



NATIONAL
DOCTORS
TRAINING
& PLANNING

Feidhmeannacht na Seirbhíse Sláinte
Health Service Executive

Occupational Health Module

Guide for Occupational Health Departments *DIME*

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Section 1 – Introduction to Doctors Integrated Management E-System (DIME)

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 on-going basis and currently consists of seven separate modules.

Currently there are approximately 500 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.

DIME Access Forms

To gain access to the DIME system an access request form including a declaration is completed by each employer/clinical site employee agreeing to the terms of use of the system.

[System Access Request Forms](#) for Occupational Health Users. Completed forms should be scanned and returned by email to the DIME Team dime.team@hse.ie

The DIME System can be accessed from any PC, Laptop via the latest version of Google Chrome or Microsoft Edge. Please note that Firefox browser is not compatible with the DIME System.

The DIME System 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 DIME Users should not allow the browser to save their password.**

If you have forgotten your DIME Password please email the DIME Team via email dime.team@hse.ie

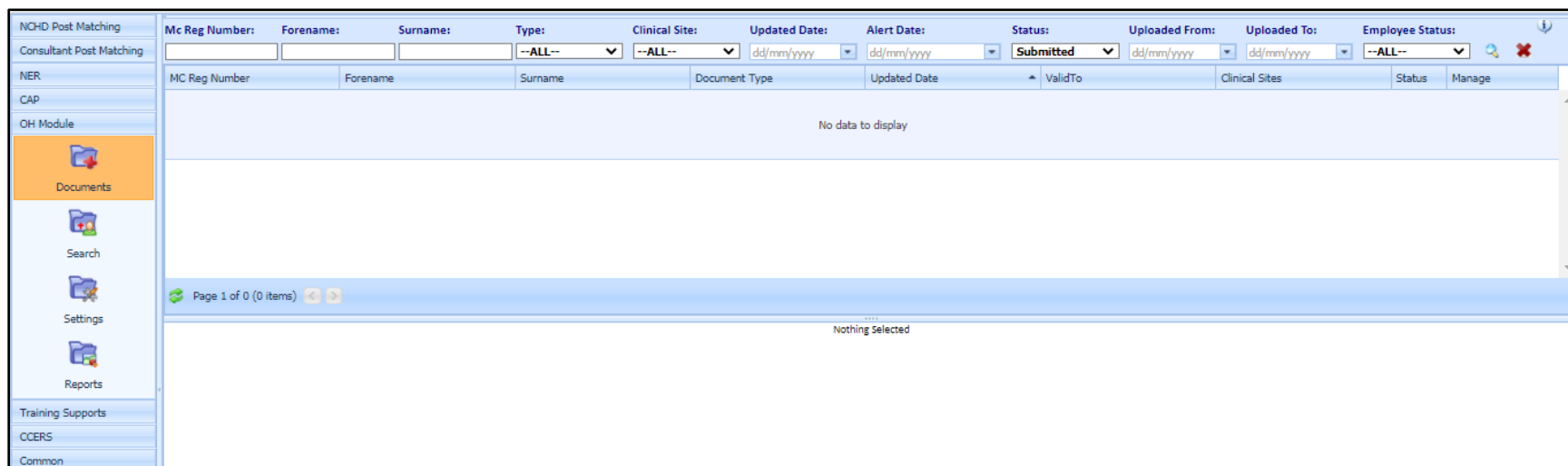
Section 2 – Occupational Health Module

2.0 Logging onto NDTP-DIME & Accessing the OH Module

To access DIME select or copy the following link <https://ndtp-dime.hse.ie> into your browser and you will be directed to the logon screen.

Always use Google Chrome when accessing DIME. Type in your User name and Password provided by NDTP.

Once you have logged onto NDTP-DIME the Occ Health Module on the left-hand side of the screen will be visible.



There are three options within the OH Module:

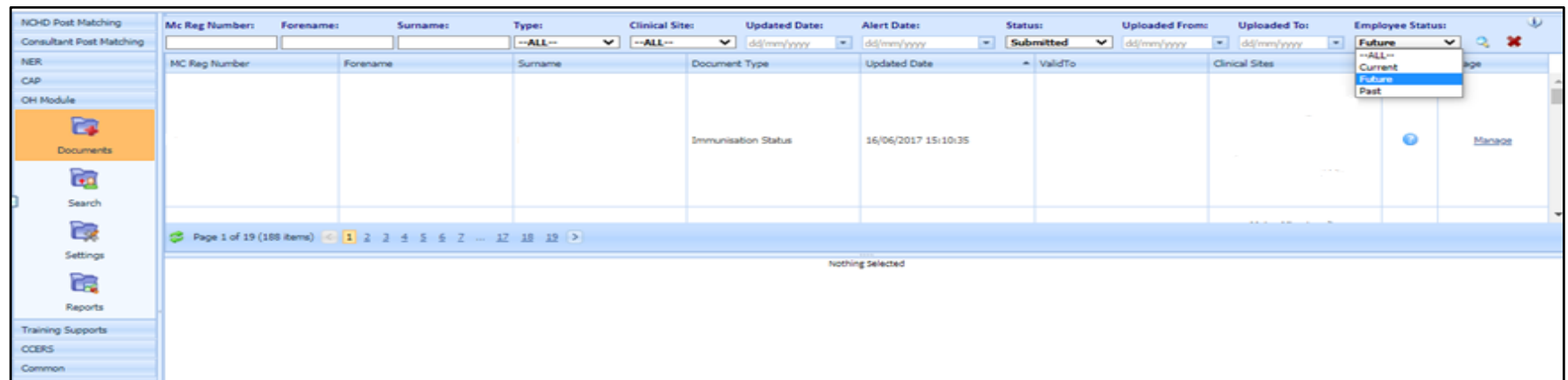
- (i) **Documents** – this tab allows you to search for all the documents submitted to your OHD by NCHDs. Filtering options include by document status, document type, NCHD name, employee status and by medical council number. By default, the records are displayed with the oldest submitted documents.
- (ii) **Search** – this tab allows you search for individual NER OH accounts. Once you have selected an account you will have visibility of the NCHDs OH NER dashboard
- (iii) **Reports** – There are several useful reports you can run and more detail of these is provided in section 2.9

