



**A Guide to Application and  
Appointment to Medical Intern  
Training in Ireland  
commencing July 2022  
Stages 2 & 3**

**(Campaign Ref: NRS10913)**

Dear Applicant,

The Health Service Executive's National Recruitment Service strongly recommend that you read this Guide in full and print off a copy that you can refer to throughout the process.

This Guide is designed to inform applicants of the second part of the application process for Intern posts in Ireland commencing Monday 11<sup>th</sup> July 2022. Stage 2 of the application process is confined to applicants deemed eligible by the HSE's National Recruitment Service (NRS) at Stage 1. **Applicants who have applied for academic track posts must also submit the Stage 2 application.**

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**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.

**After Stage 2, should you wish to update your personal details or withdraw your application, please contact the NRS Medical Intern Recruitment Team by emailing [applyintern@hse.ie](mailto:applyintern@hse.ie)**

Queries for the National Recruitment Service can be sent to our help desk by email at [asknrs@hse.ie](mailto:asknrs@hse.ie) or by phone on 0818 473677 (dial +35341 6859506 for calls from outside Ireland).

## OVERVIEW

		Description of Stage
<b>Stage 2</b>	Application & Important Documentation	<p>All Stage 1 eligible candidates received an email on Friday 18<sup>th</sup> February 2022 inviting them to complete and submit a Stage 2 Application.</p> <p>All candidates were provided with a link to the Application Portal for the Stage 2 Application. The Application Portal contains a link to the Intern online application, a detailed listing of the available Intern posts, documents which you will need to download and guidelines on what you need to consider, as well as what you need to submit.</p>
	Applicants from Medical Schools <b>in</b> the Republic of Ireland	
		<ul style="list-style-type: none"> <li>▪ How do I apply? Page 7</li> <li>▪ What do I need to consider at this stage? Page 8-9</li> <li>▪ What do I need to submit? Page 9</li> <li>▪ What happens next? Page 10</li> </ul>
	Applicants from Medical Schools <b>outside</b> the Republic of Ireland	
		<ul style="list-style-type: none"> <li>▪ How do I apply? Page 7</li> <li>▪ What do I need to consider at this stage? Page 8-9</li> <li>▪ What do I need to submit? Page 9</li> <li>▪ What happens next? Page 10</li> </ul>
	<b>End of Stage 2</b>	
<b>Stage 3</b>	Matching Process	<ul style="list-style-type: none"> <li>▪ How does the matching process work? Page 11</li> </ul>
	Candidates <u>matched</u> to an Intern Post	<ul style="list-style-type: none"> <li>▪ How will I know if I am matched to an Intern post? Page 12</li> <li>▪ What do I need to do? Page 12</li> <li>▪ What happens next? Page 12-13</li> </ul>
	Candidates <u>not matched</u> to an Intern Post	<ul style="list-style-type: none"> <li>▪ How will I know if I am not matched to an Intern post? Page 14</li> <li>▪ What happens next? Page 14</li> </ul>
<b>End of Stage 3</b>		

**IMPORTANT DEADLINES**  
 (All time deadlines referred to in this document are given in Irish time)

Stage	Description	Time/Date Deadlines
Stage 2	<p><b>Applicants from Medical <u>Schools in the Republic of Ireland</u></b></p> <p>You are required to submit by 5pm Friday 4<sup>th</sup> March 2022:</p> <ol style="list-style-type: none"> <li>1. Completed Stage 2 Online Intern Application</li> <li>2. A signed copy of Section E Applicant Declaration</li> <li>3. Candidates who graduated in 2020 and 2021 <u>ONLY</u>            A copy of your BLS or ILS or ACLS Certificate for health care providers valid <u>up to and including</u> 31<sup>st</sup> July 2022 will need to be submitted as part of your application. The Dean of Medical School will confirm BLS or ILS or ACLS Certification for 2022 graduates.</li> </ol> <p style="text-align: center;"><b>And</b></p>	5pm Friday 4 <sup>th</sup> March 2022
	<p>You are required to complete your Garda Vetting on-line application process as outlined on the Stage 2 invitation email, no later than 5pm Friday 4<sup>th</sup> March 2022:</p> <ol style="list-style-type: none"> <li>4. Online completed Garda Vetting Invitation (NVB1 Form)</li> <li>5. Documents to support Garda Vetting Identification Checklist</li> </ol>	5pm Friday 4 <sup>th</sup> March 2022
	<p><b>Applicants from Medical <u>Schools outside the Republic of Ireland</u></b></p> <p>You are required to submit by 5pm Friday 4<sup>th</sup> March 2022:</p> <ol style="list-style-type: none"> <li>1. Completed Stage 2 Online Intern Application</li> <li>2. A signed copy of Section E Applicant Declaration</li> <li>3. A copy of your BLS or ILS or ACLS Certificate for health care providers valid <u>up to and including</u> 31<sup>st</sup> July 2022</li> <li>4. A copy of your <b>IELTS</b> Certificate with an overall band score of 7.0 and a minimum score of 6.5 in each of the four domains on the academic test <u>OR</u> <b>OET</b> Certificate Minimum Score B in each of the four domains</li> </ol> <p style="text-align: center;"><b>And</b></p>	5pm Friday 4 <sup>th</sup> March 2022
	<p>You are required to complete your Garda Vetting on-line application process as outlined on the Stage 2 invitation email, no later than 5pm Friday 4<sup>th</sup> March 2022:</p> <ol style="list-style-type: none"> <li>5. Online completed Garda Vetting Invitation (NVB1 Form)</li> <li>6. Documents to support Garda Vetting Identification Checklist</li> </ol>	5pm Friday 4 <sup>th</sup> March 2022

