



NCHD Training Supports Scheme (TSS)

Guidance Document for Employers & NCHDs

Effective from 8th July 2019

Title:	NCHD Training Support Scheme
Lead Author:	HSE National Doctors Training & Planning
Approved by:	HSE National Doctors Training & Planning
Date Effective from:	8 th July 2019
Version No.:	1

Training Supports for NCHDs

Context

The Programme for a Partnership Government provides a commitment to fully implement the recommendations of the Strategic Review of Medical Training and Career Structures (MacCraith Report). To assist in the recruitment and retention of key medical staff, MacCraith acknowledged the need for enhanced training supports for all NCHDs.

In 2017 the IMO, HSE and Department of Health reached agreement in a High Court Settlement in respect of the legal challenge taken by the IMO on the restoration of the Living Out Allowance for NCHDs. A review of Training and Education supports, which the IMO and both the HSE and Department of Health acknowledge is a key concern for NCHDs, formed part of this High Court Settlement Agreement.

Taking this into account and following substantial consultation with the parties listed above the approach set out below to Training Supports for NCHDs is being adopted with effect from 8th July 2019.

A contribution towards supporting NCHD training is available from HSE – National Doctors Training & Planning (NDTP). The TSS is part of a suite of educational and training supports provided by the HSE to NCHDs.

Principles of Training Supports Scheme:

1. This training support fund is in addition to existing financial support schemes such as the Clinical Course and Exam Refund and the Higher Specialist Training Fund. Further details on other financial supports can be found here: <https://www.hse.ie/eng/staff/leadership-education-development/met/ed/fin/>
2. Funding of the scheme is on a “training year” basis. The definition of a “training year” is the second Monday in July until the second Monday in July of the following year.
3. There is no rollover of funds from one training year to the next. Remaining balances will be reduced to zero at the end of every training year and a full new allocation for the new training year will be made available (where applicable). It is therefore up to each individual NCHD to submit complete claims on a timely basis.
4. NCHDs that are on a training scheme for the full training year i.e. July – July will be able to draw down the full amount of their fund from the commencement of the training year. Rotating during the training year does not affect this. NCHDs who **are not** on a training scheme and for example only hold a contract for 6 months July – December, will only be able to draw down the pro rata amount for 6 months from the start of the training year i.e. 50%.

5. The TSS is available to all NCHDs who hold a current HSE NCHD contract 2010 for a minimum period of 12 weeks.
6. In the event that an NCHD receives payment for a TSS application but subsequently resigns without 12 weeks' service, then the NCHD will be required to repay any funding received from the TSS. If employed for greater than 12 weeks then the TSS entitlement is applied pro rata, and any overpayment must be repaid.
7. There is no distinction in allocation for NCHDs who are, or are not, on training schemes.
8. Entitlement to the TSS is unaffected for NCHDs on Maternity Leave.
9. This funding amount will apply on a pro-rata basis to less than full time NCHDs.
10. Consultants/line managers are not required to pre-approve or approve any of the courses/exams etc. covered in Appendix A. However, the normal procedures applied locally for accessing Educational Leave must be adhered to.
11. NCHDs should refer to their local Medical HR/Manpower department for procedures on how to claim Travel & Subsistence.
12. Claims must be made to your employer following the end date of the course/exam/conference. If you change employers during the training year you may make the claim to this employer. However, claims should be made as soon as possible, and all claims **must** be submitted to your employer by the end of the training year.
13. There is no limit to the number of applications that can be made, once there are funds available.
14. Multiple claims can be made at the same time however a separate application must be made for each claim.
15. Payment is made by the NCHD's employer where the claim is submitted irrespective of where the expense is incurred.
16. Employers and NCHDs must adhere to the terms of the scheme. Access to the provisions of the scheme may be suspended or withdrawn if the terms of the scheme are breached.

Financial Allocations

1. Until July 2022, the amount available under this training supports scheme for each training year is:

Grade	Amount
Intern	€750
SHOs and Registrars	€1250
SPRs/GP Registrars/Psychiatry SRs on a training scheme	€2000

2. Employers must check claims submitted in line with HSE Financial Regulations, in particular NFR-05, Travel and Subsistence-<https://www.hse.ie/eng/staff/resources/financial%20regulations/>
3. NCHDs will not be taxed on refunds of training expenses processed under this scheme.

