

Ireland's Interns 2011

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

Part 2

Purpose of this Guide

This Guide is designed to inform applicants of the second part of the application process for intern posts in Ireland commencing July 2011.

Part 1 of the Guide provided information about the reforms of the Intern Year which are underway, eligibility criteria for intern posts, the application and matching process and details about registration, Garda and police clearance and language requirements. Applicants should read Parts 1 & 2 of the Guide before proceeding with Stage 2 of the application process.

Eligibility

Stage 2 of the application process is only open to those who submitted a Stage 1 application form and have been informed that they are eligible for Stage 2. **Stage 2 applications will not be accepted from any applicant who has not been deemed eligible after Stage 1 of the process.**

Notice of eligibility was issued recently by the HSE's National Recruitment Service. If you have not received an e-mail regarding your Stage 1 application form, please e-mail applyintern@hse.ie.

Language Requirements

Part 1 of the Guide outlined the language requirements for applicants to intern posts in Ireland in 2011. 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 Ireland¹ 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.

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 i.e. by May 6th 2011.

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.

It is the applicant's responsibility to ensure that they sit the IELTS test in sufficient time to submit the Certificate by the required deadline.

Relevant applicants must submit the IELTS Certificate no later than **May 6th 2011**. See the section "How to Apply" for more details.

¹ 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.

Choosing Intern Posts

Eligible applicants can list up to 25 preferences for individual intern posts from the list of available intern posts in 2011 (Section B of the application form). You can choose any 25 posts from the list of posts, regardless of your Medical School of graduation and regardless of your Network preferences.

You will also be asked to list all six Intern Training Networks in order of preference (Section C of the Application Form). This ranking of Networks will only be considered if your post preferences have been exhausted. Additionally, you will be asked to list up to five locations and/or specialties which are of particular interest to you (Section D of the Application Form). This information will inform your assignment to a post in cases where your 25 post preferences have been exhausted. Please note that applicants are assigned to posts on the basis of merit, which is determined by the centile ranking. If your post preferences have already been matched to candidates who ranked higher than you, you will be matched to a post that best meets your preferences (where possible) before the matching process proceeds to the next ranked candidate.

How to Apply

Applicants who have been advised of their eligibility to proceed to Stage 2 of the application process will receive notification from the HSE's National Recruitment Service that the following documents are available to download from www.hse.ie/eng/Staff/Jobs/Interns_SHOs_Registrars/

- A Guide to Application and Appointment to Intern Training in Ireland 2011, Parts 1 & 2
- Stage 2 Application Form
- Available Intern Posts 2011

The steps for application are as follows:

1. Please complete the **Garda Enquiry Form**, by typing in the information and ensuring that it is completed in line with the guidelines provided. This form must be submitted in hard copy as a one-page document (please print the completed Garda Enquiry Form that has been e-mailed to you (2 page document) onto one page i.e. front and back of a single page) to the specified address no later than **5pm on March 18th 2011**. Inaccuracies or omissions may affect the progression of your application.
2. Complete all sections of the **Stage 2 Application Form** by typing in the required information, in the format presented, sign the declaration at the end and obtain any necessary signatures and official stamps on the application form.
3. Sign the **Statutory Declaration** (Section H of the Application Form). The Statutory Declaration must be witnessed by any one of the following: Peace Commissioner (no fee involved), Commissioner for Oaths, Notary Public or practising Solicitor, for which you may have to pay a small fee.
4. For applicants from Medical Schools outside the Republic of Ireland and applicants who graduated from Irish Medical Schools in the Republic of Ireland prior to spring/summer 2011: Complete the **Medical School declaration** (Section E of the Application Form) and ensure that it is signed by the Dean / Head of the Medical School and it has the School's official stamp / seal applied to the page. This page must be included with the application form.
5. Submit the application form, statutory declaration and photocopy of passport ID page in hard copy, to reach the specified address no later than **5pm on March 25th**. No additional copies are required.

6. Relevant applicants: Submit the original copy of the **IELTS Certificate** no later than **5pm on May 6th 2011** to the specified address. The IELTS certificate will be photocopied and returned to you by registered post.
7. For applicants graduating from Schools outside the Republic of Ireland: ensure that the Dean / Head of your School submits your **centile ranking** in sufficient time to reach the HSE at the specified address no later than **5pm on May 19th 2011**
(Note: centiles for students who are graduating or who have graduated prior to 2011 from Medical Schools in the Republic of Ireland will be submitted directly by the Deans to the HSE).
8. By the time of commencement of employment, interns **MUST** present to the employer confirmation of internship registration with the Medical Council (of Ireland) and, when requested by the employer, present the work permit and overseas police clearance, if applicable. Information on registration, work permits and overseas police clearance was provided in Part 1 of the Guide. It is a criminal offence to practise in Ireland without being registered with the Medical Council (of Ireland).