2.1 Searching for Documents

When a user opens the Documents Screen in the OH Module, the Document Status is defaulted to Submitted.

Documents – this tab allows you to search for all of the documents submitted to your OHD by NCHDs. Filtering options include by document status, document type, NCHD name, employee status and by medical council number. By default, the records are displayed with the oldest submitted documents.

When a user is looking to view documents for NCHDs that are due to take up a post (pre-starters), this can be done by changing the Employee Status filter to Future. Please note that the NCHD must be future matched to a post by Medical HR for this functionality to work.

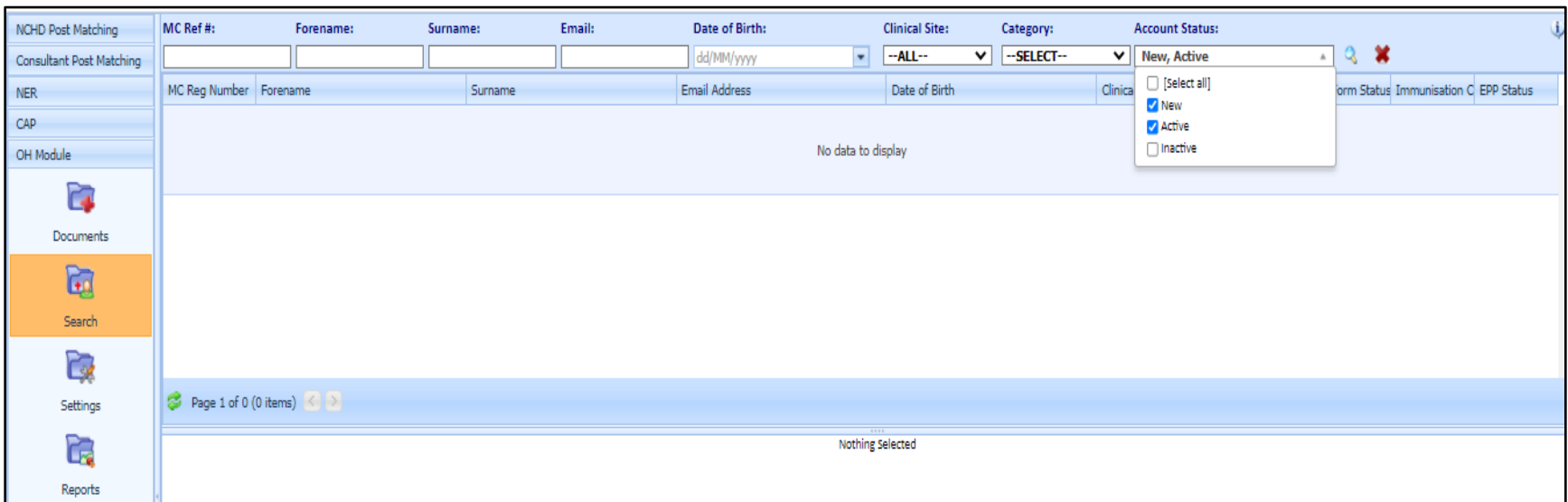


The screenshot displays the 'Documents' screen within the 'OH Module'. The interface includes a left-hand navigation menu with options like 'NER', 'CAP', 'OH Module', 'Documents', 'Search', 'Settings', 'Reports', 'Training Supports', 'CCERS', and 'Common'. The main area features search filters for 'Mc Reg Number', 'Forenames', 'Surnames', 'Type', 'Clinical Site', 'Updated Date', 'Alert Date', 'Status' (set to 'Submitted'), 'Uploaded From', 'Uploaded To', and 'Employee Status' (with a dropdown menu open showing 'Future', 'Current', and 'Past'). Below the filters is a table with columns: 'MC Reg Number', 'Forename', 'Surname', 'Document Type', 'Updated Date', 'Valid To', 'Clinical Sites', and 'Employee Status'. A single record is visible with 'Immunisation Status' as the document type and '16/06/2017 15:10:35' as the updated date. The table footer indicates 'Page 1 of 19 (188 items)' and 'Nothing Selected'.

2.2 Searching for an NCHD

When a user opens the Search screen in the OH Module, the Account Status is defaulted to New and Active.

