

Working as a Doctor in Ireland

NCHD Guide

National Doctors Training & Planning

July 2025

NATIONAL DOCTORS TRAINING & PLANNING

Contents

1. Introduction 1
1.1 About Us 1

2. Understanding The Irish Health Service 2
2.1 Non-Consultant Hospital Doctors (NCHDs) 2
2.1.1 Interns 2
2.1.2 Senior House Officers (SHOs) 2
2.1.3 Registrars 2
2.1.4 Specialist Registrars (SpR) 3
2.2 General Practitioners (GPs) 3
2.3 Multidisciplinary Working 3
2.4 The Health Service Executive 3
2.5 Health Regions 4
2.6 Statutory, Voluntary & Private Hospitals 5
2.7 Model 1, 2, 3 & 4 Hospitals 5
2.8 Postgraduate Medial Training Bodies 6

3. Coming To Work In Ireland 9
3.1 Accommodation 9
3.1.1 Finding rented accommodation 9
3.2 Personal Public Services (PPS) Number 9
3.3 Banking 10
3.4 Revenue 11
3.5 English Language 11
3.6 Immigration 12
3.6.1 Visa Applications 12
3.6.2 Work Permit Applications 12
3.6.3 Stamp 12

4. Before You Start Work 14
4.1 The Medical Council 14
4.2 Professional Competence Scheme 14
4.3 Police vetting and/or Garda vetting 15
4.3.1 If you have only lived in the Republic of Ireland or Northern Ireland 15
4.3.2 If you have lived abroad 15
4.4 Pre-Employment Screening 16
4.4.1 Immunisation Screening and Vaccinations 16
4.4.2 Exposure Prone Procedure (EPP) Clearance 16
4.5 Clinical Indemnity Scheme & Medical Protection Benefits 17
4.6 The National Employment Record (NER) 17
4.7 Safe Start Guide 19
4.8 HSE Employee Handbook 19
4.9 Checklist Prior to Week One 20

5. Employment Legislation & Mandatory Training 22
5.1 Important Employment Legislation in Ireland 22
5.1.1 Payroll Guide 22
5.1.2 Pension 22
5.1.3 Working Hours & Leave Entitlements 23
5.1.4 Part-Time Employees 23
5.1.5 Fixed-Term Employees 24
5.1.6 Safety & Equality At Work 24
5.1.7 Dignity At Work 25
5.2 Professional Standards 25
5.3 Dress Code 25
5.4 HSELanD 26
5.5 Mandatory Training 26
5.6 Induction Checklist 29

6. Funding Supports 31
6.1 Educational Funding Supports 31
6.1.1 Continuous Professional Development Support Scheme (CPD-SS) 31
6.1.2 Training Support Scheme (TSS) 31
6.1.3 Clinical Course Exam Refund Scheme (CCERS) 32
6.1.4 Specialist Training Fund for Higher Specialist Trainees 32
6.2 Temporary Recoverable Payment 32
6.3 Relocation Expenses 33

7. Fellowships & Scholarships 35
7.1 Dr Richard Steevens' Scholarship 35
7.2 Irish Clinical Academic Training (ICAT) Programme 35
7.3 Aspire Post CSCST Fellowship 36

8. Health & Wellness 38
8.1 National Directory For GPs 38
8.2 Practitioner Health Matters Programme 38
8.3 Employee Assistance Programme (EAP) 38
8.4 HSE Coaching Assistance 38

9. Other Opportunities 39
9.1 Lead NCHD Programme 39
9.2 Spark Innovation Programme 39
9.3 Applying for a Consultant Post 40
9.3.1 Consultant Recruitment Hub 40
9.3.2 Hospital Websites 40
9.3.3 Consultant Applications Advisory Committee (CAAC) Approvals 40

10. Useful Links & Resources 41
10.1 Health Library Ireland (HLI) 41
10.2 Websites 41
10.3 Visit MedicalCareers.ie 43
10.4 Keep Up To Date On Social Media 43


Flu Vaccine – I'm protected, Are You?
www.hse.ie/flu

1. Introduction

Part of NDTP's strategic plan for 2022-2027 is to proactively engage with non-consultant hospital doctors (NCHDs) to deliver high quality, useful information. Like any large organisation, the HSE can be a complex workplace to navigate. We have developed this guide to help you traverse these complexities as you complete your medical training.

Throughout these pages, you will find information about pre-employment screening, mandatory training courses, social media links, and your rights as an employee. You will also find information about the digital services provided by NDTP, such as the National Employment Record (NER), that allows you to interact virtually with your Medical Manpower department through a browser-based portal or its newly launched app.



Prof Anthony O'Regan,
NDTP Medical Director

If you are coming to Ireland from abroad to continue your training, you will also find practical information regarding, for example, English language proficiency, income tax, or finding accommodation.

We hope that this document acts as a vital and central information resource for all NCHDs throughout their time training and working in the Irish healthcare system. Our thanks to Medical Manpower Manager representation, NCHD representation, and Employee Relations representation for helping to develop this guide.

1.1 About Us

National Doctors Training & Planning (NDTP) was established in 2007 under the HSE National HR directorate in response to recommendations made by the Fottrell and Buttimer Reports. Initially called the Medical Education, Training Unit (MET), our primary role was to fulfil the HSE's statutory obligations in postgraduate training.

NDTP NATIONAL DOCTORS TRAINING & PLANNING

Reflecting evolutions in our responsibilities, the unit was renamed National Doctors Training & Planning (NDTP) in 2014. Today, NDTP provides key information and analysis of the medical workforce, enabling the health sector to prepare for appropriate levels of trained doctors in the future. In response to these plans, we work with postgraduate medical training bodies to facilitate the development and promotion of training programmes, providing a skilled workforce that meets the current and future needs of the health service. Other services provided by NDTP include:

- Managing the Doctors Integrated Management E-System (DIME) and the National Employment Record (NER)
- Providing administrative support to the Consultant Applications Advisory Committee (CAAC) and Type C Committee

2. Understanding the Irish Health Service

2.1 Non-Consultant Hospital Doctors (NCHDs)

In Ireland, a non-consultant hospital doctor (NCHD) is a medical practitioner who works under the supervision of a consultant doctor. There are a few different types of NCHDs.

2.1.1 Interns

During intern year, you will experience the reality of patient care in a range of healthcare settings. This 12-month period usually comes immediately after medical school, providing graduates with a supported, supervised learning environment – working as part of clinical teams and in an on-call capacity. The intern year builds your skills, knowledge, competency, and confidence, providing the foundation of your future practice as a doctor in your chosen field. Work consists of regular time plus overtime.

On successful completion of your internship, the Medical Council of Ireland (MCI) awards you a *Certificate of Experience*. This certificate enables you to apply for general registration or trainee specialist registration on the Register of Medical Practitioners maintained by the Medical Council of Ireland.

The recruitment campaign for internships opens around October every year, for posts commencing July of the following year. This campaign is advertised at hse.ie/go/jobs. To apply for an internship, you must be a graduate of, or final year student at, a medical school in one of the following EEA countries: Ireland, Norway, Denmark, Sweden, Italy, Lithuania, Luxembourg, Malta, Poland, Portugal, Slovenia, and Iceland. Applications from RCSI & UCD Malaysia Campus students are also accepted.

- Learn more about intern year: hse.ie/eng/staff/leadership-education-development/met/medical-intern-unit/

2.1.2 Senior House Officers (SHOs)

A senior house officer (SHO) is another type of non-consultant hospital doctor. SHOs are supervised in their work by consultants and registrars. SHOs in Ireland can be employed either in training posts or standalone posts. NCHDs who are not enrolled on a recognised postgraduate training scheme in Ireland are employed in standalone posts. Further details on how to apply to a postgraduate training programme can be found on the relevant postgraduate training body website (see section 2.10 for training body contact details).

- Standalone SHO posts are advertised here: about.hse.ie/jobs/job-search/?category=medical+and+dental

2.1.3 Registrars

A registrar is a non-consultant hospital doctor who has completed a minimum of 24 months post internship. Advancing to registrar level from SHO level is dependent on experience and aptitude within a specialty. Registrars are supervised in their work by consultants. Registrar

posts are generally standalone posts and work is carried out as part of a multi-disciplinary team. Standalone posts allow you to gain further real-world experience and improve your competitiveness when applying to training schemes.

- Standalone registrar posts are advertised here: about.hse.ie/jobs/job-search/?category=medical+and+dental

2.1.4 Specialist Registrars (SpR)

A specialist registrar (SpR) is a doctor who is undertaking their higher specialist training (HST). HST is the final step on the path to specialisation. There are programmes available in over 40 specialties across 13 Irish postgraduate training bodies. Further details on how to apply to a postgraduate training programme can be found on the relevant training body website.

This is the final stage of training. On completion, you will receive a *Certificate of Satisfactory Completion of Specialist Training* (CSCST), which allows you to register as a Specialist on the Medical Council Register, making you eligible for consultant posts in Ireland. To ensure you gain the widest experience, HST schemes are rotational in nature, and you will rotate between jobs and/or clinical sites every six to 12 months. SpR posts are fully salaried.

