



Ireland's Interns 2010

A Guide to Application and Appointment to Intern Training in Ireland 2010

Part 2

Purpose of this Guide

This Guide is designed to inform prospective applicants to intern posts in Ireland - and those who provide and facilitate intern education and training - of the reform of the intern training year and arrangements for application to intern training posts in 2010.

Part 1 of the Guide provided an overview of the reform process, highlighting the principal areas being addressed in line with recommendations of the National Committee on Medical Education and Training on the intern year. Part 1 is available to download from www.hse.ie/eng/services/publications/corporate/etr/

Part 2 of the Guide focuses on the eligibility criteria for application to intern posts, the application process and a list of frequently asked questions.

Prospective candidates should read Parts 1 & 2 of the Guide before applying for an intern post.

In Part 2 of the Guide:

- Eligibility Criteria
- Application process
- Important dates
- Frequently asked questions

Who can apply for intern posts in Ireland?

Part 1 of the Guide advised that the intern year is only open to those who require 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 2010 must meet the following **eligibility criteria**:

1. Be registered as an intern by July 1st 2010 on the Trainee Specialist Division of the Register of Medical Practitioners maintained by the Medical Council (in Ireland).
2. Not be registered or entitled to registration on the General Division or Trainee Specialist Division (other than as an intern on the latter) of the Register of Medical Practitioners maintained by the Medical Council.
3. Not have already commenced or completed intern training (or equivalent formal practical training) in Ireland or any other country.
4. Have successfully graduated from an Irish or EEA Medical School by July 1st 2010 and have been conferred with a valid medical degree.

5. Be a recent graduate of a medical school in one of the following EEA countries:

- Ireland
- Denmark
- Italy
- Luxembourg
- Poland
- Sweden
- Norway
- Czech Republic
- Finland
- Lithuania
- Malta
- Portugal
- United Kingdom

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 they do not require to complete an intern year in order to gain a Certificate of Experience required for eligibility for registration on the Trainee Specialist or General Division of the Register of Medical Practitioners maintained by the Medical Council of Ireland. 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.

6. Have completed all necessary pre-employment checks prior to commencement of employment, including Garda Vetting and occupational health and be deemed fit to practise.
7. 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.

8. Take up their assigned intern position on July 1st 2010, having completed a mandatory induction course in advance of commencement of employment.

9. Be proficient in the English language.

10. Have submitted an accurately completed application form along with all necessary supporting documentation at the required times.

Registration with the Medical Council

All interns must, on the date of commencement in an intern post be registered as an intern on the Trainee Specialist Division of the Register of Medical Practitioners maintained by the Medical Council of Ireland.

Prospective candidates should note that the process of applying for registration with the Medical Council in Ireland is an entirely separate process to that of employment in an intern training post. It is the responsibility of the applicant to ensure that the process of registration is followed in line with Medical Council guidelines and that, if successful in securing an intern post, the applicant is registered at the time of commencement of employment.

Further details on internship registration can be obtained directly from the Medical Council, see www.medicalcouncil.ie.

How to Apply

1. **Determine whether you are eligible to apply** by consulting the Eligibility Criteria on Pages 1-2 above. Applicants who do not meet the eligibility criteria above may not receive a response to their application.
2. **Go to the Health Service Executive (HSE) website** to download the necessary documentation.

6. **Complete all sections of the Application Form** by **typing in** the required information, in the format presented, except for those sections requiring signature, official stamps etc.

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

To access the Application Form and related documents, go to:

www.hse.ie/eng/Staff/Jobs/Interns_SHOs_Registrars/

Opening date for applications: **April 21st 2010**

Closing date for applications: **May 6th 2010**

3. **Download the Application Form for Intern Posts 2010** from the HSE website at www.hse.ie/eng/Staff/Jobs/Interns_SHOs_Registrars/ from **April 21st**, ensuring that you leave sufficient time to complete the application process prior to the closing date of **May 6th**.

4. View or download the following documents:
 - Schedule A, the list of locations where intern training is provided;
 - Schedule B, the detailed list of available intern training posts
 - Sample intern job description

5. Obtain a Garda Vetting Form and the document entitled "Guidelines for the Completion of Garda Vetting Forms". These are available through the Irish Medical Schools. Overseas applicants should immediately send an e-mail to metr@hse.ie to request these documents.

7. **Complete the Garda Vetting form** by typing in the responses or printing responses in clear, legible hand-writing and signing the document. Please consult the guidelines document before completing the Garda vetting form; inaccuracies or omissions may affect the progression of your application.
8. **Print the completed application form**, obtain the necessary signatures and official stamps as required and sign the declaration at the end of the form.
9. Make 5 photocopies of the completed, signed form.
10. Compile the documentation for submission and consult the application checklist at the back of the application form.

Please note that **incomplete applications will not be considered**. It is the applicant's responsibility to ensure that all required documentation is included.

