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Training Supports Scheme (TSS) Guide for NCHDs

NER (National Employment Record) Web Portal

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1. Introduction to Training Supports Scheme on NER

The Training Support Scheme (TSS) is part of the suite of educational supports for NCHDs provided by HSE-NDTP and can be used to claim for exam, course or conference costs which satisfy the TSS Eligibility criteria. For access to the TSS Policy, or further information on the other supports offered by NDTP, please see link to our website: https://www.hse.ie/eng/staff/leadership-education-development/met/ed/fin/. Please ensure that you are applying under the correct funding scheme before submitting your application.

To create a TSS application or TSS Laptop/Tablet application, you must submit an application via the Training Supports Scheme Section on your NER Account:

Figure 1: TSS Icon

If the bell symbol appears, it indicates that your Medical Manpower is seeking further information on a submitted application. The number on the symbol denotes how many applications require further action.

Once you have selected the TSS icon on the NER Dashboard you will be directed to the TSS home page

The home page has seven sections within, as described below:

- Section 1: New Training Application
- Section 2: New Laptop / Tablet Application
- Section 3: Edit Application (Only New, Further Information Required, Unprocessed or Submitted applications)
- Section 4: Delete Application (Only New applications)
- Section 5: Log of Applications TSS and CCERS
- Section 6: Check Balance
- Section 7: Guidance Document

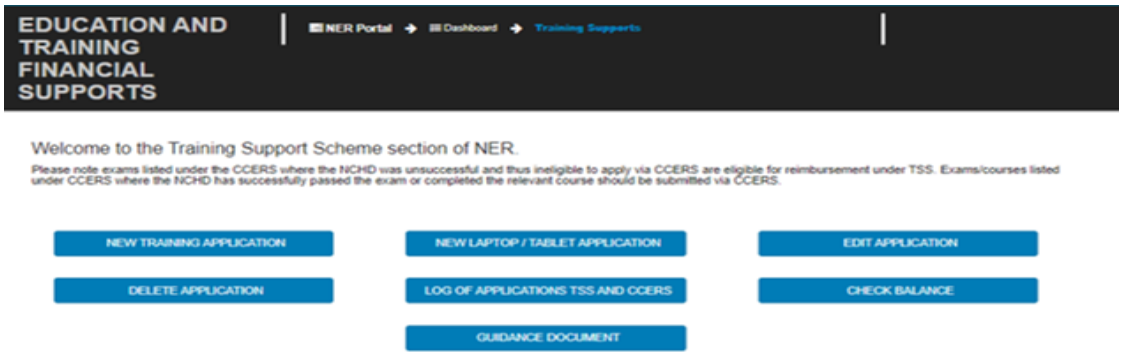
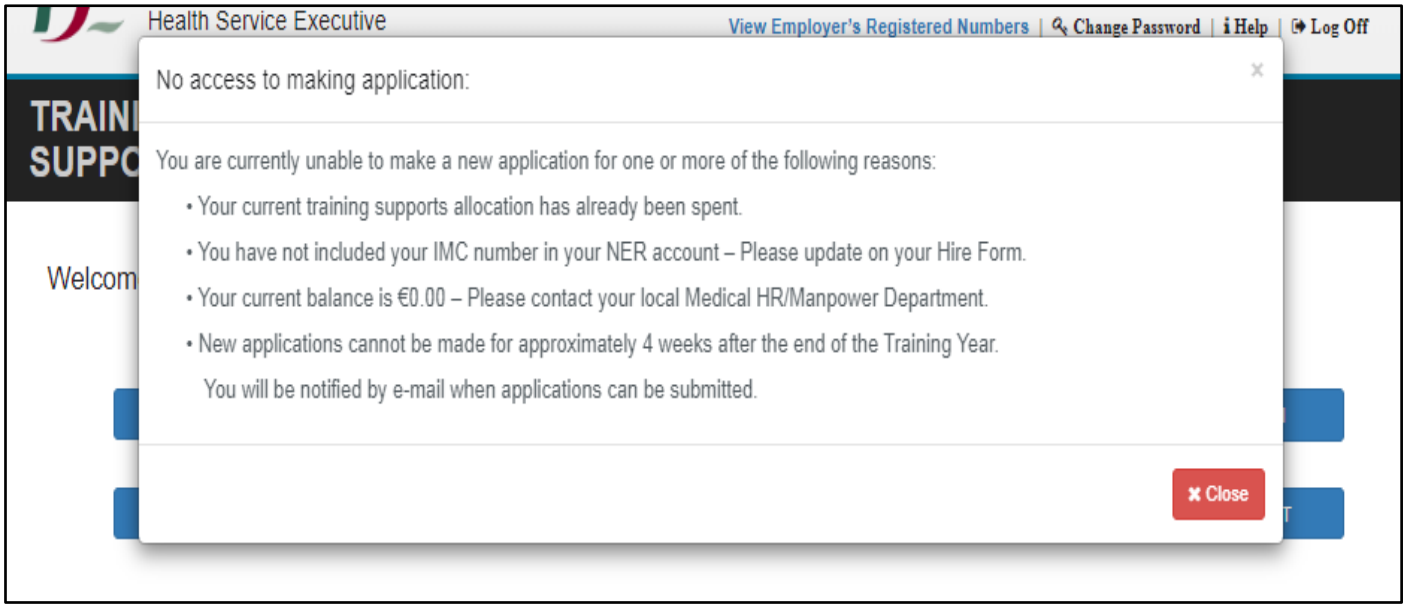


Figure 2: TSS Home Page

Please note that if the Padlock Symbol appears on the Applications tab, there are a number of reasons for this:

- Your current training supports allocation has already been spent
- You have not included your IMC number in your NER account – Please update on your Hire Form
- Your current balance is €0.00 – Please contact your local Medical HR/Manpower Department
- New applications cannot be made for approximately 4 weeks after the end of the Training Year. You will be notified by e-mail when applications can be submitted.

