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NCHD Post Matching Module, Guide for Medical HR Users

NDTP – Doctors Integrated Management E-System

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NATIONAL DOCTORS TRAINING & PLANNING

NCHD Post Matching Module

Guide for Medical HR Users

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Section 1: Introduction

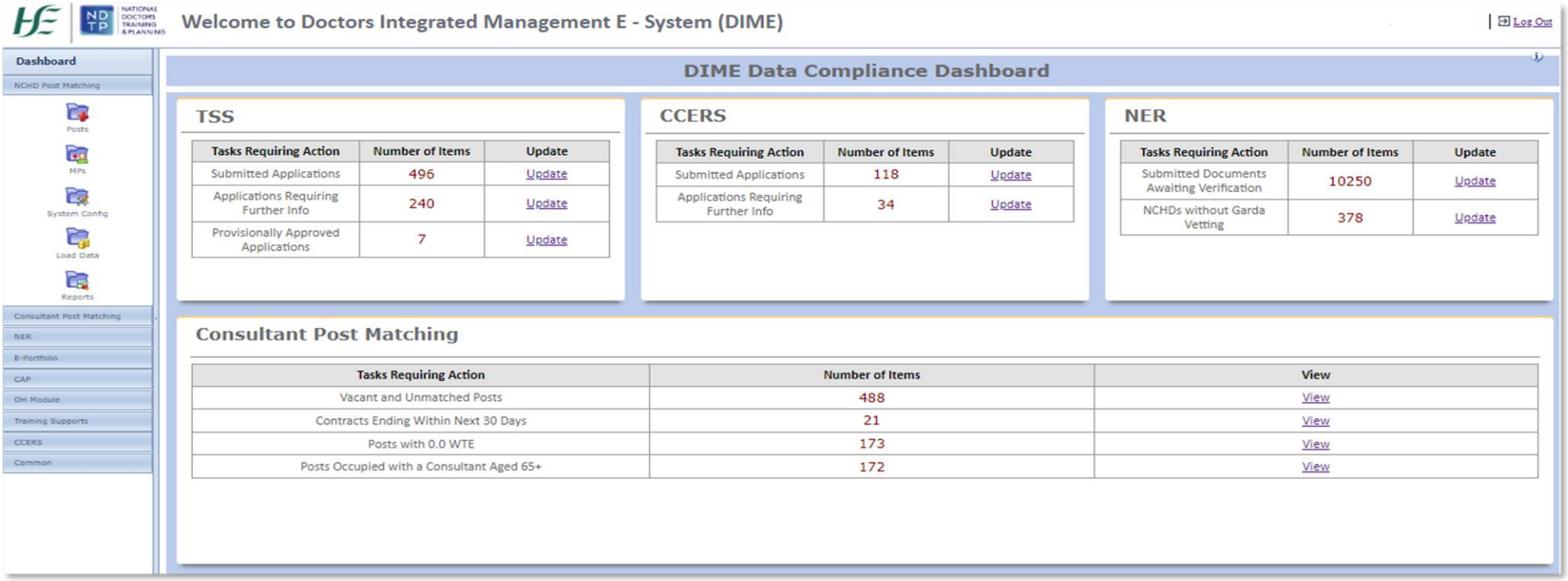
Doctors Integrated Management E-System (DIME) is a quadripartite system which encompasses National Doctors Training & Planning, the Irish Medical Council, the Postgraduate Training Bodies and the Clinical Sites.

The purpose of this guide is to complement the training sessions provided and to assist Medical HR Departments when post matching NCHDs on DIME.

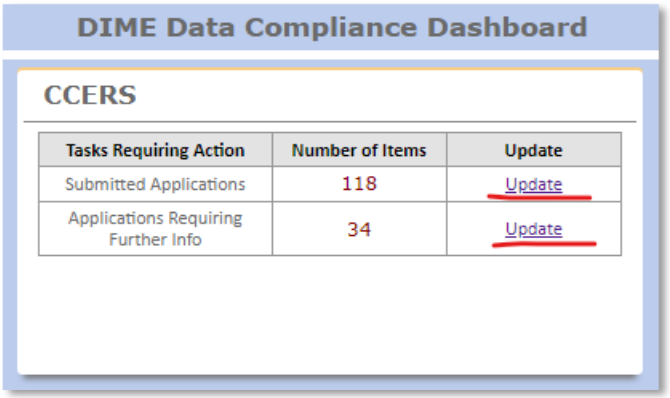
To access DIME you will need to complete an access request form which can be found on our website. You should complete the relevant form and return to the DIME team email address dime.team@hse.ie The DIME team will process your access form and provide you with your login details. Please note that the recommended browsers when accessing DIME are the latest versions of **Microsoft Edge or Google Chrome.**

Section 2: Dashboard

On logging into DIME, the first page you will see is the “DIME Data Compliance Dashboard”. This is an overview of the tasks requiring action in each of the modules in DIME. Depending on your level of access, these may relate to **TSS** and **CCERS** applications, **NER NCHD** paperwork, and **Consultant Post Matching**.

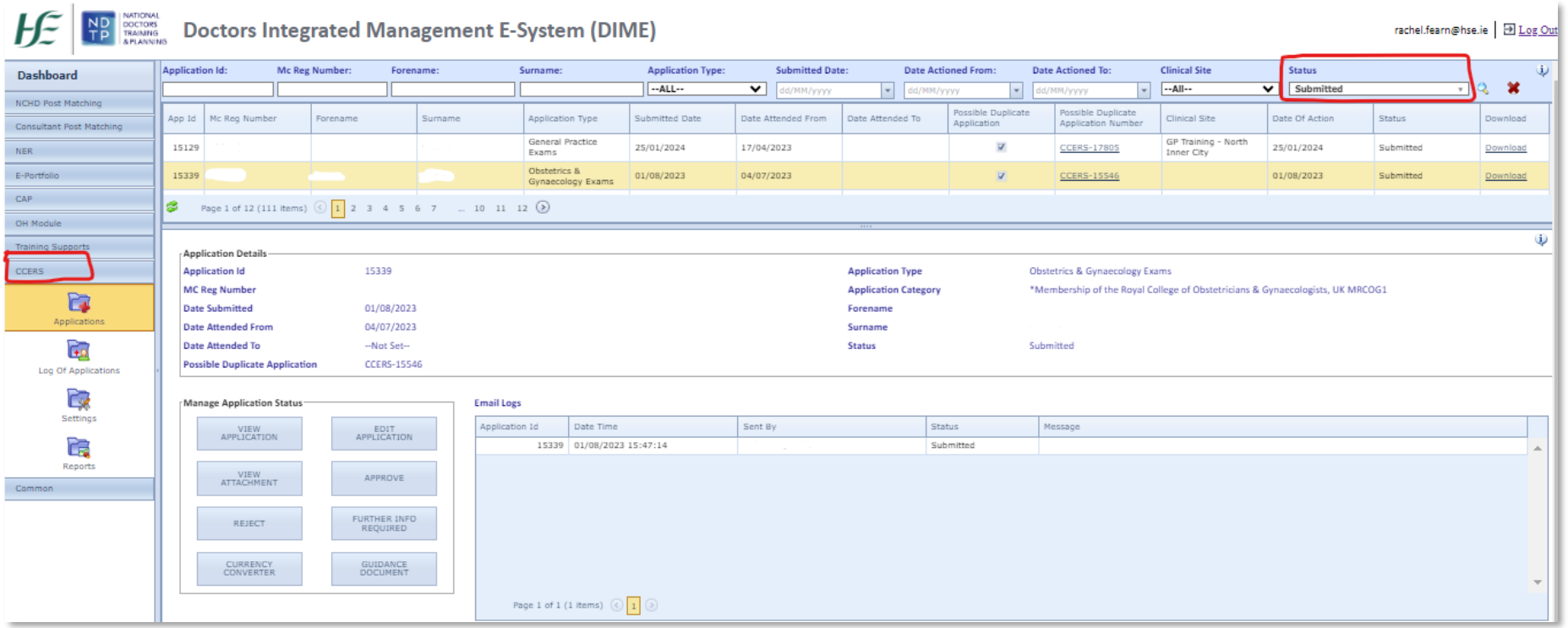


When you click on “**update**” in any of the tiles, you will be brought straight to that section of DIME and from here you can view, edit, remove, approve, request further information on any of the paperwork that has been submitted to your site and is awaiting your completion.



For example, clicking "**update**" on the "Submitted Applications" line of the **CCERS** tile, will bring you into the **CCERS applications** module, showing you all applications that have a current status of "submitted".

From here you can then view/edit/reject/approve/request further information etc. on an application.



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Section 3: NCHD Post Matching

Each clinical site will be responsible for managing and uploading information regarding the employment attributes of each NCHD post on their site. The bulk of this work will be undertaken when the site initially comes on stream on DIME. Thereafter, users will only be adding posts if and when additional NCHDs posts are created or transferred to their site.

Only posts that are associated with the incumbent holding the NCHD Contract 2010 should be created and saved onto the national system. This means that some posts on clinical sites, for example certain lecturer / research posts, are not appropriate for inclusion as the holders of these posts do not hold the NCHD Contract 2010. This rule should be adhered to even in cases where such incumbents may participate to varying degrees in the provision of clinical services on the site.

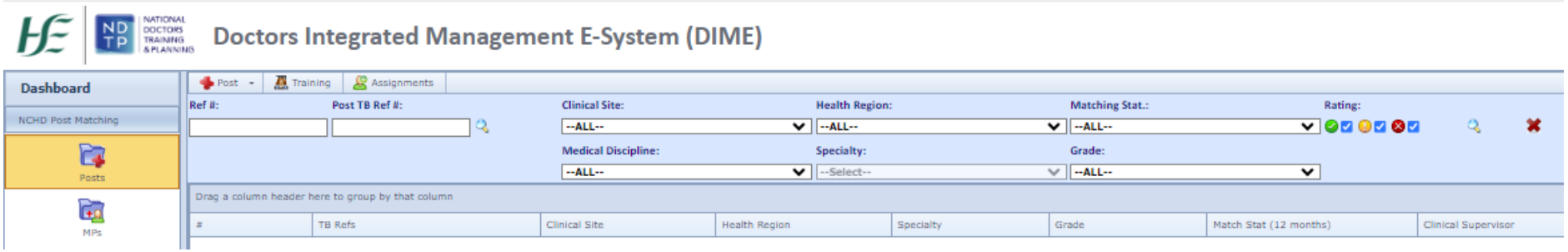
Within the NCHD Post Matching Module, users will be able to:

- **Add** a new NCHD post
- **Search** / **View** NCHD Post(s)
- **Update** information relating to a specific NCHD post
- **Suppress** / **Reactivate** a specific NCHD post
- **Delete** a specific NCHD post (please contact us here in DIME should you wish to have a post deleted - dime.team@hse.ie)

