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# National Employment Record (NER) Module, Guide for Medical HR Users

*NDTP – Doctors Integrated Management E-System*



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# National Employment Record (NER)

*Guide for Clinical Site Users*

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## Section 1 - Introduction to the NER Module and DIME System

In October 2015, the NER module was rolled out nationally. This enhanced existing Doctors Integrated Management E-System (DIME) functionality by incorporating an efficient management system of pre-employment screening documentation that NCHDs must provide prior to commencing a new post. The NER Module reduces the burden of paperwork on NCHDs by providing a central location for this documentation to be stored and accessed by their employers.

DIME is a quadripartite system which encompasses National Doctors Training & Planning, the Irish Medical Council, the Postgraduate Medical Training Bodies and Clinical Sites. The DIME system continues to be upgraded and developed on an ongoing basis and currently consists of seven separate modules.

Currently there are approximately 590 service users that have access to some or all the DIME modules. These service users include Medical HR Staff, Postgraduate Medical Training Bodies and Occupational Health Departments.

### 1.1 NER Portal Website Address

To create an account on NER each NCHD must first register their details at [www.nchder.ie](http://www.nchder.ie)

### 1.2 Logon screen

Following registration, they can access their NER account by logging in using their email address, date of birth and password.

### 1.3 Bank Account Details

In order to receive salary payment the NCHD must enter their Republic of Ireland Bank Account Details. BIC and IBAN account numbers are preferred however, bank account and sort codes may also be required by the Medical HR Department. Online converters are available to assist if required, e.g. <https://ipsosepaservice.sentenial.com/ipso/>

The NER Portal is secure and protected by a Secure Socket Layer (SSL) certificate. The browser displays a padlock symbol which means there is a secure connection; data transferred over the internet is encrypted and not visible to third parties. This technology is used e.g. for Internet Banking/Credit Card transactions. **For security reasons the NCHD should not allow the browser to save their password.**



#### 1.4 Email Reminders

In order to assist the NCHD in keeping their portal account up to date they will receive emails automatically from NER reminding them when documents are nearing expiry, or expired (the first email will issue 90 days prior to expiry, then 60, 30 and finally on expiry of the certificate).

These date driven email reminders will relate to certificates such as Occupational Health, EPP and Garda Vetting, for example. Medical HR will be copied on these email alerts so that when essential documents are nearing expiry or expired, action can be taken.

#### 1.5 Account Visibility

In order to assist the pre-employment process, Medical HR will not only be able to view the accounts of those NCHDs in their employment, but also those NCHDs matched to a post on their site, provided the start date is within the next 12 months.

Another facility available to Medical HR, is access to an NCHD's portal account up to 2 months following their rotation to another employer. This will ensure that any outstanding documentation yet to be uploaded by the previous employer can be added with minimum disruption to the NCHD or next employer.

#### 1.6 Forgotten Password

If an NCHD has forgotten their password they can click the 'forgotten your password' link. The user will be asked to enter their email address that they registered their NER account with and click 'reset password'. An email will be sent to the NCHD with a link to a 'Change Password' screen. **Please check your SPAM folder in case the email is here. Please do not select Forgotten Password more than once as this may lock the account.** If the NCHD requires their email address to be updated to another account they can contact the DIME Team via email to update same.



## 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.**

### 2.1 DIME Data Compliance Dashboard

#### Dashboard Functions:

When you first log in to DIME, the page you will be brought to is the “DIME Data Compliance Dashboard”. This provides a high-level overview of the tasks requiring action under the site users’ remit.

Depending on your role and your level of DIME access, you may have access to just NER/TSS/CCERS, or Consultant Post matching paperwork. Site users can quickly and easily access the section they need to action, by clicking on the link in that tile, for example, clicking on the “update” link in the NER Tile will bring you to documents awaiting verification or Garda Vetting paperwork that has been submitted by NCHD’s and are awaiting verification:

Welcome to Doctors Integrated Management E - System (DIME) | [Log Out](#)

**Dashboard**

NCHD Post Matching

Posts

MPS

Reports

Consultant Post Matching

NER

E-Portfolio

CAP

OH Module

Training Supports

CCERS

Common

### DIME Data Compliance Dashboard

#### TSS

Tasks Requiring Action	Number of Items	Update
Submitted Applications	3	<a href="#">Update</a>
Applications Requiring Further Info	1	<a href="#">Update</a>
Provisionally Approved Applications	0	

#### CCERS

Tasks Requiring Action	Number of Items	Update
Submitted Applications	80	<a href="#">Update</a>
Applications Requiring Further Info	8	<a href="#">Update</a>

#### NER

Tasks Requiring Action	Number of Items	Update
Submitted Documents Awaiting Verification	228	<a href="#">Update</a>
NCHDs without Garda Vetting	21	<a href="#">Update</a>

#### Consultant Post Matching

Tasks Requiring Action	Number of Items	View
Vacant and Unmatched Posts	397	<a href="#">View</a>
Contracts Ending Within Next 30 Days	0	<a href="#">View</a>
Posts with 0.0 WTE	243	<a href="#">View</a>
Posts Occupied with a Consultant Aged 65+	1	<a href="#">View</a>

## Section 3 - NER Module



### 3.1 Logging onto DIME System and accessing NER

Once you have logged onto the DIME System the NER tab on the left hand side of the screen will be visible.

The screenshot shows the DIME System interface. On the left is a sidebar with a 'NER' section containing five icons: Documents (circled in red), Search, Salary, Sick Leave, and Reports. The main content area has a search bar at the top with various filters (Mc Reg Number, Forename, Surname, Type, Clinical Site, Updated Date, Valid From, Valid To, Verified, Status, Uploaded From, Uploaded To, Employee Status). Below the search bar is a table with columns: MC Reg Number, Forename, Surname, Document Type, Updated Date, Valid From, Valid To, Clinical Sites, Verified, and Status. The table is empty, displaying 'No data to display' and 'Nothing Selected'.

There are five options within the tab; **Documents**, **Search**, **Salary**, **Sick Leave**, and **Reports**

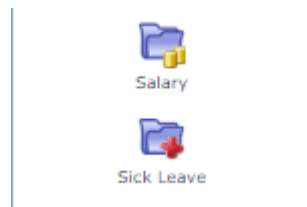
- (i) **Documents** – this tab allows you to search for all of the documents submitted to your site by NCHDs in your employment. Filtering options include: Document type, Clinical site, Document dates (uploaded/from/to), and Document Status. You can also filter this data by Past, Current and Future MPs (see Employee Status Filter below). Please note, Future MPs will only be displayed if future post matching has been completed, and Past MPs will be displayed for three months after the NCHD has left your site.



Mc Reg Number:	Forename:	Surname:	Type:	Clinical Site:	Updated Date:	Valid From:	Valid To:	Verified:	Status:	Uploaded From:	Uploaded To:	Employee Status:
<input type="text"/>	<input type="text"/>	<input type="text"/>	--ALL--	--ALL--	dd/MM/yyyy	dd/MM/yyyy	dd/MM/yyyy	-- All --	Submitted	dd/MM/yyyy	dd/MM/yyyy	--ALL--
MC Reg Number	Forename	Surname	Document Type	Updated Date	Valid From	ValidTo	Clinical Sites	Status				
No data to display												

- (ii) **Search** – this tab allows you to search for individual NER accounts. Once you have selected an account (by either NCHD IMC number or NCHD forename and surname), you will have visibility of the NCHD’s NER dashboard (see section 3.2)
- (iii) **Reports** – There are a number of useful reports you can run and more detail of these is provided in section 4. - NER Reports.
- (iv) **Salary and Sick Leave.** Separate user guides for Salary and Sick leave modules, can be found on the DIME website here:

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





### 3.2 Search for an NCHD

To search for an NCHD, it is recommended that you use their unique IMC number. If this is not known, you can also search by Forename, Surname, Email address, or Date of Birth. You must select 'All' from the drop down menu of *Account status* if you wish to see all accounts otherwise you can filter by selecting 'active', 'inactive', or 'new'.

When you have found the NCHD account you are searching for, double click on their name to display the DIME dashboard view in the lower half of your screen.

