

Training Handbook:

Higher Specialist Training, Occupational Medicine

July 2022

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Foreword



**FACULTY OF
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MEDICINE**

This document has been prepared by the Royal College of Physicians of Ireland (RCPI) and provides important information in relation to the Occupational Medicine Training Programme. The purpose of the document is to also outline the Rules and Regulations pertaining to specialist training for Occupational Medicine.

This document replaces previously published documents and reflects the continuously evolving nature of training in the above specialties. The document also refers to the published RCPI policies which should be read in conjunction with the Training Handbook.



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Important

Information in this document is accurate at the date of publication. However, regulations are continually evolving, and up-to-date information should be obtained from RCPI if in doubt. The most up-to-date version on this document will always be available on www.rcpi.ie.

While other institutions are referenced to (e.g. Medical Council, Health Service Executive, National Doctors Training Planning) we have given our interpretation of their regulations but the institutes themselves should be contacted for definitive information.

There is inevitably some repetition in this document as it is intended to be used as a reference. If regulations are unclear or seem contradictory, RCPI or the Specialty Training Body will determine the correct interpretation



Governance of the RCPI Training Programmes

Governance Structure

There are six accredited postgraduate training bodies under the umbrella of the Royal College of Physicians of Ireland:

- Faculty of Occupational Medicine
- Faculty of Pathology
- Faculty of Paediatrics
- Faculty of Public Health Medicine
- Institute of Obstetricians and Gynaecologists
- Institute of Medicine

The accredited Training Body oversees the development and delivery of the postgraduate training programmes.

The Faculty of Occupational Medicine oversees the Higher Specialty Training Programmes in Occupational Medicine.

At Higher Specialist Training the day to day running of the programmes is conducted by the National Specialty Director(s) (NSDs). The NSD(s) run the Specialty Training Committee (STC) for the Occupational Medicine training programme. A key responsibility of the National Specialty Director(s) is to provide advice, career guidance and support to Trainees on issues relating to training, examination and general queries relating to the specialty. The NSD and STC report to the Board of the Faculty of Occupational Medicine and meet at a minimum three times per year.

RCPI Trainers

Trainers play a crucial role in the delivery of our Basic and Higher Specialist Training programmes. They guide Trainees along the path to becoming a specialist and help the next generation of medical leaders reach their full potential.

RCPI recognises that the quality of training depends to a large extent on Trainers' clinical experience and expertise, along with competence, aptitude, attitudes. Clinical workloads and abilities as good



role models. The aim of the College is to continue to strive for education and training excellence for all of our Trainees, at all levels and in all locations across Ireland.

The primary focus of the RCPI Trainer is to oversee RCPI Trainees' development and education at all training levels, through their involvement in teaching, training, evaluation and supervision. It is recommended at HST level that no Trainer has more than one HST Clinical Trainee. At BST level it is recommended that no Trainer should have more than two RCPI Trainees. Trainers should not have the same Trainee for longer than 12 months.

The core responsibilities of the Trainer are

- Meet the Trainee and understand requirements of training
- Meeting with the Trainee in their first week in a post and agreeing the Trainee's Personal Goal Plan
- Facilitate attendance at educational activities
- Act as a supervisor to the Trainee
- Provide feedback and motivation to Trainee
- Attend Trainee annual evaluations
- Monitor progress and performance
- Completing the End of Post assessment and signing relevant activities in ePortfolio
- Appraising the Trainee's progress at regular intervals during the post

The following criteria are required to be a registered Trainer

- Registered on the relevant Specialist Division of the Medical Council Register
- Registered on a Professional Competence Scheme
- Practising consultant level in Ireland
- Fellow of the relevant training body (RCPI or one of our Faculties/Institutes). Please note, this is desirable but not mandatory

Further detail on the role of an RCPI Trainer can be found in [Role and Responsibilities of the Trainer](#).



Training Site Environment

All training posts are monitored by RCPI through the Training Site inspection process. The purpose of a training site inspection is to determine the ability of an institution to deliver Higher Specialist Training and Basic Specialist Training in a specialty, according to the requirements as defined by the relevant curriculum of training.

The inspection panel advises on the suitability after a detailed interview with consultant Trainers, Trainees and management representatives, with an inspection of the facilities. All posts will be expected to conform to statutory guidelines on hours and conditions of work for doctors in training.

Facilities

Your training location/hospital must provide an appropriate training environment and facilities that will allow you to develop the knowledge, skills and clinical judgement essential for your specialty. Physical facilities should include enough space for research and study. You should also have access to professional literature and information technology.

