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Training Supports Module (TSM) Guide for Medical HR Users NDTP – DIME



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Training Supports Module – NDTP-DIME

Guide for Clinical Site Users

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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

 $\underline{https://www.hse.ie/eng/staff/leadership-education-development/met/ed/fin/tss-training-supports-policy-jan-23.pdf}$

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

You can find the NER User Guides on the following link should you require to send to your NCHDs <u>https://www.hse.ie/eng/staff/leadership-education-development/met/database/userguides/</u>



2. Introduction to Training Supports Module (TSM):

The DIME system can be only accessed from a PC / Laptop Link to DIME: <u>https://ndtp-dime.hse.ie/default.aspx</u>

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: Forer | name: | Surname: | Claim (| Category: Si | ibmitted Date: | Date Action | ed From: Date A | ctioned To: | Clinical Site | Status | | ψ | |
|--------------------------|-----------------|------------------|-------------|---------|-------------------|-------------------|--------------|------------------------|--------------------------|------------------------------------|---------------|---------------|----------------------------|----------------------|----------|---|
| Consultant Post Matching | | | | | | ALL | 💌 d | ://MM/yyyy | dd/MM/yyyy | dd/MM | /үүүү 💌 | All | Submit | ted, Provision | - Q 1 | ĸ |
| NER | | | | | | | | | Possible | Possible | | | | | | |
| CAP | Application Id | Mc Reg Number | Forename | Surname | Claim Category | Submitted Date | From | ed Date Attended To | Duplicate Application | Duplicate Application Number | Clinical Site | Date Actioned | Status | Remaining Balance | Download | |
| OH Module | | | | | | | | | ripplication | Number | | | | | | |
| Training Supports | | | | | | | | | | | | | | | | Î |
| | | | | | | | | No data to display | | | | | | | | |
| Applications | | | | | | | | | | | | | | | | |
| E | | | | | | | | | | | | | | | | Ŧ |
| Log Of Applications | 💝 Page 1 of 0 |) (0 items) 🤞 | > | | | | | | | | | | | | | |
| E | | | | | | | | Nothing Selected | ł | | | | | | | |
| Balance Setting | 4 | | | | | | | | | | | | | | | |
| -22- | | | | | | | | | | | | | | | | |
| Ca. | | | | | | | | | | | | | | | | |
| 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.

| pplication Id: | Mc Reg Num | per: Foren | ame: | Surname: | Claim Catego | | nitted Date: | Date Actioned F | rom: Date Acti | | Clinical Site | Status | ed, Provisionally . | |
|----------------|---------------|------------|---------|--------------------------------------|----------------|-----------------------|---------------------|--|---|---------------|---------------|-----------|----------------------|----------|
| 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 | | 1 | | 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 | | v | CCERS-52, CCERS-59, CCERS-66, CCERS-67 | | 01/10/2020 | Submitted | € 5750.00 | Download |



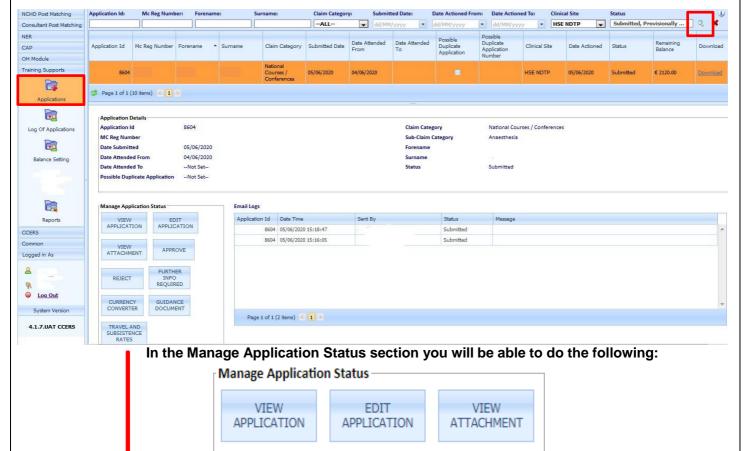


3.2 Manage Application Status

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



REJECT

GUIDANCE

FURTHER

INFO REQUIRED

TRAVEL &

SUBSISTENCE



APPROVE

CURRENCY



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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.

| Application Id: 138 | |
|-------------------------|--------------------------------|
| Training | Supports Application Form |
| GENERAL PERSON DETAILS | |
| SURNAME | |
| FORENAME | |
| TITLE | Dr. |
| 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 |
| EURTHER 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 | | ψ |
| 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.

| Edit Application Details | | X |
|--------------------------|--------------------|---|
| Application Id: 147 | | 4 |
| PPSN: | Date Attended From | : |
| | 22/05/2019 | - |
| Claim Category: | Date Attended To: | |
| Exams 🔻 | dd/MM/yyyy | - |
| Sub-Claim Category: | | |
| Anaesthesia 🔻 | | |
| Further Details | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | Cancel Submit | |



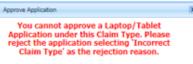
Ŀ

3.2.4 Approve Application

The Medical Manpower Department can approve applications by clicking on the "Approve" button under the "Manage Application Status" window. When I click on Approve button and the following pop-up appears:



If I click 'No', I am directed to the usual pop-up window where I can approve the application. However, if I click 'Yes', I will get the following error message:



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 automatically totalled by the system.