The screenshot displays the DIME dashboard interface. At the top, there are navigation buttons: Deactivate Account, View Hire Form, Edit Hire Form, and Mandatory Training Matrix. Below these are search filters: MC Ref #, Forename (Laura), Surname (O'Flynn), Email, Date of Birth (dd/MM/yyyy), Clinical Site (--ALL--), Category (--SELECT--), and Account Status (All selected). A table below shows search results for Laura O'Flynn, including Medical Council Registration Number (361282), Forename, Surname, Email Address (dime.team@hse.ie), Date of Birth (01/01/1980), and Account Status (Active). A dropdown menu for Account Status is open, showing options: [Select all], New, Active, and Inactive. The dashboard is divided into three main sections: Employment Documents, Training Certificates, and Personal Details & Other Documents. Each section contains a table with columns for Name, Status, and Action.

Employment Documents	Training Certificates	Personal Details & Other Documents																																																																																													
<table border="1"><thead><tr><th>Name</th><th>Status</th><th>Action</th></tr></thead><tbody><tr><td>Hire Form</td><td>?</td><td><a href="#">View</a> <a href="#">Edit</a></td></tr><tr><td>Garda Vetting</td><td>✓</td><td><a href="#">View</a> <a href="#">Edit</a></td></tr><tr><td>Work Permit</td><td>✗</td><td><a href="#">Add</a> <a href="#">Make Not Required</a></td></tr><tr><td>Passed Fit for Employment</td><td>!</td><td></td></tr></tbody></table>	Name	Status	Action	Hire Form	?	<a href="#">View</a> <a href="#">Edit</a>	Garda Vetting	✓	<a href="#">View</a> <a href="#">Edit</a>	Work Permit	✗	<a href="#">Add</a> <a href="#">Make Not Required</a>	Passed Fit for Employment	!		<table border="1"><thead><tr><th>Name</th><th>Status</th><th>Action</th></tr></thead><tbody><tr><td>ACLS</td><td>✗</td><td><a href="#">Add</a> <a href="#">Make Not Required</a></td></tr><tr><td>APLS</td><td>✗</td><td><a href="#">Add</a> <a href="#">Make Not Required</a></td></tr><tr><td>BLS</td><td>✗</td><td><a href="#">Add</a> <a href="#">Make Not Required</a></td></tr><tr><td>Compass/NEWS</td><td>✗</td><td><a href="#">Add</a></td></tr><tr><td>Cyber Security Awareness</td><td>✗</td><td><a href="#">View</a> <a href="#">Edit</a></td></tr><tr><td>Fire Training</td><td>✗</td><td><a href="#">Add</a></td></tr><tr><td>GDPR</td><td>✗</td><td><a href="#">Add</a></td></tr><tr><td>Haemovigilance Training</td><td>✗</td><td><a href="#">Add</a> <a href="#">Make Not Required</a></td></tr><tr><td>Hand Hygiene</td><td>✗</td><td><a href="#">Add</a></td></tr><tr><td>Management of Actual/Potential Aggression (MAPA)</td><td>✓</td><td><a href="#">View</a> <a href="#">Edit</a></td></tr><tr><td>Mental Health Act 2001</td><td>?</td><td><a href="#">View</a> <a href="#">Edit</a></td></tr><tr><td>Open Disclosure</td><td>✗</td><td><a href="#">Add</a></td></tr><tr><td>Patient Handling</td><td>✗</td><td><a href="#">Add</a></td></tr><tr><td>Radiation Protection</td><td>✗</td><td><a href="#">Add</a> <a href="#">Make Not Required</a></td></tr><tr><td>Sepsis</td><td>✗</td><td><a href="#">Add</a></td></tr><tr><td>Children First Training Certificate</td><td>✗</td><td><a href="#">Add</a></td></tr></tbody></table>	Name	Status	Action	ACLS	✗	<a href="#">Add</a> <a href="#">Make Not Required</a>	APLS	✗	<a href="#">Add</a> <a href="#">Make Not Required</a>	BLS	✗	<a href="#">Add</a> <a href="#">Make Not Required</a>	Compass/NEWS	✗	<a href="#">Add</a>	Cyber Security Awareness	✗	<a href="#">View</a> <a href="#">Edit</a>	Fire Training	✗	<a href="#">Add</a>	GDPR	✗	<a href="#">Add</a>	Haemovigilance Training	✗	<a href="#">Add</a> <a href="#">Make Not Required</a>	Hand Hygiene	✗	<a href="#">Add</a>	Management of Actual/Potential Aggression (MAPA)	✓	<a href="#">View</a> <a href="#">Edit</a>	Mental Health Act 2001	?	<a href="#">View</a> <a href="#">Edit</a>	Open Disclosure	✗	<a href="#">Add</a>	Patient Handling	✗	<a href="#">Add</a>	Radiation Protection	✗	<a href="#">Add</a> <a href="#">Make Not Required</a>	Sepsis	✗	<a href="#">Add</a>	Children First Training Certificate	✗	<a href="#">Add</a>	<table border="1"><thead><tr><th>Name</th><th>Status</th><th>Action</th></tr></thead><tbody><tr><td>Scanned Passport</td><td>✗</td><td><a href="#">Add</a></td></tr><tr><td>Birth Certificate</td><td>✗</td><td><a href="#">Add</a></td></tr><tr><td>GNIB</td><td>✗</td><td><a href="#">Add</a> <a href="#">Make Not Required</a></td></tr><tr><td>International English Language Testing System (IELTS) Certificate</td><td>✗</td><td><a href="#">Add</a> <a href="#">Make Not Required</a></td></tr><tr><td>Marriage Certificate</td><td></td><td><a href="#">Add</a> <a href="#">Make Required</a></td></tr><tr><td>Curriculum Vitae</td><td>✗</td><td><a href="#">Add</a> <a href="#">Make Not Required</a></td></tr><tr><td>Evidence to Support Incremental Credit</td><td>✗</td><td><a href="#">Add</a> <a href="#">Make Not Required</a></td></tr><tr><td>Other</td><td>✗</td><td><a href="#">Add</a> <a href="#">Make Not Required</a></td></tr></tbody></table>	Name	Status	Action	Scanned Passport	✗	<a href="#">Add</a>	Birth Certificate	✗	<a href="#">Add</a>	GNIB	✗	<a href="#">Add</a> <a href="#">Make Not Required</a>	International English Language Testing System (IELTS) Certificate	✗	<a href="#">Add</a> <a href="#">Make Not Required</a>	Marriage Certificate		<a href="#">Add</a> <a href="#">Make Required</a>	Curriculum Vitae	✗	<a href="#">Add</a> <a href="#">Make Not Required</a>	Evidence to Support Incremental Credit	✗	<a href="#">Add</a> <a href="#">Make Not Required</a>	Other	✗	<a href="#">Add</a> <a href="#">Make Not Required</a>
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The DIME dashboard view will list all documents both mandatory and optional.



### 3.3 Verify an NCHD and Reactivate an NER Account

To verify an account so that it's status moves from 'new' to 'active' you must first double click on the NCHD's name and at the top left hand side of the screen, select the 'verify identity' button.

The screenshot shows a web application interface for managing accounts. At the top left, a navigation menu includes 'Non-Consultant', 'Consultant', and 'NER'. A red circle highlights the 'Verify Identity' button in the top navigation bar. Below this, a search bar contains fields for 'Forename:', 'Surname:', 'MC Ref #:', 'Email:', and 'Date of Birth:'. A table lists account details for 'Anna Merrigan', including 'Medical Council Registration Number', 'Forename', 'Surname', 'Email Address', 'Date of Birth', 'Clinical Sites', and 'Account Status'. A 'Verify Account' dialog box is open, asking 'Do you want to verify identity for this account?' with 'Yes' and 'No' buttons. The main interface is divided into sections: 'Employment Documents', 'Personal Details', and 'Other Documents', each with a table of items and their status.

Name	Status	Action
Hire Form	?	<a href="#">View</a> <a href="#">Edit</a>
Garda Vetting	⊖	<a href="#">Add</a> <a href="#">Make Not Required</a>
Occupational Health Certification Status	⊖	<a href="#">Add</a> <a href="#">Make Not Required</a>
EPP Certification Status	⊖	<a href="#">Add</a> <a href="#">Make Not Required</a>

Name	Status	Action
Scanned Passport	?	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Make Not Required</a>
Birth Certificate	?	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Make Not Required</a>
GNIB	?	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Make Not Required</a>
International English Language Testing System	?	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Make Not Required</a>

Name	Status	Action
BLS	?	<a href="#">Add</a> <a href="#">Make Required</a>
ACLS	?	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Make Not Required</a>
Hand Hygiene	?	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Make Not Required</a>
Fire Training	?	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Make Not Required</a>
Patient Handling	?	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Make Not Required</a>
Radiation Protection	?	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Make Not Required</a>

Name	Status	Action
Curriculum Vitae	?	<a href="#">View</a>
Evidence of International Medical Experience	?	<a href="#">View</a>
Other	?	<a href="#">View</a>

An account will automatically deactivate after 12 months if not in use.



