

**July 2019 Guidance to Applicants for
SPECIALIST ANAESTHESIOLOGY TRAINING PROGRAMME (SAT YEAR 1 -6)
Please read this information carefully before completing your application**

GENERAL POINTS

- Only the information contained on the application form is copied for consideration by the short-listing and selection panels. Therefore, **do not** send a copy of your Curriculum Vitae with your application.
- Applications are accepted only if received in electronic format. At the end of the submission you can save a copy of your final application for your own records. References must be submitted by the closing date by post and be signed across the seal by the Referee. **Incomplete applications will not be accepted.** If an application is incomplete it will be returned, once it has been received within ten working days before the closing date.
- All applications must be accompanied by a €100 application fee (**payable online**)
- An application will be considered incomplete if any of the required documents are missing:

REQUIRED DOCUMENTS:

Copy of Medical Council Certificate of Registration or an email confirming eligibility for Trainee Specialist Registration from IMC
*Certified Colour Copy of your Passport
Proof of English Language Competence (if applicable)
*Certified Copy of Proof of Ranking from your Medical School / University
*Certified Copy of Other Degrees / Diplomas (if applicable)
Proof of attendance at Relevant Skills Courses
Payment of Application Fee (on line)
One Colour Passport Sized Photograph (uploaded)
Two References (by post only)
*Certified Copy of Certificate of Naturalisation (if applicable)

NOTE:

Original documents should not be submitted, only copies. *All copies of documents submitted should be properly certified in the manner described in Addendum 1.

**Canvassing in order to obtain an unfair advantage at interview is unacceptable.
Incomplete and/or late applications will be returned to the email address it was received from.**

APPLYING FOR A SPECIALIST ANAESTHESIOLOGY TRAINING PROGRAMME (SAT YEAR 1 -6)

SECTION A – Personal details - Enter these as on Medical Council documents

- The details given in this section must correspond with your personal details as they appear on the Medical Council and other documents accompanying your application.
- Please ensure that you give a current secure email address and details of how you may be contacted quickly.
- You are asked to upload a copy of your certified colour copy of your passport and a coloured passport sized photograph.

SECTION B – Irish Medical Council Registration

- You are asked to provide your medical council registration number.
- 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 time of application their eligibility to hold registration on the trainee specialist division. *Please note candidates who do not currently hold Medical Council registration must make an application to the Medical Council immediately.*

The Medical Council have advised that the following candidates can be automatically considered eligible for the trainee specialist division:

- Doctors who have graduated from an Irish Medical School and successfully completed their internship in Ireland or will have completed their internship by July 2019
- 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
- Doctors who are currently or previously on the Trainee Specialist Division

All other candidates must provide proof of their eligibility to the trainee specialist division at time of application.

Candidates 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 in the Trainee Specialist Division. Example, a doctor who qualifies in the UK will be asked to provide a Certificate of Experience in addition to his/her medical degree when applying for registration.

Please note the Medical Council cannot confirm a doctor's eligibility for trainee specialist registration until an application for registration has been submitted to the Council and assessed. Note that it will take between 4 to 6 weeks before an application is fully examined and confirmation of a doctor's eligibility for trainee specialist registration cannot be provided before that time. Candidates are advised to apply to the Medical Council for registration and following submission of an application contact the Medical Council to seek an email confirming eligibility to the trainee division. This email confirming eligibility must be submitted with your application.

Applicants who have qualified outside the EU must pass or be exempt from the PRES to establish eligibility for registration in the Trainee Specialist Division. They must also have completed an internship which is recognised by the Medical Council as equivalent to an Irish internship.

The Medical Council recognises internships undertaken in the following countries as equivalent:

- 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
- UK
- Malta

HSE English Language Requirements

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 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 of one of the following:

- Completion of their Medical degree in English from any of the following countries: Australia, Canada, New Zealand, The United States of America or UK. A copy of their Degree Certificate is the required evidence.

OR

- English Language Tests: The doctor may submit a certificate of test results from either the International English Language Test System (IELTS) 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:

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:

- IELTS/OET test results must be current and dated within two years of the date submitted to the employer, however IELTS/OET test results for those applying for National Training Programmes must be current and dated within two years of the date of application for the particular Training Programme.
- Test results cannot be combined. The HSE will only accept one test result
- 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.
- If you took up employment with the HSE prior to 1st January 2015, you must provide evidence of English competence by furnishing evidence of the IELTS results at the time of employment. On the basis that you produced acceptable evidence, you are not required to re-sit the IELTS.

There are no exemptions to the above requirements.

These requirements are effective from 25th October 2018.

All applicants are required at the time of application to demonstrate to the College of Anaesthesiologists of Ireland their English language competency either by means of submitting the required IELTS Certificate or OET test results or by completion of a medical degree in the above countries.

