

Business Procedure Title	Allocations Process For Higher Specialty Training
Procedure Number	RCPI-PR-XXXX
Owner	Medical Training, Postgraduate Training and Education, RCPI
Approving Manager	Manager, Medical Training
Approving Committee(s)	N/A
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1. Background

The allocations process tries as much as possible to satisfy training requirements for trainees to receive their Certificate of Satisfactory Completion of Specialist Training upon completion of the training programme.

Post availability is determined by the Royal College of Physicians of Ireland (RCPI), Health Service Executive National Doctors Training and Planning (HSE-NDTP) and employing hospitals.

The RCPI inspects hospitals and approves the number of posts in a department which the inspection team deems fulfil the requirements of a training site. The HSE-NDTP and employing hospitals provide the funding for training posts. Funding of posts is not the remit of the RCPI.

2. Guidelines

National Specialty Directors (NSDs) of the respective training programmes assign posts to trainees based on the following criteria:

1. *Training Needs*

The National Specialty Directors when completing the allocations will take into consideration the experience already gained by the trainee, and the future experience needed to meet the training programme requirements as outlined in the curriculum and allocate on that basis. Recommendations made by the annual evaluation panel and the requirement that trainees should have experience in a range of services and demographic settings will also be taken into consideration.

2. *Trainee Preferences*

Trainees will be asked prior to allocation, each September, to indicate on their trainee intention form their preferred post.

3. *Seniority (or ranking at interview in case of candidates who interview for entry into the programme);*

Trainees are assigned available posts according to their seniority i.e. available posts are assigned to trainees entering year 5 according to their expressed preferences and training needs before they are assigned to trainees entering year 4, who are in turn assigned posts before trainees entering year 3.

For candidates applying to the training programme, posts are assigned according to how the candidate was ranked at interview, i.e. the candidate who ranked highest is assigned available posts according to their expressed preferences first.

4. *Post availability/geographic distribution*

The availability of the post. The number of trainees expressing a preference for a post may exceed the number of those posts available in that site.

While service requirements do not take priority over training needs, a situation may arise where a trainee needs to be allocated to a hospital to fulfil geographic distribution.

Where none of the above considerations allow for a decision between two Trainees who wish for the same placement the National Specialty Director may refer to interview ranking scores at entry to the Scheme

Notes:

- If there is to be a period of paid leave that is known prior to allocation then priority is to be given to the Trainee needs and preferences rather than those of the service.
- Trainees are assigned posts for a minimum of their first two years of training however flexibility will be provided if there is a change to the Trainee's training needs or to the availability of training posts (e.g. new post approved or a post withdrawn). Trainees must formally apply for a change in post through the RCPI post reassignment process.
- Training sites are informed of their allocations on an annual basis after posts have been assigned. At a minimum trainees will be informed within 13 weeks of the commencement of the post
- If, following the issuing of allocations, a previously allocated post becomes available due to the withdrawal of a Trainee, the NSD may consider allocating that placement to a Trainee who was not allocated to his/her preferred placement.
- For operational reasons the National Specialty Director may have to make changes to placements at short notice
- Final allocations are reviewed and agreed by the relevant Specialty Training Committee

Training Body/Programme Specific Policies

The Faculty of Public Health Medicine and the Faculty of Paediatrics have training body specific allocations policies which are available through the respective faculty.

HST Cardiology: Trainees are ranked at the time of interview for the position of SpR. After interview successful candidates are offered a choice of cardiology rotations each lasting for 4 years. Each rotation consists of 1 year GIM and 3 years cardiology. At least 1 of the cardiology training years will be located outside the Dublin area. Successful candidates are matched to their preference according to their rank at interview.

HST Rheumatology: The above policy outlines the allocations process for trainees in Year 1 and Year 2 on the training programme. In later years it is important in Rheumatology for trainees to align their training with a subspecialty interest and undertake research in that area.