



Ireland's Interns 2012

A Guide to Application and Appointment to Intern Training in Ireland 2012

Part 1

Purpose of this Guide

This Guide is designed to inform prospective applicants to intern posts in Ireland of the reforms of the intern year which have been implemented over the past two years, the effects of these reforms on intern training in 2012 and the requirements of students/ graduates applying for intern training posts commencing in July 2012 in Ireland. The Guide is also designed to provide information to

all those involved in providing and facilitating intern training, including trainers, medical schools, training bodies, hospitals, other clinical sites and health service managers.

The Guide is divided into two parts; Part 1 provides an overview of the principal reforms of the Intern Year to date, which continue to be implemented, and information on the ap-

plication process. Part 2, which will be available in Quarter 1, 2012, will provide more detailed information for prospective applicants on the intern posts that will be available and on Stage 2 of the application process.

Prospective candidates should read the Guide before applying for an intern post.

Purpose of Intern Training

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

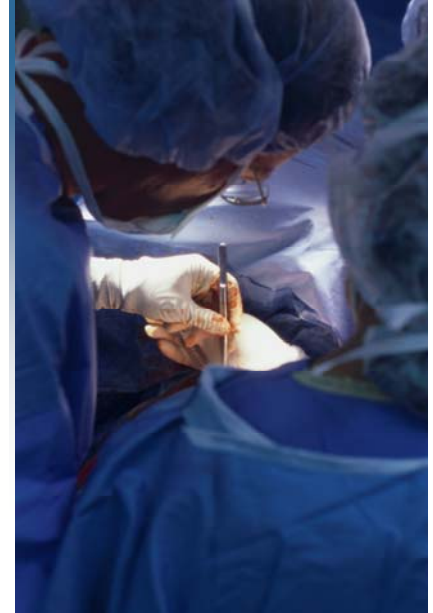
interns to develop the professional and personal competencies that result in good patient care and provide a foundation for lifelong learning.

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 practise as a medical practitioner in their chosen field.

In Part 1 of the Guide:

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



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.

There are currently 38 intern rotations in General Practice

Reform of the Intern Year

Government policy on undergraduate medical education and postgraduate medical education and training is set out in the "Fottrell" and "Buttimer" reports, respectively. (available www.doh.ie)

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

available www.hse.ie)

Many of the recommendations of the NCMET Report have been implemented.

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

The Group's second Interim Implementation Report, covering the period May 2010 – July 2011 will shortly be available on the HSE website, www.hse.ie/eng/services/publications/corporate/etr

The principal reforms to intern training which have been implemented include:

- The establishment of intern training networks and the appointment of Intern Network Coordinators
- The development of a National Intern Training programme for internship
- The introduction of a modular structure and new specialties to the intern year
- The establishment of a national application system and matching system for intern posts
- The introduction of a Training Agreement between Intern Training Networks and interns
- The development of e-learning modules to enhance interns' on-site clinical training
- The standardisation of assessment forms
- The introduction of Service Level Agreements for the support of intern training.



Intern Training Networks

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

Each Intern Network is led by an Intern Network Coordinator who is a consultant doctor with educational experience. This appointment is made by the Medical School in each Network and is supported by the HSE.

The Intern Network Coordinator is responsible for organising and overseeing intern training within

their network and ensuring the provision of appropriate, agreed educational programmes for interns. The Intern Network Coordinators are collaborating collectively and with the HSE on a national basis to ensure consistency across the Networks.

