

## **Medical Interns July 2018 Campaign Ref: HBS05790 A Guide to Application and Appointment to Intern Training in Ireland Stage 1**

Dear Applicant,

Thank you for your interest in applying for an Intern post in the Irish health service.

The Health Service Executive (HSE) HBS Recruit Department strongly recommends that you read this Guide in full and print off a copy that you can refer to at various stages throughout the process. HBS Recruit will organise and run this campaign.

In this Guide we explain how the recruitment process for Interns will take place. We describe all stages of the process, what you can expect and when it will happen. We outline the regulations under which the campaign will run, what we require from you and in what format. It also explains what will happen after each stage of the application process. It also outlines the process of how successful applicants are matched to intern posts.

Stage 2 of the Guide will be available on Friday 23<sup>rd</sup> February 2018. It will be sent to applicants who are deemed eligible after Stage 1. Stage 2 of the Guide will provide more detailed information for eligible applicants on the available Intern posts and on Stage 2 of the application process. Eligible applicants for Stage 2 will also be provided with the Stage 2 Application Form.

Any cost incurred in relation to any aspect of the application process shall be borne by the applicant. This means that you will have to pay for any costs that arise to progress your application such as travel, etc.

**N.B.** Please note that HBS Recruit will contact you mainly by mobile and email. Therefore it is most important that both your mobile telephone number and e-mail address are entered correctly on your online application. It is your responsibility to ensure that you have access to your mobile voice mails, text messages and emails at all times.

The Intern Job Specification, the NCHD contract and further information on the reform of the Intern Year, the Intern Training Networks, Clinical Sites in each Intern Training Network, Intern Training Programmes, Employment contracts and Progression through training and sign-off is available in this Guide.

**Due to the large number of applications that will be received, please forward any queries which are not covered in this Guide to the dedicated email address - [applyintern@hse.ie](mailto:applyintern@hse.ie)**

<b>Table of Contents</b>	
<b>Topic</b>	<b>Page Number</b>
▪ Introduction	3
▪ Overview	4
▪ Important Deadlines	5
▪ Online Application Stage 1 Process	6 - 9
▪ Information to assist you in preparing for Application Stage 2 Process	10 - 11
▪ Application and Matching Process for Intern Posts 2018	12
<b>Appendices</b>	
Appendix 1 Terms / Abbreviations used in the Online Application Form and Guide	13
Appendix 2 Important Information	14
Appendix 3 Intern Employment Eligibility Test	15 - 16
Appendix 4 Certification in Basic Life Support	17
Appendix 5 Registration with the Medical Council of Ireland	18
Appendix 6 Right to work in Ireland	19
Appendix 7 Garda and Police Vetting	20
Appendix 8 Language Requirements	21
Appendix 9 Frequently Asked Questions	22 - 28
Appendix 10 Academic Track for Internship in Ireland: Information for Applicants and Important Dates	29 – 31
Appendix 11 Additional Information from NDTP on the Intern Year	32 – 37
Appendix 12 Medical Intern Job Specification	38 – 42
Appendix 13 NCHD Contract of Employment	43 - 63

## Introduction

Applications for Intern posts for July 2018 are invited through a single, national recruitment campaign. Application is through the Health Service Executive recruitment website, [http://www.hse.ie/eng/staff/Jobs/Job\\_Search/Medical\\_Dental/nchd/Interns/](http://www.hse.ie/eng/staff/Jobs/Job_Search/Medical_Dental/nchd/Interns/)

The application process will take place in two stages:

### **Application Stage 1 This is an online application form**

Applicants may apply for an Intern post from **Friday 27<sup>th</sup> October 2017 until 5pm Monday 6<sup>th</sup> November 2017** (GMT)

### **Application Stage 2 This is a paper based application form**

Applicants deemed eligible at Stage 1 will be invited by HBS Recruit to proceed and apply for Stage 2. This stage will open on Friday 23<sup>rd</sup> February 2018 and applicants will submit their Intern post choices and Intern Training Network preferences.

Intern training provides medical graduates with the opportunity to experience the reality of patient care in a range of healthcare settings.

Intern training should provide an appropriate combination of education and training and clinical responsibility, enabling interns to develop the professional and personal competencies that result in good patient care and provide a foundation for lifelong learning.

Internship is the first level of postgraduate medical training and is an essential step in every doctor's career. It should be a challenging and rewarding year, providing graduates with a supervised and supportive learning environment that will provide them with the basis for future practice as a medical practitioner in their chosen field.

Successful completion of internship allows the Intern Network Coordinator to recommend an intern to the Medical Council (of Ireland), for the award of a "Certificate of Experience". This Certificate is required for eligibility to apply to the trainee specialist division or general division of the Register of Medical Practitioners maintained by the Medical Council (of Ireland) and, therefore, to proceed with a medical career in the Irish health service. The "Certificate of Experience" is also required by most other competent authorities in order to register in other countries. Applicants should note that such requirements differ from country to country.

Intern training posts will commence on 9<sup>th</sup> July 2018. Internship training must comprise a minimum of 12 months, during which Interns must complete a minimum of three months in each of medicine in general and surgery in general and may complete two to four months in other specialties, including academic medicine, which have been recognised by the Medical Council for intern training.

**OVERVIEW - MEDICAL INTERNS JULY 2018**

Stage		Description of Stage
<b>Stage 1</b>	Application Form	Stage 1 Online Application Form will be available to complete on <a href="http://www.hse.ie/eng/staff/Jobs/Job_Search/Medical_Dental/nchd/Interns/">http://www.hse.ie/eng/staff/Jobs/Job_Search/Medical_Dental/nchd/Interns/</a> from <b>Friday 27th October 2017 until the closing date of 5pm Monday 6<sup>th</sup> November 2017 (GMT)</b> . <ul style="list-style-type: none"> <li>▪ Who can apply? Page 6</li> <li>▪ Who cannot apply? Page 6 &amp; 7</li> </ul>
	Applicants from	Medical Schools <b>in</b> the Republic of Ireland
		<ul style="list-style-type: none"> <li>▪ How do I apply? Page 7 &amp; 8</li> <li>▪ What do I need to submit? Page 8</li> <li>▪ What happens next? Page 8 &amp; 9</li> </ul>
	Applicants from	Medical Schools <b>outside</b> the Republic of Ireland
	<ul style="list-style-type: none"> <li>▪ How do I apply? Page 7 &amp; 8</li> <li>▪ What do I need to submit? Page 8</li> <li>▪ What happens next? Page 8 &amp; 9</li> </ul>	
<b>End of Stage 1</b>		
Applicants deemed eligible at Stage 1 will be invited by HBS Recruit to proceed to Stage 2. Applicants deemed ineligible at Stage 1 will be informed by text and email that their application has been deemed ineligible and the reason why this decision has been taken.		
<b>Stage 2</b>	Application Form	The Application form for Stage 2 will be provided to all eligible applicants. This will be a paper based form. Eligible applicants will receive an email providing detailed information on the available Intern posts and on Stage 2 of the application process.
<b>End of Stage 2</b>		
<b>Stage 3</b>	Matching Process	Eligible candidates matched to available Intern posts
	Candidates	Matched to an Intern post
	Candidates	Not matched to an Intern post
This is the end of the matching process. By the end of this stage matched applicants will have been provided with their Intern Training Network contact details and their employing authority contact details. The next steps will be advised to matched applicants by their employing authority.		

**IMPORTANT DEADLINES FOR HBS RECRUIT  
MEDICAL INTERN PROCESS**

<b>Stage</b>	<b>Description</b>	<b>Time/Date</b>
Stage 1	Closing date for receipt of: <ul style="list-style-type: none"> <li>▪ Completed online Stage 1 Application Form</li> <li>▪ Scanned copy of the Photograph page of your current passport</li> <li>▪ Scanned copy of proof of documentation permitting you to work in the state, if applicable</li> <li>▪ Scanned Section B - University/College Admissions Office Authorisation Form (for applicants from Medical Schools <b>in</b> the Republic of Ireland only)</li> <li>▪ Scanned Section D - Conferral Date &amp; Centile Confirmation Date Form (for applicants from Medical Schools <b>outside</b> the Republic of Ireland)</li> <li>▪ Scanned Section E - Intern Employment Eligibility Test Payment Form and scanned confirmation of IEET payment (for applicants from Medical Schools <b>outside</b> the Republic of Ireland)</li> </ul>	<b>5pm Monday 6th November 2017 (GMT)</b>
	Intern Employment Eligibility Test Part 1  Intern Employment Eligibility Test Part 2	<b>Venue: Dublin</b> <b>Date: Friday 12<sup>th</sup> January 2018</b>  <b>Venue: Dublin</b> <b>Date: Friday 9<sup>th</sup> February 2018</b>
Stage 2	Closing date for receipt of: <ul style="list-style-type: none"> <li>▪ Stage 2 Application Form</li> <li>▪ Submission of IELTS</li> <li>▪ Submission of BLS Certificate</li> </ul>	<b>5pm Friday 9<sup>th</sup> March 2018</b>
	Submission of Centile:  This means the date that your centile, <u>based on your overall degree award OR overall exams</u> , can be provided to HBS Recruit by the Dean / Head of your Medical School.	<b>5pm Monday 21<sup>st</sup> May 2018</b>
	Deadline for conferral / graduation of basic medical degree:  This means the date of the graduation ceremony when the applicant is presented with their official award / parchment	<b>5pm Friday 15<sup>th</sup> June 2018</b>
Stage 3	Deadlines pertaining to this Stage will issue at a later date	<b>TBC</b>

**Please see Appendix 10 of this Guide for deadlines for the Academic Track Process**

Due to the large number of applications involved, please forward any queries which are not covered in this Guide to the dedicated email address - [applyintern@hse.ie](mailto:applyintern@hse.ie)

# STAGE 1

## Stage 1: Who can apply?

We welcome applications from all suitably qualified applicants who are interested in an Intern post with the Irish health service commencing 9<sup>th</sup> July 2018.

Internship is open to those who are required to complete it in order to gain the “Certificate of Experience”. This Certificate enables the holder to apply for registration on the Trainee Specialist Division (other than as an Intern) or General Division of the Register of Medical Practitioners maintained by the Medical Council of Ireland and to apply for Senior House Officer posts in the Irish health service.

For more details on registration with the Medical Council of Ireland see Appendix 5.

All prospective applicants to Intern posts in the Irish health service commencing 9<sup>th</sup> July 2018 must meet the following eligibility criteria:

1. Be a graduate / final year student (of whatever nationality) of a Medical School in one of the following EEA countries:  
Ireland, Norway, Denmark, Sweden, Italy, Lithuania, United Kingdom (including Northern Ireland), Luxembourg, Malta, Poland, Portugal, Iceland  
**or**
2. Be a graduate / final year student (of whatever nationality) in the following Medical School: RCSI Penang Medical College, Malaysia  
**and**
3. Your centile, based on your overall degree award OR overall exams, must be available and provided to HBS Recruit by the Dean/ Head of your Medical School on or before 5pm Monday 21<sup>st</sup> May 2018  
**and**
4. Applicants must have graduated\* on or after 1<sup>st</sup> April 2016 and on or before 15<sup>th</sup> June 2018

\*Date by which you will have received your notarised / attested copy of your basic (primary) medical qualification on the day of conferral / graduation, clearly displaying the full date of conferral.

## Stage 1: Who cannot apply?

Applicants who meet any of the following criteria **will not** be processed further. This means you will be deemed ineligible and you will not progress through the process.

1. Graduates (of whatever nationality) from Medical Schools in EEA countries which are not listed above are not eligible to apply to intern training posts as these graduates are deemed, under EU legislation, to have already completed their medical training to a standard equivalent to that of a graduate of an Irish Medical School who has already completed internship and has been awarded a Certificate of Experience.
2. Applicants whose centile is not based on their overall degree award OR overall exams
3. Applicants, whose centile (based on their overall degree award OR overall exams) will not be available and provided to HBS Recruit by the Dean / Head of the Medical School on or before 5pm 21<sup>st</sup> May 2018
4. Applicants who graduated before 1<sup>st</sup> April 2016 or after 15<sup>th</sup> June 2018
5. Applicants who were offered a 12 month Intern post in Ireland in 2016 or 2017 and commenced in that post

6. Applicants who have commenced Intern training (or equivalent formal practical training) in Ireland or any other country
7. Applicants who have already completed Intern training (or equivalent formal practical training) in Ireland or any other country
8. Applicants who are registered or entitled to registration on the General Division, Trainee Specialist Division (other than as an Intern), Supervised Division, Visiting EEA Practitioners Division or Specialist Division of the Register of Medical Practitioners maintained by the Medical Council of Ireland
9. Applicants who have previously been appointed to an intern post and intern training network in Ireland and who have failed to satisfactorily progress through their intern training pathway and have been formally removed from an intern post and/or an intern training network on foot of same

### Stage 1: How do I apply?

#### All applicants:

1. Compare your education and individual circumstances against the eligibility criteria in Stage 1: Who can apply? You should only apply if you consider your individual education and circumstances match the eligibility criteria.
2. You must complete the Online Application Form particular to this campaign, which is available at [http://www.hse.ie/eng/staff/Jobs/Job\\_Search/Medical\\_Dental/nchd/Interns/](http://www.hse.ie/eng/staff/Jobs/Job_Search/Medical_Dental/nchd/Interns/)
3. **In preparation for the application process - what you will need:**
  - a PC/Laptop/Mobile Device with internet access
  - a valid email address
  - access to a mobile telephone number from which you receive text messages
  - The application form is best viewed using the most up to date version of Google Chrome, Safari or Mozilla Firefox. If you are using Internet Explorer to browse this website, the best version is Internet Explorer 11.
4. You must complete all relevant sections of the Online Application Form in the format presented and include all required scanned uploads.
5. HBS Recruit recommend that you download all relevant documentation, as outlined on the Homepage, to your PC/Laptop/Mobile Device prior to commencing the online application form. You will be prompted at various stages in the online application form to upload documents.
6. HBS Recruit advise that documents may be saved in pdf or jpeg format. We recommend when saving the documents you name them as follows: Section B Form, Section D, etc. Please note the maximum file size for each scanned document that you upload, as part of your online application, is 5MB.
7. Completed Online Application Form and completed uploaded documents must be submitted by **5pm Monday 6<sup>th</sup> November 2017**.
8. Online applications will receive an automated response within 24 hours of submission, which will let you know that we have received your application. This email serves as an

application acknowledgement only and is not an admission that we have received a completed application from you. Applicants, please note, the HSE's HBS Recruit Department check eligibility after the closing date and time for the receipt of applications. This is due to the high volume of applications. This means that if you have completed your online application form incorrectly, or have not included the following uploads, where applicable, Current GNIB Card, Photograph page of your current passport (including current immigration permission), Section B - University / College Admissions Authorisation Form (Applicants from Medical Schools in the Republic of Ireland ONLY), Section D – Conferral Date and Centile Confirmation Date Form (Applicants from Medical Schools outside the Republic of Ireland ONLY), Section E – Intern Employment Eligibility Test Payment Details Form (Applicants from Medical Schools outside the Republic of Ireland ONLY), IEET Bank Confirmation (Applicants from Medical Schools outside the Republic of Ireland ONLY) or have no Internet access etc., your application will not be processed further. It is your responsibility to ensure your application is complete and delivered before the deadline.

## Stage 1: What do I need to submit?

### **Applicants from Medical Schools in the Republic of Ireland**

1. You are required to submit a completed Online Application Form by **5pm Monday 6<sup>th</sup> November 2017**, i.e. Sections A, B, C, scanned Section B – University /College Admissions Office Authorisation Form, proof of documentation permitting you to work in the state (if applicable – see Appendix 6) and a scanned copy of your photograph page of your current passport.

### **Applicants from Medical Schools outside the Republic of Ireland**

1. You are required to submit a completed Online Application Form by **5pm Monday 6<sup>th</sup> November 2017**, i.e. Sections A, B, C, scanned Section D – Conferral Date and Centile Confirmation Date Form, Section E – Intern Employment Eligibility Test Payment Details Form and a confirmation of transfer of IEET payment issued by your bank, proof of documentation permitting you to work in the state (if applicable – see Appendix 6) and a scanned copy of your photograph page of your current passport. Further details on Section D and Section E below:

#### **Section D - Conferral Date and Centile Confirmation Date Form**

You are required to submit a scanned Section D Form. This form must be downloaded from the homepage. It must be completed, signed and stamped by the Dean / Head of your Medical School. HBS Recruit will contact the Dean / Head of your Medical School after this date to validate the date of when your centile will be made available and the date of your conferral provided on this form.

#### **Section E - Intern Employment Eligibility Test Payment Form and a confirmation of transfer of IEET payment issued by your bank**

You are required to make a payment which will allow you to complete the Intern Employment Eligibility Test (IEET) in early 2018. You must make payment as indicated in Section E of the Online Application Form and submit a scanned copy of the Section E form along with your bank's confirmation of the payment as part of your application. It is your responsibility to determine whether you are eligible to apply by consulting Stage 1 Who can apply? as no refund will be made of this fee. For more details on the Intern Employment Eligibility Test see Appendix 3.