**Reactivate Account** - You can reactivate an account, if the NCHD is post matched to your site and they appear in the NER Search section by:

1. Highlighting the NCHDs account by double clicking on their name.
2. Selecting 'Reactivate Account' on the top left-hand corner of the screen.

**Reactivate Account** **Delete Account** **View Hire Form** **Edit Hire Form** **Mandatory Training Matrix**

MC Ref #: Forename: Surname: Email: Date of Birth: Clinical Site: Category: Account Status

Medical Council Registration Number	Forename	Surname	Email Address	Date of Birth	Clinical Sites	Account Status
	Laura	Bradfield	labradfield@gmail.com.test	04/12/1994	MHS Carlow / Kilkenny (no category)	

Page 1 of 9 (90 items) 1 2 3 4 5 6 7 8 9

### NCHD Account Details

<b>First Name</b>	Laura	<b>Surname</b>	Bradfield
<b>Medical Council Registration Number</b>	--Not Set--	<b>Email Address</b>	labradfield@gmail.com.test
<b>Correspondence Address</b>		<b>Mobile Number</b>	--Not Set--
<b>Date of Birth</b>	04/12/1994	<b>Nationality</b>	--Not Set--
<b>Clinical Site</b>	--Not Set--	<b>Account Status</b>	Inactive
<b>Grade</b>	--Not Set--	<b>Specialty</b>	--Not Set--
		<b>Post EPP Status</b>	--Not Set--

Employment Documents			Training Certificates			Personal Details & Other Documents		
Name	Status	Action	Name	Status	Action	Name	Status	Action
Hire Form		<a href="#">View</a>	ACLS		<a href="#">Make Not Required</a>	Scanned Passport		
Garda Vetting			APLS		<a href="#">Make Not Required</a>	Birth Certificate		
Work Permit		<a href="#">Make Not Required</a>	BLS		<a href="#">Make Not Required</a>	GNIB		<a href="#">Make Not Required</a>
Passed Fit for Employment			Compass/NEWS			International English Language Testing System (IELTS) Certificate		<a href="#">Make Not Required</a>
			Cyber Security Awareness			Marriage Certificate		<a href="#">Make Not Required</a>
			Fire Training			Curriculum Vitae		<a href="#">Make Not Required</a>
			GDPR			Evidence to Support Incremental Credit		<a href="#">Make Not Required</a>
			Haemovigilance Training		<a href="#">Make Not Required</a>	Other		<a href="#">Make Not Required</a>



There is also an option for you to **deactivate** an account if required by using the following steps:

1. Highlight the NCHDs account by double clicking on their name
2. Select 'Deactivate Account' on the top left-hand corner of the screen.

The screenshot displays the HSE system dashboard. At the top left, the 'Deactivate Account' button is circled in red. Below the dashboard header, there is a search bar and a table of accounts. The table has the following columns: Medical Council Registration Number, Forename, Surname, Email Address, Date of Birth, Clinical Sites, and Account Status. The first row of the table contains the following data: 361282, Laura, O'Flynn, dime.team@hse.ie, 01/01/1980, Temple St (Recently Left Post), HSE NDTP Test (Recently Left Post), and a green checkmark. A dialog box titled 'Deactivate Account' is open in the center of the screen, asking 'Do you want to deactivate this account?' with 'Yes' and 'No' buttons.

The 'Delete Account' option is only available to the DIME Team. This option should rarely be required, but should an NCHD need to delete an account, please get them to request this by emailing [dime.team@hse.ie](mailto:dime.team@hse.ie)



### 3.4 Document Status Symbols

All NER documents will carry a status symbol to highlight what status it is at :

🔴 Missing or Expired 🗑️ Rejected ❓ Submitted ⚠️ Warning ✅ Verified

Training Certificates		
Name	Status	Action
ACLS	🔴	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Make Not Required</a>
APLS	✅	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Make Not Required</a>
BLS	🔴	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Make Not Required</a>
Compass/NEWS	✅	<a href="#">View</a> <a href="#">Edit</a>
Cyber Security Awareness	🔴	<a href="#">Add</a>
Fire Training	❓	<a href="#">View</a> <a href="#">Edit</a>
GDPR	✅	<a href="#">View</a> <a href="#">Edit</a>
Haemovigilance Training	✅	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Make Not Required</a>
Hand Hygiene	🔴	<a href="#">View</a> <a href="#">Edit</a>
Management of Actual/Potential Aggression (MAPA)		<a href="#">Add</a> <a href="#">Make Required</a>
Mental Health Act 2001		<a href="#">Add</a> <a href="#">Make Required</a>

**Missing or Expired** – This means a document has not been added or has expired.

**Rejected** – This means that the document that has been uploaded by the NCHD has been rejected by the Medical HR Department. The NCHD will receive an e-mail confirming the document has been rejected.

**Submitted** – This means that the Doctor has submitted a document that has yet to be verified by the Medical HR Department. (Documents with a status of “submitted” can be accessed from the DIME dashboard, on log in, as well as in the NER Documents module).

**Warning** – This means that the document will expire in 90/60/30 days or less. A reminder will be sent to the Doctor and the Medical HR Department.

**Verified** – This means the document has been verified by the Medical HR Department and is in date.



### 3.5 View and Edit Hire Form

To view and Edit the Hire Form

1. Select relevant NCHDs account by double clicking on their name.
2. Click either view or edit beside the Hire Form.

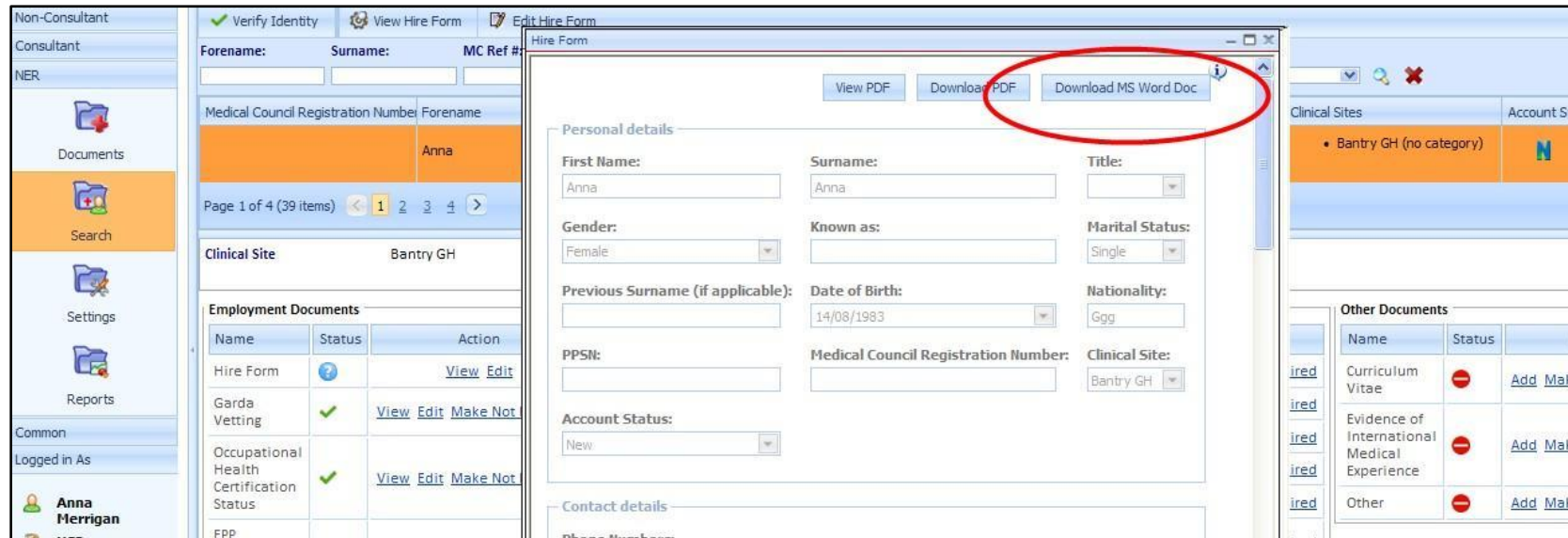
The screenshot displays the NCHD system interface. At the top, there are navigation tabs: Deactivate Account, View Hire Form, Edit Hire Form, and Mandatory Training Matrix. Below these are search filters for MC Ref #, Forename (laura), Surname (O'Flynn), Email, Date of Birth (dd/MM/yyyy), Clinical Site (--ALL--), and Category (--SELECT--). A table lists account details for Laura O'Flynn, including Medical Council Registration Number (361282), Email Address (dime.team@hse.ie), and Date of Birth (01/01/1980). The NCHD Account Details section provides further information: First Name (Laura), Surname (O'Flynn), Medical Council Registration Number (361282), Email Address (dime.team@hse.ie), Correspondence Address (dublin Dublin 1 Ireland), Mobile Number (863799208), Date of Birth (01/01/1980), Nationality (Argentinean), Clinical Site (--Not Set--), Account Status (Active), Grade (Intern), Specialty (Psychiatry), and Post EPP Status (Required). The Employment Documents table shows a Hire Form with a 'View Edit' link circled in red. Other documents include Garda Vetting, Work Permit, and Passed Fit for Employment. The Training Certificates table lists ACLS, APLS, BLS, and Compass/NEWS, each with a status indicator and an 'Add' link.