We regularly inspect all training locations approved for training to ensure that they meet these requirements.

Trainee Committee

The RCPI Trainees' Committee is the 'voice' of Trainees in RCPI. They represent Trainees on College Council, the Advisory Committee, the STC and the Examinations Committee.

The RCPI Trainees' Committee has always had an active interest in postgraduate specialist training and acts as an important interface between Trainees and RCPI. The goal of the Committee is to represent Trainees' interests and work towards improving training.

They are also responsible for the organisation of a number of Trainee Awards including:



- The Corrigan Medal
- The David Mitchell Award
- The William Stokes Award
- The Kate McGarry Prize

Trainees are encouraged to get involved with the Trainees' Committee. For information on the Trainee Committee please email Trainees@rcpi.ie. For a list of current Trainee Committee members and details on the role please [see here](#).

Training Post Evaluation

Each year you will be asked to complete a short online Training Post Evaluation. In it, you are asked to evaluate the training post that you just completed. This includes the working conditions, and the training-related supports available to you in that post.

The evaluation is completely anonymous. You are not asked for any identifying information such as your name, date of birth or RCPI ID number.

Your honest feedback is enormously important to us, as it helps RCPI identify any issues affecting the quality of training in specific posts or sites, so that we can take action and continue to drive improvements in training.



Regulations Relating to Higher Specialty Training (HST)

Point of Entry (Recognition of Prior Learning)

Entry to the HST Programme is once a year, in July. Trainees enter the programme at year one.

Recognition of prior learning may be possible in certain circumstances. Trainees must complete all years and requirements of the programme in order to be awarded a Certificate of Successful Completion of Specialist Training (CSCST).

HST must be done in posts that have been approved for training by RCPI. Trainees must complete four years on the HST programme.

Training Posts and Organisation of Training

The duration of HST in Occupational Medicine is four years full time equivalent. Up to six months of research, or time spent in academic training, may be a constituent part of the four-year programme, provided that the content is relevant to Occupational Medicine. Each post within the programme to which the trainee is appointed will have a named supervisor/trainer. HST programmes will be under the supervision of the National Specialty Director for Occupational Medicine. The four-year training programme should contain:

- A minimum of 18 months in an industrial sector (i.e. heavy and light industry, engineering, electronics, manufacturing, pharmaceutical, chemical, transport etc.).
- A minimum of 1 year in the service sector (i.e. healthcare, financial services, insurance, office environment etc) to include at least clinics in the health service.

The occupational health units which provide training posts must be recognised by the Faculty of Occupational Medicine as suitable for HST. Trainees will be required to have work experience in units that offer a wide range of exposure to the various elements of the training curriculum for occupational medicine.

Time spent in overseas training posts in occupational medicine outside Ireland may be recognised provided that such posts and the content of the training and level of supervision they provide meets



the requirements for HST as required by the Faculty of Occupational Medicine and prospective approval has been sought to undertake such training.

The Diploma of Membership of the Faculty of Occupational Medicine (MFOM) is an essential requirement for trainees enabling them to demonstrate that they have a broad understanding of occupational medical issues and their application in practice.

Trainees must spend the first two years of training in programme before undertaking any period of research or Out of Programme Experience (OCPE).

Important points of information for Occupational Medicine Trainees

How do I compile my weekly work schedule? - This will be agreed between the Specialist Registrar (SpR) and the Trainer at the beginning of the attachment with the Training practice and will be subject to regular review throughout the attachment as necessary. The content of the schedule will be needs-based and governed by the Curriculum of Training. It will take account of previous experience and your stage within the four year training programme. It should be documented in your training plan for the year as outlined below.

How long can I remain in one Training Practice? - The Faculty of Occupational Medicine requires an SpR to move from a training institution after a maximum of two years and for those in flexible training, the equivalent of two years. Ideally, in occupational medicine training, it is envisaged that trainees will spend no more than one year in each practice, as this is the approach most likely to expose an individual to the widest range of hazards and working environments. A two year stay will be considered in certain situations e.g. where there is more than one trainer, where there is exposure to a wide range of hazards or where the trainee is undertaking research that would be best served by staying longer than one year.

What about Superannuation? – Please refer to your terms and conditions of employment with the HSE



Developing my Training Plan - An agreed Training Plan is an important part of the training programme and will be compiled by the Trainer in consultation with the SpR. The plan should identify the educational and training requirements that need to be met during the tenure of the attachment and will be subject to regular review. The Training Plan should reflect the requirements of the Curriculum of Training, the specific needs of the individual SpR at any given stage within the training programme and what is necessary to satisfactorily complete the higher medical training scheme.

