

Medical Interns July 2016
Campaign Ref: NRS03121
A Guide to Application and Appointment
to Intern Training in Ireland
Stage 1

Dear Applicant,

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

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

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

Stage 2 of the Guide will be available on 26th February 2016. It will be sent to applicants who are deemed eligible after Stage 1. Stage 2 of the Guide will provide more detailed information for eligible applicants on the available Intern posts and on Stage 2 of the application process. Eligible applicants for Stage 2 will also be provided with the Stage 2 Application Form.

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

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

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

http://www.hse.ie/eng/staff/Jobs/Job_Search/Medical_Dental/nchd/Interns/

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

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Introduction

Applications for Intern posts for July 2016 are invited through a single, national recruitment campaign. Application is through the health service recruitment website, http://www.hse.ie/eng/staff/Jobs/Job_Search/Medical_Dental/nchd/Interns/

The application process will take place in two stages:

Application Stage 1 Applicants may apply for an Intern post from 5pm Friday 30th October 2015 until 5pm Monday 9th November 2015 (GMT)

Application Stage 2 Applicants deemed eligible at Stage 1 will be invited by the NRS to proceed and apply for Stage 2. This stage will open on 26th February 2016 and applicants will submit their Intern post choices and Intern Training Network preferences.

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

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

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

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

Intern training posts will commence on 11th July 2016. 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 training.

OVERVIEW - MEDICAL INTERNS JULY 2016

Stage		Description of Stage
	Application Form	<p>Stage 1 Application Form will be available on http://www.hse.ie/eng/staff/Jobs/Job_Search/Medical_Dental/nchd/Interns/ from 5pm Friday 30th October 2015 until closing date of 5pm Monday 9th November 2015.</p> <p>Who can apply? Page 6</p> <ul style="list-style-type: none"> ▪ Who cannot apply? Page 6 & 7
Stage 1	Applicants from	Medical Schools in the Republic of Ireland
		<ul style="list-style-type: none"> ▪ How do I apply? Page 7 ▪ What do I need to submit? Page 8 ▪ What happens next? Page 8 & 9
	Applicants from	Medical Schools outside the Republic of Ireland
		<ul style="list-style-type: none"> ▪ How do I apply? Page 7 ▪ What do I need to submit? Page 8 ▪ What happens next? Page 8 & 9
End of Stage 1		
<p>Applicants deemed eligible at Stage 1 will be invited by the NRS to proceed to Stage 2. Applicants deemed ineligible at Stage 1 will be informed by text and email that their application has been deemed ineligible and the reason why this decision has been taken.</p>		
Stage 2	Application Form	The Application form for Stage 2 will be provided to all eligible applicants. Eligible applicants will receive an email providing detailed information on the available Intern posts and on Stage 2 of the application process.
End of Stage 2		
Stage 3	Matching Process	Eligible candidates matched to available Intern posts
	Candidates	Matched to an Intern post
	Candidates	Not matched to an Intern post
<p>This is the end of the matching process. By the end of this stage matched applicants will have been provided with their Intern Training Network contact details and their employing authority contact details. The next steps will be advised to matched applicants by their employing authority.</p>		

IMPORTANT DEADLINES

Stage	Description	Time/Date
Stage 1	Closing date for receipt of <ul style="list-style-type: none"> ▪ Stage 1 Application Form ▪ A scanned copy of the Photograph page of your passport ▪ Proof of documentation permitting you to work in the state, if applicable ▪ Section D (for applicants from Medical Schools outside the Republic of Ireland) ▪ Section E <u>and</u> confirmation of IEET payment (for applicants from Medical Schools outside the Republic of Ireland) 	5pm Monday 9th November 2015 (GMT)
	Intern Employment Eligibility Test Part 1 Intern Employment Eligibility Test Part 2	Venue: Dublin Date: Friday 8 th January 2016 Venue: Dublin Date: Friday 5 th February 2016
Stage 2	Closing date for receipt of <ul style="list-style-type: none"> ▪ Stage 2 Application Form ▪ Submission of IELTS ▪ Submission of BLS certificate 	5pm Friday 11 th March 2016
	Submission of Centile: This means the date that results are available and the centile rank of the applicant, based on his / her final year class position can be provided to the NRS by the Dean	5pm Thursday 19 th May 2016
	Deadline for conferral / graduation of basic medical degree This means the date of the graduation ceremony when the applicant is presented with their official award / parchment	5pm Friday 17 th June 2016
Stage 3	Deadlines pertaining to this Stage will issue at a later date	

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

STAGE 1

Stage 1: Who can apply?

