Consultant Applications Portal

NDTP-DIME

Guide for Clinical Sites & Health Regions

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Link to Information on Forms and Guidance Documents on HSE Website

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Table of Contents

Section 1 – DIME – Consultant Application Portal 5

1.1 Introduction and Purpose 5

1.2 User Roles and Glossary of Terms 6

Section 2 – CAP/DIME 8

2.1 Logging onto DIME 8

2.2 Accessing CAP 8

Section 3 CAP Applications 10

3.1 Initiating an Application 10

3.1.1 Initiating New Post 11

3.1.2 Initiating Replacement and Restructure Post 12

3.1.3 Initiating Restructure Posts / Change of Contract application 14

3.1.4 Initiation Direct Replacement Post 16

3.2 CAP Application Form 18

3.2.1 Section A – Post Application 19

3.2.2 Section B – Business Case 20

3.2.3 Section C Indicative Work Practice Plan 22

3.2.4 Section D Existing Permanent Consultants 24

3.2.5 Section E Non-Permanent Consultants 25

3.2.6 Section F Vacant Approved Posts 26

3.2.7 Section G Job Description 27

3.2.8 Section H Supporting Documents 28

3.2.9 Section I Declaration, Validation and Submit 29

3.2.10 The Submitter 30

3.2.11 NDTP Screening 31

3.2.12 CAAC 31
3.2.13 Messages/Status Change Events 32
Section 4 CAP Reports 33
4.1 Accessing Reports 33
4.1.1 CAP Activity Report 33
4.1.2 CAP Day Count Report 33
4.1.3 Cap General Report 33
5 Help Icon 35
Appendix 1 CAP Application Status 36

Section 1 – DIME – Consultant Application Portal

1.1 Introduction and Purpose

Consultant Applications Portal (CAP) Module: The Consultant Applications Portal (CAP Module) was rolled out nationally in June 2018 following a successful pilot period in Quarter 1 2018. The CAP Module is used to apply for new posts, replacement posts and for the restructuring of existing posts. The purpose of the CAP Module is to expedite the process of consultant post approval and to allow visibility and transparency for stakeholders throughout the process. The Portal facilitates users to complete, verify, submit and track consultant application forms from the initiation stage to approval online. The introduction of this Module has helped to minimize errors and improve traceability of forms as well as providing a centralized paperless system for all users to access.

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 Manpower/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 and completed forms should be returned to dime.team@hse.ie. System Access Request forms can be found on our website at http://www.hse.ie/eng/staff/Leadership_Education_Development/MET/database/forms/.

The DIME team will process your request and if approved forward you a username and temporary password for DIME. You will be required to change this password at your first login. Should you not log in for 180 days, your account will be de-activated and you will need to contact NDTP to re-activate. These steps are part of the data protection procedures within NDTP.

1.2 User Roles and Glossary of Terms

User Type	**Description**
Initiator (Clinical Site / Health Region)	This role allows the initiation of a CAP form on behalf of a Clinical Site and submission of the form to a user with a Submitter role, for review and submission to NDTP.
Submitter (Health Region)	This role is an approved Health Region User who reviews and verifies a CAP Application submitted by an Initiator, before further submission to NDTP, for screening. The Health Region User may also withdraw a CAP Application that has been submitted for screening. Note: the Health Region user, can also be an initiator
NDTP	A user with this role has the permission toreview CAP Forms received from a Submitter. They can forward the CAP Application to CAAC and also return the CAP application with queries to the submitter for amendments.
Post Types	**Description**
New Post	A post which has not previously been approved and is an additional post for aclinical site
Direct Replacement	An approved post which has become vacant and approval is being sought to re-fill with no changes to the current post structure
Replacement	An approved post which has become or is due to become vacant and approval is being sought to re-fill.
Restructure	An approved post where changes are being proposed to the structure of the post – e.g. working hours, contract type, location of post etc.

Replacement & Restructure	An approved post which has become or is due to become vacant and approval is being sought to re-fill and where changes are being proposed to the structure of the post – e.g. working hours, contract type, location of post etc.
Change of Contract	An approved post where changes are being proposed to the structure of the Contract Class and or Contract Type (Please note changes to the POCC2023 Contract do not have to go through CAP Process and can be updated locally within the Consultants Assignment)

Section 2 – CAP/DIME

2.1 Logging onto DIME

The DIME System can be accessed from any PC, Laptop via the latest version of Microsoft Edge or Google Chrome. **Please note that Internet Explorer or 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

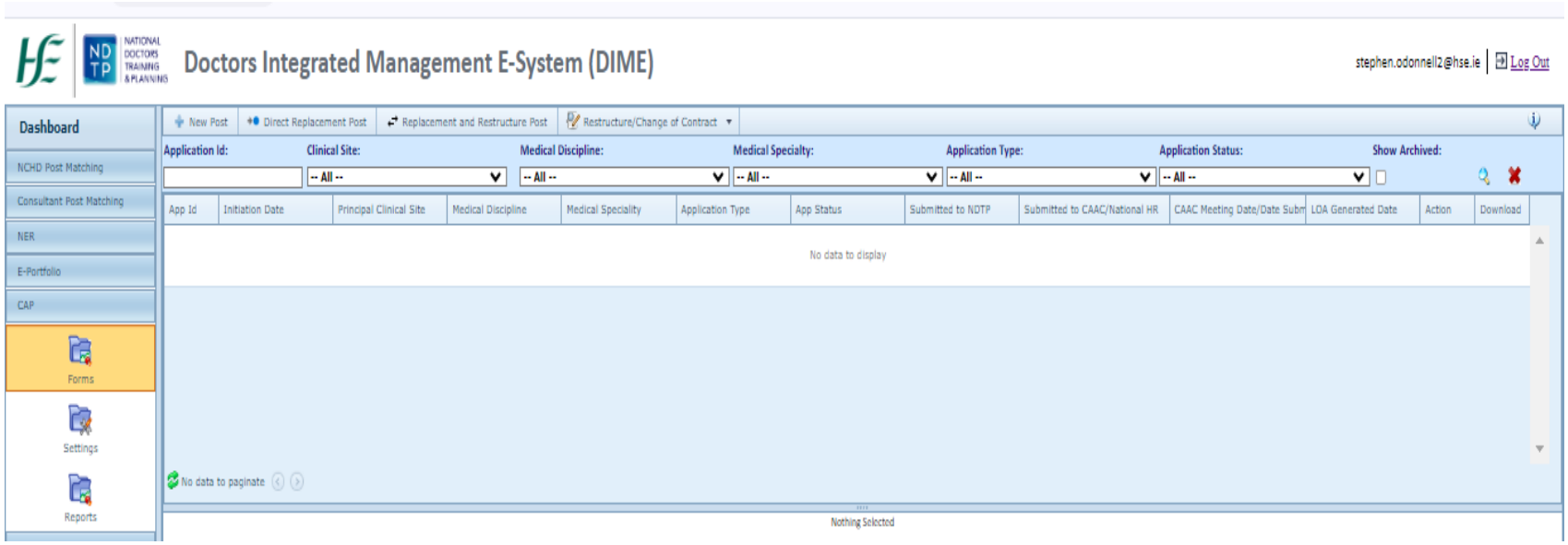
To access DIME simply select or type the following link https://ndtp-dime.hse.ie into your browser and you will be directed tothe logon screen where you can enter your username and password.

2.2 Accessing CAP

Once you have logged into DIME, you will find the CAP module on the left hand side of the screen.
There are two options within the CAP module:

1. **Forms** – this tab allows you to complete all actions for your permission level associated with the consultant application form. Depending on your role in the process you will havethe ability to complete different tasks from initiation to submission / archive. You will be able to search for all applications associated with your permissions for your site / health region and manage them through this tab.

2. **Reports** - There are a number of useful reports you can run and more detail regarding reports can be found in section



Section 3 CAP Applications

3.1 Initiating an Application

Applications can be initiated under the following headings:

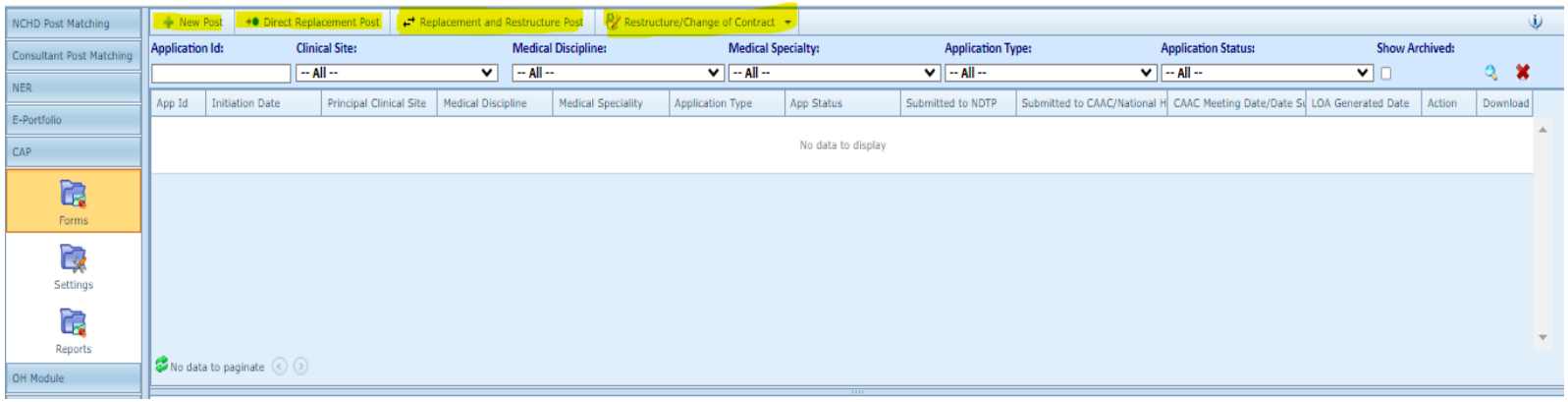
- **New Post** – For all new applications including posts not previously regularised by CAAC
- **Direct Replacement Post** – For all Direct Replacement posts which have previously been approved through the CAAC process and where no change is being made to the structure of the post
- **Replacement & Restructure Post** – For all replacement posts which have previously been approvedthrough the CAAC process. This includes the restructuring of vacant posts
- **Restructure / Change of Contract** (of a Post) – For all applications of existing post-holders that require changes to their existing arrangements

Note: Hover text will appear over each heading in the CAP Module

The type of initiation will depend on the origin of the post (please see glossary of terms forclarity).

