



**Instructions to Applicants for  
2010 FIXED TERM TRAINING APPOINTMENT POSTS  
Please read this information carefully before completing your application**

**GENERAL POINTS**

- All applications must be accompanied by a **€100 application fee**
- Candidates must submit **10 copies of the application**
- Only the information contained on the application form is copied for consideration by the short-listing and selection panels. Therefore, **do not** send a copy of your *Curriculum Vitae* with your application.
- Applications are accepted only if received in typed format. **Hand-written and/or incomplete applications received will be returned.**
- An application will be considered incomplete if all the information as per the Specialty Curriculum requested has not been given, or if it does not include \*properly certified copies of all of the following documents:
  1. Your current Medical Council of Ireland Registration Certificate or acceptable equivalent; and
  2. If your qualification is **not** MRCPI, e.g. MRCP(UK), a certified copy of an acceptable equivalent qualification, as specified in the Curriculum of Training for the Specialty; and
  3. If you **do not** hold a Basic Specialist Training Certificate issued by the Royal College of Physicians of Ireland, a copy of acceptable equivalent evidence of completion of basic training, as specified in the Curriculum of Training for the Specialty.

OR

If you have completed your Basic Specialist Training in Ireland but have yet to be issued a certificate you must submit a letter of provisional approval issued from the BST committee with your application.

**NOTE:**

**Original documents should not be submitted, only copies. \*All copies of documents submitted should be properly certified in the manner described in Addendum 1. The ICHMT reserves the right to request certified copies of MRCPI Certificate and/or BST Certificate issued by the Royal College of Physicians of Ireland where it deems necessary.**

- Three passport-size photographs must be included with your application
- Two references (four for Paediatrics) in a signed, sealed envelope must be included with your application.
- Canvassing in order to obtain an unfair advantage at interview is unacceptable. However, candidates are encouraged to obtain full information about any training location/post for which they may wish to make application. It is understood that this may include making personal contacts and/or visiting the training location.

**Incomplete and/or late applications will be returned to the secure address, as entered on the form submitted.**



## Applying for a Fixed Term Training Appointment Post

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

- The details given in this section must correspond with your personal details as they appear on the Medical Council and other College documents accompanying your application.
- Please ensure that you give a current secure address and details of how you may be contacted quickly.

### SECTION B – Medical Council (Ireland) \*Registration

- \*A certified copy of your Certificate of Registration must be included with your application
- All applicants **must** be registered with the Medical Council of Ireland **or** provide evidence from that Medical Council that their application for registration is under way (You are cautioned that registration with the Irish Medical Council may take some time). Registration may be either TEMPORARY or FULL and you are asked to specify which.
- You are asked to provide a **certified** copy of your Medical Council Registration Certificate and of any other document submitted

### SECTION C – Professional \*Qualifications

- \*A certified copy of your MRCP(UK), or alternative or equivalent diploma **must** be included with your application
- You are asked to supply a certified copy of your MRCP(UK) diploma, or alternative diplomas nominated as appropriate in the relevant Curriculum for the Specialty, or other equivalent qualification. Applicants who hold MRCP(I) do not need to submit a certified copy of this qualification. Candidates must complete the College Code Number on the Application Form

*Only for the purpose of short listing applicants for the interview are the following documents also accepted:*

- A certified copy of a letter stating that you have registered to sit the MRCP(I) or (UK) Part II; (you must later provide certified evidence of the subsequent successful acquisition of the appropriate qualification before the date of interview):

### SECTION D – Basic Specialist Training (BST)

- A certified copy of your equivalent evidence must be included with your application or provisional letter of approval if required by Specialty Curriculum
- You are asked to provide a certified copy of appropriate equivalent qualification. Applicants who hold a Basic Specialist Training Certificate issued by the Royal College of Physicians of Ireland do not need to submit a certified copy of this qualification.
- Acceptable equivalents include
  1. For applicants who undertook BST in the UK, a certified copy of a letter from the Royal College of Physicians (UK) or equivalent College stating that the posts at which BST was undertaken are educationally approved for training
  2. For applicants from Northern Ireland, a certified copy of a letter from the Northern Ireland Council for Postgraduate Medical and Dental Education, stating that the posts at which BST was undertaken are educationally approved for training
  3. You are asked to provide a letter of provisional approval from the Basic Specialist Training Committee if you have completed your Basic Specialist Training but have not received or applied for your Certificate.



### **SECTION E – Employment History**

- List, and in reverse chronological order, the location of all previous appointments, beginning with most recent, i.e., your current position.
- In each case, indicate the grade, the specialty, the dates and duration in months.

### **SECTION F – Clinical Experience**

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

### **SECTION G – Aims and Career objectives**

- In this section, you are being asked to explain how you have sought to prepare yourself for this post, and how the particular Fixed Term Training post for which you have applied fits into your career plans and objectives

### **SECTION H – Academic Distinctions (publications, prizes)**

- If you have publications in peer review journals, please list these with full bibliographical details.
- Please describe (briefly) the terms of any prizes or honours awarded.

### **SECTION I – Presentations/Publications/Audit**

- If you have presentations, publications and audit completed please list these with full bibliographical details.
- Please give full details of the authors, title of presentations and any relevant information.

### **SECTION J – Additional Information**

- Please give full details of any additional training and information regarding ACLS, courses completed and any personal achievements.

### **SECTION K – References**

- Please include two references (four for Paediatrics) with your application, one of which must be from your most recent supervisor. You are required to ask the referees to complete the reference form and return it to you in an envelope signed by the referee across the seal. You should then include the two separate envelopes with your application. Applications will not be accepted without the references in the required format.

### **SECTION L – Notes**

- Details of any criminal convictions or pending legal hearings should be submitted on a separate sheet



### SECTION M – Application Checklist and Signature

- Confirm here the documents that you are including with your application, (and check that they have been attached). Be advised that applications which are incomplete (see **General Points**) will be returned and, unless re-submitted correctly and in time, **will not** be put forward for consideration by the shortlisting and appointment panels.
- The application form must be signed by you and dated (dd/mm/yyyy format) If you are completing the form on a computer, you must print the form, then sign it, and return it to the Medical Training Team by the date and before the time specified. E-mailed or faxed applications will not be accepted, so leave ample time to ensure delivery.

### RECOMMENDATIONS

- We recommend that you submit your application **as early as possible**. In the event of your application being returned to you, you will then have time to address the problems and to re-submit the properly completed form before the closing date. We also advise you to submit your application form **by recorded delivery**.
- Closing date and time for all completed applications will be the close of business at **5:00 p.m. on Friday 5<sup>th</sup> February 2010** except for **Endocrinology & DM** which has a closing date of **5.00 p.m. on Friday 5<sup>th</sup> March 2010**. Any applications received after that time or any incomplete applications will not be admissible.
- If you are delivering the application by hand, you should have your application form **date-stamped** by a member of staff of the Medical Training Team.
- If you are still uncertain on how to complete any part of the application form, or if you are unsure about anything covered in the foregoing instructions, please contact the Medical Training Team for their advice.
- Please note ICHMT reserves the right to retain a reserve list following interview.



## Addendum 1

### **“CERTIFIED” COPIES**

You have been asked to provide certified copies of the all documents submitted as part of your application: MFPHM (UK) Part 1, MRCP (UK), MRCOG, Basic Specialist Training equivalent Certificate or Basic Surgical Training Certificate and Medical Council Registration Certificate or equivalent

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

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

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

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

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

**Do not send the original documents.** The Royal College of Physicians of Ireland will not take responsibility for their loss or damage.

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