| | 121222 | 122456 | J. |
|---|---|--|--|
| | IMC NO: | 125450 | - |
| letails | | | |
| A CONTRACTOR OF A CONTRACTOR OF A CONTRACT OF | | | |
| xam etc. | 300.00 |) |] |
| istence. | 2 31.00 | |] |
| | 331 | () | |
| populated based on the a ilable for the total claim, f | | | |
| d subsequently any remai e amount that should act | ining balance v | | |
| d subsequently any remai | ining balance v | | |
| d subsequently any remai e amount that should act | ning balance v tually be paid. | | |
| | be the amount of funding ceeds their current balan cam etc. istence. | etails be the amount of funding being sought ceeds their current balance. This is not cam etc. istence, 331 | be the amount of funding being sought by the NCHD ceeds their current balance. This is not the amount to cam etc. 1 300.00 istence. 2 31.00 |

The Medical Manpower Department have the option to Save & Provisionally Approve or Save & Approve theapplication.



3.2.5 Approve Laptop/Tablet Applications

The Medical Manpower Department can approve TSS Laptop/ Tablet 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 Laptop/Tablet into the first cell.
- 2. The Medical Manpower Department should update the purchase date (if appropriate) into the second cell.
- 3. The total amount that the NCHD will receive can be seen in the last cell which is automatically totalled by the system dependant on what the Current TSS Balance Remaining is.

| Karl | | IMC | 10: | | Þ |
|--|---|---|---|--------------------------|---|
| Current Balan | ice: € 3300.00 | | | | |
| Please fill in th | ne below details | | | | |
| application even if t | should be the amount of funding b this exceeds their current balance o p / Tablet. This is not the amount t | r the maxim | | | |
| I. Total Amount for | the laptop/tablet | 1 | 0.00 | ^ V | |
| | | | | | |
| 2. Laptop/Tablet Pu | irchase Date (as per receipt): | 2 | 09/01/2023 | ¥ | |
| field 3 will be autor he total claim exce default set at EUR 1 | rchase Date (as per receipt): matically populated based on the ar eds the amount of EUR 1000.00, th 1000.00. If there are insufficient fun will be assigned to the claim. This is | mount availa e Total Amo ds available | ble to the N unt to be pa for the clain | id will by n, all the | |

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



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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: | dime@hse.ie |
|----------|--|
| To: | Stephen ODonnell |
| Cc: | |
| Subject: | Approve |
| Dear Do | octor, |
| Your Tra | aining Supports application has been approved by Medical Manpower: |
| Europea | an Courses / Conferences , 'no details', €331, 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: €0.00 |
| Kind Re | gards |
| Medica | 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

Approved By: User

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

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

NDTP

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3.2.6 Reject Application

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

| | Do you want to reject this application? | | i) |
|-------------|---|---|----|
| Reason | 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 NER Portal will be updated

| 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 Re | emaining for this training year: €425.00 |
| Kind Rega | rds |
| Medical N | lanpower Department |



3.2.7 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 | | 2 |
|--------------------------|--------------------------|-----------|
| Further Info Required | Further Info RequiredALL | () |
| 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 | 1 Manpower require additional information in order to process your Training Supports application: t fir |
| Please (| click on Edit Application in your NER Portal Account to make the necessary updates |
| Balance | e Remaining for this training year: €331.00 |
| Kind R | egards |
| Medica | 1 Manpower Department |

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





3.2.8 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.



3.2.9 Guidance Document

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

| H |
|---|
| 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: HES National Doctors Training & Planning Date Effective from: July 2020 Version No.: 2 |
| |

3.2.10 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.

| Health Services | Health A-Z | Staff & Careers | About Us | |
|---|--|---|---|--|
| e > Benefits and Services > Tra | vel & Subsistence > Travel & Subsistence Rate | es | | |
| Vational Staff Engagement Forum | Travel & Subsisten | ice Rates | | |
| Cycle to Work Scheme | | information on travelling expenses/motor travel | rates, subsistence allowances in ireland, | |
| Health Services Staffs Credit Union | and rates for subsistence abroad. Current Motor Travel Rates | | | |
| Mediation Service | Domestic Subsistence Allowance | | | |
| Pay | Subsistence Allowances Abroad Travel and Subsistence claim form | | | |
| Pension Management | | vel and Subsistence Rates between 2006 and 200 | 19 can be found on the right of this page | |
| Performance Achievement | and the country country to the | | stantae name an the right of this page. | |
| Time Off Entitlements | | | | |
| Travel & Subsistence | - | | | |
| > Travel & Subsistence Rates | Related Files | | | |
| Transportation of college students & colleagues | | | | |
| Business Travel | | ent of travel and subs 1 Woods. Nat Director of Finance. 14/1/2009 re C Associated Expenses | irculars Governing Payment of 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.

| | | | | 4 |
|---------------------|--|---|--|--|
| 14/09/2020 11:33:33 | amaguire | Submitted | | 4 |
| 14/09/2020 10:12:28 | amaguire | Rejected | | |
| 08/09/2020 11:44:46 | amaguire | Submitted | | |
| 28/08/2020 15:06:01 | sa | Rejected | | |
| 26/08/2020 14:38:03 | sa | Approved | | |
| 25/08/2020 15:40:46 | | Submitted | | |
| | | | | |
| | | | | |
| 28 | 4/09/2020 10:12:28 8/09/2020 11:44:46 8/08/2020 15:06:01 6/08/2020 14:38:03 | A/09/2020 10:12:28 amaguire 8/09/2020 11:44:46 amaguire 8/08/2020 15:06:01 sa 6/08/2020 14:38:03 sa | A/09/2020 10:12:28 amaguire Rejected 8/09/2020 11:44:46 amaguire Submitted 8/08/2020 15:06:01 sa Rejected 6/08/2020 14:38:03 sa Approved | Avg Avg Rejected 8/09/2020 11:44:46 amaguire Submitted 8/08/2020 15:06:01 sa Rejected 6/08/2020 14:38:03 sa Approved |