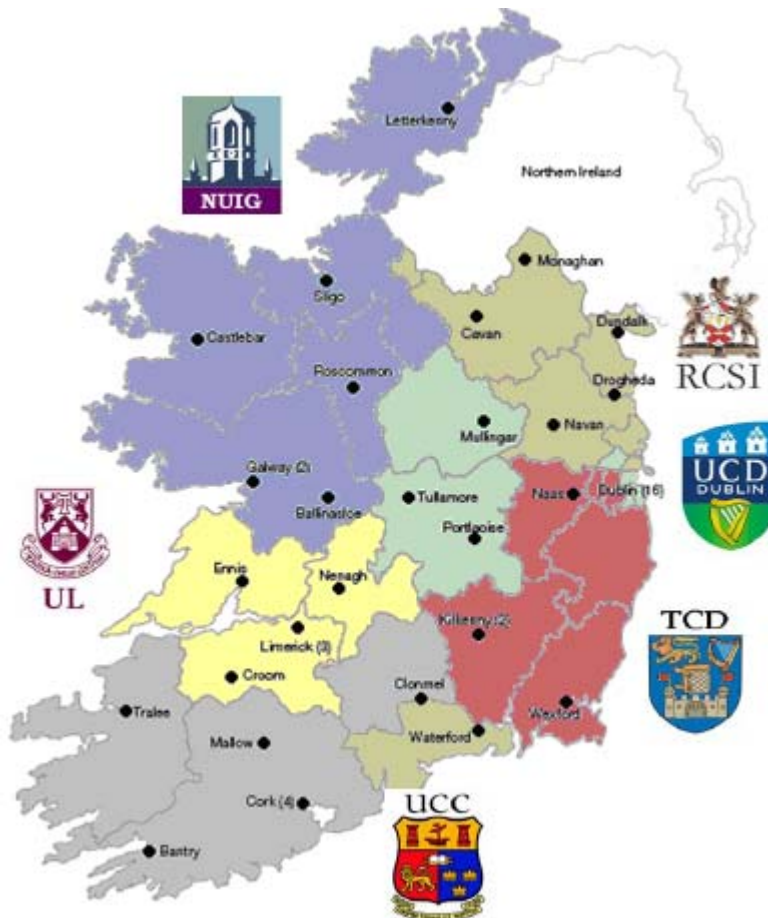
Intern Network Coordinators are also expected to meet requirements set by the Medical Council in relation to intern training and sign-off, in order to satisfy the Council's criteria for granting a Certificate of Experience. Medical Council guidelines on this area are available at www.medicalcouncil.ie.

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

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

The six Intern Training Networks:

- West / Northwest (NUIG)
- Dublin / Northeast (RCSI)
- Dublin / Mid-Leinster (UCD)
- Dublin / Southeast (TCD)
- South (UCC)
- Mid-West (UL)



The table below lists each of the clinical sites in each Intern Training Network

Intern Training Network	Linked Medical School	Hospitals / Clinical Sites in Network 2012	
West / Northwest	National University of Ireland, Galway	<ul style="list-style-type: none"> • University College Hospital Galway • Merlin Park Hospital • Letterkenny General Hospital • Mayo General Hospital 	<ul style="list-style-type: none"> • Portiuncula Hospital • Roscommon General Hospital • Sligo General Hospital • General Practice, Donegal & Galway
Dublin / Northeast	Royal College of Surgeons in Ireland	<ul style="list-style-type: none"> • Beaumont Hospital • Connolly Hospital • Our Lady of Lourdes Hospital Drogheda • Temple Street University Hospital 	<ul style="list-style-type: none"> • Waterford RH (exception, given RCSI training affiliations with site) • General Practice, Dublin • General Practice, Waterford
Dublin / Mid-Leinster	University College Dublin	<ul style="list-style-type: none"> • Mater Misericordiae Hospital • St. Vincent's Hospital • St. Columcille's Hospital • General Practice, Dublin & Wicklow • Temple Street University Hospital 	<ul style="list-style-type: none"> • Midland Regional Hospital Mullingar • Midland Regional Hospital Tullamore • Midland Regional Hospital Portlaoise • St. Michael's Hospital • Cappagh National Orthopaedic Hospital
Dublin / Southeast	Trinity College Dublin	<ul style="list-style-type: none"> • St. James's Hospital • AMiNCH Tallaght Hospital • Naas General Hospital 	<ul style="list-style-type: none"> • St. Luke's GH Kilkenny • Wexford General Hospital • General Practices, Dublin
South	University College Cork	<ul style="list-style-type: none"> • Cork University Hospital • Mercy University Hospital • General Practice, Mallow • Kerry General Hospital • South Infirmary-Victoria University Hospital 	<ul style="list-style-type: none"> • South Tipperary Clonmel • Bons Secours (private) • Mallow General Hospital • Bantry General Hospital • General Practice, Mallow & Mitchelstown
Mid-West	University of Limerick	<ul style="list-style-type: none"> • University Hospital Limerick • St. John's Hospital Limerick 	<ul style="list-style-type: none"> • General Practice, Ennis