Stage 2	<p><b>Centile &amp; Medical School Declaration of Good Standing:</b></p> <p>Please note NRS will seek your centile ranking and your Medical School Declaration of Good Standing <b>directly</b> from your Medical School Dean/Head. The Dean/Head is required to submit this information by 5pm Monday 23rd May 2022</p>	5pm Monday 23 <sup>rd</sup> May 2022
Stage 3	<p><b>The Intern Training Networks</b> will issue a communication <b>by email</b> no later than 5pm, between the dates of Wednesday 1<sup>st</sup> June and Friday 3<sup>rd</sup> June 2022 to candidates who have been matched to an intern post.</p> <p><b>NRS</b> will issue a communication <b>by email</b> no later than 5pm, between the dates of Wednesday 1<sup>st</sup> June and Friday 3<sup>rd</sup> June 2022 to candidates not matched to an intern post with details of their place on the reserve list.</p>	No later than 5pm, between the dates of Wednesday 1 <sup>st</sup> June and Friday 3 <sup>rd</sup> June 2022
	Deadline for acceptance / decline of post allocation (Offer)	<p>5pm, Tuesday 7<sup>th</sup> June 2022</p> <p>Please note this date may be brought forward. The deadline to accept/decline a post will be outlined in your offer email.</p>

### Change of Mind

If at any point between the time of submission of your application and the commencement of the matching process you decide that you are no longer interested in an intern post in Ireland, you are asked to notify National Recruitment Service as early as possible by e-mailing [applyintern@hse.ie](mailto:applyintern@hse.ie). This is to ensure that the matching process is conducted in as fair a manner as possible for those who do intend to take up internship.

**IMPORTANT COMMUNICATIONS**

**We strongly recommend that you pay due care and attention to the contact details and instructions provided in all communications**

Stage	Description	Date
Stage 2	<p><b>You should expect to receive the following communications from NRS after you submit your Stage 2 online Intern application:</b></p> <ul style="list-style-type: none"> <li>▪ Online applications will receive an application email receipt within 24 hours, which will let you know that you have applied for this stage of the recruitment campaign. This email serves as an application acknowledgement only and is not an admission that we have received a completed application from you</li> <li>▪ NRS will issue a communication to you to inform you if your Stage 2 application has been deemed eligible or ineligible</li> <li>▪ Applicants who do not receive a communication from NRS on Thursday 14<sup>th</sup> April 2022 should email <a href="mailto:applyintern@hse.ie">applyintern@hse.ie</a> by 5pm Monday 18<sup>th</sup> April 2022 stating First name, Surname and Candidate ID informing NRS of this</li> </ul>	<p>Friday 18<sup>th</sup> February 2022 to 5pm Friday 4<sup>th</sup> March 2022</p> <p>5pm Thursday 14<sup>th</sup> April 2022</p> <p>5pm Monday 18<sup>th</sup> April 2022</p>
Stage 3	<p><b>The Intern Training Networks</b> will issue a communication <b>by email</b> no later than 5pm, between the dates of Wednesday 1<sup>st</sup> June and Friday 3<sup>rd</sup> June 2022 to candidates who have been matched to an intern post.</p> <p><b>NRS</b> will issue a communication <b>by email</b> no later than 5pm, between the dates of Wednesday 1<sup>st</sup> June and Friday 3<sup>rd</sup> June 2022 to candidates not matched to an intern post with details of their place on the reserve list.</p>	<p>No later than 5pm, between the dates of Wednesday 1<sup>st</sup> June and Friday 3<sup>rd</sup> June 2022</p>

## Online Application Stage 2 Process

### How do I apply?

1. You must complete the Online Intern Application Form. The link to the Stage 2 online application was provided to you in the invite email of 18<sup>th</sup> February 2022.
2. **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).
3. You must complete all relevant sections of the Online Intern Application Form in the format presented and include all required uploads.
4. You are required to complete the NVB1 Garda Vetting Invitation Form and upload documentation to verify your identity and current address.
5. NRS recommend that you download all relevant documentation, as outlined on the Application Portal, to your PC/Laptop/Mobile Device prior to commencing the online application form. You will be prompted at various stages on the online application form to upload documents.
6. NRS advise that documents may be saved in pdf or jpeg format. We recommend when saving the documents you name them as follows: e.g. Section E Applicant Declaration. Please note the maximum file size for each document that you upload, as part of your online application, is 5MB.
7. Completed Online Intern Application Form and completed documents must be submitted by 5pm Friday 4<sup>th</sup> March 2022. Applications will not be accepted after this date and time, and no exceptions will be made.
8. Online applications will receive an automated response within 24 hours of submission, which will let you know that we have received your application. This email serves as an application acknowledgement only and is not an admission that we have received a completed application from you. Applicants, please note the HSE's NRS Department check eligibility after the closing date and time for the receipt of applications. This is due to the high volume of applications. **It is your responsibility to ensure your application is complete and delivered before the deadline.**

## Stage 2: What do I need to consider at this stage?

Applicants should pay particular attention to choosing preferences for specific Intern posts and Intern Training Networks, as no changes will be accepted after the closing date and time for receipt of applications, i.e. **5pm Friday 4<sup>th</sup> March 2022**.

