



Seirbhís Sláinte
Níos Fearr
á Forbairt

Building a
Better Health
Service

NCHD NEWSLETTER



@NDTP_HSE

Issue 4: June 2022

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Letter from the National Lead NCHD

As the year ends I would like to thank all the Lead NCHDs and their committees for all their hard work during the year. We are currently reviewing their quality improvement projects and the winning project's details will be in the next edition of the newsletter.

I would also like to encourage everyone to consider applying for the lead NCHD role in July, or at least to think about joining your NCHD committee. Our colleagues in Medical Manpower will be advertising and recruiting for lead NCHD roles soon, you can contact them for more information.

We have included a checklist on page 16 to help ensure you are ready to start your new jobs next month. In particular, please check your mandatory training is up to date on your NER account.

It has been a pleasure representing you as National Lead for the past year and I would like to welcome Dr Jennifer Finnegan who will be taking over from me in July, she will be available at nl.nchd@hse.ie

You can find out more about all NDTPs initiatives at our website
<https://www.hse.ie/eng/staff/leadership-education-development/met/>

Caroline

Dr Caroline Herron
National Lead NCHD



National Doctors Training & Planning

**Interested in Leadership?
Want to gain more experience in Management?**

Become a Lead NCHD!

The Lead NCHD can be appointed for a 6 or 12-month duration

To apply please send your CV to your Medical Manpower Manager

Benefits of the Lead NCHD Role include:

- **Career development**
 - Communication skills, project management
- **Networking opportunities**
 - Support from National lead & Trainer Leads
- **€2500 educational bursary**
- **Lead NCHD awards**
- **Protected time to undertake the role**
- **Educational webinars / workshops**

Lead NCHD Programme Updates

Webinars

Leads from around the country come together for monthly webinars arranged by the National Lead NCHD. These are on a variety of themes and the leads can request speakers or topics to be covered.

The first speaker this year was Elaine Birkett, who is an organization development and change practitioner in the HSE. She spoke to us about the Change Guide and **People and Culture Change**. She provided knowledge about the ethos and methodologies of bringing about change in the workplace, which is often the sticking point for getting QI projects off the ground.

In October we held a virtual **Schwartz Round**. This was led by an excellent group of facilitators from the HSE's National Quality Improvement team. The afternoon would not have been possible but for some of our leads who bravely and generously volunteered to tell stories to start the round. Schwartz Rounds deal with the emotional aspects of our work. The feedback from this session was overwhelmingly positive and I would encourage you all to seek out Schwartz Rounds wherever you work, more information is available at <https://www.hse.ie/eng/about/who/qid/staff-engagement/schwartzrounds/>

November's session was provided by the Active Bystander Training Company. **Active Bystander Training** is designed to help people to challenge poor behaviours they witness in the workplace. This includes bullying, intimidation, undermining or incivility. The session empowered us and gave us a framework to challenge inappropriate behaviour.

The leads were joined by Professor Des O'Neill, Dr Niamh Humphries and Dr Grainne McNally for a webinar in December. The focus of that talk was on **NCHD wellbeing**. Professor O'Neill spoke eloquently about strategies to address unsupportive trainers. You can read more about that in his editorial for the Irish Medical Journal <http://imj.ie/the-problem-trainer/>. Dr Humphries has published extensively as part of the Hospital Doctor Retention and Motivation Project, <https://www.rcpi.ie/hdrm/>, she gave an excellent overview of her work on the experiences of hospital doctors during the pandemic. Dr Grainne McNally is a specialist in Occupational Health Medicine and spoke about the challenges facing NCHDS around occupational health issues and where to seek support. She also outlined her research on the HEWE study, The HEalth and WElbeing effects of a disciplinary process on doctors in Ireland.

Lead NCHD Programme Updates

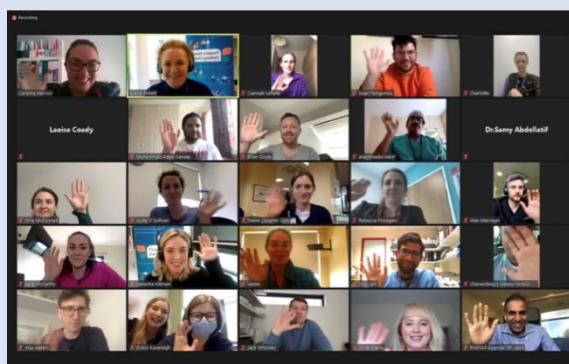
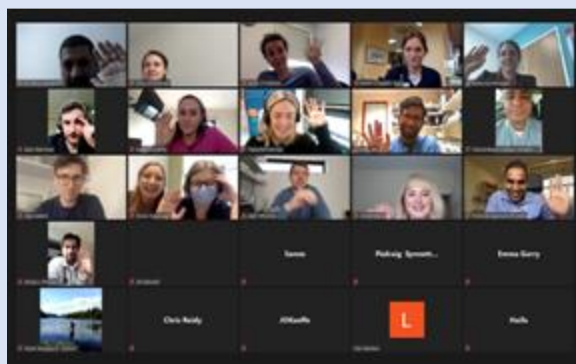
Webinars

February saw us prepare for interview season with an excellent session on **interview skills** from Jo Irwin of i4 training. Jo hosted an interactive session where all the leads got an opportunity to work on selling themselves in an interview and learned techniques to answer any question thrown at them!

March's session was led by Dr Scheryll Alken who is Ireland's first Consultant in Adolescent and Young Adult (AYA) Cancer based at Children's Health Ireland, Crumlin and St James's Hospital, and a former NDTP Aspire Fellow. Dr Alken spoke about the **transition from trainee to consultant** and gave invaluable tips and tricks for the first year of consultant practice. She covered the consultant appointment process, contracts, and how to arrange your schedule as a newly appointed consultant.

In April we were joined by Mr. Stephen Boyle. Stephen Boyle is a negotiation trainer and lecturer at UCD Michael Smurfit Graduate Business School's MBA programme. He is also the Programme Director of UCD Michael Smurfit Executive Development: Winning Negotiation Strategies short course and Diploma in Advanced Management Performance programme. Stephen spoke through **negotiation strategies** with the group and gave useful advice on how to negotiate effectively in the workplace.

Our last session of the year will cover the topic of **burnout in Medicine**, by Dr Claire Ashley and strategies to prevent and recover from burnout.



