Feidhmeannacht na Seirbhíse Sláinte
Health Service Executive

Stage 1

A Guide to Application and Appointment to Medical Intern Training in Ireland commencing July 2022

(Campaign Ref: NRS10913)

Dear Applicant,

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

The Health Service Executive (HSE) National Recruitment Service (NRS) 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. NRS will organise and manage this recruitment 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 18th February 2022. A link to the Stage 2 online application form and guide will be emailed 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 a link to the Stage 2 online 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 NRS will contact you by email only. Therefore, it is most important that your e-mail address is entered correctly on your online application. It is your responsibility to ensure you have access to your email at all times. It is advisable to use an email address that you can access after you have completed your final year and have graduated.

The Intern Job Specification, the NCHD contract and further information on 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 Stage 1 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

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Preview

Introduction

Applications for Intern posts commencing in July 2022 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/

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 22nd October 2021 until 5pm Friday 5th November 2021 GMT.
Application Stage 2	**This is an online application form** Successful applicants will be invited to apply to Stage 2, once they have met the criteria for Stage 1

Applicants deemed eligible at Stage 1 will be invited by NRS to proceed and apply for Stage 2. This stage will open on Friday 18th February 2022 and applicants will then have the opportunity to 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 to register in other countries. Applicants should note that such requirements differ from country to country.

Intern training posts will commence on Monday, 11th July 2022. 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 of stages in application Process

Stage		Description of Stage
Stage 1	Application Form	Stage 1 Online Application Form will be available to complete on http://www.hse.ie/eng/staff/Jobs/Job_Search/Medical_Dental/nchd/Interns/ from Friday 22nd October 2021 until the closing time and date of 5pm Friday 5th November 2021 GMT. ▪ Who can apply? Page 7 ▪ Who cannot apply? Page 7 - 8
	Applicants from	Medical Schools **in** the Republic of Ireland
		▪ How do I apply? Page 8 ▪ What do I need to submit? Page 9 ▪ What happens next? Page 10 - 11
	Applicants from	Medical Schools **outside** the Republic of Ireland
		▪ How do I apply? Page 8 ▪ What do I need to submit? Page 9 - 10 ▪ What happens next? Page 10 - 11
End of Stage 1		
Applicants deemed eligible at Stage 1 will be invited by HSE's National Recruitment Services 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.		
Stage 2	Application Form	The Application form for Stage 2 will be provided to all eligible applicants. Eligible applicants will receive an email providing detailed information on the available Intern posts and on Stage 2 of the application process.
End of Stage 2		
Stage 3	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

IMPORTANT DEADLINES FOR MEDICAL INTERN APPLICATION PROCESS		
Stage	**Description**	**Time/Date**
Stage 1	Closing date for receipt of: ▪ Completed online Stage 1 Application Form ▪ Copy of the Photograph page of your current passport* ▪ Proof of documentation permitting you to work in the state, if applicable ▪ Section D - Conferral Date & Centile Confirmation Date Form (for applicants from Medical Schools **outside** the Republic of Ireland) ▪ Section E - Intern Employment Eligibility Assessment Payment Form and confirmation of IEEA payment (for applicants from Medical Schools **outside** the Republic of Ireland)**	5pm Friday, 5th November 2021 GMT
	Intern Employment Eligibility Assessment Part 1 Intern Employment Eligibility Assessment Part 2	Date: Friday, 14th January 2022 Date: Thursday 3rd & Friday 4th February 2022
Stage 2	Closing date for receipt of: ▪ Completed online Stage 2 Application Form ▪ Submission of IELTS/OET, if applicable ▪ Submission of BLS /ILS/ ACLS Certificate, if applicable	5pm Friday 4th March 2022
	Submission of Centile: This means the date that your centile, based on your overall degree award OR overall exams, can be provided to NRS by the Dean / Head of your Medical School.	5pm Monday 23rd May 2022
	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	5pm Tuesday 14th June 2022
Stage 3	Deadlines pertaining to this Stage will issue at a later date	

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

Online Application Stage 1 Process

Who can apply?

We welcome applications from all suitably qualified applicants who are interested in an Intern post with the Irish health service commencing Monday 11th July 2022.

Internship is open to those who are required to complete it 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 11th July 2022 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 (see Appendix 5), Lithuania, Luxembourg, Malta, Poland, Portugal, Iceland, Slovenia

   or

2. Be a graduate / final year student (of whatever nationality) in the following Medical School: RCSI & UCD Malaysia Campus (formerly Penang Medical College, Malaysia)

   and

3. Your centile, <u>based on your overall degree award OR overall exams,</u> must be available and provided to NRS by the Dean/ Head of your Medical School on or before 5pm Monday 23rd May 2022

   and

4. Applicants must have graduated <u>on or after</u> 1st April 2020 and <u>on or before</u> 14th June 2022

Graduated: Date by which you will have received your notarised / attested copy of your basic (primary) medical qualification, which clearly displays the full date of conferral.

Who cannot apply?

Applications that meet any of the following criteria **<u>will not</u>** be processed further. This means you will be deemed ineligible, and your application 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. Graduates, from Italian Medical Schools, who receive the "Laurea in Medicina e Chirugia abilitante" are eligible for General registration with the Medical Council of Ireland and, therefore, are not eligible to apply for Internship in Ireland.

3. Applicants whose centile <u>is not based</u> on their overall degree award OR overall exams

4. Applicants, whose centile (based on their overall degree award OR overall exams) will not be available and provided to NRS by the Dean / Head of the Medical School on or before 5pm Monday 23rd May 2022

5. Applicants who graduated before 1st April 2020 or after 14th June 2022

6. Applicants who were offered a 12-month Intern post in Ireland in 2020 or 2021 and commenced in that post

7. Applicants who have commenced Intern training (or equivalent formal practical training) in Ireland or any other country

8. Applicants who have already completed Intern training (or equivalent formal practical training) in Ireland or any other country

9. 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

10. 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

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/

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
   - Please note the online application is designed to display in most modern web browsers. NRS recommends that you ensure your PC/Laptop/Mobile device can support the following Browsers i.e., Mozilla Firefox, Chrome, Safari, Edge (major versions released in the last year).

4. You must complete all relevant sections of the online application form in the format presented and include all required scanned uploads.

5. NRS 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. NRS advise that documents may be saved in pdf, image, or Microsoft word format only. We recommend when saving the documents, you name them as follows: Section D, etc.

Please note the maximum file size for each document that you upload, as part of your online application, is 5MB. Please upload requested documents in the same format as provided, i.e., a one-page document where possible.

7. Completed Online Application Form and completed uploaded documents must be submitted by **5pm Friday 5th November 2021.** Applications will not be accepted after this date and time, and no exceptions will be made. If you have submitted more than one application, NRS will accept the last one received from you prior to the closing date and time.

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. You will also receive a separate email with a copy of your completed application. Applicants, please note the HSE's National Recruitment Service check eligibility after the closing date and time for receipt of applications. This is due to the high volume of applications received. This means that if you have completed your online application form incorrectly, uploaded a blank document or have not included the following uploads, where applicable, Current relevant GNIB/IRP Card, Photograph page of your passport*, Section D – Conferral Date and Centile Confirmation Date Form (Applicants from Medical Schools outside the Republic of Ireland ONLY), Section E – Intern Employment Eligibility Assessment (IEEA) Payment Details Form (Applicants from Medical Schools outside the Republic of Ireland ONLY**), IEEA 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 Friday 5th November 2021, i.e., Sections A, B, C, proof of documentation permitting you to work in the state (if applicable – see Appendix 6) and a copy of your photograph page of your current passport*.

* Please note: an expired passport will be accepted. Other alternative forms of ID that will be accepted are National ID Cards, driver's license (must indicate nationality/place of birth) and notarised Citizenship Certificates. If you are submitting a notarised Citizenship Certificate, you will also need to provide some form of photo / DOB identification with it.