How to Apply, continued

11. Submit the following documents in hard copy in a single envelope to arrive no later than **5pm on May 6th 2010**:
- Completed, unbound **application form**
 - **5 photocopies** of completed application form
 - A completed **Garda vetting form**
 - Photocopy of **photograph page of passport**

To the following address:

Intern Doctors
Medical Education & Training Unit
Health Service Executive
Room 1.24
Dr. Steevens' Hospital
Dublin 8
Ireland

The HSE offices are open 9am – 5pm Monday to Friday. Applications may be submitted by standard mail, registered mail or by hand, as desired by the applicant.

Note for overseas applicants only:

As of the date of release of this part of the Guide and the opening of the application process, significant disruptions in air travel were still being experienced owing to recent events, which are also impacting on the movement of mail. As it is not known whether this situation will continue, overseas applicants will be permitted to apply as follows:

- Follow the application process set out in this section as above and obtain the necessary signatures and stamps.
- Scan the completed application form, Garda Vetting Form and photograph page of passport, ensuring that all signatures and stamps are clear and legible.
- Send the scanned documents by e-mail (max. 1MB per applicant) to metr@hse.ie by the closing date.
- Forward the hard copy of the documents and photocopies of the application by post as soon as possible, preferably to arrive by the closing date.

12. Applicants from Medical Schools outside Ireland must ensure that “Schedule C: Submission of Centile Ranking for graduates of Medical Schools outside the Republic of Ireland”, signed by their Medical School Dean/Head is received by the HSE at the above address no later than **May 18th 2010**.

13. All applicants must submit in hard copy the signed statutory declaration to be received by the HSE no later than **May 31st 2010** at the above address.

14. By the time of commencement of employment, present to the employer confirmation of internship registration with the Medical Council, and, when requested by the employer, present the work permit and overseas police clearance, if applicable.

Late Applications will not be considered

There is no application fee.

All costs incurred in the application process shall be borne by the applicant

Completing the Application Form

Applicants should read the notes provided with the Application Form before completing it.

All sections of the application form must be completed; if a section or question is not relevant to you, you should insert “not applicable” or “n/a”. Incomplete sections may affect the progress of your application.

Section E of the Application Form asks applicants to list 20 individual post preferences. Section F of the form asks applicants to rank all 5 intern training networks in order of preference.

Applicants should note that they may select post preferences from any network, regardless of their school of graduation and regardless of their ranking of networks; applicants are free to apply to posts anywhere in the country.

Available Intern Posts

A total of 521 intern posts in a range of specialties and clinical sites are being advertised in this recruitment campaign. Internship training must comprise a minimum of 12 months, during which interns must complete a minimum of three months in each of medicine and surgery and may complete two to three months in other specialties which have been recognised by the Medical Council for intern training. Some posts available in July 2010 include rotations in specialties such as general practice, emergency medicine, paediatrics, obstetrics & gynaecology and anaesthesia.

The details of all available intern training posts are set out in **Schedule B**, which is available to download as a separate document along with the Application documents at www.hse.ie/eng/Staff/Jobs/Interns_SHOs_Registrars/

Acceptance / rejection of posts

The selection process is outlined in Part 1 of the Guide (page 5). When the matching process is completed, applicants and the hospital/clinical sites will be informed.

Notification to successful applicants of the allocation of posts will be made by the Intern Training Network to which they have been assigned. Unsuccessful applicants will be notified by the HSE. Notification will ordinarily be by e-mail.

If you intend to take up the position, you must confirm this within 3 working days from the date of notification. 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.

If you choose to reject the allocation, you must notify the Intern Training Network within 3 working days of receipt of the notification. Rejection of a post allocation will automatically remove you from the process and to access to intern posts in 2010.

Garda Vetting

All applicants must submit a completed Garda Vetting Form with their application. Applicants should read the document entitled “Guidelines for the Completion of Garda Vetting Forms” before completing the vetting form.

The HSE is not permitted to make the Garda Vetting Form available online. The form and guidelines are available through the Irish Medical Schools. Overseas applicants should send an e-mail immediately to metr@hse.ie to request the documents.

Overseas Police Clearance

In addition to the Garda vetting form, any applicant who has lived outside Ireland for a period of six months or more from the time they turned 15 years of age must obtain police clearance from each country and present these to their employer.

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 1st 2010 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 Enterprise, Trade and Employment www.entemp.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 Enterprise, Trade and Employment when a specific job offer has been made. Successful applicants are asked to contact their base hospital immediately after notification of allocation to an intern post in order to progress the application for a work permit.

Important dates:

May 6th 2010 at 5pm – Application deadline

All applicants must ensure that their completed application form, Garda vetting form and other required documentation are received by the HSE no later than this date.

18th May 2010 – Submission of Schedule C

Graduates from Medical Schools outside Ireland must ensure that Schedule C to the application form (submission by Medical School Dean of centile ranking) is received by the HSE no later than this date.

Note: Applicants from Irish medical schools are not required to submit this; centiles will be provided directly to the HSE by the Irish Medical School Deans. Applications without verified centile rankings at this time will not proceed to the next stage of the process.