### Section B of Application Form – Preferences for Specific Intern Posts

You may choose **50** preferred posts from the list of available Intern posts, in ranked order from **any** Network, regardless of your Medical School of graduation, i.e. you may choose your **50** posts from all networks. The list of available Intern Posts has been made available to you as a separate attachment. You should list your preferences from most preferred to next most preferred, etc., No. 1 being your top choice.

When inputting your preferences, you must ensure you enter your preferences in the same format as provided on the list of available Intern posts, e.g. DML/001. If post preferences are inputted incorrectly, they will not be counted as a post preference for the matching process.

Please note that if you enter an incorrect / non-existent specific intern post preference number, it will be ignored and not included as a post preference choice. It is strongly recommended that you use all 50 choices. If you choose not to select all 50 preferences, you will be assigned to the next listed available post in your highest available preferred Intern training network.

### Section C of Application Form – Secondary: Intern Training Network Preferences

Where your preferences for specific Intern posts have been allocated to higher ranked applicants, you will be assigned to the next available post listed in your highest available preferred Intern Training Network. You should choose your preferred Intern Training Network in ranked order 1- 6, number 1 being your top Network choice. It is strongly recommended that you use all 6 choices. If you choose not to select the six Intern Training Networks, and your preferences for specific intern posts have been exhausted, you may risk not being matched to an Intern post.

A map showing the six Intern Training Networks is available in Appendix 5.

### Section D of Application Form – References

Applicants are required to provide details of two referees.

One should be a Consultant/Principal GP/Chief/Senior Clinician that you worked with in the past 2 years and/or one should be a Lecturer/Tutor from your Medical School and one other.

### Section F - Special Requirements Voluntary Declaration

Candidates please note this data is for information purposes only. In order to carry out the full range of duties of an Intern, some candidates may have special requirements and require additional supports. If this applies to you, can you please provide details below.

The information you provide here will assist the employing authority, should you be matched to an Intern post, in facilitating any special requirements/additional supports you may need to undertake your Internship. It is important to note that family circumstances are not relevant to this declaration.



The HSE is an equal opportunities employer and, as such, is committed to enabling its staff to work in an environment that promotes equality of opportunity. If you do require additional supports, you will be prioritised for occupational health assessment in terms of assessing your requirements and how best the employing authority can respond to same.

Failure to notify the HSE of additional supports required may result in a delay in commencing your Internship.

## Stage 2: What do I need to submit?

Applicants from Medical Schools in the Republic of Ireland

You are required to submit by 5pm Friday 4<sup>th</sup> March 2022

1. Completed Stage 2 Online Intern Application
2. A signed copy of Section E Applicant Declaration
3. Candidates who graduated in 2020 and 2021 ONLY  
A copy of your BLS or ILS or ACLS Certificate for health care providers valid up to and including 31<sup>st</sup> July 2022 . The Dean of Medical School will confirm BLS or ILS or ACLS Certification for 2022 graduates

**And**

You are required to complete your Garda Vetting on-line application process as outlined on the Stage 2 invitation email, no later than 5pm Friday 4<sup>th</sup> March 2022:

4. Online completed Garda Vetting Invitation (NVB1 Form)
5. Documents to support Garda Vetting Identification

Applicants from Medical Schools outside the Republic of Ireland

You are required to submit by 5pm Friday 4<sup>h</sup> March 2022:

1. Completed Stage 2 Online Intern Application
2. A signed copy of Section E Applicant Declaration
3. A copy of your BLS or ILS or ACLS Certificate for health care providers valid up to and including 31<sup>st</sup> July 2022.
4. A copy of your **IELTS** Certificate with an overall band score of 7.0 and a minimum score of 6.5 in each of the four domains on the academic test OR **OET** Certificate Minimum Score B in each of the four domains

**And**

You are required to complete your Garda Vetting on-line application process as outlined on the Stage 2 invitation email, no later than 5pm Friday 4<sup>th</sup> March 2022:

5. Online completed Garda Vetting Invitation (NVB1 Form)
6. Documents to support Garda Vetting Identification

## Stage 2: What happens next?

### All applicants:

You will receive an application email receipt within 24 hours, which will let you know that NRS has received your application. This email serves as an application acknowledgement only and is not an admission that NRS has received a completed application from you. A copy of your Stage 2 application is included in the email. The HSE's NRS check eligibility after **5pm Friday 4<sup>th</sup> March 2022**.

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

If you do not receive your application email receipt 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 Application Portal.