2.2 General Practitioners (GPs)

There are around 4,600 general practitioners (GPs) currently working in Ireland. As GPs provide a broad service, they are usually the first medical professional a person turns to when they feel unwell. GPs play a central role in the health of our community, caring for people at every stage of life, from birth to old age.

2.3 Multidisciplinary Working

A multidisciplinary team is a group of healthcare workers from different disciplines and professions (for example, psychiatrists, social workers, physiotherapists, etc.), each providing specific services to the patient. Team members address the healthcare needs of the patient independently, focusing on the issues in which they specialise.

The activities of the team are brought together using a care plan. The plan co-ordinates the services provided, ensuring team members are working together towards a specific set of goals. Sometimes, the patient is assigned a key worker who becomes their main point of contact.

2.4 The Health Service Executive

The Health Service Executive (HSE) provides public health and social services to the people of the Republic of Ireland through hospitals and community services across the country. The services delivered within these hospitals include scheduled care, unscheduled care, maternity services, outpatient services, and diagnostic services.

- Learn more about the Health Service Executive: citizensinformation.ie/en/health/health-system/health-service-executive/

2.5 Health Regions

The HSE is a single organisation with 6 health regions. Each region is responsible for providing both hospital and community care for the people in that area. The regions remain under the governance of the HSE Board and the HSE continues to be responsible for standards and guidelines.

Community health services and hospitals are integrated in each region to provide the following patient services:

- hospitals
- primary care services – like pharmacies and doctors' surgeries
- community services
- social care services
- public and private providers
- health and social care professionals
- voluntary sector services

The 6 health regions cover the following healthcare areas:

Health Region	Healthcare Areas	Website
HSE Dublin and North East	Cavan Monaghan Louth Meath Dublin North City and West Dublin North County	HSE Dublin and North East Website
HSE Dublin and Midlands	Dublin South City and West Dublin South West Kildare West Wicklow Midlands	HSE Dublin and Midlands Website
HSE Dublin and South East	Carlow Kilkenny and Tipperary South Waterford Wexford Dublin South and Wicklow	HSE Dublin and South East Website
HSE Mid West	Limerick City and Tipperary North Clare and Limerick County	HSE Mid West Website
HSE South West	Cork North and East Kerry Cork South and West	HSE South West Website
HSE West and North West	Donegal Sligo Leitrim Mayo Galway Roscommon	HSE West and North West Website

(A small portion of west county Cavan continues to come under Sligo and Leitrim for health services.)

2.6 Statutory, Voluntary & Private Hospitals

Individual hospitals within Ireland can be classified as:

- **Health Service Executive (HSE) hospitals:** hospitals owned and funded by the HSE.
- **Voluntary public hospitals:** hospitals that may be owned by private bodies (for example, a religious order) that receive state funding. Some voluntary public hospitals are incorporated by charter or statute and run by boards appointed by the Minister for Health.
- **Private hospitals:** hospitals that receive no state funding.

▸ Learn more about hospital provision in Ireland: citizensinformation.ie/en/health/health-system/health-service-executive/

2.7 Model 1, 2, 3 & 4 Hospitals

Depending on the services provided, every hospital in Ireland is categorised as being a Model 1, 2, 3, or 4.

- **Model 1** hospitals are community hospitals and do not provide surgical services.
- **Model 2** hospitals admit low-acuity patients and typically have a minor injuries unit and carry out day care surgery.
- **Model 3** hospitals provide both elective and general surgical services and admit undifferentiated medical and surgical patients.
- **Model 4** hospitals are generally located in the larger metropolitan areas. These hospitals admit undifferentiated medical and surgical patients and take referrals from other hospitals. They provide complex specialist care and have Level 3 intensive care units (ICUs).

2.8 Postgraduate Medical Training Bodies

There are various bodies delivering specialist medical training in Ireland. Learn more about each on their website.

Medical Discipline	Medical Speciality	Medical Council Accredited Postgraduate Training Body	Website
Anaesthesiology (Streamlined)	Anaesthesiology	College of Anaesthesiologists of Ireland	anaesthesia.ie
Emergency Medicine (Streamlined)	Emergency Medicine	Irish Surgical Postgraduate Training Committee, RCSI	rcsi.com/surgery/training/emergency-medicine
Intensive Care Medicine (Supra-Specialty)	Intensive Care Medicine	Joint Faculty of Intensive Care Medicine of Ireland	anaesthesia.ie/training/intensice-care-medicine/
General Practice (Streamlined)	General Practice	Irish College of General Practitioners	icgp.ie
Militiary Medicine	Military Medicine	Irish College of General Practitioners	icgp.ie
Medicine (BST/HST)	Cardiology	Institute of Medicine, RCPI	rcpi.ie
	Clinical Genetics		
	Clinical Pharmacology		
	Dermatology		
	Endocrinology & Diabetes Mellitus		
	Gastroenterology		
	Genito-Urinary Medicine		
	Geriatric Medicine		
	Infectious Diseases		
	Medical Oncology		
	Nephrology		
	Neurology		
	Palliative Medicine		

Medicine (BST/HST) (contd.)	Rehabilitation Medicine	Institute of Medicine, RCPI	rcpi.ie
	Respiratory Medicine		
	Rheumatology		
	Pharmaceutical Medicine		
Obstetrics & Gynaecology (BST/HST)	Obstetrics & Gynaecology	Institute of Obstetrics & Gynaecology, RCPI	rcpi.ie
Occupational Medicine (HST)	Occupational Medicine	Faculty of Occupational Medicine, RCPI	rcpi.ie
Ophthalmology (BST/HST)	Ophthalmology	Irish College of Ophthalmologists, RCSI	eyedoctors.ie rcsi.com
Paediatrics (BST/HST)	Paediatrics	Faculty of Paediatrics (RCPI)	rcpi.ie
	Neonatology		
	Paediatric Cardiology		
Pathology (HST, BST, Histopathology)	Chemical Pathology	Faculty of Pathology (RCPI)	rcpi.ie
	Haematology		
	Histopathology		
	Immunology		
	Microbiology		
Psychiatry (BST/HST)	Child & Adolescent Psychiatry	College of Psychiatrists Ireland	irishpsychiatry.ie
	Adult Psychiatry		
Public Health Medicine (HST)	Public Health Medicine	Faculty of Public Health Medicine, RCPI	rcpi.ie
Radiology (HST)	Radiology	Faculty of Radiologists and Radiation Oncologists, RCSI	rcsi.com
	Radiation Oncology		

Surgery (Partially Streamlined)	Cardiothoracic Surgery	Royal College of Surgeons in Ireland	rcsi.com
	General Surgery		
	Neurosurgery		
	Opthalmic Surgery		
	Paediatric Surgery		
	Plastic, Reconstructive & Aesthetic Surgery		
	Trauma & Orthopaedic Surgery		
	Urology		
	Oral & Maxillo-Facial Surgery		
	Vascular Surgery		
Sports & Exercise Medicine (Supra-Specialty)	Sports & Exercise Medicine	Faculty of Sports & Exercise Medicine, RCSI	rcsi.com

3. Coming to Work in Ireland

This section contains additional information that is particularly aimed at NCHDs who are coming to Ireland for the first time to continue their training.

3.1 Accommodation

Whether you are moving jobs within Ireland, or travelling here from abroad, we strongly advise arranging accommodation prior to commencing your new post. This may be difficult to organise remotely because you want to view the property yourself or meet with landlords or letting agencies. Organising short-term accommodation (hotel, Airbnb, hostel, or staying with friends and family) can give you time to investigate the area and find a suitable property.

The main types of rental accommodation in Ireland are houses, apartments, and house-shares. Tenancy agreements tend to be fixed-term (a 12-month duration is typical). Living costs in Ireland are some of the highest in Europe, mostly because of high rents. The average rent nationally for new tenants is approximately €1680 per month (Residential Tenancies Board Rent Index Q4 2024). Most tenancies will require a security deposit (usually one month's rent) plus one month's rent in advance of the moving-in date.

3.1.1 Finding rented accommodation

- Rental accommodation is mostly advertised online. Popular websites used by private landlords and letting agencies include daft.ie, rent.ie, and myhome.ie. These sites also allow you to create alerts so that you receive emails notifying you of new listings that correspond to your search parameters.
- It is also possible to find accommodation through word of mouth, or by looking out for "To Let" signs at available properties.
- Hospital staff will often use hospital noticeboards to advertise accommodation.
- Doctor's Res is a closed, private Facebook group frequently used by doctors in Ireland who are seeking accommodation, house swaps, or roommates. You will require a Facebook account and your request will need to be approved by a group admin. (Please note, NDTP is not affiliated with the Doctors Res Facebook group.)

Before committing to a property, you should consider:

- Your budget
- The location and the route to and from work
- The quality of the accommodation

▸ Learn more about looking for accommodation, plus your rights and responsibilities as a tenant: citizensinformation.ie/en/housing/

3.2 Personal Public Services (PPS) Number

A personal public service (PPS) number is a unique reference number that helps you access social welfare benefits, public services, and information in Ireland. A PPS Number is always seven numbers in length followed by either one or two letters.