You must select 'all' from the drop-down menu of account type if you wish to see all accounts otherwise you can filter by selecting 'active' 'new' or 'inactive'



The screenshot displays the NCHD search interface. At the top, there are search filters: MC Ref #, Forename, Surname, Email, Date of Birth (with a dd/MM/yyyy format), Clinical Site (set to --ALL--), Category (set to --SELECT--), and Account Status (set to New, Active). Below these filters is a table with columns: MC Reg Number, Forename, Surname, Email Address, Date of Birth, Clinical Site, and Account Status. The table is currently empty, displaying "No data to display". A dropdown menu for Account Status is open, showing options: [select all], New (checked), Active (checked), and Inactive. The interface also includes a sidebar with navigation options: Documents, Search (highlighted), Settings, and Reports. At the bottom, it shows "Page 1 of 0 (0 items)" and "Nothing Selected".

When you have found the NCHD account you are searching for, double click on their name to display the NDTP-DIME OH NER dashboard view.

NCHD Post Matching

Consultant Post Matching

NER

CAP

OH Module

Documents

Search

Settings

Reports

Training Supports

CCERS

Common

Logged in As

HSE

Log Out

System Version

4.2.7

MC Ref #: Forename: Surname: Email: Date of Birth: dd/MM/yyyy Clinical Site: --ALL-- Category: --SELECT-- Account Status: New, Active

MC Reg Number	Forename	Surname	Email Address	Date of Birth	Clinical Sites	OH Form Status	Immunisation C	EPP Status
						✓	✓	✗

Page 1 of 797 (7966 items)

NCHD Account Details

First Name: Surname: Medical Council Registration Number: Email Address: Correspondence Address: Mobile Number: Date of Birth: Nationality: Clinical Site: Account Status: New Grade: Speciality: Post EPP Status: Not required

Occupational Health Documents

Name	Status	Action
Occupational Health Form	✓	Manage
Immunisation Status	✓	Manage
EPP Certificate (Not required for Post)	✗	Manage

Occupational Health Form History

Date of Submission	Date of Approval	Approver Name	Status	Action
			✓	View Download
			✓	View Download
			✓	View Download

Searching for Future NCHD's

When a user wants to search for an NCHD that is future matched on DIME to their site, this can be done by running both the OH Contact Details and OH Account Documents Reports. Date filtering functionality is available with both these reports and will allow you view those NCHDs previously in post and those due to take up a post (pre-starters) depending on the date entered and provided they have been matched to a post by Medical HR.

2.3 Rejecting Occupational Health Documents

Overview

You have the ability to reject Occupational Health Form and Immunization Status documents if not uploaded by NCHD. A free text box will also be available for any additional comments.

How to get here:

- Navigate to the OH Module
- Choose the Search icon
- Perform a Search
- Double click one of the records returned
- Under 'Occupational Health Documents'
- Choose the 'Manage' link
- From the popup, choose the 'Reject' button.

The screenshot displays the NCHD system interface. On the left is a navigation sidebar with options like 'Documents', 'Search', and 'Reports'. The main area shows a search results table with columns: MC Ref #, Forename, Surname, Email, Date of Birth, Clinical Site, Category, and Account Status. A record is highlighted in orange. A 'Manage' link is visible below the table. A 'Edit Document Details' popup is open, showing the following information:

- Document Name: Occupational health Form
- Updated Date: 25/01/2018
- Alert Date: [Empty field]
- Alert Reason: --Select--
- Status: Verified

At the bottom of the popup are buttons for 'View', 'Reject', and 'Update'. The background table has a row with orange background and some redacted information. The bottom of the screen shows the 'Occupational Health Form History' table with columns: Name, Status, Action, Date of Submission, Date of Approval, and App.

2.4 Occupational Health Form

- (i) To manage OH Form - OHD clicks on the Manage link next to the NCHD Occupational Health Form
- (ii) OHD must select View to view the data which has been submitted

NOTE: If this is not the first submission, the OHD will see the newly submitted data in red and the most recently verified data in black for comparison purposes.

(iii) If the NCHD requires follow-up or is passed fit for a defined period of time the OHD may enter an Alert date. An Alert Reason will also have to be selected when creating an Alert Date. 90/60/30 days prior to the alert date an email will be generated to the NCHD advising them that they will need to present to their OHD for follow-up. The OHD will also be copied on these emails. These Alerts can also be removed if no longer required by deleting the date and clicking on the Update button.

(iv) The OHD can verify the OHF provided all sections have been completed satisfactorily.

(v) The OHD may also reject the OHF. If rejected, an email will issue to the NCHD advising them. A dropdown rejection list will be available for the OHD to select from and a free text box for any additional comments. The document symbol will change on both the OHM and NCHD dashboard from submitted (question mark) to rejected (thumbs down). The OHD also have the option to add and remove restrictions on the OHF.

