



NATIONAL
DOCTORS
TRAINING
& PLANNING

National Employment Record (NER) Module- Sick Leave section

Guide for Medical HR Users DIME

| | |
|-----------------|-----------|
| Prepared by: | DIME Team |
| Approved by: | |
| Version number: | V1 |
| Date: | June 2024 |
| | |

Section 1- Introduction to the NER Module and Sick Leave

The Ministerial Taskforce recommendation:

Expand the National Employment Record (NER) to address key enhancements identified by NCHDs:

- Provide a centralised Sick Leave module on DIME

NER folder in DIME where Medical Workforce departments can upload for each NCHD their employee number, type of sick leave taken, dates to and from and number of sick days taken.

Section 2 DIME System

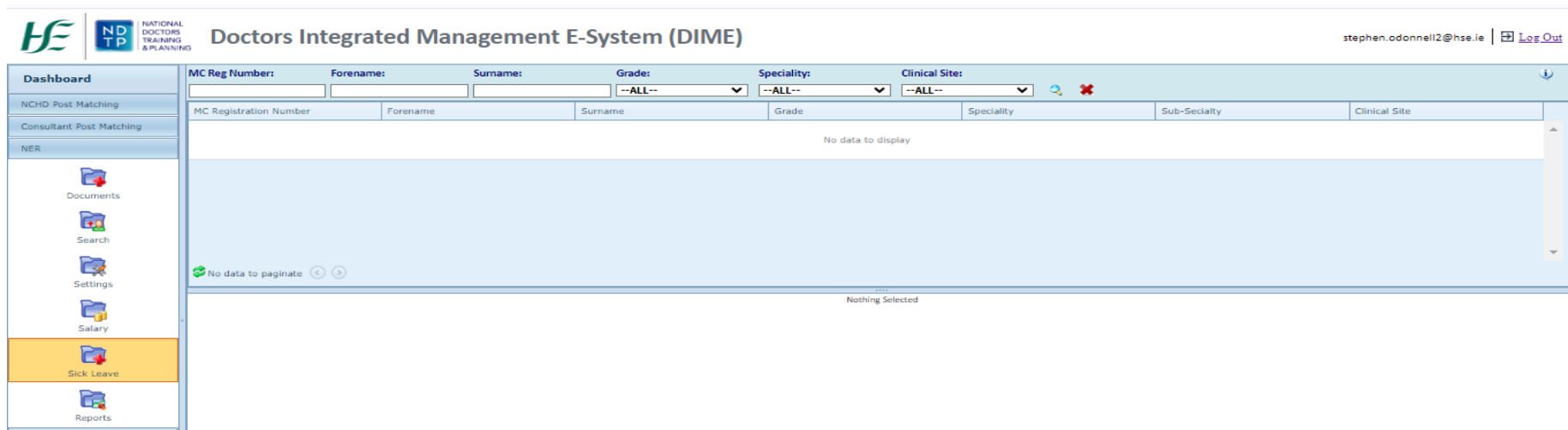
The DIME System can be accessed from any PC, Laptop via Microsoft Edge or Google Chrome. **Please note that Internet Explorer or Firefox browsers are not compatible with the DIME System.**

NER Module

Logging onto DIME System and Accessing NER

From the 8th of July 2024 MMM users are required to enter sick leave data in relation to their NCHDs. This will be done through a new 'Sick Leave' module on DIME, located within the NER Module.

When a user clicks on 'Sick Leave' under the NER tab they will be presented with the screen below.



The screenshot displays the 'Doctors Integrated Management E-System (DIME)' interface. The top navigation bar includes the HSE and NDTP logos, the system title, and a user profile for 'stephen.odonnell2@hse.ie' with a 'Log Out' link. The left sidebar contains a 'Dashboard' menu with options: 'NCHD Post Matching', 'Consultant Post Matching', 'NER', 'Documents', 'Search', 'Settings', 'Salary', 'Sick Leave' (highlighted in orange), and 'Reports'. The main content area features search filters for 'MC Reg Number', 'Forename', 'Surname', 'Grade' (dropdown: '--ALL--'), 'Speciality' (dropdown: '--ALL--'), and 'Clinical Site' (dropdown: '--ALL--'). Below the filters is a table with columns: 'MC Registration Number', 'Forename', 'Surname', 'Grade', 'Speciality', 'Sub-Speciality', and 'Clinical Site'. The table is currently empty, displaying 'No data to display' and 'No data to paginate'. At the bottom, it shows 'Nothing Selected'.