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 | ber: Foren | ame: | Surname: | Claim Catego | ry: Submit | tted Date: | Date Actioned Fro | om: Date Action | ned To: Clinic | cal Site | Status | | |
|--------------------------|-----------------|---------------|------------|-----------------------------|--------------------------------------|----------------|-----------------------|---------------------|--------------------------|--------------------------|----------------|---------------|---------------|----------------------|----------|
| Consultant Post Matching | | | | |][| ALL | dd/MM | Vyyyy 💌 | dd/MM/yyyy | dd/MM/yy | yy 💌 HSE | E NDTP 👻 | Submitted, P | rovisionally | - 🤇 😽 |
| NER | | | | | | | | | Possible | Possible | | | | | |
| CAP | Application Id | Mc Reg Number | Forename | Surname | Claim Category | Submitted Date | Date Attended From | Date Attended To | Duplicate Application | Duplicate Application | Clinical Site | Date Actioned | Status | Remaining Balance | Download |
| OH Module | | | | | | | | | Арриськоп | Number | | | | | |
| Training Supports | 8604 | | | | National Courses / | 05/06/2020 | 04/06/2020 | | | | HSE NDTP | 05/06/2020 | Submitted | € 2120.00 | Download |
| | | | | | Conferences | | | | | | | | | | |
| Applications | 8605 | | | | National Courses / Conferences | 09/06/2020 | 08/06/2020 | | | | HSE NDTP | 09/06/2020 | Submitted | € 2120.00 | Download |
| F | - | | | | | | | | | | | | Provisionally | | |
| Log Of Applications | Page 1 of 1 () | 10 items) 🧭 🚺 | | | | | | | | | | | | | |

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 X |
|--|--------|----------|
|--|--------|----------|

- 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 🛛 🗙 |
|---|--|--------|-------------|--------------------|
| | 3 11 - 1 | | | |



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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 | T | Open folder | View downloads | х | |
|---|--|------|---|-------------|----------------|---|--|
| | | | | | | | |

- 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 | | |
|--------------------------------------|--------|--|---|----------------------------|
| TrainingSupport_115-201905291314 | 29/0 | Open in new window | | |
| TrainingSupport_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 | • | Bluetooth |
| TrainingSupport_147-201906050900 | 05/0 | | | Compressed (zipped) folder |
| IrainingSupport_147-201906050901 (1) | 05/0 | Cut | | Desktop (create shortcut) |
| TrainingSupport_147-201906050901 (2) | 05/0 | Сору | | Documents |
| ated: 29/05/2019 13:14 | | Create shortcut | | Mail recipient |
| sted. 23/03/2019 13.14 | | Delete | L | |
| | | 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: Forenan | ne: Sur | mame: | Claim Catego | ory: Subm | itted Date: | Date Actioned Fr | om: Date | Actioned To: | Clinical Site | Status | | _ |
|--------------------------|--|----------------------------|---|---------------|--|----------------|-----------------------|--|--------------------------------------|--|---------------|---------------|----------|----------------------|--------|
| Consultant Post Matching | | | | | | ALL | dd/M | М/уууу | dd/MM/yyyy | - dd/1 | IM/уууу 💌 | HSE NDTP | Approved | | - 3 |
| NER CAP DH 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 | Downlo |
| iraining Supports | 4999 | | | | Professional Competency Scheme (PCS) Registration | 05/12/2019 | 01/05/2019 | 20/04/2020 | | | HSE NDTP | 05/12/2019 | Approved | € 0.00 | Downlo |
| Applications | 4139 | | | | Other Membership | 21/11/2019 | 18/11/2019 | | | | HSE NDTP | 21/11/2019 | Approved | € 2120.00 | Downk |
| Log Of Applications | | 10 items) 🧭 🚺 | | | | | | | | | | | | | |
| Balance Setting | Application D Application Io MC Reg Num Date Submitt Date Attende Date Attende Possible Dupl | d ber ed d From | 4999 05/12/2019 01/05/2019 20/04/2020 Not Set | | | | | Claim Category Professional Competency Scheme (PCS) Registration Sub-Claim Category Other Forename Sumame Stratus Approved | | | | | | | |
| Reports | Manage Appl | lication Status | | Email Logs | | | | | | | | | | | |
| | VIEW | | EW HMENT | Application I | | | Sent By | | Status | Messag | e | | | | |
| nom | | | | | | | | | Approved | | | | | | |
| ommon ogged in As | APPLICAT | | | | 4999 05/12/2019 | | | | | | | | | | |
| | AMEND APPLICAT CURRENC CONVERTI TRAVEL A SUBSISTEE RATES | O REJ CY GUIDA DOCUM | NCE | | 4999 05/12/2019 4999 05/12/2019 | | N 7 0 | | Submitted | | | | | | |



- 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 currentApproved 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.