NDTP are pleased to announce that we will host an in person event for the 2021-2022 Lead NCHDs and the 2022-2023 Lead NCHDs in September in Dublin. This event will facilitate networking and handover, as well as introducing the new Leads to NDTP staff and Trainer Leads. The event will also incorporate the Lead NCHD awards ceremony. We are looking forward to meeting all of our outgoing and incoming leads in person.

Lead NCHD Programme Updates

Increasing awareness of NDTP's work

In October, Dr Kinirons (Medical Director, NDTP) and Dr Herron (National Lead NCHD) were invited to speak at the Saolta group medical grand rounds. They gave a comprehensive overview of the many facets of NDTPs' work. Dr Herron detailed the Lead NCHD programme, from inception to current status. She also spoke about the role of leads, their duties and responsibilities and the benefits of taking on the position. The second part of Dr Herron's talk focused on her role as National Lead NCHD. She discussed her responsibility to oversee and embed the Lead Programme along with representing all NCHDs at a senior level in the HSE.

In January, a talk about NDTP's work was given at the Ireland East Hospital Group Grand Rounds, where Dr Kinirons and Dr Herron were joined, for a panel discussion, by various stakeholders involved in medical education and training, such as the Trainer Leads, Chief Academic Officers, the Medical Intern Unit and the Irish Medical Council. Tallaght University Hospital invited NDTP to speak at their grand rounds in February and they also spoke to the staff in Beaumont Hospital in April and will speak at Children's Health Ireland's grand rounds soon.

These talks are important as both Dr Kinirons and Dr Herron try to raise the profile of NDTP and keep doctors informed of the work being done to invest in their education and training.

Lead NCHD Programme Updates

Website

The lead NCHD section of the HSE's website has been recently updated and includes lots of useful information. Previous issues of the newsletter can be downloaded and you can read about various projects undertaken by leads around the country. The resources section contains the Lead NCHD handbook and job description as well as links to funding support documentation and presentations by previous leads. If there are other resources you feel it would be useful to have on our website please get in touch at nl.nchd@hse.ie

You can find us at <https://www.hse.ie/eng/staff/leadership-education-development/met/leadnchd/>

Lead NCHD Programme Updates

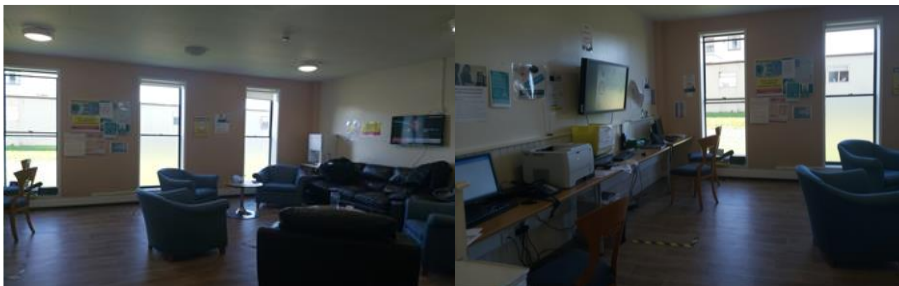
Dr Emily Killeen, Lead NCHD describes her QI project in Beaumont Hospital to optimise the doctor's residence through simple, low cost initiatives

The doctor's residence is a much used, but often uninspiring space. In Beaumont Hospital, the bedrooms and bathrooms were previously refurbished however the main kitchen and living space was run down. Issues identified included a lack of storage space, noise from the main entrance door regularly opening and closing at night and no dedicated waste bin for confidential patient information. The residence was felt to be poorly decorated with faded paint and excess posters on the wall.

I sent a proposal to the head of HR & I led the project design, medical manpower engaged with the General Services division to facilitate the upgrades.

General Services undertook the following upgrades: painting the walls in a brighter, neutral colour; hanging new coat hooks on the main residence corridor; removing stickers from the floor; hanging a single large noticeboard; fixing main entrance door to a 'soft close' to reduce noise at night; new computer chairs. A confidential waste bin was placed in the main area. I removed excess wall posters and floor markings, re-orientated the living space furniture and introduced a new 'Lost and Found' box for items left in the communal areas. I also contacted Dunnes Stores who generously sponsored low-maintenance plants and a short-term supply of food and coffee for NCHDs.

Outcome: These simple interventions were very successful in upgrading the doctor's residence. Feedback from NCHDs has been very positive, in particular about the improved ambience and facilities.



Before



After

Trainer Lead Update

SOUTH/SOUTH WEST HOSPITAL GROUP NCHD SURVEY LAUNCHED

There are exciting times ahead for the South/South-West hospital group. The NDTP are committing a substantial investment in training for our hospitals and this funding will be available from July. The first task will be to appoint a clinical director for Education & Training (E&T) across all of our hospitals.

It is important to us that the investment is directed towards the needs of S/SWHG NCHDs. We circulated a survey in 2019 that informed many of the changes made to E&T across our group in the past three years. Clearly a lot has changed since then and we are keen to repeat the process again before embarking on our new pilot E&T programme.

If you are based in the SSWHG, you will find a link to the survey below along with a QR code that will both take you directly to the 10 minute questionnaire. We will use your feedback to plan for the next three years of innovation in your training.

We intend to feed back to you all before the July changeover with a summary of the survey results and a set of priorities that we have derived from them. We really need to have a high rate of survey completion in order to ensure that the results are representative of the needs of all NCHDs so please do take the time to fill it out yourself but also distribute this request within any of your NCHD e-mail, text or WhatsApp groups.



