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Training Supports Module (TSM)

Guide for Medical HR Users

NDTP – DIME

NATIONAL DOCTORS TRAINING & PLANNING

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Training Supports Module – NDTP-DIME

Guide for Clinical Site Users

Contents

1. Introduction to Training Supports Scheme on NER 3

2. Introduction to Training Supports Module (TSM): 3

3. Applications 4

3.1 Searching for Applications 4

3.2 Manage Application Status 6

3.3 Email Logs 18

3.4 Downloading Attachments 18

3.5 Amending Approved Application 21

3.6 Reject Approved Application 23

4. Log of Applications 24

5. Training Supports – Balance Setting 26

5.1 Individual Balance Setting 26

5.2 Bulk Upload Balance Setting 30

6. Training Supports – Reports 34

6.1 Summary Status of TSS Claims Report 36

6.2 Application Status Report 37

6.3 Clinical Site Balance ..... **Error! Bookmark not defined.**

6.4 Current NCHD Balance Report 38

6.5 Funding Provided to Sites Report ..... **Error! Bookmark not defined.**

6.6 Payment Report 39

7. PC Compatibility Settings 41

NATIONAL DOCTORS TRAINING & PLANNING

1. Introduction to Training Supports Scheme on NER

The Training Support Scheme (TSS) can be used to claim for exam, course or conference costs which satisfy the TSS Eligibility criteria. Please see the TSS policy for further information

https://www.medicalcareers.ie/wp-content/uploads/2026/03/TSS-Policy-July-2025.pdf

The NCHD must submit an application via the Training Supports Scheme Section on their NER Account.

You can find the NER User Guides on the following link should you require to send to your NCHDs:
https://www.medicalcareers.ie/resources/links/

2. Introduction to Training Supports Module (TSM):

The DIME system can be only accessed from a PC / Laptop

Link to DIME: https://ndtp-dime.hse.ie/default.aspx

Once you have logged onto NDTP-DIME the Training Supports Module can be located on the left hand side of the screen.

There are four options within this module:

(i) **Applications** – this allows you to search for all Training Supports Applications. The status is default to display any applications with status submitted or provisionally approved as these applications will still require action. But the status filter can be changed as required.

(ii) **Log of Applications** – you will be able to view all previously approved applications from the current and previous training years. You will also be able to download all documents relating to a previously approved claim.

(iii) **Balance Setting** –you will be able to update the balances for the NCHD either individually or via a Bulk Upload. They will also be able to view the balance set by the previous Clinical Site in this page.

(iv) **Reports** – There are a number of useful reports available in this section that you can use. For more details, please see section 7.

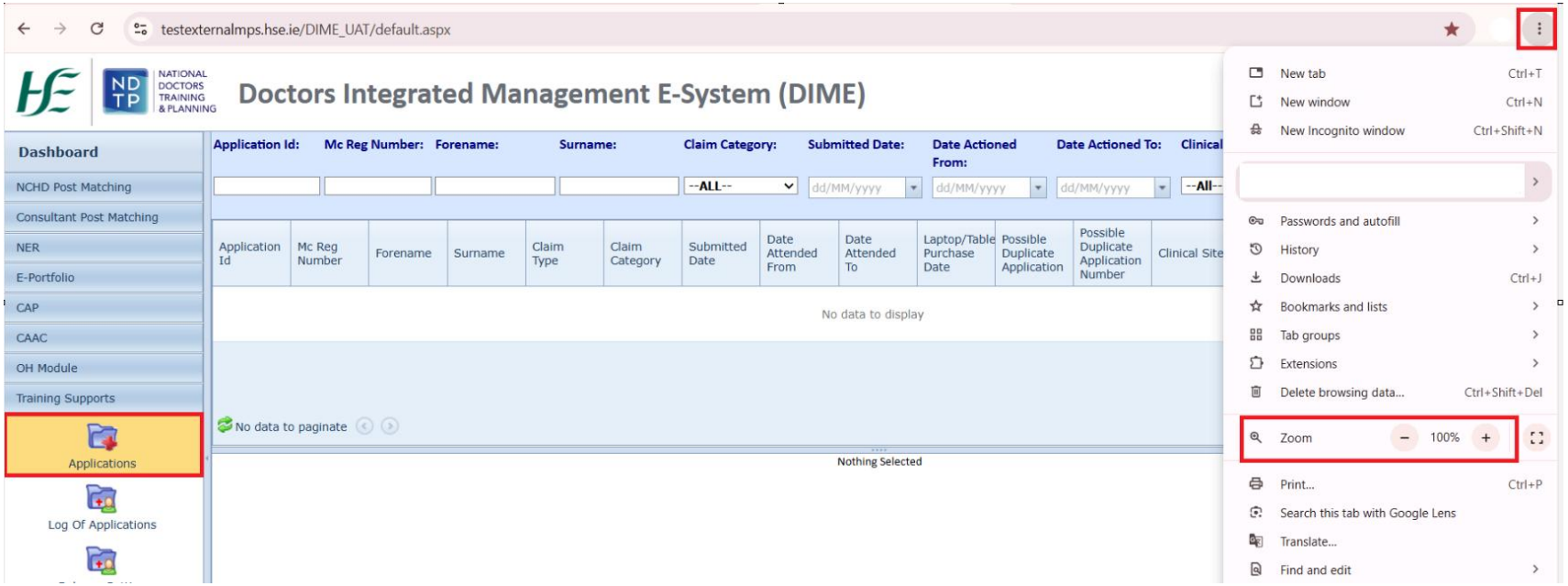
3. Applications

3.1 Searching for Applications

Applications – This tab allows you to search for all the TSS applications submitted by NCHDs matched to your clinical site. It also displays applications submitted by NCHDs for an additional 4 weeks after they rotate from your clinical site to allow any pending applications to be processed.

When the Medical Manpower Department opens the Applications Screen, the Application Status will be defaultedto Submitted and Provisionally Approved.

Please note when the Medical Manpower Department actions an application (i.e. changes the status of an application); the NCHD will receive an automated email informing them of the status update



*Please note the above screen may appear differently due to local PC Setting! It is recommended that no higher than 100% zoom setting for PCs and 65% when using a laptop. Zoom setting can be adjusted in the Tools section, highlighted in the very top right corner of the above image. *

Application Statuses

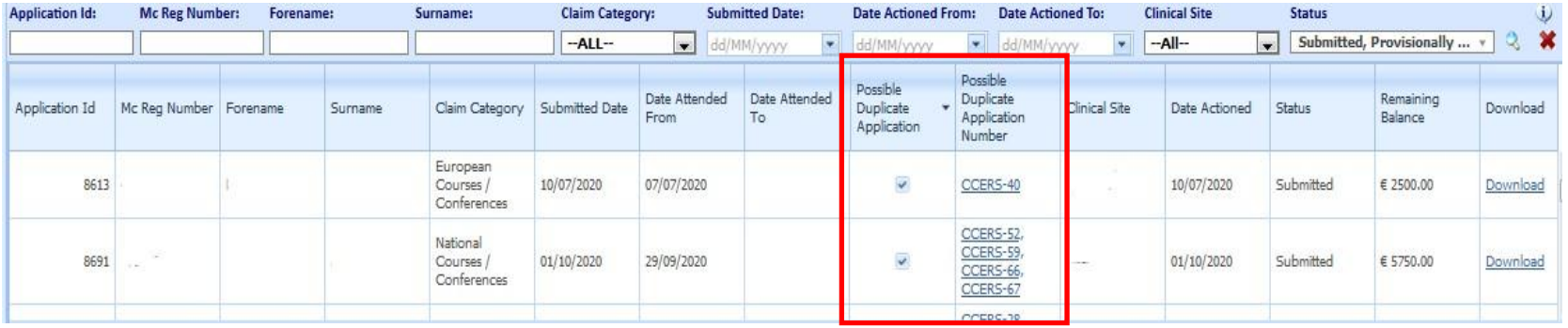
All TSS Applications will have one of the following statuses:

- **New** – Application has been created by NCHD but not yet submitted to the Medical Manpower Department
- **Submitted** - Application has been submitted to the Medical Manpower Department and is awaiting Medical Manpower action
- **Provisionally Approved** – Application has been actioned by Medical Manpower, however, is awaiting final approval.
- **Approved** – Application has been approved by Medical Manpower. It must be sent to Finance to ensure the NCHD receives payment for this application
- **Further Info Required** – The application has been returned to the NCHD for clarification / to get further information
- **Rejected** - Application has been rejected if not in line with the current CCERS policy
- **Unprocessed** – An application is considered unprocessed if Medical Manpower has not actioned anapplication within 4 weeks after the NCHD has left their post.

There is also a "Possible Duplicate Application" column available in this section. This should help when trying to establish if an NCHD has submitted a duplicate application.

The system will highlight if there is a **possible** duplicate application made by this NCHD under CCERS. It does this by checking if a previous application, submitted by this NCHD, has a "Date Attended From" within 7days before or 7 days after the current applications "Date Attended From". If so, the system will flag this as a possible duplicate application by displaying a tick in the "Possible Duplicate Application" Column and a link tothe application(s) that the system has identified as possible duplicates in the "Possible Duplicate Application Number" column.

For example, if you are reviewing TSS Application ID 8613 and in the "Possible Duplicate Application Number" column the CCERS Application 40 is visible then the application 40 has a "Date Attended From" within 7 days before or 7 days after the "Date Attended From" for Application ID 8613.



Application Id:	Mc Reg Number:	Forename:	Surname:	Claim Category:	Submitted Date:	Date Actioned From:	Date Actioned To:	Clinical Site	Status
				--ALL--	dd/MM/yyyy	dd/MM/yyyy	dd/MM/yyyy	--All--	Submitted, Provisionally ...

Application Id	Mc Reg Number	Forename	Surname	Claim Category	Submitted Date	Date Attended From	Date Attended To	Possible Duplicate Application	Possible Duplicate Application Number	Clinical Site	Date Actioned	Status	Remaining Balance	Download
8613				European Courses / Conferences	10/07/2020	07/07/2020		☑	CCERS-40		10/07/2020	Submitted	€ 2500.00	Download
8691				National Courses / Conferences	01/10/2020	29/09/2020		☑	CCERS-52, CCERS-59, CCERS-66, CCERS-67	---	01/10/2020	Submitted	€ 5750.00	Download

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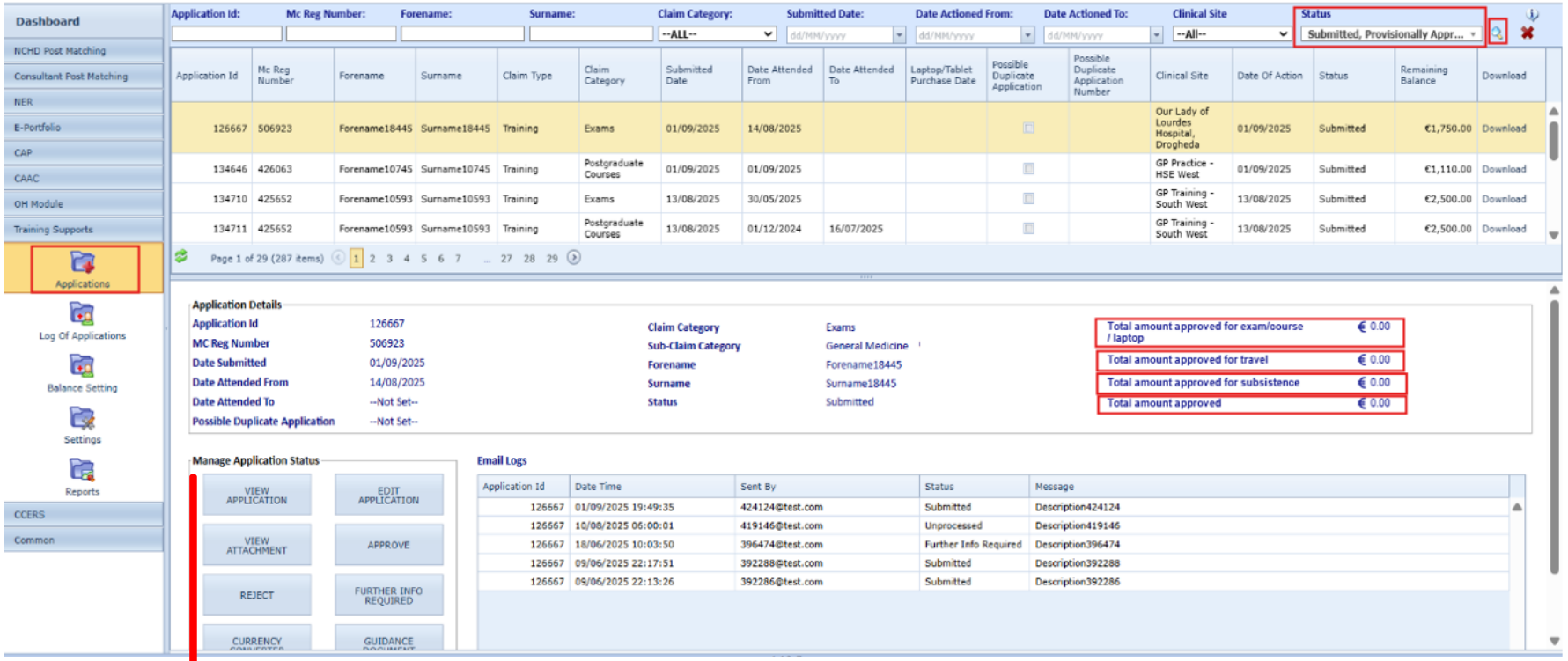
3.2 Manage Application Status

The Medical Manpower Department will be able to manage the applications by selecting the optionsdisplayed in the “Manage Application Status” window below.

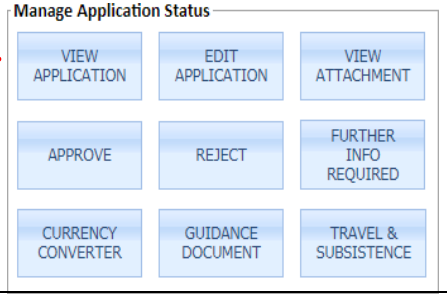
How to get here:

Navigate to the Training Supports Module and choose the Applications button in the left margin to perform a search for the application.

Double click on the application highlighting it in orange. Note - Application Details section now includes new fields for **Approved** TSS applications: 1) Total amount approved for Exam/Course/Laptop; 2) Total amount approved for travel; 3) Total amount approved for Subsistence; and 4) Total amount approved. This allows the user to review the breakdown of approved funding directly from the Applications Details section without having to download the application form itself



In the Manage Application Status section you will be able to do the following:



NATIONAL DOCTORS TRAINING & PLANNING

3.2.1 View Applications

The Medical Manpower Department will be able to view the PDF version of the application by clicking on the View Application button under the Manage Application Status window. You will also have the option to Print and Save the application as shown below.