## Stage 1: What happens next?

### **All applicants:**

Online applications will receive a response within 24 hours which will let you know that we have received your application. This email serves as an application acknowledgement only and is not an admission that we have received a completed application from you. The HSE's HBS Recruit Department check eligibility after 5 pm Monday 6<sup>th</sup> November 2017.



If you don't receive your email receipt of application, please check your Spam or Junk e-mail folder just in case the email receipt of application has been delivered there instead of your Inbox. If your email receipt of application has gone to your Spam/Junk email folder, simply select the email and mark it Not Spam/Not Junk, this should allow future messages to get through to your Inbox.

If you don't receive your email receipt of application within 24 hours and you have checked your Inbox and Spam/Junk email folder(s), please contact the Helpdesk by clicking: Helpdesk Query on the online application form.

The Helpdesk responds to technical queries from 9 am – 5 pm, Monday to Friday.

Telephone support is available from 9 am to 5 pm, Monday to Friday, until the closing date and time for this campaign Tel: 01 514 30 20.

HBS Recruit will issue a communication from [applyintern@hse.ie](mailto:applyintern@hse.ie) to all applicants on **Friday 1<sup>st</sup> December 2017 (after 3 pm)**. The purpose of this communication is to confirm your eligibility for Stage 1, your contact details and EEA status. If you receive a text message but no email or you receive an email with no text message, please email [applyintern@hse.ie](mailto:applyintern@hse.ie) stating your Candidate ID Number, First name, Middle name, Last name / Surname / Family name and provide your mobile number and email address. Applicants who do not receive a communication from us on **Friday 1<sup>st</sup> December 2017 (after 3 pm)** should immediately email [applyintern@hse.ie](mailto:applyintern@hse.ie) (by 5pm Monday 4<sup>th</sup> December 2017 at the latest). If you have expressed an interest in an academic track intern post, you will receive a notification on Friday 15<sup>th</sup> December 2017 from the Intern Network Executive (INE) to submit additional information after this date but before you are invited to Stage 2 (see Appendix 10).

HBS Recruit will determine the eligible applicants and ineligible applicants.

#### **Applicants from Medical Schools in the Republic of Ireland:**

HBS Recruit will notify eligible and ineligible applicants.

#### **Applicants from Medical Schools outside the Republic of Ireland:**

HBS Recruit will notify eligible and ineligible applicants. HBS Recruit will notify eligible applicants who are required to undertake the Intern Employment Eligibility Test (IEET) with further details of the test. Applicants attending the IEET will be required to submit confirmation of their flight details at a later stage.

Failure to attend this test will render your application invalid. Applicants must pass Part 1 of the IEET in order for their application to progress to Part 2 of the test. Should applicants be invited to Part 2, confirmation of flight details will again be required.

Applicants must pass Part 2 of the IEET to be invited to proceed to Stage 2 of the Intern application process. Applicants who do not pass the IEET will be notified by text and email and their application will not be processed further.

#### **All Applicants:**

Those who have expressed interest in an academic track intern post and have been successfully shortlisted by the INE will be contacted by the INE in mid to late February 2018 and invited for interview. All applicants who have expressed an interest in an academic track intern post will also remain in the HBS Recruit Intern process up to and until they have been offered and accepted an Academic Track Intern Post.

#### **Stage 1 eligible applicants:**

- On Friday 23<sup>rd</sup> February 2018, HBS Recruit will provide Stage 1 eligible applicants with an Application Pack for Stage 2 of the process, which will include the list of available Intern Posts. This will be notified to you by text and email [applyintern@hse.ie](mailto:applyintern@hse.ie)

## Information to assist you in preparing for Stage 2

As there are strict deadlines attached to Stage 2 of the Application Process HBS Recruit highly recommend that you initiate the following now:

### **Applicants from Medical Schools in the Republic of Ireland**

1. If you are a **2016 or 2017** graduate you will be required to submit a scanned copy of your certification in Basic Life Support for healthcare providers. This certificate must be submitted with the Stage 2 application documents by 5pm Friday 9<sup>th</sup> March 2018. Late submission or non submission will deem the Intern application invalid. Any cost incurred in relation to the BLS certification will be borne by the applicant. For more details on certification in Basic Life Support for healthcare providers, see Appendix 4. If you are a **2018** graduate, your Dean will confirm your completion of BLS for healthcare providers or its equivalent to HBS Recruit by 5pm Friday 9<sup>th</sup> March 2018 (see Appendix 4). Therefore 2018 graduates do not need to send their certificate as this will be confirmed collectively and directly by the Dean to HBS Recruit.
2. Should you be offered an intern post and if you have resided in countries outside of the Republic of Ireland and Northern Ireland for a period of 6 months or more consecutively, it will be mandatory for you to furnish your employing authority (location of your intern post) with a Police Clearance Certificate from those countries stating that you have no convictions recorded against you while residing there. You will need to provide a separate Police Clearance Certificate for each country you have resided in. Clearance must be dated after the date you left the country/countries. There is no requirement to submit your international police clearance to HBS Recruit. You will however be required to provide the Police Clearance/s to the employing authority should you be successfully matched to an intern post, see Appendix 7.

### **Applicants from Medical Schools outside the Republic of Ireland**

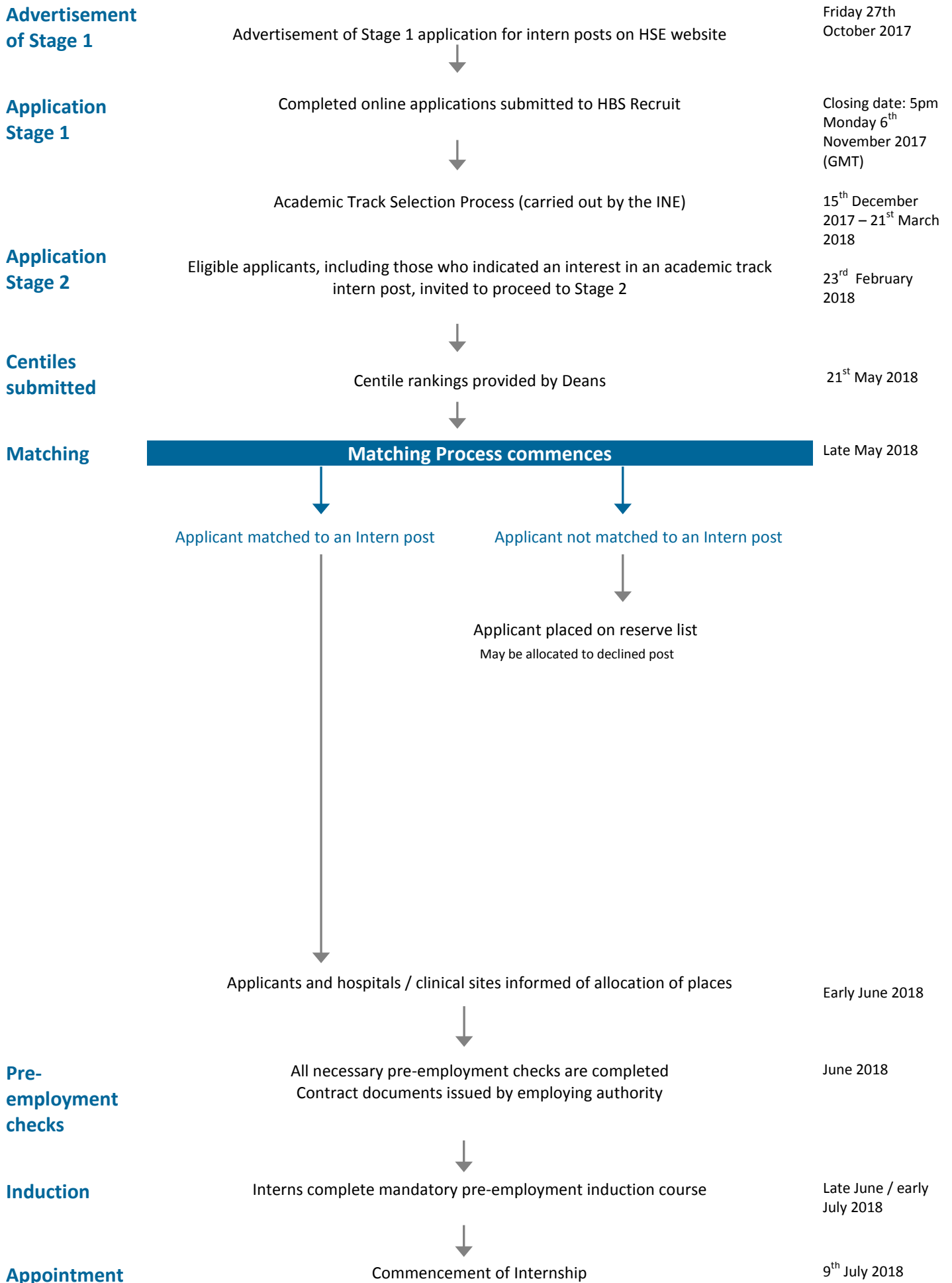
1. You will be required to submit a scanned copy of your Certification in Basic Life Support for healthcare providers. This certificate must be submitted with the Stage 2 application documents by 5pm Friday 9<sup>th</sup> March 2018. This certificate must be in English or you must attach an English translation of it with your application documents. Late submission, non submission or non submission of English translation will deem the Intern application invalid. Any cost incurred in relation to the BLS certification will be borne by the applicant. For more details on certification in Basic Life Support for healthcare providers, see Appendix 4.
2. All applicants are required to be proficient in the English language. Any applicant who did not complete the entirety of their undergraduate medical degree in a country where English is the primary language spoken by the vast majority of the people of that country, will be required to provide an IELTS certificate. Therefore, if relevant to you, proof of your proficiency in the English language must be submitted as part of the Stage 2 application process by 5pm Friday 9<sup>th</sup> March 2018. Any cost incurred in relation to the IELTS exam will be borne by the applicant. For more details on Language Requirements, see Appendix 8.
3. Should you be offered an intern post and if you have resided in countries outside of the Republic of Ireland and Northern Ireland for a period of 6 months or more consecutively, it will be mandatory for you to furnish your employing authority (location of your intern post) with a Police Clearance Certificate from those countries stating that you have no convictions recorded against you while residing there. You will need to provide a separate Police Clearance Certificate for each country you have resided in. Clearance must be dated after the date you left the country/countries. There is no requirement to submit your international police

clearance to HBS Recruit. You will however be required to provide the Police Clearance/s to the employing authority should you be successfully matched to an intern post, see Appendix 7.

### **What Intern posts are available?**

Eligible applicants for Stage 2 will receive the list of available Intern posts, along with the Stage 2 Application Pack. Eligible applicants may choose a number of specific posts and will also be asked to indicate secondary choices, i.e. their preferred Intern Training networks. There are 24 academic track intern posts available for the 2018 Intern intake, please see Appendix 10 of this document for further details.

## Application and Matching Process for Intern Posts 2018



**Appendix 1 – Terms / Abbreviations used in the Online Application Form and Guide**

<b>HSE:</b>	Health Service Executive. The HSE is the organisation with responsibility for providing national public health services in Ireland
<b>HBS Recruit:</b>	This is the office that administrates the recruitment process for Medical Interns.
<b>NDTP:</b>	National Doctors Training & Planning Unit
<b>EEA:</b>	European Economic Area (EU countries plus Norway, Iceland & Liechtenstein, (and for the purposes of right to work in Ireland - Switzerland)
<b>NCHD:</b>	Non-Consultant Hospital Doctor
<b>VOLUNTARY HOSPITALS:</b>	Irish Public Hospitals other than HSE hospitals
<b>EMPLOYING AUTHORITIES:</b>	Bodies which may employ Interns including the HSE, HSE hospitals, other public hospitals, private hospitals, mental health services, etc.
<b>IELTS:</b>	International English Language Testing System
<b>IEET:</b>	Intern Employment Eligibility Test
<b>CAO:</b>	Central Applications Office
<b>INE:</b>	Intern Network Executive
<b>IMC:</b>	Irish Medical Council
<b>CPSA:</b>	Commission for Public Service Appointments

## Appendix 2 – Important Information

- Intern posts are for the duration of one year, commencing on **9<sup>th</sup> July 2018 until 8<sup>th</sup> July 2019**.
- Please note that information contained in your Online Application Form and the form itself may be passed to Intern Training Networks, the Medical Council (of Ireland), the Department of Business, Enterprise and Innovation, the National Doctors Training and Planning (HSE NDTP) and to prospective employing authorities, including non-HSE employing authorities (such as voluntary hospitals), for recruitment purposes only.
- The HSE/other Intern employing authority reserve the right to seek verification of any of the details contained in your application and supporting documentation.
- Helpdesk support is available to applicants up to the closing date for receipt of applications.
- The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commissioners for Public Service Appointments (CPSA). Codes of practice are published by the CPSA and are available on <http://www.cpsa.ie> in the document posted with each vacancy entitled “Code of Practice, Information for Candidates”.
- Please note that registration as an Intern with the Irish Medical Council is a separate process (with separate deadlines) to the process of applying for employment as an Intern in the Irish health service. In line with Section 37 of the Medical Practitioners Act 2007, all medical practitioners must be registered on the appropriate division of the register of medical practitioners maintained by the Medical Council in order to practise medicine in the Irish health service. It is an indictable offence to practise medicine in Ireland while unregistered. Information is provided in the Guide and applicants should refer to **www.medicalcouncil.ie** for more information on registration. The HSE’s HBS Recruit Department cannot provide any information or advice on registration with the Irish Medical Council.
- The Health Service Executive is an Equal Opportunities Employer.
- The Health Service Executive recognises its responsibilities under the Data Protection Act 1988, the Data Protection (Amendment) Act 2003 and the Freedom of Information Act 2014 and Employment Equality Act 1998 – 2015.

## Appendix 3 – Intern Employment Eligibility Test

### Why is there an Intern Employment Eligibility Test (IEET)?:

It is critical that all Interns who work in the Irish health Service have a level of understanding of the environment in which they will be practising so as to assure their ability to provide safe services to patients. In order to ensure that applicants meet the basic knowledge and competence required for eligibility to an Intern post a test has been introduced for applicants who are applying from Medical Schools outside the Republic of Ireland.

The IEET is a measure of your ability to meet the specific attributes and knowledge required to work as an intern within the **Irish Healthcare system**. The test will assess such areas as professional practice and patient safety issues in the Irish health service. In addition, it will determine whether your skills in areas such as communications, ethics and prescribing safety are appropriate to practice as an intern.

Therefore, all applicants to Intern positions in the Irish health service commencing 9th July 2018 must provide the following:

### **Applicants from Medical Schools IN the Republic of Ireland:**

Confirmation by the Dean / Head of the **Medical School in the Republic of Ireland** that the applicant, who is completing (or has completed) a medical degree at that medical school, has received sufficient teaching and practical on-site placements in Irish health service settings to equip them with the knowledge and understanding of the Irish health service required to safely practise as an Intern in the Irish health service and that this knowledge has been assessed. This confirmation will be provided directly by the Medical Schools to the HSE for graduates of Irish medical schools. Therefore, no action is required by you.

Or

### **Applicants from Medical Schools OUTSIDE the Republic of Ireland:**

Any applicant who has completed (or will be completing in spring/summer 2018) their medical degree in a Medical School outside the Republic of Ireland, must complete the Intern Employment Eligibility Test.

It is planned that the IEET will be a two part assessment. In both sections of the examination, five competency domains will be examined. Specifically, the examination will assess competency in:

1. Knowledge and application of Irish legal medicine
2. Knowledge and application of national prescribing practices
3. Professional skills relevant to the Irish healthcare setting
4. Communication skills relevant to Irish healthcare
5. Knowledge of national public health and safety issues

IEET Part 1 will be a written examination in a multiple choice and extended match type format and will be held on Friday 12<sup>th</sup> January 2018 in Dublin, Republic of Ireland.

Progression to the second part of the examination, an OSCE (observed structured clinical evaluation) type assessment, will be dependent on achieving an adequate score in the IEET Part 1. It is intended to run a station OSCE exam, with applicants scored on their observed performance. A pass score in all assessed stations must be achieved. This examination will be held on Friday 9<sup>th</sup> February 2018 in Dublin, Republic of Ireland.

Sample part 1 questions will be made available to those due to sit the IEET exams prior to the test, as will a more detailed description of the competencies to be assessed.

Precise details of the location and time of the test will be provided to relevant applicants at a later stage.