4. Payment will usually be received by the NCHD within 4 weeks of approval by Medical HR for fortnightly payroll, and within 6 weeks for monthly payroll.
5. In order to expedite the refund to NCHDs, with effect from July 2019 HSE-NDTP will provide funding to employers prospectively at the start of each training year, therefore employers should refund NCHDs as soon as possible after the claim is received, without the need to await funding from HSE-NDTP.

NB: Any refund for training supports applied for must relate to allowable training under this policy's Appendix 1. If a course/exam/conference is not in line with this policy, then it is ineligible for refund under this training supports scheme.

Implementation of the TSS from July 2019 & Retrospective Period January – July 2019

The scheme will open on 8th July 2019. As part of introducing this policy, retrospective claims may be submitted for educational activities undertaken from 14th January 2019 - 7th July 2019 (January – July 2019), however any such claims will be deducted from your July 2019 - July 2020 TSS allocation. To qualify you must be employed and hold NCHD contract 2010 on 8th July 2019 **and** also have been employed and held NCHD contract 2010 during the period January to July 2019.

The Clinical Course & Exam Refund Scheme (CCERS) will increase to meet the full cost of exam/course upon first sitting, with effect from 8th July 2019 onwards. The TSS **may not** be used to meet retrospective costs associated with this scheme.

Process for Making and Approving Claims

For NCHDs

NCHDs should make all claims under the TSS via their NER (National Employment Record) account.

NER forms part of the Doctors Integrated Management E-System (DIME). The purpose of this system is to reduce the administrative burden for NCHDs during the course of their employment in the health services. The TSS module is housed within the NER/DIME system.

The functionality within the NER Portal will enable NCHDs to:

1. Make a New Application
2. Edit an Application
3. Delete an Application – (only if it has not yet been submitted)
4. Check Remaining Balance
5. View a log of all your TSS claims
6. View TSS Guidance Document

The procedure for NCHDs to claim money back is as follows:

1. Open your NER portal account if you have not already done so (it is possible to do this from a mobile device i.e. a smart phone)
2. Identify the type of course/exam/conference you have attended and input start and end dates for same
3. Attach relevant receipts – At least 1 receipt must be attached in order to allow NCHDs to submit their application – File size must be less than 5MB
4. Complete online Declaration Form by ticking check box provided – You must declare that receipts are originals etc. NCHDs are required to keep receipts for 6 years and they may be subject to audit
5. NCHDs should refer to their local Medical HR/Manpower department for procedures on how to claim Travel & Subsistence.
6. Submit claim electronically via NER to current employer upon completing the course/exam/conference
7. For administrative purposes the TSS will be closed for any new applications for a period of 4 weeks after the commencement of the training year, this is to allow all residual claims from the previous training year to be closed off. **This means all claims must be submitted before the annual NCHD changeover/end of the training year.**

NB - You must ensure your course/conference/exam is eligible per this policy and that you have funds available to cover all/some of the cost.

Once a claim is submitted it appears for verification by Medical HR users of the Doctor Integrated E-Management System (DIME). A claim is pending until approved by Medical HR. Medical HR will assess claims against this policy, see if there are sufficient funds to cover it or provide part payment, and if so approve the relevant amount due for payment.

For Medical HR

The process for Medical HR is as follows:

1. Input the amount available on the Training Supports module for each NCHD, referencing grade and duration of current contract. Where NCHDs work less than full time the amounts must be pro-rated
2. NCHDs that are on a training scheme for the full training year i.e. July – July should be assigned the full training year amount even if they are rotating to different clinical sites during the training year. NCHDs that are not on a training scheme and for example only hold a contract for 6 months July – December, should only be assigned a funding amount for the duration of the contract of employment with you