If you are editing the Hire Form, remember to click **save** at bottom of form when you have made the relevant changes.  
Example : EMAIL ADDRESS TO BE UPDATED



To view in PDF click view PDF

There are two options when downloading the NER Hire Form. You can select PDF or MS Word. If you select MS Word the system will allow you edit and save the 'Office Use Only' which will eliminate printing the form and handwriting the relevant payroll, completing the checklist etc.



If an NCHD makes a change to a verified Hire Form, it will automatically be resubmitted to Medical HR. This will ensure that you are aware of any changes to address or bank details for example that an NHCD might make. The relevant change will also be highlighted in **RED** so that it is easy for you to detect exactly what change was made.

### 3.6 View, Edit, Add and Print a Document

The individual NCHD is responsible for uploading through their NER portal account, their personal e.g. Birth Cert, training e.g. BLS and other e.g. CV documentation. However, Medical HR can also upload these documents if necessary.

Medical HR is responsible for uploading Employment Documents such as Garda Vetting and Work Permits.

Occupational Health Departments are responsible for all Pre Employment Health Assessment documentation such as Occ Health Form, Immunisation Status and EPP Certificates if required.





### 3.6.1 View

From the search tab, double click on the NCHDs account. When the dashboard appears, you can view a document by clicking 'view' beside the relevant document.

The screenshot shows a web application interface with a modal window titled "Document Details". The modal contains the following information:

- Document name: GV A Merrigan
- Document Type: Garda Vetting
- Updated Date: 14/01/2016
- Valid From: 13/01/2016
- Verified:
- Status: ✔ Verified

A "Cancel" button is located at the bottom of the modal. In the background, a table lists documents with a "View" button circled in red. Another "View" button in the "Attachments" section is also circled in red.

Name	Status	Action
Hire Form	?	<a href="#">View</a> <a href="#">Edit</a>
Garda Vetting	✔	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Make Not Require</a>
Occupational Health Certification Status	⊖	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Make Not Require</a>
EPP Certification Status	⊖	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Make Not Require</a>

Name	File Name	Action
Blue hills	Blue hills.jpg	<a href="#">View</a> <a href="#">Remove</a>



### 3.6.2 Edit

Likewise, to edit a document click the 'edit' button beside the document and make the necessary amendments such as changing dates, removing the document or adding a further document.

The screenshot displays the NCHD system interface. On the left is a navigation menu with options like 'Documents', 'Search', 'Settings', 'Reports', 'E-Portfolio', 'CAP', 'DH Module', 'Training Supports', 'CCERS', and 'Common'. The main area is divided into several sections:

- MC Ref #:** Laura O'Flynn
- Medical Council Registration Number:** 361282
- NCHD Account Details:** First Name: Laura, Medical Council Registration Number: 361282, Correspondence Address: dublin Dublin 1 Ireland, Date of Birth: 01/01/1980, Clinical Site: - Not Set, Grade: Intern.
- Employment Documents Table:**

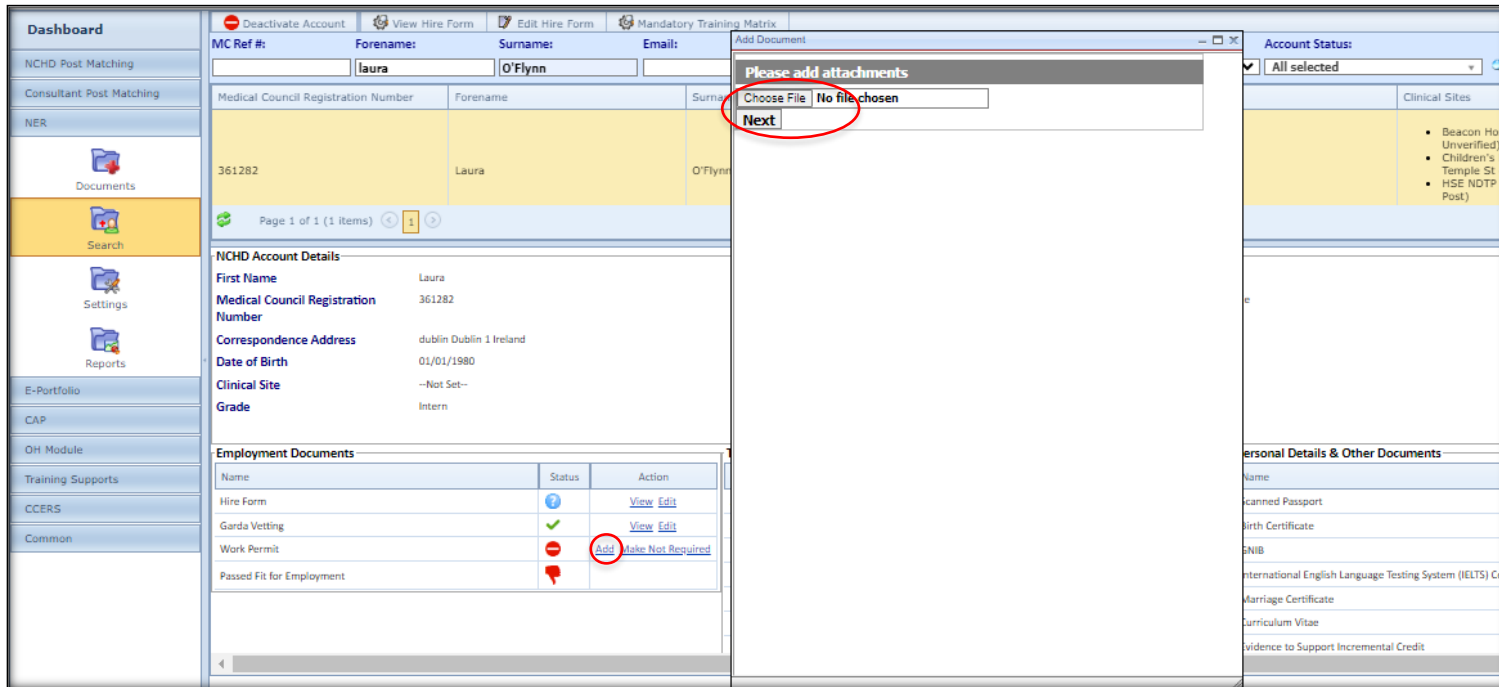
Name	Status	Action
Hire Form	?	<a href="#">View</a> <a href="#">Edit</a>
Garda Vetting	✓	<a href="#">View</a> <a href="#">Edit</a>
Work Permit	✗	<a href="#">Add</a> <a href="#">Make Not Required</a>
Passed Fit for Employment	!	
- Document Details (Pop-up Window):**
  - Document name: TEST Garda Vetting
  - Document Type: Garda Vetting
  - Updated Date: 25/10/2023
  - Valid From: 25/10/2023
  - Verified:  [Reject](#)
  - Status: ✓ Verified
  - Buttons: [Update](#) [Close](#)
- Attachments Table:**

Name	File Name	Action
CPD 55 - Guidance Document	CPD 55 - Guidance Document.pdf	<a href="#">View</a> <a href="#">Download</a> <a href="#">Remove</a>
- Form Fields:** Name: [ ] [Add attachment](#)  
File:  No file chosen

### 3.6.3 Add



Another way to add a document is to click 'add' beside the document type and the screen below will appear;



Click 'Choose File' and select the document from where it has been saved on the hard drive. Then click 'Open' and 'Next'

Remember, you **can only upload files in the following format; jpg or pdf.**

Type in the document name in the space provided. It is useful to name the document by its type and the NCHDs name, this will ensure the right document is uploaded to the correct NCHDs account.



