Dear Candidate,

Thank you for your interest in applying for an Intern post in the Irish health service.

The Health Service Executive (HSE) National Recruitment Service strongly recommends that you read this Guide in full and print off a copy that you can refer to at various stages throughout the process. The National Recruitment Service (NRS) will organise and run this campaign.

In this Guide we explain how the recruitment process for Interns will take place. We describe all stages of the process, what you can expect and when it will happen. We outline the regulations under which the campaign will run, what we require from you and in what format. It also explains what will happen after each stage of the application process. It also outlines the process of how successful candidates are matched to intern posts.

Stage 2 of the Guide will be available on 28th February 2014. It will be sent to applicants who are deemed eligible after Stage 1. Part 2 of the Guide will provide more detailed information for eligible applicants on the available Intern posts and on Stage 2 of the application process. Eligible applicants for Stage 2 will also be provided with the Stage 2 Application Form.

Any cost incurred in relation to any aspect of the application process shall be borne by the applicant. This means that you will have to pay for any costs that arise to progress your application such as travel etc.

N.B. Please note that the NRS will contact you mainly by mobile and email. Therefore it is most important that both your mobile telephone number and e-mail address are included in your application. It is your responsibility to ensure that you have access to your mobile voice mails, text messages and emails at all times.

The Intern Job Specification, the NCHD contract and further information on the reform of the Intern Year, the Intern Training Networks, Clinical Sites in each Intern Training Network, Intern Training Programmes, Employment contracts and Progression through training and sign-off is available on

http://www.hse.ie/eng/staff/Jobs/Job_Search/Medical_Dental/nchd/Interns/

Due to the large number of applications that will be received, please forward any queries which are not covered in this Guide to the dedicated email address - applyintern@hse.ie
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>3</td>
</tr>
<tr>
<td>Overview</td>
<td>4</td>
</tr>
<tr>
<td>Important Deadlines</td>
<td>5</td>
</tr>
<tr>
<td>Application Stage 1 Process</td>
<td>6 - 9</td>
</tr>
<tr>
<td>Information to assist you in preparing for Application Stage 2 Process</td>
<td>9</td>
</tr>
<tr>
<td>Application and Matching Process for Intern Posts 2014</td>
<td>10</td>
</tr>
<tr>
<td><strong>Appendices</strong></td>
<td></td>
</tr>
<tr>
<td>Appendix 1 Intern Employment Eligibility Test</td>
<td>11 - 12</td>
</tr>
<tr>
<td>Appendix 2 Certification in Basic Life Support</td>
<td>13</td>
</tr>
<tr>
<td>Appendix 3 Registration with the Medical Council of Ireland</td>
<td>14</td>
</tr>
<tr>
<td>Appendix 4 Right to work in Ireland: Work Permits</td>
<td>15</td>
</tr>
<tr>
<td>Appendix 5 Garda and Police Vetting</td>
<td>16</td>
</tr>
<tr>
<td>Appendix 6 Language Requirements</td>
<td>17</td>
</tr>
<tr>
<td>Appendix 7 Frequently Asked Questions</td>
<td>18 - 24</td>
</tr>
</tbody>
</table>
Introduction

Applications for Intern posts for July 2014 are invited through a single, national recruitment campaign. Application is through the health service recruitment website, http://www.hse.ie/eng/staff/Jobs/Job_Search/Medical_Dental/nchd/Interns/

The application process will take place in two stages:

Application Stage 1  Applicants may apply for an Intern post from 5pm Thursday 31st October 2013 until 5pm Monday 11th November 2013 (GMT)

Application Stage 2  Applicants deemed eligible at Stage 1 will be invited by the NRS to proceed and apply for Stage 2. This stage will open on 28th February 2014 and applicants will submit their Intern post choices and Intern Training Network preferences.

Applicants should be aware that the HSE has made some amendments to the process compared to previous years, specifically:

1. Application Stage 1 - The Intern Employment Eligibility Test (IEET) is an eligibility requirement for applicants from Medical Schools outside the Republic of Ireland. For more details on the Intern Employment Eligibility Test see Appendix 1.

2. Application Stage 2 - Certification in Basic Life Support (BLS) is a requirement for all applicants. For more details on the Basic Life Support Certificate please see Appendix 2.

Intern training provides medical graduates with the opportunity to experience the reality of patient care in a range of healthcare settings.

Intern training should provide an appropriate combination of education and training and clinical responsibility, enabling interns to develop the professional and personal competencies that result in good patient care and provide a foundation for lifelong learning. Internship is the first level of postgraduate medical training and is an essential step in every doctor’s career. It should be a challenging and rewarding year, providing graduates with a supervised and supportive learning environment that will provide them with the basis for future practice as a medical practitioner in their chosen field.

Successful completion of internship allows the Intern Network Coordinator to recommend an intern to the Medical Council (of Ireland), for the award of a “Certificate of Experience”. This Certificate is required for eligibility to apply to the trainee specialist division or general division of the Register of Medical Practitioners maintained by the Medical Council (of Ireland) and, therefore, to proceed with a medical career in the Irish health service. The “Certificate of Experience” is also required by most other competent authorities in order to register in other countries. Applicants should note that such requirements differ from country to country.

Intern training posts will commence on July 14th 2014. Internship training must comprise a minimum of 12 months, during which Interns must complete a minimum of three months in each of medicine in general and surgery in general and may complete two to four months in other specialties which have been recognised by the Medical Council for intern training.
## Stage 1

<table>
<thead>
<tr>
<th>Application Form</th>
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<tr>
<td><strong>Description of Stage</strong></td>
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<tr>
<td>Stage 1 Application Form will be available on <a href="http://www.hse.ie/eng/staff/Jobs/Job_Search/Medical_Dental/nchd/Interns/">http://www.hse.ie/eng/staff/Jobs/Job_Search/Medical_Dental/nchd/Interns/</a> from 5pm Thursday 31st October 2013 until closing date of 5pm Monday 11th November 2013</td>
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<tr>
<td>- Who can apply? Page 6</td>
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<td>- Who cannot apply? Page 6 &amp; 7</td>
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</table>

### Applicants from Medical Schools in the Republic of Ireland

- How do I apply? Page 7
- What do I need to submit? Page 7
- What happens next? Page 8 & 9

### Applicants from Medical Schools outside the Republic of Ireland

- How do I apply? Page 7
- What do I need to submit? Page 8
- What happens next? Page 8 & 9

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**End of Stage 1**

Applicants deemed eligible at Stage 1 will be invited by the NRS to proceed to Stage 2. Applicants deemed ineligible at Stage 1 will be informed by email that their application has been deemed ineligible and the reason why this decision has been taken.