Applicants from Medical Schools outside the Republic of Ireland will be required to make a payment of €200 as a contribution towards the cost of providing the test, with their Stage 1 Online Application Form. Confirmation of this payment must be submitted with Stage 1 Online Application Form (see Section E form). The cost of sitting the test will not be refunded should you be deemed ineligible for other reasons (see eligibility criteria), not attend the test, fail the test, or not receive an offer of an intern post, etc. Therefore, it is very important that you consider your own individual eligibility before you apply and pay the €200 payment fee for the test.

All costs associated with sitting the test, including travel and related costs shall be borne by the applicant.



## Appendix 4 – Certification in Basic Life Support for healthcare providers

The training of all new interns in Basic Life Support (BLS) for healthcare providers skills is critical for the care of patients from the first day of practise as an intern.

All new interns must demonstrate their successful completion of accredited training in Basic Life Support for healthcare providers for Adult, Infant and Child with the use of automated external defibrillator (AED).

### **The certificate must be valid up to and including 31st July 2018**

All applicants to intern posts in the Irish health service must provide the following:

#### **Applicants from Medical Schools in the Republic of Ireland**

If you are a **2016 or 2017** graduate you will be required to submit a scanned copy of your certification in Basic Life Support for healthcare providers. This certificate must be submitted with the Stage 2 application documents by 5pm Friday 9<sup>th</sup> March 2018. Late submission or non submission will deem the Intern application invalid. If you are a **2018** graduate, your Dean will confirm your completion of BLS for healthcare providers or its equivalent to HBS Recruit by 5pm Friday 9<sup>th</sup> March 2018. Therefore, 2018 graduates do not need to send their certificate as this will be confirmed collectively and directly by the Dean to the HSE.

#### **Applicants from Medical Schools outside the Republic of Ireland:**

Applicants from Medical Schools outside the Republic of Ireland must submit the certification of successful completion of BLS for healthcare providers (or its equivalent). This certificate must be submitted with the Stage 2 application documents by 5pm Friday 9<sup>th</sup> March 2018. The certificate must be in English or translated into English. Late submission, non submission or non submission of English translation will deem the Intern application invalid.

## Appendix 5 – Registration with the Medical Council of Ireland

All Interns must be appropriately registered prior to commencing in employment. Internship registration will allow a doctor to carry out Internship training in a hospital/clinical site which is obliged to meet the Medical Council's standards for such purposes. Application for registration with the Medical Council is an entirely separate process to the application for employment as an Intern. Internship registration is open to both graduates of Irish Medical Schools and graduates of EU Member State medical schools who require a separate period of internship in order to complete their Basic Medical Training (BMT). Therefore, only graduates of medical schools in the following countries are eligible to pursue Intern training in Ireland:

Ireland, Norway, Denmark, Sweden, Italy, Lithuania, United Kingdom (including Northern Ireland), Luxembourg, Malta, Poland, Portugal, Iceland. Graduates / final year students (of whatever nationality), in RCSI Penang Medical College, Malaysia are also eligible to apply. Annex V.1.1 of EC Directive 2005/36/EC as amended applies.

Please note that applications for registration with the Medical Council of Ireland cannot be made prior to making an application for an intern post.

The Medical Council cannot arrange your Internship training for you – you must apply via the HSE's central application process. However, you must ensure that you hold the appropriate type of registration before you commence your Internship.

Applications for Internship registration should be made online through the Medical Council's website - <http://www.medicalcouncil.ie/Registration-Applications/First-Time-Applicants/Internship-Registration.html>

**Important: Graduates of Medical Schools in the Republic of Ireland:** The Medical Council will contact you via the email address you provide on your application to the HSE for an Intern training post, to advise that you should apply for registration. Registration is not automatic - you must make an online application. On conferring day, the Council will receive from your university a list of those who have been conferred with medical degrees. Provided that you have applied for registration, your documentation is in order and the fee has been received, you will be granted internship registration once the list of graduates is received from your medical school. A Certificate of Registration will then be e-mailed to the e-mail address which you provided on your application.

**Important: Graduates of a Medical School outside the Republic of Ireland:** You should make an online application. Once you submit your application, if your documentation is in order and the fee has been received, you will be granted Internship registration, if deemed eligible. A Certificate of Registration will then be e-mailed to the e-mail address which you provided on your application form.

More information is available from the Medical Council's website: <http://www.medicalcouncil.ie/Registration/Internship-Registration/>

All applicants should note that different rules apply in different countries for registration and training after Internship. It is the responsibility of each applicant to inform themselves of such requirements should they intend to work in another country after completing Internship in Ireland.

## Appendix 6 – EEA / Non EEA Status and Right to Work in Ireland

The appointment of applicants to Intern posts must be in line with Employment Permit Legislation. In practice, this means that all applicants who will not require a permit to work in Ireland will be allocated to posts ahead of applicants who will require a permit to work in Ireland.

Applicants who are EEA and Swiss nationals do not require a work permit.

Applicants who are Non-EEA nationals with Stamp 4 /Stamp 4EUFam/ Stamp 5 do not require a work permit. This permission must be valid at close of stage 1 applications (5pm Monday 6<sup>th</sup> November 2017). Applicants will be required to furnish a copy of their passport showing their current immigration permission granted by the Garda National Immigration Bureau and a copy of their current Certificate of Registration (GNIB Card).

Non EEA applicants who obtain one of the above mentioned categories of immigration permission after the closing date for receipt of applications, i.e. 5pm Monday 6<sup>th</sup> November 2017, will not have their work permit status amended retrospectively. Therefore, your employment permit status as notified to HBS Recruit as at 6<sup>th</sup> November 2017 is the information which will be used for the matching process.

Applicants, who are Non EEA nationals and do not hold a Stamp 4 or Stamp 4EUFam or Stamp 5 GNIB card at the time of their stage 1 application, will be recorded as requiring a work permit to work in Ireland. Changes to applicants' work permit status will not be accepted / recorded after 5pm Monday 6<sup>th</sup> November 2017 (GMT). Therefore, your employment permit status as notified by you to HBS Recruit as at 6<sup>th</sup> November 2017 is the information which will be used for the matching process.

More information is available from the Department of Business, Enterprise and Innovation [www.dbei.ie](http://www.dbei.ie). Information on Immigration is available from the Irish Naturalisation and Immigration Service [www.inis.gov.ie](http://www.inis.gov.ie).

### EEA Nationals (definition)

EEA nationals who do not require work permits / visas / authorizations are nationals of the following countries: Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, The Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, United Kingdom, Norway, Iceland, and Liechtenstein

\*Although Switzerland is not a member of the EU or the EEA, Swiss nationals do not require employment permits to work in Ireland. This is in accordance with the terms of the European Communities and Swiss Confederation Act, 2001, which came into operation on 1 June, 2002.

## Appendix 7 – Garda and Police Vetting

All appointees to Intern posts in the Irish health service must have satisfactory security clearances.

All applicants will need to apply for a vetting disclosure from the National Vetting Bureau (An Garda Síochána - the Irish Police Service). This process will be initiated by HBS Recruit for those who are deemed eligible at Stage 1 of the process and invited to apply for the Stage 2 application process. Further information will issue at that time. The Garda vetting process covers residence in the Republic of Ireland and Northern Ireland only.

If you have resided in countries outside of the Republic of Ireland and Northern Ireland for a period of 6 months or more consecutively, it will be mandatory for you to furnish your employing authority (location of your Intern post) with a Police Clearance Certificate from those countries stating that you have no convictions recorded against you while residing there. You will need to provide a separate Police Clearance Certificate for each country you have resided in. Clearances must be dated after the date you left the country/countries. Please note, there is no requirement to submit your international police clearance to HBS Recruit. You will however be required to provide the Police Clearance/s to the employing authority should you be successfully matched to an intern post.

## Appendix 8 – Language Requirements: Academic IELTS

The ability of health professionals to communicate clearly with patients and with each other is central to ensuring the safety of patients. All doctors entering the Irish health service for the first time are required to be proficient in the English language to the employer's satisfaction.

All applicants for medical internship are required to be proficient in the English language. Any applicant who did not complete the entirety of their undergraduate medical degree in a country where English is the primary language spoken by the vast majority of the people of that country regardless of the applicant's nationality, will be required to provide evidence of competency in the English language.

The English language requirements for NCHDs are universally applicable. There is no distinction between training, non-training, intern or any other category or grouping.

In this context, all NCHDs taking up employment with the HSE who were not registered by the Medical Council in any of the divisions of the Register of Medical Practitioners prior to 1st January 2015, or who did not complete the entirety of their under-graduate medical training in the Republic of Ireland or the United Kingdom (for this campaign) are required to provide evidence of their competency in the English language as follows:

IELTS (International English Language Testing System) certificate with an overall band score of 7.0 and a minimum score of 6.5 in each of the four domains – reading, writing, listening and speaking - on the academic test. The test must be undertaken no more than two years prior to **31st July 2018**. While a doctor may sit the above test as often as they wish, the above scores must have been achieved at only one sitting of the IELTS test. Results from more than one test sitting cannot be amalgamated. Any cost incurred in relation to the IELTS exam will be borne by the applicant. Information on IELTS is available at [www.ielts.org](http://www.ielts.org)

Medical students who undertake their medical degree in a country where English is the primary language but who partake in short electives overseas or in Erasmus programmes overseas as a recognised and approved element of their medical degree are not required to submit a certificate

Should you be invited to application stage 2, you will be required to submit a scanned copy of your academic IELTS certificate, if applicable.

Any applicant who expects to be required to submit an academic IELTS is advised to undertake one of these tests as early as possible.

Any intern whom the employer deems not to be proficient in English and who has not been required to submit an academic IELTS certificate may be required to undertake the IELTS. In such circumstances, continued employment will be contingent on the minimum standard being reached. Information on IELTS is available at [www.ielts.org](http://www.ielts.org)

## Appendix 9- Frequently Asked Questions

A list of frequently asked questions relating to application and appointment to intern posts is provided below. Questions and responses have been grouped by topic. All prospective applicants should read through all the responses below before completing an application form.

### 1.0 General questions

#### 1.1 What is an intern post?

An intern post is a combined training and clinical service position for graduates of medical schools, the successful completion of which leads to the award of a Certificate of Experience from the Medical Council (of Ireland). Intern training should provide an appropriate combination of education, training and clinical responsibility, enabling interns to develop the professional and personal competencies that result in good patient care and provide a foundation for lifelong learning. Internship is for a minimum period of 12 months, post-graduation and must incorporate a minimum of three months' training in surgery in general and three months' training in medicine in general. Intern posts may also incorporate rotations of 2-4 months in other specialties: obstetrics and gynaecology, emergency medicine, academic medicine, paediatrics, psychiatry, radiology, general practice and anaesthesia/perioperative medicine are all recognized by the Medical Council for intern training. Some intern posts commencing in July 2018 will incorporate rotations in these specialties.

#### 1.2 Where are intern posts located?

Intern posts are located in over 50 hospitals and primary care settings. All intern posts are incorporated into an Intern Training Network, which is led by an Intern Network Coordinator. The list of hospitals included in each network is provided in "Additional Intern Information" document on [www.hse.ie](http://www.hse.ie)

#### 1.3 What is the role of the HSE and other health service employers in the intern year?

Under the Health Act 2004, the Health Service Executive (HSE) is obliged to facilitate the training of students training to be registered medical practitioners in Ireland. The HSE and other employing authorities (such as the voluntary hospitals) are responsible for the employment of interns and the facilitation of their training.

The HSE established the Intern Implementation Group in 2009, with representation from all relevant bodies involved in intern training, to implement many of the recommendations of the National Committee on Medical Education & Training report on the Intern Year. The Group's Intern Implementation Reports are available online at [www.hse.ie/eng/services/publications/corporate/etr/](http://www.hse.ie/eng/services/publications/corporate/etr/)

The HSE supports the development of the intern year and the intern training programme through formal Service Level Agreements with Universities / Medical Schools for the provision of intern training.

#### 1.4 What is the role of the Medical Schools in the intern year?

The Medical Schools play an active role in developing, managing and delivering the intern training programme in conjunction with the Intern Network Coordinators, the Medical Council, the HSE, Postgraduate Medical Training Bodies, intern tutors and trainers on clinical sites.

Each Medical School is assigned to an Intern Training Network and each school has appointed a consultant-grade Intern Network Coordinator supported by the HSE, who collaborates on the development of the national Intern Training Programme and leads the on-going development of intern training programme within their network.

The Medical Schools are contractually obliged to develop and provide the Intern Training Programme through the Service Level Agreement between the University/relevant body and the HSE.

#### 1.5 What is the role of the recognised postgraduate training bodies in the intern year?

The recognised postgraduate medical training bodies have a significant role to play in the development of the intern year. In particular, the training bodies will be involved in the development of intern training programmes in new specialty areas of general practice, anaesthesia (including perioperative medicine), paediatrics, psychiatry, radiology, emergency medicine and obstetrics & gynaecology over the coming years.

### **1.6 Will I get an intern post through this recruitment campaign?**

That depends on a number of factors, including:

Whether you are eligible to apply, pass the Intern Employment Eligibility Test (if applicable) and you submit the required application documents;

Your centile based on your overall degree award OR overall exams

Whether you are a CAO entry student / non CAO entry student to Medical School, as this will affect the order in which your application is considered in the matching process;

Whether you are an EEA / non-EEA national and require a work permit to work in Ireland, as this will affect the order in which your application is considered in the matching process;

If allocated to an intern training post, successful completion of all necessary pre-employment checks by the individual employer;

The number of intern posts available;

Whether or not you have already secured an academic track intern post. For more information, please refer to Appendix 10 in this document.

### **1.7 What happens if I change my mind about internship in Ireland after I make an application?**

It is each applicant's prerogative to decide what career path they want to follow. If you decide after submitting an application in November and at any time up to the commencement of the matching process in May/early June 2018 that it is not your intention to take up an intern post, please notify HBS Recruit as early as possible by e-mailing [applyintern@hse.ie](mailto:applyintern@hse.ie). This will allow the matching process to be conducted in a manner which is as fair as possible to applicants who intend to take up posts. If you change your mind after accepting an allocation in May/early June 2018, you must notify HBS Recruit immediately by e-mailing [applyintern@hse.ie](mailto:applyintern@hse.ie) so that the vacancy may be filled as early as possible by an applicant on the reserve list and to avoid disruption to patient services.

### **1.8 How does the entry route to an Irish Medical School affect appointment to intern posts?**

The appointment of applicants to intern posts will depend on whether you accepted an Irish medical school place through a CAO offer or whether you accepted an Irish medical school place directly from the medical school.

In practice, this means that all applicants for intern posts who accepted a place in an Irish medical school through a CAO offer will be allocated to posts ahead of applicants who accepted an Irish medical school place directly from the medical school.

### **1.9 How does Employment Permit Legislation affect appointment to intern posts?**

The appointment of applicants to intern posts must be in line with Employment Permit Legislation.

In practice, this means that all applicants for intern posts who will not require a permit to work in Ireland will be allocated to posts ahead of applicants who will require a permit to work in Ireland. Please see Appendix 6 in "A guide to application and appointment to intern training in Ireland" Stage 1. Further details about the work permit scheme are available from the Department of Business, Enterprise and Innovation at [www.dbei.ie](http://www.dbei.ie). Prospective applicants who are non-EEA citizens should take particular note of this.

### **1.10 I am currently completing my undergraduate medical degree in an EU country but would like to transfer to Ireland to complete the practical element of my degree there – can I apply for an intern position for this purpose?**

**No.** In order to take up an intern position, applicants must be registered as an intern on the Trainee Specialist Division - Intern of the Register of Medical Practitioners. In order to be so registered, you must have completed your undergraduate medical degree and hold a basic medical qualification.

### **1.11 Will I have to undergo an interview?**

**No.** Interviews will not be held for intern posts commencing 9<sup>th</sup> July 2018. However, if you have applied for an academic track intern post and you are shortlisted, you will be called for interview by the INE.

## **2.0 Registration**

### **2.1 Do I have to register with the Medical Council?**

**Yes.** It is an indictable offence to practise medicine in Ireland while unregistered. All interns must be registered with the Medical Council (of Ireland) in order to practise medicine in an intern training post. It should be noted that registration / eligibility for registration as an intern does not guarantee employment; the process of application for employment is entirely separate from the process for registration. Please note that applications for registration with the Medical Council of Ireland cannot be made prior to receiving an offer of internship.

## **2.2 What division of the Register of Medical Practitioners are interns included on?**

Interns will be registered by the Medical Council on the Internship Registration Division of the Register of Medical Practitioners. In order to be eligible for registration as an intern, the medical graduate must intend to practise in an individually numbered, identifiable intern post which has been approved by the Medical Council for the purposes of intern training and must go through the Medical Council's process for internship registration. Please note that applications for registration with the Medical Council of Ireland cannot be made prior to receiving an offer of internship.

## **2.3 How do I register to practise as an Intern?**

You should go to the Medical Council website, [www.medicalcouncil.ie](http://www.medicalcouncil.ie), and follow the instructions on the website for submission of appropriate documentation. Prospective graduates of Irish medical schools will receive the application form from the Medical Council of Ireland by e-mail to the e-mail address provided on your HSE online application form.

