Feidhmeannacht na Seirbhíse Sláinte
Health Service Executive

NATIONAL DOCTORS TRAINING & PLANNING

Occupational Health Module

Guide for Occupational Health Departments *DIME*

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(Please note the DIME Team are online between 9am -5 pm Monday to Friday)

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

DIME is a quadripartite system which encompasses National Doctors Training & Planning, the Irish Medical Council, the Postgraduate Medical Training Bodies and Clinical Sites. The DIME system continues to be upgraded and developed on an on-going basis and currently consists of seven separate modules.

Currently there are approximately 600 service users that have access to some or all the DIME modules. These service users include Medical HR Staff, Postgraduate Medical Training Bodies and Occupational Health Departments.

DIME Access Forms

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

System Access Request Forms for Occupational Health Users. Completed forms should be scanned and returned by email to the DIME Team dime.team@hse.ie The DIME System can be accessed from any PC, Laptop via the latest version of Google Chrome or Microsoft Edge. Please note that Firefox browser is not compatible with the DIME System. The DIME System is secure and protected by a Secure Socket Layer (SSL) certificate. The browser displays a padlock symbol which means there is a secure connection; data transferred over the internet is encrypted and not visible to third parties. This technology is used e.g. for Internet Banking/Credit Card transactions. **For security reasons DIME Users should not allow the browser to save their password.**

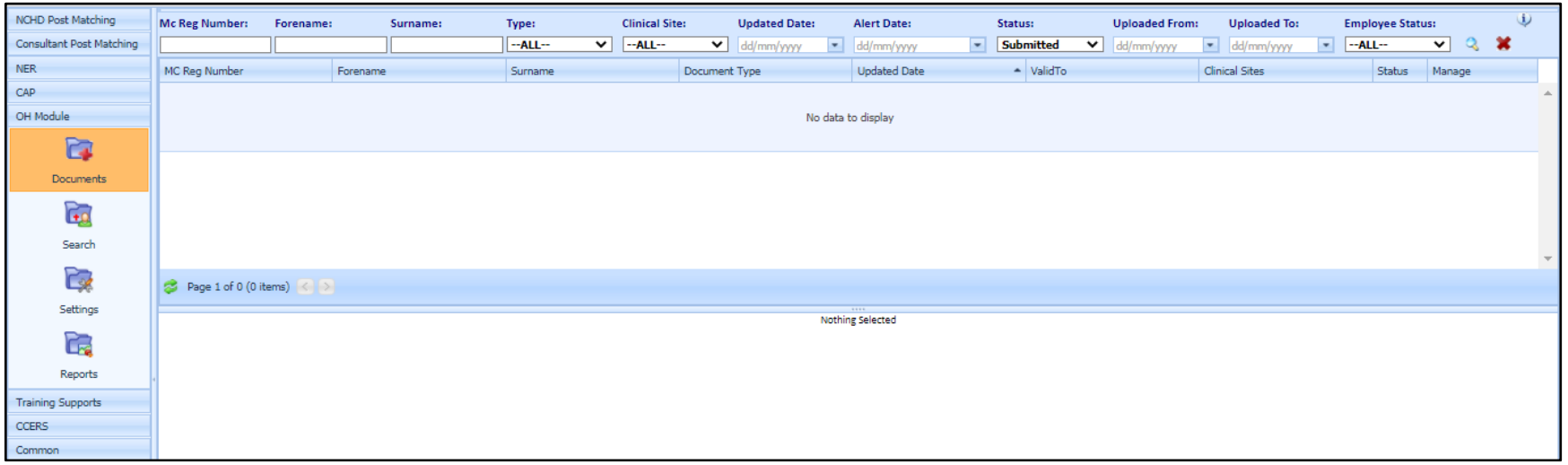
If you have forgotten your DIME Password please email the DIME Team via email dime.team@hse.ie or click on the "**Forgot Password**" hyperlink on the landing page of DIME. This will then redirect you to reset your password:

Section 2 – Occupational Health Module

2.0 Logging onto NDTP-DIME & Accessing the OH Module

To access DIME select or copy the following link https://ndtp-dime.hse.ie into your browser and you will be directed to the logon screen. **Always use Google Chrome when accessing DIME.** Type in your User name and Password provided by NDTP.

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



There are three options within the OH Module:

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

(ii) **Search** – this tab allows you search for individual NER OH accounts. Once you have selected an account you will have visibility of the NCHDs Occupational Health NER dashboard.

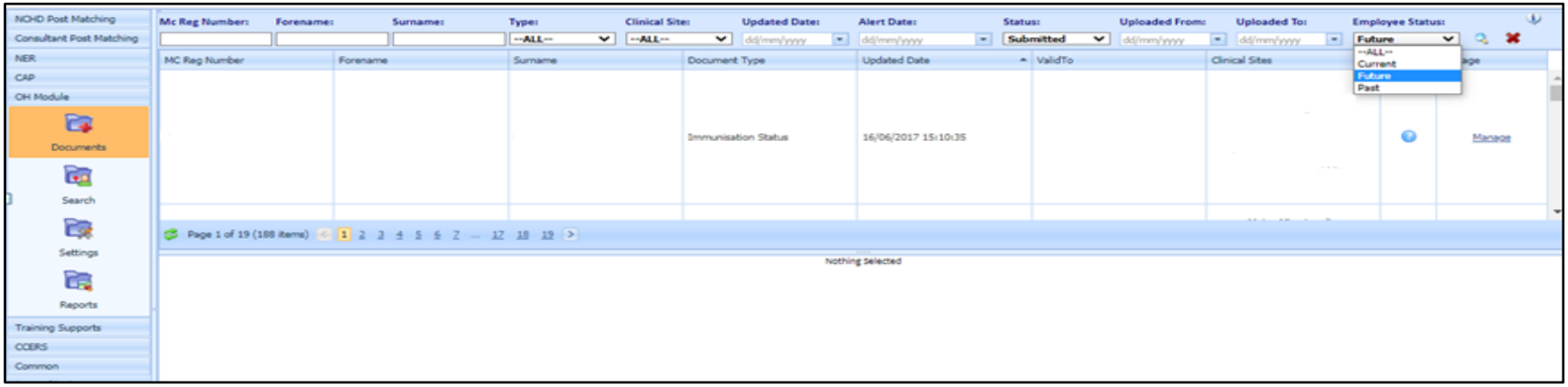
(iii) **Reports** – There are several useful reports you can run and more detail of these isprovided in section 2.9

2.1 Searching for **Documents**

When a user opens the Documents Screen in the OH Module, the Document Status is defaultedto “Submitted”.