| mended Application | | |
|--|---|--------------|
| Current Balance: € 2120.00 Please fill in the below details | IMC NO: Approved Amount: (| U) 20.00 |
| The figures in Fields 1 – 3 should be the amount of fund for this application even if this exceeds their current bal be paid. | | |
| 1. Total Amount for the course/exam etc. | 50.00 | ~ |
| 2. Total Amount for travel & subsistence. | 0.00 | • |
| 3. Total Amount. | 50 | * |
| | | |
| Fields 4 – 6 will be automatically populated based on th If there are insufficient funds available for the total clair course/exam/conference fees and subsequently any ren to travel & subsistence. This is the amount that should | n, funds will be directed to naining balance will be dire | the |
| If there are insufficient funds available for the total clair course/exam/conference fees and subsequently any ren | n, funds will be directed to naining balance will be dire | the |
| If there are insufficient funds available for the total clair course/exam/conference fees and subsequently any ren to travel & subsistence. This is the amount that should | n, funds will be directed to naining balance will be dire actually be paid. | the ected |

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.



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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 Departmentwill 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 | | x |
|--------------------|---|---|
| | Do you want to reject this application? | ٩ |
| Reason | ALL | |
| Description | |] |
| | | |
| | | |
| | | |
| | | |
| | | |
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| | | |
| | 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 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 Trainir | ng Supports application that you have submitted has not been approved for the following reasons: |
| test test re | ejection |
| Balance Re | emaining for this training year: €425.00 |
| Kind Regar | rds |
| Medical M | anpower Department |



4. 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

| CHD Post Matching | Application Id: | Mc Reg Number: | Forename: | Surname: | Claim Cat | tegory: Subr | mitted Date: | Date Actioned From: | Date Actioned To | s: Status | | Clinical Site | <u> </u> |
|-----------------------------|-------------------|----------------|------------|----------|-----------------------------------|----------------|----------------------------|---------------------|-----------------------|------------------------------|-------------------|----------------|----------|
| onsultant Post Matching | | | | | ALL | → dd/l | MM/yyyyy 💌 | dd/MM/yyyy | dd/MM/yyyy | Approved | ¥ | HSE NDTP | 🖵 🔍 🕯 |
| ER | Application Id | Mc Reg Number | Forename * | Surname | Claim Category | Submitted Date | Date Attended | Date Attended To | Status | Clinical Site | Remaining Balance | Date Of Action | Download |
| AP | 4139 | | | | Other | 21/11/2019 | 18/11/2019 | | Approved | HSE NDTP | € 2120.00 | 21/11/2019 | Download |
| H Module aining Supports | 3103 | | x = | | European Courses / Conferences | 21/11/2019 | 29/10/2019 | | Approved | HSE NDTP | € 2120.00 | 21/11/2019 | Download |
| | 20 | | | | Exams | 10/07/2019 | 18/06/2019 | | Approved | HSE NDTP | € 1001.00 | 14/08/2019 | Download |
| Applications | 🥏 Page 1 of 1 (10 | items) < 1 > | | | | | | | | | | | |
| E | Application Det | ails | | | | | | | | | | | ¢. |
| Log Of Applications | Application Id | 4 | 139 | | | | Date Submit | tted | 21/11/2019 | | | | |
| F | MC Reg Numbe | | | | | | Date Attend Date Attend | | 18/11/2019 Not Set | | | | |
| Balance Setting | Forename | | | | | | Status | | Approved | | | | |
| | Claim Category | C | Other | | | | Date of Acti | | 21/11/2019 | | | | |
| | Sub-Claim Categ | jory C | Other | | | | | | | | | | |
| | | | | | | Dow | vnload Training App | lication | | | | | |
| Reports | | | | | | Dow | inload Training App | lication | | | | | |

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.bse.ie? | Open | 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 Folder.**

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



5. Training Supports – Balance Setting

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

- Individual Balance Setting
- 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.

| | Mc Reg Number: | Forename: | Surnam | e. | Grade: | | Specialty: | 25. L | Clinic | al Site: | 3 | | | | | | |
|--|---|---------------------------|-------------------------|-----------|--------------|---------|-------------|--------------------------|-------------|----------|------------|--------------|--------------|-------------|---------------------|--------|----|
| Consultant Post Matching | 1 |][| | | ALL | ~ | +ALL-+ | * | HSE | NDTP | * | 2 4 | | | | | _ |
| ER. | MC Reg. Numl Forenam | me Surname | Grade | Specialty | Clinical Ste | Funding | g Granted F | Funding Gr | the to | Addition | d Amount G | a dinount La | st Granted (| Total Amour | nt Granter | 2 | |
| AP. | | | | | HSE NDTP | 08/07/3 | 2019 | 12/07/2020 | | | | | 60.00 | | €1,250.0 | Edit | -4 |
| H Module | | | | | HSE NDTP | 08/07/3 | 2019 | 12/07/2020 | | | | | €0.00 | | €1,250.0 | 1011 | |
| raining Supports | | | | | HSE NOTP | 08/07/2 | 2019 | 12/07/2020 | | | | | €0,00 | | €1,250.00 | Edt | |
| Applications | | | | | HSE NDTP | 06/07/3 | 2019 | 11/07/2021 | | | | | €200.00 | | €250.00 | Edt | |
| | | | | | | | | | | | | | | | | | |
| Log Of Claims | | | | | | | | | | | | | | | | | |
| by or claims | | | | | | | | | | | | | | | | | |
| (China) | | | | | | | | | | | | | | | | | |
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| Balance Setting | 2 | | | | | | | | | | | | | | | | |
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- 5. Enter the NCHDs TSS entitlement into "Additional Amount Granted" cell. You should not have to update the *"Funding Granted From"* and *"Funding Granted To"* cells as this will be prepopulated with the NCHDs start and end date from the post they are matched to.
- 6. Click the "Update" button and then the "Save" button to save this entry