3. All submitted claims will appear in the TSS module for all NCHDs matched to your clinical site
4. Verify the claim is valid under the policy and that all relevant receipts are attached
5. Check the NCHD has enough in their outstanding balance to cover all or at least part of the claim
6. Claims can have the following statuses:
 - a. Submitted: Awaiting Medical HR processing
 - b. Provisional Approval: Claim has been actioned by Medical Manpower, however is awaiting final approval e.g. Travel & Subsistence calculation
 - c. Final Approval: Claim has been approved by Medical Manpower
 - d. Further Info Required: Returned to the NCHD for clarification / further info required
 - e. Rejected: If not in line with allowable expenses under this policy
7. System generated emails are sent to NCHDs advising them of the outcome and their NER account is updated
8. If approving a claim insert the amount of the claim in the approve payment screen, broken down into the following categories: Total amount for the course and Total amount for Travel & Subsistence (if applicable)
9. Generate a report for payroll including PPSN for approved claims which will contain the amount due to be paid. Report dates may be selected by Medical HR/Manpower.

Travel and subsistence

It is noted that travel and subsistence related to events, courses and conferences covered by Appendix 1 is payable as per HSE policy and may be claimed from an NCHD's TSS allowance. Full details of the travel and subsistence policy and rates are found here: <https://www.hse.ie/eng/staff/benefitservices/travel-subsistence/>

NCHDs should refer to their local Medical HR/Manpower department for procedures on how to claim Travel & Subsistence.

Please note there is no separate funding available for travel.

Frequently Asked Questions

For NCHDs

1. Is there a prospective/pre borrowing payment facility?

There is no facility for prospective payment. Claims must be made to your current employer.

2. Approval – does my consultant need to approve my claim?

Once the course/exam/conference etc. is in line with the terms and conditions of the scheme (Appendix I) it will be approved by Medical HR. Educational leave is a separate entitlement and must be applied for using existing forms/processes. NCHDs should refer to their local Medical HR/Manpower department for procedures on how to claim Travel & Subsistence.

3. Can I submit part of my claim to my previous employer?

Claims may only be submitted to your current employer.

4. What if I don't have a current employer?

You should make your full and final claims from your current employer prior to leaving their employment. Once you leave employment and no longer hold the NCHD contract you cannot make a claim.

5. If I stay on with my current employer will my fund rollover?

Only if this is within the same training year. Following the July changeover each year all balances are zeroed.

6. What if I have a 6-month contract and I am not on a training scheme?

Provided you have funds available in your balance you may make a claim in line with this policy.

7. How does this work for interns?

You should get your full annual entitlement in the year you have been offered a one-year intern post via the National Intern match. Your first employer should enter your annual entitlement.

8. What if I am on a training scheme for between 1 to 4 years?

Your first employer after the July changeover should allocate you a maximum of a full year's allowance.

9. What if a claim I make is rejected by HR?

If it is in line with this policy, it must be paid. HR has duty to reject inappropriate or late claims.

10. What if I am leaving the Irish Public Healthcare System, taking up employment in in a private hospital (which is not part of a formal rotation) or going into Research/Lecturer post where I will not hold the NCHD contract 2010?

You must make any full and final claims from your current employer before you finish in your post. This means if you book a course or conference where the start date is after the end date of your contract such a course is not eligible under this scheme. In the case of an ongoing course where receipts and proof of attendance can be produced prior to your contract end date, this part of the course is claimable under the scheme. If you are required to work in a private hospital as part of your training scheme you will be entitled to the training supports scheme.

11. I am on maternity leave – can I avail of the scheme?

Yes - your entitlement is unaffected.

12. I am on flexible training or working less than full time – can I avail of the scheme?

Yes - on a pro-rata basis.

13. I have no NER account – can I avail of the scheme?

You should open an NER account to make claims under this scheme.

14. I am not matched to a post on NER/DIME– how can I submit a claim to my employer?

Your clinical site must match you to a post you are occupying for the period of employment that you can submit a claim. You should contact Medical HR and advise them you need to be matched in order for you to make a claim.

15. I am an agency NCHD – can I avail of the scheme?

Only NCHDs holding the HSE NCHD contract 2010 may avail of the scheme. This includes a small number of trainees who are required as part of their training to rotate to private hospitals/other bodies.