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

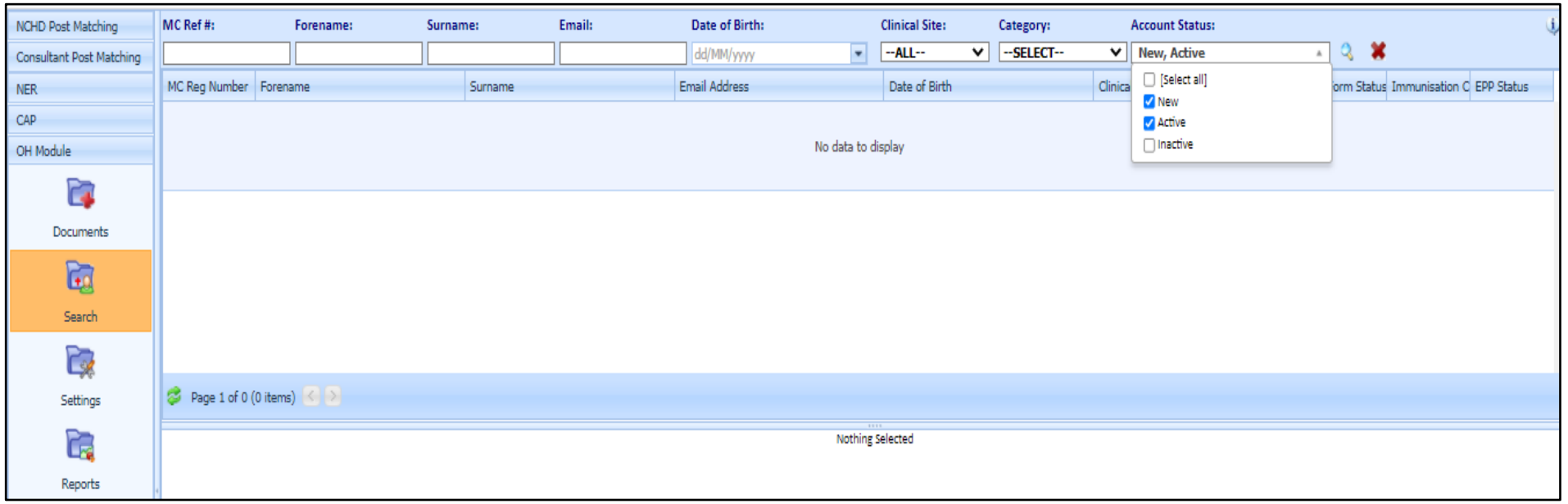
When a user is looking to view documents for NCHDs that are due to take up a post (pre- starters), this can be done by changing the **Employee Status** filter to Future. Please note that the NCHD must be future matched to a post by Medical HR for this functionality to work.



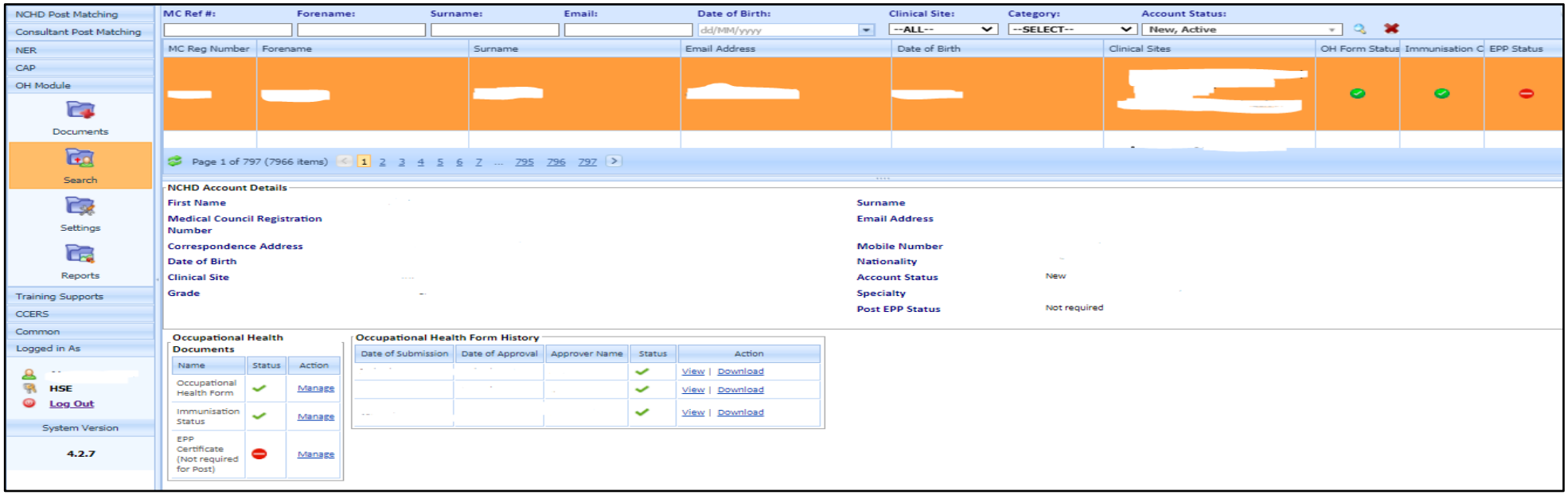
2.2 **Searching** for an NCHD

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

You must select ‘all’ from the drop-down menu of account type if you wish to see allaccounts. Otherwise you can filter by selecting ‘active’ ‘new’ or ‘inactive’



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



Searching for Future NCHD's

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

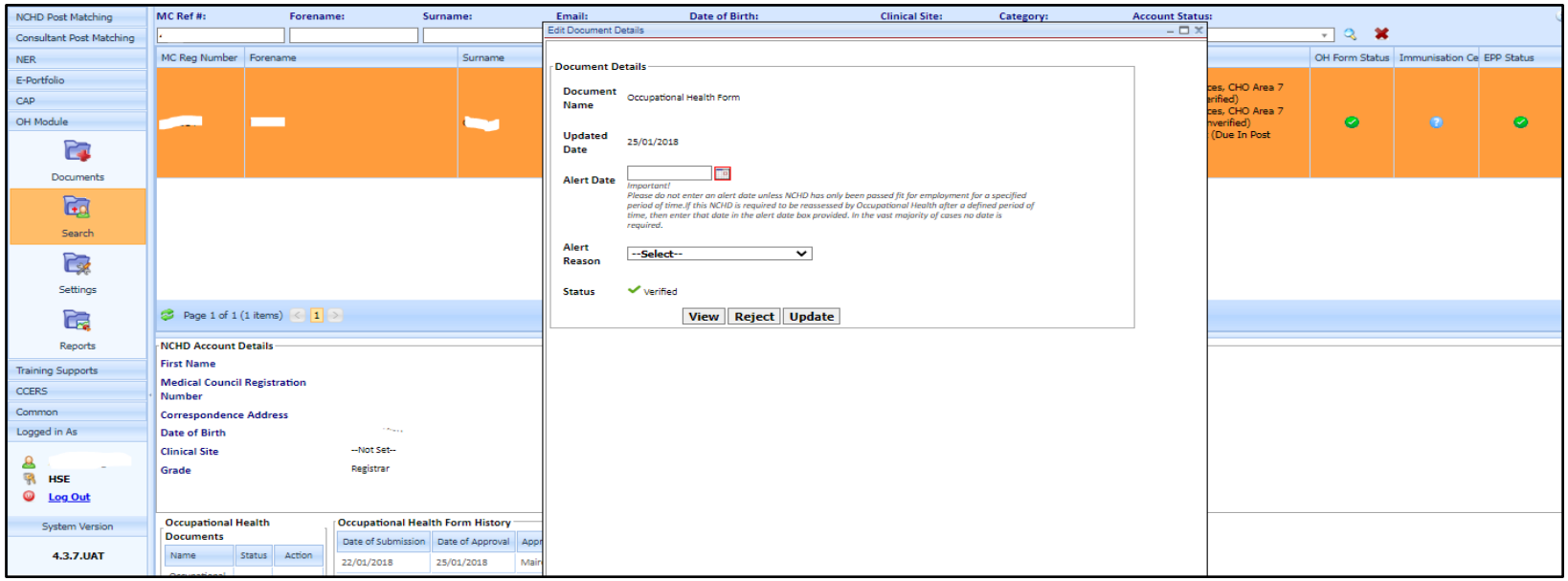
2.3 Rejecting Occupational Health Documents

Overview

You have the ability to reject Occupational Health Form and Immunization Status documents. Rejecting documents, not uploaded by an NCHD, will issue an email to them, requesting that they follow-up on the missing documentation. A free text box will also be available for any additional comments.