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



Intern training is provided in 48 acute hospitals, specialist hospitals and General Practices in Ireland

Intern Training Programme

The National Intern Training Programme (NITP) for Education and Training in the Intern Year was initially devised by the Intern Network Coordinators, building on previously published Medical Council guidelines for intern competencies and was approved by the Medical Council in May 2011. Training is now delivered in line with this Programme.

Online learning modules are being developed, which will be an important complement to the on-site training provided to interns in hospitals and general practices. Some of these online modules will be available in the current intern training year and it is expected that a range of modules will be available for interns commencing in July 2012. In addition, an e-portfolio is under development,

which will allow interns to record their training and experience and will allow trainers to sign-off on intern training.

All Intern Training Networks must



provide clinical skills training, life support training and formal educational events.

All intern training provided must be in line with the NITP, although the precise content of the educational

elements will vary across individual Networks. Examples of training that may be provided include grand rounds, journal clubs, multidisciplinary case presentations, "Human Factors" training, and specialty / topic-specific study days.

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

Each intern will be required to sign a Training Agreement, which sets out the training that will be provided to the intern by their Network and the intern's responsibilities, such as minimum attendance rates.

Intern Training Posts

Intern training posts will commence on July 9th 2012. 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. Details of posts available in July 2012 will be provided to applicants who are deemed eligible after Stage 1 of the application process.



NUIG Interns 2011/12 in Clinical Skills Training

Who Can Apply for Intern Posts in Ireland?

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

All prospective applicants to intern posts in the Irish health service commencing July 2012 must meet the following **eligibility criteria**:

1. Be registered as an intern by July 9th 2012 on the Trainee Specialist Division of the Register of Medical Practitioners maintained by the Medical Council (in Ireland). It is the applicant's responsibility to ensure that they are registered and that they present their registration certificate to their employer before commencing as an intern.
2. Not be registered or entitled to registration on the General Division, Trainee Specialist Division (other than as an intern on the latter) or Supervised Division of the Register of Medical Practitioners maintained by the Medical Council.
3. Not have already commenced intern training (or equivalent formal practical training) in Ireland or any other country, with the exception of the filling of intern vacancies in the Irish health service during the training period July 2011 – July 2012. Anyone who filled an intern vacancy during that time and who did not or does not expect to complete the full 12 month internship and who will require additional training in order to complete internship must apply through this recruitment process.
4. Not have already completed intern training (or equivalent formal practical training) in Ireland or any other country.
5. Have successfully graduated from an Irish or EEA Medical School and have been conferred with a valid medical degree in advance of the date of commencement of employment.
6. Be a recent graduate (spring/summer term 2010 or later) of a medical school in one of the following EEA countries:
 - Ireland
 - Denmark
 - Italy
 - Luxembourg
 - Portugal
 - Czech Republic
 - Finland
 - Lithuania
 - Malta
 - Norway
 - Sweden
 - United Kingdom
 - Poland

