National Employment Record (NER) Module- Sick Leave section

Guide for Medical HR Users DIME

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1. Introduction to the NER Module and Sick Leave:

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

1. Provide a centralised Sick Leave module on DIME

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

2. Sick leave Section on DIME:

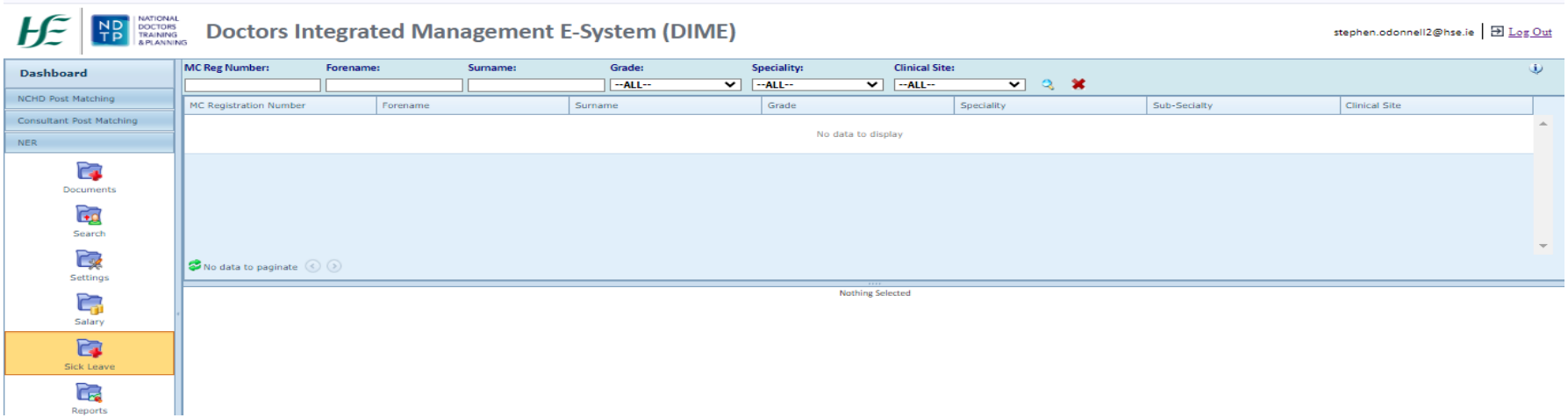
The DIME System can be accessed from any PC, Laptop via Microsoft Edge or Google Chrome. **Please note that Internet Explorer or Firefox browsers are not compatible with the DIME System**.

2.1 NER DIME Module:

Logging onto DIME System and Accessing NER

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

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



2.2 Search for an NCHD:

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

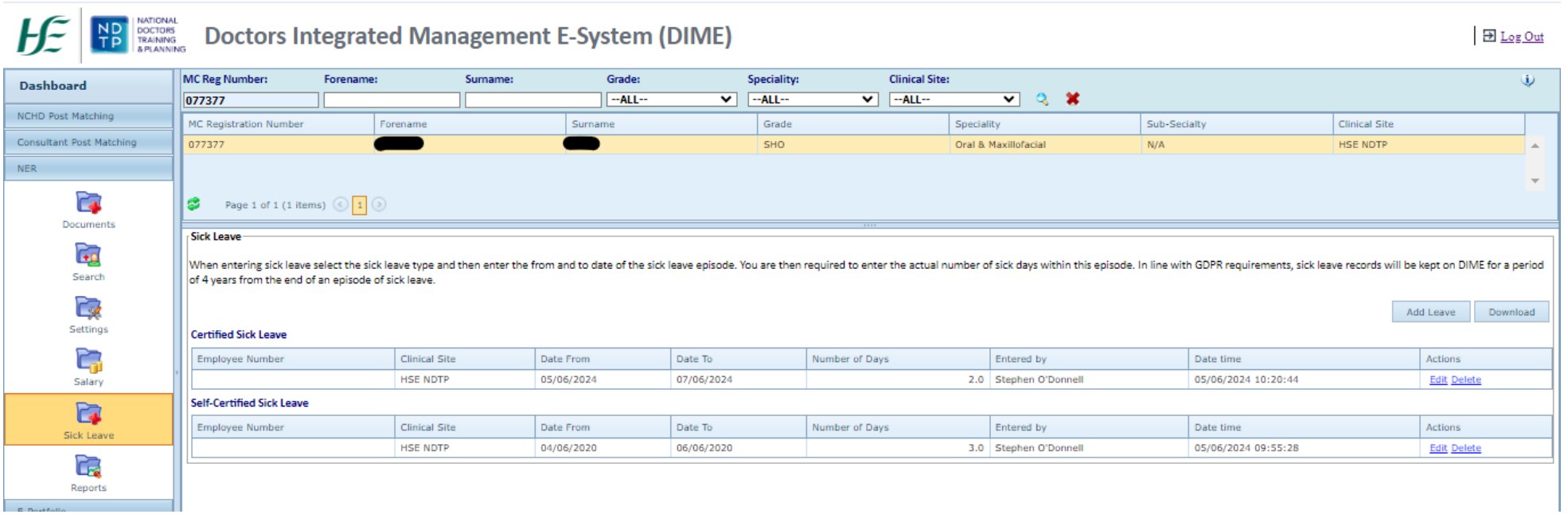
Users can search for or filter NCHDs by:

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

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

2.3 Updating Sick Leave Records:

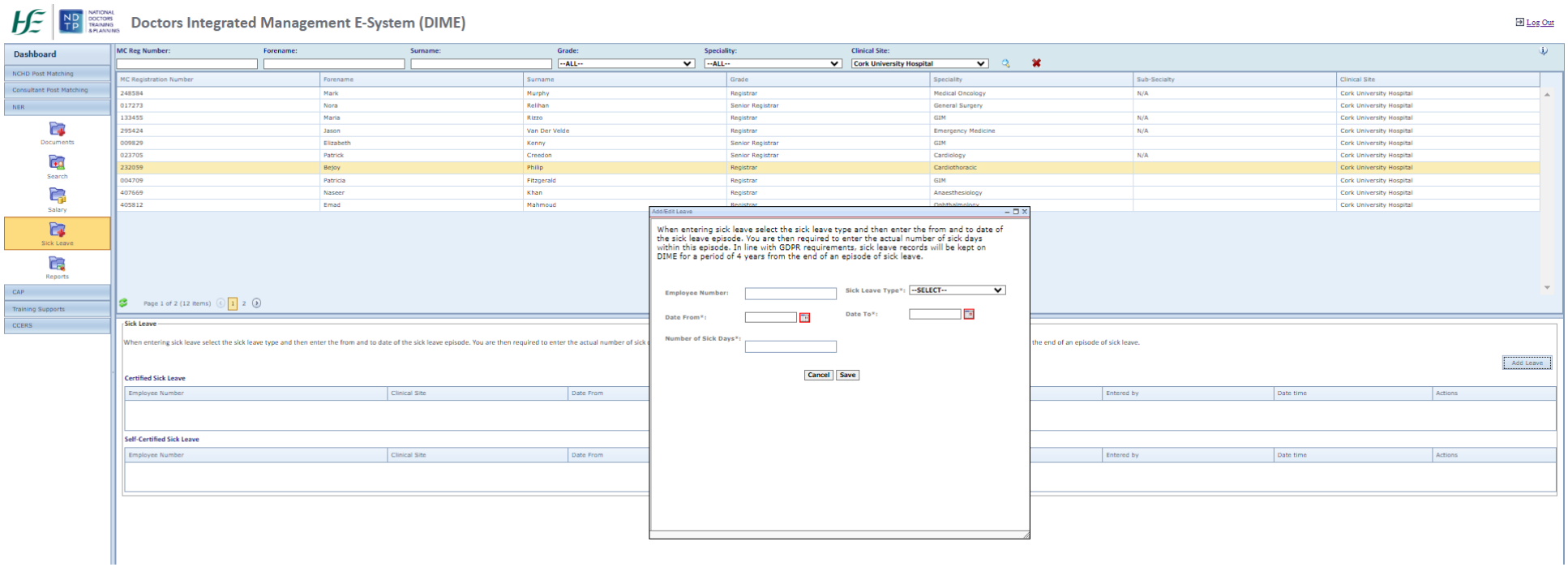
Double click the relevant MP and click the '**add leave**' button highlighted below:



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

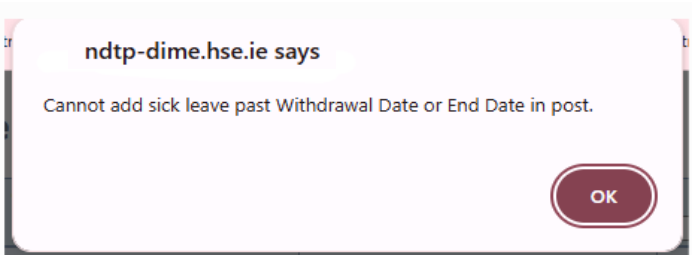
- Employee Number
- Sick Leave Type
- Date from
- Date to
- Number of sick days

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



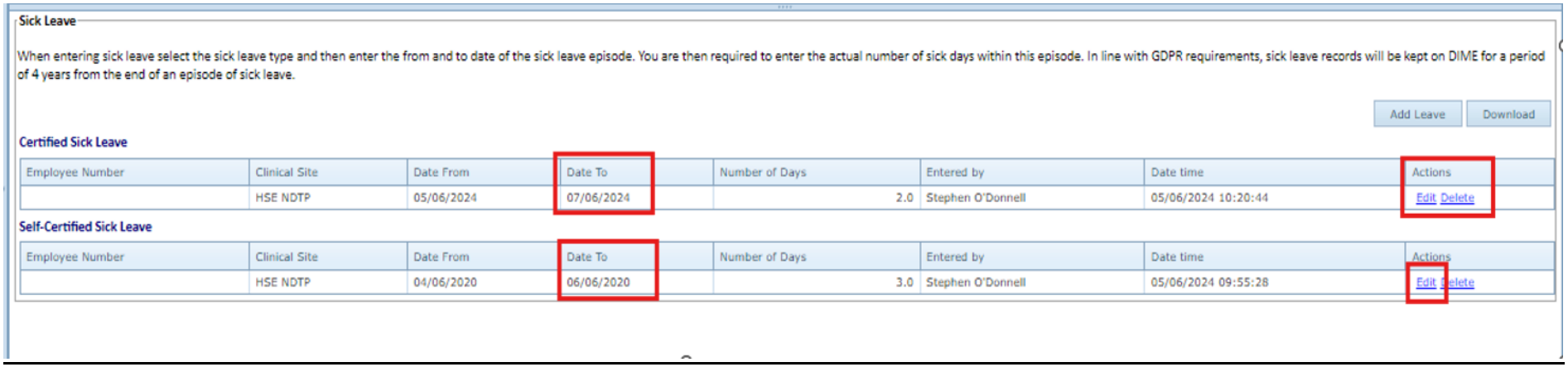
Important things to note:

1. Sick leave records can only be entered for dates that fall *within* the post-matching dates of the NCHD. When the sick leave end-date is beyond the end-date *or* withdrawal date in post, in the NCHD's assignment, on clicking "save", the following message will appear:

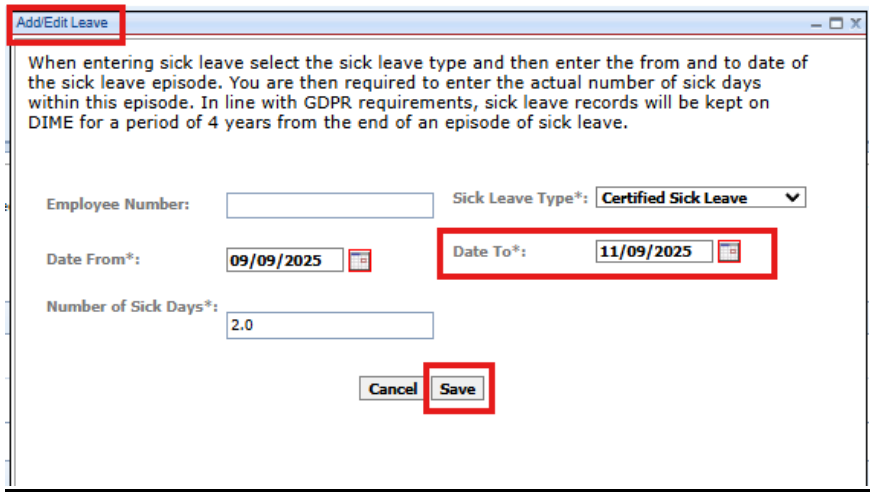


The user will need to adjust the end-date of the sick leave episode to a date on/before the end-date or withdrawal date in assignment to be able to save the sick leave record.