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

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

NRS will issue a communication by email (from [applyintern@hse.ie](mailto:applyintern@hse.ie)) to all applicants on **Thursday 14<sup>th</sup> April 2022 (after 3 pm)**. The purpose of this communication is to confirm your eligibility for Stage 2.

This is the end of the Stage 2 process. Applicants deemed eligible will go forward to Stage 3, i.e. the matching process, subject to receipt of pass centile from your Dean / Head of School.

Candidates, who fail their final medical exams, will not progress to the next stage, i.e. the matching process. If interested in applying for the following year's intake, a new application is required. Please visit the HSE's website Mid October for application details - <https://www.hse.ie/eng/staff/jobs/job-search/medical-dental/nchd/interns/>

### Centile & Medical School Declaration of Good Standing:

Please note NRS will seek your centile ranking and your Medical School Declaration of Good Standing **directly** from the Dean / Head of your Medical School. The Dean / Head is required to submit this information by **5pm Monday 23<sup>rd</sup> May 2022**.

### Garda Vetting Process

The HSE's Garda Vetting Liaison Office will contact you separately in relation to your e-vetting process. It is advised that you check your email inbox regularly for communications from [evettingdonotreply@garda.ie](mailto:evettingdonotreply@garda.ie).

### Stage 3: Matching Process – How?

The process of matching Stage 2 eligible candidates to available posts will be carried out by the HSE's NRS. The matching process is based on:

- The centile ranking of each applicant
- Entry route to medical school: In practice, this means that candidates for intern posts who were registered in a HEA funded place, that was offered and accepted through the CAO system, will be ranked above those who were not (dependent on employment permit legislation). Registration in a HEA funded place that was offered and accepted through the CAO system has been validated by your University / College Admissions Office
- Employment Permit Legislation. For this process, this means that candidates who are EEA nationals and those Non EEA nationals, who have submitted evidence of their permission to work in the State with their Stage 1 application, will be ranked above Non EEA nationals who did not submit evidence of permission to work in the State with their Stage 1 application.

The centile ranking is calculated by the relevant Medical School using a prescribed formula and submitted by the Dean or Head of the Medical School to NRS. The centile is based on the student's position in their final year class.

Only those applicants with a verified centile ranking will be included in the matching process. Centiles received after the closing date and time of **5pm Monday 23<sup>rd</sup> May 2022** will not be accepted. Following the receipt of centiles, NRS will commence the matching process.

Taking into account the candidate's centile and whether a candidate is in a HEA Funded place that was offered and accepted through the CAO system or not, and Employment Permit Legislation, the top ranked candidate will be matched to his / her first preferred specific Intern post. The second ranked candidate will then be matched to his / her first preferred specific Intern post, or next available choice, if their first choice is not available.

If two (or more) people of equal standing choose the same preferred specific Intern post, the selection is made on the basis of a lottery.

In a situation where a candidate is not matched to any of their 50 preferred specific Intern posts, owing to higher ranked candidates being matched to these posts, the candidate will be assigned to the next listed available post in their highest available preferred Intern training network.

If all your specific post preferences have been exhausted, owing to higher ranked candidates being matched to these posts, and you did not choose to select all six Network Preferences, you may risk not being matched to an Intern post. You will be placed on the top of the Reserve List and may be offered a declined post which matches one of your specific post preferences or network preferences.

**Candidates will be matched to a single Intern post. There will be no option to decline the matched post in favour of another post.** Refusal of the allocated post will remove the candidate from the matching process and from the intake to Intern training commencing **11<sup>th</sup> July 2022**. We strongly recommend that candidates pay due care and attention when selecting their preferred specific Intern posts and their secondary Intern Training Network preferences.

Candidates who remain unmatched after all posts have been allocated will be placed on a Reserve List. In the event that a candidate matched to a post chooses not to proceed with their offer, the post will be offered to the highest ranked candidate on the Reserve List.

## Candidates matched to an Intern post:

**We strongly recommend that you pay due care and attention to the contact details and instructions provided in all communications.**

It is your responsibility to ensure you have access to the mobile number and email address you provided to NRS as you will receive communications that will have a deadline requirement.

### Stage 3: How will I know if I am matched to an Intern post?

If successfully matched to an Intern post, you will receive an email message from the Intern Training network to which you have been matched no later than 5pm, between the dates of Wednesday 1<sup>st</sup> June and Friday 3<sup>rd</sup> June 2022.

### Stage 3: What do I need to do?

1. You must respond to the contact details given within the required timeframe, as outlined in your offer email
2. If you do not respond within the given timeframe, the post offered to you will be automatically withdrawn and you will be removed from the matching process. The post will then be offered to a candidate on the reserve list
3. There is no option to decline the post offered in favour of another post. Refusal of the allocated post will remove you from the matching process and from the intake to Intern training commencing 11<sup>th</sup> July 2022

### Stage 3: What happens next? – Candidates who have accepted a post

1. All further communication will be made directly to you by your matched Intern Training Network and subsequently by your employing authority
2. It is the responsibility of the candidate to ensure that they apply for registration with the Medical Council (of Ireland) **immediately** – the link is <http://www.medicalcouncil.ie/Registration-Applications/First-Time-Applicants/Internship-Registration.html>

Candidates must be registered on the Internship registration division of the Register of Medical Practitioners maintained by the Medical Council (of Ireland) by 11<sup>th</sup> July 2022. Candidates must present their registration certificate to their employer at induction (see Appendix 4).

