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GUIDE FOR TRAINING BODY USERS

NCHD Post Matching Module

DIME

NATIONAL DOCTORS TRAINING & PLANNING

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NCHD Post Matching Module – NDTP-DIME

GUIDE FOR TRAINING BODY USERS

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Section 1: Introduction

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 500 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.

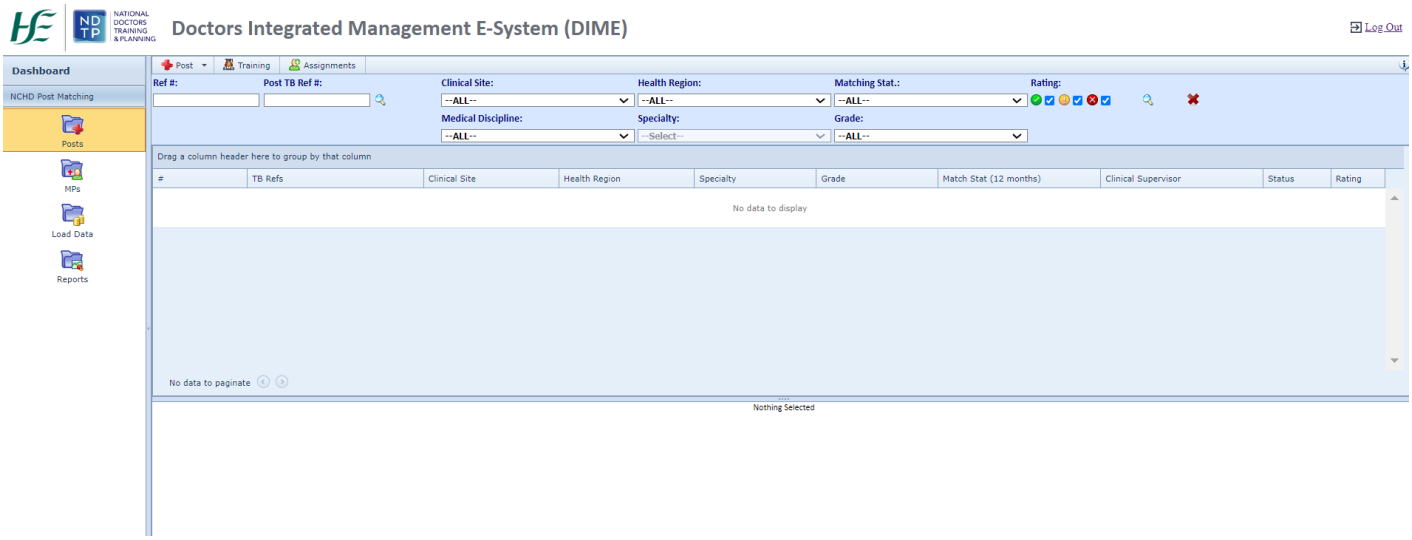
System Access Request Forms for Training Body Users. Completed forms should be scanned and returned by email to the DIME Team dime.team@hse.ie

The DIME System can be accessed from any PC, Laptop via the latest version of Internet Explorer or Google Chrome. 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. This 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

This guide has been developed for Training Body Users with access to DIME**.** The purpose of this guide is to complement the training sessions provided and to act as a reference point regarding queries which may arise when training body users formally register on the live DIME System.



NATIONAL DOCTORS TRAINING & PLANNING

Section 2: NCHD Post Matching Module

2.1 Overview

The following Medical Practitioner (MP) management functions are available to training body users:

- Search / view a Medical Practitioner
- View a Medical Practitioner's full Medical Council registration details
- Assign training attributes to a Medical Practitioner
- Removing Training Attributes from a Medical Practitioner

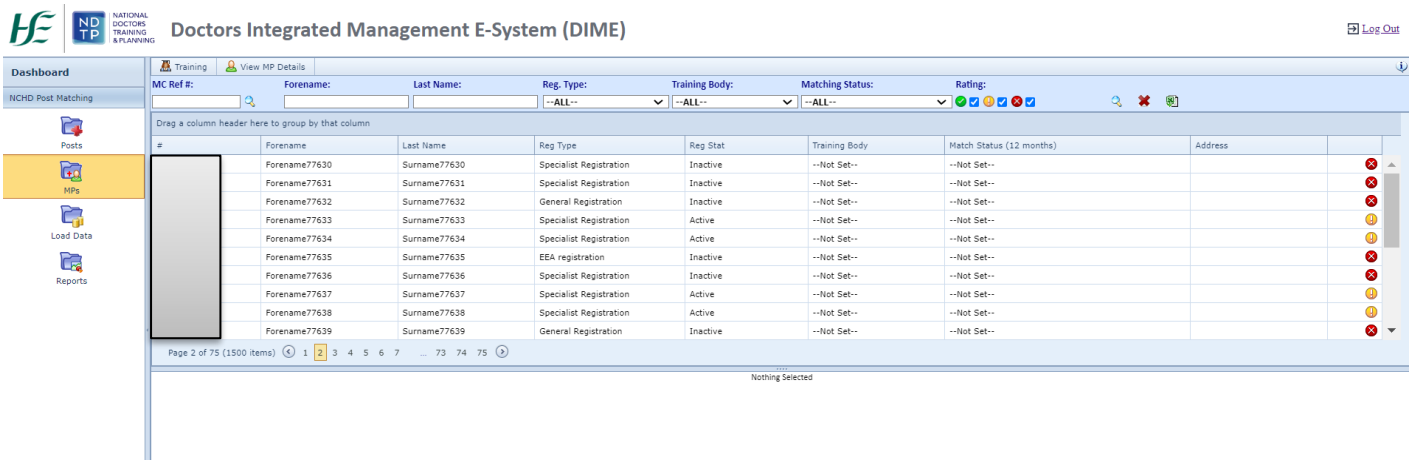
2.2 Searching / Viewing Medical Practitioners

Introduction

The user can search for and view specific information on all Medical Practitioners (MPs) that are actively registered with the Medical Council in Ireland.