The screenshot displays a web application interface for document management. A modal window titled "Please add document details" is open, showing the following fields:

- Document name:
- Document Type: Work Permit
- Valid From:  (circled in red)
- Valid To:  (circled in red)

Buttons at the bottom of the modal are "Back", "Save", and "Cancel".

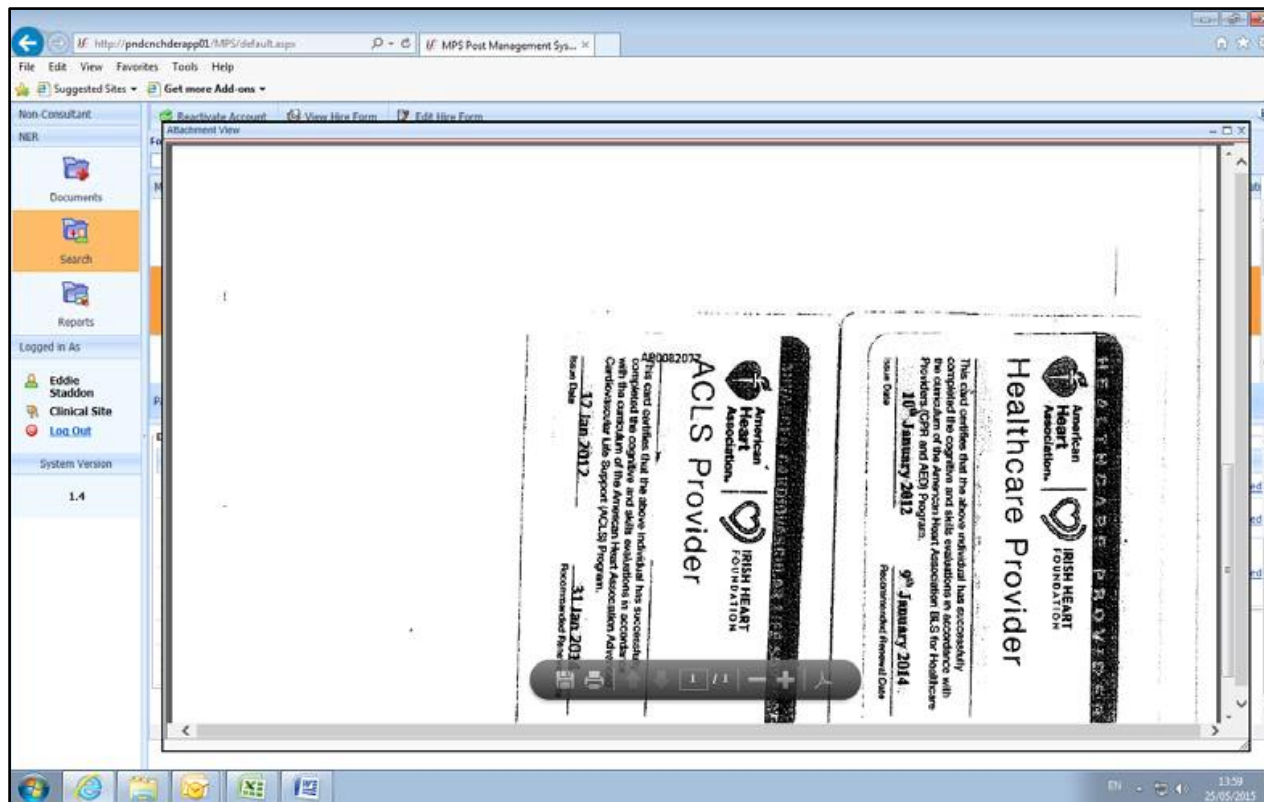
The background interface shows the user's profile for Laura O'Flynn. The "Employment Documents" table is as follows:

Name	Status	Action
Hire Form		<a href="#">View</a> <a href="#">Edit</a>
Garda Vetting		<a href="#">View</a> <a href="#">Edit</a>
Work Permit		<a href="#">Add</a> <a href="#">Make Not Required</a>
Passed Fit for Employment		

Some documents have dates associated with them. In the case of training certificates when a 'valid from' date is entered, the 'valid to' date automatically populates. In the case of a work permit you will need to enter the dates.

### 3.6.4 Print

To print a document open the relevant document, click the 'print' button at the top right of the screen.



### 3.7 Documents Not Required

Remember, Medical HR can make certain documents **not required**, this is a really useful tool as it simplifies the NHCD's dashboard and when running reports, it will eliminate non-required documents from the calculations. For example, in the case of non-psychiatry posts, documents such as "MAPA – management of Actual/potential Agression" can be marked as "make not required".

1. From the dashboard simply click on the not required button



**Dashboard**

Deactivate Account | View Hire Form | Edit Hire Form | Mandatory Training Matrix

MC Ref #: 189971 | Forename: | Surname: | Email: | Date of Birth: dd/MM/yyyy | Clinical Site: --ALL-- | Category: --SELECT--

Medical Council Registration Number	Forename	Surname	Email Address	Date of Birth
189971	Forename78665	Surname78665	stephen.odonnell2@hse.ie	01/01/1980

Page 1 of 1 (1 Items)

**NCHD Account Details**

<b>First Name</b>	Forename78665	<b>Surname</b>	Surname78665
<b>Medical Council Registration Number</b>	189971	<b>Email Address</b>	stephen.odonnell2i
<b>Correspondence Address</b>	Dublin V94 VXDD Co. Down Ireland	<b>Mobile Number</b>	863799208
<b>Date of Birth</b>	01/01/1980	<b>Nationality</b>	Irish
<b>Clinical Site</b>	St Mary's, Phoenix Park	<b>Account Status</b>	Active
<b>Grade</b>	Registrar	<b>Specialty</b>	Geriatric Medicine
		<b>Post EPP Status</b>	Not required

**Employment Documents**

Name	Status	Action
Hire Form	✓	<a href="#">View</a> <a href="#">Edit</a>
Garda Vetting	✓	<a href="#">View</a> <a href="#">Edit</a>
Work Permit	⊖	<a href="#">Add</a> <a href="#">Make Not Required</a>
Passed Fit for Employment	✓	

**Training Certificates**

Name	Status	Action
ACLS	⊖	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Make Not Required</a>
APLS	✓	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Make Not Required</a>
BLS	⊖	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Make Not Required</a>
Compass/NEWS	✓	<a href="#">View</a> <a href="#">Edit</a>
Cyber Security Awareness	⊖	<a href="#">Add</a>
Fire Training	?	<a href="#">View</a> <a href="#">Edit</a>
GDPR	✓	<a href="#">View</a> <a href="#">Edit</a>
Haemovigilance Training	✓	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Make Not Required</a>
Hand Hygiene	⊖	<a href="#">View</a> <a href="#">Edit</a>
Management of Actual/Potential Aggression (MAPA)		<a href="#">Add</a> <a href="#">Make Required</a>
Mental Health Act 2001		<a href="#">Add</a> <a href="#">Make Required</a>

**Left Sidebar:** Documents, Search, Settings, Salary, Sick Leave, Reports, E-Portfolio, CAP, OH Module, Training Supports, CCERS, Common

