



**GUIDELINES FOR COMPLETION OF FORM B (FOR JULY 2018 INTAKE)**  
**APPLICATION TO THE NATIONAL HIGHER SPECIALIST TRAINING PROGRAMMES IN PSYCHIATRY**

PLEASE READ THIS INFORMATION CAREFULLY BEFORE COMPLETING YOUR APPLICATION

**GENERAL POINTS**

- Only the information contained on the Application Form ("Form B") and Addenda 1 & 2 are copied for consideration by the shortlisting and selection panels. Therefore, please **do not** send a copy of your *Curriculum Vitae* or *Passport* with your application.
- Applications are accepted by post/hand delivered only to: **HST Recruitment Dept., The College of Psychiatrists of Ireland, 5 Herbert Street, Dublin 2**. We require **1 copy** of your entire submission (which includes Form B & all certified documentation) and **9 photocopies** of the entire submission.
- References must be posted, hand delivered or emailed to the College to arrive by the closing date: **Friday, 19<sup>th</sup> January 2018**. **Incomplete applications will not be accepted**. You will be informed if your application is incomplete.
- An application will be considered incomplete if any of the required documents are missing:  
**Required Documents (for information on "certified copy" please see Addendum 1:**
  1. Certified copy of Medical Council of Ireland Registration Certificate (*if applicable*).
  2. An email copy from the Medical Council of Ireland attesting eligibility for entry in the Trainee Specialist Division of the Medical Register (*if applicable*).
  3. A certified copy of IELTS Result [*if applicable, see Section B*].
  4. A certified copy of transcript of exam results from your Medical School/University **must be included**.
  5. Certified copy of MRCPsych (or equivalent) Certificate **must be included**.
  6. Certified copy of other degree/diplomas [*if applicable*].
  7. 2 references (with relevant hospital stamp) **must be received** by the closing date for applications.

**Required Documents for those shortlisted for Interview:**

1. A certified colour copy of passport to include picture identification page **must not be included** with your Application Form but will be required if you are successful at shortlisting.
2. 1 certified passport sized photograph with your name in block capitals on the reverse **must not be included** with your Application Form but will be required if you are successful at shortlisting.
3. A certified copy of Certificate of Naturalisation as issued by the Department of Justice and Equality [*if applicable, see Section A (ii)*] **must not be included** with your Application form but will be required [*if applicable*] following shortlisting.

**NOTE:**

Please submit only certified copies of (and not original) documents. **All** copies of documents submitted should be properly certified in the manner described in Addendum 1.

**Canvassing in order to obtain an unfair advantage at interview is unacceptable.**



### SECTION A (i) – Personal details - Enter these as on Medical Council/College documents

- The details given in this section must correspond with your personal details as they appear on the Medical Council and other College documents accompanying your application.
- Please ensure that you give a current secure address and details of how you may be contacted quickly.
- A personal (rather than employment) email address is preferred.

### SECTION A (ii) – Citizenship

- Candidates (**who are successful at shortlisting**) are requested to indicate if they hold European Union (EU) citizenship. The provisions of the Employment Equality Act, 1998 will apply when offering placements to successful candidates.
- In order to comply with national policy relating to the recruitment, training, retention and development of specialist medical practitioners, it has been determined that the following process will apply to the recruitment and selection of new specialist trainees:
  1. Available specialist training places will be allocated by the College of Psychiatrists of Ireland in the first instance to those candidates who at the time of application are citizens of Ireland or nationals of another Member State of the European Union.
  2. All such appointments will be made in order of merit, and are subject to the applicant meeting the conditions and standards prescribed by the College of Psychiatrists of Ireland.
  3. Should training places on the specialist training programme remain unfilled following the initial round where qualified candidates (as outlined above) are offered training places, the College of Psychiatrists of Ireland may allocate any remaining training places to candidates who at the time of application were otherwise qualified save for meeting the condition specified in paragraph 1 above.
  4. All offers made under paragraph 3 above will be made in order of merit, and are subject to an applicant meeting the conditions and standards prescribed by the College of Psychiatrists of Ireland.
  5. To manage this allocation process, **ALL** shortlisted applicants will be required (prior to interview) to submit to the College of Psychiatrists of Ireland a colour copy of the identity page of their passport. The colour copy submitted must be legible. Where appropriate, applicants should submit a copy of their Certificate of Naturalisation as issued by the Department of Justice and Equality if such is required for an applicant to be considered as a candidate specified in paragraph 1 above.
  6. An applicant's citizenship status is a matter entirely between the applicant and the relevant national authorities. The College of Psychiatrists of Ireland will not entertain or take account of applications for naturalisation that are pending with the relevant authorities. All required evidence must be valid at the time of application.