Application ID: 82244

Training Supports Application Form

GENERAL PERSON DETAILS

SURNAME	Surname16956
FORNAME	Forname16956
TITLE	Dr.
MOBILE NUMBER	123456789
EMAIL ADDRESS	16956@test.com
PPS NUMBER	

TRAINING DETAILS

CLAIM CATEGORY	Postgraduate Courses
SUB-CLAIM CATEGORY	Diploma
DATE ATTENDED FROM - TO	26/02/2025-13/12/2025
CLINICAL SITE	Connolly Hospital, Blanchardstown
FURTHER DETAILS	------

DECLARATION

I declare that:

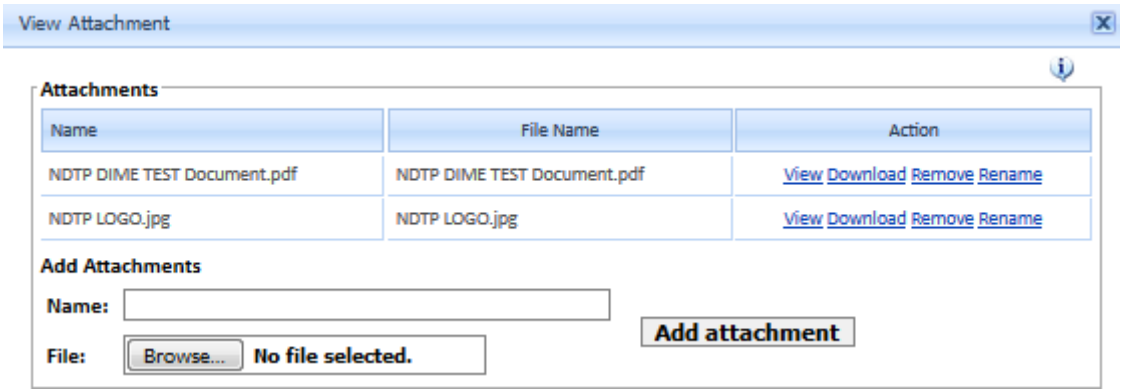
1. The information that I have provided as part of my TSS application is accurate and complete
2. That supporting documentation uploaded are electronic versions of original documents
3. I have not already claimed and been reimbursed for this course/exam/conference from the TSS, CCERS, any HSE funded scheme or any other source. I understand that if I claim twice for the same exam/course I will be required to repay the amount in full. I am aware that the provisions of any HSE funded scheme may be suspended or withdrawn if the terms of the scheme are breached
4. I will retain a copy of the original receipts for a period of 6 years and that these may be subject to audit

I am aware that my employer may reject my application if it is not eligible under the TSS policy

3.2.2 View Attachments

The Medical Manpower Department can view all supporting documentation submitted by the NCHD with their application by clicking on the View Attachments button under the Manage Application Status window

As well as viewing the attachments in this pop-up box, the Medical Manpower Department have the option to Upload / Download / Remove and Rename supporting documents associated with the application.



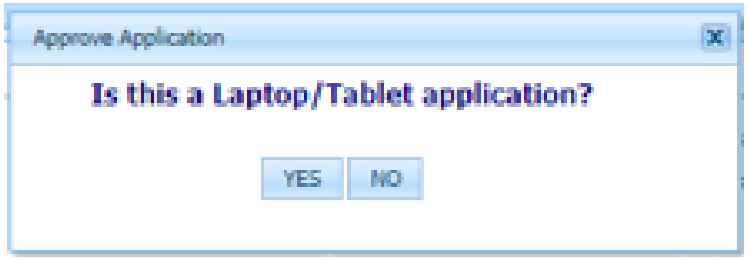
3.2.3 Edit Application

The Medical Manpower Department will have the ability to edit details that were submitted by the NCHD on their application by clicking on the “Edit Application” button in the “Manage Application Status” window. Please note that the PPSN will not be an editable option.

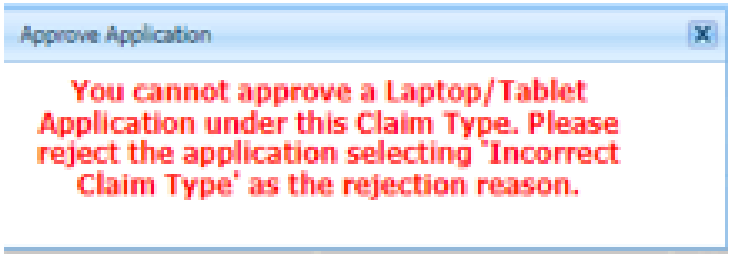
3.2.4 Approve Application

The Medical Manpower Department can approve applications by clicking on the “Approve” button under the “Manage Application Status” window.

When I click on Approve button and the following pop-up appears:

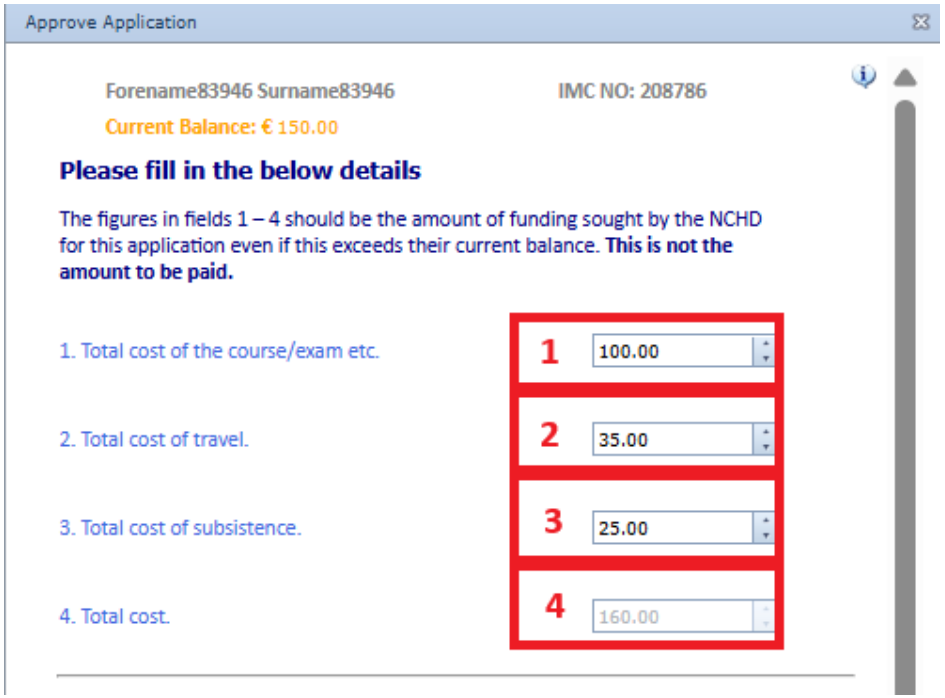


If I click ‘No’, I am directed to the usual pop-up window where I can approve the application. However, if I click ‘Yes’, I will get the following error message:

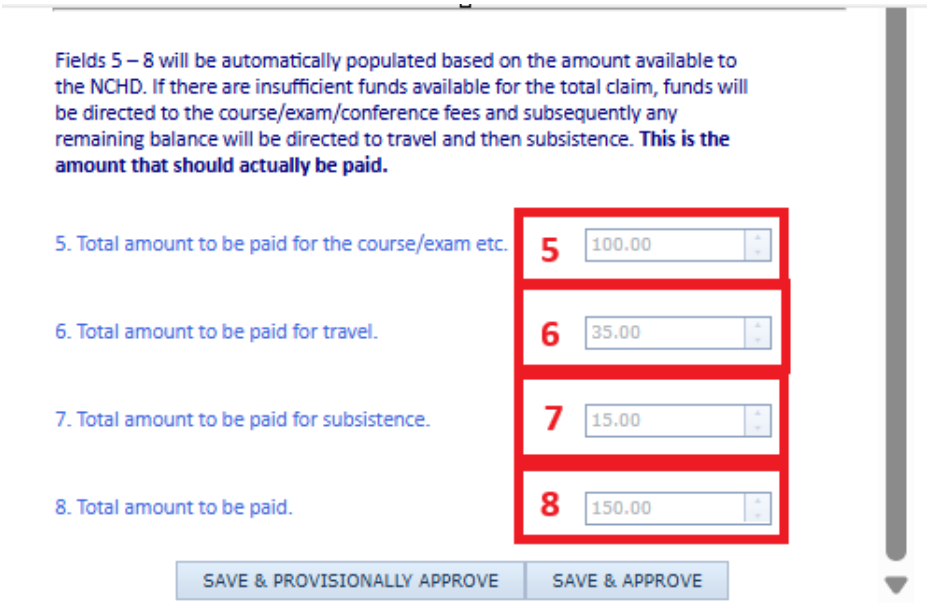


The Approve Application window will appear below containing the following information: Name of NCHD,IMC No. and Current Balance for this training year.

1. The Medical Manpower Department should enter the total cost of the Course/Exam/Conference into the first field.
2. The Medical Manpower Department should enter the total cost of the travel (if applicable) into the second field.
3. The Medical Manpower Department should enter the total cost of subsistence (if applicable) into the third field.
4. The total cost of the Course/Exam, plus Travel, plus Subsistence, will be automatically totalled by the system in the “Total Cost” field .



5. The total amount to be paid for the course/exam is automatically populated into the fifth field.
6. The total amount to be paid for travel (if applicable) is automatically populated into the sixth field.
7. The total amount to be paid for subsistence (if applicable) is automatically populated into the seventh field.
8. The total amount to be paid to the NCHD is automatically populated in the eighth field.



In the example provided in these screenshots, the course cost €100, the travel cost €35 and the subsistence cost €25. As the NCHD only had a balance of **€150**, which is not enough to cover all of these in full, the system automatically allocates funding towards the course/exam fee **first**, then it allocates towards cost of travel **second**, and any remaining balance is allocated towards the cost of subsistence. The subsistence amount to be paid is automatically set to €15 by the system in this case, as that is the remaining total after the course/exam and the travel fees were allocated.

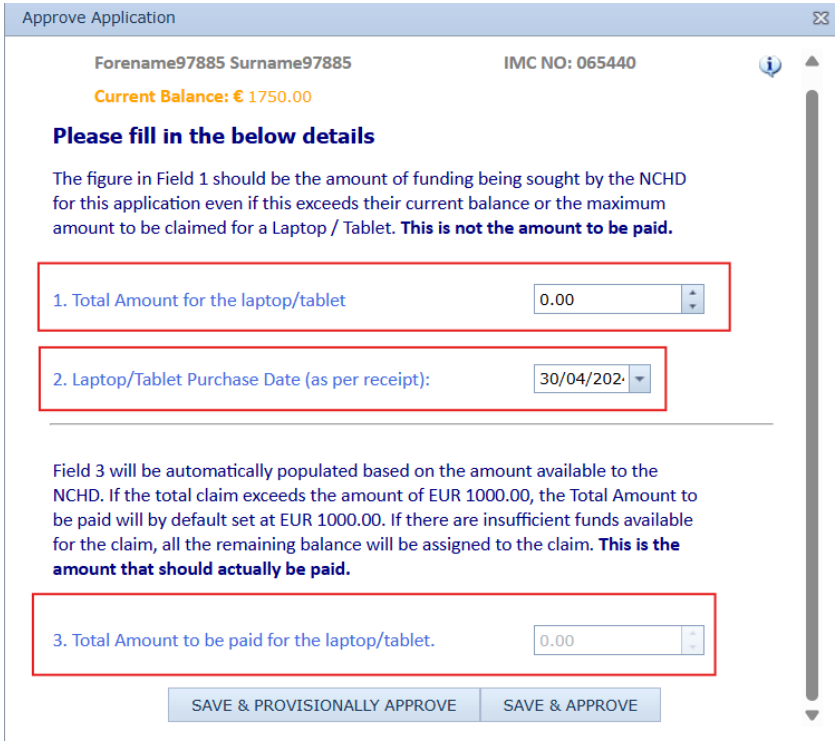
The Medical Manpower Department have the option to Save & Provisionally Approve or Save & Approve the application.

3.2.5 Approve Laptop/Tablet Applications

The Medical Manpower Department can approve TSS Laptop/ Tablet applications by clicking on the “Approve” button under the “Manage Application Status” window.

The Approve Application window will appear below containing the following information: Name of NCHD,IMC NO: and Current Balance for this training year.

1. The Medical Manpower Department should enter the total cost of the Laptop/Tablet into the first field.
2. The Medical Manpower Department should update the purchase date (if appropriate) into the second field.
3. The total amount that the NCHD will receive can be seen in the last field which is automatically totalled by the system dependant on what the Current TSS Balance Remaining is.



The Medical Manpower Department have the option to Save & Provisionally Approve or Save & Approve the application.

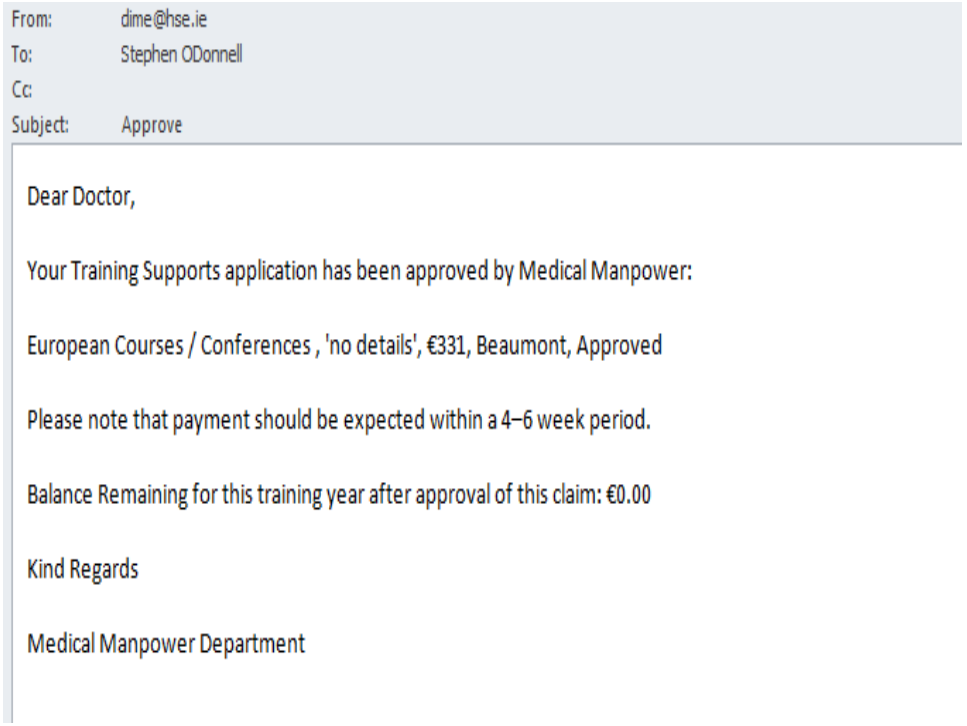
Save and Provisionally Approve

The Medical Manpower Department can Provisionally Approve an application and then grant Final Approval once all information is available.