## **3.0 Intern Training Networks & Programmes**

### **3.1 What is an Intern Training Network?**

An Intern Training Network is a geographical area based around a Medical School into which participating clinical sites (hospitals and some primary care centres) have been grouped for the purposes of providing intern education and training. A collaboration, led by a consultant-grade Intern Network Coordinator, along with Intern Tutors, Clinical Directors, the Medical School, Postgraduate Medical Training Bodies, local Medical Manpower Managers and representation from clinical sites in the network area. A mechanism through which the intern training programme is organised and delivered and assessments carried out.

### **3.2 What is an Intern Network Coordinator?**

An Intern Network Coordinator is a consultant-grade doctor charged with leading the development of intern training within their network and overseeing the delivery of the intern training and assessment programme. The Intern Network Coordinator is appointed by the Medical School. The Intern Network Coordinator is expected to fulfil a role in sign-off of intern training in accordance with requirements set by the Medical Council in order to satisfy the Medical Council criteria for granting a Certificate of Experience.

### **3.3 What is the National Intern Training Programme?**

The National Intern Training Programme is the Medical Council-approved training content that will be provided to you during your internship. It outlines core areas of training and principles on which training in each Network is based. The Programme was developed in line with the Medical Councils Eight Domains of Competence and approved by the Medical Council in May 2011.

### **3.4 How will I access the National Intern Training Programme?**

All interns will be notified of arrangements for the Intern Training Programme and how to access this by their Intern Training Network after commencement of internship. The exact content and format of training will vary across the Networks but will be developed and delivered in line with the National Intern Training Programme. You will be required to sign a training agreement with the Intern Training Network, which is separate to the employment contract. Further information will be provided by your Intern Training Network after commencement of internship.

### **3.5 Who will my clinical supervisors be?**

For each distinct rotation of your internship, you will be assigned to a consultant team based on the specialty of each rotation. Details of the supervisor(s) involved in each rotation will be provided, where possible, with the list of posts available in early 2018. In most cases, interns will be assigned to medical teams within a department so other consultants may be involved in training in addition to the named supervisor.

## **4.0 Centiles**

### **4.1 What are the criteria for matching applicants with intern posts?**

The selection process for intern posts is set out in A Guide to Application and Appointment to Intern Training in Ireland 2018 Stage 1. Matching of eligible applicants is on the basis of the applicant's entry route to Irish Medical School, Employment



Permit Legislation and the applicant's centile, based on their overall degree award OR overall exams, in their final year class. The centile provides a reflection of the applicant's position in their final year class relative to their classmates.

Please note the matching process for academic track intern posts is different to above. Please see Appendix 10 of this document for further information.

#### **4.2 How is centile ranking determined?**

The centile ranking is determined using a formula which expresses the position of a student relative to the position of all other students in the graduating class. The formula for calculating the centiles is provided to all Medical Schools in Ireland and Medical Deans outside Ireland will be required to use the same formula when calculating the centiles for any of their students who apply to intern posts in Ireland.

#### **4.3 What happens if two people with the same centile ranking choose the same intern post?**

If two (or more) people on the same centile ranking choose the same intern post, the selection is made on the basis of a lottery. This lottery selection will be monitored by a person who is not involved in the matching process.

#### **4.4 How will centile ranking be compared for applicants from different medical schools and different countries?**

There is no common exit exam from Medical Schools in Ireland and no common entrance exam to internship. Therefore, centile ranking is the comparison which is in place for graduates from different Medical Schools. The centile rank compares graduates relative to others in their own class and does not compare the actual marks achieved by a graduate in one School versus actual marks achieved by another graduate in a different School.

#### **4.5 Do I have to submit my centile ranking and, if so, what is required?**

**No.** You do not have to submit your centile ranking. HBS Recruit will request your centile ranking from the Dean / Head of your Medical School. Centiles must be received by 5pm 21<sup>st</sup> May 2018. Centiles received after this time and date will not be accepted.

The Dean / Head of your Medical School will be required to calculate your centile ranking on the basis of the formula provided. The centile will be calculated on the basis of your overall degree award or overall exams.

#### **4.6 I graduated prior to 2018; how will my centile ranking be calculated?**

Your centile will be based on your own graduating class. Therefore, if you graduated in 2017 for example, your centile will be calculated based on your position in the 2017 final year class in your Medical School and will not be based on the 2018 graduating class.

#### **4.7 When calculating centile rankings, are centiles for EEA graduates calculated together, separate to non-EEA graduates?**

**No.** Centiles are calculated on the basis of the **total number** in the final year class. The calculation of centiles does not take into account the number of EEA graduates versus non-EEA graduates, nor does it take into account the number of graduates from a particular class who apply for intern posts.

### **5.0 Post Preferences**

#### **5.1 What happens if all of my preference posts have been filled by higher ranked applicants?**

If all of your post preferences have been exhausted, you will be matched to the next available post in the highest available Intern training network of your choice (secondary preferences) where posts remain available.

#### **5.2 Can I change my mind about my post preferences and opt to take my second or subsequent preference post?**

**No.** You cannot opt to take your second or subsequent preference post. A single match will be carried out and, if you are successful, you will be allocated to a single post. If successful you will receive one offer only. You should therefore choose your post preferences carefully.

#### **5.3 What happens if I do not receive an offer of an intern post?**

Eligible applicants who remain unmatched after all posts have been allocated will be placed

on a Reserve List. In the event that an applicant matched to a post chooses not to proceed, the post will be offered to the highest ranked applicant on the Reserve List. This reserve list will only be in existence up to and including 31<sup>st</sup> July 2018.

## **6.0 Garda Vetting and Police Clearance**

### **6.1 I underwent Garda vetting as a student – is this sufficient?**

**No.** A separate process of Garda vetting must be undertaken prior to commencement of employment; vetting undergone while a student is not sufficient.

### **6.2 Will I have to undergo Garda vetting for each of my intern rotations?**

**No.** The Garda vetting process completed for employment as an intern covers the 12 month period of internship.

### **6.3 Will I have to undergo Garda vetting for every subsequent medical post in the Irish health service?**

**No** Subject to continued employment in Irish public health service, Garda vetting will be required periodically but will not be required for every appointment and/or rotation.

## **7.0 Employment Contract**

### **7.1 Will on-call commitments be part of my intern training?**

**Yes.** On-call commitments have been recognised as being an important learning experience within a supervised clinical environment and within European Working Time Directive regulations. Actual on-call commitments will vary depending on your individual hospital and local arrangements for on-call rotas.

### **7.2 What is the salary for intern posts?**

The salary for intern posts (as at 01/04/2017) based on a basic 39 hour week is €32,938. Intern salaries are determined by the Department of Health.

### **7.3 What is the annual leave entitlement for interns?**

Interns are entitled to 16 calendar days annual leave per 6-month period inclusive of weekends (i.e. equivalent to 12 working days per 6 month period). Scheduling of leave is at the discretion of the employer in line with the NCHD contract.

### **7.4 What is the educational leave entitlement for interns?**

Interns are entitled to apply for up to a maximum of 18 days educational leave per 6-month period to facilitate attendance / participation at approved educational activities in line with the NCHD contract. Approval of applications for educational leave is at the discretion of the employer.

### **7.5 What is the duration of an internship?**

Internship is for a minimum of 12 months, which should normally be consecutive, including at least three months in medicine in general and three months in surgery in general. Intern posts may also include 2-4 months in other specialties recognised by the Medical Council for the purposes of intern training (Emergency Medicine, General Practice, Obstetrics & Gynaecology, Academic Medicine, Paediatrics, Psychiatry, Radiology and Anaesthesia including Perioperative Medicine). Depending on the employing authority in each case, the contract provided to interns could be for this period in its entirety or in separate parts if one or more rotations are undertaken under a different employing authority.

### **7.6 Is flexible / part-time training available for intern posts?**

**No.** The Medical Council stipulates that Internship training should ordinarily be for a consecutive period of at least 12 months. Intern posts are wholetime; flexible / part-time training is not available at intern training level. Any individual concerns prior to appointment should be raised with your Medical School in the first instance.

## **8.0 Deferrals / Repeat students / Applicants who do not graduate as expected / Exam appeals**

### **8.1 What happens if I fail my final medical exams and have to repeat?**

Applicants for July 2018 intern posts must have graduated and been conferred with their medical degree on or before 15<sup>th</sup> June 2018. There is only one Intern intake per year and this intake occurs during the month of July each year. You must wait and apply for Internship 2019.

### **8.2 What happens if I cannot complete my final medical qualification with the rest of my class due to illness etc.; when will I be able to take up an intern position?**

Applicants for July 2018 intern posts must have graduated and been conferred with their medical degree on or before 15<sup>th</sup> June 2018. There is only one Intern intake per year and this intake occurs during the month of July each year. You must wait and apply for Internship 2019.

### **8.3 What happens in the case of a person whose centile ranking changes as a result of a subsequent exam appeal?**

The matching process will take into account the centile rankings of applicants which are submitted by the Dean / Head of School by 5pm 21<sup>st</sup> May 2018 **only**. Subsequent changes to centiles submitted will not be accepted as the matching process will have commenced to allow sufficient time for the necessary pre employment checks to take place prior to commencement to Internship.

### **8.4 Can I defer an intern allocation offer?**

**No.** Deferral of intern posts is not permitted. If you are not available to take up your allocated post on 9<sup>th</sup> July 2018 you should notify the relevant Intern Training Network.

## **9.0 Sign-Off of the Intern Year**

### **9.1 What is the Certificate of Experience?**

The Certificate of Experience is granted by the Medical Council when a medical practitioner has completed a period of internship to the satisfaction of the Council. This Certificate is required for eligibility to apply to the Trainee Specialist Division or General Division of the Register of Medical Practitioners maintained by the Medical Council. The Certificate is also required by most other competent authorities in order to register to practise medicine in other countries. The mechanism of granting such certificates will be advised by the Medical Council. See [www.medicalcouncil.ie](http://www.medicalcouncil.ie) for more information.

### **9.2 Who is involved in assessing my intern training leading to the Certificate of Experience?**

Your individual trainers and the Intern Network Coordinator for your Intern Training Network will be involved in assessing your intern training. The Intern Network Coordinator is expected to fulfil a role in sign-off of your training in accordance with requirements set by the Medical Council in order to satisfy the Medical Council criteria for granting a Certificate of Experience. More information is available from the Medical Council [www.medicalcouncil.ie](http://www.medicalcouncil.ie).

## **10.0 Career opportunities after internship**

### **10.1 Where can I get more information on training and employment opportunities after internship?**

Information on postgraduate medical training in Ireland is available from the NDTP Hub on the HSE's Learning and Development website. This resource can be accessed at [www.hseland.ie](http://www.hseland.ie). Please note that you will have to register to obtain log-in details for this website but there is no charge for registration.

A number of the postgraduate medical training bodies run rotational initial specialist and higher specialist training programmes. Currently, appointment to rotational training programmes is organised by these training bodies, in conjunction with relevant hospitals and other clinical training sites. Provided below are details of the relevant training bodies.

Royal College of Physicians of Ireland (Medical sub-specialties, Paediatrics, Pathology, Public Health Medicine, Obstetrics & Gynaecology & Occupational Medicine) [www.rcpi.ie](http://www.rcpi.ie)

Royal College of Surgeons in Ireland (Surgery & Emergency Medicine) [www.rcsi.ie](http://www.rcsi.ie)

Irish College of General Practitioners [www.icgp.ie](http://www.icgp.ie)

Irish College of Ophthalmologists [www.icophth.ie](http://www.icophth.ie)

The College of Anaesthetists: [www.anaesthesia.ie](http://www.anaesthesia.ie)

The College of Psychiatry of Ireland: [www.irishpsychiatry.ie](http://www.irishpsychiatry.ie)  
The Faculty of Radiology: [www.radiology.ie](http://www.radiology.ie)

Information on the specialist training programmes organised by these training bodies is available from the website of the Forum of Irish Postgraduate Medical Training Bodies, [www.irishmedicaltraining.ie](http://www.irishmedicaltraining.ie).

In addition, hospitals will sometimes recruit doctors directly. These doctors are usually at the employment grades of Senior House Officer and Registrar (i.e. pre-higher specialist training). Advertisements for these posts usually appear in the Irish national papers, the Irish medical press, on [www.hse.ie](http://www.hse.ie) and [www.publicjobs.ie](http://www.publicjobs.ie)

## Appendix 10: Academic Track for Internship in Ireland – Information for Applicants and Important Dates

### What is the Academic Track for internship?

Introduced in 2017, the Academic Track will provide a small number of interns with opportunities to undertake clinical research, gain experience in medical education, or enhance their leadership and management skills. *The HSE's National Doctors Training and Planning (NDTP) are funding these posts.* Essentially, as an intern on the academic track you will gain the same clinical experience as other interns and receive the same Certificate of Experience, in addition you will:

- Have protected time during the working week to undertake a research project/participate in medical education/become involved in a quality improvement project at your hospital.
- Be assigned an academic supervisor in addition to your clinical supervisors. The academic supervisor will provide you with guidance and support in carrying out your project.
- Have access to research seminars and workshops, and additional training and education.
- Have access to a research bursary for up to €2,000 to cover your research costs (e.g. bench fees).
- Be required to achieve the same competencies as all other interns, and you will need to complete the same mandatory elements of intern training as all other interns in addition to your academic goals.

### Why apply for the Academic Track?

If you have an interest in clinical research, medical education, or healthcare leadership and management then you should consider applying for the academic track. You will be provided with unique opportunities, support and mentorship to help you develop your skills and undertake a substantial project in an area that is of interest to you.

If you would like to experience what life is like as an academic clinician, medical educator, or a leader in healthcare, then the Academic Track will provide you with this opportunity and help you make informed career choices.

If you are focussed on a particular specialty and wish to undertake research in that area, participation in the Academic Track will support you in doing so while still achieving the same clinical competencies as other interns.

### How many places are there on the Academic Track?

Currently there are 24 places on the Academic Track, four in each network.

### Who can indicate an interest in an Academic Track Internship?

All suitably qualified applicants who are interested in an Intern post with the Irish health service may indicate their interest.

### How do I indicate my interest in an Academic Track Internship?

For now, you need only indicate on your Stage 1 online application that you are interested in being considered for the Academic Track intern posts.

### What happens next?

In December, you will be contacted by the Intern Network Executive (INE) and asked to provide further documentation to support your online application for an Academic Track intern post.

### What will I need to submit?

The application process for the Academic Track will require time and preparation above and beyond what is required for the standard internship programme. Therefore, you are advised to apply for the Academic Track only if you fully intend accepting a place if it is offered, and use the time between now and the submission date (Jan 26<sup>th</sup> 2018) to develop the following supporting documentation

1. A copy of your CV (no more than 1,200 words) including the following:
  - A copy of your University transcript (this will need to be verified prior to interview)
  - Any additional 3<sup>rd</sup> level qualifications (PhD, Intercalated Masters, Masters degree, Undergraduate degree)
  - Electives undertaken
  - Clinical experience to date
  - Any audit undertaken
  - Any research or clinical projects undertaken
  - Publications
  - Presentations at national or international conferences
  - Teaching experience
  - Any academic distinctions, merits or awards
  - Referee\* who can attest to your capacity to undertake the Academic Intern Track

(60 marks)

2. (a) Broad outline of a research project you would like to participate in, background information, why you would like to do this project, suggested methodology and how you would achieve a substantial portion of this work in the designated 12 week timeframe (max 700 words). Applicants are reminded that it is possible to do their research project in a discipline other than that associated with the clinical academic slot.

(b) Proposed outcomes of the academic rotation (max 300 words):

- What are your anticipated outcomes for your project?
- What do you personally hope to achieve by participating in the academic track?
- In what way will participation in the academic track for internship enhance your career?

(c) Feasibility of the study (max 200 words)

Please outline some of the practical aspects of doing your project while also undertaking your clinical work during the intern year.

(40 marks)

3. A completed post preference sheet (see attached) with all 24 posts numbered in order of preference, 1 being your highest preference.

\*Please note that your proposed supervisor should be a consultant or equivalent with an academic background and/or supervision experience. Please ensure you seek the referees's permission in advance of providing his/her name.

### How are Academic Track Internship Posts allocated?

If you are shortlisted by the INE, you will be contacted by them and invited to attend for an interview.

If you are successful at interview, you will be ranked in order of merit based on a number of factors, including:

Whether you are a CAO entry student / non CAO entry student to Medical School, as this will affect the order in which your application is considered in this allocation process;

Whether you are an EEA / non-EEA national and require a work permit to work in Ireland, as this will affect the order in which your application is considered in this allocation process;

If allocated to an academic track intern post, successful completion of all necessary pre-employment checks by the individual employer;

The number of Academic Track intern posts available.