To initiate an application:

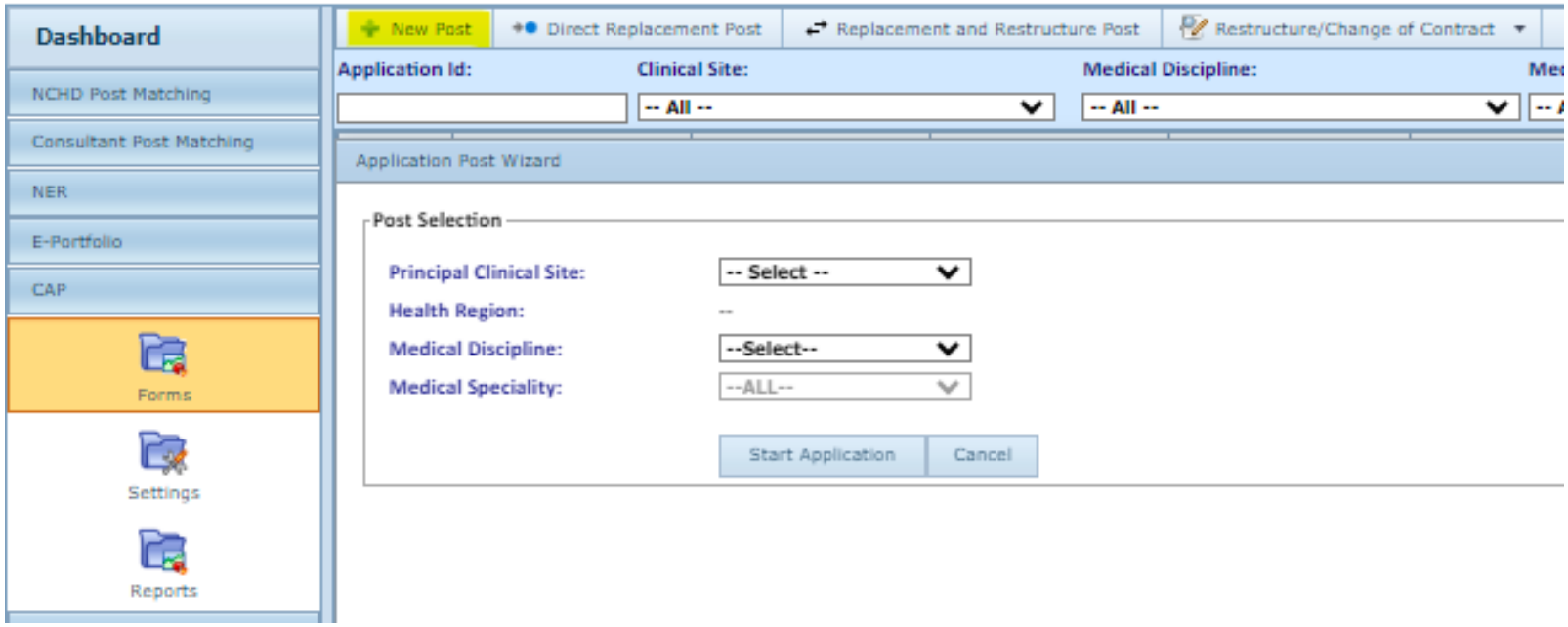
- Initiator logs into DIME
- Select the CAP portal on left hand menu
- Select the '*Forms*' tab
- Choose the appropriate button: -
  - New Post,
  - Direct Replacement Post
  - Replacement & Restructure Post
  - Restructure post / Change of Contract Type



3.1.1 Initiating New Post

For new posts only the following process applies:

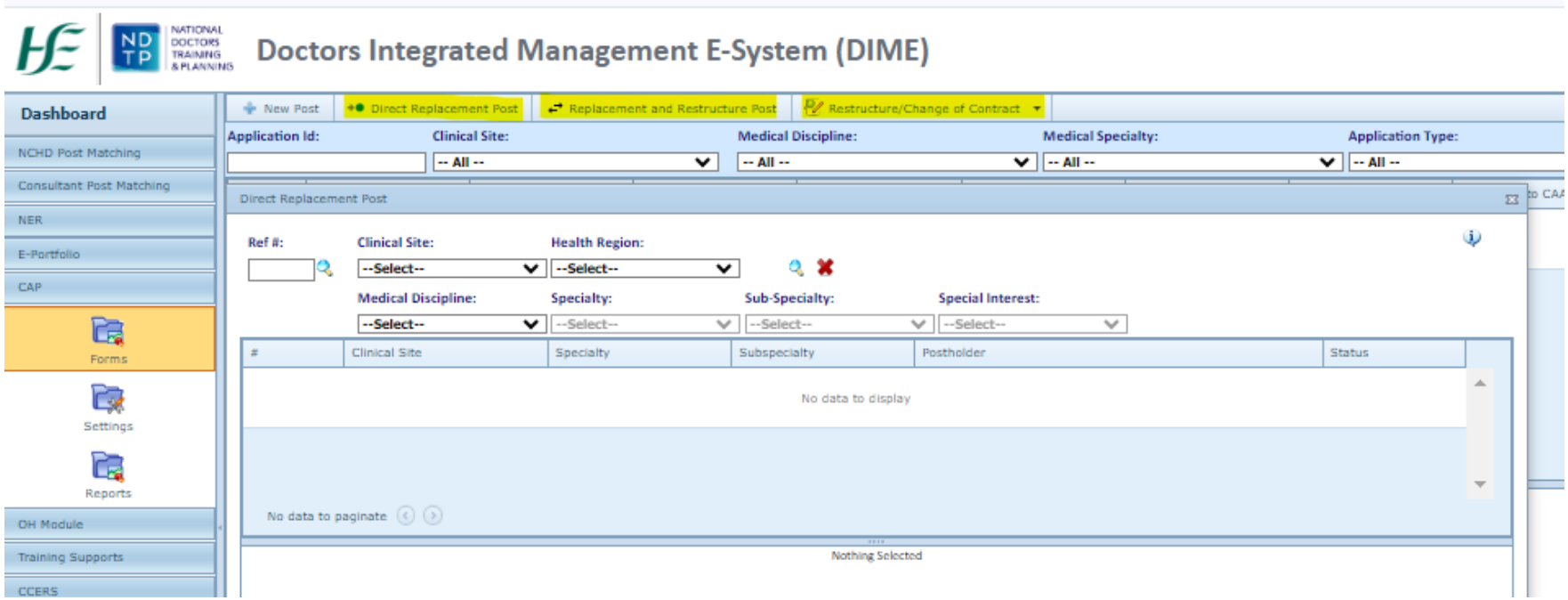
- Once '*New Post*' was selected the below pop up will appear.
- Choose the Principal Site from the drop down list and the appropriate Health Region will populate
- Choose the Medical Discipline from the drop down list
- Choose the Medical Specialty from the drop down list
- Select Start application



3.1.2 Initiating Replacement and Restructure Post

For replacement posts the following process applies:

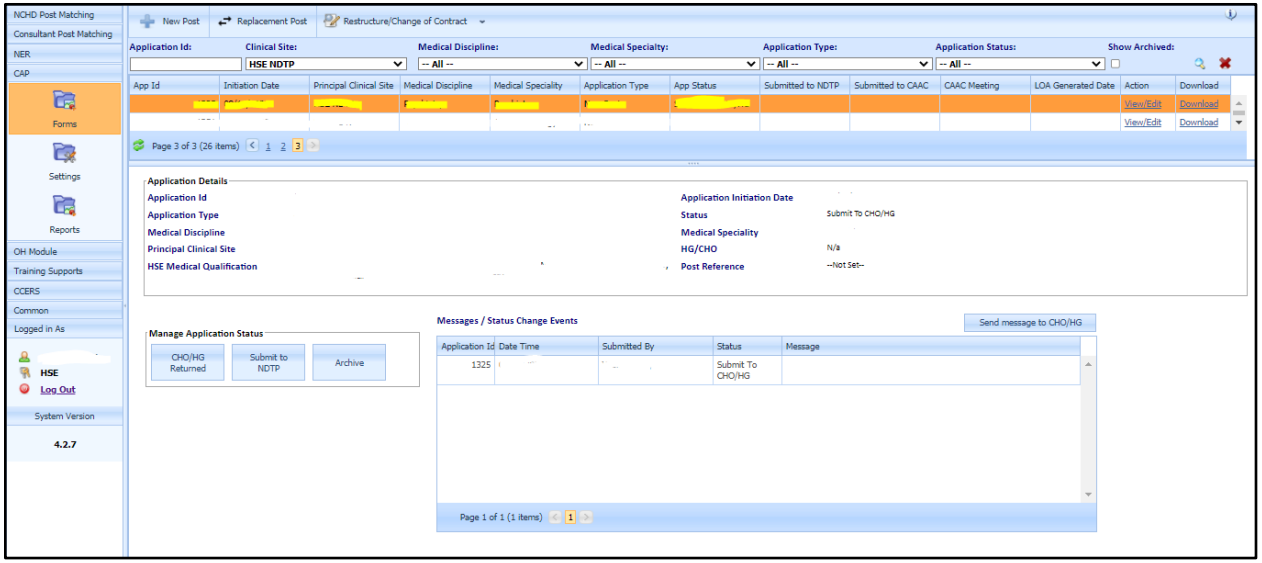
- The user will click on the replacement post button and will begin the initiation of the application.The user can search for the replacement post in two ways:



1. Enter the post reference number if known into the reference ID field and click the search button.
2. If this is not known the post can also be searched for by choosing the Clinical Site and/or Health Region and/or Specialty from the drop down menus and press the search icon(This will display the list of posts extracted from DIME Consultants Module associated with the filters selected).

- The user will then choose the post for replacement and double click on same highlighting it orange.
- The 'Select & Proceed' Button, in the Assignments section will confirm the replacement post. A confirmation message will appear as a pop up before redirection to the CAP Form.

NB: for replacement posts it is essential that users select the permanent post holder from thismenu and not any temporary appointments.