How to get here:

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



2.4 Occupational Health Form

(i) To manage OH Form - OHD clicks on the Manage link next to the NCHD OccupationalHealth Form

(ii) OHD must select View to view the data which has been submitted

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

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

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

(v) The OHD may also reject the OHF. If rejected, an email will issue to the NCHD advising them. A dropdown rejection list will be available for the OHD to select from and a free text box for any additional comments. The document symbol will change on both the OHM and NCHD dashboard from submitted (Blue question mark) to rejected (Red thumbs down). The OHD also have the option to add and remove restrictions on the OHF. If an OH form has not yet been uploaded by the NCHD, the OHD can reject it, thereby alerting the NCHD to upload one. This action, issues a system-generated email to the NCHD, requesting that they follow-up on the missing documentation. A free text box will also be available for any additional comments.

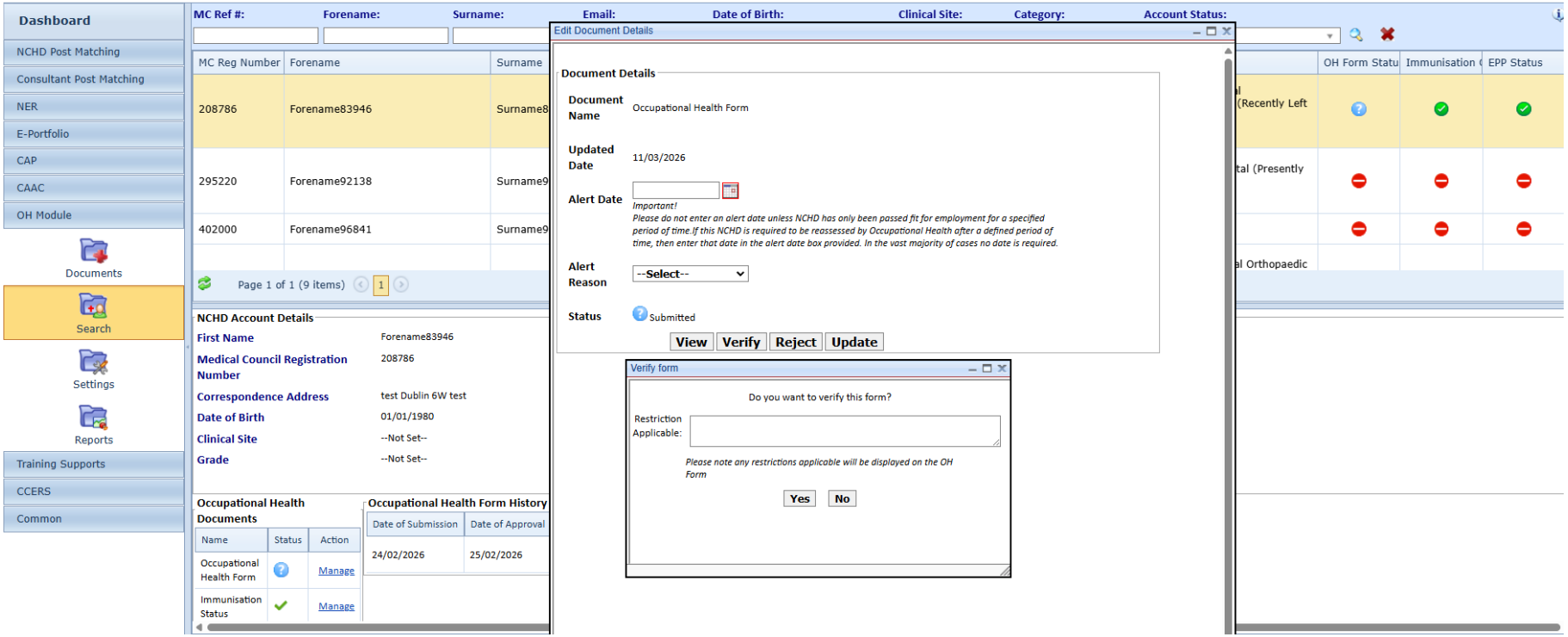
2.5 Adding Restrictions to an OH Form

Overview

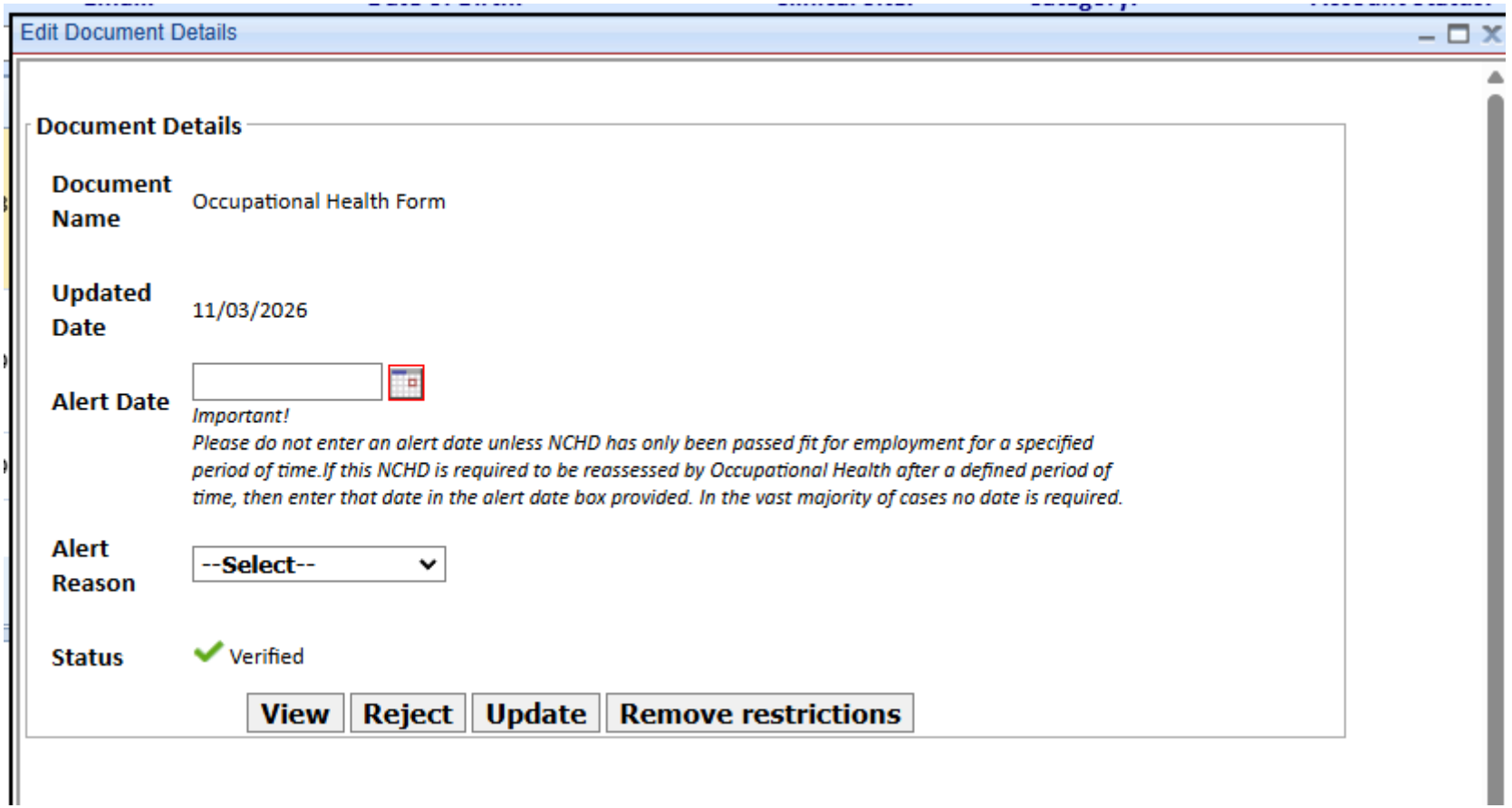
When you navigate to manage action of OH Form and press Verify button, the Verify Form pop up will appear enabling to put restriction comments. Such comments will be visible in PDF OH Form.