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## Stage 2

<table>
<thead>
<tr>
<th>Application Form</th>
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<tr>
<td><strong>The Application form for Stage 2 will be emailed to all eligible candidates. This email will include more detailed information for eligible applicants on the available Intern posts and on Stage 2 of the application process.</strong></td>
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**End of Stage 2**

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## Stage 3

<table>
<thead>
<tr>
<th>Matching Process</th>
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<tbody>
<tr>
<td><strong>Eligible candidates matched to available Intern posts</strong></td>
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<table>
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<tr>
<th>Candidates</th>
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<tr>
<td>Matched to an Intern post</td>
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<table>
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<tr>
<th>Candidates</th>
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<tr>
<td>Not matched to an Intern post</td>
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This is the end of the matching process. By the end of this stage candidates will have been provided with their Intern Training Network contact details and their employing authority contact details. The next steps will be advised to candidates by their employing authority.
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<thead>
<tr>
<th>Stage</th>
<th>Description</th>
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<td><strong>Stage 1</strong></td>
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<td>Closing date for receipt of</td>
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<td>• Stage 1 Application Form</td>
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<td>• Section D (for applicants from Medical Schools <strong>outside</strong> the Republic of</td>
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<td>Schools <strong>outside</strong> the Republic of Ireland)</td>
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<td>• Proof of documentation permitting you to work in the state, if applicable</td>
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<td>(Stamp 4 / Stamp 4EUfam / Stamp 5 Garda National Immigration Bureau</td>
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<td>(GNIB) card)</td>
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<td>• A scanned copy of the Photograph page of your passport</td>
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<td></td>
<td>Intern Employment Eligibility Test Part 1</td>
<td>Venue: Dublin</td>
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<td></td>
<td>Intern Employment Eligibility Test Part 2</td>
<td>Date: Friday 10th January 2014</td>
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<td></td>
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<td>Venue: Dublin</td>
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<td>Date: Friday, 7th February 2014</td>
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<td><strong>Stage 2</strong></td>
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<td>Closing date for receipt of</td>
<td>5pm Friday 14th March 2014</td>
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<td>• Stage 2 Application Form</td>
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<td>• Submission of Language Requirements (IELTS Certificate, where appropriate)</td>
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<td>• Submission of BLS Certificate</td>
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<td>Submission of Centile:</td>
<td>5pm Monday 19th May 2014</td>
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<td>applicant, based on his / her final year class position can be provided</td>
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<td>to the NRS by the Dean</td>
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<tr>
<td></td>
<td>Deadline for conferral / graduation of basic medical degree</td>
<td>5pm Thursday 26th June 2014</td>
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<td>This means the date of the graduation ceremony when the candidate is</td>
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<td>presented with their official award / parchment</td>
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<td><strong>Stage 3</strong></td>
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<td></td>
<td>Deadlines pertaining to this Stage will issue at a later date</td>
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Due to the large number of applications involved, please forward any queries which are not covered in this Guide to the dedicated email address - applyintern@hse.ie
STAGE 1

Stage 1: Who can apply?

We welcome applications from all suitably qualified candidates who are interested in an Intern post with the Irish health service commencing 14th July 2014.

Internship is open to those who are required to complete it in order to gain the “Certificate of Experience”. This Certificate enables the holder to apply for registration on the Trainee Specialist Division (other than as an Intern) or General Division of the Register of Medical Practitioners maintained by the Medical Council of Ireland and to apply for Senior House Officer posts in the Irish health service.

For more details on registration with the Medical Council of Ireland see Appendix 3.

All prospective applicants to Intern posts in the Irish health service commencing 14th July 2014 must meet the following eligibility criteria:

1. Be a graduate / final year student (of whatever nationality) of a Medical School in one of the following EEA countries:
   - Ireland, Norway, Denmark, Sweden, Italy, Lithuania, United Kingdom (including Northern Ireland), Luxembourg, Malta, Poland, Portugal, Iceland
   or

2. Be a graduate / final year student (of whatever nationality) in the following Medical School:
   - RCSI Penang Medical College, Malaysia
   and

3. Your centile must be available on or before 19th May 2014
   and

4. Applicants must have graduated* on or after 1st April 2012 and on or before 26th June 2014

*Date by which you will have received your notarised / attested copy of your basic (primary) medical qualification on the day of conferral, / graduation, clearly displaying the full date of conferral.

Stage 1: Who cannot apply?

Applicants who meet any of the following criteria will not be processed further. This means you will be deemed ineligible and you will not progress through the process.

1. Graduates (of whatever nationality) from Medical Schools in EEA countries which are not listed above are not eligible to apply to intern training posts as these graduates are deemed, under EU legislation, to have already completed their medical training to a standard equivalent to that of a graduate of an Irish Medical School who has already completed internship and has been awarded a Certificate of Experience. Graduates (of whatever nationality) from Medical Schools in the following countries are therefore not eligible to apply: Austria, Belgium, Bulgaria, Czech Republic, Estonia, Finland, Germany, Greece, Spain, France, Cyprus, Latvia, Hungary, Netherlands, Romania, Slovenia, Switzerland and the Slovak Republic

2. Applicants who graduated before 1st April 2012

3. Applicants who were offered a 12 month Intern post in Ireland in July 2013 and commenced in that post
4. Applicants who have commenced Intern training (or equivalent formal practical training) in Ireland or any other country

5. Applicants who have already completed Intern training (or equivalent formal practical training) in Ireland or any other country

6. Applicants who are registered or entitled to registration on the General Division, Trainee Specialist Division (other than as an Intern), Supervised Division or Specialist Division of the Register of Medical Practitioners maintained by the Medical Council of Ireland

7. Applicants who have previously been appointed to an intern post and intern training network in Ireland and who have failed to satisfactorily progress through their intern training pathway and have been formally removed from an intern post and/or an intern training network on foot of same

Stage 1: How do I apply?