## SECTION B – English Language Proficiency Requirements

The ability to communicate clearly with patients and colleagues is a key requirement for all healthcare professionals. Proficiency in the English language is therefore a core competency for all NCHDs working in the Irish public health service. The HSE requires that as part of the application process for training positions on specialist training programmes, all applicants are required to demonstrate their competency in the English Language in line with HSE specifications.

Under Section 6 'Standard duties and responsibilities' of NCHD Contract 2010, NCHDs are required to be able to communicate effectively with patients and clients; and comply with statutory and regulatory requirements, corporate policies and procedures and human resource policies and procedures.

### **Requirement for all NCHDs:**

The English language requirements for NCHDs are universally applicable. There is no distinction between training, non-training, intern or any other category or grouping.

In this context, all NCHDs taking up employment with the HSE who were **not** registered by the Medical Council in any of the divisions of the Register of Medical Practitioners prior to **1st January 2015**, or who did **not** complete the entirety of their undergraduate medical training in the Republic of Ireland, are required to provide evidence of one of the following:

- IELTS (International English Language Testing System) certificate with an overall band score of 7.0 and a minimum score of 6.5 in each of the four domains – reading, writing, listening and speaking - on the academic test. The test must be undertaken no more than two years prior to the date of it being submitted to the employer. While a doctor may sit the above test as often as they wish, the above scores must have been achieved at only one sitting of the IELTS test. Results from more than one test sitting cannot be amalgamated. Any cost incurred in relation to the IELTS exam will be borne by the applicant. Information on IELTS is available at [www.ielts.org](http://www.ielts.org)

**OR**

- Completion of their medical degree in the any of the following countries – United Kingdom, Australia, Canada, New Zealand, or United States.

NCHD's that were employed by the HSE prior to 1<sup>st</sup> January 2015 (who have not completed the entirety of their undergraduate medical training through English in the any of the following countries – Ireland, United Kingdom, Australia, Canada, New Zealand, or United States) are required to provide evidence of English competence by furnishing evidence of IELTS results. NCHDs that furnished satisfactory evidence of IELTS certification at the time of employment (to the hiring hospital) are not required to re-sit IELTS, however they must submit evidence of their IELTS results to the training body.

**There are no exemptions to the above requirements.**

**These requirements are effective from Wednesday 9th March 2016.**

All applicants are required at the time of application to demonstrate to the College of Psychiatrists of Ireland their English Language competency either by means of submitting the required IELTS Certificate documentation or by declaring themselves exempt under one of the above parameters and providing the required documentary evidence of same.

Please see the following list of frequently asked questions re. English Language Certification requirements:



**Q. 1 I am seeking to apply to a BST training programme in Ireland but I did not complete my undergraduate medical training in the Republic of Ireland. Do I need to undertake an IELTS exam?**

Yes. All NCHDs taking up employment with the HSE who did not complete the entirety of their undergraduate medical training in the Republic of Ireland, are required to provide evidence of one of the following:

1. IELTS (International English Language Testing System) certificate with an overall band score of 7.0 and a minimum score of 6.5 in each of the four domains – reading, writing, listening and speaking - on the academic test. The test must be undertaken no more than two years prior to the date of it being submitted to the employer. While a doctor may sit the above test as often as they wish, the above scores must have been achieved at only one sitting of the IELTS test. Results from more than one test sitting cannot be amalgamated. Any cost incurred in relation to the IELTS exam will be borne by the applicant. Information on IELTS is available at [www.ielts.org](http://www.ielts.org)

Or

2. completion of their medical degree in the any of the following countries – United Kingdom, Australia, Canada, New Zealand, or United States.

**Q2. What is an acceptable IELTS Score?**

A current Academic IELTS Certificate (dated within the last two years) with a minimum overall band score of 7.0 and a minimum score of 6.5 in each domain is the minimum score accepted.

**Q3. I completed my medical degree in English but not in a country where English is an official language. Is this acceptable?**

NCHD's taking up employment / training programme must have completed the entirety of their undergraduate medical training medical degree through English in the any of the following countries – Ireland, United Kingdom, Australia, Canada, New Zealand, or United States. Otherwise, a sufficient IELTS score is required.

**Q.4. I did not complete my medical degree in a country listed (in answer to Q1 above) but I am already employed in the HSE for a number of years – do I need to furnish IELTS exam results?**

Yes, you must submit a current IELTS certificate unless you can provide evidence (to the Postgraduate Medical Training Body you are applying to) that you furnished evidence of IELTS at the time of commencing employment with the HSE (in line with HSE Circular 021/2012 and subsequently 006/2016).

