



## Medical Clinical Observer (Doctor)

### FAQs for Applicants

#### **1. What is a Medical Clinical Observer (Doctor)?**

The Medical Clinical Observer (Doctor) observes medical processes and systems in the HSE under the direct supervision of a designated Medical Consultant in a relevant clinical speciality.

Medical Clinical Observerships are for qualified doctors who wish to gain experience and an appreciation of the nature of clinical practice in the HSE in Ireland; and to observe the role of doctors and other professionals within the healthcare system for a defined period. This role is a different role to elective medical student placements as the Clinical Observer is a Doctor who has already qualified.

Each Medical Clinical Observer (Doctor) pairs with a Consultant Supervisor, who acts as a mentor throughout the programme. The Supervisor will work with the Medical Clinical Observer (Doctor) to create a tailored experience, ensuring that the Medical Clinical Observer (Doctor) makes the most of this unique opportunity.

Note that qualified doctors undertaking Medical Clinical Observerships are unpaid and carry no responsibility or authority for making decisions or providing advice in relation to patients' treatment. Clinical Observers are never regarded as locums for absent doctors and they must not be used to provide service to any patient.

#### **2. Why should I apply for a medical clinical observership?**

A short time spent as a Medical Clinical Observer (Doctor) provides an opportunity to observe the role of doctors and other professionals within the Irish healthcare system. Observerships may be useful in a number of different ways. Observerships may provide an opportunity to help a doctor maintain their clinical knowledge while not working as a doctor and may potentially support a doctor in their preparation for any clinical examinations. Additionally, the observership can help support an understanding of the systems, models of care, cultures and processes within Irish healthcare systems, which may be different to the doctor's own experience in their home country.

#### **3. Who can apply for this medical clinical observership?**

Qualified doctors currently resident or legally entitled to be resident, in the State can apply.

There are eligibility criteria which define who can apply for the observership. If you meet these eligibility criteria, you can apply for this observership provided there is a Supervising Consultant available in the location/specialty in which you are interested.



#### 4. What are the eligibility criteria?

Applicants must be medically qualified and currently/ previously registered with a Medical Regulator.

Language competence is also part of the eligibility criteria. It is crucial that a Medical Clinical Observer (Doctor) can communicate competently with the Supervising Consultant and other individuals they meet in the course of the observership period. Applicants must be able to meet either the HSE's or the Medical Council of Ireland's language requirements. The achievement of either standard is sufficient for Clinical Observership.

Full eligibility criteria are in the Medical Clinical Observer (Doctor) description and Appendix A and are:

- (a) Have a primary medical qualification awarded by a medical school listed in the World Directory of Medical Schools (*Note: where the listing includes a Sponsor Note indicating that it is an acceptable medical school in Canada or for the purposes of USMLE*)

And

- (b) Be currently registered with a Medical Regulator or previously registered with a Medical Regulator, within a reasonable timeframe

And

- (c) Ability to communicate effectively in English as evidenced by meeting the language requirements for HSE **AND/ OR** Medical Council of Ireland as set out overleaf.

And

- (d) Each applicant must demonstrate they are currently legally resident in Ireland.

And

- (e) There is an available Clinical Supervisor at the relevant medical setting.

Applicants cannot apply for immigration status for undertaking a Medical Clinical Observership and must therefore provide evidence on application that they are either

An EEA/Swiss or British National

Or have

1. A valid Irish Residence Permit (IRP) card or official confirmation of an appointment to register a first-time permission or renew an existing permission.

Or

2. Qualify under the Temporary Protection Directive and the International Protection Act<sup>1</sup>

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<sup>1</sup> (i) Ukrainian citizens holding a professional qualification in health or social care resident in the State pursuant to the Temporary Protection Directive (2001/55/EC).

(ii) Programme refugees holding a professional qualification in health or social care resident in the State.



