



An Stiúrthóireacht um Ardchaighdeán
agus Sábhálteacht Othar
Oifig an Phríomhoifigigh Cliniciúil

National Quality and
Patient Safety Directorate
Office of the Chief Clinical Officer

Step by step guide for setting up a new NIMS location or for changing a location

October 2024



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Is this document a:

Policy	Procedure	Protocol	Guideline
			X

Insert Service Name(s), Directorate and applicable Location(s): National Quality and patient Safety Directorate

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Step by step guide for setting up a new NIMS location or for changing a location

This step by step guide is addressed to all service managers who are looking to make changes to their NIMS tree.

We hope this Step by Step Guide can empower you to find the relevant data and to be able to send correct & completed locations forms as this will significantly improve on the timelines for implementing the changes you need.

We understand NIMS is a complex system and can be challenging to navigate even for experienced users. NIMS@hse.ie is the single point of contact for HSE and HSE funded services NIMS users.

We are always happy to support you in documenting and progressing your changes.

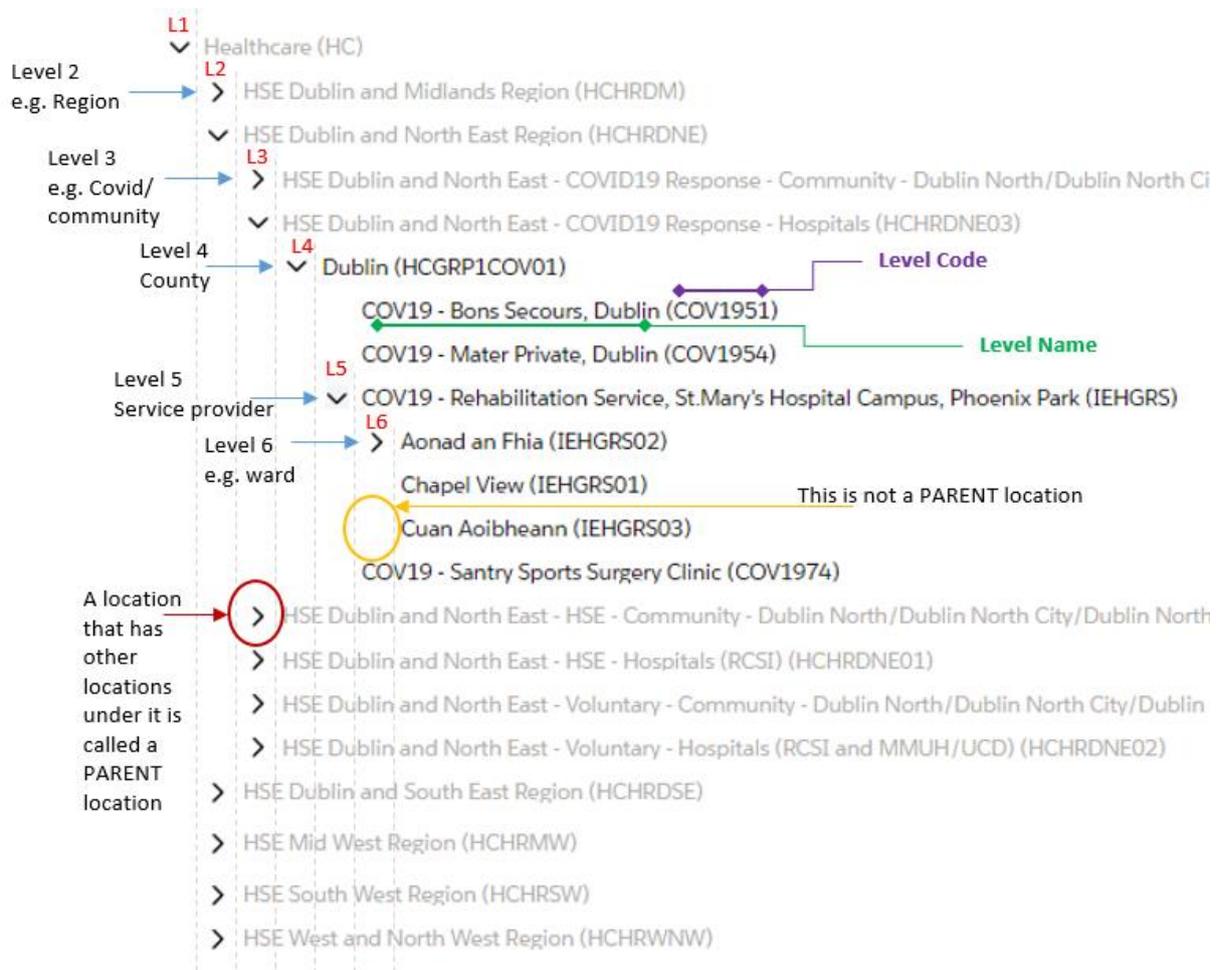
Background information

NIMS Locations Tree

NIMS locations are organised in a Tree structure.

Each point in the tree has a unique address (Location Code).

This is an example from NIMS:



Example of how different levels are represented in NIMS locations

In the example below HSE West and North West Region is the parent location at level 2.

The location HSE West and North West – COVID 19 Response – Community [...] is placed under the location at level 2 noted above. This is a location at level 3. It has a code and a name at level 2 as well, the same as the parent location.

In fact all the locations positioned in the tree under the same location 2 have the name and code of this location at level 2.

Same applies for the next levels as illustrated below.

The Location Code and the Location Name reflect the last available level. Each Location Code is unique.