In practice, this means that all applicants for Academic Track intern posts who accepted a place in an Irish medical school through a CAO offer will be allocated to Academic Track intern posts ahead of applicants who accepted an Irish medical school place directly from the medical school, and, applicants who will not require a permit to work in Ireland will be allocated to posts ahead of applicants who will require a permit to work in Ireland.

If successful, you will receive a **conditional offer of an Academic Track intern post**. This offer is dependent on your eligibility after Stage 2 of the HSE HBS Recruit application process and passing your Final Year exams. Once you have accepted an Academic Track Intern post, you will not be offered another intern post. If you are unsuccessful or decline the offer of an Academic Track intern post, you will be included in the Intern match process conducted by HBS Recruit and the post preferences you have indicated at Stage 2 will be applied to you.

**What about centiles?**

Recruitment for the Academic Track will take place **before** final year exams and therefore your centile will not be considered as part of the allocation process. Your exam results from your previous years of medical school will be taken into consideration. It is possible for someone to achieve the highest centile and not achieve an Academic Track intern post.

**Why is there a separate allocation / match process?**

Successful applicants will be notified by the INE of their allocation to the Academic Track **before** final year exams commence. This will provide time to contact and meet with your academic supervisor, agree upon a project and undertake any relevant preparatory work. We strongly advise that Academic Track candidates make the best use of this extra notice before commencing internship to prepare for what will undoubtedly be an exciting and challenging experience.

**Academic Track Important Dates**

Description	Time Date
<ul style="list-style-type: none"> <li>• Eligible academic track applicants asked to submit additional required paperwork</li> </ul>	Friday 15/12/2017
<ul style="list-style-type: none"> <li>• Closing date for receipt of documentation</li> </ul>	Friday 26/01/2018
<ul style="list-style-type: none"> <li>• Shortlisting of applicants to occur and notification of interview.</li> </ul>	Thursday 22/02/2018
<ul style="list-style-type: none"> <li>• Interview</li> </ul>	Week of 05/03/18
<ul style="list-style-type: none"> <li>• Notification of successful Round 1 offers</li> </ul>	Wednesday 14/03/18
<ul style="list-style-type: none"> <li>• Accept or decline offer</li> </ul>	Monday 19/03/18
<ul style="list-style-type: none"> <li>• Notification of Round 2 offers</li> </ul>	Wednesday 21/03/18

# Medical Interns 2018 Additional Information

## Reform of the Intern Year

Government policy on undergraduate medical education and postgraduate medical education and training is set out in the “Fottrell” and “Buttimer” reports (available: [www.doh.ie](http://www.doh.ie))

The National Committee on Medical Education and Training (NCMET) was established to oversee implementation of the recommendations in these reports. In 2008, the NCMET made a series of recommendations for reform of the Intern Year (report available: [www.hse.ie](http://www.hse.ie)).

Many of the recommendations of the NCMET Report have been implemented.

Reform of the Intern Year continues to be jointly implemented by the Health Service Executive (HSE), the Intern Training Networks, the Medical Council, the Medical Schools, the Postgraduate Medical Training Bodies, hospital medical workforce management, and individual hospital and community services. Implementation reports have been published by the HSE detailing progress to date.

These reports are available at: [www.hse.ie/eng/services/publications/corporate/etr](http://www.hse.ie/eng/services/publications/corporate/etr).

## Contents:

- Reform of the Intern Year (p1)
- Principle Reforms (p1)
- Intern Training Networks (p2)
- Clinical Sites (p3)
- Intern Training Programmes (p4)
- Induction (p5)
- Employment Contracts (p5)
- Progression Through Training and Sign-Off (p5)



## Principal Reforms

The principal reforms to intern training which have been implemented include:

- The establishment of intern training networks and the appointment of Intern Network Coordinators
- The development of a National Intern Training programme for internship
- The introduction of a modular structure and new specialties to the intern year
- The establishment of a national application system and matching system for intern posts
- The introduction of a Training Agreement between Intern Training Networks and interns
- The development of e-learning modules to enhance interns’ on-site clinical training
- The standardisation of assessment forms
- The introduction of Service Level Agreements for the support of intern training



## Intern Training Networks

There are six Intern Training Networks, each based around an existing Medical School. Intern posts are structured so that all modules take place within a single intern network.

Each Intern Network is led by an Intern Network Coordinator who is a consultant doctor with educational experience. This appointment is made by the Medical School in each Network and is supported by the HSE.

The Intern Network Coordinator is responsible for organizing and overseeing intern training within their network and ensuring the provision of appropriate, agreed educational programmes for interns. The Intern Network Coordinators are collaborating collectively and collaboratively through the Intern Networks Executive and with the HSE on a national basis to ensure consistency across the Networks.

Intern Network Coordinators are also expected to meet requirements set by the Medical Council in relation to intern training and sign-off, in order to satisfy the Council's criteria for granting a Certificate of Experience. Medical Council guidelines on this area are available at: [www.medicalcouncil.ie](http://www.medicalcouncil.ie)

The Intern Networks bring together, as required, representatives from all parties involved in the in-tern year, including postgraduate training bodies, intern tutors, Clinical Directors, the medical schools, local medical manpower managers and representatives from clinical sites.

All intern posts are aligned on a geographical basis within Intern Training Networks. Considerations such as health service reform and the changing roles of some hospitals are taken into account in the distribution of intern posts.

### The six Intern Training Networks:

West / Northwest (NUIG)

Dublin / Northeast (RCSI)

Dublin / Mid-Leinster (UCD)

Dublin / Southeast (TCD)

South (UCC)

Mid-West (UL)



## Clinical Sites

Intern Training Network	Linked Medical School	Hospitals / Clinical Sites in Network 2012	
West / Northwest	National University of Ireland, Galway	<ul style="list-style-type: none"> <li>• University College Hospital Galway</li> <li>• Merlin Park Hospital</li> <li>• Letterkenny General Hospital</li> <li>• Mayo General Hospital</li> </ul>	<ul style="list-style-type: none"> <li>• Portiuncula Hospital</li> <li>• Roscommon General Hospital</li> <li>• Sligo General Hospital</li> <li>• General Practice, Donegal &amp; Galway</li> </ul>
Dublin / Northeast Ireland	Royal College of Surgeons in Ireland	<ul style="list-style-type: none"> <li>• Beaumont Hospital training affiliations with site</li> <li>• Connolly Hospital</li> <li>• Cappagh National Orthopaedic Hospital</li> <li>• Our Lady of Lourdes Hospital Drogheda</li> <li>• Temple Street University Hospital</li> </ul>	<ul style="list-style-type: none"> <li>• Waterford RH (exception, given RCSI)</li> <li>• General Practice, Dublin</li> <li>• General Practice, Waterford</li> </ul>
Dublin / Mid-Leinster	University College Dublin	<ul style="list-style-type: none"> <li>• Mater Misericordiae Hospital</li> <li>• St. Vincent's Hospital, Elm Park</li> <li>• St. Columcille's Hospital</li> <li>• General Practice, Dublin &amp; Wicklow</li> <li>• Temple Street University Hospital</li> <li>• Highfield</li> <li>• St. Vincent's Hospital/Holles St. Psych Unit</li> </ul>	<ul style="list-style-type: none"> <li>• Midland Regional Hospital Mullingar</li> <li>• Midland Regional Hospital Tullamore</li> <li>• Midland Regional Hospital Portlaoise</li> <li>• St. Michael's Hospital</li> <li>• Cappagh National Orthopaedic Hospital</li> <li>• St. Vincent's Hospital, Fairview</li> </ul>
Dublin / Southeast	Trinity College Dublin	<ul style="list-style-type: none"> <li>• St. James's Hospital</li> <li>• AMiNCH Tallaght Hospital</li> <li>• Naas General Hospital</li> <li>• Linn Dara, Palmerstown</li> </ul>	<ul style="list-style-type: none"> <li>• St. Luke's GH Kilkenny</li> <li>• Wexford General Hospital</li> <li>• General Practices, Dublin</li> </ul>
South	University College Cork	<ul style="list-style-type: none"> <li>• Cork University Hospital</li> <li>• Mercy University Hospital</li> <li>• General Practice, Mallow</li> <li>• Kerry General Hospital</li> <li>• South Infirmary-Victoria University Hospital</li> <li>• General Practice, Mallow &amp; Mitchelstown</li> </ul>	<ul style="list-style-type: none"> <li>• South Tipperary Clonmel</li> <li>• Bons Secours (private)</li> <li>• Mallow General Hospital</li> <li>• Bantry General Hospital</li> <li>• St. Stephen's Hospital, Glanmire</li> </ul>
Mid-West	University of Limerick	<ul style="list-style-type: none"> <li>• University Hospital Limerick</li> <li>• St. John's Hospital Limerick</li> </ul>	<ul style="list-style-type: none"> <li>• General Practice, Ennis</li> </ul>



**Note:** the above list represents the current clinical sites where intern training takes place; these sites may change and other clinical sites may be added for intern training in advance of intern post details being finalized, subject to approval by the Department of Health.

**Intern training is provided in over 50 acute hospitals, specialist hospitals and General Practices in Ireland**



## Intern Training Programme

The National Intern Training Programme (NITP) for Education and Training in the Intern Year was initially devised by the Intern Network Coordinators, building on previously published Medical Council guidelines for intern competencies and was approved by the Medical Council in May 2011. Training is now delivered in line with this Programme.

Online learning modules have been developed, which complement the on-site training provided to interns in hospitals and general practices. A range of modules will be available for interns commencing in July 2018. In addition, an e-portfolio is under development, which will allow interns to record their training and experience and will allow trainers to sign-off on intern training.

All Intern Training Networks must provide clinical skills training, life support training and formal educational events.

All intern training provided must be in line with the NITP, although the precise content of the educational elements will vary across individual Networks. Examples of training that may be provided include grand rounds, journal clubs, multidisciplinary case presentations, “Human Factors” training, and specialty / topic- specific study days.

The HSE has formal Service Level Agreements in place with the Universities/Medical Schools for the provision of intern training. The Intern Training Programme is led by the Intern Network Coordinator in each Network.

Each intern will be required to sign a Training Agreement, which sets out the training that will be provided to the intern by their Network and the intern’s responsibilities, such as minimum attendance rates.



## Intern Training Posts

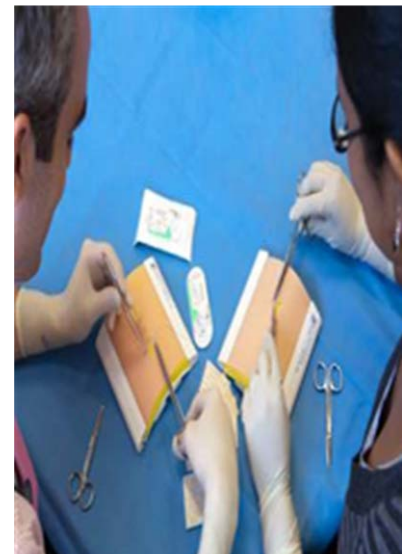
Intern training posts will commence on July 9th 2018. Internship training must comprise a minimum of 12 months, during which interns must complete a minimum of three months in each of general medicine and general surgery and may complete two to four months in other specialties which have been recognised by the Medical Council for intern training. During the intern year, interns are expected to achieve the competencies outlined by the National Intern Training Programme.

Details of posts available in July 2018 will be provided to applicants who are deemed eligible after Stage 1 of the application process.

### Continuing for the 2018 Intern Intake

In parallel to the clinical internship posts, for the 2018 Intern intake, an academic internship will be available. The academic internship provides an opportunity for doctors at the beginning of their careers to continue, or to develop *de novo*, research, teaching and leadership/management skills in addition to the competencies outlined as part of the National Intern Training Programme.

Academic interns will undertake one full rotation (3 months) in an academic internship post and then complete their other clinical rotations as normal.



## Induction

All incoming interns are required to complete a mandatory induction course prior to commencement of employment. The induction course will ordinarily take place at the location of the intern's first training module or another specified site within the Intern Training Network.

The duration of the induction course, which may be up to two weeks, depends on the clinical site to which the intern has been allocated. Following assignment to a post, successful applicants will be notified of the time and location of the induction course.

Those interns on the academic internship programme are also expected to attend the mandatory induction provided by their clinical site.



## Employment Contract

Interns will receive the Contract of Employment for Non-Consultant Hospital Doctors. The contract will be provided by the employing authority after the applicant has successfully been allocated to an intern post and received an offer of employment from the employing authority, subject to relevant satisfactory clearances.

The required clearances will be notified to the successful applicant by the employing authority when the offer of employment is made. In some cases, where an individual intern is employed by more than one employing authority (e.g. a voluntary hospital and a HSE hospital), separate contracts may be issued.

The total duration of internships commencing in July 2018 will be 12 months, from July 9<sup>th</sup> 2018 to July 8<sup>th</sup> 2019. Interns should return their signed contract to their employer.

## Progression through training & Sign-off

The Intern Training Programme for posts commencing July 2018 is for a defined period of 12 months and interns will be employed in each training rotation for a finite period. Interns are expected to complete their training within this period. The Intern Training Network is required to ensure that all interns under their remit are progressing in a manner which ensures patient safety and may assign remedial action on an individual basis.

If the Intern Training Network considers that an intern's progress in the programme is unsatisfactory, the intern may be required to undertake additional training or assessment.

Failure to meet these additional requirements may result in removal from the Intern training programme and/or employment

Where remedial training is required, the Intern Training Network will

inform the employer and/or the HSE and/or the Medical Council of any concerns regarding the intern's continued practice.

Additional training will usually be required to be undertaken within the period of the rotation or a subsequent scheduled rotation. If a recommendation for additional training remains upon completion of the 12 month period, applicants should note that there is no commitment to employment beyond the standard 12 month period. Such

matters will be handled on a case-by-case basis and are subject to agreement from the Employer.

In such circumstances, interns may be assigned to a different training site and/or different specialty areas. The usual contractual arrangements will apply in relation to employment matters. Applicants should consult the NCHD Contract 2010, on [http://www.hse.ie/eng/staff/Jobs/Job\\_Search/Medical\\_Dental/nchd/Interns/](http://www.hse.ie/eng/staff/Jobs/Job_Search/Medical_Dental/nchd/Interns/) for more information on employment matters.

The Medical Council (of Ireland) is statutorily responsible for granting Certificates of Experience to medical practitioners who have successfully completed a period of internship. Information on the criteria and process for the sign-off of the intern year Certificate of Experience are available from the Medical Council at [www.medicalcouncil.ie](http://www.medicalcouncil.ie).

## Appendix 12 - Non Consultant Hospital Doctor (NCHD) – Intern Job Specification

<b>Job Title and Grade</b>	<b>Non Consultant Hospital Doctor (NCHD) - Intern</b> (HSE Grade Code: Intern 1554)
<b>Taking up Appointment</b>	The successful candidate will be required to take up duty on 9th July 2018
<b>Reporting Relationship</b>	<p>The Intern's reporting relationship is to the Employer via his/her supervisory Consultant I Intern Tutor and Clinical Director (if such is in place). The NCHD may be required to report to the designated supervisory Consultant/Clinical Director/Head of Academic Department/</p> <p>Intern Tutor /Intern Coordinator on matters relating to medical education, training and research. The Intern will report directly to the Employer as required.</p>
<b>Purpose of the Post</b>	<p>Appointees are required to actively engage in the Intern Training Programme which will be provided by the Intern Training Network and on-site clinical training provided directly by trainers.</p> <p>During the appointment the successful candidate will, under the supervision of the Consultant I Clinical Director I Employer, participate in and deliver a quality health care service.</p>
<b>Principal Duties and</b>	<p>The intern's standard duties and responsibilities include, as directed by the Consultant/Clinical Director I Employer to, inter alia:</p> <ul style="list-style-type: none"> <li>• Participate as a member of a multi-disciplinary team in the provision of medical care to patients</li> <li>• Diagnose and treat patients under appropriate supervision</li> <li>• Ensure that duties and functions are undertaken in a manner that prioritises the safety and wellbeing of patients</li> <li>• Assess patients on admission and/or discharge as required and write detailed reports in the case notes under supervision and as required</li> <li>• Order and interpret diagnostic tests</li> <li>• Initiate and monitor treatment</li> <li>• Communicate effectively with patients and clients</li> <li>• Attend clinics and participate in relevant meetings, case conferences and ward rounds; followed by documentation of findings on each patients chart; follow through with actions arising from the round</li> <li>• Represent the department I profession I team at meetings and conferences as appropriate</li> <li>• Further progress knowledge of diagnosis and management</li> <li>• Participate in multi-disciplinary clinical audit and proactive risk management and facilitate production of all data I information for same</li> <li>• Co-operate with investigations, enquiries or audit relating to the provision of health services</li> <li>• Maintain professional standards in relation to confidentiality and ethics; abide by the Irish Medical Council 'Guide to Professional Conduct and Ethics for Registered Medical Practitioners' and the domains of good professional practice (<a href="http://www.medicalcouncil.ie">www.medicalcouncil.ie</a>)</li> <li>• Seek advice and assistance from the Consultant I Clinical Director I Employer with any assigned cases or issues that prove to be beyond the scope of his I her professional competence in line with principles of best</li> </ul>

practice and clinical governance

- Engage in technological developments as they apply to the patient and service administration
- Cover for occasional unplanned absence of intern colleagues
- Perform other duties as required by the supervising Consultant I Clinical Director/Employer

#### **Legislation I Policy I Procedures**

- Co-operate with such measures as are necessary to ensure compliance with the requirements of the European Working Time Directive and related Irish legislation.
- Comply with statutory and regulatory requirements, agreed training principles I where appropriate, corporate policies and procedures and human resource policies and procedures (e.g. Dignity At Work, Trust in Care, Flexible Working Scheme etc)
- Co-operate with such arrangements as are put into place to verify the delivery of all contractual commitments
- Document appropriately and report any near misses, hazards and accidents and bring them to the attention of relevant I designated individual(s) in line with best practice
- Be aware of risk management issues, identify risks and take appropriate action

#### **Education and Training**

- Attend at NCHD Induction
- Register with the Intern Training Network to which they have been assigned
- Participate in mandatory and recommended training programmes in accordance with the intern education programme and organisational I professional requirements
- Maintain and develop professional expertise and knowledge by actively engaging in continuing professional education and development
- Make satisfactory progress in his I her training and development as per the requirements of the Intern Training Network and Intern Education Programme
- Engage in planning and performance reviews as required with the supervising Consultant/Clinical Director/Head of Academic Department/Intern Coordinator.

