250.0	00			1250.00	
2 <b>3.</b> (a)				1250.00	
2				250.00	

## (b) You should then update the "Funding Granted From" and "Funding Granted To" columns. [Please note this date should not be outside the training year]

arical values only	3.(b)			
Funding Granted From (dd/mm/yyyy)	Funding Granted To (dd/mm/yyyy)	ditional Amount (€)	NerAccld	MPId
08/07/2019	11/07/2021	1		102102
08/07/2010	12/07/2020	_		104081
08/07/2019	12/07/2020			85749
08/07/2019	11/07/2021			78665

4. Once you are happy with the balances you should save the file to your desktop.

Save Save As Open		on about balance_settings_132046368018086893 odonnell2\Desktop\TSS Training\balance_settings_132046368018086893.xls		n an
<sup>°</sup> Close o	Convert	Compatibility Mode Some new features are disabled to prevent problems when working with previous versions of Office. Converting this file will enable these features, but may result in layout changes.	Properties *	
ew rint ave & Send	Protect Workbook +	Permissions           Image: Second S	Size Title Tags Categories Related Dates	24.5KB Add a title Add a tag Add a category
elp ) Options ] Exit	Check for Issues *	Prepare for Sharing         Before sharing this file, be aware that it contains:         ■       Document properties and author's name         ■       Content that cannot be checked for accessibility issues because of the current file type	Last Modified Created Last Printed Related People Author	Today, 12:13 Today, 12:13 Never Stephen ODonnell Add an author
	Manage Versions *	Versions ① There are no previous versions of this file.	Last Modified By Related Documen Dopen File Loo Show All Properti	ation

5. Then re-upload your saved spread-sheet to DIME by clicking "Upload" and following the instructions in the image below.

							* (	9
Organice - New fr	and the second se	and the second se	ialty:	Clinical Site:				
📃 Recent Places		* • Al			् 🗶			
😂 Libraries					ical Amount Last Granted ( To			
Documents	balance_settings_1323703770717745.(b)		11/07/2021		€200.00	€250.00	12	
Music	979 5. (D) Microsoft Excel 97-2003 Worksheet	07/2019	12/07/2020		€0.00	€1,250.00	68	
Videos		07/2019	12/07/2020		€0.00	€1,250.00	Lfd	
		07/2019	12/07/2020		4250.00	\$2,250.00	Lds	
Network								
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	ACTIVITY OF A CONTRACT OF A CO	Automatical and a second se			AFTER BALANCES HAVE BE	5.(a)	Sav	
Fa	5.(c)	Open Cancel	PLEASE REL WILL BE LO		NTER BALANCES HAVE BÊ			

6. Click "Save" once you are happy with all the changes

NCHD Post Matching	Mc Reg Number:				Grade:	Specialty		Clinical Site:					
Consultant Post Matching					ALL	✓ALL	*	HSE NDTP	• 🤇	8			
NER	MC Reg. Numl Forenan	e Surname	Grade	Specialty	Clinical Site	Funding Granted	F Funding Gra	nted T Additional Amo	unt Gra	Amount Last Granted (	Total Amount Granted	*	
CAP					HSE NDTP	08/07/2019	12/07/2020			€0.00	€2,250.00	Edit	^
OH Module					HSE NOTP	08/07/2019	11/07/2021		250.00	€0.00	€2,500.00	Edt	
Training Supports					HSE NDTP	08/07/2019	11/07/2021			€200.00	€250.00	Edit	
<b>E</b>					HSE NOTP	08/07/2019	12/07/2020			€0.00	€1,250.00	Edit	
Applications													
<b>1</b>													
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Balance Setting	•											6	
Balance Setting	. SPage 1 of 1 (4 item	5) < 1 >							AVE AFT	ER BALANCES HAVE	BEEN ÜPDATED ÖTBE		
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Balance Setting Balance Setting Settings Reports Common Logged in As	Grant Allocated	From Previou			Grade:	Specialty -ALL	WILL BE LO	ST		ER BALANCES HAVE			
Balance Setting Bellance Setting Settings Reports Common	Grant Allocated	From Previou		:			WILL BE LO	dd/MM/yyyy •	dd/MM		*	Save	

