

Ireland's Interns 2011

A Guide to Application and Appointment to Intern Training in Ireland 2011

Part 1

Purpose of this Guide

This Guide is designed to inform prospective applicants to intern posts in Ireland of the reforms of the intern year which have been implemented over the past year, the effects of these reforms on intern training in 2011 and the requirements of students applying for intern training posts in Ireland this year. The Guide is also designed to provide information to all those involved in providing and facilitating intern training, including trainers, training bodies, medical schools, hospitals, other clinical sites and health service managers.

The Guide is divided into two parts; Part 1 provides an overview of the principal reforms of the Intern Year to date, which continue to be implemented and information on the application process. Part 2, which will be available in Quarter 1, 2011, will provide more detailed information for prospective applicants on the intern posts that will be available and on Stage 2 of the application process.

Prospective candidates should read the Guide before applying for an intern post. This part of the Guide provides information on a number of areas, including the following:

In Part 1 of the Guide:

- The reform of the Intern Year
- Intern Training Networks
- Intern Training Programmes
- Application & selection process
- Frequently Asked Questions

Purpose of Intern Training

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

The intern year 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.

The Intern Year 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 practise as a medical practitioner in their chosen field.

Successful completion of the intern year leads to the award, by the Medical Council (of Ireland), of a Certificate of Experience. This Certificate is required for eligibility to apply to the trainee specialist division or general division of the Register of Medical Practitioners maintained by the Medical Council (of Ireland) and, therefore, to proceed with a medical career in the Irish health service. The Certificate of Experience is also required by most other competent authorities in order to register in other countries.

Reform of the Intern Year

Government policy on undergraduate medical education and postgraduate medical education and training is set out in the “Fottrell” and “Buttimer” reports, respectively.¹

The National Committee on Medical Education and Training (NCMET) was established to oversee the implementation of the recommendations of these reports. In 2008, the NCMET made a series of recommendations for the reform of the intern year.²

Many of the recommendations of the NCMET Report were implemented for the July 2010 intake to internship.

The reform of the intern year continues to be jointly implemented, through the Intern Implementation Group, by the Health Service Executive (HSE), the Medical Council, the Medical Schools, the Postgraduate Medical Training Bodies, hospital medical workforce management and individual hospitals and community services.

The Group’s Interim Implementation Report, covering the period May 2009 – July 2010 will shortly be available on the HSE website,

www.hse.ie/eng/services/publications/corporate/etr

The Interim Report outlines the key reforms which have been implemented to date, including:

- The establishment of intern training networks and the appointment of Intern Network Coordinators
- The development of a national training programme for internship
- The introduction of a modular structure and new specialties to the intern year
- The establishment of a national application system and matching system for intern posts

Intern Training Networks

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

Each Intern Network is led by an Intern Network Coordinator who is a consultant doctor with educational experience. This appointment, which is made by the Medical School in each Network, is funded 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 are collaborating collectively 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 currently being formalised.

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

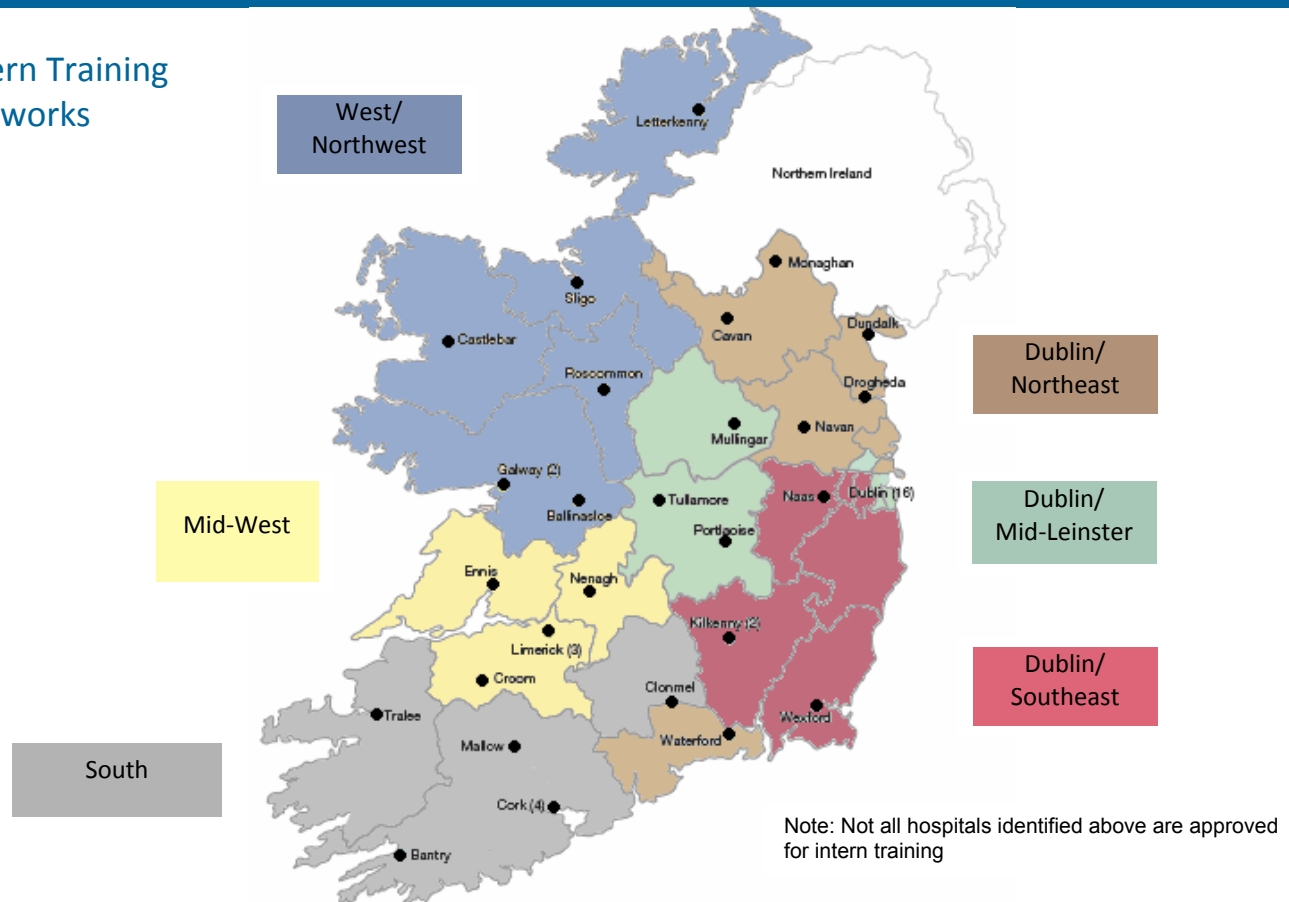
All intern posts are aligned on a geographical basis within Intern Training Networks. Considerations such as health service reform and the changing roles of some hospitals are taken into account in the distribution of intern posts.

The map overleaf illustrates the Intern Training Networks. The Table overleaf lists the networks, the linked medical school for each and the clinical sites currently included for intern training in each network.

¹ *Medical Education in Ireland: A New Direction – Report of the Working Group on Undergraduate Medical Education and Training* (“Fottrell Report”), 2006. *Preparing Ireland’s Doctors to meet the Health Needs of the 21st Century* (“Buttimer Report”), 2006. Both reports available www.dohc.ie.