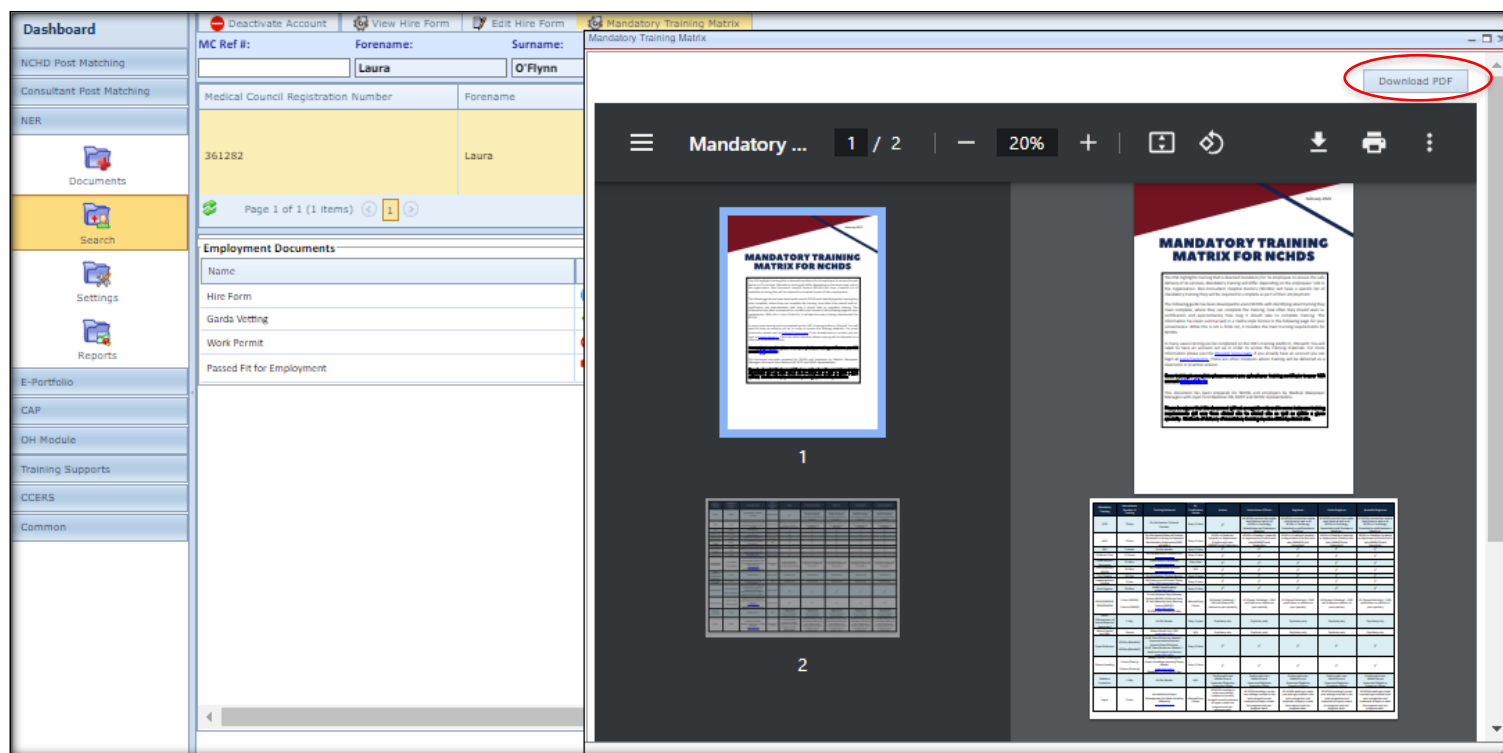


### 3.8 Mandatory Training Matrix and Mandatory Training Certs

NCHDs will have a list of mandatory training they will be required to complete. This training guide has been developed to assist NCHDs with identifying what training they must complete, where to complete it, and how often they should seek recertification. This information has been summarised in a matrix-style format. It can be accessed in a downloadable PDF document both in DIME, and in the NCHD's NER portal. This can be found at the top of the screen beside the 'edit hire form' button.

The screenshot displays the DIME system interface. At the top, navigation tabs include 'Deactivate Account', 'View Hire Form', 'Edit Hire Form', and 'Mandatory Training Matrix' (highlighted with a red circle). Below the tabs are search filters for 'MC Ref #', 'Forename' (Laura), 'Surname' (O'Flynn), 'Email', 'Date of Birth', 'Clinical Site', 'Category', and 'Account Status'. A table lists the user's details: Medical Council Registration Number (361282), Forename (Laura), Surname (O'Flynn), Email Address (dime.team@hse.ie), Date of Birth (01/01/1980), and Clinical Sites (Beacon Hosp, Children's Ho, HSE NDTF Te). Below this, there are three sections: 'Employment Documents', 'Training Certificates', and 'Personal Details & Other Documents'. The 'Training Certificates' table shows various certificates with their status (e.g., 'Add', 'View', 'Edit', 'Make Not Required') and action links.

Name	Status	Action
ACLs	⊖	<a href="#">Add</a> <a href="#">Make Not Required</a>
APLS	⊖	<a href="#">Add</a> <a href="#">Make Not Required</a>
BLS	⊖	<a href="#">Add</a> <a href="#">Make Not Required</a>
Compass/NEWS	⊖	<a href="#">Add</a>
Cyber Security Awareness	⊖	<a href="#">View</a> <a href="#">Edit</a>
Fire Training	⊖	<a href="#">Add</a>
GDPR	⊖	<a href="#">Add</a>
Haemovigilance Training	⊖	<a href="#">Add</a> <a href="#">Make Not Required</a>
Hand Hygiene	⊖	<a href="#">Add</a>
Management of Actual/Potential Aggression (MAPA)	✓	<a href="#">View</a> <a href="#">Edit</a>
Mental Health Act 2001	?	<a href="#">View</a> <a href="#">Edit</a>
Open Disclosure	⊖	<a href="#">Add</a>



While this is not a finite list, it includes the main training requirements for NCHDs.

There has recently been the addition of some new certificates. These include:

- Cyber Security Awareness (all NCHDs)
- Mental Health Act 2021 (only Psychiatry NCHDs)
- MAPA (Management of Actual/Potential Aggression) (only Psychiatry NCHDs).









Mandatory Training	Approximate Duration of Training	Training Delivered	Re-Certification Period
ACLS	2 Days	On Site Session / External Provider	Every 2 Years
APLS	2 Days	On Site Session/External Provider (Site specific training for Neonatal Resuscitation Programme (NRP) will apply)	Every 4 Years
BLS	3 Hours	On Site Session	Every 2 Years
Children's First	1.5 Hours	An Introduction to Children First <a href="http://www.hseland.ie">www.hseland.ie</a>	Every 3 Years
Cyber Security Awareness	15 Mins	Cyber Security Awareness <a href="http://www.hseland.ie">www.hseland.ie</a>	Every Year
Data Protection (GDPR)	30 Mins	The Fundamentals of GDPR <a href="http://www.hseland.ie">www.hseland.ie</a>	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 <a href="http://nhs.learnpro.uk.com">http://nhs.learnpro.uk.com</a>	Every 2 Years
Hand Hygiene	30 Mins	AMHC Hand Hygiene <a href="http://www.hseland.ie">www.hseland.ie</a>	Every 2 Years
INEWS/IMEWS/PEWS/EMEWS	1 Hour (INEWS) 1 Hours (IMEWS)	<ol style="list-style-type: none"> <li>1. Irish National Early Warning System (INEWS) V2: Doctor Focus</li> <li>2. Irish Maternity Early Warning System (IMEWS) <a href="http://www.hseland.ie">www.hseland.ie</a></li> <li>3. PEWS and EMEWS (on site)</li> </ol>	Advised Every 3 Years
MAPA (Management of Actual/Potential Aggression)	1 day	On Site Session	Every 2 years
Mental Health Act 2001	2 hours	Mental Health Act, 2001 <a href="http://www.hseland.ie">www.hseland.ie</a>	N/A
Open Disclosure	45 Mins (Module1) 40 Mins (Module2)	<ol style="list-style-type: none"> <li>1.HSE Open Disclosure: Module 1 - Communicating effectively through Open Disclosure</li> <li>2.HSE Open Disclosure: Module 2 - Applying Principles to Practice <a href="http://www.hseland.ie">www.hseland.ie</a></li> </ol>	Every 3 Years

In many cases training can be completed on the HSE's training platform, HSeLanD. NCHD's will need to have an account set up in order to access the training materials. A link to [www.hseland.ie](http://www.hseland.ie). can be found on the matrix.

### 3.9 Occupational Health Status

You will be able to check the 'Fit for Employment' status of your NCHD within their NER Dashboard, located below Garda Vetting and Work Permit documents. Alternatively you can locate this information within both the NER Account Docs and OHD Account Docs Reports, and these are covered in section 4 – Reports, below.

Employment Documents		
Name	Status	Action
Hire Form		<a href="#">View</a> <a href="#">Edit</a>
Garda Vetting		<a href="#">Add</a>
Work Permit		<a href="#">Add</a> <a href="#">Make Not Required</a>
Passed Fit for Employment		



### 3.10 Verify and Reject Documents

It is the responsibility of Medical HR to view the documents uploaded by each NCHD and verify or reject as required.