In order to get a PPS Number, you must provide evidence of:

- your identity
- why you need a PPS Number
- your Irish address

You can apply for a PPS number online. The first step is to create a basic (unverified) MyGovID account at mygovid.ie, then use this ID to log into services.mywelfare.ie and start the application process.

If you are still living outside of Ireland, you should instead complete a PDF application form and email or post it along with the additional elements required.

▸ Learn more about applying for a PPS Number: gov.ie/en/department-of-social-protection/services/get-a-personal-public-service-pps-number/

3.3 Banking

While working in Ireland, your salary will be paid directly into your bank account. It's advisable to open a bank account for this; banks and credit unions offer personal current accounts in Ireland.

Any financial institution is likely to ask for the following elements to open an account:

- **Personal details:** your Irish address and an Irish mobile phone number
- **Photo identification:** proof of your identity in the form of a passport or driving licence
- **Evidence of your Irish residential address:** two official documents showing your name and residential address, dated within the last six months. This is often referred to as nonphotographic identification. Accepted documents are typically:
  - **Utility bills** (electricity, gas, internet, or water bills).
  - Current **home insurance**, **health insurance**, or **motor insurance** certificates.
  - **Bank account** or **credit card statements** (you may not be able to use these if you are new to Ireland, unless your non-Irish financial institution is already sending statements to your home address in Ireland).
  - **Rental agreement** (not universally accepted).

It can take up to a week for a new bank account to be set up, and longer for a debit or credit card to arrive. If you have not opened a bank account prior to your arrival in Ireland, you should ensure you have some way of accessing money while waiting for your account to be operational. If speed is an issue for you, you may want to look for a bank account service that accepts online applications.

Once you have received your bank account details you will need to contact your Medical Manpower Department and update the hire form on your National Employment Record (NER) account (see section 4.4) to ensure you receive your wages.

3.4 Revenue

The Revenue Commissioners, usually referred to as Revenue, is the government agency responsible for the assessment and collection of taxes and duties in Ireland. The main work Revenue is involved in includes:

- Assessing, collecting, and managing taxes and duties
- Collecting Pay Related Social Insurance (PRSI) contributions
- Providing policy advice on taxation issues

During your employment in Ireland, you will be required to pay Pay Related Social Insurance (PRSI) and Universal Social Charge (USC). Both these taxes are managed by Revenue and appear as deductions on your payslip.

You will need a Revenue account to view your tax-related information and documents. The easiest way to create such an account is via a verified MyGovID account, which you can create at mygovid.ie.

▸ Learn more about Revenue and creating an account: revenue.ie

3.5 English Language

Proficiency in the English language is a core requirement of all NCHDs working in the Irish public health service. This is to ensure that you can communicate effectively with patients and to comply with statutory and regulatory requirements and human resource policies and procedures. The English language requirement is applied universally, regardless of whether you are a training doctor, doctor in a standalone post, or an intern doctor and no matter what category or grouping you fall into.

If you are seeking to take up employment here and were not registered with the Irish Medical Council prior to 1st January 2015 OR have not completed ALL your undergraduate medical training in the Republic of Ireland, you must provide evidence of English proficiency.

Evidence can take the following forms:

- **If you completed your medical degree in English in Australia, Canada, New Zealand, the USA, or the United Kingdom:** a copy of your medical degree certificate.

- **If you have an Irish Leaving Certificate OR United Kingdom A-Levels AND a medical degree in English:** copies of your Irish Leaving Certificate or UK A-Level results, a copy of your Medical Degree, and documentation from the university confirming your medical degree was taught and examined solely in English (all three must be provided).

If you cannot provide the above evidence, you can instead submit a certificate of test results from either the International English Language Test System (IELTS) or Occupational English Test (OET).

▸ Learn more about English language requirements in the HSE, including required minimum scores for IELTS or OET: hse.ie/eng/staff/resources/hr-circulars/hr-circular-063-2020-english-language-requirements-for-nchds.pdf

3.6 Immigration

There are several steps to complete to obtain the necessary permissions to live and work in Ireland.

Before presenting for entry to Ireland you will need to have secured:

- Your registration as medical practitioner with the Medical Council
- An immigration visa granting permission to work in Ireland
- A work permit issued by the Department of Enterprise, Trade and Employment
- A job offer or employment contract

Once you have the above requirements, you can seek an immigration permission "stamp" on your immigration card.

▸ Learn more about employment permits for doctors: enterprise.gov.ie

3.6.1 Visa Applications

To secure the necessary visa, you will need to complete a visa application.

▸ Learn more about applying for a visa: justice.ie

3.6.2 Work Permit Applications

You must secure a work permit before coming to Ireland; your visa alone is not sufficient to gain entry to the country. You should have a job offer or contract AND a work permit when you arrive.

Your employer applies for the work permit on your behalf, so if you have any questions about this you can contact your employer. There are two categories of work permit that are relevant if you plan to work as a doctor in Ireland.

1. **Critical Skills Employment Permit:** Issued to applicants with a job offer of two years' duration.
2. **General Employment Permit:** The permit that most doctors applying to work in Ireland are eligible to apply for. Once this permit is obtained, you can seek to enter the country.

Once your work permit has been approved, your Medical Manpower Department will upload this to your National Employment Record (NER) account, where you will be able to view it.

Please see section *4.6 National Employment Record (NER)* for more information on this.

3.6.3 Stamp

Once you have entered the country, you must attend an appointment with the Immigration Service of the Department of Justice to receive your immigration card stamp - this indicates the permission type you have been given. This permission is granted for a fixed period.


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4. Before You Start Work

4.1 The Medical Council

The Medical Council regulates medical doctors in the Republic of Ireland. The Council's purpose is to protect the public by promoting and ensuring high standards of professional conduct and professional education, training, and competence among doctors. The council's key responsibilities include:

- Maintaining the Register of Medical Practitioners, which anyone can consult to see if their doctor is registered to legally work in Ireland.
- Ensuring the highest standards of medical training and education in the Republic of Ireland.
- Promoting good medical practice and overseeing doctors' continuing professional development.
- Investigating complaints against medical doctors.

All doctors working in Ireland must register with the Medical Council before commencing employment by applying to one of the four divisions:

- General registration
- Specialist registration
- Trainee registration
- Supervised registration

The division of the register you are eligible to apply for will depend on where you qualified and what training you have completed. The final decision in granting registration to a doctor is decided by the Medical Council.

▸ Learn more about registration and check your eligibility: medicalcouncil.ie/registration-applications/first-time-applicants/

4.2 Professional Competence Scheme

Doctors granted specialist, general or supervised registration by the Medical Council are legally obliged to maintain their professional competence by enrolling in a professional competence scheme (PCS) and meeting the requirements set by the Medical Council. If you are on the register and practising for more than 30 days a year in Ireland, you must enrol in a PCS, engage in continuous professional development (CPD) activity, and maintain documentation relating to this activity. The PCS year runs from 1st May to 30th April annually.

Postgraduate training bodies operate professional competence schemes on behalf of the Medical Council. Doctors are required to enrol in the professional competence scheme most relevant to their scope of practice. See section *6.1.1 Continuous Professional Support Scheme (CPD-SS)* for more information about funding supports provided by the HSE.

▸ Learn more about professional competence schemes: medicalcouncil.ie/existing-registrants-/professional-competence/contact-information-on-schemes.html

4.3 Police Vetting/Garda Vetting

All doctors in Ireland must be police vetted before commencing their employment. You will not be able to start working until the HSE can confirm your appointment does not pose a risk to clients, service users, or employees. An Garda Síochána is the national police service in Ireland and responsible for issuing police clearance (often called Garda vetting) through the National Vetting Bureau for anyone living in Ireland.

4.3.1 If you have only lived in the Republic of Ireland or Northern Ireland:

The process of being police vetted involves disclosing any convictions, probation, or community service you have received for crimes or infractions including driving offences, non-payment of a TV licence, and public order offences in the Republic of Ireland or Northern Ireland.

Your Medical Manpower Department makes the request to the National Vetting Bureau once you have completed the necessary paperwork. Once your police vetting disclosure has been issued, the Medical Manpower Department will upload this to your National Employment Record (NER) account, where you will be able to view it. Please see section *4.6 National Employment Record (NER)* for more information on this.

- Learn more about police vetting in Ireland: vetting.garda.ie

4.3.2 If you have lived abroad:

If you have lived outside of Ireland for more than six months since becoming an adult, you will also need security clearance for each legal jurisdiction you have resided in. This clearance should state that you have no convictions recorded. It must be dated after you stopped living in the jurisdiction and cover the entire period you lived there. Seeking security clearance from other countries is your responsibility.

To find out how to obtain security clearance from other countries, you should contact their respective embassies.