Applicants from Medical Schools outside the Republic of Ireland

1. You are required to submit a completed Online Application Form by 5pm Friday 5th November 2021, i.e., Sections A, B, C, Upload Section D – Conferral Date and Centile Confirmation Date Form, Section E – Intern Employment Eligibility Assessment (IEEA) Payment Details Form and a confirmation of transfer of IEEA payment issued by your bank**, proof of documentation permitting you to work in the state (if applicable – see Appendix 6) and a copy of your photograph page of your current passport*. Further details on Section D and Section E below.

* Please note: an expired passport will be accepted. Other alternative forms of ID that will be accepted are National ID Cards, driver's license (must indicate nationality/place of birth) and notarised Citizenship Certificates. If you are submitting a notarised Citizenship Certificate, you will also need to provide some form of photo / DOB identification with it.

Section D - Conferral Date and Centile Confirmation Date Form

You are required to submit the completed Section D Form by uploading it on your application. This form must be downloaded from the homepage. It must be completed, signed, and stamped by the Dean / Head of your Medical School. NRS 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 Assessment (IEEA) Payment Form and a confirmation of transfer of IEEA payment issued by your bank

You are required to make a payment which will allow you to complete the Intern Employment Eligibility Assessment (IEEA) in early 2022. You must make payment as indicated in Section E of the online application form and submit a 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 Assessment see Appendix 3. Please note you will be asked on the online application form to give your consent to NRS to share your contact details with the IEEA Service Provider, should your application progress to this stage.

** If you are reapplying for internship within a 2-year period of successfully completing both parts of the assessment (test), you are not required to repeat the exam. Please ensure you indicate this on the application form. You are, therefore, not required to pay the IEEA fee and submit Section E as part of your application.

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. You will also receive a separate email with a copy of your completed application. The HSE's NRS Department check eligibility after 5pm Friday 5th November 2021.

If you don't receive your email receipt of application and/or your email with a copy of your completed application, please check your Spam or Junk e-mail folder just in case the emails have been delivered there instead of your Inbox. If your emails have gone to your Spam/Junk email folder, simply select the emails 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 and/or your email with a copy of your completed application within 24 hours, and you have checked your Inbox and Spam/Junk email folder(s), please contact the Helpdesk by clicking the Helpdesk Query button on the online application form.

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

NRS will issue a communication by email (from Apply Intern) to all applicants on **Wednesday 8th December 2021 (after 3pm).** The purpose of this communication is to confirm your eligibility for Stage 1, your contact details and EEA/Non EEA status.

Applicants who do not receive an email communication from us on Wednesday 8th December 2021 (after 3pm) should email applyintern@hse.ie quoting your intern application number by 5pm Thursday 9th December 2021 at the latest.

NRS will determine the eligible applicants and ineligible applicants.

Applicants from Medical Schools in the Republic of Ireland:

NRS will notify eligible and ineligible applicants.

Applicants from Medical Schools outside the Republic of Ireland:

NRS will notify eligible and ineligible applicants. NRS will notify eligible applicants who are required to undertake the Intern Employment Eligibility Assessment (IEEA) with further details of the Assessment.

Failure to undertake this Assessment will render your application invalid. Applicants must pass Part 1 of the IEEA for their application to progress to Part 2 of the Assessment.

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

** If you are reapplying for internship within a 2 year period of successfully completing both parts of the assessment (test), you are not required to repeat the exam. Please ensure you indicate this on the application form. You are, therefore, not required to pay the IEEA fee and submit Section E as part of your application.

All Applicants:

Those who have been deemed eligible at Stage 1 and have expressed an interest in an **academic track intern post**, will receive a notification on **Monday 13th December 2021** from the Intern Network Executive (INE). This email outlines the documentation required from you to progress your academic track intern post application (see Appendix 10).

Those who have expressed interest in an academic track intern post and have been successfully shortlisted by the Intern Network Executive (INE) will be contacted by the INE in early March 2022 and invited for interview. All applicants who have expressed an interest in an academic track intern post will also remain in the NRS Intern process up to and until they have been offered and accepted an Academic Track Intern Post.

Stage 1 Eligible Applicants:

- On Friday 18th February 2022, NRS will provide Stage 1 eligible applicants with an Application Pack for Stage 2 of the application process, which will include the list of available Intern Posts. This will be notified to you by email (from Apply Intern).

Information to assist you in preparing for Stage 2

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

Applicants from Medical Schools in the Republic of Ireland

1. If you are a 2020 or 2021 graduate, you will be required to submit a copy of your certification in Basic Life Support / Intermediate Life Support / Advanced Cardiac Life Support for healthcare providers. This certificate must be submitted with your Stage 2 application by 5pm Friday 4th March 2022. Late submission or non-submission will deem the Intern application invalid. Any cost incurred in relation to the BLS / ILS / ACLS certification will be borne by the applicant. For more details on certification in BLS / ILS / ACLS for healthcare providers, see Appendix 4. If you are a 2022 graduate, your Dean will confirm your completion of BLS / ILS / ACLS for healthcare providers or its equivalent to NRS by 5pm Friday 4th March 2022 (see Appendix 4). If you are due to graduate in 2022, you do not need to submit your certificate as this will be confirmed collectively and directly by the Dean of your Medical School with NRS.

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. Please note you are not required to provide overseas police clearance for countries that you resided in before your 16th Birthday. There is no requirement to submit your international police clearance to NRS. 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 copy of your Certification in Basic Life Support / Intermediate Life Support / Advanced Cardiac Life Support for healthcare providers. This certificate must be submitted with your Stage 2 application by 5pm Friday 4th March 2022. This certificate must be in English or you must attach an English translation of it with your application. A letter from the Dean of your Medical School will not be accepted, you must submit a copy of the Certificate. Late submission, non-submission or non-submission of English translation will deem the Intern application invalid. Any cost incurred in relation to the BLS / ILS / ACLS certification will be borne by the applicant. For more details on Certification in Basic Life Support/ Intermediate Life Support / Advanced Cardiac 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 Academic IELTS/OET certificate. Therefore, if relevant to you, proof of your proficiency in the English language must be submitted as part of your Stage 2 application, by 5pm Friday 4th March 2022. Any cost incurred in relation to the Academic IELTS /OET 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. Please note you are not required to provide overseas police clearance for countries that you resided in before your 16th Birthday. There is no requirement to submit your international police clearance to NRS. 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 2022 Intern intake, please see Appendix 10 of this document for further details on academic track intern posts.

Application and matching process for Intern posts

Stage 1	Advertisement of Stage 1 application for intern posts on HSE website		Friday 22nd October 2021
Application Stage 1	Completed online applications submitted to NRS		Closing date: 5pm Friday 5th November 2021 GMT
Application Stage 2	Eligible applicants, including those who are in the Academic Track Selection Process, invited to proceed to Stage 2		18th February 2022
Centiles submitted	Centile rankings provided by Dean/Head of Medical Schools		5pm Monday 23rd May 2022
Matching Process Stage 3	**Matching Process commences**		Late May 2022
	Applicant matched to an Intern post	Applicant not matched to an Intern post Applicant placed on reserve list May be allocated to a declined post	Early June 2022
	Applicants and hospitals / clinical sites informed of allocation of places		Early June 2022
Pre-employment checks	All necessary pre-employment checks are completed. Contract documents issued by employing authority.		June/July 2022
Induction	Complete mandatory pre-employment induction course		June /early July 2022
Appointment	Commencement of Internship		11th July 2022

Appendix Guide

In This Section

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

HSE:	Health Service Executive. The HSE is the organisation with responsibility for providing national public health services in Ireland
NRS:	HSE's National Recruitment Service. This is the office responsible for managing the recruitment process for Medical Internship.
NDTP:	National Doctors Training & Planning Unit
MIB:	Medical Intern Board
MIU:	Medical Intern Unit
EEA:	European Economic Area (EU countries plus Norway, Iceland & Liechtenstein, (and for the purposes of right to work in Ireland - Switzerland)
NCHD:	Non-Consultant Hospital Doctor
VOLUNTARY HOSPITALS:	Irish Public Hospitals other than HSE hospitals
EMPLOYING AUTHORITIES:	Bodies which may employ Interns including the HSE, HSE hospitals, other public hospitals, private hospitals, mental health services, etc.
GNIB/IRP:	Garda National Immigration Bureau/Irish Residence Permit
IELTS	International English Language Testing System
OET:	Occupational English Test
BLS:	Basic Life Support
ACLS	Advanced Cardiac Life Support
ILS	Intermediate Life Support
MCI:	Medical Council of Ireland
CPSA:	Commission for Public Service Appointments
IEEA:	Intern Employment Eligibility Assessment
CAO:	Central Applications Office
INE:	Intern Network Executive

Appendix 2 – Important Information

- Intern posts are for the duration of one year, commencing on 11th July 2022 until 9th July 2023.

