




ND+P



Feidhmeannacht na Seirbhíse Sláinte
Health Service Executive

NER App

Guide for NCHD Users with
Android Devices – NDTP
Guide

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Introduction

NDTP are proud to announce the launch of the NER App. NCHDs can now access their NER Portal Account by using their smart phone whilst on the go. The NER App is an extension of what is currently available on the NER Web Portal. The NER is an online management system that enables NCHDs to interact virtually with Medical Manpower and Occupational Health by uploading pre-employment screening documentation prior to rotation including their Hire Form, Training Certificates and Occupational Health documentation. NCHDs can also submit TSS or CCERS Applications to their Medical Manpower Department. The E-Portfolio module is also available on the app, which allows NCHDs to record their training and career development. It also gives the opportunity to have their experience validated by their Supervising Clinician / Consultant where applicable provided they have a Wi-Fi connection when doing so.

The NER App is available for download on both the Google Playstore and IOS store making it compatible with most Android and iPhone devices. Whilst the functionality in the app is similar to that on the NER Web Portal, NDTP have developed this user guide to assist NCHDs in navigating and using the NER App. This guide will explain how to use the app on an Android device.

1. Downloading the NER App – Google Playstore (Android Devices)

In order to download the NER App on an Android device, you will need to open the Google Playstore App, which can be found on your phones home-screen. The icon for the Google Playstore is shown in Figure 1. In order to be able to download an app from the Playstore you will need to ensure you have logged into your Google Playstore Account first. If you do not have a Google Playstore Account, you may need to create one.



Figure 1: Google Playstore Icon for Android Devices

Once you have signed into your Google Playstore Account you should then be able to locate the NER App by searching for **National Employment Record** using the search bar as highlighted below in Figure 2.

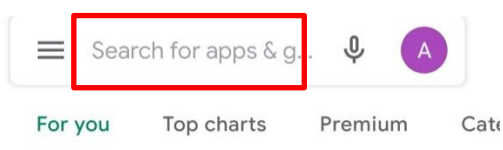


Figure 2: Google Playstore App Search

Once you have located the NER App you can tap “*Install*” and follow the instructions on screen. The icon for the NER App is shown in Figure 3.



Figure 3: NER App Icon

2. Logging in:

2.1 New User Registration

If you are a new user and have yet to register an NER account, please tap the “i” button located on the NER App Login Screen as highlighted in Figure 4.

NOTE: If you already have an NER account on the web portal, you do not need to set up a new NER account for the App.

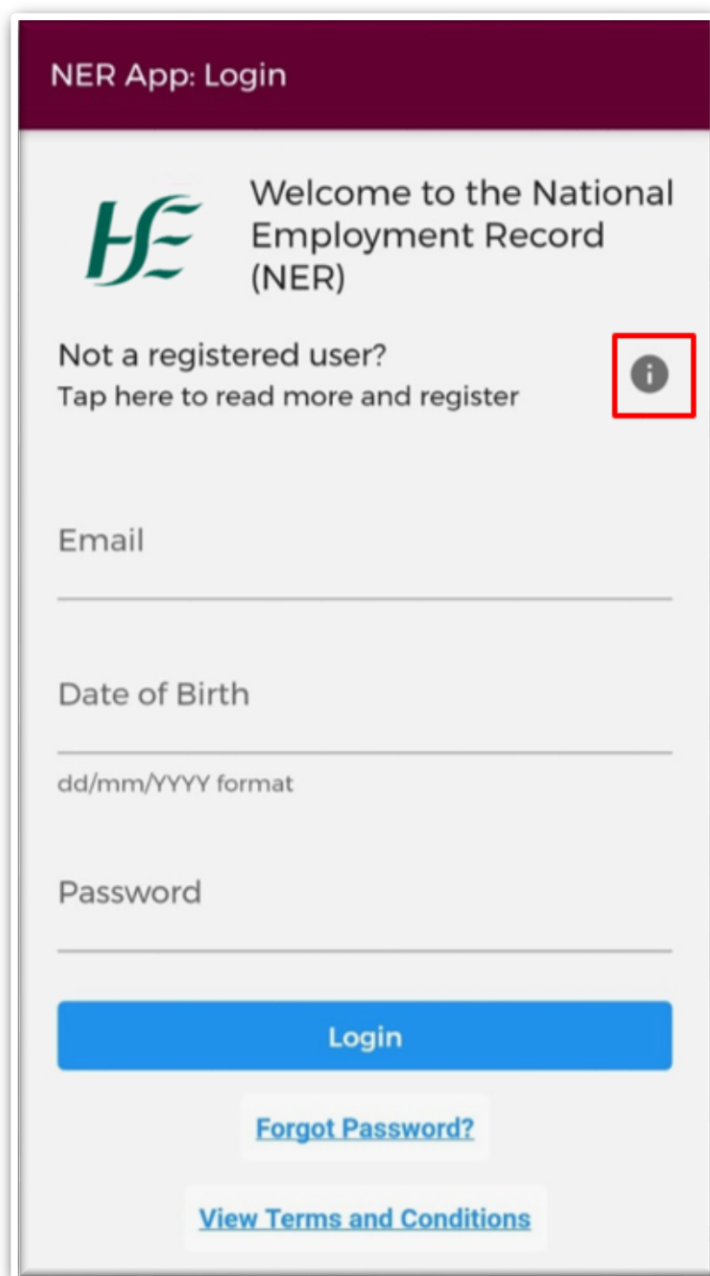


Figure 4: NER App Login Screen with Highlighted “i” Button

This will open an expanded screen, which has details about the NER Portal, and a “Register New Account” button located at the bottom as highlighted in Figure 5.

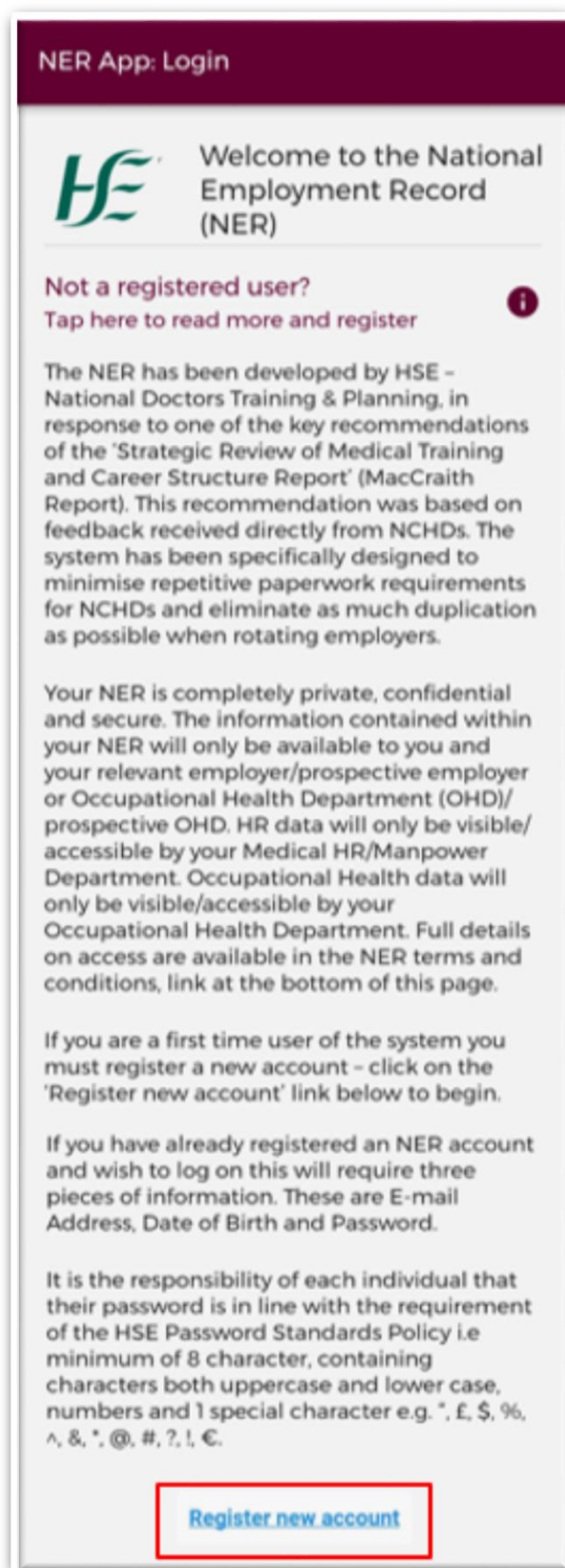


Figure 5: NER App Expanded Screen for Registration

After tapping the “Register New Account” button, you will be re-directed to the registration screen where you will be asked to select one of three options:

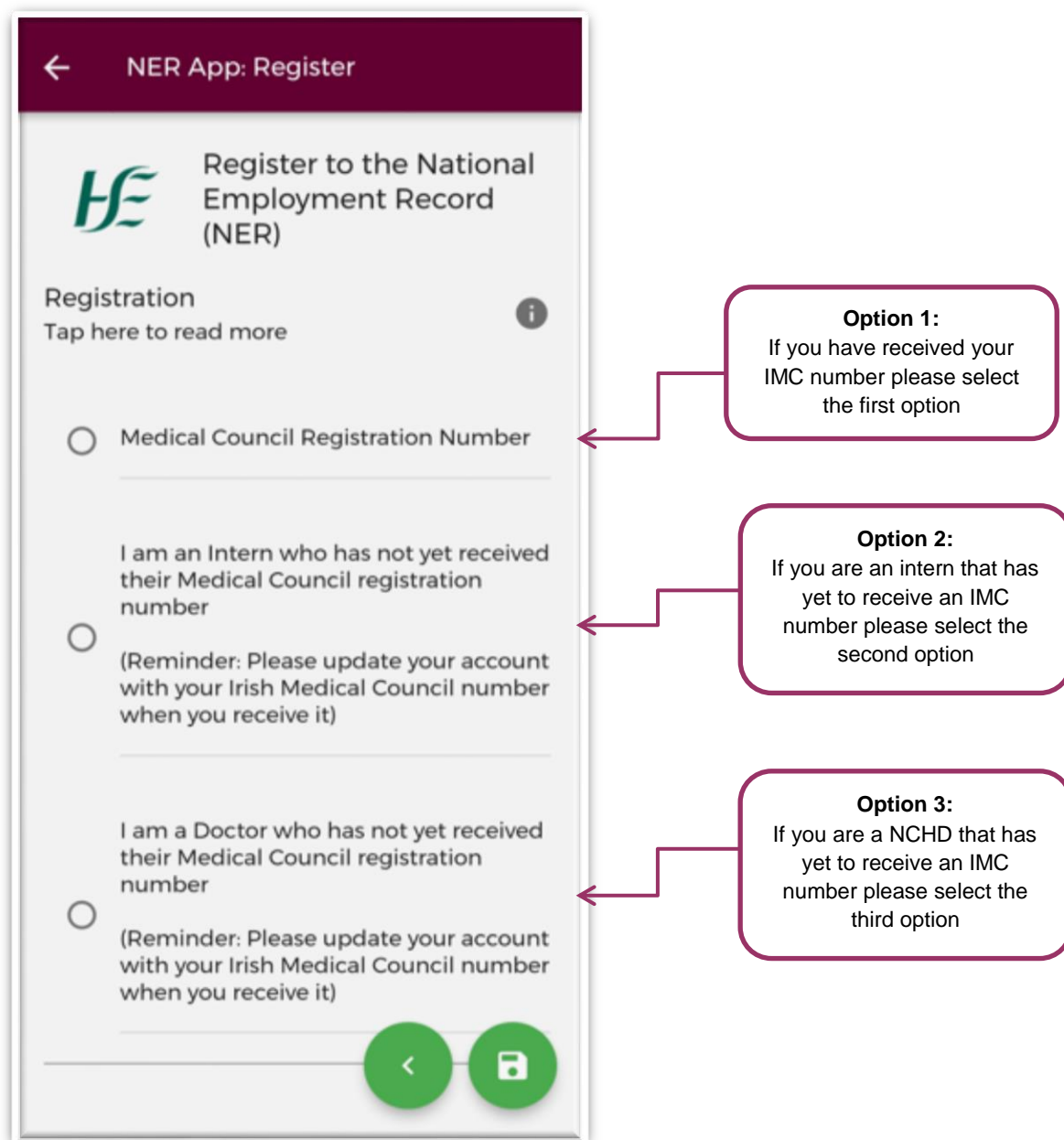


Figure 6: Registration Screen (part 1)

Once you have selected one of the options above, scroll down to where you will be required to enter some mandatory details (denoted by an asterix*) such as first name, surname, date of birth and email address.

Depending on the option chosen in Figure 6, you will either be required to enter:

1. Your IMC number (option 1) or
2. The clinical site you are currently working in or are due to commence in (option 2 & 3).

If you enter your IMC registration number, the First Name, Last Name and Clinical Site fields will automatically populate with your details. These fields will be greyed out and you will not be required to enter this data.

If you have not yet been issued with an IMC registration number (e.g. you are a recently appointed Intern and are awaiting registration) you will have to select the employment site that you are currently working in or are due to commence in from the Clinical Site dropdown field. **NOTE:** As soon as you receive your IMC Number, you must update your Hire Form with this information.

Finally, you will have to create a password, which should be in line with the HSE Password Standards Policy as shown in Figure 7.

← NER App: Register

First Name *

Last Name *

Clinical Site *
Please Select

Date of Birth
dd/mm/YYYY format

Email Address *

Confirm Email Address *

Password *

Confirm Password *

I consent to the processing by the HSE, my current and future Employers, or any other party, as part of the use of my NER account, and in accordance with the NER terms and conditions, of my personal data, including my health data including my occupational health records. *

I consent to the processing by the HSE, my current and future Employers, or any other party, as part of the use of my NER account, and in accordance with the NER terms and conditions, of my personal data that I input, or permit the input of, to my NER.

I accept and agree to the Terms and Conditions

[View Terms and Conditions](#)

To view the Terms & Conditions of the NER portal tap the "View Terms and Conditions" button

←

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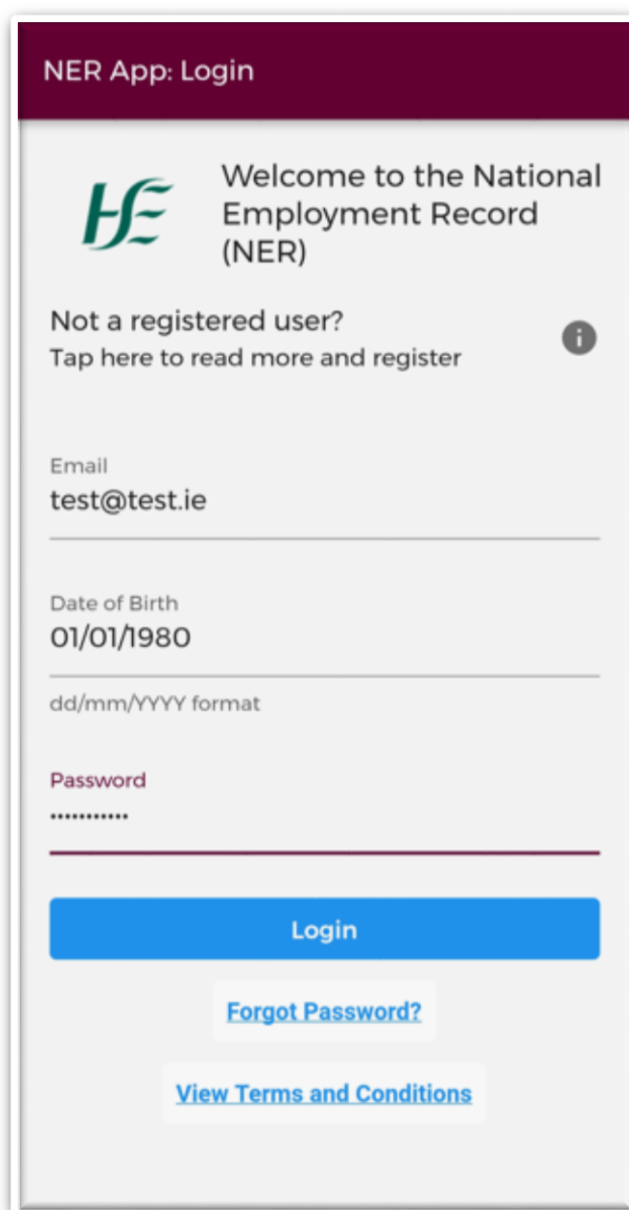
Figure 7: Registration Screen (part 2)

Once you are happy with the information you have entered you will need to consent to the T&Cs by checking the three check boxes and tapping the green save button as shown in Figure 7 above. This will save your details and create a new NER account.

If you want to return to the login screen press the green back arrow button or the white arrow at the top left of the screen.

2.2 NER Account Login

If you already have an NER account or just registered an account as a New User, you can login using your email, date of birth and password. Please note the date of birth field should be in the following format DD/MM/YYYY.

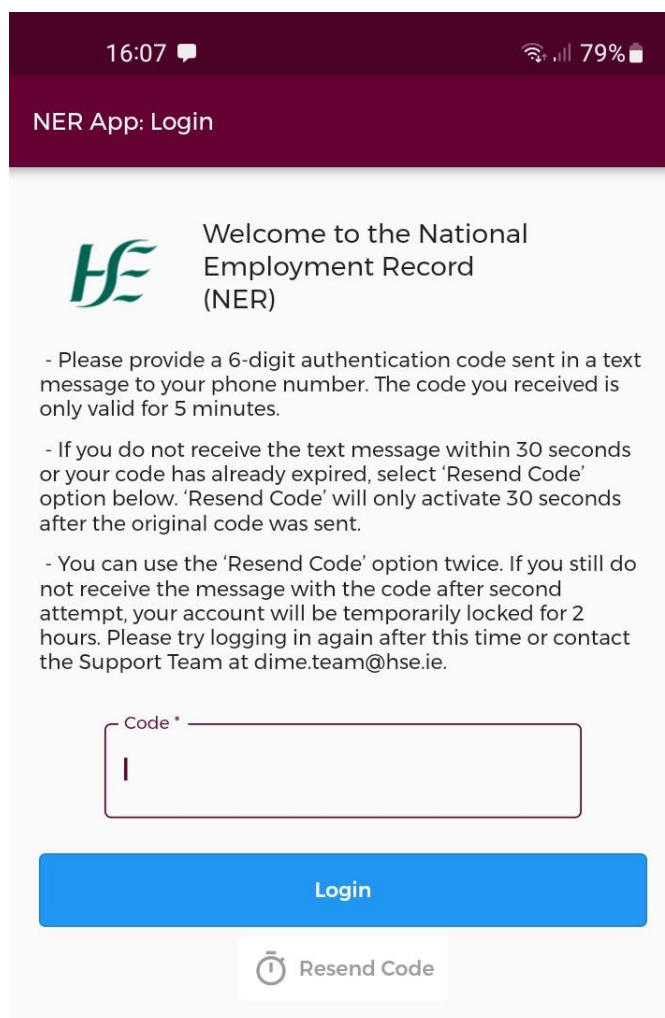


The screenshot shows the 'NER App: Login' screen. At the top, there is a dark red header with the text 'NER App: Login'. Below the header, the HE logo is displayed on the left, and the text 'Welcome to the National Employment Record (NER)' is on the right. Underneath, there is a link for 'Not a registered user?' with the instruction 'Tap here to read more and register' and an information icon. The form fields include 'Email' with the value 'test@test.ie', 'Date of Birth' with the value '01/01/1980' and a note 'dd/mm/YYYY format', and 'Password' with masked characters. At the bottom, there is a blue 'Login' button, a 'Forgot Password?' link, and a 'View Terms and Conditions' link.

Figure 8: NER App Login Screen


As part of the Multi-Factor Authentication, You will also be asked to provide a 6-digit code sent to a mobile phone number you provided at the time of NER account registration.

- If you do not receive the text message within 30 seconds or your code has already expired, select 'Resend Code' option shown in the image below.
- You can use the 'Resend Code' option twice. If you still do not receive the message with the code after second trial, your account will be temporarily locked for 2 hours. Please, try logging in again after this time or contact the Support Team at dime.team@hse.ie for assistance. (Please note the DIME Team are online between 9am -5 pm Monday to Friday)



16:07 79%

NER App: Login

 Welcome to the National Employment Record (NER)

- Please provide a 6-digit authentication code sent in a text message to your phone number. The code you received is only valid for 5 minutes.

- If you do not receive the text message within 30 seconds or your code has already expired, select 'Resend Code' option below. 'Resend Code' will only activate 30 seconds after the original code was sent.

- You can use the 'Resend Code' option twice. If you still do not receive the message with the code after second attempt, your account will be temporarily locked for 2 hours. Please try logging in again after this time or contact the Support Team at dime.team@hse.ie.

Code *

1

Login


 Resend Code

Figure 9: NER APP MFA Login Screen

The Multifactor Authentication is introduced to increase security of the system and data stored within the system by providing additional level of user authentication at login.

2.3 Forgot Password

If you have forgotten your password, you should tap on the 'Forgot Password?' button beneath the login fields. You will be redirected to the below screen and will be asked to enter your email address associated with your account and tap the green save button (highlighted) to request a password reset email.

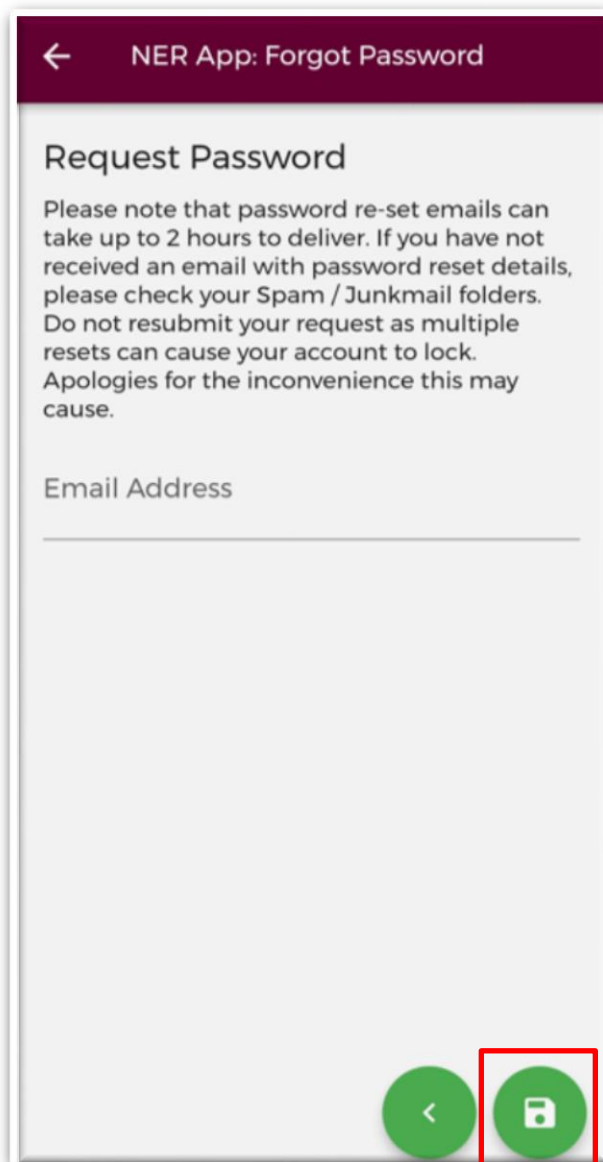


Figure 10: Forgotten Password Screen

An email will be sent to the user with a link to a 'Change Password' screen within 2 hours
IMPORTANT: Please ensure to check Spam / Junk mail folders as the email may appear here. **Please do not tap reset password more than once as this will result in your account being locked.**

Please note if your account has been locked as a result of multiple failed password entries please contact the DIME team at dime.team@hse.ie.

3. Hamburger Menu

The Hamburger Menu contains a number of useful documents and information as well as providing contact details, a link to the terms and conditions, an option to change your password and a log out button.

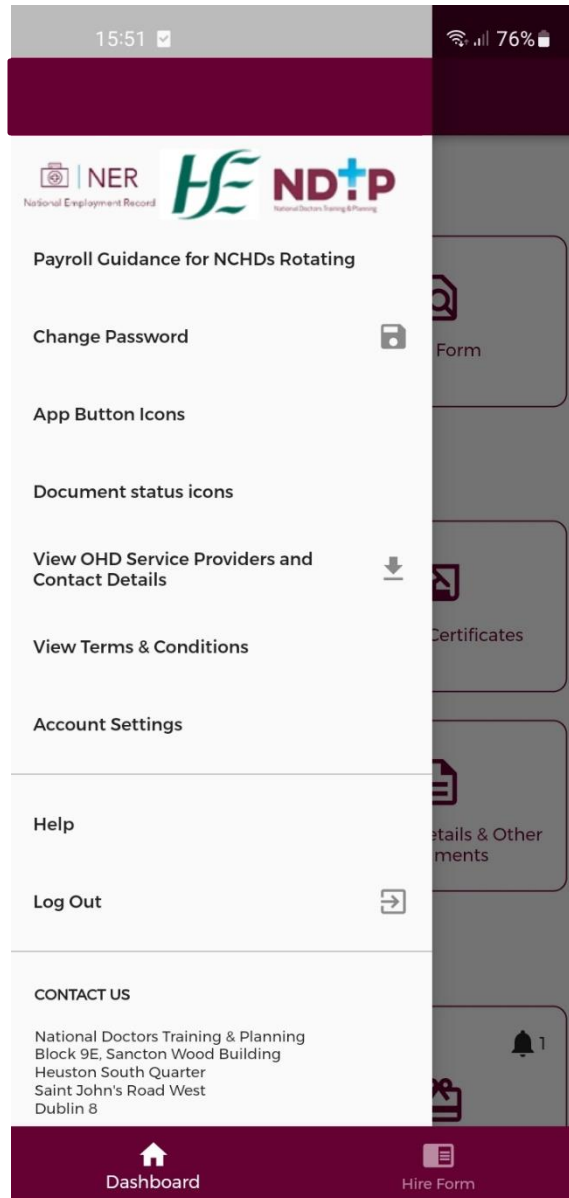


Figure 11: Hamburger Menu

3.1 Payroll Guidance for NCHDs Rotating

This button will display the Payroll Guidance Document for NCHDs in a PDF format for you on your phone.

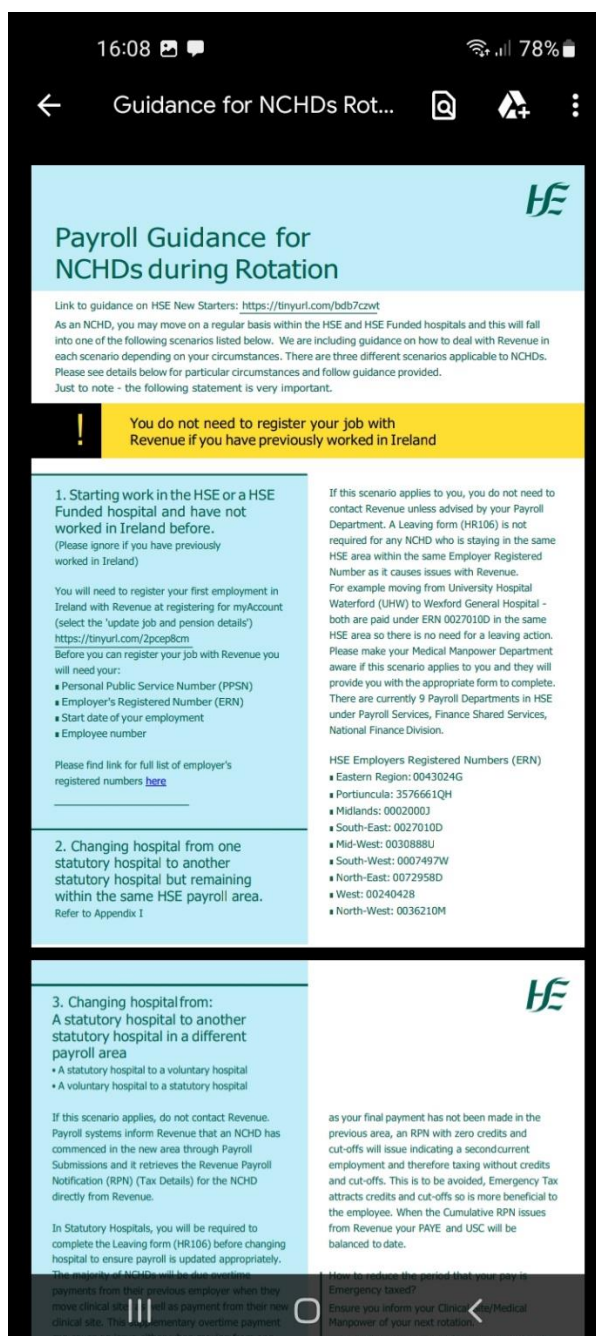


Figure 12: Employer Registered Numbers

3.2 Change Password

To change your password for accessing your NER Account tap the “*Change Password*” button. The below screen will appear. You will need to enter your current old password into the first field. You will then have to enter your new password into the second field and confirm the new password in the third field.

Once you are happy press the green padlock button to save your changes. **NOTE:** This password change will apply to both the app and web portal login.

If you want to return to the dashboard press the green back button however, please note any details you have entered will not be saved.



Figure 13: Change Password Screen

3.3 App Button Icons

This section will display the various icons that you will see throughout the app, giving a description of the functionality of each one.

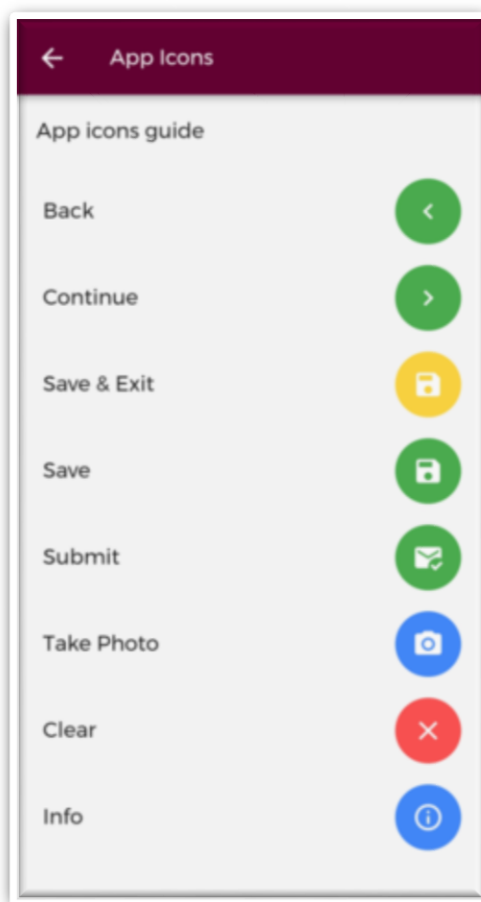


Figure 14: App Icons Descriptions

3.4 Document Status Icons

For a description of the various document statuses in the Employment Documents, Training Certificates, Occupational Health and Personal Details and Other Documents sections please tap the “*Document Status Icons*” button.

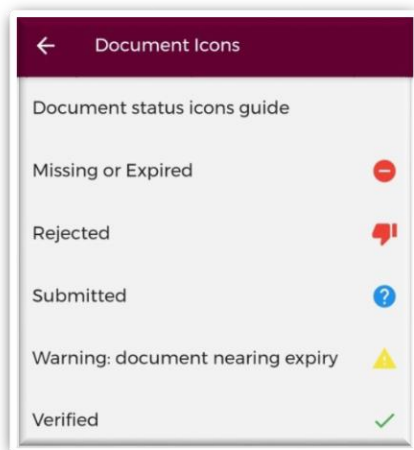


Figure 15: Document Status – Description of the Icons

3.5 View OHD Service Providers & Contact Details

This section will display the contact details for Occupational Health Staff and other Admin staff in each Clinical Site. This document will need to be downloaded in order to view it on your phone. To do this, tap the “View OHD Service Providers and Contact Details” button on the Hamburger Menu. The below blue banner will appear at the bottom of your screen stating that the download is underway.



Figure 16: Download Underway

Once the download is complete you will see the below green banner appear at the bottom of your screen stating that the download was successful. Tap “View” to open the document.



Figure 17: Download Complete

Once you tap “View”, the document may open automatically. Otherwise, you may need to select what app you would like to use to open the document. Select the appropriate option from the options given (we would advise to open this document as a PDF if possible). See an example below:

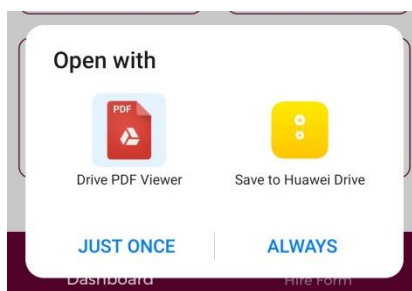


Figure 18: Opening a Downloaded Document



Figure 19: OHD Contact Details Document Downloaded

3.6 View Terms & Conditions

To view the Terms and Conditions of the NER portal please tap “*View Terms and Conditions*” from the Hamburger Menu. This will direct you to the Terms and Conditions on a web page as shown below:

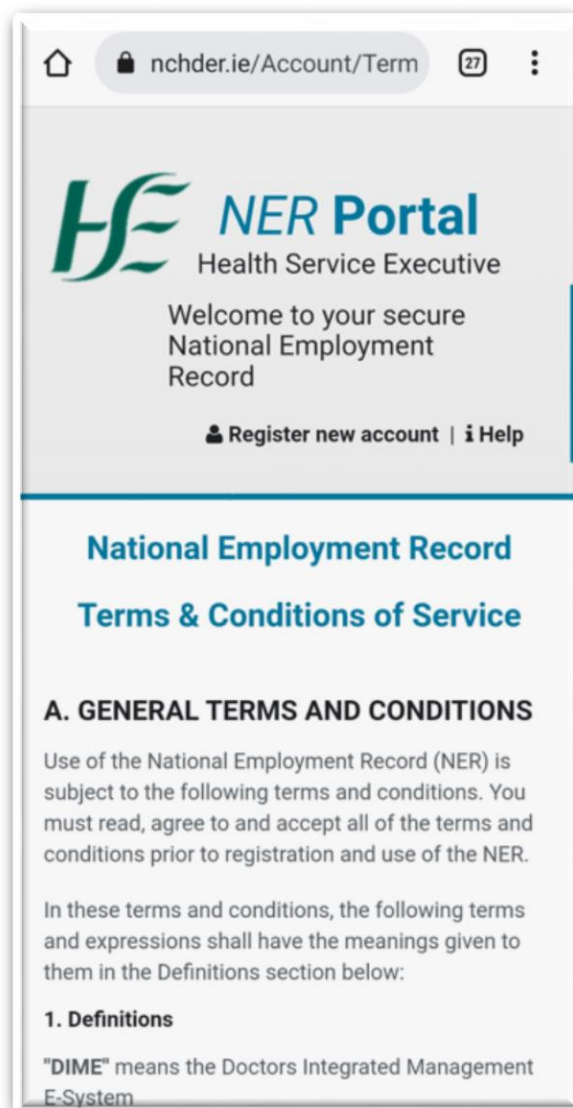


Figure 20: NER Terms and Conditions

3.7 Account Settings (Delete NER Account)

Should you wish to delete your NER Account you can do so by submitting a Delete Account Request to the DIME Team via the NER App. To navigate to the Delete NER Account request please select the Account Settings button available on the Hamburger Menu. You will then be presented with Delete NER Account button. Once this option is selected you will be guided with the following on screen instructions.