² *National Committee on Medical Education & Training: Report of the Intern Sub-Committee* (2008). Available www.hse.ie/eng/services/publications/corporate/etr

Intern Training Networks



Intern Training Network	Linked Medical School	Hospitals / Clinical Sites in Network 2011	
West / Northwest	National University of Ireland, Galway	<ul style="list-style-type: none"> University College Hospital Galway Merlin Park Hospital Letterkenny General Hospital Mayo General Hospital 	<ul style="list-style-type: none"> Portiuncula Hospital Roscommon General Hospital Sligo General Hospital General Practice, Donegal
Dublin / Northeast	Royal College of Surgeons in Ireland	<ul style="list-style-type: none"> Beaumont Hospital Connolly Hospital Our Lady of Lourdes Hospital Drogheda 	<ul style="list-style-type: none"> Waterford RH (exception, given RCSI training affiliations with site) General Practice, Dublin
Dublin / Mid-Leinster	University College Dublin	<ul style="list-style-type: none"> Mater Misericordiae Hospital St. Vincent's Hospital St. Columcille's Hospital General Practice, Dublin 	<ul style="list-style-type: none"> Midland Regional Hospital Mullingar Midland Regional Hospital Tullamore Midland Regional Hospital Portlaoise St. Michael's Hospital
Dublin / Southeast	Trinity College Dublin	<ul style="list-style-type: none"> St. James's Hospital AMiNCH Tallaght Hospital Naas General Hospital 	<ul style="list-style-type: none"> St. Luke's GH Kilkenny Wexford General Hospital General Practice, Dublin
South	University College Cork	<ul style="list-style-type: none"> Cork University Hospital Mercy University Hospital General Practice, Mallow Tralee General Hospital South Infirmary-Victoria University Hospital 	<ul style="list-style-type: none"> South Tipperary Clonmel Bons Secours (private) Mallow General Hospital Bantry General Hospital
Mid-West	University of Limerick	<ul style="list-style-type: none"> Mid-West Regional Hospital Limerick St. John's Hospital Limerick 	<ul style="list-style-type: none"> General Practice, TBC

Note: the above list represents the current clinical sites where intern training takes place; other clinical sites may be added in advance of intern post details being finalised, subject to approval by the Department of Health & Children for an increase in the number of available intern posts.

Intern Training Programme

An initial core curriculum has been devised by the Intern Network Coordinators, building on previously published Medical Council guidelines for intern competencies. This is under discussion by the Medical Council's Intern Training Sub-Committee. The national Intern Training Programme is currently being developed and it is envisaged that some modules will be available for the 2011 intake to internship.

More detailed curricular elements, relating in particular to speciality areas which have recently been included in intern training posts, is expected to involve the postgraduate Training Bodies.

The Intern Training Programme will include a significant amount of online delivery and will be linked to an online assessment programme.

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

Who Can Apply for Intern Posts in Ireland?

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

All prospective applicants to intern posts in the Irish health service commencing July 2011 must meet the following **eligibility criteria**:

1. Be registered as an intern by July 11th 2011 on the Trainee Specialist Division of the Register of Medical Practitioners maintained by the Medical Council (in Ireland).³
2. Not be registered or entitled to registration on the General Division or Trainee Specialist Division (other than as an intern on the latter) of the Register of Medical Practitioners maintained by the Medical Council.
3. Not have already commenced intern training (or equivalent formal practical training) in Ireland or any other country, with the exception of the filling of casual vacancies in the Irish health service during the training period January-July 2011⁴.
4. Not have already completed intern training (or equivalent formal practical training) in Ireland or any other country.
5. Have successfully graduated from an Irish or EEA Medical School and have been conferred with a valid medical degree in advance of the date of commencement of employment.
6. Be a recent graduate⁵ of a medical school in one of the following EEA countries:

- Ireland
- Denmark
- Italy
- Luxembourg
- Poland
- Sweden
- Norway
- Czech Republic
- Finland
- Lithuania
- Malta
- Portugal
- United Kingdom

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

³ Prospective applicants must inform themselves of any requirements, deadlines etc. imposed by the Medical Council in relation to internship registration

⁴ Anyone who is appointed to a casual vacancy during the period January-July 2011 must apply for intern posts commencing July 2011. Anyone who was matched to an intern post through the 2010 application system and is currently in post (as of November 2010) or on approved leave from employment (such as maternity leave) and who is expected to require further rotation(s) after July 2011 should not apply for posts in 2011. These existing interns are known to the HSE and Intern Training Networks and will be communicated with separately.

⁵ Applicants must be within 2 years of graduation at the time of commencement of intern posts in July 2011. Applications from graduates who completed their medical degrees prior to spring/summer 2009 will not be accepted. Applicants who are not in the final year of their medical degree at the time of application may be required to provide details of clinical experience, if any, since the time of their graduation.

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 Experience⁶. Graduates (of whatever nationality) from Medical Schools in the following countries are therefore not eligible to apply: Austria, Belgium, Bulgaria, Estonia, Germany, Greece, Spain, France, Cyprus, Iceland, Latvia, Hungary, Netherlands, Romania, Slovenia, Switzerland and the Slovak Republic.

7. Have completed all necessary pre-employment checks prior to commencement of employment, including Garda Vetting and occupational health and be deemed fit to practise.
8. If not an EEA citizen, successful applicants to intern posts in the Irish health service must present to their employer their documented right to work in Ireland. In line with current Department of Enterprise, Trade and Employment work permit requirements, applicants who require a permit to work in Ireland will only be considered in the event that all eligible applicants who do not require a permit to work in Ireland have been allocated to intern posts.
8. Be available for employment and take up their assigned intern position on July 11th 2011, having completed a mandatory induction course in advance of commencement of employment.
9. Be proficient in the English language. Any applicant who did not complete the entirety of their undergraduate medical degree in the Republic of

Ireland must provide an IELTS certificate with a minimum standard of 7.5 in each of the four domains on the academic test. Please refer to the “Language Requirements” section in this Guide.

10. Have completed all requisite application documents and submitted all necessary supporting documentation at the required times.

Intern Training Posts

Intern training posts will commence on July 11th 2011. Posts are available in hospitals throughout Ireland and in a small number of primary care settings. 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 which have been recognised by the Medical Council for intern training⁷. Details of posts available in July 2011 will be provided to applicants who are deemed eligible after Stage 1 of the application process.

Application Process for Intern Posts

Applications for intern posts will be invited through a single, national recruitment campaign. Application will be through the health service recruitment website, www.hse/eng/staff/jobs.ie.

For the 2011/12 intake to internship, the application process will take place in two stages:

Application Stage 1

November 26th – December 10th 2010

Submission of an application form by e-mail, including personal details and medical education details.

⁶ Applicants for registration must provide documentary evidence of their qualifications; the required documentation is set out in EU Directive 2005/36/EC. Graduates who do not require to complete an internship for this purpose may apply directly for SHO positions for registration on the Trainee Specialist / General Division and for employment at SHO grade.

⁷ The specialties currently recognised by the Medical Council for internship training are obstetrics & gynaecology, emergency medicine, paediatrics, psychiatry, radiology, general practice and anaesthesia (incorporating perioperative medicine). Details of rotations available in some of these specialties will be provided to applicants who proceed to Stage 2 of the application process.

Application Stage 2

February-March 2011

Submission of intern post choices and Intern Training Network preferences.