| | Mc Reg Number: | Forename: | Surnam | e: | Grade: | Specialty: | | Clinical Site: | | | | | 1.1 |
|--|--------------------------------------|--------------|--------------|-----------|---------------|-------------------------|--------------------------|-----------------------|-------------------|------------------|--------------------|-------------------------|-----|
| Consultant Post Matching | | 10 | | | ALL | * -ALL | * | HSE NOTP | v 0. ¥ | | | | |
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| CAP | | | | | HSE NDTP | 08/07/2019 - | 12/07/2020 | | 0 5 | €0.00 | | Lipdate Cancel | 6 |
| H Module | | | | | HSE NOTP | 08/07/2019 | 12/07/2020 | | | €0.00 | €1,250.0 | Edit | 1 |
| raining Supports | | | | | HSE NDTP | 08/07/2019 | 12/07/2020 | | | €0.00 | €1,250.00 | Edit | |
| Applications. | | | | | HSE NDTP | 08/07/2019 | 11/07/2021 | | | €200.00 | €250.00 | Edit | |
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- 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.

| | Mc Reg Number: | Forename: | Surnam | 8C. | Grade: | Special | At . | Clinical Sit | | | | | | | | 16 |
|--|---|-------------|------------------------|-----------|---------------|-----------------------|--------------------------|---------------------|--------------|------------|-----------------|-----------------|------------|-----|------|----|
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| Applications | | | | | HSE NDTP | 08/07/2019 | 11/07/2021 | | | | €200.0 | 0 | €250.00 | 64 | 8 | |
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Please note the Maximum amount available under the TSS is €2500 for each Training Year when allocating balances (Grade: Intern = €1000, SHOs and Registrars = €1,750, and for SPRs/GP Registrars/Psychiatry SRs ona training scheme = €2500)

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

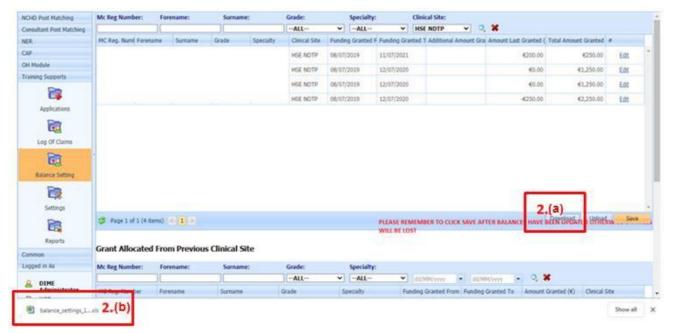
If an NCHD rotates into a different Clinical Site during the training year and there was a certain amount allocated to this NCHD by the previous Clinical Site the amount allocated by the previous clinical site will be visible in the bottom half of the screen. The total amount available for all clinical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

| OHD Post Matching | Mc Reg Number: | Forename: | | Surname: | Grade: | Specialty: | Clinical Site: | | | | |
|--|----------------------------------|---------------|-----------------|----------|---------------------|---|---|---|--------------------|---|------------------|
| nsultant Post Matching | | | | | ALL V | -ALL | ~ | 💌 🧠 🕷 | ¢. | | |
| R | MC Reg. Number | Forename | Sumame | Grade | Specialty | Clinical Ste | Funding Granted From | Funding Granted To | Amount Granted (€) | Total Amount Grante | ed (6 # |
| | | | | Reg | Rheumatology | | | | | 60 | .00 <u>Edit</u> |
| lodule | | | | Reg | Anaesthesiology | | | | | €0. | .00 <u>Edit</u> |
| ing Supports | | | | Reg | Anaesthesiology | | 08/07/2019 | 12/07/2020 | | €1,250 | .00 <u>Edi</u> t |
| De | | | | Reg | Respiratory Med | | 08/07/2019 | 12/07/2020 | | €1,250 | .00 <u>Edit</u> |
| a | | | | Reg | Neurology | | 08/07/2019 | 12/07/2020 | 1250.00 | €1,250. | .00 <u>Edit</u> |
| Applications | | | | SpR | Anaesthesiology | | 08/07/2019 | 12/07/2020 | 2000.00 | €2,000. | .00 <u>Edit</u> |
| 1 | | | | SHO | Radiation Oncology | | 08/07/2019 | 12/07/2020 | | €1.250. | .00 Edit |
| | | | | SpR | Anaesthesiology | | | | | 60 | .00 <u>Edit</u> |
| g Of Applications | | | | SpR | Anaesthesiology | | 08/07/2019 | 12/07/2020 | | €2.000. | .00 <u>Edit</u> |
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| and the second second | | | | Reg | Anaesthesiology | | 29/06/2020 | 12/07/2020 | 5000.00 | €5,000. | .00 <u>Edit</u> |
| lalance Setting | | | | SHO | Endocrinology & DM | | 08/07/2019 | 12/07/2020 | 1250.00 | €1,250. | .00 <u>Edit</u> |
| | | | | SHO | Microbiology | | 08/07/2019 | 12/07/2020 | | €1,250 | .00 <u>Edit</u> |
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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 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.



