



**GUIDELINES FOR COMPLETION OF FORM B (FOR JULY 2022 INTAKE)
APPLICATION TO THE NATIONAL HIGHER SPECIALIST TRAINING PROGRAMMES IN PSYCHIATRY**

PLEASE READ THIS INFORMATION CAREFULLY BEFORE COMPLETING YOUR APPLICATION

GENERAL POINTS

- The application process has changed from previous years and applicants will now apply online through the College of Psychiatrists of Ireland website. **POSTED PAPER COPIES OF APPLICATIONS WILL NOT BE ACCEPTED.**
- You will download the application form from the website, complete it, save it and upload it electronically through the website, along with all relevant accompanying documentation.
- **Please ensure you have all accompanying documentation ready for upload along with your application form when you are ready to complete and submit your application online.** You will receive a notification that your application has been received, this does not mean your application has been verified. You will receive a further email notification once your application and accompanying documentation has been verified.
- **Incomplete applications will not be accepted. You will be informed if your application is incomplete.**
- Only the information contained on the application form will be considered by the shortlisting and selection panels. Therefore, **do not** send a copy of your *Curriculum Vitae* with your application.
- ‘HST’ Candidate Appraisal Forms’ (references) are to be scanned and uploaded in PDF format with the application.
- An application will be considered incomplete if any of the required documents are missing:
Required Documents:
 1. A scanned / PDF of Medical Council of Ireland Registration Certificate (*if applicable*).
 2. An email from the Medical Council of Ireland attesting eligibility for entry in the Trainee Specialist Division of the Medical Register (*if applicable*).
 3. A scanned / PDF of IELTS Result or OET test (*if applicable*).
 4. A scanned / PDF transcript of exam results from your Medical School/University **must be included**
 5. A scanned / PDF of MRCPsych (or equivalent) Certificate **must be included**
 6. A scanned / PDF of Completion Certificate of BST (or equivalent) Certificate – **must be included**
 7. A scanned / PDF of other degree/diplomas (*if applicable*).
 8. Two Scanned / PDF references (with relevant hospital stamp) **must be included**
 9. A scanned copy of Passport Identification page (including picture) **must be included**
 10. Other e.g. – Certificate of Neutralisation (*if applicable*)

NOTE:

All documents submitted must be scanned / PDFs and uploaded with your completed application form.

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

Allocation of Places on Specialist Training Programmes

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 [name of training body] in the first instance to those candidates who, at the time of application, are:-
 - a. citizens of Ireland;
 - b. nationals of another Member State of the European Union;
 - c. UK nationals; and
 - d. all persons currently holding a Stamp 4 immigration permission (including holders of a Stamp 4 EUFAM permission).

Nationals of the United Kingdom are included in the category of persons to whom available specialist training places will be allocated in the first instance. Following the UK leaving the EU, UK nationals continue to be treated on a par (or on a reciprocal or equal basis) with Irish nationals in the context of all general rights and privileges to move freely and take up residence and employment within the Common Travel Area as reaffirmed in the Memorandum of Understanding between the UK and Irish Governments of May 2019.

2. All such appointments under paragraph 1 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 conditions 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 applicants at the time of application are required to submit to the College of Psychiatrists of Ireland a colour copy of their passport. The colour copy submitted must be legible and include the passport identity page. In addition, applicants should submit a copy of document(s) such as a Certificate of Naturalisation as issued by the Department of Justice and Equality or their Stamp 4 permission (or Stamp 4 EUFam card) or such other document, as may be required in order to be considered for the purposes of paragraph 1 above.



6. An applicant's immigration or 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 variation/renewal of immigration status or for naturalisation that are pending with the relevant authorities. All required evidence must be provided at the time of application.

November 2021

SECTION B – English Language Proficiency Requirements

The following is per HR Circular 063/2020 re English language requirements for NCHDs - in place of those in HSE HR Circular 022/2018

Heretofore, the extent to which NCHDs were required to provide evidence of English language competency was set out in HSE HR Circular 022/2018. This Circular outlines the current position and supersedes all previous communication in this regard.

Required English Language Competency

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 NCHDs working in the Irish public health service.

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 and section 38 organisations who were **not** registered with the Irish 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 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:
 - 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
- 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).