All applicants:

1. Compare your education and individual circumstances against the eligibility criteria in Stage 1: Who can apply? You should only apply if you consider your individual education and circumstances match the eligibility criteria.

2. You must use the Application Form particular to this campaign, download it from http://www.hse.ie/eng/staff/Jobs/Job_Search/Medical_Dental/nchd/Interns/ as a word document and type in your details which you must then email to applyintern@hse.ie Please do not attach your CV to your Application Form.

3. You must complete all sections of the Application Form in the format presented and include all relevant scanned attachments.

4. Application Forms and scanned attachments must be emailed to applyintern@hse.ie by 5pm Monday 11th November 2013.

5. E-mail applications will receive a response within 24 hours of submission which will let you know that we have received your e-mail. Candidates please note the HSE’s National Recruitment Service check eligibility and attachments after the closing date and time for the receipt of applications. This is due to the high volume of applications. This means that if your application is blank, or incomplete, or you have sent the wrong version of your application form, or you have not included your fully completed and stamped Section D (if applicable), Section E and confirmation of payment (if applicable), proof of documentation permitting you to work in the state* or a scanned copy of your photograph page of your passport or have no Internet access etc., your application will not be processed further. It is your responsibility to ensure your application is complete and delivered before the deadline.

   *See Appendix 4

Stage 1: What do I need to submit?

Applicants from Medical Schools in the Republic of Ireland

1. You are required to submit a completed Application Form by 5pm Monday 11th November 2013, i.e. Sections A, B, C, proof of documentation permitting you to work in the state (if applicable) and a scanned copy of your photograph page of your passport.
Applicants from Medical Schools outside the Republic of Ireland

1. You are required to submit a completed Application Form by **5pm Monday 11th November 2013**, i.e. Sections A, B, C, scanned Section D, Section E and a scanned confirmation of transfer of IEET payment issued by your bank, proof of documentation permitting you to work in the state (if applicable) and a scanned copy of your photograph page of your passport. Further details on Section D and Section E below:

- You are required to submit **Section D** of the Application Form. Confirmation of dates of completion and conferral of Medical Degree for applicants from Medical Schools outside the Republic of Ireland who have graduated or are due to graduate in 2014” must be completed, signed and stamped by the Dean / Head of your Medical School.

The National Recruitment Service will contact the Dean / Head of your Medical School after this date to validate the dates of completion and conferral provided on Section D.

- You are required to make a payment which will allow you to complete the Intern Employment Eligibility Test in early 2014. You must make payment as indicated in **Section E** of the Application Form and submit this form along with your bank’s confirmation of the payment as part of your application. It is your responsibility to determine whether you are eligible to apply by consulting Stage 1 Who can apply? as no refund will be made. For more details on the Intern Employment Eligibility Test see Appendix 1.

### Stage 1: What happens next?

**All applicants:**

E-mail applications will receive a response within 24 hours which will let you know that we have received your e-mail.

The HSE’s National Recruitment Service (NRS) will check eligibility after 5pm Monday 11th November 2013.

The NRS will issue a communication to all applicants on Friday 6th December 2013. The purpose of this communication is to ensure that your contact details have been correctly recorded. If you receive a text message but no email or you receive an email with no text message, please contact applyintern@hse.ie stating your first name, middle name, last name / surname / family name and provide your mobile number and email address.

Applicants who do not receive a communication from us on 6th December 2013 should immediately forward proof (by 5pm Monday 9th December 2013) to applyintern@hse.ie that they have sent their application before the closing date and time of 5pm Monday 11th November 2013.

The NRS will determine the eligible applicants and ineligible applicants.

**Applicants from Medical Schools outside the Republic of Ireland:**

The NRS will notify eligible applicants who are required to undertake the Intern Employment Eligibility Test (IEET) with further details of the test. Applicants attending the IEET will be required to submit confirmation of their flight details at a later stage.

Failure to attend this test will render your application invalid. Applicants must pass Part 1 of the IEET in order for their application to progress to Part 2 of the test. Should applicants be invited to Part 2, confirmation of flight details will again be required.
Applicants must pass Part 2 of the IEET to be invited to proceed to Stage 2 of the application process. Applicants deemed ineligible on the basis of the results of their IEET will be notified by text and email.

Stage 2 eligible applicants:

- On 28th February 2014, eligible applicants will receive an Application Form for Stage 2, guidelines and the list of available Intern Posts. This will be notified to you by text and email.

Information to assist you in preparing for Stage 2

As there are strict deadlines attached to Stage 2 of the Application Process we highly recommend that you initiate the following:

Applicants from Medical Schools in the Republic of Ireland

1. Should you be offered an intern post and if you have resided in countries outside of the Republic of Ireland and Northern Ireland for a period of 6 months or more, it will be mandatory for you to furnish your employing authority (location of your intern post) with a Police Clearance Certificate from those countries stating that you have no convictions recorded against you while residing there. You will need to provide a separate Police Clearance Certificate for each country you have resided in. Clearance must be dated after the date you left the country/countries. There is no requirement to submit your international police clearance to the National Recruitment Service.

Applicants from Medical Schools outside the Republic of Ireland

1. Should you be offered an intern post and if you have resided in countries outside of the Republic of Ireland and Northern Ireland for a period of 6 months or more, it will be mandatory for you to furnish your employing authority (location of your intern post) with a Police Clearance Certificate from those countries stating that you have no convictions recorded against you while residing there. You will need to provide a separate Police Clearance Certificate for each country you have resided in. Clearance must be dated after the date you left the country/countries. There is no requirement to submit your international police clearance to the National Recruitment Service.

2. You will be required to submit a scanned copy of your Certification in Basic Life Support. This certificate must be submitted with the Stage 2 application documents by 5pm Friday 14th March 2014. The certificate must be in English or you must attach an English translation of it with your application documents. Late submission or non-submission will deem the Intern application invalid. For more details on Certification in Basic Life Support see Appendix 2.