1. The status of the application changes to Provisionally Approved
2. Status will be updated on the NER Portal & DIME
3. No email will be sent to NCHD
4. The Medical Manpower Department should search under Provisionally Approve status in Applications section inorder to locate and input additional info before final approval.

Save and Approve

1. The status of the application changes to Approved.
2. The status of the application will be updated on the NER Portal & DIME
3. Approval email will be sent to NCHD



From: dime@hse.ie
To: Stephen ODonnell
Cc:
Subject: Approve

Dear Doctor,

Your Training Supports application has been approved by Medical Manpower:

European Courses / Conferences , 'no details', €331, Beaumont, Approved

Please note that payment should be expected within a 4–6 week period.

Balance Remaining for this training year after approval of this claim: €0.00

Kind Regards

Medical Manpower Department

4. Balance remaining for NCHD will also be updated in NER Portal and DIME
5. All the fields in the approval window will appear as a small table at the bottom of the PDF. The name of theapprover and the date when it was approved will also appear at the bottom of the PDF as shown below:

*Note: The TSS Application Form once approved now includes the following fields that show the breakdown of Total cost of Course/Exam, Total cost of Travel, Total cost of Subsistence, Total Cost of Travel & Subsistence, Total amount to be paid for Course/Exam, Total amount to be paid for Travel, Total amount to be paid for Subsistence, Total amount to be paid for Travel & Subsistence and Total amount to be paid.

Application ID: 82244

Training Supports Application Form

GENERAL PERSON DETAILS

SURNAME	Surname16956
FORNAME	Forname16956
TITLE	Dr.
MOBILE NUMBER	123456789
EMAIL ADDRESS	16956@test.com
PPS NUMBER	

TRAINING DETAILS

CLAIM CATEGORY	Postgraduate Courses
SUB-CLAIM CATEGORY	Diploma
DATE ATTENDED FROM - TO	26/02/2025-13/12/2025
CLINICAL SITE	Connolly Hospital, Blanchardstown
FURTHER DETAILS	------

DECLARATION

I declare that:

1. The information that I have provided as part of my TSS application is accurate and complete
2. That supporting documentation uploaded are electronic versions of original documents
3. I have not already claimed and been reimbursed for this course/exam/conference from the TSS, CCERS, any HSE funded scheme or any other source. I understand that if I claim twice for the same exam/course I will be required to repay the amount in full. I am aware that the provisions of any HSE funded scheme may be suspended or withdrawn if the terms of the scheme are breached
4. I will retain a copy of the original receipts for a period of 6 years and that these may be subject to audit

I am aware that my employer may reject my application if it is not eligible under the TSS policy

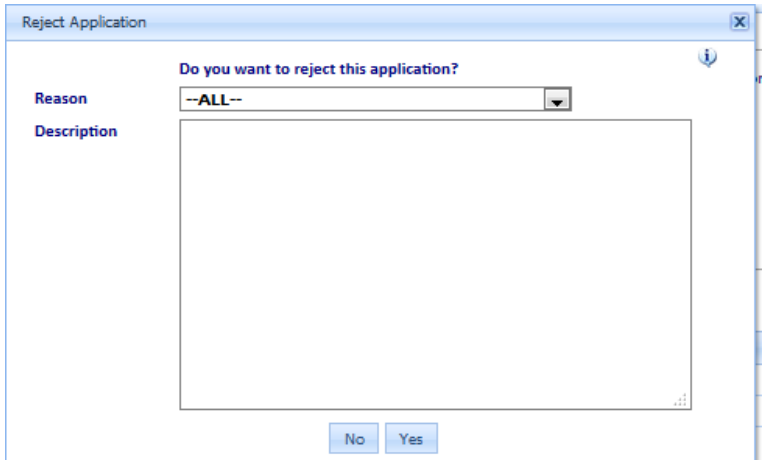
1	Total cost of the course/exam	€ 500.00
2	Total cost of travel	€ 0.00
3	Total cost of subsistence	€ 0.00
4	Total cost of travel & subsistence	
5	Total cost	€ 500.00
6	Total amount to be paid for the course/exam	€ 500.00
7	Total amount to be paid for travel	€ 0.00
8	Total amount to be paid for subsistence	€ 0.00
9	Total amount to be paid for travel & subsistence	
10	Total amount to be paid	€ 500.00

Submitted by: user261092
Submitted Date Time: 28/03/2025 09:49:56

Approved by: user261106
Approved Date Time: 28/03/2025 10:40:22

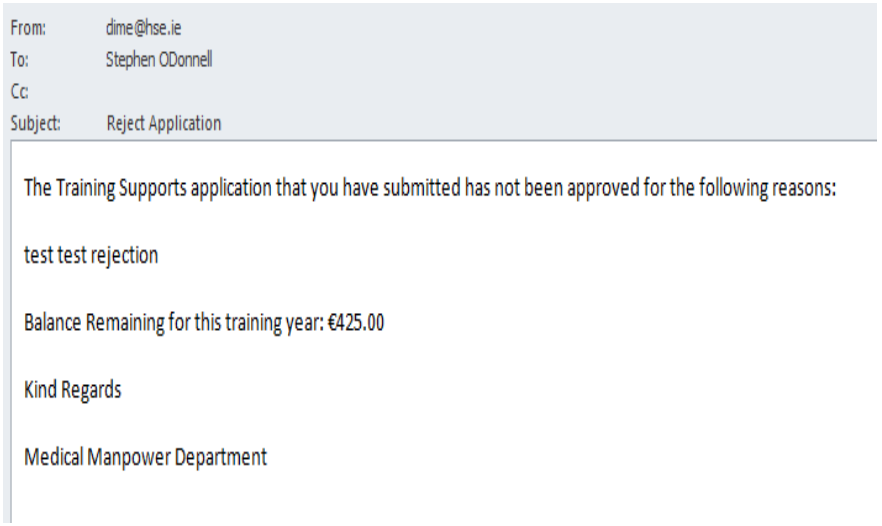
3.2.6 Reject Application

The Medical Manpower Department can reject applications by clicking on the “Reject” button under the“Manage Application Status” window.



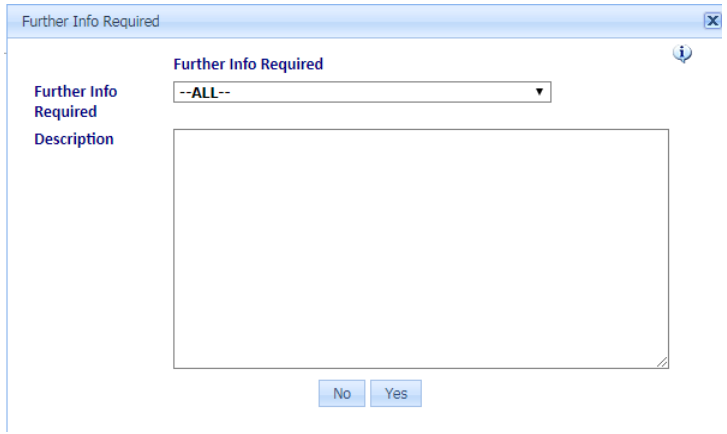
When the Medical Manpower Department rejects an application

1. The status of the application will be updated to Rejected.
2. A rejection email will also be sent to the NCHD
3. The NER Portal will be updated



3.2.7 Further Info Required

The Medical Manpower Department can seek further information from an NCHD for a particular application by clicking on the “Further Info required” button under the “Manage Application Status” window.



When the Medical Manpower Department seeks Further Information,

1. The status of the application will be updated to Further Info Required,
2. An email will be sent to the NCHD, informing them that further information is required,
3. They will be directed to make the necessary updates in their NER Portal (Edit Application section).
4. There will also be an Alert Symbol on the NER Portal, notifying the NCHD that action isrequired.

3.2.8 Currency Converter

The Medical Manpower Department may want to use the currency convertor when dealing with an applicationthat has been submitted with receipts in a currency other than euro.

3.2.9 Guidance Document

The Medical Manpower Department can access the TSS Policy by clicking the Guidance Document link under the “Manage Application Status” window

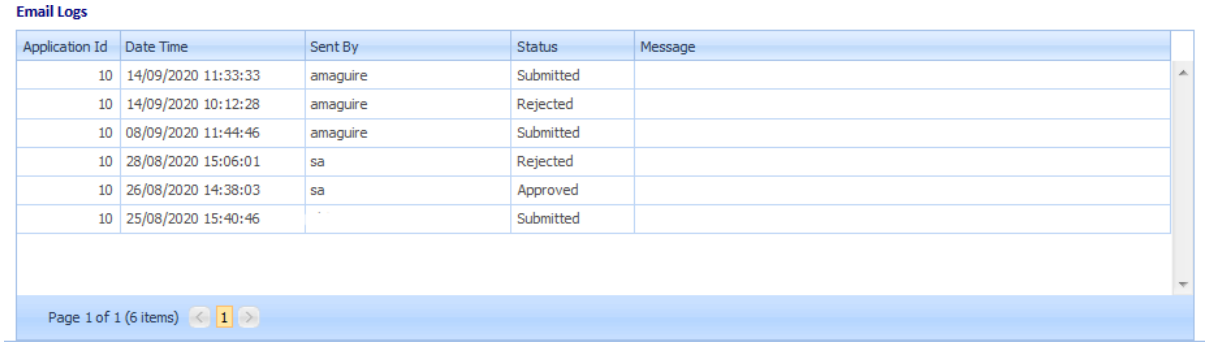
3.2.10 Travel & Subsistence

The Medical Manpower Department can access the Travel & Subsistence page of the HSE website byclicking on the Travel & Subsistence option under the Manage Application Status.

3.3 Email Logs

A Log of Emails sent by the Medical Manpower Department will be shown in the Email Logs table. This will be visible beside the “Manage Application Status” section in the lower half of the screen in Applications.

The Medical Manpower Department will also be able to see the progress of the application as the status and the date the application status was updated is also displayed here.

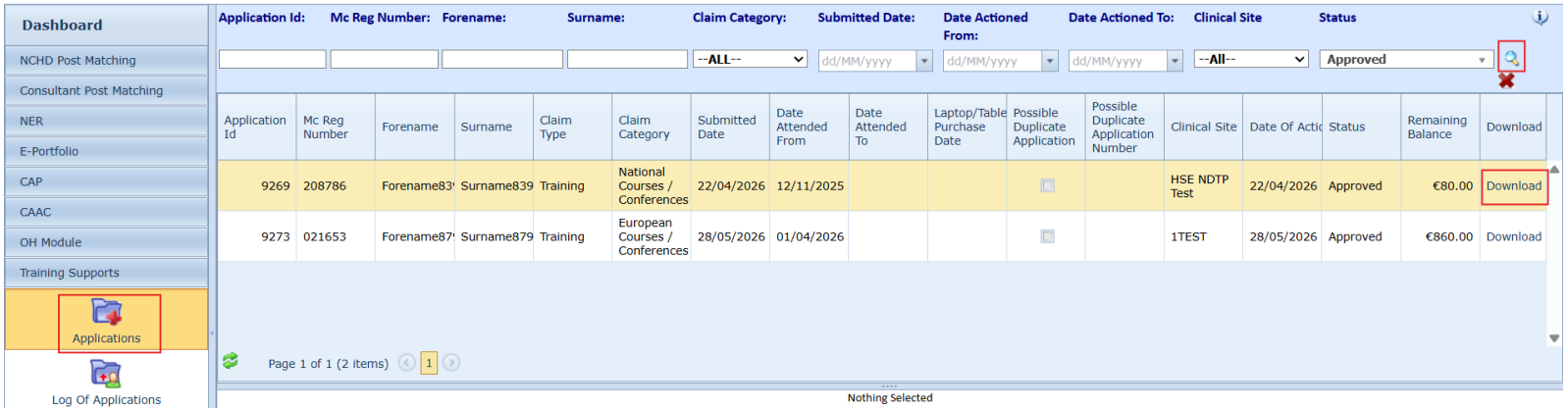


3.4 Downloading Attachments

There is an option for the Medical Manpower Department to download all the supporting documents by clicking the “Download” button. This will download all the documents in a Zip Folder. The zip folder will havethe name of the NCHD and today’s date as the name (e.g. Jane Doe – 22022019). The download location shall vary according to the default download folder location.

How to get here:

1. Navigate to the Training Supports Module and choose the Applications icon
2. Perform a search for the application
3. Double click on the application highlighting it in yellow



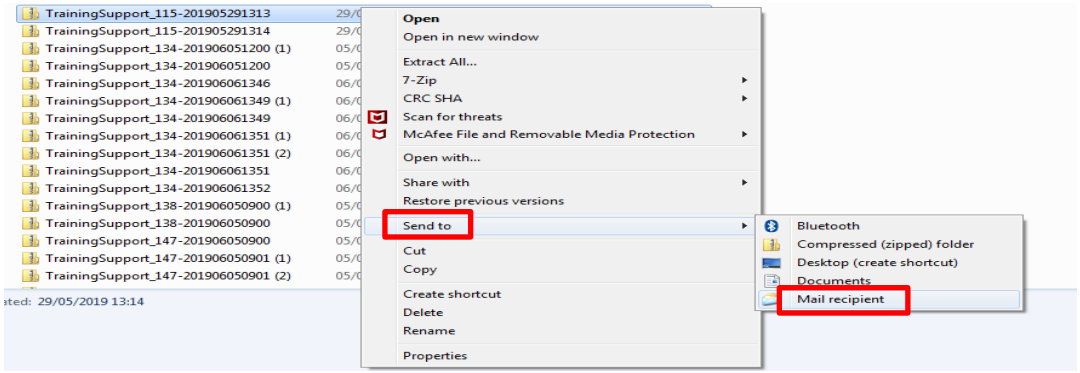
4. Downloading the Application to a Zip Folder may be done by selecting Download inthe below highlighted download option
5. During the download application process, the below message will appear at the bottom of the screen
   (Please click the Save option)

6. When the download has been completed, the below message will appear at the bottom of the screen and to view the application select Open

Emailing the Zip Folder

1. To email the zip folder, follow the above instructions and when the application download has been completed, the below message will appear atthe bottom of the screen

2. (Please click the **Open Folder** option) this will then direct you to the ZipFolder in your download items.
3. To email the Zip Folder (Please **Right click** on the folder and select **Send To** - **MailRecipient** as per below image)