The screenshot shows a 'Location Management' interface with a table of location data. The table has columns for Location Code, Location Name, Is Parent Location, and hierarchical levels from 2 to 5. Several cells are highlighted with colored circles to illustrate the hierarchy.

Location Code	Location Name	Is Parent Loc...	Location At Level 2	Location At Level 3	Location At Level 4	Location At Level 4	Location At Level 5	Location At Level 5
HCHRWNW	HSE West and North West Region	<input checked="" type="checkbox"/>	HSE West and North West Region	HCHRWNW				
HCCHO010201	Donegal	<input checked="" type="checkbox"/>	HSE West and North West Region	HCHRWNW	HSE West and North West - CO... HCHRWNW04	Donegal	HCCHO010201	
COV1901	COVID-19 - St. Conal's Campus, Letter...	<input type="checkbox"/>	HSE West and North West Region	HCHRWNW	HSE West and North West - CO... HCHRWNW04	Donegal	HCCHO010201	COVID-19 - St. Conal's Campus, Le... COV1901
HCHRWNW04	HSE West and North West - COVID...	<input checked="" type="checkbox"/>	HSE West and North West Region	HCHRWNW	HSE West and North West - CO... HCHRWNW04			
COV1902	COVID-19 - Garden Centre, Clarlon Rd...	<input type="checkbox"/>	HSE West and North West Region	HCHRWNW	HSE West and North West - CO... HCHRWNW04	Silgo	HCCHO010202	COVID-19 - Garden Centre, Clarlon... COV1902
COV1905	COVID-19 - O'Donnell Park, Sallaghagr...	<input type="checkbox"/>	HSE West and North West Region	HCHRWNW	HSE West and North West - CO... HCHRWNW04	Donegal	HCCHO010201	COVID-19 - O'Donnell Park, Sallag... COV1905
COV1906	COVID-19 - Lakeside Centre, Belleek R...	<input type="checkbox"/>	HSE West and North West Region	HCHRWNW	HSE West and North West - CO... HCHRWNW04	Donegal	HCCHO010201	COVID-19 - Lakeside Centre, Bellee... COV1906
HCCHO010205	Leltrim	<input checked="" type="checkbox"/>	HSE West and North West Region	HCHRWNW	HSE West and North West - CO... HCHRWNW04	Leltrim	HCCHO010205	
COV1907	COVID-19 - Irish Wheelchair Assocat...	<input type="checkbox"/>	HSE West and North West Region	HCHRWNW	HSE West and North West - CO... HCHRWNW04	Leltrim	HCCHO010205	COVID-19 - Irish Wheelchair Assoc... COV1907

Access to locations

When users are set up with access to locations the default approach is to allow access to all sub-locations of a parent location when access is approved for the parent location unless specified otherwise.