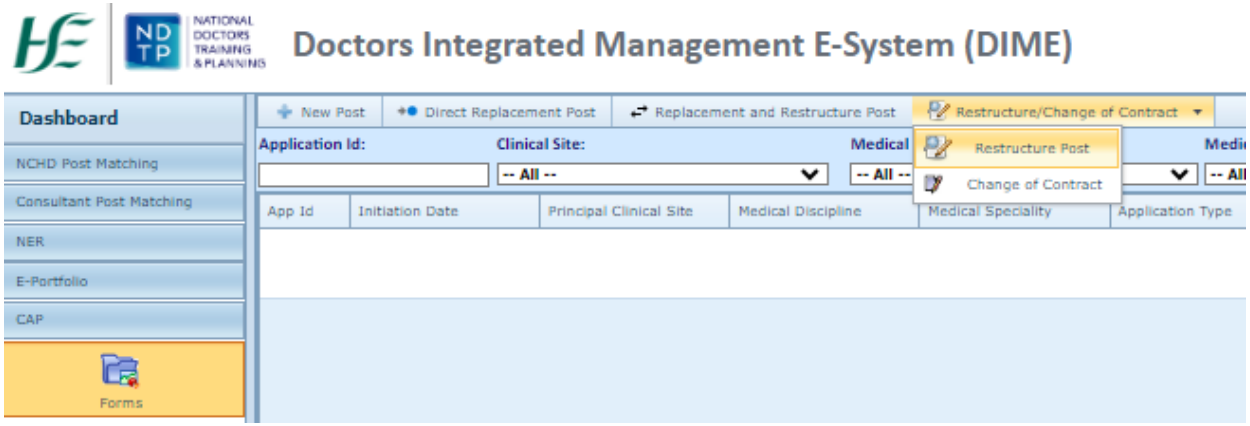
- The CAP Form will open on Section A. The Post Reference No. will be displayed on this screenalongside a number of mandatory

fields to be completed as detailed in Section 3.2.1 of the CAP User Guide

3.1.3 Initiating Restructure Posts / Change of Contract application

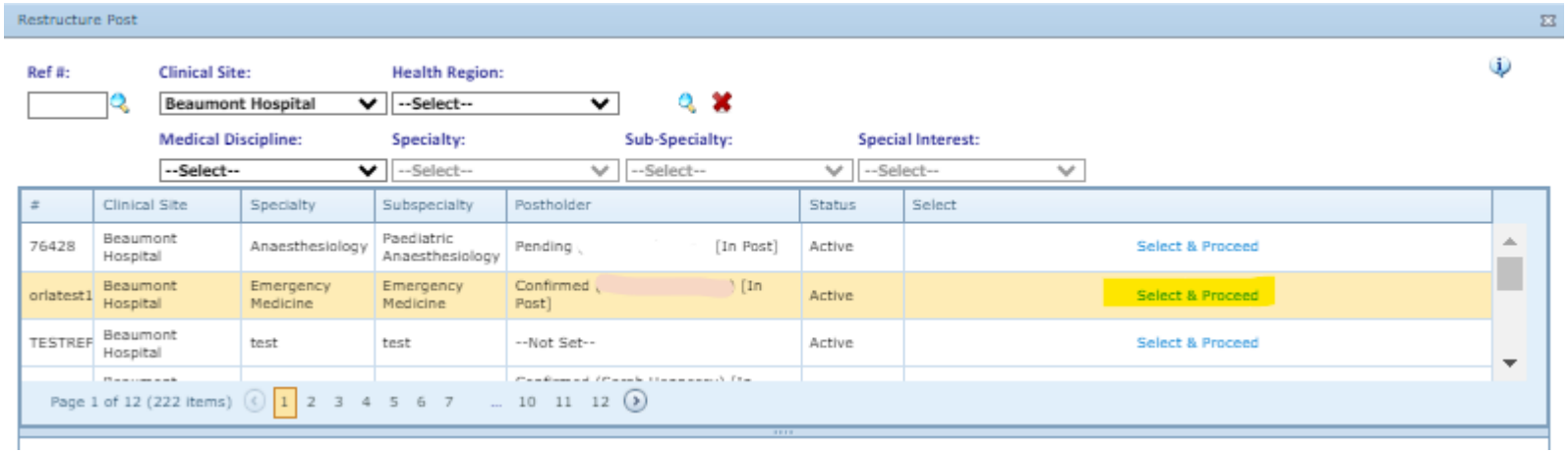
- The user clicks the Restructure Post/ Change of Contract button to initiate the application.The user can search for the specific post in two ways: -

    1. Enter the post reference number of the consultant post if known into the reference id field.
    2. If this is not known the post can also be searched by choosing the Clinical Site and or Health Region and or Specialty from the drop down menus and press the search icon (bluekey). This will display the list of posts extracted from the Consultant Post Matching Module associated with the Specialty.



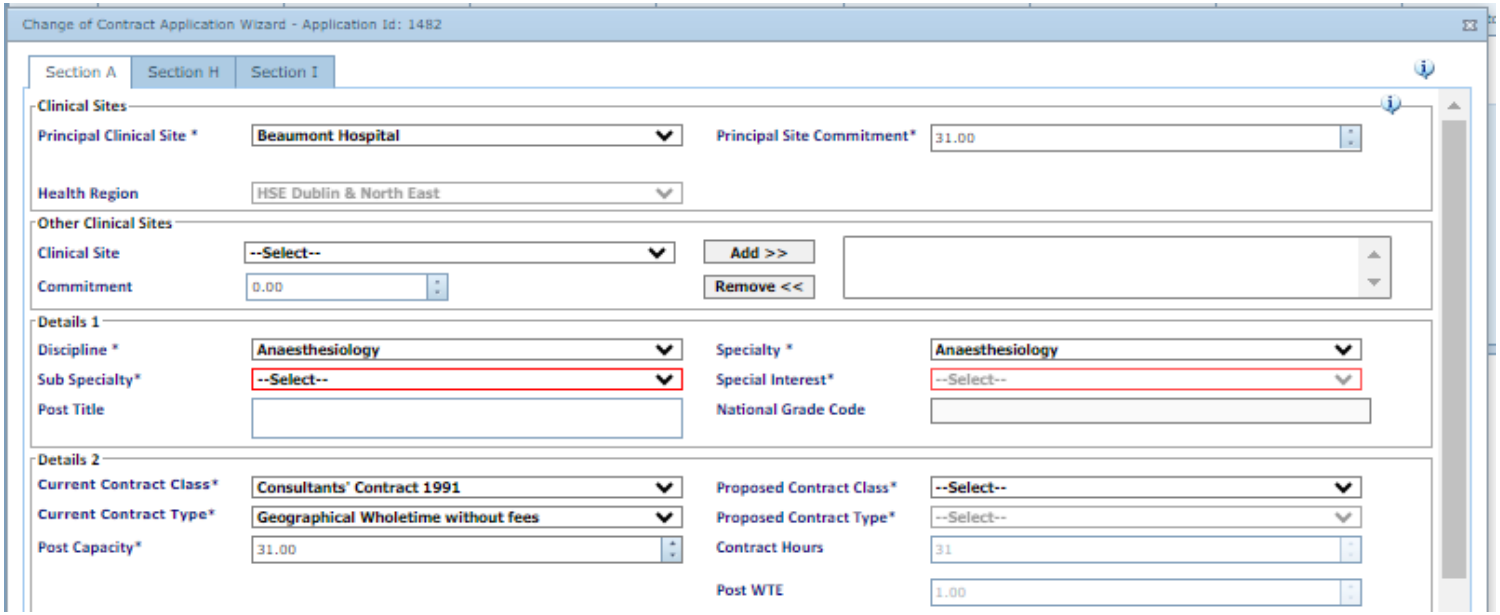
- The user then will choose the post for restructure or change of contract as appropriate and double click on same.

- The '*Select & Proceed*' Button, will confirm the restructure post. A confirmation message will pop up before redirection to the CAP Form. The CAP Form will open on Section A. The Post Reference No. will be displayed on this screen alongside a number of mandatory fields to becompleted as detailed in Section 3.2.1 of the CAP User Guide



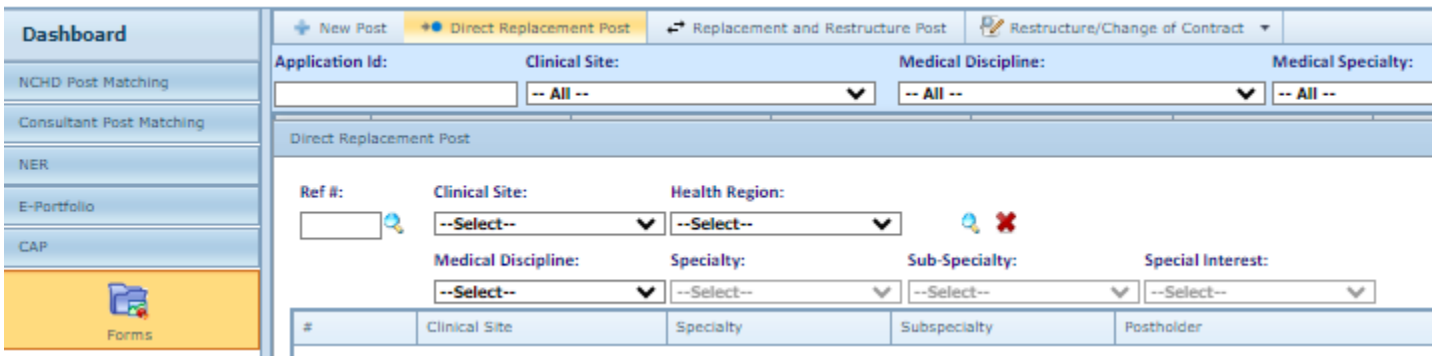
- When Change of Contract is chosen, it lets you search for the post. It will have the search capability similar to that of a Restructure post. The only difference is when you click "*Select & Proceed*" it takes you to Change of Contract Post Application Wizard, which works very similarto the Restructure Post Application Wizard, except only Section A, Section H and Section I will need to be completed in this window.

  Please note that a Change of Contract Application Form is still required to be submitted and can be uploaded to Section H as supporting documentation. This application form can be found on our website at https://www.hse.ie/eng/staff/leadership-education-development/met/consultantapplications/doc1/



3.1.4 Initiation of Direct Replacement Post

The user clicks the Direct Replacement Post button to initiate the application.