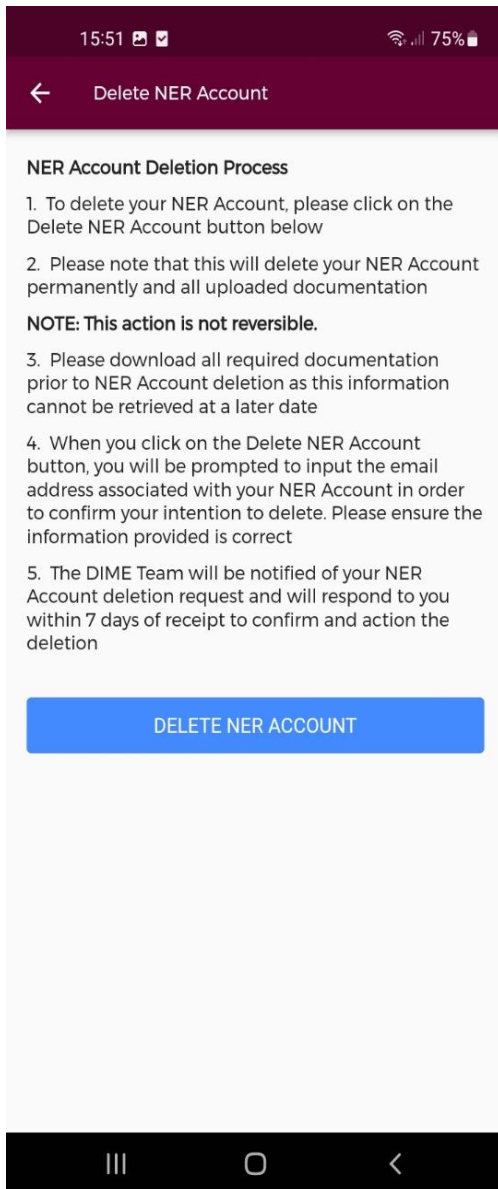


Figure 21: DELETE NER Account

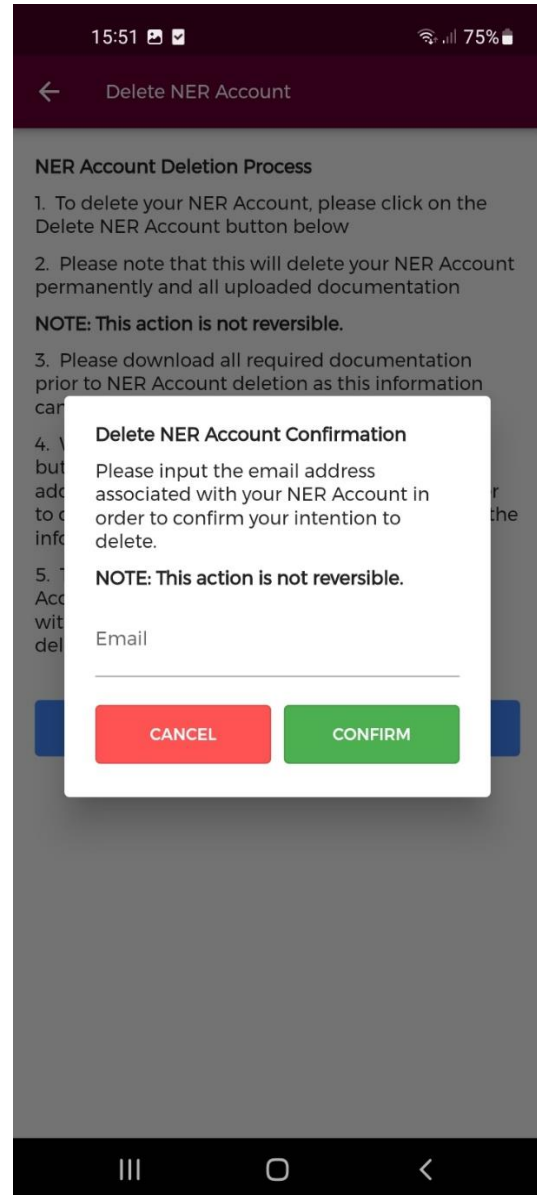


Figure 22: DELETE NER Account Confirmation

3.8 Help

Should you require assistance with using the app, the Help button is available on the Hamburger Menu. This will bring you to our webpage where you will find our user guides and FAQs.

3.9 Log out

You can use the “Log Out” button to log out of the App. Please note that you will be automatically logged out of the App either after a period of 30 minutes inactivity or after 1 hour.

3.10 Contact Details

The DIME teams contact details and address can be found on the bottom of the Hamburger menu should you need to contact us regarding any issues you experience with the App.

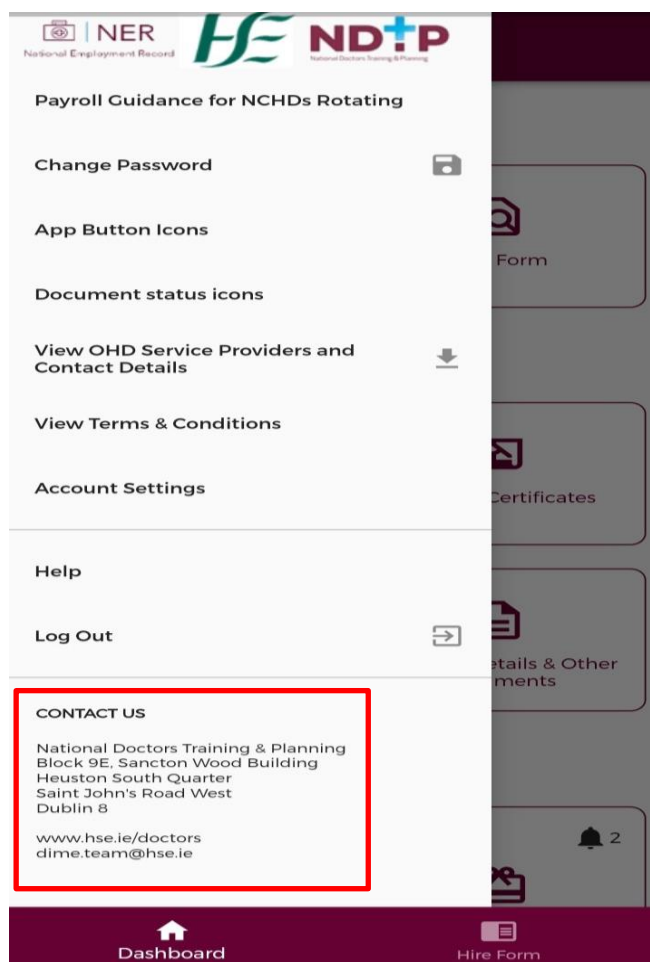


Figure 23: Hamburger Menu (Contact Details)

4. Navigating the App – NER Dashboard

Once you have logged in you will be directed to the dashboard (unless you have an incomplete Hire Form in that case you will be directed to your Hire Form). The dashboard screen is shown below:

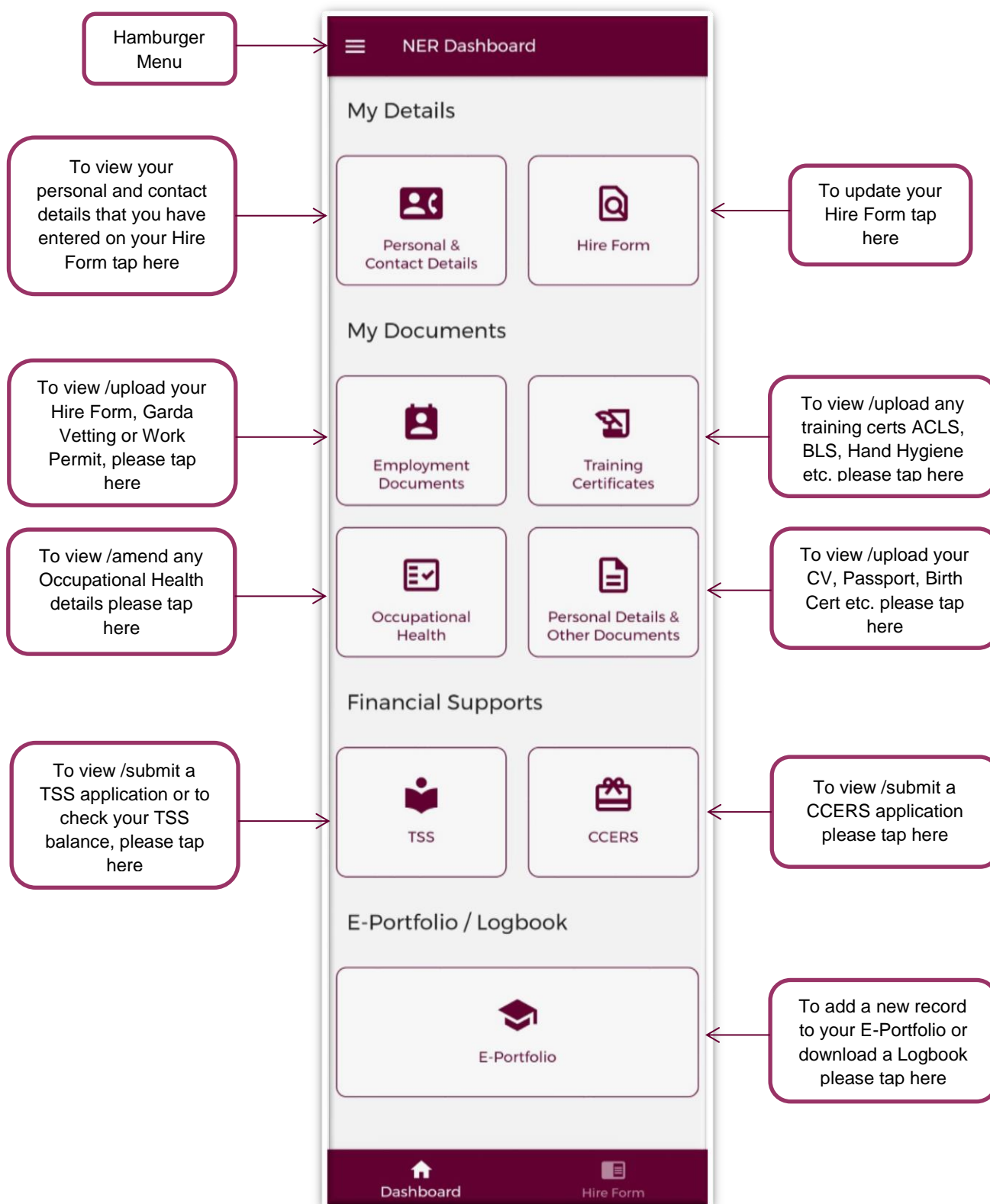


Figure 24: Dashboard Screen

4.1 Personal & Contact Details

This section displays the personal and contact details that you have entered in your Hire Form.



The screenshot shows a mobile application screen titled "Details" with a back arrow. The screen displays the following information:

MC Ref #	123456
First Name	Jane
Surname	Doe
Title	Dr.
Date of Birth	1/1/1980
Nationality	Irish
Gender	Female
Marital Status	Single
Email Address	test.test@hse.ie
Phone numbers	0123456789 - Mobile
Address	Test 12345A Other

Figure 25: Personal & Contact Details Screen

4.2 Hire Form

The NER Hire form can be accessed via either of the below two buttons.

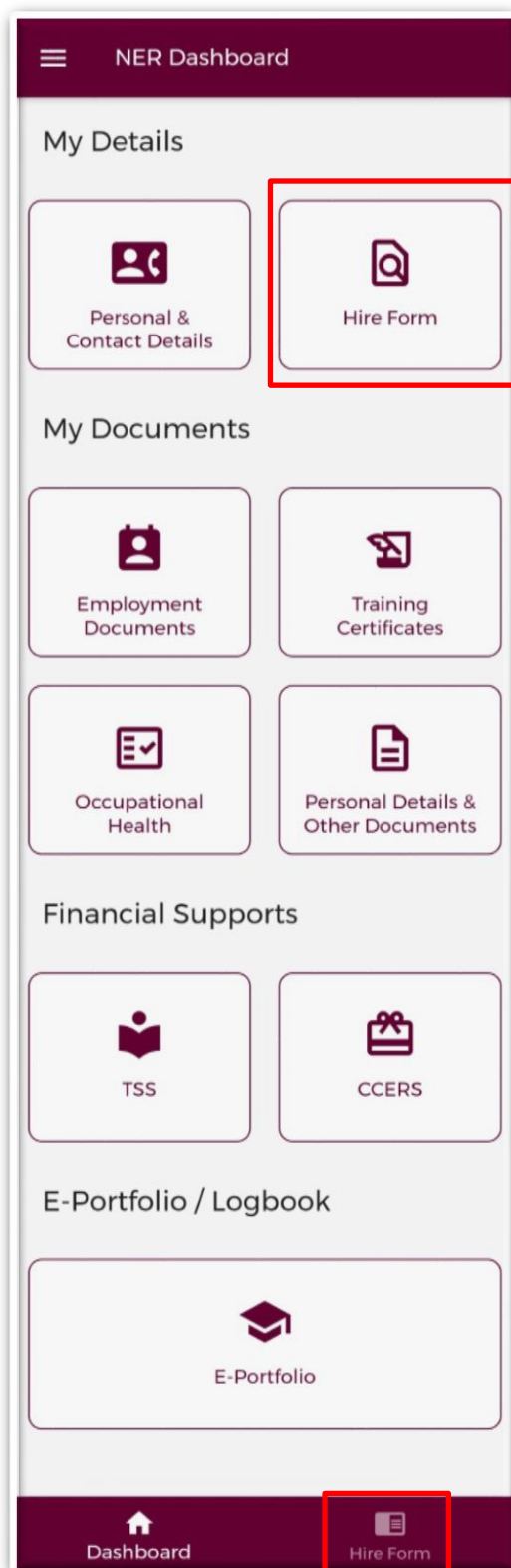


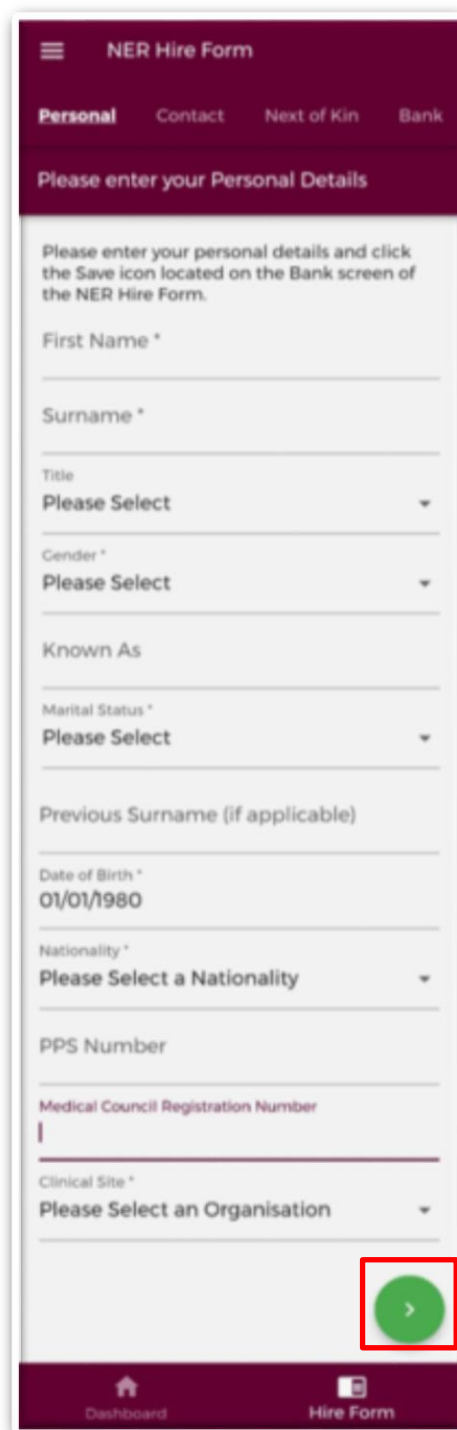
Figure 26: Accessing the NER Hire Form from the NER App Dashboard

4.2.1 Completing/Editing your Hire Form

There are four sections in the Hire Form that you will need to complete.

a) Personal Details:

Once you have tapped the Hire Form button the first section that needs to be completed is the “*Personal Details*” section. You must complete all Mandatory Fields i.e. denoted by an asterisk.



The screenshot shows the 'NER Hire Form' interface. At the top, there are tabs for 'Personal', 'Contact', 'Next of Kin', and 'Bank'. Below the tabs, a header reads 'Please enter your Personal Details'. The main content area contains several form fields: 'First Name *', 'Surname *', 'Title' (with a dropdown menu showing 'Please Select'), 'Gender *' (with a dropdown menu showing 'Please Select'), 'Known As', 'Marital Status *' (with a dropdown menu showing 'Please Select'), 'Previous Surname (if applicable)', 'Date of Birth *' (with the value '01/01/1980'), 'Nationality *' (with a dropdown menu showing 'Please Select a Nationality'), 'PPS Number', 'Medical Council Registration Number', and 'Clinical Site *' (with a dropdown menu showing 'Please Select an Organisation'). At the bottom right of the form, a green circular button with a white right-pointing arrow is highlighted with a red square. The bottom navigation bar shows 'Dashboard' and 'Hire Form' icons.

Figure 27: Personal Details Section of the Hire Form

IMPORTANT: To progress to the next section of the Hire Form and save your entry you need to tap the green forward icon as highlighted in Figure 23.

b) Contact Details

The next section you will have to complete is the “*Contact Details*” section. You will need to complete all Mandatory Fields i.e. denoted by an asterix. To add more than one telephone number, tap the blue “*Add Telephone Number*” button as shown below in Figure 24.

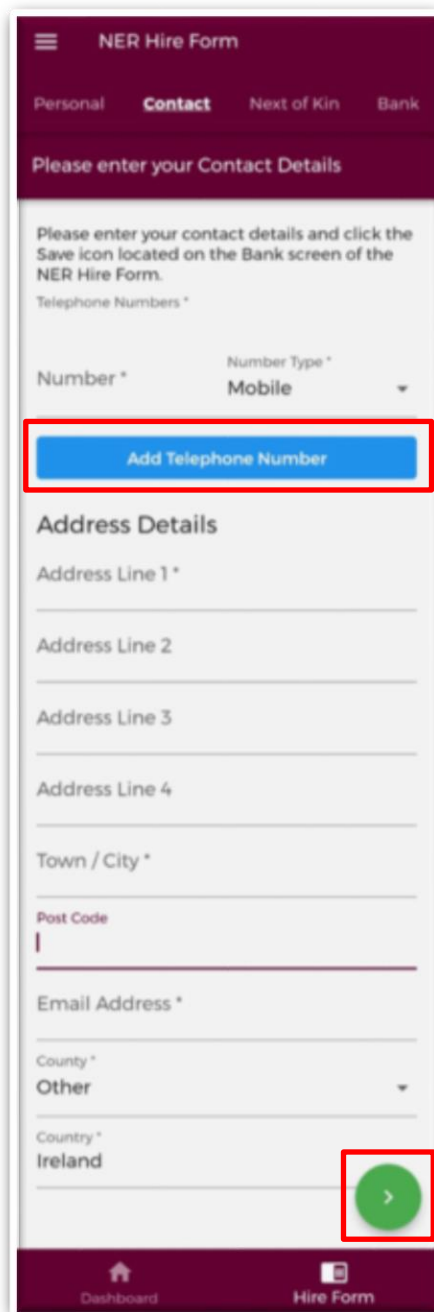


Figure 28: Contact Details Section of the Hire Form

IMPORTANT: To progress to the next section of the Hire Form and save your entry you need to tap the green forward icon as highlighted in Figure 24.

c) Next of Kin Contact Details

The next section you will have to complete is the “Next of Kin Contact Details” section. You will need to complete all Mandatory Fields i.e. denoted by an asterix. To add more than one telephone number, tap the blue “Add Telephone Number” button as shown below in Figure 25.

The screenshot shows the 'NER Hire Form' with the 'Next of Kin' tab selected. The form contains the following fields and elements:

- Navigation:** Personal, Contact, **Next of Kin**, Bank
- Section Header:** Please enter details of your Next of Kin
- Instructions:** Please enter details of your Next of Kin and click the Save icon located on the Bank screen of the NER Hire Form.
- Form Fields:**
 - Name *
 - Relationship * (Please Select)
 - Telephone Numbers *
 - Number *
 - Number Type * (Mobile)
 - Add Telephone Number** (blue button, highlighted with a red box)
 - Address Details
 - Address Line 1 *
 - Address Line 2
 - Address Line 3
 - Address Line 4
 - Town / C
 - Post Code
 - County * (Other)
 - Country * (Ireland)
 - Forward Arrow** (green circle with a right-pointing arrow, highlighted with a red box)
- Bottom Navigation:** Dashboard, Hire Form

Figure 29: Next of Kin Contact Details Section of the Hire Form

IMPORTANT: To progress to the next section of the Hire Form and save your entry you need to tap the green forward icon as highlighted in Figure 25.

d) Bank Details

The next section you will have to complete is the “*Bank Details*” section. There are no mandatory fields in this section so you can save your Hire Form without entering Bank Details. However, in order to be paid, you will need to update your Hire Form to include your Bank Details. Please note only Irish banks details are accepted by the NER Portal and App.

The screenshot shows the 'NER Hire Form' interface with the 'Bank' tab selected. The form includes the following fields:

- BIC and IBAN information (with a tap-to-read-more link)
- Account Holder Name
- Account Number
- Bank Identifier (BIC)
- Bank Name
- IBAN
- Sort Code
- Bank Address Line 1
- Bank Address Line 2
- Bank Address Line 3
- Bank Address Line 4
- Bank Town / City
- Bank Post Code
- Bank County (Please Select dropdown)
- Bank Country

A green 'Save' icon is highlighted with a red box at the bottom right of the form area.

Figure 30: Bank Details Section of the Hire Form

IMPORTANT: To save the details you have entered in each of the previous four sections you must tap the green “Save” icon as highlighted in Figure 26. **Please note that in order to save your updated Hire Form you need to use the green forward arrows and the green save icons as shown in the previous steps.**

4.2.2 Downloading the Hire Form

You will be able to download your completed Hire Form into a PDF document should you wish. To do this click the Hamburger Menu when you are in the Hire Form section of the App as shown in Figure 27.

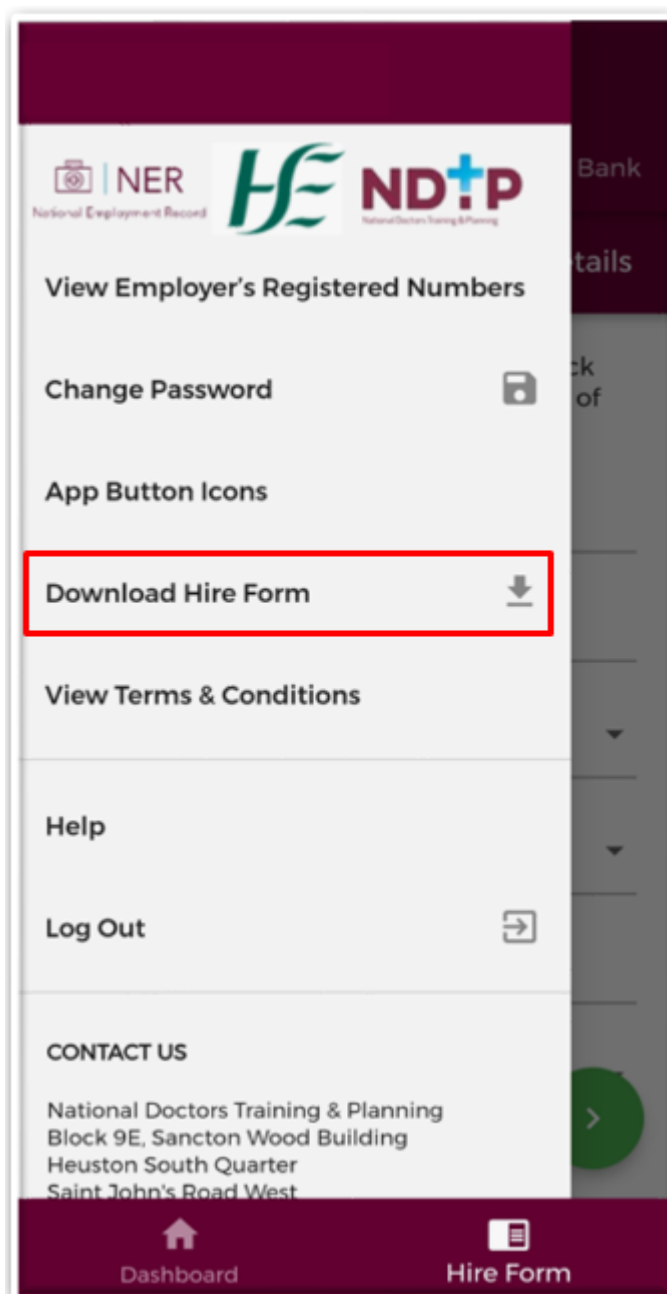


Figure 31: Downloading NER Hire Form

Once the download is ready to view, a green banner will appear at the bottom of your screen stating that the download was successful and you will have the option to view the download by tapping the "View" button as shown in Figure 28.

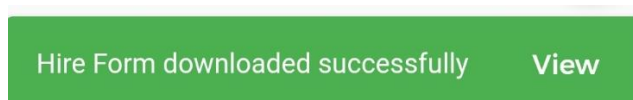


Figure 32: Successfully Downloaded Hire Form

Once you tap “View”, the document may open automatically. Otherwise, you may be asked what app you would like to use to open the document. Select the appropriate option from the options given (we would advise to open this document as a PDF if possible). See an example below:

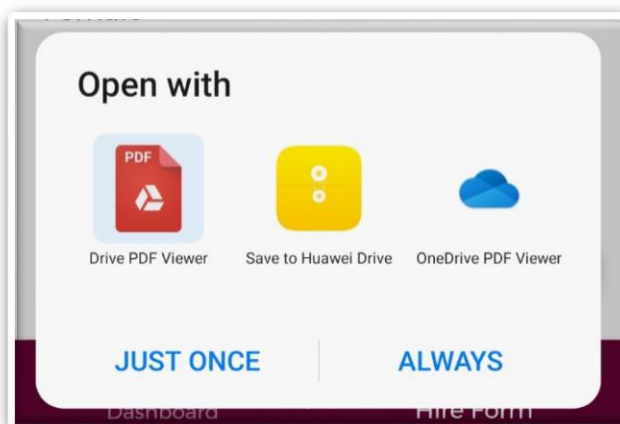


Figure 33: Select Document Viewer Type

← 202204041300... 🔍 🏠

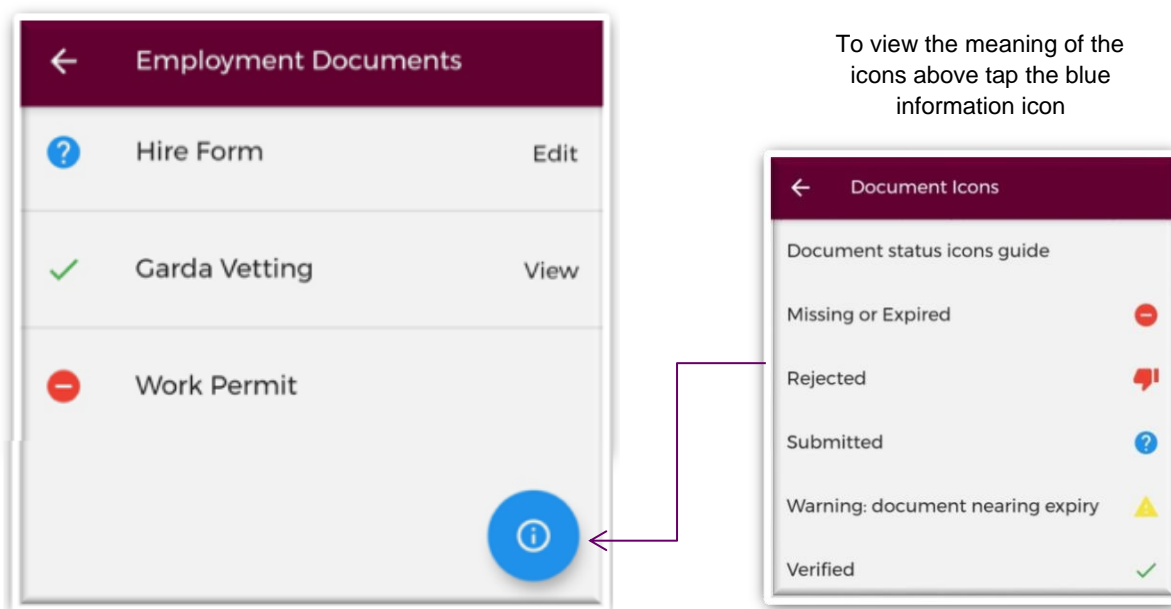
NCHD Hire Form

General Personal Details		Office Use Only	
Surname		Please Tick	New Hire <input type="checkbox"/> Re Hire <input type="checkbox"/>
Forename		Employee Number	
Known As (if different from Forename)		Post Name	
Title	Dr.	Position Number	
Correspondence Address	Test Test Other Ireland 12345A	Personal Area	
Landline Number		Employee Group (Unless SA)	Temporary <input checked="" type="checkbox"/> Other <input checked="" type="checkbox"/>
Mobile Number	01234567	Employee Sub Group (Unless SA)	Weekly <input type="checkbox"/> Pay time <input type="checkbox"/> Casual <input type="checkbox"/>
Email Address		Contract Start Date	
PPS Number		Pay Scale Type	
Date of Birth	01/01/1980	Pay Scale Area	
Gender	Male <input type="checkbox"/> Female <input checked="" type="checkbox"/>	Payroll Area/Group No	
Marital Status	Single	Contract Start Reason	
Previous Surname (if applicable)		Contract End Date	
Nationality		Project end date	
Irish Medical Council Registration Number		Position status	
Next of Kin/Emergency Contact Details		Grade Code	
Name of Next of Kin	Test Test	PRSI Class	A1
Next of Kin Address	Test Test Other Ireland 01234A	Employee Classification (Unless SA)	New Entrant <input type="checkbox"/> Non New Entrant <input type="checkbox"/>
Relationship	Parent	Pension Scheme: Please Tick Appropriate Scheme Below	
Next of Kin Landline Number		LOSS (190/20)	<input type="checkbox"/>
Next of Kin Mobile Number	0123456789	WVAB	<input type="checkbox"/>
Bank Details		SPSPS (170)	<input type="checkbox"/>
Account Name		VHSS	<input type="checkbox"/>
Sort Code		Salary	
Bank Account Number		Pay On Scale	
		Incremental Date	
		Cost Centre	
		Work Address	
		Reason for Appointment (Unless SA)	Fill existing vacancy <input type="checkbox"/> Fill new vacancy <input type="checkbox"/>
		Name of Replaced Employee	
		Contract Type	Fixed Term (Set T&C's) <input checked="" type="checkbox"/>
		Standard Full Time hours for	39

Figure 34: PDF NER Hire Form

4.3 Employment Documents

The NER Employment Documents section will display a link to the NER Hire Form, Garda Vetting Documents and Work Permit. You will be able to edit your Hire Form from this screen by tapping the “*Edit*” button. See section 4.2 for further details on the Hire Form.



To view the meaning of the icons above tap the blue information icon

Figure 35: Employment Documents Screen with description of the icons

IMPORTANT: Your Medical HR Department will upload the Garda Vetting and Work Permit documents for you. You will not have the ability to upload these documents on the NER Portal or App.

4.4 Training Certificates

In this section you will find a list of various training certs that you will be required to upload. If you would like to upload a training cert that is not visible on the below screen you can always upload via the “Other” option as shown in section 4.6 in the “*Personal Details & Other Documents*” section of the App. To view a description of the document icons, tap the blue “i” icon as shown in Figure 32.

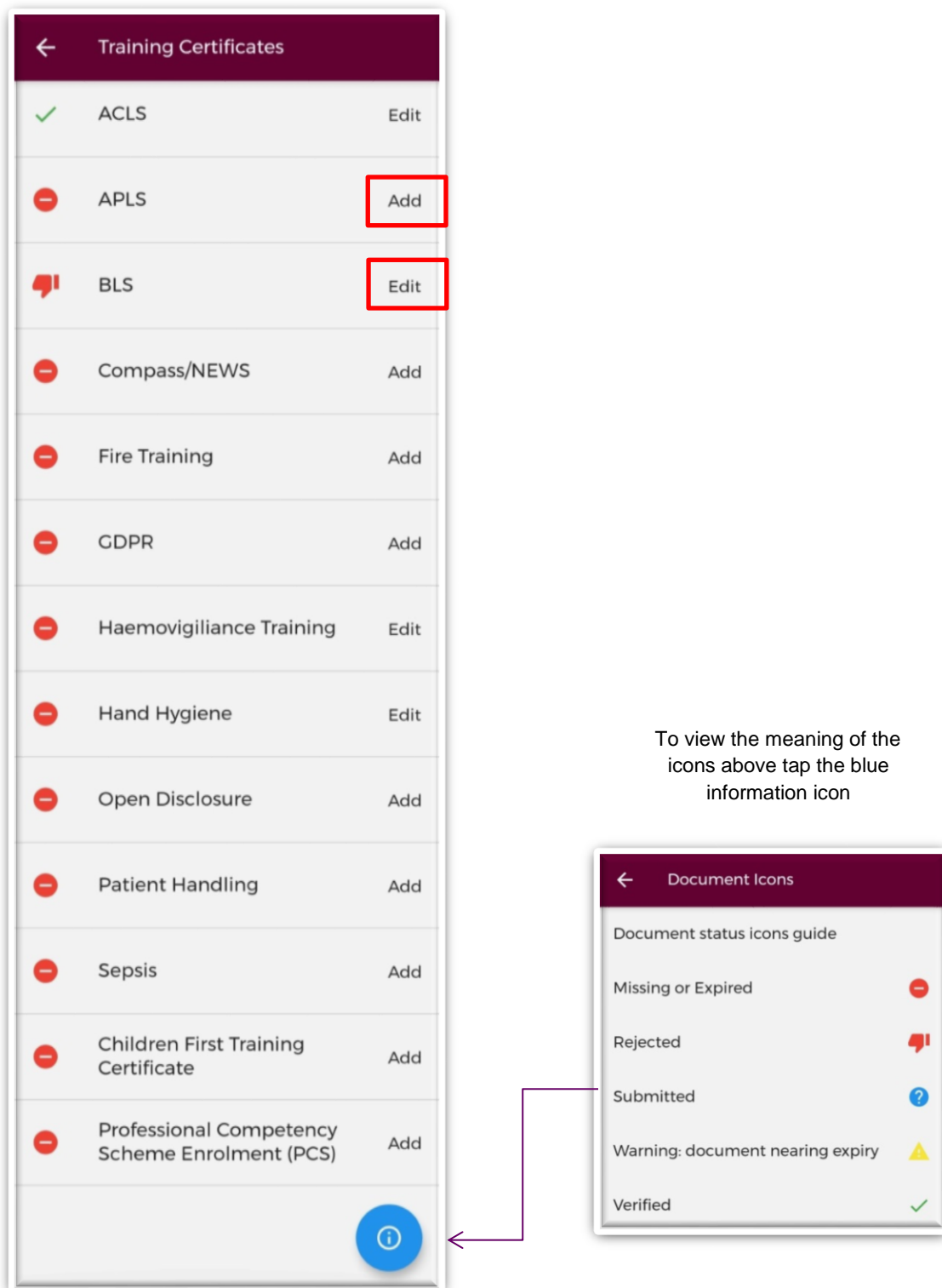


Figure 36: Training Certificates Screen

If you are adding a new training cert or updating a previously updated certificate, the layout will look slightly different:

a) Add New Training Certificate

To attach a document to a specific section, you should tap on the “Add” button beside the certificate you want to add as shown in Figure 32. You will be able to either take a photo of the certificate or upload the certificate from your phones gallery.

Take Photo:

To take a photo of your training cert for upload you can tap the blue camera icon as shown below in Figure 33. (Please note you may have to allow the app access to your gallery and camera to use this functionality). If you need to re-take the photo tap the “Clear Image”, button to remove the photo you have just taken and then you can re-take the photo using the blue camera icon, as shown below.