How to get here:

- Click on the MPs icon in the Navigation Bar on the left hand side
- Use the search function available on the main screen at the top.
- If the Medical Council number of the MP is known, then the user can utilise the Quick MP Search function to the left of the menu bar below.
- If the Medical Council number of the MP is not known, the user can search for the desired MP using any one or combination of attributes associated with the desired MP including forename, last name, registration type, training body affiliated to or matched status.

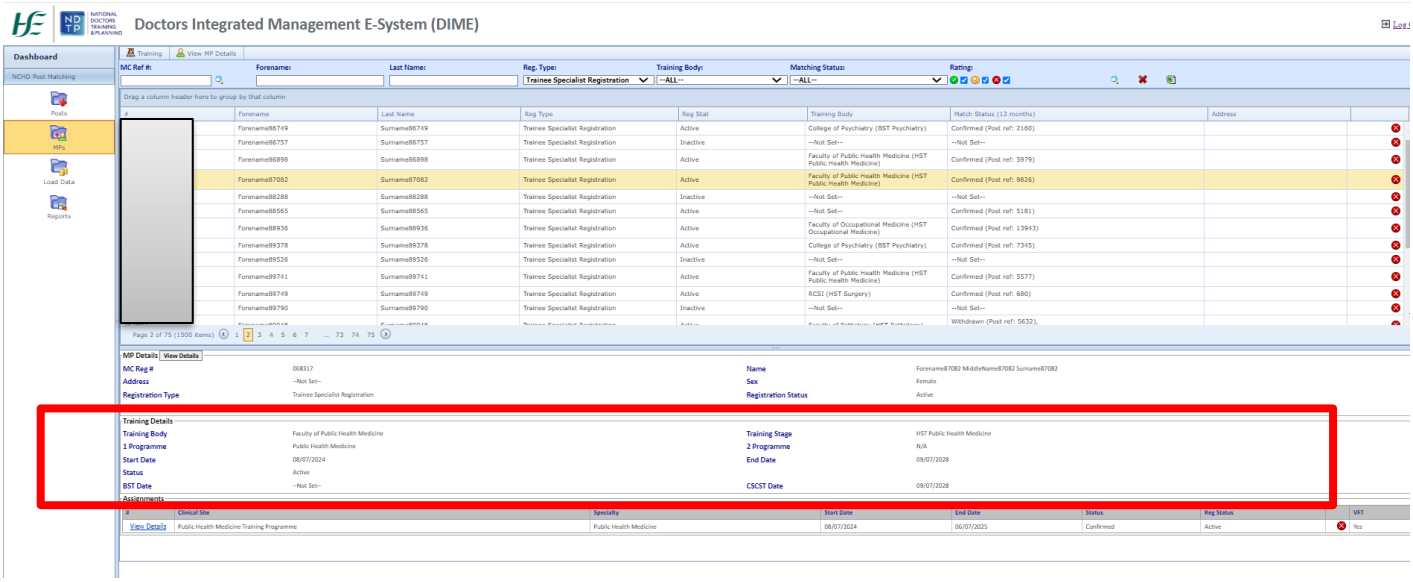


Outcome

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

In relation to the registration details provided regarding the selected MP in the "View" screen underneath, the system will indicate whether the MP has Medical Council conditions attached – "Yes" or "No". **If a "Yes" is indicated by the system, clinical site users must contact the Council directly to find out more regarding the specific conditions attached to the MP.** Information regarding any conditions

attached will not be provided by the national MP system.



Associated Rules

- A valid MP must exist in database.
- Entering search criteria will return all MPs that match the search criteria entered, For any givensearch, the system will return a maximum of 1,500 results.
- Entering no search criteria will return all Medical Practitioners in the system.