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 | × |
|--|------|-----|--------|---|
| | | 1 | | - |

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

| ialance_settings_132046368018086893.xls download has completed. | Open Open folder | View downloads | x |
|---|--------------------|----------------|---|
|---|--------------------|----------------|---|

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. Please note that you will not have to update the "Funding Granted From" and "Funding Granted To" cells as this will be prepopulated with the NCHDs start and end date from the post they are matched to.

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| numerical val | es only ed From (dd/mm/yyyy) | Funding Granted To (dd/mm/yyyy) | Additional A | mount (E) | NerAccid | MPId | Clinical Siteld | Total Amount Granted (€) | New Total Amount Gr | anted (E) |
| randing oran | 08/07/20 | | /07/2020 | nount (c) | TRUCIN | 12102 | 709 | | 50.00 | 12 |
| | 08/07/20 | 19 1 | /07/2020 | | | 14081 | 709 | | 50.00 | 225 |
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(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 (€) | |
|-----------------------|----------|------|----------------|--------------------------|------------------------------|---------|
| 3.(a) 1250 | 0.00 | | | 1250.00 | | 2500.00 |
| 5.(a) | | | | 2250.00 | | 2250.00 |
| | | | | 1250.00 | | 1250.00 |
| | | | | 250.00 | 10 | 250.00 |

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

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|-----------------|-----------------------|--|--|--|
| Save As Open | | odonnell2\Desktop\TSS Training\balance_settings_132046368018086893.xls | EN FE. (8 | |
| Close | 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. | | |
| N | | | Properties * Size | 24.5KB |
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| e & Send | Protect Workbook * | BalanceSettings Unprotect | Related Dates | |
| þ | | | Last Modified Created | Today, 12:13 Today, 12:13 |
| Options Exit | | Prepare for Sharing Before sharing this file, be aware that it contains: | Last Printed | Never |
| LAIL | Check for Issues * | Document properties and author's name Content that cannot be checked for accessibility issues because of the current file type | Related People Author | Stephen ODonnell |
| | 7 | Versions | Last Modified By | Add an author Stephen ODonnell |
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5. Then re-upload your saved spread-sheet to DIME by clicking "Upload" and following the instructions in the image below.

| Desktop • | 4y Search Desites P | | | | | * 1 | θ |
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| Organize New folder | 8 · CI 0 | Speciality: | Clinical Site: | | | | |
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6. Click "Save" once you are happy with all the changes

| | Mc Reg Number: | Forename: | Surname | £ | Grade: | | Specialty: | | Clinica | I Site: | | | | | | | |
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| Applications | | | | | HSE NOTP | 08/07/2 | 019 | 12/07/2020 | | | | | €0.00 | €1, | ,250.00 | Edit | |
| Log Of Claims | | | | | | | | | | | | | | | | | |
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| Balance Setting | | | | | | | | | | | | | | | | | |
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6. Training Supports – Reports

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

| Consultant Post Matching | Select Report: | Please Select | * |
|--------------------------|----------------|--|-------|
| | - | Please Select | |
| NER | | Summary Status of TSM Claims | |
| CAP | | Training Support - Application Status Report | |
| Training Supports | | Training Support - Clinical Site Balance | |
| | | Training Support - Current NCHD Balance | |
| | | Training Support - FundingProvidedToSites | |
| Applications | | Training Support - Payment | |
| | | | |
| +0 | | | |
| | | | |
| Log Of Applications | | | |
| | | | |
| CT M | | | |
| Balance Setting | | | |
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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:

| Select the Save option |) | |
|--|--------|---|
| | 21 | |
| | | |
| Do you want to save balance_settings_132046364497004708.xls (8.00 KB) from testexternalmps.hse.le? | 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.vls download has completed. | Open 🔻 Open folder | View downloads | x |
|---|--------------------|----------------|---|
| 1407. 3852 | | | * |

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

| | Training Support – Summary | y Status of TSS Claims | ∽ 💥 | | | |
|-------------------------------------|---|-------------------------------------|--|-----------------------|---------------------|--------------------------|
| Clinical Sites HSE | NDTP | Hospital Group Ch | ildren's Health I | reland, CHO 1, CHO 🗸 |] | |
| Date from 08/ | 07/2019 00:00:00 | Date to 14 | /10/2020 00:00 | :00 | | |
| itatus Fur | ther Info Required, Provisionally | A | | | | |
| 4 4 1 4 | of 1 🕨 🕅 🗄 🔶 | Find Next 🛛 🔍 🔹 | ٢ | | | |
| | | pport – Sumr | nary Sta | atus of TS | S Claims | |
| port parameters | s HSE NDTP | | | | | |
| spital group: | All | | | | | |
| | | | | | | |
| ite from: | 08/07/2019 | | | | | |
| | 08/07/2019 14/10/2020 | | | | | |
| ate from: ate to: tatus: | | onally Approved, Rejected, St | ubmitted, Unproc | essed | | |
| ate to: atus: | 14/10/2020 | Total funding | ubmitted, Unproc Status | essed Total spent | Number of claims | Total remaining |
| atus: | 14/10/2020 Further Info Required, Provisio | | Status | _ | Number of claims | Total remaining 3,000 |
| atus: ospital group | 14/10/2020 Further Info Required, Provisio | Total funding provided | Status | Total spent | | |
| ate to: atus: ospital group | 14/10/2020 Further Info Required, Provisio | Total funding provided | Status | Total spent | 27 | |
| te to: atus: ospital group | 14/10/2020 Further Info Required, Provisio | Total funding provided | Status Approved Rejected Further Info | Total spent | 27 10 | 3,000 |
| ate to: tatus: lospital group | 14/10/2020 Further Info Required, Provisio | Total funding provided 13,000 | Status Approved Rejected Further Info Required | Total spent 10,000 | 27 10 1 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. There is also a summary sheet at the front of this report, which will summarise the information in this report.