2. When a sick leave record has been entered and saved *before* the NCHD decides to **withdraw** from their post, and the end-date of the sick leave record surpasses the withdrawal date, the DIME user should correct the end date of the sick leave episode to match the withdrawal date of the NCHD's contract. To correct the Sick Leave "Date To" date, click on "Edit" beside the incorrect sick leave record:



Change the “Date To” date to match the withdrawal date of the NCHD, (found in the NCHD post-matching assignment record):



Click “Save” to ensure the date is updated.

2.4 Previous Sick Leave:

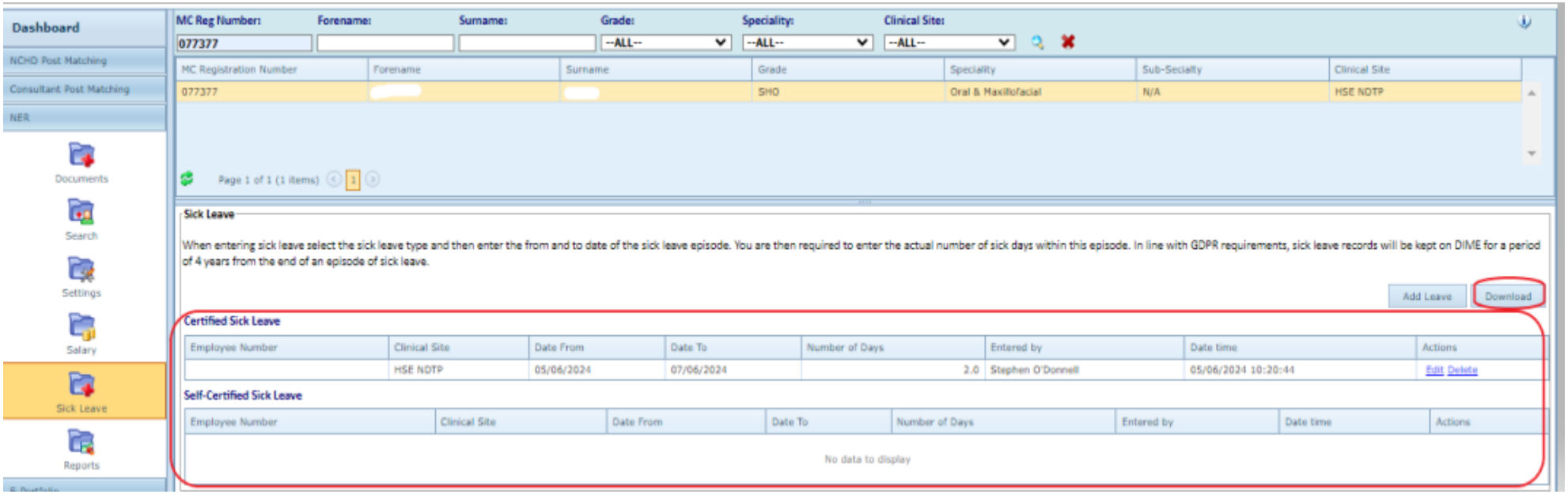
Users will be able to see the NCHDs previous sick leave entries in the lower portion of the screen.