2.3 Viewing a MP's Full Registration Details with the Irish Medical Council

Introduction

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

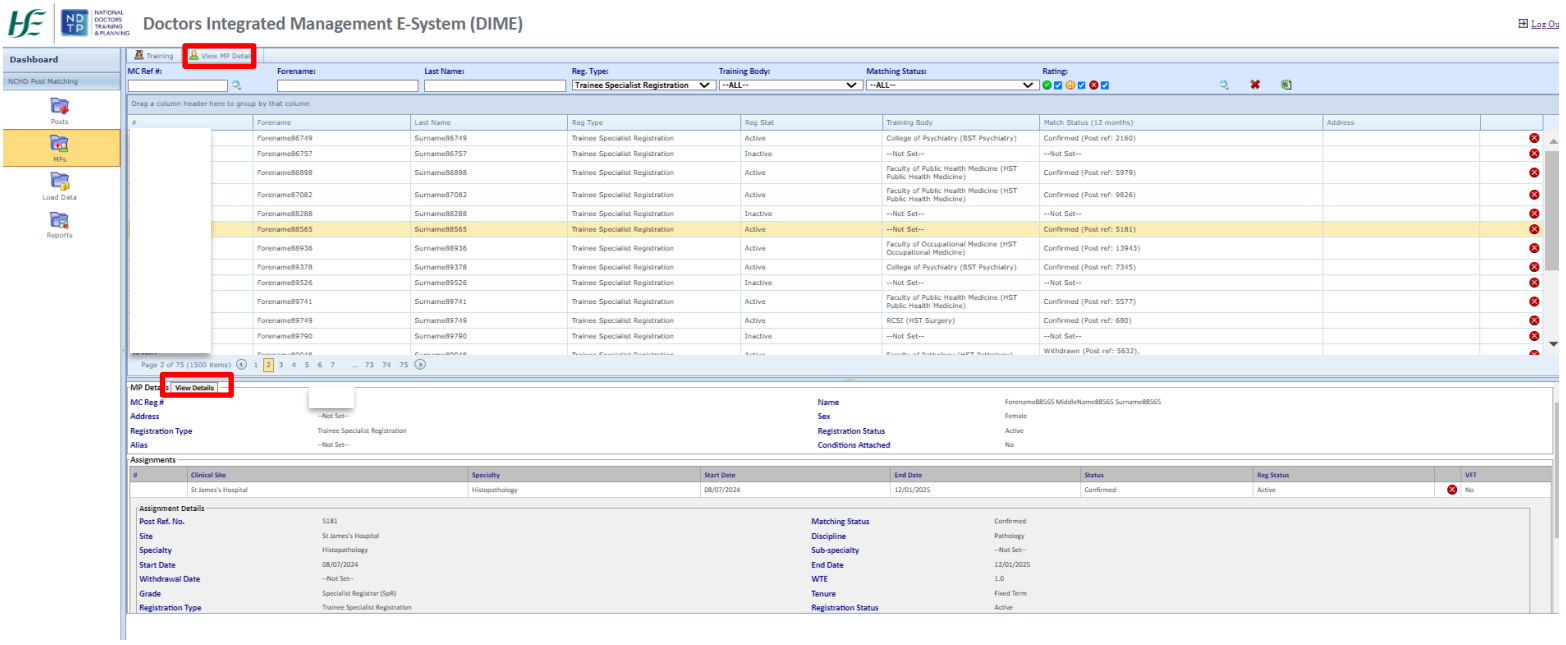
How to get here:

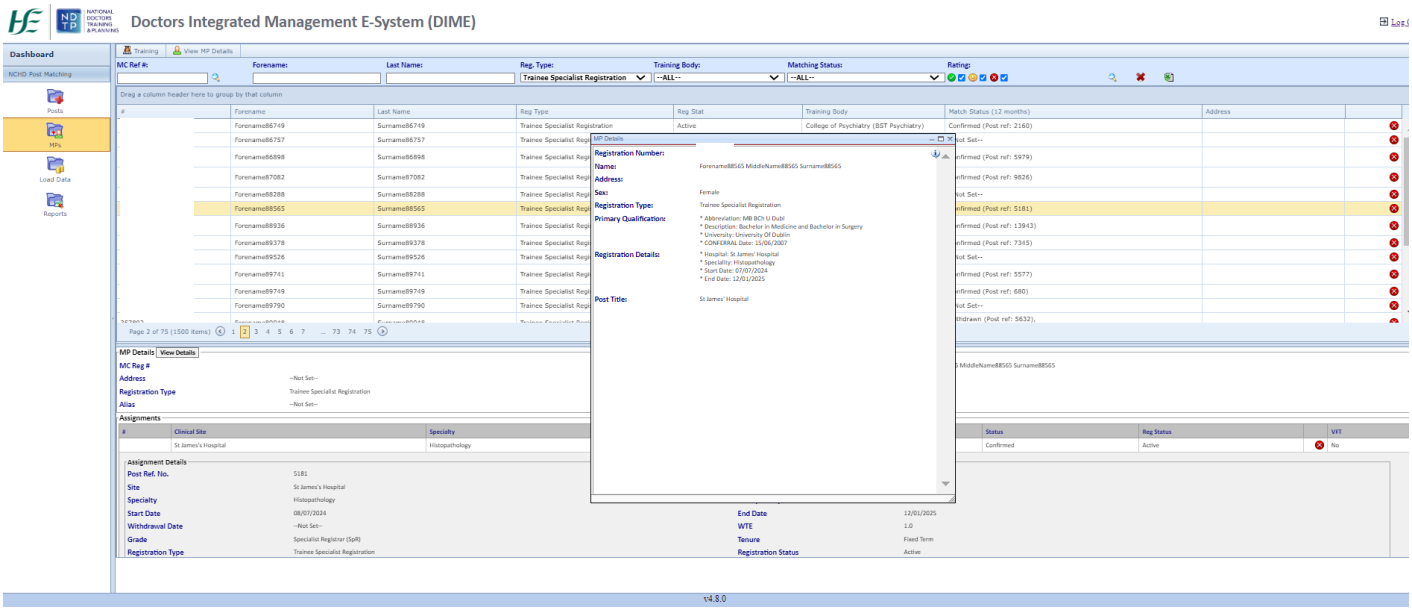
This can be done in one of two ways:

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

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

• The MP must be Actively Registered with the Medical Council to view details





Outcome

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

2.4 Assigning Training Attributes to Medical Practitioners

Introduction

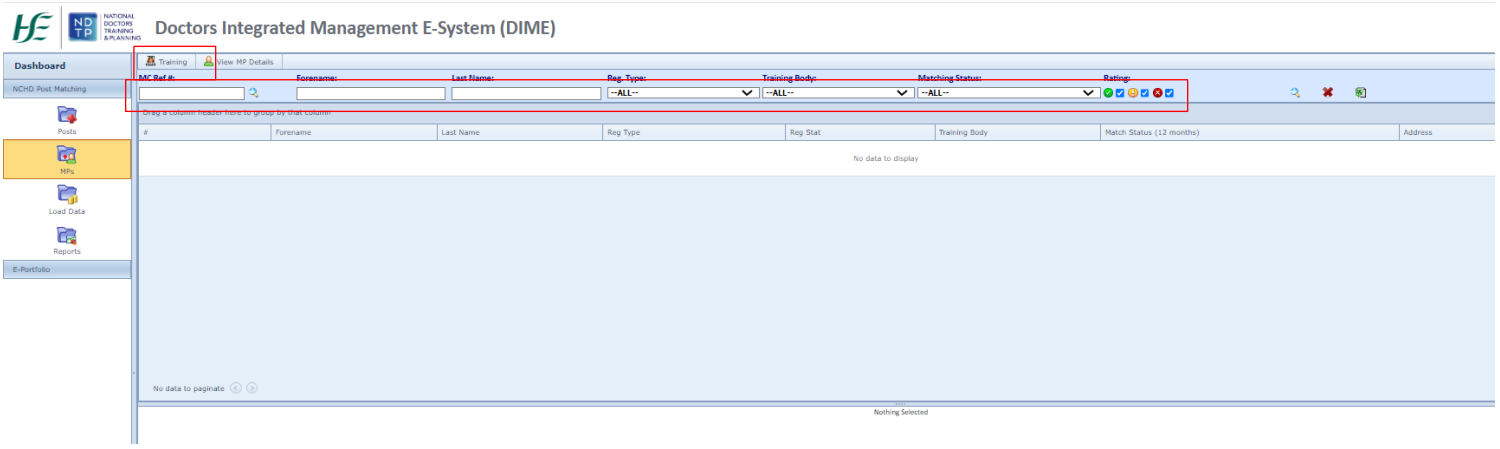
The user, with the appropriate access rights, can assign training attributes to those Medical Practitioners who are enrolled in one of the training body's specialist training programmes.

There are two options when assigning training attributes to Medical Practitioners. This can be done on a **1) Individual Basis** or **2) via a Bulk Upload**

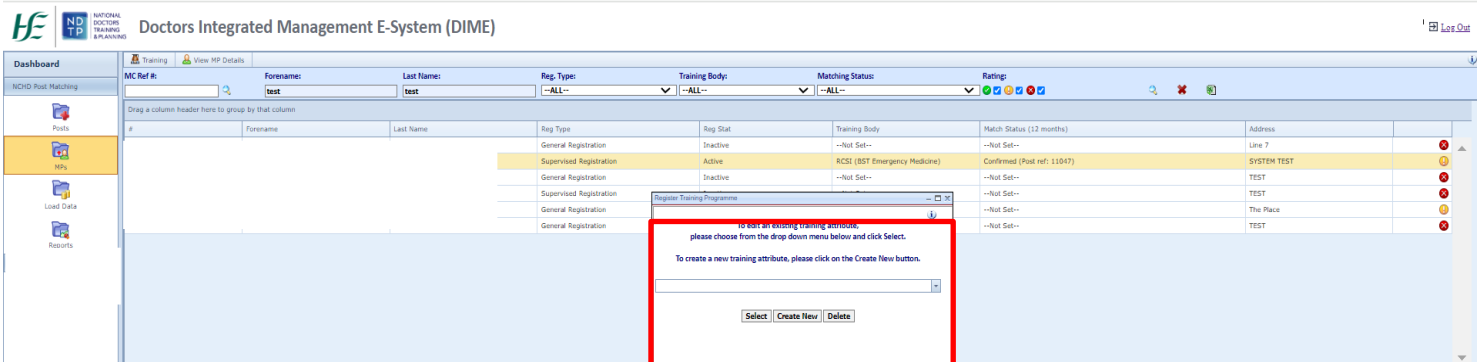
1) Individual Basis - Assigning Training Attributes to a Medical Practitioner

How to get here:

• Click on the MPs icon in the Navigation Bar on the left-hand side



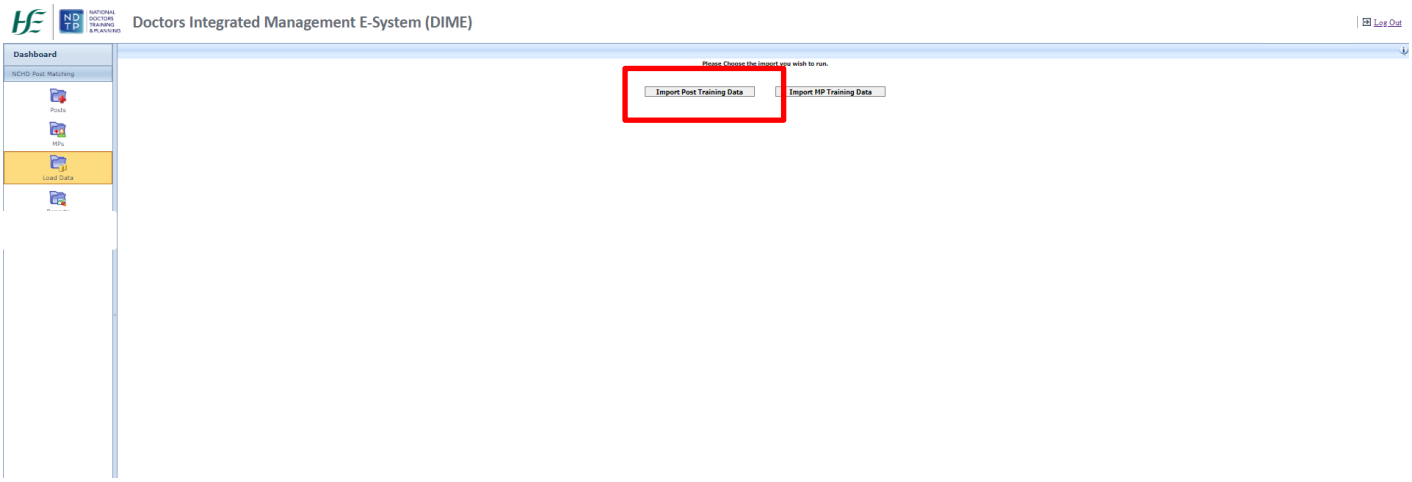
1) Use the search function available on the main screen at the top.The user can search by Medical Council number or if the Medical Council number of the MP is not known, the user can utilise the Advanced MP Search function to the right of the menu bar below. This enables the user to search for the desired MP using any one or combination of attributes associated with the desired MP including forename, last name, registration type, training body affiliated to or matched status.
2) Once the correct MP has been identified, select the "Training" option available on the menu bar at the top of the screen.
3) If assigning a new training programme to a Medical Practitioner, then select "Create New". If editing thedetails of existing training attributes, then using the downward arrow, select the appropriate existing training programme to edit details of.
4) Fill in the data fields in the resultant pop up screen using the drop down menus.
5) Click Save when finished.



6) Bulk Upload - Assigning Training Attributes to New Trainees via Excel

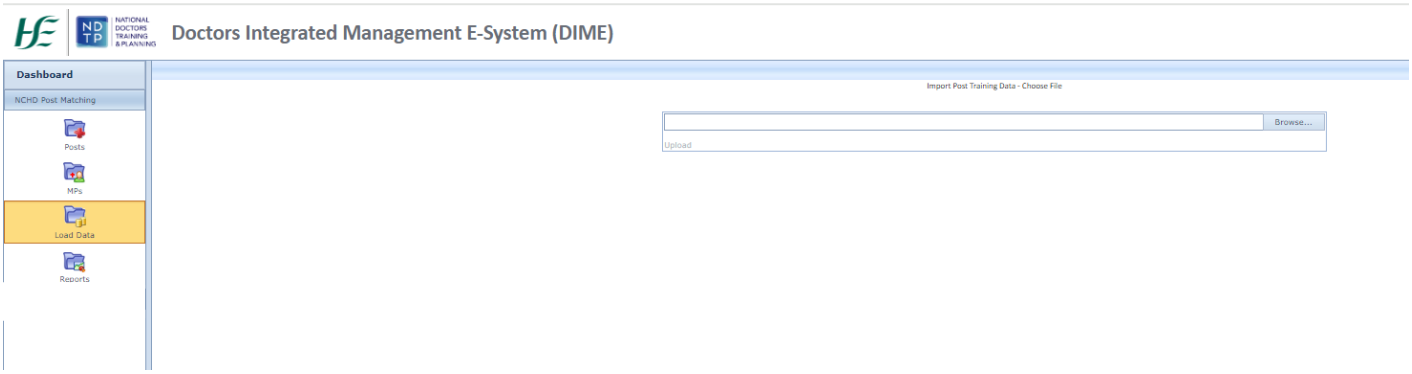
How to get here:

1) Complete Upload Sheet (Please refer to the TB Guide and Sample Upload document – Available uponrequest from the DIME Team – dime.team@hse.ie)
2) Once the template is complete, click 'Load Data'



3) Click 'Import MP Training Data'. The screen below will appear. Search and the select the spreadsheet by browsing to where it is saved and click 'Upload'

4) When the training attributes of a Medical Practitioner have been successful added or updated, the new details will immediately become visible to all users of the system.



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Associated Rules

1. The Medical Practitioner must be actively registered with the Medical Council in order to be available on the national database for assignment and update of training attributes.
2. Training Body, Training Stage, Primary Programme, Start Date, End Date and Status are mandatory fields.
3. Medical Practitioners can only be actively enrolled on one training programme with one training body for a given period of time.
4. The date to be entered for the BST Date is the date that the BST Certificate is issued by the training body to the Medical Practitioner. This date should be the date recorded by the training body itself.
5. The date to be entered for the CSCST date is the date that the CSCST Certificate is issued by the training body to the Medical Practitioner. This date should be the date recorded by the training body itself.
6. The BST date must be earlier than the CSCST date.
7. The CSCST date must be later than the BST date.
8. Once the end date of the training programme has been reached, the Medical Practitioner is automatically unmatched from the training programme by the national system.