31st May 2010 – Submission of statutory declaration

All applicants must submit the signed statutory declaration no later than May 31st 2010.

End of May 2010 – Post allocations notified

All eligible applicants should expect to receive notification as to whether their application has been successful or not by the end of May 2010. Successful applicants must confirm their intention to proceed or otherwise within 3 working days of the date of notification. Non-EEA nationals who require a permit to work in Ireland should contact their base hospital **immediately** in relation to application for a work permit.

Mid to end June 2011 - Induction

Mandatory induction will take place during this period. The period of induction varies depending on the location. Details of who to contact about your induction programme will be provided after post allocations have been made.

July 1st 2010 – Commencement of Internship

All successful applicants commence employment. Successful applicants should present to their employer their Certificate of Registration issued by the Medical Council, and, where applicable, the work permit and overseas police clearance.

More information

Parts 1 and 2 of the Guide to Application and Appointment to Intern Training 2010 are available from the HSE website at www.hse.ie/eng/services/publications/corporate/etr/

A list of frequently asked questions is attached to this part of the Guide.

The application form for intern posts and details of available posts may be downloaded from the HSE website at www.hse.ie/eng/Staff/Jobs/Interns_SHOs_Registrars/

Queries should be directed initially to your Medical School. Your Medical School may contact the HSE's Medical Education & Training Unit for more information.

Useful websites:

- HSE: www.hse.ie
- 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 Enterprise, Trade and Employment: www.entemp.ie
- Irish Naturalisation and Immigration Service, Department of Justice, Equality and Law Reform www.inis.gov.ie

This Guide was produced by the HSE's Medical Education & Training Unit in consultation with the HSE Intern Implementation Group and the Medical Council.

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Frequently Asked Questions

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

1.0 General questions

1.1 What is an intern post?

An intern post is a combined training and clinical service position for graduates of medical school, the successful completion of which leads to the award of a Certificate of Experience from the Medical Council. The intern year should provide an appropriate combination of education, training and clinical responsibility, enabling interns to develop the professional and personal competencies that result in good patient care and provide a foundation for lifelong learning. Intern posts are for a minimum period of 12 months, post-graduation and must incorporate a minimum of three months training in surgery and three months training in medicine. Intern posts may also incorporate rotations of 2-3 months in other specialties; obstetrics & gynaecology, emergency medicine, paediatrics, psychiatry, general practice and anaesthesia/perioperative medicine are all recognised by the Medical Council for intern training. The intern posts commencing July 2010 are provided in Schedule B to the application form for intern posts, available as a separate document at www.hse.ie/eng/Staff/Jobs/Interns_SHOs_Registrars/.

1.2 Where are intern posts located?

Intern posts are located in over 30 hospitals throughout Ireland and in a number of primary care settings. All intern posts are incorporated into an Intern Training Network, which is led by an Intern Network Coordinator. The list of hospitals included in each network is provided in Schedule A to the application form, available to download at www.hse.ie/eng/Staff/Jobs/Interns_SHOs_Registrars/.

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

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

The HSE established the Intern Implementation Group, with representation from all relevant bodies involved in intern training, to implement many of the recommendations of the National Committee on Medical Education & Training report on the Intern Year.

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

The role of the Medical Schools in the intern year is changing as a result of the Medical Practitioners Act 2007. From July 2010, the Medical Schools will play an active role in developing and delivering the intern education programme in conjunction with Intern Network Coordinators, intern tutors and trainers on clinical sites.

Each Medical School has been assigned to an Intern Training Network and each school has appointed a consultant-grade Intern Network Coordinator supported by the HSE, who will lead the on-going development of intern training programmes within their network.

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

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

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

That depends on a number of factors, including:

- Whether you are eligible to apply and you submit a complete application on time;
- Your centile ranking in your graduating class;
- Whether you are an EEA / non-EEA national and require a work permit to work in Ireland, as this will affect the order in which your application is considered in the matching process;
- If allocated to an intern post, successful completion of all necessary pre-employment checks;
- The number of intern posts available, which is limited.

2.0 Registration

2.1 Why do I have to register with the Medical Council?

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

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

Interns will be registered by the Medical Council in the Trainee Specialist Division of the Register of Medical Practitioners. In order to be eligible for registration as an intern, the medical graduate must intend to practise in an individually numbered, identifiable intern post which has been approved by the Medical Council for the purposes of intern training and must go through the Medical Council's process for internship registration.

2.3 How do I register to practise as an Intern?

You should contact the Medical Council for details of the process and requirements for internship registration. Please refer to the Medical Council's website, www.medicalcouncil.ie for more information. The Medical Council has received lists of students taking their final examinations in the first half of 2010 from each of the Medical Schools in Ireland. Those students will receive an application pack from the Medical Council during April which should be completed and returned to the Medical Council by May. Registration is not automatic so if students in Irish Medical Schools do not receive an application form from the Medical Council before May, they should contact the Medical Council urgently. Prospective applicants from outside Ireland should contact the Medical Council in relation to registration.