- Learn more about police vetting in the United Kingdom: gov.uk/copy-of-police-records and acro.police.uk
- Learn more about police vetting in Australia: afp.gov.au
- Learn more about police vetting in New Zealand: police.govt.nz
- Learn more about police vetting in the USA: fbi.gov
  (Please note that only FBI clearance is valid if you lived in the USA. State clearance is not acceptable as it does not cover the whole country.)
- Learn more about police vetting in Canada: rcmp-grc.gc.ca/en/criminal-record-checks

4.4 Pre-Employment Screening

A pre-placement health assessment is carried out by the occupational health service to ensure you are physically and mentally fit to do your job. The assessment involves a questionnaire and, if necessary, a medical consultation.

You will be sent a screening questionnaire during the application process. You must disclose any underlying health conditions and provide relevant immunisation details - if you give false information, your application may get rejected or your contract may be affected.

Depending on your medical history, or the work you will be doing, you may also be asked to:

- provide a report from your general practitioner (GP)
- provide a report from a medical specialist
- attend a medical assessment with the occupational health doctor

4.4.1 Immunisation Screening and Vaccinations

Immunisation screening ensures you have adequate protection against certain infectious diseases. This is to safeguard your health and the health of service users. An immunisation form will be uploaded to NER by your occupational health department. The immunisation screening and vaccinations you will be asked for depends on the risk assessment of your job and will differ for each role. You can contact the occupational health service to arrange vaccinations (this can be done after you have started working).

Prospective employees are requested to submit evidence of previous immunisation. This will not hold up the pre-placement assessment process unless the post requires exposure prone procedures (EPP) certification. Immunisation evidence is usually required for:

- BCG or evidence of immunity to Tuberculosis (TB)
- Hepatitis B antibodies
- Varicella
- Measles, mumps, and rubella (MMR)

▸ Learn more about immunisation guidelines in Ireland: rcpi.ie/Healthcare-Leadership/NIAC/Immunisation-Guidelines-for-Ireland

4.4.2 Exposure Prone Procedure (EPP) Clearance

Exposure prone procedures (EPP) are medical processes where an injured healthcare worker could potentially contaminate a patient's open tissues with their blood, leading to the risk of blood borne virus (BBV) transmission. This term covers a range of scenarios, one example being a procedure where a gloved hand inside a patient's open body cavity or wound comes into contact with needle tips, sharp instruments, bone, or teeth.



In some fields – for example, surgery- the hands or fingertips of the healthcare worker may not be always completely visible, meaning that injury is not noticed and acted upon immediately. To mitigate risk during these procedures, EPP healthcare workers must have EPP certification or evidence of relevant blood test results from an identified validated sample (IVS). If you do not have one of these, you must attend the occupational health service for IVS bloods.

For your blood sample to be validated, you will need to bring a passport or driving licence for identification. The document will be photocopied and signed by the clinician taking the blood. Your recruitment contact will advise you if your role requires EPP clearance. If it does, you will not be cleared for work until the blood test results are available. Your EPP clearance will be uploaded to NER by your occupational health department.

- Learn more about pre-placement health assessment: healthservice.hse.ie/staff/benefits-and-services/occupational-health/pre-placement-health-assessment/

4.5 Clinical Indemnity Scheme & Medical Protection Benefits

The Clinical Indemnity Scheme (CIS), operated by the State Claims Agency, provides doctors with cover for clinical negligence claims that occur in public hospitals and HSE facilities. However, complaints to the Medical Council, police (Garda) inquiries, and disciplinary hearings are not covered and could leave doctors facing such situations on their own.

- Learn more about state indemnity: stateclaims.ie/state-indemnity/clinical-indemnity-scheme

4.6 The National Employment Record (NER)



The National Employment Record (NER) was developed by NDTP in response to one of the key recommendations of the *Strategic Review of Medical Training and Career Structure* (MacCraith) reports. The recommendation was based on direct feedback from non-consultant hospital doctors (NCHDs). The NER was designed to minimise repetitive paperwork for NCHDs and eliminate as much duplication as possible when rotating within the Irish health system.

The NER enables you to interact virtually with your Medical Manpower Department and occupational health department. You can submit pre-employment screening documentation and access financial supports for both the Training Support Scheme (TSS) and the Clinical Course Exam Refund Scheme (CCERS).

The NER E-Portfolio module also gives you access to a generic standard document to record all your training and career development. It also allows such experience to be validated by your supervising clinician or consultant, where applicable.

You can access the NER from a browser or via a smartphone app (Android or iOS).

Download on the App Store

GET IT ON Google Play

- Learn more and create your NER account: nchder.ie

The NER contains a number of modules to support you with pre-employment and will continue to assist you throughout your employment in the Irish health service. The modules available on the NER (online or in-app) include:

1. Employment Documents: update your hire form - which is used by the Medical Manpower Department for onboarding purposes - and view your police/Garda vetting and work permit (if applicable). Please note, your police/Garda vetting and work permit documents are uploaded by your Medical Manpower manager on your behalf.

2. Occupational Health Documents: update your occupational health form, upload your immunisation form, and view your exposure prone procedure (EPP) certificate. Please note, your EPP certificate will be uploaded by your occupational health department on your behalf.

3. Training Certificates: upload certificates from any training you have completed (for example advanced cardiovascular life support (ACLS), basic live support (BLS), or hand hygiene).

4. Personal Details & Other Documents: upload personal documents such as scanned passport, birth certificate, English language certification, etc.

5. Educational & Training Financial Supports: claim reimbursement for eligible courses, conferences, and exams under the Training Supports Scheme (TSS) or Clinical Course & Exam Refund Scheme (CCERS). More information about these schemes is in sections 6.1.2 and 6.1.3 respectively.

6. E-Portfolio/Logbook: record your training and career development.

- Learn more about using the NER: hse.ie/eng/staff/leadership-education-development/met/database/userguides/

Did you know...?

The E-Portfolio module, launched on the NER in September 2021, won NCHD Project of the Year in the 2022 Irish Healthcare Awards. The principal objective of the E-Portfolio is to allow NCHDs not on formal training schemes to access a generic standard document for recording their training and career development. In addition, such experience can be validated by the supervising clinician or consultant if required. All NCHDs can access the E-Portfolio through their NER account, however it is primarily aimed at doctors who are not currently working in training posts.

The E-Portfolio generates a Logbook from recorded experience under the following categories:

- Clinical experience
- Procedures
- Assessments
- Training plan & review
- Education and personal development

▸ Access E-Portfolio resources, including user guides, FAQs, and an introductory video at: hse.ie/eng/staff/leadership-education-development/met/

4.7 Safe Start Guide

The *Safe Start* guide, developed by the Medical Council, will help you understand the general requirements when practising medicine in Ireland and how to deal with some common clinical practise scenarios that may arise during your employment. We advise reviewing this guide before you commence employment.

▸ Learn more in the Safe Start guide: medicalcouncil.ie/news-and-publications/publications/overview/safe-start-guide.html

4.8 HSE Employee Handbook

The *Employee Handbook,* created by the HSE, provides comprehensive information about employee services and policies and is invaluable for both new and existing employees of the health service.

▸ Learn more and download the latest version: healthservice.hse.ie/staff/training-and-development/employee-handbook/

4.9 Checklist Prior to Week One

Before commencing in post, you should ensure you have:

- ☐ Evidence of Medical Council registration (see section 4.1 The Medical Council)
- ☐ Created a National Employment Record (NER) account (see section 4.4 National Employment Record (NER)) and completed all relevant sections such as:
  - ☐ The NER hire form, occupational health assessment, and supporting documentation (if necessary)
  - ☐ An up-to-date curriculum vitae
  - ☐ Proof of qualifications and certificates
- ☐ Received an employment offer letter, which should be signed and dated\
- ☐ Provided at least two references (one of which must be from the most recent supervising consultant or employer)
- ☐ Received satisfactory police vetting. Your Medical Manpower Department should have uploaded this to your NER Account (see section 3.7 Police Vetting/Garda Vetting)
- ☐ Evidence of meeting Medical Council continuing professional development (CPD) requirements (see section 6.1.1 Continuous Professional Development Support Scheme (CPD-SS))
- ☐ Received details of a start date and reporting link for day one

In addition to the above, if you are moving to Ireland for the first time, you should ensure you have:

- ☐ Accommodation (see section 3.1 Housing)
- ☐ A personal public service (PPS) number (see section 3.2 Personal Public Services (PPS) Number)
- ☐ An Irish bank account (see section 3.3 Banking)
- ☐ An Irish mobile phone
- ☐ A valid English language certification (if applicable), which should be uploaded to the correct section of your NER account (see section 3.5 English Language)
- ☐ A valid work permit (if applicable), which should be uploaded to the correct section of your NER account (see section 3.6.2 Work Permit Application)
- ☐ An active Revenue myAccount (see section 3.4 Revenue). If you have not worked in Ireland before, register your first employment by selecting 'Update Job and Pension details' in myAccount.
- ☐ Attended the local immigration office. You must attend in person to register at your local immigration office and ensure you have the documentation required. An appointment is mandatory, book online at inis.gov.ie


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5. Employment Legislation & Mandatory Training

5.1 Important Employment Legislation in Ireland

There are various pieces of legislation relevant for doctors working in Ireland. During your on-site induction, you should receive the following:

- Information about your position, which may be in the form of a job description.
- Your contract of employment (see an example at hse.ie/eng/staff/resources/hr-circulars/hrcirc01720172.pdf).
- Your rate of pay and hours of work.
- Your leave entitlements (your entitlement to annual leave, parental leave, maternity leave,
- and sick leave).
- Your terms and conditions of employment (governed by the *Terms of Employment (Information) Act, 1994*). There are three main pieces of legislation that are relevant to terms of employment:

    - *National Minimum Wage Act, 2000*: provides for an enforceable national minimum wage.
    - *Payment of Wages Act, 1991*: gives employees the right to a payslip showing their gross wages and details of any deductions.
    - *Minimum Notice and Terms of Employment Act, 1973*: sets out the amount of notice you are entitled to prior to a termination of employment.