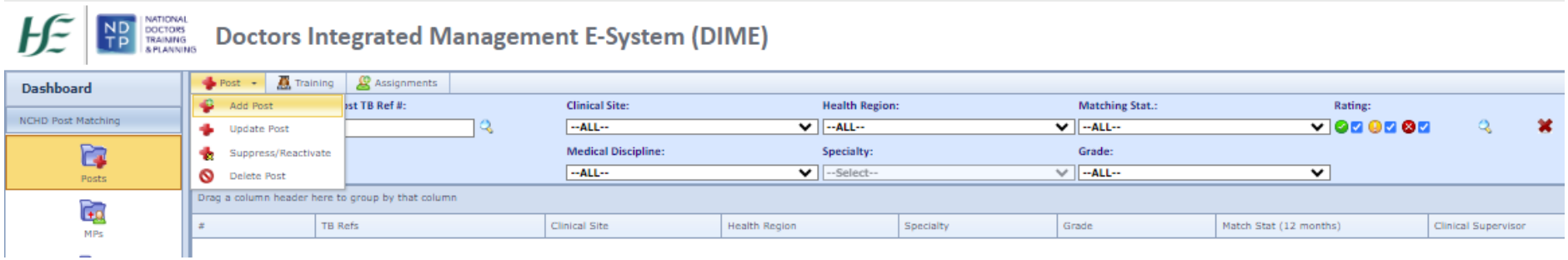
3.1 Adding a New NCHD Post

To add a new NCHD post, please follow the below steps:

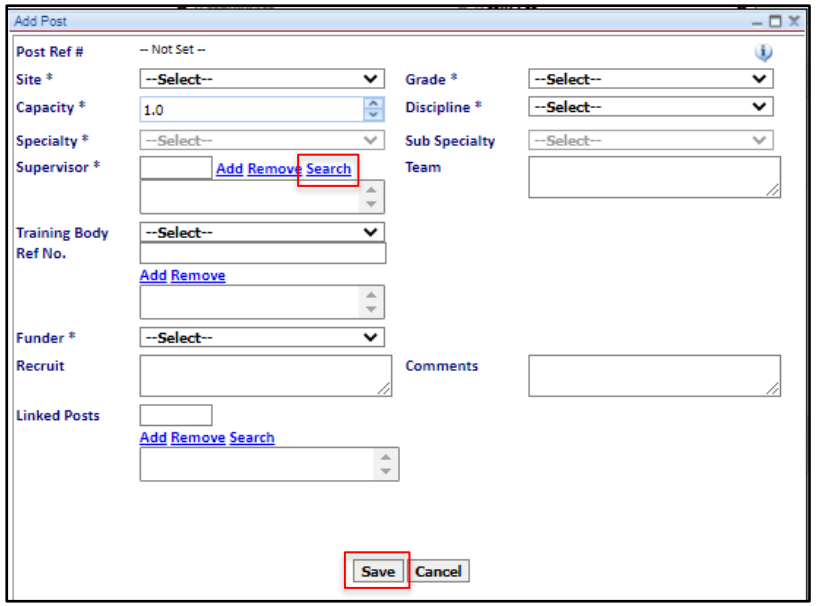
1. Click on the '**Posts'** section in the Navigation Bar on the left hand side of the screen



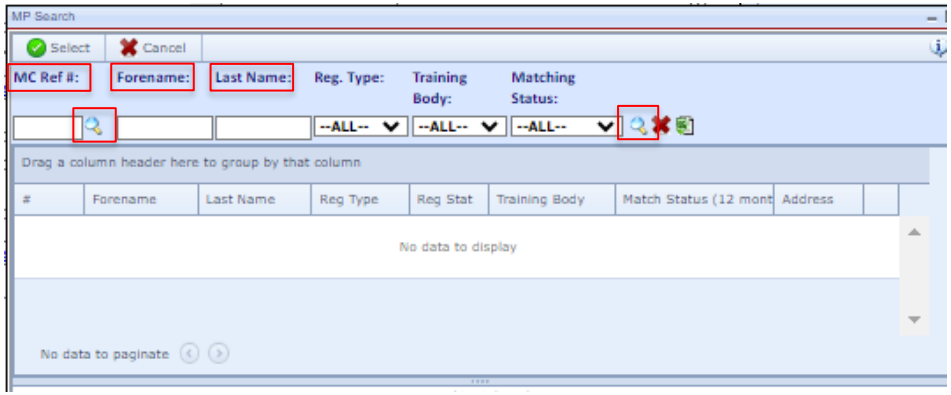
2. Under the "**Post**" option on the horizontal navigation bar highlighted below, select "**Add Post**" from the drop down menu.



3. A pop up will display as shown below, please complete all mandatory fields (denoted by an asterix)



4. In relation to the supervisor field, the function to search for the relevant supervisor(s) is available to users by clicking on '**Search**'. This will display the below pop-up from which you can use the search filter to locate the appropriate supervisor. Note: it is advised, when known, to use the **IMC number** of the supervisor to attach them to the post. If this is not known, then you may proceed with searching by **Forename** and **Last Name**.



5. Click '**Save**' when finished.

When the information regarding a new post is saved by a user, **a unique post number** will be generated by the system. All employment attributes of the post as entered by the user, such as specialty, grade, location will be captured. When a new post has been successfully added to the database, within the context of the defined security rules built into the system, it will immediately become available:

- To view by all system users
- For matching to an NCHD (only users that have access to the clinical site that the post is in, will be able to match an NCHD to this post),
- For assigning training attributes to, (if appropriate Training Body users can assign training attributes to the post)
- In reports run by users

Useful Notes

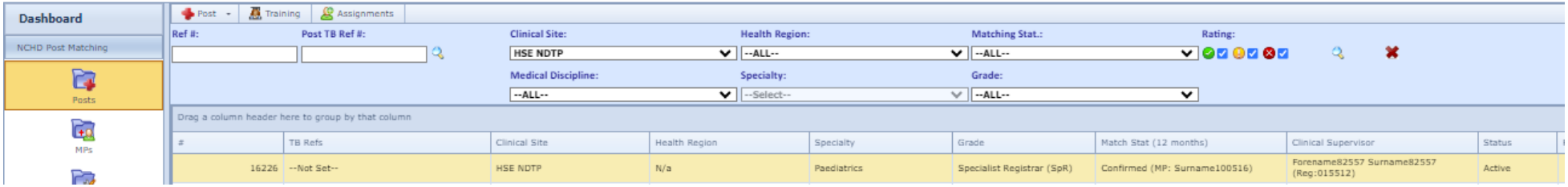
- Newly added posts are immediately available on the system
- The capacity value of new posts is defaulted to 1.0 which represents a full-time post i.e. 1 WTE. This value should be amended as required by clinical site users.
- Linked Posts will display post number, location, grade and specialty and will be visible both ways i.e. both posts will display the linked relationship details. **A post should only be linked to another post if there is some relationship between the posts that a clinical site user needs to be aware of or needs to manage in some way.** As required, users can search for the post to be linked using the search function located beside this field. It is envisaged that only a small number of posts will be linked.
- **All information entered by clinical site users will become viewable by all other users of the system, once the new post is saved.** Users should remain aware of this when adding any information in free-style, for example, in the comment field or recruitment field.
- Where a given NCHD post is located in more than one clinical site, then the post should be added by the clinical site which is deemed the primary base of the post i.e. the site that has responsibility for contract and pay-related issues. In those rare scenarios whereby a post is managed and paid for by more than one clinical site, for example 50% capacity and 50% payroll split between two clinical sites, then two posts must be created on the system by users, each with a 50% WTE capacity on the relevant clinical site. Duplication of posts should be avoided.

3.2 Searching / Viewing NCHD Post(s)

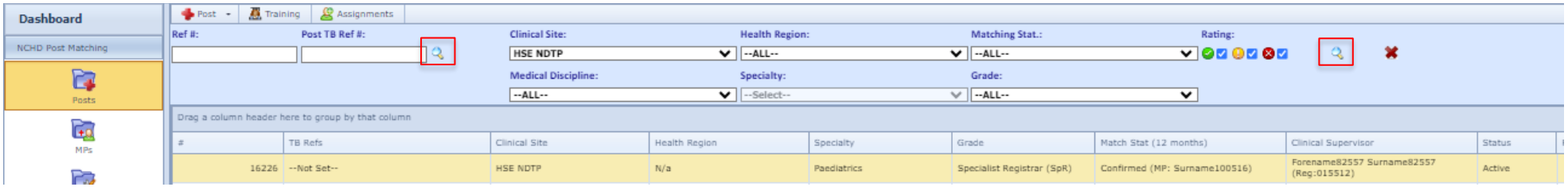
The user can search and view the details of all posts that have been added to the system – regardless of whether such posts are based in their clinical site.

In order to search for a specific post, or for a specific group of posts, please follow the below steps:

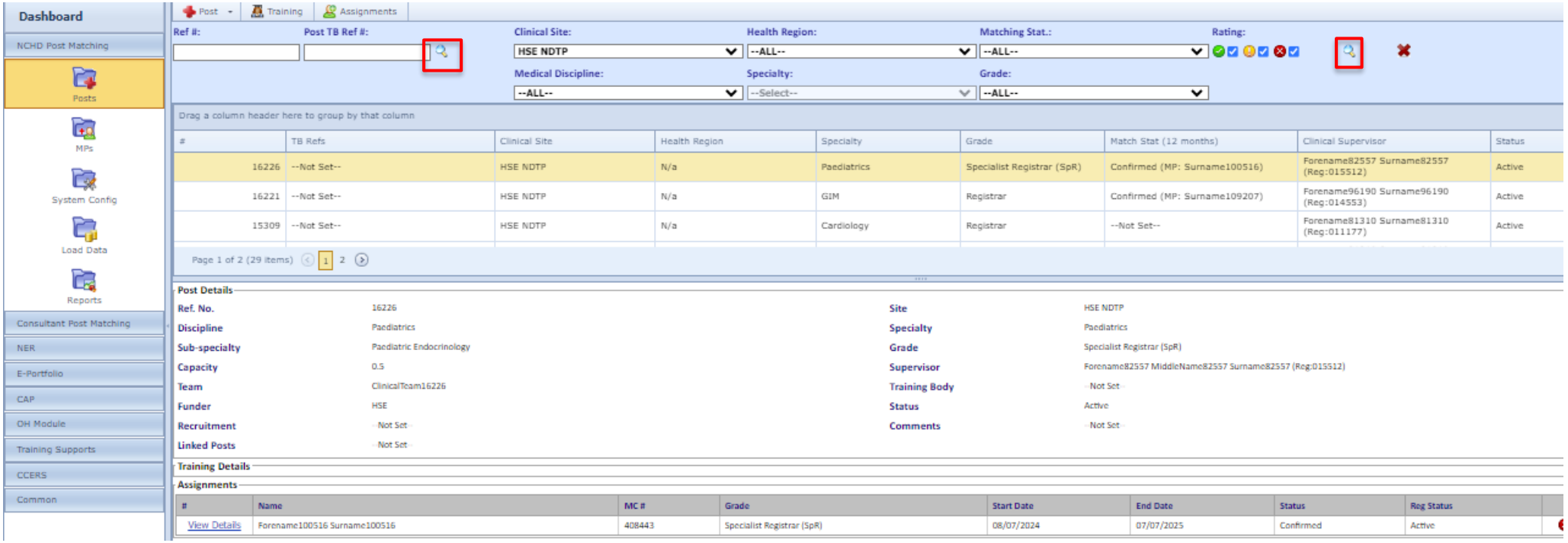
1. Click on the '**Posts**' icon in the Navigation Bar on the left hand side of the screen



2. Use the search filters available at the top of the screen to refine your search.
   - ➔ If the unique post number as assigned by DIME is known, the user can utilise the **Quick Post Search** function to the left of the menu bar below to search for the desired NCHD post.
   - ➔ If this number is not known, the user can utilise the **Advanced Post Search** function to the right of the menu bar below. This will enable the user to search for the desired post using any one or combination of the following: *clinical site*, *medical discipline*, *specialty*, *grade* and *matching status*.