3. All applicants are required to be proficient in the English language. Any applicant who did not complete the entirety of their undergraduate medical degree in a country where English is the primary language spoken by the vast majority of the people of that country, will be required to provide an IELTS certificate with an overall band score of 7.5 on the academic test. Please note that a minimum score of 7.0 must also be achieved in each of the four domains on the academic test. A scanned copy of your IELTS certificate must be submitted by 5pm Friday 14th March 2014. Any cost incurred in relation to the IELTS exam will be borne by the applicant. For more details on Language Requirements see Appendix 6.

What Intern posts are available?

Eligible applicants for Stage 2 will receive the list of available Intern posts, along with the Stage 2 Application form and Guide. Eligible applicants may choose specified posts and will also be asked to indicate their network preferences.
Application and Matching Process for Intern Posts 2014

Advertisement of Stage 1 application for intern posts on HSE website

Thursday 31 October 2013

Completed applications submitted to HSE

Closing date: 5pm Monday 11 November 2013 (GMT)

Eligible applicants invited to proceed to Stage 2

28 February 2014

Centile rankings provided by Deans & national ranked list generated

19 May 2014

Matching Process commences

Late May 2014

Applicant matched to a preference post

Applicant not matched to a preference post

Applicant matched to a post in order of rank in highest preference network where a post remains available.

Matched to a post at this stage?

Yes

No

Applicant placed on reserve list

May be allocated to declined post

Early June 2014

Applicants and hospitals / clinical sites informed of allocation of places

All necessary pre-employment checks are completed

Contract documents issued by employing authority

June 2014

Interns complete mandatory pre-employment induction course

Late June / early July 2014

Interns commence in post on July 14th 2014

14 July 2014
Appendix 1 – Intern Employment Eligibility Test

Why is there an Intern Employment Eligibility Test (IEET)?
It is critical that all Interns who work in the Irish health Service have a level of understanding of the environment in which they will be practising so as to assure their ability to provide safe services to patients. In order to ensure that applicants meet the basic knowledge and competence required for eligibility to an Intern post a new test has been introduced for applicants who are applying from Medical Schools outside the Republic of Ireland.

The IEET is a measure of your ability to meet the specific attributes and knowledge required to work as an intern within the Irish Healthcare system. The test will assess such areas as professional practice and patient safety issues in the Irish health service. In addition, it will determine whether your skills in areas such as communications, ethics and prescribing safety are appropriate to practice as an intern.

Therefore, all applicants to Intern positions in the Irish health service commencing July 2014 must provide the following:

Applicants from Medical Schools IN the Republic of Ireland:
(i) confirmation by the Dean / Head of the Medical School in the Republic of Ireland that the applicant, who is completing (or has completed) a medical degree at that medical school, has received sufficient teaching and practical on-site placements in Irish health service settings to equip them with the knowledge and understanding of the Irish health service required to safely practise as an Intern in the Irish health service and that this knowledge has been assessed. This confirmation will be provided directly by the Medical Schools to the HSE for graduates of Irish medical schools. Therefore, no action is required by you.

Or

Applicants from Medical Schools OUTSIDE the Republic of Ireland:
(ii) must complete the Intern Employment Eligibility Test. Any applicant who has completed (or will be completing in spring/summer 2014) their medical degree in a Medical School outside the Republic of Ireland, must complete the Intern Employment Eligibility Test.

It is planned that the IEET will be a two part assessment. In both sections of the examination, five competency domains will be examined. Specifically, the examination will assess competency in:

1. Knowledge and application of Irish legal medicine
2. Knowledge and application of national prescribing practices
3. Professional skills relevant to the Irish healthcare setting
4. Communication skills relevant to Irish healthcare
5. Knowledge of national public health and safety issues

The examination will be held in early 2014, with the first and second parts separated by approximately a 4 week period.

The first part will be a written examination in a multiple choice and extended match type format and will be held on 10th January 2014.

Progression to the second part of the examination, an OSCE (observed structured clinical evaluation) type assessment will be dependent on achieving an adequate score in the first, written portion of the exam. It is intended to run a 14 station OSCE exam, with candidates scored on their observed performance. A pass score in all assessed stations must be achieved. This examination will be held on 7th February 2014.

Sample part 1 questions will be made available in the next few weeks, as will a more detailed description of the competencies to be assessed.
Precise details of the location and time of the test will be provided to relevant candidates at a later stage.

Applicants from Medical Schools outside the Republic of Ireland will be required to make a payment of €200, as a contribution towards the cost of providing the test, with their Stage 1 Application Form. Confirmation of this payment must be submitted with Stage 1 Application Form (see Section E of application form). The cost of sitting the test will not be refunded should you be deemed ineligible for other reasons (see eligibility criteria), not attend the test, fail the test etc. Therefore it is very important that you consider your own individual eligibility before you apply and pay the €200 payment fee for the test.

All costs associated with sitting the test, including travel and related costs shall be borne by the applicant.
Appendix 2 – Certification in Basic Life Support

The training of all new interns in Basic Life Support (BLS) skills is critical for the care of patients from the first day of practise as an intern.

All new interns must demonstrate their successful completion of accredited training in Basic Life Support for Adult, Infant and Child with the use of automated external defibrillator (AED).

The certificate must be valid up to and including 1st October 2014

All applicants to intern positions in the Irish health service must provide the following:

Applicants from Medical Schools in the Republic of Ireland:

- Confirmation by a Dean of a Medical School in the Republic of Ireland of the completion of European / American BLS or their equivalent by the time of the closure of Stage 2 of the Application process. An applicant from a Medical School in the Republic of Ireland does not need to send this as this will be confirmed collectively and directly by the Dean to the HSE.

Applicants from Medical Schools outside the Republic of Ireland:

- Applicants from Medical Schools outside the Republic of Ireland must submit the certification of successful completion of European / American BLS (or their equivalent). This certificate must be submitted with the Stage 2 application documents. The certificate must be in English or translated into English. Late submission or non-submission will deem the intern application invalid.
Appendix 3 – Registration with the Medical Council of Ireland

All Interns must be appropriately registered prior to commencing in employment. Internship registration will allow a doctor to carry out Internship training in a hospital/clinical site which is obliged to meet the Medical Council’s standards for such purposes. Application for registration with the Medical Council is an entirely separate process to the application for employment as an Intern. Internship registration is open to both graduates of Irish and EU Member State medical schools. Graduates of each of the six medical schools in Ireland and graduates of recognised medical schools within EU Member States are entitled to apply for Internship registration.