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

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



7. Have completed all necessary pre-employment checks prior to commencement of employment, including Garda Vetting and occupational health and be deemed fit to practise.
8. If not an EEA citizen, successful applicants to intern posts in the Irish health service must present to their employer their documented right to work in Ireland. In line with current Department of Enterprise, Trade and Employment work permit requirements, applicants who require a permit to work in Ireland will only be considered in the event that all eligible applicants who do not require a permit to work in Ireland have been allocated to intern posts.
9. Be available for employment and take up their assigned intern position on July 9th 2012, having completed a mandatory induction course in advance of commencement of employment, as required by the Employer.
10. 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 must provide an IELTS certificate **with an overall band score of 7.0** on the academic test. Please note that a **minimum score of 6.5** must also be achieved in each of the four domains on the academic test. Please refer to the “Language Requirements” section on page 13 of this Guide. The IELTS certificate must be submitted by Monday 30th April 2012. Any cost incurred in relation to the IELTS exam will be borne by the applicant.
11. Have completed all requisite application documents and submitted all necessary supporting documentation at the required times.

Application Process for Intern Posts

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

For the 2012/2013 intake to internship, the application process will take place in two stages:

Application Stage 1

18th November 2011 – 2nd December 2011

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

Application Stage 2

March 2012

Submission of intern post choices and Intern Training Network preferences.

Only those applicants deemed eligible at Stage 1 will be invited to proceed to Stage 2 and will be provided with intern post details and Stage 2 application documents. Further information on the Stage 2 application process will be provided in Part 2 of the Guide, which will be available in quarter 1 2012.



Intern Clinical Skills Training, NUIG 2011/12

**All Intern Training Networks
are required to provide Clinical
Skills Training to interns during
their intern year**

To access the Stage 1 Application Form and related documents, go to:
www.hse.ie/eng/staff/jobs/Medical_Dental/NCHDs/Interns
Opening date for applications: 18th November 2011
Closing date for applications: 5pm on 2nd December 2011

How to Apply - Stage 1

1. **Determine whether you are eligible to apply** by consulting the Eligibility Criteria on Pages 6-7 above. Applicants who do not meet the eligibility criteria will be notified.
2. **Go to the Health Service Executive (HSE) website www.hse.ie/eng/staff/jobs/Medical_Dental/NCHDs/Interns** and download the Stage 1 Application Form.
3. **Complete all sections of the Application Form** by **typing in** the required information, in the format presented.
4. Applicants from Medical Schools outside of the Republic of Ireland are required to submit **Section F of the application**. Section F “Medical School confirmation of dates of completion and conferral of Medical Degree for applicants from Medical Schools outside the Republic of Ireland due to graduate in 2012” must be completed, signed and stamped by the Dean/Head of the Medical School, scanned and submitted to applyintern@hse.ie by 5pm on 2nd December 2011. The original Section F must be submitted by post to National Recruitment Services by 5pm on 9th December 2011. Failure to submit Section F of the application form by relevant applicants by the deadlines specified will render the application incomplete and the application will not be processed further.
5. **Forward the completed application form by e-mail to applyintern@hse.ie no later than 5pm on December 2nd 2011.**

Note:

- Hand-written applications will not be accepted.
- Application by way of CV or any other method will not be accepted.
- Incomplete applications will not be considered
- Late applications will not be considered

There is no application fee; all costs incurred in the application process shall be borne by the applicant. Applications cannot be discussed in person with individual applicants. You can send queries to the dedicated e-mail address, applyintern@hse.ie. Any updates, queries or requests for clarification from the HSE will ordinarily be by mobile telephone text alert and/or by e-mail.

What Happens Next?

1. Applicants will receive confirmation of receipt of their application.
2. Applications will be checked and collated by the HSE, after 5pm on Friday, 2nd December 2011, the closing date for applications.
3. The HSE will determine the eligibility of applicants.

Only those applicants deemed to be eligible at Stage 1 will be invited to proceed to Stage 2 of the process. Applications at Stage 2 will not be accepted from applicants who did not successfully pass through Stage 1.

Stage 2 Application

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

Applicants will be required to complete these documents and forward them in hard copy to the HSE. Details will be provided in Part 2 of this Guide in quarter 1, 2012.