You won't be able to submit an application if any of the above occurs and a pop-up message will display as below:



OR

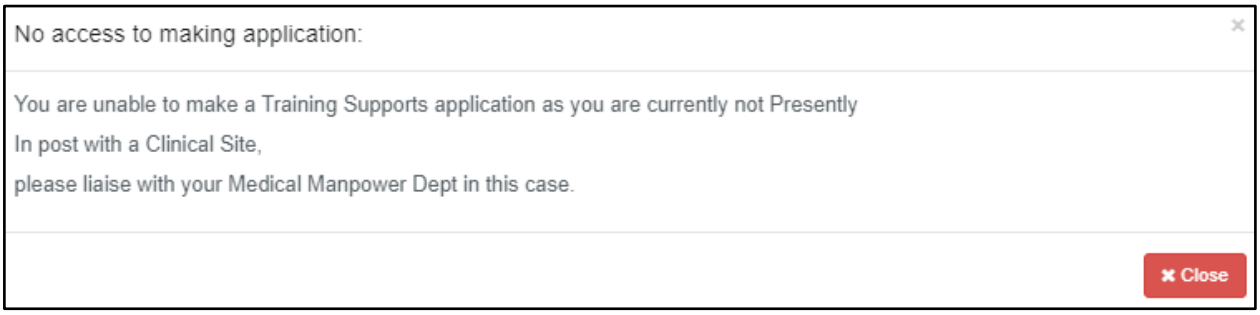


Figure 3: TSS Pop Ups

2. Make New Applications:

The application form has Three Sections:

- **Section 1: Claim Details**
- **Section 2: Attach Documents**
- **Section 3: Declaration**

2.1 Claim Details – Training Support Application Form

To begin a new application you should click on the "New Training Application" button. This will open up the application form as shown below:

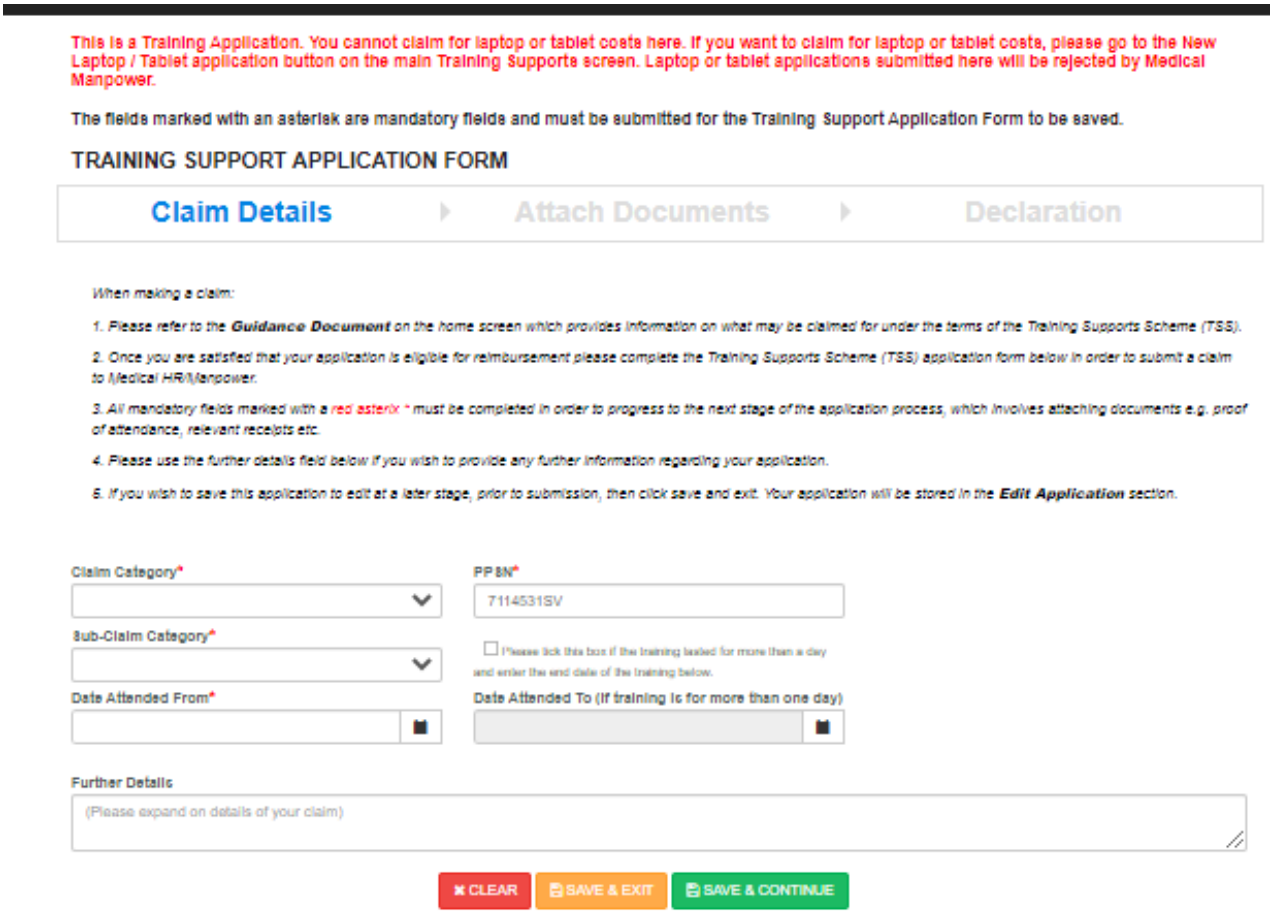


Figure 4: Claim Details Section of TSS Application Form

2.1.2 Claim Details – Laptop / Tablet Application Form

To begin a new Laptop/ Tablet application you should click on the “New Laptop/ Tablet Application” button. This will open up the application form as shown below:

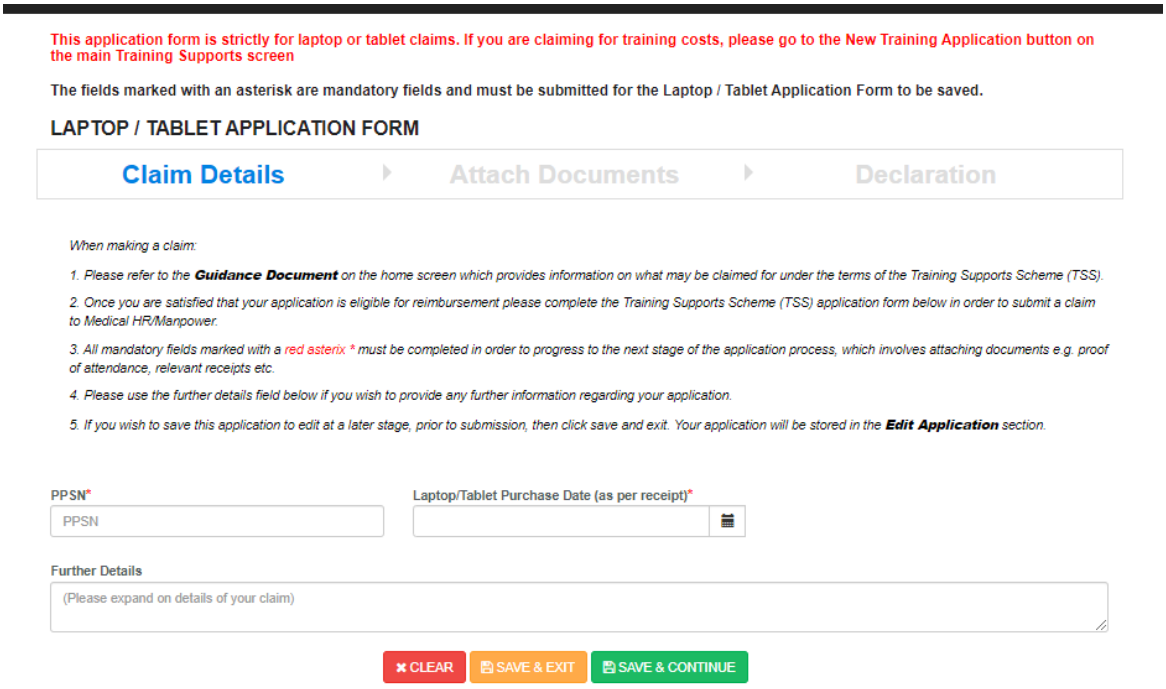


Figure 4.1: Claim Details Section of TSS Laptop / Tablet Application Form

Applications can only be submitted to your Medical Manpower Department for verification after completion of All Mandatory requirements of each Section *Mandatory fields will be denoted by a Red Asterisk *

Please note that the Further Details section is restricted to 3000 characters.

NB: You should click “Save & Continue” to progress to the next stage of the application. Clicking “Save & Exit” will save the application for editing later but the application will not be visible to the Medical Manpower Department until the online declaration is signed and the application has been submitted for review