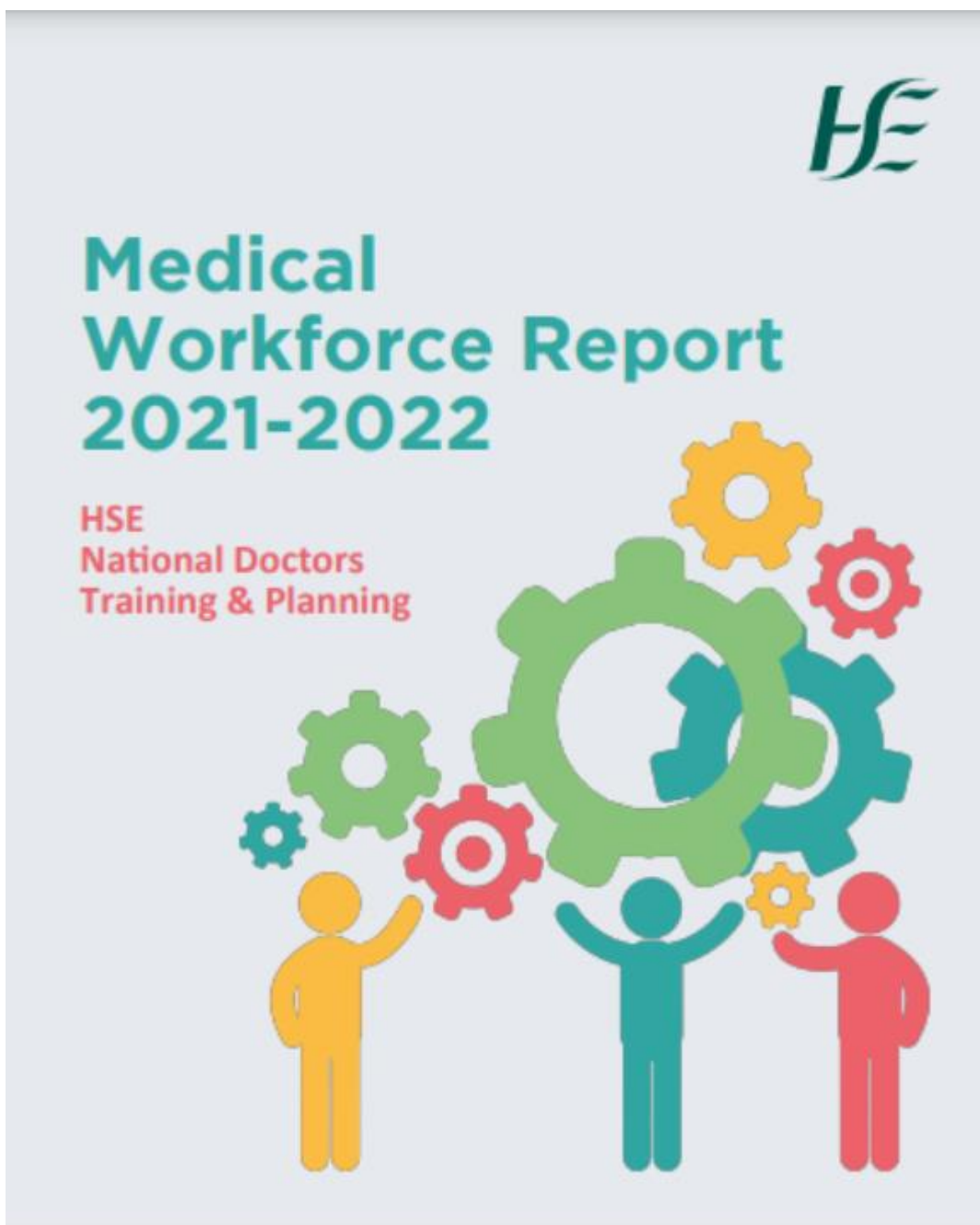
Survey link: <https://www.surveymonkey.com/r/GZFDSQ2>

Medical Workforce Report 2021-22

This report gives an overview of the publicly funded medical workforce in Ireland and includes an annual assessment of both consultant and NCHD posts in the health system.

View the [NDTP Workforce Report 2021-2022.pdf \(size 2.7 MB\)](#)

Visit the [Workforce Planning](#) section of our website for more



Investing in the career
development of doctors

NDTP
National Doctors Training & Planning



Model 3 Hospital Project – NCHD Survey

Dear Colleagues,

As Medical Director of NDTP, I would like to request that you complete a short survey as part of the Model 3 Hospital project to review the challenges in recruitment and retention of consultants. As you are aware the recruitment and retention of doctors in Ireland remains a national challenge, especially so in the Model 3 Hospital network.

NDTP has established a working group to examine the baseline and provide recommendations to the HSE to ensure that there are appropriately trained and qualified doctors available to provide patient care in the Model 3 network with a view to subsequent implementation.

NDTP recognise the valuable work carried out in Model 3 hospitals and this project aims to support recruitment of clinicians by identifying deliverable recommendations to the HSE. **We are seeking your experience and opinions with a view to identifying solutions which can be implemented and form the core of the recommendations. All data and comments will be aggregated in the final report and will not be identifiable to individuals or their hospital.**

The survey can be accessed at : <https://forms.gle/ME6LAaFigjKGhyZN9>

Kind regards,

Professor Brian Kinirons, Medical Director NDTP

Spark Programme

Save the date!!! After two years in the Covid-induced wilderness, we are so excited to be back in person and we have a jam packed event in store for you. We will have world-class speakers, top industry exhibitors, breakout rooms, poster competition, design project showcases, awards for the winners of the various SPARK initiatives we ran over the past year and lots of goodies! On top of all of that, it will be a great opportunity to network, get inspired and mingle with like-minded people. What more could you ask for! <https://www.hse.ie/eng/staff/leadership-education-development/met/spark-innovation-programme/spark-summit/> for more details.



Less Than Full Time Training- Research Study

The CAI, ICGP, and RCSI are inviting you all to take part in an amazing opportunity to improve less-than-full-time (LTFT) training in Ireland. **We are conducting a research study (supported by HSE NDTP) via Zoom interview about your experiences or opinions with respect to LTFT training.** We are eager to speak to trainees in all specialties, whether LTFT or full time, as well as non-training NCHDs who plan to return to training in the future. Your participation in this study will help to inform possible future changes in medical training and you may directly benefit from workforce improvements. **If you have any further questions about the study or if you want to be a part of it, please contact Dr Majid Khan at drmajidkhan@ymail.com with your details.**

Less Than Full Time pilot project-Tallaght University Hospital

Dr Manuela Afrasinei, SpR in Anaesthesia, tells us about her experience with this pilot project

Having a career as a doctor takes more time than everyone could ever imagine. It is a great journey but sometimes it can seem overwhelming. Time passes differently when you're working as an NCHD. You're always planning your next exam, course or research project and there is never enough time for everything you want to achieve.

But what about your personal life? It doesn't seem that there is any time or consideration for the unexpected events in your life. How can we balance everything and still excel in both professional and personal aspects of our lives?