The screen displayed allows the user to review all posts returned by the system in a list format on the basis of the search criteria they have entered. Selecting a specific post returned by the system in the grid by double clicking, and thus highlighting the post yellow, will provide the user with all details – employment and training – entered to date in relation to the selected post. This will be displayed in the *lower half* of the screen.



Useful Notes

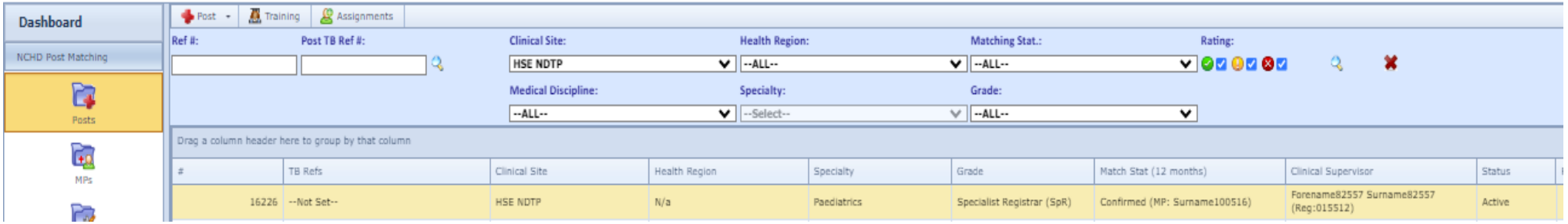
1. A valid NCHD post must exist in the database in order for the system to display a result.
2. Entering *no* search criteria will return *all* NCHD posts in the system. For any given search, the system will return a maximum of *1,000* results.
3. Entering search criteria will return all NCHD posts matching the search criteria. For any given search, the system will return a maximum of *1,000* results.

3.3 Updating an NCHD Post

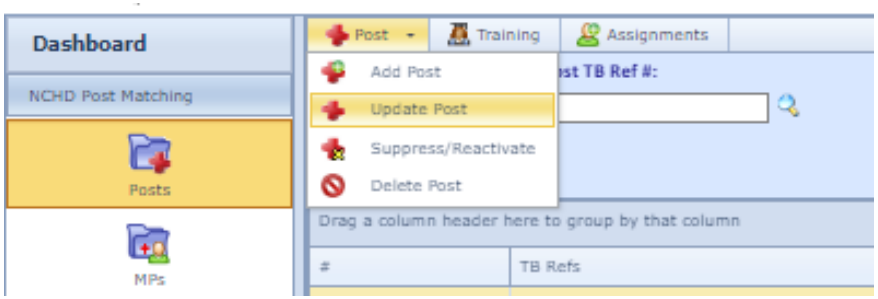
This function allows users to make any updates / amendments, if appropriate, regarding the employment attributes of NCHD posts, that they have previously added to DIME.

In order to update an NCHD Post on DIME please follow the below steps:

1. Click on the '**Posts**' icon in the Navigation Bar on the left hand side. To search for a specific NCHD post use the **search filters** at the top of the screen



2. Double click the Post that requires updating, highlighting it yellow. Once the desired post has been selected, under the "Post" option on the horizontal navigation bar, select "Update Post" from the drop down menu.



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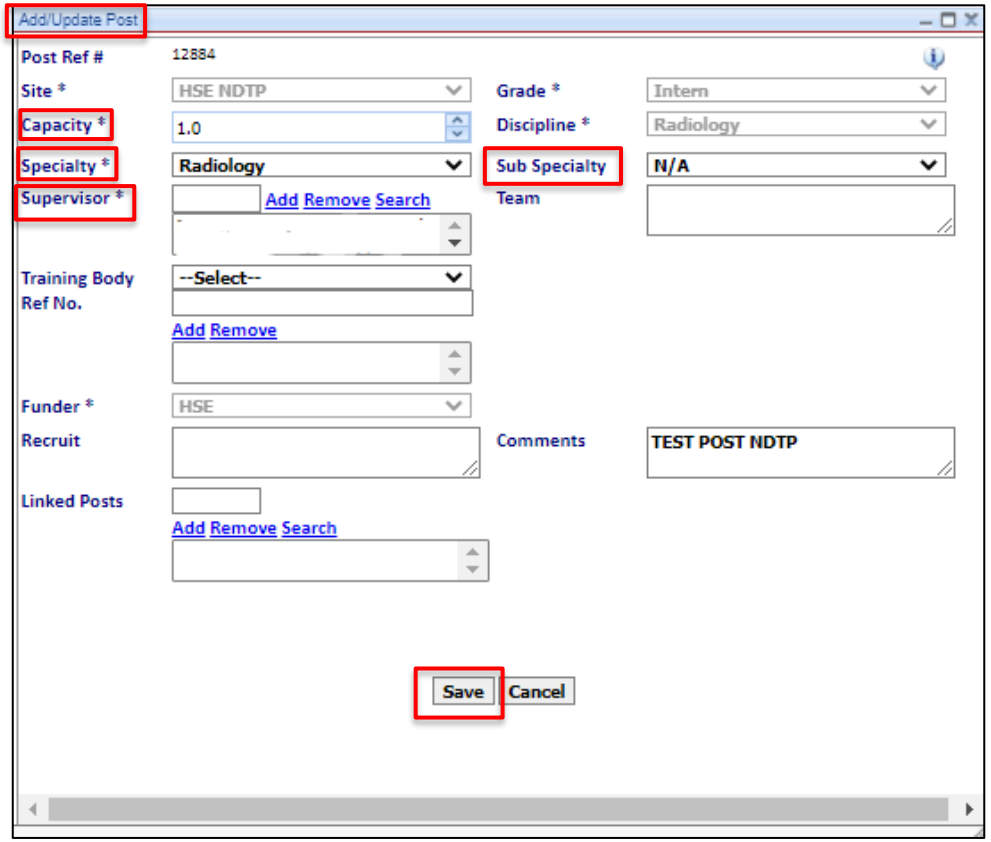
3. Amend and update the appropriate fields in the resultant pop up screen. Please note **Clinical Site, Grade, Medical Discipline** and the **Post Funder fields cannot be updated** in a previously created post. Any changes required to these fields need to be managed via the *creation of a new* NCHD post *and suppression* of the current NCHD post. Once the changes have been **saved**, within the context of the defined security rules built into the system, the updated employment attributes of the post are now available to all users of the system.



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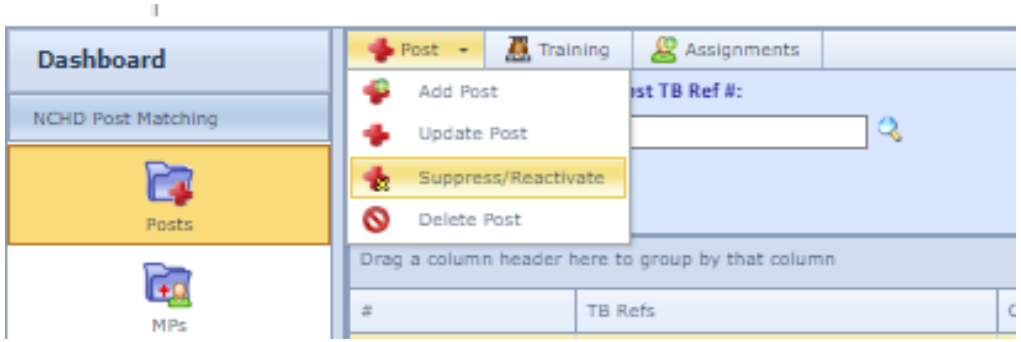
3.4 Suppressing / Reactivating an NCHD Post

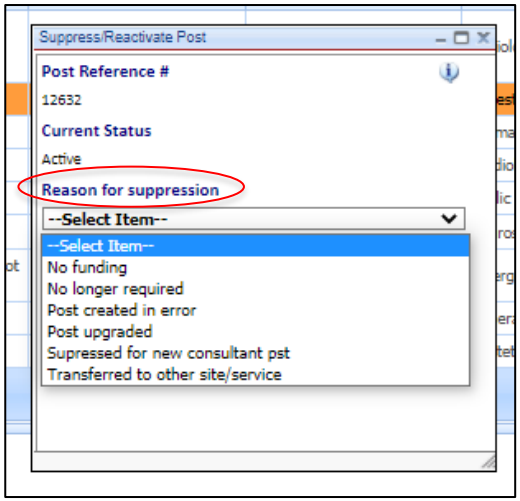
As required, users can suppress and reactivate specific NCHD posts related to their sites.

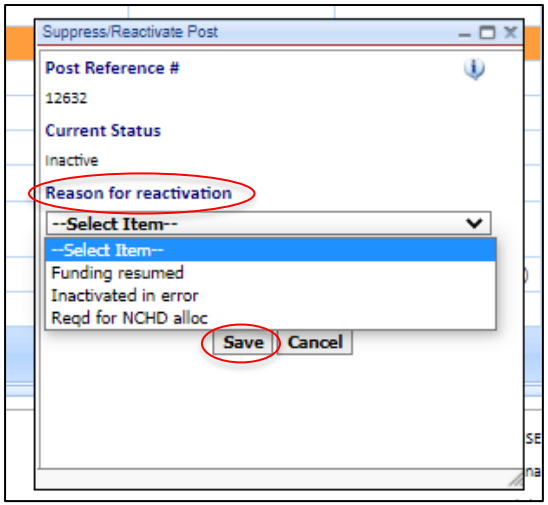
To suppress or reactivate an NCHD Post please follow the below steps:

1. Click on the ‘Posts’ icon in the Navigation Bar on the left hand side of the screen
2. Search for and select the specific NCHD post that requires suppression/ reactivation
3. Under the “Post” option on the horizontal navigation bar, select “Suppress/Reactivate Post” from the drop down menu. If suppressing a post, the user must select the most appropriate reasons for suppression from the drop down menu available. If the selected post is already suppressed, the user must select the most appropriate reasons for reactivation from the drop down menu.



Reasons for suppression can include suppression of an NCHD post to enable the creation of a new consultant post, or withdrawal of funding for a post. Suppressing a post effectively renders it inactive on the system. No edits or changes of any sort can be made to a suppressed post by any user unless it is reactivated by the relevant user. Suppressed NCHD posts will not be available for matching to an NCHD.





Once a post has been suppressed or reactivated and the change saved, the status of the post i.e. active or inactive will immediately become available to all users on the system.

Useful Notes

1. An NCHD post cannot be suppressed if there is a current or future assignment of NCHDs against that post in the system.
2. Absolutely no edits or changes or updates may be made to a suppressed post i.e. access to the post is effectively blocked until the relevant clinical user of the post reactivates it.
3. Suppression and reactivation reasons are required in order to suppress or reactivate a post.
4. Reactivating a post will enable the post to once again become visible to all users within the context of the defined security rules built into the system.

3.5 Deleting a Post

The user can delete an NCHD post which may have been added to the system in error by contacting the DIME Team in National Doctor's Training & Planning at dime.team@hse.ie

Once deleted, all information regarding the NCHD post is permanently removed from the system and is no longer viewable or accessible by any user of the system. If an NCHD post has been deleted in error by a user, there is no facility to retrieve the deleted post; rather the user must add the post again to the system.