2.2 Attach Documents

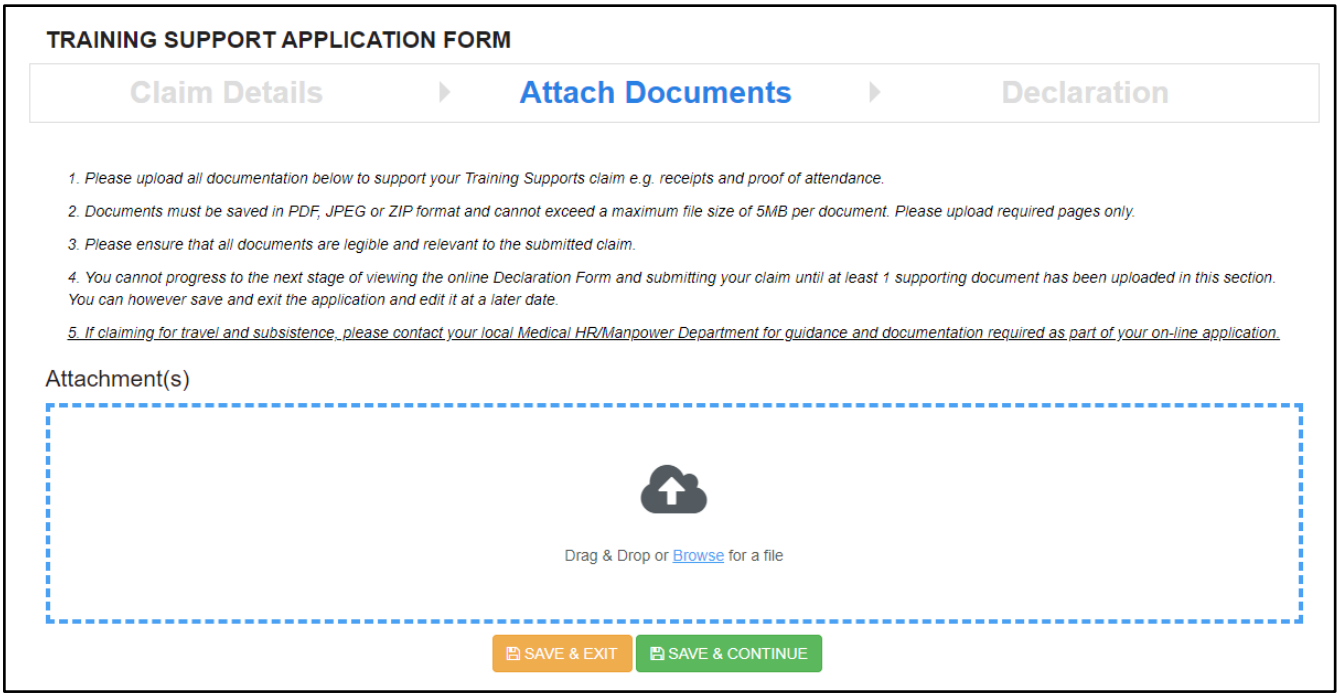


Figure 5: Attach Documents Section of the TSS Application Form

To attach a document you can click on the **"Browse"** button, which will allow you to browse for a specific document on your PC and add it to the application. Otherwise you can use the drop box to "drag & drop" the document you want to attach with your application. You can upload multiple documents in this section. Please note the following regarding file uploads:

Validation & Mandatory Requirements for Document Uploads on NER:

- It is mandatory to upload at least one document.
- The document should not exceed 5mb file size.
- Only documents in PDF or JPEG format can be uploaded
- The file compressed into a ZIP file can also be uploaded in the attach documents section as a supporting document.

NB: You should click "Save & Continue" to progress to the next stage of the application. Clicking "Save & Exit" will save the application for editing later but the application will not be visible to the Medical Manpower Department until the online declaration is signed and the application has been submitted for review

2.3 Declaration Form

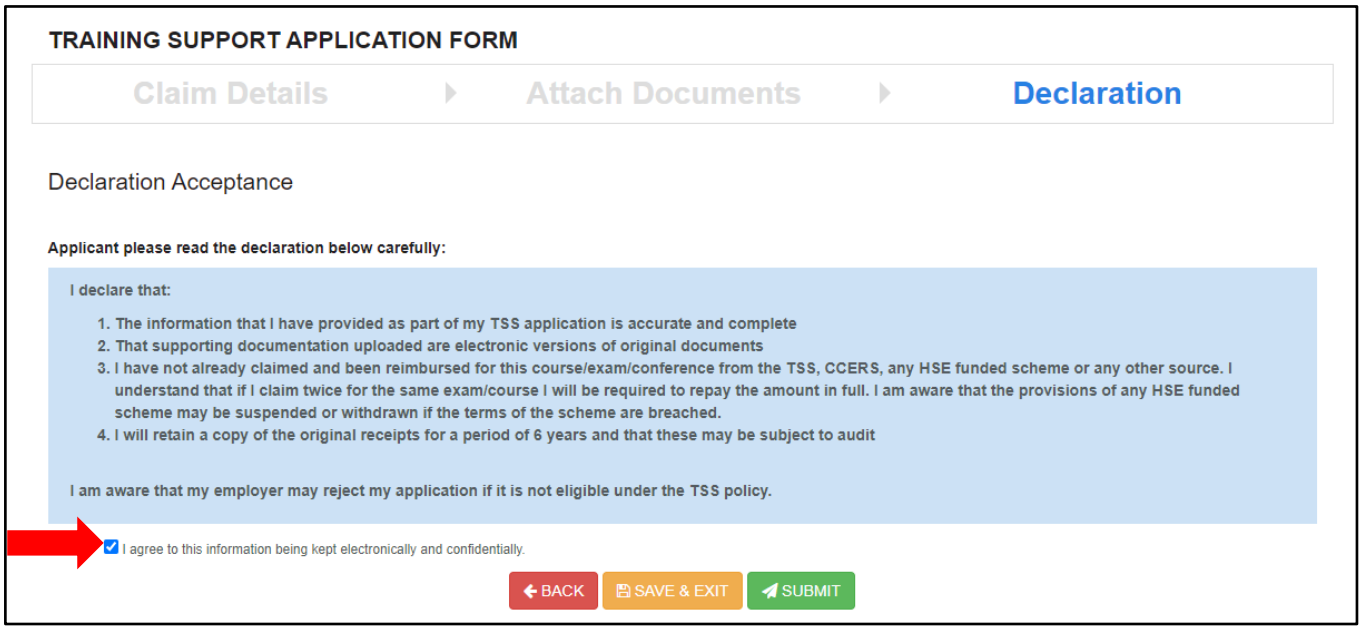


Figure 6: Declaration Section of the TSS Application Form

Only when you have signed the online declaration and clicked the submit button will the application be visible to your Medical Manpower Department.
If you click “Save and Exit” the application will not be visible to your Medical Manpower Manger. However, you can edit this application under the “Edit Applications” section in the Training Support Scheme section of the NER portal.

2.4 Mandatory Cert Pop-Up (PCS)

If you are submitting a TSS application, claiming reimbursement for PCS costs once you have agreed and signed the Declaration a pop-up reminder as shown in figure 7 will be displayed as a reminder to upload your most up to date PCS cert in the Training Cert section of the NER Portal.

