



GUIDELINES FOR COMPLETION OF FORM A (FOR JULY 2024 INTAKE)
CONFIRMATION OF PROGRESSION FROM BASIC TO HIGHER SPECIALIST TRAINING IN PSYCHIATRY

PLEASE READ THIS INFORMATION CAREFULLY BEFORE COMPLETING YOUR SUBMISSION

GENERAL POINTS

- Only the information contained on the Confirmation of Progression Form ("Form A") and Addendum 1 is copied for consideration by the shortlisting and selection panels. Therefore, please **do not** send a copy of your *Curriculum Vitae* with your submission.
- 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.
- 'HST Candidate Appraisal Forms' (references) are to be scanned and uploaded with the application.
- A submission will be considered incomplete if any of the required documents are missing:

Required Documents:

1. A scanned / PDF of other degree/diplomas (*if applicable*).
2. Two scanned / PDF references (with relevant hospital stamp) **must be uploaded with your application**

NOTE:

All documents submitted must be scanned / named 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 submission.
- 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 B (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 B (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. 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 C – Education

- Details on all your undergraduate and postgraduate achievements must be filled in this section. The relevant mark must be put into the relevant box. Please provide supporting documentation for all Higher Qualification/Degree/Diploma indicated on your application form.

SECTION D – Basic Specialist Training in Psychiatry

- Details of commencement & completion dates of Basic Specialist Training in Psychiatry must be provided.

SECTION E – Employment History

- Beginning with the most recent (i.e. your current position), 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 employment. In each case, indicate the site, grade, specialty, supervisor, dates and duration in months. For example, doctors who completed medical school through a graduate entry programme may have previous employment in another discipline.



SECTION F – 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 the details requested regarding undertaken audits, presentations and teaching.
- Please ensure you provide documentary evidence with your application where required.

SECTION G – Aims and Career Objectives

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

SECTION H – Additional Information

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

SECTION I – 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 J – Notes

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

SECTION K – Submission Checklist

- Confirm here the documents that you are including with your submission. Be advised that submissions 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 (by closing date for applications), the submission **will not** be put forward for consideration by the appointment panel.

SECTION L – Signature

- The submission form must be signed electronically and dated (dd/mm/yyyy format).

SECTION M – 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 submission 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.



**College of Psychiatrists
of Ireland**

Wisdom • Learning • Compassion