Applications for Internship registration should be made online through the Medical Council’s “Doctors Online Portal”:

http://www.medicalcouncil.ie/Registration/Online-Portal-for-Doctors/Online-Portal-for-Doctors.html

If you have difficulty making an online application, you can submit an IRI form along with the fee, photograph and a notarised copy of your passport. The IRI form can be downloaded from the Medical Council’s website at;


The Medical Council cannot arrange your Internship training for you – you must apply via the HSE’s central application process. However, you must ensure that you hold the appropriate type of registration before you commence your Internship.

Important: Graduates of Medical Schools in the Republic of Ireland: The Medical Council will contact you via the email address you provide on your application to the HSE for an Intern training post, to advise that you should apply for registration. Registration is not automatic, you must make an online application or submit the IRI form. On conferring day, the Council will receive from your university a list of those who have been conferred with medical degrees. Provided that you have applied for registration, your documentation is in order and the fee has been received, you will be granted Internship registration once the list of graduates is received from your medical school. A Certificate of Registration will then be posted to the correspondence address which you provided on your application.

Important: Graduates of a Medical School outside the Republic of Ireland: You should make an online application or alternatively, download the application form from the website and follow the instructions. Once you submit your application, if your documentation is in order and the fee has been received, you will be granted Internship registration, if deemed eligible. A Certificate of Registration will then be posted to the correspondence address which you provided on your application form.

More information is available from the Medical Council’s website: http://www.medicalcouncil.ie/Registration/First-Time-Applicants/Internship-Registration/

All applicants should note that different rules apply in different countries for registration and training after Internship. It is the responsibility of each applicant to inform themselves of such requirements should they intend to work in another country after completing Internship in Ireland.
Appendix 4 – Right to work in Ireland: Work Permits

The appointment of applicants to Intern posts must be in line with Employment Permit Legislation. In practice, this means that all applicants who will not require a permit to work in Ireland will be allocated to posts ahead of applicants who will require a permit to work in Ireland.

Applicants, who at the time of their stage 1 application, are EEA nationals* or Swiss nationals* do not require a work permit to work in Ireland.

Applicants who are Non EEA nationals and hold a Stamp 4 or Stamp 4EUfam or Stamp 5 immigration cards (GNIB) do not require a work permit to work in Ireland. The GNIB card must be valid as at close of stage 1 applications, i.e. 11th November 2013. Please note the HSE will not accept any other types of immigration documentation other than that stated above.

Applicants, who are Non EEA nationals and do not hold a Stamp 4 or Stamp 4EUfam or Stamp 5 GNIB card at the time of their stage 1 application, will be recorded as requiring a work permit to work in Ireland. Changes to applicants’ work permit status will not be accepted / recorded after 5pm 11th November 2013 (GMT).


EEA Nationals (definition)

*EEA nationals who do not require work permits are nationals of the following countries: Austria, Belgium, Denmark, Finland, France, Germany, Greece, Ireland, Italy, Luxembourg, The Netherlands, Portugal, Spain, Sweden, United Kingdom, Cyprus, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Malta, Poland, Slovakia, Slovenia, Norway, Iceland, Liechtenstein, Bulgaria and Romania.

*Although Switzerland is not a member of the EU or the EEA, Swiss nationals do not require employment permits to work in Ireland. This is in accordance with the terms of the European Communities and Swiss Confederation Act, 2001, which came into operation on 1 June, 2002.
Appendix 5 – Garda and Police Vetting

All appointees to Intern posts in the Irish health service must undergo a process of vetting by An Gárdha Síochána (the Irish Police Service). The application form for Garda vetting will be provided to applicants who are invited to proceed to Stage 2 of the application process. The Garda vetting process covers residence in the Republic of Ireland and Northern Ireland only.

If you have resided in countries outside of the Republic of Ireland and Northern Ireland for a period of 6 months or more, it will be mandatory for you to furnish your employing authority (location of your Intern post) with a Police Clearance Certificate from those countries stating that you have no convictions recorded against you while residing there. You will need to provide a separate Police Clearance Certificate for each country you have resided in. Clearance must be dated after the date you left the country/countries.
Appendix 6 – Language Requirements

The ability of health professionals to communicate with patients and with each other is central to ensuring the safety of patients. All doctors entering the Irish health service for the first time are required to be proficient in the English language to the employer's satisfaction.

All applicants to intern positions in the Irish health service must provide the following:

1. Confirmation of completion (in its entirety*) of a medical degree in an EEA country where English is the primary language spoken by the vast majority of people of that country. Confirmation of this may be demonstrated through the submission of the centile rank in the required manner by the Dean of the Medical School which is already required to include the Medical School seal / stamp.

Or

2. IELTS (International English Language Testing System – Academic Test) Certificate with an overall band score of 7.5 and a minimum score of 7.0 in each of the four domains on the academic test.

*Medical students who undertake their medical degree in a country where English is the primary language but who partake in short electives overseas or in Erasmus programmes overseas as a recognised and approved element of their medical degree are not required to submit an IELTS certificate

Any applicant who completed part or all of his/her undergraduate training in a country where English is not the primary language spoken by the vast majority of people of that country is required to provide a satisfactory IELTS certificate regardless of the degree awarding body and regardless of the applicant's nationality.

The satisfactory IELTS certificate must be scanned and submitted with the Stage 2 Application Form and any applicant who expects to be required to submit the Certificate is advised to undertake the test as early as possible.

An IELTS certificate will be considered valid if it is obtained within the previous two years of the required date of submission to the recruitment officer / employer (i.e. 14th March 2014).

Applicants who are not required to submit an IELTS certificate will be required to demonstrate to their employer their proficiency in the English language within the first three months of employment.

