



Policy on
Medical Clinical Observerships (Doctors) for Clinical
Sites

Version 15

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1. Introduction

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

Clinical observerships provide opportunities for qualified doctors 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 pairs with a Consultant Supervisor, who acts as a mentor throughout the period of observership. The Supervisor will work with the Observer to create a tailored experience, ensuring that the Clinical Observer makes the most of this opportunity.

Clinical observerships can be useful in a number of different ways: From a registration perspective, observerships can provide an opportunity to help a doctor maintain their clinical knowledge while awaiting registration in Ireland 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 system that may be different to the doctor's own experience in their home country.

Note qualified doctors undertaking clinical observerships are unpaid and carry no responsibility or authority for making decisions or providing advice in relation to patients' treatment. Medical Clinical Observers must never be regarded as locums for absent doctors and they must not be used to provide services to any patient. Guidance is clear on the function of the Medical Clinical Observer; see Section 4.

2. Scope of this Policy

This Policy provides information for those responsible for the administration, approval and supervision of the Medical Clinical Observer. Clinical observerships apply to the applicant group who meet the eligibility criteria in Section 3.

Medical Clinical observership does not apply to the following groups and these groups cannot apply:

- Doctors who are suspended or who have undertakings or conditions on their registration and wish to maintain their skills and knowledge whilst suspended from the register, or as part of a return to work plan.

3. Who is eligible?

Applicants must be medically qualified and currently/ previously registered with a Medical Regulator. Applicants do not need to be registered with the Medical Council of Ireland. They can for example, be currently registered, or previously registered, in the country in which they undertook their medical

qualification (in line with the eligibility criteria) or another country in which they have worked as a medical doctor.

Language competence is also part of the eligibility criteria. It is crucial that Medical Clinical Observers can communicate competently with the Supervising Consultant and all individuals they engage with in the course of the observership period in order that they benefit from the period spent as an observer. Applicants must meet either the HSE's or the Medical Council of Ireland's language requirements. The achievement of either standard is sufficient for a Medical Clinical Observer.

Full eligibility criteria is 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 (Appendix A).

The HSE requirements follow the standard for Non Consultant Hospital Doctors as outlined in [Circular 063/20](#).

And

- (d) The applicant must demonstrate they are legally residing or are entitled to be resident in Ireland.

Applicants must therefore provide evidence upon application that they are

- (i) An EEA, Swiss or British citizen

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 Act¹

And

¹ (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.

(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.

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

3.1. Immigration status for undertaking a clinical observership:

An applicant cannot apply for immigration status for undertaking a clinical observership. Applicants will not be granted immigration permission for undertaking a clinical observership. The eligibility criteria in this regard are:

Each applicant must demonstrate legal residency in Ireland or are entitled to be legally resident.

Applicants must therefore provide evidence upon application that they are

(i) An EEA, Swiss or British citizen

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 Act¹

3.2. Medical Registration Status:

The eligibility requirements are that the applicant is currently or has 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 they undertook their medical qualification (in line with eligibility criteria).

If you need to short list the applications you have received for a Medical Clinical Observership, you can short list based on the following prioritisation and ranking:

- (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.

4. Function of the Medical Clinical Observer (Doctor)

A Medical Clinical Observer (Doctor) placement allows a medically qualified doctor to gain an overview of medical processes and systems in Ireland by observing a consultant, and MDT, in a relevant specialty at work; and provides that team with the opportunity to learn good practice from other organisations and healthcare providers overseas.

During the Observership, the doctor has no responsibility and is not able to make clinical decisions or give clinical advice.