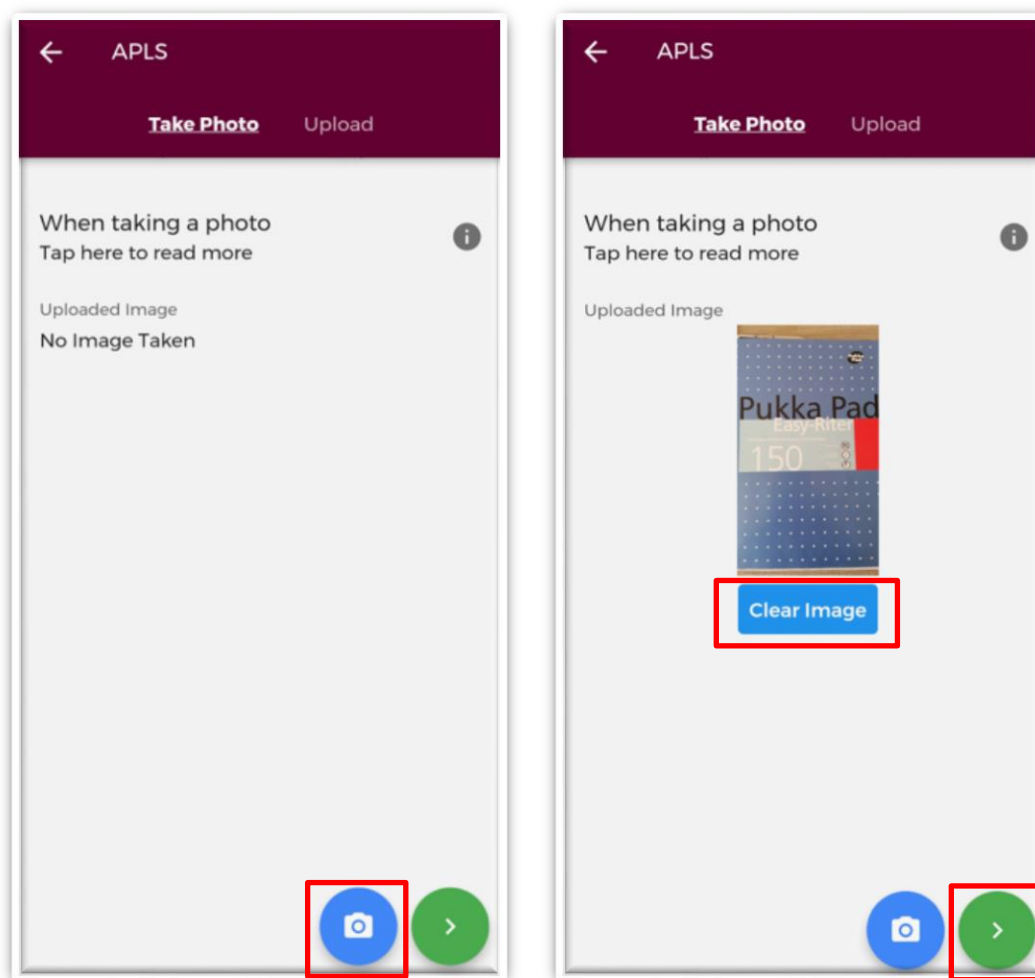


Figure 37: Take photo of a new Training Certificate

For more information on this section tap the grey “i” button at the top right of the screen. Once you are happy with the photo you have taken, tap the green forward arrow as shown in Figure 33.

Upload Attachments:

Instead of taking a photo, you can also browse your phone's photo gallery or file location to find the appropriate certificate(s) that you wish to add by selecting the "Upload" button as shown in Figure 34. For more information on this section tap the grey "i" button at the top right of the screen.

You can upload multiple documents in this section. However, it is advised that a maximum of six documents be uploaded at any one time to avoid delays in upload time for documents.

Please note the following regarding file uploads:

- It is mandatory to upload at least one document.
- The document should not exceed 5MB file size.
- Only documents in PNG, JPEG or PDF format can be uploaded

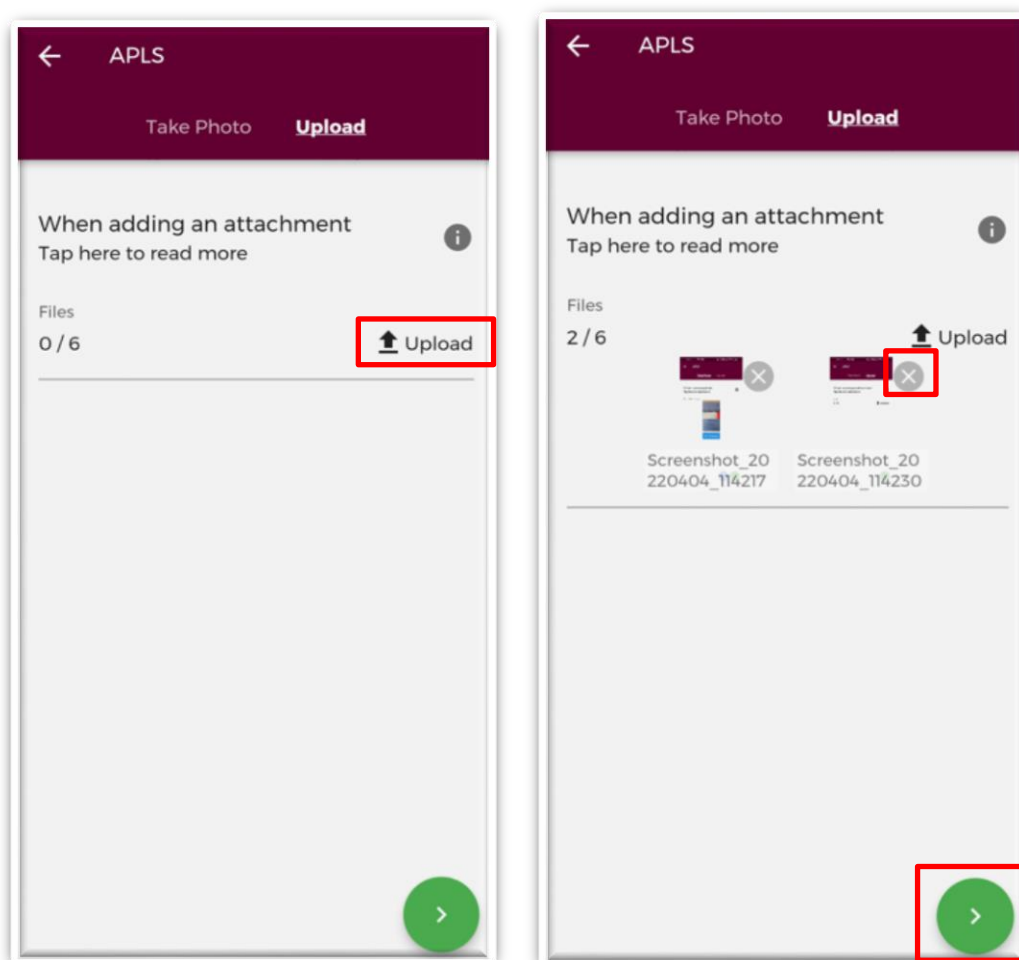


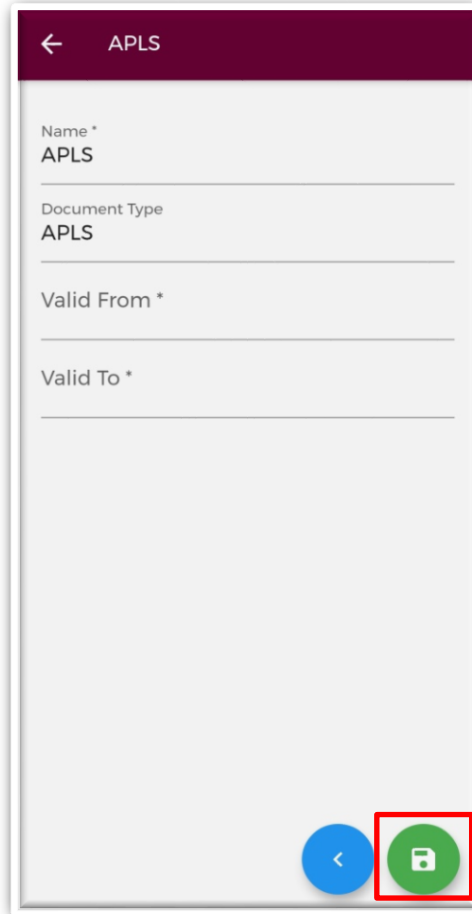
Figure 38: Upload new Training Certificate

Once you have selected the files for upload, you will see a preview image of what files you have selected. If you have accidentally uploaded an incorrect file and no longer want to include this, tap the "x" button beside the previewed image, as shown in Figure 34.

To the left of the screen you will see how many files you have currently attached. If you need to attach more files, you can tap the upload button again and select the files you require. Once you are happy with the attachments you have chosen you should tap the green forward button as shown in Figure 34.

b) Save Photo/Attachment

Once you have either taken a photo or uploaded an attachment and tapped the green forward button, you will be re-directed to the screen as shown in Figure 35, where you will be asked to fill in the validity dates of the certificate. Many of the validity periods are pre-set so you may only need to enter the “*Valid From*” date, as the “*Valid To*” date should pre-populate. Once complete, tap the green floppy disk button to save any uploads.



The screenshot shows a mobile application interface for 'APLS'. At the top, there is a dark red header with a back arrow and the text 'APLS'. Below the header, there are four input fields: 'Name *' with the value 'APLS', 'Document Type' with the value 'APLS', 'Valid From *', and 'Valid To *'. At the bottom right, there are two circular buttons: a blue one with a white back arrow and a green one with a white floppy disk icon. The green floppy disk button is highlighted with a red square.

Figure 39: Validity Dates and Saving the Certificate

c) View/Edit a Previously Uploaded Certificate

If you have previously uploaded a training certificate, you will be able to view these by tapping the “*Edit*” button on the “*Training Certificates*” home page. You will then be re-directed to the “*Details*” screen, as shown in Figure 36, which will display the details of the last certificate you uploaded. Please note you will not be able to make changes on this screen. To update these details you will need to add a new training certificate record by using the “*Take Photo*” or “*Upload*” sections, which can be found on the purple banner.

The “*Attachments*” section will display any attachments that you have previously uploaded. By tapping the dropdown arrow, as shown in Figure 36, you will have the option to “*Download*” or “*Remove*” a document (provided it has not been verified by your medical manpower department).

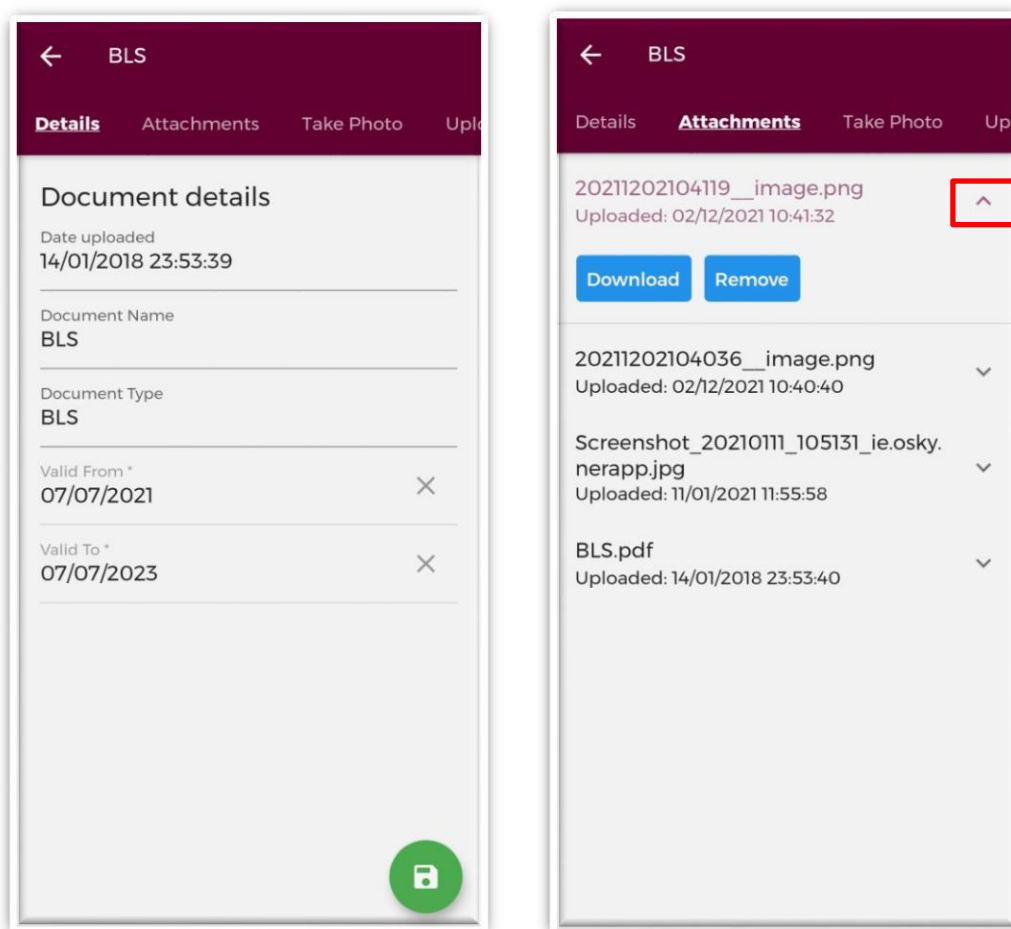
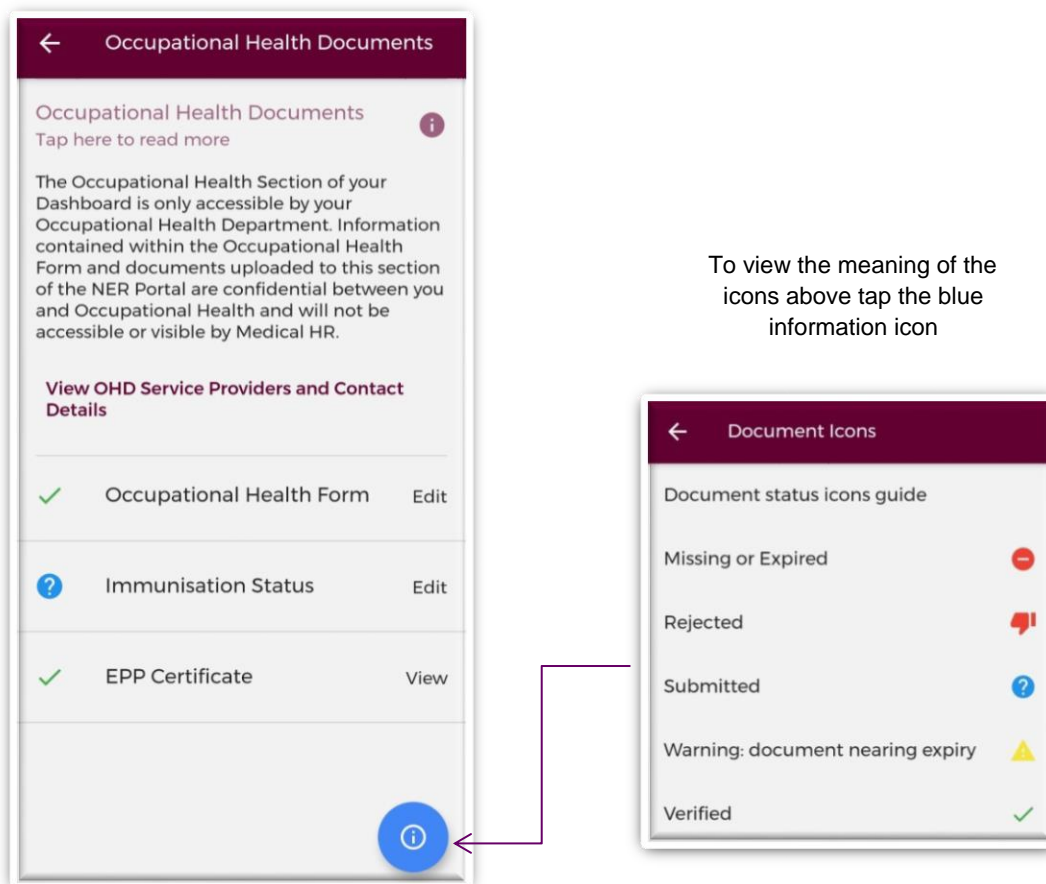


Figure 40: Viewing previously uploaded documents

4.5 Occupational Health Documents

When you have completed the mandatory fields in the NER Hire Form you will be directed to the Occupational Health Section of the App. Otherwise you can update your OH Information by navigating to the below screen via the Dashboard.



To view the meaning of the icons above tap the blue information icon

Figure 41: Occupational Health Documents Home Page

As part of this section you will need to update your Occupational Health Form, upload your Immunisation documents and you can view your EPP Cert. **IMPORTANT:** Please note your Medical HR Department will upload your EPP Cert.

4.5.1 Occupational Health Form

(a) Section 1: Employment History

In this section, you should enter your previous Employment Details or alternatively tap on the checkbox 'I have not been employed in the last five years'. To view previously entered Employment History tap the "History" section on the purple banner as shown in Figure 38. Further details about a record can be seen by tapping the expand arrow as highlighted below. You also have the option to "Edit" or "Remove" any previously entered details about your employment by tapping the History section as shown below, as long as your Medical HR Department has not verified the record.

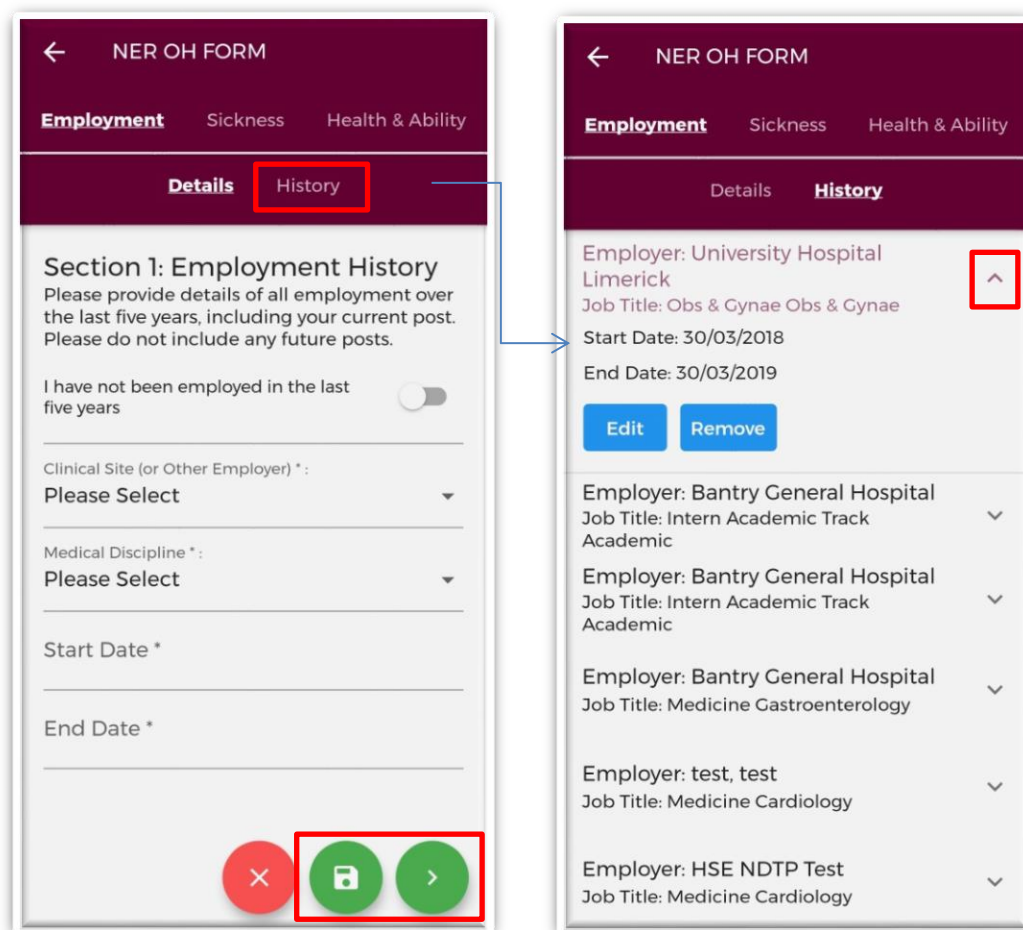


Figure 42: Employment History section of the Occupational Health Form

To continue to the next stage of the Occupational Health Form you should first tap the green save button and then tap the green forward button as highlighted in Figure 38.

(b) Section 2: Sickness Absence Details

In this section, you should enter details of any Sickness Absence you have had in the last Five Years or alternatively tap the checkbox for 'I have not had any sickness in the last five years'. To view previously entered Sickness Absence History tap the "History" section on the purple banner as shown in Figure 39. Further details about a record can be seen by tapping the expand arrow as highlighted below. You also have the option to "Edit" or "Remove" any previously entered details about your sickness absence by tapping the History section as shown below, as long as your Medical HR Department has not verified the record.

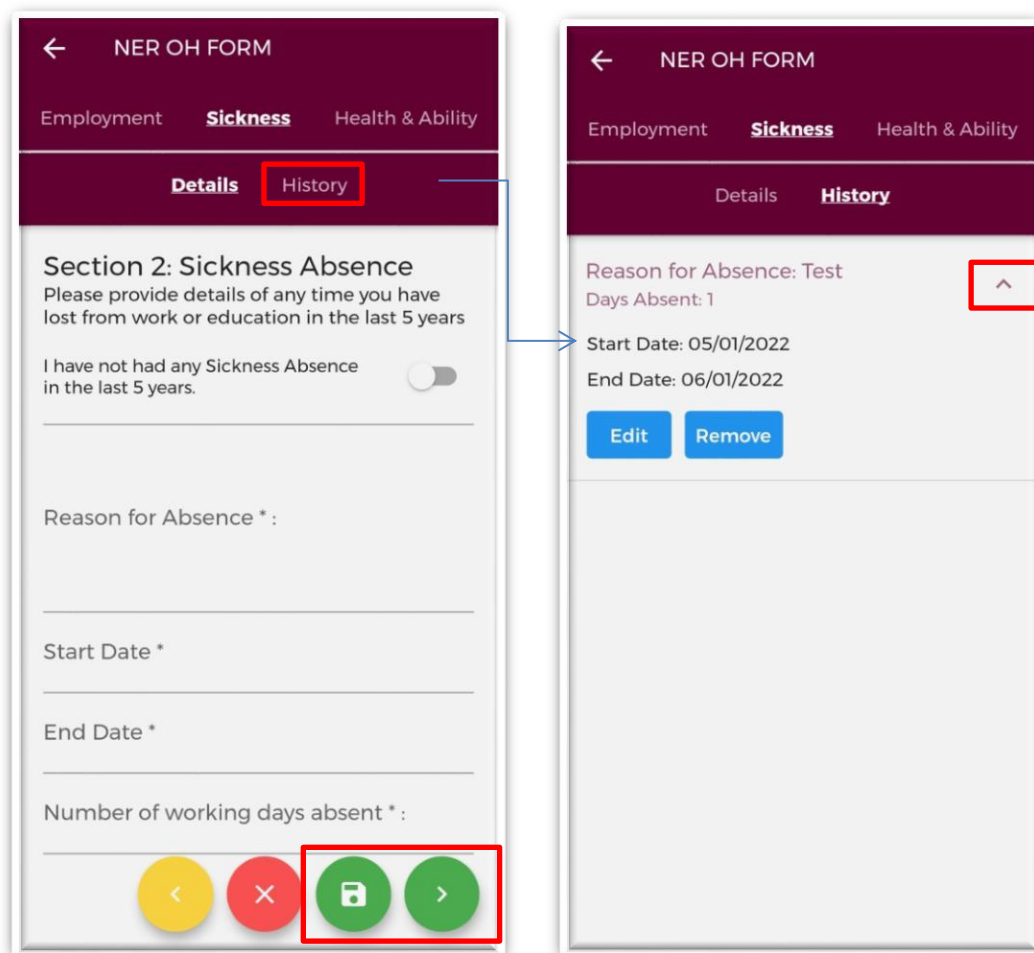


Figure 43: Sickness Absence History section of the Occupational Health Form

To continue to the next stage of the Occupational Health Form you should first tap the green save button and then tap the green forward button as highlighted in Figure 39.

(c) Section 3: Health and Ability

In the final section of the Occupational Health form, you will be asked to answer a set of yes/no Health and Ability questions. The questions will relate to any information that affects your ability to perform your duties or if there is a requirement to adjust the work environment.

If you select “No” to the very first question, the remaining General Health Questions will be collapsed and you will not be required to complete the rest of these questions. (The TB and Covid related questions however are all mandatory). Some questions may also require additional information. If this is the case, another field will display called “Additional Details” where you can enter free text.

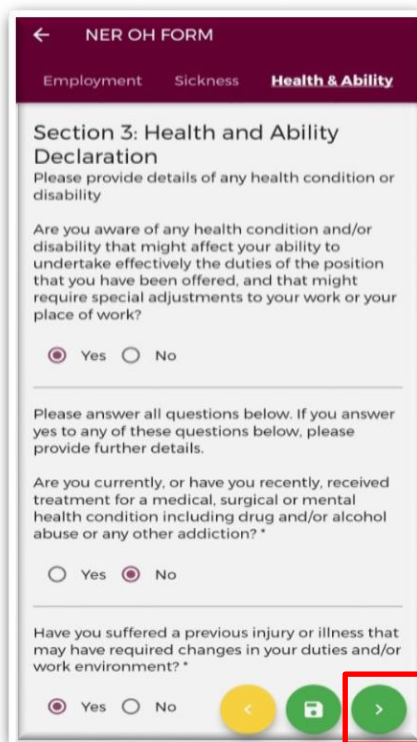


Figure 44: Health & Ability section of the Occupational Health Form

Once you have completed all the mandatory questions you should tap the green forward button to progress to the declaration section. Before you reach the declaration section the below screen will appear advising if you have any outstanding questions to answer or if you have completed all sections. Once all sections are complete, you can tap the green forward button.

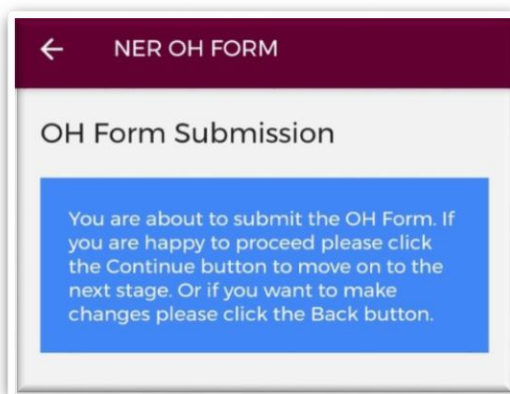
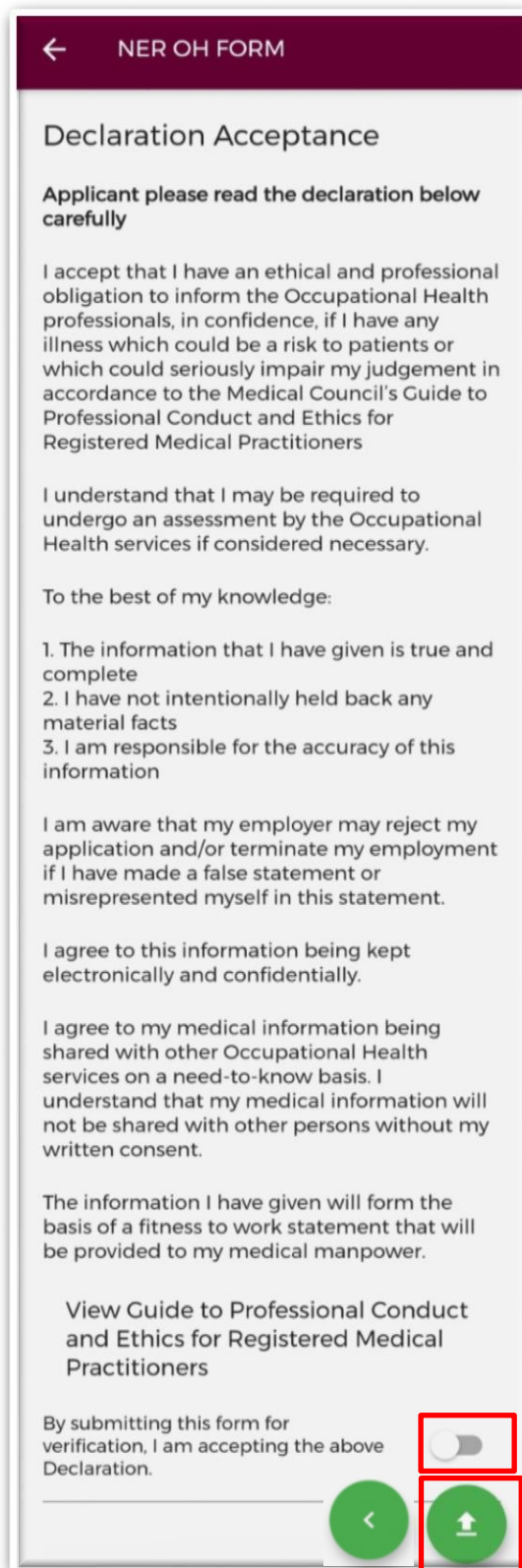


Fig 45: Recap of the Occupational Health Form

(d) OH Form Submission and Signing Declaration

Once you are happy with the information you have included you will have to sign the online declaration form by using the toggle button as shown in Figure 42 and then tapping the upload arrow.



← NER OH FORM

Declaration Acceptance

Applicant please read the declaration below carefully

I accept that I have an ethical and professional obligation to inform the Occupational Health professionals, in confidence, if I have any illness which could be a risk to patients or which could seriously impair my judgement in accordance to the Medical Council's Guide to Professional Conduct and Ethics for Registered Medical Practitioners

I understand that I may be required to undergo an assessment by the Occupational Health services if considered necessary.

To the best of my knowledge:

1. The information that I have given is true and complete
2. I have not intentionally held back any material facts
3. I am responsible for the accuracy of this information

I am aware that my employer may reject my application and/or terminate my employment if I have made a false statement or misrepresented myself in this statement.

I agree to this information being kept electronically and confidentially.

I agree to my medical information being shared with other Occupational Health services on a need-to-know basis. I understand that my medical information will not be shared with other persons without my written consent.

The information I have given will form the basis of a fitness to work statement that will be provided to my medical manpower.

[View Guide to Professional Conduct and Ethics for Registered Medical Practitioners](#)

By submitting this form for verification, I am accepting the above Declaration.

Figure 46: Declaration section of the Occupational Health Form

4.5.2 Immunisation Status Documentation

When you have submitted your Occupational Health Form for the first time you will be directed to the Immunisation Status section of the App. Otherwise you can update your Immunisation Status by navigating to the below screen via the Dashboard.

a) Add New Immunisation Document

You will be able to either take a photo of the Immunisation Document or upload it from your phones gallery.

Take Photo:

To take a photo of your Immunisation Document for upload, you can tap the blue camera icon as shown below in Figure 43. (Please note you may have to allow the app access to your gallery and camera to use this functionality). If you need to re-take the photo tap the “Clear Image”, button to remove the photo you have just taken and then you can re-take the photo using the blue camera icon, as shown below.

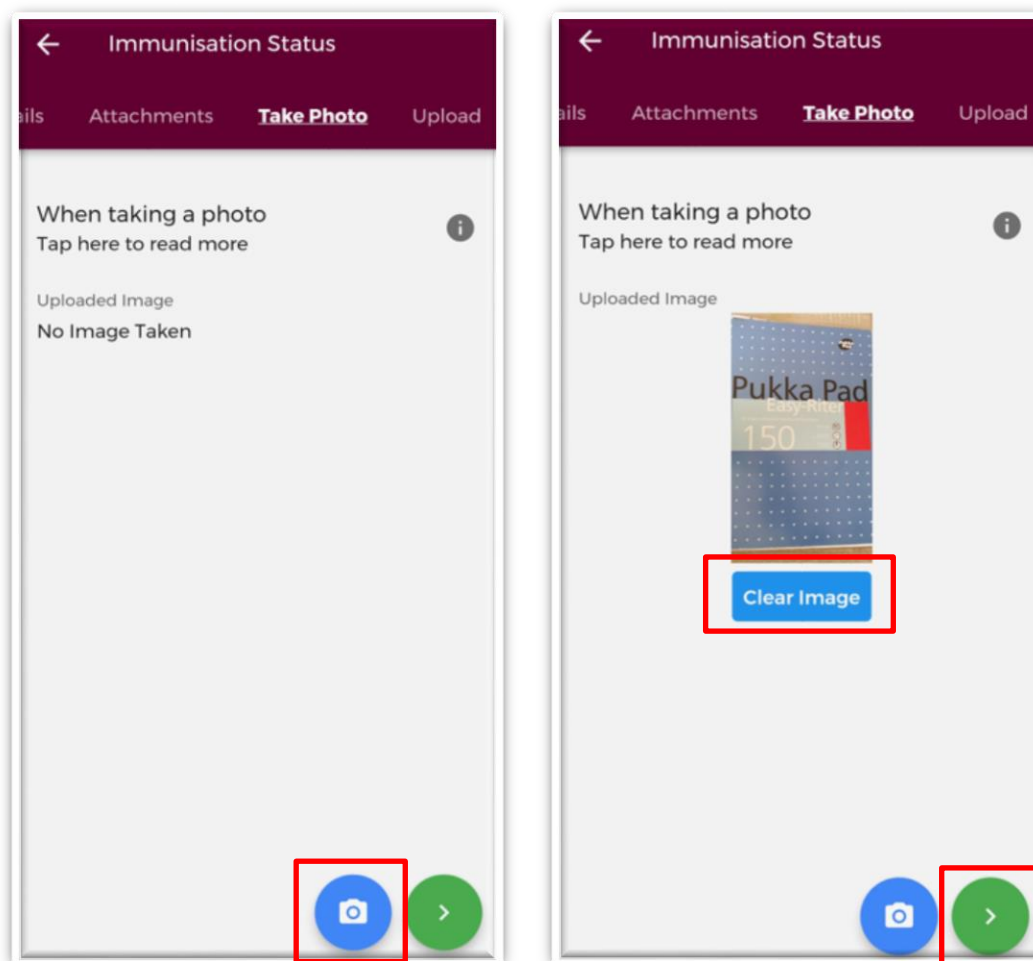


Figure 47: Immunisation Document Take Photo

For more information on this section tap the grey “i” button at the top right of the screen. Once you are happy with the photo you have taken, tap the green forward arrow as shown in Figure 43 to save your information.

Upload Attachments:

Instead of taking a photo, you can also browse your phone's photo gallery or file location to find the Immunisation Document that is saved on your phone. You can do this by selecting the "Upload" button as shown in Figure 44. For more information on this section tap the grey "i" button at the top right of the screen.

You can upload multiple documents in this section. However, it is advised that a maximum of six documents be uploaded at any one time to avoid delays in upload time for documents.

Please note the following regarding file uploads:

- It is mandatory to upload at least one document.
- The document should not exceed 5MB file size.
- Only documents in PNG, JPEG or PDF format can be uploaded

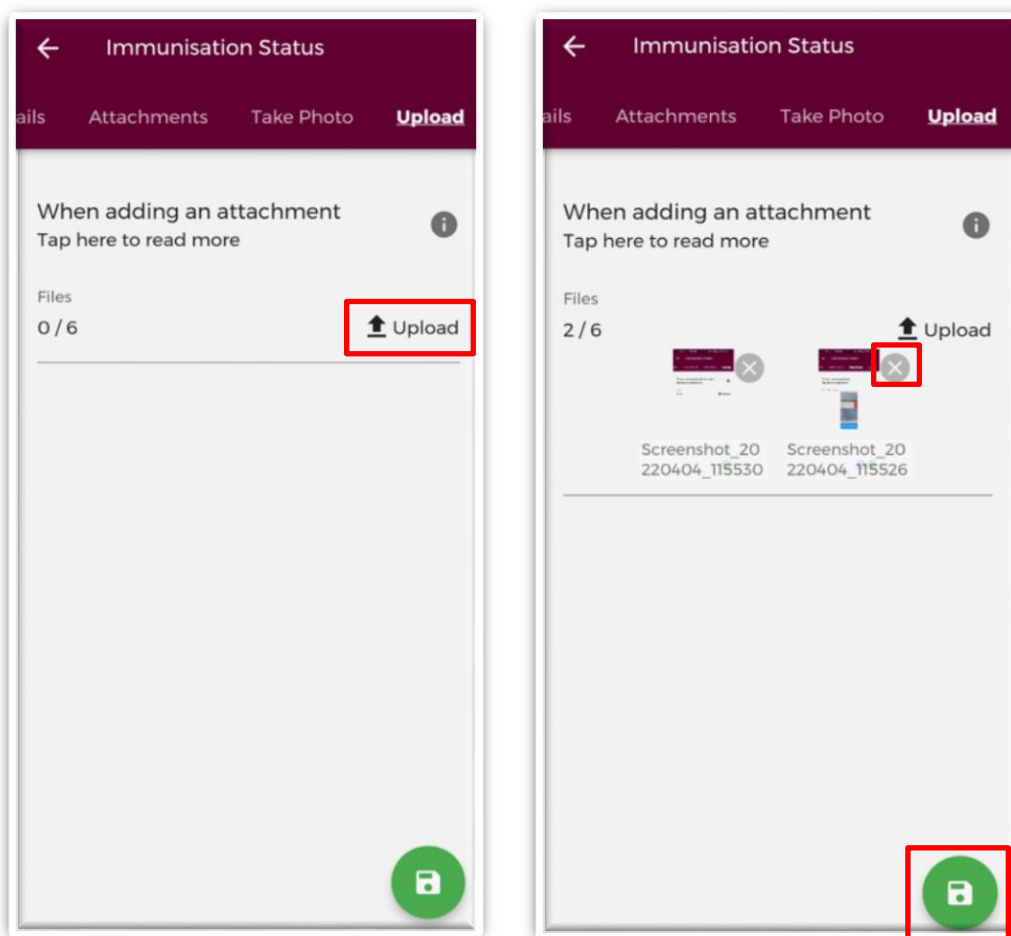


Figure 48: Immunisation Document Upload Document

Once you have selected the files for upload, you will see a preview image of what files you have selected. If you have accidentally uploaded an incorrect file and no longer want to include this tap the "x" button beside the previewed image, as shown in Figure 44.