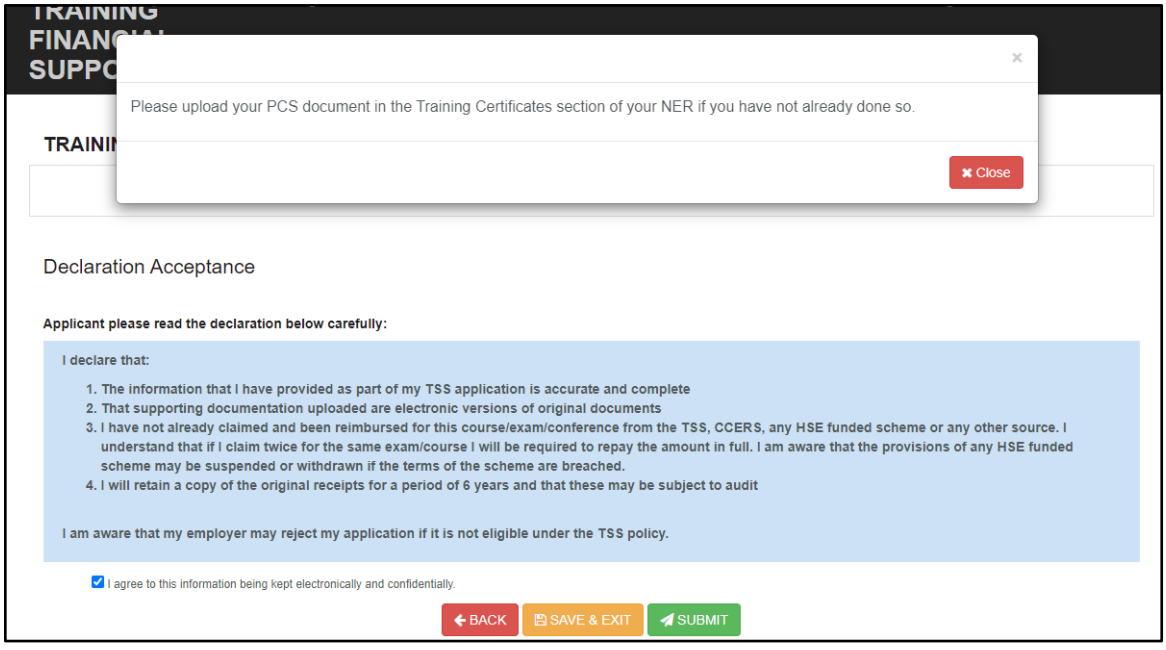


Figure 7: Pop-up reminder to upload PCS Cert

Email Notifications

When an application has been processed by Medical HR / Manpower:

- The status of the application will be updated in the NER Portal.
- An email will be sent to NCHD notifying them that the Status of the TSA has been updated (i.e. TSA has been Approved / Rejected or Further Info Required).
- The current Balance for NCHD will also appear on the email.

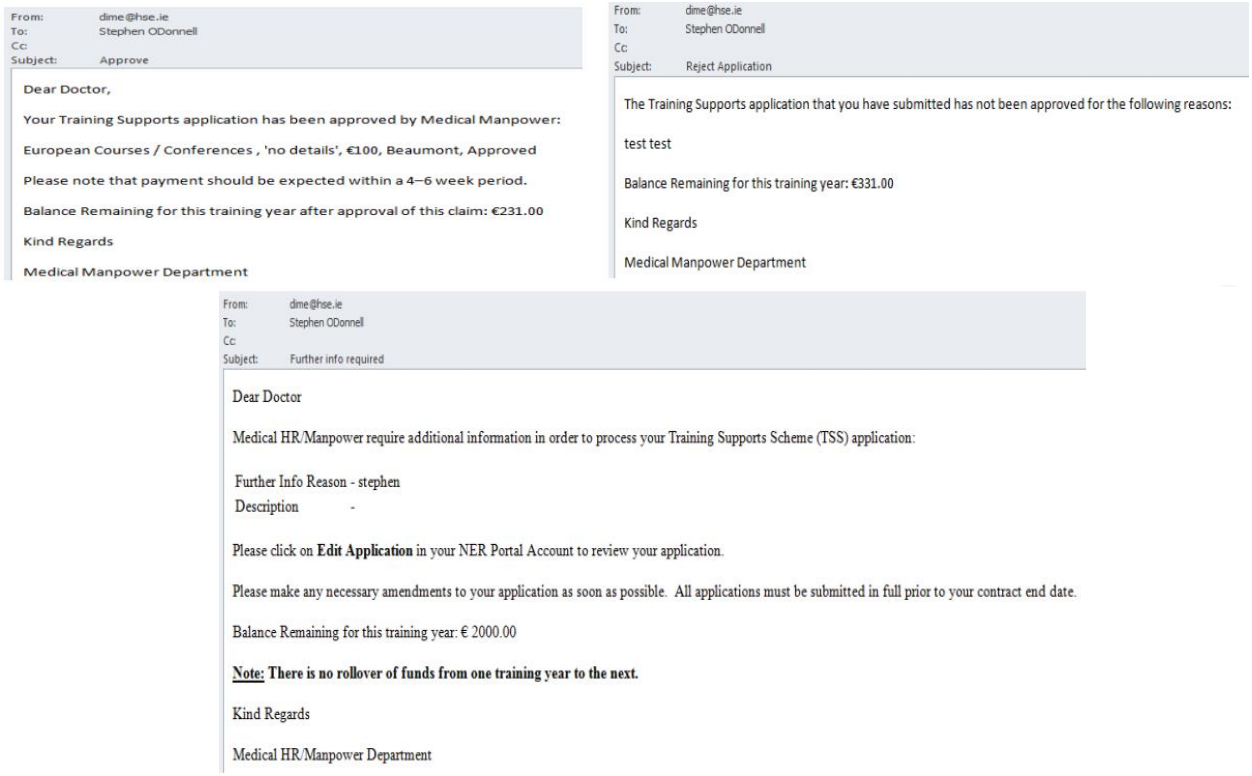


Figure 8: TSS Email Alerts

If an application has been returned to you where your Medical Manpower Department is seeking Further Information, a bell icon will be displayed on the NER home page