Useful Notes

1. A post **cannot** be deleted if any additional information and/or amendments have been made to it since its creation including past, current or future assignment, training attributes or clinical site updates to the attributes of the post.
2. A post **cannot** be deleted if it has any medical practitioner matches of any type i.e. pending or confirmed.
3. A post **cannot** be deleted if it has any training attributes entered against it by a training body user.
4. A reason code is required in order to delete a post.

Section 4 – Medical Practitioner Management

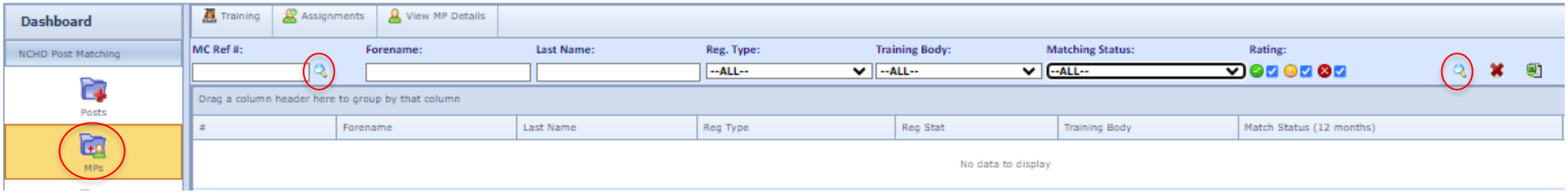
The following Medical Practitioner Management functions are available to clinical site users:

- **Search / View** a Medical Practitioner (MP)
- **View** a MP's full **Medical Council Registration** Details

4.1 Searching / Viewing Medical Practitioners

The user can search for and view specific information on all MPs that are actively registered with the Medical Council in Ireland. To search for a MP on the system please follow the below steps:

1. Click on the MPs icon in the Navigation Bar on the left hand side

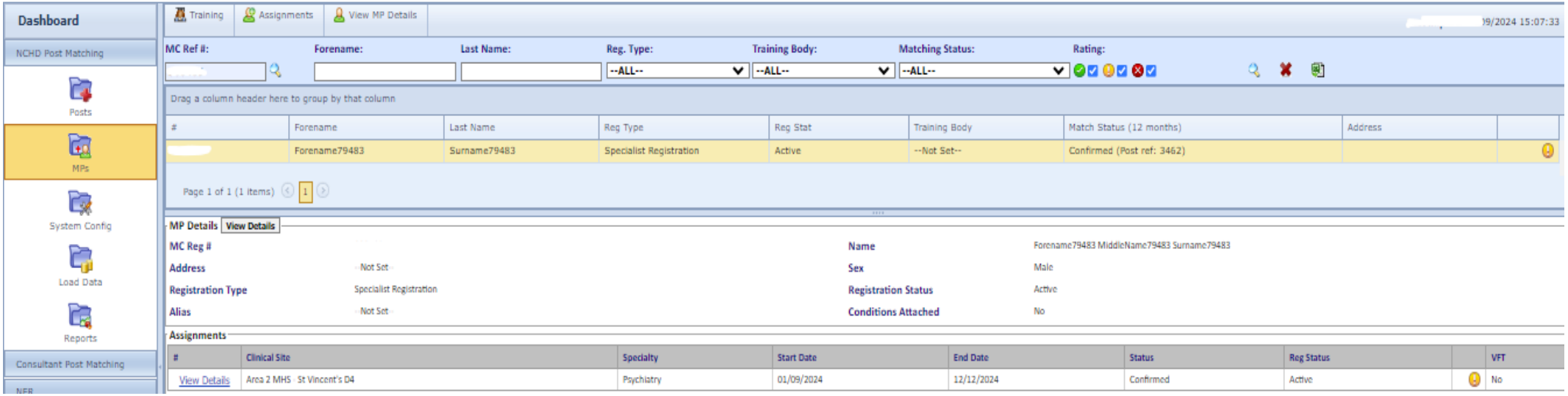


2. Use the **search** function available on the main screen at the top.

   ➔ If the Medical Council number of the medical practitioner is known, then the user can utilise the Quick MP Search function to the left of the menu bar below.
   We would strongly advise using the Medical Council Number of the NCHD when searching for same. As the Medical Council Number is a unique identifier to the NCHD, this method would ensure you have the correct NCHD.

   ➔ If the Medical Council number of the MP is not known, the user can utilise the Advanced MP Search function to the right of the menu bar below. This enables the user to search for the desired MP using any one, or combination of, attributes associated with the desired MP including forename, last name, registration type, training body affiliated to or matched status.

3. The screen displayed allows the user to review all MPs returned by the system on the basis of the search criteria they have utilised. This displays the MP search results in a list format. Selecting a specific MP returned by the system in the grid by double clicking it will provide the user with all details – registration, employment and training – available to date in relation to the selected MP in the lower half of the screen.



Useful Notes:

1. A valid medical practitioner must exist in the database in order for them to be displayed.
2. Again we would strongly advise using the Medical Council Number of the NCHD when searching for same. As the Medical Council number is a unique identifier of the NCHD, this method would ensure you have the correct NCHD.
3. Entering No search criteria will return all medical practitioners in the system. For any given search, the system will return a maximum of 1,000 results.
4. Entering search criteria will return all medical practitioners that match the search criteria entered. For any given search, the system will return a maximum of 1,000 results.

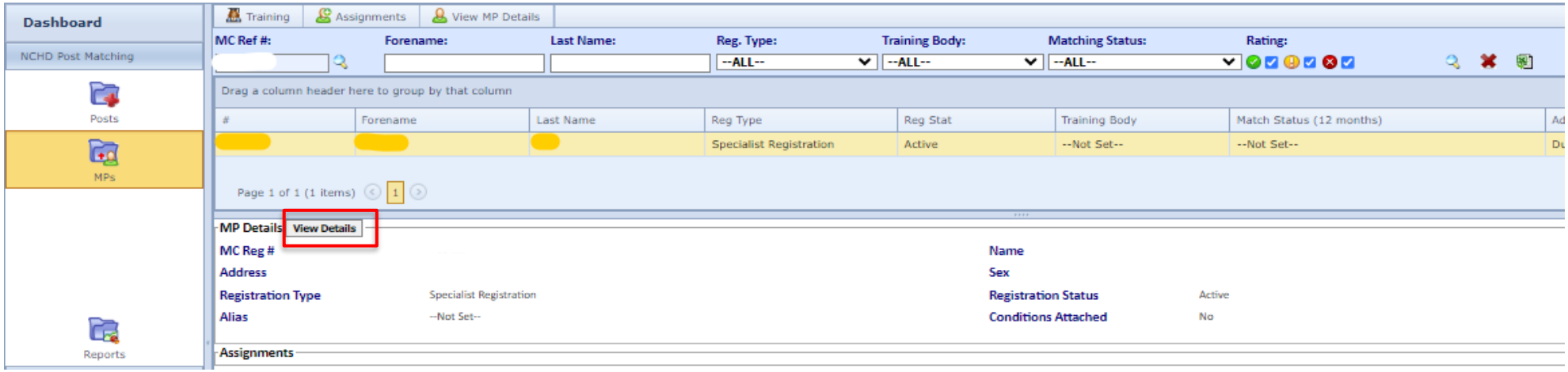
4.2 Viewing an MP's Full Registration Details with Medical Council

As well as giving a summary of the registration details of the selected MP with the Medical Council, the user can also view the MP's full registration details with the Medical Council.

To view a MP's registration details with the Medical Council this can be done in one of two ways which are explained below:

1. The User can highlight the desired MP from the list returned by the system following a search and select the "View MP Details" option available on the menu bar at the top of the screen as shown below

2. When a specific MP has been selected by double clicking in the grid and all details available to date in relation to the selected MP have been returned by the system in the bottom half of the screen, the user can click on "View Details" in the MP detail section of the screen.



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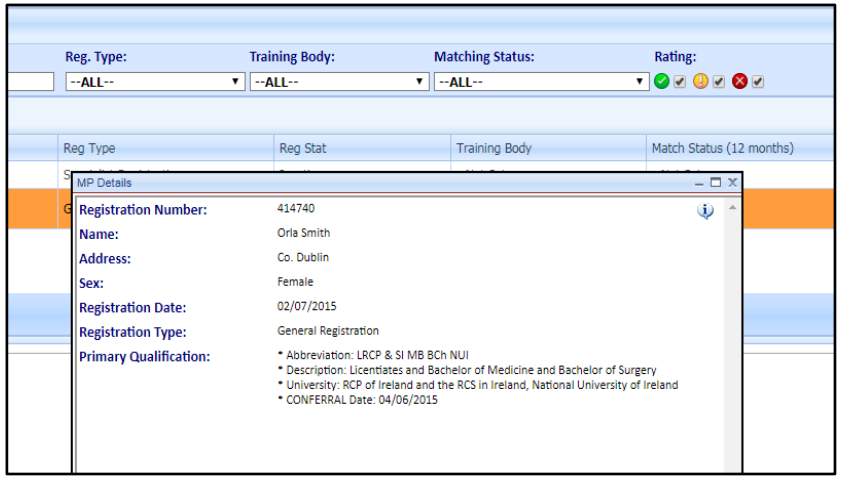
3. Both methods will result in the below pop up displaying



The data displayed is a mirror image of data supplied on the Medical Council website with one exception. Where individual MPs have conditions attached to their practice by the Medical Council, the national system will indicate by means of a "Yes" or "No" whether such conditions are present. **However if a "Yes" is indicated by the system, clinical site users must contact the Council directly to find out more regarding the specific conditions attached to the MP.** Information regarding the specific conditions attached will not be provided by the national NCHD system.

Useful Notes:

1. The MP must be actively registered with the Medical Council in order to view the MP's registration details.

4.3 Exporting an MP's Details to Excel

The user can search for, and view specific information on all MPs that are actively registered with the Medical Council in Ireland and export the retrieved data to Excel Format. For steps indicating how to export these details to Excel please see below:

1. Click on the MP icon in the Navigation Bar on the left hand side of the screen

2. Use the search function available on the main screen at the top.
   ➔ The user can utilise the Advanced MP Search function to the right of the menu bar below. This enables the user to search for the desired MPs using any one or combination of attributes associated with the desired MP including registration type, training body affiliated to or matched status.

3. Click on the MS Excel icon highlighted on the screenshot below and open report.

Section 5 - Assignment Management

Clinical site users can manage the assignment/allocation of specific MPs to specific NCHD posts on their site using DIME. This functionality to manage assignments can be accessed from both the **Posts** screen and the **MP** screen. Only NCHDs who are due to occupy a given NCHD post for four weeks or more should be matched on the national system. This effectively means that short term locum / temporary appointments do not have to be accounted for on DIME

The system enables users to engage in the process by either

a) Selecting a specific NCHD post and matching a specific MP to it OR
b) Selecting a specific MP and matching a specific NCHD post to them.

Once an NCHD has been assigned to a given NCHD post, the contact details of the NCHD can also be stored on DIME.