3.0 Eligibility

3.1 Am I eligible to apply for an intern post in Ireland?

Your eligibility to apply for an intern post depends on

- (a) your citizenship, which affects your right to work in Ireland,
- (b) your country of graduation from medical school, which affects your registration requirements and
- (c) whether you have already commenced or completed internship training

Please see the scenarios below to determine whether you are eligible to apply for an intern post in Ireland.

(i)	I am an Irish/EU/EEA citizen and a recent medical graduate (or expected graduate in June 2010) of an Irish medical school who has not undertaken or completed any internship training	You are eligible to apply for intern posts; you should follow the application process for intern posts
(ii)	I am a non-EEA citizen and a recent medical graduate (or expected graduate in June 2010) of an Irish medical school who has not undertaken or completed any internship training	You are eligible to apply for intern posts; you should follow the application process for intern posts. Applicants who require a permit to work in Ireland will be ranked after all eligible candidates who do not require a permit to work in Ireland.
(iii)	I am an EU/EEA citizen and a recent graduate of a medical school in an EU/EEA country outside Ireland who has not undertaken or completed any internship training	Your eligibility to apply depends on whether you need to complete the intern training year in order to proceed to further stages of training/employment in the Irish health service. In some European countries, completion of an undergraduate medical course does not require the completion of a separate internship. Graduates from such countries may apply directly for Basic Specialist Training programmes at the employment grade of Senior House Officer and may apply directly for trainee specialist / general registration with the Medical Council without completing an intern year in Ireland. Graduates from these countries do not require to complete an intern year and are therefore ineligible to apply for intern posts. Graduates from the following countries are therefore ineligible to apply for intern posts in Ireland: Austria, Belgium, Bulgaria, Estonia, Germany, Greece, Spain, France, Cyprus, Iceland, Latvia, Hungary, Netherlands, Romania, Slovenia, Switzerland and the Slovak Republic.
(iv)	I am a non-EU/EEA citizen and a recent graduate of a medical school in an EU/EEA country outside Ireland who has not undertaken or completed any internship training	The same rule applies as that for (iii) above. As stated, applicants who require a permit to work in Ireland will be ranked after all eligible candidates who do not require a work permit to work in Ireland.
(v)	I am an EU/EEA citizen and a graduate of a medical school in a non-EEA country	You are not eligible to apply for intern posts: all appointees to intern posts must be registered with the Medical Council and the Council will only register – as interns – graduates of EU/EEA medical schools.
(vi)	I am a non-EU citizen and a graduate of a medical school in a non-EEA country	You are not eligible to apply for intern posts: all appointees to intern posts must be registered with the Medical Council and the Council will only register – as interns – graduates of EU/EEA medical schools.
(vii)	I have commenced internship training in Ireland but require a further rotation(s) after July 2010	You should not apply through this application process. Current interns who will not complete their internship in June 2010 should contact their Medical School for more information.
(viii)	I have completed an internship in Ireland or another country	You are not eligible to apply as the intern year is only open to those who require to complete it in order to gain a Certificate of Experience and thereby eligibility to apply for registration on the Trainee Specialist / General Division of the Register of Medical Practitioners maintained by the Medical Council.

3.2 Is there a deadline for completion and conferral of my basic medical degree in order to apply for intern posts?

In order to be eligible for inclusion in the national matching system for intern training posts, your centile ranking in your final, graduating, medical class must be available and submitted by May 18th 2010. In order to take up employment on July 1st you must be registered with the Medical Council (of Ireland) no later than July 1st 2010 and in order to be registered you must have been conferred with your degree by that date. If your centile ranking cannot be submitted by May 18th (due, for example to later release of exam results) your application cannot proceed to the matching stage. If your conferral date is after July 1st you will not be entitled to register and therefore cannot be employed. All prospective applicants with conferral dates after July 1st 2010 may apply for future intern recruitment processes.

3.3 What is Community Preference and how does it affect appointment to intern posts?

European Community Preference, as provided for by Council Resolution of 20 June 1994 and article 19 of EC Regulations 1612/86 on the Freedom of Movement for Workers and provided for in Irish Law through the Employment Permits Acts 2003 and 2006, is applicable in the case of interns given that intern positions, being of 12 months' duration fall within the scope of the work permit scheme.

This means that all applicants for intern posts who require a permit to work in Ireland will be ranked after all eligible applicants who do not require a permit to work in Ireland. Further details about the work permit scheme are available from the Department of Enterprise, Trade and Employment www.entemp.ie. Prospective applicants who are non-EEA citizens should take particular note of this.

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

No; in order to take up an intern position, applicants must be registered as an intern on the Trainee Specialist Division of the Register of Medical Practitioners. In order to be so registered, you must have completed your undergraduate medical degree and hold a basic medical qualification.

