Training Body Frequently Asked Questions

The following document contains the most frequently asked questions by the Training Bodies when using DIME. The FAQs are divided per module for your convenience.

1. DIME General Queries

1.1 What is DIME?

DIME Stands for Doctors Integrated Management E-System. It consists of 7 modules:

- **National Employment Record (NER**) - a document repository database in which NCHDs can store pre-employment and training documentation for timely processing by Medical Manpower departments in advance of clinical rotations.
- **NCHD Post Matching** - a multi-party platform designed to track NCHD training and non-training posts and occupancies. Data sharing between post graduate training bodies, acute hospitals and the medical council support workforce planning activities, post holding records and facilitates registration of NCHDs on the correct division of the medical council register.
- **Consultant Post Matching** - a post matching module designed to facilitate national reporting of consultant posts and occupancies.
- **Occupational Health Module** - a platform developed to facilitate the electronic pre-employment health screening and generation of Exposure Prone Procedure certificates to prevent repetition of screening facilitate timely rotations.
- **Consultant Application Portal (CAP)** - the CAP has been developed to expedite the process of consultant post approval, and to allow visibility and transparency for stakeholders across the process.
- **Training Supports Scheme (TSS)** – a module developed to manage the status of TSS applications which are submitted by NCHDs
- **Clinical Course & Exam Refund Scheme (CCERS**) – a module developed to manage the status of CCERS applications which are submitted by NCHDs

For more information on individual modules on DIME and how to use these modules please see our user guides which are broken down per module and are available on our website at https://www.hse.ie/eng/staff/leadership-education-development/met/database/userguides/

1.2 Myself or a new staff member would like to apply for DIME access – what do we do?

Please download and complete a DIME access form which can be found on our website at https://www.hse.ie/eng/staff/leadership-education-development/met/database/forms/
Forms should be returned to dime.team@hse.ie. The DIME team will then be in touch with your login details once your account has been created. Please note that NDTP has the right to refuse or remove DIME access at any stage.

1.3 I have forgotten my password to access DIME – what should I do?

Please contact the DIME team at dime.team@hse.ie to have your password reset

1.4 Myself or a colleague no longer requires access to DIME – what should we do?

Please contact the DIME team at dime.team@hse.ie immediately to inform them that you or a member of staff no longer requires access to DIME. The DIME team will then revoke access.

1.5 I require DIME training – how do I organise this?

In light of Covid-19, training sessions are now being hosted on virtual platforms. Please note you will require a laptop with video and audio functionality when joining the training sessions. DIME Training dates and times for each module are displayed on our website at https://www.hse.ie/eng/staff/leadership-education-development/met/database/forms/ Please contact dime.team@hse.ie to enrol in one of the sessions stated online. Please state the date and time of the session you would like to attend.

2. Training Body Queries

2.1 Where can I locate the Training Body Coding Guide when assigning training attributes on DIME?

Please contact the DIME Team at dime.team@hse.ie if you do not have access to this document locally. The DIME Team will also notify all Training Body users via email if any updates are made to this document throughout the year

2.2 Why am I receiving a 'Fail' error message when trying to batch upload training attributes on DIME?

You may be receiving this error message for a number of reasons – Some examples are listed below:

- MS Excel batch upload template may have been formatted in a way that DIME does not accept. Please do not amend the formatting of this document
- Information input in the MS Excel batch upload template is not correct – For e.g. There may be a coding error

If you are experiencing issues when batch uploading training attributes on DIME, please contact the DIME Team on dime.team@hse.ie for assistance

2.3 How do I update a training attribute on DIME?

To update a training attribute on DIME, please follow the below steps:

- Go to MPs section within the NCHD Post Matching Module
- Search for the MP and click on the Training button in the top left hand corner of the screen
- Click on the drop down arrow in the Select existing or create new training programme field and select the training attribute you wish to update
- Update the relevant data fields and click Save

2.4 How do I manage trainees on Maternity Leave within DIME?

Please contact the current Clinical Site where the trainee is post matched on DIME. They will need to post match the trainee again for their next rotation and reduce their WTE to 0.00. The Training Body will then need to edit the training attributes on DIME for this trainee by pushing out the BST / CSCST dates to reflect the additional training time required. The trainee will remain on the Trainee Specialist Division only when they are post matched on DIME and claimed by their relevant Training Body.

2.5 How can I view a list of my trainees who are not matched to Clinical Sites on DIME?

The DIME reporting function only reports on NCHDs matched to Clinical Sites on DIME. In order to view trainees who are not matched to posts on DIME, please follow the steps below:

- Go to MPs section within the NCHD Post Matching Module
- Use the filter options at the top of this page – E.g. Training Body
- Click on the small MS Excel icon beside the magnifying glass and X symbols on the right hand side of the screen
- Click on Open when prompted and this will export all information displayed on the MPs home screen in MS Excel report format