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

Change of Mind

If at any point between the time of submission of your application and the commencement of the matching process in May 2012 you decide that you do not intend to take up an intern post in Ireland, you are asked to notify the HSE as early as possible by e-mailing applyintern@hse.ie. This is to ensure that the matching process is conducted in as fair a manner as possible for those who do intend to take up internship.

In a survey of interns 2010/11, 65% of respondents indicated that they had a "good" or "excellent" experience and a further 27% described the experience as "fair".

Details of the survey results are available in the HSE's Second Intern Report on the implementation of the recommendations of the NCMET Report on the Intern Year.



Intern Clinical Skills Training, NUIG

The Matching Process

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

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

The centile ranking is calculated by the relevant Medical School using a prescribed formula and submitted by the Dean or Head of the Medical School. The centile must be based on the position in the final year class only.

Any applicant who did not pass their final exams on their first sitting will be ranked on the lowest centile.

In the case of applicants from Irish Medical Schools, the Dean or Head of the Medical School will make a collective submission for all applicants in the spring/summer 2012 graduating class who have applied for intern posts.

For all other applicants (i.e. graduates of Irish medical schools prior to 2012 and all graduates from medical schools outside the Republic of Ireland), the Dean/Head of the relevant medical school will be required to submit the centile along with verifiable evidence of the applicant's position in the graduating class.

The deadline for receipt of centiles will be notified in Part 2 of the Guide. The deadline is expected to be in early to mid May 2012. Following the deadline for receipt of centiles, the matching process will commence.

Only those applicants with a verified centile ranking at that point will be included in the matching process. Each applicant may choose 25 preference posts and rank each Intern Training Network in rank order. The top ranked applicant will be matched to his/her first preference post. The second ranked applicant will then be matched to his/her first preference post, or next available choice if their first choice is not available. The matching process will continue in this way until matches have been made to all available posts.

In a situation where an applicant is not matched to any of their 25 preference posts, owing to higher ranked candidates being matched to these posts, the applicant will be assigned to a post in the highest available network of their choice that best matches their specialty or location choices, where feasible.

Successful applicants will be matched to a single intern post. There will be no second round of offers and, therefore, no option to reject the matched post in favour of another post.