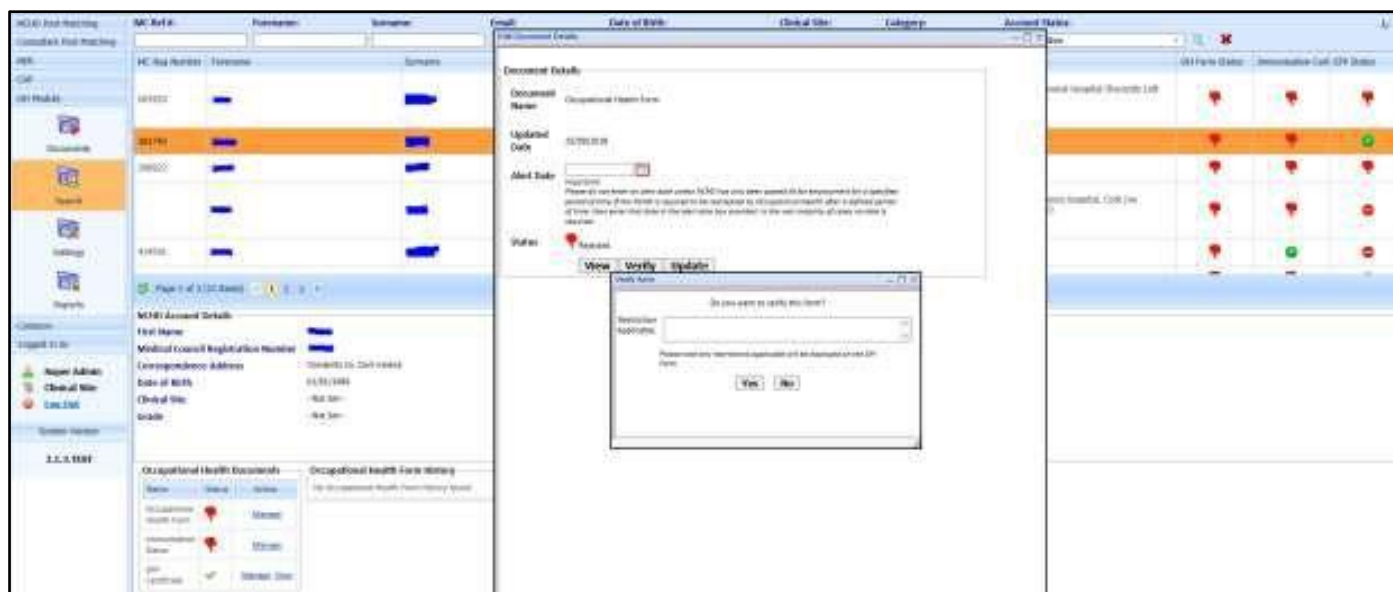
2.5 Adding Restrictions to an OH Form

Overview

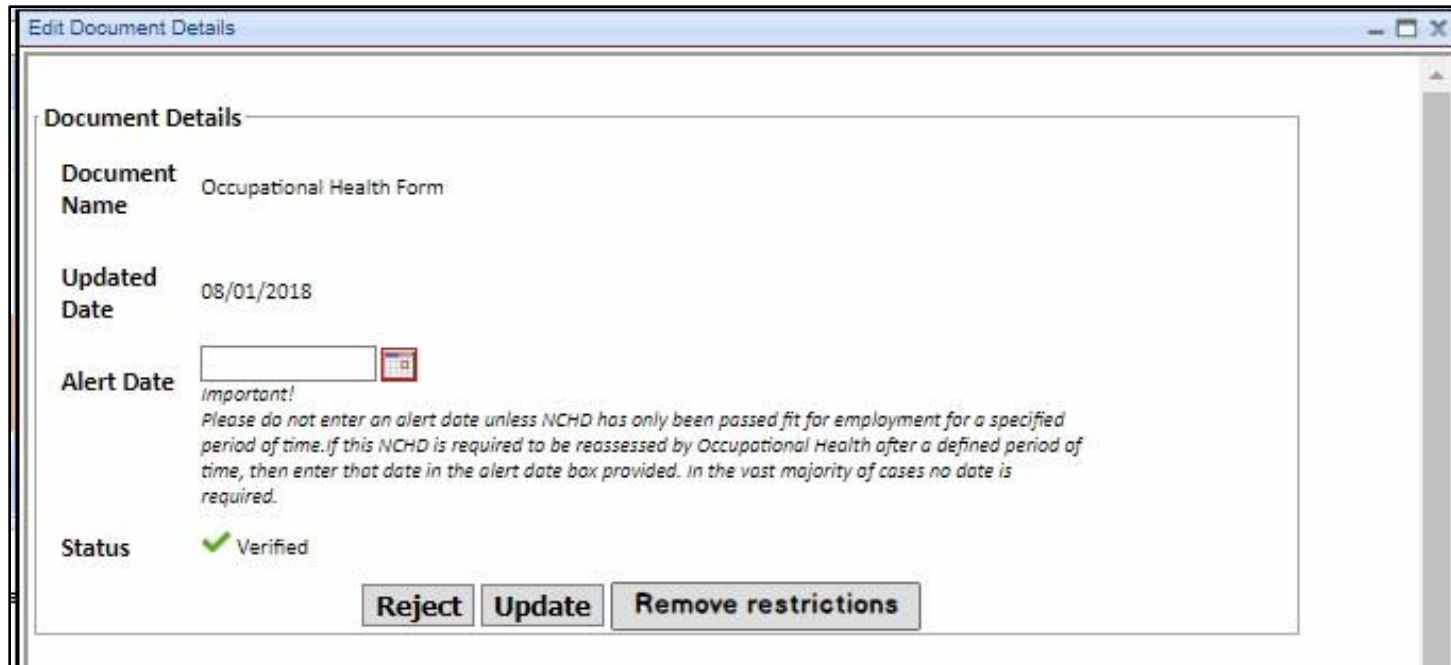
When you navigate to manage action of OH Form and press Verify button, the Verify Form pop up will appear enabling to put restriction comments. Such comments will be visible in PDF OH Form.