- Learn more and read the full texts of all acts: irishstatutebook.ie
- Learn more about employment legislation in Ireland: oireachtas.ie
- Learn more about employment in Ireland: citizensinformation.ie/en/

5.1.1 Payroll Guide

The HSE's Payroll department is split into a number of geographic payroll areas. Your payslip will show which area you are working in. As an NCHD, you may move on a regular basis between HSE or HSE-funded hospitals and therefore may need to move payroll areas.

- Learn more about dealing with Revenue duringrotation: hse.ie/eng/staff/leadership-education-development/met/database/faq/guidance-for-nchds-rotating-pdf.pdf

5.1.2 Pension

Anyone joining the public service for the first time or returning to the public service on a new contract after a break of more than 26 weeks from their previous post will be enrolled on the Single Public Service Pension Scheme. The rules of the scheme are set out in the *Public Service Pensions (Single Scheme and Other Provisions) Act 2012.*

- Learn more about pensions and the pension scheme: healthservice.hse.ie/staff/pensions/ and singlepensionscheme.gov.ie

5.1.3 Working Hours & Leave Entitlements

Your working hours and leave entitlements (annual leave, parental leave, maternity leave, and sick leave) should be outlined in your contract. There are several pieces of legislation applicable to these.

- *Organisation of Working Time Act, 1997:* regulates various employment conditions including maximum working hours, night work, annual leave, and public holiday leave.
- *Organisation of Working Time (Records) (Prescribed Form and Exemptions) Regulations, 2001:* ensure that employers keep records of the number of hours employees work on a daily and weekly basis, the amount of leave granted to employees in each week as annual leave or as public holidays, and details of the payments in respect of this leave. Employers must also keep weekly records of employees starting and finishing times.
- *Maternity Protection (Amendment) Act 2004:* outlines the entitlements for employees during maternity leave.
- *Paternity Leave and Benefit Act 2016:* outlines the entitlements for employees accessing paternity leave.
- *Adoptive Leave Act 2005:* outlines the entitlements for employees accessing adoptive leave.

▸ Learn more and read the full texts of all acts: irishstatutebook.ie

5.1.4 Part-Time Employees

The Protection of Employees (Part-Time Work) Act, 2001 prevents discrimination against part-time workers.

Did you know...?

It is possible for postgraduate trainees enrolled on an accredited postgraduate training programme to access less than full-time training or, in some instances, training in geographical locations more suited to their personal circumstances, while continuing to attain the required competencies and range of experience.

These flexible training options for trainees include:

- Job sharing
- The NDTP National Supernumerary Flexible Training Scheme
- Post reassignment

Job Sharing

Job sharing options are available across postgraduate training bodies. Job sharing involves two doctors sharing the responsibilities of a single full-time post, allowing flexible working patterns while ensuring continuity of service and training opportunities.

To express your interest in a job sharing arrangement, please contact your training body.

NDTP National Supernumerary Flexible Training Scheme

The NDTP Supernumerary Flexible Training Scheme funds up to 32 concurrent participants at 50% time. The scheme is open to NCHDs from year two of basic specialist training (BST) onwards.

The scheme allows NCHDs to continue their training in a more flexible manner for a set period. Trainees may need this flexibility for personal reasons such as, but not limited to:

- Caring responsibilities (for example, caring for a child or elderly relative)
- Personal family circumstances
- Health reasons

Trainees must be enrolled in a training programme under the auspices of a postgraduate medical training body recognised by the Medical Council.

The HSE National Supernumerary Flexible Training Scheme guide provides details of the scheme and provides information for trainees, training bodies, and employers.

▸ Learn more about the scheme and download the guide: hse.ie/eng/staff/leadership-educationdevelopment/met/ed/flex/

Post Reassignment

The post reassignment process was established to support trainees who have experienced a change in circumstances after commencing training and require a change to the agreed post or rotation. This process is managed by the postgraduate training body.

5.1.5 Fixed-Term Employees

Most NCHDs will be employed under a fixed-term contract. *The Protection of Employees (Fixed Term Work) Act 2003* protects fixed-term employees by ensuring that they cannot be treated less favourably than comparable permanent workers and that employers cannot continually renew fixedterm contracts.

▸ Learn more and read the full texts of all acts: irishstatutebook.ie

5.1.6 Safety & Equality At Work

The following legislation ensure safety and equality in the workplace:

- *Safety, Health and Welfare at Work Act 2005:* describes the responsibilities of both employees and employers to ensure safety at work.
- *Employment Equality Acts 1998–2015:* prohibits discrimination in a range of employment-related areas. The prohibited grounds of discrimination are gender, civil status, family status, age, race, religion, disability, sexual orientation, and membership of the Traveller community. It also places an obligation on employers to prevent harassment in the workplace.

▸ Learn more and read the full texts of all acts: irishstatutebook.ie

5.1.7 Dignity At Work

As a healthcare worker in the public health service, you have the right to work in a safe environment that is free from bullying, harassment, and sexual harassment. You also have a duty to treat others with dignity and respect. The *Dignity at Work Policy for the Public Health Service* document provides more details on this.

As a HSE employee, you must complete the Dignity at Work module on HSELanD (see section *5.5 HSELanD* for more information).

- Learn more about dignity at work: https://healthservice.hse.ie/staff/procedures-guidelines/dignity-at-work-policy-for-the-public-health-service/

5.2 Professional Standards

The Medical Council's *Guide to Professional Conduct and Ethics for Registered Medical Professionals* sets out the principles of professional practice that all doctors registered with the Medical Council of Ireland are expected to follow. Professionalism is at the core of the patient-doctor relationship; it is fundamental for patient safety and the delivery of high-quality health care. The guide provides guidance to doctors on a wide range of scenarios which could arise over the course of their professional careers. It also clarifies for patients the standards of care they should expect from their doctor.



- Learn more about professional standards: medicalcouncil.ie/news-and-publications/reports/guide-to-professional-conduct-and-ethics-for-registered-medical-practitioners-amended-.pdf

5.3 Dress Code

You should follow any dress code in place at the hospital where you work. Whether or not a code exists, we recommend you dress professionally.

- A smart, professional image should be projected by ensuring clothes are well maintained and adhere to infection prevention and control guidelines.
- Avoid wearing casual clothing (for example, ripped jeans or leggings) or revealing clothing
- Fingernails should be kept short and clean. Nail varnish and false nails are not permitted under the hand hygiene policy.
- Long hair should be tied back while undertaking clinical activities.
- Jewellery such as rings and watches should be removed when undertaking clinical activities, as these can cause injury to patients and do not confirm with the hand hygiene policy. A single plain ring band (such as a wedding ring) may be worn.
- Footwear should be clean and well maintained. It should be practical and suitable for the workplace. Footwear such as sandals, flip-flops, and crocs should not be worn.
- Ties, if worn, should be tucked in for all clinical activity.
- To facilitate good hand and forearm hygiene, you should roll up long sleeves or wear short sleeves and remove any jewellery (a single plain ring band may be worn).
- A plastic apron should be worn where exposure to blood and/or body fluids is anticipated.

- Personal protective equipment (PPE) should be worn when coming into contact with a patient in an area where transmission-based precautions (contact, droplet, or airborne) are in place.

5.4 HSELanD

HSELanD is the Health Service Executive's national online learning and development portal. Many of your mandatory training sessions can be accessed here. You will need to create an account to gain access to the online sessions.



- Learn more about HSELanD and register an account: hseland.ie/dash/Account/Login

5.5 Mandatory Training

The HSE deems some employee training mandatory to ensure the safe delivery of its services. You will have a specific list of mandatory training you must complete as part of your employment.

The table below has been developed to help you identify what training you should complete, where you can complete it, how often you should seek re-certification, and approximately how long it should take to complete. While this is not a complete list, it does include the main training requirements for NCHDs.

This information is provided as a guide only. Training requirements can vary from clinical site to clinical site as well as within a given specialty. Methods of delivery of mandatory training may also differ by clinical site.

In many cases, training can be completed on the HSE's training platform, HSELanD (see section 5.5 HSELanD). In other instances, training will be delivered as a classroom or practical session. Once training is complete, please ensure you upload your training certificate to your NER account.