1. Click on the Documents tab and filter by 'submitted'. Once you are satisfied that a document is acceptable, i.e. is the correct document type, is legible, dates are correct, in the correct NCHDs name etc.
2. You can then click the Verify button at the top left hand side of the screen.

The screenshot displays a web application interface for document management. The top navigation bar includes buttons for 'Edit document', 'Verify document', 'Reject document', and 'Mandatory Training Matrix'. The 'Verify document' button is circled in red. Below the navigation bar, there are search filters for 'Mc Reg Number', 'Forename', 'Surname', 'Type', 'Clinical Site', 'Updated Date', 'Valid From', 'Valid To', 'Verified', and 'Status'. The 'Status' dropdown is set to 'Submitted' and is also circled in red. The main content area shows a table of documents with the following columns: 'MC Reg Number', 'Forename', 'Surname', 'Document Type', 'Updated Date', 'Valid From', and 'Valid To'. The first row is highlighted in yellow and contains the following data: '361282', 'Laura', 'O'Flynn', 'Mental Health Act 2001', '18/10/2023 16:39:56', and empty cells for 'Valid From' and 'Valid To'. The 'Document Type' column is circled in red. Below the table, there is a 'Document Details' section with the following fields: 'First Name' (Laura), 'Document Type' (Mental Health Act 2001), 'Verified' (checkbox), 'Grade' (Not Set), 'Medical Discipline' (Not Set), 'Alert Reason' (Not Set), 'Surname' (O'Flynn), 'Update Date' (18/10/2023), 'Status' (Submitted), 'Email History' (Not Set), 'Specialty' (Not Set), and 'Alert Date' (Not Set). The 'Status' field is circled in red. The sidebar on the left contains navigation options: 'Documents', 'Search', 'Settings', 'Reports', 'E-Portfolio', 'CAP', 'OH Module', 'Training Supports', 'CCERS', and 'Common'. The 'Documents' option is circled in red.



Edit, Verify or Reject a document.

If the document is unacceptable you can reject the document and a drop down list will appear with a predefined list of reject reasons and a free text box. The system will generate an email to the NCHD explaining that the document was rejected, the reason for rejection, and requesting that they resubmit the document.

The screenshot shows a web application interface for document management. At the top, there are three buttons: 'Edit document', 'Verify document', and 'Reject document'. The 'Reject document' button is circled in red. Below the buttons is a search and filter area with fields for Forename, Surname, Type, Clinical Site, Updated Date, Valid From, Valid To, Verified, Status, and Uploaded From/To. A table below displays document details for a user named Mary Grummell. A 'Reject Document' dialog box is open, asking 'Do you want to reject this document?'. The 'Reason' dropdown menu is open, showing options: 'SELECT--', 'Hire form incomplete', 'Incorrect clinical site', 'Document illegible', 'Other', 'Valid to date has already passed', 'Name does not match to your account', and 'Incorrect document type'. The 'Document illegible' option is selected. The dialog box also has a 'Description' field and a 'Status' dropdown set to 'Submitted'.

Forename	Surname	Document Type	Updated Date	Valid From	Valid To	Clinical Sites
Mary	Grummell	ACLS	20/01/2016 10:33:04	20/01/2016	20/01/2018	<ul style="list-style-type: none"><li>AMNCH (Presently In Post) - Reg</li><li>CUH (Recently Left Post) - SpR</li></ul>

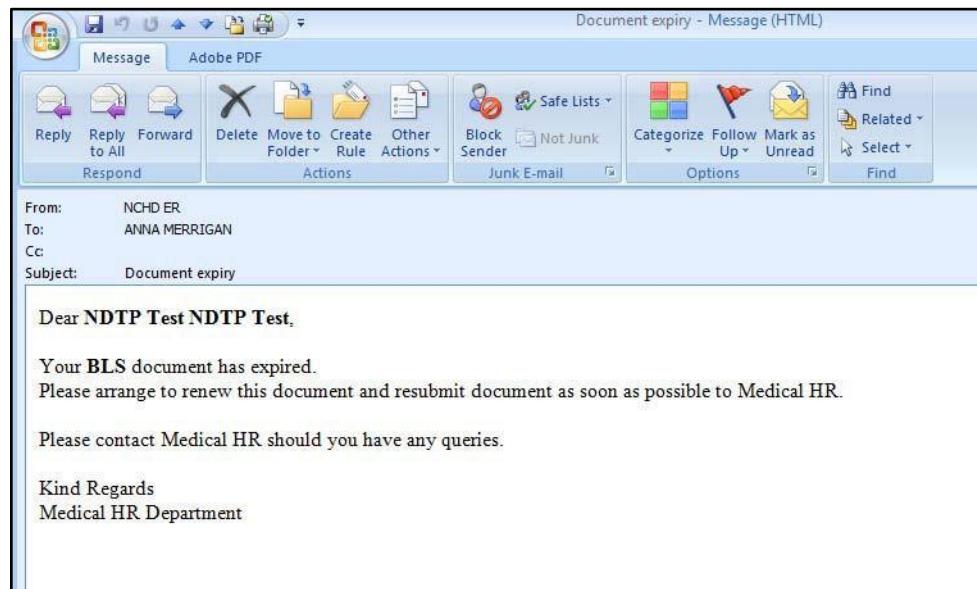
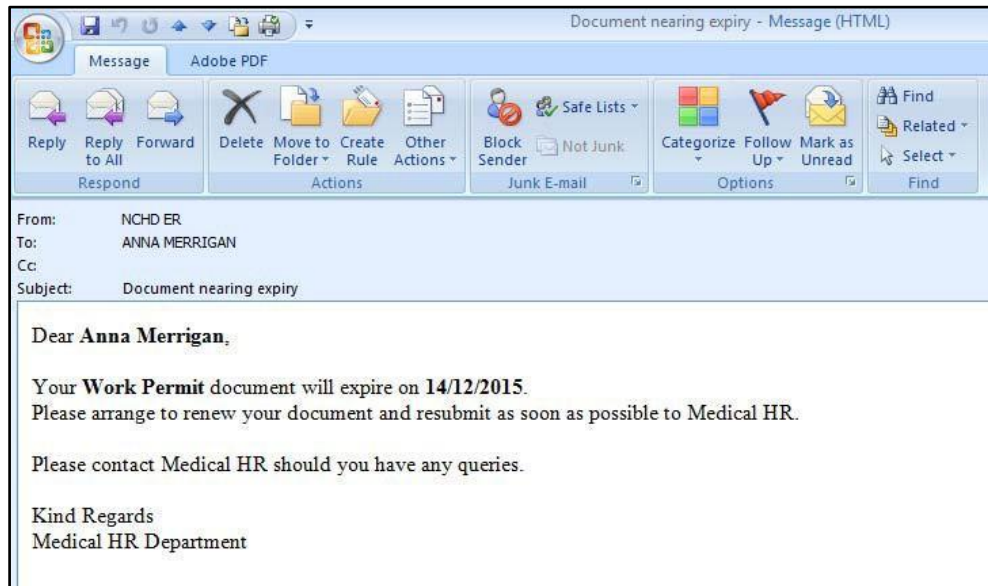
Document Details

First Name: Mary  
Document Type: ACLS  
Valid From: 20/01/2016  
Verified:

Status: Submitted



## Sample Emails issued to NCHDs





## Section 4 - NER Reports

There are four NER reports available all of which can be exported to excel. There are also useful reports available on the NCHD DIME one of which, 'Detailed Trainee by Site' Report has been developed to include further fields – Date of Birth, Gender and Tenure.

### 4.1 NER Account Documents Report

**NER Account Documents** which provides a list of all NCHDs employed by you, including IMC number, and a colour coded status of each document type. Date filtering functionality available with this report will also allow you view those NCHDs previously in post and those due to take up a post (pre-starters) depending on the date entered. Like all reports, this is exportable to Microsoft Excel by clicking on the floppy disk and downloading it:

The screenshot shows the 'NER Account Documents Report' interface. At the top, there is a 'Select Report:' dropdown set to 'NER Account Documents'. Below it, the 'Clinical Site' is set to 'Beaumont Hospital' and the 'Report Date' is '10/10/2024 00:00:00'. A legend defines the status codes: Y Submitted, Y Verified, R Rejected, N Missing or expired, Y Nearly expiry, and N/A Does not exist and is not required. A table below lists employee details with columns for First Name, Surname, Medical Council Registration Number, Email address, Contact Phone 1, Contact Phone 2, Clinical Site, Discipline, and Grade. A floppy disk icon in the top right of the table area indicates the export function.