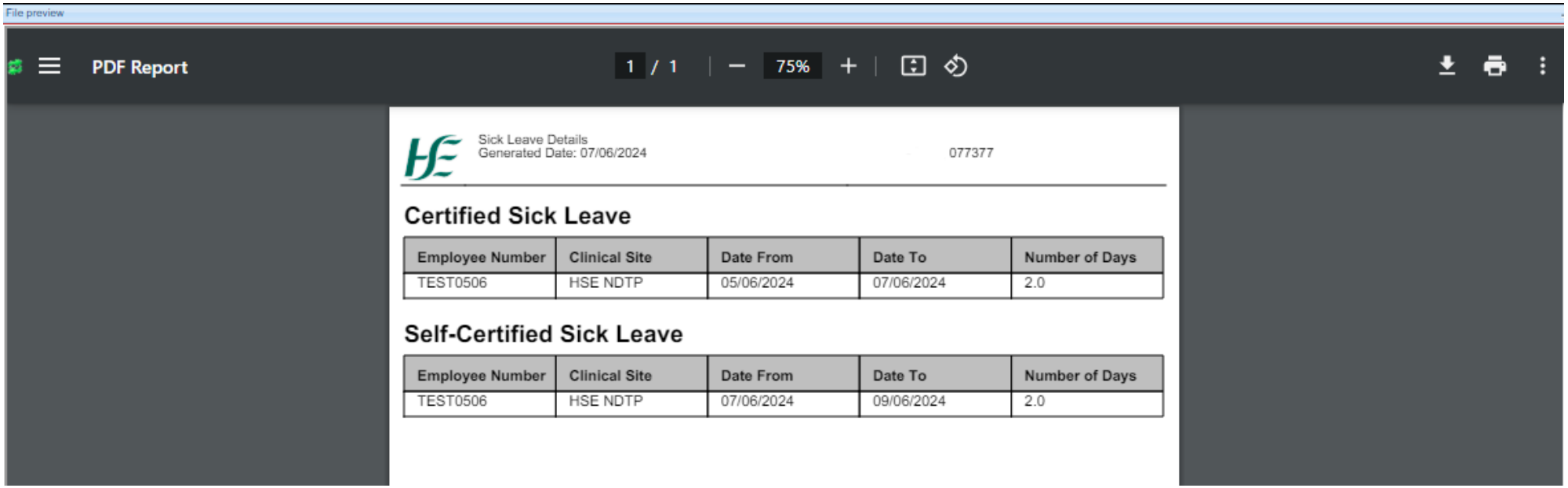
They will be able to see sick leave even for when the NCHD was employed by a different clinical site. The clinical site they were employed with at the time of the leave should be included plus the username of the DIME user inputting the leave and a date stamp of the date of input.

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

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

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


Dashboard
NCHO Post Matching
Consultant Post Matching
NER
Documents
Search
Settings
Salary
Sick Leave
Reports
MC Reg Number:
Forename:
Surname:
Grade:
Speciality:
Clinical Site:
077377
--ALL--
--ALL--
--ALL--
MC Registration Number
Forename
Surname
Grade
Speciality
Sub-Specialty
Clinical Site
077377
SHO
Oral & Maxillofacial
N/A
HSE NDTP
Page 1 of 1 (1 items)
Sick Leave
When entering sick leave select the sick leave type and then enter the from and to date of the sick leave episode. You are then required to enter the actual number of sick days within this episode. In line with GDPR requirements, sick leave records will be kept on DIME for a period of 4 years from the end of an episode of sick leave.
Add Leave
Download
Certified Sick Leave
Employee Number
Clinical Site
Date From
Date To
Number of Days
Entered by
Date time
Actions
HSE NDTP
05/06/2024
07/06/2024
2.0
Stephen O'Donnell
05/06/2024 10:20:44
Edit Delete
Self-Certified Sick Leave
Employee Number
Clinical Site
Date From
Date To
Number of Days
Entered by
Date time
Actions
No data to display