## The HSE language requirements

The HSE requirements follow the standard for Non Consultant Hospital Doctors as outlined in Circular 063/20

<https://www.hse.ie/eng/staff/resources/hr-circulars/hr-circular-063-2020-english-language-requirements-for-nchds.pdf>

For doctors who were not registered with the Irish Medical Council before 1<sup>st</sup> January 2015 or for doctors who did not complete the entirety of their under-graduate medical training in the Republic of Ireland, are required to provide evidence under **one** of the following categories:

**Category 1:** Doctors who completed their Medical degree in English from any of the following countries: Australia, Canada, New Zealand, The United States of America or The United Kingdom must provide:

- A copy of their Medical Degree Certificate

**Category 2:** Doctors who completed the Irish State Leaving Certificate examination or A Levels in the United Kingdom and a Medical Degree in English must provide all three of the following:

1. A copy of Irish Leaving Certificate/UK A-Level transcript results
2. A copy of their Medical Degree
3. Certificate/confirmation from their University confirming their Medical degree was taught and examined solely in English

**Category 3:** Doctors who meet the English Language requirements by attaining certification via the recognized English Language Tests **must** submit a certificate of test results from either, the International English Language Test System (IELTS) (Academic EXAM) or Occupational English Test (OET).

Please refer to the table below for the minimum levels in each of the tests accepted by the HSE:

IELTS Academic Exam	Minimum Scores*	OET	Minimum Grade**
Listening	6.5	Listening	B
Reading	6.5	Reading	B
Writing	6.5	Writing	B
Speaking	6.5	Speaking	B
Overall	7.0	Overall	7

*\*IELTS or OET results from online tests that meet the minimum levels outlined above are accepted*

(iii) Recognised refugees and recipients of subsidiary protection pursuant to the International Protection Act 2015 who hold a professional qualification in health or social care.



**The Medical Council of Ireland language requirements** are that the applicant attain one of the following, which meet the Medical Council of Ireland registration requirements:

- Applicant has passed another equivalent English language test or
- Applicant has satisfactory proof of award of a Higher Qualification awarded by a postgraduate training body in a country where English is the language spoken by the vast majority of the population; (note: available at medical council website) or
- Applicant has satisfactory proof that basic medical degree and internship training were completed through English in a country where English is the language spoken by the vast majority of the population or
- Applicant has attained Cambridge ESOL Certificate in Advanced English (CAE) - CEFR Level C1 or C2 or
- Applicant has completed USMLE if all of part 1 and part 2 Ck and Cs

*\*\*If without the Clinical Skills (CS) component, an applicant must provide alternative evidence of language skills such as those included above.*

#### **5. Can I apply for immigration status for the purposes of undertaking a clinical observership?**

No, you cannot apply for immigration status for this purpose. Applicants will not be granted immigration permission for the purposes of undertaking a clinical observership. The eligibility criteria in this regard are:

Each applicant must demonstrate they are currently legally resident in Ireland, or are entitled to be resident in Ireland.

Applicants must therefore provide evidence on application that they are either

- (i) An EEA/Swiss or British National

Or have

- (ii) A valid Irish Residence Permit (IRP) card or official confirmation of an appointment to register a first-time permission or renew an existing permission.

Or

- (iii) Qualify under the Temporary Protection Directive and the International Protection Act<sup>1</sup> and are resident in the State.

Applicants will not be granted immigration permission for the purposes of undertaking a clinical observership.

#### **6. I am not currently registered with the Irish Medical Council can I still apply for an medical clinical observership?**

Yes, you can apply for an observership. The eligibility are that you are currently or have been previously registered with a Medical Regulator, within a reasonable timeframe (\*See exception in Note iv below). That can be, for example, the Medical Regulator in the country in which you undertook your medical qualification (in line with eligibility criteria).



We would like to highlight that applications may be prioritised based on the following ranking basis:

- (i) Applicants who have completed specialist training and worked as a Specialist at Senior level in another country, relevant to the clinical area being applied for
- (ii) Applicants who have speciality training and experience at postgraduate training level, relevant to the clinical area being applied for
- (iii) Applicants who have not completed any speciality training or attained speciality experience, relevant to the clinical area being applied for
- (iv) \*Applicants who meet the current criteria for Medical Intern positions in the Republic of Ireland.