3.5 I completed a basic medical degree prior to 2010 – can I apply for an intern post?

Prospective applicants who graduated prior to 2010 may apply for intern posts in July 2010 provided that they have not already completed an intern year (or equivalent), either partially or entirely, that they recently graduated from Medical School (completion and conferral of the basic medical qualification should be within the past two years) and that their application has been signed off by the Dean of the Medical School from which they graduated.

Graduates who have already completed part of their intern year in Ireland (such as those who commenced in an intern training post in January 2010 for various reasons) are not required to apply through the national application process. Such graduates will be accommodated, where feasible, so that they may work towards completion of the intern year. More information will be available through the relevant Irish Medical School.

As stated in the eligibility criteria in Part 2 of the Guide, applicants who are registered or otherwise entitled to registration on the trainee specialist division (other than as an intern) or general division may not apply for intern posts.

4.0 Intern Training Networks & Programmes

4.1 What is an Intern Training Network?

An Intern Training Network is

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

4.2 What is an Intern Network Coordinator?

An Intern Network Coordinator is a consultant-grade doctor charged with leading the development of intern training within their network and overseeing the delivery of the intern education programme. Each position is supported by the HSE to ensure that the Coordinator has protected time to fulfil this role. The Intern Network Coordinator is expected to fulfil a role in sign-off of intern training in accordance with requirements set by the Medical Council in order to satisfy the Medical Council criteria for granting a Certificate of Experience.

4.3 What is the Intern Education Programme?

The Intern Education Programme is the training content that will be provided to you during your intern year. The Programme may include supervised on-site clinical training, formal curricular elements and e-learning elements.

4.4 How will I access the Intern Education Programme?

All interns will be notified of arrangements for the Intern Education Programme and how to access this by their Intern Training Network after commencement of internship. You may be required to sign a training agreement with the Intern Training Network, which is separate to the employment contract. Further information will be provided by your Intern Training Network after commencement of internship.

4.5 Who will my clinical supervisors be?

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

5.0 Application Process

5.1 Where is the application form available?

The application form will be available to download when the application process opens from www.hse.ie/eng/Staff/Jobs/Interns_SHOs_Registrars/. You should read the Guide Parts 1 & 2 and the notes provided with the application form prior to completing it.

5.2 What are the opening and closing dates for application to intern posts?

The application process for intern training posts will open on April 21st 2010. The closing date of receipt of applications by the HSE is **5pm on Thursday May 6th 2010**.

5.3 Is there a different application form for EEA applicants and non-EEA applicants?

No; the same form must be completed by all applicants.

5.4 Is there a different application form for graduates from medical schools outside Ireland?

No; the same form must be completed by all applicants. However, applicants from Medical Schools outside Ireland will be required to submit some additional information; this is explained in the application form.

5.5 Am I limited in the choice of posts and Networks?

Applicants may apply to any post in any network, regardless of their school of graduation. In the application form, applicants are asked to rank 20 individual intern posts in order of preference. These posts may be in any network, regardless of the network preferences in the section which follows. Applicants may apply for posts in any part of the country.

In addition to providing 20 post preferences, applicants will be asked to rank the five Intern Training Networks in order of preference. The network preferences will only be taken into consideration if all of your post preferences have been exhausted during the matching process.

6.0 Matching Process

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

The selection process for intern posts is set out in Part 1 of the Guide to Application and Appointment to Intern Training in Ireland 2010. Selection will be on the basis of the applicant's centile rank in their graduating class. The centile provides a reflection of the applicant's position in their graduating class relative to their classmates. All eligible applicants who require a permit to work in Ireland will be ranked after all eligible applicants who do not require a permit to work in Ireland.

6.2 How is centile ranking determined?

The centile ranking is determined using a formula which expresses the position of a student relative to the position of all other students in the graduating class. The formula for calculating the centiles has been provided to all Medical Schools in Ireland and Medical Deans outside Ireland will be required to use the same formula when calculating the centiles for any of their students who apply to intern posts in Ireland.

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

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

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

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

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

(a) Graduates of Irish Medical Schools

If you are a graduate / expected graduate in spring/summer 2010 from an Irish Medical School you are not required to submit your centile ranking; centile rankings for all graduates from Irish Medical Schools will be submitted directly to the HSE by the Irish Medical School Deans.

(b) Graduates of Medical Schools outside Ireland

If you are a graduate / expected graduate in spring/summer 2010 from a Medical School outside Ireland you are required to submit Schedule C to the Application Form for Intern Posts 2010. This requires the Dean / Head of your Medical School to calculate your centile ranking on the basis of the formula provided. The Dean/ Head of School must provide documented verification of your position in the graduating class and sign the centile ranking. You must ensure that the centile rank is submitted to the same address as that for the Application Form so soon as available and to arrive **no later than May 18th 2010**. Any application for which a centile rank has not been provided at that stage will not proceed.

6.6 I graduated prior to 2010; how will my centile ranking be calculated? Am I required to request this from my Medical School?

