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Training Supports Scheme (TSS) Guide for NCHDs

# National Employment Record



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### 1. Introduction to Training Supports Scheme on NER

The Training Support Scheme (TSS) is part of the suite of educational supports for NCHDs provided by HSE-NDTP and can be used to claim for exam, course or conference costs which satisfy the TSS Eligibility criteria. For access to the TSS Policy, or further information on the other supports offered by NDTP, please see link to our website: <u>https://www.hse.ie/eng/staff/leadership-education-development/met/ed/fin/</u>. Please ensure that you are applying under the correct funding scheme before submitting your application.

To create a TSS application, you must submit an application via the Training Supports Scheme Section on your NER Account:



Figure 1: TSS Icon

If the bell symbol appears, it indicates that your Medical Manpower is seeking further information on a submitted application. The number on the symbol denotes how many applications require further action.

Once you have selected the TSS icon on the NER Dashboard you 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

EDUCATION AND TRAINING FINANCIAL SUPPORTS	n <b>ER Portal →</b> I≣ Da	shboard 🔸 Training Supports	
Welcome to the Training Sup Please note exams listed under the CCERS under CCERS where the NCHD has succes	where the NCHD was unsucces	sful and thus ineligible to apply via CCER	RS are eligible for reimbursement under TSS. Exams/courses listed itted via CCERS.
MAKE NEW APPLICATION		EDIT APPLICATION	DELETE APPLICATION
LOG OF APPLICATIONS TSS AND	CCERS	CHECK BALANCE	GUIDANCE DOCUMENT

### Figure 2: TSS Home Page



Please note that if the Padlock Symbol appears on the Make New Application tab, there are a number of reasons for this:

- Your current training supports allocation has already been spent
- You have not included your IMC number in your NER account Please update on your Hire Form
- Your current balance is €0.00 Please contact your local Medical HR/Manpower Department

• New applications cannot be made for approximately 4 weeks after the end of the Training Year. You will be notified by e-mail when applications can be submitted.

You won't be able to submit an application if any of the above occurs and a pop-up message will display as below:

<b>J</b> ~	Health Service Executive	View Employer's Registered Numbers	🔍 Change Password   i Help	🕩 Log Off
TRAIN	No access to making application:		×	
SUPPC	You are currently unable to make a new application for one or more	Ŭ		
Welcom	<ul> <li>Your current training supports allocation has already been spe</li> <li>You have not included your IMC number in your NER account</li> </ul>			
veicom	<ul> <li>Your current balance is €0.00 – Please contact your local Med</li> </ul>	lical HR/Manpower Department.		
	New applications cannot be made for approximately 4 weeks	after the end of the Training Year.		
	You will be notified by e-mail when applications can be submi	itted.		
			* Close	т

OR

No access to making application:	×
You are unable to make a Training Supports application as you are currently not Presently	
In post with a Clinical Site,	
please liaise with your Medical Manpower Dept in this case.	
	X Close

Figure 3: TSS Pop Ups



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### 2. Make New Application:

The application form has Three Sections:

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

### **2.1 Application Details**

To begin a new application you should click on the "Make New Application" button. This will open up the application form as shown below:

Claim Details		Attach I	Documents		Declaration
When making a claim:					
1. Please refer to the Guidance Docum	<b>nent</b> on the hon	ne screen which provides	information on what may be	e claimed for unde	er the terms of the Training Supports Scheme (
<ol> <li>Once you are satisfied that your applica to Medical HR/Manpower.</li> </ol>	ition is eligible fo	r reimbursement please	complete the Training Supp	orts Scheme (TSS	S) application form below in order to submit a cl
3. All mandatory fields marked with a red a	asterix * must be	completed in order to pr	ogress to the next stage of t	the application pro	ocess, which involves attaching documents e.g.
of attendance, relevant receipts etc.					
of attendance, relevant receipts etc. 4. Please use the further details field below 5. If you wish to save this application to ec	· · · ·		0 0, 11		e stored in the <b>Edit Application</b> section.
<ol> <li>Please use the further details field below</li> <li>If you wish to save this application to ec</li> </ol>	· · · ·		0 0, 11		e stored in the <b>Edit Application</b> section.
<ol> <li>Please use the further details field below</li> <li>If you wish to save this application to ec</li> </ol>	· · · ·	e, prior to submission, the	0 0, 11		e stored in the <b>Edit Application</b> section.
<ol> <li>Please use the further details field below</li> <li>If you wish to save this application to ec</li> <li>aim Category*</li> <li>No value</li> </ol>	lit at a later stag	e, prior to submission, the PPSN PPSN Please tick this box if 1	en click save and exit. Your in the training lasted for more than a	application will be	e stored in the <b>Edit Application</b> section.
4. Please use the further details field below 5. If you wish to save this application to ed aim Category* No value tb-Claim Category*	lit at a later stag	PPSN* PPSN PPase tick this box if 1 and enter the end date of th	en click save and exit. Your in the training lasted for more than a	application will be	e stored in the <b>Edit Application</b> section.
<ol> <li>Please use the further details field below</li> <li>If you wish to save this application to ed</li> <li>laim Category*</li> </ol>	lit at a later stag	PPSN* PPSN PPase tick this box if 1 and enter the end date of th	en click save and exit. Your the training lasted for more than a the training below.	application will be	estored in the <b>Edit Application</b> section.
4. Please use the further details field below 5. If you wish to save this application to ed aim Category* No value ub-Claim Category*	v	PPSN* PPSN PPase tick this box if 1 and enter the end date of th	en click save and exit. Your the training lasted for more than a the training below.	application will be a day ne day)	estored in the <b>Edit Application</b> section.
4. Please use the further details field below 5. If you wish to save this application to ed aim Category* No value ub-Claim Category*	v	PPSN* PPSN PPase tick this box if 1 and enter the end date of th	en click save and exit. Your the training lasted for more than a the training below.	application will be a day ne day)	estored in the <b>Edit Application</b> section.