| Select Report: | Training Support - / | Application Status R | eport 📿 | × | | | | |
|--|---|-----------------------|---|------------------|----------------------------------|---|------------------|-------------|
| Clinical Sites H | SE NDTP | м н | ospital Group | Children's Healt | h Ireland, CHO | 1, CHI 🗸 | | |
| Date of report 1 | 4/10/2020 | S | tatus 🛛 | Approved, Furth | er Info Require | ed, Pr 💌 | | |
| 14 4 1 of | 1 Þ Þi ¢ | Find N | ext 🔍 • 📀 | | | | | |
| | | TSS - App | lication | Status | Report | t | | |
| | | | | | | | | |
| Report paramete | rs | | | | | | | |
| Clinical site: | HSE NDTP | | | | | | | |
| Hospital group: | All | | | | | | | |
| Date of report: | 14/10/2020 | | | | | | | |
| outo orroporti | | | | | | | | |
| Status: | Approved, Further Info F | Required, Provisional | y Approved, Reje | ected, Submitted | , Unprocessed | | | |
| | Approved, Further Info F | Required, Provisional | y Approved, Reje | ected, Submitted | , Unprocessed | | | |
| | Approved, Further Info F | Required, Provisional | y Approved, Reje | | l, Unprocessed ber of Applica | | | |
| Status: | Approved, Further Info F Clinical site | Required, Provisional | y Approved, Reje Provisionally Approved | | | | Unprocessed | Total |
| Status: Hospital group Mental Health | | | Provisionally | Numi | ber of Applica | tions Further information | Unprocessed 0 | Total 25 |
| | Clinical site | Submitted | Provisionally Approved | Numl Approved | ber of Applica Rejected | tions Further information Required | | |

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: | Tra | ining Support - Cl | inical Site Balance | | ❤ ¥ | | |
|----------------------|--|---------------------|----------------------------------|----------------|-------------|----|--|
| Hospital Group | p/CHO Children | 's Health Ireland | I, CHO 1, CHC 🔽 | Clinical Sites | HSE NDTP Te | st | |
| Date Of Repor | t 12/05/2 | 022 00:00:00 | | | | | |
| I4 4 1 | of 1 ▷ ▷∥ | \$ | Find N | ext 🔍 • 🥳 | | | |
| Train | ing Cur | | | | | | |
| Sit | | port Cli Ice Rep | | | | | |
| Sit | te Balar | ice Rep | | | | | |
| Sit Date of Repor | te Balar rt : 12/05/2022 Total Funding | Total Spent | ort Total Remaining (€) | | | | |

6.4 Current NCHD Balance Report

This report can be used to check a NCHDs TSS balance as well as their spending to date.

| | Tra | anning Support | - Current NCHD E | salance | 🖵 🗶 | | | |
|--|-----------------------------|-----------------|------------------|--|--------------------------------|--|----------------------------|--|
| Clinical Sites | s HSE | NDTP | | ~ | Date of Rep | ort 14/10/ | 2020 | [|
| IMC No | | | | | Medical Dis | cipline Anaest | hesiology, EM, (| General Practi |
| Grade of Inc | umbant Inte | m, Lecture, Reg | g, Reg IMGTI, Re | ~ | | | | |
| 14 4 1 | of 1 🕨 🕨 | 4 | Fin | d Next 🛛 🛃 · | - 🚯 | | 1 | |
| | Train | ing Sur | mort Cu | rront N | | alanco E | onort | |
| | IIalli | ing Sup | oport Cu | i i ent n | | | ceport | |
| Date of Repo | rt:14/10/2020 | | | | | | | |
| | rt : 14/10/2020 Forename | Surname | IMC Number | Medical Discipline | Grade of Incumbent | Funds Allocated (€) | Spent (€) | Balance Remaining |
| | | | IMC Number | | | | Spent (€) | |
| Site | | | IMC Number | | | | Spent (€) 380.00 | Remaining (€) |
| Site HSE NDTP | | | IMC Number | Discipline General | Incumbent | Allocated (€) | | 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 ISE NDTP ISE NDTP ISE 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 | t: Training Sup | port - FundingProvidedToSite | s 👻 | × | | | |
|--|---|---|--------------|--------|------|------|--|
| Clinical Site | es HSE NDTP | Date | From 08/07 | 7/2019 | | | |
| Date To | 14/10/2020 | | | | | | |
| 14 4 1 | of 1 👂 🕅 💠 | Find Nex | . ⊳ ⊚ | | | | |
| | | | | | | | |
| Provi Date From | | ort Funding cal Sites Repo | ort | | | | |
| Provi Date From DateTo | ded To Clini : 08/07/2019 | | ort | | | | |
| Provi Date From Date To Site Name | ded To Clini : 08/07/2019 : 14/10/2020 Date Funds | cal Sites Repo Amount Given (€) Total (€) | 381.25 | | | | |
| Provi | ded To Clini : 08/07/2019 : 14/10/2020 Date Funds Transferred | cal Sites Repo Amount Given (€) 1381.25 1 | | | | | |