How to get here:

- Navigate to the OH Module
- Choose the Search icon
- Perform a search, and double click one of the returned records
- Under the occupational health documents grid, choose the 'Manage' link beside the Occupational Health Form
- In the popup Window, you can click the Verify button, and then add restriction information into the text box labelled 'Restriction Applicable'



Once restrictions are past, user will be able to remove restriction comments from PDFdocument using Remove restrictions button visible in manage action pop up.





The screenshot shows a window titled "Edit Document Details" with the following content:

Document Details

Document Name Occupational Health Form

Updated Date 08/01/2018

Alert Date 
important!
Please do not enter an alert date unless NCHD has only been passed fit for employment for a specified period of time. If this NCHD is required to be reassessed by Occupational Health after a defined period of time, then enter that date in the alert date box provided. In the vast majority of cases no date is required.

Status  Verified

Buttons: Reject Update Remove restrictions

Remove restrictions button will be visible only if there are restrictions added to the document.

2.6 View the Reason for Documents Rejection

A history of reasons for rejection is stored under the documents function in the OHD Module. Search for MP and Document under the Status Rejection and view email history in the document details screen. Note: Only applies to OH Documents rejected from November 2018 onwards.

Overview

A hyperlink is available under the Status field in Document Details screen which will bring you to a Rejection details pop-up window. Rejection details pop-up window presents a grid with all rejections made in relation to selected document

How to get here:

- Navigate to the OH Module
- Choose the Documents icon
- Perform a search for records with a status of rejected
- Double click one of the records
- Click the 'View Rejection Details' link to view the details.

The screenshot displays the OHD Module interface. On the left is a navigation sidebar with options like 'Documents', 'Search', 'Settings', and 'Reports'. The main area shows a table of documents with columns for 'MC Reg Number', 'Forename', 'Surname', 'Document Type', 'Updated Date', 'Valid To', 'Clinical Sites', 'Status', and 'Manage'. One document is highlighted in orange, indicating it is rejected. Below the table, the 'Document Details' section shows fields for 'First Name', 'Surname', 'Document Type', 'Update Date', 'Status', 'Email History', 'Specialty', and 'Alert Date'. The 'Status' field is set to 'Rejected' and has a red icon. A link labeled 'View Rejection details' is visible next to the 'Email History' field.

MC Reg Number	Forename	Surname	Document Type	Updated Date	Valid To	Clinical Sites	Status	Manage
	test	test	Occupational Health Form	27/06/2018 09:06:29		Area 3 MHS - St. James's (no category)		Manage
			Immunisation Status	27/06/2018 14:49:50			Rejected	

Page 3 of 4 (31 items)

Document Details

First Name	<input type="text"/>	Surname	<input type="text"/>
Document Type	Immunisation Status	Update Date	27/06/2018
Verified	<input type="checkbox"/>	Status	Rejected
Grade	--Not Set--	Email History	View Rejection details
Medical Discipline	--Not Set--	Specialty	--Not Set--
		Alert Date	--Not Set--

Rejection details		
Date	Reason	Description
12/09/2017	Incorrect document type	Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s when an unknown printer took a galley of type and scrambled it to ... View more
30/09/2016	Data is not valid	Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s when an unknown printer took a galley of type and scrambled it to ... View more
15/03/2016	Name does not match to your account	Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s when an unknown printer took a galley of type and scrambled it to ... View more

2.7 Immunisation Status


- To manage the Immunisation Status - OHD clicks on the Manage link next to the NCHD Immunisation Status
- OHD must select 'View' to view the data which has been submitted
- If the NCHD requires follow-up or is passed fit for a defined period of time the OHD may enter an Alert date. An Alert Reason will also have to be selected when creating an Alert Date. 90/60/30 days prior to the alert date an email will be generated to the NCHD advising them that they will need to present to their OHD for follow-up. The OHD will also be copied on these emails. These Alerts can also be removed if no longer required by deleting the date and clicking on the Update button.
- The OHD can verify the Immunisation Status provided all necessary immunisation results have been uploaded and meet the requirements.
- The OHD may also reject the Immunisation Status. If rejected, an email will issue to the NCHD advising them. A dropdown rejection list will be available for the OHD to select from and a free text box for any additional comments. The document symbol will change on both the OHM and NCHD dashboard from submitted (question mark) to rejected (thumbs down).
- If the NCHD has not uploaded any Immunisation Status documents, the OHD will have the option to reject the documents, requesting the NCHD to engage with the system. A dropdown rejection list will be available for the OHD to select from, when they click on the manage link followed by reject. A free text box will also be available for any additional comments.
- A history of reasons for rejection is stored under the documents function in the OHD Module. Search for MP and Document under the Status Rejection and view email history in the document details screen. Note: Only applies to OH Documents rejected from November 2018 onwards


While it is expected that the NCHD will upload their Immunisation Status documentation, the OHD can also add a document to the Immunisation Status field by selecting the Manage option. The pop up box in as shown below will open with an option to 'Add attachment'. Once the relevant document is selected by browsing to its saved location, click 'add attachment' and the document will upload. **Remember, you can only upload files in the following format; jpg or pdf (max size 5MB)**


Document Details

Document Name Immunisation Status

Updated Date 07/03/2022

Alert Date 
Important!
Please do not enter an alert date unless immunisation has only been granted for a specified period of time. If this NCHD is required to be reassessed by Occupational Health after a defined period of time, then enter that date in the alert date box provided. In the vast majority of cases no date is required.