- Category 4. *Currently employed by the HSE whereby IELTS/OET/ (CAE accepted until 2016) was completed upon entering service to the HSE.

**Applicants that have been in continuous HSE employment as a medical doctor for longer than 2 years, with no break in service, that submitted an acceptable English language competency certificate at the time of commencing HSE employment will not be required to re-sit an English language competency test. These applicants can upload the test they submitted to HSE on commencement of employment and must also confirm on the application that they have been in continuous HSE employment for more than 2 years, without a break in service.*

Please refer to the table below for the **minimum levels** in each of the tests that are accepted by the HSE/public health service employers:

IELTS	Minimum scores
Listening	6.5
Reading	6.5
Writing	6.5
Speaking	6.5
Overall	7.0
OET	Minimum Grade
Listening	B
Reading	B
Writing	B
Speaking	B
Overall	B

Please note that:

- As outlined above doctors who have not previously been employed with the HSE/section 38 organisations who apply for an NCHD position or to a national Training Programmes must provide evidence of a valid IELTS/OET test dated within two years at application stage.
- Test results cannot be combined. The HSE will only accept one test result.
- In addition to providing evidence, as required, of the IELTS/OET the NCHDs communication skills must be independently assessed, by employer or training body, as part of the application and interview process, before the NCHD is recommended for appointment or contract of employment issued (excludes Interns).
- Potential applicants must be informed of these requirements as part of the recruitment process.

There are no exemptions to the above requirements.

Remedial Action:

Should the NCHD at any point not be able to demonstrate the required level of English language competency set out in Section 6 of the NCHD Contract 2010, the Employer may wish to consider remedial or other action under NCHD Contract 2010.

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/OET Certificate documentation or by declaring themselves exempt under one of the above parameters and providing the required documentary evidence of same.



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 & Lecturer posts
 2. Child and Adolescent Psychiatry - (i) Clinical posts only **or** (ii) Clinical & Lecturer 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 on the Trainee Specialist Division.
- In that context all applicants must indicate at the time of application their eligibility to hold registration on the Trainee Specialist Division. Following amendments to the Medical Practitioners Act 2007 in 2020, all doctors who are eligible for registration in the General Division are now also eligible for registration in the Trainee Specialist Division.

Note: Only candidates applying to the Medical Council for registration *for the first time* (i.e., have never previously held registration in the Trainee or General Divisions) must provide proof of their eligibility to the Trainee Specialist Division at the time of application.

The following doctors are automatically eligible for registration in the General and Trainee Specialist Divisions:

- Doctors who have graduated from an Irish Medical School and successfully completed their internship in Ireland or will have completed their internship by July 2022.
- Doctors who have successfully completed their 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

Note: Doctors 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. Example, a doctor who qualifies in Poland will be asked to provide a LEK in addition to his/her medical degree when applying for registration.

- Doctors who are currently or were previously registered on the Trainee Specialist Division or the General Division of the Irish Medical Council Register.

Applicants who have qualified outside the EU must pass or be exempt from the pre-registration exam, the PRES, to establish eligibility for General and/ or Trainee Specialist registration.

Equivalent Internship exemption

The Medical Council recognises internships undertaken in the following countries as equivalent and applicants for registration who have completed one of these internships will be exempt from the PRES:

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

Higher qualification exemption

Exemptions from the PRES can be granted to applicants who hold a listed higher qualification and have either undertaken an internship of at least twelve months which comprised of a minimum of three months in medicine in general and three months in surgery in general OR have completed a minimum of three years in an accredited training programme.

<https://www.medicalcouncil.ie/registration-applications/first-time-applicants/general-registration-non-eu-eea-trained-doctors.html>

the Medical Council advises that first time applicants for registration who have qualified in the EU should submit their application for registration at least 8 weeks in advance of their commencement date.

Non-EU qualified doctors should apply at least 12- 16 weeks in advance.



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.
- You must include evidence of having successfully completed a formal Basic Specialist Training programme in Psychiatry.

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.

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 submission, 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. 'HST Candidate Appraisal Forms' (references) are to be scanned and uploaded with the application.