We welcome applications from all suitably qualified applicants who are interested in an Intern post with the Irish health service commencing 11th July 2016.

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

For more details on registration with the Medical Council of Ireland see Appendix 3.

All prospective applicants to Intern posts in the Irish health service commencing 11th July 2016 must meet the following eligibility criteria:

1. Be a graduate / final year student (of whatever nationality) of a Medical School in one of the following EEA countries:
Ireland, Norway, Denmark, Sweden, Italy, Lithuania, United Kingdom (including Northern Ireland), Luxembourg, Malta, Poland, Portugal, Iceland
or
2. Be a graduate / final year student (of whatever nationality) in the following Medical School:
RCSI Penang Medical College, Malaysia
and
3. Your centile, based on your final year exams, must be available and provided to the NRS by the Dean of your Medical School on or before 19th May 2016
and
4. Applicants must have graduated* on or after 1st April 2014 and on or before 17th June 2016

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

Stage 1: Who cannot apply?

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

1. Graduates (of whatever nationality) from Medical Schools in EEA countries which are not listed above are not eligible to apply to intern training posts as these graduates are deemed, under EU legislation, to have already completed their medical training to a standard equivalent to that of a graduate of an Irish Medical School who has already completed internship and has been awarded a Certificate of Experience.
2. Applicants whose centile is not based on their final year exams.
3. Applicants, whose centile (based on their final year exams) will not be available and provided to the NRS by the Dean of the Medical School on or before 19th May 2016
4. Applicants who graduated before 1st April 2014 or after 17th June 2016

5. Applicants who were offered a 12 month Intern post in Ireland in July 2015 and commenced in that post
6. Applicants who have commenced Intern training (or equivalent formal practical training) in Ireland or any other country
7. Applicants who have already completed Intern training (or equivalent formal practical training) in Ireland or any other country
8. Applicants who are registered or entitled to registration on the General Division, Trainee Specialist Division (other than as an Intern), Supervised Division, Visiting EEA Practitioners Division or Specialist Division of the Register of Medical Practitioners maintained by the Medical Council of Ireland
9. Applicants who have previously been appointed to an intern post and intern training network in Ireland and who have failed to satisfactorily progress through their intern training pathway and have been formally removed from an intern post and/or an intern training network on foot of same

Stage 1: How do I apply?

All applicants:

1. Compare your education and individual circumstances against the eligibility criteria in Stage 1: Who can apply? You should only apply if you consider your individual education and circumstances match the eligibility criteria.
2. You must use the Application Form particular to this campaign, download it from http://www.hse.ie/eng/staff/Jobs/Job_Search/Medical_Dental/nchd/Interns/ as a word document and type in your details which you must then email to applyintern@hse.ie Please do not attach your CV to your Application Form.
3. You must complete all relevant sections of the Application Form in the format presented and include all required scanned attachments.
4. Application Forms and scanned attachments must be emailed to applyintern@hse.ie to arrive by **5pm Monday 9th November 2015**.
5. E-mail applications will receive an email response within 24 hours of submission which will let you know that we have received your e-mail This email serves as an acknowledgement only and is not an admission that we have received a completed application from you. Applicants please note the HSE's National Recruitment Service check eligibility and attachments after the closing date and time for the receipt of applications. This is due to the high volume of applications. This means that if your application is blank, or incomplete, or you have sent the wrong version of your application form, or you have not included your fully completed and stamped Section D (if applicable) Section E and confirmation of payment (if applicable), proof of documentation permitting you to work in the state (if applicable) or a scanned copy of your photograph page of your passport or have no Internet access etc., your application will not be processed further. It is your responsibility to ensure your application is complete and delivered before the deadline.

Stage 1: What do I need to submit?

Applicants from Medical Schools in the Republic of Ireland

1. You are required to submit a completed Application Form by **5pm Monday 9th November 2015**, i.e. Sections A, B, C, proof of documentation permitting you to work in the state (if applicable – see Appendix 4) and a scanned copy of your photograph page of your passport.