Only those applicants deemed eligible at Stage 1 will be invited to proceed to Stage 2 and will be provided with intern post details and Stage 2 application documents. Further information on the Stage 2 application process will be provided in Part 2 of the Guide, which will be available in quarter 1 2011.

How to Apply - Stage 1

1. **Determine whether you are eligible to apply** by consulting the Eligibility Criteria on Pages 4-5 above. Applicants who do not meet the eligibility criteria will be notified.
2. **Go to the Health Service Executive (HSE) website** and download the Stage 1 Application Form.

Note:

- Hand-written applications will not be accepted.
- Application by way of CV or any other method will not be accepted.
- Incomplete applications will not be considered
- Late applications will not be considered
- There is no application fee; all costs incurred in the application process shall be borne by the applicant
- Applications cannot be discussed in person with individual applicants. You can send queries to the dedicated e-mail address, applyintern@hse.ie. Any updates, queries or requests for clarification from the HSE will ordinarily be by mobile telephone text alert and/or by e-mail.

To access the Stage 1 Application Form and related documents, go to:

www.hse.ie/eng/Staff/Jobs/Interns_SHOs_Registrars/

Opening date for applications: **November 26th 2010**

Closing date for applications: **5pm on December 10th 2010**

3. **Complete all sections of the Application Form** by **typing in** the required information, in the format presented.
4. **Forward the completed form by e-mail to applyintern@hse.ie** no later than **5pm on December 10th 2010**.

What Happens Next?

1. Applicants will receive confirmation of receipt of their application.
2. Applications will be checked and collated by the HSE, after 5pm on Friday, December 10th 2010, the closing date for applications..
3. The HSE will determine the eligibility of applicants. Only those applicants deemed to be eligible at Stage 1 will be invited to proceed to Stage 2 of the process. Applications at Stage 2 will not be accepted from applicants who did not successfully pass through Stage 1.

Stage 2 Application

Applicants who are deemed eligible to proceed to Stage 2 will receive the list of available intern posts, along with the stage 2 application form and other required documentation.

Applicants will be required to complete these documents and forward them in hard copy to the HSE. Details will be provided in Part 2 of this Guide in quarter 1, 2011.

The HSE will confirm eligibility and collate the applications in anticipation of receipt of the centile rankings for all applicants before commencing the matching process

Change of Mind

If at any point between the time of submission of your application and the commencement of the matching process in May 2011 you decide that you do not intend to take up an intern post in Ireland, you are asked to notify the HSE as early as possible by e-mailing 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.

The Matching Process

The process of matching eligible applicants to available posts will be carried out by the HSE. The matching process is based on:

- (i) European Community Preference; applicants who require a permit to work in Ireland will be ranked after those who do not require a permit to work in Ireland.
- (ii) The centile ranking of each applicant.

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. The centile must be based on the position in the final graduating class only.

In the case of applicants from Irish Medical Schools, the Dean or Head of the Medical School will make a collective submission for all applicants in the spring/summer 2011 graduating class who have applied for intern posts. For all other applicants (i.e. graduates of Irish medical

schools prior to 2011 and all graduates from medical schools outside the Republic of Ireland), the Dean/Head of the relevant medical school will be required to submit the centile along with verifiable evidence of the applicant's position in the graduating class.

The deadline for receipt of centiles will be notified in Part 2 of the Guide. The deadline is expected to be in early to mid May 2011. Following the deadline for receipt of centiles, the matching process will commence. Only those applicants with a verified centile ranking at that point will be included in the matching process.

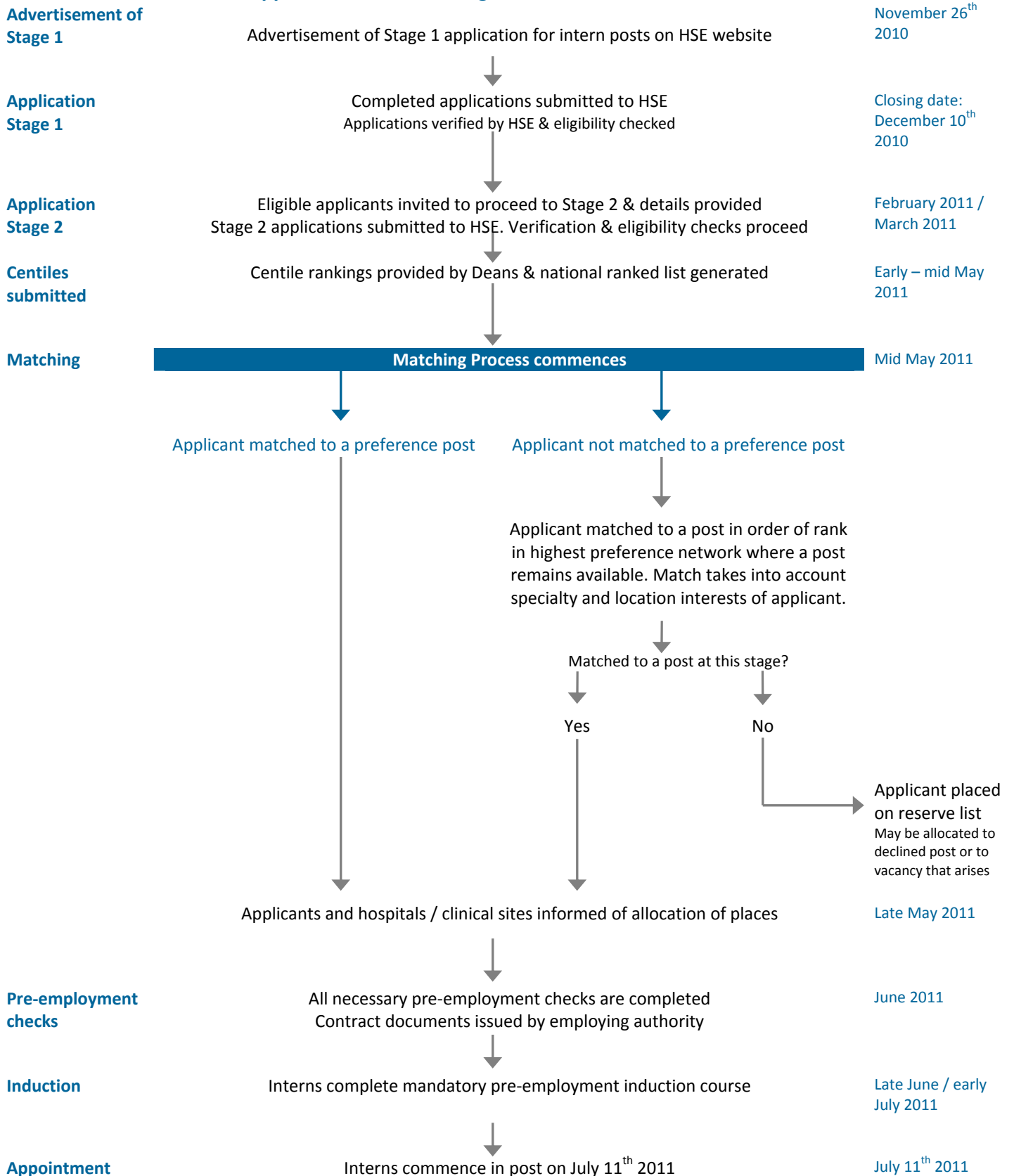
Each applicant may choose 20 preference posts and rank each Intern Training Network in rank order. The top ranked applicant will be matched to his/her first preference post. The second ranked applicant will then be matched to his/her first preference post, or next available choice if their first choice is not available. The matching process will continue in this way until matches have been made to all available posts.