There are clear limitations on the duties and opportunities for Medical Clinical Observers (Doctors). The Supervising Consultant may use their discretion to define the following interactions with patients and define the duties of the Medical Clinical Observer (Doctor):

- Observe the provision of medical care to patients.
- Observe the diagnosing and treating of patients.
- Observe consultation in clinics.
- Direct observation of surgery (i.e. not assisting in surgery).
- Clinical Observers are not permitted to carry out exposure prone procedures.
- Undertake patient histories under direct clinical supervision.
- Undertake routine physical examinations with the patients' consent, as relevant to the clinical area and under direct clinical supervision.
- Attend at ward rounds and multi-disciplinary meetings.
- Take part in defined continuing professional development, education and in research fora.
- Further progress knowledge of medical care provision in Irish healthcare settings.
- Identify themselves as Medical Clinical Observers to the patient/ client/ multi-disciplinary team.
- Access relevant information as relevant to the Medical Clinical Observership and as defined by the Supervising Consultant, in line with HSE policies, standards and guidelines.
- Attend defined induction.
- Attend at the times agreed between the observer and Supervising Consultant.
- Adhere to statutory and regulatory requirements, corporate policies and procedures (for example Dignity at Work etc.).
- Abide by standards in relation to confidentiality and ethics, abide by the Irish Medical Council "Guide to Professional Conduct & Ethics for Registered Medical Practitioners" and the domains of good professional practice (www.medicalcouncil.ie)
- Observe the policies, procedures and safe professional practice of the Irish Healthcare System by adhering to relevant legislation, regulations and standards as required.
- For mental health Observerships, the Medical Clinical Observer (Doctor) will observe in accordance with the principles and values of recovery as described in the National Framework for Recovery for Irish Mental Health Services 2018-2020.
- Observe in a safe manner with due care and attention to the safety and wellbeing of self, patients and others.
- Be aware of risk management issues and bring any risks identified to the attention of the Supervising Consultant or designate.
- Value diversity and respect.
- The State Claims Agency provides Clinical Indemnity for Medical Clinical Observers (Doctor) provided they adhere to the conditions outlined in this document.

Under no circumstances may a Medical Clinical Observer:

- Perform invasive procedures, advise on patient treatment or initiate, alter or stop the treatment of a patient.
- Take part in any procedure involving patients, including prescribing, ordering tests, taking specimens, obtaining or witnessing signatures for consent.
- Advise colleagues or patients on the treatment of patients.
- Teach clinical procedures.
- Carry out research or assist with laboratory work.
- Take any part in obtaining or witnessing the signature by, or on behalf of, a patient on a form of consent to treatment

Additionally, the Medical Clinical Observer (Doctor) should never be regarded as a locum for absent doctors.

The Medical Clinical Observer (Doctor) is not an employee of the HSE.

Any Medical Clinical Observer (Doctor) found in breach of this guidance will have their application or position ceased immediately.

5. Length of Placement

A Medical Clinical Observer (Doctor) placement can be for a period of two to twelve weeks depending on the objectives. There is no scope to extend the length of a placement.

Placements may be made available in any speciality providing there is an agreed Supervising Consultant within the speciality, and there are no other Medical Clinical Observers per Supervising Consultant, at the proposed time. Consultants are not obliged to agree to an Observer and do so out of availability of capacity coupled with goodwill. Additionally, a Consultant may only facilitate one Observer at a time.

A placement may take place across two specialities consecutively if:

- there is a Consultant within each specialty who has agreed to supervise
- the Occupational Health clearance for the speciality is in place
- the total length of time does not exceed 12 weeks.

Dependent on the availability of Supervising Consultants, an Observer may take up subsequent observerships.

6. The Role of the Supervising Consultant

The Supervising Consultant will act as the main Supervisor or will assign a named designate who will provide regular support and supervision and act as the “go to” person.