Alert Reason 

Status  Submitted

Note: When verifying Immunisation Status documentation, these documents are verified as a group, not individually.

2.8 Exposure Prone Procedure (EPP)

To clarify whether an EPP Certificate is required for an NCHD, the Post EPP status field has been added to the NCHD Account Details in Search screen whether EPP Certificate is required for applied post or not as well as notification beside the Manage Button.

If there is no chosen speciality, Post EPP Status field will remain blank. Information whether EPP Certificate is required or not will be taken from NCHD Post Matching Module -> System Configuration -> Medical Discipline System List.

How to get here:

- Navigate to the OH Module
- Choose the Search icon
- Perform a search, and double click one of the returned records
- View Post EPP status field

The screenshot displays the NCHD Account Details page. The top section shows search filters and a table of search results. The 'Post EPP Status' field is highlighted with a red circle and shows 'Not Required'. Below this, the 'Occupational Health Documents' table is visible, with a red box around the 'EPP Certificate (Not Required for Post)' entry.

AC Ref ID	Forename	Surname	Email	Date of Birth	Clinical Site	Category	Account Status
018181	James	John	am@doctors.nchd.net	01/03/1960			Not Signed / Locked (Primary) (In Post)




Field	Value
First Name	James
Medical Council Registration Number	018181
Correspondence Address	Albanian Street, Larnaca Island
Date of Birth	01/03/1960
Clinical Site	MAH Dept / Larnaca
Grade	TG
Surname	JOHN
Email Address	am@doctors.nchd.net
Mobile Number	0035840011900
Nationality	Irish/Polish
Account Status	Active
Speciality	Psychiatry
Post EPP Status	Not Required

Document Name	Status	Action
Occupational Health Form	✓	200889
Immunisation Status	✓	200889
EPP Certificate (Not Required for Post)	✗	110000

Managing Exposure Prone Procedure (EPP)

- OHD clicks on the Manage Link for the EPP
- If the NCHD requires follow-up or is EPP cleared for a defined period of time the OHD may enter an Alert date. An Alert Reason will also have to be selected when creating an Alert Date. 90/60/30 days prior to the alert date an email will be generated to the NCHD advising them that they will need to present to their OHD for follow-up. The OHD will also be copied on these emails. The Alerts can also be updated and removed by the OHD if no longer required.
- When the OHD selects Verify, an option to enter free text in the comment box is provided. This text will appear on the NCHDs EPP Certificate.
- The OHD selects 'Yes' to complete the verification process
- The EPP status moves from missing to verified
- A system generated EPP certificate is created and available to print/view/download, as shown below

Document Details

Document Name	EPP Certificate
Updated Date	11/07/2018
Alert Date	<input type="text"/> 
	<i>Important!</i> Please do not enter an alert date unless NCHD has only been passed fit for employment for a specified period of time. If this NCHD is required to be reassessed by Occupational Health after a defined period of time, then enter that date in the alert date box provided. In the vast majority of cases no date is required.
Alert Reason	--Select-- 
Status	 Verified

[View](#) [Reject](#) [Update](#)

EPP Fitness Certificate

Client Details:			
Title:	<input type="text"/>	Medical Discipline:	Surgery
Surname:	<input type="text"/>	Specialty:	General Surgery
First Name:	<input type="text"/>		
DOB:	<input type="text"/>		
		Occupational Health Details:	
Home Address:	<input type="text"/>	Managing Clinician:	<input type="text"/>
<p>Fitness Outcome:</p> <p>This is to certify that the above named person has been Declared fit to perform Exposure Prone Procedures in accordance with HSE Circular 12/2009, using an identified validated sample.</p> <p>* Professional codes of practice from regulatory bodies require health care workers who may have been infected with a serious communicable disease, in whatever circumstances, to promptly seek and follow confidential professional advice about the need to undergo testing. This requirement means that health care workers are under an ongoing obligation to seek professional advice about the need to be tested if they have been exposed to a serious communicable disease, obligating the need for repeat testing. This obligation equally applies to health care workers already in post. HSE/HR Circular 12/2009</p>			
Date Of Certificate:	27/04/2017 12:34:22	Restriction applicable:	yes
Date Of Printing:	27/04/2017 16:09:34		

[Open in new tab](#)
[Download](#)
[Close](#)

Notes:

- (i) The NCHD will see an alert on their NER portal following completion of the OHF and uploading of Immunisation status documentation that they are required to be EPP cleared if they selected 'Intern' or if they selected a specialty which requires EPP clearance.**
- (ii) The NCHD will also receive a system generated email advising them to seek EPP clearance if required when Medical HR have matched them to a post on DIME.**

Removing Restrictions from EPP Certificates

Overview

Use the Remove restrictions button to enable removing restriction details from PDF document.