Mandatory Training	Approximate Duration of Training	Training Delivered	Re-certification Period	Interns	
ACLS	2 days	On-site/external provider	Every 2 years	✓	
APLS	2 days	On-site session/external provider (site-specific training for Neonatal Resuscitation Programme (NRP) will apply)	Every 4 years	NCHDs in paediatric hospitals or departments (confirm with your MMM or clinical supervisor)	
BLS	3 hours	On-site session	Every 2 years	✓	
Children First	1.5 hours	An Introduction to Children First hseland.ie	Every 3 years	✓	
Cyber Security Awareness	15 mins	Cyber Security Awareness hseland.ie	Every year	✓	
Data Protection (GDPR)	30 mins	The Fundamentals of GDPR hseland.ie	N/A	✓	
Fire Training	Half-day	On-site session or online session	Every 2 years	✓	
Haemovigilance Training	1 hour	NHS Learn-pro UK Online Theory nhs.learnprouk.com	Every 2 years	✓	
Hand Hygiene	30 mins	AMRIC Hand Hygiene hseland.ie	Every 2 years	✓	
INEWS/IMEWS/ PEWS/EMEWS	1 hour (INEWS) 1 hour (IMEWS)	1. Irish National Early Warning System (INEWS) V2:Doctor Focus 2. Irish Maternity Early Warning System (IMEWS) hseland.ie 3. PEWS and EMEWS (on-site session)	Advised every 3 years	All (except pathology) – EWS certification as relevant to your specialty	
MAPA (Manage-ment of Actual/ Potential Aggression	1 day	On-site session	Every 2 years	Psychiatry only	
Mental Health Act 2001	2 hours	Mental Health Act, 2001 hseland.ie	N/A	Psychiatry only	
Open Disclosure	45 mins (module 1) 40 mins (module 2)	1. HSE Open Disclosure: Module 1: Communicating effectively through Open Disclosure 2. HSE Open Disclosure: Module 2 - Applying Principles to Practice hseland.ie	Every 3 years	✓	
Patient Handling	1 hour (theory) 3 hours (practical)	Theory: Manual Handling and People Handling e-learning Theory Module hseland.ie Practical: On-site session also	Every 3 years	✓	
Radiation Protection	1 day	On-site session	N/A	Confirm with your MMM, clinical supervisor, or radiation protection officer	
Sepsis	1 hour	Introduction to sepsis management for adults including maternity hseland.ie	Advised every 3 years	All NCHDs working in acute care settings involved in the early recognition and treatment of sepsis in both the pregnant and non-pregnant adult.	

	Senior House Officers	Registrars	Senior Registrars	Specialist Registrars
	All NCHDs carrying the cardiac alert bleep as well as all NCHDs in cardiology, anaesthetics, and emergency medicine.	All NCHDs carrying the cardiac alert bleep as well as all NCHDs in cardiology, anaesthetics, and emergency medicine.	All NCHDs carrying the cardiac alert bleep as well as all NCHDs in cardiology, anaesthetics, and emergency medicine.	All NCHDs carrying the cardiac alert bleep as well as all NCHDs in cardiology, anaesthetics, and emergency medicine.
	NCHDs in paediatric hospitals or departments (confirm with your MMM or clinical supervisor)	NCHDs in paediatric hospitals or departments (confirm with your MMM or clinical supervisor)	NCHDs in paediatric hospitals or departments (confirm with your MMM or clinical supervisor)	NCHDs in paediatric hospitals or departments (confirm with your MMM or clinical supervisor)
	✓	✓	✓	✓
	✓	✓	✓	✓
	✓	✓	✓	✓
	✓	✓	✓	✓
	✓	✓	✓	✓
	✓	✓	✓	✓
	✓	✓	✓	✓
	All (except pathology) – EWS certification as relevant to your specialty	All (except pathology) – EWS certification as relevant to your specialty	All (except pathology) – EWS certification as relevant to your specialty	All (except pathology) – EWS certification as relevant to your specialty
	Psychiatry only	Psychiatry only	Psychiatry only	Psychiatry only
	Psychiatry only	Psychiatry only	Psychiatry only	Psychiatry only
	✓	✓	✓	✓
	✓	✓	✓	✓
	Confirm with your MMM, clinical supervisor, or radiation protection officer	Confirm with your MMM, clinical supervisor, or radiation protection officer	Confirm with your MMM, clinical supervisor, or radiation protection officer	Confirm with your MMM, clinical supervisor, or radiation protection officer
	All NCHDs working in acute care settings involved in the early recognition and treatment of sepsis in both the pregnant and non-pregnant adult.	All NCHDs working in acute care settings involved in the early recognition and treatment of sepsis in both the pregnant and non-pregnant adult.	All NCHDs working in acute care settings involved in the early recognition and treatment of sepsis in both the pregnant and non-pregnant adult.	All NCHDs working in acute care settings involved in the early recognition and treatment of sepsis in both the pregnant and non-pregnant adult.

5.6 Induction Checklist

You should receive a full induction from the clinical site. During this induction you should:

- ☐ Receive your personnel number
- ☐ Receive your identity badge
- ☐ Received and signed your contract (with review of pay scale)
- ☐ Meet your assigned line manager or supervising consultant
- ☐ Receive technology login details and operating skills in:
  - ☐ Radiology
  - ☐ Access and use of systems to order tests (for example, the laboratory)
  - ☐ Local electronic patient record (EPR) or online medical record repositories
  - ☐ Discharge summary
  - ☐ Handover systems, where available
  - ☐ Pharmacy systems, where available
- ☐ Receive a work email address
- ☐ Receive library access (see section 10.1 HSE Health Library)
- ☐ Receive a site tour of NCHD facilities including rest space, on-call rooms, administrative area, lockers, canteens, educational space, etc.
- ☐ Receive specific information such as:
  - ☐ Indemnity systems and coverage
  - ☐ Haemovigilance
  - ☐ Local cardiac arrest procedures and training schedule
  - ☐ Coroners contact and local policies
- ☐ Receive access to scrubs
- ☐ Meet other team members and department colleagues, such as educational leads and administrators, Medical Manpower Department manager, and NCHD support officers
- ☐ Receive a schedule of teaching:
  - ☐ Further induction programmes and dates
  - ☐ Weekly hospital-wide conferences
  - ☐ Research, audit, and quality improvement (QI) resources and support


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6. Funding Supports

6.1 Educational Funding Supports

While employed by your clinical site, you will sign and hold the *2010 NCHD Contract*. This contract allows you avail of many training and educational supports, including the following:

6.1.1 Continuous Professional Development Support Scheme (CPD-SS)

As an NCHD working in the public health service and on the general or supervised Register of Medical Practitioners maintained by the Medical Council, you are required by law to actively maintain your professional competence. To meet these legal requirements, you must enrol on a professional competence scheme (PCS) with the relevant training body (see section *4.2 Professional Competence Scheme*).

Once enrolled on a PCS, you may avail of the HSE-funded Continuous Professional Development Support Scheme (CPD-SS), which helps NCHDs to maintain and enhance their clinical knowledge and skills and sustain their professional competence. Through the scheme, you can access up to 20 free credits per year for externally validated education provided through postgraduate medical training bodies.

- Learn more about CPD and the scheme: hse.ie/eng/staff/leadership-education-development/met/ed/pd/

6.1.2 Training Support Scheme (TSS)

The Training Supports Scheme (TSS) can be used to pay for the cost of exams, courses, and conferences which satisfy the TSS eligibility criteria. TSS also offers a contribution within your TSS allowance (i.e. there is no additional funding) of up to €1000 towards the purchase of a laptop OR tablet. This will be available once every 4 years from the date of purchase (as per receipt) from the earliest date of 9 January 2023. TSS is available to NCHDs who have held a 2010 NCHD Contract for at least 12 weeks and are working in an HSE- funded post. The annual amount available under this scheme for each training year (July-July) is linked to your employment grade.

Grade	Annual TSS Entitlement
Interns	€1,250
SHOs or registrars	€1,750
SPRs, GP registrars, psychiatry SRs on a training scheme	€2, 500

Pro-rata funding is available to doctors employed on shorter contract durations. Please note that TSS entitlements must be used within the training year and any remaining balance cannot be rolled over into the next training year.

Reimbursements are claimed via the National Employment Record (NER) (see section *4.6 National Employment Record (NER)*).

- Learn more about the scheme and download the guidance document: hse.ie/eng/staff/leadership-education-development/met/ed/fin/

6.1.3 Clinical Course Exam Refund Scheme (CCERS)

The Clinical Course & Exam Refund Scheme (CCERS) is another HSE financial support offered to NCHDs who hold a *2010 NCHD Contract* and are working in an HSE-funded post. You can apply for reimbursement of the full costs of a successfully passed exam or a completed course. Reimbursements are claimed via the National Employment Record (NER) (see section *4.6 National Employment Record (NER)*).

- Learn more about the scheme and download the policy document: hse.ie/eng/staff/leadership-education-development/met/ed/fin/

6.1.4 Specialist Training Fund for Higher Specialist Trainees

This financial scheme is available to higher specialist trainees and third- or fourth-year general practitioner (GP) trainees only. Each trainee is entitled to €500 per training year and the fund rolls over if not claimed in any particular year. You can use this fund to support the purchase of specialist medical equipment and textbooks required for a training programme. Applications should be submitted to the relevant postgraduate training body.

