Guidelines for Applicants

Basic Specialist Training Programme in Psychiatry July 2027

PLEASE READ THIS INFORMATION CAREFULLY BEFORE COMPLETING YOUR APPLICATION

GENERAL POINTS

- Applications are made online through the College 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 and Appendix 1 will be considered by the shortlisting and selection panels. Therefore, **do not** send a copy of your *Curriculum Vitae*.
- 'CPsychI BST Candidate Appraisal Forms' (references) are to be scanned and uploaded in PDF format with the application.
- Only information accompanied by supporting evidence will be awarded points at shortlisting. E.g., if you state you have completed a master's degree, you must upload documentary evidence of completion.
- An application will be considered incomplete if any of the required documents are missing:

Required Documents:

1. **Evidence of Eligibility for Medical Council Registration** – You must be eligible for inclusion on the Trainee Specialist Division of the Medical Council's register by July of the intake year and provide the following evidence at the time of application: a scanned/PDF of Medical Council Registration certificate (Trainee or General Division) or, if you have not yet received your IMC certificate, a receipt of your registration fee.

   Please note, the following doctors are automatically deemed eligible for inclusion on the Trainee Specialist Division of the Medical Council's register:

   - Category 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 2027. *(No evidence required)*
   - Category 2: Doctors who have successfully completed their medical qualification in an EU country listed by the Medical Council (please refer to the guidance document). *(No evidence required)*
   - Category 3: Doctors who were previously registered on the Trainee or General Division. *(Please note, for Category 3, applicants must still provide the evidence listed above at the time of application.)*

2. **English Language Requirement –** You must have proof of competency in the English language in line with HSE Specifications. *(If applicable – see English Language Requirements below)*
    - International English Language Testing System (IELTS) 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
    - Occupational English Test (OET) certificate with an overall Grade B and a minimum score of Grade B in each of the four domains – reading, writing, listening and speaking
    - Other English language tests will not be accepted.

3. **Application Form** – A completed and signed application form. Please ensure all declarations are signed. You must use the July 2027 application form template. Outdated templates will not be accepted.

4. **Identification**
    - A colour copy of the passport identification page (including photograph).
    - Where appropriate, please also submit a scanned copy of a Certificate of Naturalisation as issued by the Department of Justice and Equality or a scanned copy of an immigration stamp 4 permission card.

5. **Exam Results**
    - Transcript of examination results (in English) from your medical school or university. If the original transcript is issued in a language other than English, an official translation must be submitted alongside the original document. Please note, self-translated documents will not be accepted under any circumstances.
    - If you completed Graduate Entry Medicine, a transcript of your undergraduate degree results must also be included.

6. **References** – Two completed CPsychI 'BST Candidate Appraisal' forms, each with the relevant hospital stamp.

Optional Supporting Documentation *(as applicable)*

- Other, e.g., copy of Certificate of Naturalisation, Leaving Cert / A level certificate (if applicable)
- Any other supporting documents you may wish to include, e.g., other degrees/diplomas

NOTE:

All documents submitted must be scanned / PDFs and uploaded with your completed application form.
If you are having difficulty uploading documents to the online application portal, please contact recruitment@irishpsychiatry.ie

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

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THE APPLICATION FORM

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 – Medical Council *(of Ireland)* 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.

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.

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 2027.
- 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 previously registered in the General or Trainee Specialist Divisions

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

If you have not yet commenced an application for registration, please ensure you contact the Irish Medical Council as soon as possible so that it may be processed in a timely manner.

SECTION D – Education [(i) Medical and (ii) non-Medical]

- Details of 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. Please describe (briefly) the terms of any prizes or honours awarded. Please note that this section will be used in the shortlisting process.

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SECTION E (i) – Specialist Medical Training Undertaken to Date

- If applicable, provide details of (Training Body, Training Scheme, relevant dates) of any structured postgraduate specialist medical training you have undertaken to date.
  Please note: Time spent in non-training posts, in enrolment on the Continuous Professional Development Support Scheme (CPD-SS) or undertaking Postgraduate Diplomas should **not** be noted in this section. Please note that this section will be used in the shortlisting process.