This year Tallaght Hospital offered an amazing LTFT pilot for NCHDs in Anaesthesia. It was designed to offer both 60% and 80% roles for NCHDs from both training and non-training scheme posts. Taking on this less than full time post has helped me to continue my training in anaesthesia and take care of my family without having the constant pressure of lack of time.

When this opportunity arose for me, my life was changing. I am a doctor, I am an SpR in anaesthesia, but I am also a wife and a mother of two children, one of whom has a chronic condition. Without this opportunity I wouldn't be able to manage working and my family life, as well as I have this year, since I began working in a less than full time capacity in Tallaght Hospital. In my personal experience, I think a less than full time training post should be always available for all NCHDs to promote and facilitate a healthy balance between all aspects of our life.



Payroll Guidance for NCHDs during Rotation

Link to guidance on HSE New Starters: <https://tinyurl.com/bdb7czwt>

As an NCHD, you may move on a regular basis within the HSE and HSE Funded hospitals and this will fall into one of the following scenarios listed below. We are including guidance on how to deal with Revenue in each scenario depending on your circumstances. There are three different scenarios applicable to NCHDs. Please see details below for particular circumstances and follow guidance provided.

Just to note – the following statement is very important.



You do not need to register your job with Revenue if you have previously worked in Ireland

1. Starting work in the HSE or a HSE Funded hospital and have not worked in Ireland before.

(Please ignore if you have previously worked in Ireland)

You will need to register your first employment in Ireland with Revenue at registering for myAccount (select the 'update job and pension details')

<https://tinyurl.com/2pcep8cm>

Before you can register your job with Revenue you will need your:

- **Personal Public Service Number (PPSN)**
- **Employer's Registered Number (ERN)**
- **Start date of your employment**
- **Employee number**

Please click on link below for full list of employer's registered numbers:

<https://tinyurl.com/bdz54zzh>

2. Changing hospital from one statutory hospital to another statutory hospital but remaining within the same HSE payroll area.

Refer to Appendix I

If this scenario applies to you, you do not need to contact Revenue unless advised by your Payroll Department. A Leaving form (HR106) is not required for any NCHD who is staying in the same HSE area within the same Employer Registered Number as it causes issues with Revenue. For example moving from University Hospital Waterford (UHW) to Wexford General Hospital – both are paid under ERN 0027010D in the same HSE area so there is no need for a leaving action. Please make your Medical Manpower Department aware if this scenario applies to you and they will provide you with the appropriate form to complete. There are currently 9 Payroll Departments in HSE under Payroll Services, Finance Shared Services, National Finance Division.

HSE Employers Registered Numbers (ERN)

- **Eastern Region: 0043024G**
- **Portlincula: 3576661QH**
- **Midlands: 0002000J**
- **South-East: 0027010D**
- **Mid-West: 0030888U**
- **South-West: 0007497W**
- **North-East: 0072958D**
- **West: 0024042B**
- **North-West: 0036210M**



3. Changing hospital from: A statutory hospital to another statutory hospital in a different payroll area

- A statutory hospital to a voluntary hospital
- A voluntary hospital to a statutory hospital

If this scenario applies, do not contact Revenue. Payroll systems inform Revenue that an NCHD has commenced in the new area through Payroll Submissions and it retrieves the Revenue Payroll Notification (RPN) (Tax Details) for the NCHD directly from Revenue.

In Statutory Hospitals, you will be required to complete the Leaving form (HR106) before changing hospital to ensure payroll is updated appropriately. The majority of NCHDs will be due overtime payments from their previous employer when they move clinical sites as well as payment from their new clinical site. This supplementary overtime payment can cause an issue either when moving from one payroll area to another, if it is not paid with the final salary or the next payroll run.

When an NCHD transfers to a new clinical site in a different HSE payroll area, the current HSE Payroll Department, which you are now leaving, notifies Revenue of the leaving date enabling the RPN to be available to a new employer/HSE Area. The leaving date can only be sent to Revenue after your last salary payment has been made, outstanding overtime payments can be paid after the leaving date has been sent to Revenue, however, will be taxed at the higher rate therefore claims for overtime should be submitted in a timely manner.

When you start in a new HSE area, you will be set up on Emergency Tax under the current Revenue rules. Your new Payroll Department will request an RPN for you from Revenue, through the payroll system when you commence in the new area. The correct RPN will only issue after your final payment has been processed in your previous area. If an RPN is not available from Revenue for your new employment,

as your final payment has not been made in the previous area, an RPN with zero credits and cut-offs will issue indicating a second current employment and therefore taxing without credits and cut-offs. This is to be avoided, Emergency Tax attracts credits and cut-offs so is more beneficial to the employee. When the Cumulative RPN issues from Revenue your PAYE and USC will be balanced to date.

How to reduce the period that your pay is Emergency taxed?

Ensure you inform your Clinical Site/Medical Manpower of your next rotation.

Submit all overtime claims for payment within the deadline set by Medical Manpower Department.

Contact Payroll Department if you have any questions or require support in relation to your PAYE, USC, PRSI and ASC.

Do not contact Revenue if there is an issue with your taxes until you have contacted your new Payroll Department and they have advised you to do so.

Notes:

If you are unsure which scenario applies to you or what you have to do when rotating, further details and information are available for New Starters on the Staff section of the HSE website.

Please follow the link below.

<https://tinyurl.com/bdb7czwt>

OR

Please contact your local Medical Manpower Department/HR Department for further guidance. If you have any query in relation to PAYE, USC, PRSI and ASC please contact your Payroll Department for further guidance.