How to get here:

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



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



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

2.6 View the Reason for Documents Rejection

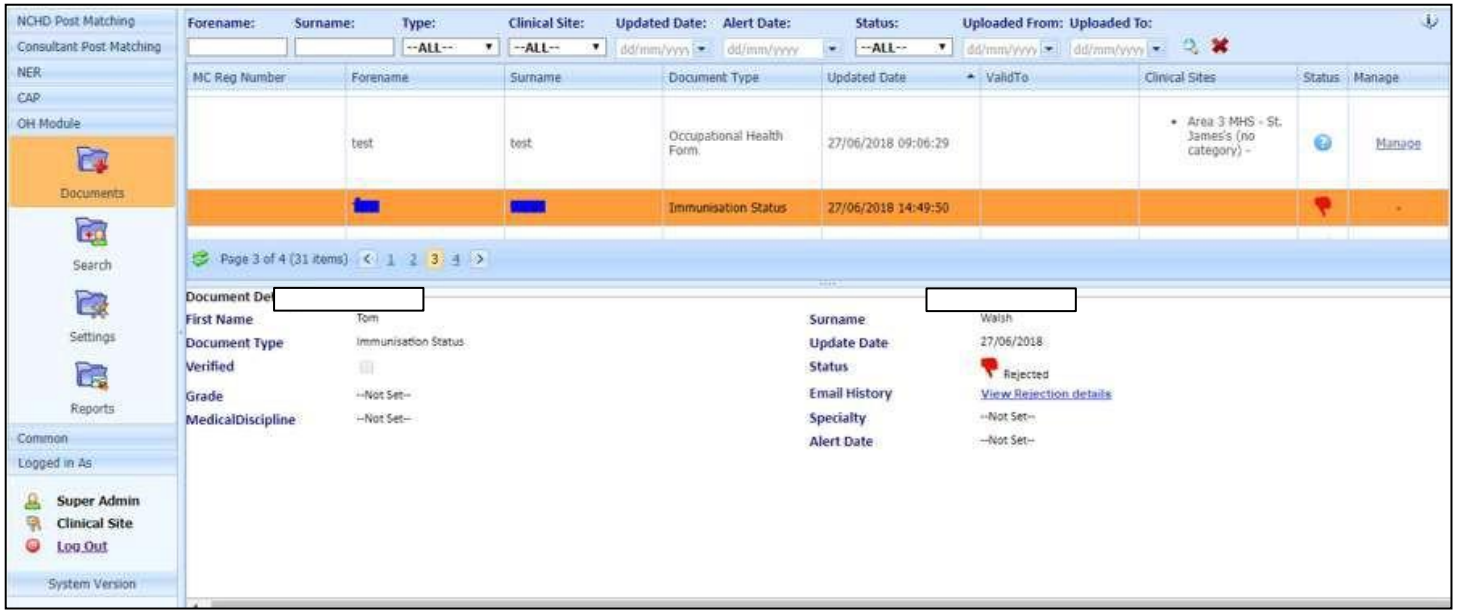
A history of reasons for rejection is stored under the documents function in the OHD Module. Search for MP and Document under the Status Rejection and view email history in the document details screen. Note: Only applies to OH Documents rejected from November 2018onwards.

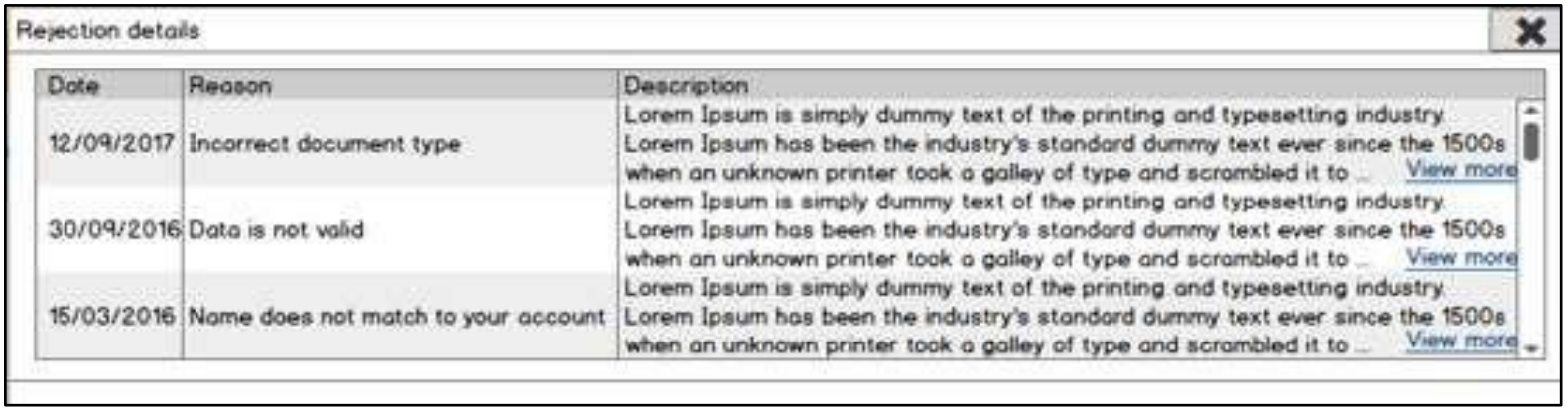
Overview

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

How to get here:

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

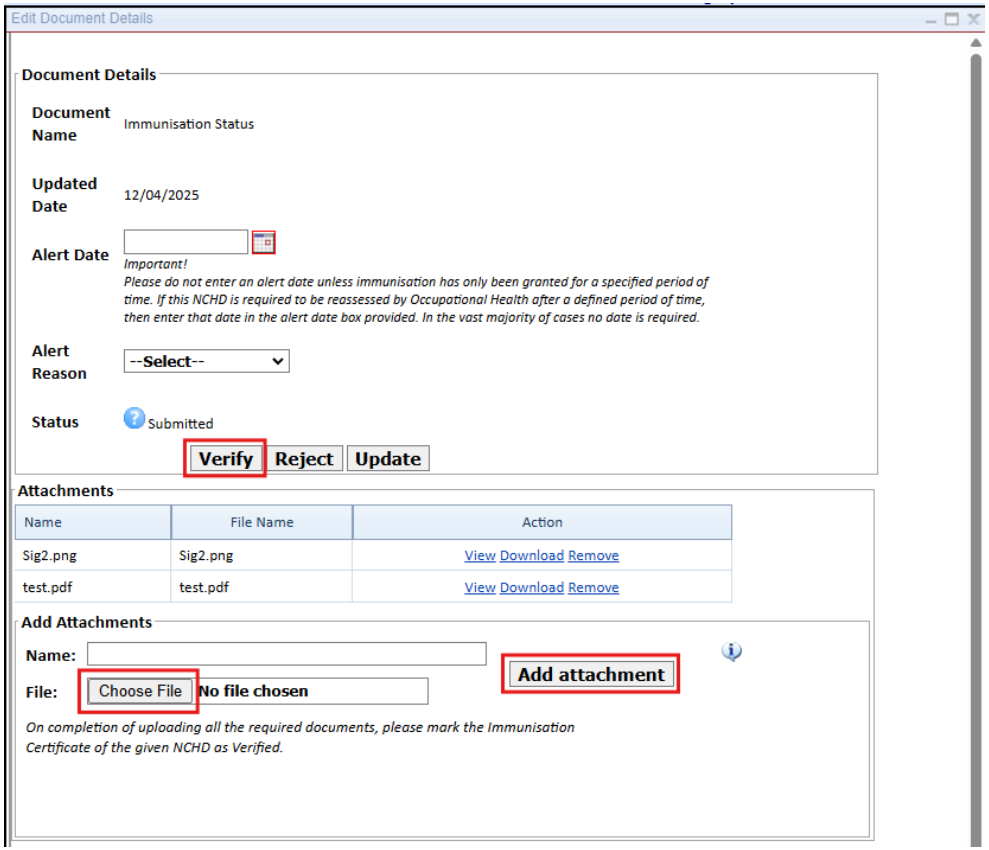




2.7 Immunisation Status

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

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



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

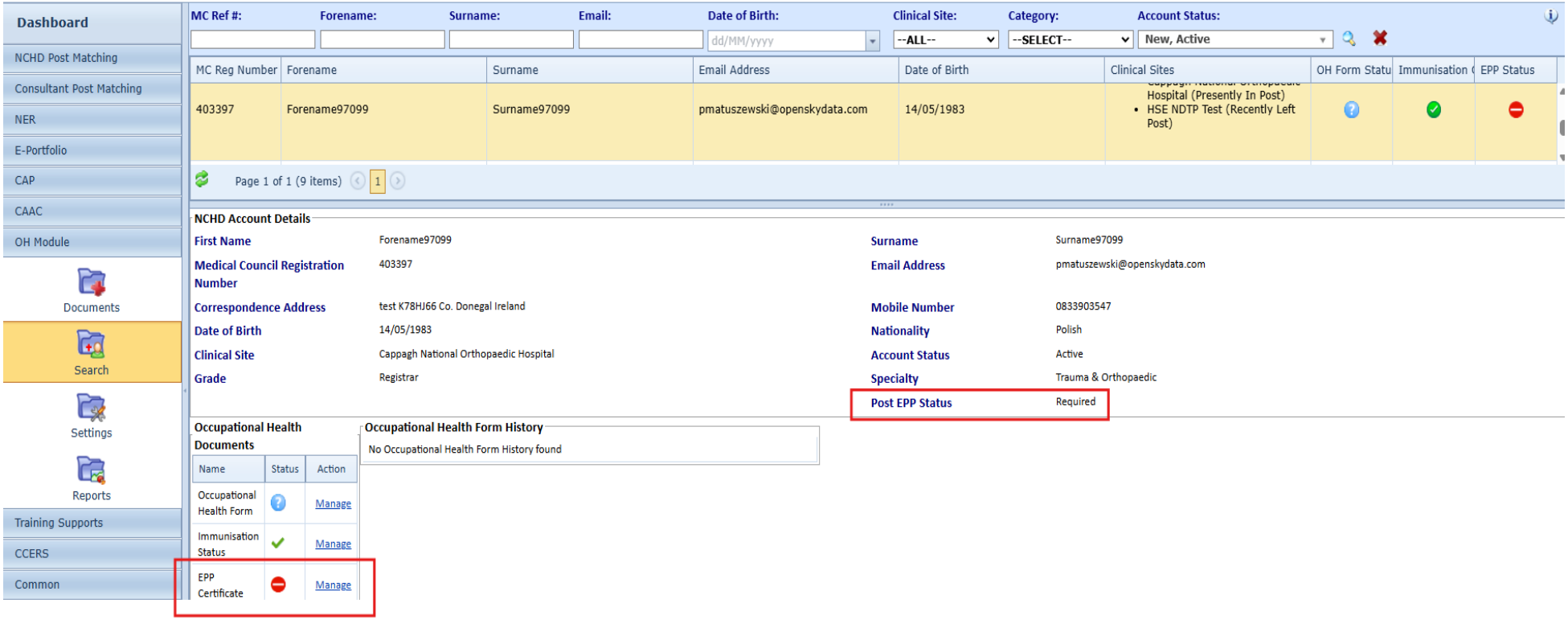
2.8 Exposure Prone Procedure (EPP)

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

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

How to get here:

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



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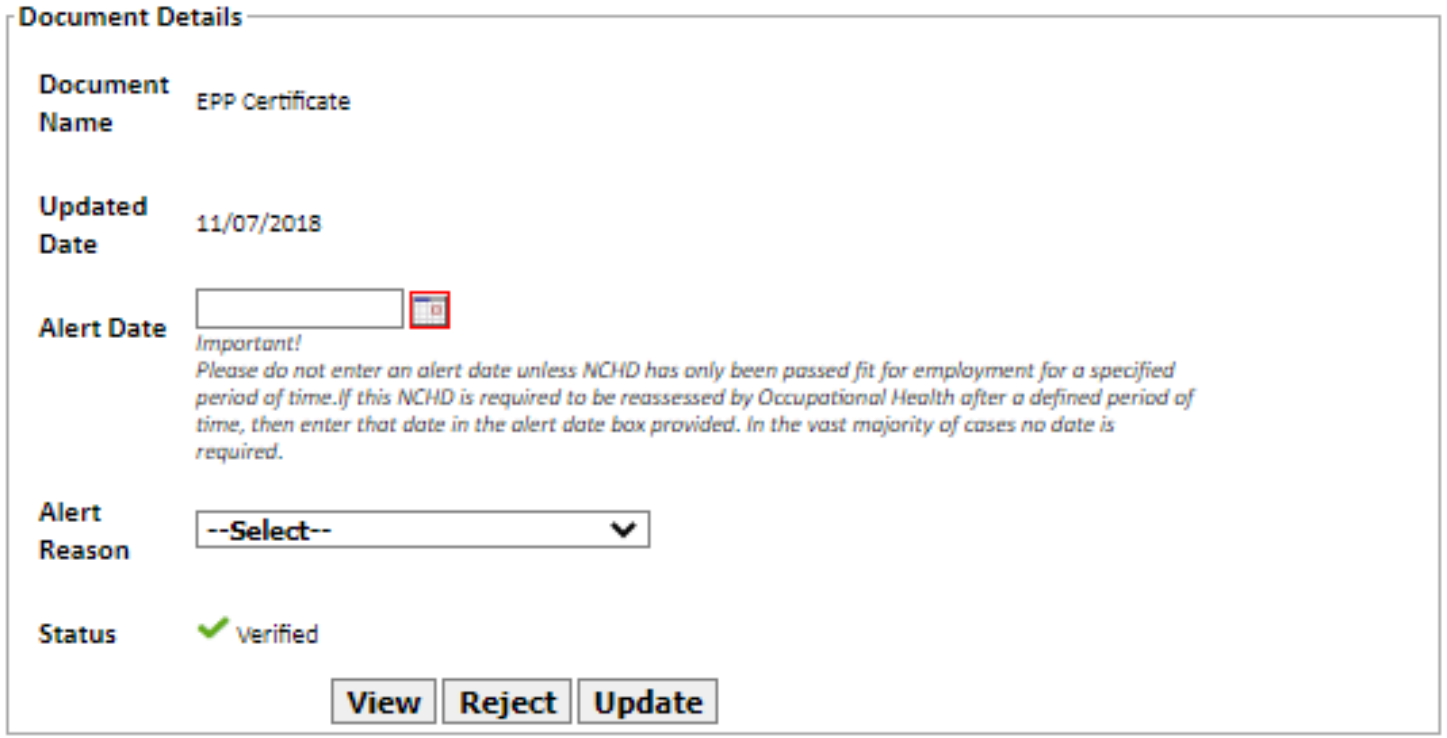
Managing Exposure Prone Procedure (EPP)