For example if a user is approved access to Laboratory their access will allow them to access all the Labs that are sub-locations of the Laboratory location.

- ▼ Laboratory (NWHBDL0040)
 - Chemistry Lab (NWHBDL004006)
 - Haematology / Blood Transfusion Lab (NWHBDL004007)
 - Histology Lab (NWHBDL004002)
 - Immunassay Lab (NWHBDL004001)
 - Microbiology Lab (NWHBDL004004)
 - Serology Lab (NWHBDL004005)

However, a user may request access only to Laboratory (main location) and the Serology Lab. In this case their access will mention “Laboratory (without sub-locations) + Serology Lab”.

Good to know: when a new location is created all the users who have access to that location’s PARENT will automatically access the new location. If the users are set up with access to the PARENT location **without sub-locations**, they will need to send a User Access form to add the new location to their access when needed.

Active and inactive locations

The locations in the NIMS tree are either active or inactive.

For both active and inactive locations users can run reports, but users can only log new records (incident/complaint) for active locations.

In the example below Dental Consulting and OPD Consulting are inactive, while the other locations are active.

- ▼ Medical OPD (WARO3302)
 - Dental Consulting Rooms (WARO330202)
 - OPD Consulting Rooms (WARO330201)
 - Medical Palliative Care Office, Main Hospital (WARO330108)
 - Medical Palliative Care Support Unit (WARO3346)

If you need to log new records under a location that is inactive you can request the location be reactivated temporarily or indefinitely.

Managing your location tree

Each Service Provider, as per their internal procedures and governance, can request changes to their section in the NIMS location tree.

Please prepare before proposing any changes to your location tree to ensure the actions you are requesting are necessary and efficient.

It is also important to allocate resources to educate your incident inputters and analysts on the changes made to your location tree to ensure the detail in the tree is appropriately used both when records are logged to NIMS and in your reports.

Actions that can be requested:

Set up a new location. This is appropriate when a new service provider is set up, a service provider becomes aware they are not set up in the location tree or a service provider is making improvements to their location tree and needs to create more sub-levels.

When you submit a request for setting up a new location you need to provide:

- The name of the new location
- If it is a new physical location, please provide the address (this will not be included in the location tree, only for our records)

The Location Name and Location Code of the PARENT location that is above the new location. This is very important in order to know where the new location will be placed in the Location Tree

Change a location's name. This is appropriate when the current name is incomplete or too similar to other location names. The purpose of a location name change is to clarify the location for users and to facilitate better reporting.

- Please note if a service provider moves out of a physical building and a new service provider starts using the building, the NIMS location for the service moving out will remain with that service. It is recommended that the name of the NIMS location is updated if the previous name referenced the building location which they moved out of, i.e. Stoney House Cystic Fibrosis Clinic – change to Cystic Fibrosis Clinic.
- If the service moving out in this example is closed, their NIMS location should be set to inactive.
- In the example above the new service either sets up a new location if none is available for them or moves/ renames their existing NIMS location.

Renaming a location cannot be used to completely change a location from one service provider to another.

To rename a location you need to provide the current location name and location code and the new location name.

Deactivate a location. This is appropriate for locations at high levels (e.g. County level) to prevent users logging records under a location that is not specific enough. For this reason you may note some high level locations are inactive while the locations that sit under them are active.

This action is also appropriate when a service provider is closed. New records will not be logged under the closed service provider, but all existing records are maintained in the system and can be edited and included in reports.

Deactivation a location is also appropriate for sub-locations when a service provider is doing a clean-up of their location tree.

To deactivate a location you need to provide the location name and location code. If the location you deactivate is a parent location you need to clarify if you only need to deactivate the main level or all the sub-locations of the location you are deactivating.

Reactivate a location. This is an infrequent action but in some cases could be necessary because new records cannot be logged under an inactive location.

To reactivate a location you need to provide the location name and location code.

Move a location. A location may be moved under a different PARENT location. The new parent location may be at the same level as the current parent location or at a different level.

This action is appropriate when a service provider is doing a clean-up of their sub-locations.

In the example below both Cardiac Rehabilitation and Cardiology are locations at level 6 under the same service provider location level 5, while all other are locations at level 7.