3. Applications for employment permits for candidates requiring an employment permit will only be considered by the Department of Enterprise, Trade and Employment <https://enterprise.gov.ie/en/> when a specific job offer has been made. Successful candidates will be contacted by their employing authority to progress the application for an employment permit.
4. Any candidate who has resided outside Ireland for a period of 6 months or more (consecutively) from aged 16 years of age will be required to provide, to their employer at induction, Police Clearance from each country in which they resided (see Appendix 1).
5. All incoming Interns are required to complete a mandatory induction course prior to commencement of employment. The induction course will ordinarily

take place at the location of the Intern's first training module or another specified site within the Intern Training Network. The duration of the induction course, which may be up to two weeks, depends on the Intern Training Network to which the intern has been allocated. Following assignment to a post, successful applicants will be notified of the time and location of the induction course by their employing authority or Intern Training Network.

6. Interns will receive the **Contract of Employment** for Non-Consultant Hospital Doctors. The contract will be provided by the employing authority after the candidate 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. 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 Internship programme is for a period of 12 months, commencing July 11<sup>th</sup> 2022 to July 10<sup>th</sup> 2023. Interns should return their signed contract to their employer as early as possible.
7. **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 that they are both meeting the requirements of the Intern Training Programme, and safeguarding patient safety at all times and as such the Networks 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 and/or assessment. Failure to meet these additional requirements may result in the formal removal of the individual from the Intern training programme. Where remedial training is required, the Intern Training Network will inform the employer and/or the HSE and/or the Medical Council (of Ireland) 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 at the completion of the 12-month period, applicants should note that, there is no commitment to employment beyond the standard 12-month period. Such matters will be handled on a case-by-case basis and are subject to agreement from the Employer.

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

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

## Candidates not matched to an Intern post:

### Stage 3: How will I know if I am not matched to an Intern post?

You will receive an email from [applyintern@hse.ie](mailto:applyintern@hse.ie) notifying you that you have not been matched to an Intern post no later than 5pm, between the dates of Wednesday 1<sup>st</sup> June and Friday 3<sup>rd</sup> June 2022. This email will inform you of your place on the Reserve List. This reserve list will only be in existence up to and including 31<sup>st</sup> August 2022.

### Stage 3: What happens next?

In the event that a candidate matched to a post declines that post, the post will be offered to the highest ranked candidate on the Reserve List. Your place on the reserve list is subject to change as declined posts are re-offered.

Notification of your updated place on the Reserve List will be issued frequently until the reserve list expires, i.e. 31<sup>st</sup> August 2022.

There is only one Intern intake per year and this intake occurs during the month of July each year. Therefore, the HSE has no requirement for a reserve list, which extends beyond the month of August.

If not offered an intern post and interested in applying for the following year's intake, a new application is required. Please visit the HSE's website Mid October for application details - <https://www.hse.ie/eng/staff/jobs/job-search/medical-dental/nchd/interns/>

## Appendix Guide

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## Appendix 1 – Garda and International Police Vetting

**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 Garda 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. Notarisation of these documents is not required. You will receive an email acknowledgement when above are submitted.

NRS will validate the documents and notify the HSE’s 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](mailto: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 16<sup>th</sup> 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.*

[https://www.citizensinformation.ie/en/moving\\_country/moving\\_abroad/leaving\\_ireland/police\\_certificate.html](https://www.citizensinformation.ie/en/moving_country/moving_abroad/leaving_ireland/police_certificate.html)

Country	Website
Australia	<a href="http://www.afp.gov.au">www.afp.gov.au</a>
Austria	<a href="https://www.bmeia.gv.at/en/embassy/dublin#content">https://www.bmeia.gv.at/en/embassy/dublin#content</a>
Belgium	<a href="https://justice.belgium.be/fr/themes_et_dossiers/documents/demander_de_s_documents/extrait_de_casier_judiciaire">https://justice.belgium.be/fr/themes_et_dossiers/documents/demander_de_s_documents/extrait_de_casier_judiciaire</a>