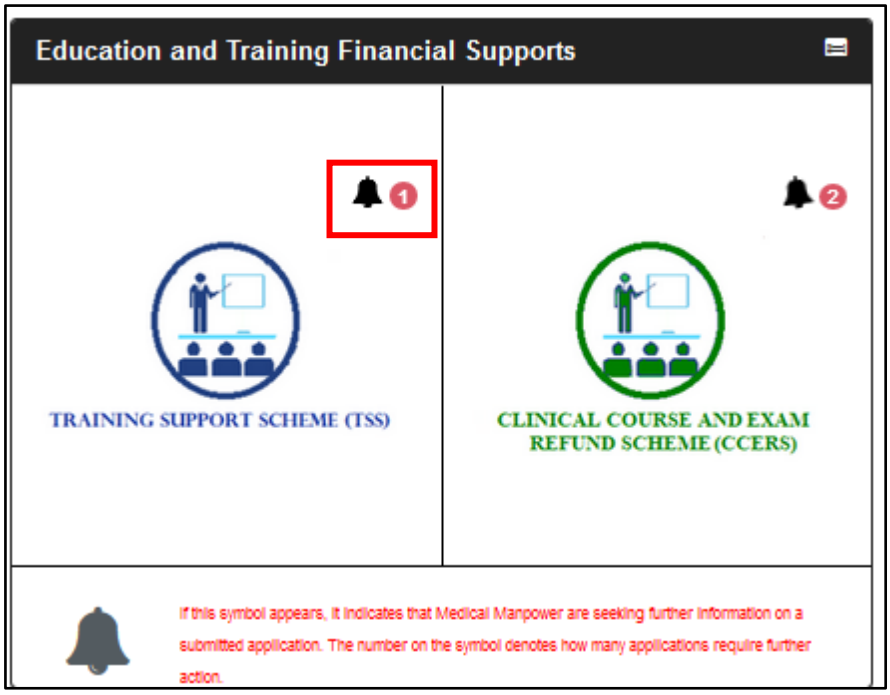
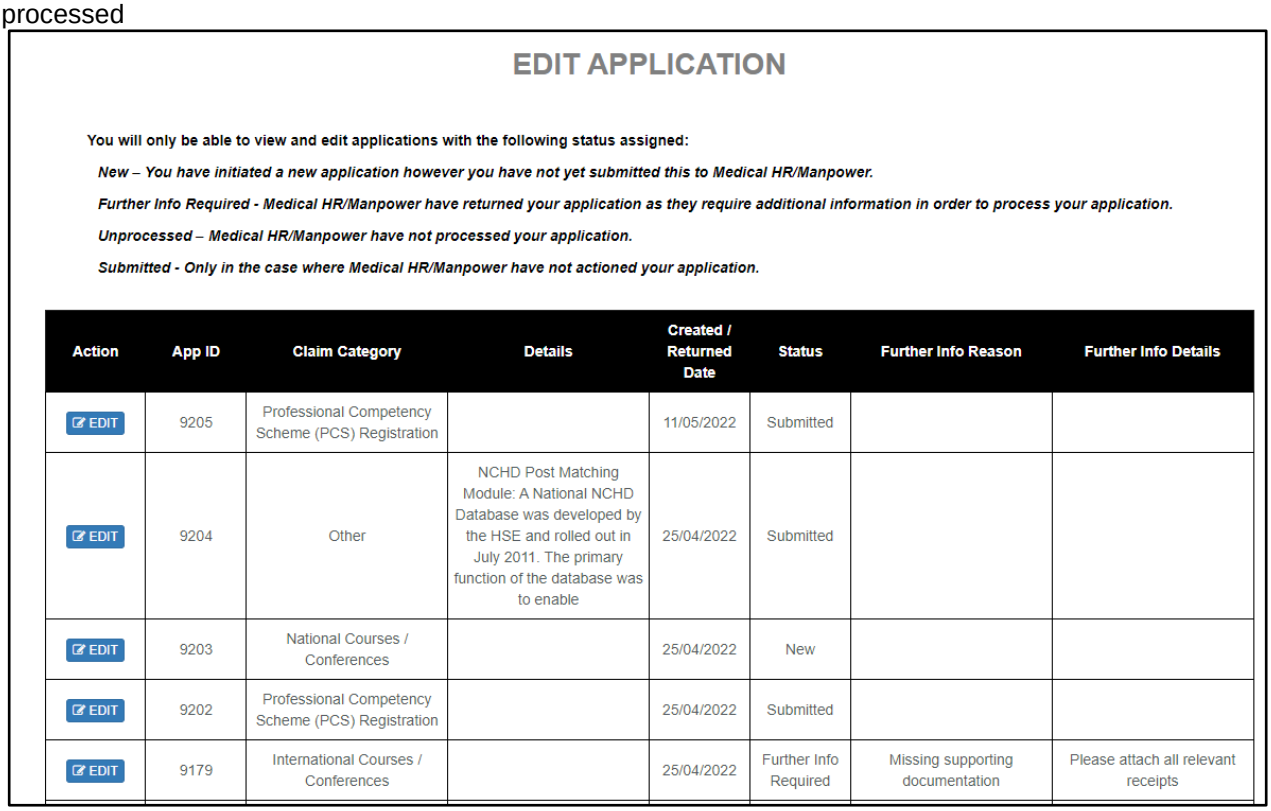


Figure 9: TSS Bell Icon

3. Edit Application:

You can edit applications with the following status only: New, Submitted, Further Information Required or Unprocessed



EDIT APPLICATION

You will only be able to view and edit applications with the following status assigned:

New – You have initiated a new application however you have not yet submitted this to Medical HR/Manpower.