- OHD clicks on the Manage Link for the EPP
- If the NCHD requires follow-up or is EPP cleared for a defined period of time the OHD may enter an Alert date. An Alert Reason will also have to be selected when creating an Alert Date. 90/60/30 days prior to the alert date an email will be generated to the NCHD advising them that they will need to present to their OHD for follow-up. The OHD will also be copied on these emails. The Alerts can also be updated and removed by the OHD if no longer required.
- When the OHD selects Verify, an option to enter free text in the comment box is provided. This text will appear on the NCHDs EPP Certificate.
- The OHD selects 'Yes' to complete the verification process
- The EPP status moves from missing to verified
- If no existing EPP Cert exists for an NCHD on DIME, the 2025 version of the EPP Cert will be generated when actioned by the Occ Health professional.
- If updates are made to an existing EPP Cert such as adding an Alert Date, Alert Reason or removing Restrictions, the original EPP Cert version (2009 or 2025) will remain as is however the credentials of the Occ Health professional making the edits will be displayed on the EPP Cert.
- If there is an existing 2009 version of the EPP Cert on DIME for an NCHD and this now needs to be updated to the 2025 version of the EPP Cert, the Occ Health professional must reject the current version of the EPP Cert stating the reason for rejection in the email to the NCHD and then generate the new 2025 version of the EPP Cert for that NCHD
- If an Occ Health professional views an existing EPP Cert only, no changes will be made to that EPP Cert
- A system generated EPP certificate is created and available to print/view/download, as shown below



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- EPP Certificate with no Alert date:

Occupational Health Department

: University Hospital
OccupationalHealthNurse@

EPP Fitness Certificate

Client Details:			
Title:	Dr.	**Medical Discipline:**	Surgery
Surname:		**Specialty:**	Trauma & Orthopaedic Surgery
First Name:			
DOB:		**MCRN:**	

Occupational Health Details:
Managing OH Professional:
MCRN/NMBI Pin:

Fitness Outcome:

This is to certify that the above-named person has been declared fit to perform Exposure Prone Procedures in accordance with, **'Integrated Guidance on Health Clearance of Healthcare Workers and the Management of Healthcare Workers Living with Bloodborne Viruses 2025'** using an identified validated sample.

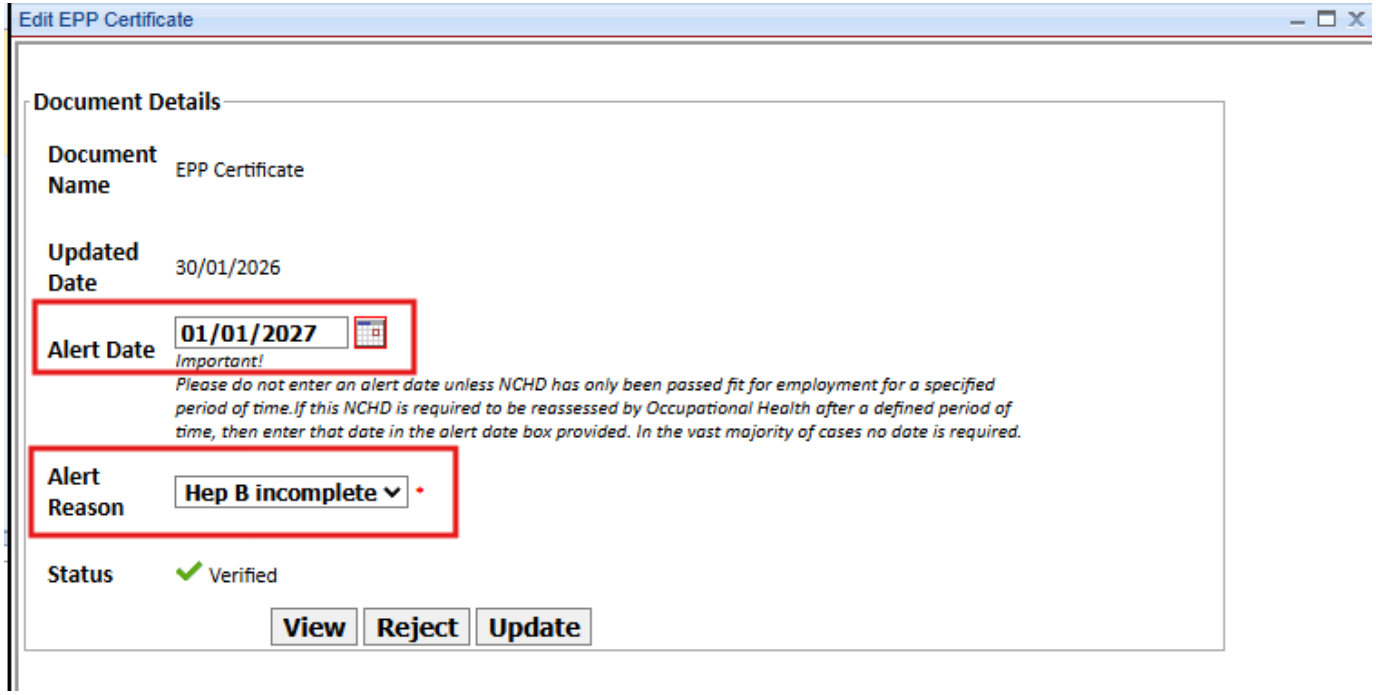
EPP indefinite duration

* Professional codes of practice from regulatory bodies require health care workers who may have been infected with a serious communicable disease, in whatever circumstances, to promptly seek and follow confidential professional advice about the need to undergo testing. This requirement means that health care workers are under an ongoing obligation to seek professional advice about the need to be tested if they have been exposed to a serious communicable disease, obligating the need for repeat testing.
This obligation equally applies to health care workers already in post. See Integrated guidance - https://www.hpsc.ie/a-z/bloodbornevirus

Date Of Certificate:	10/03/2026 15:35:23	**Restrictions (if applicable):**
Date Of Printing:	12/03/2026 15:26:15	

- EPP Certificate with Alert date:

1) Alert date and alert reason added in Manage EPP function:



- View EPP Certificate:

Occupational Health Department

Tipperary University Hospital
Clonmel.OccupationalHealth@hse.ie

EPP Fitness Certificate

Client Details:			
Title:	Dr.	**Medical Discipline:**	Emergency Medicine
Surname:		**Specialty:**	Emergency Medicine
First Name:		**MCRN:**	
DOB:			

Occupational Health Details:
Managing OH Professional:
MCRN/NMBI Pin:

Fitness Outcome:

This is to certify that the above-named person has been declared fit to perform Exposure Prone Procedures in accordance with, **'Integrated Guidance on Health Clearance of Healthcare Workers and the Management of Healthcare Workers Living with Bloodborne Viruses 2025'** using an identified validated sample.

EPP clearance specified duration - Expiry Date: 01/01/2027

* Professional codes of practice from regulatory bodies require health care workers who may have been infected with a serious communicable disease, in whatever circumstances, to promptly seek and follow confidential professional advice about the need to undergo testing. This requirement means that health care workers are under an ongoing obligation to seek professional advice about the need to be tested if they have been exposed to a serious communicable disease, obligating the need for repeat testing.
This obligation equally applies to health care workers already in post. See Integrated guidance - https://www.hpsc.ie/a-z/bloodbornevirus

Date Of Certificate:	30/01/2026 12:03:41	**Restrictions (if applicable):**
Date Of Printing:	12/03/2026 15:32:16	

Notes:

(i) The NCHD will see an alert on their NER portal following completion of the OHF and uploading of Immunisation status documentation that they are required to be EPP cleared if they selected 'Intern' of if they selected a specialty which requires EPP clearance.

(ii) The NCHD will also receive a system generated email advising them to seek EPP clearance if required when Medical HR have matched them to a post on DIME.