To the left of the screen you will see how many files you have currently attached. If you need to attach more files, you can tap the upload button again and select the files you require. Once you are happy with the attachments you have chosen you should tap the green save button as shown in Figure 44.

b) View a Previously Uploaded Immunisation Documents

If you have previously uploaded an Immunisation Document, you will be able to view this by tapping the “*Edit*” button on the Occupational Health home page. You will then be re-directed to the “*Details*” section, as shown in Figure 45, which will display the details of the latest Immunisation Document you have uploaded. Please note you will not be able to make changes on this screen. To update these details you will need to add a new Immunisation Document by using the “*Take Photo*” or “*Upload*” sections, which can be found on the purple banner.

The “*Attachments*” section will display any previous Immunisation Documents that you had uploaded. By tapping the dropdown arrow, as shown in Figure 45, you will have the option to “*Download*” or “*Remove*” a document (provided it has not been verified by your Occupational Health Department).

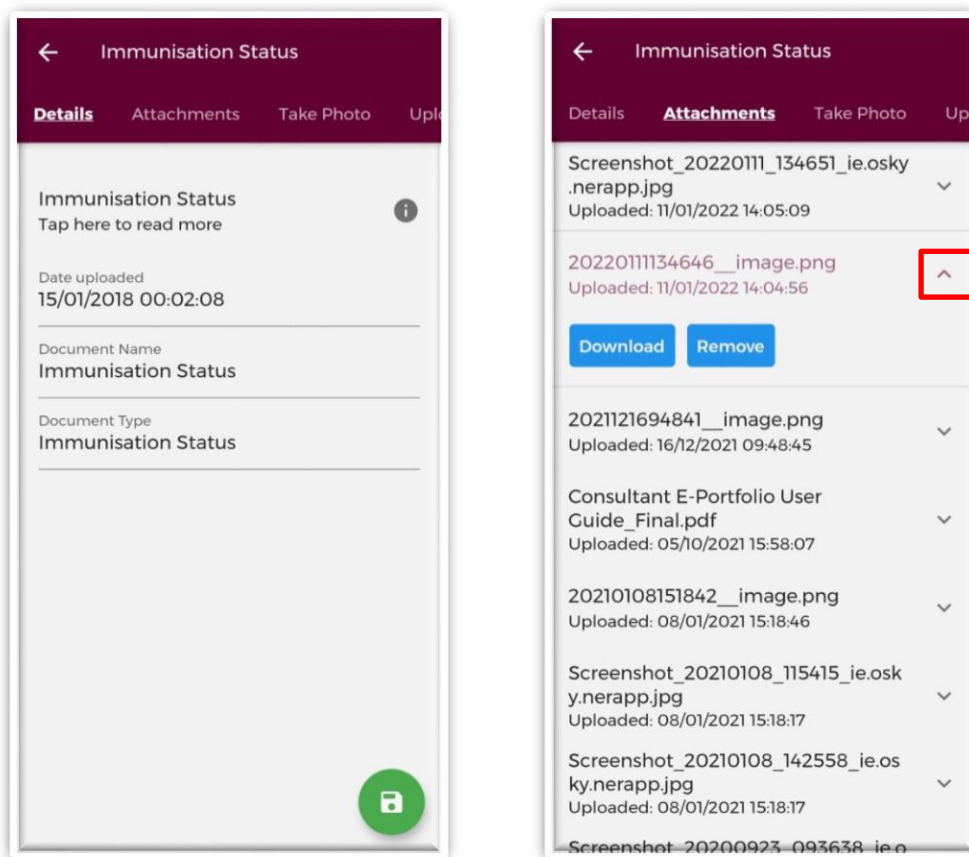


Figure 49: Immunisation Document Previously Uploaded Attachments and Details Sections

4.5.3 EPP Certificate

Your EPP Certificate will be uploaded by your Occupational Health Department. You will not have the ability to upload an EPP Cert. You will be able to view this document and its details in the EPP section of the Occupational Health Module.

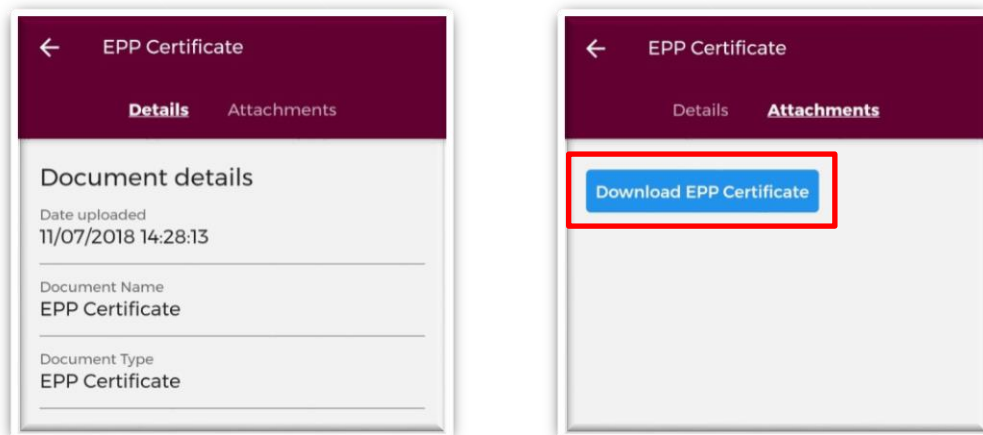


Figure 50: EPP Certificate Details and Download Section

By tapping the blue “*Download EPP Certificate*” Button the following notification will appear.



Figure 51: Download Underway

Once the download is complete you will see the below green banner appear at the bottom of your screen stating that the download was successful. Tap “*View*” to open the document.



Figure 52: Download Complete

4.6 Personal Details & Other Documents

This section allows you to upload additional documentation such as your Passport, Birth Cert, GNIB etc. There is also an 'Other' option for uploading documents that do not have an exact title on the NER App.

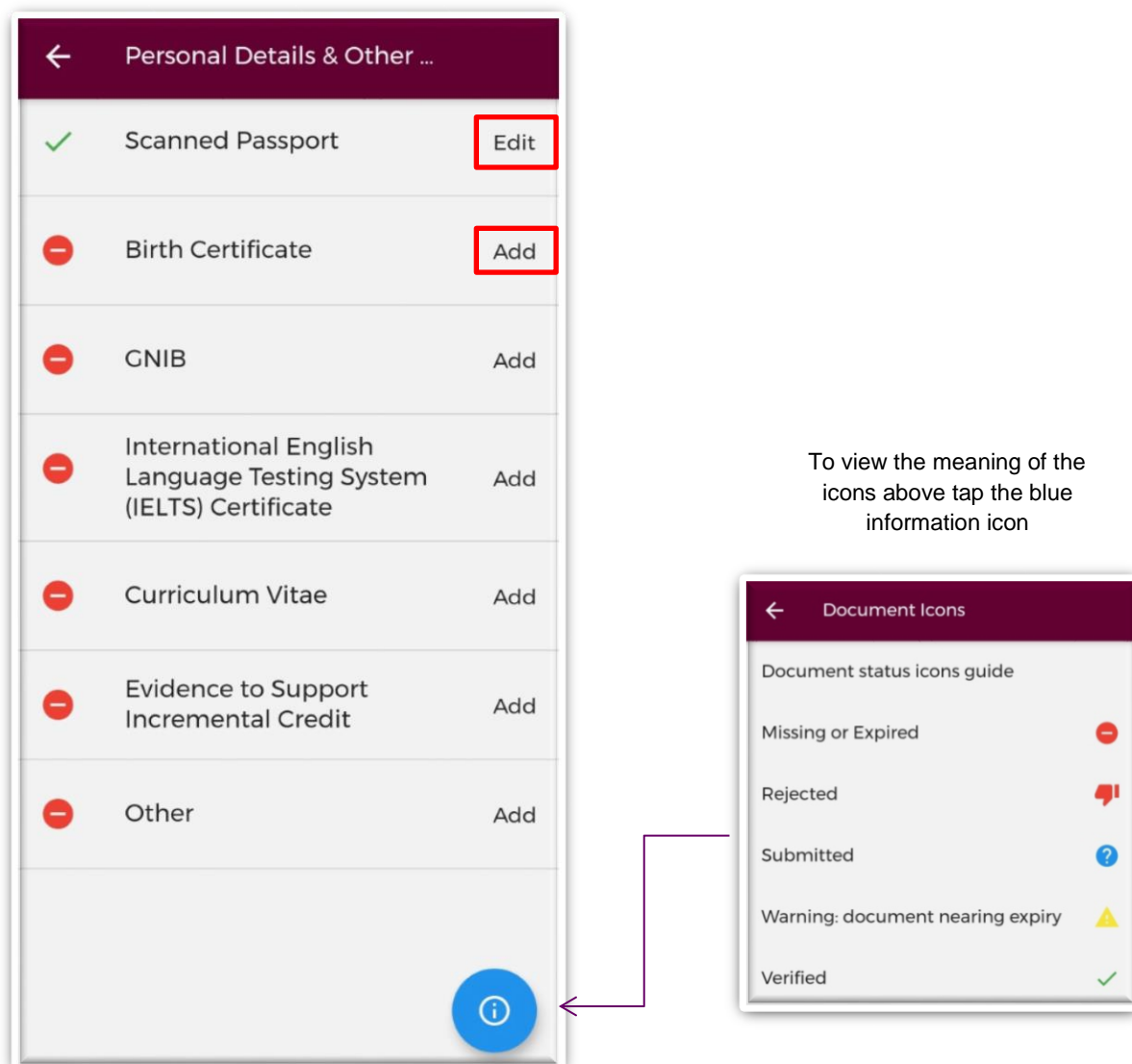


Figure 53: Personal Details and Other Documents Screen

a) Add New Personal Document

To attach a document to a specific section, you should tap on the “Add” button beside the document you want to add as shown in Figure 49. You will be able to either take a photo of the document or upload the document from your phones gallery.

Take Photo:

To take a photo of the document for upload you can tap the blue camera icon as shown below in Figure 50. (Please note you may have to allow the app access to your gallery and camera to use this functionality). If you need to re-take the photo tap the “Clear Image”, button to remove the photo you have just taken and then you can re-take the photo using the blue camera icon, as shown below.

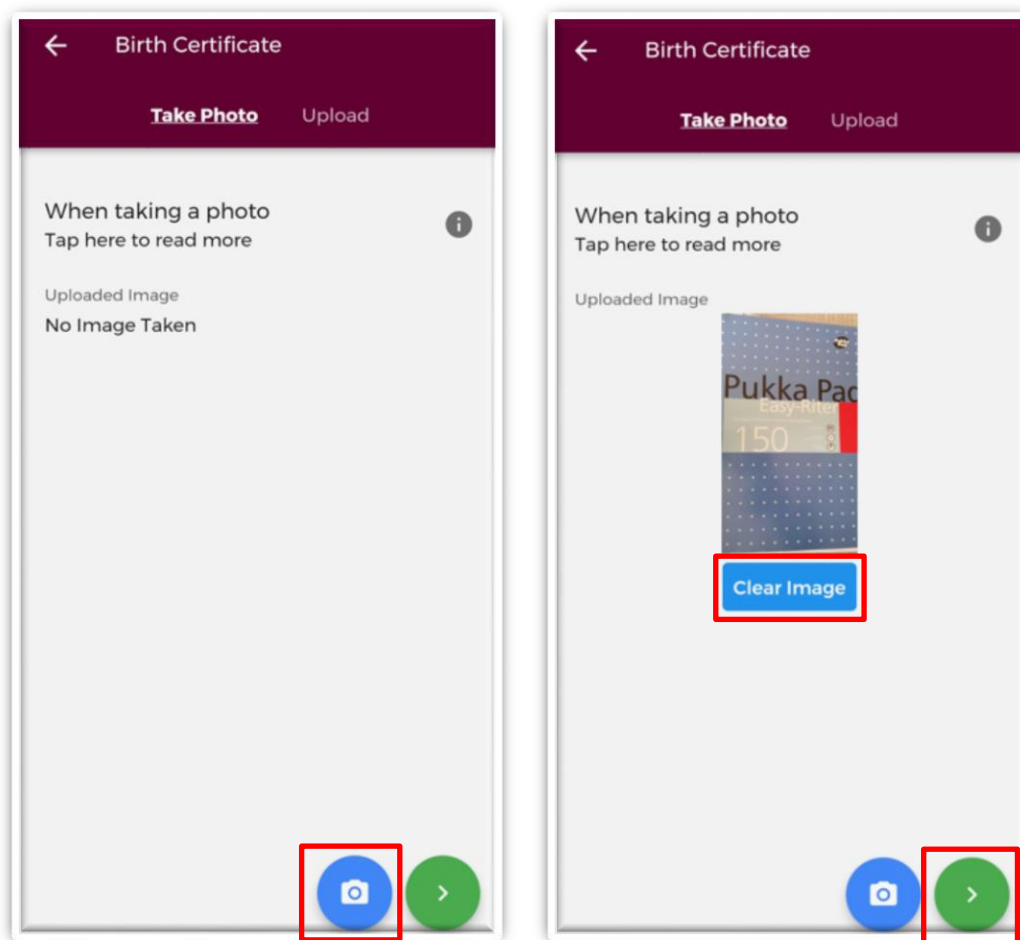


Figure 54: Take Photo Screen – Personal Documents Section

For more information on this section tap the grey “i” button at the top right of the screen. Once you are happy with the photo you have taken, tap the green forward arrow as shown in Figure 50.

Upload Attachments:

Instead of taking a photo, you can also browse your phone's photo gallery or file location to find the appropriate document(s) that you wish to add by selecting the "Upload" button as shown in Figure 51. For more information on this section tap the grey "i" button at the top right of the screen.

You can upload multiple documents in this section. However, it is advised that a maximum of six documents be uploaded at any one time to avoid delays in upload time for documents.

Please note the following regarding file uploads:

- It is mandatory to upload at least one document.
- The document should not exceed 5MB file size.
- Only documents in PNG, JPEG or PDF format can be uploaded

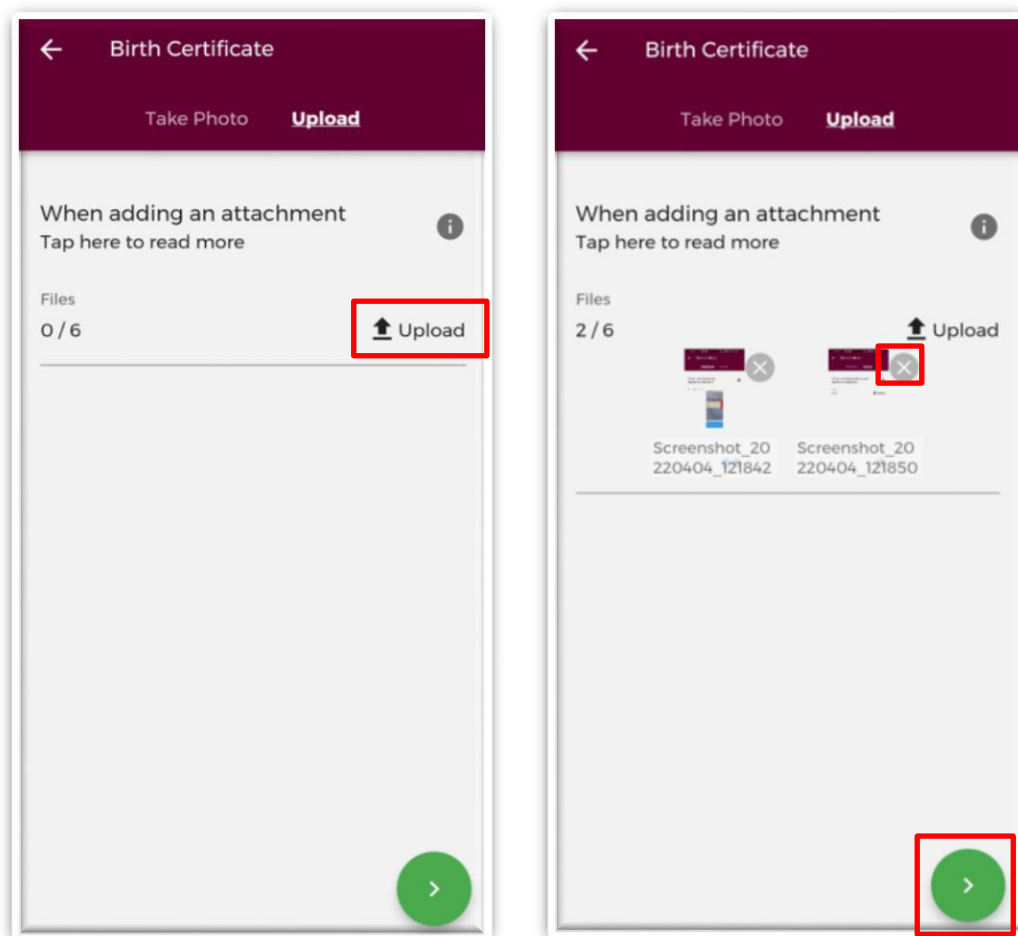


Figure 55: Upload Document Screen – Personal Documents Section

Once you have selected the files for upload, you will see a preview image of what files you have selected. If you have accidentally uploaded an incorrect file and no longer want to include this, tap the "x" button beside the previewed image, as shown in Figure 51.

To the left of the screen you will see how many files you have currently attached. If you need to attach more files, you can tap the upload button again and select the files you require. Once you are happy with the attachments you have chosen you should tap the green forward button as shown in Figure 51.

b) Save Photo/Attachment

Once you have tapped the green forward button you will be re-directed to the below screen where you will be asked to name the document. Once complete, tap the green floppy disk button to save any uploads.



Figure 56: Rename and Save Attachments

c) View/Edit a Previously Uploaded Personal Document

If you have previously uploaded a document, you will be able to view it by tapping the “*Edit*” button on the “*Personal Details & Other Documents*” home page. You will then be re-directed to the “*Details*” screen, as shown in Figure 53, which will display the details of the last document you uploaded. Please note you will not be able to make changes on this screen. To update these details you will need to add a new document by using the “*Take Photo*” or “*Upload*” sections, which can be found on the purple banner.

The “*Attachments*” section will display any attachments that you have previously uploaded. By tapping the dropdown arrow, as shown in Figure 53, you will have the option to “*Download*” or “*Remove*” a document (provided it has not been verified by your medical manpower department).

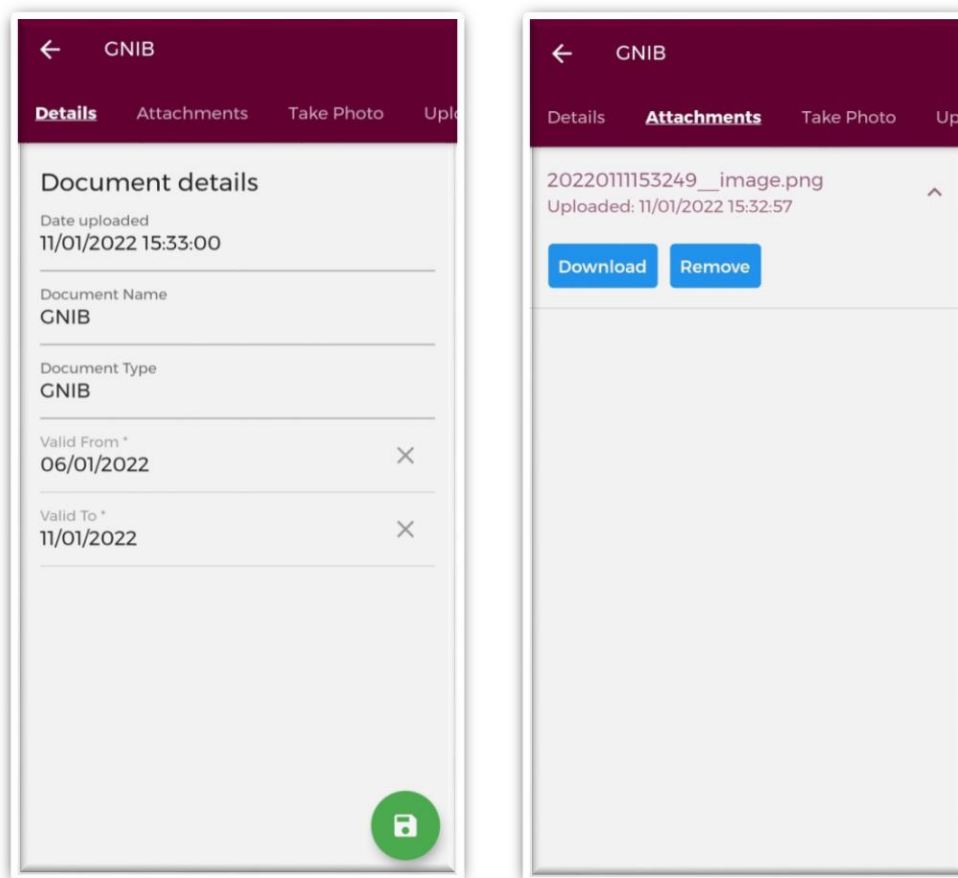


Figure 57: Details and Attachments Section – Personal Documents & Other Documents Section

4.7 Financial Supports

In this section of the NER App, you will be able to submit both Training Support Scheme (TSS) and Clinical Course and Exam refund Scheme (CCERS) applications to your Medical Manpower Department. Both TSS and CCERS are part of a suite of educational supports for NCHDs provided by HSE-NDTP. Should you require further information regarding these schemes both policies can be found on our website <https://www.hse.ie/eng/staff/leadership-education-development/met/ed/fin/>

4.7.1 Training Supports Scheme (TSS)

The Training Supports Scheme (TSS) section of the NER App consists of the following six subsections:

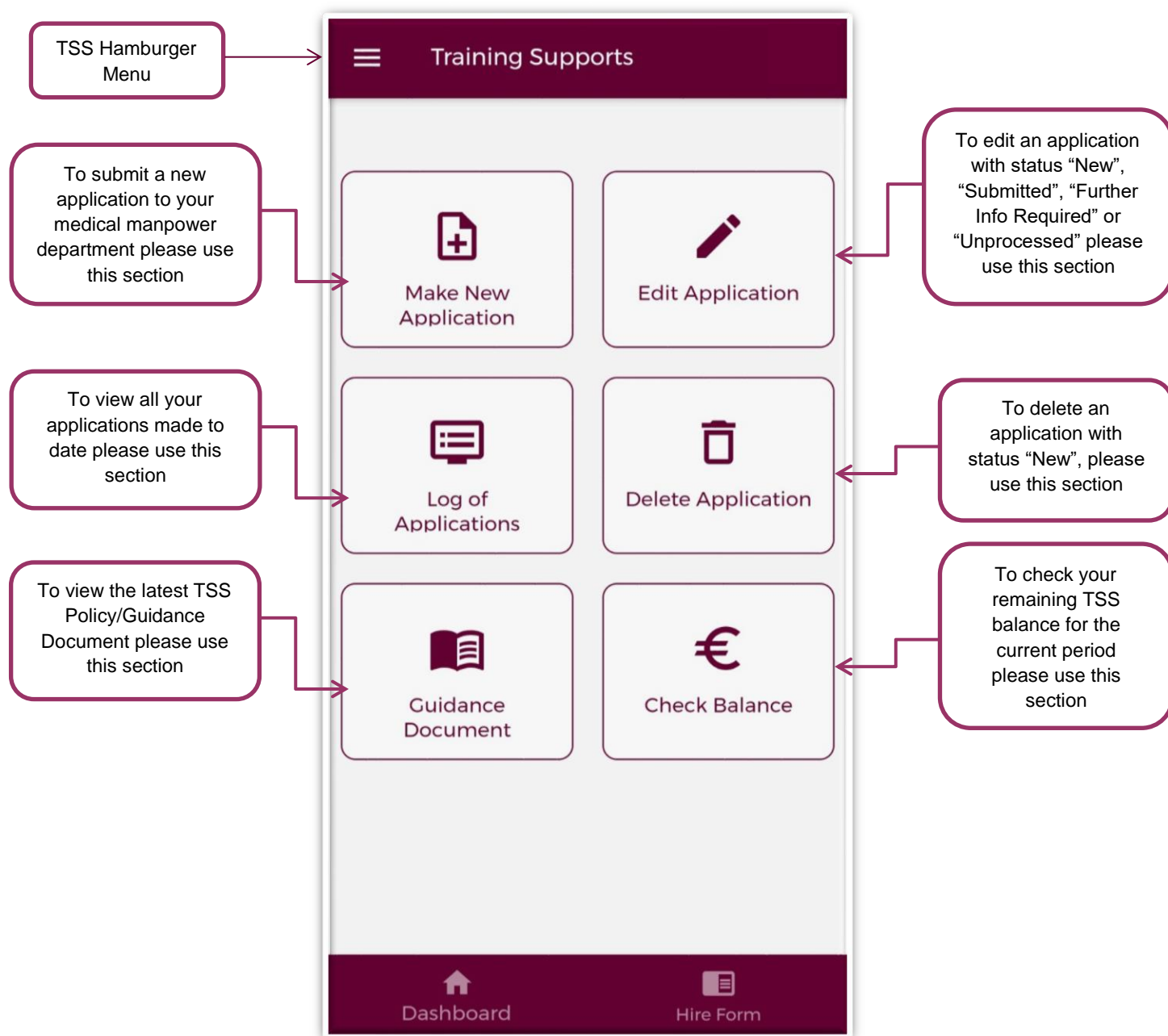


Figure 58: Training Supports Home Page

4.7.1.1 Make a New Application

(a) Claim Details:

To create a new TSS application you should tap on the “*Make New Application*” button on the TSS Home Screen. This will open up the TSS application form as shown below:

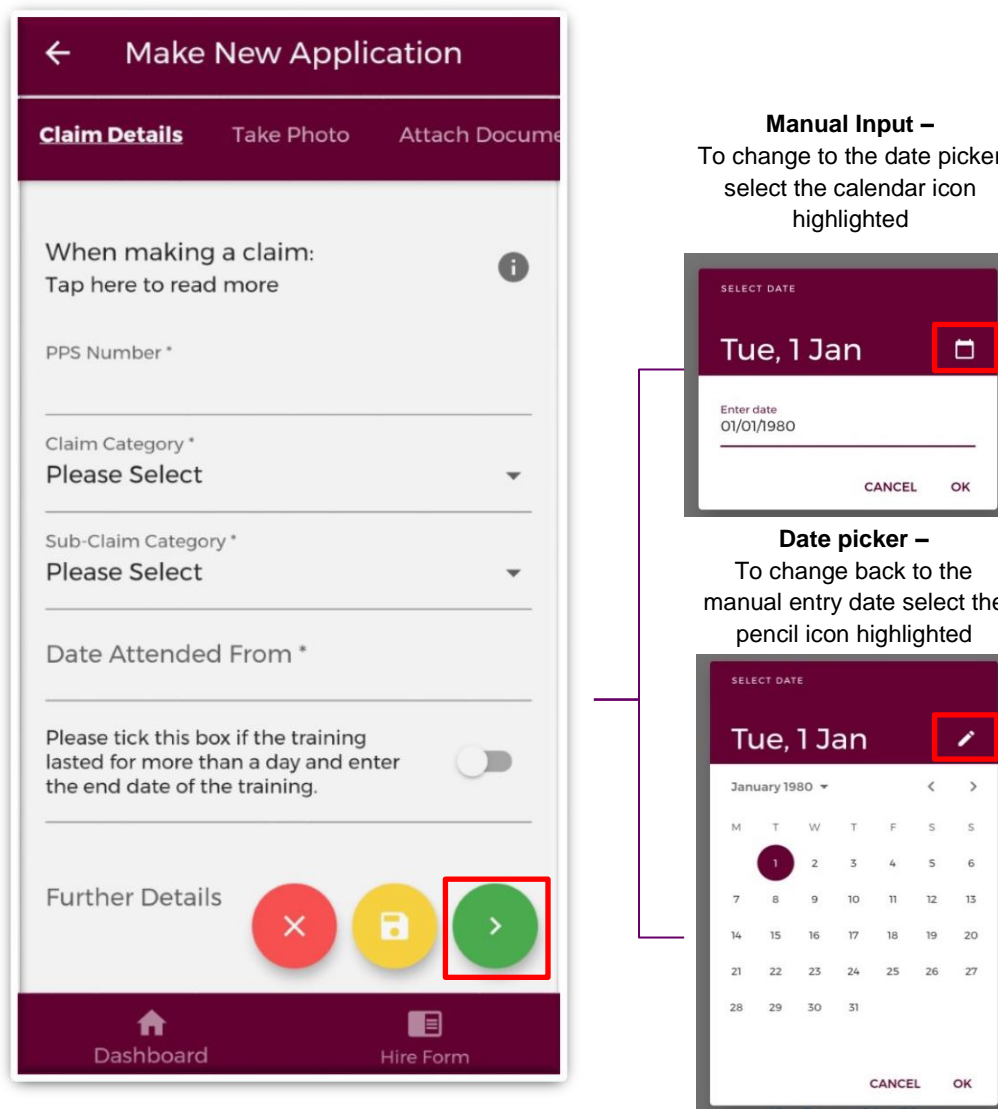


Figure 59: Claim Details Section of the TSS Application form

You must complete all mandatory fields (marked with an asterix) in order to proceed to the next stage of the application. If not all mandatory, fields are complete you will see one of the below messages:

The application must be created before you can upload a document

OR

You cannot submit an application until the claim details have been provided

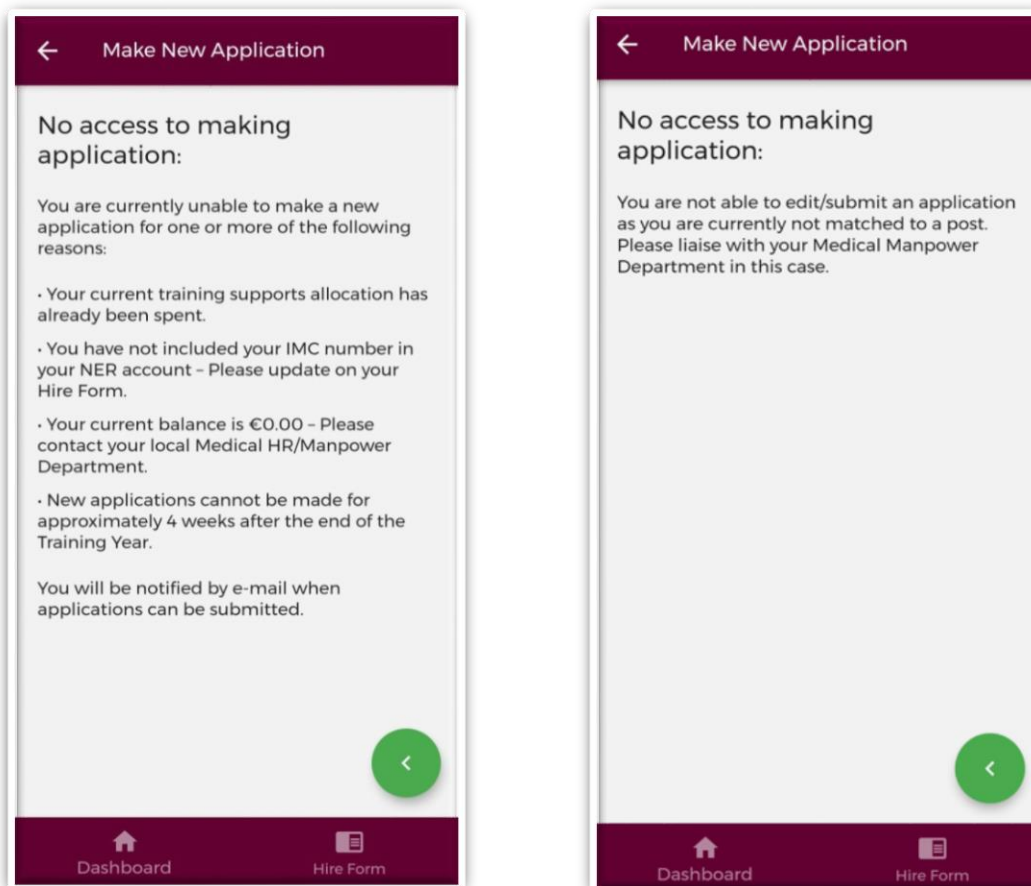
Once all mandatory fields are complete, you can progress to the next stage of the application by tapping the green forward button.

NB: You should tap the green forward button to progress to the next stage of the application. Tapping the yellow “Save & Exit” button 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

Please note you will be unable to submit a TSS application for any of the following reasons:

- You are currently not matched to a post – Please contact your local Medical Manpower Department
- 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 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 will be unable to submit an application if any of the above applies and one of the below messages will display as a result:



OR

Figure 60: No Access to Training Supports

b) Attach Documents

To attach a document you should tap on the “*Upload*” button. You will be able to browse your phones photo gallery or file location to find the appropriate document(s) that you need to add to your application.

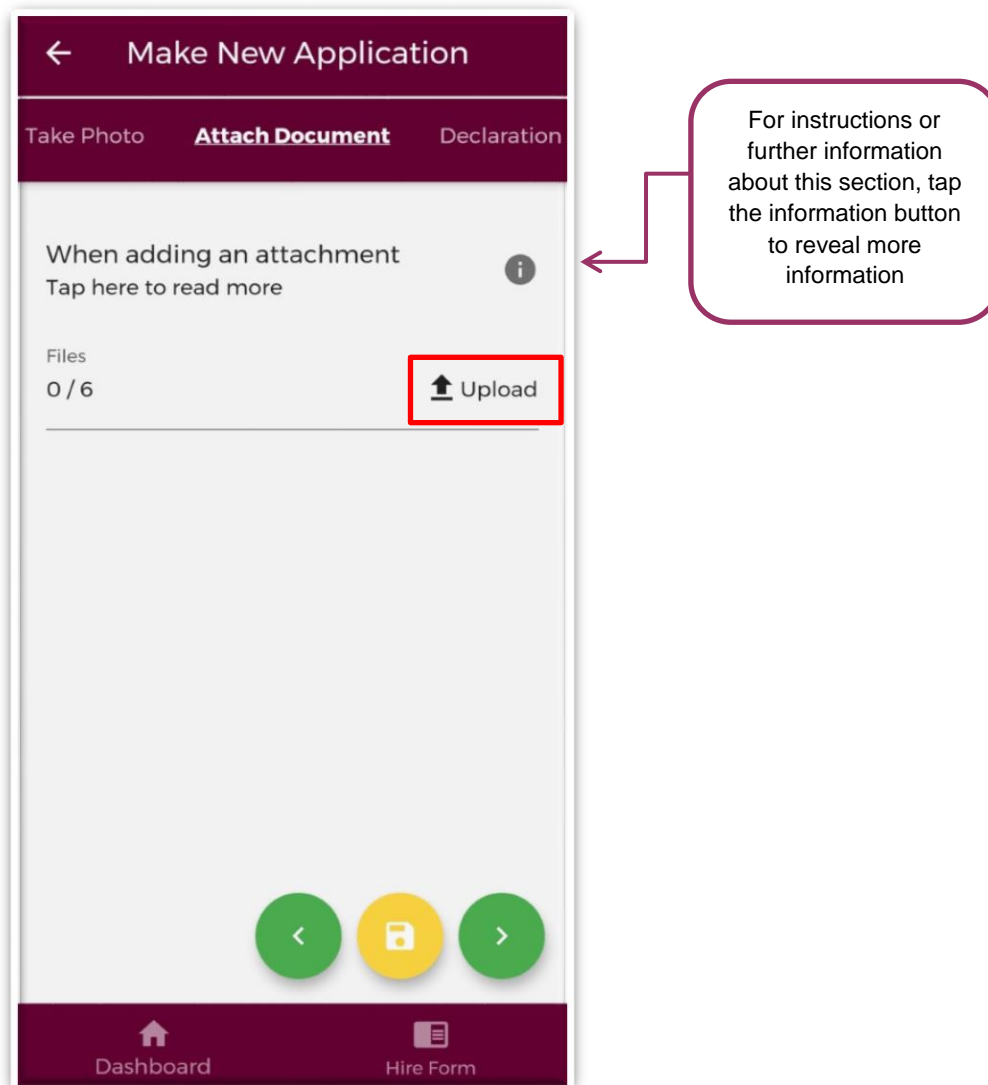


Figure 61: Attach Documents Section of the TSS Application Form

You can upload multiple documents in this section. However, it is advised that a maximum of six documents be uploaded at any one time to avoid delays in upload time for documents.