Search for an NCHD

Users must search for and select the relevant NHCD to insert a sick leave record for them. Users will be able to search for MPs currently post matched to their clinical sites and up to 60 days after the post-match End Date.

Users can search for or filter NCHDs by:

- IMC Reg. Number
- Forename
- Surname
- Grade
- Specialty
- Clinical Site

When you have found the NCHD account you are searching for, double click on their name to display the DIME sick leave record dashboard view.

Updating Sick Leave Records

Double click the relevant MP and click the 'add leave' button highlighted below:

The screenshot displays the DIME system interface. At the top, there are logos for HSE and NDTP (National Doctors Training & Planning), followed by the title "Doctors Integrated Management E-System (DIME)" and a "Log Out" link. Below the header is a search bar with filters for MC Reg Number (077377), Forename, Surname, Grade (--ALL--), Speciality (--ALL--), and Clinical Site (--ALL--). A table below the search bar lists search results with columns for MC Registration Number, Forename, Surname, Grade, Speciality, Sub-Specialty, and Clinical Site. The first row is highlighted in yellow. Below the table is a "Sick Leave" section with instructions on how to enter sick leave records. There are "Add Leave" and "Download" buttons. Below this is a "Certified Sick Leave" table with columns for Employee Number, Clinical Site, Date From, Date To, Number of Days, Entered by, Date time, and Actions. The last row is highlighted in yellow. Below that is a "Self-Certified Sick Leave" table with the same columns. The last row is highlighted in yellow.

Search Filters: MC Reg Number: 077377, Forename: [Redacted], Surname: [Redacted], Grade: --ALL--, Speciality: --ALL--, Clinical Site: --ALL--

| MC Registration Number | Forename | Surname | Grade | Speciality | Sub-Specialty | Clinical Site |
|------------------------|------------|------------|-------|----------------------|---------------|---------------|
| 077377 | [Redacted] | [Redacted] | SHO | Oral & Maxillofacial | N/A | HSE NDTP |

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Sick Leave

When entering sick leave select the sick leave type and then enter the from and to date of the sick leave episode. You are then required to enter the actual number of sick days within this episode. In line with GDPR requirements, sick leave records will be kept on DIME for a period of 4 years from the end of an episode of sick leave.

[Add Leave](#) [Download](#)

Certified Sick Leave

| Employee Number | Clinical Site | Date From | Date To | Number of Days | Entered by | Date time | Actions |
|-----------------|---------------|------------|------------|----------------|-----------------------|---------------------|---|
| | HSE NDTP | 05/06/2024 | 07/06/2024 | | 2.0 Stephen O'Donnell | 05/06/2024 10:20:44 | Edit Delete |

Self-Certified Sick Leave

| Employee Number | Clinical Site | Date From | Date To | Number of Days | Entered by | Date time | Actions |
|-----------------|---------------|------------|------------|----------------|-----------------------|---------------------|---|
| | HSE NDTP | 04/06/2020 | 06/06/2020 | | 3.0 Stephen O'Donnell | 05/06/2024 09:55:28 | Edit Delete |

The fields to update the record and record the sick leave on DIME are:

- Employee Number
- Sick Leave Type
- Date from
- Date to
- Number of sick days

Users must hit 'save' to save their entry and update the record.

The screenshot displays the DIME system interface. At the top, there are search filters for MC Reg Number, Forename, Surname, Grade, Speciality, and Clinical Site. Below this is a table listing doctors with columns for MC Registration Number, Forename, Surname, Grade, Speciality, Sub-Speciality, and Clinical Site. The doctor Philip Betsy is highlighted in yellow. On the left side, there is a navigation menu with options like Documents, Search, Salary, Sick Leave, and Reports. An 'Add/Edit Leave' modal window is open in the center, containing the following fields and instructions:

When entering sick leave select the sick leave type and then enter the from and to date of the sick leave episode. You are then required to enter the actual number of sick days within this episode. In line with GDPR requirements, sick leave records will be kept on DIME for a period of 4 years from the end of an episode of sick leave.

Employee Number: Sick Leave Type*:

Date From*: Date To*:

Number of Sick Days*:

Buttons:

Below the modal, there are sections for 'Certified Sick Leave' and 'Self-Certified Sick Leave', each with a table for recording leave episodes. The 'Certified Sick Leave' table has columns for Employee Number, Clinical Site, and Date From. The 'Self-Certified Sick Leave' table has the same columns. At the bottom right, there is an 'Add Leave' button.