- Please note that information contained in your online application and the form itself may be passed to Intern Training Networks, Medical Schools, the Medical Council (of Ireland), the Department of Business, Enterprise and Innovation, the Department of Justice, the National Doctors Training and Planning (HSE NDTP), MIU, IEEA Facilitators, Intern Network Executive and to prospective employing authorities, including non-HSE employing authorities (such as voluntary hospitals), for recruitment purposes only. NRS is committed to protecting your privacy and takes the security of your information very seriously. NRS aims to be clear and transparent about the information we collect about you and how we use that information. For more information on the HSE Privacy Policy, please refer to https://www.hse.ie/eng/gdpr

- The HSE/other Intern employing authorities reserve the right to seek verification of any of the details contained in your application and supporting documentation.

- 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

- Please note that registration as an Intern with the Medical Council of Ireland is a separate process (with separate deadlines) to the process of applying for employment as an Intern in the Irish health service. All medical practitioners must be registered on the appropriate division of the register of medical practitioners maintained by the Medical Council of Ireland in order to practise medicine in the Irish health service. It is an indictable offence to practise medicine in Ireland while unregistered. Applicants may refer to Appendix 5 and www.medicalcouncil.ie for additional information on registration.

- The Health Service Executive is an Equal Opportunities Employer.

- The Health Service Executive recognises its responsibilities under the Data Protection Acts 1988 to 2018 and the Freedom of Information Act 2014 and Employment Equality Act 1998 - 2015.

Appendix 3 – Intern Employment Eligibility Assessment

Why is there an Intern Employment Eligibility Assessment (IEEA)?

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 to assure their ability to provide safe services to patients. To ensure that applicants meet the basic knowledge and competence required for eligibility to an Intern post an assessment has been introduced for applicants who are applying from Medical Schools outside the Republic of Ireland.

The IEEA 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 Assessment 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 11th July 2022 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.

Applicants from Medical Schools outside the Republic of Ireland:

Any applicant, who has completed (or will be completing in spring/summer 2022) their medical degree in a Medical School outside the Republic of Ireland, must complete the Intern Employment Eligibility Assessment. If you are reapplying for internship within a 2 year period of successfully completing both parts of the assessment (test), you are not required to repeat the assessment. Please ensure you indicate this on the application form. You are, therefore, not required to pay the IEEA fee and submit Section E as part of your application.

It is planned that the IEEA will be a two-part assessment. In both sections of the assessment, five competency domains will be examined. Specifically, the assessment 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

IEEA Part 1 will be an online written assessment in a multiple choice and extended match type format and will be held on Friday, January 14th 2022. This written paper will be online and available to all eligible IEEA candidates. An invitation email will be sent to the email address you provide on your stage 1 application. This invitation email will include a unique login ID, which will enable you to undertake the assessment.

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

Progression to the second part of the assessment, an OSCE (observed structured clinical evaluation) type assessment, will be dependent on achieving an adequate score in the IEEA Part 1. It is intended to run an online station OSCE assessment, with applicants scored on their observed performance. A pass score in all assessed stations must be achieved. The online OSCE assessment will be split up into two components as follows:

IEEA Part 2 dates:

Thursday, 3rd February 2022 – online written OSCE
Friday, 4th February 2022 – online interactive OSCE

Precise details of the time of the assessments 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 Assessment, with their Stage 1 online application. Confirmation of this payment must be submitted with Stage 1 Application (see Section E form). The cost of sitting the Assessment will not be refunded should you be deemed ineligible for other reasons (see eligibility criteria), not attend the Assessment, fail the Assessment, 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 Assessment. All costs associated with sitting the Assessment shall be borne by the applicant.

Please note if you are enquiring about the online Intern Employment Eligibility Assessment (IEEA) scheduled for 14th January 2022 and 3rd & 4th February 2022, you can email the IEEA support team at IEEA2022@ucd.ie with your query. You will receive a response to your email within a 48- hour period.

Appendix 4 – Certification in Basic Life Support or Intermediate Life Support or Advanced Cardiac Life Support for healthcare providers

The training of all new interns in Basic Life Support (BLS) or Intermediate Life Support (ILS) or Advanced Cardiac Life Support (ACLS) for healthcare providers skills is critical for the care of patients from the first day of practice as an intern.

All new interns must demonstrate their successful completion of accredited training in Basic Life Support or Intermediate Life Support or Advanced Cardiac Life Support for healthcare providers for Adult, Infant and Child with the use of automated external defibrillator (AED) by a recognised trainer or provider. The BLS or ILS or ACLS should be successfully completed by a recognised trainer. It is not essential to be certified directly by the European Resuscitation Council or American Heart Association.

Most of the recognised trainers are usually accredited by either the European Resuscitation Council or American Heart Association to deliver the course e.g. ACLS Medical Training, Irish Heart Foundation, American Heart, Association/Irish Heart Foundation, Heart and Stroke Foundation Canada, (Beaumont Hospital) Dublin, Academic Teaching Hospitals (An Bord Altranais Category 1 Approval, Toronto CPR Inc, Caritas Medical Centre Resuscitation Training Centre, Centre for Learning & Development Tallaght NMBI Approved, National CPRF Foundation, King Saud University, American Red Cross, Maraga Medics Training Centre, European Resuscitation Belgium, Resuscitation Council (UK), European Resuscitation Council, Phoenix Medical Education and Research New Delhi, Medical University of Gdansk.

The certificate must be valid up to and including 31st July 2022

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 **2020 or 2021** graduate you will be required to submit a copy of your certification of BLS or ILS or ACLS for healthcare providers or its equivalent. A letter from the Dean of your Medical School will not be accepted, you must submit a copy of the certificate. This certificate must be submitted with your Stage 2 application by 5pm Friday 4th March 2022. Late submission or non-submission will deem the Intern application invalid.

If you are a **2022** graduate, the Dean/Head of your Medical School will confirm your completion of BLS or ILS or ACLS for healthcare providers or its equivalent to NRS by 5pm Friday 4th March 2022. Therefore, 2022 graduates do not need to submit their certificate as this will be confirmed collectively and directly by the Dean with NRS.

Applicants from Medical Schools outside the Republic of Ireland:

Applicants from Medical Schools outside the Republic of Ireland must submit a copy of their certification of successful completion of BLS or ILS or ACLS for healthcare providers or its equivalent. A letter from the Dean/Head of your Medical School will not be accepted, you must submit a copy of the certificate. This certificate must be submitted with your Stage 2 application by 5pm Friday 4th March 2022. 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 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, Luxembourg, Malta, Poland, Portugal, Iceland, Slovenia. Graduates / final year students (of whatever nationality) in RCSI & UCD Malaysia Campus (formerly 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

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 and your documentation is in order, 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.

