



Feidhmeannacht na Seirbhíse Sláinte  
Health Service Executive

# Clinical Course & Examination Refund Scheme for NCHDs

## Guidance Document for Employers & NCHDs

### Effective from January 2016

|                             |  |
|-----------------------------|--|
| <b>Title:</b>               | NCHD Clinical Course & Examination Refund Scheme |
| <b>Lead Author:</b>         | HSE National Doctors Training & Planning         |
| <b>Approved by:</b>         | HSE National Doctors Training & Planning         |
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# Clinical Course & Examination Refund Scheme for NCHDs

A contribution towards HSE approved clinical courses and examinations is available to Non-Consultant Hospital Doctors from HSE – National Doctors Training & Planning (NDTP). This arrangement is part of a suite of education supports provided by the HSE to NCHDs.

The list of HSE approved clinical courses and examinations is provided at Appendix One.

The amount available is a maximum of €450 per clinical course / examination per NCHD for examinations undertaken within the Republic of Ireland. If the actual cost of the clinical course or examination is less than €450, the amount refunded by the HSE will be equal to the actual cost incurred by the NCHD.

For those examinations, approved by the HSE, and only available outside of Ireland, the amount available is a maximum of €650 per examination per NCHD. If the actual cost of the examination is less than €650, the amount refunded by the HSE will be equal to the actual cost incurred by the NCHD. Please note that such examinations are identified in Appendix One by means of an asterix.

The process for this refund scheme is as follows:

1. The NCHD must make an application directly to their employer using the **Clinical Course and Examination Refund Scheme NCHD Application Form**, a copy of which is attached at Appendix Two. All necessary supporting documentation must be attached to the Application Form and provided directly to the Employer.
2. The Employer must ensure that appropriate supporting documentation is received and verified. The Employer will then reimburse the NCHD directly.
3. In order to expedite the refund to NCHDs HSE-NDTP provides funding to employers prospectively at the start of each calendar year; therefore, employers should refund NCHDs as soon as possible after the claim is received without the need to wait for funding from HSE-NDTP.
4. The Employer must submit a quarterly report to HSE-NDTP detailing all exam/course refunds made to NCHDs for the relevant three month period. The deadline for this report will be the second Friday of the month following the end of the relevant quarter. These should be emailed to [doctors@hse.ie](mailto:doctors@hse.ie) No receipts, result slips or other documents should be sent to HSE-NDTP.

Please note the following rules in relation to the Clinical Course & Examination Refund Scheme:

- The HSE Clinical Course and Examination Refund Scheme is available to all holders of an HSE NCHD contract;
- The clinical course / examination applied for must be on the HSE approved list as set out in Appendix One. If the clinical course or examination is not specifically identified on the HSE's approved list then it is ineligible for refund under this Scheme and no exceptions will be made;

- The contribution is payable by the HSE upon the first sitting of the clinical course or examination regardless of whether the applicant has successfully passed the clinical course/examination;
- There is no limit to the number of applications that can be made by an individual NCHD to their employer for specific clinical courses / examinations undertaken, however HSE-NDTP will only fund the contribution once per applicant per clinical course or examination;
- NCHDs may claim for a re-certification in a clinical course after the required certification period;
- Applications for refund from NCHDs must be made to their current employer within 6 months of the date of undertaking the clinical course / examination;
- To be eligible for refund, the 14 clinical courses identified in Appendix One must be undertaken in Ireland (Republic of Ireland or Northern Ireland);
- With the exception of those examinations which have an asterisk beside them, all identified examinations must be undertaken in the Republic of Ireland, under the auspices of the relevant Irish postgraduate training body.