**Q5. I took up employment with the HSE prior to 1st January 2015 – am I exempt from the requirement to have obtained a sufficient IELTS score?**

No, taking up employment prior to 1<sup>st</sup> January 2015 does not mean that an exemption applies. NCHD's that are employed prior to this date (that have not completed the entirety of their undergraduate medical training through English in the any of the following countries – Ireland, United Kingdom, Australia, Canada, New Zealand, or United States) are required to provide evidence of English competence by furnishing evidence of IELTS results. NCHDs that furnished satisfactory evidence of IELTS certification at the time of employment (to the hiring hospital) are not required to re-sit IELTS, however they must submit evidence of this to the Postgraduate Medical Training body. Prior to the 1<sup>st</sup> January 2015 the IELTS requirement was higher in Ireland.



**Q6. I provided evidence of sufficient IELTS to obtain my Irish Medical Council registration (prior to December 2012) – do I need to re-sit the exam?**

No. If you submit evidence to the Postgraduate Medical Training Body, that you previously submitted IELTS certification to the Irish Medical Council at the time of registration, you are not required to re-sit the exam. Since 2012, the Medical Council no longer assess English language competency as part of the registration processes for EU doctors.

**Q7. I was not required to provide evidence of sufficient IELTS to the Irish Medical Council at the time of my Medical Council registration – am I exempt from the HSE IELTS requirements?**

No. The Medical Council requirements are separate to the HSE employment requirements on English language.

**Q8. Where can I get more information about English language requirements?**

Further information in relation to the English language requirements is available at <http://circulars.gov.ie/pdf/circular/hse/2016/06.pdf>

Eligibility for postgraduate medical training schemes is a matter for each Postgraduate Medical Training Body, please contact the relevant Training Body directly.

**SECTION C (i) – Schemes being applied for**

- Tick (✓) the Scheme and posts for which you are applying – i.e.
  1. The specialties of Adult Psychiatry - (i) Clinical posts only **or** (ii) Clinical & Academic posts
  2. Child and Adolescent Psychiatry - (i) Clinical posts only **or** (ii) Clinical & Academic posts

**Please note:** If you wish to be considered for both Schemes [(1) the specialties of Adult Psychiatry and (2) Child and Adolescent Psychiatry], you must make an entirely separate submission for each.

**SECTION C (ii) – Part-Time/Flexible Training**

- Candidates are requested to indicate if they wish to undertake Higher Specialist Training, or part thereof, on a part-time/flexible basis. If the applicant is shortlisted for interview, further details of where and how part-time/flexible can be facilitated will be available. Interested candidates can refer to the flexible (part-time) training guidelines detailed in the Regulations for Basic and Higher Specialist Training document available on the College's website.

**SECTION D – Irish Medical Council Registration – Entry to Trainee Specialist Division**

- The NCHD Contract requires all junior doctors participating in a structured training programme to hold Trainee Specialist Division registration. Given the Training Bodies' role in the selection of trainees to training programmes and the subsequent proposal of such trainees to employment positions within the health



service, it is required that all applicants to training programmes would either *hold or be eligible to hold* registration in the Trainee Specialist Division of the Medical Register.

- In that context all applicants must indicate at the time of application their eligibility to hold registration in the Trainee Specialist Division. ***Please note candidates who do not currently hold Medical Council registration must make an application to the Medical Council immediately.***
- The Medical Council of Ireland have advised that the following candidates can be automatically considered eligible for the Trainee Specialist Division:
  1. Doctors who have graduated from an Irish Medical School and successfully completed their internship in Ireland or will have completed their internship by July 2018.
  2. Doctors who have successfully completed their primary medical qualification in one the following EU countries:  
Austria / Belgium / Bulgaria / Croatia / Cyprus / Czech Republic / Estonia / Finland / France / Germany / Greece / Hungary / Iceland / Latvia / Netherlands / Romania / Spain / Switzerland / Slovak Republic
  3. Doctors who are currently or were previously registered on the Trainee Specialist Division of the Medical Register.
- **All other candidates** must provide proof of their eligibility to the Trainee Specialist Division at time of application. Candidates who qualified in an EU member state other than one of the above will be required to provide, in addition to their medical degree, any additional documentation stated in the EU Directive 2005/36/EC, in order to establish eligibility for registration in the Trainee Specialist Division. For example, a doctor who qualifies in the UK will be asked to provide a Certificate of Experience in addition to his/her medical degree when applying for registration.
- Please note the Medical Council of Ireland cannot confirm a doctor's eligibility for Trainee Specialist registration until an application for registration has been submitted to the Council and assessed. Note that it will take between 4 to 6 weeks before an application is fully examined and confirmation of a doctor's eligibility for Trainee Specialist registration cannot be provided before that time. Candidates are advised to apply to the Medical Council for registration and following submission of an application contact the Medical Council to seek an email confirming eligibility to the Trainee Specialist Division. This email confirming eligibility must be submitted with your application to the HST programme.
- Applicants who have qualified outside the EU must pass or be exempt from the PRES to establish eligibility for registration in the Trainee Specialist Division. They must also have completed an internship which is recognised by the Medical Council as equivalent to an Irish internship.