Brazil	<a href="http://www.pf.gov.br">www.pf.gov.br</a>
Canada	The HSE will accept named based criminal background checks - <a href="http://www.rcmp-grc.gc.ca/en/types-criminal-background-checks">http://www.rcmp-grc.gc.ca/en/types-criminal-background-checks</a> and also certified criminal record checks that includes fingerprints
China	<a href="http://www.chinapoliceclearance.com">www.chinapoliceclearance.com</a>
Germany	<a href="https://www.bundesjustizamt.de/DE/SharedDocs/Publikationen/BZR/antrag_en.pdf?__blob=publicationFile&amp;v=9">https://www.bundesjustizamt.de/DE/SharedDocs/Publikationen/BZR/antrag_en.pdf?__blob=publicationFile&amp;v=9</a>
Dubai	<a href="https://government.ae/en/information-and-services/justice-safety-and-the-law/police-clearance-certificate">https://government.ae/en/information-and-services/justice-safety-and-the-law/police-clearance-certificate</a>
France	<a href="https://b3-nref.casier-judiciaire.justice.gouv.fr/caformb3/resources/b3form/index.htm/">https://b3-nref.casier-judiciaire.justice.gouv.fr/caformb3/resources/b3form/index.htm/</a>
India	Embassy of India (Ireland) <a href="http://www.indianembassy.ie">www.indianembassy.ie</a> 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	<a href="https://www.italycertificates.com">https://www.italycertificates.com</a> The HSE will require a General Certificate of Good Conduct
Poland	<a href="https://ekrk.ms.gov.pl/ep-web">https://ekrk.ms.gov.pl/ep-web</a>
Saudi Arabia	Royal Embassy of Saudi Arabia Dublin Ireland: <b><u>A signed Affidavit is required</u></b>  Royal Embassy of Saudi Arabia Dublin Ireland, 6 Fitzwilliam Square East., Dublin 2 Ireland. They offer a free call back service Email : <a href="mailto:contvisa@yahoo.ie">contvisa@yahoo.ie</a> <a href="http://www.saudivisa.ie">www.saudivisa.ie</a> <a href="mailto:info@saudivisa.ie">info@saudivisa.ie</a>
Scotland	(Disclosure Scotland - no longer valid for working with children, an International Child Protection Certificate is required and can be obtained at <a href="http://www.acro.police.uk/icpc/">www.acro.police.uk/icpc/</a> to get an International Child Protection Certificate £60)
Singapore	<a href="http://www.police.gov.sg/e-services/apply/certificate-of-clearance/appeal-by-non-singapore-citizens">http://www.police.gov.sg/e-services/apply/certificate-of-clearance/appeal-by-non-singapore-citizens</a>
South Africa	<a href="https://apostil.co.za/pricing/?gclid=EA1aIQobChMIi9XJkoa63QIVhZztCh3rxQHMEAAAYASAAEgKxU_D_BwE">https://apostil.co.za/pricing/?gclid=EA1aIQobChMIi9XJkoa63QIVhZztCh3rxQHMEAAAYASAAEgKxU_D_BwE</a>
Spain	<a href="http://www.mjusticia.gob.es/cs/Satellite/en/1200666550200/Tramite_C/1215326258560/Detalle.htm/">http://www.mjusticia.gob.es/cs/Satellite/en/1200666550200/Tramite_C/1215326258560/Detalle.htm/</a>
Switzerland	<a href="https://www.e-service.admin.ch/crex/cms/content/strafregister/strafregister_en">https://www.e-service.admin.ch/crex/cms/content/strafregister/strafregister_en</a>
United Kingdom	<a href="https://www.mygov.scot/basic-disclosure/apply-for-basic-disclosure/">https://www.mygov.scot/basic-disclosure/apply-for-basic-disclosure/</a> <a href="https://www.mygov.scot/disclosure-paper-application/">https://www.mygov.scot/disclosure-paper-application/</a>

- 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 2 – 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 (NMBI 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, Heartcode.

### **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 4<sup>th</sup> 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 4<sup>th</sup> 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 4<sup>th</sup> 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 3 – Language Requirements: Academic Internal English Language Test System (IELTS) or Occupational Test (OET) Applicants outside the Republic of Ireland Only

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 1 (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.

**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](http://www.ielts.org) . Information on OET is available at <https://www.occupationalenglishtest.org/>

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

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. The IELTS Indicator Test is also acceptable.

Any, 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](http://www.ielts.org) and Information on OET is available at [https://www.occupationalenglishtest.org/-](https://www.occupationalenglishtest.org/)

## Appendix 4 – 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 Chirurgia 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 Chirurgia non-abilitante” are eligible to apply for Internship in Ireland.

## Appendix 5 – Map of 6 Intern Training Networks

### The Six Intern Training Networks:

West / Northwest (WNW)