In addition to allowing the opportunity to attend clinical areas of activity, the areas of focus should include:

- The opportunity to safely shadow clinical colleagues in their clinical duties
- An introduction to the HSE healthcare environment and to a clinical discipline
- An overview of clinical audit, clinical governance, and legal aspects of health care
- Advice on the role of teams, management, and leadership within the healthcare setting

The Supervising Consultant's role will be to:

- Define the period of Medical Clinical Observership of 2 weeks up to 12 weeks.
- Define the attendance pattern of the Observer.
- Inform the multi-disciplinary team of the purpose of the Observership.
- Role model to the Clinical Observer the skills essential for effective patient care.
- Provide an adequate induction, information and training relevant to the Medical Clinical Observership, including health and safety and other relevant policies.
- Explain the requirements of the placement and support the Observer in achieving a meaningful observership experience.
- Treat the Observer with respect and courtesy at all times and ensure that other staff, service users and members of the public are advised to act respectfully and with courtesy at all times.
- To be receptive to any comments and feedback.
- To process any personal information relating to the Observer in accordance with GDPR requirements and the HSE Data Protection Policy.

Objectives will be set in discussion with the Medical Clinical Observer, an Agreement (Appendix B) signed and a review of the objectives undertaken towards the end of the placement.

7. Process

The process for appointing Medical Clinical Observers is below.

Contact: The applicant can make contact a number of ways- they can contact the email address on the Circular, 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 If the applicant contacts National HR, National HR will link the applicant directly with a contact in the hospital / community site.

Apply: The applicant applies using the application form in Appendix C. Please note it is encouraged that you direct any interested applicants to use the designated application form as this captures all the information the Supervising Consultant and Medical Manpower Manager will need to make a decision on the application.

Eligibility: The application form will ask the applicant to "prove" their eligibility, which they can do by answering the questions asked on the application form.

Review: Medical Manpower Manager in the relevant location reviews the application, in conjunction with the Supervising Consultant. After the review, the Medical Manpower Manager must inform the applicant of the outcome of the review.

Interview/ Screening: If the applicant meets the eligibility criteria, the Medical Manpower Manager should invite the applicant to an interview with the Supervising Consultant so they can discuss the applicant's experience and their interest in an observership in more detail. The applicant must be informed of the outcome of that interview.

Conditional offer and clearances: Dependent on the outcome of the interview, and the availability of a clinical observership position, the applicant should be provide with a conditional offer of a clinical observership, subject to satisfactory clearances including

- References
- Garda Vetting
- Overseas Police Clearance
- Occupational Health

Eligible doctors should be cleared by occupational health in line with the PPHA clearance process and requirements applicable to HSE Staff. This is with the exception of EPP clearance, as no clinical observer is permitted to carry out EPPs for the duration of their clinical observer placement.

Further guidance on [clearances](#) is available, and where appropriate, the Recruitment Guidelines on Employing Ukrainians is available on [HSeLanD](#) [Go to Hubs > Discovery Zone > Human Resources > HSE Recruitment & Selection Toolkit > Additional Resources]]

Offer Once the pre-placement administration is satisfactory, email the applicant an Agreement for the position. The applicant must sign document and return it to the Medical Manpower Manager prior to the date of commencement. Scanned documents are acceptable.

The Medical Manpower Manager will then arrange for the Supervising Consultant to sign a copy of the Agreement to ensure an agreement of the conditions of the appointment are in place.

Agreement: On receipt of the signed Agreement by the applicant and the Supervising Consultant, and agreement that all pre-placement administration is complete, the Medical Manpower Manager will email the applicant to agree that the placement may commence.

Starting: On receipt of the signed Agreement, and once all pre-placement administration is complete the Medical Manpower Manager should contact the applicant, by email, to agree a start date for the placement.

8. During the placement

8.1. Duties and responsibilities

The duties and responsibilities of the Medical Clinical Observer while on placement are in the Medical Clinical Observer Doctor description and agreed as part of the Agreement. Additional objectives may be set following the initial meeting with the Supervising Consultant. The Medical Clinical Observer will take responsibility for their learning whilst on site, with the support of the Supervising Consultant, and be provided with supportive access to facilities like other staff. However, they must adhere to the rules included in Section 4 at all times.