Any intern whom the employer deems not to be proficient in English and who has not been required to submit an IELTS certificate may be required to undertake the IELTS test. In such circumstances, continued employment will be contingent on the minimum standard being reached. Information on IELTS is available at www.ielts.org.
Appendix 7 - Frequently Asked Questions

A list of frequently asked questions relating to application and appointment to intern posts is provided below. Questions and responses have been grouped by topic. All prospective applicants should read through all the responses below before completing an application form.

1.0 General questions

1.1 What is an intern post?
An intern post is a combined training and clinical service position for graduates of medical schools, the successful completion of which leads to the award of a Certificate of Experience from the Medical Council (of Ireland). Intern training should provide an appropriate combination of education, training and clinical responsibility, enabling interns to develop the professional and personal competencies that result in good patient care and provide a foundation for lifelong learning. Internship is for a minimum period of 12 months, post-graduation and must incorporate a minimum of three months’ training in surgery in general and three months’ training in medicine in general. Intern posts may also incorporate rotations of 2-4 months in other specialties; obstetrics & gynaecology, emergency medicine, paediatrics, psychiatry, radiology, general practice and anaesthesia/perioperative medicine are all recognised by the Medical Council for intern training. Some intern posts commencing in July 2014 will incorporate rotations in these specialties.

1.2 Where are intern posts located?
Intern posts are located in over 50 hospitals and primary care settings. All intern posts are incorporated into an Intern Training Network, which is led by an Intern Network Coordinator. The list of hospitals included in each network is provided in “Additional Intern Information” document on www.hse.ie

1.3 What is the role of the HSE and other health service employers in the intern year?
Under the Health Act 2004, the Health Service Executive (HSE) is obliged to facilitate the training of students training to be registered medical practitioners in Ireland. The HSE and other employing authorities (such as the voluntary hospitals) are responsible for the employment of interns and the facilitation of their training.

The HSE established the Intern Implementation Group in 2009, with representation from all relevant bodies involved in intern training, to implement many of the recommendations of the National Committee on Medical Education & Training report on the Intern Year. The Group’s Intern Implementation Reports are available online at www.hse.ie/eng/services/publications/corporate/etr/

The HSE supports the development of the intern year and the intern training programme through formal Service Level Agreements with Universities / Medical Schools for the provision of intern training.

1.4 What is the role of the Medical Schools in the intern year?
The Medical Schools play an active role in developing, managing and delivering the intern training programme in conjunction with the Intern Network Coordinators, the Medical Council, the HSE, Postgraduate Medical Training Bodies, intern tutors and trainers on clinical sites.

Each Medical School is assigned to an Intern Training Network and each school has appointed a consultant-grade Intern Network Coordinator supported by the HSE, who collaborates on the development of the national Intern Training Programme and leads the ongoing development of intern training programme within their network.
The Medical Schools are contractually obliged to develop and provide the Intern Training Programme through the Service Level Agreement between the University/relevant body and the HSE.

1.5 What is the role of the recognised postgraduate training bodies in the intern year?
The recognised postgraduate medical training bodies have a significant role to play in the development of the intern year. In particular, the training bodies will be involved in the development of intern training programmes in new specialty areas of general practice, anaesthesia (including perioperative medicine), paediatrics, psychiatry, radiology, emergency medicine and obstetrics & gynaecology over the coming years.

1.6 Will I get an intern post through this recruitment campaign?
That depends on a number of factors, including:
Whether you are eligible to apply, pass the Intern Employment Eligibility Test (if applicable) and you submit the required application documents;
Your centile ranking in your graduating class;
Whether you are an EEA / non-EEA national and require a work permit to work in Ireland, as this will affect the order in which your application is considered in the matching process;
If allocated to an intern training post, successful completion of all necessary pre-employment checks by the individual employer;
The number of intern posts available.

1.7 What happens if I change my mind about internship in Ireland after I make an application?
It is each applicant’s prerogative to decide what career path they want to follow. If you decide after submitting an application in November and at any time up to the commencement of the matching process in May/early June 2014 that it is not your intention to take up an intern post, please notify the HSE as early as possible by e-mailing applyintern@hse.ie. This will allow the matching process to be conducted in a manner which is as fair as possible to applicants who intend to take up posts. If you change your mind after accepting an allocation in May/early June 2014, you must notify the HSE immediately by e-mailing applyintern@hse.ie so that the vacancy may be filled as early as possible by a candidate on the reserve list and to avoid disruption to patient services.

1.8 How does Employment Permit Legislation affect appointment to intern posts?
The appointment of applicants to intern posts must be in line with Employment Permit Legislation.
In practice, this means that all applicants for intern posts who will not require a permit to work in Ireland will be allocated to posts ahead of applicants who will require a permit to work in Ireland. Please see Appendix 4 in “A guide to application and appointment to intern training in Ireland” Stage 1. Further details about the work permit scheme are available from the Department of Jobs, Enterprise and Innovation at www.djei.ie. Prospective applicants who are non-EEA citizens should take particular note of this.

1.9 I am currently completing my undergraduate medical degree in an EU country but would like to transfer to Ireland to complete the practical element of my degree there – can I apply for an intern position for this purpose?
No; in order to take up an intern position, applicants must be registered as an intern on the Trainee Specialist Division - Intern of the Register of Medical Practitioners. In order to be so registered, you must have completed your undergraduate medical degree and hold a basic medical qualification.

1.10 Will I have to undergo an interview?
No. Interviews will not be held for intern posts commencing July 2014.

2.0 Registration

2.1 Why do I have to register with the Medical Council?
It is an indictable offence to practise medicine in Ireland while unregistered. All interns must be registered with the Medical Council (of Ireland) in order to practise medicine in an intern
training post. It should be noted that registration / eligibility for registration as an intern does not guarantee employment; the process of application for employment is entirely separate from the process for registration.

2.2 What division of the Register of Medical Practitioners are interns included on?
Interns will be registered by the Medical Council on the Trainee Specialist Division - Intern of the Register of Medical Practitioners. In order to be eligible for registration as an intern, the medical graduate must intend to practise in an individually numbered, identifiable intern post which has been approved by the Medical Council for the purposes of intern training and must go through the Medical Council’s process for internship registration.