In a situation where an applicant is not matched to any of their 20 preference posts, owing to higher ranked candidates being matched to these posts, the applicant will be assigned to a post in the highest available network of their choice that best matches the specialty or location choices, where feasible.

Successful applicants will be matched to a single intern post. There will be no second round of offers and, therefore, no option to reject the matched post in favour of another post. Refusal of the allocated post will remove the applicant from the selection process and from the intake to intern training in 2011/12. Applicants should therefore carefully select their network and post preferences.

Any eligible candidate who remains 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 candidate on the reserve list. The reserve list of candidates at the conclusion of the matching process may also be used as a panel to fill any vacancies arising during the training year July 2011 – July 2012.

Application and Matching Process for Intern Posts 2010



Allocation Offers

The process of matching applicants to intern posts may only commence after the deadline for receipt of centile rankings of all applicants. Due to variations in timing of release of final results between medical schools in Ireland, it is expected that applicants will be informed of their allocation to posts in late May 2011. Applicants should bear this in mind in terms of making personal arrangements for accommodation etc.

Such arrangements are the responsibility of the applicant. It is also the responsibility of the applicant to ensure that they apply for registration with the Medical Council well in advance of July 2011.

Acceptance / Rejection of Allocations

Notification to successful applicants of the allocation of posts will be made by the Intern Training Network to which they have been assigned. This may not be your own Medical School. Unsuccessful applicants will be notified by the HSE. Notification will ordinarily be by e-mail.

You will be required to **confirm within 3 working days from the date of notification whether you wish to accept or reject the allocation offer**. Details of who to contact will be provided with the notification. You will also be advised of arrangements of who to contact in relation to your induction course and the necessary pre-employment checks which you will be required to complete.

Rejection of an allocation offer will automatically remove you from the process.

Language Requirements

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

All applicants to intern positions in the Irish health service

who did not complete the entirety of their undergraduate medical training in the Republic of Ireland⁸ must demonstrate their proficiency in the English language through the submission of certification from the International English Language Testing System (IELTS) at a minimum standard of 7.5 in each of the four domains of the academic test. Any applicant who completed part or all of his/her undergraduate training outside the Republic of Ireland is required to provide this certification regardless of the degree awarding body. Submission of the IELTS certificate will be required at Stage 2 of the application process. An IELTS certificate will be considered valid if it is obtained within the previous two years of the required date of submission to the recruitment officer / employer.

Applicants who are not required to submit an IELTS certificate will be required to demonstrate to their employer their proficiency in the English language within the first three months of employment. Any intern whom the employer deems not to be proficient in English and who has not been required to submit an IELTS certificate may be required to undertake the IELTS test. In such circumstances, continued employment will be contingent on the minimum standard being reached.

Information on IELTS is available at www.ielts.org.

Garda & Police Vetting

All appointees to intern posts in the Irish health service must undergo a process of vetting by An Garda Síochána. The application form for Garda vetting will be provided to applicants who are invited to proceed to Stage 2 of the application process. The Garda vetting process covers residence in the Republic of Ireland and Northern Ireland only. Any applicant who has resided outside Ireland for a period of 6 months or more since from the time they turned 15 years of age will be required to provide, to their employer, Police Clearance from each country in which they resided.

⁸ Medical students who undertake their medical degree in a Medical School in the Republic of Ireland but who partake in short electives overseas or in Erasmus programmes overseas as a recognised and approved element of their medical degree are deemed to have completed their degree in an Irish Medical School and are not required to submit an IELTS certificate.

Right to work in Ireland

The appointment of applicants to intern posts must be in line with EU Community Preference requirements. In practice, this means that all applicants who will not require a permit to work in Ireland as of July 11th 2011 will be allocated to posts ahead of applicants who will require a permit to work in Ireland.

It is the responsibility of applicants to determine whether they require a permit to work in Ireland. The HSE cannot offer advice or information on this. More information is available from the Department of Enterprise, Trade and Employment www.entemp.ie. Information on Immigration is available from the Irish Naturalisation and Immigration Service www.inis.gov.ie.

All non-EEA nationals will be required to prove their documented right to work in Ireland to their employer. Applications for work permits for non-EEA applicants will only be considered by the Department of Enterprise, Trade and Employment when a specific job offer has been made. Successful applicants are asked to contact their base hospital **after** the deadline for acceptance / rejection of allocations has passed in order to progress the application for a work permit.

Induction

All incoming interns are required to complete a mandatory induction course prior to commencement of employment. The induction course will ordinarily take place at the location of the intern's first training module or another specified site within the Intern Training Network. The duration of the induction course, which may be up to two weeks, depends on the clinical site to which the intern has been allocated. Following assignment to a post, successful applicants will be notified of the time and location of the induction course.

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.

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 2011 will be 12 months, from July 11th 2011 to July 10th 2012.

Sign-Off of the Intern Year

The Medical Council of Ireland is statutorily responsible for granting Certificates of Experience to medical practitioners who have successfully completed a period of internship. Final criteria for sign-off of the intern year Certificate of Experience are being developed via the Intern Training Sub-Committee of the Medical Council. Further information on the process of sign-off of interns will be available in due course from the Medical Council at www.medicalcouncil.ie.

Medical Council Registration

Internship registration allows a doctor to carry out internship training in a hospital/clinical site recognised by the Medical Council. Internship registration is open to both graduates of Irish and EU Member State medical schools. Graduates of one of the six medical schools in Ireland and graduates of recognised medical schools within EU Member States are entitled to apply for internship registration.

To apply for internship registration, you will need to complete the **Form IR1**, which can be downloaded from the Medical Council's website, and submit it with the current appropriate fee. 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.

Important: Graduates of medical schools in Ireland:

The application form will be emailed to the email address you provide on your application to the HSE for an intern training post. Registration is not automatic, so you should contact the Medical Council urgently if you have not received an email with the application form by early May. 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 and the fee has been received, you will be granted internship registration once the list of graduates is received from your medical school. A Certificate of Registration will then be posted to the correspondence address which you provided on your application form.

Important: Graduates of a medical school in an EU Member State, excluding Ireland:

You should download the application form from the website and follow the instructions. 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 posted to the correspondence address which you provided on your application form.

The following further reading is available from the Medical Council's website at:

<http://www.medicalcouncil.ie/Registration/First-Time-Applicants/Internship-Registration/>

- Standards for training and experience required for the granting of a Certificate of Experience to an intern
- Guidelines on the recognition of overseas internship for purposes of granting a Certificate of Experience
- Hospitals approved for internship training
- Registration Rules
- Fees information
- Further information on extending a period of internship registration

This Guide was produced by the HSE's Medical Education & Training Unit in consultation with the HSE's National Recruitment Service, the HSE Intern Implementation Group and the Medical Council.

More information:

The List of Frequently Asked Questions attached:

A detailed list of "Frequently Asked Questions" is attached, grouped by topic.

Information Sessions:

The HSE's Medical Education & Training Unit is providing information sessions for all final medical students in all Medical Schools in the Republic of Ireland.

Your Medical School:

Each Medical School in Ireland has been assigned to an individual Intern Training Network and each Network is led by an Intern Coordinator. You should contact your Medical School initially with any queries.