5.1 Assigning an NCHD to an NCHD Post

The assignment of MPs to specific NCHD posts is managed in the system via a two-step process which reflects the last two key steps in the recruitment process.

a) **Propose** – In the first step the user must propose an MP to a NCHD post or vice versa. This stage reflects the offering of a post to a specific NCHD by the employer or the nomination by a training body of a specific NCHD to a specific specialist training post i.e. the assignment is still at proposal stage.
b) **Confirm** – In the second step the user must confirm the MP to a NCHD post or vice versa. This stage reflects the acceptance of the NCHD of the post offered by the employer. This stage should only be engaged in by clinical site users when a signed NCHD Contract 2010 has been received by the employer from the relative NCHD – this will ensure that all users are applying the same threshold for this step.

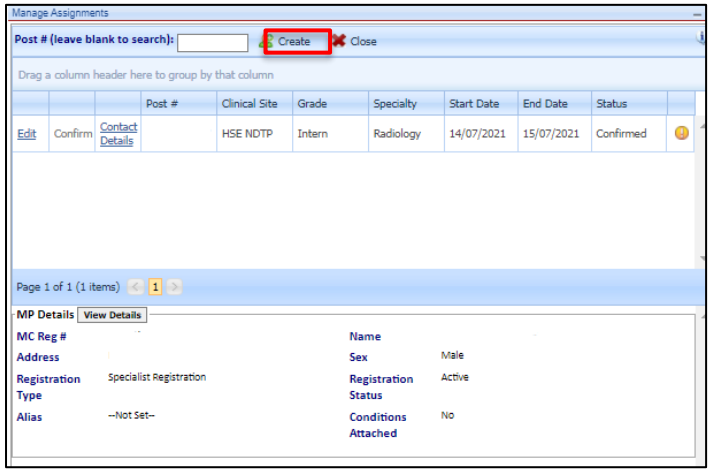
To assign an NCHD to a Post please follow the below steps:

1. Click on the MP or Post icon in the Navigation Bar on the left hand side

2. Using the search functions available on the main screen at the top, select the specific NCHD post or specific MP that should be proposed for assignment.

3. Once selected, the user can select the '**Assignments**' button at the top of the screen to open the below pop-up:

4. If the Medical Council number of the MP is known or the unique reference number for the NCHD post is known, this can be entered in the box provided and the "Create" option selected. We would strongly recommended this method when post matching an MP as the Medical Council number is a unique identifier for the MP.



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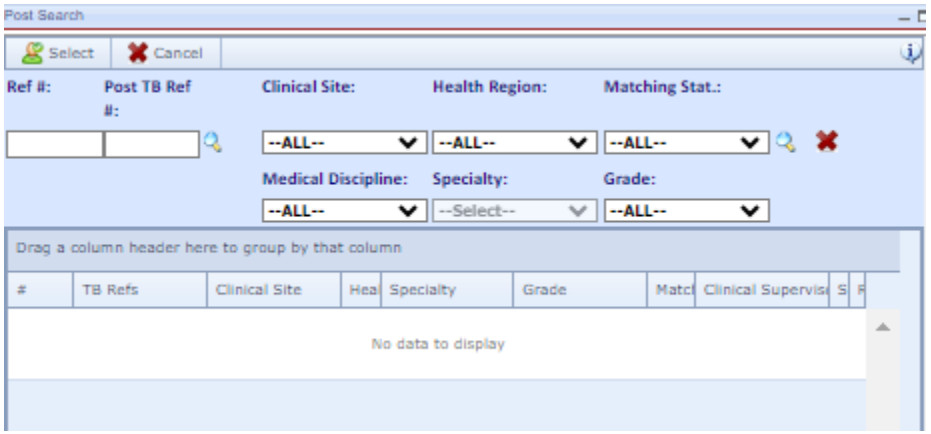
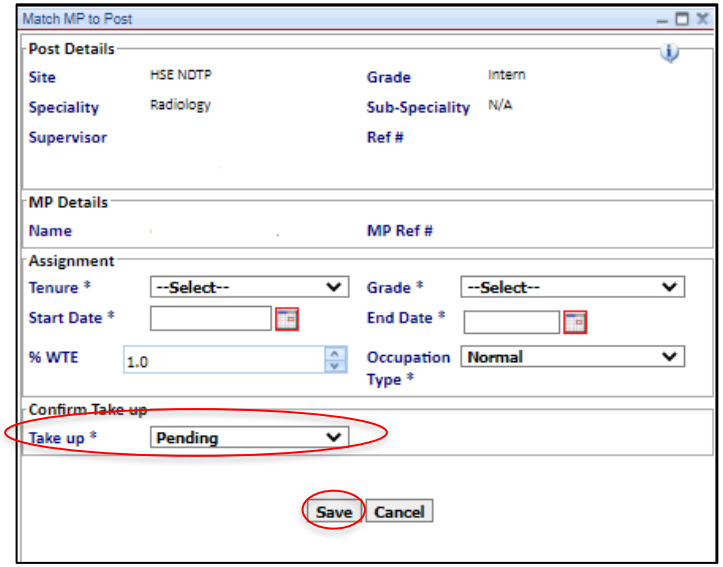
5. If the Medical Council number of the MP or the unique reference number for the NCHD post is **not** known, the user can select the “Create” option which brings them to the search facility for either NCHD posts or MPs as appropriate. Once the desired MP or post has been identified in the usual manner, the user clicks “Select”.



6. Summary information about the selected NCHD post and the selected MP is visible as shown in the pop-up below. Complete all mandatory fields associated with the assignment. Mandatory fields are denoted by an asterix. The fields to be completed include *tenure*, *grade*, *start date*, *end date*, *% WTE* and *occupation type*. Once all relevant fields have been updated click ‘**Save**’.

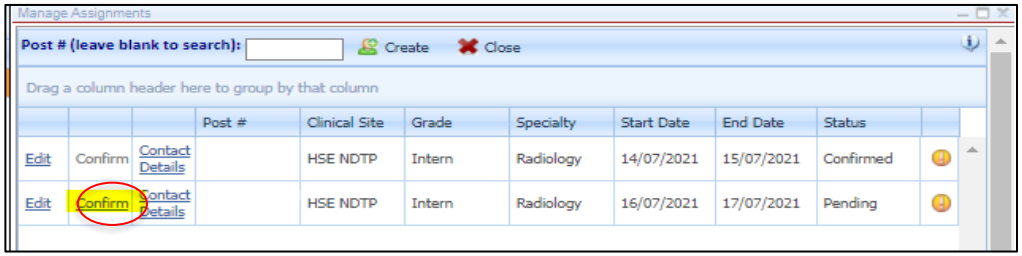
7. Note: where an NCHD’s assignment is a “*Fixed Term*” contract, the dates chosen to populate the Start Date* and End Date* fields, must fall within the training year dates, i.e. the second Monday of July in a given year to the second Sunday in July of the following year. If an assignment falls within 2 training years, for example April to October, 2 separate assignments must be inputted on DIME: 1) spanning from April to July, and 2) spanning from July to October. If the dates cover more than 1 training year, a warning system will be displayed. If the assignment is one of “*Indefinite Duration*” then only the start date needs to be completed.



Once an MP has been proposed to a specific NCHD post or vice versa, this information becomes available to all users to view. The status of the post and the MP is recorded as '**pending**' on the system.

To confirm a MP in Post please follow the below steps:

1. Click on the MPs or Post icon in the Navigation Bar on the left hand side
2. Using the search functions at the top of the screen the user should select the specific NCHD post or specific MP that they now wish to confirm.
3. If searching by MP, We would strongly advise using the Medical Council Number of the NCHD when searching for same as this method would ensure you have the correct NCHD as the medical council number is a unique identifier to the NCHD
4. Once selected the user can select the 'Assignment' button at the top of the screen. The user will then be presented with a list of all pending and confirmed matches for that particular MP or that particular NCHD post.
5. Select the relevant proposed match and select the '**Confirm**' option



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Useful Notes:

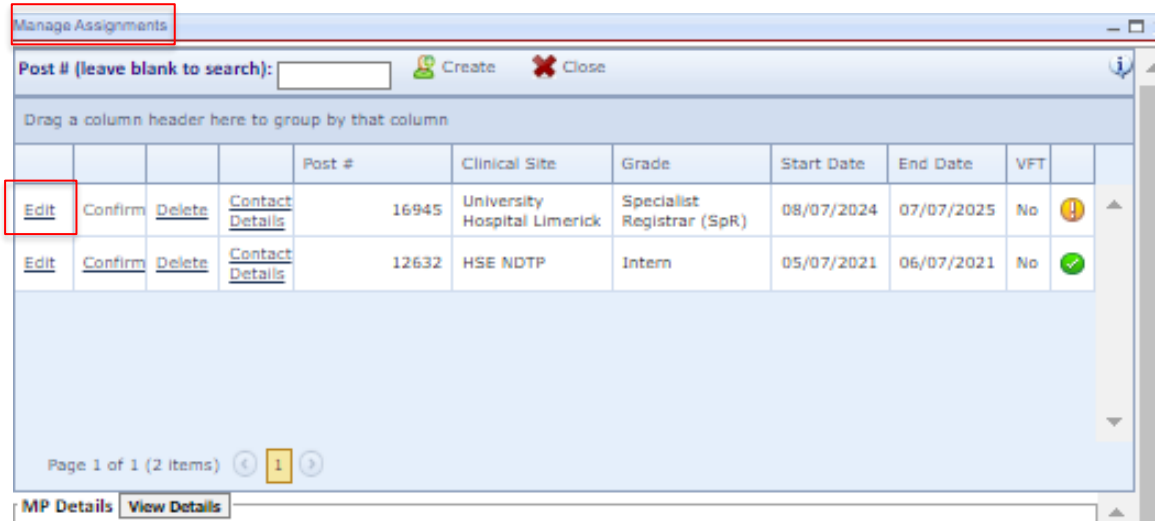
- Start and End dates must not fall within a period of time that the NCHD Post and / or MP have been proposed or confirmed to another assignment unless the capacity / WTE values allow for this. For example the system will accept a situation whereby a given MP is occupying two NCHD posts simultaneously if the WTE total for the MP for the time period is equal to or less than 1. The user will be notified by the system if this business rule is breached and the proposed match will not be accepted by the system.
- MPs cannot be post matched within two different training years. See point 7. above for more details.
- The WTE default value will be 1. If the MP is to have a %WTE in the post of less than 1, then the user should enter the actual %WTE value, e.g. '0.5'.
- The occupation type default is "normal". If the occupation type is of a different nature, for example *maternity*, *sick leave* or *locum*, the user should select the most appropriate description from the drop down menu available under this field.
- To manage situations where locums and temporary MPs may be employed to cover MPs who are the substantial post holders of specific NCHD posts; users should reduce the WTE of the substantial MP to '**0**' and change the occupation type description. This will allow the MP to still be recorded in the post in the system but will also allow users to assign another MP on a temporary or locum basis to the post as the capacity / WTE of the post will allow for this.
- If the proposed employment grade of the MP entered is different to the substantial grade of the post i.e. a 'registrar' occupying a 'specialist registrar' post, a warning system will be displayed. However, the user can still proceed with the original grade entered.
- Only MPs who are due to occupy a given NCHD post for four weeks or more should be matched on the national system. This effectively means that short term locum / temporary appointments **do not** have to be accounted for in the national system.