Applicants should complete the relevant documents and submit them by the required dates in hard copy only to the following address:

Intern Doctors
National Recruitment Service
Health Service Executive
20-23 Merchant's Quay
Dublin 8

Opening Date for Stage 2: March 8th 2011
Closing Date for Stage 2: March 25th 2011 at 5pm

Notes:

- Hand-written applications will not be accepted.
- Application by way of CV or any other method will not be accepted.
- Applications or relevant required documents submitted by e-mail or fax will not be accepted.
- Late applications will not be considered. The onus is on the candidate to ensure that the application form and relevant required documents are received by the HSE's National Recruitment Service no later than 5pm on March 25th 2011.
- Incomplete applications will not be considered.
Application forms must be fully completed and all required relevant documents must be on file no later than 5pm on March 25th 2011. Candidates please note that the HSE's National Recruitment Service check application forms and supporting documentation after the closing date and time for receipt of applications and supporting documentation. This is due to the high volume of applications received. The National Recruitment Service can only accept applications and supporting documentation received by the closing date and time i.e. **5pm on Friday, March 25th 2011. Applications received after this time and date will not be accepted.** No exceptions will be made. This means that if your application is blank, you have sent the wrong version of your application form, have no internet access or did not submit the required relevant documentation, your application will be deemed incomplete and it will not be processed further.
- There is no application fee; all costs incurred in the application process shall be borne by the applicant
- Applications may be submitted by standard mail, registered mail or by hand (9am – 5pm Monday-Friday), as desired by the applicant.
- Receipt of documentation will be acknowledged by e-mail. Please do not contact the National Recruitment Service to confirm receipt of your documents.
- 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.

Important Dates: Stage 2 Application process

The following documents must reach the HSE in hard copy at the specified address no later than the date indicated. Failure to submit the required documentation at the required times will disqualify applicants.

Deadline	What should be submitted?	Who needs to submit?	Format of submission?
March 18 th 2011 at 5pm	Completed Garda Enquiry form	All applicants	Typed and signed, submitted in hard copy to the specified address. Note: This form must be submitted in hard copy as a one-page document (please print the completed Garda Enquiry Form that has been e-mailed to you (2 page document) onto one page i.e. front and back of a single page)
March 25 th 2011 at 5pm	Medical School Declaration	(i) Graduates / Graduands from Medical Schools outside the Republic of Ireland (ii) Graduates of Medical Schools in ROI prior to summer 2011	Completed by applicant, signed by Medical School Dean / Head and including the School's official stamp / seal applied to the page. This page must be included with the application form
March 25 th 2011 at 5pm	Completed Stage 2 application form, including Statutory Declaration and Passport ID	All applicants	Typed, relevant signatures and stamps/seals obtained and submitted in hard copy to the specified address
May 6 th 2011 at 5pm	Valid IELTS Certificate with minimum 7.5 in each domain of the academic test	Graduates / Graduands from Medical Schools outside the Republic of Ireland	The original cert. must be submitted and will be photocopied and returned to you by registered post
May 19 th 2011 at 5pm	Centile Ranking	Relevant Dean / Head on behalf of Graduates / Graduands from Medical Schools outside the Republic of Ireland (Note: centiles will be provided directly by the Deans for applicants who graduated / will be graduating from Medical Schools in the Republic of Ireland)	Hard copy to be submitted by Dean / Head of Medical School on original headed paper and accompanied by verified evidence of applicant's graduating position in the final year class to the specified address.

Important Dates: After the Matching Process

It is strongly recommended that you familiarise yourself with the “Guide to Application and Appointment to Intern Training in Ireland, Parts 1 & 2”, referring to the Frequently Asked Questions, Section 6, for more information.

Date	What will happen?	Details
May 26 th 2011	(I) Post allocations notified	By e-mail, through relevant Intern Training Network (Unsuccessful candidates will be informed by the HSE of their placement on the reserve list)
	(II) Reserve list candidates who are not successfully matched to a post will be placed on a reserve list which will be in rank order	Relevant candidates will be informed by e-mail of their placement on the reserve list
May 31 st 2011	Deadline for Acceptance / rejection of allocation	Respond by e-mail, to relevant Intern Training Network (Rejection will remove the applicant from Intern training posts in 2011)
June 2 nd 2011 onwards	Non-EEA candidates contact employer regarding work permit	Relevant candidates should <u>not</u> contact the employer prior to this date
Mid June – early July	Mandatory Induction, signing of contracts with employer	Site-specific. Guideline dates by Network will be made available as soon as possible. More specific details will be provided with post allocations.
July 11 th 2011	Commencement of Internship	

Change of Mind

If at any point between the time of submission of your application and the commencement of the matching process in mid May 2011 you decide that you do not intend to take up an intern post in Ireland, please 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.

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

March 2011

More information:

Part 1 of the Guide, available at

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

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/
- 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

The Guide to Application and Appointment to Intern Training is 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.