Applicants from Medical Schools outside the Republic of Ireland

1. You are required to submit a completed Application Form by 5pm Monday 9th November 2015, i.e. Sections A, B, C, scanned Section D, Section E and a scanned confirmation of transfer of IEET payment issued by your bank, proof of documentation permitting you to work in the state (if applicable – see Appendix 4) and a scanned copy of your photograph page of your passport. Further details on Section D and Section E below:

Section D

You are required to submit Section D of the Application Form. This form must be completed, signed and stamped by the Dean / Head of your Medical School. The National Recruitment Service will contact the Dean / Head of your Medical School after this date to validate the date of when your Centile will be made available and the date of your conferral provided on Section D.

Section E

You are required to make a payment which will allow you to complete the Intern Employment Eligibility Test in early 2016. You must make payment as indicated in Section E of the Application Form and submit this form along with your bank's confirmation of the payment as part of your application. It is your responsibility to determine whether you are eligible to apply by consulting Stage 1 Who can apply? as no refund will be made of this fee. For more details on the Intern Employment Eligibility Test see Appendix 1.

Stage 1: What happens next?

All applicants:

E-mail applications will receive a response within 24 hours which will let you know that we have received your e-mail. This email serves as an acknowledgement only and is not an admission that we have received a completed application from you. The HSE's National Recruitment Service (NRS) check eligibility after 5 pm Monday 9th November 2015.

The NRS will issue a communication to all applicants on Friday 4th December 2015. The purpose of this communication is to ensure that your contact details have been correctly recorded. If you receive a text message but no email or you receive an email with no text message, please contact applyintern@hse.ie stating your first name, middle name, last name / surname / family name and provide your mobile number and email address immediately.

N.B. Applicants who do not receive a communication from us on 4th December 2015 should immediately forward proof (by 5pm Monday 7th December 2015) to applyintern@hse.ie that they have sent their application before the closing date and time of 5pm Monday 9th November 2015 in order to ensure that your application is included in the process.

The NRS will determine the eligible applicants and ineligible applicants.

Applicants from Medical Schools in the Republic of Ireland:

The NRS will notify eligible and ineligible applicants.

Applicants from Medical Schools outside the Republic of Ireland:

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

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

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

Stage 2 eligible applicants:

- On 26th February 2016, the NRS will provide Stage 2 eligible applicants with an Application Pack which will include the list of available Intern Posts. This will be notified to you by text and email.

Information to assist you in preparing for Stage 2

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

Applicants from Medical Schools in the Republic of Ireland

1. If you are a **2014 or 2015** graduate you will be required to submit a scanned copy of your certification in Basic Life Support for healthcare providers. This certificate must be submitted with the Stage 2 application documents by 5pm Friday 11th March 2016. Late submission or non submission will deem the Intern application invalid. For more details on certification in Basic Life Support for healthcare providers, see Appendix 2. If you are a **2016** graduate, your Dean will confirm your completion of European / American BLS for healthcare providers or its equivalent to the NRS by 5pm Friday 11th March 2016 (see Appendix 2). Therefore 2016 graduates do not need to send their certificate as this will be confirmed collectively and directly by the Dean to the HSE.
2. Should you be offered an intern post and if you have resided in countries outside of the Republic of Ireland and Northern Ireland for a period of 6 months or more consecutively, **it will be mandatory for you to furnish your employing authority** (location of your intern post) with a Police Clearance Certificate from those countries stating that you have no convictions recorded against you while residing there. You will need to provide a separate Police Clearance Certificate for each country you have resided in. Clearance must be dated after the date you left the country/countries. There is no requirement to submit your international police clearance to the National Recruitment Service. You will however be required to provide the Police Clearance/s to the employing authority should you be successfully matched to an intern post, see Appendix 5.