16. Can I apply for an exam covered under the clinical course and exam refund scheme?

You should apply to the CCERS scheme for the first sitting of examinations or courses covered under that scheme. This training support is an additional entitlement. Should you need to re-sit an exam, you may apply for the cost of the re-sit from this fund. The CCERS will be expanded from July 2019 so the full cost of your first sitting of exams under that scheme will be covered. You may not claim any residual costs of exams paid under the CCERS.

17. If I made a claim under the CCERS scheme between Jan- July 2019 may I claim the balance from the TSS when introduced in July 2019?

No – The full amount is only available for exams/courses undertaken from 8th July 2019 under either TSS or CCERS.

18. Can I apply using my smart phone?

Yes - it is possible to do this.

19. How will I know when I have been paid?

You must check to see if the amount claimed has been approved by HR. Then you must check your payslip. It is reasonable to allow up to 6 weeks for payment following approval by HR due to monthly pay runs. If you are paid fortnightly, it is expected that 4 weeks is reasonable. It is your responsibility to check your payslip as the system shows what is approved for payment rather than what has been paid.

20. How do I claim for travel and subsistence?

NCHDs should refer to their local Medical HR/Manpower department for procedures on how to claim Travel & Subsistence.

21. Can I claim for something paid in another currency?

Yes, once it is in line with this policy.

22. I am doing a Degree/Masters/PHD/MD and the fees are payable in instalments. Can I pay for some of the course out of one year's allocation and some from the money I am due to get in the next training year?

No – You may not use money prospectively, from future training years. However, you may pay Year 2 of a course from the following year's TSS allocation.

23. Can I claim twice for the same course/exam?

No – However, you may obviously claim for the same exam/course undertaken on a different date e.g. resit/renewal.

24. Do I need original hard copies of receipts?

Electronic receipts are acceptable. NCHDs must declare via an online declaration that receipts are originals and genuine. NCHDs are required to keep receipts for 6 years and may be subject to audit.

For Medical HR

1. In July each year do I have to process payments for leavers?

Yes - if you were their current employer when they submitted the claim.

2. How long do I have to process claims under this scheme?

You must process claims in a timely fashion, and all claims must be processed within 4 weeks of the end of the training year.

3. What if a claim is made that doesn't fall under the scheme eligibility below?

You must reject the claim and advise the NCHD of the reason why on the training supports module of DIME.

4. How will NCHDs know what they can claim for?

A copy of this policy will be made available to all NCHDs.

5. How will Consultants/Clinical directors be involved?

Consultants and clinical directors will not be involved in the approval of courses/exams/conferences etc. Approval will be based on Appendix I. However, the normal procedures for educational leave still apply.

6. What if an NCHD attends a course/conference/exam in a specialty they are not working in?

Provided they make a claim in line with this policy, it should be paid.

7. Are receipts in another currency eligible?

Yes - these are eligible.

8. What if payment was made in another currency?

The XE currency converter should be used to convert to Euro (€) – For ease a link to XE currency converter will be made available within the TSS module on DIME.

9. Can I accept a part claim with no proof of attendance?

Proof of attendance must be provided in the case of exams or conferences.

10. What constitutes proof of attendance?

Confirmation from the educational or training body that you attended the examination or course is considered sufficient proof of attendance. Exam results or certificates of CPD credits are not required, but will also suffice.

11. Can I process the cost of flights and hotel bookings before the NCHD has gone to a course? They have provided all the booking information.

Not until proof of attendance is provided.

12. What if a hotel costs more than the allowable amount under the HSE travel and subsistence policy?

Only an amount up to the HSE travel and subsistence policy can be paid.

13. What if I cannot decide whether or not a claim is eligible for repayment?

Please consult appendix 1 of this document

14. If an NCHD has completed a course when not employed in this hospital, do I have to pay it?

Yes - if it is within the time frames for reimbursement within the current training year.

15. What if an NCHD is claiming for something that is not covered in Appendix I, but the consultant has approved it?

Only claims made in accordance with Appendix I may be paid.

16. How do I know what to allocate for each grade?

The allocations for a full training year are as outlined in this document. HR must add the available amount in to the training supports module for the July changeover each year, and top up in January for those of 6 month contracts if required.

17. What if I have an NCHD who starts after July?

The fund amount must be calculated on a pro rata basis e.g. if the contact is august to July the NCHD is allocated 11/12 of the annual amount.