How to get here:

- Navigate to the OH Module
- Choose the Search icon
- Perform a search to retrieve records
- Double click on of the search result records
- Under the occupational health documents grid, choose the 'Manage' link beside the 'EPP Certificate' text
- On the popup window, choose the 'Remove Restrictions' button to remove restriction information from the pdf document

The screenshot displays the NCHD system interface. On the left is a navigation menu with options like 'Documents', 'Search', and 'Reports'. The main area shows a table of search results with columns for 'MC Ref #', 'Forename', and 'Surname'. A record is highlighted in orange. Below the table is a 'NCHD Account Details' section with fields for 'First Name', 'Medical Council Registration Number', 'Correspondence Address', 'Date of Birth', 'Clinical Site', and 'Grade'. At the bottom, there is an 'Occupational Health Documents' table with columns 'Name', 'Status', and 'Action'. The 'EPP Certificate' row has a green checkmark and a 'Manage View' link. On the right, a 'Document Details' popup window is open, showing 'Document Name: EPP Certificate', 'Updated Date: 10/10/2018', and 'Alert Date: 11/10/2019'. At the bottom of this popup are three buttons: 'Reject', 'Update', and 'Remove restrictions'.

2.9 View Changes to the OHF

If an NCHD makes a change to a verified OHF, it will automatically be resubmitted to their OHD. This will ensure that you are aware of any changes such as additional employment details or sickness records. The relevant change will also be highlighted in red so that it is easy for the OHD to detect exactly what change was made.

Note: The previously approved employment history is not available for edit and are marked Verified. User may continue to make edits and resubmit the OH Form

Employment History

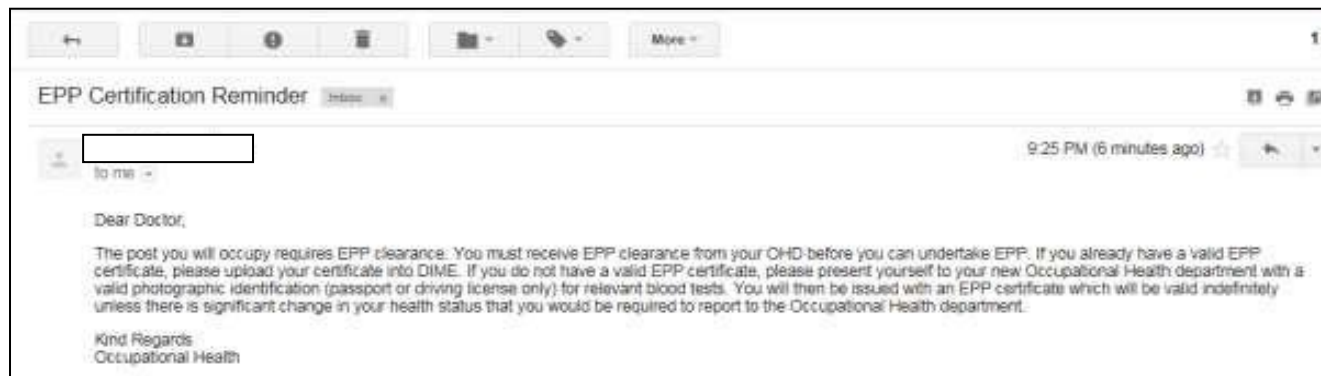
Employer	Job Title	Start Date	End Date
Beaumont	Ophthalmology Ophthalmology	02/02/2017	20/04/2017
Area 2 MHS - St. Vincent's D4	Ophthalmology Ophthalmology	01/01/2015	01/01/2017

Sickness Absence History

Reason For Absence	Start Date	End Date	Days Off
migranes	04/04/2016	05/05/2016	21
bad back	01/01/2015	02/02/2015	21

The OHD can then verify (or reject) and a history of the forms is maintained.

2.10- Sample System Generated Emails



Note: Ensure that system generated emails as not directed to the 'Junk email' folder of your email account. Check your Junk email box, right click on sender you wish to release, select 'Junk', select "never block sender".

2.11 Document Status Symbols

 Missing or Expired  Rejected  Submitted  Warning: document nearing expiry  Verified

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. The NCHD will receive an e-mail confirming the document has been rejected

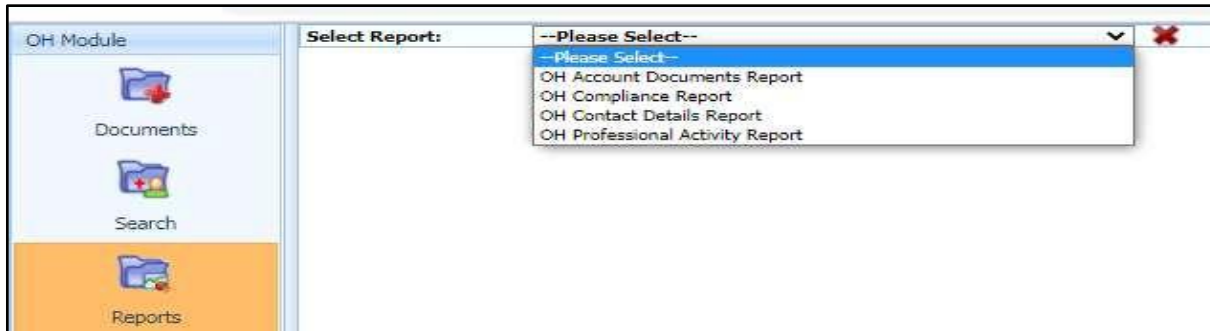
Submitted – This means that the Doctor has submitted a document that must be verified by the OHD

Warning – This means that the document will expire in 90 days or less. A reminder will be sent to the Doctor and the OHD for certain document types.

Verified – This means the document has been verified by the OHD and is in date.