Payroll regions

East	Dublin, Wicklow and Kildare Phone: 01 8817150 payroll.east@hse.ie
South East	Carlow, Kilkenny, South Tipperary, Waterford and Wexford Phone: 056 7784268 payroll.southeast@hse.ie
South	Cork and Kerry Phone: 021 4923659 payroll.south@hse.ie
West	Galway, Mayo and Roscommon Phone: 091 775925 payroll.west@hse.ie
North West	Sligo, Donegal and Leitrim Phone: 071 9835213/071 9820413 payroll.northwest@hse.ie
Mid West	Limerick, Clare and Tipperary North Phone: 061 483312 payroll.midwest@hse.ie
North East	Cavan, Monaghan, Louth and Meath Phone: 046 9251200 payroll.northeast@hse.ie
Midlands	Laois, Offaly, Longford and Westmeath Phone: 057 9357537 payroll.midlands@hse.ie
Portiuncula	Portiuncula Hospital Phone: 090 9648337 payroll.puh@hse.ie



Appendix I

Please see attached list of Hospitals/Hospital Groups displaying Voluntary or Statutory status: Hospitals/Groups	Organisation	Type V = Voluntary Hospital S = Statutory Hospital
IEHG	Cappagh National Orthopaedic Hospital	V
IEHG	Mater Misericordiae University Hospital	V
IEHG	Midland Regional Hospital Mullingar	S
IEHG	National Maternity Hospital	V
IEHG	Our Lady's Hospital Navan	S
IEHG	Royal Victoria Eye and Ear Hospital	V
IEHG	St. Columcille's Hospital	S
IEHG	St. Luke's General Hospital Kilkenny	S
IEHG	St. Vincent's University Hospital	V
IEHG	St. Michael's Hospital Dun Laoghaire	V
IEHG	Wexford General Hospital	S
DMHG	Coombe Women & Infant University Hospital	V
DMHG	Midland Regional Hospital Portlaoise	S
DMHG	Midland Regional Hospital Tullamore	S
DMHG	Naas General Hospital	S
DMHG	St. James's Hospital	V
DMHG	St Luke's, Rathgar	S
DMHG	AMNCH Tallaght Hospital - Adult	V
RCSI	Beaumont Hospital	V
RCSI	Cavan General Hospital	S
RCSI	Connolly Hospital	S
RCSI	Louth County Hospital Dundalk	S
RCSI	Monaghan Hospital	S
RCSI	Our Lady of Lourdes Hospital Drogheda	S
RCSI	Rotunda Hospital	V
ULHG	Ennis Hospital	S
ULHG	Croom Orthopaedic Hospital	S
ULHG	University Hospital Limerick	S
ULHG	University Maternity Hospital Limerick	S
ULHG	Nenagh Hospital	S
ULHG	St. John's Hospital Limerick	V
SSWHG	Bantry General Hospital	S
SSWHG	Cork University Maternity Hospital	S
SSWHG	Cork University Hospital	S
SSWHG	University Hospital Kerry	S
SSWHG	Lourdes Orthopaedic Hospital Kilcreene	S
SSWHG	Mallow General Hospital	S
SSWHG	Mercy University Hospital	V
SSWHG	South Infirmary Victoria University Hospital	V
SSWHG	South Tipperary General Hospital	S
SSWHG	University Hospital Waterford	S
Saolta	Letterkenny University Hospital	S
Saolta	Mayo General Hospital	S
Saolta	Portlincula University Hospital	S
Saolta	Roscommon Hospital	S
Saolta	Sligo University Hospital	S
Saolta	University Hospital Galway	S
Children's Hosp Grp	Children's University Hospital Temple Street	V
Children's Hosp Grp	Our Lady's Children's Hospital Crumlin	V
Children's Hosp Grp	AMNCH Tallaght Hospital - Paediatric	V



Changeover Checklist

Before moving to your new roles in July, please ensure you have done the following:

Submit all outstanding **overtime forms** in a timely manner and before leaving your current employer ☐

Submit all outstanding claims for the **Training Supports Scheme** by midnight on Sunday, 10th July at the very latest as there is no roll over this year- see page 19 ☐

Submit all outstanding claims for the **Clinical Course & Exam Refund Scheme** ☐

Ensure all details on your **NER Hire Form** are current and up to date- see page 22 ☐

Update your **CV on NER**- see page 22 ☐

Ensure all details on your **NER occupational health form** are current and up to date- see page 22 ☐

Update any **mandatory training documents** on NER- see page 22, 23 ☐

If you have an **NER e-portfolio** take time to update any experience from your current post and submit to your trainers for validation, or alternatively create an e-portfolio on NER-see page 21

Career break

For those of you who are planning to leave the HSE, for example to go abroad to take up training opportunities, please check if you meet the eligibility criteria to apply for a career break, and if so, please apply to your current employer in sufficient time.

I would also draw your attention to further information which is available in the relevant HSE HR Circular 010/2014, <https://www.hse.ie/eng/staff/resources/hr-circulars/circ1014.pdf>



Managing Your Money Webinar

14 June 2022 @ 19:00

Description

This webinar will provide you with an overview on financial matters relevant to doctors of all specialties.

Speakers

Fran McGrath, Business Development Manager, IMO Financial Services

Fran McGrath is a Qualified Financial, Retirement Planning and Specialist Investment Adviser. He has 20 years' experience in the financial services sector and has been advising GPs, NCHDs & Consultants in the area of financial planning for pensions, retirement, investment opportunities and protection.

Philip Carroll, Qualified Financial Adviser, IMO Financial Services

Philip is a Qualified Financial and Retirement Planning Adviser. He has been working in the financial services industry since 2007 dealing with all aspects of life, critical illness, income protection and pensions. Philip is IMOF's dedicated mortgage adviser. For a number of years, Philip has been advising doctors from all specialties on how to get mortgage ready and leads them through the mortgage process with lenders.

Topics

1. Deciphering payslips
2. Savings (short term vs long term)
3. Paying down debt vs saving for a home deposit
4. Getting mortgage approved
5. HSE pensions: Understand the benefits

To register for this event, please visit

https://us02web.zoom.us/webinar/register/WN_KIo231GcRhilV0XXZFQKrw



HospitalBuddy is a new medical app specifically designed by a team of hospital doctors in Ireland in conjunction with the Health Innovation Hub Ireland (HIHI). It can be downloaded by searching for 'HospitalBuddy' on the App or Google Play Store, <https://hospitalbuddy.ie>

The aim of HospitalBuddy is to make life easier for hospital doctors in Ireland through a number of features, including:

- 1) "Clinical Resources" which lists useful clinical resources (PDFs or web links) in one place e.g. useful medical calculator scores, national databank of patient information handouts
- 2) "National NCHD Forum" enabling you to connect and share info with colleagues via our private national NCHD forum visible only to registered NCHDs nationally
- 3) "Educational Resources" which lists over 50 lectures given by Irish Consultants on a range of different topics which should help with exam preparation



Patient held medication lists and the 'Know Check Ask' medication safety campaign

You are invited to take part in research being conducted by the RCSI (Professor Kathleen Bennett) and the HSE. It is a survey study about medication safety which asks your opinion of patient-held medication lists and the 'Know Check Ask' campaign. The anonymised online survey will take no more than 15 minutes to complete and you can take part in this research even if you don't know anything about the HSE campaign.