18. What if I have an SHO who is promoted to a registrar?

Their fund stays the same.

19. What about an NCHD on a 6-month contract starting in July?

Insert half the amount available for the full year. If you renew the contract you must increase the allocation in line with the contract extension. Alternately if the NCHD changes employer the next employer must add to this if the NCHD is employed in another clinical site for the second half of the training year.

Queries

This policy is the first point of reference for Employers and NCHDs. If an NCHD has a query it should be directed to their Employer. Employers may direct queries to NDTP – doctors@hse.ie. NDTP is not in a position to deal with queries from individual NCHDs.

APPENDIX 1 Courses, Conferences, Examinations and Items Not Covered under the Training Support Scheme

CLAIM CATEGORY 1 - COURSES AND CONFERENCES		
Claim Type	Eligible for Reimbursement	NOT Eligible for Reimbursement
Course Registration Fees	<p>Meetings of relevant Irish professional bodies</p> <p>National and International courses / conferences with appropriate CPD/CME accreditation / content</p> <p>MD/PhD Fees</p> <p>Masters, MBA, Postgraduate Diploma, Certificate - with Medical/Quality/Leadership/Management component</p> <p>Membership revision courses</p> <p>Professional Competency Scheme (PCS) Registration</p>	<p>Annual or business meetings with no CME/CPD component</p> <p>Fees / expenses for social activities associated with courses</p> <p>Medical Council registration fees</p> <p>Private Indemnity Insurance</p> <p>Fees/expenses for persons accompanying claimants</p> <p>Courses/conference where there have been no expenses incurred by the individual NCHD</p> <p>Duplicate claim already made under the following schemes:</p> <ul style="list-style-type: none"> -Specialist Training Fund (HST and GP Trainees) -Continuous Professional Development – Support Scheme -Clinical Course & Exam Refund Scheme
Claim Type	Eligible for Reimbursement	NOT Eligible for Reimbursement
<p>Transportation</p> <p><i>Transportations costs associated with:</i></p> <ul style="list-style-type: none"> • Courses/conferences with appropriate CPD/CME accreditation 	<p>As per HSE travel policy, available at: http://www.hse.ie/eng/staff/BenefitsServices/Travel_Subsistence/</p>	<p>As per HSE travel policy, available at: http://www.hse.ie/eng/staff/BenefitsServices/Travel_Subsistence/ Business / first class travel costs – costs will only be</p>

		refunded at economy class rates
Accommodation <i>Accommodation costs associated with:</i> <ul style="list-style-type: none"> Courses/conferences with appropriate CPD/CME accreditation 	As per HSE travel policy, available at: http://www.hse.ie/eng/staff/BenefitsServices/Travel_Subsistence/	As per HSE travel policy, available at: http://www.hse.ie/eng/staff/BenefitsServices/Travel_Subsistence/
Subsistence <i>Subsistence costs associate with:</i> <ul style="list-style-type: none"> Courses/conferences with appropriate CPD/CME accreditation 	As per HSE policy, available at: http://www.hse.ie/eng/staff/BenefitsServices/Travel_Subsistence/	As per HSE travel policy, available at: http://www.hse.ie/eng/staff/BenefitsServices/Travel_Subsistence/

CATEGORY 2 – EXAMINATIONS

Claim Type	Eligible for Reimbursement	NOT Eligible for Reimbursement
	<p>Examinations not covered under the Clinical Course and Examination refund scheme which are recommended as part of post-graduate training</p> <p>Repeat examinations as listed under the Clinical Course and Examination refund scheme</p>	<p>International and UK examinations where equivalent examination is available in Ireland e.g. MRCPUK</p> <p>Examinations not recognised/required as part of post-graduate training in the Irish Health System.</p> <p>Examinations required for registration in other countries e.g. USMLEs</p> <p>Any examinations required for Medical Council registration</p> <p>English language examinations</p>

CATEGORY 3 – ITEMS NOT COVERED UNDER THIS SCHEME		
		NOT Eligible for Reimbursement
		On-line Subscriptions Hardware Software No Medical equipment/accessories Books Annual Registration Fees for Professional Membership Conferring and associated fees