The Medical Council recognises internships undertaken in the following countries as equivalent:

- Australia
- Malaysia
- New Zealand
- Pakistan where the internship commenced after 31<sup>st</sup> December 2008 (*note: the rotations must meet the standards of an Irish internship*)
- Sudan
- South Africa where the internship commenced after 1<sup>st</sup> July 2006
- UK
- Malta



- If applicable, please provide your Medical Council Registration Number.

### **SECTION E – Education [(i) Medical and (ii) Non-Medical]**

- Details on all your undergraduate and postgraduate achievements must be filled in this section. The relevant information must be inserted into the relevant box. Please provide supporting documentation (certified as per Addendum 1).

### **SECTION F (i) – Basic Specialist Training in Psychiatry**

- Details (name of Scheme, dates of Basic Specialist Training in Psychiatry) must be provided.

### **SECTION F (ii) – Medical Employment History**

- Beginning with the most recent (i.e. your current position), please list the location of all previous appointments relevant to the Higher Specialist Training programme for which you are applying. In each case, indicate the site, grade, specialty, Supervising Consultant, dates and duration in months.
- Beginning with the most recent, list the location of all other previous clinical appointments relevant to the Higher Specialist Training programme for which you are applying. In each case, indicate the site, grade, specialty, Supervising Consultant, dates and duration in months.

### **SECTION F (iii) – Non-Medical Employment History (IF APPLICABLE):**

- Beginning with the most recent (i.e. your current position), please list the location of all previous non-medical appointments (if applicable). In each case, indicate the employer, the job role/title, the dates and duration in months.

### **SECTION G – Publications, Audit, Presentations and Teaching Experience**

- Please list (with full bibliographical details) all your publications in peer review journals. Please describe (briefly) the terms of any prizes or honours awarded.  
Please provide detail requested regarding undertaken audits, presentations and teaching.

### **SECTION H – Aim and Career Objectives**

- In this section, you are being asked to explain how you have sought to prepare yourself for this competition, and how Higher Specialist Training in Psychiatry fits into your career plans and objectives.

### **SECTION I – Additional Information**

- Use this section to highlight any personal achievements which you consider significant.



### SECTION J – References

- Please include two references (by Consultant Psychiatrists) with your application, one of which must be from your most recent Supervising Consultant. You are required to ask the referees to complete the reference form and return it to you. You should ensure that these two envelopes reach the College of Psychiatrists of Ireland by the closing date for receipt of applications.

### SECTION K – Notes

- Read each note carefully and confirm your understanding of each and every one.

### SECTION L – Application Checklist

- Confirm here the documents that you are including with your application. Be advised that applications which are incomplete (see **General Points**) will not be considered. You will be advised of outstanding items and unless they are re-submitted correctly and in time, the application **will not** be put forward for consideration by the shortlisting and appointment panels.

### SECTION M – Signature

- The application form must be signed by you and dated (dd/mm/yyyy format).

### SECTION N – Declarations

- Please read the three declarations carefully and sign and date your agreement with the text of each declaration.

### RECOMMENDATIONS

- We recommend that you submit your application **as early as possible**. In the event of your application being judged incomplete you will be notified of same and you may address the problems and re-submit the properly completed form before the closing date. You must submit your application form by post or hand delivery. References may be included in the application or may also be forwarded by email [ekavanagh@irishpsychiatry.ie](mailto:ekavanagh@irishpsychiatry.ie). It is advisable to send postal application by recorded delivery/registered post.
- If you are still uncertain on how to complete any part of the application form, or if you are unsure about anything covered in the foregoing instructions, please contact the Postgraduate Training Department for their advice.
- Please note the College of Psychiatrists of Ireland reserves the right to retain a reserve list following interview.



## Addendum 1

### *“Certified” Copies*

If you have been asked to provide certified copies of documents submitted as part of your application, please proceed as follows:

To have a copy certified, you must present the original document and the photocopy to one of the following:

- A member of the Garda Síochána at a police station
- A Commissioner for Oaths
- A Notary Public

The copy must be certified with the following words or an appropriate equivalent (BLOCK CAPITALS, please)

*“I (NAME) CERTIFY THAT THIS IS A TRUE AND FAITHFUL COPY OF AN ORIGINAL DOCUMENT WHICH I HAVE SEEN”*

**It must then be signed, officially stamped and dated.**

**Do not send the original documents.** If your original certified copy is not in English you must supply, *in addition*, a **certified English translation**. The College of Psychiatrists of Ireland will not take responsibility for their loss or damage.

Those who applied in previous years should note that it remains **the applicant’s** responsibility to resubmit certified copies each time they apply. The Postgraduate Training Department (which processes the large number of applications received in the College) has not the resources to retain or locate such documentation on your behalf.