The survey can be accessed through this link:

https://rcsipophealth.fra1.qualtrics.com/jfe/form/SV_8lfA30ver5E6Vo2

If you have any questions please contact:

B O'Donovan, RCSI. Telephone: 087 3971060 Email: bernadineodonovan@rcsi.com



NDTP Announcements

Training Support Scheme

The rollover of TSS balances will end on 10th July 2022. The normal rules around no rollover shall apply from the 2022 training year onwards. The TSS rollover was in place specifically due to the additional service demands and cancelled or rescheduled courses/conferences/exams during the Covid-19 pandemic which impacted NCHDs ability to utilise their TSS balance during this period.

Continuous Professional Development – Support Scheme

In conjunction with the Forum and Training Bodies, NDTP offered non-training scheme doctors a second opportunity to enrol on CPD-SS during December/January in addition to the original enrolment dates from July to September each year. This opportunity allowed over 200 NCHDs register before the end of January in addition to over 1,690 who had previously enrolled. **Given the uptake was so well received this year NDTP have agreed to continue this second enrolment opportunity annually.**

Flexible Training

NDTP are committed to the continued support for initiatives that facilitate flexible training and less than fulltime working (LTFT) for trainees.

For the 2021/22 training year a new job sharing arrangement, in addition to the National Flexible Training Scheme was piloted with some of the post-graduate training bodies to facilitate some trainees interested in LTFT working. In these arrangements the training body works with trainees to design bespoke LTFT arrangements; whereby two trainees share one full-time post. Each trainee can work more or less than 50%. The potential benefits of this scheme include improved work life balance, the opportunity to spend more time with your family or children, the opportunity to work more than 0.5 WTE but less than full time and potential overlap for the team thereby leading to a better staffed service.

For the 2022/23 training year this pilot will be extended to include all post-graduate training bodies, if you are interested in LTFT working then please register your interest by contacting your relevant Training Body.



International Medical Graduate Training Initiative

The International Medical Graduate Training Initiative (IMGTI) commenced in 2014 and is a partnership arrangement between participating training bodies abroad, the Forum of Post-Graduate Training Bodies and the HSE.

It has two streams, a Scholarship Programme with trainees from Sudan and Pakistan generally at SHO and REG level and a Fellowship Programme with trainees on a fully funded training programme generally at SpR Level.

These doctors are on a two-year training programme – they are trainees and are monitored by the relevant Irish training body in a similar manner to trainees on domestic training schemes. IMGTI is a really great way to provide these doctors with access to clinical experiences and training that they cannot get in their own country. For the Irish health service, these doctors on scholarship take up posts that would otherwise be filled by non-training doctors and the programme eliminates the recruitment burden for Medical HR.

IMGTI is fully supportive of the WHO Code of Practice on the international recruitment of health personnel. Trainees must return to their home country following their training in Ireland and it is only on their return that their training will be recognized.

In July 2021, 71 doctors from Sudan and Pakistan commenced employment on IMGTI. NDTP and other stakeholders are invested in the continued growth and expansion of the programme into other countries and specialties with an increased intake over the coming years.

Further information is available at <https://www.hse.ie/eng/staff/leadership-education-development/met/ed/img/>

Let's continue to make our new IMGTI trainees welcome in our hospitals as they adjust to living and working in Ireland!

NCHD E-Portfolio

The principal objective of the E-Portfolio will allow NCHDs who are not on a formal training scheme have access to a generic standard document to record their training and career development. It also gives the opportunity to have their experience validated by their supervising Consultant where applicable.

All NCHDs will be able to access the E-Portfolio, however it is principally aimed at Non Training Scheme Doctors.

The E-Portfolio, which launches in Sept 2021, will allow NCHDs to record their experience under a number of headings and will enable them to generate a Logbook.



Seirbhís Sláinte
Níos Fearr
á Forbairt

Building a
Better Health
Service

ND+P



NER NCHD E-Portfolio

The principal objective of the E-Portfolio is to allow NCHDs who are not on a formal training scheme have access to a generic standard document to **record your training and career development**. It also gives you the opportunity to have your experience **validated by your supervising Consultant** where applicable. The E-Portfolio allows you to record your experience under multiple headings and enables you to generate a **Logbook**. All NCHDs can access the E-Portfolio, however it is principally aimed at Non Training Scheme Doctors. **It is free and available on your NER.** **We would encourage any NCHD who is not using a logbook or portfolio to check it out!**

The E-Portfolio allows you to record your experience under the following headings:

- Clinical experience
- Procedures
- Assessments
- Training plans and reviews
- Education and personal development

NCHDs have the ability to email their experiences in specific categories to their supervising Consultant for verification. The Consultant will receive an email containing a secure link which allows them to view and verify the NCHDs E-Portfolio entry. This is a quick streamlined process which takes a minimal amount of time for your Consultant.



National Employment Record (NER)

The NER was developed by the HSE-National Doctors Training & Planning to minimize repetitive paperwork requirements for NCHDs and eliminate as much duplication as possible when rotating employers.

Your NER is completely **private, confidential and secure**. The information contained within your NER is only available to you and your relevant employer/ prospective employer or Occupational Health Department. HR data is only visible by your Medical HR/Manpower Department. Occupational Health data is only visible by your Occupational Health Department.

In January 2022 a Mandatory Training Matrix Document was issued to all NCHDs. This document was compiled by Medical Manpower Managers with input from National HR, NDTP and NCHD representation.

The guide was developed to assist you with identifying what training you need to complete, where you can complete the training, how often you should seek re-certification and approximately how long it should take to complete training. This information has been summarized in a matrix style format for your convenience. While this is not a finite list, it includes the main training requirements for NCHDs.

Please be aware that this document will act as a guide only and in some instances training requirements will vary from clinical site to clinical site as well as within a given specialty. Methods of delivery of mandatory training may also differ by clinical site.

Please ensure that you review your NER account as soon as possible to ensure all applicable **mandatory training certificates are uploaded** for your Medical HR verification. You can also upload **HR documents** and apply for your **TSS** and **CCERS** funding.