2.3 How do I register to practise as an Intern?
You should go to the Medical Council website, www.medicalcouncil.ie, download the Form IR1 and follow the instructions on the website for submission of appropriate documentation. Prospective graduates of Irish medical schools will receive the application form by e-mail to the e-mail address provided on your HSE application form.

3.0 Intern Training Networks & Programmes

3.1 What is an Intern Training Network?
An Intern Training Network is a geographical area based around a Medical School into which participating clinical sites (hospitals and some primary care centres) have been grouped for the purposes of providing intern education and training. A collaboration, led by a consultant-grade Intern Network Coordinator, along with Intern Tutors, Clinical Directors, the Medical School, Postgraduate Medical Training Bodies, local Medical Manpower Managers and representation from clinical sites in the network area. A mechanism through which the intern training programme is organised and delivered and assessments carried out.

3.2 What is an Intern Network Coordinator?
An Intern Network Coordinator is a consultant-grade doctor charged with leading the development of intern training within their network and overseeing the delivery of the intern training and assessment programme. The Intern Network Coordinator is appointed by the Medical School. The Intern Network Coordinator is expected to fulfil a role in sign-off of intern training in accordance with requirements set by the Medical Council in order to satisfy the Medical Council criteria for granting a Certificate of Experience.

3.3 What is the National Intern Training Programme?
The National Intern Training Programme is the Medical Council-approved training content that will be provided to you during your internship. It outlines core areas of training and principles on which training in each Network is based. The Programme was developed in line with the Medical Councils Eight Domains of Competence and approved by the Medical Council in May 2011.

3.4 How will I access the National Intern Training Programme?
All interns will be notified of arrangements for the Intern Training Programme and how to access this by their Intern Training Network after commencement of internship. The exact content and format of training will vary across the Networks but will be developed and delivered in line with the National Intern Training Programme. You will be required to sign a training agreement with the Intern Training Network, which is separate to the employment contract. Further information will be provided by your Intern Training Network after commencement of internship.

3.5 Who will my clinical supervisors be?
For each distinct rotation of your internship, you will be assigned to a consultant team based on the specialty of each rotation. Details of the supervisor(s) involved in each rotation will be provided, where possible, with the list of posts available in early 2014. In most cases, interns will be assigned to medical teams within a department so other consultants may be involved in training in addition to the named supervisor.

4.0 Centiles
4.1 What are the criteria for matching applicants with intern posts?
The selection process for intern posts is set out in A Guide to Application and Appointment to Intern Training in Ireland 2014 Stage 1. Matching of eligible candidates is on the basis of Employment Permit Legislation and the applicant’s centile rank in their final year class. The centile provides a reflection of the applicant’s position in their final year class relative to their classmates.

4.2 How is centile ranking determined?
The centile ranking is determined using a formula which expresses the position of a student relative to the position of all other students in the graduating class. The formula for calculating the centiles has been provided to all Medical Schools in Ireland and Medical Deans outside Ireland will be required to use the same formula when calculating the centiles for any of their students who apply to intern posts in Ireland. All applicants who did not complete their final exams on their first sitting will be ranked on the bottom centile.

4.3 What happens if two people with the same centile ranking choose the same intern post?
If two (or more) people on the same centile ranking choose the same intern post, the selection is made on the basis of a lottery. This lottery selection will be monitored by a person who is not involved in the matching process.

4.4 How will centile ranking be compared for applicants from different medical schools and different countries?
There is no common exit exam from Medical Schools in Ireland and no common entrance exam to internship. Therefore, centile ranking is the comparison which is in place for graduates from different Medical Schools. The centile rank compares graduates relative to others in their own class and does not compare the actual marks achieved by a graduate in one School versus actual marks achieved by another graduate in a different School.

4.5 Do I have to submit my centile ranking and, if so, what is required?
(a) Graduates / expected graduates of Medical Schools in the Republic of Ireland
The Dean/Head of your Medical School will be required to submit your centile directly to the HSE by the 19th May 2014. The Dean / Head of your Medical School will be required to calculate your centile ranking on the basis of the formula provided. The centile must be calculated on the basis of your ranked position in your final year class. Any application for which a centile rank has not been received by the deadline will not proceed.

(b) Graduates / expected graduates of Medical Schools outside the Republic of Ireland
The Dean / Head of your Medical School will be required to submit your centile ranking directly to the HSE by the 19th May 2014. The Dean / Head of your Medical School will be required to calculate your centile ranking on the basis of the formula provided. The centile must be calculated on the basis of your ranked position in your final year class. Any application for which a centile rank has not been received by the deadline will not proceed.

4.6 I graduated prior to 2014; how will my centile ranking be calculated?
Your centile will be based on your own graduating class. Therefore, if you graduated in 2013 for example, your centile will be calculated based on your position in the 2013 final year class in your Medical School and will not be based on the 2014 graduating class.

4.7 When calculating centile rankings, are centiles for EEA graduates calculated together, separate to non-EEA graduates?
No; centiles are calculated on the basis of the total number in the final year class. The calculation of centiles does not take into account the number of EEA graduates versus non-EEA graduates, nor does it take into account the number of graduates from a particular class who apply for intern posts.

4.8 What happens in the case of a person whose centile ranking changes as a result of a subsequent exam appeal?
The matching process must be scheduled to allow sufficient time for the necessary pre-employment checks to take place prior to commencement of employment. The matching process will take into account the centile rankings of applicants at the time of the deadline for submission of centile rankings. Any centiles submitted after that date cannot be incorporated into the matching process. An application which does not have a centile ranking at that time cannot proceed.

5.0 Post Preferences
5.1 What happens if all of my preference posts have been filled by higher ranked candidates?
If all of your post preferences have been exhausted, you will be matched to a post in the highest available network of your choice where posts remain available. Lower ranked candidates will not displace higher ranked candidates.

5.2 What happens if I change my mind about my post preferences and want to take my second or subsequent preference post?
You do not have the option to opt for a subsequent post. A single match will be carried out and, if you are successful, you will be allocated to a single post. If successful you will receive one offer only. You should therefore choose your post preferences carefully.