Part 2 of the Guide:

Part 2 of the Guide will be available in Q1 2011 and will provide more detailed information on the Stage 2 application process and requirements

Application Queries:

Queries regarding applications may be forwarded by e-mail to the HSE's National Recruitment Service at the dedicated e-mail address: applyintern@hse.ie.

Useful websites:

- HSE publications on Education, Training and Research: www.hse.ie/eng/services/publications/corporate/etr/
- HSE Jobs: www.hse.ie/eng/Staff/Jobs/
- HSE Learning & Development: www.hseland.ie
- Medical Council: www.medicalcouncil.ie
- Department of Enterprise, Trade and Employment: www.entemp.ie
- Irish Naturalisation and Immigration Service, Department of Justice, Equality and Law Reform www.inis.gov.ie
- International English Language Testing System: www.ielts.org

HEALTH SERVICE EXECUTIVE

Medical Education & Training Unit, Health Service Executive, Dr. Steevens' Hospital, Dublin 8, Ireland
Aonad Oideachais & Oiliúna Leighis, Feidhmeannacht na Seirbhíse Sláinte, Ospidéal an Dr. Steevens, Baile Átha Cliath 8, Éire

met@hse.ie

November 2010

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 school, the successful completion of which leads to the award of a Certificate of Experience from the Medical Council. The intern year 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. Intern posts are 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 & gynaecology, emergency medicine, paediatrics, psychiatry, radiology, general practice and anaesthesia/perioperative medicine are all recognised by the Medical Council for intern training. Some intern posts commencing in July 2011 will incorporate rotations in these specialties.

1.2 Where are intern posts located?

Intern posts are located in over 30 hospitals throughout Ireland and in a number of 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 Part 1 of the Guide to Application and Appointment to Intern Training in Ireland 2011.

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

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

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

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

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

The Medical Schools play an active role in developing 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 relevant bodies and the HSE.

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

The Intern Year is the first year of postgraduate medical training and, as such, 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 and you submit the required application documents;
- Your centile ranking in your graduating class;
- Whether you are an EEA / non-EEA national and require a work permit to work in Ireland, as this will affect the order in which your application is considered in the matching process;
- If allocated to an intern training post, successful completion of all necessary pre-employment checks by the individual employer;
- The number of intern posts available, which is limited.

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

It is each applicant's prerogative to decide what career path they want to follow. If you decide after submitting an application in November and at any time up to the commencement of the matching process in May 2011 that it is not your intention to take up an intern post, please notify the HSE 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.

2.0 Registration

2.1 Why do I have to register with the Medical Council?

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.

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

Interns will be registered by the Medical Council in the Trainee Specialist 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.

2.3 How do I register to practise as an Intern?

You should go to the Medical Council website, www.medicalcouncil.ie, download the Form IR1 and follow the instructions on the website for submission. Prospective graduates of Irish medical schools will receive the application form by e-mail to the e-mail address provided on your application form.

3.0 Eligibility

3.1 Am I eligible to apply for an intern post in Ireland?

Your eligibility to apply for an intern post depends on

- (a) your citizenship, which affects your right to work in Ireland,
- (b) your country of graduation from medical school, which affects your registration requirements,
- (c) whether you have already commenced or completed internship training and
- (d) your date of graduation from Medical School

Please see the scenarios below to determine whether you are eligible to apply for an intern post in Ireland.

(i)	I am an Irish/EU/EEA citizen and a recent medical graduate (or expected graduate in June 2011) of an Irish medical school who has not undertaken or completed any internship training	You are eligible to apply for intern posts; you should follow the application process for intern posts
(ii)	I am a non-EEA citizen and a recent medical graduate (or expected graduate in June 2011) of an Irish medical school who has not undertaken or completed any internship training	You are eligible to apply for intern posts; you should follow the application process for intern posts. Applicants who require a permit to work in Ireland will be ranked after all eligible candidates who do not require a permit to work in Ireland.
(iii)	I am an EU/EEA citizen and a recent graduate of a medical school in an EU/EEA country outside Ireland who has not undertaken or completed any internship training	Your eligibility to apply depends on whether you need to complete the intern training year in order to proceed to further stages of training/employment in the Irish health service. In some European countries, completion of an undergraduate medical course does not require the completion of a separate internship. Graduates from such countries may apply directly for Basic Specialist Training programmes at the employment grade of Senior House Officer and may apply directly for trainee specialist / general registration with the Medical Council without completing an intern year in Ireland. Graduates from these countries do not require to complete an intern year and are therefore ineligible to apply for intern posts. Graduates from the following countries are therefore ineligible to apply for intern posts in Ireland: Austria, Belgium, Bulgaria, Estonia, Germany, Greece, Spain, France, Cyprus, Iceland, Latvia, Hungary, Netherlands, Romania, Slovenia, Switzerland and the Slovak Republic.
(iv)	I am a non-EU/EEA citizen and a recent graduate of a medical school in an EU/EEA country outside Ireland who has not undertaken or completed any internship training	The same rule applies as that for (iii) above. As stated, applicants who require a permit to work in Ireland will be ranked after all eligible candidates who do not require a work permit to work in Ireland.
(v)	I am an EU/EEA citizen and a graduate of a medical school in a non-EEA country	You are not eligible to apply for intern posts: all appointees to intern posts must be registered with the Medical Council and the Council will only register – as interns – graduates of EU/EEA medical schools.

(vi)	I am a non-EU citizen and a graduate of a medical school in a non-EEA country	You are not eligible to apply for intern posts: all appointees to intern posts must be registered with the Medical Council and the Council will only register – as interns – graduates of EU/EEA medical schools.
(vii)	I was matched to an intern post through the 2010 national application and matching process and commenced in post but I am expected to require additional rotation(s) after July 2011	You should not apply through this application process. Current interns (as at November 2010) who are not expected to complete their internship in June 2011 should contact their Intern Training Network for more information.
(viii)	I have undertaken / am expected to undertake some internship training in Ireland through the filling of a casual vacancy during the period January – July 2011 but will not have completed sufficient intern training by July 2011 to be eligible for sign-off.	You should apply through the application process for July 2011 intern posts. You should complete the Stage 1 application form in order to be eligible to proceed to the next stage.
(ix)	I have commenced internship training (or equivalent) in another country	You are not eligible to apply for intern posts in Ireland for the July 2011 intake.
(x)	I have completed an internship in Ireland or another country	You are not eligible to apply as the intern year is only open to those who require to complete it in order to gain a Certificate of Experience and thereby eligibility to apply for registration on the Trainee Specialist / General Division of the Register of Medical Practitioners maintained by the Medical Council.
(xi)	I graduated from Medical school prior to spring/summer 2009	You are not eligible to apply; applications to intern posts commencing July 2011 must have graduated within 2 years of the time of commencement of employment.

3.2 Is there a deadline for completion and conferral of my basic medical degree in order to apply for intern posts?

In order to be eligible for inclusion in the national matching system for intern training posts, your centile ranking in your final, graduating, medical class must be available and submitted by the date specified in Part 2 of the Guide. The anticipated deadline for submission of centiles is early/mid May and the centile must be based on the final class ranking only. In order to take up employment on July 11th 2011 you must be registered with the Medical Council (of Ireland) by that date and in order to be registered you must have been conferred with your degree by that date. If your centile ranking cannot be submitted by the required date (due, for example to later release of exam results) your application cannot proceed to the matching stage. If your conferral is on a date which does not provide for sufficient time for you to be registered by July 11th 2011 in line with any deadlines which the Medical Council might set, you cannot be employed as an intern in the current recruitment campaign.

