



Feidhmeannacht na Seirbhíse Sláinte
Health Service Executive



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Training Supports Scheme (TSS) Guide for NCHDs National Employment Record (NER)

NDTP – DIME



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Training Supports Scheme – NDTP-DIME

Guide for NCHDs NER Portal

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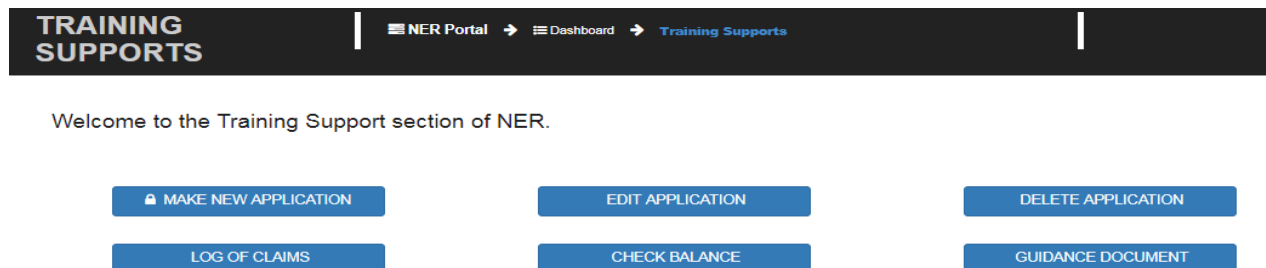
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Introduction to NER Training Supports Scheme (TSS)

In order for an NCHD to make a Training Supports Application (TSA), they must submit an application via the Training Supports Scheme (TSS) Section on their NER Account.



Once the NCHD has selected the TSS Icon on their NER Dashboard, they will be directed to the TSS Home Page.



The Training Support Home Page consists of Six Options which we will go through in this User Guide

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.

Make New Application

When you have selected the Make New Application button, this will open the Training Supports Application (TSA).

Section 1: Claim Details

TRAINING SUPPORTS

[NER Portal](#) → [Dashboard](#) → [Training Supports](#)

The fields marked with an asterisk are mandatory fields and must be submitted for the Training Support Application Form to be saved.

TRAINING SUPPORT APPLICATION FORM

Claim Details
▶ Attach Documents
▶ Declaration

When making a claim:

1. Please refer to the **Guidance Document** on the home screen which provides information on what may be claimed for under the terms of the Training Supports Scheme (TSS).
2. Once you are satisfied that your application is eligible for reimbursement please complete the Training Supports Scheme (TSS) application form below in order to submit a claim to Medical HR/Manpower.
3. All mandatory fields marked with a **red asterisk *** must be completed in order to progress to the next stage of the application process, which involves attaching documents e.g. proof of attendance, relevant receipts etc.
4. Please use the further details field below if you wish to provide any further information regarding your application.
5. If you wish to save this application to edit at a later stage, prior to submission, then click save and exit. Your application will be stored in the **Edit Application** section.

Claim Category*

PPSN*

Sub-Claim Category*

Please tick this box if the training lasted for more than a day and enter the end date of the training below.

Date Attended From*

Date Attended To (if training is for more than one day)

Further Details

(Please expand on details of your claim)

✕ CLEAR
📄 SAVE & EXIT
📄 SAVE & CONTINUE

The TSA can only be submitted to MMM for verification after completion of All Mandatory requirements in each Section. Mandatory fields will be denoted by a **Red Asterisk ***

Section 2: Attach Documents

TRAINING SUPPORTS

[NER Portal](#) → [Dashboard](#) → [Training Supports](#)

TRAINING SUPPORT APPLICATION FORM

Claim Details
Attach Documents
Declaration

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.

File Name	Name	
NDTP DIME TEST Document.pdf	NDTP DIME TEST Document.pdf	Remove

Choose File

x CLEAR
SAVE & EXIT
SAVE & CONTINUE

If you click on the “**Choose File**”, a pop-up window appears which allows an NCHD to browse for documents and add them to the portal.

Please ensure that the document is saved in PDF, JPEG or Zip format and cannot exceed a maximum file size of 5MB per document.