- ▼ Cardiac Rehabilitation
 - Co-ordinators Office
 - Dietician
 - Occupational Therapist
 - Physiotherapist
- ▼ Cardiology
 - ECG Technician
 - Secretary
 - Stress Tests

If there is a decision to group all Cardiology under one location at level 6, Cardiac Rehab could be moved to level 7 and all its sub-locations would automatically move to level 8.

When moving a location you need to provide:

- The Location Name and Location Code of the location you are moving
- The Location Name and Location Code of the current PARENT location
- The Location Name and Location Code of the new PARENT location

If the location being moved is a parent location (has sub-locations) the default approach is to move a location with all its sub-locations. If your case is different you need to provide this detail.

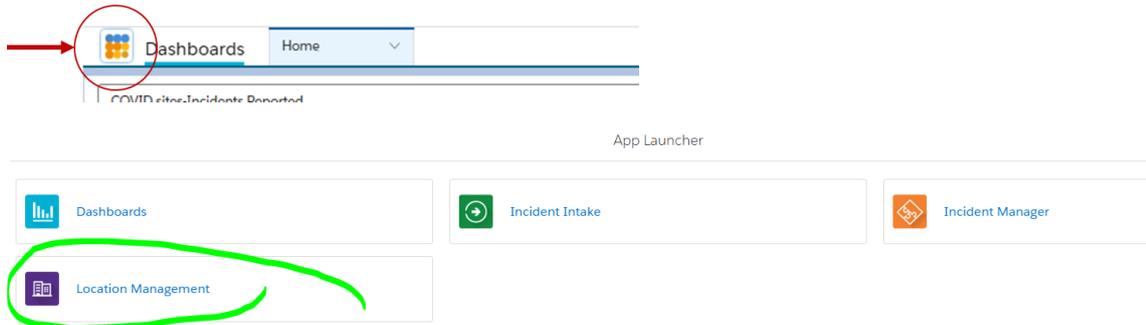
Collecting the information needed for the Location form

Collecting your information from NIMS

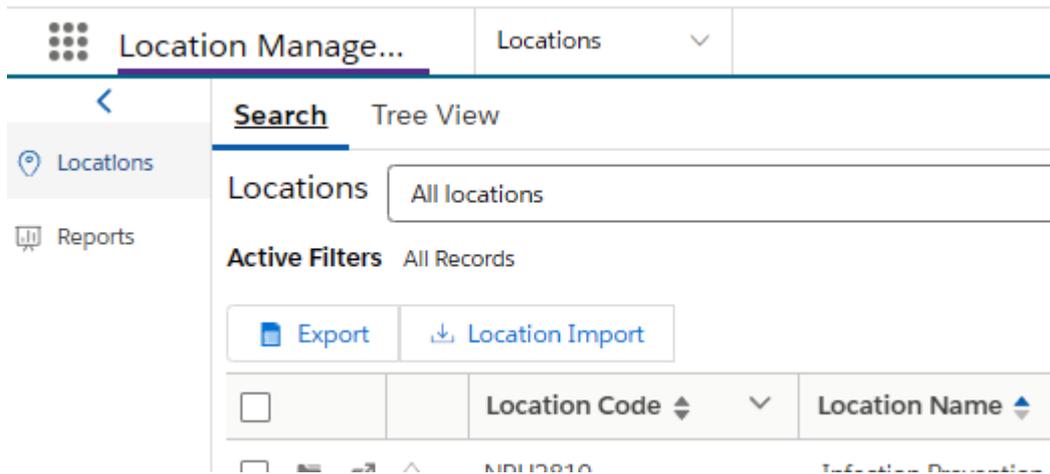
If you have access to NIMS you are presented with the Dashboard section every time you sign into NIMS.



Change to the Location Management section



In the Location Management section there are two tabs: Search and Tree View



In 'Search' you can use the filters to search for locations the same way you use your filters in the Incident Manager tab.

In the Tree View you can explore your location tree.