5.2 Removing an NCHD from a Post

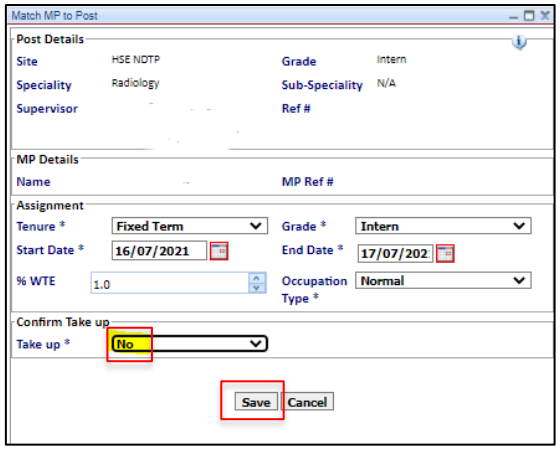
For any reason, if the MP will not be taking up a NCHD post following initial proposal and/or confirmation, a Pending or Confirmed Assignment can be unmatched i.e. undone.

For an assignment with the status '*Pending'* please follow the below steps to **remove an NCHD from a post**:

1. Click on the MPs or Post icon in the Navigation Bar on the left hand side
2. Using the search functions at the top of the screen the user should select the specific NCHD post or specific MP that they now wish to remove from the assignment
3. Once selected the user can select the 'Assignment' button at the top of the screen. The user will then be presented with a list of all pending and confirmed matches for that particular MP or that particular NCHD post.
4. Select the relevant proposed match and select the '**Edit**' option to open the pop up below.



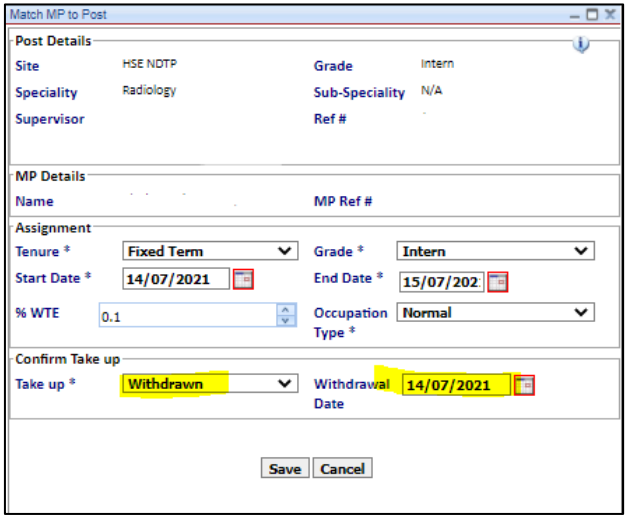
5. Edit the Take Up status to 'No'. This can only be done prior to the start date of the assignment. This will un-match the NCHD Post and the NCHD, leaving both available for further proposed matches. Click 'Save' to ensure status is changed.



Once an MP has been confirmed in a post and the start date of the assignment has been reached – the start and end dates of that specific assignment are effectively locked by the system and cannot be amended. To remove an MP from a post, the user must use the 'withdrawal' function.

For an assignment with the status 'Confirmed' please follow the below steps to **remove an NCHD from a post**:

1. Click on the MPs or Post icon in the Navigation Bar on the left hand side
2. Using the search functions at the top of the screen the user should select the specific NCHD post or specific MP that they now wish to remove from the assignment
3. Once selected the user can select the 'Assignment' button at the top of the screen. The user will then be presented with a list of all pending and confirmed matches for that particular MP or that particular NCHD post.
4. Select the relevant proposed match and select the 'Edit' option to open the pop up below.
5. The withdrawal function is intended to be used when the NCHD withdraws from their post *after* the start date but *before* the end date is reached. The withdrawal date has to be on or after the start date, but before the end date. This function is only available when the match has been confirmed and the start date has been reached. When a withdrawal date is entered into the 'Withdraw' field and saved, this will un-match the NCHD post and the MP.



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5.3 Ensuring NCHDs are placed on the correct Register through DIME Post Matching

In order for trainees to migrate to the Trainee Specialist Register on DIME, they must be matched appropriately by their Clinical Site and claimed by their relevant Training Body.

Post matching must only be completed for a **maximum** period of 1 year. If an NCHD is occupying the same post for a 4-year period, 4 separate entries must be inputted on DIME. Failure to do so will result in trainee's defaulting to the General Register. The Medical Council checks assignments that fall within the training year only, July – July.

If an assignment falls within 2 training years, for e.g. April – October, 2 separate assignments must be inputted on DIME; one spanning from April to July and one spanning from July to October. This will ensure that the trainee remains on the Trainee Specialist Register.

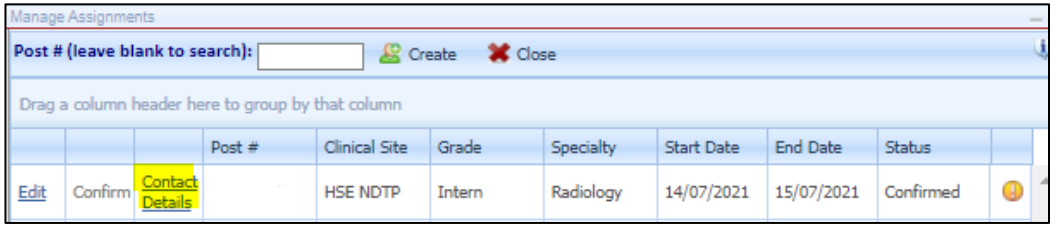
Clinical Sites can future match all assignments at the same time by following the process detailed above in Section 5.1.

5.4 Contact Details

When an MP has been proposed or confirmed to a specific NCHD Post, the user can record the relevant contact details for that specific MP. Information entered by one clinical site user will be available to other clinical site users. This section of the system can only be accessed and viewed by clinical site users. It's intention is to make readily available to employers, the contact details of MPs who are either due to commence work on their sites, and / or are already working on their site, thereby facilitating the required employer-to-employee interactions.

The MP contact details section of the system can be accessed via the Assignment function under both the MP and Post section of the system using the below steps:

1. Click on the MPs or Post icon in the Navigation Bar on the left hand side of the screen
2. Using the search functions available on the main screen at the top of the screen, select either the NCHD post that the specific MP has been assigned to or directly select the desired NCHD that they wish to enter contact details for.
3. Once the desired post or MP has been selected the user can then select the 'Assignment' option at the top of the screen. The user will then be presented with a list of all pending and confirmed matches for that particular MP or that particular NCHD post.
4. Select the relevant NCHD and select the 'Contact Details' option to view their contact details or input some contact details.



Once the contact details of an MP have been entered by a clinical site user i.e. the e-mail address, the phone number and the alias where appropriate, these remain recorded against that specific MP in the system and are accessible to all other clinical site users.

Useful Notes:

- Any e-mail addresses or phone numbers entered by clinical site users will only be accessible / viewable by other clinical site users i.e. this section of the system is restricted to employers.
- Any alias information entered by clinical site users will be viewable by all users of the system, as it will be displayed under MP details provided in the MP section of the system.
- The system will only record one e-mail address, one phone number and one alias per MP – the latest data entered in these fields by a clinical site user will be the only information held by the system.

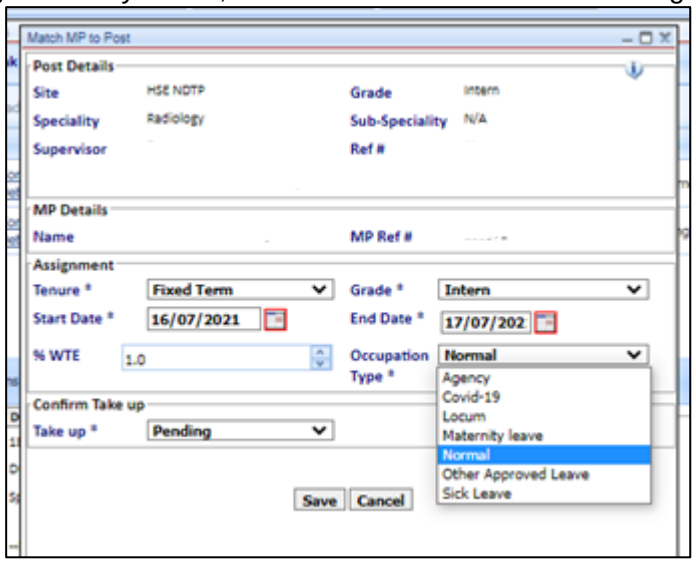
5.5 Managing Leave & Locum / Temporary Appointments

In circumstances where an MP who has been confirmed in an NCHD post and has commenced employment and then takes approved extended leave such as maternity leave or sick leave, clinical sites can record the employment of another MP in a locum/temporary capacity in the same NCHD post to cover the absence. This process is effectively managed via a two-step process which enables the MP on leave to be recorded as the substantial post holder and the locum/temporary MP recorded as being a locum/temporary in the NCHD post.

The first step is to edit the employment details of the MP on leave, in particular their “occupation type” and “%WTE” in their substantial NCHD post, whilst the second stage involves proposing and confirming the locum/temporary MP to the specific NCHD post. These steps are outlined below:

Step One

1. Click on the MPs or Post icon in the Navigation Bar on the left hand side of the screen
2. Using the search functions available at the top of the screen select the specific NCHD post or specific MP to edit the employment details of.
3. Once selected, click the 'Assignments' button at the top of the screen which will display a list of all pending and confirmed matches for that particular MP or that particular NCHD post.
4. Select the relevant proposed match that requires editing and select the 'Edit' option.
5. The below pop up will appear. Update the '**Occupation Type**' and "%WTE" of the substantial post holder to reflect the status of their employment e.g. Maternity Leave, Sick Leave etc. and save the changes



Step Two

1. Click on the MPs or Post icon in the Navigation Bar on the left hand side of the screen
2. Using the search functions available at the top of the screen select the specific NCHD post or specific MP to edit the employment details of.
3. Once selected click the 'Assignments' option at the top of the screen.
4. As set out in Section 5.1 of this guide, propose and match the locum/temporary MP to the specific NCHD post, recording the appropriate 'Occupation Type' e.g. Locum.

Once the employment details of the substantial post holder MP and locum/temporary MP have been entered by a clinical site user this information becomes available to all users to view.

Useful Notes

- Each NCHD post cannot exceed its recorded WTE capacity i.e. to record a full time temporary appointment in an NCHD post which has a WTE capacity of 1, the substantial MP post holder must be recorded as of having a %WTE of 0, thereby allowing the locum/temporary MP to have a %WTE of 1.
- The taking of routine leave i.e. annual leave and educational leave, by MPs does not require their employment details to be edited or updated.
- The rules built into the system regarding the "Traffic Light System" and "Valid for Training" – will be run by the system on the two or more occupants of a given NCHD Post in an independent manner i.e. the status of one MP does not affect the status of the other.