#### **Health & Safety**

- Comply with the policies, procedures and safe professional practice of the Irish
- Healthcare System by adhering to relevant legislation, regulations and standards
- Work in a safe manner with due care and attention to the safety of self and others
- Be aware of risk management issues, identify risks and take appropriate action
- Promote a culture that values diversity and respect

#### **Administrative**

- Ensure good working practice and adherence to standards of best practice
- Promote quality by reviewing and evaluating the service, identifying changing needs and opportunities to improve services
- Assist the Consultant I Clinical Director I Employer I Intern Tutor I Intern Coordinator in service I training development, including policy

	<p>development and implementation</p> <ul style="list-style-type: none"> <li>• Ensure the maintenance of accurate records in line with best clinical governance, the organisation's requirements and the Freedom of Information Act, and provide reports and other information I statistics as required</li> <li>• Engage in service audit and demonstrate the achievement of the service objectives</li> <li>• Represent the department I profession I team at meetings and conferences as appropriate</li> <li>• Keep up to date with change and developments within the Irish Health Service</li> </ul> <p><b><i>The above Job Description is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.</i></b></p>
<p><b>Eligibility Criteria Qualifications and/ or experience</b></p>	<ul style="list-style-type: none"> <li>• Be registered as an Intern by 9th July 2018 on the Internship Registration Division of the Register of Medical Practitioners maintained by the Medical Council (of Ireland)</li> <li>• Not be registered or entitled to registration on the General Division, Trainee Specialist Division (other than as an Intern on the latter), Supervised Division, Visiting EEA Practitioners Division or Specialist Division of the Register of Medical Practitioners maintained by the Medical Council.</li> <li>• Not have already commenced Intern training (or equivalent formal practical training) in Ireland or any other country.</li> <li>• Not have already completed Intern training (or equivalent formal practical training) in Ireland or any other country.</li> <li>• Your centile must be available on or before 21st May 2018</li> <li>• Have successfully graduated from an Irish or EEA Medical School and have been conferred with a valid medical degree on or before 15th June 2018.</li> <li>• Applicants must have graduated* on or after 1st April 2016 and on or before 15th June 2018</li> <li>• Be a recent graduate / final year student (of whatever nationality) of a medical school in one of the following EEA countries: <ul style="list-style-type: none"> <li>• Ireland</li> <li>• Denmark</li> <li>• Italy</li> <li>• Luxembourg</li> <li>• Poland</li> <li>• Sweden</li> <li>• Lithuania</li> <li>• Malta</li> <li>• Portugal</li> <li>• United Kingdom</li> <li>• Norway</li> <li>• Iceland</li> </ul> </li> </ul> <p style="text-align: center;">OR</p> <p>Be a graduate I final year student (of whatever nationality) in the following Medical School: RCSI Penang Medical College, Malaysia</p> <ul style="list-style-type: none"> <li>• Graduates (of whatever nationality) from Medical Schools in EEA countries which are not listed above are not eligible to apply to intern training posts as these graduates are deemed, under EU legislation, to have already completed their medical training to a standard equivalent to that of a graduate of an Irish Medical School who has already completed internship and has been awarded a Certificate of Experience.</li> </ul>



	<ul style="list-style-type: none"> <li>• Be proficient in the English language.</li> <li>• Hold Certification in Basic Life Support for healthcare providers</li> </ul> <p><b>Health</b> A candidate for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.</p> <p><b>Character</b> Each candidate for and any person holding the office must be of good character</p> <p><b>Age</b> Age restrictions shall only apply to a candidate where he/she is not classified as a new entrant (within the meaning of the Public Service Superannuation Act, 2004). A candidate who is not classified as a new entrant must be under 65 years of age on the first day of the month in which the latest date for receiving completed application forms for the office occurs.</p>
<p><b>Skills, competencies and/or knowledge</b></p>	<ul style="list-style-type: none"> <li>• Sufficient command of the English language to effectively carry out the duties and responsibilities of the role in line with requirements as defined by the HSE</li> <li>• Sufficient clinical knowledge and evidence based practice to carry out the duties and responsibilities of the role, with appropriate supervision from more senior clinicians</li> <li>• An ability to apply knowledge to evidence based practice</li> <li>• Effective team skills and leadership potential</li> <li>• The ability to plan and deliver care in an effective and resourceful manner</li> <li>• An ability to manage and develop self in a busy working environment</li> <li>• The ability to effectively evaluate clinical information and make appropriate decisions under appropriate supervision</li> <li>• A commitment to assuring high standards and strive for a patient centred service</li> <li>• Effective team skills</li> <li>• Effective communication and interpersonal skills including the ability to collaborate with colleagues, families etc and good presentation skills</li> <li>• Awareness and appreciation of the patient and the ability to empathise with and treat others with dignity and respect, with awareness of patient safety at all times.</li> <li>• Flexibility and openness to change</li> <li>• Ability to utilise supervision effectively</li> <li>• A willingness to develop IT skills relevant to the role</li> </ul>
<p><b>Competition Specific Selection Process</b></p> <p><b>Shortlisting/Interview</b></p>	<p>Selection of candidates will be on the basis of (i) CAO Status, (ii) employment permit legislation and (iii) centile ranking of candidates in line with the process outlined in A Guide to Application and Appointment to Intern Training in Ireland 2018.</p> <p>Interviews will not be held for intern posts. However, if you have applied for an academic track intern post and you are shortlisted, you will be called for interview by the INE.</p>

**Code of Practice**

The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA). The Code of Practice sets out how the core principles of probity, merit, equity and fairness might be applied on a principle basis. The Codes also specifies the responsibilities placed on candidates, feedback facilities for candidates on matters relating to their application, when requested, and outlines procedures in relation to requests for a review of the recruitment and selection process, and review in relation to allegations of a breach of the Code of Practice. Additional information on the HSE's review process is available in the document posted with each vacancy entitled "Code Of Practice, Information For Candidates".

Codes of Practice are published by the CPSA and are available on [www.hse.ie](http://www.hse.ie) in the document posted with each vacancy entitled "Code of Practice, Information For Candidates" or on [www.cpsa.ie](http://www.cpsa.ie).

**Contract of Employment  
for  
Non-Consultant Hospital  
Doctors**

***As of 30<sup>th</sup> June 2017***

## Table of Contents

Preamble .....	3
1. Purpose and Commencement Date .....	4
2. Registration Status and Designation of Post.....	4
3. Reporting Relationship .....	5
4. Location and Residence .....	5
5. Hours of Work.....	5
6. Standard Duties and Responsibilities.....	6
7. Locum cover .....	7
8. Medical Education and Training .....	8
9. Leave and Holidays .....	8
10. Salary.....	12
11. Unsocial hours / premium payments .....	13
12. Overtime payments .....	13
13. On-call off-site.....	14
14. Abolition of Living Out Allowance .....	14
15. Training Supports .....	15
16. Allowances and payments to General Practice Registrars .....	15
17. Incremental Credit .....	16
18. Travelling expenses for attendance at interview .....	17
19. Relocation expenses .....	17
20. Superannuation .....	17
21. Disciplinary / Grievance Procedures .....	18
22. Policies and Procedures.....	18
23. Confidentiality .....	18
24. Records and Property.....	18
25. Clinical Indemnity .....	19
26. Review .....	19
27. Acceptance of Contract .....	19
Appendix I – Basic salary and allowances for NCHDs.....	21

## **Preamble**

This document is comprised of the following:

- a) Terms and Conditions;
- b) Appendices;

This contract takes precedence over any inconsistent provision in previously agreed documents regulating the terms and conditions of employment of Non-Consultant Hospital Doctors. Where there is any conflict between any provision of the contract document and any prior instrument, the provision in this contract document should prevail.

For the purposes of this contract, the term Non-Consultant Hospital Doctor (NCHD) refers to persons employed in the public health service in Ireland as Interns, Senior House Officers, Registrars, Senior Registrars, Specialist Registrars or otherwise for the purpose of providing medical or dental services and/or the pursuance of medical or dental training who for the purposes of such employment are not employed as Consultants.

## 1. Purpose and Commencement Date

- a) This is a contract of employment between \_\_\_\_\_ (name and address of Employer) and \_\_\_\_\_ (name and address of employee). \_\_\_\_\_ (Name of employee<sup>1</sup>) is appointed to the post of a \_\_\_\_\_ (state grade and specialty) with effect from the \_\_\_\_\_ (insert date). The Contract is (*delete as appropriate*):
- i) for a fixed term / purpose as follows: \_\_\_\_\_;
- Should the contract be for a fixed term, the Unfair Dismissals Acts, 1977 – 2015 shall not apply to the NCHD's dismissal consisting only of the expiry of the contract on the specified date. The NCHD's employment may be terminated by notice in accordance with the Minimum Notice and Terms of Employment Acts 1973 – 2005.
- or**
- ii) of indefinite duration.
- b) A candidate for and any person holding the office must be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.
- c) Should the contract be for a fixed term / purpose it will generally commence on the second Monday of January or the second Monday of July. This provision shall come into effect from 1<sup>st</sup> July 2010.

## 2. Registration Status and Designation of Post

- a) Once the NCHD has commenced employment, continued employment in this post is contingent on (*delete as appropriate*):
- i) the NCHD being registered in accordance with the Medical Practitioners Act 2007 with the Register of Medical Practitioners maintained by the Medical Council of Ireland and maintaining his/her professional competence on an on-going basis pursuant to any Medical Council professional competence scheme applicable to the NCHD as a medical practitioner registered by the Medical Council of Ireland;
- or**
- ii) in relation to a post designated as a Non-Training Post, the NCHD being registered in accordance with the Medical Practitioners Act 2007 on either the General Division or the Supervised Division of the Register of Medical Practitioners maintained by the Medical Council of Ireland and maintaining his/her professional competence on an on-going basis pursuant to any Medical Council professional competence scheme applicable to the NCHD as a medical practitioner registered by the Medical Council of Ireland;
- or**
- iii) in relation to a post designated as a Training Post (including Intern posts), the NCHD being registered on the Specialist Trainee Division of the Register of Medical Practitioners maintained by the Medical Council of Ireland and participating as required in a programme of Intern training recognised by the Medical Council of Ireland or in a programme of specialist training under the auspices of a postgraduate medical training body recognised by the Medical Council of Ireland.

---

<sup>1</sup> Hereafter referred to as 'The NCHD'

- b) The employer is obliged to operate the terms and conditions of this contract in a manner which ensures compliance with the requirements of the registration status of the NCHD with the Medical Council of Ireland.

### **3. Reporting Relationship**

The NCHD's reporting relationship is to the Employer via his/her supervisory Consultant and Clinical Director (if such is in place). The NCHD may be required to report to the designated supervisory Consultant / Clinical Director / Head of Academic Department on matters relating to medical education, training and research. The NCHD will report directly to the Employer as required.

### **4. Location and Residence**

- a) The NCHD's appointment shall be to \_\_\_\_\_ (name of HSE area / HSE funded Hospital / Agency). The NCHD's employment location(s) is \_\_\_\_\_.
- b) The NCHD's employment location may be changed within the functional area and service range applicable to his/her Employer. Due consideration will be given to the registration status of the NCHD with the Medical Council of Ireland should a change in location be required.
- c) In circumstances where a change of location is required, (e.g. - hospital closures or major changes taking place in the character of the work being carried out there) the NCHD will be offered an alternative appointment in an appropriate discipline. In the first instance this will be within the (Hospital Network Area / HSE funded Hospital / Agency). The NCHD shall be consulted should (s)he be required to change to an employment location outside the (Hospital Network Area / HSE-funded Hospital / Agency). Subject to the provisions of the removal expenses scheme for the Health Service Executive, removal expenses shall be payable, if claimed.

### **5. Hours of Work**

- a) The NCHD is contracted to undertake such duties / provide such services as are set out in this Contract in the manner specified for 39 hours per week. The 39 hours are as determined by the roster and include a paid lunch break.
- b) The NCHD is required to deliver these hours on any 5 days out of the 7 in a week as determined by the Employer.
- c) For the avoidance of doubt, the provisions of Section 5 a) and b) above are subject to amendment in accordance with Clause 2.3 of the agreement made between the Health Service Executive and the Irish Medical Organisation on the 22<sup>nd</sup> day of January 2010.
- d) When rostered to attend on any day Monday to Friday, the NCHD must work a minimum shift of 6 hours. When rostered to attend on Saturday or Sunday, the NCHD must work a minimum shift of 5 hours.
- e) The NCHD shall not be required to work for more than 24 consecutive hours on-site.
- f) The Employer will ensure that the NCHD is rostered to work on-site for a period of 24 hours on no more than a 1 in 5 basis other than in exceptional circumstances.

- g) Rosters must provide for a handover period between each shift. Handover periods must be of at least 30 minutes in duration.
- h) The NCHD may not be rostered to work a split shift<sup>2</sup>.
- i) The NCHD may be required to:
  - i) provide overtime services (on-call on-site services) on-site in addition to the 39 hours.
  - ii) provide on-call off-site services outside core and/or overtime hours as determined by the Clinical Director / Employer;
  - iii) work beyond his/her rostered period in line with the exigencies of the service. The Employer will endeavour to ensure that this will be an exceptional rather than a standard requirement.
- j) A minimum notice period of 2 weeks will apply for provision of initial rosters.
- k) The NCHD shall not be required to attend on-site on a rostered day off (including leave) outside the 2 week minimum notice period where the requirement for such attendance can be reasonably anticipated by the employer.
- l) A minimum notice period will apply for changes to published rosters taking account of the need for shorter notice to respond to clinical need on an unplanned basis,
- m) Where the NCHD is provided with more than one rostered day off during a week, the Employer should endeavour to ensure such days are consecutive.
- n) The NCHD shall comply with such agreed arrangements as are put into place by the Employer for measurable and transparent systems of continuously monitoring adherence to working time legislation.
- m) Work outside the confines of this contract is not permissible if the combined working time associated with this employment taken together with any other employment exceeds the maximum weekly working hours as set out in S.I. No. 494 of 2004 European Communities (Organisation of Working Time) (Activities of Doctors in Training) Regulations 2004.

## **6. Standard Duties and Responsibilities**

- a) The NCHD's standard duties and responsibilities include, as directed by the Consultant / Clinical Director / Employer to, inter alia:
  - i) participate as a member of a multi-disciplinary team in the provision of medical care to patients;
  - ii) diagnose and treat patients;
  - iii) ensure that duties and functions are undertaken in a manner that prioritises the safety and well being of patients;
  - iv) assess patients on admission and/or discharge as required and write detailed reports in the case notes;
  - v) order and interpret diagnostic tests;

---

<sup>2</sup> A split shift is an employment schedule where the employee's normal work day is split in to 2 or more segments. For example an NCHD could not be rostered to work from 9 am to 2pm and then have a break until 8pm at which point they would be rostered to return to work until midnight.