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.

Important: Graduates from Medical Schools in Italy:

Students who graduate with "Laurea in Medicina e Chirugia abilitante" are eligible for General registration with the Medical Council of Ireland and, therefore, are not eligible to apply for Internship in Ireland (Article .24 and Annex V 5.1.1).

Students who graduate with "Laurea in Medicina e Chirugia non-abilitante" are eligible to apply for 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.

1. Applicants who are EEA nationals or Swiss nationals or British nationals do not require an employment permit.

2. Applicants who are Non-EEA nationals with a current Stamp 4/Stamp 4S /Stamp 4D/Stamp 4EUFam/ Stamp 5 GNIB/IRP card do not require an employment permit.

This permission must be valid at close of stage 1 applications (5pm Friday 5th November 2021). Applicants will be required to submit furnish a copy of their relevant GNIB/IRP Card.

3. Applicants, who are Non- EEA nationals and do not hold a current Stamp 4/Stamp 4S / Stamp 4D/ Stamp 4EUfam / Stamp 5 GNIB/IRP card at the time of their stage 1 application, will be recorded as requiring an employment permit to work in Ireland.

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 Friday 5th November 2021, will not have their employment permit status amended retrospectively. Therefore, your employment permit status as notified to NRS as at 5pm Friday 5th November 2021 is the information which will be used for the matching process.

Important Note:

An Intern, as a Non Consultant Hospital Doctor (NCHD), is required to be available and to work greater than 40 hours per week, albeit the core working time is 39 hours in accordance with the contract of employment for NCHDs, which is provided in advance as part of the application process. Interns on a medical Intern Year programme routinely work an average of 48 hours per week. It is not an option for applicants to limit their availability to participate on the programme to a reduced number of hours.

Therefore, please do not submit Stamps (e.g., Stamp 2 or Stamp 1G) other than those listed above with your application.

More information is available from the Department of Enterprise, Trade and Employment https://enterprise.gov.ie/en/

Information on Immigration is available from the Immigration Service of the Department of Justice at www.inis.gov.ie and on their new website https://www.irishimmigration.ie/ Applicants, who are successfully matched to a post and require an employment permit, should ensure that their passport does not expire within 6 months of commencing internship.

EEA Nationals (definition)

EEA nationals who do not require employment 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, 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.

UK Nationals do not require employment permits to work in Ireland. This is in accordance with the Common Travel Area Agreement.

Appendix 7 – Garda Vetting and International Police Clearance

You will not be permitted to commence internship unless you have been Garda vetted by the commencement date of internship. This is a legal requirement.

All appointees to Intern posts in the Irish health service must undergo a process of vetting by An Gárda Síochána (the Irish Police Service). You are required to complete the NVB1 Garda Vetting Invitation Form which is available on the link provided in your **Stage 2** invitation email, please refer to "Guidelines for NVB1 Garda Vetting Invitation Form" available on the Application Portal. You are also required to upload documentation to verify your identity and current address. Please refer to *"Garda Vetting Identification Document Checklist"* available on the Application Portal, which provides a list of acceptable documents. You will receive an email acknowledgement when above are submitted.

NRS will validate the documents and notify the Garda Vetting Liaison Office when all is in order. You should then expect to receive a link by email from the Garda Vetting Liaison Office to commence your e vetting. It may be helpful to add the following email address to your address book (evettingdonotreply@garda.ie) to avoid the email invite being classified as spam or junk. Please check your email regularly. A delay in activating this link may result in the requirement to resubmit documentation listed above and subsequently delay commencement of internship, if offered a post.

International Police Clearance – You are not required to submit this clearance as part of your Intern application. You will be required to submit it to your employing authority should you take up a post.

If you lived in any country for 6 months or more from the date of your 16th birthday other than the Republic of Ireland or Northern Ireland it will be mandatory to provide security clearance for each jurisdiction in which you have resided stating that you have no convictions recorded against you while residing there. All appointments will require satisfactory security clearances. Please note if you require overseas security clearance and are unable to produce it at the time of job offer then the job offer may be withdrawn.

Your security clearance must be dated AFTER you left that country and cover the entire period of your residence. Seeking security clearances from other countries (e.g., UK, USA etc.) are the responsibility of the candidate. It is a process which can take an amount of time. Therefore, if you are interested in pursuing a career within the HSE we would strongly advise that you commence seeking international security clearances now.

Note: Candidates who studied outside of Ireland e.g., in Poland, please pay particular attention to this. You will require Polish disclosure to cover the entire period you were in Poland. Clearance must be dated **after** you left Poland.

In addition, you may find the following link useful as it provides some information about police certificates for those living aboard.
http://www.citizensinformation.ie/en/moving_country/moving_abroad/leaving_ireland/police_certificate.htm/

Country	Website
Australia	www.afp.gov.au
Austria	https://www.bmeia.gv.at/en/embassy/dublin#content
Belgium	https://justice.belgium.be/fr/themes_et_dossiers/documents/demander_des_documents/extrait_de_casier_judiciaire
Brazil	www.pf.gov.br
Canada	The HSE will accept named based criminal background checks - http://www.rcmp-grc.gc.ca/en/types-criminal-background-checks and also certified criminal record checks that includes fingerprints
China	www.chinapoliceclearance.com
Germany	https://www.bundesjustizamt.de/DE/SharedDocs/Publikationen/BZR/antrag_en.pdf?__blob =publicationFile&v=9
Dubai	https://government.ae/en/information-and-services/justice-safety-and-the-law/police-clearance-certificate
France	https://b3-nref.casier-judiciaire.justice.gouv.fr/caformb3/resources/b3form/index.htm/
India	Embassy of India (Ireland) www.indianembassy.ie 6 Leeson Park, Dublin 6, Ireland Tel. : 00353-01-496 6787, 496 6792 Fax :00353-1-4978074
Ireland	Irish Defence Force overseas clearances – The HSE do not require overseas clearance from the Defence Forces. Please obtain from the Irish Defence Forces a statement of good conduct and a self-declaration of where you were and for how long.
Italy	https://www.italycertificates.com The HSE will require a General Certificate of Good Conduct
Poland	https://ekrk.ms.gov.pl/ep-web
Saudi Arabia	Royal Embassy of Saudi Arabia Dublin Ireland: **A signed Affidavit is required** Royal Embassy of Saudi Arabia Dublin Ireland, 6 Fitzwilliam Square East., Dublin 2 Ireland. They offer a free call back service Email : contvisa@yahoo.ie www.saudivisa.ie info@saudivisa.ie
Scotland	(Disclosure Scotland - no longer valid for working with children, an International Child Protection Certificate is required and can be obtained at www.acro.police.uk/icpc/ to get an International Child Protection Certificate £60)
Singapore	http://www.police.gov.sg/e-services/apply/certificate-of-clearance/appeal-by-non-singapore-citizens

South Africa	https://apostil.co.za/pricing/?gclid=EAIaIQobChMIi9XJkoa63QIVhZztCh3rxQHMEAAYASAAEgKxU_D_BwE
Spain	http://www.mjusticia.gob.es/cs/Satellite/en/1200666550200/Tramite_C/1215326258560/Detalle.htm/
Switzerland	https://www.e-service.admin.ch/crex/cms/content/strafregister/strafregister_en
United Kingdom	https://www.mygov.scot/basic-disclosure/apply-for-basic-disclosure/ https://www.mygov.scot/disclosure-paper-application/
USA	Security clearance from the USA must be obtained from the FBI only, https://www.fbi.gov/services/cjis/identity-history-summary-checks FBI clearance is valid for all of the US and convictions/remarks occurring anywhere in the US would be noted. Individual US State Clearance is not acceptable A signed Affidavit/reference of employment and email from the candidate explaining why they can't get clearance is acceptable. This is also acceptable for the undocumented candidates who lived in the US for longer than 6 Months. An Affidavit is a written sworn statement of fact voluntarily made by an affiant or deponent under an oath or affirmation administered by a person authorized to do so by law.
New Zealand	https://www.justice.govt.nz/criminal-records/get-your-own/
Zimbabwe	http://www.zimlondon.gov.zw/index.php/consular-services/police-clearance-certificate-requirements

Other Countries

For other countries not listed above you may find it helpful to contact the relevant embassies who could provide you with information on seeking Police Clearance.