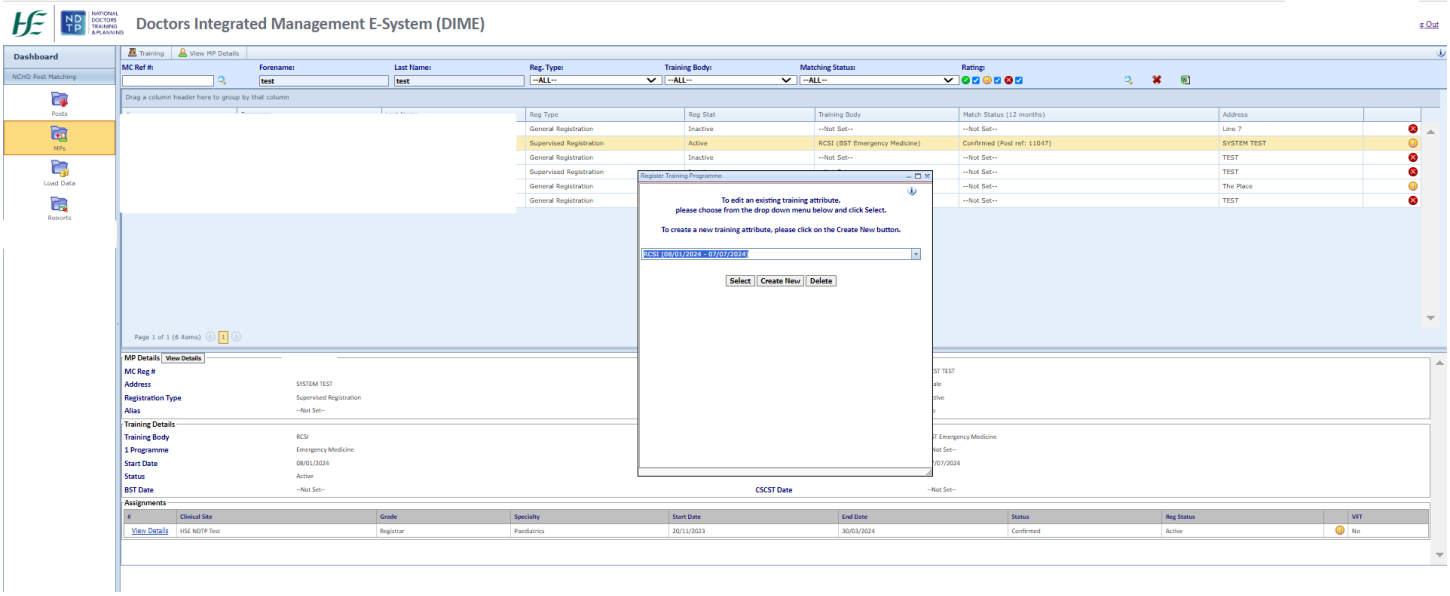
2.5 Deleting Assigned Training Attributes from a Medical Practitioner

Introduction

If required, a Training Body User can remove their training body from being associated with a specific MP. This may happen in scenarios in which training attributes have been entered in error by a training body user or where an NCHD withdraws from a Training Programme.

How to get here:

5) Click on the MPs icon in the Navigation Bar on the left hand side
6) Use the search function available on the main screen at the top.
7) the user can utilise the Quick MP Search function to search by MC number or using any one or combination of attributes associated with the desired MP including forename, last name, registration type, training body affiliated to or matched status.
8) Once the correct MP has been identified and highlighted, select the “Training” option available on the menu bar at the top of the screen.
9) Using the drop down on the pop up screen, select the appropriate training attribute assigned to that MP
10) If withdrawing an NCHD from a training programme, the user must click Select and update the End Date field
11) If deleting the training attributes of an MP, the user must click Delete and select the most appropriate reason for deletion from the drop down menu
12) Click Delete when finished



Outcome

When the training attributes of an MP have been successful deleted. The details are no longer visible or accessible by any user of the system, including the training body user who deleted it.

Section 3: Valid For Training

3.1 Overview

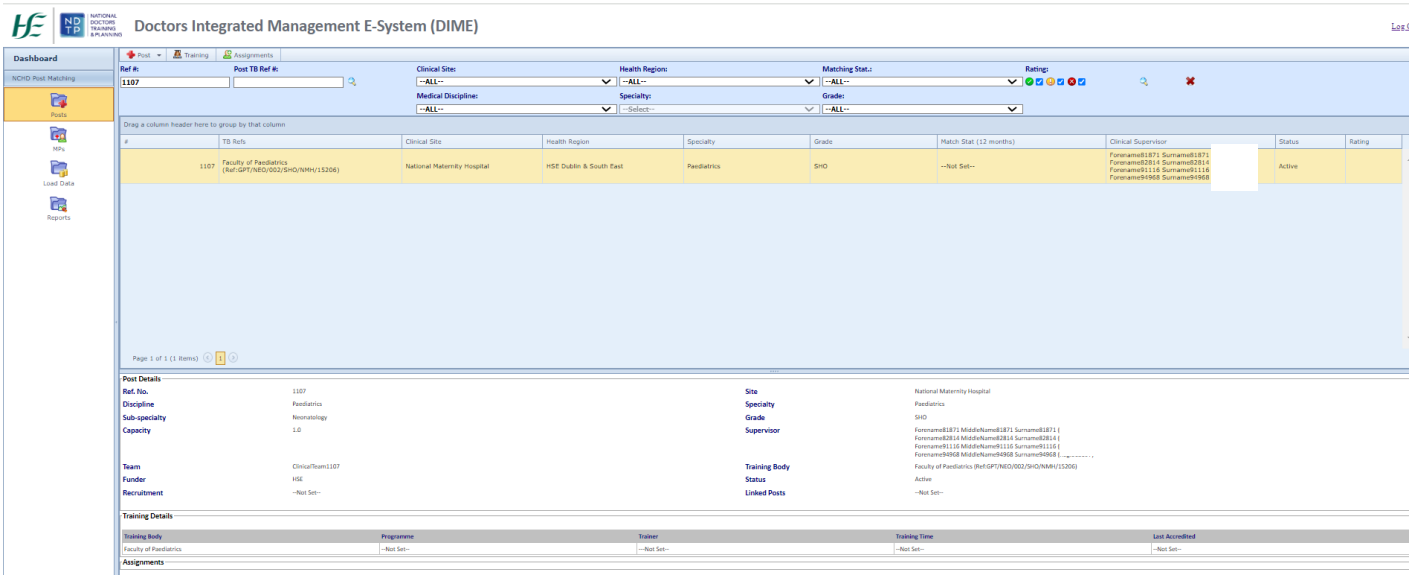
Once an MP is proposed and/or confirmed to a specific MP post or vice versa, the system, utilising the employment attributes entered by the clinical site user and the training attributes as entered by a training body, can signal to the user whether the MP post for that period of employment is activated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