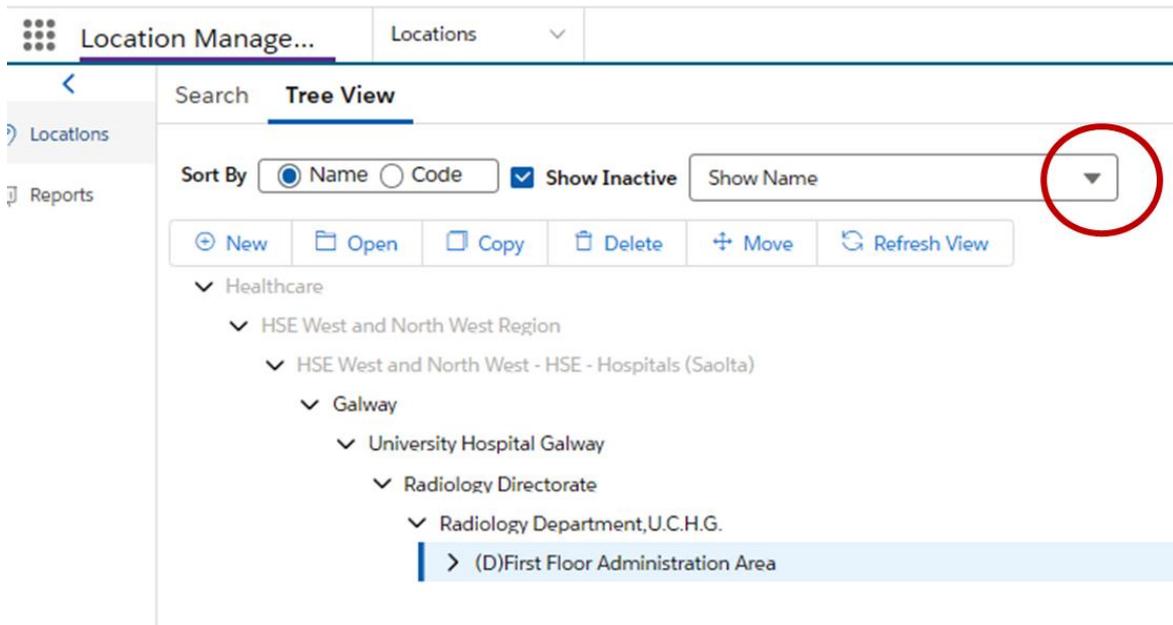
Please note you can only see the locations you have access to.

Before deciding if a new location is needed please consult the entire location tree (see next section).

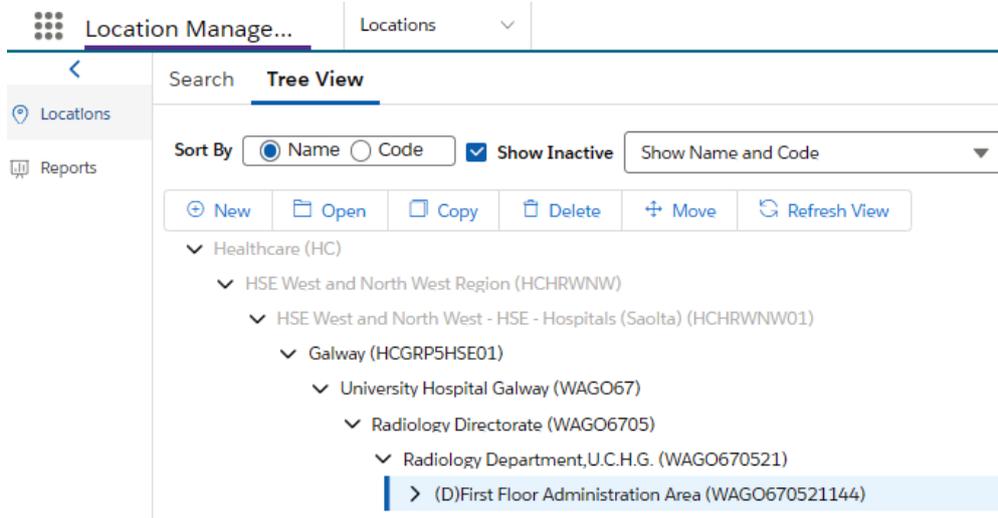
If the location is in the location list but you cannot see it in your account (and you should be able to see it) you need to use a User Access form to amend your access.