Note: Any costs incurred in this process will be borne by the candidate.

Appendix 8 – Language Requirements: Academic Internal English Language Test System (IELTS) or Occupational English Test (OET)

The ability to communicate clearly with patients and colleagues is a key requirement for all healthcare professionals. Proficiency in the English language is therefore a core competency for NCHDs working in the Irish public health service. Under Section 6 'Standard duties and responsibilities' of NCHD Contract 2010, NCHDs are required to be able to communicate effectively with patients and clients; and comply with statutory and regulatory requirements, corporate policies and procedures and human resource policies and procedures.

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 and section 38 organisations who were not registered with the Irish 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, are required to provide evidence under one of the following categories:

Category 1.

Applicants who are completing their degree/have already completed their degree in a medical school in Australia, Canada, New Zealand, The United States of America, or The United Kingdom are not required to undertake and submit the IELTS/OET

Category 2.

Applicants who have undertaken the Irish State Leaving Certificate examination or A Levels in the United Kingdom **AND** who are completing/or have completed their medical degree in a country not listed in Category A (and including the Republic of Ireland) are not required to undertake and submit the IELTS/OET. However, they must submit:

- A copy of their Irish Leaving Certificate/UK A-Level transcript results and
- Certificate/confirmation from their medical school confirming their medical degree is/was taught and examined solely in English

Applicants who do not wish to submit the required documentation above, must submit evidence of successfully passing the IELTS/OET

Category 3.

Applicants who do not fall under Category 1 or Category 2 must submit evidence of successfully passing the IELTS/OET

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:

Academic 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

or

(OET) Occupational English Test with an overall minimum Grade B and a minimum Grade B in each of the four domains – reading, writing, listening and speaking.

The test must be undertaken no more than two years prior to **31st July 2022.** 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 Academic IELTS or OET test. Results from more than one test sitting cannot be amalgamated. Any cost incurred in relation to the Academic IELTS or OET exam will be borne by the applicant. Information on IELTS is available at www.ielts.org Information on OET is available at https://www.occupationalenglishtest.org/

Please note the IELTS Indicator Test is acceptable.

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 copy of your academic IELTS or OET certificate, if applicable.

Any applicant who expects to be required to submit an academic IELTS or OET is advised to undertake one of these tests as early as possible. Please note we will accept results from online tests once it provides evidence of passing the test and meets the minimum score requirements.

Any intern whom the employer deems not to be proficient in English and who has not been required to submit an academic IELTS or OET certificate may be required to undertake the IELTS or OET. In such circumstances, continued employment will be contingent on the minimum standard being reached. Information on IELTS is available at www.ielts.org and Information on OET is available at https://www.occupationalenglishtest.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 2022 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 Appendix 11 – Medical Interns 2022 Additional Information.

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 Medical Intern Board was established in 2017, by both the HSE and the Medical Council of Ireland, with responsibility for the governance and strategic direction of the intern year. To support the Medical Intern Board, a Medical Intern Unit was established in 2018 to oversee and manage the operational delivery of the intern year as well as to implement strategic recommendations of the Board. The Medical Intern Unit works in collaboration with the Intern Network Executive, the Irish Medical Schools Council, the Forum of Postgraduate Medical Training Bodies, the HSE National Recruitment Service and the Medical Council of Ireland.

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 Assessment (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 national / non-EEA national who does not require an employment permit to work in Ireland / non-EEA national requiring an employment 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 October and at any time up to the commencement of the matching process in May/early June 2022 that it is not your intention to take up an intern post, please notify NRS as early as possible by e-mailing 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 Intern post, you must notify NRS immediately by e-mailing 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. If you withdraw your application form from either stage 1 or stage 2, please note your application form does not carry over to the next year's campaign. You must complete a new application form for the new intern year intake.

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. More information on employment permits is available from Department of Enterprise, Trade and Employment https://enterprise.gov.ie/en/

Information on Immigration is available from the Immigration Service of the Department of Justice **www.inis.gov.ie** and on their new website https://www.irishimmigration.ie/

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. 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** , 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, 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 available posts. 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 2022 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.

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. NRS will request your centile ranking from the Dean / Head of your Medical School. Centiles must be received by 5pm Monday 23rd May 2022. 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 2022; how will my centile ranking be calculated?
Your centile will be based on your own graduating class. Therefore, if you graduated in 2021 for example, your centile will be calculated based on your position in the 2021 final year class in your Medical School and will not be based on the 2022 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 31st August 2022.

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 01/10/2020) based on a basic 39 hour week is €38,252. 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. 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 2022 intern posts must have graduated and been conferred with their medical degree on or before 14th June 2022. 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 2023.

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 2022 intern posts must have graduated and been conferred with their medical degree on or 14th June 2022. 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 2023.

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 Monday 23rd May 2022 **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 and induction 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 11th July 2022 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 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

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. 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
Royal College of Surgeons in Ireland (Surgery & Emergency Medicine) www.rcsi.ie
Irish College of General Practitioners www.icgp.ie
Irish College of Ophthalmologists www.icophth.ie
The College of Anaesthetists: www.anaesthesia.ie
The College of Psychiatry of Ireland: www.irishpsychiatry.ie
The Faculty of Radiology: 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

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 and 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 provides 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 within the working week during one three-month rotation too undertake a project relating to clinical research, medical education or healthcare leadership and management.
- Have 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.
- Participate in an end of programme national showcase event that highlights the various outputs from the Academic Track programme*.

*Some aspects of the delivery of the programme may be affected by the COVID-19 pandemic. Government regulations will be strictly adhered to.

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?
The application window for Academic Track opens in December. In December, you will be contacted by the academic track recruitment team and asked to provide further documentation to support your 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 2022**) 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 3rd 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
- You may nominate a potential project supervisor although it is not necessary at this stage
- Referee* who can attest to your capacity to undertake the Academic Intern Track (reference letter not required)

(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 rotation.

(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 with all 24 posts numbered in order of preference, 1 being your highest preference. You must select from all 24 posts preferences and indicate either a post preference (e.g., Academic 012) or indicate that your preferences are satisfied (i.e., no more preferences requested). If you do not list all 24 posts but are successful at interview, you may not receive an offer if your preferred posts have already been allocated.

*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' permission in advance of providing his/her name. The nominated supervisor and referee do not need to be the same person.

How are Academic Track Internship Posts allocated?
If you are shortlisted by the academic track recruitment team, 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 national / non-EEA national who does not require an employment permit to work in Ireland / non-EEA national requiring an employment permit to work in Ireland, as this will affect the order in which your application is considered in this allocation process;
- The number of Academic Track intern posts available.

In practice, this means that 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. Applicants from Non Irish Medical Schools may express an interest in Academic Track Intern Posts.

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 NRS intern application process and passing your final year exams. If allocated to an academic track intern post, successful completion of all necessary pre-employment checks by the individual employer.
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 remain in the overall Intern match process conducted by NRS and the post preferences you have indicated at Stage 2 will be applied to you.