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

3.2 Valid For Training

How to view information

1) This information can be accessed by the user via either the Post or MP section of the system.
2) Click on the MPs or Post icon in the Navigation Bar on the left-hand side
3) Using the search functions available on the main screen at the top the user should select the specific post or MP they seek by double clicking on it.
4) The valid for training field can then be viewed in the "View" screen underneath – specifically under the Assignment section.



Implications

MP posts that a) have an MP confirmed in them and b) have been given a "Y" by the national system, will be proposed by the HSE to the Medical Council as being required specialist medical training posts. The period covered by this proposal i.e. how long the post will be proposed by the HSE and recognised for training purposes, will equal the period of employment that the relevant MP will be occupying the post. The formal proposal to the Council by the HSE will only be made when the status of the match is confirmed i.e. the Council will not be recognising posts for the purposes of training based on matches with a "pending" status.

It will also enable users to know which posts on their sites have been proposed by the HSE to the Council and for what time periods.

Associated Rules

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

3.3 Exporting an MP's Details to Excel

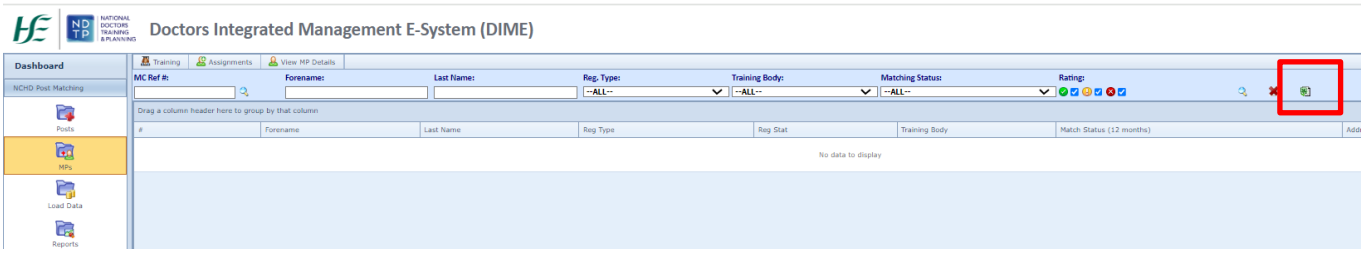
The user can search for and view specific information on all MPs that are actively registered with the Medical Council in Ireland and export the retrieved data to Excel Format.

For steps indicating how to export these details to Excel please see below:

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

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

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



Section 4 - Assignment

Section 4: Traffic Light System

4.1 Overview

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

4.2 Traffic Light System

How to view information

This information can be accessed by the user via either the Post or MP section of the system.

The traffic light rating is provided in two separate areas within each section of the system as follows:

13) The traffic light rating of an MP is provided in the summary headline information returned by the systemwhen an initial search is conducted for an MP or an MP post.

14) The traffic light rating of an MP is provided in the assignment information provided in the "View" screen underneath when the desired MP or MP post is selected by double clicking.

Implications

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

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

Associated Rules

1 The system runs the traffic light registration check automatically. It is up to users to manage the implications of the check

2 When a user conducts a search for a specific MP post or specific posts, the traffic light information provided by the system in the list format relates to the traffic light status of the current incumbent of the post or if the post is vacant the next MP due into the post. In circumstances where the MP post(s) is vacant and there is no future assignment recorded – there will be no traffic light information displayed.

3 When a user conducts a search for a specific MP, the traffic light information provided by the system in the list format relates to the traffic light status of the MP at that particular point in time. A traffic light is always given for every MP.

Section 5: Overview of the Reporting Function

5.1 Overview

Training Body users of the National MP Database have access to a number of reports on the national system.

