

Application and Appointment to Intern Training in Ireland 2012 - 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. 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 2012 will incorporate rotations in these specialties.

1.2 Where are intern posts located?

Intern posts are located in over 48 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 Part 1 of the Guide to Application and Appointment to Intern Training in Ireland 2012.

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 second 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 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?

Internship 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 2012 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 2012, 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 candidate on the reserve list and to avoid disruption to patient services.

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 on 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 of appropriate documentation. 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 2012) 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 2012) 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 have undertaken / am expected to undertake some internship training in Ireland through the filling of an intern vacancy during the period July 2011 – July 2012 and I expect that I will not have completed sufficient intern training by July 2012 to be eligible for sign-off.	You should apply through the application process for July 2012 intern posts. You should complete the Stage 1 application form in order to be eligible to proceed to the next stage.
(viii)	I have commenced internship training (or equivalent) in another country	You are not eligible to apply for intern posts in Ireland for the July 2012 intake.
(ix)	I have completed an internship in Ireland or another country	You are not eligible to apply as intern posts are only open to those who require to complete internship 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.
(x)	I graduated from Medical school prior to the spring/summer term 2010	You are not eligible to apply; applications to intern posts commencing July 2012 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 year 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 9th 2012 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 9th 2012 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 Jobs, Enterprise and Innovation at www.djei.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 2012 – can I apply for an intern post?

Prospective applicants who graduated prior to 2012 may apply for intern posts in July 2012 provided that they have not already completed an intern year (or equivalent), not have already commenced intern training (or equivalent formal practical training) in Ireland or any other country, with the exception of the filling of intern vacancies in the Irish health Service during the training period July 2011 – July 2012¹, 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 2010 or later may apply.

Applicants who graduated since spring / summer 2010 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 2011) who came through the 2011 national application and matching process for interns and who commenced in post after July 11th 2011 but are not expected to complete internship in July 2012 are required to apply for intern posts in July 2012 in order to complete their training.

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.

¹ Such candidates should apply through this campaign if they wish to compete for intern posts in July 2012 in order to complete their internship.

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. 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 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.

4.4 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.

4.5 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 2012. 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 2012?

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/Medical_Dental/NCHDs/Interns/ 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 18th **November 2011**. The closing date for receipt of Stage 1 applications by the HSE is **2nd December 2011**. 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 2012.

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 25 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 25 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. Applicants will also be asked to identify up to five specific specialty and/or location preferences. These will be considered when matching applicants to Networks in circumstances where their post preferences have been exhausted.

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 2012. Matching of eligible candidates is on the basis of work permit requirements 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. 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. All applicants who did not complete their final exams on their first sitting will be ranked on the bottom centile.

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 exam from Medical School 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.

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

(a) Graduates of Irish Medical Schools 2012

If you are a graduate / expected graduate in spring/summer 2012 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 Irish Medical Schools prior to 2012

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. Any application for which a centile rank has not been received by the deadline will not proceed.

(c) Graduates of Medical Schools outside Ireland

If you are a graduate / expected graduate in spring/summer 2012 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 2012. 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. The Dean/ Head of School must provide documented verification of your position in the final year 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 2012; how will my centile ranking be calculated?

Your centile will be based on your own graduating class. Therefore, if you graduated in 2011 for example, your centile will be calculated based on your position in the 2011 final year class in your Medical School and will not be based on the 2012 graduating class.

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 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.

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 2012.

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 2012 – July 2013.

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 9th 2012 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 2012 – July 2013.

6.18 In 2011, how far down their list of choices were applicants matched?

In the July 2011 national application and matching system, 555 posts were filled. 22% of the posts were filled by applicants who had listed those posts as their top preference post. Cumulatively, 49% of posts were filled by applicants from their top 5 preferences, 64% from top 10 preferences, 72% from top 15 preferences, 75% from top 20 preferences and 79% from top 25 preferences. Further statistics on the 2011 matching process are available in the Second Interim Implementation Report which will shortly be available at www.hse.ie/eng/services/publications/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. 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 (as at November 2011), based on a basic 39 hour week is €30,257.

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 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.

9.14 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 9th 2012. Some non-EEA nationals may not require a permit to work in Ireland. More information on work permits is available from the Department of Jobs, Enterprise and Innovation at www.djei.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 Jobs, Enterprise and Innovation at www.djei.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 Jobs, Enterprise and Innovation at www.djei.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 Jobs, Enterprise and Innovation at www.djei.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 9th 2012. Any non-EEA national who does not require a permit to work in Ireland as of July 9th 2012 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 an EEA country where English is the primary language spoken by the vast majority of the people of that country² must demonstrate their proficiency in the English language through the submission of certification from the International English Language Testing System (IELTS) with an overall band score of 7.0 and a minimum score of 6.5 in each of the four domains of the academic test. Any new applicant who completed part or all of his/her undergraduate training in such a country is required to provide this certification regardless of the degree awarding body. The IELTS certificate must be received by National Recruitment Services by 5pm on Monday 30th April 2012.

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.

² 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 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 2012. Applicants to such posts must have graduated and been conferred with their medical degree prior to commencement of employment on July 9th 2012. Future intern recruitment campaigns will be advertised on www.hse.ie. 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 2012. Applicants to such posts must have graduated and been conferred with their medical degree prior to commencement of employment on July 9th 2012. 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 9th 2012 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 is available from 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 is available from the MET 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/eng/Staff/Jobs and www.publicjobs.ie.

15.0 Further information

15.1 Where can I find more information on intern training?

Information on internship is available in the Guide to Application and Appointment to Intern Training in Ireland 2012, 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, 2012. 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 2011.

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 Jobs, Enterprise and Innovation at www.djei.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/.

HEALTH SERVICE EXECUTIVE

Medical Education & Training Unit, Health Service Executive

Aonad Oideachais & Oiliúna Leighis, Feidhmeannacht na Seirbhíse Sláinte

Room 1.24, Dr. Steevens' Hospital, Dublin 8, Ireland

Seomara 1.24, Ospidéal an Dr. Steevens, Baile Átha Cliath 8, Éire