#### **7. How long will the medical clinical observership last?**

A Medical Clinical Observership can be for a period of 2-12 weeks depending on the length agreed with Supervising Consultant. An observership will not extend beyond 12 weeks for that specialist area.

Positions may arise in an available speciality provided there is a Consultant within the speciality who is available to supervise. Applicants should be aware that Consultants are not obliged to agree to an observership supervision and do so out of goodwill. Additionally, a Consultant may only facilitate one Observer at a time.

A placement may take place across two specialities consecutively provided there is a Consultant within each speciality who has agreed to supervise and the total length of time does not exceed 12 weeks.

Dependent on the availability of Supervising Consultants, a Medical Clinical Observer (Doctor) may take up subsequent observerships.

#### **8. To whom will I report?**

The Medical Clinical Observer (Doctor) will report to the Supervising Consultant or their designate (you will be advised of the designate).

#### **9. What are the hours of attendance if I am offered an observership?**

The Supervising Consultant will agree hours of attendance, which may change, with different sites and specialities. We recommend you contact the relevant Supervising Consultant to discuss this when you identify a location/ speciality of interest to you. The Supervising Consultant will define attendance.



## **10. Will I be an employee if I take up a Medical Clinical Observership?**

No, you will not be an employee if you take up a medical clinical observership. The aim of the observership is to provide you with an opportunity to observe in the Irish healthcare setting and to gain learning from that experience. As a Medical Clinical Observer (Doctor), you do not have employee status and you will not be entitled to any of the terms and conditions that are conditional on employee status (including, but not limited to, remuneration (salary), annual leave, and public holiday entitlements). Medical Clinical Observerships are unpaid. Medical Clinical Observers (Doctor) are not authorised by the HSE to provide services of any kind either, in an employed or honorary capacity and in Observers are not entitled to remuneration or any expenses that are not pre-authorised. This is a not a pensionable position with the HSE.

## **11. What is the selection process?**

Contact: You can make contact a number of ways- contact the email address on the Circular, contact the local Medical Manpower team, or directly contact the potential supervising consultant to express an interest in applying for a Medical Clinical Observership (Doctor), and identify if an opportunity is available.

Connect: Medical Manpower team / potential supervising Consultant will confirm if an opportunity is available.

Apply: You apply using the application form in Appendix A. Please note we will only accept applications using the designated application form as this captures all the information we need to make a decision on your application.

Eligibility: The application form will ask you to “prove” your eligibility and you can do this by answering the questions asked on the application form.

Review: The location Medical Manpower Manager will review your application in conjunction with the Supervising Consultant. The Medical Manpower Manager will inform you of the outcome of this review.

Interview/ Screening: If you meet the eligibility criteria, you will invited to an interview meeting with the Supervising Consultant so they can discuss your experience and your interest in more detail. After this interview, you will be informed of the outcome.

Conditional offer and clearances: Dependent on the outcome of the interview meeting and the availability of a clinical observership position, you be conditionally offered a clinical observership (subject to satisfactory clearances). As Medical Clinical Observers (Doctor) are based in health and social care settings, there will be number of clearances required which will include references checking, occupational health review, police/ Garda clearances. You will be informed of these if you are to be offered an observership. In general, these include:

- **References:** As part of the selection process, we must be satisfied that we have satisfactory reference(s), which assures that the applicant's past performance, and behaviours are appropriate to the post.



- **Garda Vetting:** In line the National Vetting Bureau Children & Vulnerable Persons Act (2012) all persons working in patient facing roles or engaging with patients will need to be Garda Vetted.
- **Overseas Police Clearance:** If you lived in any country for 6 months or more from the date of your 16th birthday other than the Republic of Ireland or Northern Ireland, you will be required to provide security clearance for each jurisdiction in which you resided.
- **Occupational Health:** You will be advised of any Occupational Health assessments that will take place prior to being offered a Clinical Observership role.

Offer: Once the pre-placement clearances are satisfactory, you will be offered an Observership via email, which will include an Agreement for the duration of the observership.

Agreement: Sign and return this document prior to the date of commencement. Scanned documents are acceptable.

Starting: On receipt of the signed Agreement, and once all pre-placement administration is complete you will be contacted by email to agree a start date for the placement.