Please note the following regarding file uploads:

- It is mandatory to upload at least one document.
- The document should not exceed 5MB file size.
- Only documents in PNG, JPEG or PDF format can be uploaded

Once the documents you have selected are uploaded, you will see a preview image of what documents you have selected. If you have accidentally uploaded, an incorrect

document and no longer want to include this as part of the application tap the “x” button beside the preview image.

To the left of the screen you will see how many attachments you have currently attached to your application. If you need to attach more documents, you can tap the upload button again and select the documents you require.

Once you are happy with the attachments you have chosen you should tap the green forward button as highlighted in Figure 58.

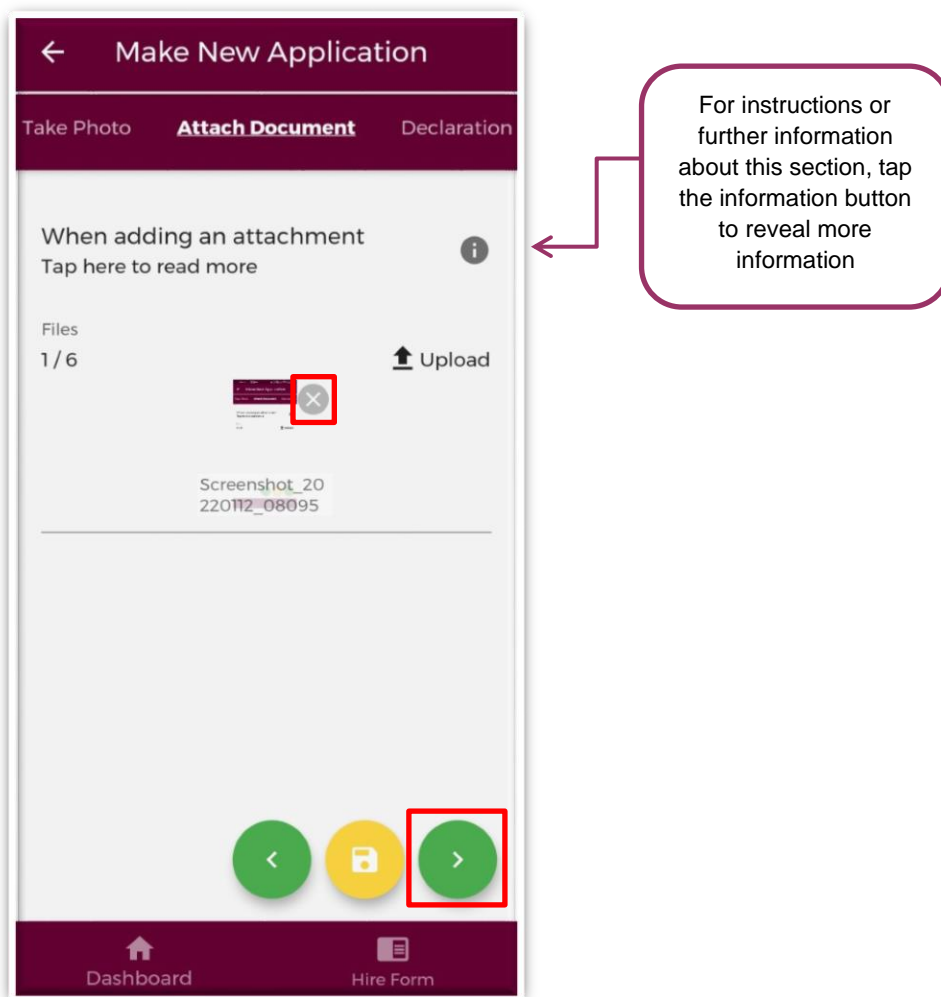


Figure 62: Upload documents screen on TSS

Please note that if you tap the yellow floppy disk button to “Save and Exit” a green banner will appear stating that your application has been saved as shown in Figure 59:



Figure 59: Application Saved

NB: You should tap the green forward button to progress to the next stage of the application. Tapping the yellow “Save & Exit” button 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

c) Take Photo

If you would prefer to take a photo of the document, you can navigate to the “Take Photo” section of the application form by using the cherry pickers on the purple banner as shown in Figure 60.

Tap the blue camera button to open your camera (You may have to allow the app access to your gallery and camera to use this functionality). You can then take a photo of the document

If you need to re-take the photo tap the “Clear Image”, button to remove the photo you have just taken and then you can re-take the photo using the blue camera icon, as shown below.

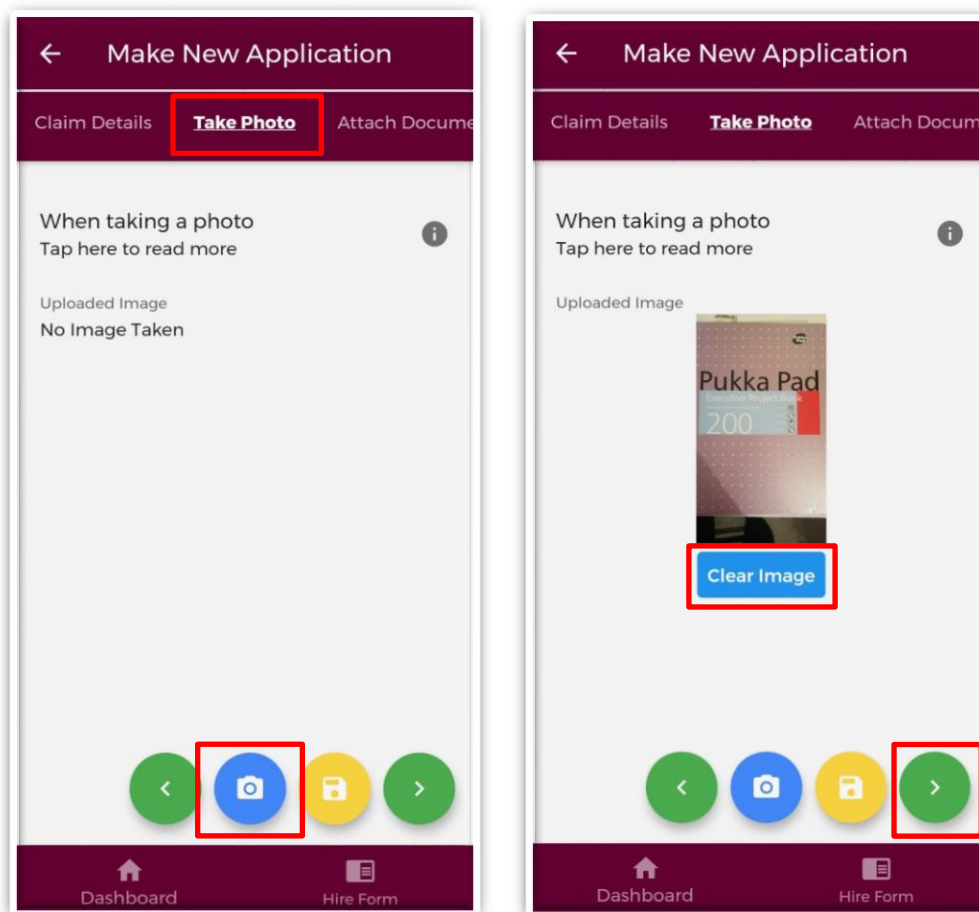


Figure 63: Take Photo Section of TSS Application form

Once you are happy with the photo you have taken, tap the green forward arrow as shown in Figure 60.

d) Declaration

In order to complete your application you must agree and sign the online declaration. To do this tap the toggle button (highlighted in Figure 61) before tapping the submit button.

Only when you have signed the online declaration and tapped the submit button will the application be visible to your Medical Manpower Department.

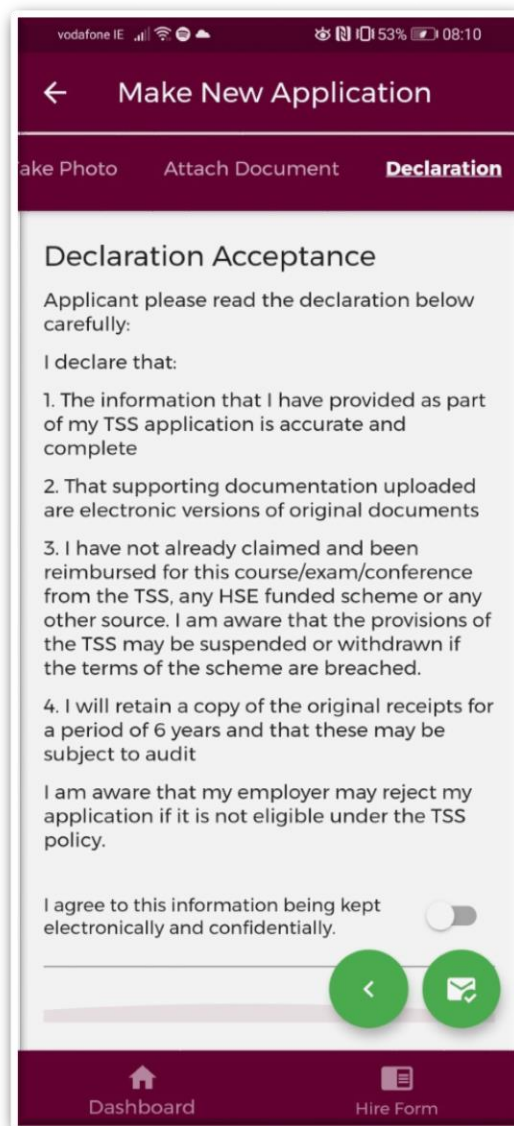


Figure 64: TSS Declaration Screen

Once you have submitted your application a green banner should appear at the bottom of your screen stating that your application has been submitted. Only at that point will your application be visible to your Medical Manpower Department.



Figure 65: Application Submitted

4.7.1.2 Edit Applications

You can only edit applications with one of the following status:

- New
- Submitted
- Further Information Required
- Unprocessed

To edit an application and return it to your local Medical Manpower Department, you need to tap the expand arrow (highlighted in Figure 63) and then tap the blue “*Edit Application*” button. This will open the TSS application form and display any details you had entered previously or attachments uploaded. You can amend these details as appropriate. See section 4.7.1.1 for more information about the TSS application form.

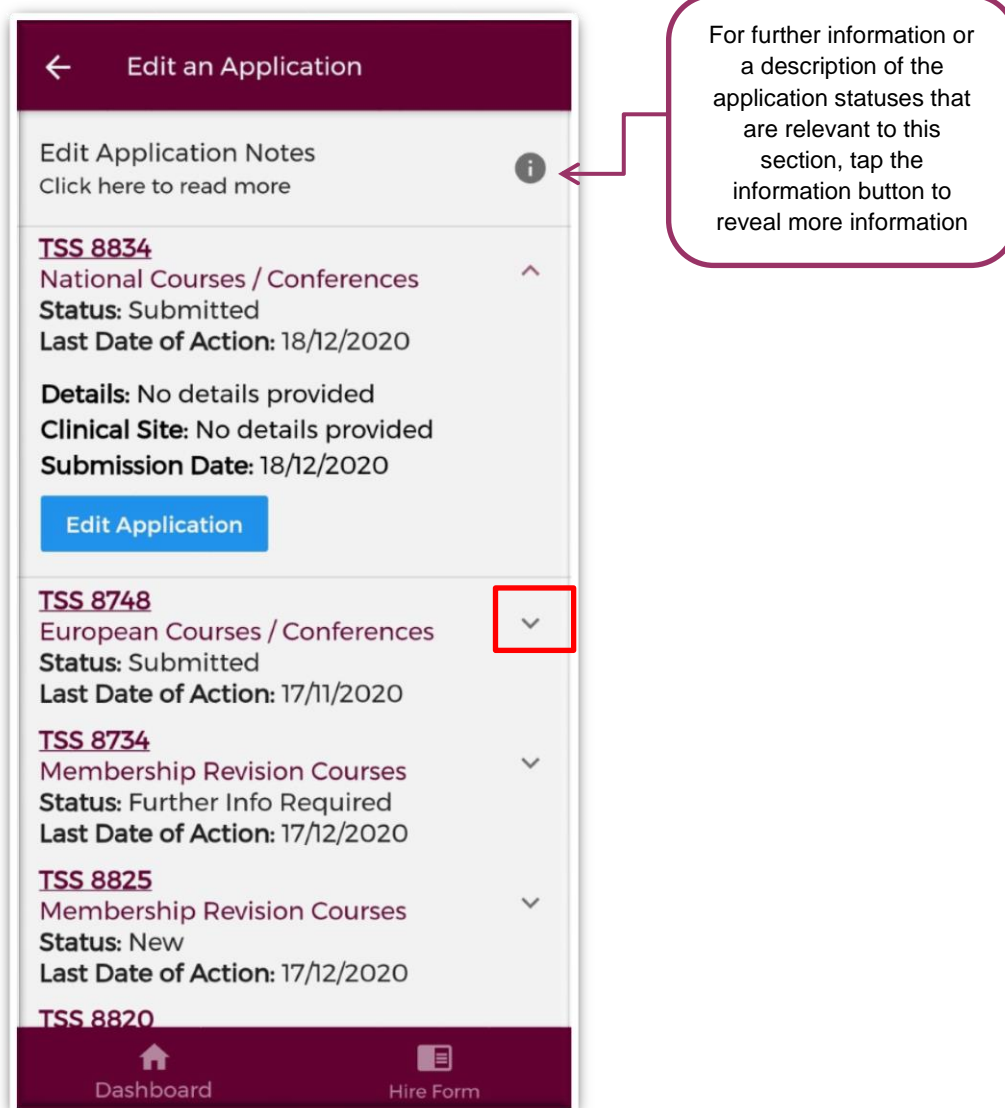
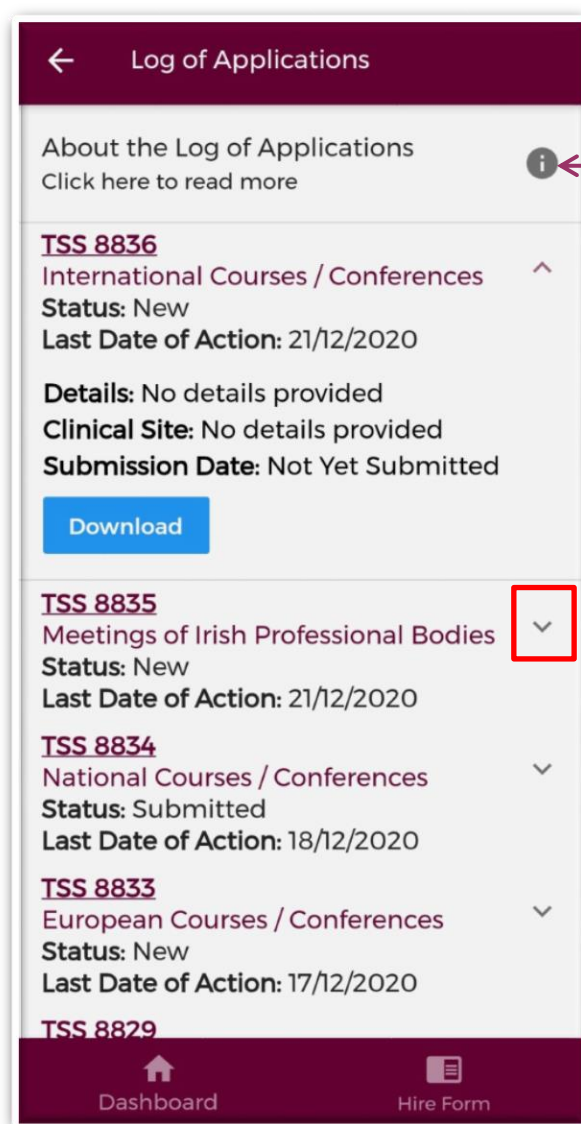


Figure 66: Edit Applications Screen

Note: Please note that in order for these changes to become visible to your Medical Manpower Department you need to progress through the entire application again and make sure you sign the declaration form before tapping the submit button.

4.7.1.3 Log of Applications

This section will display all your TSS and CCERS applications that you have created to date. You can view the main details associated with a particular application by tapping the expand arrow (highlighted in Figure 64). If you want to see further details about your application, you can tap the blue “Download” button to download the application to your phone.



For further information or a description of the application statuses that are relevant to this section, tap the information button to reveal more information

Figure 67: Log of Application TSS and CCERS

4.7.1.4 Delete Application

You can only delete an application that you have not yet sent to your Medical Manpower for review i.e. only applications with status “New”.

To delete an application you need to tap the expand arrow button (highlighted in Figure 65) and then the blue “Delete Application” button.

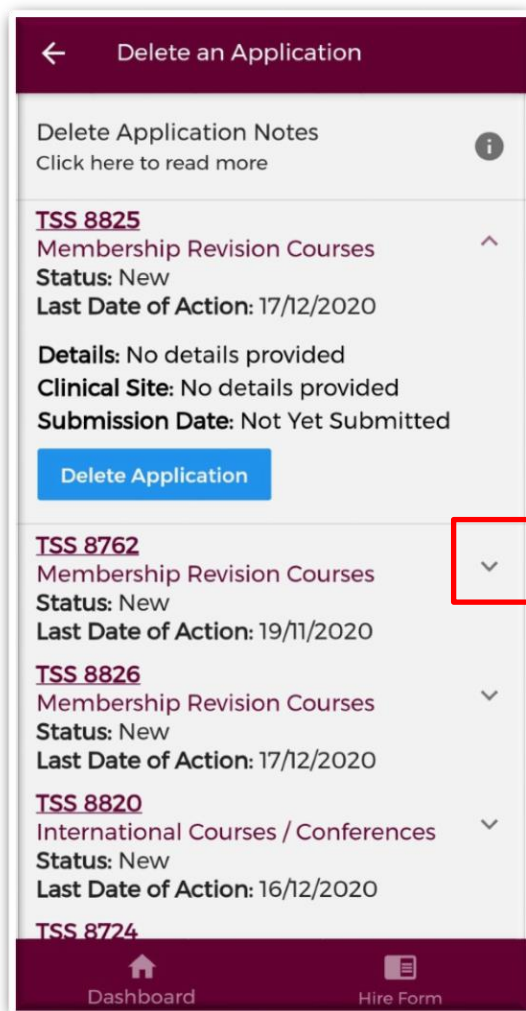


Figure 68: Delete Application Screen

4.7.1.5 Guidance Document

In this section, you can view the latest version of the TSS Policy document. This document provides details regarding NCHD eligibility for the scheme and outlines what is eligible for reimbursement via the Training Supports Scheme.



Figure 69: TSS Guidance/Policy Document

4.7.1.6 Check Balance

In this section, you can view what TSS balance you have remaining as well as view the details relating to the applications that have been approved during the current training year period.

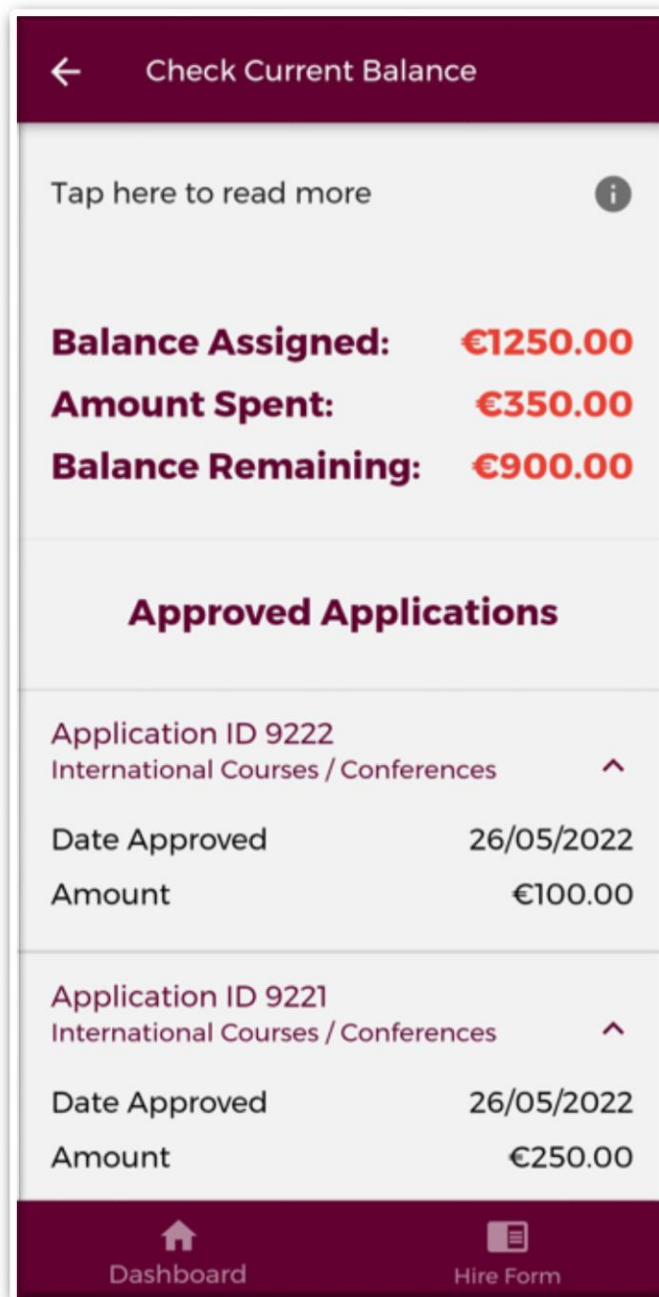


Figure 70: TSS Check Balance Screen

4.7.2 Clinical Course and Exam Refund Scheme (CCERS)

The Clinical Course and Exam Refund (CCERS) section consists of the following five sections:

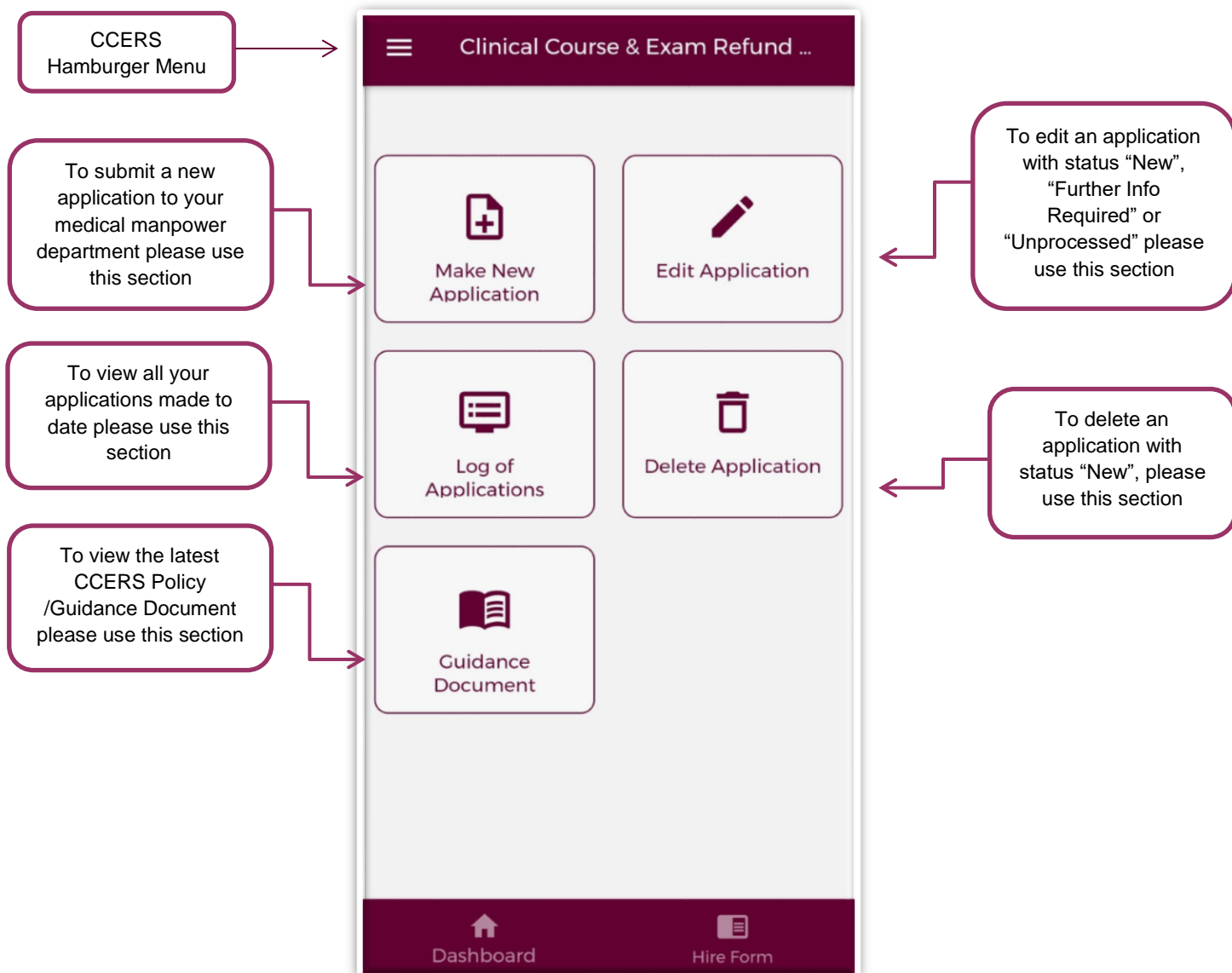


Figure 71: CCERS Home Screen

4.7.2.1 Make a New Application

a) Application Details:

To create a new CCERS application you should tap on the “Make New Application” button on the CCERS Home Screen. This will open up the CCERS application form as shown below:

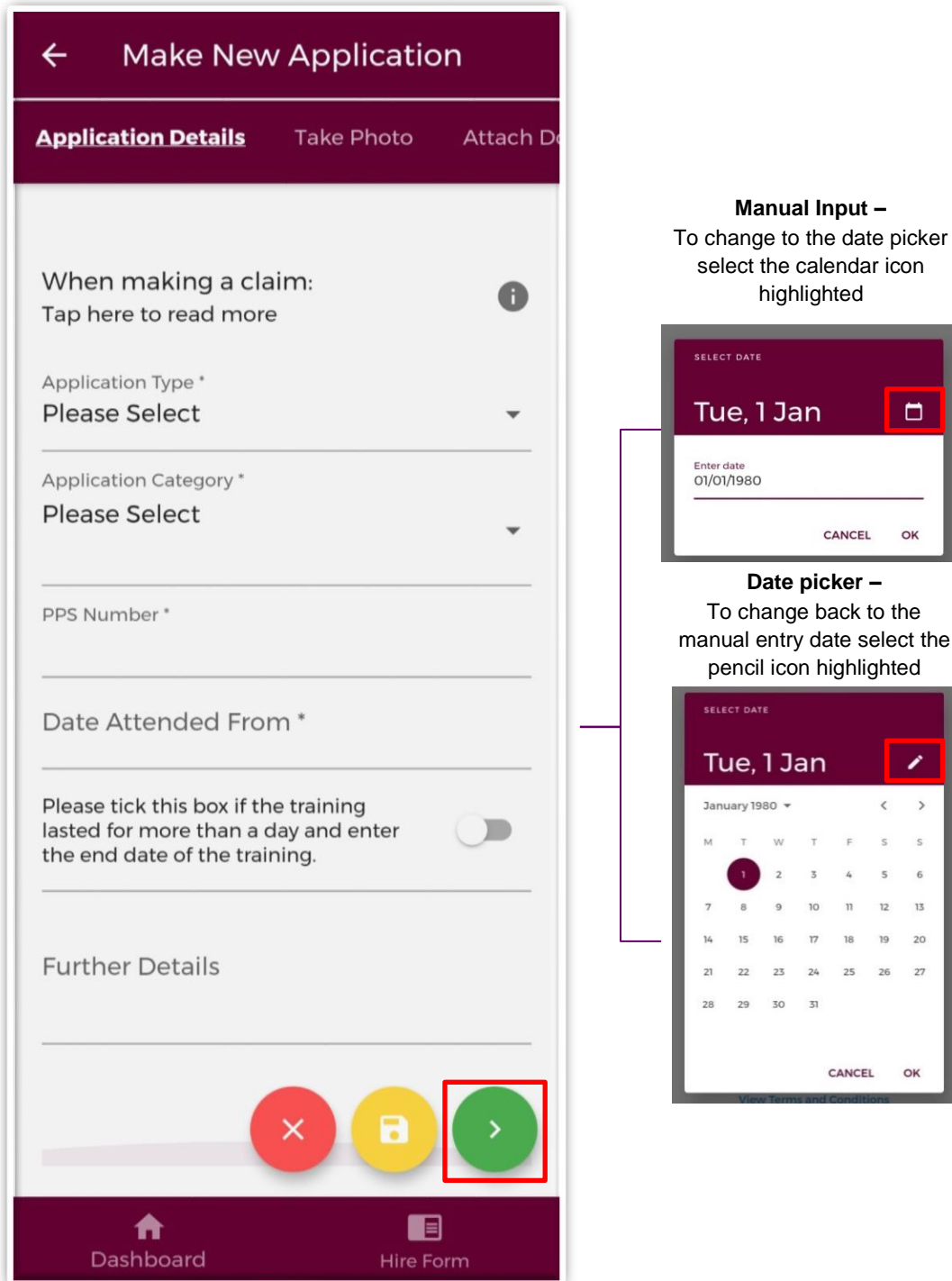


Figure 72: Application Details Section of the CCERS Application form

You must complete all mandatory fields (marked with an asterix) in order to proceed to the next stage of the application. If not all mandatory fields are complete you will see one of the below messages:

The application must be created before you can upload a document

You cannot submit an application until the claim details have been provided

OR

Once all mandatory fields are complete, you can progress to the next stage of the application by tapping the green forward button.

NB: You should tap the green forward button to progress to the next stage of the application. Tapping the yellow "Save & Exit" button 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

Please note you will be unable to submit a CCERS application for any of the following reasons:

- You are currently not matched to a post – Please contact your local Medical Manpower Department
- You have not included your IMC number in your NER account – Please update on your Hire Form

You will be unable to submit an application if any of the above applies and the below message will display as a result:

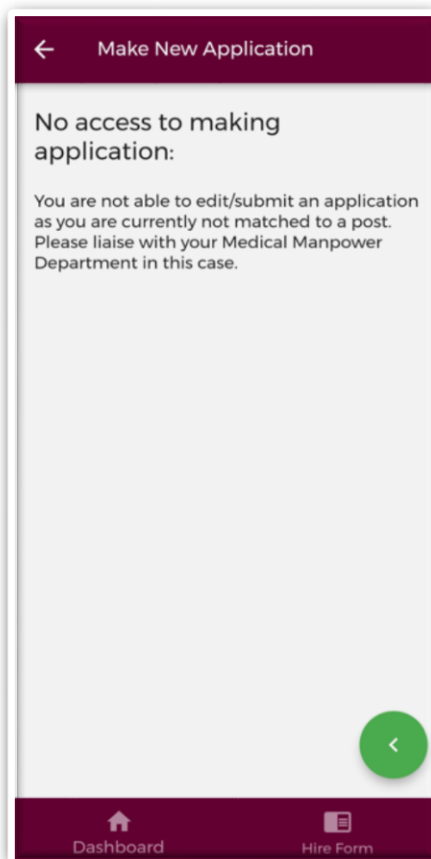


Figure 73: No Access to CCERS

b) *Attach Documents*

To attach a document you should tap on the “*Upload*” button. You will be able to browse your phones photo gallery or file location to find the appropriate document(s) that you need to add to your application.

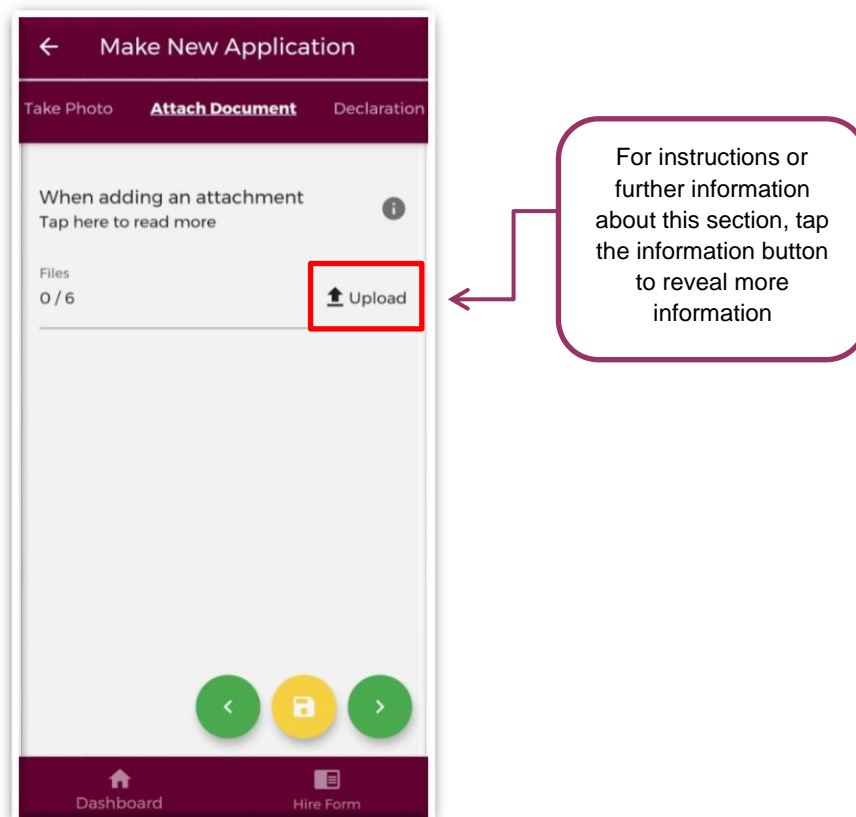


Figure 74: Attach Documents Section of the CCERS Application Form

You can upload multiple documents in this section. However, it is advised that a maximum of six documents be uploaded at any one time to avoid delays in upload time for documents.

Please note the following regarding file uploads:

- It is mandatory to upload at least one document.
- The document should not exceed 5MB file size.
- Only documents in PNG, JPEG or PDF format can be uploaded

Once the documents you have selected are uploaded, you will see a preview image of what documents you have selected. If you have accidentally uploaded, an incorrect document and no longer want to include this as part of the application tap the “x” button beside the preview image.

To the left of the screen you will see how many attachments you have currently attached to your application. If you need to attach more documents, you can tap the upload button again and select the documents you require.

Once you are happy with the attachments you have chosen you should tap the green forward button as highlighted in Figure 72.

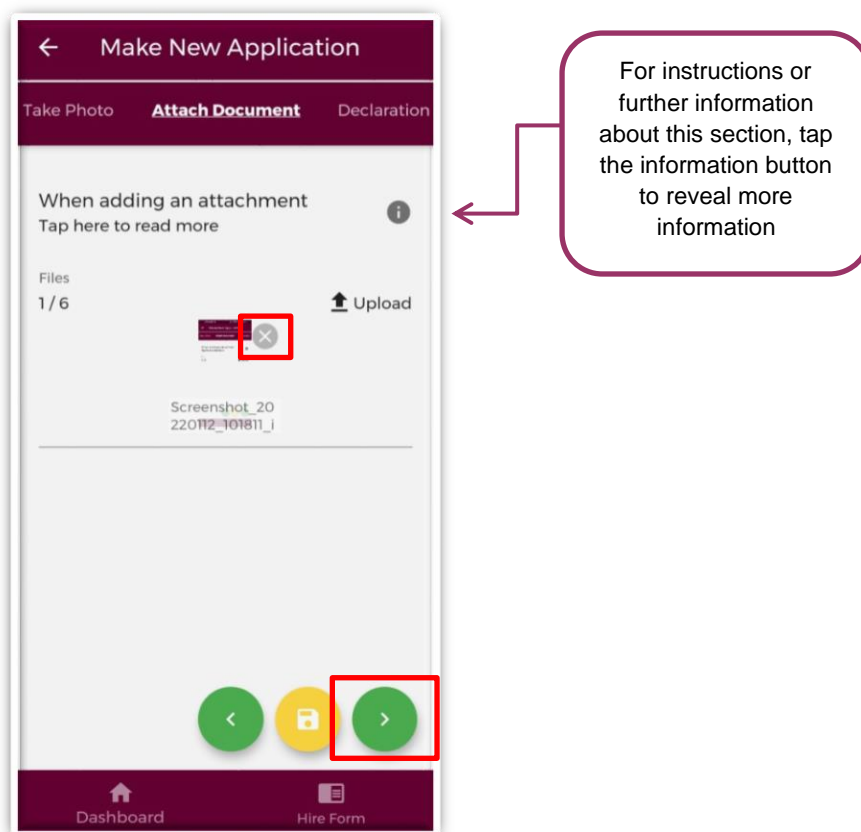


Figure 75: Attach Documents Section of the CCERS Application Form

Please note that if you tap the yellow floppy disk button to “Save and Exit” a green banner will appear stating that your application has been saved as shown in Figure 73:



Figure 76: Application Saved

NB: You should tap the green forward button to progress to the next stage of the application. Tapping the yellow “Save & Exit” button 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

You will then be presented with the below pop-up. If you are happy with your attachments, tap “OK”

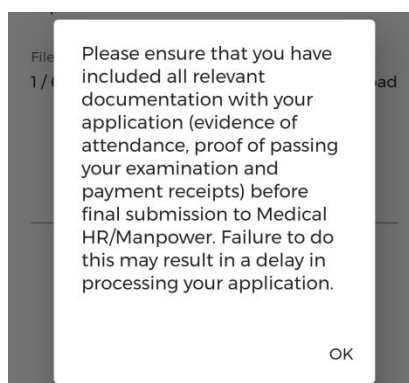


Figure 77: Pop-Up Regarding Attachments

c) Take Photo

If you would prefer to take a photo of the document, you can navigate to the “Take Photo” section of the application form by using the cherry pickers on the purple banner as shown in Figure 75.