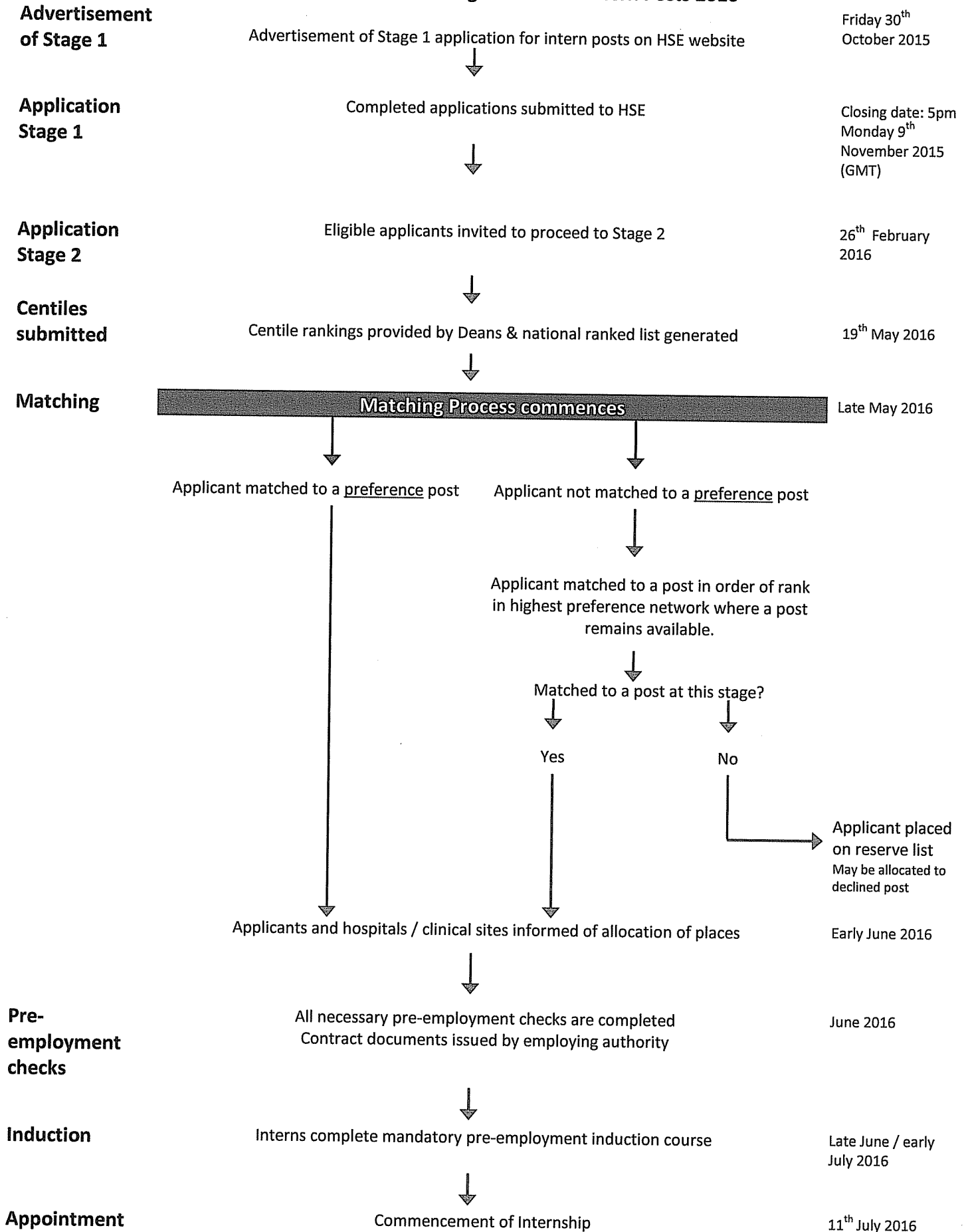
Applicants from Medical Schools outside the Republic of Ireland

1. You will be required to submit a scanned copy of your certification in Basic Life Support for healthcare providers. This certificate must be submitted with the Stage 2 application documents by 5pm Friday 11th March 2016. This certificate must be in English or you must attach an English translation of it with your application documents. Late submission, non submission or non submission of English Basic Life Support for healthcare providers, see Appendix 2.
2. All applicants are required to be proficient in the English language. Any applicant who did not complete the entirety of their undergraduate medical degree in a country where English is the primary language spoken by the vast majority of the people of that country, will be required to provide an IELTS certificate. Therefore, if relevant to you, proof of your proficiency in the English language must be submitted as part of the Stage 2 application process by **5pm Friday 11th March 2016**. Any cost incurred in relation to the IELTS exam will be borne by the applicant. For more details on Language Requirements see Appendix 6.
3. Should you be offered an intern post and if you have resided in countries outside of the Republic of Ireland and Northern Ireland for a period of 6 months or more consecutively, it will be mandatory for you to furnish your employing authority (location of your intern post) with a Police Clearance Certificate from those countries stating that you have no convictions recorded against you while residing there. You will need to provide a separate Police Clearance Certificate for each country you have resided in. Clearance must be dated after the date you left the country/countries. There is no requirement to submit your international police clearance to the National Recruitment Service. You will however be required to provide the Police Clearance/s to the employing authority should you be successfully matched to an intern post, see Appendix 5.