In the Tree View you can display the name and code for the locations.

The default is "Show Name".



Open the drop-down to switch to “Show Name and Code”

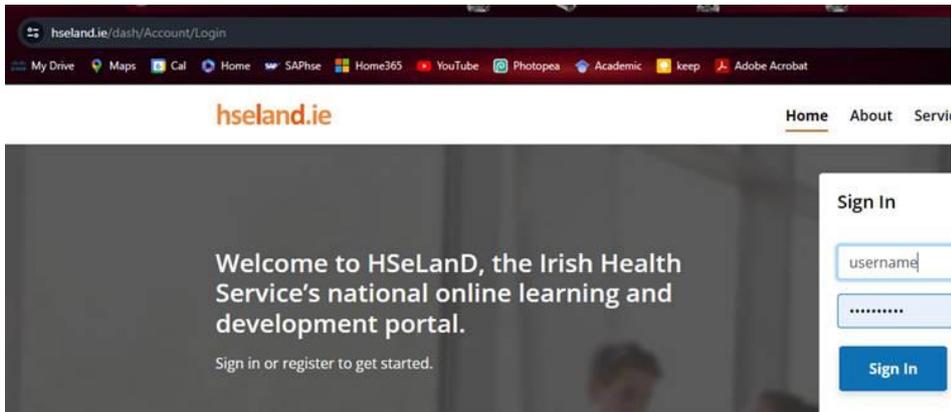


Full list of NIMS locations

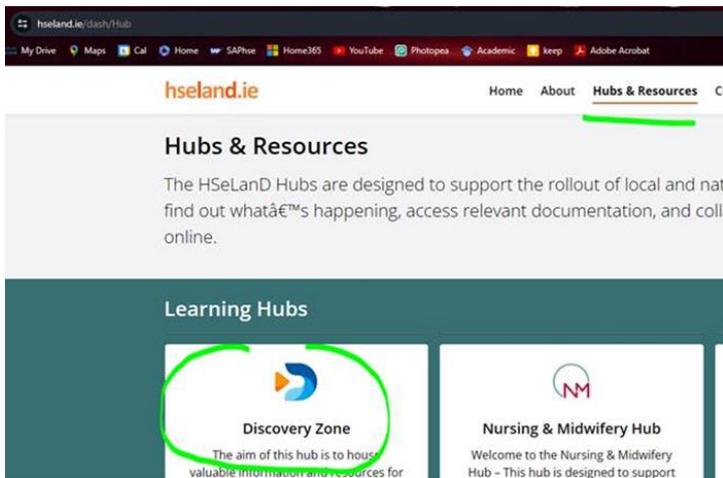
The Location list is updated weekly.

To get the list follow the steps below:

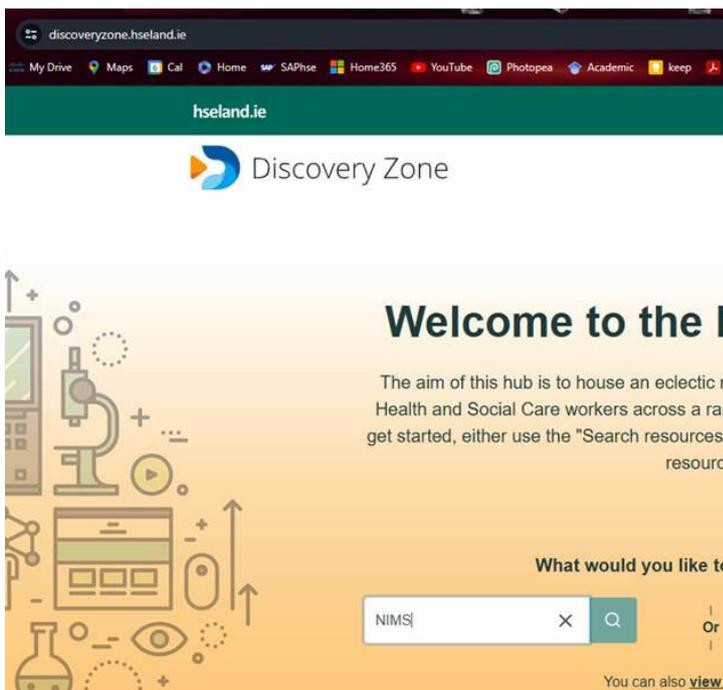
Step 1 - Log into HSEland: <https://www.hseland.ie/dash/Account/Login>