## 7. Training Supports – Reports

To access the TSS reports click the 'Reports' tab in the Training Supports Module

NCHD Post Matching				
Consultant Post Matching	Select Report:	Please Select	-	*
NER		Please Select		
CAP		Summary Status of TSM Claims		
CAP		Training Support - Application Status Report		
Training Supports		Training Support - Clinical Site Balance		
		Training Support - Current NCHD Balance		
<b>L</b>		Training Support - FundingProvidedToSites		
Applications		Training Support - Payment		
Ē				
Log Of Applications				
Ē				
Balance Setting				
Reports				

The Reports available can be used to display a variety of information which may be useful for the Medical Manpower Department .

There is a filtering functionality available with all reports which allow the user to choose the information that is displayed in these reports as required. These filters vary, depending on the report chosen.

All reports can be exported and downloaded into an Excel file if necessary by selecting the blue floppy disk icon and click "Excel" as shown below:

14	I of 1 ▷ ▷ ↓ ↓ ↓ Find   Next	<b>-</b>
		Excel
Selec	t the <b>Save</b> option	$\frown$
	Do you want to save balance_settings_132046364497004708.xls (8.00 KB) from testexternalmps.hse.ie?	Save  Cancel ×

When the download has been completed, the below message will appear at the bottom of the screen and to view the application select **Open** this will open the excel file

The balance_settings_132046368018086893.xls download has completed.	Open 🔻 Open folder	View downloads	×

#### 6.1 Summary Status of TSS Claims Report

This report can be used to view a summary of the status of applications at your clinical site as well as the funding situation for your site. Please note if there are no applications currently under any status at your site, then no data will be displayed for this report

Select Report:	Training Support – Summary Sta	tus of TSS Claims	✓ ¥			
Clinical Sites HSE Date from 08/0 Status Furt	NDTP	Hospital Group CH Date to 14	ildren's Health Ire			
Report parameters	)					
Clinical site:	HSE NDTP					
lospital group:	All					
ate from:	08/07/2019					
Date to:	14/10/2020					
Status:	Further Info Required, Provisionali	y Approved, Rejected, S	ubmitted, Unproces	sed		
Hospital group	Clinical site	Total funding provided	Status	Total spent	Number of claims	Total remaining
N/a	HSE NDTP	13,000	Approved	10,000	27	3,000
			Rejected		10	
			Further Info Required		1	
		13,000		10,000	38	
	Total	13,000		10,000	38	
Total		13,000		10,000	38	3,000

#### **6.2 Application Status Report**

This report can be used to establish the amount of applications per status for each clinical site.

Select Report:	Training Support - App	ication Status R	eport 💂	*								
Clinical Sites HSE NDTP Hospital Group Children's Health Ireland, CHO 1, CHI												
Date of report 14/10/2020 Status Approved, Further Info Required, Pr												
14 4 1 of 1 ▷ ▷1 ↓ Find   Next 😽 • 🌘												
	TS	S - App	lication	Status	Report	t						
Report parameter	ers											
Clinical site:	HSE NDTP											
Hospital group:	All											
Date of report:	14/10/2020											
Status:	Approved, Further Info Requ	ired, Provisional	ly Approved, Rej	ected, Submitted	d, Unprocessed							
		_										
				Num	ber of Applica	tions						
Hospital group	Clinical site	Submitted	Provisionally Approved	Approved	Rejected	Further information Required	Unprocessed	Total				
Mental Health	HSE NDTP	9	1	10	4	1	0	25				
Services		9	1	10	4	1	0	25				
Total		9	1	10	4	1	0	25				

#### **6.3 Clinical Site Balance**

This report can be used to check the status of the funding that has been provided to your site by NDTP i.e. what your site has been given, what your site has spent, what your site has remaining.