## **12. What training and induction will there be?**

The local site will inform you of the relevant training and induction, which will include health and safety, and other relevant policies. There will also be online training made available relevant to the clinical setting.

## **13. How will you contact me?**

We will usually contact you by email and sometimes by mobile phone.

## **14. I am an agency worker; can I apply for an observership position?**

Yes, you can apply for an observership position. Any applicant who meets the eligibility criteria can to apply.

## **15. Will I need personal insurance for this observership, and is clinical indemnity be provided?**

If you are offered a Medical Clinical Observer (Doctor) placement, you will be covered for Clinical Indemnity by the State Claims Agency. You will need to arrange your own personal insurance.

## **16. Will I be vaccinated when I start as a Clinical Observer?**

Vaccinations are available to all healthcare professionals in a clinical setting, not currently vaccinated.

## **17. I have further queries that are not answered above?**

If you have queries related to the process, please email [qsa.recruitment@hse.ie](mailto:qsa.recruitment@hse.ie)



## Appendix A

### Application form Medical Clinical Observership

Thank you for your interest in a Medical Clinical Observership.

We are seeking applications from those who are interested in observing clinical work in a relevant clinical speciality for a defined period.

- Please read the Medical Clinical Observer (Doctor) Description and Frequently Asked Questions before you begin your application form as these documents answer lots of questions.
- This short application form confirms your details, your eligibility, educational achievements, career history, referees and document uploads (if required)
- Before commencing your application, it would be useful to have the following documents available for upload where required: scanned copies of residence permit and work permit documents, certificate of professional qualification, certificate of professional registration, English language test result (and translation of all the mentioned documents where applicable).
- Please ensure you read the instructions beforehand and complete all areas in full. If you meet the eligibility criteria and there is a potential position available, you will be invited to an interview with the Supervising Consultant so your experience and your interest can be discussed in more detail.
- If you are submitting your application form via email we will accept the Application Form unsigned but you will be required to sign the General Declaration at interview should you be invited to one.
- In relation to details of employment, if the space provided is insufficient, please attach additional pages ensuring to use the same format.
- The Health Service Executive recognises its responsibilities under the Data Protection Acts 1988 to 2018 and the Freedom of Information Act 2014.

Further information is available on Data Protection and [GDPR Compliance](#).

#### How will we use the data?

- By completing this form, you consent to your data being used for Medical Clinical Observership opportunities.
- The data will be used to identify Medical Clinical Observership opportunities; match available Supervising Consultants; and track observership positions. This data may be distributed to public and voluntary health and social care providers; and post-graduate training medical bodies.
- In order to assist in this process, we may need to share your personal information with those providers. We are careful only to share the information that is necessary for this purpose. Confidentiality and data protection laws also bind anyone who receives this information. In certain situations, we may have to disclose your personal information to other agencies, in accordance with legal requirements, i.e. Department of Health, the Courts etc., or in an emergency to prevent injury to other persons.
- The [HSE Privacy Statement](#) provides further information regarding how the HSE will use your data.

#### How will your data be stored?

- The data gathered will be held on password protected computers/ cloud storage.





**I. Applicant Details**

**Personal Details**

First Name:	
Last Name:	
Postal Address for Correspondence : (Including Eircode/Postal/Zip code)	
Mobile Telephone ( <b>mandatory</b> ):	
Contact Telephone No. 2:	
Email Address ( <b>mandatory</b> ): (You may provide more than one)	

**European Economic Area (EEA)**

Are you an EEA, Swiss or British Citizen? Yes  No

If you are a non-EEA citizen, provide a name of the country you are from

The applicants from non-EEA countries must demonstrate and provide evidence they are legally residing, or are entitled to be resident, in Ireland.