What Intern posts are available?

Eligible applicants for Stage 2 will receive the list of available Intern posts, along with the Stage 2 Application Pack. Eligible applicants may choose a number of specified posts and will also be asked to indicate secondary choices, i.e. their preferred Intern Training networks

Application and Matching Process for Intern Posts 2016



Appendix 1 – Intern Employment Eligibility Test

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

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

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

Therefore, all applicants to Intern positions in the Irish health service commencing 11th July 2016 must provide the following:

Applicants from Medical Schools IN the Republic of Ireland:

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

Or

Applicants from Medical Schools OUTSIDE the Republic of Ireland:

(ii) must complete the Intern Employment Eligibility Test. Any applicant who has completed (or will be completing in spring/summer 2016) their medical degree in a Medical School outside the Republic of Ireland, must complete the Intern Employment Eligibility Test.

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

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

The examination will be held in early 2016, with the first and second parts separated by approximately a 4 week period.

The first part will be a written examination in a multiple choice and extended match type format and will be held on 8th January 2016.

Progression to the second part of the examination, an OSCE (observed structured clinical evaluation) type assessment will be dependent on achieving an adequate score in the first, written portion of the exam. It is intended to run a 14 station OSCE exam, with applicants scored on their observed performance. A pass score in all assessed stations must be achieved. This examination will be held on 5th February 2016.

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

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

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

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

Appendix 2 – Certification in Basic Life Support for healthcare providers

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

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

The certificate must be valid up to and including 31st July 2016

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

Applicants from Medical Schools in the Republic of Ireland

- If you are a **2014 or 2015** graduate you will be required to submit a scanned copy of your certification in Basic Life Support for healthcare providers. This certificate must be submitted with the Stage 2 application documents by 5pm Friday 11th March 2016. Late submission or non submission will deem the Intern application invalid. If you are a **2016** graduate, your Dean will confirm your completion of European / American BLS for healthcare providers or its equivalent to the NRS by 5pm Friday 11th March 2016. Therefore, 2016 graduates do not need to send their certificate as this will be confirmed collectively and directly by the Dean to the HSE.

Applicants from Medical Schools outside the Republic of Ireland:

Applicants from Medical Schools outside the Republic of Ireland must submit the certification of successful completion of European / American BLS for healthcare providers (or their equivalent). This certificate must be submitted with the Stage 2 application documents by 5pm Friday 11th March 2016. The certificate must be in English or translated into English. Late submission, non submission or non submission of English translation will deem the Intern application invalid.

Appendix 3 – Registration with the Medical Council of Ireland

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

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

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

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

Applications for Internship registration should be made online through the Medical Council's website -

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

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

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

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

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

Appendix 4 – EEA / Non EEA Status and Right to work in Ireland

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

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

Applicants who are Non-EEA nationals with Stamp 4 /Stamp 4EUfam/ Stamp 5 do not require a work permit. This permission must be valid at close of stage 1 applications (9th November 2015). Applicants will be required to furnish a copy of their passport showing their current immigration permission granted by the Garda National Immigration Bureau and a copy of their current Certificate of Registration (GNIB Card).

Non EEA applicants who obtain one of the above mentioned categories of immigration permission after the closing date for receipt of applications, i.e. 9th November 2015, will not have their work permit status amended retrospectively. Therefore, your employment permit status as notified to NRS as at 9th November 2015 is the information which will be used for the matching process.

Applicants, who are Non EEA nationals and do not hold a Stamp 4 or Stamp 4EUfam or Stamp 5 GNIB card at the time of their stage 1 application, will be recorded as requiring a work permit to work in Ireland. Changes to applicants' work permit status will not be accepted / recorded after 5pm 9th November 2015 (GMT). Therefore, your employment permit status as notified by you to NRS as at 9th November 2015 is the information which will be used for the matching process.