What are my Annual Leave entitlements? - The leave entitlements are the same as in the national NCHD agreement. In each six-month period the SpR is entitled to 12 working days. As on-call rostering and public holiday working does not apply, additional leave entitlement associated with that does not apply. All annual leave must be approved by your trainer and also submitted via the HSE NISRP system.

How much Study Leave / Educational leave am I entitled to? – As per the NCHD contract, the educational leave (including study leave) available to an SpR in Occupational Medicine is up to a maximum of 18 days per 6 months. Educational leave will not necessarily be totally utilised if an examination is not being undertaken during the 6-month period. The following are examples of mandatory and optional training, which would typically be approved for educational leave:

Mandatory:

- FOM Scientific Meetings X 3 (Spring, Autumn and AGM)
- Study days X 5 organised by trainers/NSD (which may include workplace visits).
- ‘Generic’ training days provided by RCPI (including ethics, clinical audit etc.) over the 4 years of their training
- Attendance at LFOM and MFOM examinations

Optional:

- Personal reading
- Other Relevant training courses

Approval must be obtained from the Trainer.



Trainees are required to alert their trainer of the proposed dates for such study days when they are first planned, to ensure that local service needs can be met in their absence. It may not always be possible to grant late requests for study leave (i.e. within 4 weeks of the proposed date). It is important to keep a record of attendance at in-house educational events taken by your Trainer or other staff – the NSD will supply Trainers with a template certificate of attendance which could be completed for that purpose.

Attendance at the Training Practice - The standard working week is 39 hours, in line with the NCHD contract. It is important to note that the SpR is committed to the Training Post for 100% of their time - i.e. 10 sessions per week for those in full-time posts. A weekly work schedule will be agreed with the Trainer and the SpR and will ensure the curriculum of training requirements are met. SpR's may not engage in locum or other paid work during the course of the weekly training schedule. The following sets out the requirements in more detail:

SpR's will also be expected to be in the training practice when there are no external attachments. It is also hoped that the trainee would be flexible, particularly if a practice had a non-recurring pressure of work situation that needed to be dealt with and they were asked to help out etc.

Research – As per the NCHD contract, SpRs are entitled to the equivalent of one day per week with full pay for individual and specific research projects. Any project, and the time required to conduct said project must be agreed in advance with the trainer.

Travel Expenses – Any travel expenses incurred in carrying out approved work on behalf of the training practice/post i.e. travelling from base to an out-centre will be claimed through the training practice – arrangements should be agreed in advance for this with the Trainer. Typically, trainees will be reimbursed at HSE Motor Travel Rates. Any rota that requires out of centre work should be agreed on by both the trainer and trainee. HSE HR Circular – Motor Travel Rates

Medical Indemnity – In the Occupational Medicine training programme the Hospital Indemnity Scheme is only available to SpRs working in the hospital service. SpRs in Occupational Medicine who



are assigned to training positions not covered by the Hospital Indemnity scheme are required to organise this cover themselves, via the Medical Protection Society. All SpRs are expected to arrange their own Medical Indemnity, whether covered by the Hospital Clinical Indemnity Scheme or not. For those SpRs who are in a training position which is not covered by the Hospital Indemnity Scheme, the cost is generally considerably greater. In these training positions, the training practice will meet the cost in excess of that which the SpR would pay if they were working where clinical indemnity is provided.

You should seek clarification from your training practice in regard to how this operates and ensure that medical indemnity insurance is in place from the commencement of entry into the training scheme and/or prior to undertaking any clinical activity in the post.

How is my salary calculated? – An SpR salary is paid within the agreed range for NCHD's. Entry onto a scale is consistent with experience and progression point in regard to employment within the health service.

Payscale for HSE Staff <https://healthservice.hse.ie/staff/benefits-services/pay/pay-scales.html>

Note on flexible training or trainees on less than full time working arrangements – those SpRs on flexible training programmes or on job sharing or other less than full time working arrangements will have the leave entitlements calculated and adjusted on a pro-rata basis. This does not include those trainees' utilising parental, parents, paternity or maternity leave, in such cases they retain their full leave entitlements, in line with national employment legislation. See also "Flexible Training" section below.

SpR Representative

The SpR representative is nominated by the trainees. The SpR representative liaises with the trainers to organise study days and represents the trainees' interest on the Board and at other relevant committee meetings. The position rotates between trainees on an annual basis from November of any given year.



Annual allocation of Training Posts

Around December every year you will be asked to submit a *Training Intentions Form*, on which you state your intentions for the following year of training. Your National Specialty Director (NSD) uses these forms to allocate posts for the following year and calculate how many places are available for new Trainees.