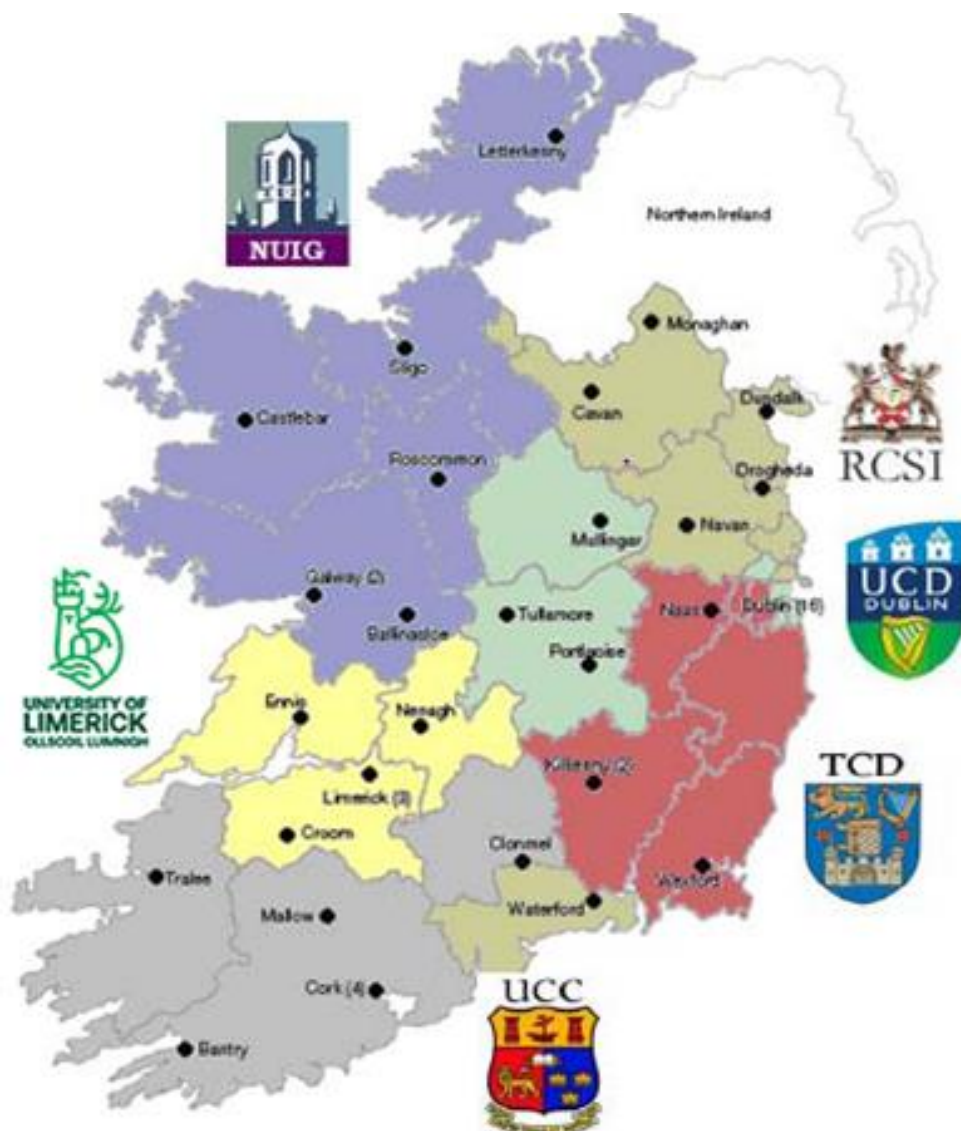
Dublin / Northeast (DNE)

Dublin / Mid-Leinster (DML)

Dublin / Southeast (DSE)

South (STH)

Mid – West (MWT)



## Appendix 6 – Hospitals/Clinical sites in each Intern Training

Internet Training Network	Linked Medical School	Hospitals/Clinical Sites in Network 2022	
West / Northwest	National University of Galway	<ul style="list-style-type: none"> <li>• University Hospital Galway</li> <li>• Letterkenny University Hospital</li> <li>• Mayo University Hospital</li> <li>• Galway Clinic</li> </ul>	<ul style="list-style-type: none"> <li>• Portiuncula University Hospital</li> <li>• Roscommon University Hospital</li> <li>• Sligo University Hospital</li> <li>• General Practice, Donegal, Galway &amp; Manorhamilton</li> <li>• Bon Secours, Galway</li> </ul>
Dublin / Northeast	Royal College of Surgeons in Ireland	<ul style="list-style-type: none"> <li>• Beaumont Hospital</li> <li>• Connolly Hospital</li> <li>• Cappagh National Orthopaedic Hospital</li> <li>• Our Lady of Lourdes Hospital, Drogheda</li> </ul>	<ul style="list-style-type: none"> <li>• Temple Street Children's University Hospital</li> <li>• University Hospital Waterford</li> <li>• General Practice, Dublin</li> </ul>
Dublin / Mid-Leinster	University College Dublin	<ul style="list-style-type: none"> <li>• Mater Misericordiae University Hospital</li> <li>• St Vincent's University Hospital</li> <li>• St Columcille's Hospital</li> <li>• General Practice, Dublin &amp; Wicklow</li> <li>• Temple Street Children's University Hospital</li> <li>• Mater Private Hospital</li> </ul>	<ul style="list-style-type: none"> <li>• Regional Hospital Mullingar</li> <li>• Midland Regional Hospital Tullamore</li> <li>• Midland Regional Hospital Portlaoise</li> <li>• St Michael's Hospital</li> <li>• Cappagh National Orthopaedic Hospital</li> <li>• Beacon Hospital</li> </ul>
Dublin / Southeast	Trinity College Dublin	<ul style="list-style-type: none"> <li>• St James Hospital</li> <li>• Tallaght University Hospital</li> <li>• Naas General Hospital</li> <li>• Linn Dara, Palmerstown</li> </ul>	<ul style="list-style-type: none"> <li>• St Luke's General Hospital, Kilkenny</li> <li>• Wexford General Hospital</li> <li>• General Practice, Dublin</li> </ul>
South	University College Cork	<ul style="list-style-type: none"> <li>• Cork University Hospital</li> <li>• Mercy University Hospital</li> <li>• General Practice, Mallow, Mitchelstown &amp; Hollyhill</li> <li>• University Hospital Kerry</li> <li>• South Infirmary – Victoria University Hospital</li> </ul>	<ul style="list-style-type: none"> <li>• Tipperary University Hospital</li> <li>• Bon Secours, Cork</li> <li>• Mallow General Hospital</li> <li>• Bantry General Hospital</li> <li>• St Stephen's Hospital, Glanmire</li> </ul>
Mid-West	University of Limerick	<ul style="list-style-type: none"> <li>• University Hospital Limerick</li> <li>• St John's Hospital, Limerick</li> </ul>	<ul style="list-style-type: none"> <li>• General Practice, Ennis</li> <li>• University Maternity Hospital, Limerick</li> </ul>