First Name	Surname	Medical Council Registration Number	Email address	Contact Phone 1	Contact Phone 2	Clinical Site	Discipline	Grade
Forename104537	Surname104537	414870	<a href="mailto:11@test.com">11@test.com</a>	+91 123456789		Beaumont Hospital	Emergency Medicine	SHO
Forename79563	Surname79563	328757	<a href="mailto:bboczowski@openskydata.com">bboczowski@openskydata.com</a>			Beaumont Hospital	Anaesthesiology	Specialist Registrar (SpR)
Forename82814	Surname82814	010022	<a href="mailto:12187@test.com">12187@test.com</a>	+353 123456789		Beaumont Hospital	Anaesthesiology	Registrar
Forename97332	Surname97332	403496	<a href="mailto:12124@test.com">12124@test.com</a>	+91 123456789		Beaumont Hospital	Emergency Medicine	Intern
Forename97999	Surname97999	404324	<a href="mailto:12125@test.com">12125@test.com</a>	+353 123456789		Beaumont Hospital	Anaesthesiology	SHO



**Doctors Integrated Management E-System (DIME)**

Select Report: **NER Account Documents**

Clinical Site: **Beaumont Hospital** Report Date: **10/10/2024 00:00:00**

1 of 1

### NER Account Documents Report

Y	Submitted	N	Missing or expired
Y	Verified	Y	Nearly expiry
R	Rejected	N/A	Does not exist and is not required

## 4.2 NER Compliance by Clinical Site Report

**NER Compliance by Clinical Site** report will show the percentage compliance per clinical site that you have access to for each NER document type. It is important to exclude documents not relevant to individual NCHDs from the calculations by selecting 'Not Required' on the Dashboard view of the NCHD account. This will ensure that the compliance report is accurate. Date filtering is available for this report so that you can see the compliance rate of your future starters provided you have matched them to a post on your site

Select Report: **NER Compliance By Clinical Sites**

Health Region: **Corporate, HSE Dublin & Midlands, H** Clinical Site Type: **Health Region, HSE, HSE Funded Ho**

Clinical Site: **Addiction Services, CHO Area 7, Are** Report Date: **15/10/2024 00:00:00**

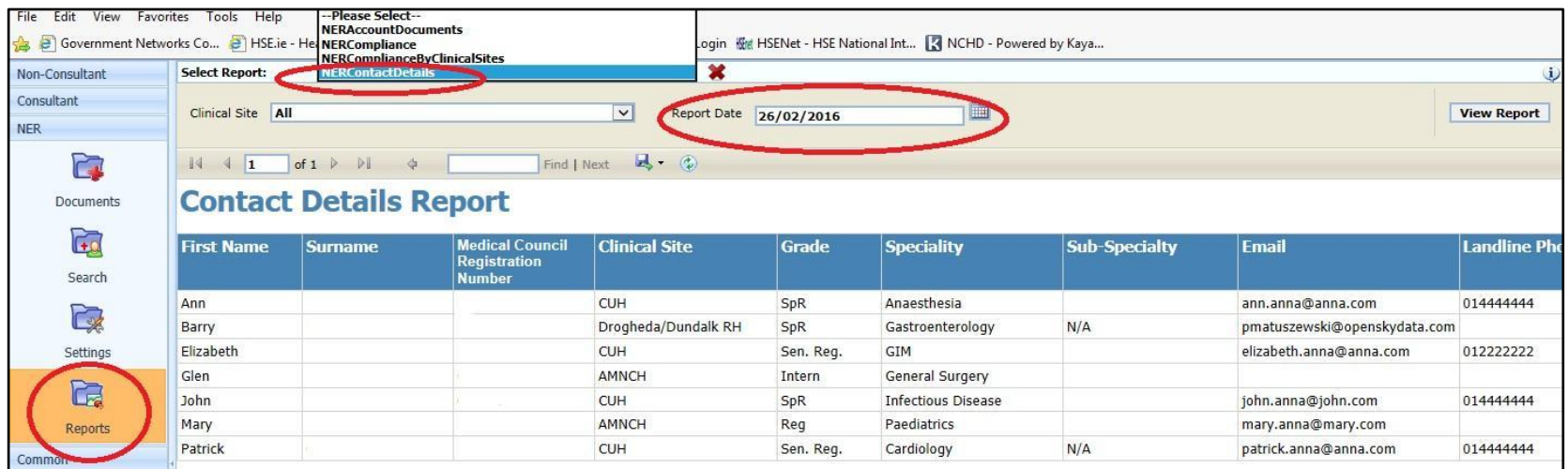
1 of 2

### NER Compliance Report

Organisation Name	Health Region	ACLS	APLS	Birth Certificate	BLS	Children First Training Certificate	Compass/NEWS	Curriculum Vitae	Cyber Security Awareness	Evidence to Support Incremental Credit
Addiction Services	HSE Dublin & Midlands, H									

### 4.3 NER Contact Details Report

**NER Contact Details** which will run a detailed contacts report of your NHCDs. Again, date filtering is available for this report so that you can see the contact details of your future starters provided you have matched them to a post on your site. This is a helpful tool to use should you need to contact NCHD's about Occupational Health appointments or missing/nearing expiry documents.



First Name	Surname	Medical Council Registration Number	Clinical Site	Grade	Speciality	Sub-Specialty	Email	Landline Phone
Ann			CUH	SpR	Anaesthesia		ann.anna@anna.com	014444444
Barry			Drogheda/Dundalk RH	SpR	Gastroenterology	N/A	pmatuszewski@openskydata.com	
Elizabeth			CUH	Sen. Reg.	GIM		elizabeth.anna@anna.com	012222222
Glen			AMNCH	Intern	General Surgery			
John			CUH	SpR	Infectious Disease		john.anna@john.com	014444444
Mary			AMNCH	Reg	Paediatrics		mary.anna@mary.com	
Patrick			CUH	Sen. Reg.	Cardiology	N/A	patrick.anna@anna.com	014444444

### 4.4 OH Account Documents Report



Select Report: **OH Account Documents Report**

Clinical Site: **All** Report Date: **15/10/2024 00:00:00**

Health Region: **All**

1 of 2 ? Find | Next

## OHD – OH Documents Report

<b>Y</b> Submitted	<b>N</b> Missing or expired
<b>Y</b> Verified	<b>Y</b> Nearly expiry
<b>R</b> Rejected	<b>N/A</b> Does not exist and is not required

First Name	Surname	Medical Council Registration Number	Contact	Clinical Site	Health Region	Grade	Speciality	Sub-specialty
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**OH Account Documents Report** which provides a list of all NCHDs within the remit of your OHD, including IMC number, and will inform you whether the post is an EPP Required Post or Not, for the NCHD, as well as a colour coded status of each document type. Date filtering functionality available with this report will also allow you view those NCHDs previously in post and those due to take up a post (pre-starters) depending on the date entered provided they have been matched to a post by Medical HR.

## Section 5 - Help and Further information

### 5.1 Help Icon

The help icon is at the top right of the screen. When you click on the help icon it will bring you automatically to the section you require. Should you require further assistance please do not hesitate to contact the DIME Team [dime.team@hse.ie](mailto:dime.team@hse.ie)

**Doctors Integrated Management E-System (DIME)** Log Out

Mandatory Training Matrix

Mc Reg Number: Forename: Surname: Type: Updated Date: Valid From: Valid To: Verified: Status: Uploaded From: Uploaded To: Employee Status:

MC Reg Number	Forename	Surname	Document Type	Updated Date	Valid From	Valid To	Clinical Sites	Verified	Status
No data to display									

Dashboard: NCHD Post Matching, Consultant Post Matching, NER, Documents, Search

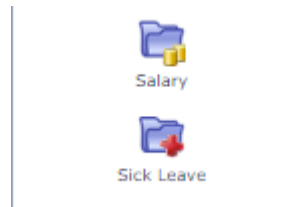
### 5.2 Other User guides

For further information and guidance on the use of the Salary and Sick leave modules, as well as other DIME modules,

please refer to the separate user guides relating to these sections, available on the DIME website here:



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



Should you have any difficulty with troubleshooting or would like to attend one of our training sessions please contact us at [dime.team@hse.ie](mailto:dime.team@hse.ie) or visit <https://www.hse.ie/eng/staff/leadership-education-development/met/database/forms/>