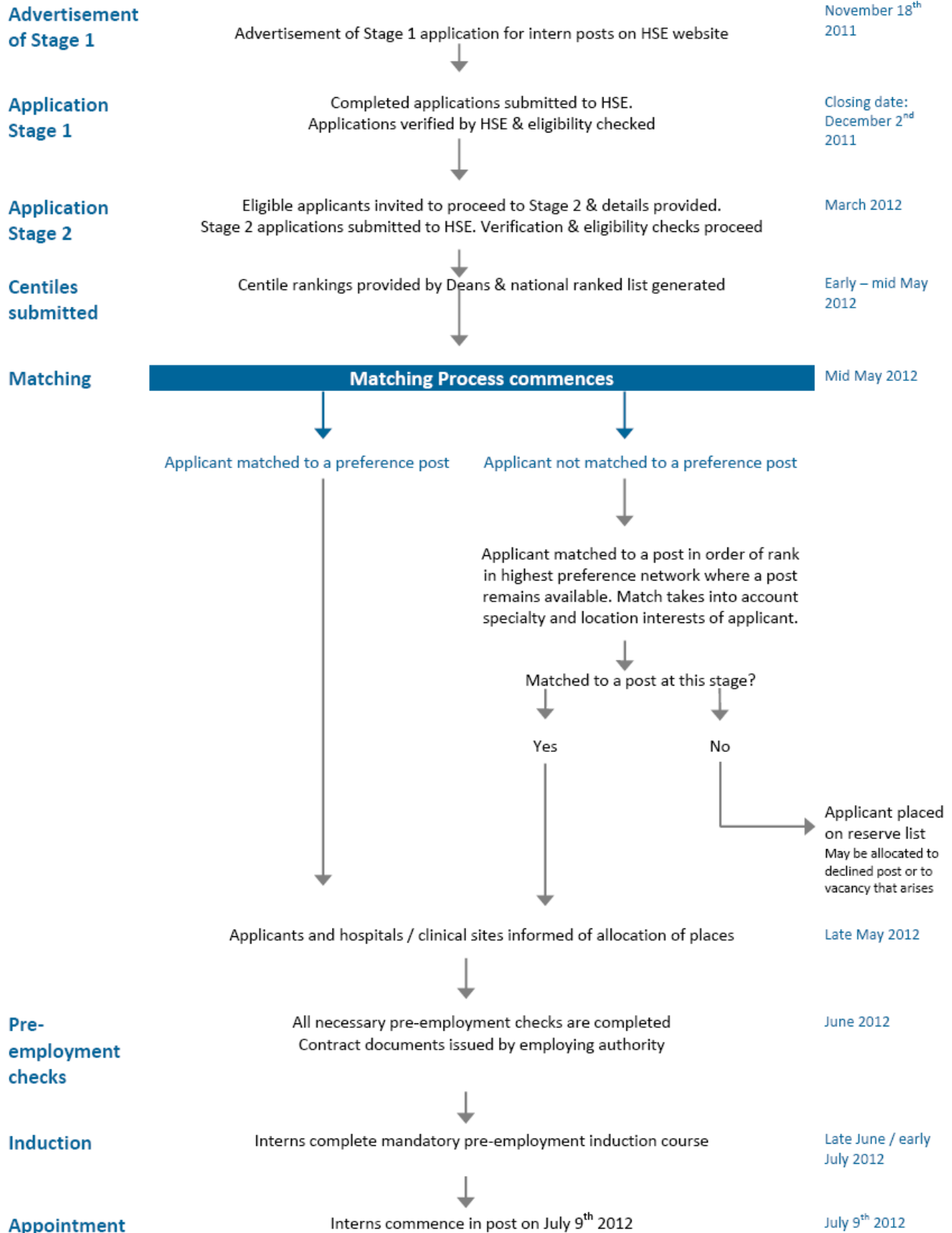
Refusal of the allocated post will remove the applicant from the selection process and from the intake to intern training in 2012/13. Applicants should therefore carefully select their network and post preferences.

Any eligible candidate who remains after all posts have been allocated will be placed on a reserve list. In the event that an applicant matched to a post chooses not to proceed, the post will be offered to the highest ranked candidate on the reserve list. The reserve list of candidates at the conclusion of the matching process may also be used as a panel to fill any vacancies arising during the training year July 2012 – July 2013.





Application and Matching Process for Intern Posts 2012



Allocation Offers

The process of matching applicants to intern posts may only commence after the deadline for receipt of centile rankings of all applicants.

Due to variations in timing of release of final results between medical schools in Ireland, it is expected that applicants will be informed of their allocation to posts in late May 2012.

Applicants should bear this in mind in terms of making personal arrangements for accommodation etc. Such arrangements are the responsibility of the applicant. It is also the responsibility of the applicant to ensure that they apply for registration with the Medical Council well in advance of July 2012.



Acceptance / Rejection of Allocations

In 2011, all applicants who completed the application process and wished to proceed with an intern post received a job allocation offer

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

by e-mail.

You will be required to **confirm within 3 working days from the date of notification whether you wish to accept or reject the allocation offer**. Details of who to contact will be provided with the notification. You will also be advised of arrangements of who

to contact in relation to your induction course and the necessary pre-employment checks which you will be required to complete.

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

Induction

All incoming interns are required to complete a mandatory induction course prior to commencement of employment. The induction course will ordinarily take place at the location of the intern's first training module or another specified site within the Intern Training Network. The

duration of the induction course, which may be up to two weeks, depends on the clinical site to which the intern has been allocated. Following assignment to a post, successful applicants will be notified of the time and location of the induction course.