Removing Restrictions from EPP Certificates

Overview

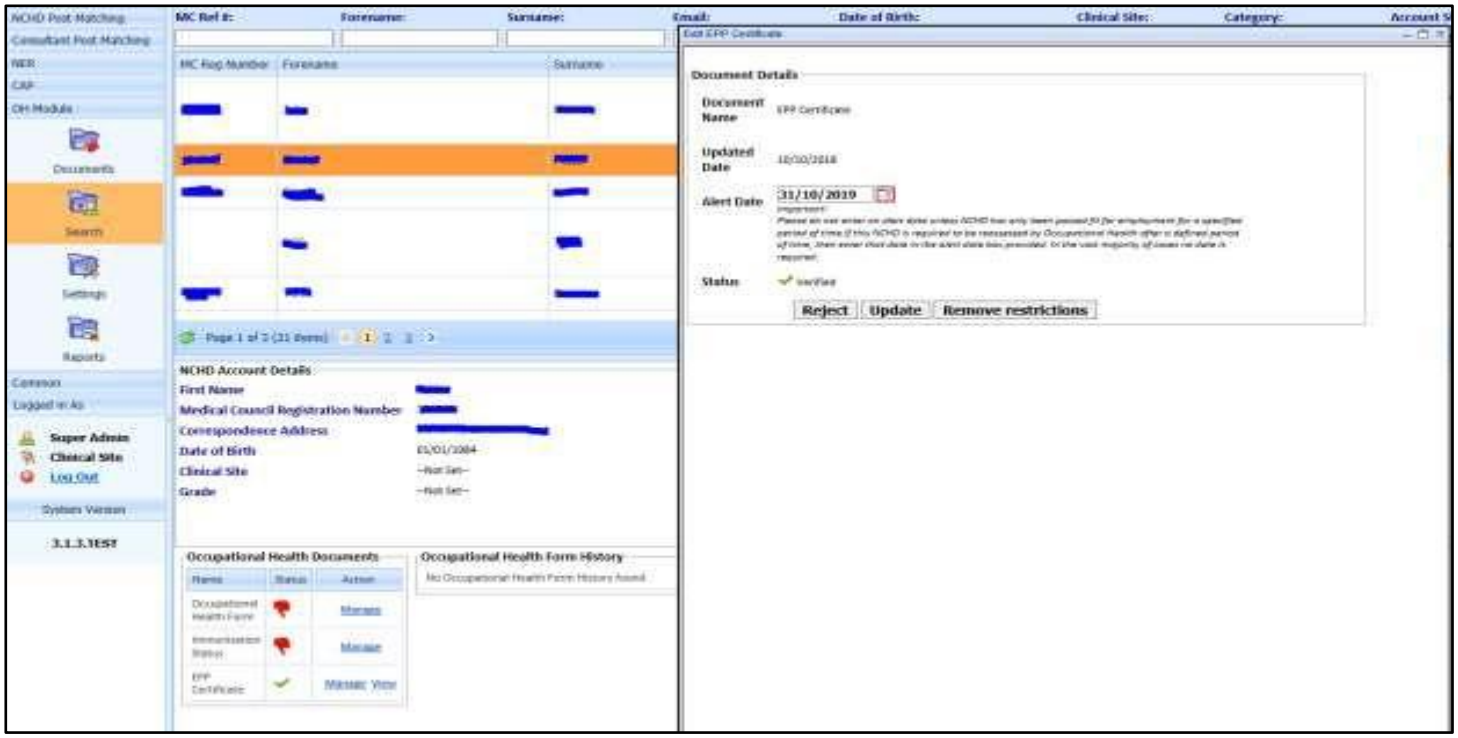
Use the Remove restrictions button to enable removing restriction details from PDF document.

How to get here:

- Navigate to the OH Module
- Choose the Search icon
- Perform a search to retrieve records
- Double click on of the search result records
- Under the occupational health documents grid, choose the 'Manage' link beside the'EPP Certificate' text

- On the popup window, choose the ‘Remove Restrictions’ button to remove restriction information from the pdf document

2.9 View Changes to the OHF



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

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

Employment History

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

Sickness Absence History

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

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

2.10 - Sample System Generated Emails

Document rejection

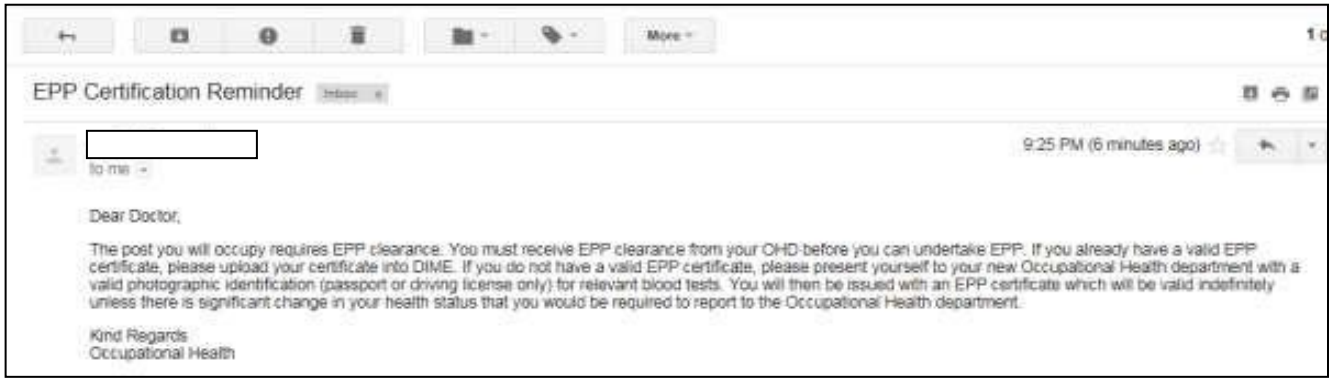
D dimetrainingtest@hse.ie
To

Dear Doctor,

The **pre placement health assessment form** that you have submitted has not been accepted for the following reasons:

test

Kind Regards
Occupational Health



Document nearing expiry

D dimetrainingtest@hse.ie
To

Dear

Your **EPP Certificate** document will expire on **25/04/2026**.

Please contact your current Occupational Health Department to discuss.

Kind Regards
Occupational Health Department

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

2.11 Document Status Symbols

Missing or Expired Rejected Submitted Warning: document nearing expiry Verified

Missing or Expired – This means a document has not been added or has expired

Rejected – This means that the document that has been uploaded by the NCHD has beenrejected. The NCHD will receive an e-mail confirming the document has been rejected

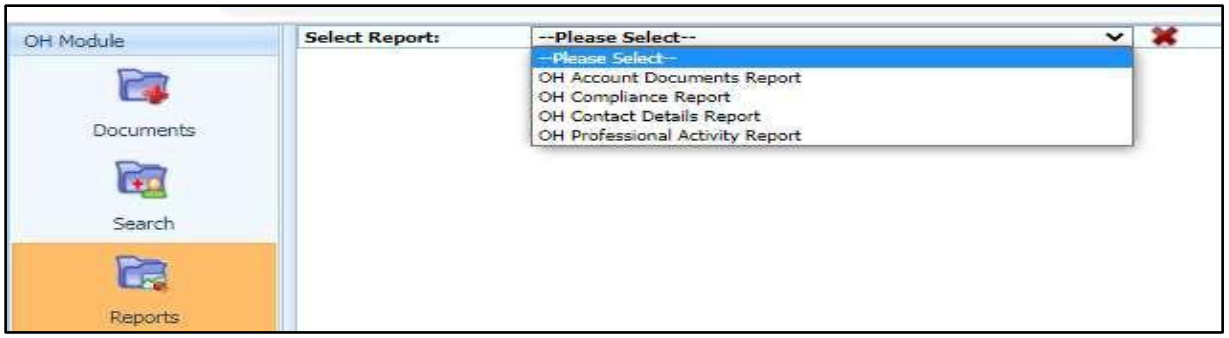
Submitted – This means that the Doctor has submitted a document that must be verified by theOHD

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

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

2.11.1 Reports

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



There are four reports available from the dropdown menu.