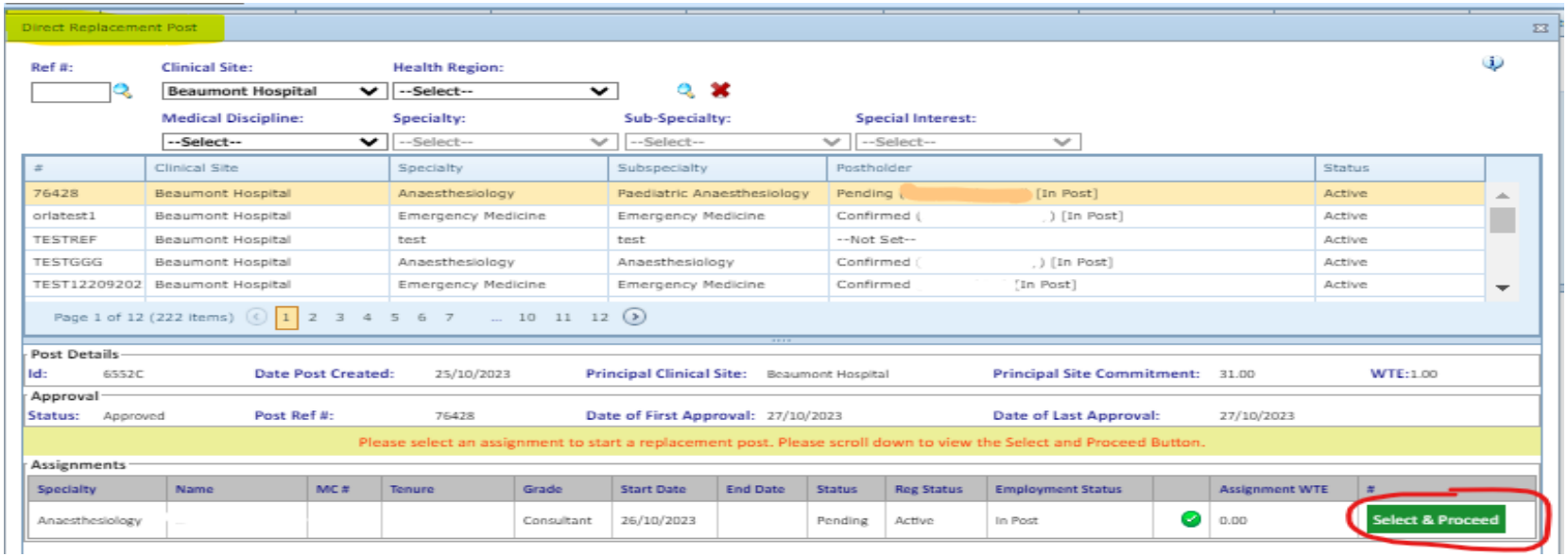


The user can search for the specific post in two ways:

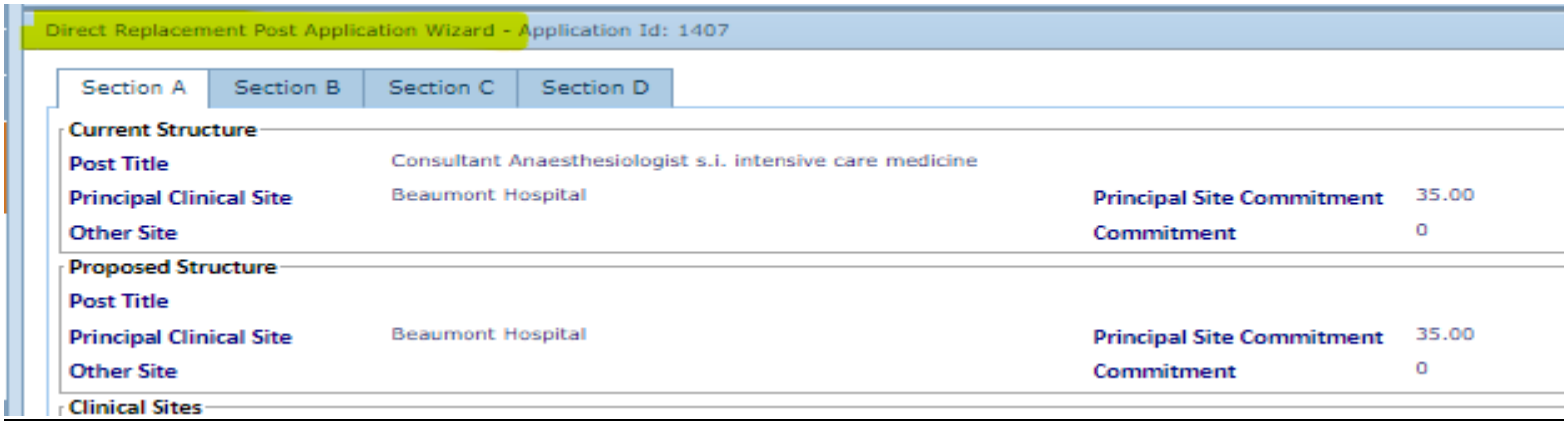
1. Enter the post reference number of the consultant post if known into the reference id field.
2. If this is not known the post can also be searched by choosing the Clinical Site and or Health Region and or Specialty from the drop down menus and press the search icon (bluekey). This will display the list of posts extracted from the Consultant Post Matching Module associated with the Specialty.

- The user then will choose the post for Direct Replacement as appropriate and double click on same.

- The '*Select & Proceed*' Button, will confirm the restructure post. A confirmation message will pop up before redirection to the CAP Form. The CAP Form will open on Section A. The Post Reference No. will be displayed on this screen alongside a number of mandatory fields to becompleted as detailed in Section 3.2.1 of the CAP User Guide



- When Direct Replacement is chosen, it lets you search for the post. It will have the search capability similar to that of a Restructure post. The only difference is when you click "*Select & Proceed"* it takes you to Direct Replacement Post Application Wizard, which works very similarto the New Post Application Wizard, except only four sections will need to be completed. Section A, Section B and Section C and Section D will need to be completed in this window.



Please note that some supporting documentation is still required to be submitted and can be uploaded to Section D. This application form can be found on our website at https://www.hse.ie/eng/staff/leadership-education-development/met/consultantapplications/doc1/

3.2 CAP Application Form

The following apply to all applications however, there are exceptions as restructures with a permanent Consultant in post or change of contracts

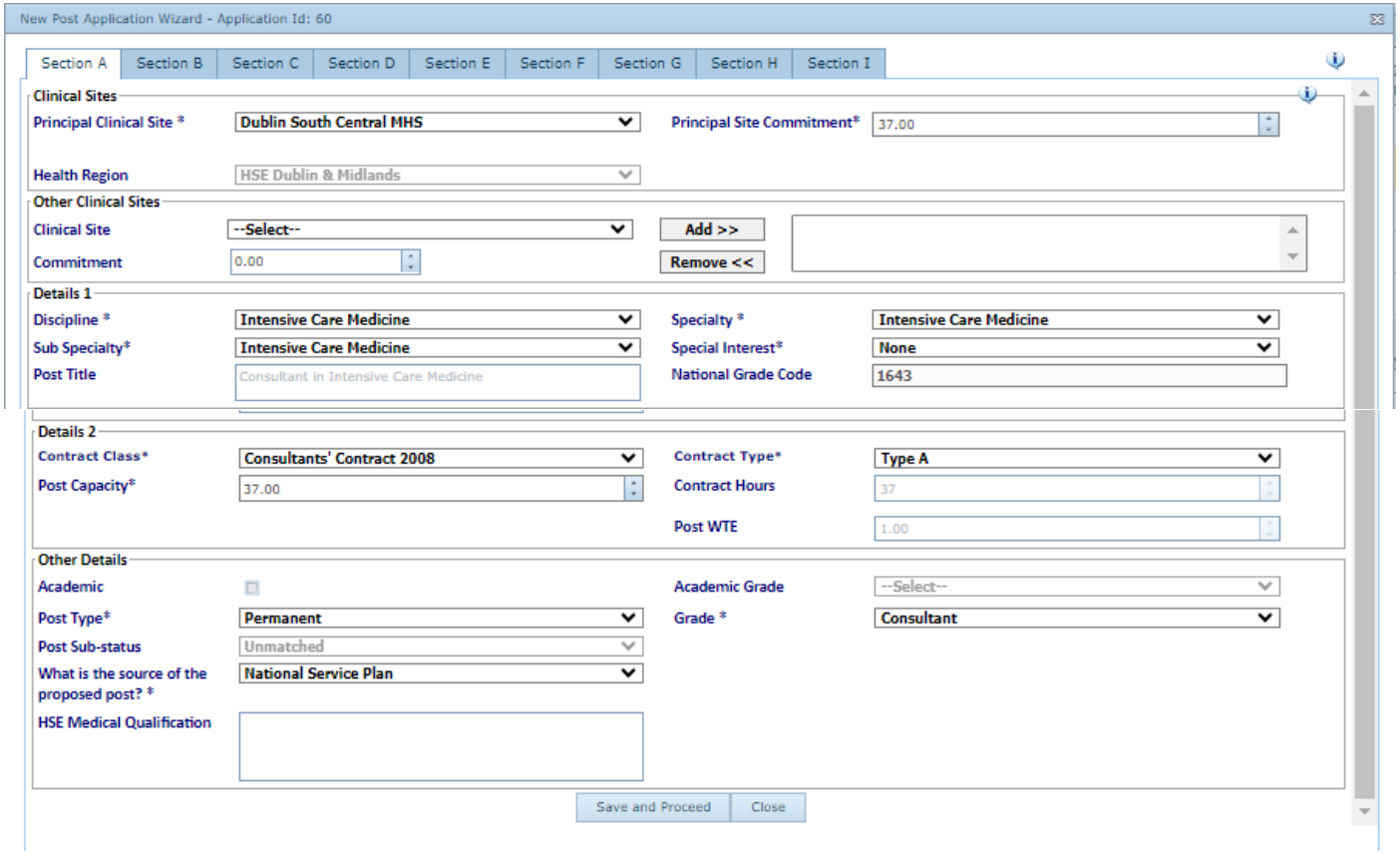
Note: For all posts CAP will automatically assign the application a number (identified at the top of the screen) this will remain the unique number of the application through the application process.)

3.2.1 Section A – Post Application

This section relates to the working terms and conditions of each post. For New Posts all sections will be blank and require input. In the case of replacement or restructured posts information will be auto populated from the information contained in the Consultant Post Matching Module but should be reviewed to ensure accuracy.

- Fields with an asterix are mandatory fields and must be completed before the application can be submitted. The following fields should be filled in:

  - Principal clinical site
  - Principal clinical site commitment
  - Health Region (Automatically populates)
  - Other Clinical Site and commitment (if applicable)
  - Discipline
  - Specialty
  - Sub Specialty
  - Special Interest (option to select 'none' exists)
  - Contract Class
  - Contract Type
  - Post Capacity
  - Reason for selection of contract type
  - Academic selection (if relevant)
  - Post type
  - Grade
  - Source of the proposed post
  - HSE Medical Qualification (Automatically populates)



- Click ‘save and proceed’ to move to next screen.