8.2. Identification

The Medical Manpower Manager must organise an identity badge, identifying the Medical Clinical Observer as such. The Supervising Consultant must also introduce Medical Clinical Observers as such during patient or service user engagement.

The identity badge must be worn at all times when on site.

8.3. Staff facilities available to observers

Medical Clinical Observers are to be treated with respect and courtesy at all times by other staff. Service users and members of the public must be advised to act respectfully and with courtesy toward Medical Clinical Observers as with other staff at all times

It is recommended that Medical Clinical Observers have facilities such as car parking, canteens etc. available to them in line with other staff. As observerships are unpaid, local considerations may include additional supports such as canteen vouchers.

8.4. Meetings and Teaching

Medical Clinical Observers will generally be welcome to attend academic and postgraduate meetings but not directed to attend any protected teaching sessions for postgraduate doctors in training or undergraduate teaching (lectures or ward based) without the specific approval of the teachers.

9. Completion of Medical Clinical Observership (Doctor)

9.1. Letter Confirming Medical Clinical Observership (Doctor)

Those completing Medical Clinical Observerships (Doctor) may request a letter confirming the Clinical Observership placement from the local Medical Manpower team. The Supervising Consultant must confirm the successful completion of the position before a letter can issue.

Appendix A – English language requirements

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. There are different requirements dependent on where the undergraduate medical training was completed.

Medical Clinical Observership applicants can meet either the HSE and/ or Medical Council of Ireland language requirements.

The HSE requirements follow the standard for Non Consultant Hospital Doctors as outlined in [Circular 063/20](#).

The HSE requirements are:

For doctors who were not registered with the Irish Medical Council before 1st 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:

- (i) A copy of Irish Leaving Certificate/UK A-Level transcript results
- (ii) A copy of their Medical Degree
- (iii) 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*

The Medical Council of Ireland requirements are that the applicant attain one of the following, which meets 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.*



Appendix B – Sample Medical Clinical Observership Agreement

HSE MEDICAL CLINICAL OBSERVER (DOCTOR) AGREEMENT

The Agreement outlines what we expect from those who undertake a Medical Clinical Observership with us and what you can expect from us. We are dedicated to ensuring that you have a quality observership experience, which is both productive and rewarding.

We agree to accept the following as a Medical Clinical Observer (Doctor):

(Name and Address) _____

beginning on _____ and ending on _____

The observer will be supervised by _____

(Name, position and location of HSE employee)

THE HSE AND SUPERVISOR COMMITS TO THE FOLLOWING:

- To provide you with adequate induction, information and training relevant to your observership, including health and safety, and other relevant policies, so you may meet the expectations as described in your Medical Clinical Observer (Doctor) description.
- To allow for a **XXXX**-week observer period.
- To explain what is required of you, to support and provide encouragement to help you achieve the desired results.
- To assign you with a named supervisor who will provide you with regular support and supervision and act as a 'go to' person.
- To treat you with respect and courtesy at all times and ensure that other staff, service users, members of the public are advised to act respectfully, and with courtesy to you at all times.
- To be receptive to any comments and feedback.
- To process any personal information we require from you in accordance with GDPR requirements and the [HSE Data Protection Policy](#).

THE MEDICAL CLINICAL OBSERVER (DOCTOR) COMMITS TO THE FOLLOWING:

- To fulfil my function as outlined in the attached Medical Clinical Observer (Doctor) description to the best of my ability.
- To follow all relevant HSE policies and procedures at all times as directed by the supervising Consultant or designate.
- To ensure that under no circumstances will I perform invasive procedures, advise on patient treatment or initiate, alter or stop the treatment of a patient.
- To wear identification identifying me as a Medical Clinical Observer (Doctor). During the placement, observers must not present themselves as an employee of the HSE.
- To treat staff, service users and other members of the public with respect and courtesy at all times.
- To act in a way that is in line with the aims and objectives of the organisation and that enhances the work of the organisation.
- To treat staff and members of the public with dignity, respect and understanding.
- To respect the property and valuables of the organisation.
- If during the course of my experience as an observer I am required to process the personal data of employees, patients/service users or the public, I will ensure that I follow the requirements set out in the [HSE Data Protection Policy](#).
- Confidentiality - In the course of your Observership, you may have access to, or hear information concerning the medical or personal affairs of patient/service users, and/or staff or any other health service business. Such records or information is strictly confidential and unless acting on the instructions of the HSE, on no account shall, you discuss or disclose any information of a confidential nature except in the performance of normal duty. In addition, you must, never leave records in such a manner that unauthorised persons can obtain access to them and keep records in safe custody when no longer required. This duty of confidentiality will continue to apply after this Agreement terminates.

I UNDERSTAND THAT FAILURE TO COMPLY WITH THE RULES AND POLICIES ABOVE SHALL RESULT IN TERMINATION OF THE MEDICAL CLINICAL OBSERVERSHIP DECLARATION

Neither party intends to create any employment relationship during this Medical Clinical Observership. Either party has discretion to cancel this agreement without notice at any time.

The HSE may withdraw the observership placement at any time if the Medical Clinical Observer (Doctor) is not adhering to expected standards, or is in breach of any HSE policies, procedures or the terms of this agreement. (Insert job titles) has discretion to withdraw the observership placement for any other reason.

Agreed to by:

Name and Position of HSE Supervisor: _____

Signed _____

Date _____

Medical Clinical Observer (Doctor)

Name _____

Signed _____

Date: _____



Appendix C – Sample Medical Clinical Observership Application Form

Application form Medical Clinical Observer (Doctor)

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 Observer (Doctor) opportunities.
- The data will be used to identify Medical Clinical Observer (Doctor) 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 (**mandatory**):

Contact Telephone No. 2:

Email Address (**mandatory**):
(You may provide more than one)

European Economic Area (EEA)

Are you an EEA Citizen/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 therefore 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 am a qualified 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.

1. 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 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 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 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"> • A copy of Irish Leaving Certificate/UK A-Level transcript results • A copy of their Medical Degree Certificate/confirmation from their University confirming their Medical degree was taught and examined solely in English | <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) or Occupational English Test (OET) or Cambridge ESOL Certificate in Advanced English or 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 |
|---|---------------|--------|
| IELTS average score 7 and above | | |
| OET average grade B and above | | |
| Cambridge ESOL Certificate in Advanced English (CAE) level C1/C2 | | |
| USMLE (CK, CS)** | | |

**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.

| | |
|---|-------------------|
| Job Title: | |
| Grade/ Management Level (if applicable): | |
| Employer(s) & Department Name: | |
| From (MM/YY): | To(MM/YY): |
| Main Roles & Responsibilities: | |

| | |
|---|-------------------|
| Job Title: | |
| Grade/ Management Level (if applicable): | |
| Employer(s) & Department Name: | |
| From (MM/YY): | To(MM/YY): |
| Main Roles & Responsibilities: | |

| | |
|---|-------------------|
| Job Title: | |
| Grade/ Management Level (if applicable): | |
| Employer(s) & Department Name: | |
| From (MM/YY): | To(MM/YY): |
| 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 Medical 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 Medical Clinical Observer (Doctor) placement. 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"/> | Mandatory |
| 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"> ▪ the International English Language Test System (IELTS) (Academic EXAM) ▪ or Occupational English Test (OET) ▪ or Cambridge ESOL Certificate in Advanced English (CAE) ▪ or USMLE (part 1 and part 2 CK and CS)* | <input type="checkbox"/> | |
| *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 | | |
| Application submitted by the closing date and time. Please ensure that you have used the reference of Medical Clinical Observership in the subject line of your email. | <input type="checkbox"/> | |
| That you have downloaded and saved the Medical Clinical Observer (Doctor) application form, Medical Clinical Observer (Doctor) Description and Frequently Asked Questions for future reference. | | |