If you are a non-EEA citizen, **please tick the statement appropriate to your present-day status**

I have a valid Irish Residence Permit (IRP) card	<input type="checkbox"/>
I have an official confirmation of an appointment to register a first-time permission or renew an existing permission	<input type="checkbox"/>
I qualify under Temporary Protection Directive and the International Protection Act	<input type="checkbox"/>

Please provide the specialty area you would like to do the Clinical Observership in.  
\_\_\_\_\_

Please provide the preferred location you would like to do the Clinical Observership in.  
\_\_\_\_\_



**II. Qualifications & Eligibility Criteria**

As per the Medical Clinical Observer (Doctor) Description, there are eligibility criteria which define who can apply. If you meet these eligibility criteria, you can apply provided there is a Supervising Consultant available.

Please complete each section below.

- As a part of the eligibility criteria, current registration with a Medical Regulator or previous registration with a Medical Regulator, within a reasonable timeframe, is required. For the purpose of further selection, we need to understand your present-day status concerning Medical registration.

**Please tick the statement, which best matches, your registration status with a Medical Regulator.**

Registration status	Tick	Registration number and type / country of current/previous registration	Date of registration DD/MM/YY	Expiry date DD/MM/YY
I am a fully qualified doctor registered with the Medical Council of Ireland	<input type="checkbox"/>			
I am a fully qualified doctor registered with a European Medical Council	<input type="checkbox"/>			
I am a fully qualified doctor registered with a non-European Medical Council	<input type="checkbox"/>			
I am a fully qualified doctor <u>previously</u> registered with the Medical Council of Ireland	<input type="checkbox"/>			
I am a fully qualified doctor <u>previously</u> registered with a European Medical Council	<input type="checkbox"/>			
I am a fully qualified doctor <u>previously</u> registered with a non-European Medical Council	<input type="checkbox"/>			

We would like to highlight that applications may be prioritised based on a ranking basis as relevant to the clinical area being applied for. Please read the statements below and select the one option most appropriate to your present-day status

I have completed specialist training and worked as a Specialist at Senior level in another country, relevant to the clinical area being applied for	<input type="checkbox"/>
I have had speciality training and experience at postgraduate training level, relevant to the clinical area being applied for	<input type="checkbox"/>
I have not completed any speciality training or attained speciality experience, relevant to the clinical area being applied for	<input type="checkbox"/>
I meet current criteria for a medical intern position in the Republic of Ireland	<input type="checkbox"/>



2. A Medical Clinical Observer (Doctor) must have a primary medical qualification awarded by a medical school listed in the World Directory of Medical Schools (Note: where the listing includes a Sponsor Note indicating that it is an acceptable medical school in Canada or for the purposes of USMLE)

**Please detail below your medical qualifications to date that demonstrates your fulfilling of the above eligibility criteria.**

Qualification	Medical school and training programme	Date Qualified DD/MM/YY	School listed in the World Directory of Medical Schools	
			YES	NO
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>

**Additional Educational Achievements**

If you have undertaken any further education, training etc. as part of your professional development please provide the details below

Date Completed From /To MM/YY	Educational Institution (if applicable)	Name of Course / Training etc.	Course / Training Duration	Qualification Achieved (if applicable)



### III. English Language

Applicants for the Medical Clinical Observership must be able to communicate effectively in English as evidenced by meeting the language requirements for HSE and/ or Medical Council of Ireland, outlined below. Appendix A of The Medical Clinical Observer (Doctor) Description details the minimum levels in each of the tests accepted by the HSE:

There are different requirements dependent on where the undergraduate medical training was completed. For the Medical Clinical Observership, applicants can meet either the HSE and/ or Medical Council of Ireland language requirements.

The HSE requires that doctors not registered with the Irish Medical Council before 1 January 2015 and doctors who did not complete the entirety of their under-graduate medical training in the Republic of Ireland provide evidence of their English language proficiency.