Further Info Required - Medical HR/Manpower have returned your application as they require additional information in order to process your application.

Unprocessed – Medical HR/Manpower have not processed your application.

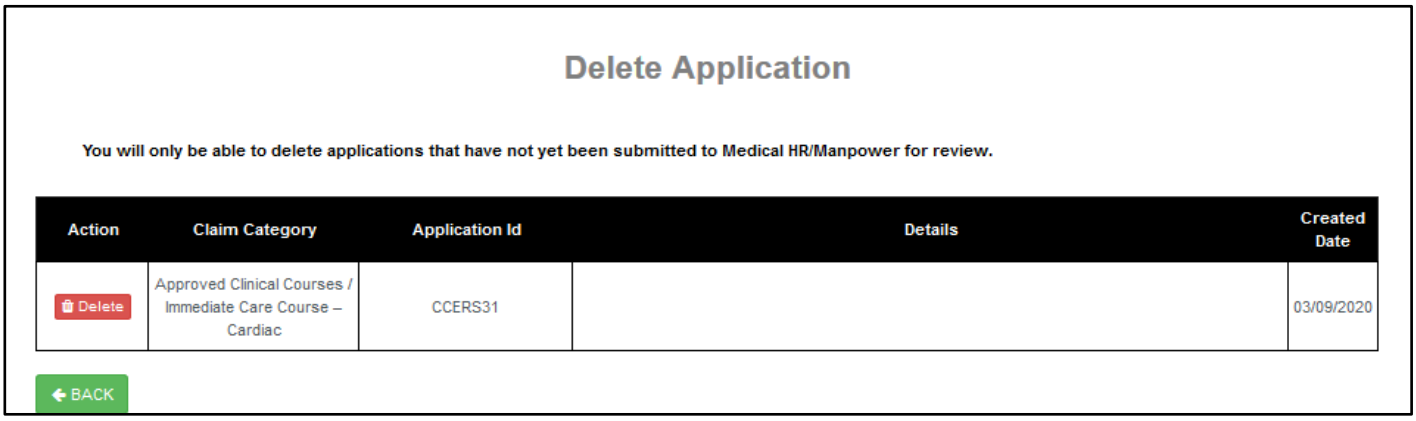
Submitted - Only in the case where Medical HR/Manpower have not actioned your application.

Action	App ID	Claim Category	Details	Created / Returned Date	Status	Further Info Reason	Further Info Details
EDIT	9205	Professional Competency Scheme (PCS) Registration		11/05/2022	Submitted		
EDIT	9204	Other	NCHD Post Matching Module: A National NCHD Database was developed by the HSE and rolled out in July 2011. The primary function of the database was to enable	25/04/2022	Submitted		
EDIT	9203	National Courses / Conferences		25/04/2022	New		
EDIT	9202	Professional Competency Scheme (PCS) Registration		25/04/2022	Submitted		
EDIT	9179	International Courses / Conferences		25/04/2022	Further Info Required	Missing supporting documentation	Please attach all relevant receipts

Figure 10: Edit Application Section

4. Delete Application:

You will only be able to delete applications that you have not yet submitted to your Medical Manpower Department i.e. “New” Applications.



Delete Application

You will only be able to delete applications that have not yet been submitted to Medical HR/Manpower for review.