## **List of HSE Approved Clinical Courses & Examinations Qualifying for the NCHD Refund Scheme**

| <b>NAME OF CLINICAL COURSE / EXAMINATION</b>                                    | <b>CODE</b>    |
|---|----------------|
| <b>APPROVED CLINICAL COURSES</b>  |                |
| Basic Life Support / Advisory External Defibrillation (AED) Course              | BLS            |
| ACLS – Advanced Cardiac Life Support  | ACLS           |
| ATLS – Advanced Trauma Life Support   | ATLS           |
| APLS – Advanced Paediatric Life Support   | APLS           |
| EPLS – European Paediatric Life Support   | EPLS           |
| PLS - Paediatric Life Support   | PLS            |
| PALS - Paediatric Advanced Life Support   | PALS           |
| NRP – Neonatal Resuscitation Programme  | NRP            |
| Immediate Care Course – Cardiac   | ICCC           |
| Immediate Care Course - Trauma  | ICCT           |
| Immediate Care Course – Paediatrics   | ICCP           |
| Care of the Critically Ill Surgical Patient                                     | CCrISP         |
| Acute Life Threatening Events: Recognition and Treatment                        | ALERT          |
| Acute Medical Emergencies: The Practical Approach                               | MedicALs       |
| <b>ANAESTHESIA EXAMINATIONS</b>   |                |
| Membership of the College of Anaesthetists, MCAI -MCQ                           | MCAI MCQ       |
| Membership of the College of Anaesthetists, MCAI - OSCE /SOE                    | MCAI OSCE/VIVA |
| Fellowship of the College of Anaesthetists                                      | FCAI-FINAL     |
| Fellowship of the Joint Faculty of Intensive Care Medicine of Ireland - FJFICMI | FJFICMI        |
| <b>EMERGENCY MEDICINE EXAMINATIONS</b>  |                |
| *Membership of the College of Emergency Medicine, UK – Part A                   | MCEMUKA        |
| *Membership of the College of Emergency Medicine, UK – Part B                   | MCEMUKB        |
| *Membership of the College of Emergency Medicine, UK – Part C                   | MCEMUKC        |
| *Fellowship of the College of Emergency Medicine UK Clinical Topic Review       | FCEMUK CTR     |
| *Fellowship of the College of Emergency Medicine UK Management Viva Exam        | FCEMUK MVE     |
| *Fellowship of the College of Emergency Medicine UK OSCE                        | FCEMUK OCSE    |
| *Fellowship of the College of Emergency Medicine UK SAQ                         | FCEMUK SAQ     |
| *Fellowship of the College of Emergency Medicine UK Critical Appraisal SAQ      | FCEMUK CA SAQ  |
| <b>GENERAL PRACTICE EXAMINATIONS</b>  |                |
| Membership of Irish College of General Practitioners - Modified Essay           | MICGPMEQ       |
| Membership of Irish College of General Practitioners – Core Knowledge Test      | MICGPCKT       |
| Membership of Irish College of General Practitioners – Clinical Competency      | MICGPCCT1      |

|   |                  |
|---|------------------|
| Membership of Irish College of General Practitioners – Clinical Competency  | MICGPCCT2        |
| <b>GENERAL MEDICINE EXAMINATIONS</b>  |                  |
| Membership of the Royal College of Physicians of Ireland – Part One - General Medicine Examination                  | MRCPI1GM         |
| Membership of the Royal College of Physicians of Ireland - Part Two – General Medicine Written Examination          | MRCPI2GMWrit     |
| Membership of the Royal College of Physicians of Ireland - Part Two – General                                       | MRCPI2GMClin     |
| <b>OBSTETRICS &amp; GYNAECOLOGY EXAMINATIONS</b>  |                  |
| *Membership of the Royal College of Obstetricians & Gynaecologists, UK –  | MRCOG1           |
| Membership of the Royal College of Physicians of Ireland - Part Two –   | MRCPI2OGWrit     |
| Membership of the Royal College of Physicians of Ireland - Part Two –   | MRCPI2OGClin     |
| <b>OCCUPATIONAL MEDICINE EXAMINATIONS</b>   |                  |
| Membership of the Faculty of Occupational Medicine of Ireland   | MFOMI            |
| <b>OPHTHALMOLOGY EXAMINATIONS</b>   |                  |
| Membership of the Royal College of Ophthalmology - Part One   | MRCSEFRCOphth O1 |
| Membership of the Royal College of Surgeons in Ireland Ophthalmology - Part   | MRCSEIO2Writ     |
| Membership of the Royal College of Surgeons in Ireland Ophthalmology - Part   | MRCSEIO2Clin     |
| Fellowship of the Royal College of Surgeons in Ireland - Ophthalmology  | FRCSIO           |
| *European Board of Ophthalmology Diploma  | EBOD             |
| <b>PAEDIATRIC EXAMINATIONS</b>  |                  |
| Membership of the Royal College of Physicians of Ireland – Part One –   | MRCPI1Child      |
| Membership of the Royal College of Physicians of Ireland - Part Two –<br>Medicine of Childhood Written Examination  | MRCPI2ChildWrit  |
| Membership of the Royal College of Physicians of Ireland - Part Two –<br>Medicine of Childhood Clinical Examination | MRCPI2ChildClin  |
| <b>PATHOLOGY EXAMINATIONS</b>   |                  |
| *Fellowship of the Royal College of Pathologists, UK – Part One   | FRCPPathUK1      |
| *Fellowship of the Royal College of Pathologists, UK – Part Two   | FRCPPathUK2      |
| <b>PSYCHIATRY EXAMINATIONS</b>  |                  |
| *Membership of the Royal College of Psychiatrists, UK – Paper A   | MRCPSychUKA      |