2011/12 Interns:

- 56% Female / 44% Male
- 77% EEA / 23% Non-EEA
- 65% Irish nationals
- 94% graduates of Irish Medical Schools
- 49% matched to post in top 5 preferences

Language Requirements

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

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

1. Confirmation of completion (in its entirety*) of a medical degree in an EEA country **where English is the primary language spoken by the vast majority of people of that country.** Confirmation of this may be demonstrated through the submission of the centile rank in the required manner by the Dean of the Medical School which is already required to include the Medical School seal / stamp.

or

2. IELTS (International English Language Testing System – Academic Test) Certificate with an overall band score of **7.0** and a minimum score of **6.5** in each of the four domains on the academic test.

Any applicant who completed part or all of his/her undergraduate training in a country where English is not the primary language spoken by the vast majority of people of that country is required to provide a satisfactory IELTS certificate regardless of the degree awarding body.

The satisfactory IELTS certificate must be received by 5pm on Monday 30th April 2012 and any applicant who expects to be required to submit the Certificate is advised to undertake the test as early as possible. The original IELTS certificate must be submitted and will be copied

and returned to you

An IELTS certificate will be considered valid if it is obtained within the previous two years of the required date of submission to the recruitment officer / employer (i.e. 30th April 2012)

Applicants who are not required to submit an IELTS certificate will be required to demonstrate to their employer their proficiency in the English language within the first three months of employment.

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

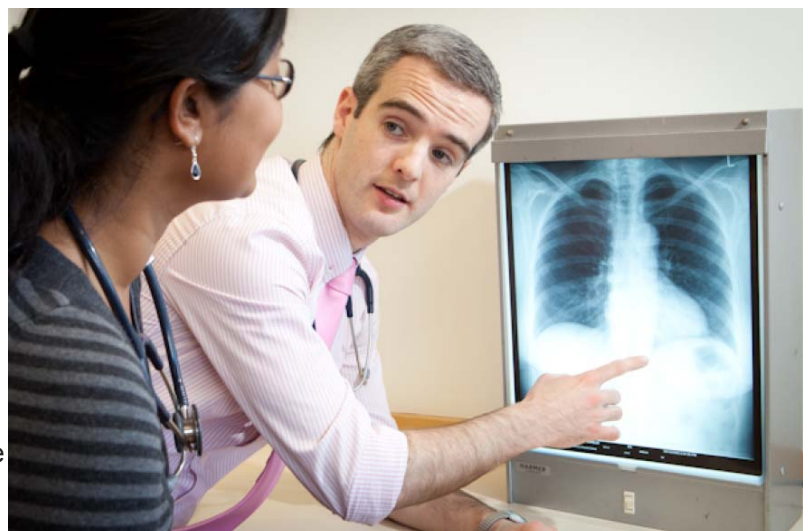
Information on IELTS is available at www.ielts.org.

*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.

Garda & Police Vetting

All appointees to intern posts in the Irish health service must undergo a process of vetting by An Garda Síochána. The application form for Garda vetting will be provided to applicants who are invited to proceed to Stage 2 of the application process. The Garda vetting process covers residence in the

Republic of Ireland and Northern Ireland only. Any applicant who has resided outside Ireland for a period of 6 months or more from the time they turned 15 years of age will be required to provide, to their employer, Police Clearance from each country in which they resided.



NUIG Interns 2011/12

Right to work in Ireland

The appointment of applicants to intern posts must be in line with EU Community Preference requirements. In practice, this means that all applicants who will not require a permit to work in Ireland as of July 9th 2012 will be allocated to posts ahead of applicants who will require a permit to work in Ireland.

It is the responsibility of applicants to determine whether

they require a permit to work in Ireland. The HSE cannot offer advice or information on this.

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

All non-EEA nationals will be required to prove their documented

right to work in Ireland to their employer.

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

It is an indictable offence to practice medicine in Ireland while unregistered.