Figure 4: Claim Details Section of TSS Application Form

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

Please note that the Further Details section is restricted to 3000 characters.

**NB:** You 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 and the application has been submitted for review



### 2.2 Attach Documents

RAINING SUPPORT APP		RM		
Claim Details	►	Attach Documents		Declaration
1. Please upload all documentation be	ow to support your Tra	ining Supports claim e.g. receipts and proof of atte	endance.	
2. Documents must be saved in PDF, J	PEG or ZIP format and	d cannot exceed a maximum file size of 5MB per o	locument. Please	e upload required pages only.
3. Please ensure that all documents an	e legible and relevant t	to the submitted claim.		
4. You cannot progress to the next stag You can however save and exit the ap	-		at least 1 suppoi	rting document has been uploaded in this section.
5. If claiming for travel and subsistence	<u>, please contact your l</u>	ocal Medical HR/Manpower Department for guida	nce and docume	ntation required as part of your on-line application.
ttachment(s)		G		
		Drag & Drop or <u>Browse</u> for a file		
		🖹 SAVE & EXIT 🖺 SAVE & CONTINUE		

Figure 5: Attach Documents Section of the TSS Application Form

To attach a document you can click on the "**Browse**" button, which will allow you to browse for a specific document on your PC and add it to the application. Otherwise you can use the drop box to "drag & drop" the document you want to attach with your application. You 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.

**NB:** You 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 and the application has been submitted for review



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### 2.3 Declaration Form

TRAINING SUPPORT APPLICA		М		
Claim Details		Attach Documents		Declaration
Declaration Acceptance				
Applicant please read the declaration below c	arefully:			
<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 electro reimbursed for f e same exam/co awn if the terms	this course/exam/conference from the TSS, C ourse I will be required to repay the amount in	full. I am awai	
I am aware that my employer may reject my	application if i	t is not eligible under the TSS policy.		
✓ I agree to this information being kept electron	ically and confidenti	ally.		
		🗲 BACK 🖺 SAVE & EXIT 🗖 SUBMI		

Figure 6: Declaration Section of the TSS Application Form

Only when you have signed the online declaration and clicked the submit button will the application be visible to your Medical Manpower Department.

If you click "Save and Exit" the application will not be visible to your Medical Manpower Manger. However, you can edit this application under the "Edit Applications" section in the Training Support Scheme section of the NER portal.

### 2.4 Mandatory Cert Pop-Up (PCS)

If you are submitting a TSS application, claiming reimbursement for PCS costs once you have agreed and signed the Declaration a pop-up reminder as shown in figure 7 will be displayed as a reminder to upload your most up to date PCS cert in the Training Cert section of the NER Portal.

FINANCE	×
Please upload your PCS document in the Training Certificates section of your NER if you have not already done so.	
TRAINI	* Close
Declaration Acceptance Applicant please read the declaration below carefully:	
I declare that:	
<ol> <li>The information that I have provided as part of my TSS application is accurate and complete</li> <li>That supporting documentation uploaded are electronic versions of original documents</li> <li>I have not already claimed and been reimbursed for this course/exam/conference from the TSS, CCERS, any HSE funded schem understand that if I claim twice for the same exam/course I will be required to repay the amount in full. I am aware that the provis scheme may be suspended or withdrawn if the terms of the scheme are breached.</li> <li>I will retain a copy of the original receipts for a period of 6 years and that these may be subject to audit</li> </ol>	
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 electronically and confidentially.	
← BACK 🕒 SAVE & EXIT 🗖 SUBMIT	

Figure 7: Pop-up reminder to upload PCS Cert





### **Email Notifications**

When an application has been processed by Medical HR / Manpower:

- The status of the application will be updated in the NER Portal.
- An email will be sent to NCHD notifying them that the Status of the TSA has been updated (i.e. TSA has been Approved / Rejected or Further Info Required).
- •The current Balance for NCHD will also appear on the email.