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





**INTERN  
NETWORK  
EXECUTIVE**

## Appendix 7: Academic Track for Internship in Ireland – Information for Applicants

**You must submit a Stage 2 application.** If you have expressed an interest in an Academic Track Intern Post, you will have been contacted by NRS and asked to provide further documentation to support your application for an Academic Track intern post.

If you have been shortlisted, you will receive an interview time and date. If you have been deemed unsuccessful at the shortlisting stage, you will be notified of this by the NRS.

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

- Whether you are a CAO entry student / non-CAO entry student to Medical School, as this will affect the order in which your application is considered in this allocation process
- Whether you are an EEA / non-EEA national and require 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
- If allocated to an academic track intern post, successful completion of all necessary pre-employment checks by the individual employer

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

If successful at interview, 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's NRS application process and passing your Final Year exams. Once you have accepted an Academic Track Intern post, you will not be offered another intern post. If you are unsuccessful at interview or decline the offer of an Academic Track intern post, you will be included in the Intern match process conducted by NRS (subject being deemed eligible at Stage 2 and passing your final year exams), and the post preferences you have indicated at Stage 2 will be applied to you.

### What about centiles?

Recruitment for the Academic Track will take place **before** final year exams and therefore your centile will not be considered as part of the allocation process.

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

Candidates, successful at interview, will be notified by NRS of their conditional offer of an Academic Track intern post (subject to passing final year exams) **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.

## Appendix 8: – 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 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 2**

**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](mailto: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 2 of the application process are deemed ‘interim appeals’ and must be emailed to [applyintern@hse.ie](mailto: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 Tuesday 19<sup>th</sup> April 2022**.

#### **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](mailto:applyintern@hse.ie) for the attention of Cathy Burnett. **We encourage you to visit [www.cpsa.ie](http://www.cpsa.ie) for further information on the code of practice and informal and formal review procedures.**

## 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 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 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 6

#### 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
- 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 7 in this document
- If allocated to an intern training post, successful completion of all necessary pre-employment checks by the individual employer

### **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, 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](mailto:applyintern@hse.ie). This will allow the matching process to be conducted in a manner, which is as fair as possible to applicants who intend to take up posts. If you change your mind after accepting an Intern post, you must notify NRS immediately by e-mailing [applyintern@hse.ie](mailto:applyintern@hse.ie) so that the Intern post 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 an employment permit to work in Ireland will be allocated to posts ahead of applicants who will require an employment 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](http://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 NRS.

## **2.0 Registration**

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

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

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

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

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

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

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

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

An Intern Training Network is a geographical area based around a Medical School into which participating clinical sites (hospitals and some primary care centres) have been grouped for the purposes of providing intern education and training. A collaboration, led by a consultant-grade Intern Network Coordinator, along with Intern Tutors, Clinical Directors, the Medical School, Postgraduate Medical Training Bodies, local Medical Manpower Managers and representation from clinical sites in the network area. A mechanism through which the intern-training programme is organised, 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 this guide. 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 23<sup>rd</sup> 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 specific post preferences have been filled by higher ranked applicants?**

If all of your specific 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 What happens if all of my specific post preferences have been filled by higher ranked applicants and I did not choose all six Network Preferences?**

If all your specific post preferences have been exhausted, owing to higher ranked candidates being matched to these posts, and you did not choose to select all six Network Preferences, you may risk not being matched to an Intern post. You will be placed on the top (in order of merit) of the Reserve List and may be offered a declined post which matches one of your specific post preferences or network preferences.

### **5.3 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.

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

Eligible candidates 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 (subject to all six Network Preferences being chosen). This reserve list will only be in existence up to and including 31<sup>st</sup> 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 01/10/2021) based on a basic 39 hour week is €38,752. 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 day's 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 whole time; 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 14<sup>th</sup> 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 submit a brand new application for the following year's intake.

#### **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 14<sup>th</sup> 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 submit a brand new application for the following year's intake.

#### **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 23<sup>rd</sup> 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 11<sup>th</sup> 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](http://www.medicalcouncil.ie) for more information.

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

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

## 10.0 Career opportunities after internship

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

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

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

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

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

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

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

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

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

The Faculty of Radiology: [www.radiology.ie](http://www.radiology.ie)

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

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