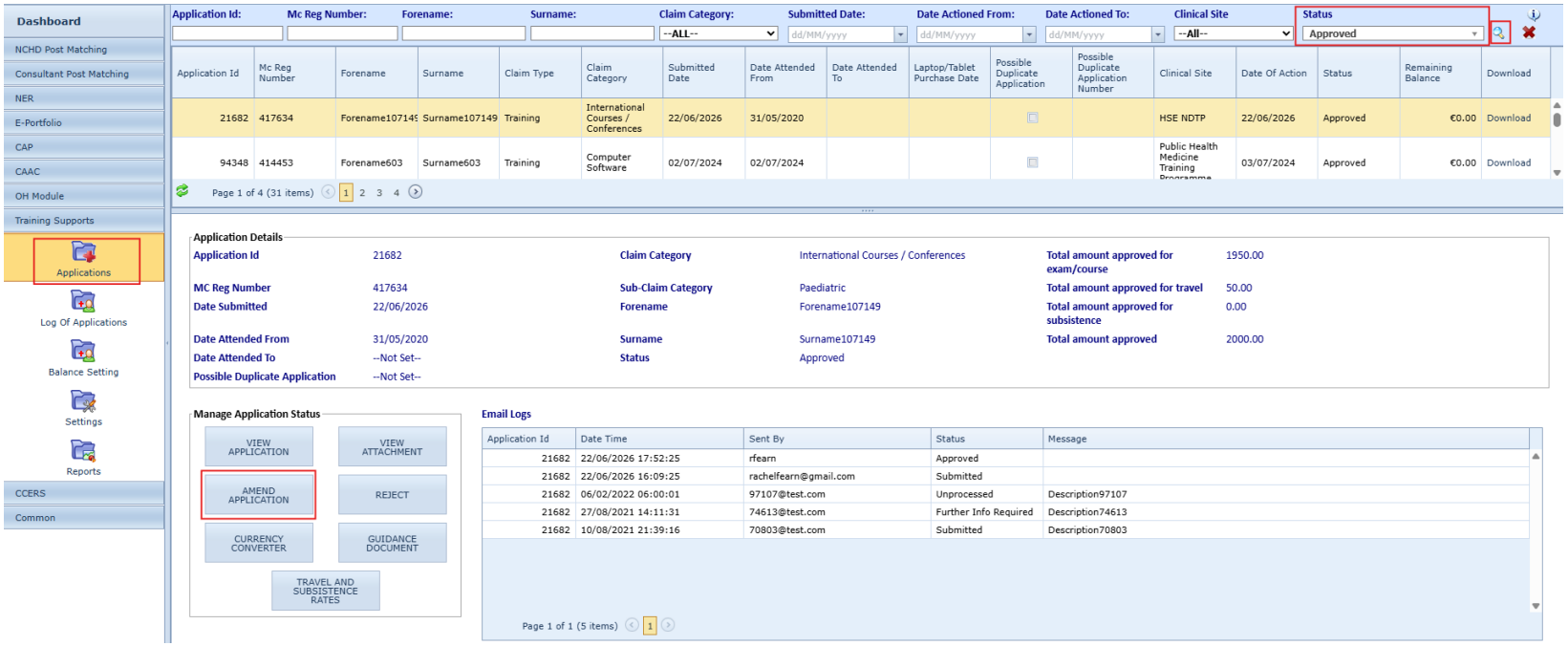

TrainingSupport_115-201905291313
TrainingSupport_115-201905291314
TrainingSupport_134-201906051200 (1)
TrainingSupport_134-201906051200
TrainingSupport_134-201906061346
TrainingSupport_134-201906061349 (1)
TrainingSupport_134-201906061349
TrainingSupport_134-201906061351 (1)
TrainingSupport_134-201906061351 (2)
TrainingSupport_134-201906061351
TrainingSupport_134-201906061352
TrainingSupport_138-201906050900 (1)
TrainingSupport_138-201906050900
TrainingSupport_147-201906050900
TrainingSupport_147-201906050901 (1)
TrainingSupport_147-201906050901 (2)
ted: 29/05/2019 13:14
Open
Open in new window
Extract All...
7-Zip
CRC SHA
Scan for threats
McAfee File and Removable Media Protection
Open with...
Share with
Restore previous versions
Send to
Cut
Copy
Create shortcut
Delete
Rename
Properties
Bluetooth
Compressed (zipped) folder
Desktop (create shortcut)
Documents
Mail recipient

3.5 Amending Approved Application

The Medical Manpower Department can amend a TSA that has already been approved, if an error has been made.

How to get here:

1. Navigate to the Training Supports Module and choose the Applications icon
2. Perform a search for the application by filtering status to Approved
3. Double click on the application highlighting it in yellow
4. Select Amend Application in the Manage Application Status Section and the belowpop up will appear.



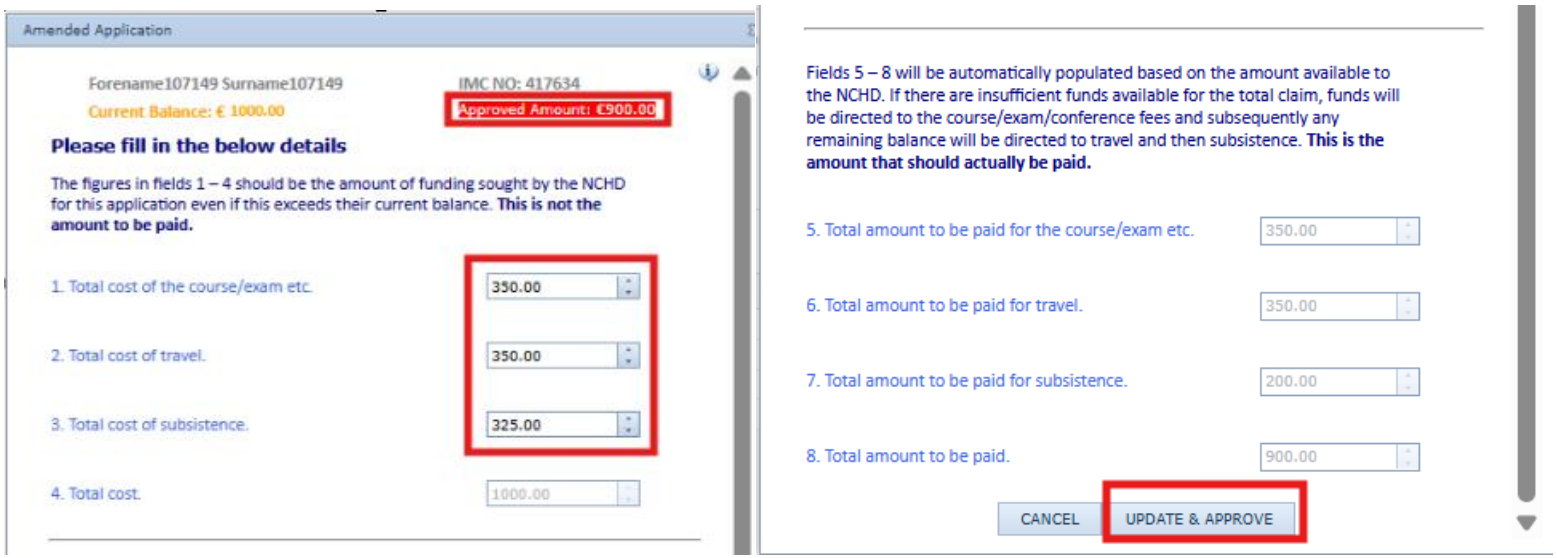
Application Id	Mc Reg Number	Forename	Surname	Claim Type	Claim Category	Submitted Date	Date Attended From	Date Attended To	Laptop/Tablet Purchase Date	Possible Duplicate Application	Possible Duplicate Application Number	Clinical Site	Date Of Action	Status	Remaining Balance	Download
21682	417634	Forename107149	Surname107149	Training	International Courses / Conferences	22/06/2026	31/05/2020					HSE NDTP	22/06/2026	Approved	€0.00	Download
94348	414453	Forename603	Surname603	Training	Computer Software	02/07/2024	02/07/2024					Public Health Medicine Training	03/07/2024	Approved	€0.00	Download

Page 1 of 4 (31 items) 1 2 3 4

Application Id	Date Time	Sent By	Status	Message
21682	22/06/2026 17:52:25	rfearn	Approved	
21682	22/06/2026 16:09:25	rachelfearn@gmail.com	Submitted	
21682	06/02/2022 06:00:01	97107@test.com	Unprocessed	Description97107
21682	27/08/2021 14:11:31	74613@test.com	Further Info Required	Description74613
21682	10/08/2021 21:39:16	70803@test.com	Submitted	Description70803

Page 1 of 1 (5 items) 1

5. In the top right corner, the Medical Manpower Department can see the current Approved Amount (highlighted red).
6. The Medical Manpower Department can amend the first three fields to award the NCHD the correct amount. The new updated amount input by the Medical Manpower Department will also be updated and reflected in Fields 5-8 accordingly.
7. The Medical Manpower Department should click “Update and Approve” once theyare happy.



Once the Application has been amended:

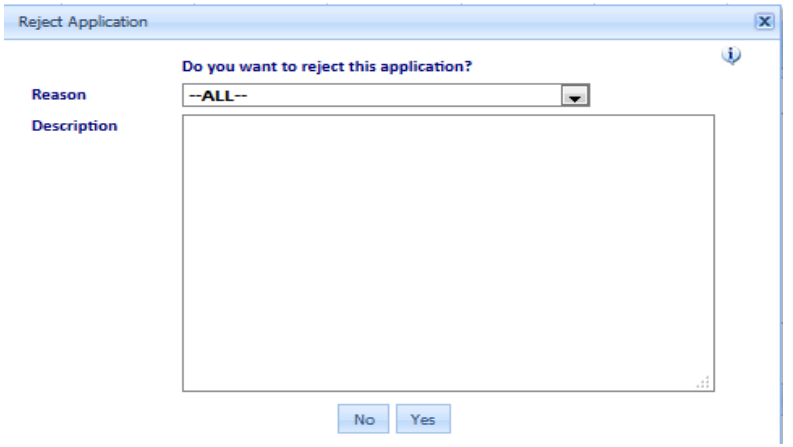
1. The Training Supports Balance will be updated accordingly into the NCHDs current balance.
2. The Medical Manpower Department should send an email outside the system to the NCHD advising of same, as no email will be automatically generated for this action
3. Finance should be notified of this update, if the application has already been sent to them for processing

3.6 Reject Approved Application

Similar to Amend Application, the Medical Manpower Department can reject an application that has already been approved, if previously approved in error. Please note the Medical Manpower Departmentwill need to notify their Finance team, should the application have been originally sent to them for processing.

How to get here:

1. Navigate to the Training Supports Module and choose the Applications icon
2. Perform a search for the application
3. Double click on the application highlighting it in orange
4. Click the “Reject” button and the below pop up will display



When the Medical Manpower Department rejects an application,

1. The status of the application will be updated to Rejected,
2. A rejection email will also be sent to the NCHD
3. The NCHDs current TSS Balance will be updated accordingly.
4. The Medical Manpower Department will need to notify their Finance Team of this change, viaemail, should the application have been originally sent to them for processing

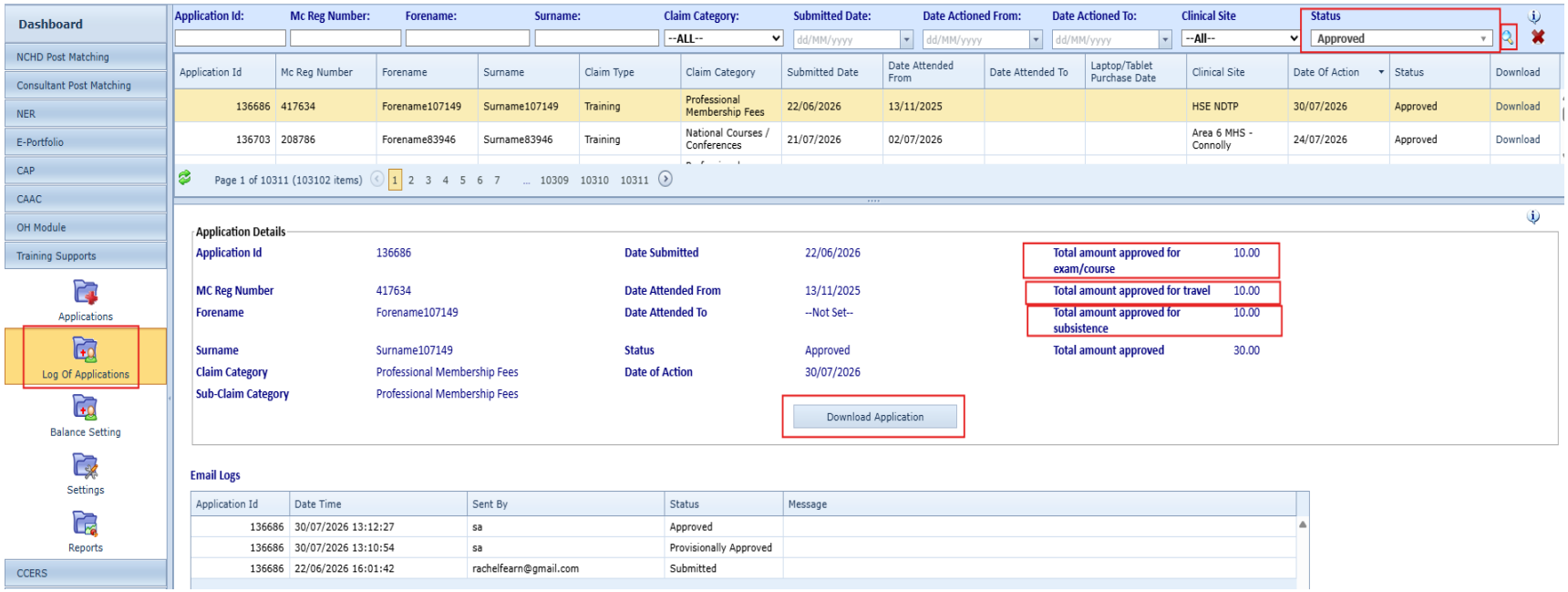
4. Log of Applications

When the Medical Manpower Department opens the Log of Applications Screen, the Application Status will be defaulted to Approved. The Medical Manpower Department can view and download all previously approved applications for their clinical site in this section. The Application Status can be adjusted to display all other application statuses also if required. *Note – From August 2026 onwards, the Application Details section now shows approved values recorded separately for exam/course/laptop, travel and subsistence, as well as the total amount approved (a). This allows the user to review the breakdown of approved funding directly from the Applications Details section without having to download the application form itself. For all applications approved prior to August 2026, the Travel and Subsistence total is a combined amount (b).