Changes to applicants' EEA / Non EEA status will not be accepted / recorded after 5pm 9th November 2015 (GMT). Therefore, your EEA / Non EEA status as notified by you to NRS as at 9th November 2015 is the information which will be used for the matching process.

More information is available from the Department of Jobs, Enterprise and Innovation www.djei.ie. Information on Immigration is available from the Irish Naturalisation and Immigration Service www.inis.gov.ie.

EEA Nationals (definition)

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

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

Appendix 5 – Garda and Police Vetting

All appointees to Intern posts in the Irish health service must undergo a process of vetting by An Garda Síochána (the Irish Police Service). Details for Garda vetting will be provided to applicants at a later stage. The Garda vetting process covers residence in the Republic of Ireland and Northern Ireland only.

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

Appendix 6 – Language Requirements: Academic IELTS

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

A current academic IELTS certificate with a minimum score of 6.5 in each of the four domains - reading, writing, listening and speaking and an overall score of 7.0 on the academic test.

The certificate must be valid up to and including 31st July 2016

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

Should you be invited to application stage 2, you will be required to submit a scanned copy of your academic IELTS certificate. Any cost incurred in relation to these tests will be borne by the applicant.

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

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

Appendix 7- Frequently Asked Questions

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

1.0 General questions

1.1 What is an intern post?

An intern post is a combined training and clinical service position for graduates of medical schools, the successful completion of which leads to the award of a Certificate of Experience from the Medical Council (of Ireland). Intern training should provide an appropriate combination of education, training and clinical responsibility, enabling interns to develop the professional and personal competencies that result in good patient care and provide a foundation for lifelong learning. Internship is for a minimum period of 12 months, post-graduation and must incorporate a minimum of three months' training in surgery in general and three months' training in medicine in general. Intern posts may also incorporate rotations of 2-4 months in other specialties; obstetrics & 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 2016 will incorporate rotations in these specialties.

1.2 Where are intern posts located?

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

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

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

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

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

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

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

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

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

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

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

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

That depends on a number of factors, including:

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

Your centile ranking in your final year / graduating class;

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

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

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

The number of intern posts available.

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

It is each applicant's prerogative to decide what career path they want to follow. If you decide after submitting an application in November and at any time up to the commencement of the matching process in May/early June 2016 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. If you change your mind after accepting an allocation in May/early June 2016, you must notify the HSE immediately by e-mailing applyintern@hse.ie so that the vacancy may be filled as early as possible by a applicant on the reserve list and to avoid disruption to patient services.

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

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

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

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

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

In practice, this means that all applicants for intern posts who will not require a permit to work in Ireland will be allocated to posts ahead of applicants who will require a permit to work in Ireland. Please see Appendix 3 in "A guide to application and appointment to intern training in Ireland" Stage 1. Further details about the work permit scheme are available from the Department of Jobs, Enterprise and Innovation at www.djei.ie. Prospective applicants who are non-EEA citizens should take particular note of this.

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

No. In order to take up an intern position, applicants must be registered as an intern on the Trainee Specialist Division - Intern of the Register of Medical Practitioners. In order to be so

registered, you must have completed your undergraduate medical degree and hold a basic medical qualification.

1.11 Will I have to undergo an interview?

No. Interviews will not be held for intern posts commencing July 2016.

2.0 Registration

2.1 Do I have to register with the Medical Council?

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

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

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

2.3 How do I register to practise as an Intern?

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

3.0 Intern Training Networks & Programmes

3.1 What is an Intern Training Network?

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

3.2 What is an Intern Network Coordinator?

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

3.3 What is the National Intern Training Programme?

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

3.4 How will I access the National Intern Training Programme?

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

3.5 Who will my clinical supervisors be?

For each distinct rotation of your internship, you will be assigned to a consultant team based on the specialty of each rotation. Details of the supervisor(s) involved in each rotation will be provided, where possible, with the list of posts available in early 2016. In most cases, interns will be assigned to medical teams within a department so other consultants may be involved in training in addition to the named supervisor.

4.0 Centiles

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

The selection process for intern posts is set out in A Guide to Application and Appointment to Intern Training in Ireland 2016 Stage 1. Matching of eligible applicants is on the basis of the applicant's entry route to Irish Medical School, Employment Permit Legislation and the applicant's centile rank in their final year class. The centile provides a reflection of the applicant's position in their final year class relative to their classmates.