3.3 What is Community Preference and how does it affect appointment to intern posts?

European Community Preference, as provided for by Council Resolution of 20 June 1994 and article 19 of EC Regulations 1612/86 on the Freedom of Movement for Workers and provided for in Irish Law through the Employment Permits Acts 2003 and 2006, is applicable in the case of interns given that intern positions, being of 12 months' duration fall within the scope of the work permit scheme.

This means that all applicants for intern posts who require a permit to work in Ireland will be ranked after all eligible applicants who do not require a permit to work in Ireland. Further details about the work permit scheme are available from the Department of Enterprise, Trade and Employment www.entemp.ie. Prospective applicants who are non-EEA citizens should take particular note of this.

3.4 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 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.

3.5 I completed a basic medical degree prior to 2011 – can I apply for an intern post?

Prospective applicants who graduated prior to 2011 may apply for intern posts in July 2011 provided that they have not already completed an intern year (or equivalent), either partially or entirely⁹, that they recently graduated from Medical School and that their application has been signed off by the Dean of the Medical School from which they graduated. Completion and conferral of the basic medical qualification must be within the two years previous to the time of commencement of employment; therefore only applicants who graduated in Spring/Summer 2009 or later may apply.

Applicants who graduated since spring / summer 2009 may be required to provide details of any clinical experience gained since graduation. This information will not affect your application or your position in the matching system but may be used by your employer to determine any additional induction requirements.

Current interns (as of November 2010) who were matched to a post through the 2010 national application and matching process for interns and who commenced in post but are not expected to complete internship in July 2011 (for whatever reason) are not required to apply for intern posts in July 2011 in order to complete their training. Such interns should contact their Intern Training Network in the first instance. The requirements of such interns will be discussed with the HSE.

⁹ Except in the case of the filling of casual vacancies of approved intern training posts during the training year up to July 2011. Such candidates should apply through this campaign if they wish to compete for intern posts in July 2011.

As stated in the eligibility criteria in this Guide, applicants who are registered or otherwise entitled to registration on the trainee specialist division (other than as an intern) or general division may not apply for intern posts.

4.0 Intern Training Networks & Programmes

4.1 What is an Intern Training Network?

An Intern Training Network is

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

4.2 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. Each position is supported by the HSE to ensure that the Coordinator has protected time to fulfil this role. 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.

4.3 What is the Intern Training Programme?

The Intern Training Programme is the training content that will be provided to you during your intern year. This is currently under development. The Programme may include supervised on-site clinical training, formal curricular elements, e-learning elements, clinical skills training and research skills training. It will include common elements which will be applicable to all interns. It will be linked to online trainer assessments.

4.4 How will I access the 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. You may 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.

4.5 Who will my clinical supervisors be?

For each distinct rotation of your intern year, you will be assigned to a consultant team based on the specialty of each rotation. Details of the supervisor(s) involved in each rotation will be provided, where possible, with the list of posts available. In 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.

5.0 Application Process

5.1 How do I apply for intern posts in July 2011?

Information on how to apply is provided in this Guide. Stage 1 of the application process will be notified on the HSE's website www.hse.ie/eng/Staff/Jobs/Interns_SHOs_Registrars/ and the application form will be available to download from there. Only those applicants who successfully complete Stage 1 of the application process will be invited to proceed to Stage 2.

Stage 1 applications must be sent by e-mail to applyintern@hse.ie. Details of the Stage 2 application process will be provided in Part 2 of the Guide.

5.2 What are the opening and closing dates for application to intern posts?

Stage 1 of the application process for intern training posts will open on **November 26th 2010**. The closing date for receipt of Stage 1 applications by the HSE is **December 10th 2010**. The opening and closing dates for Stage 2 of the application process will be notified in Part 2 of the Guide which will be available in Q1 2011.

5.3 Is there a different application form for EEA applicants and non-EEA applicants?

No; the same form must be completed by all applicants.

5.4 Is there a different application form for graduates from medical schools outside Ireland?

No; the same form must be completed by all applicants. However, applicants from Medical Schools outside Ireland will be required to submit some additional information at Stage 1 & Stage 2; this is explained in the application form.

5.5 Am I limited in the choice of posts and Networks?

Applicants may apply to any post in any network, regardless of their school of graduation. In the application form, applicants are asked to rank any 20 individual intern posts in order of preference. These posts may be in any network, regardless of the network preferences in the section which follows. Applicants may apply for posts in any part of the country.

In addition to providing 20 post preferences, applicants will be asked to rank the six Intern Training Networks in order of preference. The network preferences will only be taken into consideration if all of your post preferences have been exhausted during the matching process.

5.6 Can I link my post and network preferences to another applicant's choices?

No; Linked applications cannot be facilitated at this time.

6.0 Matching Process

6.1 What are the criteria for matching applicants with intern posts?

The selection process for intern posts is set out in this part of the Guide to Application and Appointment to Intern Training in Ireland 2011. Matching of eligible candidates is on the basis of work permit requirements and the applicant's centile rank in their graduating class. The centile provides a reflection of the applicant's position in their graduating class relative to their classmates. All eligible applicants who require a permit to work in Ireland will be ranked after all eligible applicants who do not require a permit to work in Ireland.

6.2 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 has been 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.

6.3 What happens if two people with the same centile ranking choose the same intern post?

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

6.4 How will centile ranking be compared for applicants from different medical schools and different countries?

There is no common exit from Medical School in Ireland and no common entrance exam to internship. Therefore, centile ranking is the only comparison which may be made 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.

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

(a) Graduates of Irish Medical Schools 2011

If you are a graduate / expected graduate in spring/summer 2011 from an Irish Medical School you are not required to submit your centile ranking; centile rankings for all graduates from Irish Medical Schools will be submitted directly to the HSE by the Irish Medical School Deans.

(b) Graduates of Medical Schools outside Ireland 2011

If you are an expected graduate in spring/summer 2011 from a Medical School outside Ireland, the Dean of your Medical School is required to submit your centile ranking directly to the HSE by the required date, which will be specified in Part 2 of the Guide. The deadline for submission of centile rankings is expected to be early-mid May 2011. The Dean / Head of your Medical School will be required to calculate your centile ranking on the basis of the formula provided. The centile must be calculated on the basis of your ranked position in the final graduating class. The Dean/ Head of School must provide documented verification of your position in the graduating class and sign the centile ranking. Any application for which a centile rank has not been received by the deadline will not proceed.

6.6 I graduated prior to 2011; how will my centile ranking be calculated? Am I required to request this from my Medical School?

Your centile will be based on your own graduating class. Therefore, if you graduated in 2010 for example, your centile will be calculated based on your position in the 2010 graduating class in your Medical School and will not be based on the 2011 graduating class. The Dean/Head of your Medical School will be required to submit your centile in line with the requirements set out in the Stage 2 application form.

6.7 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 graduating 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.

6.8 What happens if all of my preference posts have been filled by higher ranked candidates?

If all of your post preferences have been exhausted, you will be matched to a post in the highest available network of your choice where posts remain available which best matches your speciality and/or location preferences. Lower ranked candidates will not displace higher ranked candidates.

6.9 What happens if I change my mind about my post preferences and want to take my second or subsequent preference post?

You do not have the option to opt for a subsequent post. A single match will be carried out and, if you are successful, you will be allocated to a single post. There will be no second round of offers. You should therefore choose your post preferences carefully.

