



**GUIDELINES FOR COMPLETION OF FORM B (FOR JULY 2024 INTAKE)
APPLICATION TO THE NATIONAL HIGHER SPECIALIST TRAINING PROGRAMMES IN PSYCHIATRY**

PLEASE READ THIS INFORMATION CAREFULLY BEFORE COMPLETING YOUR APPLICATION

GENERAL POINTS

- Applicants will 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 (Form B), 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 FOR APPLICATION:

Non-streamlining Candidates – **Applicants who have completed CPsychI BST (entry after 2011)**

Applicants who have completed the College of Psychiatrists of Ireland BST programme in Psychiatry (i.e. those who have received a satisfactory outcome at their BST3 Annual Review of Progress and passed the College's Clinical Exam but are now 'Non-Streamlining Candidates') will be asked to provide the following information at the time of application.

- A scanned / PDF of Medical Council of Ireland Registration Certificate OR An email from the Medical Council of Ireland attesting eligibility for entry in the Trainee Specialist Division of the Medical Register
- Two Scanned / PDF Candidate Appraisal forms must be uploaded with your application
- A scanned / PDF of any other degree/diplomas.



Non-streamlining Candidates – Applicants who have completed CPsychI BST (entry prior to 2011) and hold MRCPsych UK

Applicants who have completed the College of Psychiatrists of Ireland BST programme in Psychiatry (entry prior to 2011) and hold MRCPsych UK, will be asked to provide the following information at the time of application.

- A scanned / PDF of Medical Council of Ireland Registration Certificate OR An email from the Medical Council of Ireland attesting eligibility for entry in the Trainee Specialist Division of the Medical Register
- Evidence of meeting the English Language Requirement - A scanned / PDF of IELTS or OET Test Results (if applicable).
- A scanned / PDF of CPsychI BST confirmation letter
- A scanned / PDF of MRCPsych Certificate
- Two Scanned / PDF Candidate Appraisal forms must be uploaded with your application
- A scanned / PDF of any other degree/diplomas
- A scanned colour copy of Passport Identification page (including picture) must be included

Non-streamlining Candidates – Applicants who have completed BST in another jurisdiction and hold MRCPsych UK or equivalent.

Applicants who have completed a recognised Basic Specialist Training programme in Psychiatry in another jurisdiction and hold MRCPsych UK or equivalent, will be asked to provide the following information at the time of application.

- A scanned / PDF of Medical Council of Ireland Registration Certificate OR An email from the Medical Council of Ireland attesting eligibility for entry in the Trainee Specialist Division of the Medical Register
- Evidence of meeting the English Language Requirement - A scanned / PDF of IELTS or OET Test Results (if applicable).
- A scanned / PDF transcript of exam results from your Medical School/University in English must be included
- A scanned / PDF of MRCPsych (or equivalent) Certificate must be included
- A scanned / PDF of CCBST Certificate – must be included
- Two Scanned / PDF Candidate Appraisal forms must be uploaded with your application
- A scanned / PDF of any other degree/diplomas
- A scanned colour copy of Passport Identification page (including picture) must be included

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 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 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.

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 College of Psychiatrists of Ireland 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 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 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 ALLOCATION OF TRAINING PLACES 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.

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).



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

***IELTS or OET results from online tests that meet the minimum levels outlined above are accepted.**

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.
- NCHDs applying for national Training Programmes who have completed IELTS/OET and are currently in employment or were previously employed by the HSE must provide evidence at application stage that a valid IELTS/OET test was completed and submitted to the employer at the time of first employment with the HSE. 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
- 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, e.g., transcripts of exam results (must be in English).

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.
- Please ensure you provide documentary evidence with your application where required.

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 current / 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 (by closing date for applications), 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.