|   |              |
|---|--------------|
| *Membership of the Royal College of Psychiatrists, UK – Paper B                 | MRCPsychUKB  |
| Membership of the College of Psychiatrists of Ireland Clinical Exam Part 1-CFME | CPsychIBCE 1 |
| Member of the College of Psychiatrists of Ireland Clinical Exam Part 2-OSCE     | CPsychIBCE 2 |
| <b>PUBLIC HEALTH MEDICINE EXAMINATIONS</b>                                      |              |
| Membership of the Faculty of Public Health Medicine of Ireland – Part One       | MFPHMI1      |
| Membership of the Faculty of Public Health Medicine of Ireland – Part Two       | MFPHMI2      |
| <b>RADIOLOGY EXAMINATIONS</b>   |              |
| Fellowship of the Faculty of Radiologists, RCSI – Primary                       | FFRPrim      |
| Fellowship of the Faculty of Radiologists, RCSI – Final                         | FFRFinal     |
| <b>SURGERY EXAMINATIONS</b>   |              |
| Membership of the Royal College of Surgeons in Ireland – Part A MCQ             | MRCSIAMCQ    |
| Membership of the Royal College of Surgeons in Ireland – Part B OSCE            | MRCSIBOSCE   |
| *Intercollegiate Examination in Cardiothoracic Surgery – Section One            | IECS1        |
| *Intercollegiate Examination in Cardiothoracic Surgery – Section Two            | IECS2        |
| *Intercollegiate Examination in General Surgery – Section One                   | IEGS1        |
| *Intercollegiate Examination in General Surgery – Section Two                   | IEGS2        |
| *Intercollegiate Examination in Neurosurgery – Section One                      | IEN1         |
| *Intercollegiate Examination in Neurosurgery – Section Two                      | IEN2         |
| *Intercollegiate Examination in Oral & Maxillofacial Surgery – Section One      | IEOMS1       |
| *Intercollegiate Examination in Oral & Maxillofacial Surgery – Section Two      | IEOMS2       |
| *Intercollegiate Examination in Otolaryngology – Section One                    | IEO1         |
| *Intercollegiate Examination in Otolaryngology – Section Two                    | IEO2         |
| *Intercollegiate Examination in Paediatric Surgery – Section One                | IEPAEDS1     |
| *Intercollegiate Examination in Paediatric Surgery – Section Two                | IEPAEDS2     |
| *Intercollegiate Examination in Plastic Surgery – Section One                   | IEPLASS1     |
| *Intercollegiate Examination in Plastic Surgery – Section Two                   | IEPLASS2     |
| *Intercollegiate Examination in Trauma & Orthopaedic Surgery – Section One      | IETOS1       |
| *Intercollegiate Examination in Trauma & Orthopaedic Surgery – Section Two      | IETOS2       |
| *Intercollegiate Examination in Urology – Section One                           | IEU1         |
| *Intercollegiate Examination in Urology – Section Two                           | IEU2         |

\* Examination approved for sitting outside the Republic of Ireland

# Clinical Course & Examinations Refund Scheme NCHD Application Form

**Note:**

- Applications for refunds for completed HSE-approved clinical courses and examinations must be made using this application form.
- The application form must be completed by typing in the details or using **BLOCK CAPITALS**
- Submit the completed form to your employer's Medical Manpower / HR Unit for processing, along with relevant supporting documentation required i.e. original receipt(s) and confirmation of successful completion.
- Payments to individual NCHDs will be processed locally by your employer.
- Forms which are incomplete, illegible or not accompanied by the relevant supporting documentation will not be considered.

**Full Name**

**Irish Medical Council Number**

**NCHD Employment Grade**

**Specialty**

**Full Name of Approved Clinical Course or Examination as Used in HSE Approved List**

**Date that Course / Exam was Undertaken**

**Location that Course / Exam was Undertaken i.e. City & Country**

**Amount of Refund Sought**

**Original Receipt Attached**

Yes  No

**Evidence of Undertaking Course/Exam Attached**

Yes  No

**Declaration:**

*I have not previously claimed for this particular Exam/Course in this, or another clinical site. I understand that if I claim twice for the same Exam/Course I will be required to repay the amount in full and the Clinical course & Examinations Refund Scheme may be withdrawn.*

**Applicant's Signature**

**Date of Application to Employer**

**For Employer's Use Only:**

|              |  |                   |  |
|--------------|--|-------------------|--|
| Received By: |  | Date of receipt:  |  |
| Amount Paid: |  | Date to Salaries: |  |