If you intend entering a full-time clinical SpR post in your third and subsequent years, you can also indicate your preferred site on the Training Intentions Form. While we cannot guarantee that you will be placed in one of your preferred posts, we will try our best to place you where you want to go. It is important to return your Training Intentions Form even if you plan to undertake out of clinical programme experience (OCPE). If you have applied for OCPE or a flexible training post but don't have confirmation at the time of submission, you still need to let your NSD and HST coordinator know so that they can keep this in mind when preparing for recruitment and allocation. Remember, you cannot undertake research or out-of-clinical-programme experience in your first two years of HST.

If you don't submit your Training Intentions Form you risk not having a clinical SpR post for the following year.

NSDs, along with the STC of the respective training programmes, assign posts to Trainees based on set criteria. Trainees are informed of their allocation a minimum of 16 weeks prior to taking up the post.

The allocation policy is as follows:

- 1. Training Needs** - When completing the allocations, the NSD 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. Allocations will be made 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, to indicate 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 4 according to their expressed preferences and training needs before they are assigned to Trainees entering year 3. This cohort are in turn assigned posts before Trainees entering year 2. For candidates applying to the training programme, posts are assigned according to how the candidate 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 specific hospital. 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:

- Trainees are assigned posts for a minimum of their first year 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 hospitals will be informed within 12 week 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 NSD may have to make changes to placements at short notice
- Final allocations are reviewed and agreed by the relevant STC



Generally, posts are of a duration of twelve months and Trainees are allocated to preapproved defined rotations.

The following rules apply for the allocation of training posts over the duration of the programme:

- One clinical year of the training programme must be completed in a training site outside of the Dublin area
- Two clinical years, maximum, can be spent in the same training site
- One clinical year, maximum, can be spent with the same Trainer

Flexible Training

It is the policy of the RCPI training bodies to facilitate flexible training. Whilst the training programme is full-time it is recognised that some Trainees may have individual circumstances that mean that training on a full-time, continuous basis would, for them, not be practical for well-founded reasons.

The training body recognises and supports part-time, interrupted, and other forms of flexible training and all Trainees are eligible to apply for flexible forms of training for a period.

No more than two years maximum can be added to the duration of the training programme.

Trainees can apply for flexible training through three routes:

- HSE National Flexible Training Scheme
- Job Sharing
- Less than full time working

HSE National Flexible Training Scheme

The HSE National Doctors Training and Planning (NDTP) operates a National Flexible Training Scheme, which allows a small number of Trainees to train part-time for a set period of time.

Applications may be made for flexible training by all Trainees excluding 1st year BST. This scheme is not recommended for final year Trainees. You must have a well-founded reason to apply, e.g. responsibility for young children or elderly relatives, or personal family circumstances. You cannot apply for flexible training in order to pursue other paid work or research.



Applications for flexible training can be made to the HSE NDTP up to 12 months in advance of the proposed date of commencement of flexible training. We recommend applying as soon as possible, as applications are considered in the order in which they are received, and places are limited.

Participation on the flexible training scheme will be restricted to a maximum of two years and will only be extended by NDTP in exceptional circumstances. This is to provide as many Trainees as possible with the option to train flexibly.

Applications for flexible training should be made to NDTP, however Trainees are required to let their relevant training body know that they are going to apply in plenty of time, so rotations can be planned and structured.

Further information on the application process can be found [here](#) on the HSE website.

Job Sharing

Postgraduate Trainees on the HST Programmes can avail of job-sharing opportunities for a set period of time.

Job sharing works on the basis that two Trainees will share one full-time post with each Trainee working 50 per cent of the hours.

A training post can be shared by two Trainees who:

- Are training in the same specialty *and*
- Are within two years on the training pathway

Applications may be made up to 12 months in advance of the proposed date of commencement of the job share post and received no later than the month of October of the previous year of commencement.

Please refer to the [Job-Sharing](#) policy document for more information on how to apply and further information on the regulations of job sharing.



Post Reassignment

In some instances, it may be necessary for Trainees to apply to have their allocation post changed to another training site. The policy on post reassignment can be found [here](#)

The aim of post re-assignment is to support Trainees who have had an unforeseen and significant change in their personal circumstances since the commencement of their current training programme which requires a change to the agreed post/rotation. This policy is not appropriate for trainees who are not happy with their allocated rotations. Swaps on rotations may be possible for trainees but these have to be organised by the trainees and a request submitted to the NSDs.