From:       dme@hse.le         To:       Stephen ODonnell         Cc       Subject:       Approve         Dear Doctor,       Your Training Supports application has been approved by Medical Manpower:         European Courses / Conferences , 'no details', €100, Beaumont, Approved         Please note that payment should be expected within a 4–6 week period.         Balance Remaining for this training year after approval of this claim: €231.00         Kind Regards         Medical Manpower Department	From:       dme@bas.ie         To:       Stephen ODonnell         Cc:       Subject:         Subject:       Reject Application    The Training Supports application that you have submitted has not been approved for the following reasons test test         Balance Remaining for this training year: €331.00         Kind Regards         Medical Manpower Department
Balance Remaining for this training year. € 2000.00 <u>Note:</u> There is no rollover of funds from one training year to th Kind Regards	eview your application. n as possible. All applications must be submitted in full prior to your contract end date.
Figure 8: TSS Email Alerts	

If an application has been returned to you where your Medical Manpower Department is seeking Further Information, a bell icon will be displayed on the NER home page

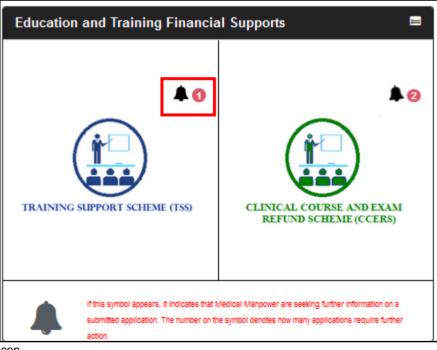


Figure 9: TSS Bell Icon



# 3. Edit Application:

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

			EDIT APP	LICATIO	NC				
New – Furthe Unproc	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	App ID	Claim Category	Details	Created / Returned Date	Status	Further Info Reason	Further Info Details		
C EDIT	9205	Professional Competency Scheme (PCS) Registration		11/05/2022	Submitted				
CP EDIT	9204	Other	NCHD Post Matching Module: A National NCHD Database was developed by the HSE and rolled out in July 2011. The primary function of the database was to enable	25/04/2022	Submitted				
C EDIT	9203	National Courses / Conferences		25/04/2022	New				
C EDIT	9202	Professional Competency Scheme (PCS) Registration		25/04/2022	Submitted				
C EDIT	9179	International Courses / Conferences		25/04/2022	Further Info Required	Missing supporting documentation	Please attach all relevan receipts		

Figure 10: Edit Application Section

### 4. Delete Application:

You will only be able to delete applications that you have not yet submitted to your Medical Manpower Department i.e. "New" Applications.

		I	Delete Application	
You will	only be able to delete appl	ications that have not yet I	been submitted to Medical HR/Manpower for review.	
Action	Claim Category	Application Id	Details	Created Date
🛍 Delete	Approved Clinical Courses / Immediate Care Course – Cardiac	CCERS31		03/09/2020





## 5. Log of Applications TSS and CCERS:

You 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.											
Unprocessed: Medical HR/Manpower have not processed your application.											
App. Id	Claim Category	Scheme	Details	Clinical Site	Submission Date	Status	Action Date	Amount Approved	Rejection Reason	Download Application	
8688	International Courses / Conferences	TSS			17/09/2020	New	17/09/2020			<b>≜</b> Download	
8687	ATLS Advanced Cardiac Life	CCERS			17/09/2020	Further Info Required	17/09/2020			<b>≜</b> Download	

Figure 12: Log of TSS and CCERS Applications

If you wish to view your previous applications you can select the "Download" button as highlighted above

### **Application Status:**

New: Application has been created by NCHD but not yet submitted to Medical Manpower

Submitted: Awaiting Medical Manpower processing

Provisionally Approved: Application has been actioned by Medical Manpower, however needs final approval.

Approved: Application has been approved by Medical Manpower.

Rejected: The application is rejected if not in line with the current CCERS policy.

**Further Info Required:** The application has been returned to the NCHD for clarification / to get further information **Unprocessed:** An application is considered unprocessed if Medical Manpower has not actioned an application within 4 weeks after the NCHD has left their post.



### 6. Check Balance

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

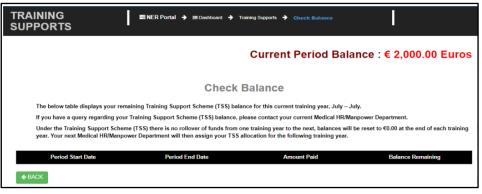


Figure 13: Check Balance Screen

### 7. Guidance Document

The TSS Policy can be accessed from the NDTP website <u>https://www.hse.ie/eng/staff/leadership-education-development/met/ed/fin/</u>. This document describes the types of courses, conferences and examinations that can be claimed for under the TSS as well as eligibility requirements.



Figure 14: TSS Guidance/Policy Document