The reports that will be most useful for Training Body users are as follows:

- Detailed Post Employment Report
- Detailed Trainee by Site Report
- MP Employment History Report
- Trainee Report by Programme

5.2 Accessing the Report Function

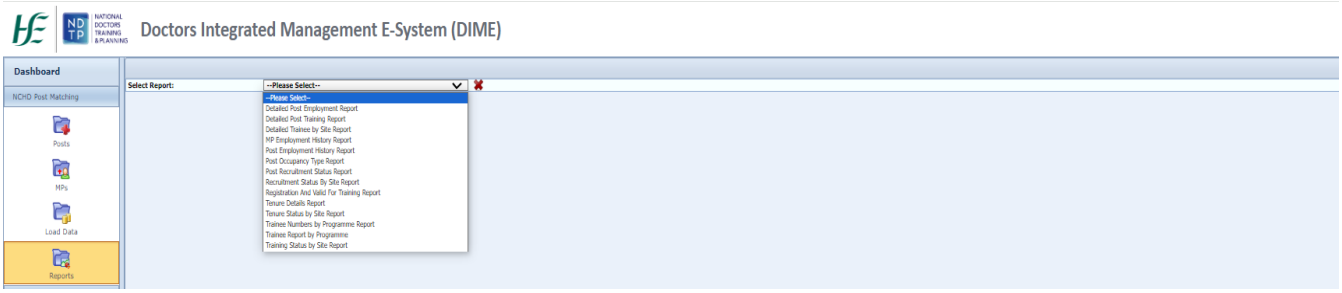
Introduction

Each training body user will generally only be able to run reports in relation to their specific training body / Discipline, so, for example, the College of Anaesthetists can only run reports about training inanaesthesia.

There is one exception, which relates to the MP Employment History Report, which enables all registered training body users to run a report on the employment history of a specific NCHD regardlessof which specialties that NCHD may have been trained in or worked in previously.

How to get here:

15) Click on Reports icon in the Navigation Bar on the left-hand side
16) Using the drop-down menu, select the specific report you wish to run
17) Once the specific report has been selected, use the selection criteria available to customise your selected report as required
18) Run the report required by clicking “View Report”.



Outcome

The system will return the report required, under pre-defined column headers.

5.3 Important Issues for Noting

Please note the following for each report:

19) To view a number of reports in full may require the user to utilise the scroll bar options available to the right and at the bottom of the screen.

20) The size of any report on your screen can be altered by changing the % size of the report for example 100% to 75%. This function is available below the selection criteria.

21) A number of reports may be presented over more than one page; users should remain aware of this at all times. To view the other pages, the users should scroll through the pages using the page indicator which is available just under the selection criteria to the left of the screen.

22) Using the "find" function available under the search criteria the user can search for specific values within a report.

23) Each report produced by DIME can be exported by the user in MS Excel format to their own computer. To do this, click on the floppy disk icon and select Excel to export the report.

24) To print the report, users are advised to export the file to their own computer, as in most circumstances the print settings on the national system will not be compatible with your current set up.

Section 6: Details of Specific Reports

6.1 Overview

Details regarding each of the four reports available to training body users are provided below.

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

The purpose of the reports, the selection criteria available and any business rules associated with the report are provided in each case.

6.2 Detailed Post Employment Report

Purpose

To provide Training Body Users with a detailed report regarding the employment status of a post in a particular clinical site. This report will display all the details related to the post such as Clinical Site, Post Ref Number, Grade of Post, Medical Discipline, Specialty, Sub-Specialty, Name of Clinical Supervisor, Incumbent's First Name, Incumbent's Last Name, Medical Council No, Start Date, End Date and Withdrawal Date if applicable.

Search Criteria Available

Clinical Site/ Grade / Discipline / Date From / Date To / Incumbent's MC#

6.3 Detailed Trainee by Site Report

Purpose

To provide a detailed report regarding the training status of all MPs in their discipline / specialty across all clinical sites. This report will display all MPs in the relevant discipline for the date selected and provide details regarding the training body they are enrolled with and the specific training programme they are on, including the start and end dates on that programme. In circumstances where an MP is not enrolled on a training programme, this information is also provided.

Search Criteria Available

Clinical Site/ Grade / Date of Report / Discipline / Incumbent's MC#

6.4 MP Employment History Report

Purpose

To provide Training Body users with details regarding the specific post(s) that an individual MP will have occupied between the dates selected.

Information provided includes location of post, specialty, sub-specialty, grade of post, start and end date in the post and clinical supervisors. If the MP has occupied two or more posts for the period of time selected by the user, all relevant posts will be displayed. This is the only report available to training body users that allows them to see information which could potentially relateto other training bodies / disciplines.

Search Criteria Available

MC # of the Doctor / Date From / Date To

6.5 Trainee Report by Programme

Purpose

To provide Training Body users with details regarding all MPs who are enrolled in a training programme with the Training Body. Information is provided about trainees' stage of training, start and end dates on the training programme and current clinical site.

Search Criteria Available

Clinical Site / Date of Report / MC # of MP / Training Body / Training Stage / Training Programme

Section 7: PC Compatibility Settings

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 have issues with documents for an NCHD account, Select the Settings Cog or 'Tools' options:

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OR

When the compatibility menu opens ensure that the tick boxes are unchecked are per thescreenshot below:

Section 8: Security

8.1 Overview

Each training body user when approved for access to the national MP system is given a specific profile on the national system. This profile enables the approved user to have read and write access to the system. All approved training body users with read and write access will be given access to the national system such that they can only create, amend and update information in relation to their specific training body i.e. access is training body specific. So for example whilst a College of Psychiatry user can view information regarding posts and Medical Practitioners aligned with other training bodies, users of the College can only amend or create any information on the system regarding the College of Psychiatry. Each training body is

therefore responsible for managing the information regarding their training body on the national system.