What about centiles?
Recruitment for the Academic Track posts 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 academic track recruitment team 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
• Eligible academic track applicants, who expressed an interest in an Academic Track post are invited to submit required paperwork	Monday 13/12/2021
• Closing date for receipt of documentation	5pm Friday 21/01/2022
• Shortlisting of applicants to occur leading to notification of interview	Friday 25/02/2022
• Interviews	Mid-March - but not before March 8th 2022
• Notification of successful Round 1 offers	Monday 21/03/2022
• Accept or decline offer	Wednesday 23/03/2022
• Notification of Round 2 offers, if applicable	Monday 28/03/2022

Appendix 11: Additional Information from Medical Intern Unit - NDTP on the Intern Year

Medical Intern Board/Medical Intern Unit

The Medical Intern Board was formed jointly by the Medical Council and National Doctors Training & Planning in 2017 with responsibility for setting the strategic direction of the intern year. The main objectives of the Medical Intern Board are to:

- Establish a national governance structure for the National Intern Training Programme;
- Develop a centralised approach to intern training;
- Facilitate and support delivery of the National Intern Training Programme by providing advice and direction;
- Facilitate the development of an outcomes based intern training programme;
- Facilitate the Medical Council and the HSE in consulting and seeking advice on the fulfilment of their obligations under Part 10 of the Medical Practitioners Act 2007.

The establishment of the Medical Intern Unit, with responsibility for co-ordinating the day-to-day operations of the intern year as well as driving implementation of new policy took place in early 2018.

Modernisation of the Intern Year

As part of a review and modernisation of the intern year four different work streams have been identified, namely

- Preparedness for Practice
- Review of Intern posts to include matching process, quality of posts, numbers and training guidelines;
- Review of the National Intern Training Curriculum;
- Implementation of Entrustable Professional Activities (EPAs)

One of the most significant projects for the intern year will be the delivery of a competency-based framework known as Entrustable Professional Activities (EPAs) required for effective and safe practice by Interns at the end of training.

Another significant project is focusing on the wellbeing of our interns during the intern year. The Inaugural National Intern Gathering was one of the initiatives and was held on the 28th June 2019. It is envisaged that this event will continue as well as other wellbeing initiatives in different mediums in the future.

Intern Training Networks

There are six Intern Training Networks, each based around an existing Medical School. Intern posts are structured so that all rotations 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 organising and overseeing intern training within their network and ensuring the provision of appropriate, agreed educational programmes for interns. The Intern Network Coordinators collaborate collectively 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
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 (WNW)

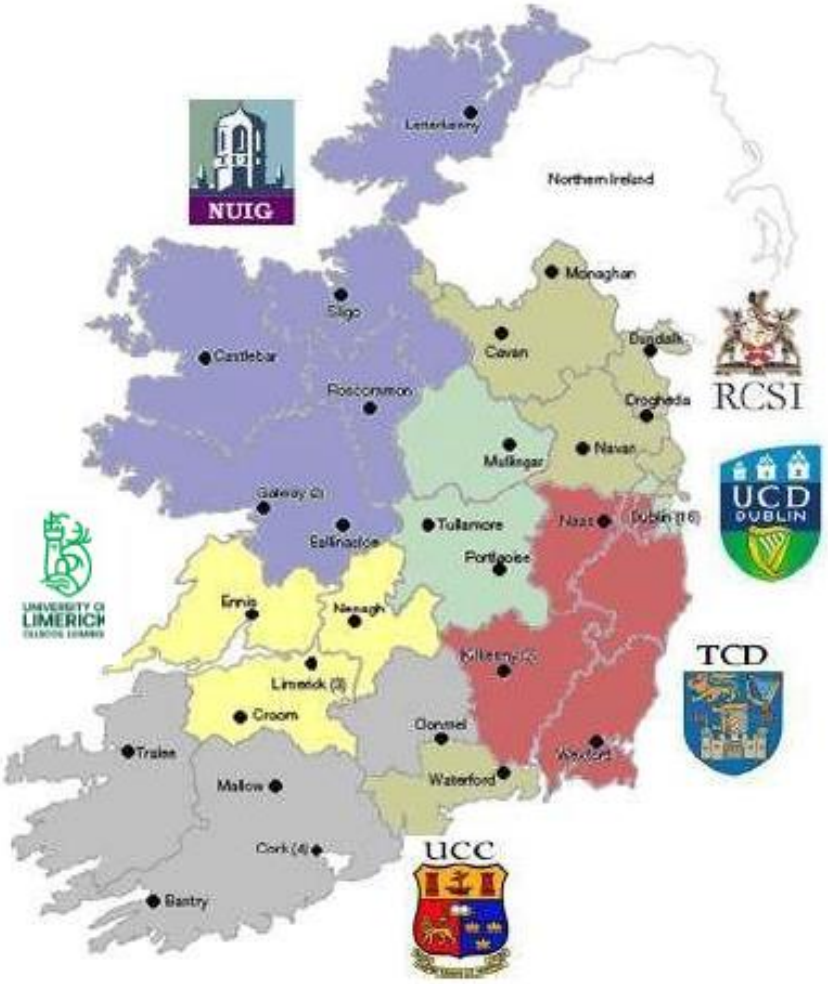
Dublin / Northeast (DNE)

Dublin / Mid-Leinster (DML)

Dublin / Southeast (DSE)

South (STH)

Mid – West (MWT)



Intern Training Networks Sites

Internet Training Network	Linked Medical School	Hospitals/Clinical Sites in Network 2022	
West / Northwest	National University of Galway	• University Hospital Galway • Letterkenny University Hospital • Mayo University Hospital • Galway Clinic	• Portiuncula University Hospital • Roscommon University Hospital • Sligo University Hospital • General Practice, Donegal, Galway & Manorhamilton • Bon Secours, Galway
Dublin / Northeast	Royal College of Surgeons in Ireland	• Beaumont Hospital • Connolly Hospital • Cappagh National Orthopaedic Hospital • Our Lady of Lourdes Hospital, Drogheda	• Temple Street Children's University Hospital • University Hospital Waterford • General Practice, Dublin
Dublin / Mid-Leinster	University College Dublin	• Mater Misericordiae University Hospital • St Vincent's University Hospital • St Columcille's Hospital • General Practice, Dublin & Wicklow • Temple Street Children's University Hospital • Mater Private Hospital	• Regional Hospital Mullingar • Midland Regional Hospital Tullamore • Midland Regional Hospital Portlaoise • St Michael's Hospital • Cappagh National Orthopaedic Hospital • Beacon Hospital
Dublin / Southeast	Trinity College Dublin	• St James Hospital • Tallaght University Hospital • Naas General Hospital • Linn Dara, Palmerstown	• St Luke's General Hospital, Kilkenny • Wexford General Hospital • General Practice, Dublin
South	University College Cork	• Cork University Hospital • Mercy University Hospital • General Practice, Mallow & Hollyhill • University Hospital Kerry • South Infirmary – Victoria University Hospital	• South Tipperary Clonmel • Bon Secours, Cork • Mallow General Hospital • Bantry General Hospital • St Stephen's Hospital, Glanmire
Mid-West	University of Limerick	• University Hospital Limerick • St John's Hospital, Limerick	• General Practice, Ennis • University Maternity Hospital, Limerick

Note: the above list represents the current clinical sites where intern training takes place; these sites may change

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 2022.

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

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.

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

National Doctors Training and Planning (NDTP) incorporating Medical Education and Training, Medical Workforce Planning, Consultant Appointments Unit and the Medical Intern Unit has a statutory remit as outlined in the Health Act, 2004 and the Medical Practitioners Act 2007.

The combined objective of the three core functions of the NDTP is to ensure that, at all times, that the Irish Health Service is provided with the appropriate number of specialists who possess the required skills and competencies to deliver high quality and safe care and whose training is matched to the model of healthcare delivery in Ireland, regardless of location.

Details of intern posts available in July 2022 will be provided to applicants who are deemed eligible after Stage 1 of the application process.

Academic Track for Internship

In parallel to the clinical internship posts, for the 2022 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 track interns will undertake one full rotation (3 months) in an academic internship post and then complete their other clinical rotations as normal. Further details can be found at Appendix 10.