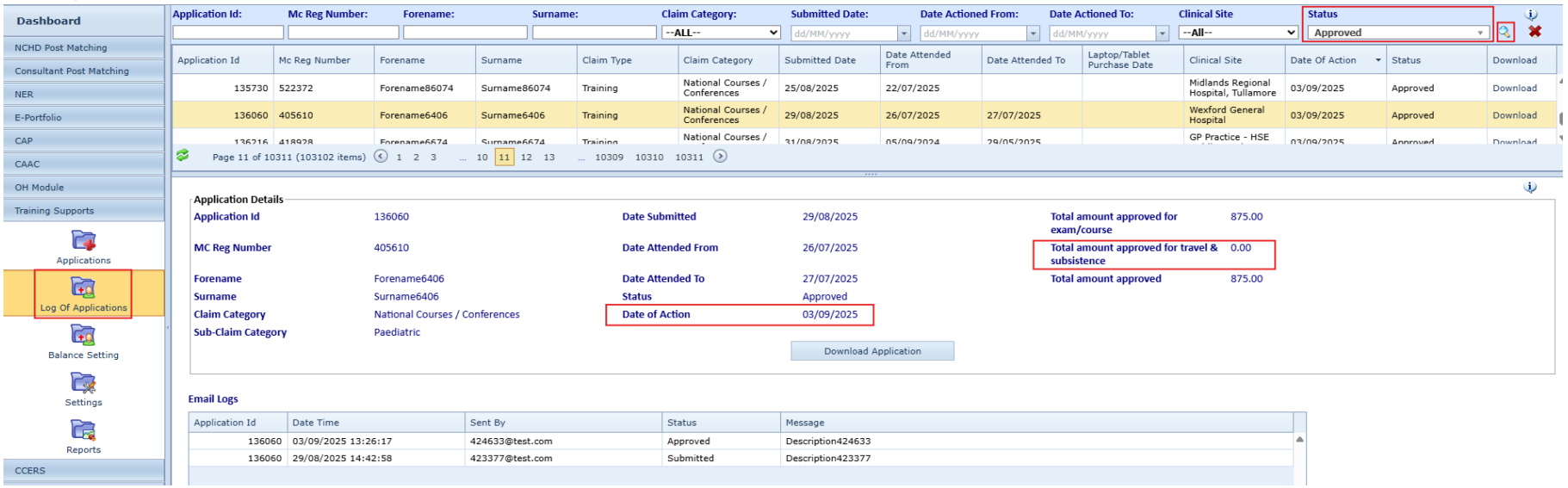
How to get here:

1. Navigate to the Training Supports Module and choose the Log of Applications icon
2. Perform a search for the application
3. Double click on the application highlighting it in orange
4. Downloading the Application to a Zip Folder may be done by selecting Download either of the below highlighted (yellow) download options

(a)



(b)



5. During the download application process, the below message will appear at the bottom of the screen

6. (Please click the **Save** option)
7. When the download has been completed, the below message will appear atthe bottom of the screen and to view the application select **Open Folder.**

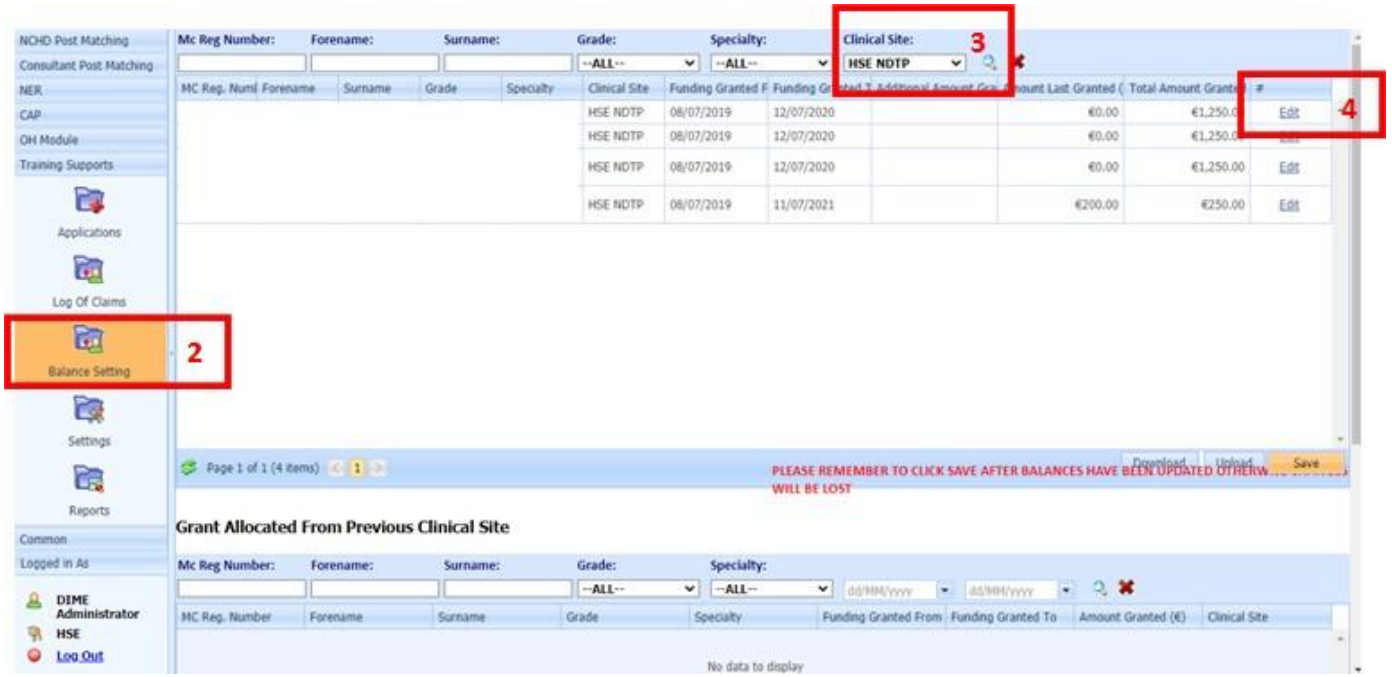
5. Training Supports – Balance Setting

The Medical Manpower Department can allocate balances to NCHDs in two ways:

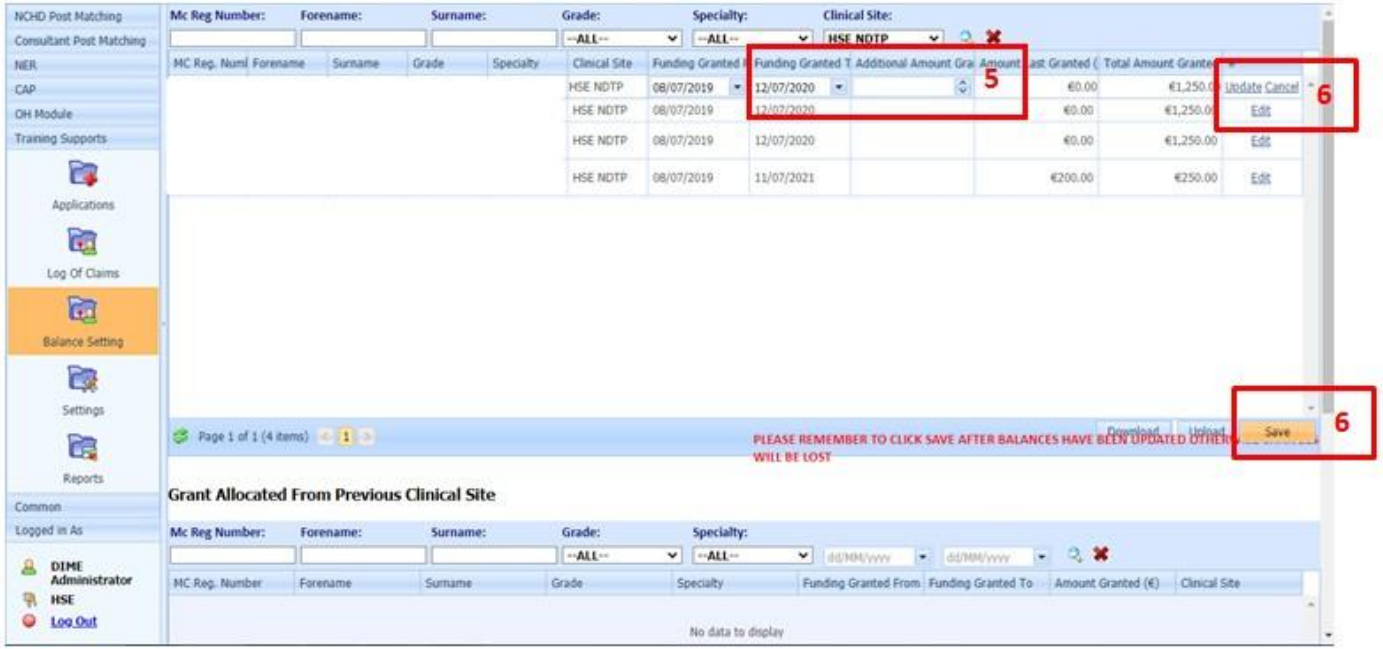
- Individual Balance Setting
- Bulk Upload Balance Setting

5.1 Individual Balance Setting

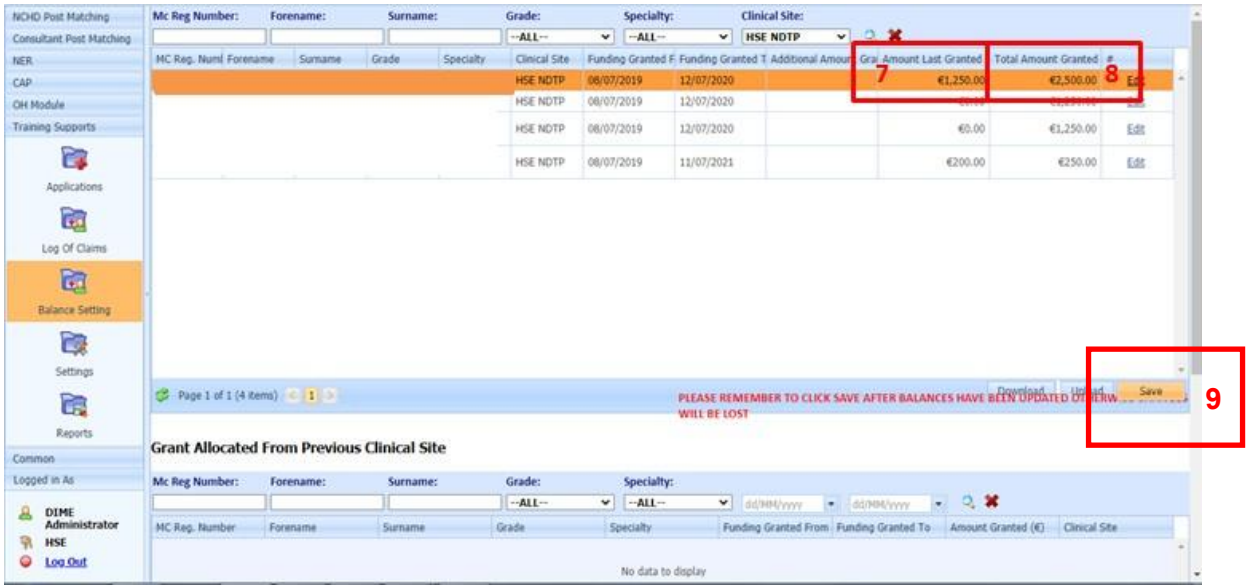
1. Ensure all NCHDs are post matched correctly to the appropriate site.
2. Click the Balance Setting section of the Training Supports Module.
3. Search the NCHDs in your site by selecting the appropriate Clinical Site from the dropdown menu andsearch.
4. Click "Edit" beside the NCHD that requires a TSS balance.



5. Enter the NCHDs TSS entitlement into "Additional Amount Granted" field**.** You should not have to update the *"Funding Granted From"* and *"Funding Granted To"* fields as this will be prepopulated with the NCHDs start and end date from the post they are matched to.
6. Click the "Update" button and then the "Save" button to save this entry


NCHD Post Matching
Consultant Post Matching
NER
CAP
OH Module
Training Supports
Applications
Log Of Claims
Balance Setting
Settings
Reports
Common
Logged in As
DIME Administrator
HSE
Log Out
Mc Reg Number:
Forename:
Surname:
Grade:
Specialty:
Clinical Site:
HSE NDTP
5
6
Update
Cancel
Edit
Page 1 of 1 (4 items)
Save
6
PLEASE REMEMBER TO CLICK SAVE AFTER BALANCES HAVE BEEN UPDATED OTHERWISE
WILL BE LOST
Grant Allocated From Previous Clinical Site
MC Reg. Number
Forename
Surname
Grade
Specialty
Funding Granted From
Funding Granted To
Amount Granted (€)
Clinical Site
No data to display

7. The value you just entered into the *"Additional Amount"* field will now become visible in the *"Amount Last Granted"* field.
8. The *"Total Amount Granted"* field should now reflect the NCHDs TSS entitlement for the current Training Year.
9. Make sure to click "Save" once you have made all changes to your screen before moving screen again.Otherwise any changes will be lost. When the Balance has been allocated this will be updated and reflected on the NER Portal.