3.2.2 Section B – Business Case

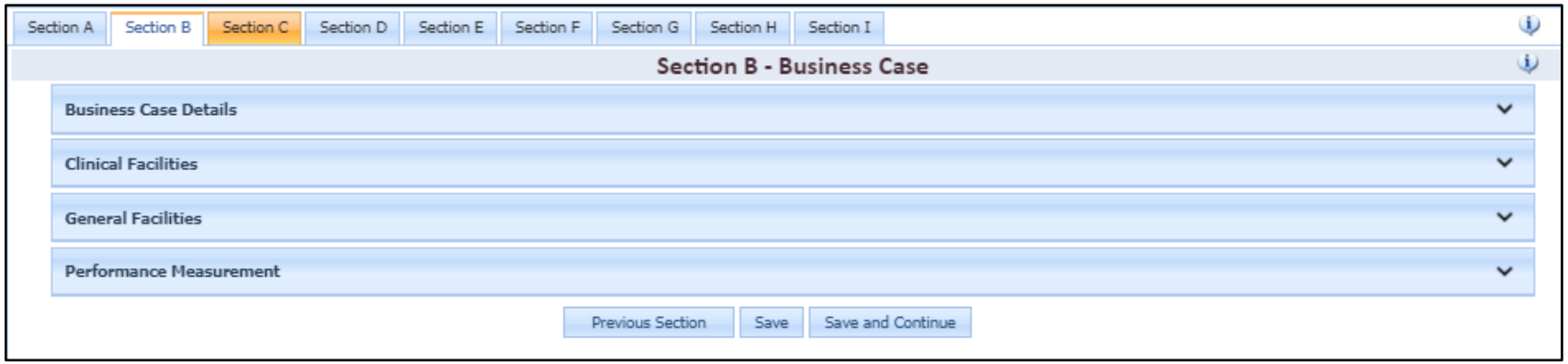
The Business Case is divided into four sections and each section has a series of mandatoryquestions to be answered. If a user wishes to add graphs / tables or images into the text box please note that at the end of each question there is a facility to add JPG, JPEG, PNG, GIG,BMP (subject to a max 400 kb size).

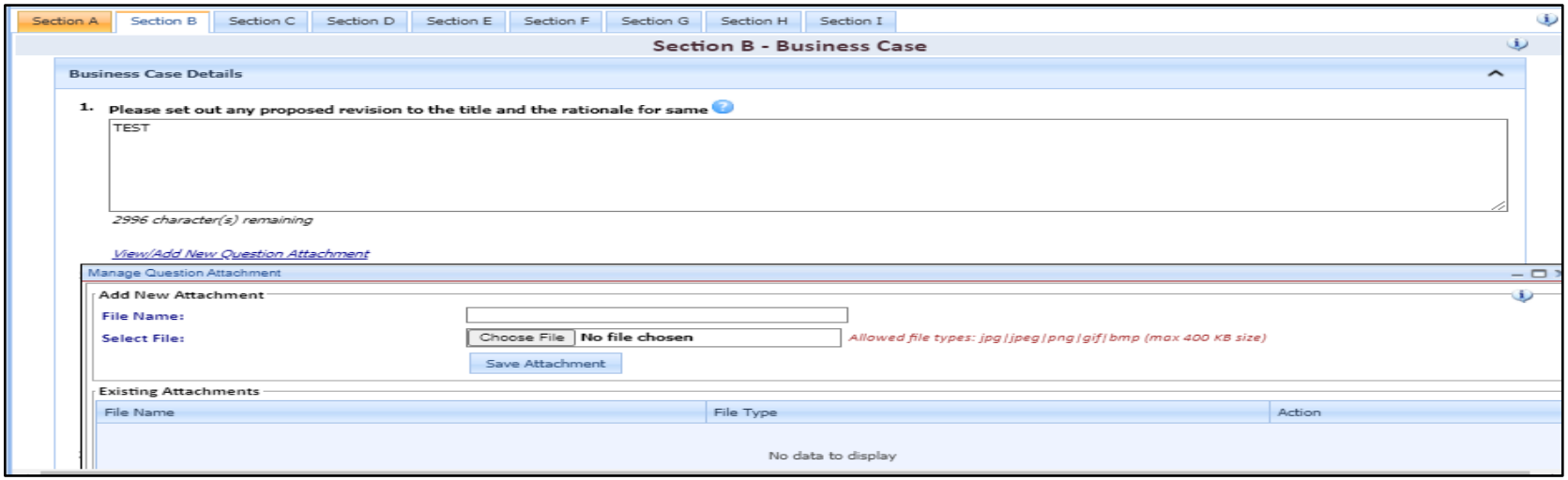
The four subsections are:

- Business Case Details

- Clinical Facility Details
- General Facilities
- Performance Measurement

When all questions have been completed please click the save and continue button at the endof the screen to process to the next section.





3.2.3 Section C - Indicative Work Practice Plan

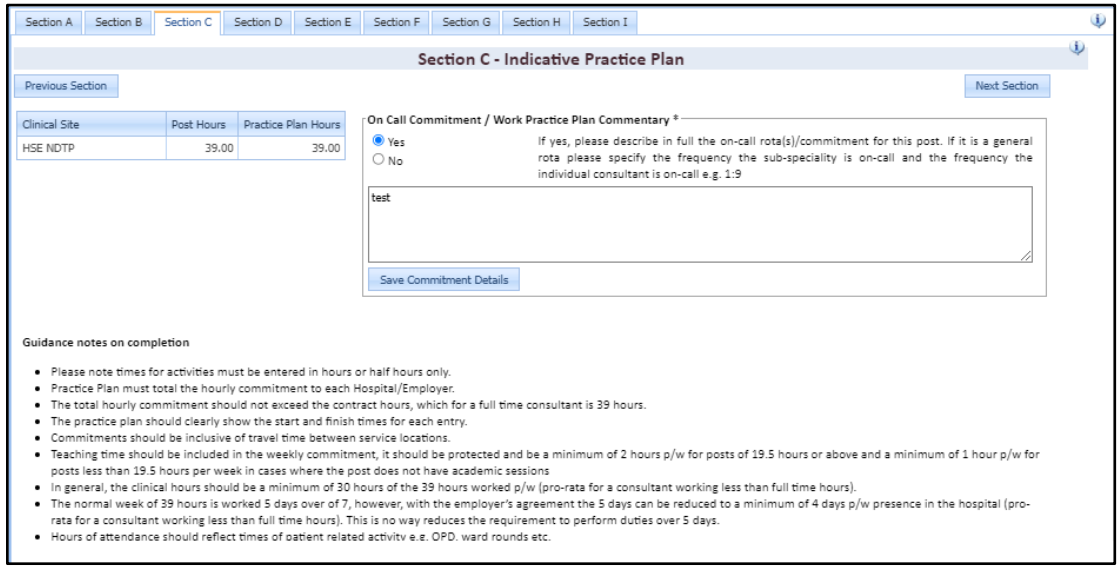
This section is divided into two parts

- On-Call commitment
- Practice Plan

Both sections must be completed for all applications in accordance with the guidance notes.

<u>On Call Commitment</u>

- The initiator must provide information in relation to on-call. The on-call commitment is amandatory field to be filled, i.e. either Yes or No should be ticked to proceed.
- If Yes is selected, then the user has to describe in full the on-call rota(s) commitment forthis post in the comment box *E.G 1:9*
- The "Save Commitment Details" box should be selected to save the details entered.



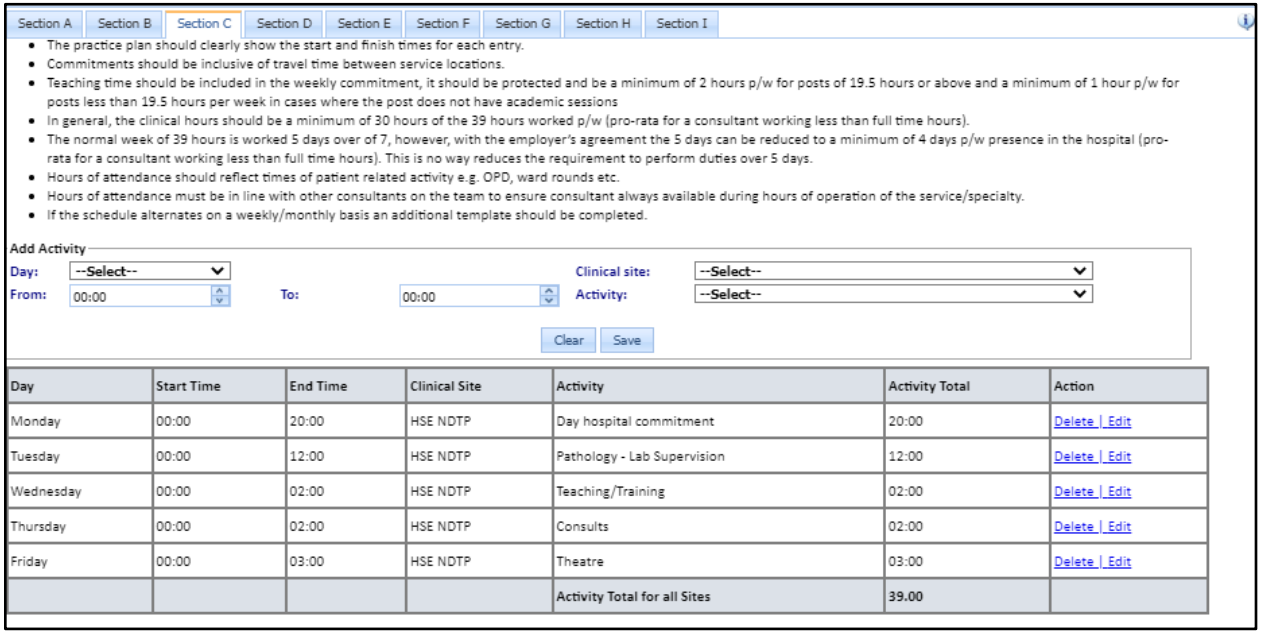
Work Practice Plan

The initiator must complete the following fields to generate a weekly indicative practice plan for the post:

- Day
- Start Time
- End Time
- Clinical Site (Choose from the drop down list associated with information input in section A)
- Activity (Choose from the drop down list)

CAP will validate the information added to this screen to ensure that:

- The total hours for each clinical site does not exceed the total hours listed in the initialsite breakdown in Section A.
- A minimum of 2 hours teaching time has been included. Teacher Training time should bereduced to 1 hour from 2 hours per week if the post is 19.5 hours or less in work practice plan