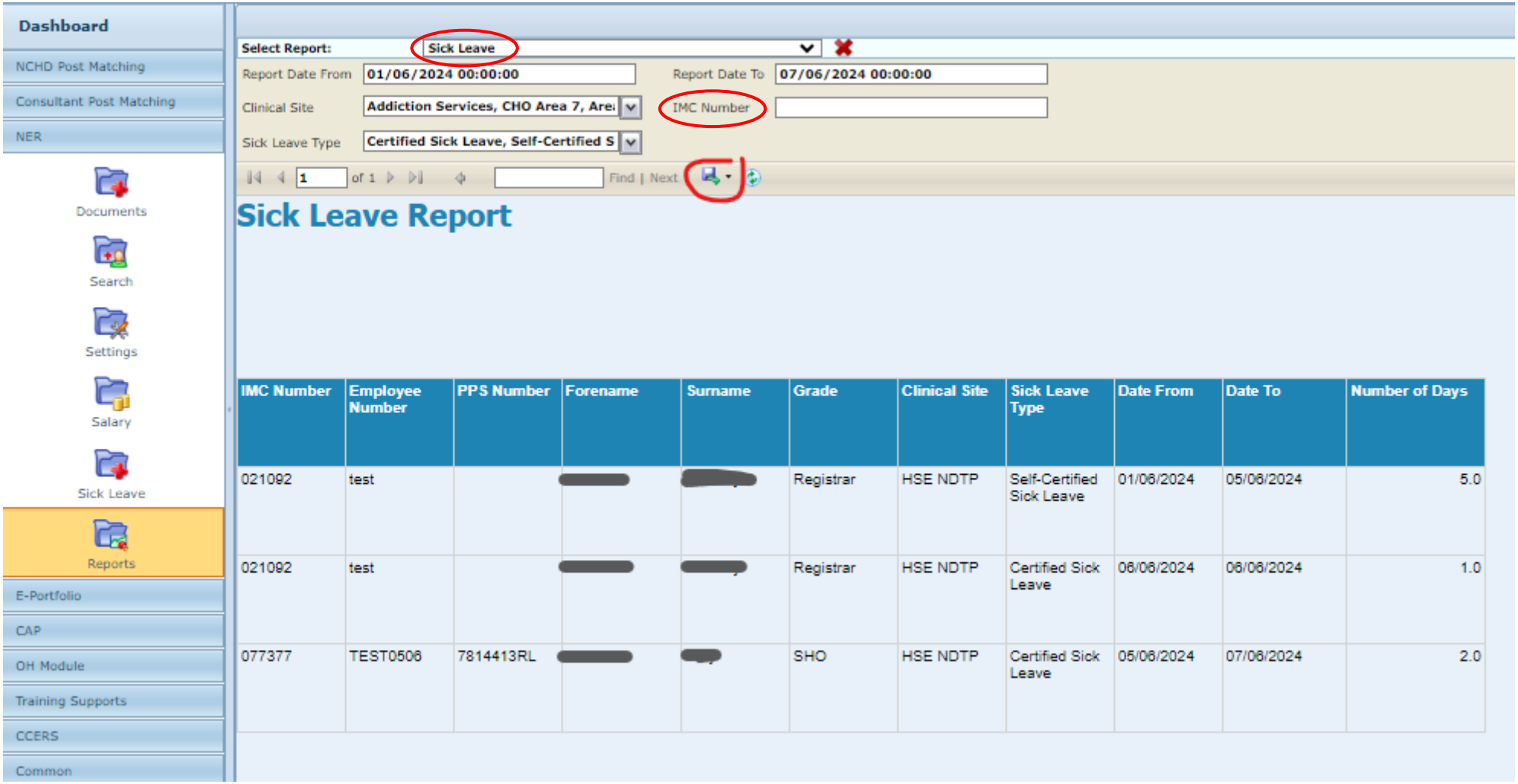

File preview
PDF Report
1 / 1
75%
Sick Leave Details
Generated Date: 07/06/2024
077377
Certified Sick Leave
Employee Number
Clinical Site
Date From
Date To
Number of Days
TEST0506
HSE NDTP
05/06/2024
07/06/2024
2.0
Self-Certified Sick Leave
Employee Number
Clinical Site
Date From
Date To
Number of Days
TEST0506
HSE NDTP
07/06/2024
09/06/2024
2.0

2. Reports:

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

Sick Leave report- provides the Sick Leave history of the NCHDs assigned to a clinical site. The report can give details of sick leave regardless of what clinical site the doctor worked for at the time. But users can only run reports for staff *currently* on their clinical site. This report can be run for all NCHD's currently in a clinical site, or by an individual NCHD in a clinical site. To run the report for an individual, enter the IMC number of that doctor. To run it for all NCHD's, leave this field blank.

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



IMC Number	Employee Number	PPS Number	Forename	Surname	Grade	Clinical Site	Sick Leave Type	Date From	Date To	Number of Days
021092	test		[redacted]	[redacted]	Registrar	HSE NDTP	Self-Certified Sick Leave	01/06/2024	05/06/2024	5.0
021092	test		[redacted]	[redacted]	Registrar	HSE NDTP	Certified Sick Leave	06/06/2024	06/06/2024	1.0
077377	TEST0506	7814413RL	[redacted]	[redacted]	SHO	HSE NDTP	Certified Sick Leave	05/06/2024	07/06/2024	2.0