4.2 How is centile ranking determined?

The centile ranking is determined using a formula which expresses the position of a student relative to the position of all other students in the graduating class. The formula for calculating the centiles is provided to all Medical Schools in Ireland and Medical Deans outside Ireland will be required to use the same formula when calculating the centiles for any of their students who apply to intern posts in Ireland. All applicants who did not complete their final exams on their first sitting will be ranked on the bottom centile.

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

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

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

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

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

No. You do not have to submit your centile ranking. The NRS will request your centile ranking from the Dean / Head of your Medical School. Centiles must be received by 5pm 19th May 2016. Centiles received after this time and date will not be accepted.

The Dean / Head of your Medical School will be required to calculate your centile ranking on the basis of the formula provided. The centile must be calculated on the basis of your ranked position in your final year class.

4.6 I graduated prior to 2016; how will my centile ranking be calculated?

Your centile will be based on your own graduating class. Therefore, if you graduated in 2015 for example, your centile will be calculated based on your position in the 2015 final year class in your Medical School and will not be based on the 2016 graduating class.

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

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

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

The matching process will take into account the centile rankings of applicants which are submitted by the Dean / Head of School by 19th May 2016 only. Subsequent changes to centiles submitted will not be accepted as the matching process must be scheduled to allow sufficient time for the necessary pre employment checks to take place prior to commencement to Internship.

5.0 Post Preferences

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

If all of your post preferences have been exhausted, you will be matched to the next available post in the highest available Intern training network of your choice (secondary preferences) where posts remain available. Lower ranked applicants will not displace higher ranked applicants.

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

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

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

Eligible applicants who remain unmatched after all posts have been allocated will be placed on a Reserve List. In the event that an applicant matched to a post chooses not to proceed, the post will be offered to the highest ranked applicant on the Reserve List. This reserve list will only be in existence up to and including 31st July 2016.

6.0 Garda Vetting and Police Clearance

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

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

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

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

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

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

7.0 Employment Contract

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

Yes. On-call commitments have been recognised as being an important learning experience within a supervised clinical environment and within European Working Time Directive

regulations. Actual on-call commitments will vary depending on your individual hospital and local arrangements for on-call rotas.

7.2 What is the salary for intern posts?

The salary for intern posts (as at 01/11/2013), based on a basic 39 hour week is €31,938. Intern salaries are determined by the Department of Health.

7.3 What is the annual leave entitlement for interns?

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

7.4 What is the educational leave entitlement for interns?

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

7.5 What is the duration of an internship?

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

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

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

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

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

Applicants for July 2016 intern posts must have graduated and been conferred with their medical degree on or before 17th June 2016. There is only one Intern intake per year and this intake occurs during the month of July each year. You must wait and apply for Internship 2017.

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

Applicants for July 2016 intern posts must have graduated and been conferred with their medical degree on or before 17th June 2016. There is only one Intern intake per year and this intake occurs during the month of July each year. You must wait and apply for Internship 2017.

8.3 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 2016 you should notify the relevant Intern Training Network.

9.0 Sign-Off of the Intern Year

9.1 What is the Certificate of Experience?

The Certificate of Experience is granted by the Medical Council when a medical practitioner has completed a period of internship to the satisfaction of the Council. This Certificate is

required for eligibility to apply to the Trainee Specialist Division or General Division of the Register of Medical Practitioners maintained by the Medical Council. The Certificate is also required by most other competent authorities in order to register to practise medicine in other countries. The mechanism of granting such certificates will be advised by the Medical Council. See www.medicalcouncil.ie for more information.

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

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

10.0 Career opportunities after internship

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

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

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

Royal College of Physicians of Ireland (Medical sub-specialties, Paediatrics, Pathology, Public Health Medicine, Obstetrics & Gynaecology & Occupational Medicine) www.rcpi.ie
Royal College of Surgeons in Ireland (Surgery & Emergency Medicine) www.rcsi.ie
Irish College of General Practitioners www.icgp.ie
Irish College of Ophthalmologists www.icophth.ie
The College of Anaesthetists: www.anaesthesia.ie
The College of Psychiatry of Ireland: www.irishpsychiatry.ie
The Faculty of Radiology: www.radiology.ie

Information on the specialist training programmes organised by these training bodies is available from the website of the Forum of Irish Postgraduate Medical Training Bodies, www.irishmedicaltraining.ie.

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