- vi) initiate and monitor treatment;
  - vii) communicate effectively with patients and clients;
  - viii) further progress knowledge of diagnosis and management;
  - ix) participate in multidisciplinary clinical audit and proactive risk management and facilitate production of all data/information for same;
  - x) co-operate with such arrangements as are put into place to verify the delivery of all contractual commitments;
  - xi) co-operate with such measures as are necessary to ensure compliance with the requirements of the European Working Time Directive and related Irish legislation;
  - xii) co-operate with investigations, enquiries or audit relating to the provision of health services;
  - xiii) comply with statutory and regulatory requirements, agreed training principles<sup>3</sup> where appropriate, corporate policies and procedures and human resource policies and procedures (e.g. Dignity at Work, Trust in Care, Flexible Working Scheme etc.);
  - xiv) attend at NCHD Induction. Induction training before the commencement of the employment relationship is not paid, while induction training during the currency of the employment relationship is paid;
  - xv) perform other duties as required by the supervising Consultant / Clinical Director / Employer.
- b) Additional duties and responsibilities related to this post may be set out in the job description as issued by the Employer.
  - c) The NCHD is entitled during his/her employment to regular review of his/her performance - including MET/Research performance – by and together with the designated supervisory Consultant / Clinical Director / Head of Academic Department.
  - d) When carrying out these duties, the NCHD shall abide by the Irish Medical Council 'Guide to Ethical Conduct and Behaviour' (copy available directly from the Medical Council or at [www.medicalcouncil.ie](http://www.medicalcouncil.ie)).

## **7. Locum cover**

- a) The NCHD will be expected to cover for occasional unplanned absence of colleagues.
- b) Subject to a) above, in the event of the NCHD being absent, the Clinical Director / Employer will determine the requirement for locum cover and make necessary arrangements.
- c) Management are obliged to operate this provision so as to ensure strict compliance with the requirements of the European Working Time Directive and related Irish legislation.

---

<sup>3</sup> Training Principles to be incorporated into new working arrangements for doctors in training” published by the Medical Education and Training Group, July 2004

## 8. Medical Education and Training

- a) For the purposes of NCHD education, training and the maintenance of NCHDs professional competence, the employer shall, in line with the requirements of the Medical Practitioners Act 2007, facilitate as appropriate the training / competence assurance requirements of NCHD posts.
- b) For the purposes of education, training and the maintenance of professional competence, the NCHD shall, in line with the requirements of the Medical Practitioners Act 2007:
  - i) participate in and satisfy the requirements of any programme of Intern training (s)he is registered on as defined by the Medical Council of Ireland;  
**or**
  - ii) participate in and satisfy the requirements of any programme of specialist training (s)he is registered on as defined by the relevant postgraduate medical training body recognised by the Medical Council of Ireland;  
**or**
  - iii) participate in and satisfy the requirements of any competence assurance programme (s)he is registered on as defined and delivered by the Medical Council of Ireland and/or a postgraduate medical training body recognised by the Medical Council of Ireland for that purpose.
- c) The NCHD may, subject to the agreement of the Employer, make an explicit structured and scheduled commitment to educational activities in line with the educational and training requirements described at b) above. This will include paid non-clinical training days (or part of as appropriate)<sup>4</sup> as required by the relevant programme of specialist training / competence assurance. Such structured and scheduled commitment and responsibility and accountability for same will be agreed in advance by the Employer with the relevant Training Body or University, will be consistent with the agreed training principles for postgraduate medical education and training<sup>5</sup> and shall be incorporated into rosters.

## 9. Leave and Holidays

- a) All requests for leave must be recommended by the supervising Consultant / Clinical Director and approved by the Employer prior to actual leave dates. Leave will be approved in line with agreed rota and service requirements, and notice is required in accordance with the Employer's policies.
- b) Unplanned absence

The Employer is responsible for addressing any staffing requirement (if any) that arises from unplanned absence by the NCHD.

- c) Annual leave

Annual leave is granted in accordance with the provisions of the Organisation of Working Time Act 1997. NCHDs are entitled to 16 calendar days leave per 6 month period. Calendar days are inclusive of weekends, hence if a doctor takes a full weeks annual leave, it equates to 7 calendar days. Payment of notional hours while on annual leave will be paid on the basis of average approved rostered hours over a reference period of 13 weeks. In the case of NCHDs on 3 month rotations as part of Intern or specialist training, the NCHD should take

---

<sup>4</sup> As of January 2010 these include paid non-clinical training days for Senior Registrars and Specialist Registrars – each of whom are entitled to the equivalent of one day per week with full pay for individual and specific research projects. It also applies to a range of trainees in Psychiatry and General Practice.

<sup>5</sup> 'Training Principles to be incorporated into new working arrangements for doctors in training', published by the Medical Education and Training Group, July 2004.

at least 7 calendar days leave in each location. Employers should ensure that all leave is managed appropriately.

The total hourly leave of an NCHD in a six month period is 93.6 hours. A single day's leave is calculated as being 7.8 hours, with a full weeks leave equating to 39 hours. The doctors leave for a 6 month period must not exceed the hourly total for the period.

An NCHD cannot be considered to have taken more than 39 hours leave in any one week.

d) Public holidays

Public holidays shall be granted in accordance with the Organisation of Working Time Act 1997. In respect of each public holiday the NCHD will receive one of the following (as the Employer may decide):

- An NCHD who normally works Monday – Friday and who has their public holidays off, is not entitled to an additional day off in lieu of the public holiday.
- An NCHD who is rostered for duty on the day on which a public holiday falls is entitled to single time extra remuneration in respect of hours worked on this day.
- NCHDs who work a '5 over 7' roster are entitled to a total of 9 working days (7.8 hours per day) in lieu of the liability to be rostered on a public holiday. In terms of the practical implementation of this entitlement, 4 days fall due in respect of the period from the second Monday in January to the second Monday in July and 5 days apply in respect of the period from the second Monday in July to the second Monday in January.

e) Implementation of Section 9 c) and 9 d) above

This section sets out how Sections 9 c) and 9 d) above are to be implemented:

i) Category A) NCHDs who are required to undertake on-call on site or off-site in addition to their 39 hour week will receive:

(1) From January to July:

- (a) 12 working days annual leave of 7.8 hours each; and
  - (b) 4 working days of 7.8 hours each in lieu of public holidays;
- for a total leave allowance of 16 working days or 124.8 hours leave.

(2) From July to January:

- (a) 12 working days annual leave of 7.8 hours each; and
  - (b) 5 working days of 7.8 hours each in lieu of public holidays;
- for a total leave allowance of 17 working days or 132.6 hours leave

This means that NCHDs who are required to undertake on-call are granted their public holiday entitlements in advance. Taking that into account:

- All annual leave/public holiday entitlement is to be calculated on the basis of working days / working hours and not calendar days. Saturdays and Sundays are not to be included in the calculation of leave e.g. if an NCHD takes a Friday off, this is counted as 1 working days leave and not 3 calendar days as has been the practice to date;
- NCHDS who have been granted their public holiday in advance, are rostered off on a public holiday and who are not rostered on-site or required to provide on-call on that day, will not be recorded or credited as having worked on that public holiday.
- NCHDs who work any hours on the public holiday, (including on site and off site) will be paid the relevant rate applicable for the hours worked (e.g. the period of a public holiday is defined as any hours worked between midnight on the eve of a public holiday and midnight on the public holiday) and do not need to take a days annual leave or an unpaid days leave for the day;

- NCHDs who are not rostered for a public holiday may opt to either use one of their 16/17 days leave in order to receive a paid day off on the public holiday or they may opt to take an unpaid days leave;
  - NCHDs who have been granted their public holiday entitlement in advance will be recorded as having taken 5 days or 39 hours annual leave if they are on annual leave for a week incorporating a public holiday unless they have opted to take an unpaid day's leave for the public holiday.
- ii) Category B) NCHDs who work their 39 hours on a Monday to Friday basis and do not participate in on-call will receive:
- (1) January to July:
- (a) 12 working days annual leave of 7.8 hours each; and
  - (b) Each of the 4 public holidays occurring in this period as a paid day off on the day of the holiday;
- for a total of 16 working days or 124.8 hours leave
- (2) July to January:
- (a) 12 working days annual leave of 7.8 hours each; and
  - (b) Each of the 5 public holidays occurring in this period as a paid day off on the day of the holiday;
- for a total of 17 working days or 132.6 hours leave

Taking that into account:

- If an NCHD who is not required to undertake on-call is on annual leave for the week incorporating a public holiday, 4 days (31.2 hours) annual leave is recorded;
- If an NCHD who does not normally undertake on-call is rostered on-site or on-call on a public holiday, (s)he will receive a day off in lieu at another time. If this occurs on a regular and rostered basis the NCHD can seek to be moved to Category A and receive their public holiday entitlement up front. This request will be examined by the Hospital in the first instance and if no agreement is reached within 2 weeks of the request, the issue may be referred by either party to the IMO/HSE Working Group.

iii) Category C) General Practice Registrars

General Practice Registrars working in the community will be entitled to 3 weeks annual leave per 6 month period (15 working days per 6 months).

f) Sick Leave

The NCHD shall comply with the Employer's sick leave policy. The following points should be noted:

- i) On the first day of illness, the NCHD should arrange to advise his/her supervising Consultant / Clinical Director and Medical Administration/Hospital Administration at the earliest possible time (where possible not later than 1 hour before starting time) of the absence from work. In the case of night duty, where possible notice should be given not later than 3.00 p.m. on the day in question. The supervisors should be advised of the reason(s) and the expected duration of the absence.
- ii) If the absence exceeds two continuous days, a medical certificate must be submitted to the Employer on the third day. This certificate should specify the nature of the illness, the likely duration (but not exceeding one week) and should be signed by the NCHD's General Practitioner or attending Consultant.
- iii) The NCHD must give an indication of when he/she will be able to return to work as early as possible.

- iv) The NCHD may be granted payment under the Sick Pay Scheme for absences due to illness or injury. Granting of sick pay is subject to compliance with the Employer's sick leave policy.
  - v) NCHDs are covered by the terms of the Public Service Management (Sick Leave) Regulations 2014 (S.I. No. 124 of 2014) (ref Department of Health Circular 05/2014).
  - vi) In accordance with Section 5 of Department of Health Circular 05/2014 (which covers employees on fixed term and specified purpose contracts), the entitlement to sick leave for NCHDs will accrue on the basis of 35 days full pay and 35 days half pay per year of service, and proportionately less for an incomplete year, up to a maximum of 92 days full pay and 91 days half pay in a four-year period.
- g) Maternity Leave
- i) The Employer will give due regard to rostering of a pregnant NCHD who presents a medical certificate requiring a change in work pattern.
  - ii) Pregnant NCHDs are entitled to the following benefits:
    - (1) 26 consecutive weeks maternity leave.
    - (2) Up to 16 weeks additional unpaid maternity leave.
    - (3) Time off work without loss of pay to attend ante natal and post natal appointments.
    - (4) Health and safety leave in certain circumstances.
    - (5) Where the death of the mother occurs within 18 weeks of the birth, the balance of her leave is transferred to the father of the child.
    - (6) Protection of your job during maternity leave, additional maternity leave, fathers leave, health and safety leave and time off for ante natal and post natal care.
    - (7) The right not to be dismissed for any pregnancy related reason from the beginning of pregnancy until the end of maternity leave.
  - iii) While on maternity leave, an NCHD will receive her normal basic pay and Living Out Allowance, less any amount attributable to overtime, night work or shift work, unsocial hours payments, or on call fees. NCHDs are entitled to maternity pay from their existing employer for a full 26 week period, including in circumstances where the contract expires prior to the end of their maternity leave and irrespective of whether they remain in Ireland.
  - iv) Paid maternity leave will count as service in all respects e.g. for the purpose of annual leave, incremental credit etc. Maternity leave will not be treated as part of any other leave (including sick leave or annual leave) to which you are entitled. Full details are available in employee handbook.

h) Paternity Leave

While on statutory paternity leave under the Paternity Leave and Benefit Act 2016, an NCHD will receive their normal basic pay and Living Out Allowance, less any amount attributable to overtime, night work or shift work, unsocial hours payments, or on call fees. NCHDs are entitled to paternity pay from their existing employer (less the full amount of Paternity Benefit payable) for the full 2 week period, including in circumstances where the contract expires prior to the end of their paternity leave and irrespective of whether they remain in Ireland.

i) Parental Leave

Arrangements for the taking of parental leave will be in accordance with the provisions of the Parental Leave Act, 1998 and 2006. The only exception is in relation to the requirement to have at least one year's continuous service with the current employer before an employee can avail of parental leave. For the purposes of determining eligibility to avail of parental leave only, NCHDs will be required to have 12 months' continuous aggregate service in the health system comprising service in a HSE Hospital, Mental Health Service or other HSE

service; a Hospital / Agency funded by the HSE under Section 38 of the Health Act 2004; an agency funded by and under the aegis of the Department of Health; or will be required to have held an approved training post in a private hospital setting. For the purposes of this provision, cumulative service across several sites may be counted, and continuous service shall not be broken by a break in service of 6 weeks or less.

j) Adoptive Leave

Arrangements for the taking of adoptive leave will be in accordance with the provisions of the Adoptive Leave Act, 1995 to 2005. An NCHD is entitled to 24 consecutive weeks' (paid) adoptive leave and 16 consecutive weeks' additional (unpaid) adoptive leave subject to compliance with the notification requirements.

k) Educational Leave

i) The Employer may, taking account of the NCHD's medical education and training status, grant the NCHD up to a maximum of 18 working days (based on a 7.8 hour working day) per 6-month period to facilitate:

- (1) Attendance at courses, conferences, and educational events determined to be appropriate by the HSE, the recognised postgraduate training bodies and the Universities;
- (2) Study leave prior to an examination or repeat examination for higher degrees or diplomas determined to be appropriate by the HSE, the recognised postgraduate training bodies and the Universities;
- (3) Attendance at examinations determined to be appropriate by the HSE, the recognised postgraduate training bodies and the Universities;
- (4) Attendance at interviews within the Irish public health service appropriate to the NCHD's training / career pathway;

ii) All educational leave must:

- (1) be relevant,
- (2) take account of service and rota needs,
- (3) be recommended by the supervising Consultant / Clinical Director and
- (4) be approved by the Employer in advance in line with the Employer's leave policy and with cognisance of the requirements of any specialist training / professional competence scheme the NCHD is participating in and related medical education and training requirements.

l) Other types of leave

Details regarding paid and unpaid, Force Majeure, Trade Union, Compassionate and other leave can be obtained from the Employer. The particular arrangements applying to NCHDs in respect of Maternity leave are outlined in the Employer's Terms & Conditions of Employment documentation.

m) Other HR policies

All other generally applicable human resource policies, e.g., Flexible Working, Trust in Care, Dignity at Work, etc. shall apply to the NCHD.

## 10. Salary

a) The salary scale for this post is \_\_\_\_\_. The starting point is €\_\_\_\_\_ (the current salary scale is attached as Appendix I). The NCHD's salary is paid *monthly/fortnightly* by Credit Transfer (*state frequency of payment*).

- b) A shift premium of T1/6 is payable to NCHDs working in Emergency Departments in respect of participation in a continuous rotating shift which requires delivery of the core 39 hours over a 24 hour, 7-day week cycle. Normal overtime arrangements apply after 39 hours.
- c) This salary is fully inclusive of payment for all duties which the NCHD may be required to perform within the average 39 hours worked each week apart from other fees payable by the Department of Social and Family Affairs and/or other State Agencies on the basis of custom and practice. The salary includes rostered lunch breaks.
- d) This salary will be revised in accordance with relevant provisions of the National Pay Agreements or other national agreements.
- e) Statutory deductions in relation to PAYE and PRSI will be made from the NCHD's remuneration.
- f) The NCHD shall not demand or accept payment from any person in respect of the personal provision of professional medical/dental services. The NCHD may engage in professional medical/dental practice exclusively for an Employer(s) and on behalf of the Mental Health Commission, the Coroner, other Irish statutory bodies<sup>6</sup> and medical/dental education and training bodies recognised by the Medical Council of Ireland.

## **11. Unsocial hours / premium payments**

NCHDs, in line with all other health service staff, are paid at single time extra for normal rostered hours during Sunday or a Public Holiday, i.e. for every hour that the NCHD works on a Sunday or Public Holiday (s)he will receive one extra hours pay.

Night duty, which is normally defined as hours worked between 8.00 p.m. and 8.00am, attracts a premium payment of time and a quarter. This may be extended from 5pm to 8am should the period of duty commence at 5pm and run through the night. This premium is only payable to employees rostered for duty through the night, i.e. work at least 3 hours between midnight and 7.00 a.m. It does not include 24 hour call, or twilight shifts that extend into night duty hours (e.g. a roster from 4pm – midnight would not attract night duty premium) but do not run through the night.

## **12. Overtime payments**

- a) Overtime refers to work on-call on-site as required by the Employer in excess of the average 39 hours worked in each week of the roster period.

Overtime is therefore paid when the doctor has worked in excess of 39 hours per week on average, over the averaging period of 4 weeks. This means that overtime is paid for those hours worked in excess of 156 hours over a 4 week period. If an NCHD is not rostered for a public holiday and opts not to use a day's annual leave but instead opts for an unpaid days leave, core pay for that week must not be deducted but overtime will not apply until after 39 hours have been worked in that week.