There is no limit to the amount of documents that can be uploaded in this section. After all the relevant documents have been uploaded by the NCHD, they can then proceed to the declaration section.

Section 3: Declaration Form

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TRAINING SUPPORT APPLICATION FORM

[Claim Details](#) ▶ [Attach Documents](#) ▶ [Declaration](#)

Declaration Acceptance

Applicant please read the declaration below carefully:

I declare that:

1. The information that I have provided as part of my TSS application is accurate and complete
2. That supporting documentation uploaded are electronic versions of original documents
3. I have not already claimed and been reimbursed for this course/exam/conference from the TSS, any HSE funded scheme or any other source. I am aware that the provisions of the TSS may be suspended or withdrawn if the terms of the scheme are breached.
4. I will retain a copy of the original receipts for a period of 6 years and that these may be subject to audit

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 →](#)

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: dime@hse.ie
 To: Stephen O'Donnell
 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: dime@hse.ie
 To: Stephen O'Donnell
 Cc:
 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

From: dme@hse.ie
 To: Stephen O'Donnell
 Cc:
 Subject: Further info required

Dear Doctor

Medical HR/Manpower require additional information in order to process your Training Supports Scheme (TSS) application:

Further Info Reason - stephen
 Description -

Please click on **Edit Application** in your NER Portal Account to review your application.

Please make any necessary amendments to your application as soon as possible. All applications must be submitted in full prior to your contract end date.

Balance Remaining for this training year: € 2000.00

Note: There is no rollover of funds from one training year to the next.

Kind Regards

Medical HR/Manpower Department

Edit Application

**TRAINING
SUPPORTS**

NER Portal → Dashboard → Training Supports → [Edit Application](#)

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.

Action	Claim Category	Details	Created / Returned Date	Status	Further Info Reason
EDIT	International Courses / Conferences		18/06/2019	New	
EDIT	National Courses / Conferences	TEST	04/07/2019	New	

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Delete Application

**TRAINING
SUPPORTS**

NER Portal → Dashboard → Training Supports → [Delete Application](#)

Delete Application

You will only be able to delete applications that have not yet been submitted to Medical HR/Manpower for review.

Action	Claim Category	Details	Created Date
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Log of Claims

Log Of Claims

You will be able to view a list of all your Training Support Scheme (TSS) applications in the table below.

You will also have the functionality to download each application and supporting documentation 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: TSS claim has been submitted to Medical HR/Manpower but has not yet been actioned

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: TSS claim has been approved by Medical HR/Manpower.

Provisionally Approved: TSS claim 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	Details	Clinical Site	Submission Date	Status	Action Date	Amount Approved	Rejection Reason	Download Application
197	National Courses / Conferences		Mater Misericordiae University Hospital	13/06/2019	Approved	13/06/2019	€ 530.00		Download
201	European Courses / Conferences		Mater Misericordiae University Hospital	13/06/2019	Approved	13/06/2019	€ 400.00		Download
205	Exams		Mater Misericordiae University Hospital	13/06/2019	Rejected	13/06/2019		Not covered under Training Supports Scheme	Download

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*NOTE: It may take up to 4-6 weeks for payment to be received after approval

Downloading Attachments

If the NCHD wishes to view their previous TSA's they can select the **Download** option circled above.

Check Balance

TRAINING SUPPORTS | [≡ NER Portal](#) → [≡ Dashboard](#) → [Training Supports](#) → [Check Balance](#)

Current Period Balance : € 2,000.00 Euros

Check Balance

The below table displays your remaining Training Support Scheme (TSS) balance for this current training year, July – July.

If you have a query regarding your Training Support Scheme (TSS) balance, please contact your current Medical HR/Manpower Department.

Under the Training Support Scheme (TSS) there is no rollover of funds from one training year to the next, balances will be reset to €0.00 at the end of each training year. Your next Medical HR/Manpower Department will then assign your TSS allocation for the following training year.

Period Start Date	Period End Date	Amount Paid	Balance Remaining
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Guidance Document

The Guidance Document on the home screen will provide information on what may be claimed for under the terms of the Training Supports Scheme (TSS).