- Doctors who have already successfully completed Basic Specialist Training in Psychiatry in Ireland are ineligible to take part in this competition.

SECTION E (ii) – Employment History

- Beginning with the most recent (i.e. your current position), please list the location of all previous medical appointments. In each case, indicate the grade, the specialty, the dates and duration in months. Please note that this section will be used in the shortlisting process.

- Highlight clinical experience relevant to this specialty including clinical practice, teaching experience, audit and management experience. It is recommended that you use the headings listed in the previous sentence to categorize the information you are providing. You may add and/or substitute others if you wish.

SECTION E (iii) – Application for Recognition of Previous Specialist Medical Training

Please note that this section will be used in the shortlisting process. Please briefly outline your previous Specialist Medical Training on your application form. **Documentary evidence will be requested if you are successful in securing a place on the BST programme.**

If you have previously undertaken Specialist Medical Training **in Psychiatry outside Ireland** and can demonstrate learning outcome attainment, Basic Specialist Training in Psychiatry may be accelerated by a maximum of **two years**, subject to approval by an Annual Review of Progress (ARP) panel.
If you wish to have your previously undertaken Specialist Medical Training considered, documentary evidence of the training will be requested if you are successful in securing a BST place.
This documentary evidence must include: (i) job descriptions of all posts held and (ii) certification of satisfactory participation in training from the responsible national training body.
This evidence may allow a maximum of one year accreditation (exemption from Foundation Year).
Following appointment to the programme, training may be accelerated by a maximum of a further one year, subject to approval by an Annual Review of Progress (ARP) panel (supporting evidence will be required at a later stage and must include this College's BST1-3 Learning Outcome Attainment Grid).

If you have previously undertaken Specialist Medical Training in a specialty **other than Psychiatry** and can demonstrate learning outcome attainment, Basic Specialist Training in Psychiatry may be accelerated by a maximum of **one year**, subject to approval by an Annual Review of Progress (ARP) panel.

If you wish to have your previously undertaken Specialist Medical Training considered documentary evidence of the training will be requested if you are successful in securing a BST place.
This documentary evidence must include: (i) job descriptions of all posts held and (ii) certification of satisfactory participation in training from the responsible national training body.

Following appointment to the Programme you will be required during your first placement to complete the College of Psychiatrists of Ireland's *Foundation Year Learning Outcome Attainment Grid*. To achieve an acceleration, the evidence submitted must demonstrate to the ARP panel that (1) you have completed a satisfactory proportion of psychiatry experience prior to application and (2) you have met an adequate number of learning outcomes to allow progression.

SECTION E (iv) – 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. In each case, indicate the employer, the job role/title, the dates, and duration in months.

SECTION F – Publications, Audit and Presentations

- If you have publications in peer review journals, please list these in Appendix 1 with full bibliographical details. Details of any Audit and Presentations should also be provided in Appendix 1. Please indicate whether or not you are including an Appendix with your application. Please note that this section will be used in the shortlisting process.

SECTION G – Motivation and Suitability for Training in Psychiatry

- In this section, you are being asked to describe your personal attributes and suitability for this training programme. Please note that this section may be used in the shortlisting process.

SECTION H – Additional Information

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

SECTION I – References

- You are required to upload two scanned completed candidate appraisal forms on the **CPSYCHI form template** (references) as part of the online application process, one of which must be from your present or most recent Consultant Supervisor.
- If you are currently working in a clinical setting, you MUST supply a reference from your **current** Consultant Supervisor. This Consultant Supervisor must be the same named person as listed under Section E (ii) Employment History.
- If you are not in current employment, you MUST supply a reference from the Consultant Supervisor with whom you worked with most recently (i.e., in your last clinical post).
- Both appraisal forms (references) must be completed by a Consultant.

SECTION J – Notes

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

SECTION K – 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 L – Feedback

- Please indicate where you heard about this competition.

SECTION M – Signature

- The application form must be signed electronically 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 **Tuesday 1st December 2026 at 5:00 p.m. You must submit your application form online**, **posted paper copies of applications will not be accepted**.

- 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: recruitment@irishpsychiatry.ie

- Please note the College of Psychiatrists of Ireland reserves the right to retain a reserve list following interview.