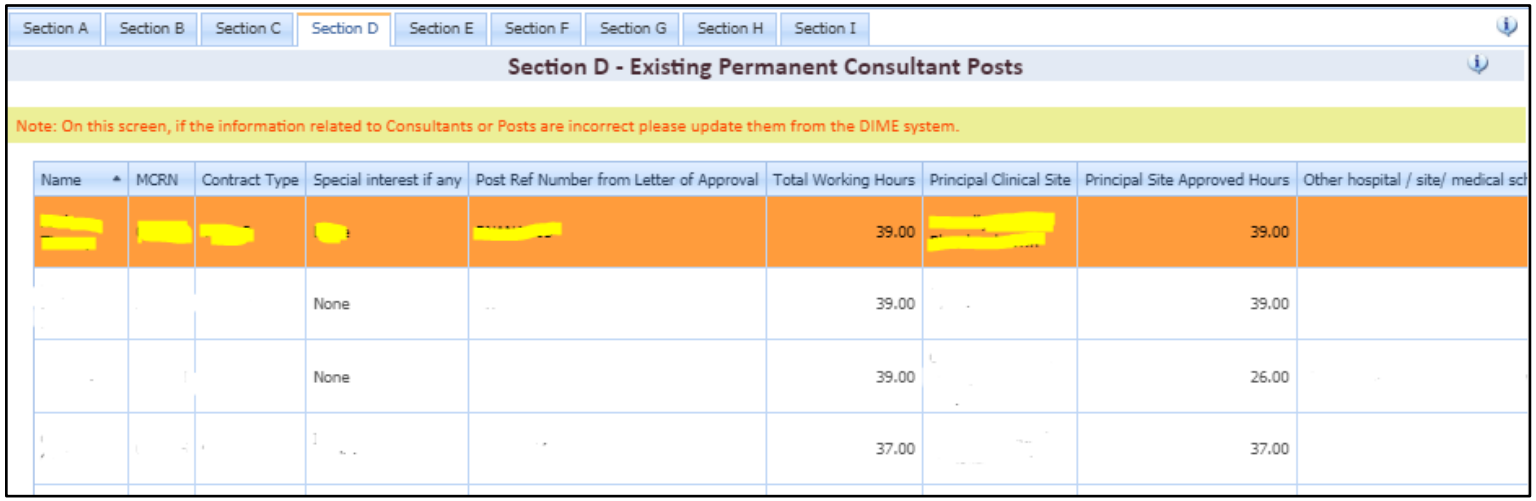
Day	Start Time	End Time	Clinical Site	Activity	Activity Total	Action
Monday	00:00	20:00	HSE NDTP	Day hospital commitment	20:00	Delete | Edit
Tuesday	00:00	12:00	HSE NDTP	Pathology - Lab Supervision	12:00	Delete | Edit
Wednesday	00:00	02:00	HSE NDTP	Teaching/Training	02:00	Delete | Edit
Thursday	00:00	02:00	HSE NDTP	Consults	02:00	Delete | Edit
Friday	00:00	03:00	HSE NDTP	Theatre	03:00	Delete | Edit
				Activity Total for all Sites	39.00	

3.2.4 Section D - Existing Permanent Consultants

- This section documents existing permanent Consultants in permanent posts. The data is extracted from the existing Consultants Post Matching Module and must be verified by the initiator. If data is missing or incorrect it must be amended in the Consultants Post MatchingModule. Once this has been done Section D of CAP is automatically updated.

- The Initiator must confirm the method of appointment for the current post holder by selecting theadd/update tab

- The user clicks the add/update button and a dropdown menu will appear. Choose the SCIP (Standard Competitive Interview Process) or CID (Contract of Indefinite Duration) from the listthen click update to save the data. Note – you may need to scroll to the right of your screen to see this option.



3.2.5 Section E - Non-Permanent Consultants

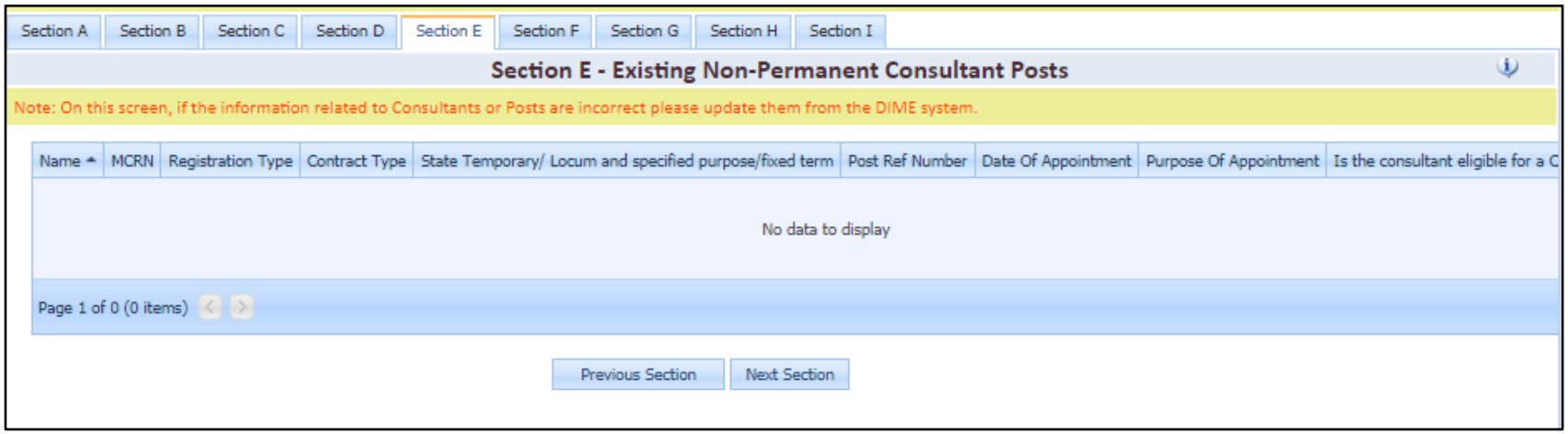
This section displays all Consultants in Posts that do not have permanent tenure. This data isextracted from the existing Consultants Post Matching Module and must be verified by the initiator. If data is missing/incorrect it must be amended in the Consultants Post Matching Module and this section repeated.

The fields are:

- Name
- Medical Council Number
- Registration Type
- Contract Type
- Tenure
- Post Ref Number
- *Date of Appointment (To be inputted)
- *Purpose of Appointment (Free Text Field)
- *Is the consultant eligible for a CID? (Dropdown - Yes/No)

*This can be done by choosing the add/edit option (last column) and then update tosave information.

Previous Section / Next Section Tab. Allows the User to progress to the Next and Previous Sections



3.2.6 Section F - Vacant Approved Posts

This screen displays all Consultants Posts, that are approved but do not have a Consultant matched to them. This data is extracted from the existing Consultants Post Matching Moduleand must be verified by the initiator. If data is missing/incorrect it must be amended in the Consultants Post Matching Module and this section repeated.

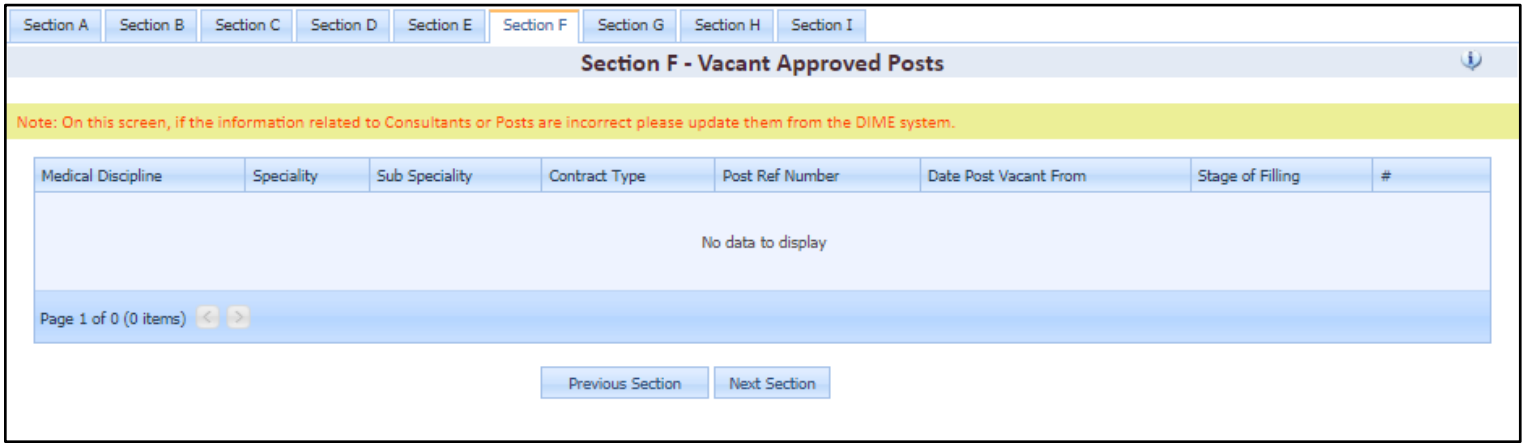
Vacant Approved Posts List

This List contains the following columns:

- Medical Discipline
- Specialty
- Sub Specialty
- Contract Type
- Post Ref Number
- Date Post Vacant From (If there have been no assignments for this post, the date offirst approval will be used)
- '*Stage of filling (Please select from the dropdown list)

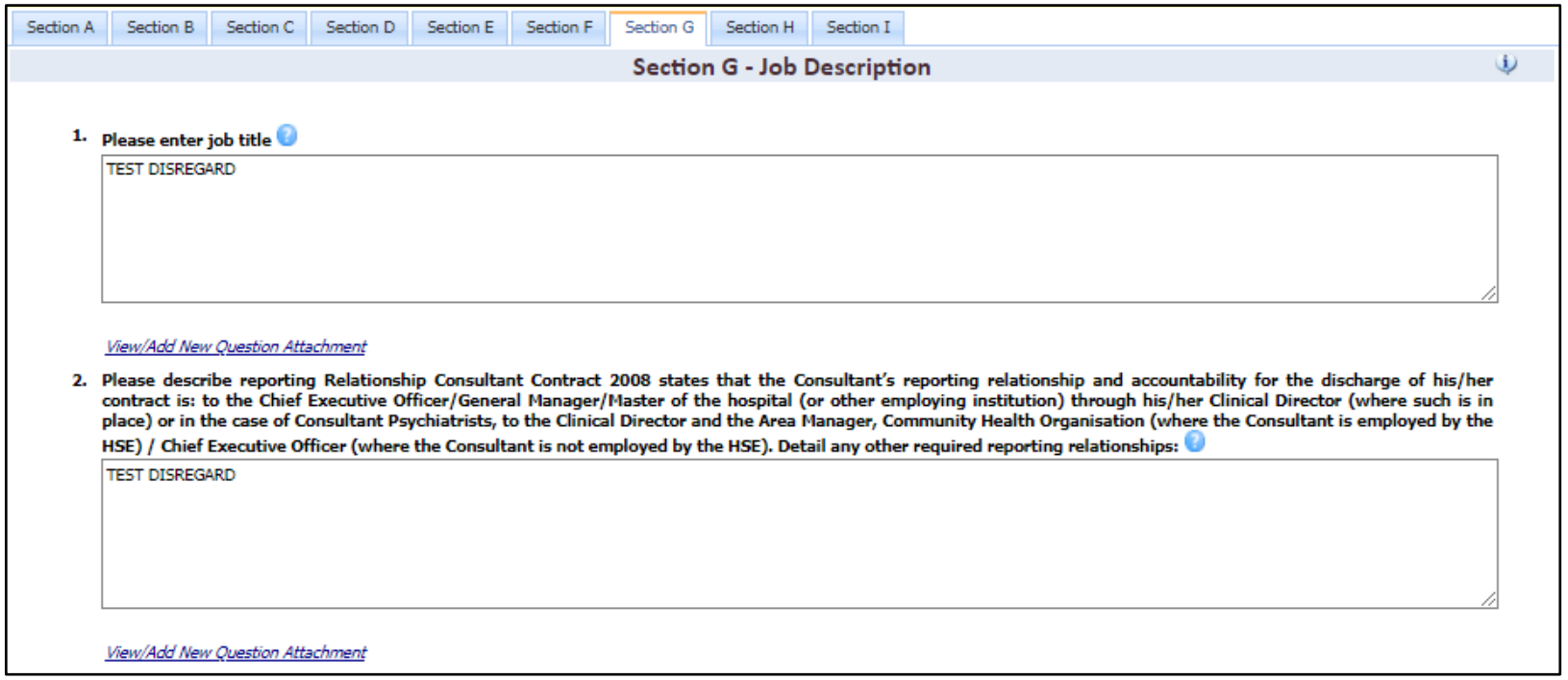
*This can be done by choosing the add/edit option (last column) and then update to saveinformation