Tap the blue camera button to open your camera (You may have to allow the app access to your gallery and camera to use this functionality). You can then take a photo of the document

If you need to re-take the photo tap the “Clear Image”, button to remove the photo you have just taken and then you can re-take the photo using the blue camera icon, as shown below.

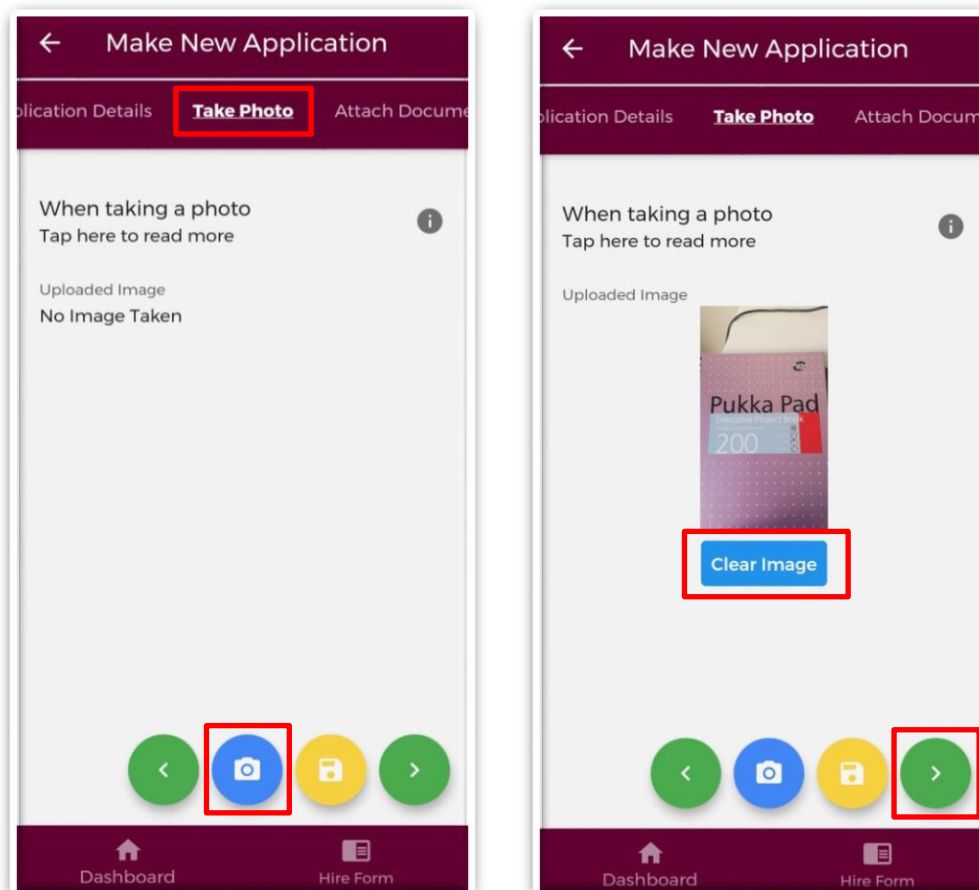


Figure 78: Take Photo for CCERS Application

Once you are happy with the photo you have taken, tap the green forward arrow as shown in Figure 75.

d) Declaration

In order to complete your application you must agree and sign the online declaration. To do this tap the toggle button (highlighted in Figure 76) before tapping the submit button.

Only when you have signed the online declaration and tapped the submit button will the application be visible to your Medical Manpower Department.

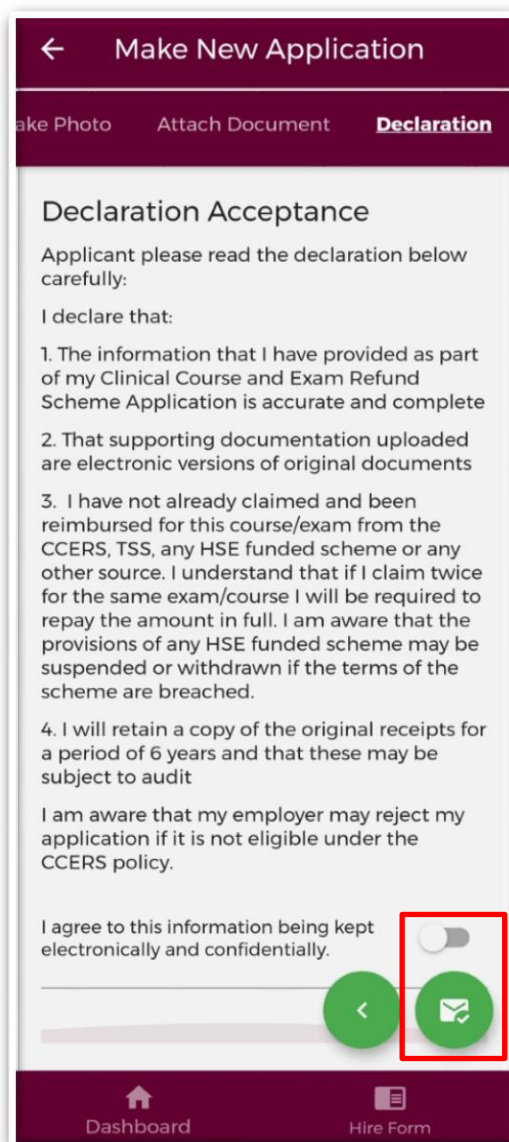


Figure 79: TSS Declaration Screen

Once you have submitted your application a green banner should appear at the bottom of your screen stating that your application has been submitted. Only at that point will your application be visible to your Medical Manpower Department.



Figure 80: Application Submitted

4.7.2.2 Edit Application

You can only edit applications with one of the following status:

- New
- Further Information Required
- Unprocessed

To edit an application and return it to your local Medical Manpower Department, you need to tap the expand arrow (highlighted in Figure 78) and then tap the blue “*Edit Application*” button. This will open the CCERS application form and display any details you had entered previously or attachments uploaded. You can amend these details as appropriate. See section 4.7.2.1 for more information about the CCERS application form.

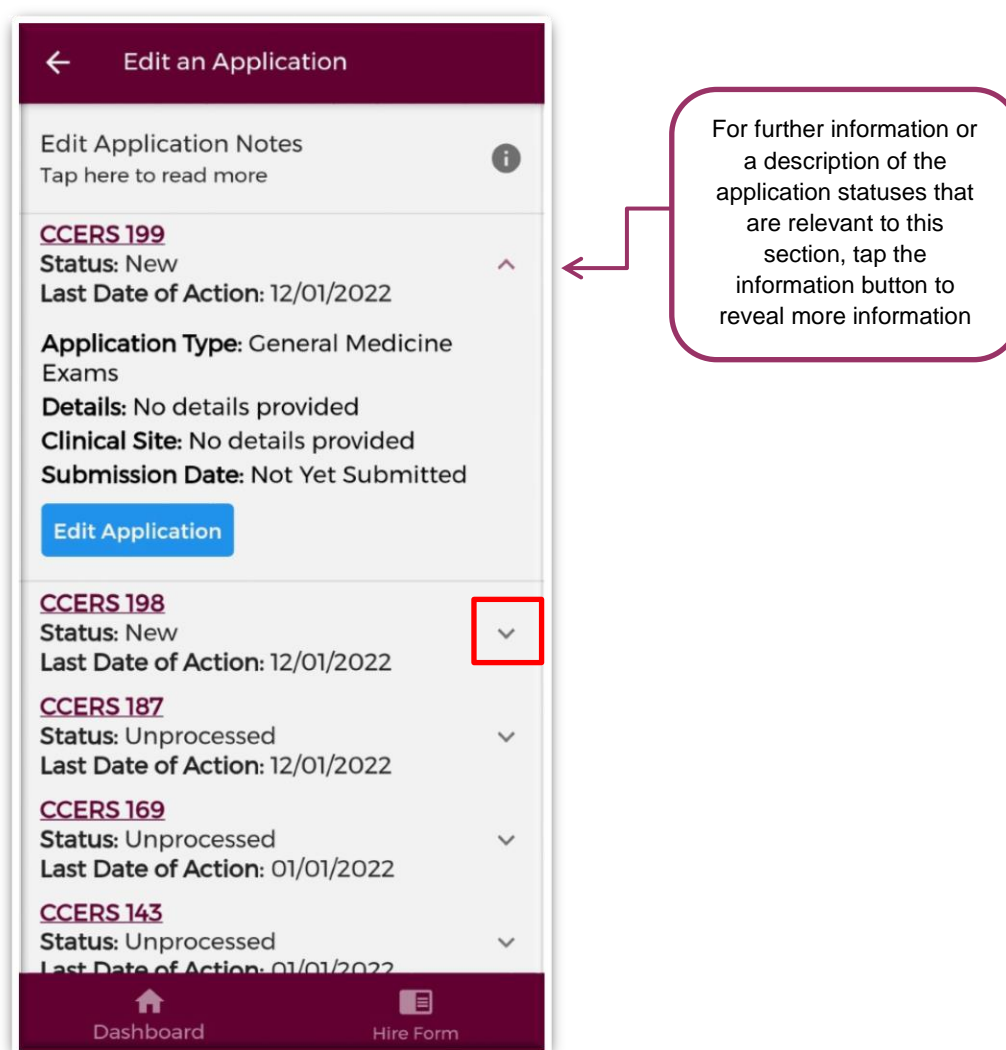


Figure 81: Edit Applications Screen

Note: Please note that in order for these changes to become visible to your Medical Manpower Department you need to progress through the entire application again and make sure you sign the declaration form before tapping the submit button.

4.7.2.3 Log of Applications

This section will display all your TSS and CCERS applications that you have created to date. You can view the main details associated with a particular application by tapping the expand arrow (highlighted in Figure 79). If you want to see further details about your application, you can tap the blue “Download” button to download the application to your phone.

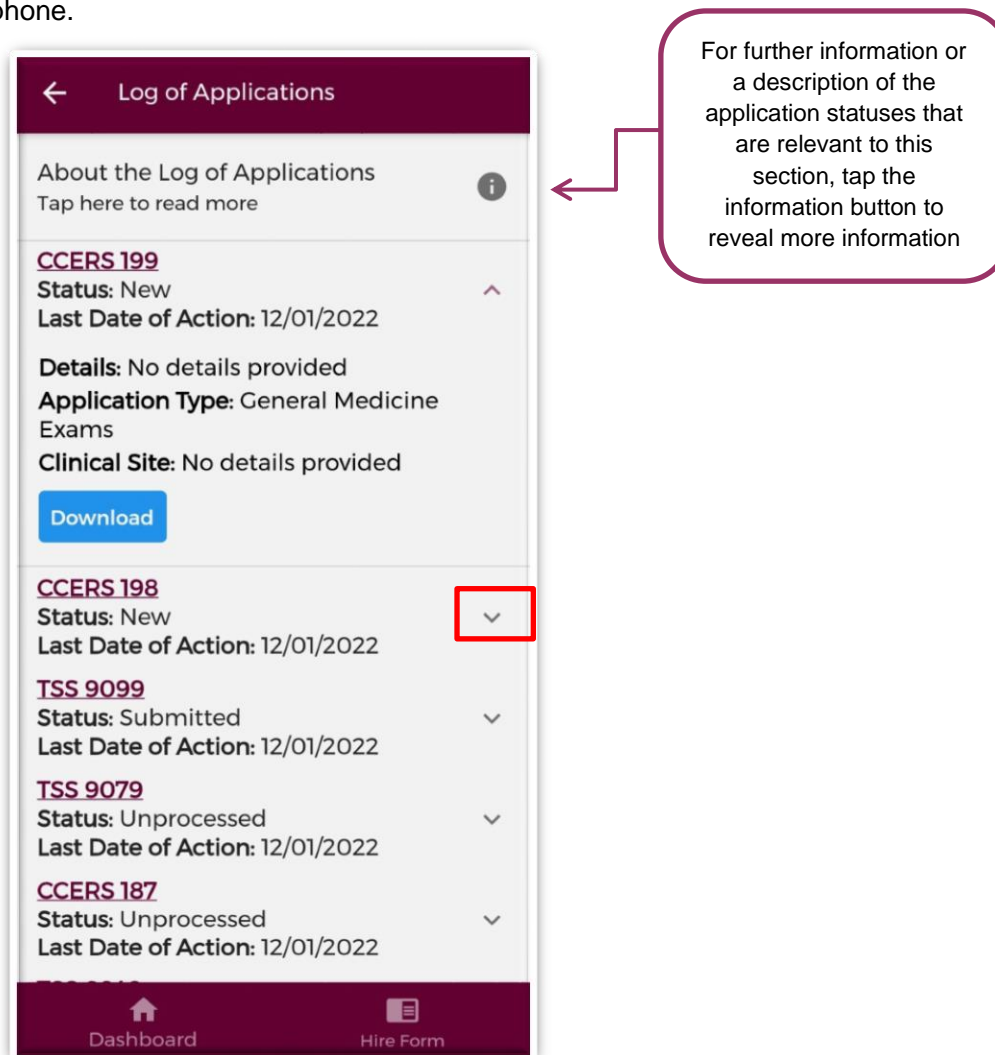


Figure 82: Log of TSS and CCERS Applications Screen

4.7.2.4 Delete Application

You can only delete an application that you have not yet sent to your Medical Manpower for review i.e. only applications with status “New”.

To delete an application you need to tap the expand arrow button (highlighted in Figure 80) and then the blue “Delete Application” button.

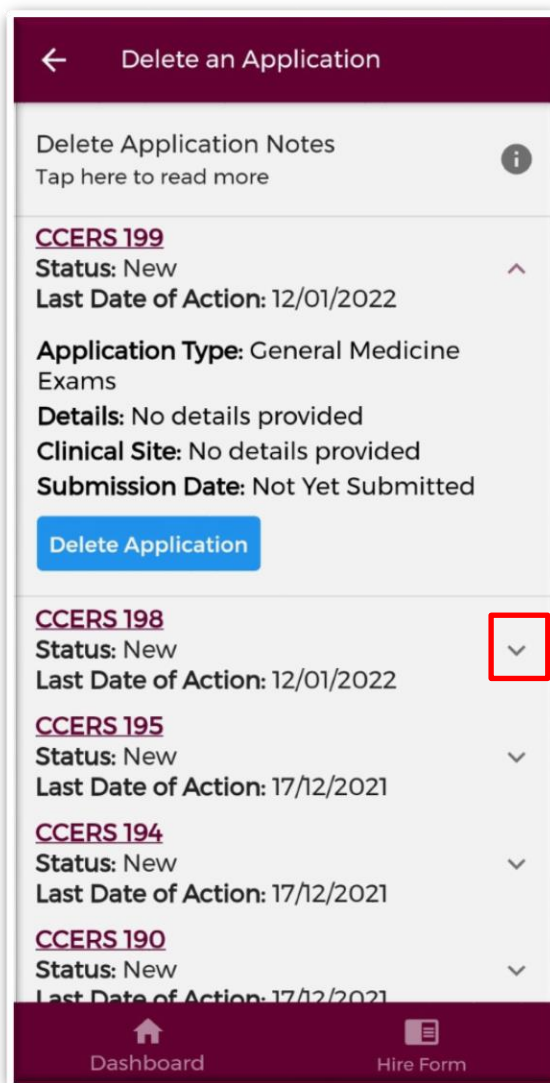


Figure 83: Delete Application Screen

4.7.2.5 CCERS Guidance Document

In this section, you can view the latest version of the CCERS Policy document. This document provides details regarding NCHD eligibility for the scheme and outlines what is eligible for reimbursement via the Clinical Course and Exam Refund Scheme.

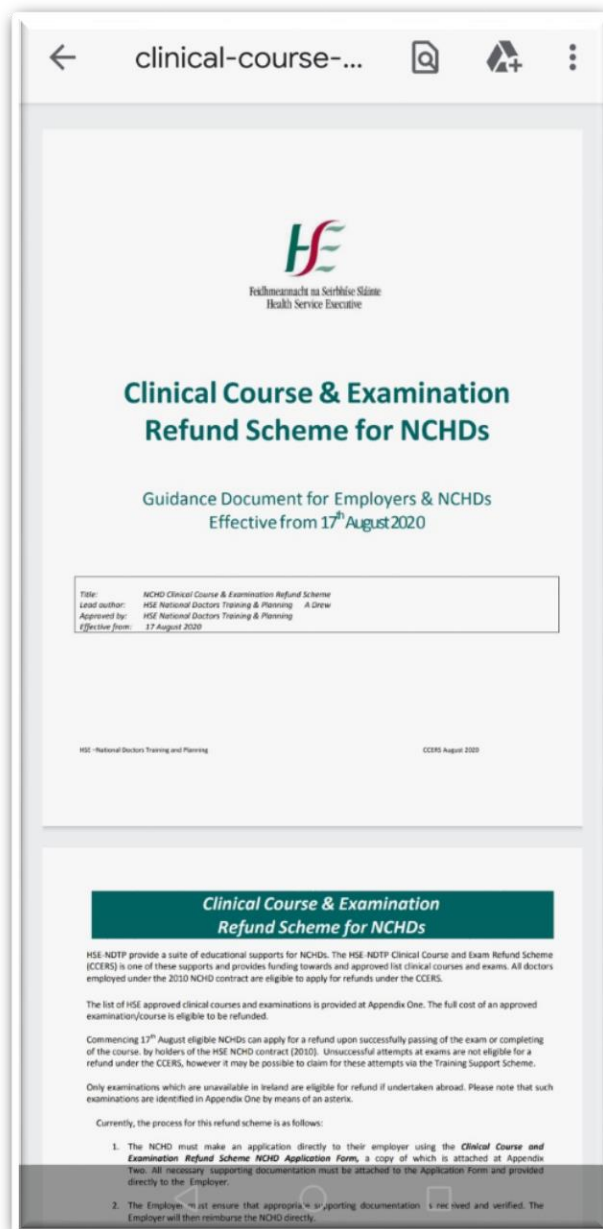


Figure 84: CCERS Guidance/Policy Document

4.8 E-Portfolio

The E-Portfolio module was developed to give NCHDs who are not associated with a Postgraduate Medical Training Body and do not have access to a formal Logbook, the opportunity to record any clinical or professional development activities they have undertaken and have, where applicable, this experience validated. You may seek validation of relevant records from a Supervising Clinician/Consultant, once this activity has occurred within the last six months. Information on these records will be visible to the nominated Supervising Clinician/Consultant you choose to send this data to. The Supervising Clinician/Consultant will access the data via a secure link sent by email. The Supervising Clinician/Consultant will be able to view this data until it has been processed by them or six months has elapsed since the activity date, whichever is the sooner. It is your responsibility to ensure you select the correct IMC number and email address for the nominated Supervising Clinician/Consultant.

This module is available to all NCHDs who have an NER account, however it is not intended to replace the Logbooks developed by Training bodies and therefore should not be used in place of those provided by your training body. Within the E-Portfolio, there are no mandatory or specific sections required for completion. NCHDs are responsible for the content contained within their E-Portfolio. This E-Portfolio is not endorsed by a Postgraduate Medical Training Body and thus does not lead to certification or guarantee eligibility to the Irish Medical Council's Specialist Division of the Register.

For further details on how to use the E-Portfolio, user guides, FAQs and its terms and conditions please visit www.hse.ie/doctors

Important!

Please note that the inclusion of any patient information on the E-Portfolio is strictly prohibited. When completing details on your E-Portfolio it is essential that no information is included which might identify a patient / client / colleague etc such as names / DOBs / patient medical record numbers etc. Information should remain anonymous at all times. Users are reminded to be mindful of Data Protection legislation. Please refer to point 5 of the NER Terms and Conditions, available on the NER Logon screen.

The E-Portfolio module can be accessed from the Dashboard home screen menu of the app and has the following six options available:

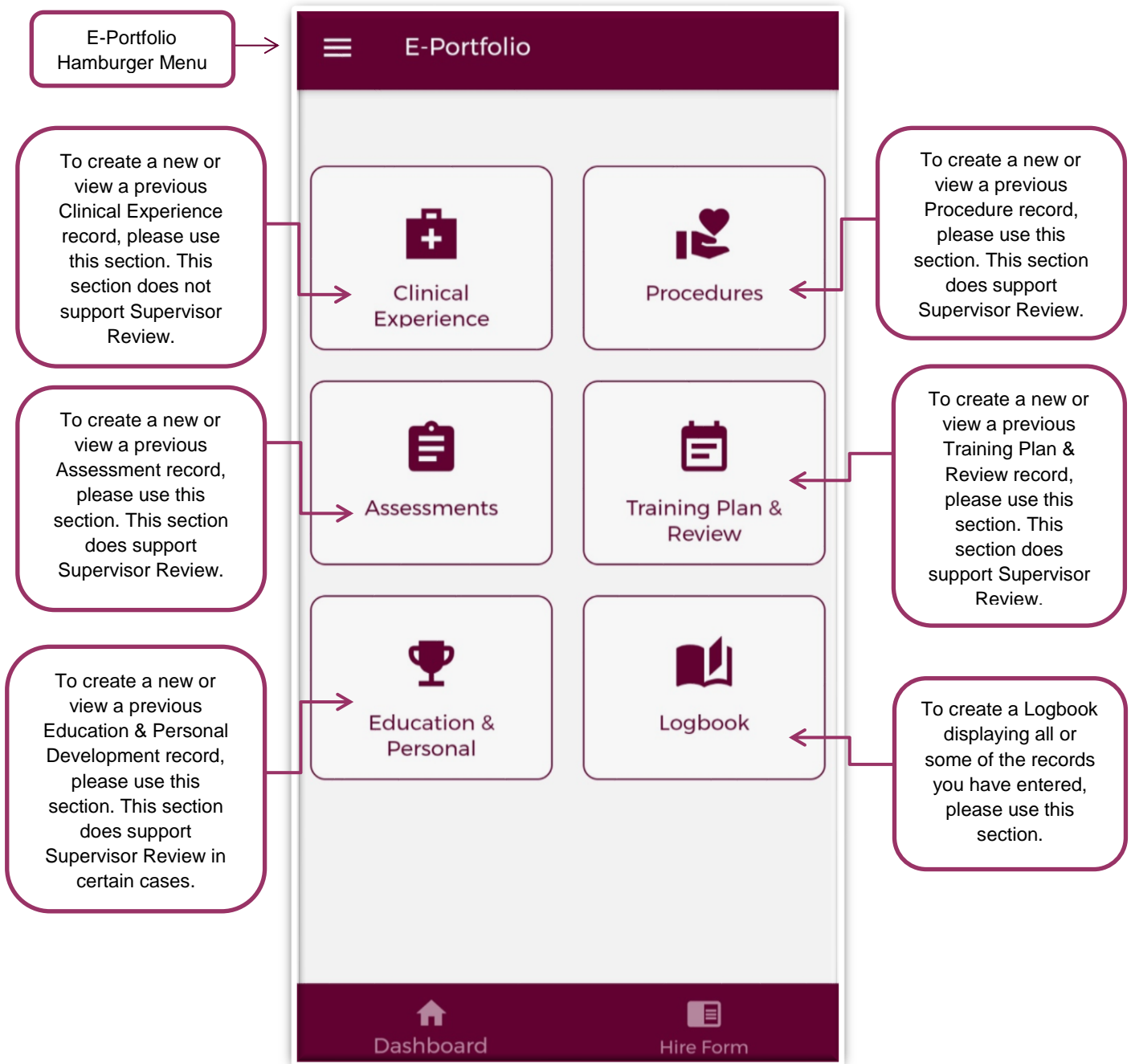


Figure 85: E-Portfolio Home-screen

4.8.1 Clinical Experience

In the Clinical Experience home screen, you will be able to manage existing records created in this section as well as add new records.

a) Clinical Experience – Home Screen

As shown in the Figure 83, you can view all records under this category that you have input to date. Records are listed in order of activity date, in descending order, and each record will have a unique reference number. Tapping the expand arrow allows you to view further details about that record. You may also delete or edit an existing record using the action buttons located beneath the records details provided the record has not been validated.

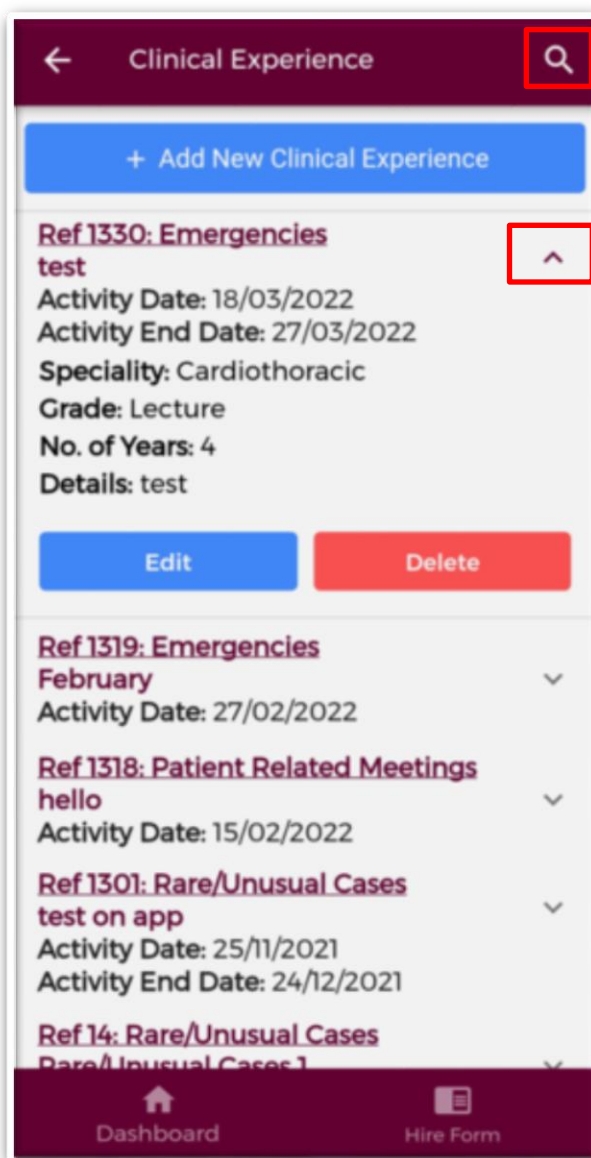


Figure 86: Clinical Experience Records

You may use the filter button (magnifying glass as shown in Figure 83) located in the top right to refine your search for a specific record or display a group of similar records. You can apply one or more filter from below. Once you have selected the filters you require, tap the blue magnifying glass button as highlighted Figure 84.

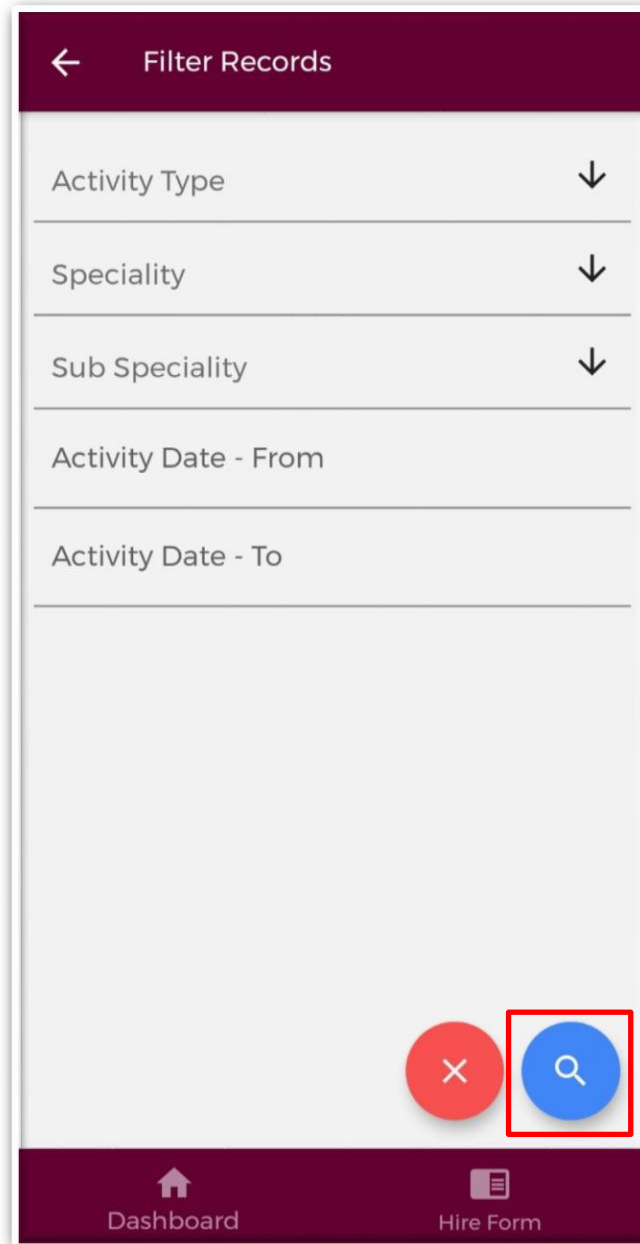


Figure 87: Clinical Experience Filters

b) Add New Clinical Experience Record

Once you tap on the “Add New Clinical Experience” button a screen displaying the different Activity Types will appear:

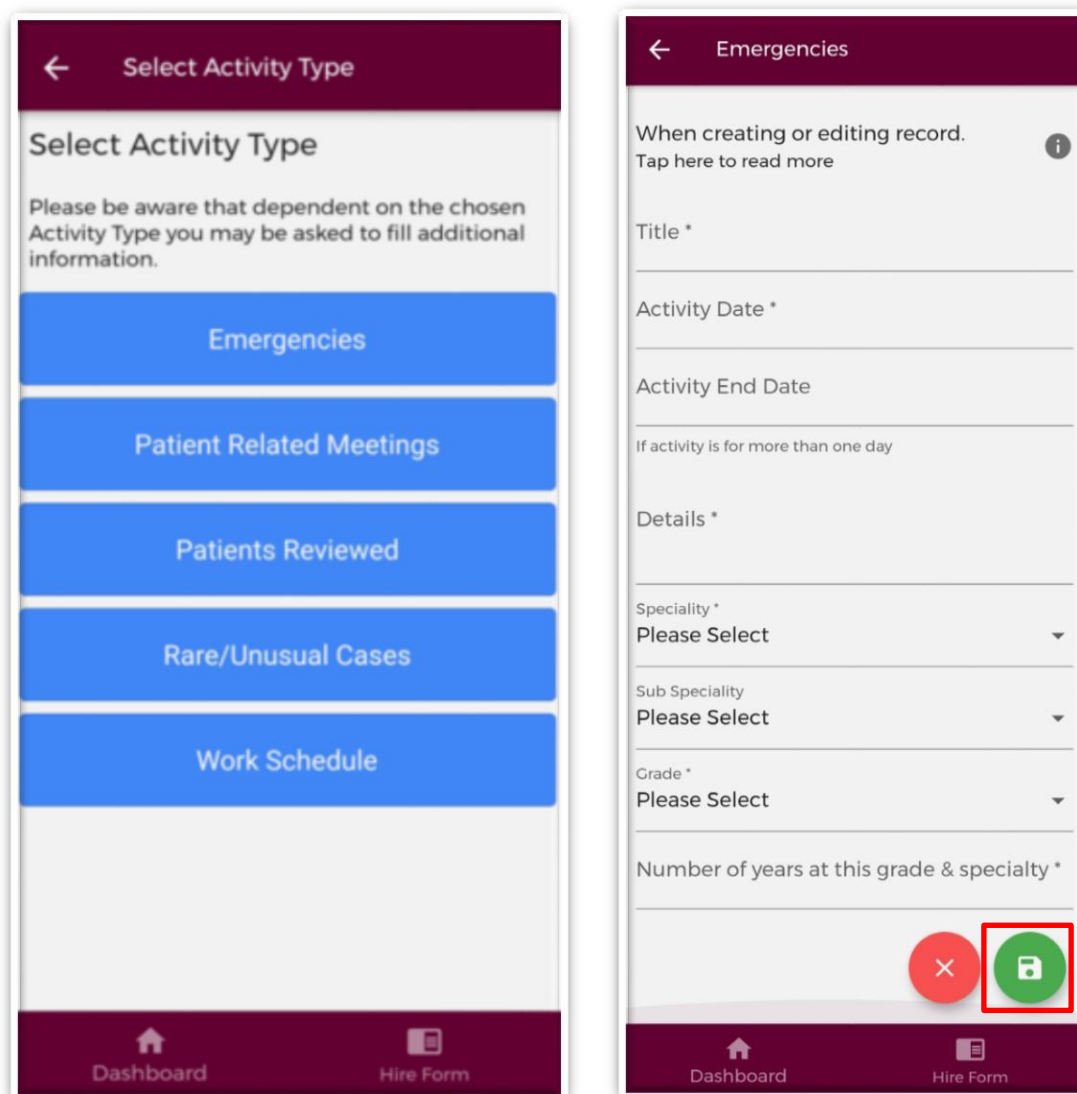


Figure 88: Clinical Experience Activity Types and Adding a New Record

Select the appropriate Activity Type from the above blue buttons. Depending on the Activity Type chosen, the fields you will have to fill in for each Activity Type will differ. Complete all the relevant information, noting that fields marked with a red * are mandatory fields and must be completed in order to save the record. The “Title” field has a maximum character limit of 250 and the “Details” field has a maximum character limit of 3000.

Once you have completed all the relevant fields tap the green “Save” button to save this record, which will be displayed on the Clinical Experience home screen. Tap “Cancel” to disregard changes and return to the clinical experience screen.

NOTE: Clinical Experience Records **cannot** be sent to a Supervising Clinician/Consultant for their review

4.8.2 Procedures

In the Procedures, home screen you will be able to manage existing records created in this section as well as add new records.

a) Procedures – Home Screen

As shown in the Figure 86, you can view all records under this category that you have input to date. Records are listed in order of activity date, in descending order, and each record will have a unique reference number. Tapping the expand arrow allows you to view further details about that record. You may also delete or edit an existing record using the action buttons located beneath the records details provided the record has not been validated.

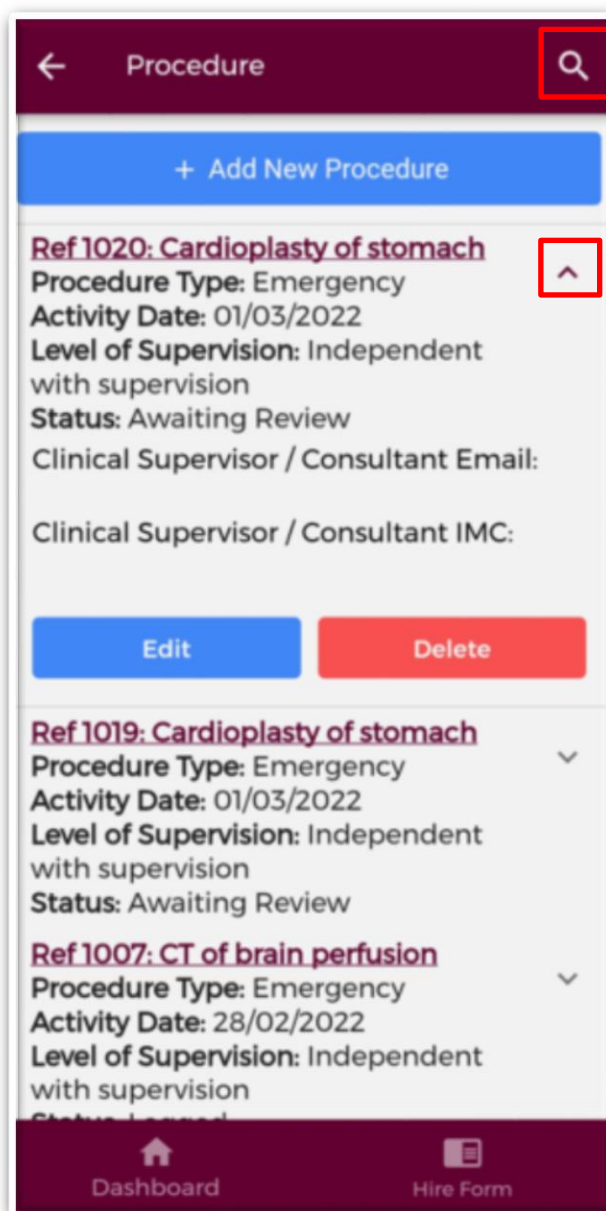


Figure 89: Procedures Records

You may use the filter button (magnifying glass as shown in Figure 86) located in the top right to refine your search for a specific record or display a group of similar records. You can apply one or more filter from below. Once you have selected the filters you require, tap the blue magnifying glass button as highlighted Figure 87.