Your centile will be based on your own graduating class. Therefore, if you graduated in 2009 for example, your centile will be calculated based on your position in the 2009 graduating class in your Medical School and will not be based on the 2010 graduating class. The same arrangements apply as set out under Question 6.5 above regarding the submission of centiles.

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

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

6.8 What happens if all of my preference posts have been filled by higher ranked candidates?

If all of your post preferences have been exhausted, your application will be forwarded to your first preference network, if a post is available in that network. If no posts remain in your first preference network, your application will be sent to your second preference network and so on, depending on what posts remain available. While applicants ranked lower than you may be matched to posts depending on whether any of their individual post preferences remain, lower ranked candidates will not displace higher ranked candidates matched to posts or networks.

6.9 What happens if I change my mind about my post preferences and want to take my second or subsequent preference post?

You do not have the option to opt for a subsequent post. A single match will be carried out and, if you are successful, you will be allocated to a single post. There will be no second round of offers. You should therefore choose your post preferences carefully.

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

The matching process must be scheduled to allow sufficient time for the necessary pre-employment checks to take place prior to commencement of employment. The matching process will take into account the centile rankings of applicants at the time of the deadline for submission of centile rankings: May 18th 2010. Any centiles submitted after that date cannot be incorporated into the matching process. An application which does not have a centile ranking at that time cannot proceed.

6.11 Will I have to undergo an interview?

No. Interviews will not be held for intern posts commencing July 2010.

6.12 How will I be notified of the outcome of my application?

Notification will ordinarily be made by e-mail. It is the applicant's responsibility to ensure that all contact details provided, including their e-mail address are correct and accessible after graduation.

Successful applicants will be notified by the Intern Training Network to which they have been assigned. This contact will come through the Medical School in that Network. The Medical School that notifies you may therefore not be the Medical School from which you have graduated. Unsuccessful applicants will be notified by the HSE.

6.13 After I have received notification of my intern post, what should I do?

You must confirm your intention to proceed with the post **within 3 working days** of the date of notification of allocation. You will be given details about who to contact regarding induction and required pre-employment checks. Failure to provide confirmation to the Intern Training Network may result in the withdrawal of the allocation.

If you choose not to proceed with the post, you must confirm this within 3 working days of the date of notification. The post will then be offered to the top ranked candidate on the reserve list.

6.14 What happens if I am not matched to a post?

If your application has not been successfully matched to a post or a network, you will be notified by the HSE. You will be placed on a reserve list which will be in rank order. If a vacancy arises due, for example, to a matched applicant deciding not to proceed with their allocation, the top ranked candidate on the reserve list will be allocated to the vacant post and the successful reserve applicant will be notified. Such vacant posts may be in any of the Intern Training Networks.

6.15 What happens if a candidate who is matched to a post decides not to take the post?

Successful applicants who have been matched to an intern post may decide not to proceed with employment for a variety of reasons. Such applicants cannot therefore work as an intern for the training period commencing July 1st 2010 but may apply for subsequent intern recruitment campaigns. The post which falls vacant due to such a decision will be offered to the top-ranked candidate on the reserve list.

6.16 Am I permitted to swap my allocated intern post with a colleague?

No; interns are allocated to specific posts with specific rotations.

6.17 Will panels be formed for intern posts?

A reserve list will be formed, which will be in rank order. If a post falls vacant, it will be offered to the top-ranked candidate on the reserve list.

7.0 Garda / Police Vetting

7.1 Why is Garda vetting required?

All prospective interns must undergo a process of vetting by An Garda Síochána due to the nature of their positions involving the clinical care of patients in the health service. In addition to the Garda vetting required for all prospective interns, any applicant who has lived in another country for 6 months or more since the time they turned 15 years of age must provide, to their employer, a police clearance certificate from each country.

7.2 How do I apply for Garda vetting?

You must complete a Garda Vetting Form. This Form, along with guidelines on how to complete the form, is being made available through the Irish Medical Schools. Overseas applicants should immediately request these documents by sending an e-mail to the HSE's MET Unit, metr@hse.ie. Any mistakes or omissions in the Garda vetting form could cause considerable delays and potentially affect your commencement of employment should you be successfully matched to a post.

The Garda vetting form must be completed by all applicants – graduates of Irish Medical Schools and all other graduates – and the completed form must be submitted with your application form.

The Garda vetting forms received will be forwarded by the HSE's Medical Education & Training Unit to the HSE's Garda Vetting Liaison Office, which in turn will forward the forms to the Garda Central Vetting Unit in Thurles, Co. Tipperary. Applicants must not send applications directly to the Garda Central Vetting Unit or to a Garda station.

The Garda Central Vetting Unit will provide information on each individual to the HSE's Garda Vetting Liaison Office. This information will be provided to your employer.

7.3 Is the process for Garda vetting the same regardless of the hospital(s) / clinical site(s) I intend to work in?

Yes; a common system of Garda vetting is in place for all intern training posts regardless of the hospitals or other clinical sites you intend to work in.