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. July 2019 saw the introduction of a standardised paid induction programme for interns in all networks. This takes place during the week before work commences at clinical sites.

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 2022 will be 12 months, from July 11th 2022 to July 9th 2023. Interns should return their signed contract to their employer. The NCHD contract can be seen in Appendix 14.

Progression through Training & Sign-Off

The Intern Training Programme for posts commencing July 2022 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 –MIU 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, this will be facilitated. 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 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 .

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

Job Title and Grade	**Non Consultant Hospital Doctor (NCHD) - Intern** (HSE Grade Code: Intern 1554)
Taking up Appointment	The successful candidate will be required to take up duty on 11th July 2022
Reporting Relationship	The Intern's reporting relationship is to the Employer via his/her supervisory Consultant 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/ Intern Tutor /Intern Coordinator on matters relating to medical education, training and research. The Intern will report directly to the Employer as required.
Purpose of the Post	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. During the appointment the successful candidate will, under the supervision of the Consultant /Clinical Director /Employer, participate in and deliver a quality health care service.
Principal Duties and	The intern's standard duties and responsibilities include, as directed by the Consultant/Clinical Director Employer to, inter alia: • Participate as a member of a multi-disciplinary team in the provision of medical care to patients • Diagnose and treat patients under appropriate supervision • Ensure that duties and functions are undertaken in a manner that prioritises the safety and wellbeing of patients • Assess patients on admission and/or discharge as required and write detailed reports in the case notes under supervision and as required • Order and interpret diagnostic tests • Initiate and monitor treatment • Communicate effectively with patients and clients • 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 • Represent the department / profession / team at meetings and conferences as appropriate • Further progress knowledge of diagnosis and management

	• Participate in multi-disciplinary clinical audit and proactive risk management and facilitate production of all data / information for same • Co-operate with investigations, enquiries or audit relating to the provision of health services • 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 (www.medicalcouncil.ie) • Seek advice and assistance from the Consultant / Clinical Director / Employer with any assigned cases or issues that prove to be beyond the scope of his / her professional competence in line with principles of best 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 1 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/ 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 / professional requirements • Maintain and develop professional expertise and knowledge by actively engaging in continuing professional education and development

	• Make satisfactory progress in his / 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 / Clinical Director / Employer / Intern Tutor / Intern Coordinator in service / training development, including policy development and implementation • 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 • Engage in service audit and demonstrate the achievement of the service objectives • Represent the department / profession / team at meetings and conferences as appropriate • Keep up to date with change and developments within the Irish Health Service ***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.***
Eligibility Criteria Qualifications and/ or experience	• Be registered as an Intern by 11th July 2022 on the Internship Registration Division of the Register of Medical Practitioners maintained by the Medical Council (of Ireland) • 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.

	• Not have already commenced Intern training (or equivalent formal practical training) in Ireland or any other country.
	• Not have already completed Intern training (or equivalent formal practical training) in Ireland or any other country.
	• Your centile must be available on or before 23rd May 2022
	• Applicants must have graduated* on or after 1st April 2020 and on or before 14th June 2022
	• Be a recent graduate / final year student (of whatever nationality) of a medical school in one of the following EEA countries:
	  • Ireland • Malta
	  • Denmark • Portugal
	  • Italy • Norway
	  • Luxembourg • Iceland
	  • Poland • Slovenia
	  • Sweden
	  • Lithuania
	
	OR
	Be a graduate / final year student (of whatever nationality) in the following Medical School:
	RCSI & UCD Malaysia Campus.
	(formerly Penang Medical College, Malaysia)
	
	• 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.
	
	• Be proficient in the English language.
	
	• Hold Certification in Basic Life Support or Intermediate Life Support or Advanced Cardiac Life Support for healthcare providers
	
	Health
	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.
	
	Character
	Each candidate for and any person holding the office must be of good character

	Age 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.
Skills, competencies and/or knowledge	• 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 • Sufficient clinical knowledge and evidence based practice to carry out the duties and responsibilities of the role, with appropriate supervision from more senior clinicians • An ability to apply knowledge to evidence based practice • Effective team skills and leadership potential • The ability to plan and deliver care in an effective and resourceful manner • An ability to manage and develop self in a busy working environment • The ability to effectively evaluate clinical information and make appropriate decisions under appropriate supervision • A commitment to assuring high standards and strive for a patient centred service • Effective team skills • Effective communication and interpersonal skills including the ability to collaborate with colleagues, families etc and good presentation skills • 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. • Flexibility and openness to change • Ability to utilise supervision effectively • A willingness to develop IT skills relevant to the role
Competition Specific Selection Process **Shortlisting/Interview**	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 2022. 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.

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 in the document posted with each vacancy entitled "Code of Practice, Information For Candidates" or on www.cpsa.ie.

Appendix 13 – Information on Review/Appeals Procedure

Appointments in the HSE are made under a recruitment license and are subject to Codes of Practice established by the Commission for Public Service Appointments (CPSA). Under the Codes of Practice candidates are entitled to appeal any part of the appointment process that they feel is unfair or has been applied unfairly to them. Candidates are entitled to one of two forms of review procedure which are mutually exclusive- a Section 7 **or** a Section 8 review. Before submitting a request for review candidates should determine which procedure is appropriate to their particular circumstances.

The procedures allow for matters to be resolved on an informal basis and candidates are advised to avail of the informal process before making use of the formal review procedure.

Useful Information on "Making an Informal Appeal" at Stage 1

Q. I believe my application was not treated fairly during the recruitment process. What can I do?
A. You can appeal under the Codes of Practice where you feel your application was not treated fairly during the recruitment process. Below is some information that outlines the process and what you can do to get your application or your candidature reviewed.

Section 7: Review procedures where a candidate seeks a review of an action or decision taken in relation to his/her candidature

Section 7 review procedures apply in cases where you believe a decision in relation to your application/candidature was unfair and you wish to have it reviewed.

- Most appeals received by NRS are made under Section 7.
- You are entitled to seek a Section 7 appeal/review where you feel you have been treated unfairly in any part of the appointment process.
- If you wish to avail of the Section 7 review process you must submit a letter (by email to applyintern@hse.ie) outlining the grounds for your appeal. **This means that you must write down and outline exactly what you feel is unfair about the way that you were treated within the appointment process.**

  Informal appeals at Stage 1 of the application process are deemed **'interim appeals'** and must be emailed to applyintern@hse.ie for the attention of Cathy Burnett. Your informal appeal must be received within **2 working days** of notification of this decision. This means you must submit your appeal by **5pm Friday, 10th December 2021.**

Section 8: Review procedures in relation to allegations of a breach of the code of practice

Section 8 review procedures apply in cases where you believe that the actual appointment process has breached the Commission's code of practice and you wish to have it investigated.

- Appeals under Section 8 have a broader focus than Section 7: they relate to the process itself and its compliance with the principles laid down in the Code of Practice.

The following are examples (**not** a comprehensive list) of where Section 8 procedures might be invoked

- You believe that the HSE has specified the wrong qualifications for a post and that therefore the process was unfair
- You believe that the HSE has specified that a driving licence is required for a post that does not involve driving and that therefore the criteria are unfair

Informal Appeals under Section 8 must be emailed to applyintern@hse.ie for the attention of Cathy Burnett. **We encourage you to visit www.cpsa.ie for further information on the code of practice and informal and formal review procedures.**

Contract of Employment
for
Non-Consultant Hospital Doctors

As at 6th July 2020

Table of Contents

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[1]) 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 1st 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;

[1] Hereafter referred to as 'The NCHD'

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.

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 22nd 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[2].

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) Rosters issued for the periods immediately prior to changeover, generally the second Monday in January or the second Monday in July as referenced at Section 1 c) above, must take account of the of the extent to which NCHDs are due to leave employment and take up employment and associated roster commitments in a different, possibly geographically distant, location. In that

[2] 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.

context, where NCHDs are due to take up a new post on changeover the employer will avoid placing the NCHD on-call post 5pm insofar as is possible.