Interns must ensure they are appropriately registered and present their registration certificate to their employer

(see Page 15)

Employment Contract

Interns will receive the Contract of Employment for Non-Consultant Hospital Doctors.

The contract will be provided by the employing authority after the applicant has successfully been allocated to an intern post and received an offer of employment from the employing authority, sub-

ject to relevant satisfactory clearances. The required clearances will be notified to the successful applicant by the employing authority when the offer of employment is made.

In some cases, where an individual intern is employed by more than one employing authority (e.g. a voluntary hospital and a

HSE hospital), separate contracts may be issued. The total duration of internships commencing in July 2012 will be 12 months, from July 9th 2012 to July 7th 2013.

Interns should return their signed contract to their employer as early as possible.

Progression through training & Sign-off

The Intern Training Programme for posts commencing July 2012 is for a defined period of 12 months and interns will be employed in each training rotation for a finite period. Interns are expected to complete their training within this period.

The Intern Training Network is required to ensure that all interns under their remit are progressing in a manner which ensures patient safety and may assign remedial action on

an individual basis. If the Intern Training Network considers that an intern's progress in the programme is unsatisfactory, the intern may be required to undertake additional training or assessment. Failure to meet these additional requirements may result in removal from the Intern training programme.

Where remedial training is required, the Intern Training Network will inform

the employer and/or the HSE and/or the Medical Council of any concerns regarding the intern's continued practice.

Additional training will usually be required to be undertaken within the period of the rotation or a subsequent scheduled rotation. If a recommendation for additional training remains at the completion of the 12 month period, applicants should note

that there is no commitment to employment beyond the standard 12 month period. Such matters will be handled on a case-by-case basis and are subject to agreement from the Employer.

In such circumstances, interns may be assigned to a different training site and/or different specialty areas. The usual contractual arrangements will apply in relation to employment matters. Applicants should consult the NCHD Contract 2010, on www.hse.ie/eng/staff/jobs/Medical_Dental/NCHDs/

Interns, for more information on employment matters.

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



NUIG Interns 2010/11

Medical Council Registration

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 and EU Member State medical schools. Graduates of each of the six medical schools in Ireland and graduates of recognised medical schools within EU Member States are entitled to apply for internship registration.

To apply for internship registration, you will need to complete the **Form IR1**, which can be downloaded from the Medical Council's website, and submit it with the current appropriate fee. The Medical Council cannot arrange your internship training for you – you must apply via the HSE's central application process. However,

you must ensure that you hold the appropriate type of registration before you commence your internship.

Important: Graduates of medical schools in Ireland: The application form will be emailed to the email address you provide on your application to the HSE for an intern training post. Registration is not automatic, so you should contact the Medical Council urgently if you have not received an email with the application form by early May. On conferring day, the Council will receive from your university a list of those who have been conferred with medical degrees. Provided that you have applied for registration, your documentation is in order and the fee has been received, you will be granted internship registration once the list of graduates is received from your medical school. A Certificate of Registration will then be posted to the correspondence address which you provided on your application form.

Important: Graduates of a medical school in an EU Member State, ex-

cluding Ireland: You should download the application form from the website and follow the instructions. Once you submit your application, if your documentation is in order and the fee has been received, you will be granted internship registration, if deemed eligible. A Certificate of Registration will then be posted to the correspondence address which you provided on your application form.

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

Queries in relation to the Application process should be sent to the HSE's National Recruitment Service by e-mail to

applyintern@hse.ie

This is also the e-mail address to which your Stage 1 application must be sent

More Information:

- HSE National Recruitment Service—applyintern@hse.ie
- The detailed list of frequently asked questions attached
- Information sessions for students of Irish Medical Schools in November 2011
- Part 2 of the Guide will be available in Q1 2012 and will provide more detailed information on the Stage 2 application process and requirements
- Each Medical School in Ireland has been assigned to an individual Intern Training Network and each Network is led by an Intern Coordinator. You should contact your Medical School initially with any queries.

Useful Websites:

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

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