- Learn more about the scheme and download the policy document: hse.ie/eng/staff/leadership-education-development/met/ed/fin/

6.2 Temporary Recoverable Payment

The Temporary Recoverable Payment (TRP) was recently introduced to alleviate the impact of reduced cash flow for NCHDs who are being taxed at the emergency tax rate. This is a default level of payroll taxation, used if an employer has not yet received an employee's tax credit certificate (P2C) from Revenue (for instance, when starting employment or moving from one payroll area to another), and results in a lower salary than usual.

If eligible, you will receive a payment of €850 (gross, and therefore subject to tax) which should cover any loss from emergency tax and is included in your initial pay. This payment will then be deducted from your gross salary in the following pay run, at which point you should be taken off the emergency tax rate.

TRP is a temporary measure, in place until a more long-term solution to emergency tax issues is found. For more information, contact your Medical Manpower Department manager.

6.3 Relocation Expenses

One of the entitlements of holding the *2010 NCHD Contract* is access to relocation expenses.

If you are on an approved rotation scheme, you are entitled to claim up to €1,000 in relocation expenses (in Ireland) once a year, subject to approval on submission of original receipts. Expenses could be for:

- Removal of furniture and effects from one house to another.
- Local short-term storage (up to 3 months) when required due to housing difficulties.
- Cost of insuring removals or storage (as above) at normal insurance rates.
- Cost of one journey for you and your dependants at civil service rates.
- Lease of a principal residence when the NCHD is the owner or occupier.
- Travel expenses (mileage/train/bus) related to moving, including travel expenses while searching for accommodation.
- Subsistence while looking for accommodation (up to 6 nights) at €167/night.


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7. Fellowships & Scholarships

7.1 Dr Richard Steevens' Scholarship

Open to NCHDs who are enrolled on a higher specialist training (HST) programme

The Dr Richard Steevens' Scholarship is awarded annually to specialist and senior registrars with strong track records in achievement.

The scholarship helps doctors to train at foreign centres of excellence in novel areas of medicine and patient care – areas which are limited or unavailable in Ireland - and to bring the skills gained back to the Irish health service.

- Learn more about this scholarship: hse.ie/eng/staff/leadership-education-development/met/ed/scholarships/ or scan the QR code.

7.2 Irish Clinical Academic Training (ICAT) Programme

Open to NCHDs who have completed basic specialty training (or equivalent) and are entering higher specialist training (HST)

The Irish Clinical Academic Training (ICAT) Programme is a unique, all-island, cross-institutional PhD programme for clinician scientists in human, veterinary, and dental medicine. This training is integrated with the health services and university clinical research centres and provides an integrated pathway for clinical academic training.

Partners on this programme are University of Galway, Queen's University Belfast, Trinity College Dublin, University College Dublin, University College Cork, The Royal College of Surgeons in Ireland, plus clinical training authorities North and South, the Health Research Board, HSE-NDTP, HSC Public Health Agency Research & Development, the Northern Ireland Medical and Dental Training Agency, the College of Anaesthesiologists of Ireland, and the Department of Agriculture, Food and the Marine. ICAT provides clinical academic training to excellent postgraduate clinical trainees through a programme which integrates PhD research training with higher specialist training (HST).

- Learn more about this programme: icatprogramme.org

7.3 Aspire Post CSCST Fellowship

Open to NCHDs who have completed higher specialist training (HST)

On satisfactory completion of higher specialist training (HST), you will receive a Certificate of Satisfactory Completion of Specialist Training (CSCST), which allows you to request specialist registration from the Medical Council. You can now apply for consultant posts.

The Aspire fellowships provide opportunities for doctors who have completed specialist training in Ireland to access high-quality training in a specialised area of clinical care in this country. This fellowship will appeal to trainees who do not wish, or are unable, to travel abroad for fellowship training, but want to acquire additional training or experience not available on their higher specialist training programme. This exposes postgraduates to subspecialties and advanced clinical skills.

There a number of post-CSCST fellowships advertised annually across a number of specialties. To be eligible, fellows must hold a CSCST from an Irish postgraduate training body and be within three years of completion of higher specialist

training or two years of specialist registration with the Medical Council at the time of commencement.

- Learn more about these fellowships: hse.ie/eng/staff/leadership-education-development/met/ed/postcscst/ or scan the QR code.


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8. Health & Wellness

8.1 National Directory For GPs

The *National GP Directory*, compiled by the Irish College of General Practitioners (ICGP), lists GPs with the capacity to register NCHDs, trainees, and interns seeking a general practitioner within their locality during their clinical rotations. This directory ensures that you can access GP services in a timely manner and makes it easier to register as a patient as you rotate through your training.

- NCHDs seeking a copy of the list can now make contact via: irishcollegeofgps.ie/Contact-Us

8.2 Practitioner Health Matters Programme

This programme provides appropriate, confidential care and support for health professionals in Ireland who may have mental health issues such as stress, anxiety or burnout, or who are concerned about a substance misuse problem. If you need support, you can phone them on **085 760 1274** or **01 278 9369**, or email **confidential@practitionerhealth.ie**.

- Learn more about the programme: practitionerhealth.ie

8.3 Employee Assistance Programme (EAP)

The HSE Employee Assistance Programme (EAP) is a confidential work-based support service available to all HSE employees. It is an independent service and supports employees with psychosocial issues, whether personal or work-related. You can self-refer to EAP by calling the 24/7 national phone line on **0818 327 327**.

8.4 HSE Coaching Assistance

The HSE offers a free coaching service to all staff. Coaching aims to support people when they want to bring about personal or professional change in their work or everyday life, shift their perspective on an issue, reflect on their choices, and realise an individual potential. Coaching is a unique experience that offers support, encouragement, challenge, and feedback. You can contact the coaching service at **hr.nationalcoachingservice@hse.ie**.

- Learn more about coaching: healthservice.hse.ie/staff/training-and-development/coaching/

9. Other Opportunities

9.1 Lead NCHD Programme

Open to NCHDs who have completed medical internship

The Lead NCHD Programme is one of a range of initiatives taken at national level to improve NCHD recruitment and retention in the Irish public health system. It addresses a deficit in NCHD representation at an executive level across the country.

Recommended in the *Strategic Review of Medical Training and Career Structure* (MacCraith) reports, the National Lead NCHD Programme facilitates two-way communication between NCHDs and management structures in hospitals around the country, benefiting both NCHDs and patients. Participating NCHDs are supported by NDTP liaisons within hospital groups and are encouraged to attend key meetings about issues affecting NCHDs, have regular meetings with their clinical director, and chair the local NCHD committee.

In collaboration with the National Clinical Director Programme and the Quality Improvement Division (QID), we piloted this programme in five acute hospitals within the public health service and then rolled it out nationally in 2014-2015. Today, the programme boasts Lead NCHD roles in 32 acute hospitals and seven mental health areas, a Mental Health Lead NCHD role in each of the nine community healthcare organisations (CHOs) and a national Lead NCHD role.

The support provided by NDTP to Lead NCHDs includes workshops, joint clinical workshops, a fund for education in management in healthcare, seed funding for NCHD-led quality improvement initiatives, and support from a national Lead/NDTP fellow. The programme is evaluated each year to ensure adequate representation for trainees.

Lead NCHDs are appointed locally though the Medical Manpower Department. For further information, contact national lead at **nl.nchd@hse.ie**.

9.2 Spark Innovation Programme

Open to NCHDs who have completed Medical Internship

The Spark Innovation Programme encourages and empowers healthcare workers to develop and implement new ideas with the potential to improve the services in which they work. Spark was established by NDTP in 2017 to encourage and support innovation among frontline healthcare workers in Ireland.

The programme has grown from focusing on NCHDs to include consultants, nurses, midwives, and health and social care professionals. It is supported by the Office of the Nursing and Midwifery Services Director (ONMSD) and the National Health and Social Care Professions Office (NHSCPO).

Opportunities to get involved with the programme are available year-round.

- Learn more about the programme: healthservice.hse.ie/staff/spark-innovation-programme/

9.3 Applying For A Consultant Post

Consultant posts can be advertised on various platforms, some of which are outlined below:

9.3.1 Consultant Recruitment Hub

This is a new dedicated online hub where you can view and apply for medical consultant roles. Publicjobs.ie manages an independent recruitment and selection process for permanent medical consultant roles on behalf of the HSE.

There are twelve area specialities that are recruited for on the hub currently: surgery, psychiatry, paediatrics, anaesthesiology, emergency medicine, obstetrics and gynaecology, general internal medicine, pathology, radiology, public health, orthodontics, and ophthalmology.

The hub also details requirements for working in the Irish healthcare system, as well as information on housing, taxation, banking, driving, and education. All vacancies are easily searchable by speciality, county, or keyword. You can also register on publicjobs.ie for job alerts so you are notified of the latest job advertisements.

- Learn more about the hub and search open vacancies: publicjobs.ie/en/medical-consultants

9.3.2 Hospital Websites

Individual hospital websites will advertise consultant posts. You should check their websites regularly for updates on vacancies.