Section 6 – Valid For Training

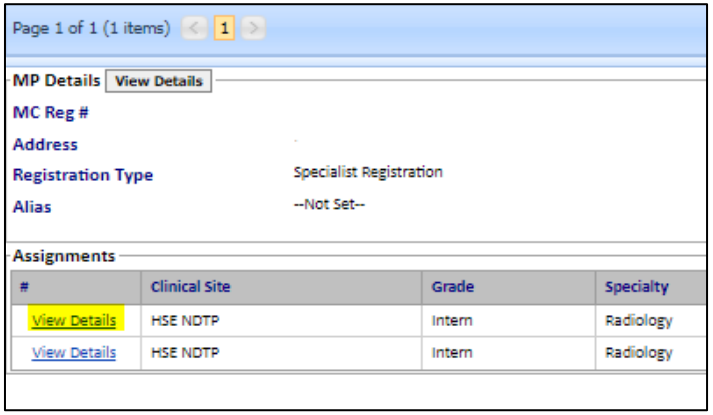
Once an MP is proposed and / or confirmed to a specific NCHD post or vice versa, the system, utilising the employment attributes entered by the clinical site user and the training attributes as entered by a training body, can signal to the user whether the NCHD post for that period of employment is activated as a specialist training post i.e. is valid for training. This is indicated by means of DIME returning a "Y" or "N" in the field labelled VFT (Valid for Training).

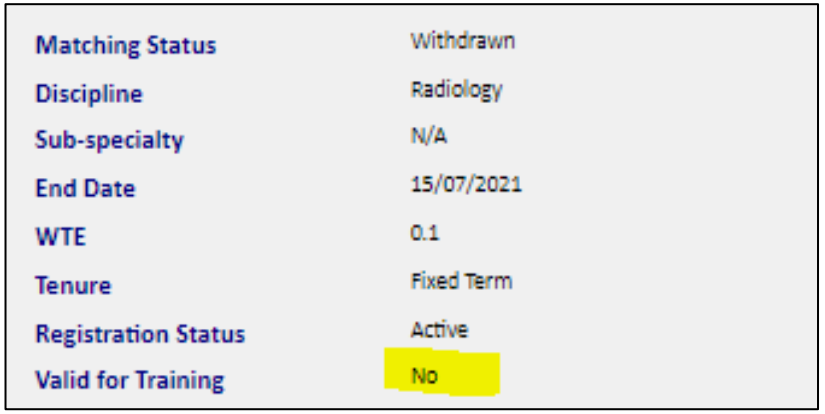
If the system returns a value of "Y" for this field, this effectively means that the MP that has been proposed and / or confirmed to the NCHD post, is enrolled and actively participating in an approved specialist training programme and on foot of this, they are effectively activating their NCHD post for specialist training purposes.

6.1 How to View Valid For Training Information

This information can be accessed by the user via either the Post or MP section of the system by following the below steps:

1. Click on the MPs or Post icon in the Navigation Bar on the left hand side of the screen.
2. Using the search functions available at the top of the screen select the specific NCHD post or specific MP by double clicking on it - highlighting it yellow.
3. The valid for training field can then be viewed in the 'View' screen underneath – specifically under the Assignment section.





NCHD posts that

a) Have an MP confirmed in them and

b) Have been given a "Y" by DIME, will be proposed by the HSE to the Medical Council as being required specialist medical training posts.

The period covered by this proposal i.e. how long the post will be proposed by the HSE and recognised for training purposes, will equal the period of employment that the relevant MP will be occupying the post. The formal proposal to the Council by the HSE will only be made when the status of the match is confirmed i.e. the Council will not be recognising posts for the purposes of training based on matches with a "pending" status.

This feature will also aid clinical site users to issue the appropriate wording in Section One of the NCHD Contract 2010. It will also enable users to know which posts on their sites have been proposed by the HSE to the Council and for what time periods.

Useful Notes:

- The system runs the Valid For Training every five minutes – therefore when an MP is proposed and/or matched to a post, it may take up to 5 minutes for the system to update the VFT field appropriately.
- It is only when the VFT = "Y" and the status of the match is confirmed, that the HSE will propose the relevant NCHD posts to the Council for the specific period of employment.

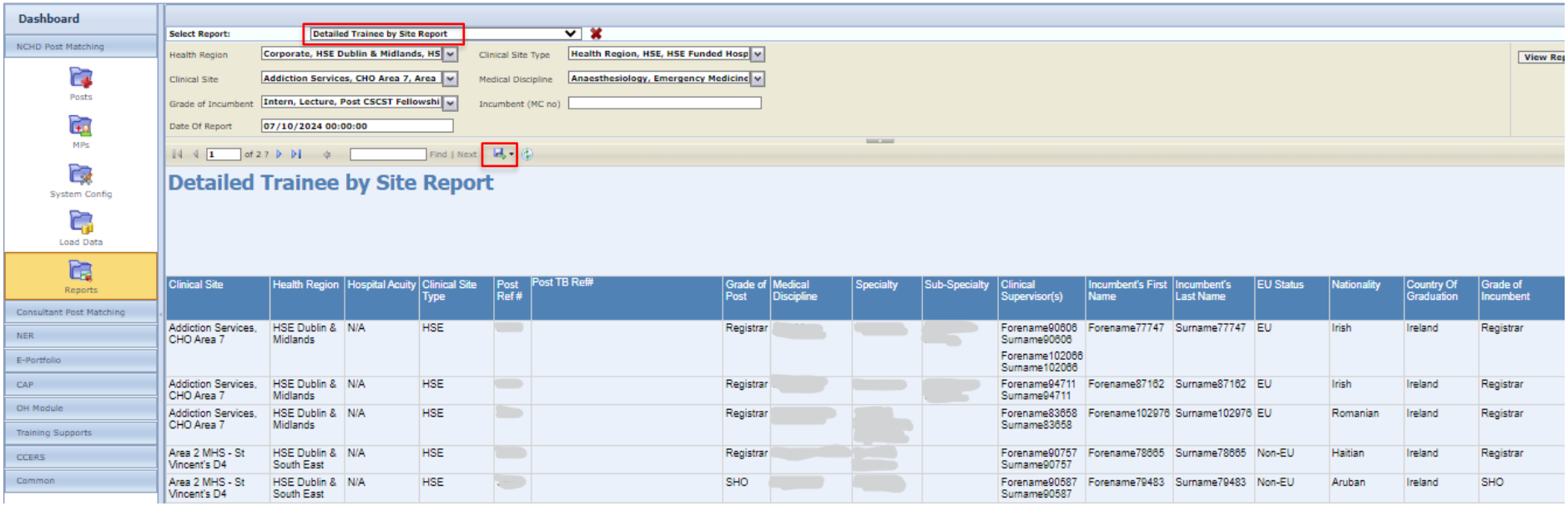
Section 7 – Reports

There are a number of reports available to DIME users under the NCHD Post Matching Module however; there are three main reports that will be of use when post matching NCHDs these are as follows:

1. Detailed Trainee by Site Report
2. MP Employment History Report
3. Post Employment History Report

7.1 Detailed Trainee by Site Report

The Detailed Trainee by Site Report displays the details of each NCHD that is post matched as of the date selected when running the report. A date must be entered in order to run this report. The data displayed will be relevant as of the date entered. Click "View Report" to display the report on screen.
This report can be refined by using the filters included in the below image:

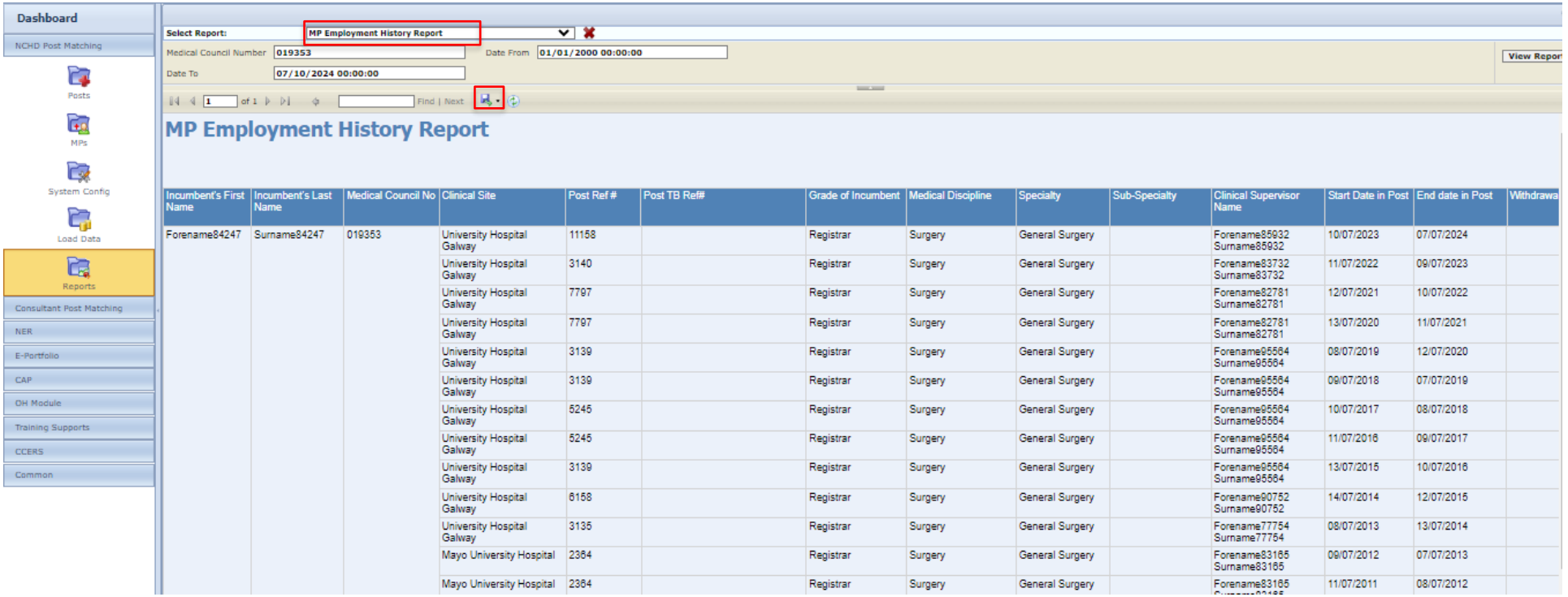


Clinical Site	Health Region	Hospital Acuity	Clinical Site Type	Post Ref #	Post TB Ref#	Grade of Post	Medical Discipline	Specialty	Sub-Specialty	Clinical Supervisor(s)	Incumbent's First Name	Incumbent's Last Name	EU Status	Nationality	Country Of Graduation	Grade of Incumbent
Addiction Services, CHO Area 7	HSE Dublin & Midlands	N/A	HSE			Registrar				Forename90606 Surname90606 Forename102066 Surname102066	Forename77747	Surname77747	EU	Irish	Ireland	Registrar
Addiction Services, CHO Area 7	HSE Dublin & Midlands	N/A	HSE			Registrar				Forename94711 Surname94711	Forename87162	Surname87162	EU	Irish	Ireland	Registrar
Addiction Services, CHO Area 7	HSE Dublin & Midlands	N/A	HSE			Registrar				Forename83658 Surname83658	Forename102976	Surname102976	EU	Romanian	Ireland	Registrar
Area 2 MHS - St Vincent's D4	HSE Dublin & South East	N/A	HSE			Registrar				Forename90757 Surname90757	Forename78665	Surname78665	Non-EU	Haitian	Ireland	Registrar
Area 2 MHS - St Vincent's D4	HSE Dublin & South East	N/A	HSE			SHO				Forename90587 Surname90587	Forename79483	Surname79483	Non-EU	Aruban	Ireland	SHO

To export the report to an Excel file click the blue floppy disk button as highlighted in the above image.