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 Anaesthesiologists of Ireland in the first instance to those candidates who at the time of application are citizens of Ireland or nationals of another Member State of the European Union.
2. All such appointments will be made in order of merit, and are subject to the applicant meeting the conditions and standards prescribed by the College of Anaesthesiologists 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 Anaesthesiologists of Ireland may allocate any remaining training places to candidates who at the time of application were otherwise qualified save for meeting the condition 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 Anaesthesiologists of Ireland.
5. To manage this allocation process, all applicants at the time of application are required to submit to the College of Anaesthesiologists of Ireland a certified colour copy of their passport. The certified colour copy submitted must be legible and include the passport identity page. Where appropriate, applicants should submit a certified copy of their Certificate of Naturalisation as issued by the Department of Justice and Equality if such is required for an applicant to be considered as a candidate specified in paragraph 1 above.
6. An applicant's citizenship status is a matter entirely between the applicant and the relevant national authorities. The College of Anaesthesiologists of Ireland will not entertain or take account of applications for naturalisation that are pending with the relevant authorities. All required evidence must be provided at the time of application.

SECTION C – Examinations and Education

Details on all your undergraduate and postgraduate education and examinations must be filled in this section.

- Fill in your undergraduate examinations. Please provide rank in class if applicable. Proof of this must be submitted with your application. If rank is provided, please state how many people were in your class with confirmation of this from the University.
- Fill in your postgraduate examinations, if relevant. Proof of this must be submitted with your application.
- Beginning with the most recent (i.e. your current position) list, the location of all previous appointments. In each case, indicate the grade, the specialty, the dates and duration in months. Do not put in prospective posts in this section.
- 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 above to categorize the information you are providing. You may add and/or substitute others if you wish.
- Details on any relevant skills courses you have attended including ATLS, ACLS, and BASIC etc. Marks will not be awarded for online courses or for BLS. These can be from any speciality but must be relevant skills courses.
- All information provided on the marks gained in each section is a guide for the applicants. The applicant is not responsible for filling this in.

SECTION D – Academic Achievements in Relation to Anaesthesiology/ Intensive Care Medicine/Pain Medicine

- If you have presentations, publications in peer review journals (Abstracts and Full text) and published audit please list these with full bibliographical details.
- Marks will not be given unless full details are supplied.
- For hospital based presentations, the name of the hospital, title of presentation and date will suffice.
- The presentation section should include hospital level presentations and national and international presentations
- The publications section should include case reports, abstracts, full papers and letters
- The audit section should include any audits completed and should include supervisors' details.
- All information provided on the marks gained in each section is a guide for the applicants. The applicant is not responsible for filling this in.

SECTION E – Aim and Career Objectives

- In this section, you are being asked to explain how you have sought to prepare yourself for this post, and how the particular programme for which you have applied fits into your career plans and objectives. It is important you complete this section as marks may be gained at interview stage.

SECTION F – Additional Information

- Use this space below to highlight any personal achievements which you consider significant, there will be an opportunity to expand of this section at the interview stage. These do not have to be medical achievements rather achievements in any other area.

SECTION G – References

- Please include two references with your application, one of which must be from your most recent supervisor. Your references must be submitted by post only and signed by your referee across the seal of the envelope. You should ensure that your references reach the College by the closing date.

SECTION H – Notes

- Read each note carefully and confirm your understanding of each and everyone.

SECTION I – Application Checklist

- Confirm here the documents that you are including with your application, (and check that they have been attached). Please be advised that applications which are incomplete (see **General Points**) will be returned and, unless re-submitted correctly and in time, **will not** be put forward for consideration by the short listing and appointment panels.

SECTION J – Application Checklist

- The application form must be signed by you and dated (dd/mm/yyyy format). An electronic/typed signature is appropriate here.

SECTION K– Declarations

- Please read the three declarations carefully and sign and date your agreement with the text of each declaration. An electronic signature is appropriate here.

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 and you will then have time to address the problems and to re-submit the properly completed form before the closing date. You will only be notified if your application is incomplete if the application is received **ten working days** prior to the closing date. You must submit your application form and documents electronically. Please note actual references will need to be sent by post with the referee's signature across the seal of the envelope. Anything posted should be submitted by recorded delivery e.g. registered.
- 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 Training Department for their advice.
- Please note the College of Anaesthesiologists of Ireland reserves the right to retain a reserve list following interview.

Addendum 1

“CERTIFIED” COPIES

The CAI only requires copies of documents; however, all copies must be certified copies.

To have a copy certified, you must present the original document and the photocopy to one of the following:

- A Fellow of the College of Anaesthesiologists of Ireland or the Royal College of Anaesthesiologists.
- A member of the Garda Síochána at a police station
- A Commissioner for Oaths
- A Notary Public

The copy must be certified with the following words or an appropriate equivalent (BLOCK CAPITALS, please)

I (NAME) certify that this is a true and faithful copy of an original document which I have seen.

It must then be signed, officially stamped and dated. In the case of a document being certified by a Fellow of the College, the stamp of the hospital must accompany the signature.

Do not send the original documents. College of Anaesthesiologists of Ireland will not take responsibility for their loss or damage.

Those who applied in previous years should note that it remains **the applicant's** responsibility to resubmit certified copies each time they apply. The Training office (which processes all the large number of applications received in the College) has not the resources to retain or locate such documentation on your behalf.