7.4 If I am not resident in Ireland, is any further information required?

If you do not currently live in Ireland you will still be required to complete and submit the Garda Vetting Form. In addition to this you must provide to your employer (if successfully allocated to a post), Police Clearance for every country you have lived in for a period of 6 months or more since the age of 15.

7.5 If I have lived abroad for any period, is any further information required?

Yes; in addition to submitting a completed Garda Vetting Form, you must provide to your employer (if successfully allocated to a post), Police Clearance for every country you have lived for a period of 6 months or more since the age of 15.

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

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

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

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

8.0 Statutory Declaration

8.1 Why is a statutory declaration required?

All new applicants for employment in the Irish health service must submit a signed and witnessed statutory declaration.

8.2 Where can I obtain the statutory declaration form?

The statutory declaration is provided at Schedule D of the Application Form for Intern Posts 2010, available to download from www.hse.ie/eng/Staff/Jobs/Interns_SHOs_Registrars/.

8.3 What is the deadline for submission of the statutory declaration?

The deadline for submission of the statutory declaration is May 31st 2010. The signed declaration must be received by that date at the same address as that for submission of applications.

8.4 Why is there a different deadline for submission of the statutory declaration to that for the application form?

A later deadline for submission of the statutory declaration has been provided in acknowledgement of the fact that many applicants will be completing their final exams around the time of the application process for intern posts and additional time may be required in order to have their signature on the statutory declaration witnessed. It is recommended that applicants commence this process as soon as possible in order to avoid any delays which could jeopardise their application proceeding and/or commencement of employment.

8.5 Where should the statutory declaration be sent?

The signed declaration should be sent to the same address as that for submission of applications: Intern Doctors, MET Unit, Health Service Executive, Room 1.24, Dr. Steevens' Hospital, Dublin 8, Ireland.

8.6 Will I be required to submit a new signed statutory declaration for each medical training post after internship?

Subject to continued employment in the Irish public health service, a new statutory declaration will not ordinarily be required upon appointment to subsequent medical training posts.

9.0 Employment and pre-employment checks

9.1 What contract will I receive?

If successfully appointed to an intern post you will receive the Contract of Employment for Non-Consultant Hospital Doctors.

9.2 Who will provide my employment contract?

The employment contract will be provided by your employing authority. Intern posts are available in a range of clinical sites, including HSE hospitals, voluntary hospitals and a small number of primary care sites and private hospitals. The employing authority will vary depending on the location of individual modules of training. If your intern post involves rotations to different employing authorities (e.g. a voluntary hospital and a HSE hospital), separate contracts may be issued for individual rotations. More information on the contract will be available from your base hospital once post allocations have been made.

9.3 What is intern induction?

Intern induction is a period of pre-employment training at a clinical site (usually the site of your first intern rotation). It provides an opportunity for incoming interns to learn more about the hospital(s) in which they will be based and their role in the hospitals. Some induction programmes include a period of shadowing of an existing intern.

9.4 Where will intern induction be provided?

Induction will ordinarily be provided at the site of your first intern rotation or another location within your Intern Training Network. Details will be available after intern post allocations have been made.

9.5 How long does induction last?

The duration of induction varies depending on your training location. Most induction programmes are for a number of days, some are for up to two and a half weeks prior to commencement of employment. Details of your induction programme will be provided after post allocations have been made.

9.6 Will I be paid during intern induction?

No. The contract of employment for Non-Consultant Hospital Doctors, which is the contract which all interns will receive and will be required to sign with their employing authority, refers to induction and confirms that the period of induction will not be remunerated.

9.7 Is induction mandatory?

Yes, all interns are required to attend the designated induction in their Intern Training Network.

9.8 Where is occupational health assessment carried out and by whom?

Occupational health assessment will be arranged through your base hospital.

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

Yes, on-call commitments have been recognised as being an important learning experience within a supervised clinical environment and within European Working Time Directive regulations. Actual on-call commitments will vary depending on your individual hospital and local arrangements for on-call rotas.

9.10 What is the salary for intern posts?

The salary for intern posts, based on a basic 39 hour week is €33,619, with effect from January 1st 2010.

9.11 What is the duration of an intern post?

Intern posts are for a minimum of 12 months, which should normally be consecutive, including at least three months in medicine and three months in surgery. Intern posts may also include 2-3 months in other specialties recognised by the Medical Council for the purposes of intern training (Emergency Medicine, General Practice, Obstetrics & Gynaecology, Paediatrics, Psychiatry and Anaesthesia including Perioperative Medicine)

Previously all NCHD contracts were for a duration of either 6 months (January 1st to June 30th and July 1st to December 31st) or for 12 months (usually July 1st to June 30th). However, with the introduction of the new NCHD contract, the "changeover" dates have now been moved to the second Monday in January and the second Monday in July. This change will affect the July 2010 intern intake only; exceptionally, the duration of intern posts commencing in July 2010 will be 12 months and 10 days. Depending on the employing authority in each case, the contract provided to interns could be for this period in its entirety or in separate parts if one or more rotations are undertaken under a different employing authority.