Should you require any assistance with how to upload a document please see our website which has user guides that will explain this process

<https://www.hse.ie/eng/staff/leadership-education-development/met/database/userguides/>

Mandatory Training	Approximate Duration of Training	Training Delivered	Re-Certification Period	Intens	Senior House Officers	Registrars	Senior Registrar	Specialist Registrars
ACLS	2 Days	On Site Session / External Provider	Every 2 Years	✓	All NCHDs carrying the cardiac alert beep as well as all NCHDs in Cardiology, Anaesthetics and Emergency Medicine.	All NCHDs carrying the cardiac alert beep as well as all NCHDs in Cardiology, Anaesthetics and Emergency Medicine.	All NCHDs carrying the cardiac alert beep as well as all NCHDs in Cardiology, Anaesthetics and Emergency Medicine.	All NCHDs carrying the cardiac alert beep as well as all NCHDs in Cardiology, Anaesthetics and Emergency Medicine.
APLS	2 Days	On Site Session / External Provider (Site specific training for Neonatal Resuscitation Programme (NRP) will apply)	Every 4 Years	NCHDs in Paediatric hospitals or departments (confirm with your MMM/Clinical Supervisor)	NCHDs in Paediatric hospitals or departments (Confirm with your MMM/Clinical Supervisor)	NCHDs in Paediatric hospitals or departments (Confirm with your MMM/Clinical Supervisor)	NCHDs in Paediatric hospitals or departments (Confirm with your MMM/Clinical Supervisor)	NCHDs in Paediatric hospitals or departments (Confirm with your MMM/Clinical Supervisor)
BLS	3 Hours	On Site Session	Every 2 Years	✓	✓	✓	✓	✓
Children's First	1.5 Hours	An introduction to Children First www.hseand.ie	Every 3 Years	✓	✓	✓	✓	✓
Data Protection (GDPR)	30 Mins	The Fundamentals of GDPR www.hseand.ie	N/A	✓	✓	✓	✓	✓
Fire Training	0.5 Day	On Site Session / Online Session	Every 2 Years	✓	✓	✓	✓	✓
Haemovigilance Training	1 Hour	NHS Learn-pro UK online theory module http://nhs.learnpro.uk	Every 2 Years	✓	✓	✓	✓	✓
Hand Hygiene	30 Mins	AMRIC Hand Hygiene www.hseand.ie	Every 2 Years	✓	✓	✓	✓	✓
INEMS/INEMS/PEWS/EMEWS	1 Hour (INEMS) 1 Hours (IMEWS)	1. Irish National Early Warning System (INEMS) V2: Doctor Focus 2. Irish Maternity Early Warning System (IMEWS) www.hseand.ie 3. PEWS and EMEWS may be delivered on site	Advised Every 3 Years	All (Except Pathology) – EWS certification as relevant to your specialty	All (Except Pathology) – EWS certification as relevant to your specialty	All (Except Pathology) – EWS certification as relevant to your specialty	All (Except Pathology) – EWS certification as relevant to your specialty	All (Except Pathology) – EWS certification as relevant to your specialty
MAPA (Management of Actual/Potential Aggression)	1 day	On Site Session	Every 2 years	Psychiatry only	Psychiatry only	Psychiatry only	Psychiatry only	Psychiatry only
Mental Health Act 2001	2 hours	Mental Health Act, 2001 www.hseand.ie	N/A	Psychiatry only	Psychiatry only	Psychiatry only	Psychiatry only	Psychiatry only
Open Disclosure	45 Mins (Module1) 40 Mins (Module2)	1.HSE Open Disclosure: Module 1 - Communicating effectively through Open Disclosure 2.HSE Open Disclosure: Module 2 - Applying Principles to Practice www.hseand.ie	Every 3 Years	✓	✓	✓	✓	✓
Patient Handling	1 Hour (Theory) 3 Hours (Practical)	Theory: Manual Handling and People Handling e-learning Theory Module www.hseand.ie Practical: On Site Session also	Every 3 Years	✓	✓	✓	✓	✓
Radiation Protection	1 Day	On Site Session	N/A	Confirm with your MMM/Clinical Supervisor/Radiation Protection Officer	Confirm with your MMM/Clinical Supervisor/Radiation Protection Officer	Confirm with your MMM/Clinical Supervisor/Radiation Protection Officer	Confirm with your MMM/Clinical Supervisor/Radiation Protection Officer	Confirm with your MMM/Clinical Supervisor/Radiation Protection Officer
Sepsis	1 Hour	Introduction to Sepsis Management for Adults including Maternity www.hseand.ie	Every 3 Years	All NCHDs working in acute care settings involved in the early recognition and treatment of sepsis in both the pregnant and non-pregnant adult.	All NCHDs working in acute care settings involved in the early recognition and treatment of sepsis in both the pregnant and non-pregnant adult.	All NCHDs working in acute care settings involved in the early recognition and treatment of sepsis in both the pregnant and non-pregnant adult.	All NCHDs working in acute care settings involved in the early recognition and treatment of sepsis in both the pregnant and non-pregnant adult.	All NCHDs working in acute care settings involved in the early recognition and treatment of sepsis in both the pregnant and non-pregnant adult.

EAPandME

Employee Assistance Programme

Many of us experience stresses and strains in our work and personal lives and might be wondering if there is anyone there to help.

Call **0818 327 327**
to speak to someone who can help.

#EAPandME

Employee Assistance Programme (EAP)

The HSE **Employee Assistance Programme (EAP)** is a work-based support service for staff and the organization. This is a confidential, independent service. It supports employees with psychological issues. These issues may be personal or work-related, affecting your job performance or home life.

The service is free, confidential and available to all HSE employees.

Call 0818 327 327 to speak to someone who can help.

Inspire Workplaces are the external staff counselling partner of the HSE. All HSE employees have access to Inspire Hub. You can log onto Inspire Hub at any time to access a host of online resources that may be also helpful to you while you are awaiting your appointment with a counsellor or deciding if you want to proceed, <https://www.inspiresupporthub.org/HSE-EAPandME>

EAP counselling is usually a short-term service. If you use the EAP service, initially you will be offered up to 6 sessions.

EAP counselling is a confidential service. No information about your issue will be given to anyone without your written consent

The EAP counselling service uses internal and external practitioners, all counsellors are accredited.