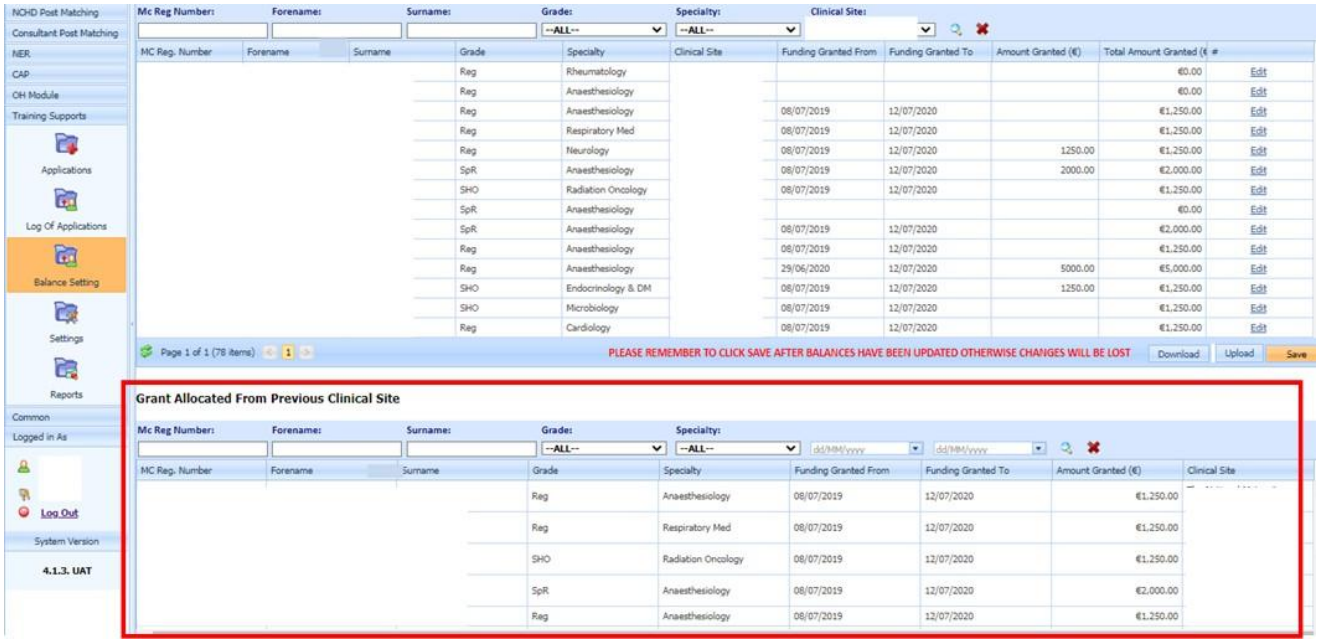


Please note the Maximum amount available under the TSS is €2500 for each Training Year when allocating balances (Grade: Intern = €1000, SHOs and Registrars = €1,750, and for SPRs/GP Registrars/Psychiatry SRs ona training scheme = €2500)

NB. *"Total Amount Granted"* refers to the total amount the NCHD is entitled to for the entire Training Year. It is not the same as what the NCHD has remaining. To check a NCHDs remaining balance you can do this by searching for the NCHD in the Applications section of the TSS Module or use the Current NCHD Balance Report

Previous Grant Allocated

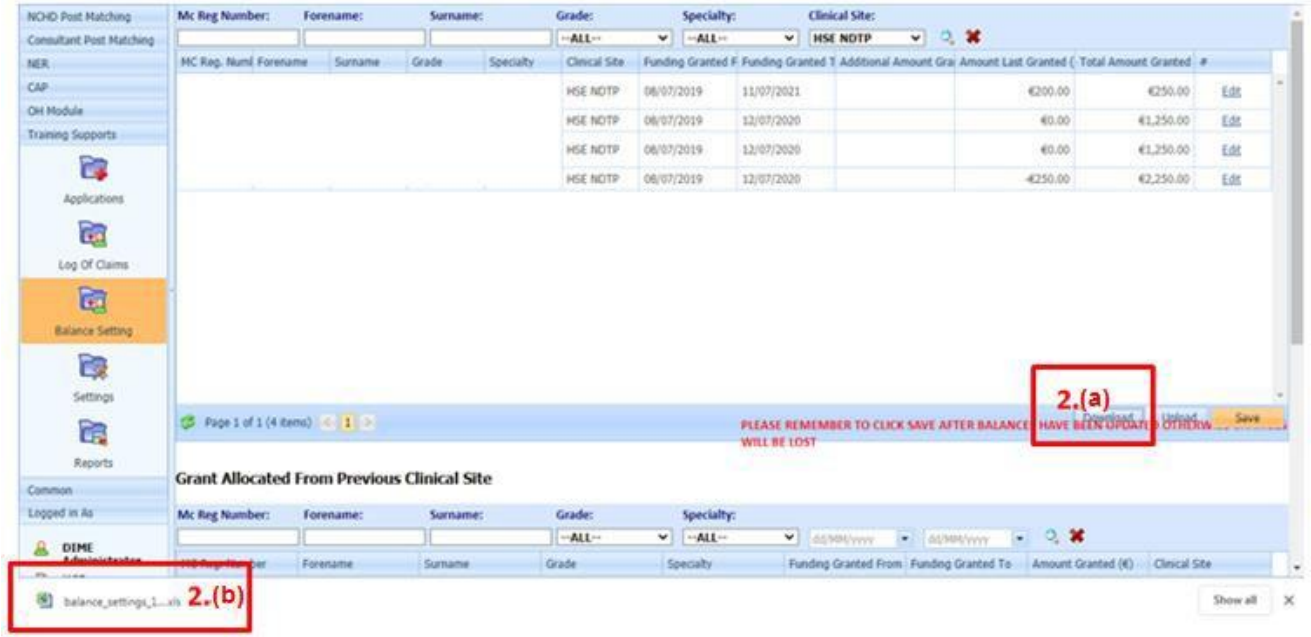
If an NCHD rotates into a different Clinical Site during the training year and there was a certain amount allocatedto this NCHD by the previous Clinical Site the amount allocated by the previous clinical site will be visible in the bottom half of the screen. The total amount available for all clinical sites for the current Training Year will be visible in the "Total Amount Granted" column.


NCHD Post Matching
Consultant Post Matching
NER
CAP
OH Module
Training Supports
Applications
Log Of Applications
Balance Setting
Settings
Reports
Common
Logged in As
Log Out
System Version
4.1.3. UAT
Mc Reg Number:
Forename:
Surname:
Grade:
Specialty:
Clinical Site:
--ALL--
MC Reg. Number
Forename
Surname
Grade
Specialty
Clinical Site
Funding Granted From
Funding Granted To
Amount Granted (€)
Total Amount Granted (€)
Edit
Page 1 of 1 (78 items)
PLEASE REMEMBER TO CLICK SAVE AFTER BALANCES HAVE BEEN UPDATED OTHERWISE CHANGES WILL BE LOST
Download
Upload
Save
Grant Allocated From Previous Clinical Site
dd/MM/yyyy

5.2 Bulk Upload Balance Setting

If you have a large number of NCHDs in your site, it may be more efficient for you to use the bulk upload functionality. The Medical Manpower Department can download the entire table as an Excel File, update NCHDs balances in this file before uploading the file to DIME again.

1. Complete steps 1-3 as described in section 5.1.
2. (a) Click the download button which will extract the data on your screen into an Excel Document.
   (b) Click on the Excel Download pop up at the bottom of your screen to open the Excel Spread-sheet.

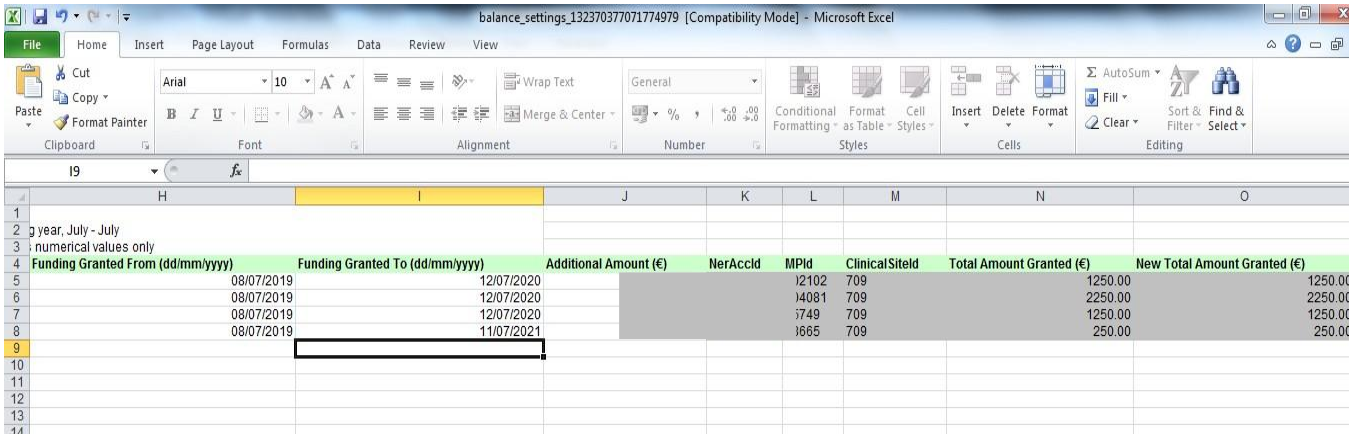


Or you may have to perform the below steps depending on what browser you are using:

Please select the **Save** option

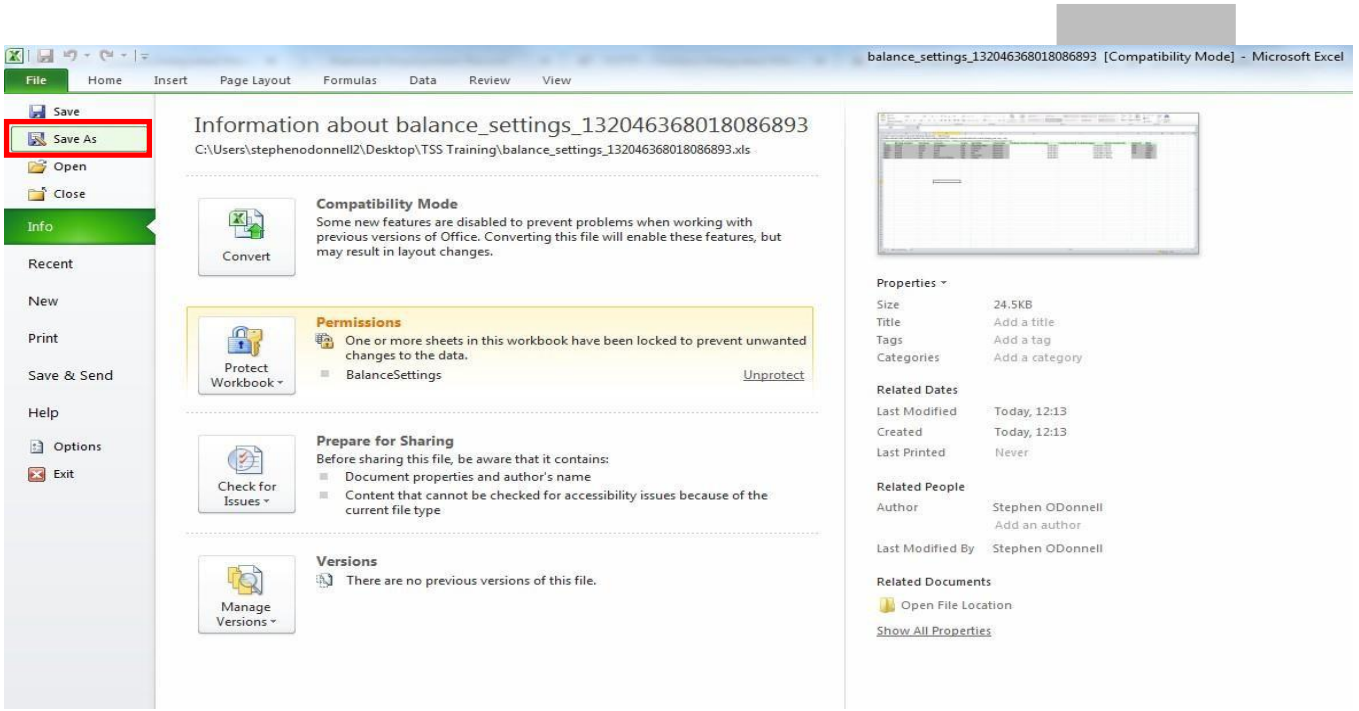
When the download has been completed, the below message will appear at the bottom of the screenand to view the application select **Open** this will open the excel file

3. There are three editable columns in the spread-sheet ("*Funding Granted From", Funding Granted To*"and "*Additional Amount*"). All other columns are greyed out and cannot be edited. Please note that you will not have to update the "Funding Granted From" and "Funding Granted To" fields as this will be prepopulated with the NCHDs start and end date from the post they are matched to.

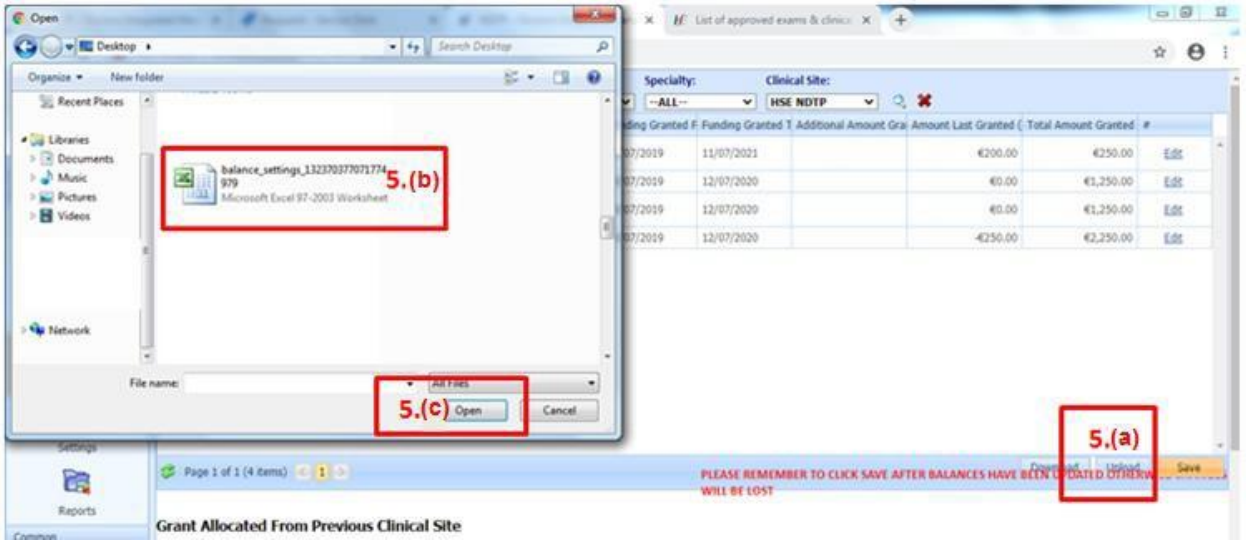


(a) You can enter the NCHDs TSS entitlement into the *"Additional Amount"* field. You will notice how the *"New Total Amount Granted"* field will update when an amount is entered into the "*Additional Amount*" field (see below image). The "*Total Amount Granted*" field is what the NCHD has received to date and the "*New Total Amount Granted*" field is what the NCHD will have access to when you have re-uploaded the spread-sheet to DIME.

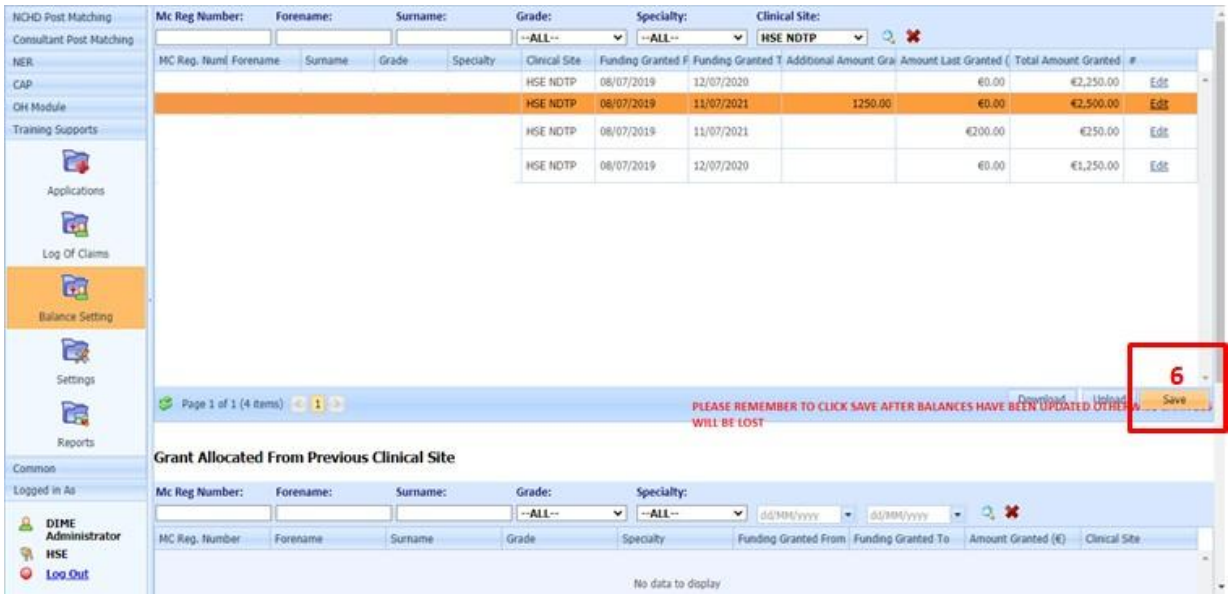
4. Once you are happy with the balances you should save the file to your desktop.