5.3 What happens if I do not receive an offer of an intern post?
Eligible applicants who remain unmatched after all posts have been allocated will be placed on a Reserve List. In the event that an applicant matched to a post chooses not to proceed, the post will be offered to the highest ranked applicant on the Reserve List. This reserve list will only be in existence up to and including 31st July 2014.

6.0 Garda Vetting and Police Clearance

6.1 I underwent Garda vetting as a student – is this sufficient?
No; a separate process of Garda vetting must be undertaken prior to commencement of employment; vetting undergone while a student is not sufficient.

6.2 Will I have to undergo Garda vetting for each of my intern rotations?
No; the Garda vetting process completed for employment as an intern covers the 12 month period of internship.

6.3 Will I have to undergo Garda vetting for every subsequent medical post in the Irish health service?
No; subject to continued employment in Irish public health service, Garda vetting will be required periodically but will not be required for every appointment and/or rotation.

6.0 Employment Contract

6.1 Will on-call commitments be part of my intern training?
Yes, on-call commitments have been recognised as being an important learning experience within a supervised clinical environment and within European Working Time Directive regulations. Actual on-call commitments will vary depending on your individual hospital and local arrangements for on-call rotas.

6.2 What is the salary for intern posts?
The salary for intern posts (as at 01/01/2011), based on a basic 39 hour week is €30,257. Intern salaries are determined by the Department of Health.

6.3 What is the annual leave entitlement for interns?
Interns are entitled to 16 calendar days annual leave per 6-month period inclusive of weekends (i.e. equivalent to 12 working days per 6 month period). Scheduling of leave is at the discretion of the employer in line with the NCHD contract.

6.4 What is the educational leave entitlement for interns?
Interns are entitled to apply for up to a maximum of 18 days educational leave per 6-month period to facilitate attendance / participation at approved educational activities in line with the NCHD contract. Approval of applications for educational leave is at the discretion of the employer.

6.5 What is the duration of an internship?
Internship is for a minimum of 12 months, which should normally be consecutive, including at least three months in medicine in general and three months in surgery in general. Intern posts may also include 2-4 months in other specialties recognised by the Medical Council for the purposes of intern training (Emergency Medicine, General Practice, Obstetrics & Gynaecology, Paediatrics, Psychiatry, Radiology and Anaesthesia including Perioperative Medicine). Depending on the employing authority in each case, the contract provided to interns could be for this period in its entirety or in separate parts if one or more rotations are undertaken under a different employing authority.

6.6 Is flexible / part-time training available for intern posts?
No. The Medical Council stipulates that Internship training should ordinarily be for a consecutive period of at least 12 months. Intern posts are wholetime; flexible / part-time training is not available at intern training level. Any individual concerns prior to appointment should be raised with your Medical School in the first instance.

7.0 Deferrals / Repeat students / Applicants who do not graduate as expected

7.1 What happens if I fail my final medical exams and have to repeat; how can I apply for an intern post?
Applications are currently only invited for posts commencing in July 2014. Applicants to such posts must have graduated and been conferred with their medical degree on or before 26th June 2014. There is only one Intern intake per year and this intake occurs during the month of July each year.

7.2 What happens if I cannot complete my final medical qualification with the rest of my class due to illness etc.; when will I be able to take up an intern position and how should I apply?
Applications are currently only invited for posts commencing in July 2014. Applicants to such posts must have graduated and been conferred with their medical degree on or before 26th June 2014. There is only one Intern intake per year and this intake occurs during the month of July each year. You should contact your Medical School for more information.

7.3 Can I defer an intern allocation offer?
No; deferral of intern posts is not permitted. If you are not available to take up your allocated post on July 14th 2014 you should notify the relevant Intern Training Network.

8.0 Sign-Off of the Intern Year

8.1 What is the Certificate of Experience?
The Certificate of Experience is granted by the Medical Council when a medical practitioner has completed a period of internship to the satisfaction of the Council. This Certificate is required for eligibility to apply to the Trainee Specialist Division or General Division of the Register of Medical Practitioners maintained by the Medical Council. The Certificate is also required by most other competent authorities in order to register to practise medicine in other countries. The mechanism of granting such certificates will be advised by the Medical Council. See www.medicalcouncil.ie for more information.

8.2 Who is involved in assessing my intern training leading to the Certificate of Experience?
Your individual trainers and the Intern Network Coordinator for your Intern Training Network will be involved in assessing your intern training. The Intern Network Coordinator is expected to fulfil a role in sign-off of your training in accordance with requirements set by the Medical Council in order to satisfy the Medical Council criteria for granting a Certificate of Experience. More information is available from the Medical Council www.medicalcouncil.ie.
9.0 Career opportunities after internship

9.1 Where can I get more information on training and employment opportunities after internship?
Information on postgraduate medical training in Ireland is available from the MET Hub on the HSE’s Learning and Development website. This resource can be accessed at www.hseland.ie. Please note that you will have to register to obtain log-in details for this website but there is no charge for registration.

A number of the postgraduate medical training bodies run rotational initial specialist and higher specialist training programmes. Currently, appointment to rotational training programmes is organised by these training bodies, in conjunction with relevant hospitals and other clinical training sites. Provided below are details of the relevant training bodies.

Royal College of Physicians of Ireland (Medical sub-specialties, Paediatrics, Pathology, Public Health Medicine, Obstetrics & Gynaecology & Occupational Medicine) www.rcpi.ie
Royal College of Surgeons in Ireland (Surgery & Emergency Medicine) www.rcsi.ie
Irish College of General Practitioners www.icgp.ie
Irish College of Ophthalmologists www.icophth.ie
The College of Anaesthetists: www.anaesthesia.ie
The College of Psychiatry of Ireland: www.irishpsychiatry.ie
The Faculty of Radiology: www.radiology.ie

Information on the specialist training programmes organised by these training bodies is available from the website of the Forum of Irish Postgraduate Medical Training Bodies, www.irishmedicaltraining.ie.

In addition, hospitals will sometimes recruit doctors directly. These doctors are usually at the employment grades of Senior House Officer and Registrar (i.e. pre-higher specialist training). Advertisements for these posts usually appear in the Irish national papers, the Irish medical press, on www.hse.ie and www.publicjobs.ie