2.12 Reports

To run DIME reports, click the 'Reports' tab in the OH Module



There are four reports available from the dropdown menu.

2.12.1 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.

OHD – OH Documents														
Submitted	Verified	Required	N	Y	NA	Missing or expired	Needs	Does not						
First Name	Surname	Medical Council Registration	Contact	Clinical Site	Hospital Group (OHD)	Grade	Speciality	Sub-speciality	EPP Required	Start Date	EPP Certificate	Immigration Status	Occupational Health Form	Fit For Employment
					Beaumont Hospital	RCO Hospital - Reg Group	Physiatry		Y	13/01/2020	N	N	Y	N
					Beaumont Hospital	RCO Hospital - Reg Group	Anaesthetics		Y	13/01/2020	Y	Y	Y	Y
					Beaumont Hospital	RCO Hospital - Reg Group	Anaesthetics		Y	13/01/2020	Y	Y	Y	Y
					Beaumont Hospital	RCO Hospital - Reg Group	Respiratory Med		Y	13/01/2020	N	Y	Y	Y
					Beaumont Hospital	RCO Hospital - Reg Group	Neurology		Y	13/01/2020	N	Y	Y	Y
					Beaumont Hospital	RCO Hospital - SpH Group	Anaesthetics		Y	13/01/2020	Y	Y	Y	Y
					Beaumont Hospital	RCO Hospital - SpH Group	Radiation Oncology	Y	Y	13/01/2020	Y	Y	Y	Y
					Beaumont Hospital	RCO Hospital - SpH Group	Anaesthetics		Y	13/01/2020	Y	Y	Y	Y
					Beaumont Hospital	RCO Hospital - SpH Group	Anaesthetics		Y	13/01/2020	Y	Y	Y	Y
					Beaumont Hospital	RCO Hospital - Reg Group	Anaesthetics		Y	13/01/2020	Y	Y	Y	Y
					Beaumont Hospital	RCO Hospital - SpH Group	Embryology & DM		Y	13/01/2020	N	Y	Y	Y

2.12.2 OH Compliance by Clinical Site report will show the percentage compliance by clinical site for each document type. Date filtering is available for this report so that you can see the compliance rate of your future starters provided they have been matched to a post by Medical HR.

OH Compliance By Clinical Site Report					
Organisation Name	Hospital Group/CHO	EPP Certificate	Fit For Employment	Immunisation Status	Occupational Health Form
Addiction Services, CHO Area 7	N/a	100.00 %	0.00 %	0.00 %	50.00 %
Beacon Hospital	N/a	0.00 %	0.00 %	0.00 %	0.00 %
Beaumont Hospital	RCSI Hospitals Group	50.00 %	0.00 %	50.00 %	50.00 %
Bon Secours Hospital, Cork	N/a	0.00 %	0.00 %	0.00 %	0.00 %
CAMHS Galway, Mayo, Roscommon	CHO 2	0.00 %	0.00 %	0.00 %	0.00 %

2.12.3 OH Contact Details which will run a detailed contacts report of your NCHDs. Again, date filtering is available for this report so that you can see the contact details of your future starters provided they have been matched to a post by Medical HR. There is an option to use the Hyperlink to email address on the OHD Contact Details Report. This enables the user to go into MS Outlook directly. Newlycreated email in MS Outlook will have 'To:' field populated with relevant email address.

OHD - Contact Details Report																	
First Name	Surname	Medical Council Registration Number	Clinical Site	Grade	Speciality	Sub-Speciality	Email	Landline Phone Numbers	Mobile Phone Numbers	Address Line 1	Address Line 2	Address Line 3	Address Line 4	City	Post Code	County	Country
Abdul				Reg												Dublin 3	Ireland
Aisling				SpR												Co. Kildare	Ireland
Astrid				SpR												Dublin 14	Ireland
Emma				SpR												Dublin 5	Ireland
Guhar				Sec. Reg.												Dublin 13	IRELAND
Habone				Reg												Co. Galway	Ireland
Mehala				Reg													
Robert				SpR												Co. Kildare	Ireland
Ronan				SpR												Dublin 9	Ireland
Terest				SpR												Co. Galway	Ireland

2.12.4 OH Professional Activity Report records any Occupational Health Personnel activity actioned within the system from 01/11/2020 onwards. This report will record all document status updates undertaken by the OH User (i.e. Verified / Rejected). OH Users can filter this report by Document Type and Document Status. Date filtering is also available but please note that data is only reportable on, from 01/11/2020 onwards.

OH Professional Activity Report								
11	Date To:	01/03/2021						
13	Document Type:	Occupational Health Form, Immunisation Status, EPP Certificate						
15	Document Status:	Verified, Rejected						
17	Report generated at:	25/03/2021 16:56:16						
18								
19								
22								
23	OH User	Count Actioned	Document Type	Date Actioned	Document Status	First Name	Last Name	Medical Council Registration
24	OH TEST 1	1	EPP Certificate	19/02/2021 12:50	Verified			417196
25		2	Immunisation Status	19/02/2021 12:49	Rejected			417196
26				19/02/2021 12:11	Verified			411554
27		3	Occupational Health Form	15/02/2021 16:17	Rejected			411554
28				19/02/2021 12:49	Verified			417196
29				11/02/2021 21:52	Verified			023189
30		6 Total						
31								
32								