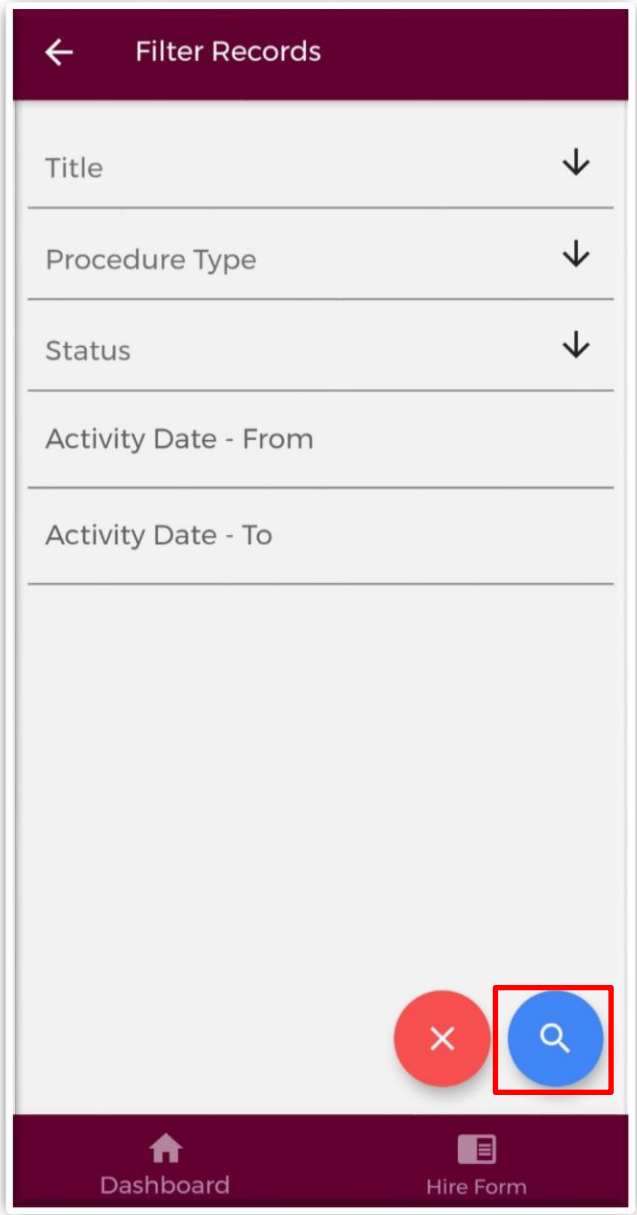


Figure 90: Procedures Filters

b) Add New Procedure Record

Once you tap on the “Add New Procedure” button the following screen will appear:

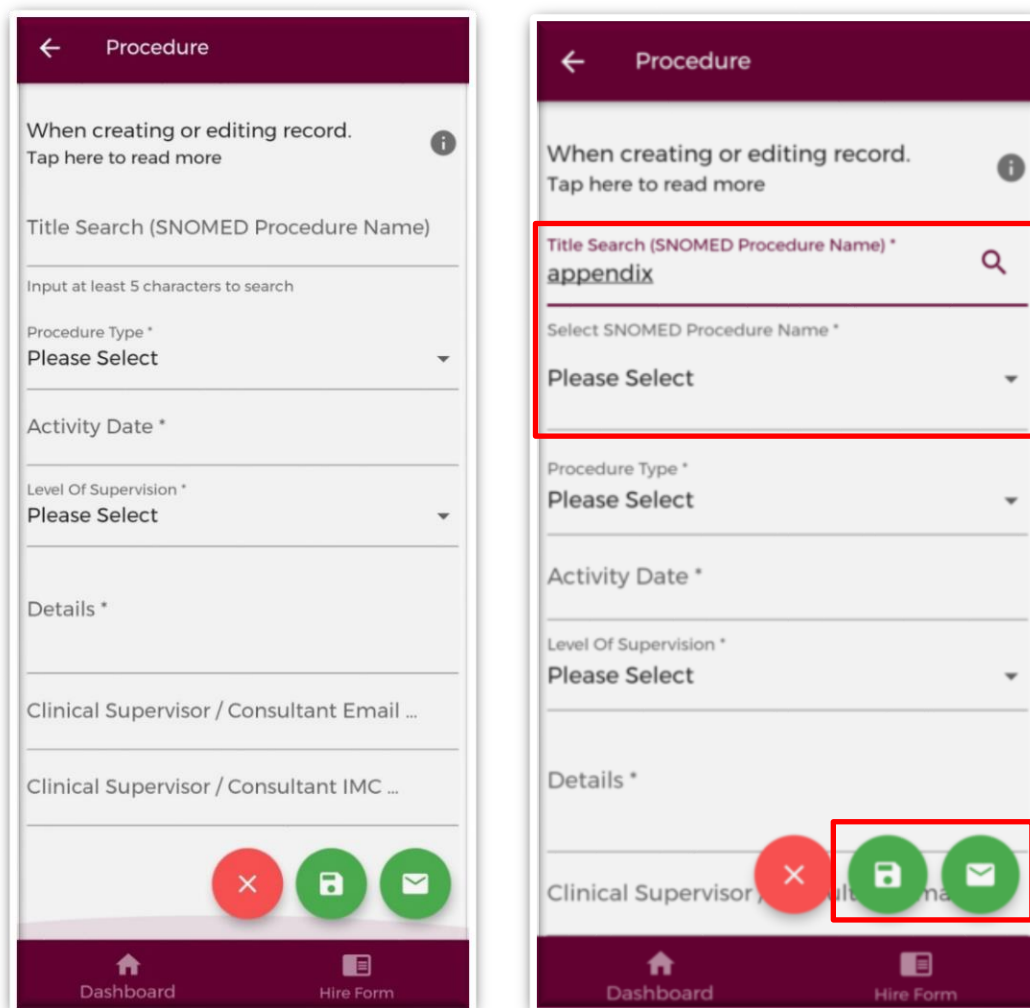


Figure 91: Add New Procedure Record

The “*Title Search (SNOMED Procedure Name)*” field will allow users to search for a procedure name from the SNOMED dictionary. You must enter a minimum of five characters to perform the search. Once this has happened, the “*Select SNOMED Procedure Name*” field will appear with the list of dropdown options associated with the item you were searching for as shown in Figure 88. You will need to select the appropriate procedure title from this dropdown.

Complete all the relevant information, noting that fields marked with a red * are mandatory fields and must be completed in order to save the record. The “*Details*” field has a maximum character limit of 3000.

It is possible to seek validation for a procedure from a Supervising Clinician/Consultant however; **the Activity Date must be less than 6 months ago from today’s date**. The user should input the email address and IMC number of the Supervising Clinician/Consultant that they would like their record validated by. Please ensure accuracy when completing these details. Supervising Clinician/Consultant email addresses must be from a recognised academic institution or clinical site. **No personal emails will be accepted.**

To discard the entry and return to the Procedures home screen tap the red ‘Cancel’ button. To save the entry and not submit to a Supervising Clinician/Consultant for validation tap the green ‘Save’ button (shaped like a floppy disk). This will mean that the record will have status “Logged”.

c) Submitting a Procedure Record to a Supervising Clinician/Consultant for Review

To save the entry and submit to the selected Supervising Clinician/Consultant for validation tap the green ‘Save & Submit’ button (shaped like an envelope).

The following validation message will appear on screen:

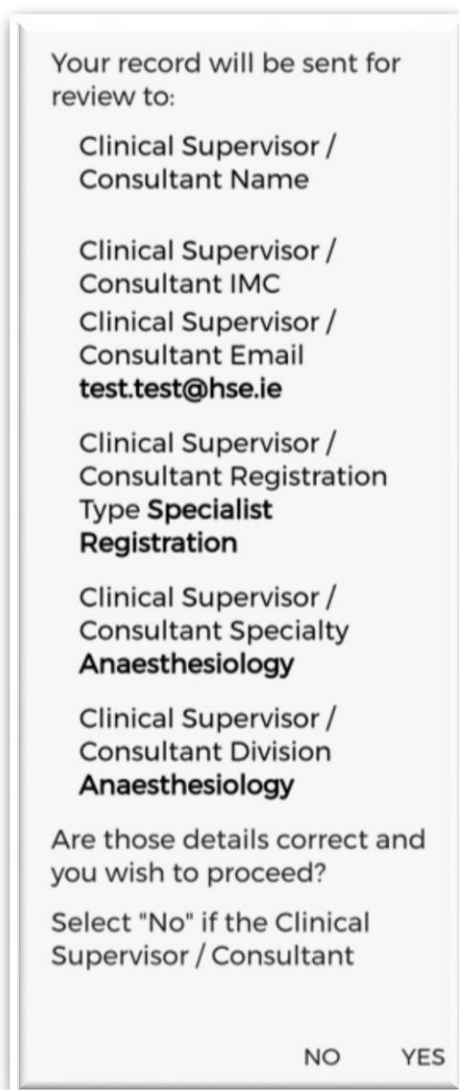


Figure 92: Pop-Up – Submit a Procedure Record to a Supervising Clinician/Consultant for Review

Ensure the Supervising Clinician/Consultant details displayed in the pop up are the details of the Supervising Clinician/Consultant you wish to validate the record. If these details are correct then tap ‘Yes’ to submit for validation. If the details are incorrect tap ‘No’ and you will be returned to the Procedure input screen.

Records which have been sent to a Supervising Clinician/Consultant for validation will have the status “Awaiting Review” displayed.



Records which have been validated by a Supervising Clinician/Consultant will have the status *“Reviewed – Validated”*. You will be able to view their feedback under *“Comments”* by expanding the record by using the expand arrow. You will also see the date that the record was validated. Records that have been validated cannot be edited or deleted.

Records which a Supervising Clinician/Consultant cannot validate will have a status of *“Reviewed – Unable to Validate”*. You will be able to view the consultant’s feedback under *“Comments”* by expanding the record by using the expand arrow. You will also see the date that the record was reviewed on, as well as the reason as to why the Supervising Clinician/Consultant cannot validate the record. Records that have been selected as *“Unable to Validate-Information was not accurate”*, cannot be edited or deleted.

Records that have been logged by you but have not been sent to a Supervising Clinician/Consultant for review, will have status *“Logged”*. Records that have also been returned by a Supervising Clinician/Consultant for one of the following reasons will also appear as logged:

1. Supervising Clinician/Consultant requires further information
2. Supervising Clinician/Consultant does not recognise your IMC
3. Supervising Clinician/Consultant thinks the record was sent to them in error

If you have accidentally sent your record to the incorrect Supervising Clinician/Consultant, you can amend this by tapping *“Edit”* on an *“Awaiting Review”* record where you can update the details correctly and tap *“Save and Submit”*.

4.8.3 Assessments

In the Assessments, home screen you will be able to manage existing records created in this section as well as add new records.

a) Assessments – Home Screen

As shown in the Figure 90, you can view all records under this category that you have input to date. Records are listed in order of activity date, in descending order, and each record will have a unique reference number. Tapping the expand arrow allows you to view further details about that record. You may also delete or edit an existing record using the action buttons located beneath the records details provided the record has not been validated.

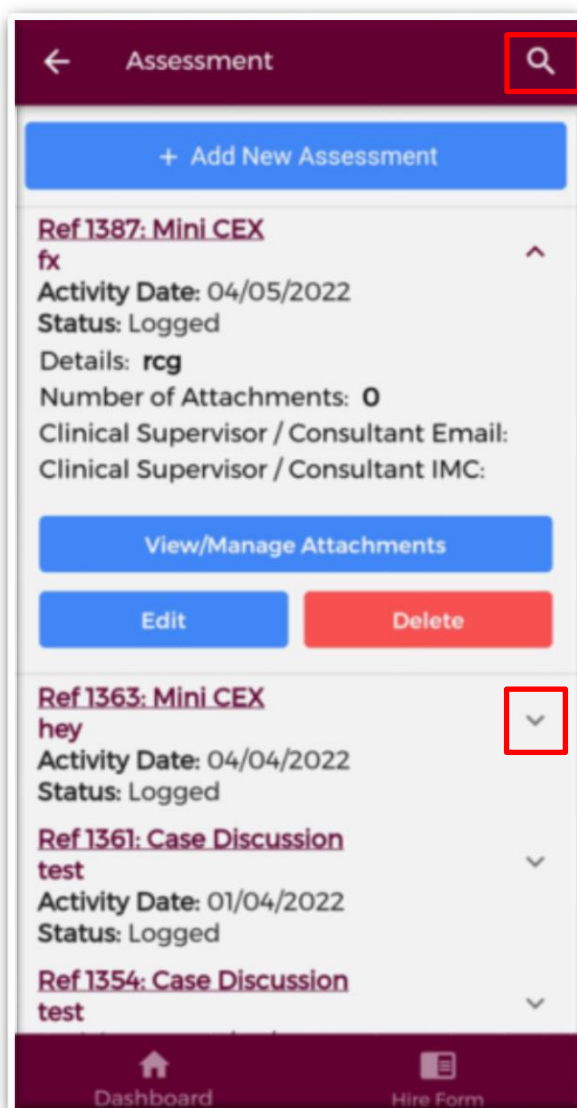


Figure 93: Assessments Records

You may use the filter button (magnifying glass as shown in Figure 90) located in the top right to refine your search for a specific record or display a group of similar records. You can apply one or more filter from below. Once you have selected the filters you require, tap the blue magnifying glass button as highlighted Figure 91.

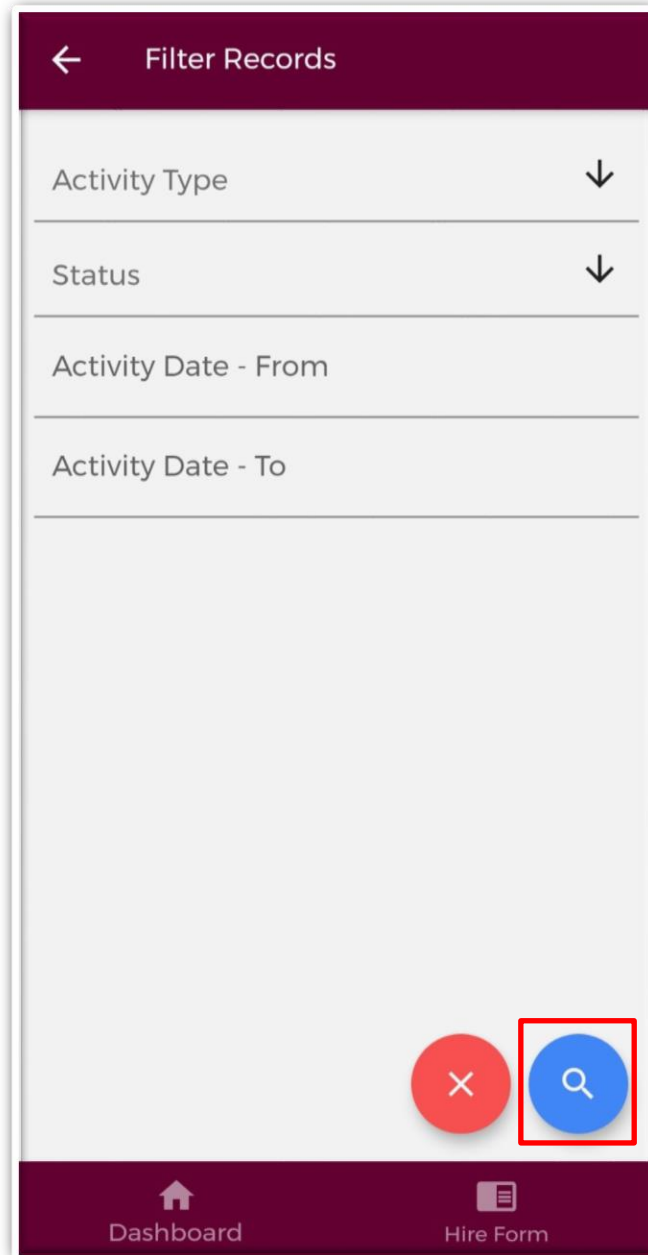


Figure 94: Assessments Filters

b) Add New Assessment Record

Once you tap on the “Add New Assessment” button the following screen will appear:

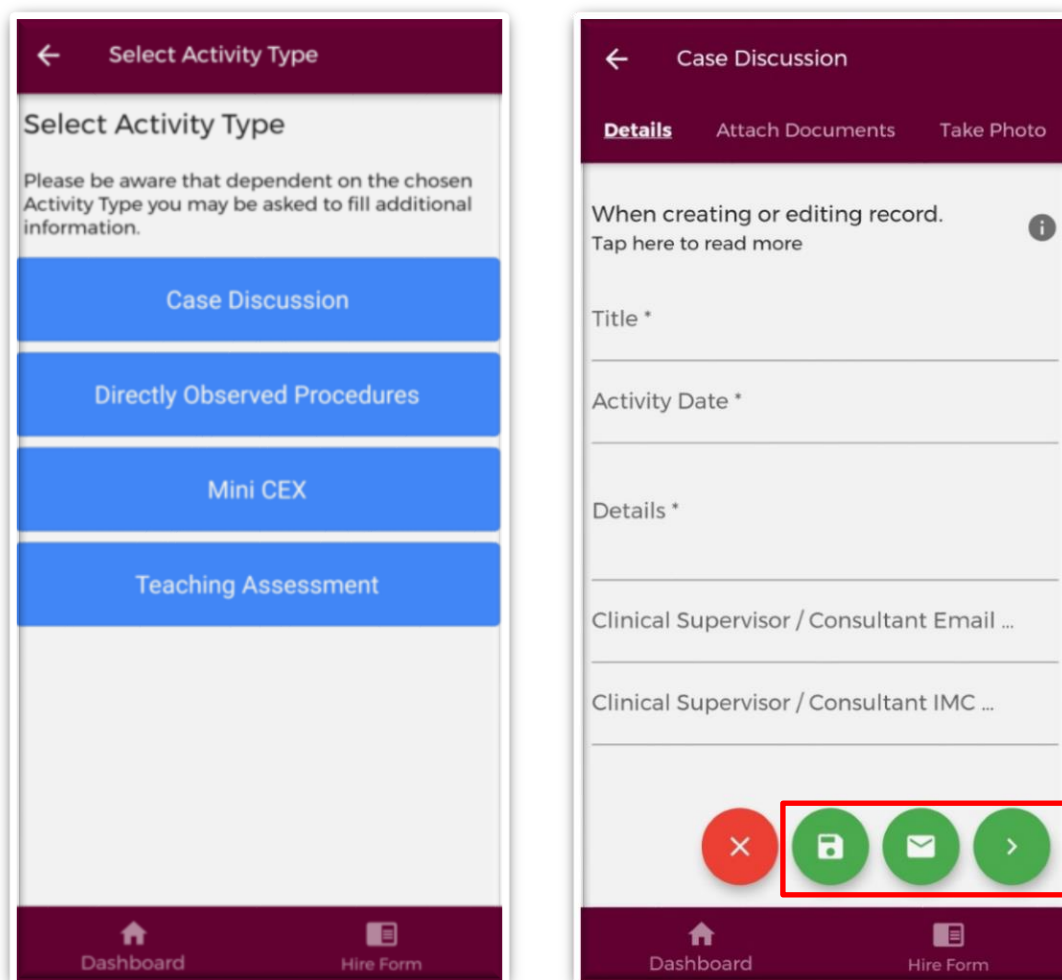


Figure 95: Adding a New Assessment Record

Select the appropriate Activity Type from the above blue buttons. Depending on the Activity Type chosen, the fields you will have to fill in for each Activity Type will differ. Complete all the relevant information, noting that fields marked with a red * are mandatory fields and must be completed in order to save the record. The “Title” field has a maximum character limit of 250 and the “Details” field has a maximum character limit of 3000.

It is possible to seek validation for an Assessment from a Supervising Clinician/Consultant however; **the Activity Date must be less than 6 months ago from today’s date**. The user should input the email address and IMC number of the Supervising Clinician/Consultant that they would like their record validated by. Please ensure accuracy when completing these details. Supervising Clinician/Consultant email addresses must be from a recognised academic institution or clinical site. **No personal emails will be accepted.**

To discard the entry and return to the Assessments home screen tap the red 'Cancel' button.

To save the entry and not submit to a Supervising Clinician/Consultant for validation tap the green 'Save' button (shaped like a floppy disk). This will mean that the record will have status "Logged".

To attach a document or take a photo of the document, tap the green forward button.

c) **Submitting an Assessment Record to a Supervising Clinician/Consultant for Review**

To save the entry and submit to the selected Supervising Clinician/Consultant for validation tap the green 'Save & Submit' button (shaped like an envelope).

The following validation message will appear on screen:

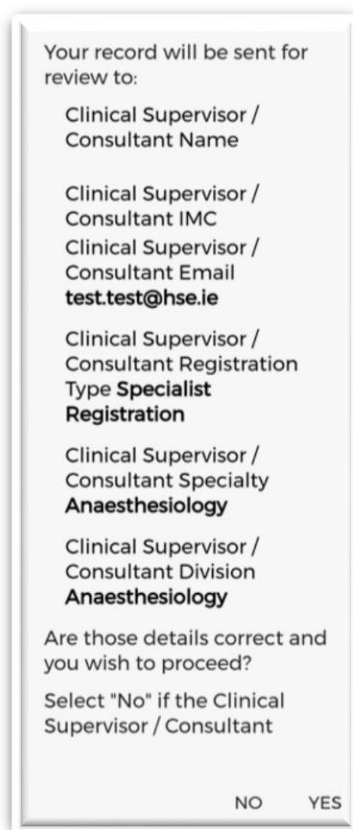


Figure 96: Pop-Up – Submit an Assessment Record to a Supervising Clinician/Consultant for Review

Ensure the Supervising Clinician/Consultant details displayed in the pop up are the details of the Supervising Clinician/Consultant you wish to validate the record. If these details are correct then tap 'Yes' to submit for validation. If the details are incorrect tap 'No' and you will be returned to the Assessments input screen.

Records which have been sent to a Supervising Clinician/Consultant for validation will have the status "Awaiting Review" displayed.

Records which have been validated by a Supervising Clinician/Consultant will have the status "Reviewed – Validated". You will be able to view their feedback under "Comments" by expanding the record by using the expand arrow. You will also see the date that the record was validated. Records that have been validated cannot be edited or deleted.

Records which a Supervising Clinician/Consultant cannot validate will have a status of *“Reviewed – Unable to Validate”*. You will be able to view the consultant’s feedback under *“Comments”* by expanding the record by using the expand arrow. You will also see the date that the record was reviewed on, as well as the reason as to why the Supervising Clinician/Consultant cannot validate the record. Records that have been selected as *“Unable to Validate-Information was not accurate”* cannot be edited or deleted.

Records that have been logged by you but have not been sent to a Supervising Clinician/Consultant for review will have status *“Logged”*. Records that have also been returned by a Supervising Clinician/Consultant for one of the following reasons will also appear as logged:

1. Supervising Clinician/Consultant requires further information
2. Supervising Clinician/Consultant does not recognise your IMC
3. Supervising Clinician/Consultant thinks the record was sent to them in error

If you have accidentally sent your record to the incorrect Supervising Clinician/Consultant, you can amend this by tapping *“Edit”* on an *“Awaiting Review”* record where you can update the details correctly and tap *“Save and Submit”*.

d) Attaching Documents or Taking a Photo for an Assessment Record

Supporting documentation may be attached to any Assessment record by tapping the *“Attach Documents”* button on the purple banner. The below screen will appear:

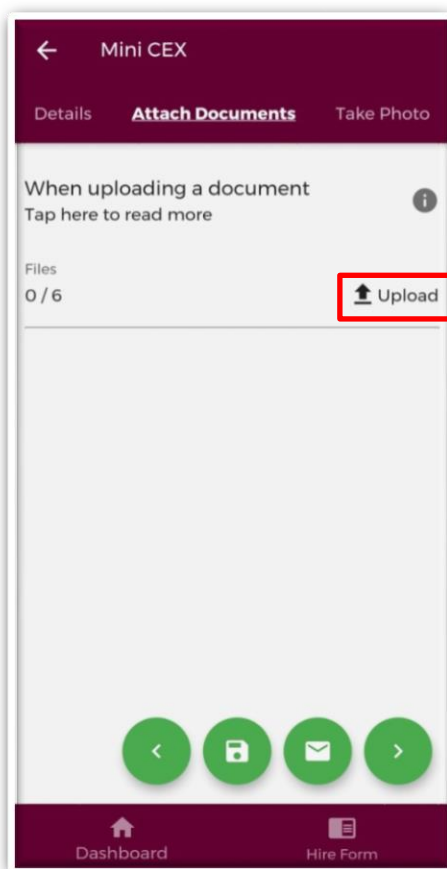


Figure 97: Attaching Documents to an Assessment Record

You can upload multiple documents in this section. However, it is advised that a maximum of six documents be uploaded at any one time to avoid delays in upload time for documents.

Please note the following regarding file uploads:

- The document should not exceed 5MB file size.
- Only documents in PNG, JPEG or PDF format can be uploaded

Once the documents you have selected are uploaded, you will see a preview image of what documents you have selected. If you have accidentally uploaded an incorrect document and no longer want to include this tap the “x” button beside the preview image.

To the left of the screen you will see how many attachments you have currently attached to your record. If you need to attach more documents, you can tap the upload button again and select the documents you require.

Once you are happy with the attachments you have chosen you should do one of the following as shown in Figure 95:

1. Tap the green floppy disk button to save your record as “*Logged*”
2. Tap the green envelope button to save and submit your record to the Supervising Clinician/Consultant you entered details for in the first section
3. Tap the green forward button to move to the “*Take Photo*” section

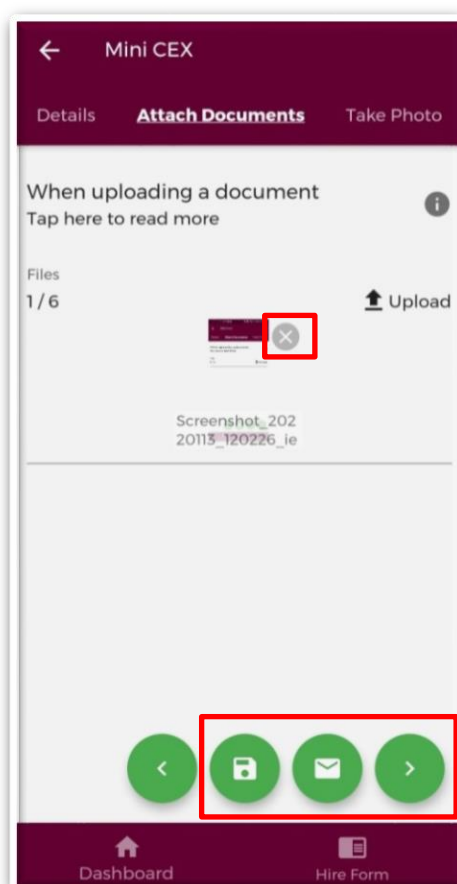


Figure 98: Attaching Documents to an Assessment Record

If you would prefer to take a photo of the document, you can navigate to the “*Take Photo*” section of the application form by using the cherry pickers on the purple banner as shown in Figure 96.

Tap the blue camera button to open your camera (You may have to allow the app access to your gallery and camera to use this functionality). You can then take a photo of the document.

If you need to re-take the photo tap the “*Clear Image*”, button to remove the photo you have just taken and then you can re-take the photo using the blue camera icon, as shown below.

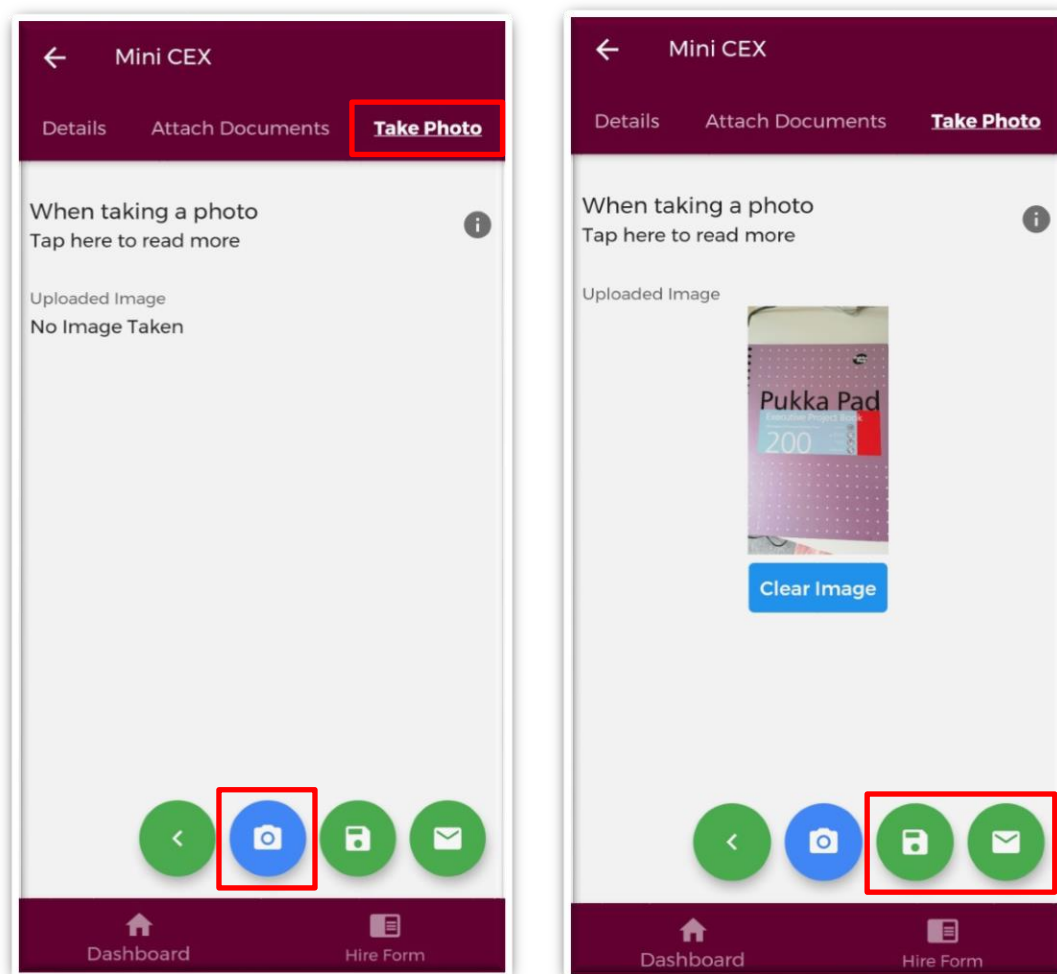


Figure 99: Taking a photo for an Assessment Record

Once you are happy with the attachments you have chosen you should do one of the following as shown in Figure 96:

1. Tap the green floppy disk button to save your record as “*Logged*”
2. Tap the green envelope button to save and submit your record to the Supervising Clinician/Consultant you entered details for in the first section

4.8.4 Training Plan & Review

In the Training Plan & Review, home screen you will be able to manage existing records created in this section as well as add new records.

a) Training Plan & Review – Home Screen

As shown in the Figure 97, you can view all records under this category that you have input to date. Records are listed in order of activity date, in descending order, and each record will have a unique reference number. Tapping the expand arrow allows you to view further details about that record. You may also delete or edit an existing record using the action buttons located beneath the records details provided the record has not been validated.

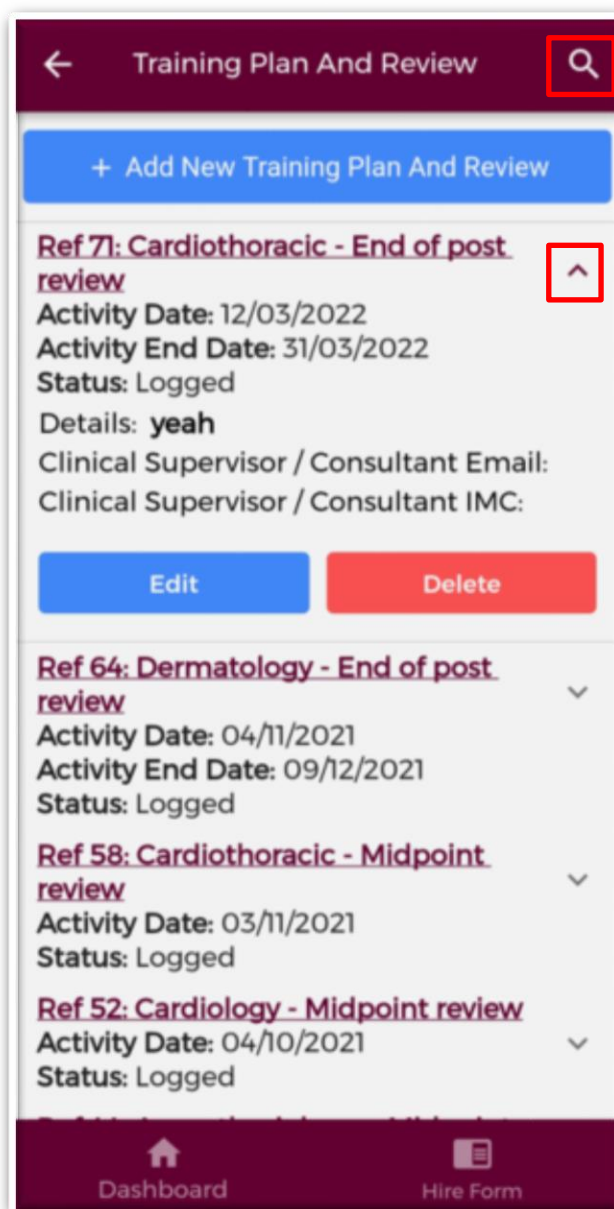


Figure 100: Training Plan & Review Records

You may use the filter button (magnifying glass as shown in Figure 97) located in the top right to refine your search for a specific record or display a group of similar records. You can apply one or more filter from below. Once you have selected the filters you require, tap the blue magnifying glass button as highlighted Figure 98.

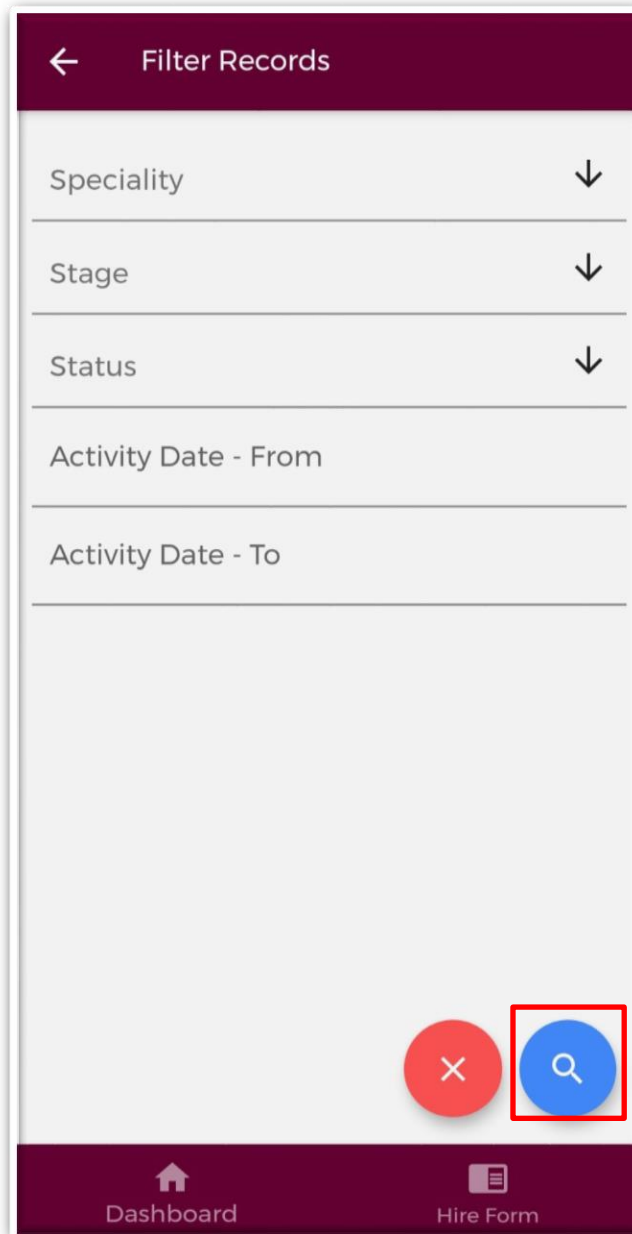


Figure 101: Training Plan & Review Filters

b) Add New Training Plan & Review Record

Once you tap on the “Add New Training Plan & Review” button the following screen will appear:

Figure 102: Add New Training Plan & Review Record

Complete all the relevant information, noting that fields marked with a red * are mandatory fields and must be completed in order to save the record. The “Details” field has a maximum character limit of 3000.