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

The matching process must be scheduled to allow sufficient time for the necessary pre-employment checks to take place prior to commencement of employment. The matching process will take into account the centile rankings of applicants at the time of the deadline for submission of centile rankings. Any centiles submitted after that date cannot be incorporated into the matching process. An application which does not have a centile ranking at that time cannot proceed.

6.11 Will I have to undergo an interview?

No. Interviews will not be held for intern posts commencing July 2011.

6.12 How will I be notified of the outcome of my application?

Notification will ordinarily be made by e-mail. It is the applicant's responsibility to ensure that all contact details provided, including their e-mail address and mobile telephone number are correct and accessible prior to and after graduation.

Successful applicants will receive a post allocation offer. This will be notified by the Intern Training Network to which they have been assigned. This contact will come through the Medical School in that Network. The Medical School that notifies you may therefore not be the Medical School from which you have graduated. Unsuccessful applicants will be notified by the HSE.

6.13 After I have received notification of my intern allocation offer, what should I do?

You must confirm your intention to proceed with the post **within 3 working days** of the date of notification of allocation. You will be given details about who to contact regarding induction and required pre-employment checks. Failure to provide confirmation to the Intern Training Network may result in the withdrawal of the allocation offer.

If you choose not to proceed with the post, you must confirm this within 3 working days of the date of notification. The post will then be offered to the top ranked candidate on the reserve list.

6.14 What happens if I am not matched to a post?

If your application has not been successfully matched to a post or a network, you will be notified by the HSE. You will be placed on a reserve list which will be in rank order. If a vacancy arises due, for example, to a matched applicant deciding not to proceed with their allocation, the top ranked candidate on the reserve list will be allocated to the vacant post and the successful reserve applicant will be notified. Such vacant posts may be in any of the Intern Training Networks. Additionally, candidates on the reserve list may be used to form a panel to fill casual vacancies that arise during the training year July 2011 – July 2012.

6.15 What happens if a candidate who is matched to a post decides not to take the post?

Successful applicants who have been matched to an intern post may decide not to proceed with employment for a variety of reasons. Such applicants cannot therefore work as an intern for the training period commencing July 11th 2011 but may apply for subsequent intern recruitment campaigns. The post which falls vacant due to such a decision will be offered to the top-ranked candidate on the reserve list.

6.16 Am I permitted to swap my allocated intern post with a colleague?

No; interns are allocated to specific posts with specific rotations.

6.17 Will panels be formed for intern posts?

A reserve list will be formed, which will be in rank order. If a post falls vacant, it will be offered to the top-ranked candidate on the reserve list. A panel may also be formed from reserve candidates. This panel may be used to fill casual vacancies which arise during the training year July 2011 – July 2012.

6.18 In 2010, how far down their list of choices were applicants matched?

For the July 2010 national application and matching system, 25% of applicants were matched to their number one preference post. 55% were matched to a post in their top five preference posts, 71% to a post in their top ten, 80% to a post in their top 15 and 85% to a post in their top 20. Further statistics on the 2010 matching process are available in the Interim Implementation Report which will shortly be available at www.hse.ie/eng/services/publications/corporate/etr/

7.0 Garda / Police Vetting

7.1 Why is Garda vetting required?

All prospective interns must undergo a process of vetting by An Garda Síochána due to the nature of their positions involving the clinical care of patients in the health service. In addition to the Garda vetting required for all prospective interns, any applicant who has lived in another country for 6 months or more since the time they turned 15 years of age must provide, to their employer, a police clearance certificate from each country.

7.2 How do I apply for Garda vetting?

You must complete a Garda Vetting Form. This Form, along with guidelines on how to complete the form, will be made available at Stage 2 of the application process. Any mistakes or omissions in the Garda vetting form could cause considerable delays and potentially affect your commencement of employment should you be successfully matched to a post.

The Garda vetting form must be completed by all applicants – graduates of Irish Medical Schools and all other graduates – and the completed form must be submitted with your Stage 2 application form.

The Garda vetting forms received will be forwarded by the HSE's National Recruitment Service to the HSE's Garda Vetting Liaison Office, which will check the completion of the various fields and will, in turn, forward the forms to the Garda Central Vetting Unit in Thurles, Co. Tipperary. Applicants must not send applications directly to the Garda Central Vetting Unit or to a Garda station.

The Garda Central Vetting Unit will provide information on each individual to the HSE's Garda Vetting Liaison Office. This information will be provided to your employer.

7.3 Is the process for Garda vetting the same regardless of the hospital(s) / clinical site(s) I intend to work in?

Yes; a common system of Garda vetting is in place for all intern training posts regardless of the hospitals or other clinical sites you intend to work in.

7.4 If I am not resident in Ireland, is any further information required?

If you do not currently live in Ireland you will still be required to complete and submit the Garda Vetting Form. In addition to this you must provide to your employer (if successfully allocated to a post), Police Clearance for every country you have lived in for a period of 6 months or more since the age of 15.

7.5 If I have lived abroad for any period, is any further information required?

Yes; in addition to submitting a completed Garda Vetting Form, you must provide to your employer (if successfully allocated to a post), Police Clearance for every country you have lived for a period of 6 months or more since the age of 15.

7.6 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.

7.7 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.

7.8 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.

8.0 Statutory Declaration

8.1 Why is a statutory declaration required?

All new applicants for employment in the Irish health service must submit a signed and witnessed statutory declaration. This must be witnessed by a practising solicitor / Commissioner for Oaths / Notary Public / Peace Commissioner who is duly authorised by Statute to take and receive statutory declarations.

8.2 Where can I obtain the statutory declaration form?

The statutory declaration will be made available with the Stage 2 application form.

8.3 What is the deadline for submission of the statutory declaration?

The statutory declaration must be submitted in hard copy with your Stage 2 application form. The deadline for submission will be notified in Part 2 of the Guide.

8.4 Will I be required to submit a new signed statutory declaration for each medical training post after internship?

Subject to continued employment in the Irish public health service, a new statutory declaration will not ordinarily be required upon appointment to subsequent medical training posts.

9.0 Employment and pre-employment checks

9.1 What contract will I receive?

If successfully appointed to an intern post you will receive the Contract of Employment for Non-Consultant Hospital Doctors.

9.2 Who will provide my employment contract?

The employment contract will be provided by your employing authority. Intern posts are available in a range of clinical sites, including HSE hospitals, voluntary hospitals and a small number of primary care sites and private hospitals. The employing authority will vary depending on the location of individual modules of training. If your intern post involves rotations to different employing authorities (e.g. a voluntary hospital and a HSE hospital), separate contracts may be issued for individual rotations. More information on the contract will be available from your base hospital once post allocations have been made.

9.3 What is intern induction?

Intern induction is a period of pre-employment training at a clinical site (usually the site of your first intern rotation). It provides an opportunity for incoming interns to learn more about the hospital(s) in which they will be based and their role in the hospitals. Some induction programmes include a period of shadowing of an existing intern and some may require the completion of online modules.

9.4 Where will intern induction be provided?

Induction will ordinarily be provided at the site of your first intern rotation or another location within your Intern Training Network. Details will be available after intern post allocations have been made.

9.5 How long does induction last?

The duration of induction varies depending on your training location. Most induction programmes are for a number of days, some are for up to two and a half weeks prior to commencement of employment. Details of your induction programme will be provided after post allocations have been made.