7.2 MP Employment History Report

The MP Employment History Report details the assignments associated with a specific NCHD within a defined period. A date range must be entered in order to run this report. The data displayed will be relevant as of the time period entered. Click “View Report” to display the report on screen.
This report can be refined by using the filters included in the below image:

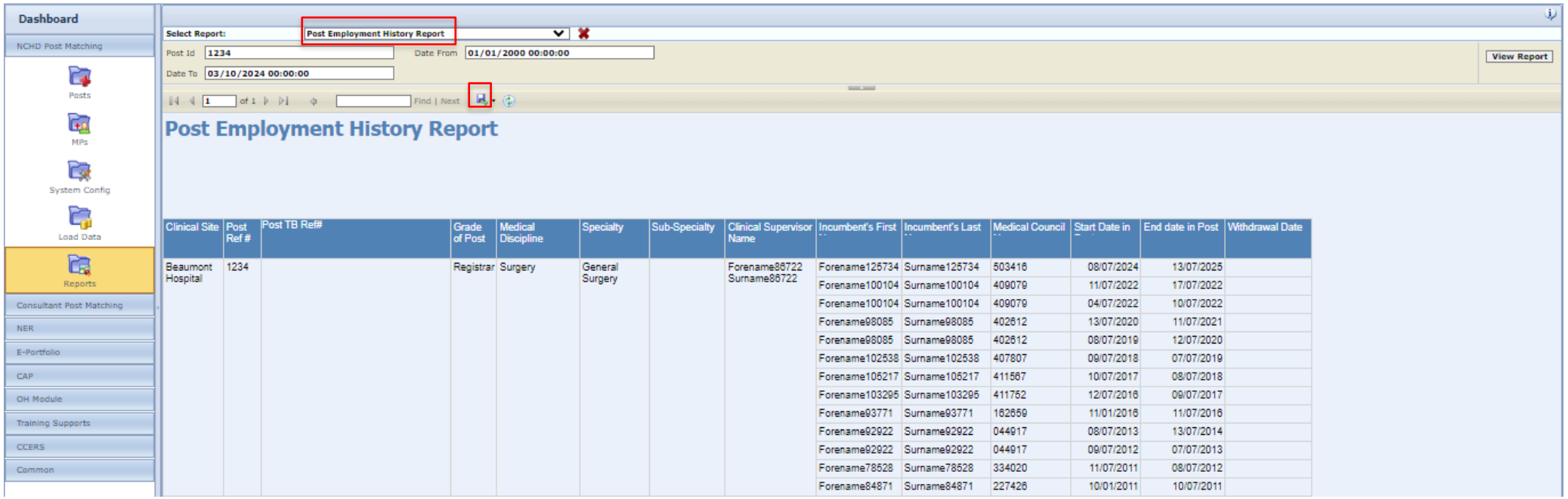


Incumbent's First Name	Incumbent's Last Name	Medical Council No	Clinical Site	Post Ref #	Post TB Ref#	Grade of Incumbent	Medical Discipline	Specialty	Sub-Specialty	Clinical Supervisor Name	Start Date in Post	End date in Post	Withdrawa
Forename84247	Surname84247	019353	University Hospital Galway	11158		Registrar	Surgery	General Surgery		Forename85932 Surname85932	10/07/2023	07/07/2024	
			University Hospital Galway	3140		Registrar	Surgery	General Surgery		Forename83732 Surname83732	11/07/2022	09/07/2023	
			University Hospital Galway	7797		Registrar	Surgery	General Surgery		Forename82781 Surname82781	12/07/2021	10/07/2022	
			University Hospital Galway	7797		Registrar	Surgery	General Surgery		Forename82781 Surname82781	13/07/2020	11/07/2021	
			University Hospital Galway	3139		Registrar	Surgery	General Surgery		Forename95564 Surname95564	08/07/2019	12/07/2020	
			University Hospital Galway	3139		Registrar	Surgery	General Surgery		Forename95564 Surname95564	09/07/2018	07/07/2019	
			University Hospital Galway	5245		Registrar	Surgery	General Surgery		Forename95564 Surname95564	10/07/2017	08/07/2018	
			University Hospital Galway	5245		Registrar	Surgery	General Surgery		Forename95564 Surname95564	11/07/2016	09/07/2017	
			University Hospital Galway	3139		Registrar	Surgery	General Surgery		Forename95564 Surname95564	13/07/2015	10/07/2016	
			University Hospital Galway	6158		Registrar	Surgery	General Surgery		Forename90752 Surname90752	14/07/2014	12/07/2015	
			University Hospital Galway	3135		Registrar	Surgery	General Surgery		Forename77754 Surname77754	08/07/2013	13/07/2014	
			Mayo University Hospital	2364		Registrar	Surgery	General Surgery		Forename83165 Surname83165	09/07/2012	07/07/2013	
			Mayo University Hospital	2364		Registrar	Surgery	General Surgery		Forename83165	11/07/2011	08/07/2012	

To export the report to an Excel file click the blue floppy disk button as highlighted in the above image.

7.3 Post Employment History Report

The Post Employment History Report details the assignments associated with a specific post within a defined period. A date range must be entered in order to run this report. The data displayed will be relevant as of the time period entered. Click “View Report” to display the report on screen.
This report can be refined by using the filters included in the below image:



Clinical Site	Post Ref #	Post TB Ref#	Grade of Post	Medical Discipline	Specialty	Sub-Specialty	Clinical Supervisor Name	Incumbent's First	Incumbent's Last	Medical Council	Start Date in	End date in Post	Withdrawal Date
Beaumont Hospital	1234		Registrar	Surgery	General Surgery		Forename86722 Surname86722	Forename125734	Surname125734	503416	08/07/2024	13/07/2025	
								Forename100104	Surname100104	409079	11/07/2022	17/07/2022	
								Forename100104	Surname100104	409079	04/07/2022	10/07/2022	
								Forename98085	Surname98085	402612	13/07/2020	11/07/2021	
								Forename98085	Surname98085	402612	08/07/2019	12/07/2020	
								Forename102538	Surname102538	407807	09/07/2018	07/07/2019	
								Forename105217	Surname105217	411567	10/07/2017	08/07/2018	
								Forename103295	Surname103295	411752	12/07/2016	09/07/2017	
								Forename93771	Surname93771	162659	11/01/2016	11/07/2016	
								Forename92922	Surname92922	044917	08/07/2013	13/07/2014	
								Forename92922	Surname92922	044917	09/07/2012	07/07/2013	
								Forename78528	Surname78528	334020	11/07/2011	08/07/2012	
								Forename84871	Surname84871	227426	10/01/2011	10/07/2011	

To export the report to an Excel file click the blue floppy disk button as highlighted in the above image.

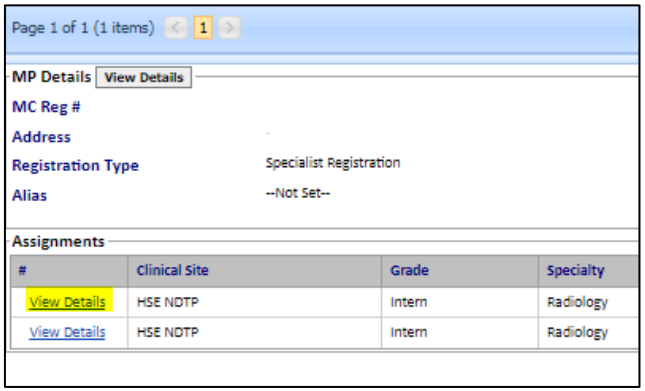
Section 8 – Traffic Light System

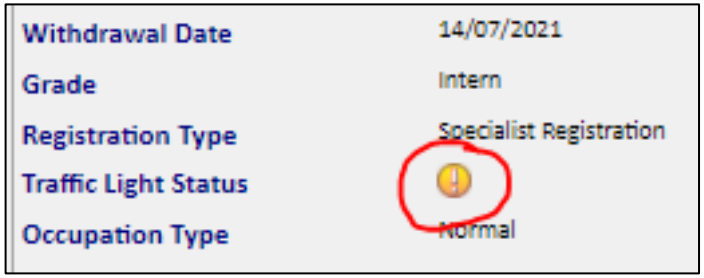
The system runs an automatic check on the registration status of all Medical Practitioners (MPs), thereby enabling users to determine whether specific MPs hold the appropriate registration for employment purposes. This information is provided to the user by means of a traffic light system – whereby MPs are graded red, yellow or green based on rules pre-defined and built into the system.

8.1 How to View Traffic Light System Information

The traffic light rating is provided in two separate areas within each section of the system, either the Post or MP section. Follow the below steps to view this information:

1. The traffic light rating of an MP is provided in the summary headline information returned by the system when an initial search is conducted for an MP or an NCHD post.
2. The traffic light rating of an MP is provided in the assignment information provided in the “View” screen underneath when the desired MP or NCHD post is selected by double clicking.





Useful Notes:

The meaning and implications of the different traffic light colours are summarised below:

Traffic Light Colour	Cohort of MPs applied to	Implication
RED	This colour will be applied by the system to the following cohort of medical practitioners: ➔ Those holding pre-internship registration with the Council; ➔ Those holding internship registration with the Council; ➔ Those holding EEA registration with the Council; ➔ Those holding trainee specialist division registration but whose registration details do not match the employment details of their post (including site, start date, end date and unique post reference number) ➔ Those MPs who are not actively registered with the Medical Council.	There is an issue with the registration status of the MP and Employers / Users must investigate / review this prior to the MP commencing employment in the NCHD post they have been matched to.
AMBER	This colour will be applied by the system to the following cohort of medical practitioners: ➔ Those holding general division registration with the Council; ➔ Those holding specialist division registrations with the Council.	There is no issue with the registration status of the MP and Employers / Users can be assured that they are appropriately registered to assume the NCHD post they have been matched to.

GREEN	This colour will be applied by the system to the following cohort of medical practitioners: ➔ Those holding trainee specialist division registrations and whose registration details match the employment details of their post i.e. site, start date, end date and unique post reference number.	There is no issue with the registration status of the MP and Employers / Users can be assured that they are appropriately registered to assume the NCHD post they have been matched to.

- The system runs the traffic light registration check automatically. It is up to users to manage the implications of the check.
- When a user conducts a search for a specific NCHD post or specific posts, the traffic light information provided by the system in the list format relates to the traffic light status of the current incumbent of the post or if the post is vacant the next MP due into the post. In circumstances where the NCHD post(s) is vacant and there are no future assignments recorded – there will be no traffic light information displayed.
- When a user conducts a search for a specific MP, the traffic light information provided by the system in the list format relates to the traffic light status of the MP at that particular point in time. A traffic light is given at all times for every MP.

Section 9 – Security

DIME users will either have access to a Read and Write profile or a Read Only Profile depending on what was requested as part of their DIME Access Form. The first profile is applicable to medical manpower personnel who are directly responsible for the management of NCHDs on clinical sites. The second profile is appropriate to those personnel who require timely information on NCHDs on the site in order to facilitate their role and function, for example hospital managers and clinical directors.

All DIME users with Read and Write access will be given access to DIME such that they can only create, amend and update information in relation to their specific site i.e. access is site specific. So for example whilst a Connolly Hospital user can view information regarding posts and medical practitioners on other sites, only they can amend or create any information on the system regarding Connolly Hospital. Each clinical site is therefore responsible for managing the information regarding their site on the national system.

Section 10 - Contact Us

Should you have any difficulty with troubleshooting or would like to attend one of our training sessions please contact us at dime.team@hse.ie