Where the NCHD is due to leave employment to take up duty in a different post in excess of 45 kilometres from their current employment or has been rostered on-call to take effect from appointment to a post in a different location they should advise their current employer at the earliest possible opportunity.

Subject to the employer being informed, every attempt will be made not to roster the NCHD on the Sunday immediately prior to changeover as set out above. Where it is not possible to avoid rostering the NCHD on the Sunday, the employer shall confirm this in writing to both the NCHD and the new employer, who shall make every effort to amend their new roster accordingly. The employer(s) shall be responsible for resolving any rostering conflicts that arise.

o) 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.

p) 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;

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[3] 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; For interns, induction training prior to internship shall be paid in accordance with the DOH salary scales. A comprehensive paid intern induction which may include on-site or online components should be encompassed within up to 39 hours, as comprehended in national guidelines.

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).

7. Locum cover

a) The NCHD will be expected to cover for occasional unplanned absence of colleagues.

[3] Training Principles to be incorporated into new working arrangements for doctors in training" published by the Medical Education and Training Group, July 2004

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.

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)[4] 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[5] 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.

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[4] 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.

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

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 Payment

Annual leave is granted in accordance with the provisions of the Organisation of Working Time Act 1997. 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 at least 5 working days leave in each location. Employers should ensure that all leave is managed appropriately.

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) Annual leave

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.
- 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. This means NCHDs who are not rostered for a public holiday may opt to either a) use one of their 16/17 days leave in order to receive a paid day off on the public holiday or b) they may opt to take an unpaid days leave;
- 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 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 is 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). The NCHD shall comply with the following provisions:

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) 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.

vi) Service provided over a number of fixed-term contracts in the public health service shall be considered cumulatively for the accrual of paid sick leave.

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, 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, 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 €_____ (subject to Department of Health salary scales, information on the salary scale at time of offer of this contract is attached at 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[6] and medical/dental education and training bodies recognised by the Medical Council of Ireland.

[6] An indicative list of such bodies is available from the HSE Employers Agency, 63-64 Adelaide Road, Dublin 2, tel: 01 6626966, web: www.hseea.ie

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 overtime rates as specified in Department of Health salary scales.

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[7] in excess of i) above at the overtime rate.

   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.

[7] 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.

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. Therefore first 8 hours on-call off-site on a Sunday are paid an additional 3/4 time on top of the otherwise applicable rate.

A “period” of on-call off-site is defined as one continuous week from Monday to Sunday.

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. 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 or utilise the funds individually allocated in subsection (d) 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 or utilise the funds individually allocated in subsection (d) towards the cost of delivery of such schemes as they are defined in the contractual arrangements.

d) Pursuant to the 2017 High Court Settlement with the IMO, NCHDs shall be allocated additional individualised funding to cover educational and training activity not covered under the above programmes/schemes or other arrangements including the Clinical Course & Exam Refund Scheme (CCERS) and the Specialist Training Fund (HST and GP Trainees). The following annual amounts are to apply from July 2019: €2,000 for Specialist Registrars and Senior Registrars and GP Registrars, €1,250 for Registrars and Senior House Officers, and €750 for Interns.

Operational and other details are in the HSE NCHD Training Supports Policy available on the HSE website.

The revised funding arrangements will commence at the start of the 2019/2020 training year (July 2019) for an initial period of 3 years. They shall be subject to review at that point or at an earlier date in the context of a general review of the NCHD contract.

Where any disputes arise in relation to entitlement to a refund, the matter shall be referred to the local employer for determination in line with the national policy.

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.

15. 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 €3,619 per annum in respect of travelling expenses incurred while attending patients. This payment of €3,619 shall be payable as an allowance to all GP Registrars. GP Registrars who due to the nature of their assigned practice incur travel expenses which would be greater than the net allowance received shall be entitled to travelling expenses for the additional amount on a vouched basis. GP Registrars on assignment will be advised through their scheme if based on previous claims by trainees to that practice or area of whether this is likely to occur. GP 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.

16. Incremental Credit

a) Incremental credit is granted to the NCHD in respect of:

i) previous employment as an NCHD in Ireland or an EU member state in the public service, including:

(1) periods spent in a recognised training post; and
(2) periods spent employed by an agency and assigned to the public health service for periods of in excess of two consecutive weeks.

For periods spent employed by an agency there shall be a limit of one incremental point of progression irrespective of the number of periods or duration of same.

ii) time spent gaining a graduate qualification (prior to completion of internship) in the health sciences subject to a limit of one incremental point of progression for any such qualification.

iii) time spent out of a substantive post whilst gaining a postgraduate qualification (post completion of internship) provided that during such time (s)he was actively engaged in clinical and/or relevant public or private hospital work (whether as part of or separate to the qualification); in a vocational training scheme for general practice; or working as a university lecturer, tutor or demonstrator.

and subject to the provisions of the Public Service Stability Agreements.

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.

b) 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.

c) 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.

d) Periods spent in vocational training schemes for general practice are reckonable for incremental credit.

e) Locum NCHDs shall be granted incremental credit on the basis of previous recognised hospital experience.

f) 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.

g) 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. Where such a determination is in question, a tripartite committee of the IMO, HSE and DoH will consider the evidence in a similar fashion to questions regarding pre-internship qualifications.

h) Up to two years incremental credit shall be granted to Maxillo-facial trainees based on previous postgraduate dental experience.

i) Assimilation to the Specialist Registrar salary scale shall be on the basis of completed years of service as follows on the following salary points:

Point of Scale	**Specialist Registrar Point of Scale**
2nd / 3rd SHO	1st Point
4th SHO and 1st Registrar	2nd Point (maximum point for assimilation for SHO service)
2nd Registrar	3rd Point
3rd Registrar	4th Point
4th Registrar	5th Point (maximum point for assimilation for Registrar service)

j) 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.

Senior Registrar Pay scale assimilation

Up to 3 years of Registrar service	1st Point

3 to 4 years of Registrar service	2nd point
4 to 5 years Registrar service	3rd point
5 years or more of Registrar service	4th point (maximum point for assimilation)

k) 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.

17. 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.

18. 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.

19. 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 1st 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.

20. 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.

21. 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.

22. 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.

23. 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.

24. 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) 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.

2) For details of the scheme please refer to the scope of coverage document available from the State Claims Agency at http://www.stateclaims.ie/

25. 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.

26. 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 _____[8].

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: _____

[8] 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

Please note that the salary rates set out below are indicative only and the Department of Health salary scales take precedence at all times in terms of determining appropriate salary or other payment.

Non-Consultant Hospital Doctor Pay Scales with effect from 1st January 2020								
Grade	**Points on scale**	**1**	**2**	**3**	**4**	**5**	**6**	**7**
Intern	1	37,502						
Senior House Officer	7	44,665	46,906	50,255	52,445	56,850	59,039	61,176
Registrar	6	56,850	59,039	61,176	62,747	64,843	66,946	
Senior Registrar	7	67,827	69,950	72,075	74,339	76,953	79,675	82,484
Specialist Registrar	7	63,734	65,241	67,418	69,376	72,569	75,765	78,959

Abolition of Living Out

Allowance: The Living Out Allowance (€3,193 per annum) was 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 is no longer payable to any NCHD.

NCHDs (A&E) Shift premium of T+1/6th where continuous rotating shift over a 24 hour, 7 day week cycle applies

Overtime Rates

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

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.

On call off site is calculated over a one week period as follows:

- Each week Monday to Sunday is considered the reference period for payment
- All off-site hours are considered for calculation
- An additional Sunday premium rate is due on top of the basic on call off-site rate for off-site hours on a Sunday for a maximum of 8 hours @ ¾ time.