It is possible to seek validation for a training Plan & Review Record from a Supervising Clinician/Consultant however; **the Activity Date must be less than 6 months ago from today’s date.** The user should input the email address and IMC number of the Supervising Clinician/Consultant that they would like their record validated by. Please

ensure accuracy when completing these details. Supervising Clinician/Consultant email addresses must be from a recognised academic institution or clinical site. **No personal emails will be accepted.**

To discard the entry and return to the Training Plan & Review home screen tap the red 'Cancel' button.

To save the entry and not submit to a Supervising Clinician/Consultant for validation tap the green 'Save' button (shaped like a floppy disk). This will mean that the record will have status "Logged".

c) Submitting a Training Plan & Review Record to a Supervising Clinician/Consultant for Review

To save the entry and submit to the selected Supervising Clinician/Consultant for validation tap the green 'Save & Submit' button (shaped like an envelope).

The following validation message will appear on screen:

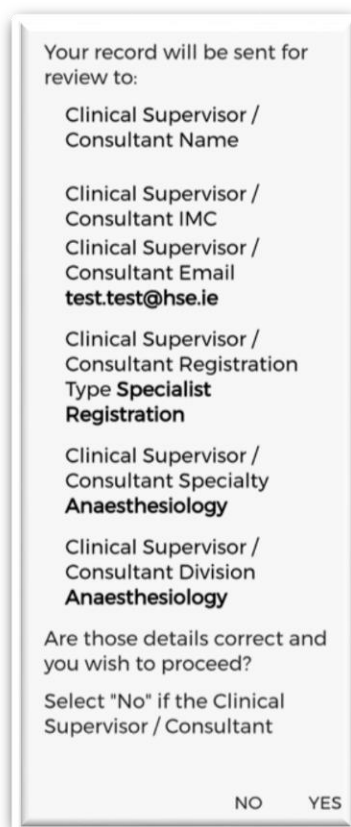


Figure 103: Pop-Up – Submit a Training Plan & Review Record to a Supervising Clinician/Consultant for Review

Ensure the Supervising Clinician/Consultant details displayed in the pop up are the details of the Supervising Clinician/Consultant you wish to validate the record. If these details are correct then tap 'Yes' to submit for validation. If the details are incorrect tap 'No' and you will be returned to the Training Plan & Review input screen.

Records which have been sent to a Supervising Clinician/Consultant for validation will have the status "Awaiting Review" displayed.

Records which have been validated by a Supervising Clinician/Consultant will have the status *“Reviewed – Validated”*. You will be able to view their feedback under *“Comments”* by expanding the record by using the expand arrow. You will also see the date that the record was validated. Records that have been validated cannot be edited or deleted.

Records which a Supervising Clinician/Consultant cannot validate will have a status of *“Reviewed – Unable to Validate”*. You will be able to view the consultant’s feedback under *“Comments”* by expanding the record by using the expand arrow. You will also see the date that the record was reviewed on, as well as the reason as to why the Supervising Clinician/Consultant cannot validate the record. Records that have been selected as *“Unable to Validate-Information was not accurate”* cannot be edited or deleted.

Records that have been logged by you but have not been sent to a Supervising Clinician/Consultant for review will have status *“Logged”*. Records that have also been returned by a Supervising Clinician/Consultant for one of the following reasons will also appear as logged:

1. Supervising Clinician/Consultant requires further information
2. Supervising Clinician/Consultant does not recognise your IMC
3. Supervising Clinician/Consultant thinks the record was sent to them in error

If you have accidentally sent your record to the incorrect Supervising Clinician/Consultant, you can amend this by tapping *“Edit”* on an *“Awaiting Review”* record where you can update the details correctly and tap *“Save and Submit”*.

4.8.5 Educational & Personal Development

In the Educational & Personal Development home screen, you will be able to manage existing records created in this section as well as add new records.

a) Educational & Personal Development – Home Screen

As shown in the Figure 101, you can view all records under this category that you have input to date. Records are listed in order of activity date, in descending order, and each record will have a unique reference number. Tapping the expand arrow allows you to view further details about that record. You may also delete or edit an existing record using the action buttons located beneath the records details provided the record has not been validated.

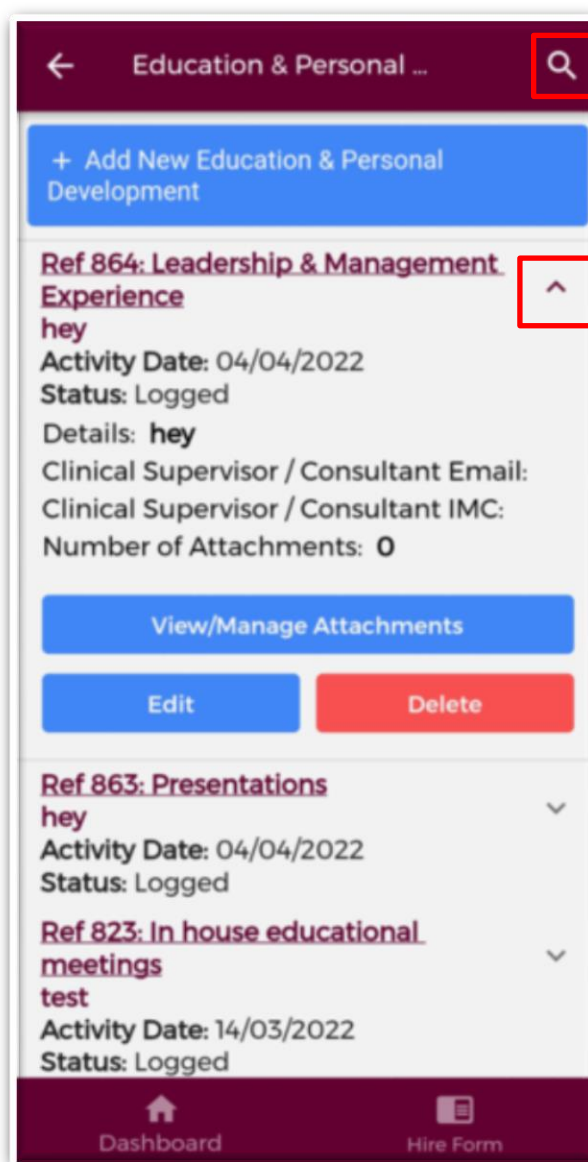


Figure 104: Educational & Personal Development Records

You may use the filter button (magnifying glass as shown in Figure 101) located in the top right to refine your search for a specific record or display a group of similar records.

You can apply one or more filter from below. Once you have selected the filters you require, tap the blue magnifying glass button as highlighted Figure 102.

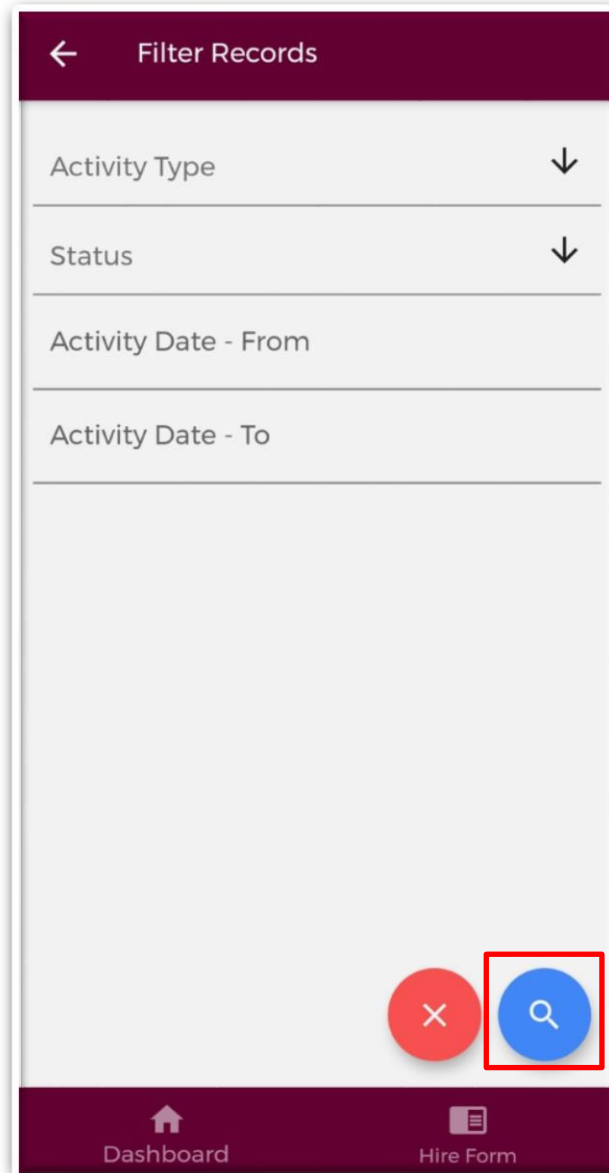


Figure 105: Educational & Personal Development Filters

b) Add New Educational & Personal Development Record

Once you tap on the “Add New Educational & Personal Development” button the following screen will appear:

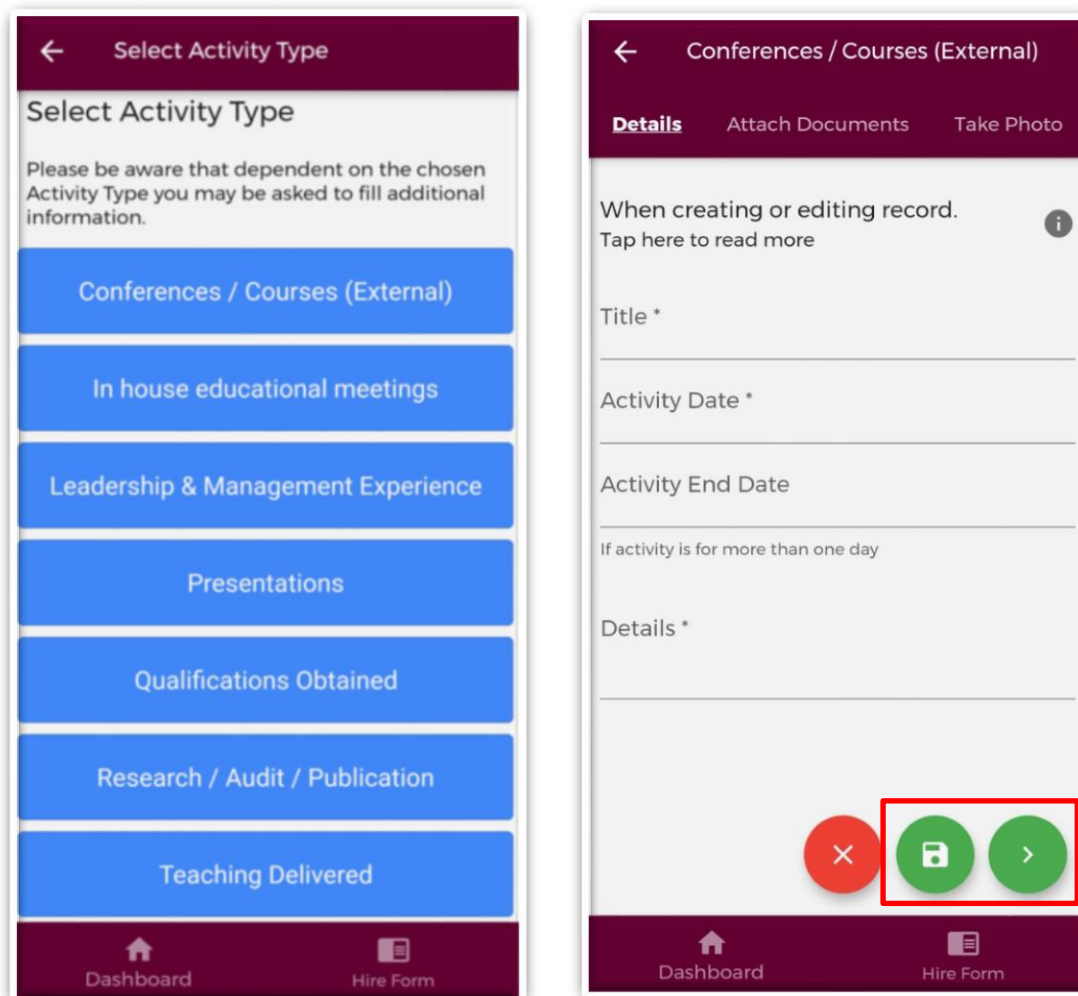


Figure 106: Adding a New Educational & Personal Development Record

Depending on the Activity Type chosen, the fields you will have to fill in for each Activity Type will differ. Complete all the relevant information, noting that fields marked with a red * are mandatory fields and must be completed in order to save the record. The “Title” field has a maximum character limit of 250 and the “Details” field has a maximum character limit of 3000.

It is possible to seek validation for a Leadership & Management Experience Record from a Supervising Clinician/Consultant however; **the Activity Date must be less than 6 months ago from today’s date.** The user should input the email address and IMC number of the Supervising Clinician/Consultant that they would like their record validated by. Please ensure accuracy when completing these details. Supervising Clinician/Consultant email addresses must be from a recognised academic institution or clinical site. **No personal emails will be accepted.**

To discard the entry and return to the Educational & Personal Development home screen tap the red ‘Cancel’ button.

To save the entry and not submit to a Supervising Clinician/Consultant for validation tap the green ‘Save’ button (shaped like a floppy disk). This will mean that the record will have status “*Logged*”.

To attach a document or take a photo of the document, tap the green forward button.

c) *Submitting a Leadership & Management Experience Record to a Supervising Clinician/Consultant for Review*

Please note not all Educational & Personal Development Records can be sent to a Supervising Clinician/Consultant for review. Only Leadership & Management Records have this functionality. To save the entry and submit to the selected Supervising Clinician/Consultant for validation tap the green ‘Save & Submit’ button (shaped like an envelope).

The following validation message will appear on screen:

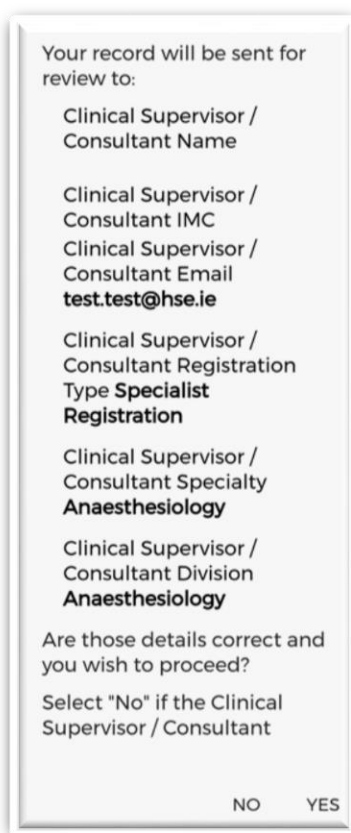


Figure 107: Pop-Up – Submit a Leadership & Management Record to a Supervising Clinician/Consultant for Review

Ensure the Supervising Clinician/Consultant details displayed in the pop up are the details of the Supervising Clinician/Consultant you wish to validate the record. If these details are correct then tap ‘Yes’ to submit for validation. If the details are incorrect tap ‘No’ and you will be returned to the Educational & Personal Development input screen.

Records which have been sent to a Supervising Clinician/Consultant for validation will have the status “*Awaiting Review*” displayed.

Records which have been validated by a Supervising Clinician/Consultant will have the status “*Reviewed – Validated*”. You will be able to view their feedback under “*Comments*” by expanding the record by using the expand arrow. You will also see the



date that the record was validated. Records that have been validated cannot be edited or deleted.

Records which a Supervising Clinician/Consultant cannot validate will have a status of *“Reviewed – Unable to Validate”*. You will be able to view the consultant’s feedback under *“Comments”* by expanding the record by using the expand arrow. You will also see the date that the record was reviewed on, as well as the reason as to why the Supervising Clinician/Consultant cannot validate the record. Records that have been selected as *“Unable to Validate-Information was not accurate”* cannot be edited or deleted.

Records that have been logged by you but have not been sent to a Supervising Clinician/Consultant for review will have status *“Logged”*. Records that have also been returned by a Supervising Clinician/Consultant for one of the following reasons will also appear as logged:

1. Supervising Clinician/Consultant requires further information
2. Supervising Clinician/Consultant does not recognise your IMC
3. Supervising Clinician/Consultant thinks the record was sent to them in error

If you have accidentally sent your record to the incorrect Supervising Clinician/Consultant, you can amend this by tapping *“Edit”* on an *“Awaiting Review”* record where you can update the details correctly and tap *“Save and Submit”*.

d) *Attaching Documents or Taking a Photo for an Educational & Personal Development Record*

Supporting documentation may be attached to any Educational & Personal Development record by tapping the “*Attach Documents*” button on the purple banner. The below screen will appear:

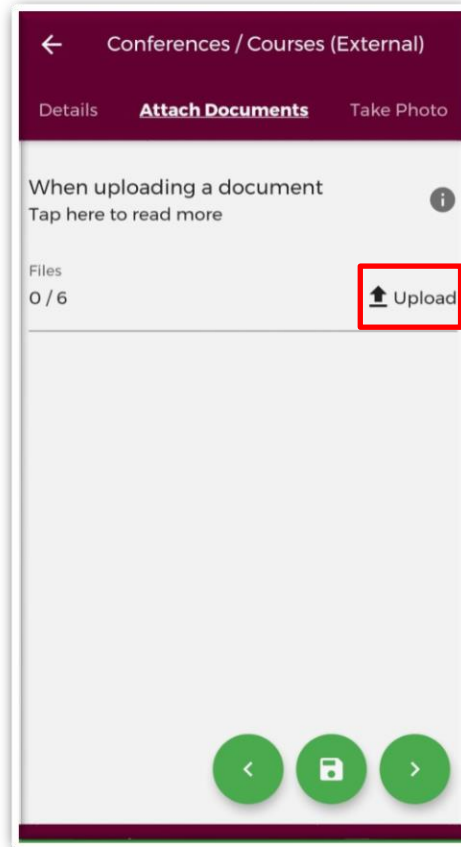


Figure 108: Attaching Documents to an Educational & Personal Development Record

You can upload multiple documents in this section. However, it is advised that a maximum of six documents be uploaded at any one time to avoid delays in upload time for documents.

Please note the following regarding file uploads:

- The document should not exceed 5MB file size.
- Only documents in PNG, JPEG or PDF format can be uploaded

Once the documents you have selected are uploaded, you will see a preview image of what documents you have selected. If you have accidentally uploaded an incorrect document and no longer want to include this, tap the “x” button beside the preview image.

To the left of the screen you will see how many attachments you have currently attached to your record. If you need to attach more documents, you can tap the upload button again and select the documents you require.

Once you are happy with the attachments you have chosen you should do one of the following as shown in Figure 106:

1. Tap the green floppy disk button to save your record as “*Logged*”
2. Tap the green envelope button to save and submit your record to the Supervising Clinician/Consultant you entered details for in the first section (Only for Leadership & Management Records)
3. Tap the green forward button to move to the “*Take Photo*” section

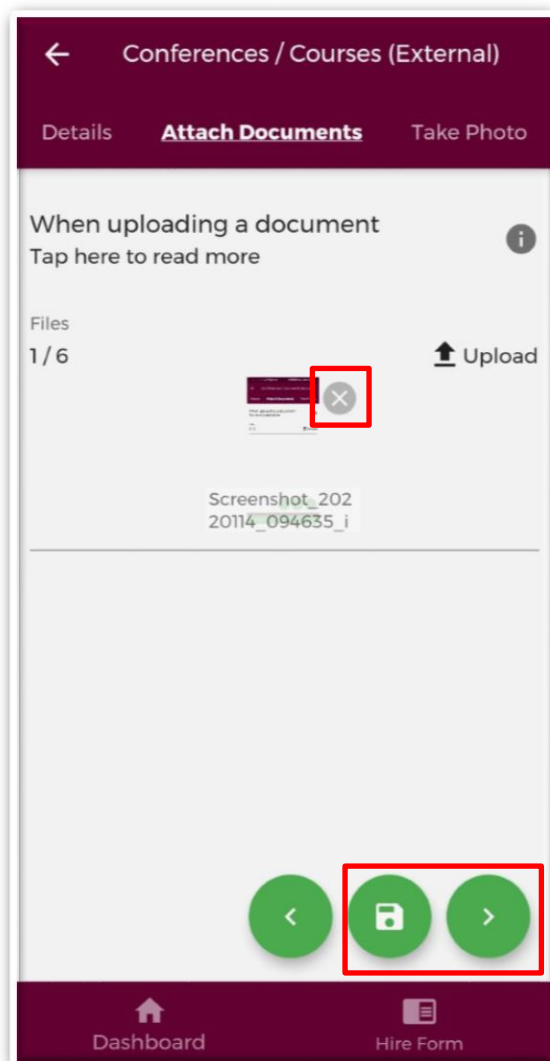


Figure 109: Attaching Documents to an Educational & Personal Development Record

If you would prefer to take a photo of the document, you can navigate to the “*Take Photo*” section of the application form by using the cherry pickers on the purple banner as shown in Figure 107.

Tap the blue camera button to open your camera (You may have to allow the app access to your gallery and camera to use this functionality). You can then take a photo of the document

If you need to re-take the photo tap the “*Clear Image*”, button to remove the photo you have just taken and then you can re-take the photo using the blue camera icon, as shown below.

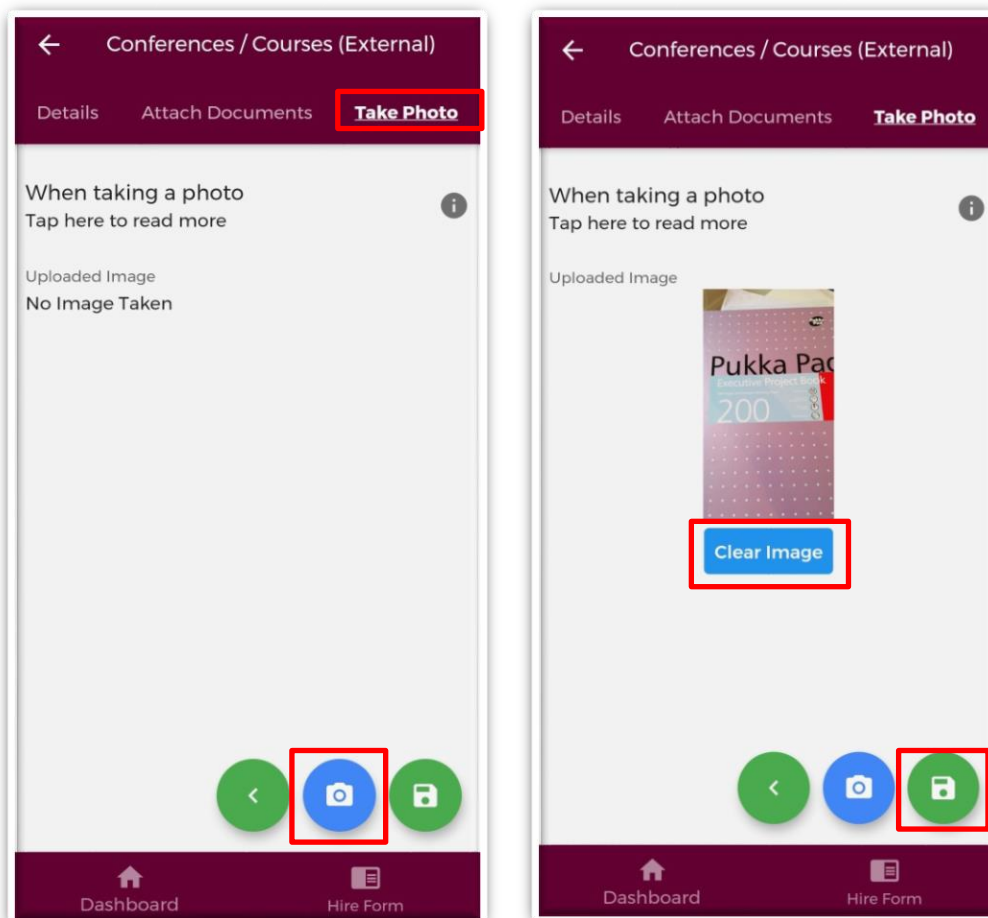


Figure 110: Taking Photos of an Educational & Personal Development Record

Once you are happy with the attachments you have chosen you should do one of the following as shown in Figure 107:

1. Tap the green floppy disk button to save your record as “*Logged*”
2. Tap the green envelope button to save and submit your record to the Supervising Clinician/Consultant you entered details for in the first section. (This will only be visible for Leadership & Management Records)

4.8.6 Logbook

The “*Logbook*” section will allow you to create a summary of logged activities, in a PDF format, from your own records. You can refine what records are included in the PDF by using the filters provided. The “*Date From*” and “*Date To*” filters will display all records with activity dates within this time period. The following filter options are visible on the screen:

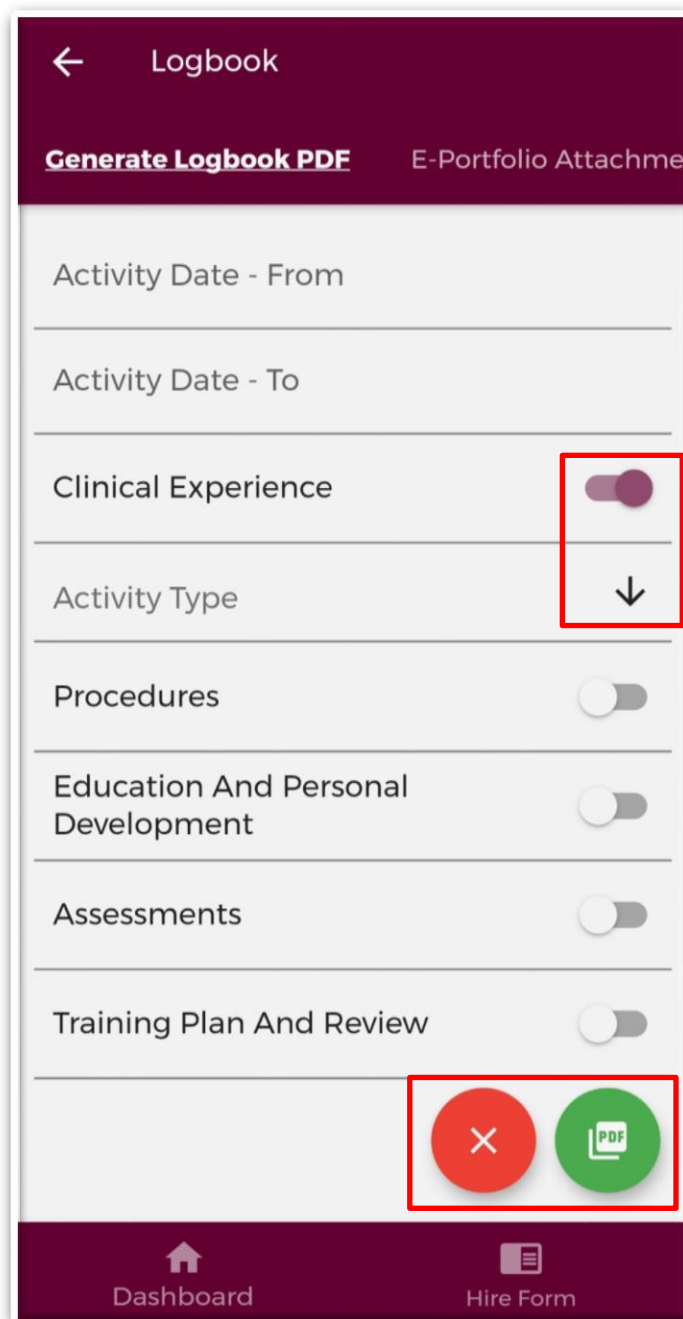


Figure 111: Filters for Generating the Logbook

To filter the sections further you can also filter by Activity Type. To do this, tap the toggle button and you will see a dropdown arrow appear as shown in Figure 108. This will display the Activity Types for that section. As shown in Figure 109. This is a multi-select section. You can select one or more of the Activity Types and tap “OK” when you are happy with the filters you have chosen.

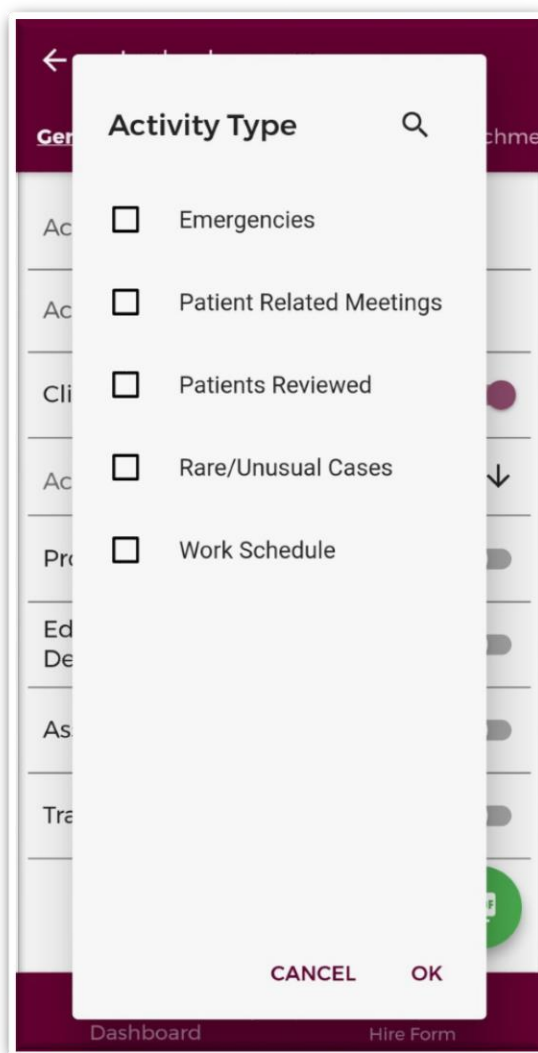


Figure 112: Activity Type Filters for Generating the Logbook

If you want to clear all the filters you have applied, tap the red “X” button as shown in Figure 108.

Once you have selected the filters you want to apply tap the green “PDF” button to generate your Logbook as shown in Figure 108.

Your Logbook will be generated and downloaded for you to view in a screen similar to the below:



Figure 113: Downloaded Logbook

In this section, you can also view any attachments that you have uploaded to any records. To do this you can navigate to the “*E-Portfolio Attachments*” section on the purple banner as shown in Figure 111. For further details on an attachment you can expand the details by tapping the expand arrow as shown below. You can also download the attachment by using the blue “*Download*” button.

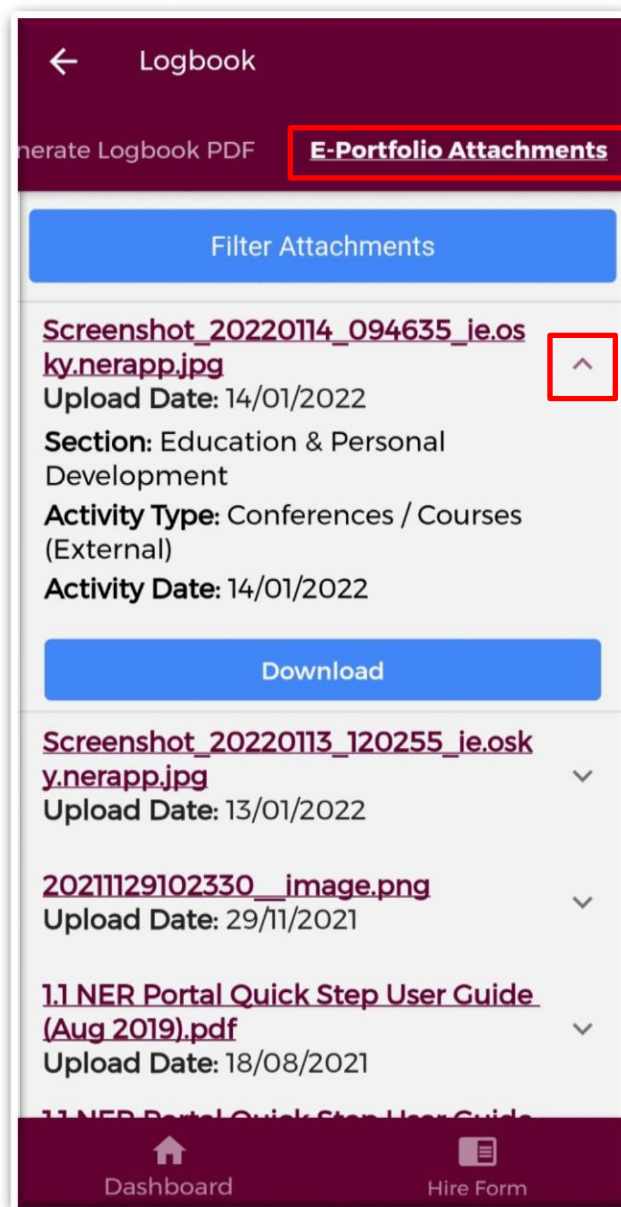


Figure 114: E-Portfolio Attachments

If you need to locate a specific attachment, you can use the blue filter button to select the appropriate filters you want to apply as shown in Figure 112. Once you have selected the filters you should tap the blue magnifying glass button to filter the attachments.

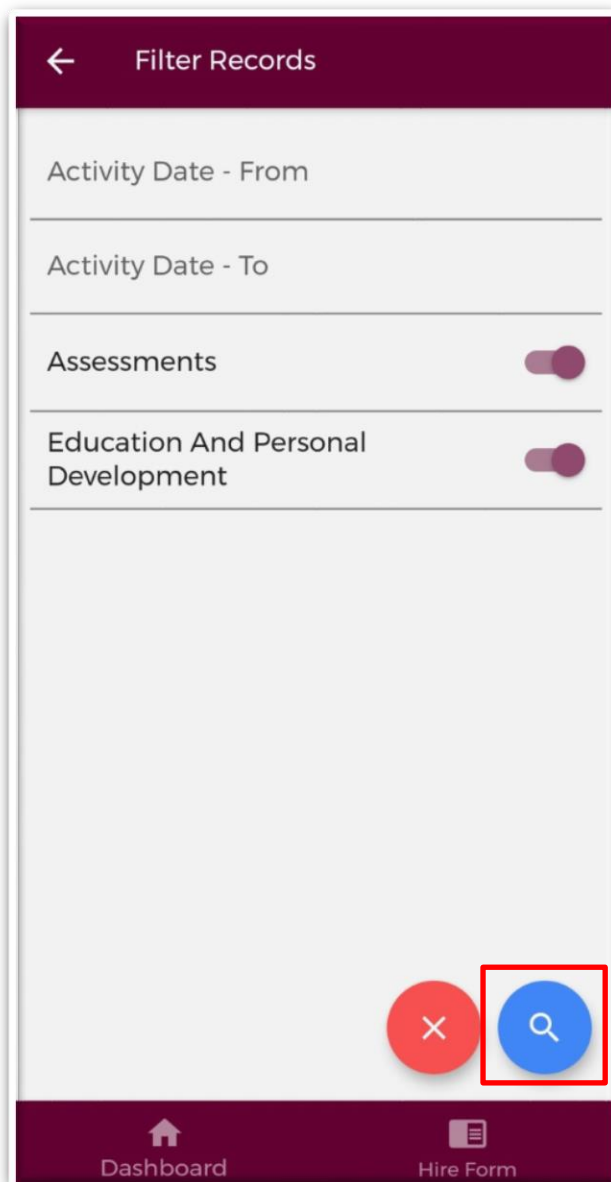


Figure 115: E-Portfolio Attachments Filters

To clear the filters applied you can tap the red “X” button.

5 Contact Details

Should you experience any issues with the app please contact dime.team@hse.ie