Previous Sick Leave

Users will be able to see the NCHDs previous sick leave entries in the lower portion of the screen.

They will be able to see sick leave even for when the NCHD was employed by a different clinical site. The clinical site they were employed with at the time of the leave should be included plus the username of the DIME user inputting the leave and a date stamp of the date of input.

Once save is clicked the entry moves to the lower portion of the screen. If an error is made this can be edited / deleted by the medical HR user.

However a user will only be able to edit or delete inputs made when the NCHD was matched to their clinical site.

Clinical Site users will be able to download a PDF report of sick leave by clicking the download button.

Dashboard

NCHD Post Matching

Consultant Post Matching

NER

Documents

Search

Settings

Salary

Sick Leave

Reports

MC Reg Number: 077377 Forename: Surname: Grade: --ALL-- Speciality: --ALL-- Clinical Site: --ALL--

| MC Registration Number | Forename | Surname | Grade | Speciality | Sub-Specialty | Clinical Site |
|------------------------|----------|---------|-------|----------------------|---------------|---------------|
| 077377 | | | SHO | Oral & Maxillofacial | N/A | HSE NDTP |

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Sick Leave

When entering sick leave select the sick leave type and then enter the from and to date of the sick leave episode. You are then required to enter the actual number of sick days within this episode. In line with GDPR requirements, sick leave records will be kept on DIME for a period of 4 years from the end of an episode of sick leave.

Add Leave **Download**

Certified Sick Leave

| Employee Number | Clinical Site | Date From | Date To | Number of Days | Entered by | Date time | Actions |
|-----------------|---------------|------------|------------|----------------|-------------------|---------------------|---|
| | HSE NDTP | 05/06/2024 | 07/06/2024 | 2.0 | Stephen O'Donnell | 05/06/2024 10:20:44 | Edit Delete |

Self-Certified Sick Leave

| Employee Number | Clinical Site | Date From | Date To | Number of Days | Entered by | Date time | Actions |
|--------------------|---------------|-----------|---------|----------------|------------|-----------|---------|
| No data to display | | | | | | | |

Sick Leave Details
Generated Date: 07/06/2024

077377

Certified Sick Leave

| Employee Number | Clinical Site | Date From | Date To | Number of Days |
|-----------------|---------------|------------|------------|----------------|
| TEST0506 | HSE NDTP | 05/06/2024 | 07/06/2024 | 2.0 |

Self-Certified Sick Leave

| Employee Number | Clinical Site | Date From | Date To | Number of Days |
|-----------------|---------------|------------|------------|----------------|
| TEST0506 | HSE NDTP | 07/06/2024 | 09/06/2024 | 2.0 |

Section 3 Reports

There is one Sick Leave Report available to DIME users within the NER Reports Section on DIME;

Sick Leave report- provides the Sick Leave history of the NCHDs assigned to a clinical site. The report can give details of sick leave regardless of what clinical site the doctor worked for at the time. But users can only run reports for staff *currently* on their clinical site.

This report can be exported to excel similar to other reports on DIME.

- Dashboard
- NCHD Post Matching
- Consultant Post Matching
- NER
- Documents
- Search
- Settings
- Salary
- Sick Leave
- Reports
- E-Portfolio
- CAP
- OH Module
- Training Supports
- CCERS
- Common

Select Report: Sick Leave

Report Date From: 01/06/2024 00:00:00 Report Date To: 07/06/2024 00:00:00

Clinical Site: Addiction Services, CHO Area 7, Are: IMC Number:

Sick Leave Type: Certified Sick Leave, Self-Certified S

1 of 1 Find | Next

Sick Leave Report

| IMC Number | Employee Number | PPS Number | Forename | Surname | Grade | Clinical Site | Sick Leave Type | Date From | Date To | Number of Days |
|------------|-----------------|------------|----------|---------|-----------|---------------|---------------------------|------------|------------|----------------|
| 021092 | test | | | | Registrar | HSE NDTP | Self-Certified Sick Leave | 01/06/2024 | 05/06/2024 | 5.0 |
| 021092 | test | | | | Registrar | HSE NDTP | Certified Sick Leave | 06/06/2024 | 06/06/2024 | 1.0 |
| 077377 | TEST0508 | 7814413RL | | | SHO | HSE NDTP | Certified Sick Leave | 05/06/2024 | 07/06/2024 | 2.0 |