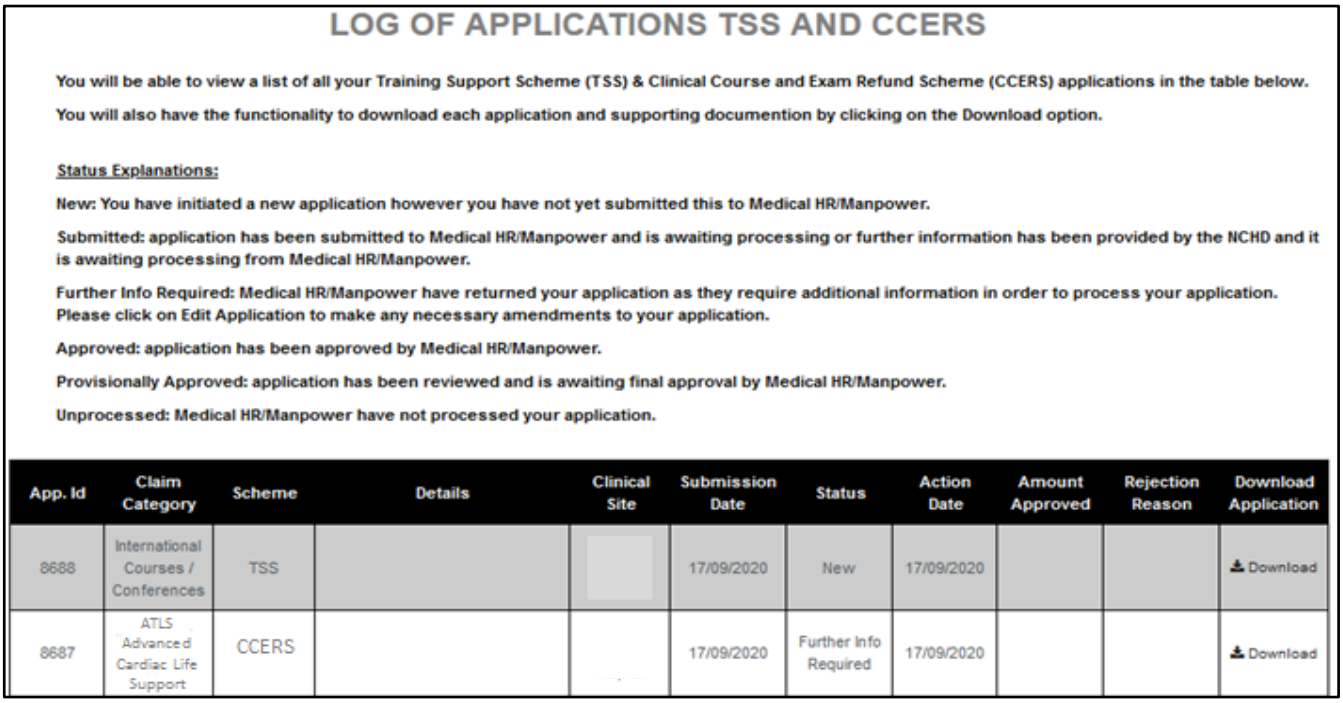
Action	Claim Category	Application Id	Details	Created Date
Delete	Approved Clinical Courses / Immediate Care Course – Cardiac	CCERS31		03/09/2020

BACK

Figure 11: Delete Application Section

5. Log of Applications TSS and CCERS:

You will be able to view all applications that they have created to date under both the TSS and CCERS schemes in this section.



LOG OF APPLICATIONS TSS AND CCERS

You will be able to view a list of all your Training Support Scheme (TSS) & Clinical Course and Exam Refund Scheme (CCERS) applications in the table below.

You will also have the functionality to download each application and supporting documention by clicking on the Download option.

Status Explanations:

New: You have initiated a new application however you have not yet submitted this to Medical HR/Manpower.

Submitted: application has been submitted to Medical HR/Manpower and is awaiting processing or further information has been provided by the NCHD and it is awaiting processing from Medical HR/Manpower.

Further Info Required: Medical HR/Manpower have returned your application as they require additional information in order to process your application. Please click on Edit Application to make any necessary amendments to your application.

Approved: application has been approved by Medical HR/Manpower.

Provisionally Approved: application has been reviewed and is awaiting final approval by Medical HR/Manpower.

Unprocessed: Medical HR/Manpower have not processed your application.

App. Id	Claim Category	Scheme	Details	Clinical Site	Submission Date	Status	Action Date	Amount Approved	Rejection Reason	Download Application
8688	International Courses / Conferences	TSS			17/09/2020	New	17/09/2020			Download
8687	ATLS Advanced Cardiac Life Support	CCERS			17/09/2020	Further Info Required	17/09/2020			Download

Figure 12: Log of TSS and CCERS Applications

If you wish to view your previous applications you can select the “Download” button as highlighted above

Application Status:

New: Application has been created by NCHD but not yet submitted to Medical Manpower

Submitted: Awaiting Medical Manpower processing

Provisionally Approved: Application has been actioned by Medical Manpower, however needs final approval.

Approved: Application has been approved by Medical Manpower.

Rejected: The application is rejected if not in line with the current CCERS policy.

Further Info Required: The application has been returned to the NCHD for clarification / to get further information

Unprocessed: An application is considered unprocessed if Medical Manpower has not actioned an application within 4 weeks after the NCHD has left their post.

6. Check Balance

You can check to see if you are eligible to submit a TSS Application by going into the Check Balance section on the NER portal. This will display any money that has been allocated to you for the current period. For further information on TSS eligibility or NCHD balance entitlements you can check the TSS policy.

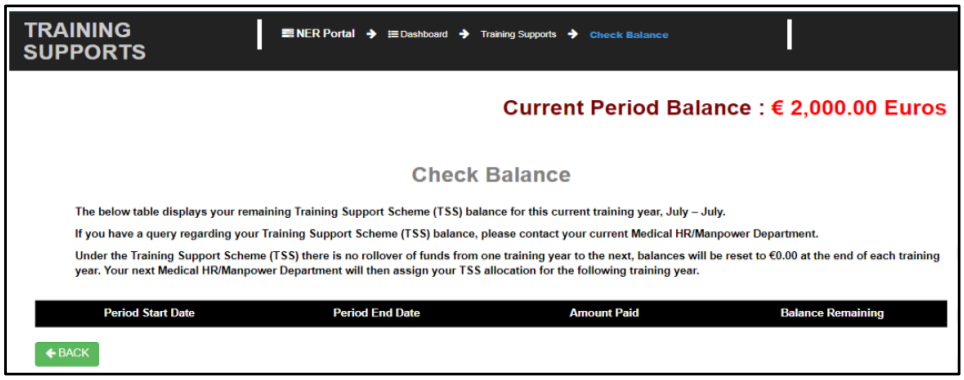


Figure 13: Check Balance Screen

7. Guidance Document

The TSS Policy can be accessed from the NDTP website https://www.hse.ie/eng/staff/leadership-education-development/met/ed/fin/. This document describes the types of courses, conferences and examinations that can be claimed for under the TSS as well as eligibility requirements.

Figure 14: TSS Guidance/Policy Document