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 electronically 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 and accompanying documentation online, through the College website as directed.
- 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

Short-listing Scoring System for HST non-streamlining applicants (Maximum score [A-C] = 50)

A. Clinical experience in psychiatry appropriate to the role of a Higher Specialist Trainee in Psychiatry (Maximum 20 points)

- Eligible for the Medical Council of Ireland's Specialist Register for one of the specialties of psychiatry and seeking training in another specialty or sub-specialty of psychiatry.
 - 10 points
- Experience, following completion of basic specialist training, as a clinical research fellow in psychiatry (must have been registered with a university for a higher degree).
 - 1 point per 6 months completed (max 6 points)
- **or**
- Experience, following completion of basic specialist training, as a clinical lecturer in psychiatry (must have held a contract with a university).
 - 1 point per 6 months completed (max 6 points)
- Experience, following completion of basic specialist training, as a clinical psychiatrist.
 - 1 point per 6 months completed (max 4 points)

B. Clinical experience in physical health appropriate to the role of a Higher Specialist Trainee in Psychiatry (Maximum 10 points)

- Experience as a specialist trainee in any clinical specialty other than psychiatry
 - 1 point per year (max 2 points)
- Membership of the Irish College of General Practitioners, the Royal College of General Practitioners, the Royal College of Physicians of Ireland, or the Royal College of Physicians (or equivalent from other jurisdictions).
 - 8 points

C. Academic experience appropriate to the role of a Specialist Trainee in Psychiatry (Maximum 20 points)

- First-author publication in a journal listed in PubMed
 - 2 points / publication
- Co-author publication in a journal listed in PubMed
 - 1 point / publication
- Oral or poster presentation at national/international meeting
 - 0.5 each (max 2 points)
- Other publication or complete audit cycle
 - 0.5 each (max 1 point)
- Higher Qualification
 - Medical or other relevant PhD 12 points other PhD 8 points
 - Doctorate MD (Medicine) 10 points
 - University graduate (other than in medicine) 1 point
 - Masters graduate 2 points



**Addendum 2
HST Interview Scoring System**

2022 National Higher Training Schemes in Psychiatry (LECTURER POSTS)	General Training & Experience (30 points)	*Qualifications Further Education (10 points)	Research & Publications^ (25 points)	†Teaching (35 points)	Communication Skills / Team Working / Leadership Potential (15 points)	General Suitability (20 points)	References No score	Totals (135 points)
2022 National Higher Training Schemes in Psychiatry (CLINICAL NON-LECTURER POSTS)	General Training & Experience (30 points)	*Qualifications Further Education (10 points)	Research & Publications^ (15 points)	Teaching (10 points)	Communication Skills / Team Working / Leadership Potential (15 points)	General Suitability (20 points)	References No score	Totals (100 points)

- For all candidates – to be appointable they must score 15/30 on the “General Training & Experience” category AND they must score 10/20 on the “General Suitability” category.
- For all candidates for Lecturer posts – to be appointable they must score 40/60 for the total of the “Teaching” and “Research” sections.

*Qualifications:	Relevant University/Professional Certificate (min one term duration)	=	0.5 points
	1 year Diploma	=	1 point
	Higher Diploma	=	2 points
	Graduate Entry	=	2.5 points
	Masters	=	3 points
	MICGP / MRCPI	=	4 points
	MD	=	5 points
	PhD	=	6 points

^Publications:	Poster	=	1 point (max. of 2 points)
	Oral presentation (national)	=	2 points (max. of 4 points)
	Non-PubMed & non 1 st author	=	0.5 points (max 1 point)
	Non-PubMed 1 st author	=	1 point (max 2 points)
	PubMed	=	3-6** points

(**depending on 1st or non-1st author and the interview boards’ view of the significance of the paper)



†Teaching: (Lecturer Applications = maximum 35 points with no more than 7 points on any one of following 5 areas; Non-Lecturer Applications = maximum 10 points with no more than 2 points on any one of following 5 areas)

Type of experience	Lecturer/Academic HST (/35)	Clinical HST (/10)
Experience of delivering teaching and or organising courses/educational programmes	/7	/2
Experience in examining	/7	/2
Formal teaching position (e.g. a university recognised post)	/7	/2
Formal training in teaching/ medical education (e.g. Cert or short course / Diploma / Masters)	/7	/2
Research publications/ presentations relating to education/teaching	/7	/2