6.6 Payment Report

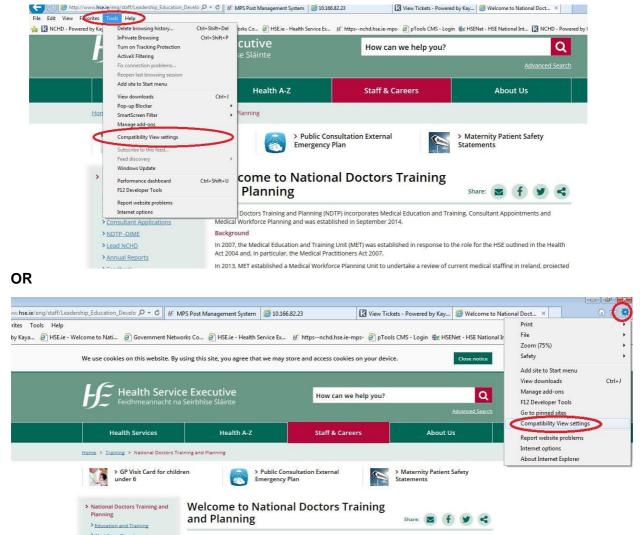
This report can be used to inform your appropriate finance department what is required to be processed and issued to the NCHD's with approved applications.

| · · | : Tra | ining Support - | Payment | | — X | | | | | |
|--|-------------|---------------------------------------|---------|---------------------------------------|--|--|--|---|--|---|
| Clinical Site | S HSE NDTP | | ~ | Date From | 08/07/2019 | | | | | |
| Date To | 14/10/2020 | | | | | | | | | |
| | 14/10/2020 | | | | | | | | | |
| 14 4 1 | of 1 ▷ ▷ | | Fir | nd Next 🛛 🛃 | - 🗇 | | income | | | |
| | | | T | raining | Support | : Payme | ent Report | | | |
| | | | | - | | | | | | |
| ate From : | 08/07/2019 | | | | | | | | | |
| | | | | | | | | | | |
|)ateTo : | 14/10/2020 | | | | | | | | | |
| Site | Application | Forename | Surname | PPSN | Medical | Grade of | Amount to be | Amount to be | Total Amount | Date Approved |
| | ID | Torename | Jumanic | Number | Discipline | Incumbent | | Paid T&S (€) | to be Paid (€) | bate Approved |
| ISE NDTP | 1.1.1 | | | | Psychiatry | Reg | 189.00 | 0.00 | 189.00 | 11/07/201 |
| ISE 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 |
| | | | | | | | 250.00 | 0.00 | | |
| | | , | ٢. | | General Practice | Lecture | 20.00 | 0.00 | 20.00 | 21/11/201 |
| ISE NDTP | | | Г. | • • • | General | - | | | | 21/11/201 |
| ISE NDTP | | • | | · · · · | General Practice General | Lecture | 20.00 | 0.00 | 20.00 | |
| ISE NDTP | | · · · · · · · · · · · · · · · · · · · | | | General Practice General Practice | Lecture Lecture | 20.00 | 0.00 | 20.00 | 21/11/201 |
| ISE NDTP ISE NDTP ISE NDTP ISE NDTP | | | | | General Practice General Practice Surgery | Lecture Lecture Reg | 20.00 10.00 353.39 | 0.00 | 20.00 10.00 353.39 | 21/11/201 |
| HSE NDTP HSE NDTP HSE NDTP HSE NDTP HSE NDTP | | | | · · · · · · · · · · · · · · · · · · · | General Practice General Practice Surgery Surgery | Lecture Lecture Reg Reg | 20.00 10.00 353.39 115.00 | 0.00 0.00 0.00 0.00 | 20.00 10.00 353.39 115.00 | 21/11/201 04/12/201 04/12/201 |
| HSE NDTP HSE NDTP HSE NDTP HSE NDTP HSE NDTP HSE NDTP | | | | | General Practice General Practice Surgery Surgery Surgery | Lecture Lecture Reg Reg Reg | 20.00 10.00 353.39 115.00 60.00 | 0.00 0.00 0.00 0.00 0.00 | 20.00 10.00 353.39 115.00 60.00 | 21/11/201 04/12/201 04/12/201 05/12/201 |
| HSE NDTP HSE NDTP HSE NDTP HSE NDTP HSE NDTP HSE NDTP HSE NDTP HSE NDTP HSE NDTP | Total : | | | · · · · · · · · · · · · · · · · · · · | General Practice General Practice Surgery Surgery Surgery Surgery | Lecture Lecture Reg Reg Reg Reg | 20.00 10.00 353.39 115.00 60.00 30.00 | 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 | 20.00 10.00 353.39 115.00 60.00 30.00 | 21/11/201 04/12/201 04/12/201 05/12/201 05/12/201 |

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 | | | | | | | | | |
|---|--|----------------------------------|---------------------------------------|------------------|---------------------|-----------------------|--|--|--|
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| Change Compatibility view Settings | | | | | | | | | |
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| Add this website: | n this website. By using this site, you agree that we may store and access cookies on your device. | | | | | | | | |
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| | National Doctors Training and Planning | | | | | | | | |
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| Learn more by reading the Internet Explorer privacy statement | 6 | | mergency Plan | St. | atements | | | | |
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