5. Then re-upload your saved spread-sheet to DIME by clicking “Upload” and following the instructions inthe image below.



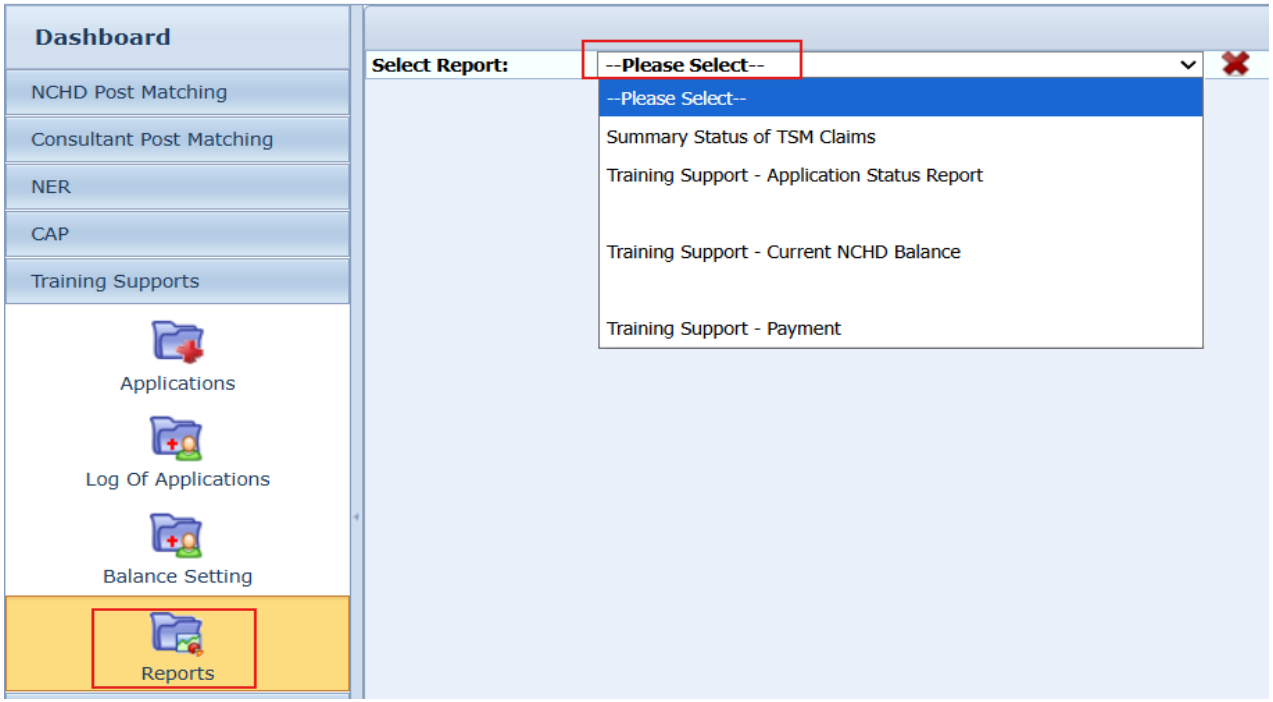
6. Click “Save” once you are happy with all the changes



NATIONAL DOCTORS TRAINING & PLANNING

6. Training Supports – Reports

To access the TSS reports click the ‘Reports’ tab in the Training Supports Module.



The Reports available can be used to display a variety of information which may be useful for the Medical Manpower Department.

There is a filtering functionality available with all reports which allow the user to choose the information thatis displayed in these reports as required. These filters vary, depending on the report chosen.

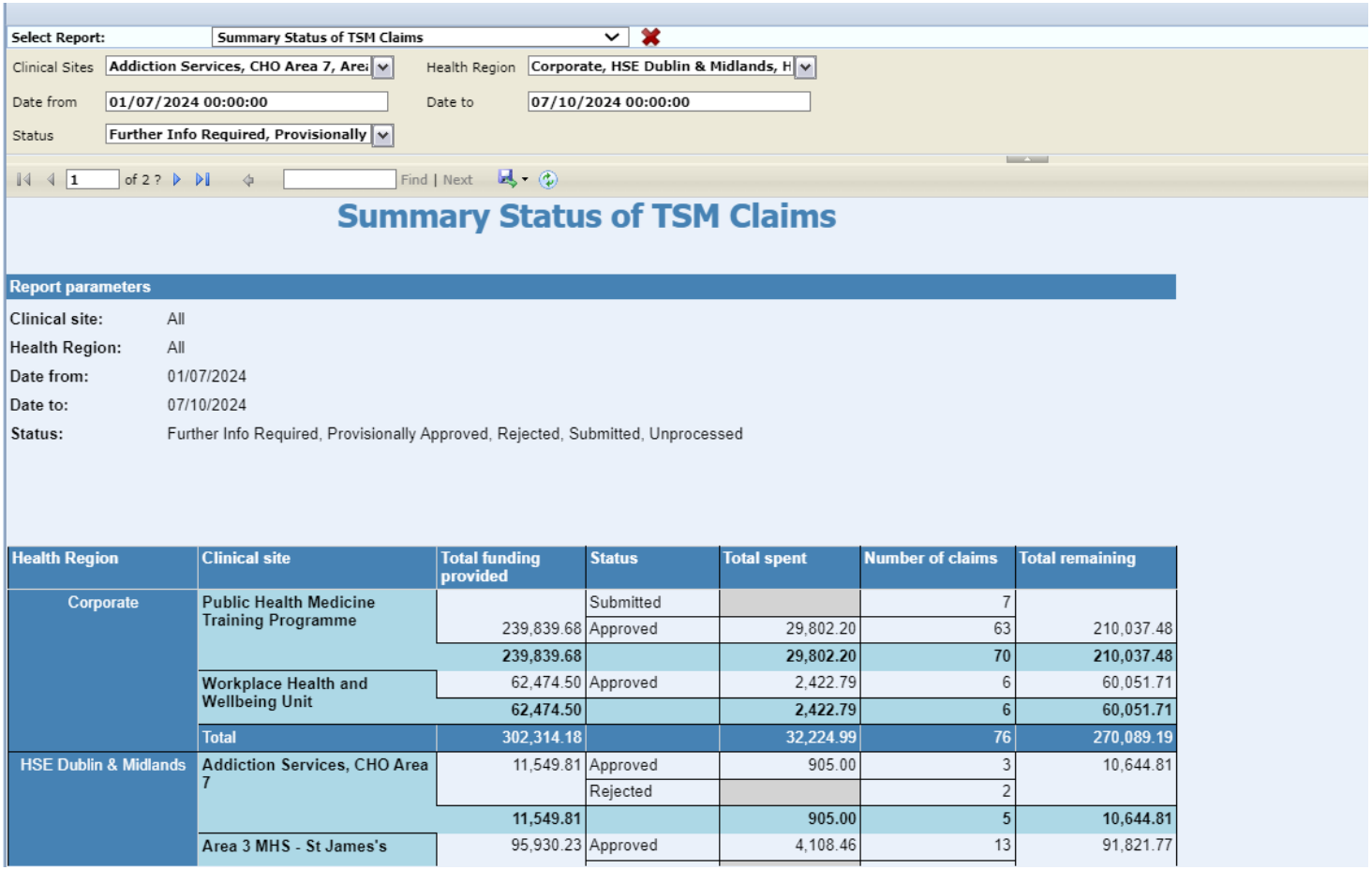
All reports can be exported and downloaded into an Excel file if necessary, by selecting the blue floppy disk icon and click “Excel” as shown below:

Select the **Save** option

When the download has been completed, the below message will appear at the bottom of the screen and to view the application select **Open** this will open the excel file

6.1 Summary Status of TSS Claims Report

This report can be used to view a summary of the status of applications at your clinical site as well as the funding situation for your site. Please note if there are no applications currently under any status at your site, then no data will be displayed for this report



Summary Status of TSM Claims

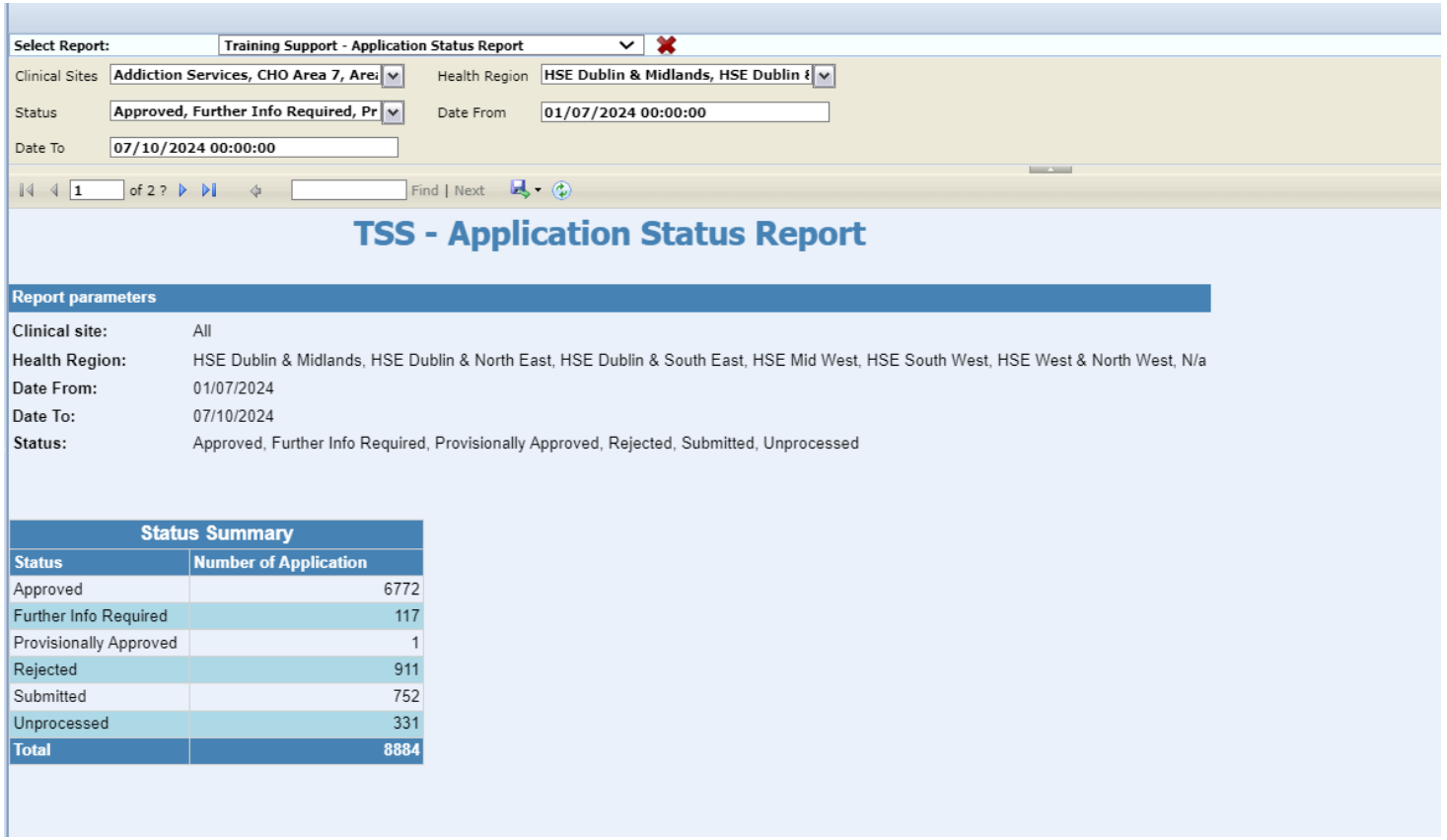
Report parameters

Clinical site: All
Health Region: All
Date from: 01/07/2024
Date to: 07/10/2024
Status: Further Info Required, Provisionally Approved, Rejected, Submitted, Unprocessed

Health Region	Clinical site	Total funding provided	Status	Total spent	Number of claims	Total remaining
Corporate	Public Health Medicine Training Programme		Submitted		7	
		239,839.68	Approved	29,802.20	63	210,037.48
		239,839.68		**29,802.20**	**70**	**210,037.48**
	Workplace Health and Wellbeing Unit	62,474.50	Approved	2,422.79	6	60,051.71
		62,474.50		**2,422.79**	**6**	**60,051.71**
	Total	**302,314.18**		**32,224.99**	**76**	**270,089.19**
HSE Dublin & Midlands	Addiction Services, CHO Area 7	11,549.81	Approved	905.00	3	10,644.81
			Rejected		2	
		11,549.81		**905.00**	**5**	**10,644.81**
	Area 3 MHS - St James's	95,930.23	Approved	4,108.46	13	91,821.77

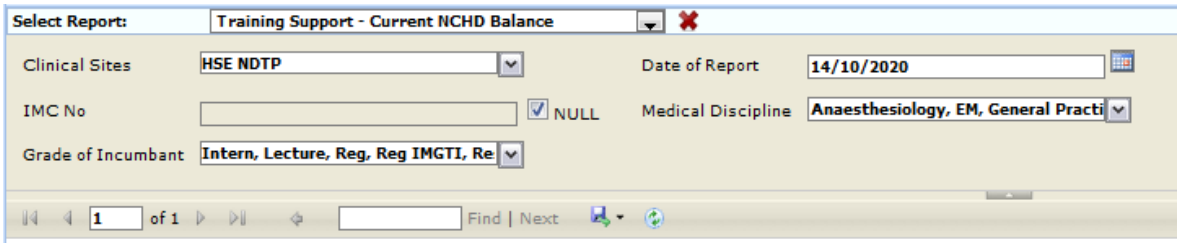
6.2 Application Status Report

This report can be used to establish the amount of applications per status for each clinical site. There is also a summary sheet at the front of this report, which will summarise the information in this report.



6.3 Current NCHD Balance Report

This report can be used to check a NCHD's TSS balance as well as their spending to date.