Category	Yes	No
1. I have completed my Medical degree in English in one of the following countries: Australia, Canada, New Zealand, The United States of America, the United Kingdom or in a country where English is the language spoken by the vast majority of the population (available at medical council website)	<input type="checkbox"/>	<input type="checkbox"/>
I have provided a copy of my Medical Degree Certificate	<input type="checkbox"/>	<input type="checkbox"/>
2. I have completed the Irish State Leaving Certificate examination or A Levels in the United Kingdom and a Medical Degree in English	<input type="checkbox"/>	<input type="checkbox"/>
I have provided copies all three of the following <ul style="list-style-type: none"> <li>• A copy of Irish Leaving Certificate/UK A-Level transcript results</li> <li>• A copy of their Medical Degree Certificate/confirmation from their University confirming their Medical degree was taught and examined solely in English</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
3. I have attained certification via the recognized English Language Tests as the International English Language Test System (IELTS) (Academic EXAM) <b>or</b> Occupational English Test (OET) <b>or</b> Cambridge ESOL Certificate in Advanced English <b>or</b> USMLE *	<input type="checkbox"/>	<input type="checkbox"/>
I have provided a certificate of test results from either, the International English Language Test System (IELTS) (Academic EXAM) or Occupational English Test (OET).	<input type="checkbox"/>	<input type="checkbox"/>

**\*If you qualify under Category 3, please provide date and results of the following exams:**

	Date MM/YY	Result
<b>IELTS average score 7 and above</b>		
<b>OET average grade B and above</b>		
<b>Cambridge ESOL Certificate in Advanced English (CAE) level C1/C2</b>		
<b>USMLE (CK, CS)**</b>		

\*\*If without the Clinical Skills (CS) component, an applicant must provide alternative evidence of language skills specified in the Applicant Checklist section.



**Doctors who qualified outside of the EU**

We would like to highlight that doctors who qualified outside of the EU, who have practised medicine for 3 years in a member state, are not required to provide evidence of English language skills such as the OET, the IELTS or other alternative exam certificate for registration purposes with the Irish Medical Council

**Please provide details below where relevant:**

Name of Member State where practised for 3+ years	From: DD/MM/YY	To: DD/MM/YY

**IV. Career Overview**

Please outline your career history to the present date

**Career History - please begin by listing the most recent first.**

<b>Job Title:</b>	
<b>Grade/ Management Level (if applicable):</b>	
<b>Employer(s) &amp; Department Name:</b>	
<b>From (MM/YY):</b>	<b>To(MM/YY):</b>
Main Roles & Responsibilities:	

<b>Job Title:</b>	
<b>Grade/ Management Level (if applicable):</b>	
<b>Employer(s) &amp; Department Name:</b>	
<b>From (MM/YY):</b>	<b>To(MM/YY):</b>
Main Roles & Responsibilities:	

<b>Job Title:</b>	
<b>Grade/ Management Level (if applicable):</b>	
<b>Employer(s) &amp; Department Name:</b>	
<b>From (MM/YY):</b>	<b>To(MM/YY):</b>
Main Roles & Responsibilities:	



**V. References**

Please give two referees. Please ensure that the referees you provide are from a relevant professional background. We retain the right to contact all previous employers.

Do you wish us to contact you prior to contacting your referees? Yes  / No

**1. Name and Job Title of Referee:**

\_\_\_\_\_

**Dates From-To (MM/YY- MM/YY):**

\_\_\_\_\_

**Professional Relationship to Applicant:**

\_\_\_\_\_

**Postal Address:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Telephone Contact Details:** Mobile: \_\_\_\_\_ Landline: \_\_\_\_\_

\_\_\_\_\_

**Email Address:**

**2. Name and Job Title of Referee:**

\_\_\_\_\_

**Dates From-To (MM/YY- MM/YY):**

\_\_\_\_\_

**Professional Relationship to Applicant:**

\_\_\_\_\_

**Postal Address:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Telephone Contact Details:** Mobile: \_\_\_\_\_ Landline: \_\_\_\_\_

\_\_\_\_\_

**Email Address:**

\_\_\_\_\_

\_\_\_\_\_



**VI. General Declaration**

It is important that you read this Declaration carefully.

**Declaration:** “I declare that to the best of my knowledge and belief there is nothing in relation to my conduct, character or personal background of any nature that would adversely affect the position of trust in which I would be placed by virtue of my selection for the Clinical Observership. I hereby confirm my irrevocable consent to the Health Service Executive to the making of such enquiries, as the Health Service Executive deems necessary, in respect of my application and suitability for a Clinical Observership.