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

The Medical Council stipulates that Internship training should ordinarily be for a consecutive period of at least 12 months. Intern posts are wholetime; flexible / part-time training is not available at intern training level. Any individual concerns prior to appointment should be raised with your Medical School in the first instance.

10.0 Work Permits

10.1 How do I know if I require a permit to work in Ireland?

If you are not a citizen of an EEA country you may require a permit to work in Ireland. It is the individual applicant's responsibility to determine whether they will require a permit in order to take up employment on July 1st 2010. Some non-EEA nationals may not require a permit to work in Ireland. More information on work permits is available from the Department of Enterprise, Trade and Employment at www.entemp.ie. Information on immigration is available from the Irish Naturalisation and Immigration Service www.inis.gov.ie.

10.2 When should I apply for a work permit?

Applicants to intern training posts cannot apply for work permits until they have been allocated to a post as permit applications will only be considered on the basis of a specific job offer. When intern post allocations have been notified, successful applicants who require a work permit should contact their base hospital immediately in order to progress the application for the permit.

10.3 I am a non-EU/EEA national who is married to an EU/EEA citizen – do I require a work permit?

You should contact the Department of Enterprise, Trade and Employment at www.entemp.ie to determine whether you require a work permit.

10.4 I am a non-EU/EEA national who is engaged to an EU/EEA citizen – do I require a work permit?

You should contact the Department of Enterprise, Trade and Employment at www.entemp.ie to determine whether you require a work permit.

10.5 I am a non-EU/EEA national who is in a “de facto” relationship (as defined by the Irish Naturalisation and Immigration Service) with an EU/EEA citizen – do I require a work permit?

You should contact the Department of Enterprise, Trade and Employment at www.entemp.ie to determine whether you require a work permit.

10.6 Will non-EEA nationals who do not require a permit to work in Ireland be treated the same as EEA nationals in terms of the matching process to intern posts?

In line with EU Community Preference, intern posts will be filled by applicants who do not require a work permit prior to posts being filled by applicants who do require a work permit. The deciding factor in this order of allocation will be whether the applicant requires a permit to work in Ireland as of July 1st 2010. Any non-EEA national who does not require a permit to work in Ireland as of July 1st 2010 will be treated the same as EEA nationals in terms of the matching process to intern posts. Applicants who do require a permit and who are successfully allocated to an intern post will be required to contact their employer in relation to applying for a permit.

11.0 Language requirements

11.1 Are there any language requirements to work as an intern in Ireland?

Yes, all interns are required to be proficient in the English language. If appointed, continuity in an intern post is subject to confirmation by the employer within the first three months of employment of the appointee's communication skills through English.

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

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

Applications are currently only invited for posts commencing in July 2010. Applicants to such posts must have graduated and been conferred with their medical degree prior to commencement of employment on July 1st 2010. Future intern recruitment campaigns will be notified.

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

Applications are currently only invited for posts commencing in July 2010. Applicants to such posts must have graduated and been conferred with their medical degree prior to commencement of employment on July 1st 2010. Future intern recruitment campaigns will be notified. You should contact your Medical School in the first instance for more information.

13.0 Sign-Off of the Intern Year

13.1 What is the Certificate of Experience?

The Certificate of Experience is granted by the Medical Council when a medical practitioner has completed a period of internship to the satisfaction of the Council. This Certificate is required for eligibility to apply to the Trainee Specialist Division or General Division of the Register of Medical Practitioners maintained by the Medical Council. The Certificate is also required by most other competent authorities in order to register to practise medicine in other countries. The mechanism of granting such certificates will be advised by the Medical Council. See www.medicalcouncil.ie for more information.

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

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

14.0 Career opportunities after internship

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

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

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

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

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

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

15.0 Further information

15.1 Where can I find more information on the intern year?

Information on the intern year is available in the Guide to Application and Appointment to Intern Training in Ireland 2010, Parts 1 and 2, which are available at www.hse.ie/eng/services/publications/corporate/etr/. Further information on intern education programmes will be available from the Intern Training Networks after post allocations have been made.

15.2 Where can I find more information about the hospitals where interns are based?

More information on public hospitals is available from the HSE website at www.hse.ie/eng/services/Find_a_Service/ and from individual hospital websites.

15.3 Where can I find more information about registration?

More information on registration is available from the Medical Council at www.medicalcouncil.ie.

15.4 Where can I find more information on Work Permits?

More information on work permits is available from the Department of Enterprise, Trade and Employment at www.entemp.ie.

15.5 Where can I find more information about immigration?

More information about immigration is available from the Irish Naturalisation and Immigration Service www.inis.gov.ie.

15.6 Where can I find more information on Garda Vetting?

Information on the completion of the Garda Vetting form is provided in the document entitled "Guidelines for the completion of Garda Vetting Forms" which is provided along with the Garda Vetting Form. General information on the Garda vetting process is available from www.garda.ie/FAQ/.

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