Training Support Current NCHD Balance Report

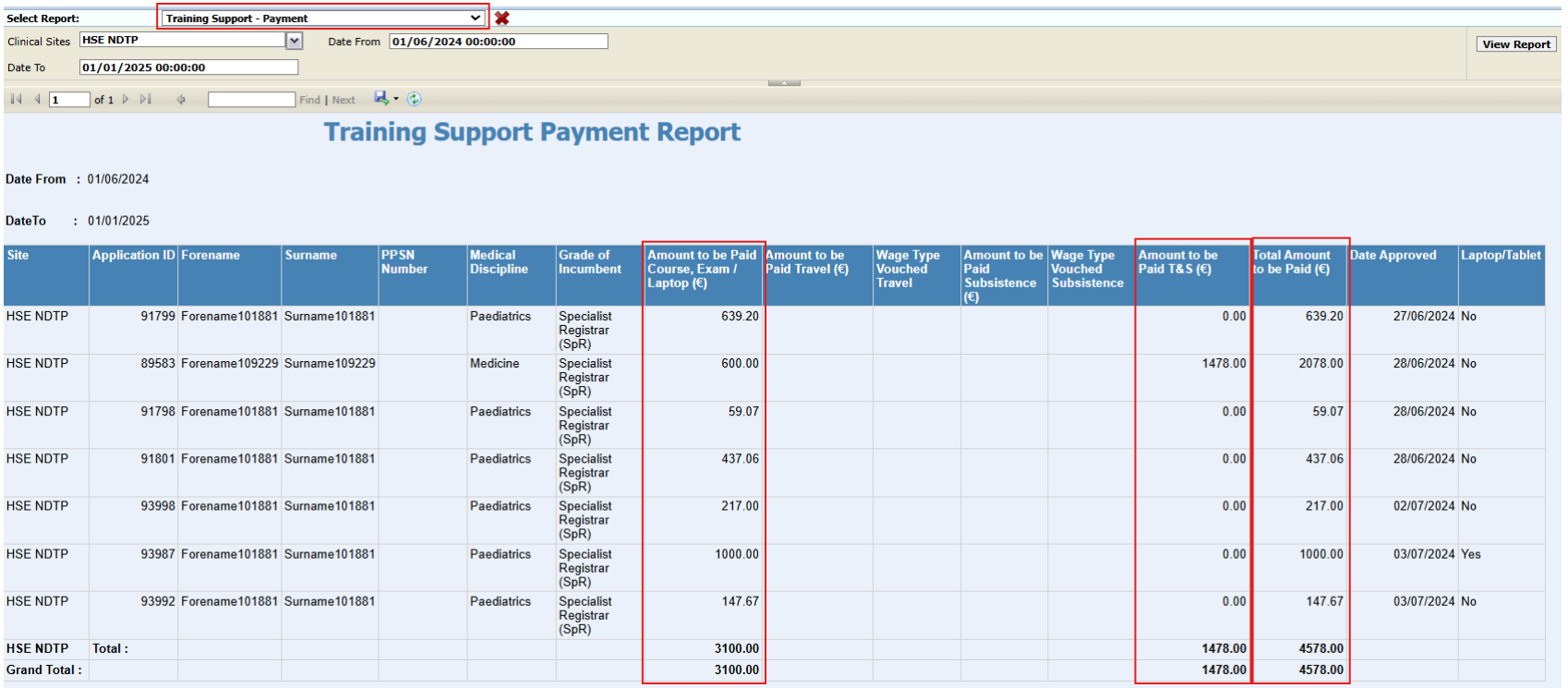
Date of Report : 14/10/2020

Site	Forename	Surname	IMC Number	Medical Discipline	Grade of Incumbent	Funds Allocated (€)	Spent (€)	Balance Remaining (€)
HSE NDTP				General Practice	Reg	2500.00	380.00	2120.00
HSE NDTP				Psychiatry	Reg	1750.00	749.00	1001.00
HSE NDTP				Obs & Gynae	Reg	2250.00	250.00	2000.00
HSE NDTP				Medicine	Intern	2800.00	0.00	2800.00
HSE NDTP	**Total :**					**9300.00**	**1379.00**	**7921.00**
Grand Total :						**9300.00**	**1379.00**	**7921.00**

6.4 Payment Report

This report can be used to inform your appropriate finance department what is required to be processed and issued to the NCHDs with approved applications. This report allows the user to view all payment details including Amount to be paid for Course/Exam/Laptop, Amount to be Paid Travel, Amount to be paid Subsistence, Amount to be paid T&S and Total Amount to be paid. TSS applications submitted post 11th August 2026 will have separate entries for Amount to be paid Travel and Amount to be paid Subsistence (if applicable). TSS applications submitted prior to 11th August 2026 will have a combined Travel & Subsistence entry under Amount to be paid T&S.

Image 1: **Combined** T&S entries pre-August 2026:



Select Report: Training Support - Payment

Clinical Sites: HSE NDTP Date From: 01/06/2024 00:00:00 View Report

Date To: 01/01/2025 00:00:00

1 of 1 Find | Next

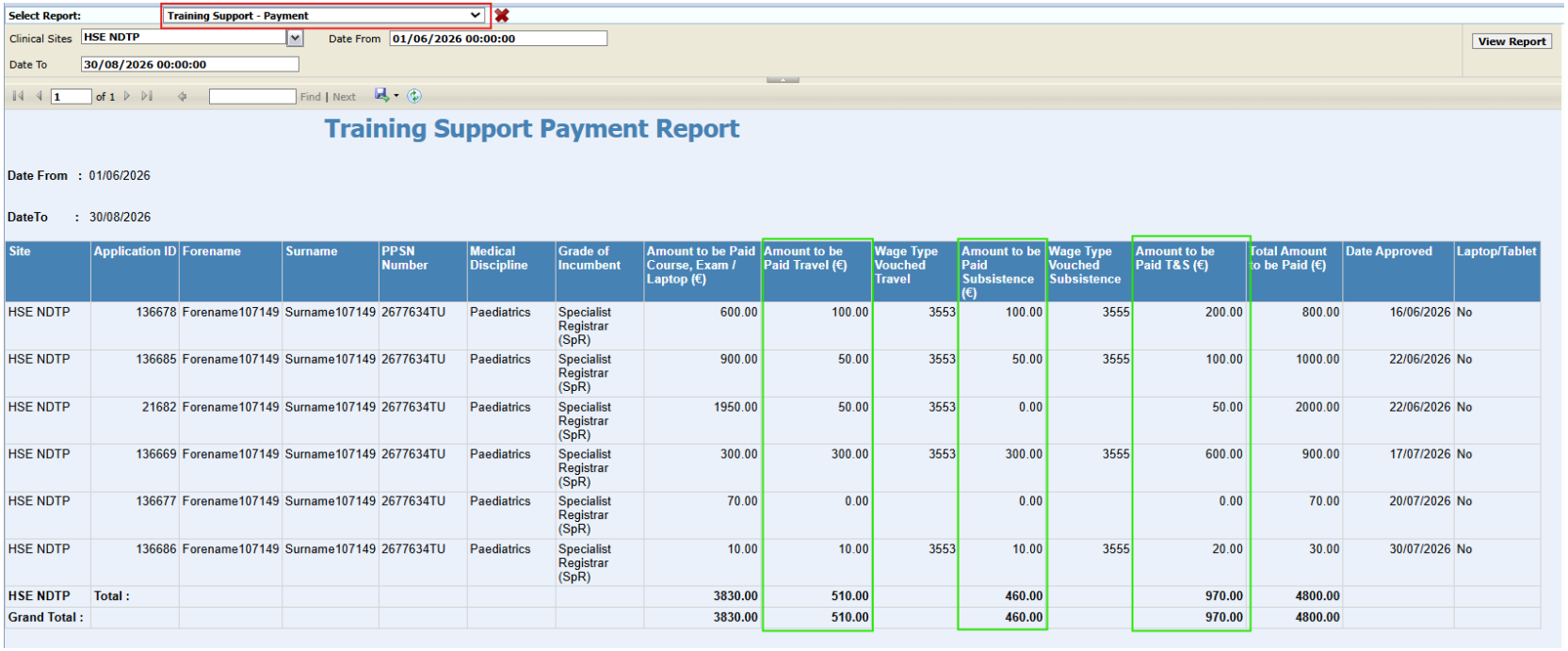
Training Support Payment Report

Date From : 01/06/2024

DateTo : 01/01/2025

Site	Application ID	Forename	Surname	PPSN Number	Medical Discipline	Grade of Incumbent	Amount to be Paid Course, Exam / Laptop (€)	Amount to be Paid Travel (€)	Wage Type Vouched Travel	Amount to be Paid Subsistence (€)	Wage Type Vouched Subsistence	Amount to be Paid T&S (€)	Total Amount to be Paid (€)	Date Approved	Laptop/Tablet
HSE NDTP	91799	Forename101881	Surname101881		Paediatrics	Specialist Registrar (SpR)	639.20					0.00	639.20	27/06/2024	No
HSE NDTP	89583	Forename109229	Surname109229		Medicine	Specialist Registrar (SpR)	600.00					1478.00	2078.00	28/06/2024	No
HSE NDTP	91798	Forename101881	Surname101881		Paediatrics	Specialist Registrar (SpR)	59.07					0.00	59.07	28/06/2024	No
HSE NDTP	91801	Forename101881	Surname101881		Paediatrics	Specialist Registrar (SpR)	437.06					0.00	437.06	28/06/2024	No
HSE NDTP	93998	Forename101881	Surname101881		Paediatrics	Specialist Registrar (SpR)	217.00					0.00	217.00	02/07/2024	No
HSE NDTP	93987	Forename101881	Surname101881		Paediatrics	Specialist Registrar (SpR)	1000.00					0.00	1000.00	03/07/2024	Yes
HSE NDTP	93992	Forename101881	Surname101881		Paediatrics	Specialist Registrar (SpR)	147.67					0.00	147.67	03/07/2024	No
HSE NDTP	**Total :**						**3100.00**					**1478.00**	**4578.00**		
Grand Total :							**3100.00**					**1478.00**	**4578.00**		

Image 2: **Separate** T&S entries post-August 2026:



Select Report: Training Support - Payment

Clinical Sites: HSE NDTP Date From: 01/06/2026 00:00:00 View Report

Date To: 30/08/2026 00:00:00

1 of 1 Find | Next

Training Support Payment Report

Date From : 01/06/2026

DateTo : 30/08/2026

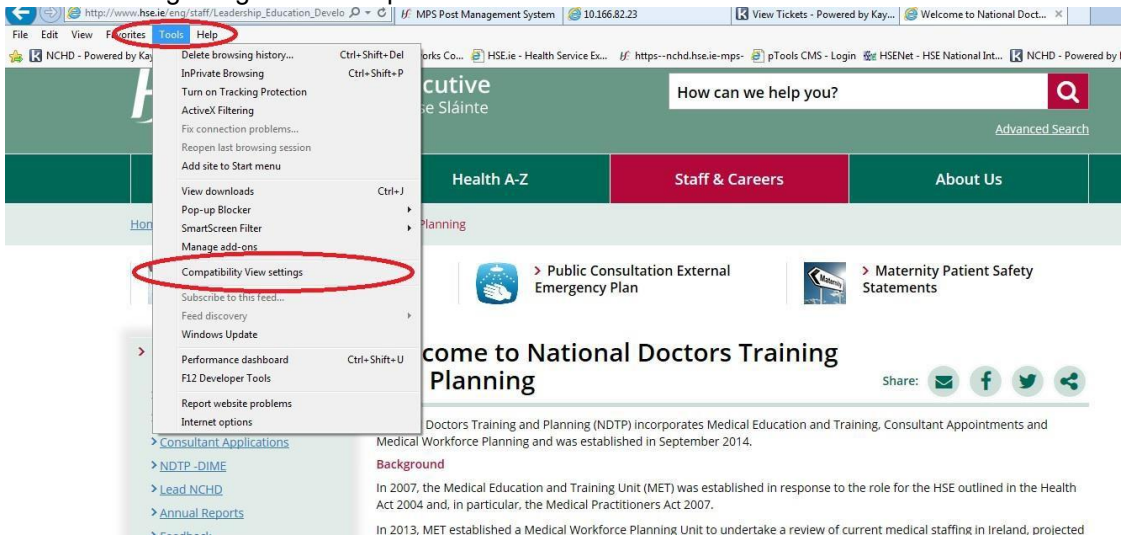
Site	Application ID	Forename	Surname	PPSN Number	Medical Discipline	Grade of Incumbent	Amount to be Paid Course, Exam / Laptop (€)	Amount to be Paid Travel (€)	Wage Type Vouched Travel	Amount to be Paid Subsistence (€)	Wage Type Vouched Subsistence	Amount to be Paid T&S (€)	Total Amount to be Paid (€)	Date Approved	Laptop/Tablet
HSE NDTP	136678	Forename107149	Surname107149	2677634TU	Paediatrics	Specialist Registrar (SpR)	600.00	100.00	3553	100.00	3555	200.00	800.00	16/06/2026	No
HSE NDTP	136685	Forename107149	Surname107149	2677634TU	Paediatrics	Specialist Registrar (SpR)	900.00	50.00	3553	50.00	3555	100.00	1000.00	22/06/2026	No
HSE NDTP	21682	Forename107149	Surname107149	2677634TU	Paediatrics	Specialist Registrar (SpR)	1950.00	50.00	3553	0.00		50.00	2000.00	22/06/2026	No
HSE NDTP	136669	Forename107149	Surname107149	2677634TU	Paediatrics	Specialist Registrar (SpR)	300.00	300.00	3553	300.00	3555	600.00	900.00	17/07/2026	No
HSE NDTP	136677	Forename107149	Surname107149	2677634TU	Paediatrics	Specialist Registrar (SpR)	70.00	0.00		0.00		0.00	70.00	20/07/2026	No
HSE NDTP	136686	Forename107149	Surname107149	2677634TU	Paediatrics	Specialist Registrar (SpR)	10.00	10.00	3553	10.00	3555	20.00	30.00	30/07/2026	No
HSE NDTP	**Total :**						**3830.00**	**510.00**		**460.00**		**970.00**	**4800.00**		
Grand Total :							**3830.00**	**510.00**		**460.00**		**970.00**	**4800.00**		

This report also displays the Wage Type Vouched Travel code “3553”, where there is an entry for a Travel expense; and the Wage Type Vouched Subsistence code “3555”, where there is an entry for Subsistence expenses If there are no travel or no subsistence expenses, there will be no value in these fields.

7. PC Compatibility Settings

Some browsers have settings automatically selected which will not allow you upload or rotate documents. These settings can be changed within the compatibility option of your browser. If you are having issues with this, please follow the below steps:

1. Select the Settings Cog or 'Tools' options:



OR

2. When the compatibility menu opens ensure that the tick boxes are unchecked are per the screenshot below.