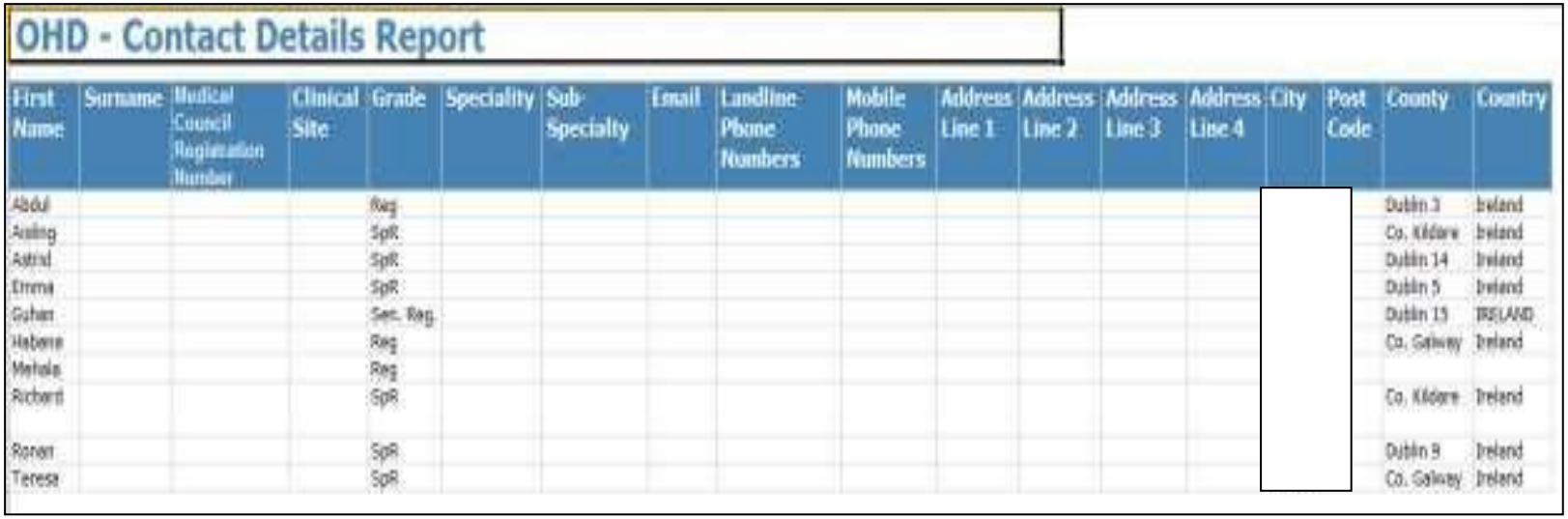
2.11.2 **OH Account Documents Report** which provides a list of all NCHDs within the remit of your OHD, including IMC number, and will inform you whether the post is an EPP Required Post or Not for the NCHD, as well as a colour coded status of each document type. Date filtering functionality available with this report will also allow you view those NCHDs previously in post and those due to take up a post (pre-starters) depending on the date entered provided they have been matched to apost by Medical HR.

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

OH Compliance By Clinical Site Report

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

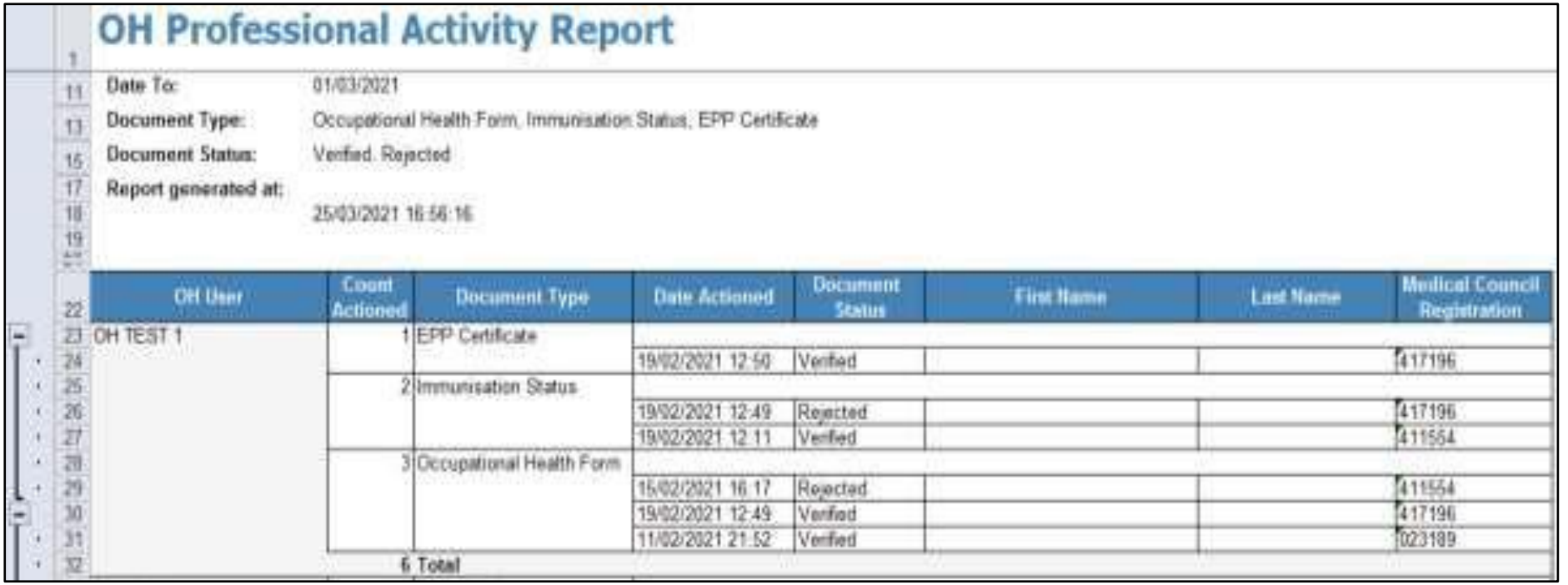
2.11.4 **OH Contact Details** which will run a detailed contacts report of your NCHDs. Again, date filtering is available for this report so that you can see the contact details of your future starters provided they have been matched to a post by Medical HR. There is an option to use the Hyperlink to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



OHD - Contact Details Report

First Name	Surname	Medical Council Registration Number	Clinical Site	Grade	Speciality	Sub-Specialty	Email	Landline Phone Numbers	Mobile Phone Numbers	Address Line 1	Address Line 2	Address Line 3	Address Line 4	City	Post Code	County	Country
Abdul				Reg												Dublin 3	Ireland
Aisling				SpR												Co. Kildare	Ireland
Astrid				SpR												Dublin 14	Ireland
Emma				SpR												Dublin 5	Ireland
Guhan				Sen. Reg.												Dublin 15	IRELAND
Hebere				Reg												Co. Galway	Ireland
Mehala				Reg													
Richard				SpR												Co. Kildare	Ireland
Ronan				SpR												Dublin 9	Ireland
Teresa				SpR												Co. Galway	Ireland

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



OH Professional Activity Report

Date To: 01/03/2021

Document Type: Occupational Health Form, Immunisation Status, EPP Certificate

Document Status: Verified, Rejected

Report generated at: 25/03/2021 16:56:16

OH User	Count Actioned	Document Type	Date Actioned	Document Status	First Name	Last Name	Medical Council Registration
OH TEST 1	1	EPP Certificate					
			19/02/2021 12:50	Verified			417196
	2	Immunisation Status					
			19/02/2021 12:49	Rejected			417196
			19/02/2021 12:11	Verified			411554
	3	Occupational Health Form					
			15/02/2021 16:17	Rejected			411554
			19/02/2021 12:49	Verified			417196
			11/02/2021 21:52	Verified			023189
	6	Total					