I hereby accept, and confirm, the entitlement of the Health Service Executive to reject my application or terminate my observership if I have omitted to furnish the Health Service Executive with any information relevant; or where I have made any false statement or misrepresentation relevant to this application.

Furthermore, I hereby declare that all the particulars furnished in connection with this application are true, and that I am aware of the qualifications and particulars for the Clinical observer position. I understand that I may be required to submit documentary evidence in support of any particulars given by me on my Application Form. I understand that any false or misleading information submitted by me will render me liable to automatic disqualification.”

**Signed:** \_\_\_\_\_

*(Name of Applicant)*\_\_\_\_\_

**Date:** \_\_\_\_\_

NB: If you are submitting your application form via email we will accept the application form unsigned but you will be required to sign the Declaration at interview, should you be invited to one. Failure to sign this declaration at interview will render it invalid.



**VII. Applicant Checklist**

If all the below required details / documentation are not submitted with your application we will be unable to process your application to the next stage of the process i.e. matching / interview.

Mobile Telephone Number Email Address Postal Address	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>Mandatory</b>
That the information you have provided in the Qualification/ Eligibility Criteria section clearly shows how your qualifications/ experience match the requirements. Dates should be clearly indicated i.e. DD/MM/YY, qualification titles etc.	<input type="checkbox"/>	
Scanned copies of Residence Permit and Work Permit Documentation (if relevant to non-EEA applicants). Please refer to the Section I Applicant Details of the application form for details of documentation required.	<input type="checkbox"/>	
Scanned certificates of professional qualification and professional registration (and translation) as defined by the eligibility criteria	<input type="checkbox"/>	
A scanned certificate of test results from following exams if required (see Section III of the application form) <ul style="list-style-type: none"> <li>▪ the International English Language Test System (IELTS) (Academic EXAM)</li> <li>▪ or Occupational English Test (OET)</li> <li>▪ or Cambridge ESOL Certificate in Advanced English (CAE)</li> <li>▪ or USMLE (part 1 and part 2 CK and CS)*</li> </ul> <p>*If without the Clinical Skills (CS) component, an applicant must provide alternative evidence of language skills such as another equivalent English language test certificate or proof of award of a Higher Qualification awarded by a postgraduate training body in a country where English is the language spoken by the vast majority of the population or satisfactory proof that basic medical degree and internship training were completed through English in a country where English is the language spoken by the vast majority of the population</p>	<input type="checkbox"/>	
Application submitted by the closing date and time. Please ensure that you have used the reference of Clinical Observership in the subject line of your email.	<input type="checkbox"/>	
That you have downloaded and saved the Observership application form, Clinical Observer Doctor description and Frequently Asked Questions for future reference.		



## Appendix B - Completing the Application Form

In order to apply for a Medical Clinical Observership, candidates will complete an application form and provide the following documentation:

- Copy of Passport

Evidence on that you are an EEA, Swiss or British citizen

Or have

- i. A valid Irish Residence Permit (IRP) card or official confirmation of an appointment to register a first-time permission or renew an existing permission.

Applicants will not be granted immigration permission for the purposes of undertaking a clinical observership.

Or

- ii. Qualify under the Temporary Protection Directive and the International Protection Act<sup>1</sup>

- Proof of qualification and professional registration (and translation)
- Completed Application Form
- Two professional reference letters

### How will my personal the data be used?

- By completing the application form, you consent to your data being used for Medical Clinical Observership opportunities.
- The data will be used to identify Medical Clinical Observership opportunities; match available Supervising Consultants; and track observership positions. This data may be distributed to public and voluntary health and social care providers; and post-graduate training medical bodies.
- In order to assist in this process, we may need to share your personal information with those providers. We are careful only to share the information that is necessary for this purpose. Confidentiality and data protection laws also bind anyone who receives this information. In certain situations, we may have to disclose your personal information to other agencies, in accordance with legal requirements, i.e. Department of Health, the Courts etc., or in an emergency to prevent injury to other persons.
- The [HSE Privacy Statement](#) provides further information regarding how the HSE will use your data.

### How will my data be stored?

- The data gathered will be held on password protected computers/ cloud storage.
- Further information is available on Data Protection and [GDPR Compliance](#).