9.3.3 Consultant Applications Advisory Committee (CAAC) Approvals

All new and replacement consultant posts must be recommended for approval by the Consultant Applications Advisory Committee (CAAC). The role of CAAC is to provide independent and objective advice to the HSE on applications and the qualifications required for consultant posts. The recommendations of CAAC are then submitted to the National Director of Human Resources and, if a post is approved, the hospital is then authorised to advertise the post.

All posts approved at the CAAC are listed centrally on the HSE's website. While there is a slight delay between recommendation for approval by the CAAC and advertisement of the job, this list is a useful resource for anyone interested in applying to work as a consultant in Ireland.

- Learn more about the CAAC and see approved posts: hse.ie/eng/staff/leadership-education-development/met/consultantapplications/consultant-jobs-approved/

10. Useful Links & Resources

10.1 Health Library Ireland (HLI)

The HSE's health library, Health Library Ireland (HLI), is a service operated by librarians and library staff. With headquarters at Dr Steevens' Hospital, Dublin, the library provides a range of resources online and at local HLI libraries. Their extensive catalogue includes publications such as *UpToDate* and the *BMJ*.

You will need an account to access these resources online. To access to your local library, please contact your Medical Manpower Department.

- Learn more about the library and register an online account: hselibrary.ie

10.2 Websites

Name	Description	Website Link
Citizens Information	A range of practical information about living and working in Ireland	citizensinformation.ie/en/
College of Anaesthesiologists	The College of Anaesthesiologists Ireland Training Body Home Page	anaesthesia.ie
College of Psychiatrists of Ireland	The College of Psychiatrists of Ireland training body	irishpsychiatry.ie
Consultant Hub	View and apply for medical consultant roles in Ireland	publicjobs.ie/en/medical-consultants
Daft.ie	Housing Website Listings for houses and apartments available to rent in Ireland	daft.ie
Department of Enterprise, Trade and Employment	The department that issues work permits	enterprise.gov.ie/en/
Department of Justice, Home Affairs and Migration	The department that issues visas	gov.ie/en/department-of-justice-home-affairs-and-migration/
Faculty of Radiologists, RCSI	The Faculty of Radiologists, RCSI	radiology.ie
Forum of Postgraduate Medical Training Bodies	Supports Postgraduate Training Bodies	theforum.ie/
Irish Government	Access all areas of government information	gov.ie
Health Service Executive	The main site of the Health Service Executive	hse.ie
House of the Oireachtas	Ireland's national parliament	oireachtas.ie
HSE Library	Access a range of online resources or find your nearest HSE library	hselibrary.ie
HSELanD	The HSE's online learning and development portal (hand hygiene, open disclosure, etc.)	hseland.ie

Irish College of General Practitioners (ICGP)	The Irish College of General Practitioners training body	icgp.ie
Irish College of Ophthalmologists	The Irish College of Ophthalmologists training body	eyedoctors.ie
Irish Immigration Website	Information on work visas when coming to work in Ireland	irishimmigration.ie
Medical Careers Website	Guidance and resources to help you understand what it is like to train and work as a doctor in Ireland	medicalcareers.ie
Medical Council of Ireland	Seek or update your Medical Council registration	medicalcouncil.ie
Myhome.ie	Housing Website Listings for houses or apartments available to rent in Ireland	myhome.ie
National Doctors Training & Planning (NDTP)	Information about training funds (TSS/CCERS), Lead NCHD Programme, National Employment Record (NER)	hse.ie/doctors
National Employment Record	Create or login to your NER account	nchder.ie
Practitioner Health	Support for health professionals in Ireland who may have mental health issues such as stress, anxiety, or burnout or who may have a substance misuse problem	practitionerhealth.ie
Public Appointment Service in Ireland	Centralised provider of recruitment, assessment and selection services across the Civil and Public Service	publicjobs.ie
Rent.ie Housing Website	Listings for houses and apartments available to rent in Ireland	rent.ie
Revenue	A Revenue myAccount allows you to manage PRSI and USC charges and view your tax payments, tax credits, etc.	revenue.ie
Royal College of Surgeons (RCSI)	The Royal College of Surgeons training body	rcsi.com
Royal College of Physicians (RCPI)	The Royal College of Physicians training body	rcpi.ie
Spark Innovation Programme	A frontline, staff-led initiative that seeks to support, promote and recognise innovation amongst healthcare staff	healthservice.hse.ie/staff/spark-innovation-programme/

10.3 Visit MedicalCareers.ie

MedicalCareers.ie provides valuable information and resources for those interested in working and training as a doctor in Ireland.

Visit MedicalCareers.ie to learn about:

- Planning your medical career
- The different medical specialties available
- Moving to Ireland to train or work as a doctor
- The different supports, scholarships and programmes available

This website is a collaborative project between NDTP and The Forum of Postgraduate Training Bodies.

medicalcareers.ie

10.4 Keep Up To Date On Social Media

HSE | NDTP NATIONAL DOCTORS TRAINING & PLANNING

@NDTP_HSE / @NLNCHD (National Lead)

@ndtp-hse

@ndtp_hse

@ndtp-hse.bsky.social

HSE

@HSELive (HSE Live) / @HSE_HR (HR)

@health-service-executive

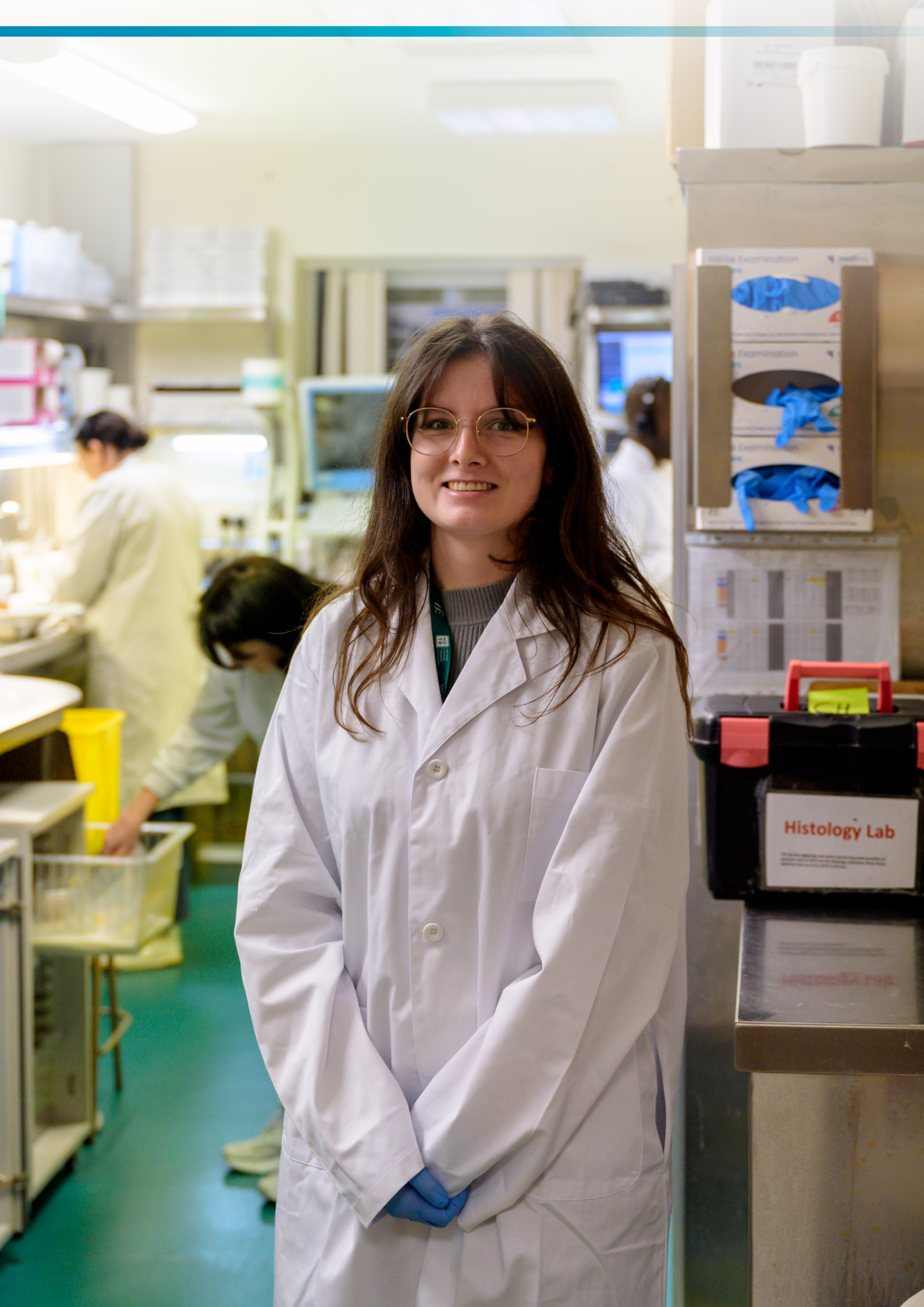
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