Select Report	t: Trai	ning Support - (	Clinical Site Bala	nce		<b>• *</b>
Clinical Site	es HSE NDTP		~	Date Of	Report	
14 4 1	of 1 🕨 🕅	\$	Find	Next	<b>R</b> , -	\$
	ing Sup te Balan	-				
Date of Repo	ort:14/10/2020					
Date of Repo	Total Funding Provided (€)	Total Spent (€)	Total Remaining (€)			
	Total Funding		Remaining			

#### **6.4 Current NCHD Balance Report**

This report can be used to check an NCHDs TSS balnce as well as their spending to date.

	: Tra			Balance	<b>— X</b>			
Clinical Site:	s HSE I	NDTP		<b>×</b>	Date of Repo	ort 14/10/	2020	
IMC No					Medical Dis	cipline Anaest	hesiology, EM,	General Practi
Grade of Inc	umbant Inter	rn, Lecture, Re	g, Reg IMGTI, Re	<b>~</b>				
14 4 1	of 1 🕨 🕅		<b>F</b> ires	l Next 🛃	• @			
	0.1	0 4 L	1111	- I mean -				
	Train	ina Sur	port Cu	rront N	CHD B:	alanco B	20nort	
			-					
ate of Repo	rt:14/10/2020							
	rt : 14/10/2020 Forename	Surname	IMC Number		Grade of	Funds	Spent (€)	Balance
			IMC Number	Medical Discipline	Grade of Incumbent	Funds Allocated (€)	Spent (€)	Balance Remaining (€)
Site			IMC Number				Spent (€) 380.00	Remaining (€)
Site HSE NDTP			IMC Number	Discipline General	Incumbent	Allocated (€)	380.00	Remaining (€) 2120.00
Site ISE NDTP ISE NDTP			IMC Number	Discipline General Practice	Incumbent Reg	Allocated (€) 2500.00	380.00	Remaining (€) 2120.00 1001.00
Site HSE NDTP HSE NDTP HSE NDTP			IMC Number	Discipline General Practice Psychiatry	Incumbent Reg Reg	Allocated (€) 2500.00 1750.00	380.00 749.00	Remaining (€) 2120.00 1001.00 2000.00
Date of Report			IMC Number	Discipline General Practice Psychiatry Obs & Gynae	Incumbent Reg Reg Reg	Allocated (€) 2500.00 1750.00 2250.00	380.00 749.00 250.00	Remaining (€) 2120.00 1001.00 2000.00 2800.00

#### **6.5 Funding Provided to Sites Report**

This report can be used to check the amount of funding that has been allocated to your site by NDTP

Select Report	: Training Sup	port - FundingProvi	dedToSites	-	×			
Clinical Site	S HSE NDTP	~	Date From	08/07	/2019	 	 	
Date To	14/10/2020							
14 4 <b>1</b>	of 1 👂 🕅 🗄 💠	F	ind   Next 🔍	- 📀				-
Provi Date From	aining Supp ded To Clini : 08/07/2019 : 14/10/2020							
Provid Date From DateTo	ded To Clini : 08/07/2019	cal Sites						
Provid Date From DateTo Site Name	ded To Clini : 08/07/2019 : 14/10/2020 Date Funds	Amount Given	Report					
Provie Date From	ded To Clini : 08/07/2019 : 14/10/2020 Date Funds Transferred	Amount Given (€)	Report					