Previous Section / Next Section allows the User to progress to the Next and Previous Sections



3.2.7 Section G - Job Description

This Section of the Form consists of a series of questions. All questions are mandatory with theexception of questions relating to Psychiatry posts. If the question is not applicable to a particular post please enter N/A and move on to the next question. As per Section B answers should be in text form only. Should the facility be required to add graphs see section 3.3.2

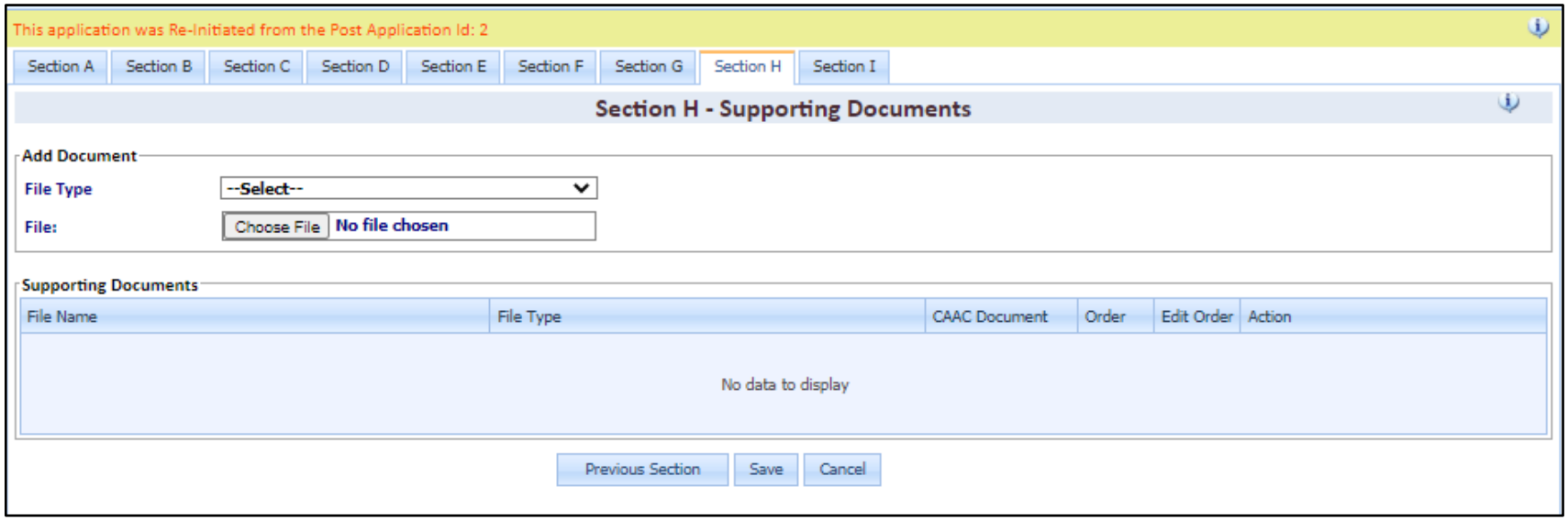


3.2.8 Section H - Supporting Documents

The appropriate user will add the AHD Funding document, the Clinical Programme Leads Comments and any supporting documents for the application.

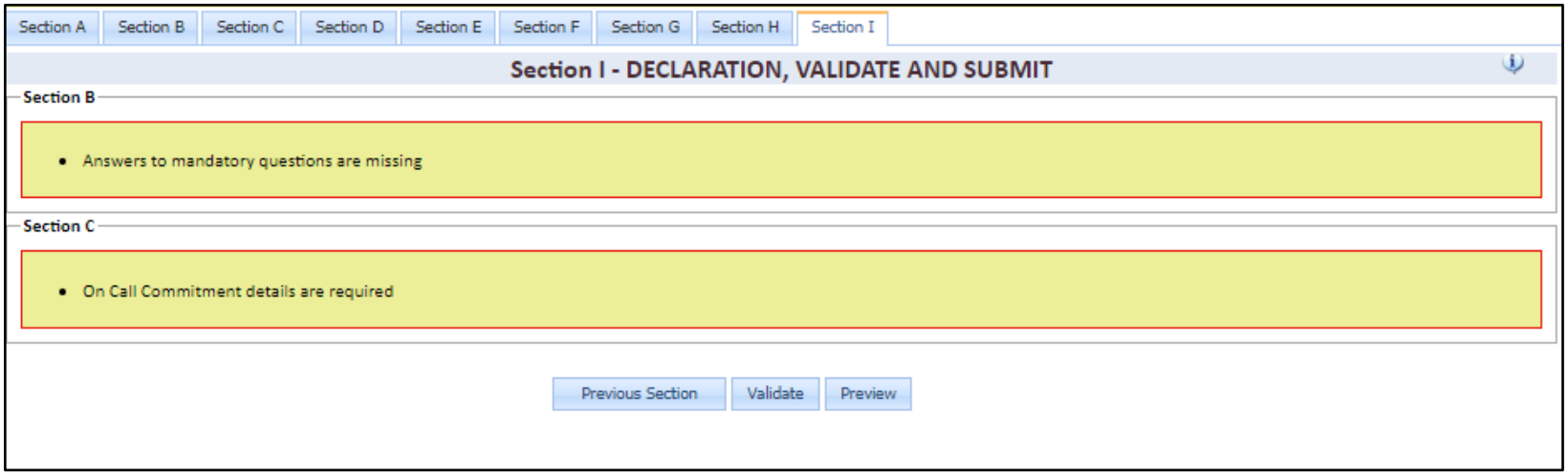
To add a document, please follow the steps below:

- File type: Choose appropriate option from dropdown list
- File: Browse the location of the file and choose same from the PC
- Save: Click Save to add the file to the application
- To cancel a document, click Cancel and the document will not be added.



3.2.9 Section I - Declaration, Validation and Submit

At Validation, when the initiator is ready to validate the application an error message summary may appear. The initiator can move back and forth between the sections to amend the errors asdetailed in the summary. All the mandatory requirements of the application must be met before the initiator can submit the form to the Health Region.



By clicking the preview button a PDF preview of the application is generated.

When all mandatory requirements are met the Initiator is then ready to 'Submit to Health Region' by selecting this button. The User will be notified by the system that the form will be submitted to the Health Region and a facility to include a message is available.

The Form Status will be set to Submission to Health Region and an alert (via email) will be sent tothe relevant Health Region.

3.2.10 - The Submitter

The submitter will receive an alert (via email) indicating that an application requires validationand sign off prior to sending to NDTP.

The submitter will have two options: -

1: Submit to NDTP Button (Submitter)

The approved submitter: -

- Adds supporting documentation as outlined in 3.2.8
- Validates and verifies the application
- There is a preview button to view the final downloadable PDF version of the ApplicationForm that will be submitted to NDTP
- Signs off declaration on behalf of the Health Region
- Click the Submit to NDTP button, a facility to add a message to the NDTP will alsobecome available.

The Application Status will be set to '**Screening Submission'** and an alert will be sent to allNDTPUsers. A facility to include a message is enabled.

2: Return to Initiator (Submitter)

The submitter can also return the application to the Initiator for changes or correction. The initiator will receive an alert and a message will appear on the application status bar. The initiator will make the appropriate changes, revalidate and send to the submitter.
This can be repeated as many times as is required between the Submitter and the Initiator. There will be a message trail at all times to track the status of the application.

3.2.11 NDTP Screening

The application is now with NDTP for screening.There are two options

1: Submit to CAAC

NDTP can submit the application to CAAC. The status is now changed to “submitted to CAAC”.The Health Region will be alerted via email.

2: Return to Health Region

NDTP can return an application for amendments to the Health Region and an alert will be sent via email. At this point the Health Region is notified and should act accordingly to the additional application requirements. The details of requirements are contained within the message. The Health Region can return to the initiator for action or may action the query. This can be repeated as many times as required between the NDTP/Submitter and the Initiator. There will be a message trail at all times to track the status of the application.

3.2.12 CAAC

The next phase of the project will automate the existing letter of approvals. The Health Region will be notified of the CAAC recommendation via email. It must be noted that this is only a recommendation and recruitment cannot proceed until a formal letter of approval is issued from the National Director’s office.

CAAC Decisions

- CAAC approved
- CAAC rejected
- Application is rejected and further action is required.
- CAAC approval / subject to

When an application is subject to it will require additional information which must be forwardedto the NDTP prior to any letter of approval being issued.

- CAAC deferred.