- b) All hours worked in excess of the averaged 39 hours each week are liable for payment at time and a quarter (other than in respect of Interns as described at Section 12 c) ii) below).

---

<sup>6</sup> An indicative list of such bodies is available from the HSE Employers Agency, 63-64 Adelaide Road, Dublin 2, tel: 01 6626966, web: [www.hseaa.ie](http://www.hseaa.ie)

- c) Where the NCHD is rostered to work in excess of 39 hours in any week as part of a roster covering a number of weeks, payment may be calculated in such a manner as to provide for payment of:
  - i) no more than 39 hours for each week worked during the roster period at the standard hourly rate;
  - ii) all additional hours<sup>7</sup> in excess of i) above at the rate of time and a half in respect of Interns and time and a quarter for Senior House Officers, Registrars, Specialist Registrars, Senior Registrars and other NCHD grades.

The payment arrangement above should apply in the case of all NCHDs providing services within the public health system, irrespective of where they are employed. Such public health system service will be treated as cumulative for premium payment purposes Arrangements covered by a separate, medical agency contract will not be affected.

- d) All overtime hours worked on a Sunday or public holiday are paid the rate of single time extra.
- e) Unrostered overtime approved by the relevant Consultant / Clinical Director will be paid to the NCHD. The Employer may query such unrostered overtime or approval of same. Should a query be made, the NCHD will be notified of same. Payment will be made subsequent to any queries regarding such unrostered overtime being resolved

### **13. On-call off-site**

- a) On-call off-site is defined as a period when the NCHD, is scheduled for a designated period to be off-site but available for emergency work. The NCHD providing on-call off-site makes a specific commitment to be readily available to attend or be in attendance at the employment locations specified during the on-call period.
- b) The NCHD provides on-call off-site on a rostered basis.
- c) On-call off-site is paid as follows:
  - i. For each period the NCHD is rostered on-call off-site, Monday to Sunday half of all hours up to a maximum of 10 hours are paid at the rate of time and 1/4 and the balance is paid at the rate of ½ time thereafter.
  - ii. In addition, NCHDs who are rostered for on-call off-site on a Sunday are paid - for the first 8 hours worked between the hours of midnight on Saturday and midnight on Sunday - at the rate of 0.75 time and at the rate of ½ time thereafter.
- d) Once called and required to attend on-site, NCHDs are paid the normal overtime rate set out a Section 12 above.
- e) The employer will pay the cost of landline telephone installation and rental to those NCHDs rostered off-site on-call.

### **14. Abolition of Living Out Allowance**

With effect from 1<sup>st</sup> July 2017 the Living Out Allowance has been incorporated into the Intern, Senior House Officer and Registrar salary scales as set out at Appendix I. The Living Out

---

<sup>7</sup> This includes hours worked in excess of 39 hours for each week worked during the roster period which in themselves exceed 48 hours in any one week.



Allowance itself is therefore abolished with effect from 1<sup>st</sup> July 2017 and should not be paid to any NCHD.

## **15. Training Supports**

- a) NCHDs are free to select particular structured specialised training programmes, opportunities or courses and make application to participate in same.
- b) Individual NCHDs working within the public health service who are registered on and participate in structured specialised training programmes as defined by the relevant postgraduate medical training body recognised by the Medical Council of Ireland will not be required to make a financial contribution towards the cost of delivery of such programmes as they are defined in the contractual arrangements.
- c) Individual NCHDs working within the public health service and who are registered on and participating in structured professional competence schemes, pursuant to the intended introduction of such schemes under the provisions of the Medical Practitioners Act 2007, will not be required to make a financial contribution towards the cost of delivery of such schemes as they are defined in the contractual arrangements.
- d) Pending the introduction of such arrangements by the HSE in line with the structure of the academic year, the HSE / Employer up to the 30<sup>th</sup> June 2010 will refund costs incurred by the NCHD:
  - i) arising from continued registration and participation in programmes of specialist training delivered under the auspices of the relevant postgraduate medical training body recognised by the Medical Council of Ireland;
  - ii) previously claimable under the Postgraduate Medical and Dental Grant; and
  - iii) in respect of courses, examinations and attendance at clinical meetings – including travel - that have been accredited by the relevant postgraduate training body as being appropriate to the professional development of the NCHD.

Such costs must be vouched and refunds will be subject to the same controls as currently in operation.

- e) NCHDs will also benefit from the purchase and commissioning by the HSE / employer of generic patient safety, mandatory training and skill courses, including, for example ACLS and infection control.

## **16. Allowances and payments to General Practice Registrars**

- a) General Practice Registrars shall receive an allowance of €10,857 per annum in respect of out of hours work and a payment of €3,809 per annum in respect of travelling expenses incurred while attending patients. General Practice Registrars are also entitled to travelling expenses in respect of attendance at training.
- b) In accordance with the provisions of Labour Court Recommendation 19337, the HSE will reimburse General Practice Registrars who are required to provide their own transport for the carrying out of their duties, in respect of any additional loading over the normal cost of comprehensive insurance cover for such individual, that may be imposed specifically arising from the requirement to provide indemnification to the HSE as part of their insurance policy. Any such additional cost must be verified by the insurance provider.

## 17. Incremental Credit

- a) Incremental credit is granted to the NCHD in respect of:
- i) previous employment as an NCHD in Ireland in the public service or in a recognised training post,
  - ii) time spent gaining an B.Sc degree in an appropriate specialty (Pathology, Anatomy, Physiology),
  - iii) time spent gaining a postgraduate (post completion of internship) qualification provided that during such time (s)he was actively engaged in public or private hospital work,
  - iv) time spent working as a junior lecturer in anatomy.
  - v) time spent as a University Demonstrator between the completion of internship and appointment to a non-consultant medical post will be regarded as being equivalent to hospital experience for the purpose of determining an NCHD's entry point to the scale and his / her eligibility for appointment to registrar grade.

and subject to the provisions of the Public Service Stability Agreement 2013-2016.

- b) In relation to the appointment of a doctor to the post of registrar, he /she should have at least 24 months post qualification (completion of internship) experience before being eligible for such an appointment.
- c) An NCHD will not be regarded as having incremental credit or previous experience at Registrar level unless they have worked for at least three months in a role which requires them to undertake the full range of duties associated with a Registrar post.
- d) An NCHD who takes up appointment as a Senior House Officer having previously held a Registrar post will be placed on the equivalent point of the SHO salary scale.
- e) Periods spent in vocational training schemes for general practice are reckonable for incremental credit.
- f) Locum NCHDs shall be granted incremental credit on the basis of previous recognised hospital experience.
- g) An NCHD who was employed in an EU Member State will be granted incremental credit for such experience. In such cases, incremental credit will be evaluated on the basis of the NCHD's date of registration to practise as a doctor and subsequent experience.
- h) An NCHD who was employed in a state (other than an EU member state) prior to taking up appointment in Ireland may be granted incremental credit where the experience was obtained in a recognised teaching hospital. Satisfactory evidence of same must be provided by the NCHD.
- i) Up to two years incremental credit shall be granted to Maxillo-facial trainees based on previous postgraduate dental experience.
- j) Assimilation to the Specialist Registrar salary scale shall be on the basis of completed years of service as follows:

Year	Specialist Registrar Point of Scale
2 <sup>nd</sup> / 3 <sup>rd</sup> SHO	1 <sup>st</sup> Point
4 <sup>th</sup> SHO and 1 <sup>st</sup> Registrar	2 <sup>nd</sup> Point
2 <sup>nd</sup> Registrar	3 <sup>rd</sup> Point
3 <sup>rd</sup> Registrar	4 <sup>th</sup> Point

4 <sup>th</sup> Registrar	5 <sup>th</sup> Point
---------------------------	-----------------------

- k) NCHDs appointed to posts of Senior Registrar who have been employed as Registrars for three years or more will be granted one increment for each year or part of a year employed in excess of the first three years. This shall be up to a maximum of three increments over and above the first point on the Senior Registrar scale.
- l) Incremental credit is not granted to NCHDs in respect of:
- i) Service as locum general practitioner,
  - ii) Service in a non-training post with the Irish Blood Transfusion Service.

## 18. Travelling expenses for attendance at interview

The NCHD shall be paid travelling expenses for attendance at interviews within the Irish public health service at public service rates.

## 19. Relocation expenses

- a) All NCHDs on approved rotation schemes are entitled to claim relocation expenses within the state once per annum subject to a maximum payment of €500 in any case and such costs being vouched.
- b) The following expenses are covered:
- i) Removal expenses of an NCHDs furniture and effects from the old to the new house;
  - ii) Local short-term storage (up to 3 months) when required due to housing difficulties;
  - iii) Cost of insuring (i) and (ii) above at normal insurance rates;
  - iv) The cost of one journey for the NCHD (and dependants) at appropriate public service rates;
  - v) Expenses incurred in lease of principal residence when the NCHD is the owner / occupier.

Original receipts must accompany any claims made.

## 20. Superannuation

On commencing employment, the NCHD (PPS Number: \_\_\_\_\_) will be covered by the terms of the \_\_\_\_\_ (*insert relevant pension scheme as set out in DPER Circular 19/2012 and subsequent related circulars*).

NCHDs appointed for the first time on or after 1st January 2013 or persons returning to public service employment after a break of more than 26 weeks will be members of the Single Public Service Pension Scheme. The Single Scheme provides for CPI-linked defined-benefit pension awards based on career-average pay. Minimum pension age will be linked to the State Pension age (66 years initially, rising to 67 in 2021 and 68 in 2028). Compulsory retirement age for most members will be 70 years.

A copy of the Superannuation Code is available from the relevant HR Department and a statement of benefits will be provided on request. NCHDs are covered by the provisions of the Public Service Superannuation Miscellaneous Provisions Act 2004.

Should the NCHD have taken up employment in the Public Service on or after 1<sup>st</sup> November 2012 and are in receipt of retirement benefits or have an entitlement to Retirement or Preserved Retirement Benefits under any Public Service Pension Scheme, (s)he should provide a description of the current benefit in payment or any entitlement to Pension or Preserved Pension Benefit as follows:

Description of payment / entitlement

Annual Gross Pension:

Annual Preserved Pension:

Paying Authority:

Should this section be completed, it will be taken as a statement by the NCHD that (s)he has an entitlement to such benefits. Should it be left blank, it will be taken as a statement that (s)he does not have an entitlement to such benefits.

## **21. Disciplinary / Grievance Procedures**

A copy of the Employer's Disciplinary and Grievance Procedures will be issued to the NCHD upon his/her commencement of employment. The NCHD shall comply with these procedures.

## **22. Policies and Procedures**

The extent to which the Employer's Policies and Procedures pertain to NCHDs is as outlined in the Employer's Terms and Conditions of Employment booklet.

## **23. Confidentiality**

In the course of the NCHD's employment he/she may have access to, or hear information concerning the medical or personal affairs of patients and / or staff. Such records and information are strictly confidential and in whatever format and wherever kept, must be safeguarded.

## **24. Records and Property**

- a) The NCHD should take all reasonable measures to ensure that records, while in his/her possession, are stored in such a manner that ensures confidentiality, security and ready accessibility for clinical staff when required for patient management.
- b) The NCHD shall not remove from the work setting any records in any format, electronic or otherwise, belonging to the Employer / Health Service Executive (HSE) at any time without having authorisation. Such authorisation will be issued in advance of the first instance and apply thereafter.
- c) The NCHD will return to the Employer / HSE upon request, and, in any event, upon the termination of his/her employment, all records and property and equipment belonging to the Employer / HSE which are in his/her possession or control.

## 25. Clinical Indemnity

- a) The NCHD will be provided with an indemnity under the Clinical Indemnity Scheme (administered by the State Claims Agency – [www.stateclaims.ie](http://www.stateclaims.ie) ) against the cost of meeting claims for personal injury arising out of bona fide actions taken in the course of his/her employment.
- b) This indemnity is in addition to the Employer's(s') Public Liability / Professional Indemnity / Employer's(s') Liability in respect of the NCHD's non-clinical duties arising under this contract.
- c) \_\_\_\_\_ (*name of Employer*) strongly advises and encourages the NCHD to take out supplementary membership with a defence organisation or insurer of the NCHD's choice, so that the NCHD has adequate cover for matters not covered by the HSE / employing agency, such as representation at disciplinary and fitness to practice hearings or Good Samaritan acts out of the jurisdiction of the Republic of Ireland.
- d) For details of the scheme please refer to the scope of coverage document available from the State Claims Agency at <http://www.stateclaims.ie/>

## 26. Review

- a) The terms and conditions of employment as set out in this contract will be reviewed in 2014 by the representatives of the Employers and the NCHDs.
- b) A Contract Implementation Committee, comprising representatives of the Employers and the organisation(s) representing NCHDs will be established and meet semi-annually as required.

## 27. Acceptance of Contract

- a) This Contract, the associated Terms and Conditions and terms expressly incorporated by reference or by statute contain the terms of the NCHD's employment with \_\_\_\_\_ (*insert name of Employer*).
- b) The offer of this Contract by the Employer is subject to the NCHD accepting the offer within the term specified by the Employer and in any event within two weeks.
- c) Either party may withdraw from the offer or acceptance of the offer not later than two weeks prior to date on which the term of employment is to commence.
- d) The NCHD confirms his/her agreement to the following declaration by signing below:
  - i) I declare that I am not the subject of any investigation by a medical registration or licensing body or authority in any jurisdiction with regard to my medical practice or conduct as a practitioner. I have not been suspended from registration nor had my registration or licence cancelled or revoked by any medical registration or licensing body or authority in any jurisdiction in the last ten years nor am I the subject of any current

suspension or any restrictions on practise. In addition, I confirm that I am not aware that I am the subject of any criminal investigation by the police in any jurisdiction.

- ii) I am aware of the qualifications and particulars of this position and I hereby declare that all the particulars furnished by me are true. I hereby declare that to the best of my knowledge there is nothing that would adversely affect the position of trust in which I would be placed by virtue of this appointment.
- iii) I understand that any false or misleading information submitted by me will render me liable to automatic disqualification or termination of employment if already employed. I understand that this appointment is subject to the receipt of appropriate registration with the Medical Council, satisfactory references, Garda/Police Clearance and Occupational Health clearance.
- iv) I have read and understood the Medical Council's 'Guide to Ethical Conduct and Behaviour' and any other relevant guidance provided by the Medical Council in relation to ethical or professional conduct. I undertake to apply the Medical Council's ethical and professional conduct guidance to the clinical and professional situations in which I may work.
- v) I have read this document and I hereby accept the post of \_\_\_\_\_ in accordance with the terms and conditions specified and I undertake to commence duty on \_\_\_\_\_<sup>8</sup>.

Name (Block Capitals): \_\_\_\_\_

Signature of NCHD: \_\_\_\_\_

Initials used by NCHD: \_\_\_\_\_

NCHD's Medical Council Registration Number: \_\_\_\_\_

Date: \_\_\_\_\_

Employer (Block Capitals): \_\_\_\_\_

Signature on behalf of Employer: \_\_\_\_\_

Date: \_\_\_\_\_

---

<sup>8</sup> To be included in the letter of offer sent to the NCHD before (s)he commences employment.

## Appendix I – Basic salary and allowances for NCHDs

Non-Consultant Hospital Doctor Pay Scales with effect from 1 <sup>st</sup> July 2017								
Grade	Points on scale	1	2	3	4	5	6	7
Intern	1	€36,131						
Senior House Officer	7	€43,032	€45,191	€48,417	€50,527	€54,771	€56,880	€58,939
Registrar	6	€54,771	€56,880	€58,939	€60,453	€62,472	€64,498	
Senior Registrar	7	€65,174	€66,196	€67,530	€69,652	€72,101	€74,651	€77,283
Specialist Registrar	7	€61,404	€62,855	€64,953	€65,920	€67,993	€70,987	€73,980

### Living Out Allowance:

The Living Out Allowance (€3,193 per annum) is to be incorporated into the Intern, Senior House Officer and Registrar salary scales with effect from 1st July 2017 in the context of the 2017 Public Sector Pay negotiations. As such, from that date, this allowance will no longer apply to any NCHD.

### NCHDs (A&E)

Shift premium of T+1/6<sup>th</sup> where continuous rotating shift over a 24 hour, 7 day week cycle applies

### Overtime Rates

Day	Overtime Payment	Rate	
		Interns	All other NCHDs
Monday – Saturday	All overtime hours	T + ½	T + ¼
Sunday	All overtime hours	T x 2	T x 2
Public Holidays	All overtime hours	T x 2	T x 2

### On off-site call rates

Monday – Sunday	Half of all hours, up to a maximum of 10 hours spent on call – T + ¼
Balance of Hours	½ T

NCHDs who are rostered for on-call off-site on a Sunday are paid - for the first 8 hours worked between the hours of midnight on Saturday and midnight on Sunday - at the rate of 0.75 time and at the rate of ½ time thereafter.