#### 6.6 Payment Report

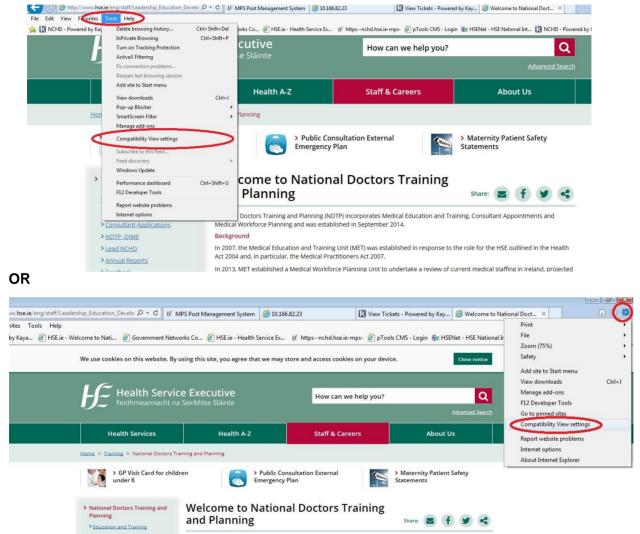
This report can be used to inform your appropriate finance department what is required to be processed and issued to the NCHD's with approved applications.

Select Report	: Training Suppo	rt - Payment		<b>— X</b>					
Clinical Site	S HSE NDTP	<b>×</b>	Date From	08/07/2019					
Date To	14/10/2020								
IA 4 1	of 1 👂 🕅 💠	Fi	nd   Next 🛛 🔍	- ©					
		т	raining	Support	: Payme	ent Report			
Date From :	: 08/07/2019								
DateTo :	14/10/2020								
Site	Application Forenam	e Surname	PPSN Number	Medical Discipline	Grade of Incumbent	Amount to be Paid Course/Exam (€)	Amount to be Paid T&S (€)	Total Amount to be Paid (€)	Date Approved
HSE NDTP				Psychiatry	Reg	189.00	0.00	189.00	11/07/201
HSE NDTP				Psychiatry	Reg	560.00	0.00	560.00	14/08/201
ISE NDTP				Obs & Gynae	Reg	250.00	0.00	250.00	14/08/201
HSE NDTP		٢.		General Practice	Lecture	20.00	0.00	20.00	21/11/2019
HSE NDTP		1		General Practice	Lecture	10.00	0.00	10.00	21/11/2019
				Surgery	Reg	353.39	0.00	353.39	04/12/2019
HSE NDTP				-	Reg	115.00	0.00	115.00	04/12/2019
				Surgery	Reg				
HSE NDTP	· · · ·	-	•	Surgery Surgery	Reg	60.00	0.00	60.00	05/12/2019
HSE NDTP HSE NDTP		-	•		-				
HSE NDTP HSE NDTP HSE NDTP HSE NDTP HSE NDTP			-	Surgery	Reg	60.00	0.00	30.00	
HSE NDTP HSE NDTP HSE NDTP	Total :			Surgery Surgery	Reg Reg	60.00 30.00	0.00	30.00 66.61	05/12/2019

## 7. 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 are having issues with this please follow the below steps:

1. Select the Settings Cog or 'Tools' options:



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

Compatibility View Settings							
Change Compatibility View Settings	lo 𝒫 + 𝒪 𝑘 м	PS Post Management System	@ 10.166.82.23	1	View Tick	ets - Powered by Kay	Welcome to National States States 1 (1998)
Change Compatibility view Settings	Government Netwo	rks Co 🕘 HSE.ie - Health S	ervice Ex <i>If</i> http	snchd.hse.ie-mp	s- 🗿 pTool:	s CMS - Login   🛣 HSE	Net - HSE National In
Add this website:	h this website. By u	sing this site, you agree tha	t we may store and	access cookies or	n your devic	e.	Close notice
Websites you've added to Compatibility View:	-		-		-		
Remove		e Executive Seirbhíse Sláinte		How can we h	elp you?		Q
	meannacht na						Advanced Search
	Services	Health A-Z		Staff & Careers	5	About U	Is
	National Doctors Tra	ining and Planning					
lisplay intrainet sites in Compatibility View     Use Microsoft Jompatibility lists     Learn more or reading the <u>Internet Explorer privacy statement</u>	/isit Card for childr 6		Public Consultation mergency Plan	n Externa <mark>l</mark>	J.	> Maternity Patient Statements	Safety
Close	rs Training and	Welcome to N and Planning	ational Do	ctors Tra	ining	Share: 💌 f	9 2