For more information please see:

<https://healthservice.hse.ie/staff/benefits-services/benefits/counselling.html>



Coaching

Coaching is a free confidential service available to staff working in the HSE.

The service is provided by professional coaches who have completed an accredited coach training programme.

Coaching aims to support people when they want to bring about personal or professional change in their lives or work, to shift their perspective, reflect on their choices and realize their individual potential.

Coaching is future focused and offers support, encouragement, challenge and feedback.

Coaching is not counselling, therapy, mentoring, consulting, training or advice giving.

All coaching applications are treated in the strictest of confidence.

You may wish to consider coaching if you:

- Have been recently promoted
- Are exploring your career progression
- Are dealing with conflict
- Are feeling “stuck” in your current role
- Would like to increase your self confidence
- Are managing change
- Need to improve your work-life balance
- Are feeling stressed

All staff, irrespective of grade or discipline, working in the HSE can avail of coaching

You will need to complete an application form and will then be allocated a coach

4-6 one to one sessions, with each session lasting an hour are provided

For further information you can call 046-9251340 or email hr.nationalcoachingservice@hse.ie, additional information and application forms are available at

<https://healthservice.hse.ie/staff/training-development/training/coaching.html>

Cycle to work scheme

The Cycle to Work Scheme is a tax incentive encouraging employees to cycle to and from work

Under the scheme, employers pay for bicycles and bicycle equipment for their employees. The employee pays their employer back through a salary-sacrifice arrangement.

Rates:

The scheme covers bicycles and equipment up to the value of €1,250 from approved suppliers. You can use the scheme once in any 4 year period.

How to pay for the bicycle and equipment:

The HSE pays for the bicycle and equipment and sets up a salary-sacrifice arrangement. This cannot be for more than 12 months. You select the equipment you wish to buy from an **approved supplier**. The supplier invoices the HSE directly. The bicycle and equipment must be purchased at the same time from one supplier. Repayment for the bicycle and equipment gets deducted from your gross salary. These deductions are made weekly, fortnightly or monthly. This depends on your salary payment arrangement.

Qualifying Journeys:

You should use the bicycle mainly for qualifying journeys. This means the whole or part of a journey between your home and your work place.

How to apply:

- Download an application form for your area
- Have your line manager sign the form
- Choose a bicycle and equipment from an approved supplier
- Send the completed form to your local scheme co-ordinator
- The supplier invoices the HSE directly
- Once payment is processed, they will contact you to arrange collection of the bicycle and equipment
- All repayments for the scheme must be completed by 31 December 2022

Further information, application forms and details of the representatives for each area are available at <https://healthservice.hse.ie/staff/benefits-services/benefits/cycle-to-work.html>

Funding support

- **Clinical Course & Exam Refund Scheme (CCERS):**

- Provides funding towards an approved list of courses and exams (list online)
- All doctors employed under the 2010 NCHD contract are eligible to apply
- The full cost of an approved examination/course is eligible to be refunded
- Make an application for payment through the CCERS section on your NER account

- **Training Supports Scheme (TSS):**

- Can be used to claim for exams, courses or conferences which satisfy the TSS eligibility criteria (available online)
- Make all applications under the TSS section of your NER account
- Annual amount available:

Grade	Amount
Intern	€750
SHOs and Registrars	€1250
SPRs/GP Registrars/Psychiatry SRs on a training scheme	€2000

- **Specialist Training Fund:**

- For higher specialist trainee / GP trainee years 3 & 4 and streamlined trainee years 3-8 (ST3-8)
- Can be used to support participation in relevant educational and training events; to support the purchase of specialist medical equipment specifically required as part of HST training programme and for the purchase of textbooks
- Return the completed form to your postgraduate medical training body



Library Access

Did you know you have free access to the BMJ and point of care tools like BMJ Best Practice, Clinical Key, Cochrane reviews and Up-to-date through the HSE library resources?

You will find more information at the following link:

<https://hse-ie.libguides.com/libraryresourcesfordoctors>

Health Library Ireland (HLI - the HSE Library) provides clinical point-of-care tools such as UpToDate and BMJ Best Practice free of charge. These references are continuously updated with the latest evidence and international guidelines to help deliver the safest and most effective care whether at the bedside, in a hospital clinic, or in primary care.



National GP Directory for NCHDs

The National GP Directory, compiled by the ICGP, lists GPs who have indicated that they have capacity to register NCHDs seeking a GP within their locality during their clinical rotations.

- Self-care is important for all doctors
- Self-treatment is not compatible with good self-care
- Accessing GP care in a timely manner supports good health outcomes

The GP Directory makes registration as a patient easier, considering the rotational nature of training for doctors.

For more see https://www.icgp.ie/go/in_the_practice/doctors_health/national_gp_directory_for_nchds



Self-Care is Vital when Caring for Others

5 Tips To Help Manage Stress

Take a Moment for You
Focus on your breathing to reduce adrenaline release. Breathe mindfully, and you will notice the effect on your body.

Try to Rest
When possible, try to switch off and sleep when you can.

Don't Forget to Eat
It's easy to miss meals when you're busy. Have you had lunch? Maybe a healthy option?

Stay Hydrated
Try replacing a sugary drink or coffee with a bottle of water. Hydration is good for mental and physical health.

Try to Get Outside
If you normally exercise, try to fit some in. Even taking a walk outside will help.

Try to Stay Connected
Keep in touch with friends and loved ones by phone or video chat.

Employee Assistance Program
[Click here for Contact Details](#)

GET INVOLVED!

Do you have an article you would like to submit for the next edition of the NCHD newsletter?

If you have undertaken a QI project or led an initiative to improve working conditions or wellbeing for NCHDs I would love to hear from you

Email
NL.NCHD@HSE.IE


[@NDTP_HSE](https://twitter.com/NDTP_HSE)

Upcoming Events

<https://www.anaesthesia.ie/education-events/cpd-events-calendar/>
<https://www.rcsi.com/dublin/news-and-events/events>
<https://www.rcpi.ie/news/calendar-of-upcoming-courses-and-events/>
<https://www.icgp.ie/go/search?w=events>
<https://healthservice.hse.ie/staff/news/general/events-and-training-opportunities.html>
<https://www.irishpsychiatry.ie/courses-and-events/>
<https://www.eyedoctors.ie/news-events/>
<https://www.radiology.ie/conferences/upcoming-events2>