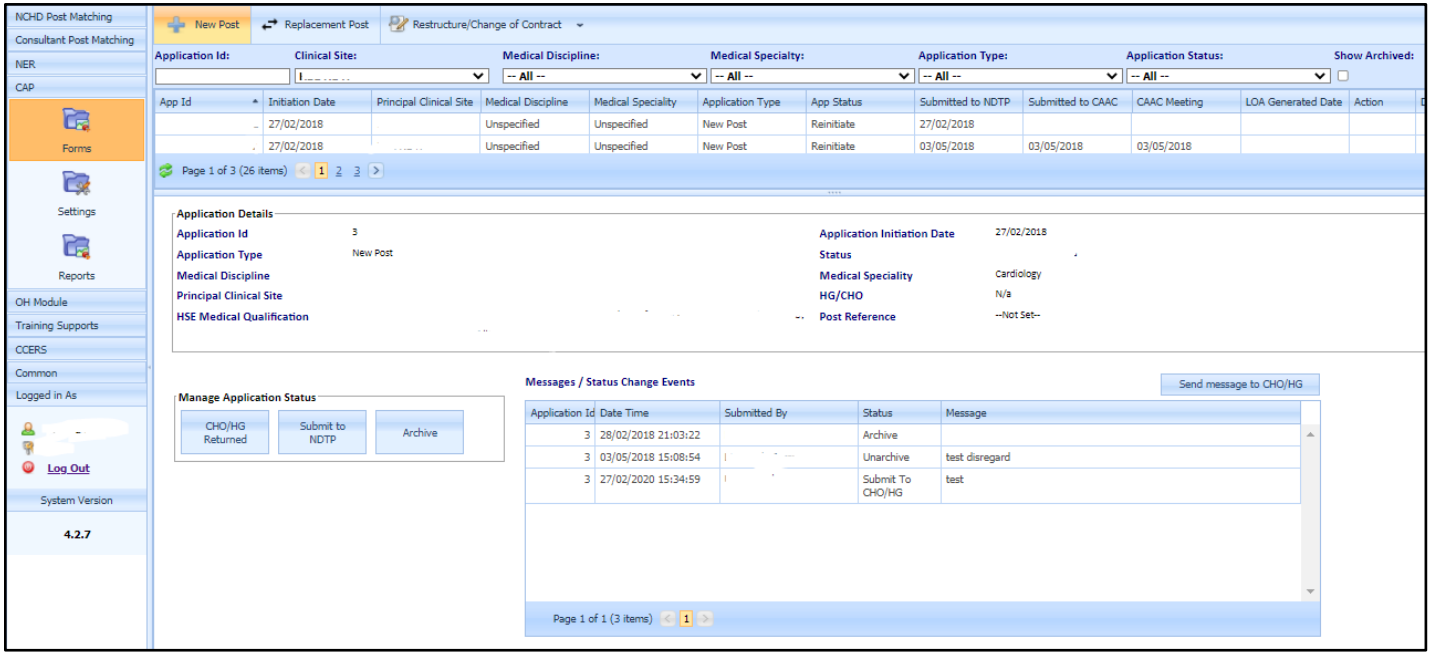
When an application is deferred the Health Region will withdraw this application until such a time thatit is appropriate to re-initiate with additional information.

3.2.13 Messages/Status Change Events

The *Message / Status Change Event Log* is a Log of all Messages and CAP Application StatusChanges in the context of a CAP Application. It contains the details listed below and is used totrace and track the journey of the application.

- CAP Application ID
- Date Time: Date Time when submitted
- Name: Name of the User who submitted the message
- Role: Role of the User who submitted
- Message: Message Text
- Status Change: If the message was part of a status change

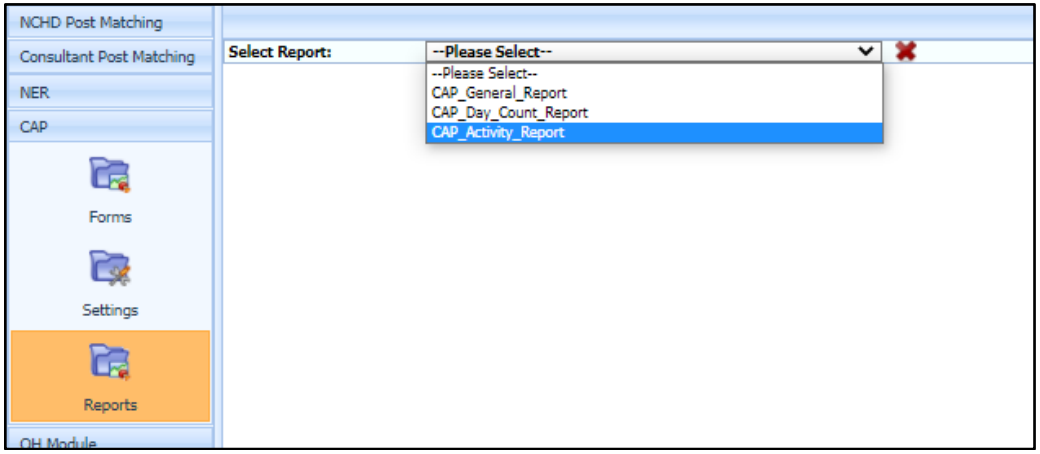
This can be located when the user chooses forms and hits the search button. This will displayall forms associated with the user's security access. The user can also track by application ID.The bottom of the screen will display the history and all associated messages associated with the application.



Section 4 CAP Reports

4.1 Accessing Reports

The report section can be accessed by clicking on the report button on the left hand screen andthen the relevant report can be selected from the drop down list:



4.1.1 CAP Activity Report

Provides the number of applications Submitted, Approved, Rejected, Deferred and letter of approval issued within a period of time.

4.1.2 CAP Day Count Report

Provides the number of days that applications are with Initiator, Health Region, NDTP and CAAC within a period of time, making available the average total of the journey time from Initiator to LOA.

4.1.3 Cap General Report

Provides details of all applications in detail with the following fields, among others:

CAP App ID	Post Type	Post Holder Details Name	HSE Medical Qualification	Post Reference Number	CAP App Status	Principal Clinical Site	Principal Clinical Site Commitment
Post WTE	Principal Clinical Site Post WTE	Other Clinical Sites	Post ID	Original Post ID	Date Post Created	Health Region	HSE Division
HSE Region	Hospital Acuity Level	Medical Discipline	Speciality	Sub- Speciality	Title of Post	National Grade Code	Post Type
Contract Hours	Post Capacity	Contract Class	Contract Type	Academic Grade	Date of Last Approval	Date of First Approval	Application Created
Submission to Health Region	Health Region Returned	Initially Submitted to NDTP	Submitted to NDTP	Screening Amendments	Screening NDTP	Submitted to CAAC	Number of Days between Initially Submitted and Submitted to CAAC/National HR
CAAC Subject To	CAAC Deferred	CAAC Rejected	Withdrawn	CAAC Approved	CAAC Meeting Date / Submitted to National HR	Submitted to National HR	Approved by National HR
Rejected by National HR	LOA Issued	CAAC Subject to	CAAC Deferred	CAAC Rejected	Withdrawn	CAAC Approved	CAAC Meeting Date
Submitted to National HR	Approved by National HR	Rejected by National HR	LOA issued				

Running Reports:

1. Select the report from the drop down list and set the report parameters before the reportis run.
2. Once user has selected parameters click view report button.
3. The report will appear in the screen and the user can export same to excel by clicking onthe disc icon and clicking ‘excel’:
4. An option will be given to open, save or cancel the report

5 Help Icon

The help icon is at the top right of the screen. When you click on the help icon it will bring youautomatically to the section you require.

Also, there is information available on the NDTP website https://www.hse.ie/eng/staff/leadership-education-development/met/consultantapplications/doc1/.

Should you require further assistance please do not hesitate to contactdime.team@hse.ie / consultant.applications@hse.ie

Appendix 1 CAP Application Status

App Status	Description	Initiator	Health Region	NDTP
Initiated	**This is the status set when the CAP Application ID is created. (e.g.: when an Initiator or Health Region User first Saves or Saves and Proceeds in Section A of the CAP Application Wizard or the system generates a fresh CAP Application Id, when a CAP Application is Reinitiated.)**	Archive - Yes Submit To-Health Region - Yes	Archive – Yes	
Submission To-Health Region	**This is the status when an Initiator has submitted a CAP Application to Health Region for review (so that the Health Region can review/edit and submit the Application to NDTP). This is primarily to alert the Health Region that the Application is ready for review. This status change does not lock the Application, and the Initiator may continue to edit the application.** **Alerts: Application to show in the Inbox (Default CAP Application - Search and Listing View) to relevant Health Region. No emails are sent.**	Archive - Yes	Archive – Yes Health Region Returned - Yes Submitted To-NDTP – Yes	

Health Region - Returned	**This is the status when the Health Region, returns the CAP Application to the Initiator, for changes or corrections.** **Alerts: Application to show in the Inbox (Default CAP Application - Search and Listing View) to relevant Initiators. No emails are sent.**	Archive - Yes Submit To-Health Region - Yes	Archive – Yes Submit To-Health Region –Yes	
	This is the status when the Health Region, submits the CAP Application to NDTP for Screening (so that they may review and send		Withdraw - Yes	

Submitted To-NDTP	**the CAP Application to CAAC for consideration.)** **The Initiator and Health Region can no longer Edit or Deactivate the CAP Application, however the Health Region may withdraw the CAP Application.**			Screening-Amendments - Yes Screening-NDTP - Yes Submitted To-CAAC - Yes
Screening-Amendments	**This is the status when NDTP returns a CAP Application. The status change re-enables edit and deactivation functionality for the Initiator and Health Region Users.**	-	Withdraw – Yes Health Region Returned - Yes Submit To-NDTP – Yes	
Screening-NDTP	**This is the status when NDTP puts a CAP Application through a screening process to check for errors.**		Withdraw – Yes	Screening-Amendments - Yes Submitted To-CAAC - Yes

Submitted To-CAAC	**This is the status when NDTP submits a CAP Application to CAAC.** **This is a Status Change event to consolidate Application, in order to submit to CAAC.**		Withdraw – Yes	CAAC-Approved - Yes CAAC-Subject To - Yes CAAC-Deferred - Yes CAAC-Rejected - Yes

CAAC-Approved	**This is a status change for future compatibility. At present NDTP will set this status for a CAAC Application on basis of a decision taken by CAAC.**			
CAAC-Subject To	**NDTP will set this status for a CAAC Application on basis of a decision taken by CAAC.**		Withdraw - Yes Submit To-NDTP - Yes Health Region Returned - Yes	
CAAC-Deferred	**NDTP will set this status for a CAAC Application on basis of a decision taken by CAAC outside the system.**		Withdraw - Yes	CAAC-Approved - Yes CAAC-Subject To - Yes CAAC-Rejected - Yes
CAAC-Rejected	**NDTP will set this status for a CAP Application on basis of a decision taken by CAAC outside the system.**	Reinitiate - Yes	Reinitiate - Yes	

Submitted to National HR	**This is a status change for future compatibility. At present NDTP will set this status for the Direct Replacement CAP Application on basis of a decision taken by National HR.**			
Approved by National HR	**This is a status change for future compatibility. At present NDTP will set this status for the Direct Replacement CAP Application on basis of a decision taken by National HR.**			
Rejected by National HR	**NDTP will set this status for a CAP Application on basis of a decision taken by National HR outside the system.**			
Withdrawn	**This is the status when the Health Region, withdraws a CAP Application after submitting it to NDTP.**	Reinitiate - Yes	Reinitiate - Yes	
Expired	**This is the Status set by the System, when the System Deactivates the CAP Application, if the Health Region does not resubmit the CAP Application to NDTP within 90days of CAAC-Subject To Status Change.**	Reinitiate - Yes	Reinitiate - Yes	

Archive	**This is the status when the Health Region user has Archived the CAP Application. It is the equivalent of a CAP Application Delete.** **Archived Applications should not show in the CAP Application listing unless the Show Archived Checkbox, in the Search Panel, is ticked**	Unarchive - Yes	Unarchive - Yes	