



NATIONAL
DOCTORS
TRAINING
& PLANNING

National Employment Record (NER) Module- Sick Leave section

Guide for Medical HR Users DIME

Prepared by:	DIME Team
Approved by:	
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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.

2. Sick leave Section on DIME:

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.**

2.1 NER DIME 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 logo, the NDP logo (National Doctors Training & Planning), and the user's name 'stephen.odonnell2@hse.ie' with a 'Log Out' link. The main content area is titled 'Dashboard' and features a sidebar with icons for 'NCHD Post Matching', 'Consultant Post Matching', 'NER', 'Documents', 'Search', 'Settings', 'Salary', 'Sick Leave' (highlighted in orange), and 'Reports'. The 'NER' section is active, showing a search form with fields for 'MC Reg Number:', 'Forename:', 'Surname:', 'Grade:' (dropdown menu set to '--ALL--'), 'Speciality:' (dropdown menu set to '--ALL--'), and 'Clinical Site:' (dropdown menu set to '--ALL--'). Below the search form 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 of the page, it says 'Nothing Selected'.

2.2 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.

2.3 Updating Sick Leave Records:

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

The screenshot displays the DIME interface. At the top, there are search filters for MC Reg Number (077377), Forename, Surname, Grade (--ALL--), Speciality (--ALL--), and Clinical Site (--ALL--). Below the filters is a table with one row for MC Registration Number 077377, Forename, Surname, Grade SHO, Speciality Oral & Maxillofacial, Sub-Speciality N/A, and Clinical Site HSE NDTP. The interface also includes a sidebar with navigation options like Documents, Search, Settings, Salary, Sick Leave, and Reports. The main content area shows a 'Sick Leave' section with instructions and an 'Add Leave' button. Below that is a 'Certified Sick Leave' table with one row: Employee Number, Clinical Site HSE NDTP, Date From 05/06/2024, Date To 07/06/2024, Number of Days, Entered by Stephen O'Donnell, Date time 05/06/2024 10:20:44, and Actions Edit Delete. At the bottom is a 'Self-Certified Sick Leave' table with one row: Employee Number, Clinical Site HSE NDTP, Date From 04/06/2020, Date To 06/06/2020, Number of Days, Entered by Stephen O'Donnell, Date time 05/06/2024 09:55:28, and Actions Edit Delete.

Doctors Integrated Management E-System (DIME)

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

MC Registration Number	Forename	Surname	Grade	Speciality	Sub-Speciality	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		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		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.

HE **NDTP** NATIONAL DOCTORS TRAINING & PLANNING **Doctors Integrated Management E-System (DIME)** [Log Out](#)

Dashboard MC Reg Number: Forename: Surname: Grade: Speciality: Clinical Site: **Cork University Hospital**

MC Registration Number	Forename	Surname	Grade	Speciality	Sub-Speciality	Clinical Site
348584	Mark	Murphy	Registrar	Medical Oncology	N/A	Cork University Hospital
917273	Nora	Reihan	Senior Registrar	General Surgery		Cork University Hospital
133455	Mania	Rizzo	Registrar	GM	N/A	Cork University Hospital
295424	Jason	Van Der Velde	Registrar	Emergency Medicine	N/A	Cork University Hospital
009829	Elizabeth	Kenny	Senior Registrar	GM		Cork University Hospital
023705	Patrick	Creedon	Senior Registrar	Cardiology	N/A	Cork University Hospital
232059	Betsy	Philip	Registrar	Cardiothoracic		Cork University Hospital
004709	Patricia	Fitzgerald	Registrar	GM		Cork University Hospital
407669	Naseer	Khan	Registrar	Anaesthesiology		Cork University Hospital
405812	Emad	Mahmoud	Registrar	Anaesthesiology		Cork University Hospital

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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.

Certified Sick Leave

Employee Number	Clinical Site	Date From

Self-Certified Sick Leave

Employee Number	Clinical Site	Date From

Add/Edit 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.

Employee Number: Sick Leave Type: **--SELECT--**

Date From: Date To:

Number of Sick Days:

Entered by: Date time: Actions:

Entered by: Date time: Actions:

2.4 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

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

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 run for all NCHD's currently in a clinical site, or by an individual NCHD in a clinical site. To run the report for an individual, enter the IMC number of that doctor. To run it for all NCHD's, leave this field blank.

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

The screenshot shows the DIME system interface. On the left is a navigation menu with 'Reports' highlighted. The main area shows the 'Sick Leave Report' configuration form with the following fields:

- 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, Arei
- IMC Number: (empty)
- Sick Leave Type: Certified Sick Leave, Self-Certified S

Below the form is a table with the following data:

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	TEST0506	7814413RL			SHO	HSE NDTP	Certified Sick Leave	05/06/2024	07/06/2024	2.0