Go to Hubs & Resources, Discovery Zone Hub



Search for NIMS



Access the page returned



National Quality and Patient Safety

The National Quality Assurance and Verification Team are committed to supporting Quality, Risk and Safety throughout the HSE and HSE funded services. The HSE's Incident Management Framework 2020 (IMF) puts in place a person-centred response to the management of an incident i.e. from the prevention of incidents to learning from incidents which have occurred.

Date added: **8th Feb 2021**

Tags: **Business Services**

Use shortcut or scroll down to NIMS locations section



hseand.ie [→] Retu

Discovery Zone

National Quality and Patient Safety

← Back to

The National Quality Assurance and Verification Team are committed to supporting Quality, Risk and Safety throughout the HSE and HSE funded services. The HSE's Incident Management Framework 2020 (IMF) puts in place a person-centred response to the management of occasions, termed 'safety incidents'. The approach in the Framework is aligned to the HSE's values of Care, Compassion, Trust and Learning. The IMF sets the detail of key principles and elements of a responsive and proportionate approach to the management of an incident i.e. from the prevention of incidents to learning from incidents which have occurred.

Incident Management

Incident Management Framework

Details

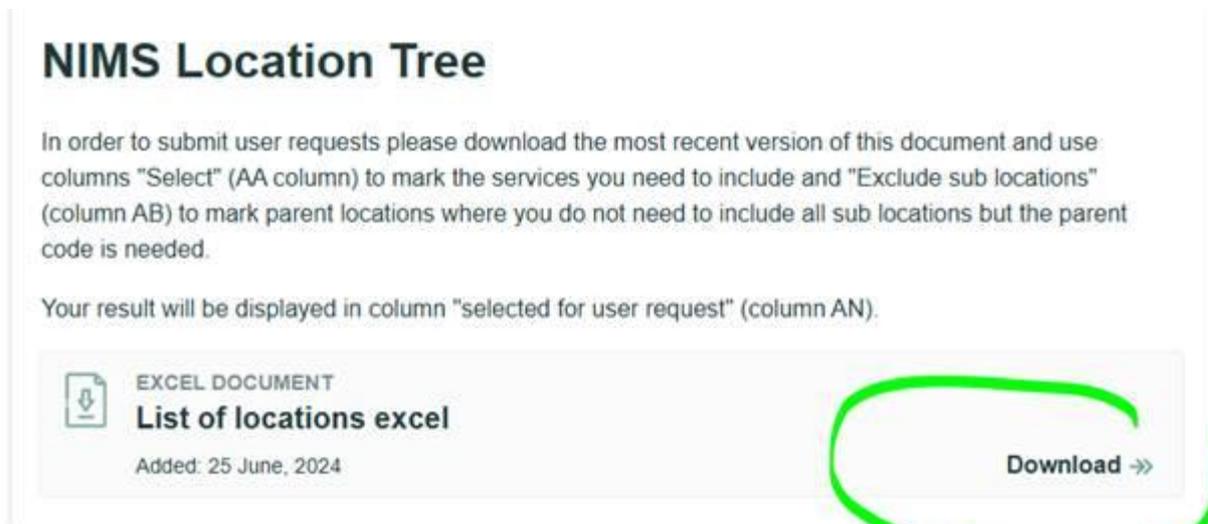
Date added: **08 February 2021**

Tags: **Business Services**

Content Shortcuts

NIMS locations →

Download the list



NIMS Location Tree

In order to submit user requests please download the most recent version of this document and use columns "Select" (AA column) to mark the services you need to include and "Exclude sub locations" (column AB) to mark parent locations where you do not need to include all sub locations but the parent code is needed.

Your result will be displayed in column "selected for user request" (column AN).

 EXCEL DOCUMENT
List of locations excel
Added: 25 June, 2024

Download →