9.6 Will I be paid during intern induction?

No. The contract of employment for Non-Consultant Hospital Doctors, which is the contract which all interns will receive and will be required to sign with their employing authority, refers to induction and confirms that the period of induction will not be remunerated.

9.7 Is induction mandatory?

Yes, all interns are required to attend the designated induction in their Intern Training Network.

9.8 Where is occupational health assessment carried out and by whom?

Occupational health assessment will be arranged through your base hospital.

9.9 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.

9.10 What is the salary for intern posts?

The salary for intern posts, based on a basic 39 hour week is €33,619, with effect from January 1st 2010.

9.11 What is the annual leave entitlement for interns?

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

9.12 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.

9.13 Why is the commencement date July 11th, rather than July 1st as in previous years?

Previously all NCHD contracts were for a duration of either 6 months (January 1st to June 30th and July 1st to December 31st) or for 12 months (usually July 1st to June 30th). However, with the introduction of the 2010 NCHD contract, the “changeover” dates have now been moved to the second Monday in January and the second Monday in July. Intern posts commencing in July 2011 will therefore commence on July 11th 2011 and conclude on July 10th 2012. All NCHD posts adhere to the same changeover dates.

9.14 What is the duration of an intern post?

Intern posts are 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, 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.

9.15 Is flexible / part-time training available for intern posts?

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.

10.0 Work Permits

10.1 How do I know if I require a permit to work in Ireland?

If you are not a citizen of an EEA country you may require a permit to work in Ireland. It is the individual applicant's responsibility to determine whether they will require a permit in order to take up employment on July 11th 2011. Some non-EEA nationals may not require a permit to work in Ireland. More information on work permits is available from the Department of Enterprise, Trade and Employment at www.entemp.ie. Information on immigration is available from the Irish Naturalisation and Immigration Service www.inis.gov.ie.

10.2 When should I apply for a work permit?

Applicants to intern training posts cannot apply for work permits until after they have been allocated to a post as permit applications will only be considered on the basis of a specific job offer. When intern post allocations have been notified, successful applicants who require a work permit should contact their base hospital immediately after the deadline for confirmation of allocations has passed in order to progress the application for the permit.

10.3 I am a non-EU/EEA national who is married to an EU/EEA citizen – do I require a work permit?

You should contact the Department of Enterprise, Trade and Employment at www.entemp.ie to determine whether you require a work permit.

10.4 I am a non-EU/EEA national who is engaged to an EU/EEA citizen – do I require a work permit?

You should contact the Department of Enterprise, Trade and Employment at www.entemp.ie to determine whether you require a work permit.

10.5 I am a non-EU/EEA national who is in a “de facto” relationship (as defined by the Irish Naturalisation and Immigration Service) with an EU/EEA citizen – do I require a work permit?

You should contact the Department of Enterprise, Trade and Employment at www.entemp.ie to determine whether you require a work permit.

10.6 Will non-EEA nationals who do not require a permit to work in Ireland be treated the same as EEA nationals in terms of the matching process to intern posts?

In line with EU Community Preference, intern posts will be filled by applicants who do not require a work permit prior to posts being filled by applicants who do require a work permit. The deciding factor in this order of allocation will be whether the applicant requires a permit to work in Ireland as of July 11th 2011. Any non-EEA national who does not require a permit to work in Ireland as of July 11th 2011 will be treated the same as EEA nationals in terms of the matching process to intern posts. Applicants who do require a permit and who are successfully allocated to an intern post will be required to contact their employer in relation to applying for a permit.

11.0 Language requirements

11.1 Are there any language requirements to work as an intern in Ireland?

Yes, all interns are required to be proficient in the English language. All applicants to intern positions in the Irish health service who did not complete the entirety of their undergraduate medical training in the Republic of Ireland¹⁰ must demonstrate their proficiency in the English language through the submission of certification from the International English Language Testing System (IELTS) at a minimum standard of 7.5 in each of the four domains of the academic test. Any new applicant who completed part or all of his/her undergraduate training outside Ireland is required to provide this certification regardless of the degree awarding body.

An IELTS certificate will be considered valid if it is obtained within the previous two years of the required date of submission to the recruitment officer / employer.

Applicants who are not required to submit an IELTS certificate will be required to demonstrate to their employer their proficiency in the English language within the first three months of employment. Any intern whom the employer deems not to be proficient in English and who has not been required to submit an IELTS certification may be required to undertake an IELTS test. In such circumstances, continued employment will be contingent on the minimum standard being reached.

11.2 Where can I find out more about the International English Language Testing System?

Go to www.ielts.org for more information on testing centres, test dates and requirements.

¹⁰ Medical students who undertake their medical degree in a Medical School in the Republic of Ireland but who partake in short electives overseas or in Erasmus programmes overseas as a recognised and approved element of their medical degree are deemed to have completed their degree in an Irish Medical School and are not required to submit an IELTS certificate.

12.0 Deferrals / Repeat students / Applicants who do not graduate as expected

12.1 What happens if I fail my final medical exams and have to repeat; how can I apply for an intern post?

Applications are currently only invited for posts commencing in July 2011. Applicants to such posts must have graduated and been conferred with their medical degree prior to commencement of employment on July 11th 2011. Future intern recruitment campaigns will be notified. You should contact your Medical School in the first instance for more information.

12.2 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 and how should I apply?

Applications are currently only invited for posts commencing in July 2011. Applicants to such posts must have graduated and been conferred with their medical degree prior to commencement of employment on July 11th 2011. Future intern recruitment campaigns will be notified. You should contact your Medical School in the first instance for more information.

12.3 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 July 11th 2011 you should notify the relevant Intern Training Network. You may be eligible to apply for future recruitment campaigns.

13.0 Sign-Off of the Intern Year

13.1 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.

13.2 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 will be made available by the Medical Council www.medicalcouncil.ie.

14.0 Career opportunities after internship

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

Information on postgraduate medical training in Ireland will be made available on the HSE's Learning and Development website over the coming months. 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/eng/Staff/Jobs and www.publicjobs.ie.

15.0 Further information

15.1 Where can I find more information on the intern year?

Information on the intern year is available in the Guide to Application and Appointment to Intern Training in Ireland 2011, Parts 1 and 2. Part 1 is currently available at www.hse.ie/eng/services/publications/corporate/etr/. Part 2 will be available in Quarter 1, 2011. Further information on intern training programmes will be available from the Intern Training Networks after post allocations have been made.

The HSE's Medical Education & Training Unit is providing information sessions for final medical students in each of the six Medical Schools in the Republic of Ireland during the month of November 2010.

15.2 Where can I find more information about the hospitals where interns are based?

More information on public hospitals is available from the HSE website at www.hse.ie/eng/services/Find_a_Service/ and from individual hospital websites.

15.3 Where can I find more information about registration?

More information on registration is available from the Medical Council at www.medicalcouncil.ie.

15.4 Where can I find more information on Work Permits?

More information on work permits is available from the Department of Enterprise, Trade and Employment at www.entemp.ie.

15.5 Where can I find more information about immigration?

More information about immigration is available from the Irish Naturalisation and Immigration Service www.inis.gov.ie.

15.6 Where can I find more information on Garda Vetting?

Information on the completion of the Garda Vetting form is provided in the document entitled "Guidelines for the completion of Garda Vetting Forms" which will be provided along with the Garda Vetting Form. General information on the Garda vetting process is available from www.garda.ie/FAQ/.

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