Leave of Absence

HST Trainees may take up to three months consecutive leave of absence from the programme within the duration of the training programme with no impact on CSCST date. After three months leave will be deducted and the date of CSCST will be changed accordingly.

Trainees must discuss the leave with their NSD(s) in the first instance and then inform their specialty coordinator at least 4 weeks in advance of the intended leave of absence.

The leave of absence must only be taken in exceptional circumstances only i.e. maternity leave or sick leave. This leave must be applied for prospectively and acknowledged by the RCPI and not applied for retrospectively, and alterations to CSCST dates will be made at this time only. Any applications received retrospectively will not be approved.

In the absence of exceptional circumstances i.e. maternity leave or sick leave Trainees must complete posts they are allocated to for the duration of the post. For example, if a Trainee is due to exit the programme in March of a given year, the Trainee is advised to remain in the post for the duration of the post, in order to fulfil the employment commitment to the clinical site. This will not affect your CSCST date.

When the cumulative duration of leave exceeds three months, the Trainee must make up this shortfall in training.



Trainees returning from exceptional leave must notify their RCPI Specialty Coordinator in writing with as much advance notice as possible. Trainees are not guaranteed a post immediately but will be given the first available post. It is the responsibility of the trainee to inform the RCPI of leave dates as places cannot be guaranteed if there is short notice. Trainees who go on leave may not return to their previously planned rotations when they return from leave.

Extended sick leave, and its impact on date of CSCST will be dealt with on a case by case basis. All applications for leave of absence should be made prospectively in writing to the NSDs, via the training coordinator using the RCPI Leave of Absence [form](#).

Parental Leave

If a Trainee takes parental leave, he/she will have to make up this time on the programme, similarly to that of a flexible Trainee. Any time that is taken as parental leave must be made up before a Trainee will be awarded their CSCST. This includes parental leave taken in blocks or as part of a shortened week. Of note parental leave is treated like flexible training, it is not considered leave of absence. Trainees must complete the leave of absence form when looking for parental leave.

Out of Clinical Programme Experience (OCPE)

OCPE cannot be taken until year three of the programme.

A maximum of one-year credit for OCPE may be sought to pursue the following:

- A specialist training opportunity (for example a clinical fellowship) in Ireland or abroad approved by the training body OR
- A dedicated research post approved by the training body OR
- A suitable academic post approved by the training body

If more than 12 months is spent in these posts, Trainees will only receive 12 months credit towards their training programme. If a Trainee does 12 months in a clinical fellowship and 12 months research, only 12 months will be recognised towards completion of training.

Some Trainees may wish to spend two or three years in research leading to an MSc, MD, or PhD, by stepping aside from the programme for a time. During this period the Trainee will not accrue training credit.

Trainees must complete the [OCPE form](#) before taking up an OCPE research, clinical or lecturer post. All applications must be made prospectively. Sufficient time must be allowed for enquiries to be made about a proposed OCPE post if credit is to be awarded towards completion of Higher Specialist Training (HST). This form must be submitted to the Training and Faculties Department, via the relevant Training Coordinator. Completed applications must be received at least six months before the proposed OCPE start date.

OCPE is not guaranteed, the decision to allow a Trainee to go on OCPE is based on a number of things, including but not exclusive to, relevance of clinical experience, relevance of research, training rotation numbers, service requirements etc.

Courses and Study Days

All HST Trainees are required to attend courses and study days throughout their training programme. These days are mandatory. Some courses/study days Trainees are required to attend once a year, and some are required once during the programme.

Trainees are automatically given access to their mandatory courses once they are registered on the programme via the online digital hub. Some courses/study days require attendance in RCPI, some are completed online, and some can be organised in the local hospital. Please see Training Programme curriculum for further details.

Attendance at study days, courses, exams and conferences including study leave; entitlement is as per the NCHD Contract for educational leave (up to 18 working days per 6 months). As above the half day reading day also comes out of this 18 days.



Audit

Trainees must take part in audit activities during HST and provide evidence of having completed the process. Audit activities must relate directly to a Trainee's practice. The Minimum Requirements for Training section of the specialty curriculum outlines the requirements. Quality Improvement projects can be counted towards this requirement.

Teaching

Trainees are required to participate in teaching during HST. The knowledge and skills you are expected to acquire include:

- Bed-side undergraduate and postgraduate teaching
- Developing and delivering lectures
- Principles of adult learning, teaching and learning methods available and strategies
- Educational principles directing assessment methods including, formative vs. summative methods
- The value of regular appraisal and assessment in informing the training process
- How to set effective educational objectives and map benefits to learners
- Design and delivery of an effective teaching event, both small and large groups
- Use of appropriate technology and teaching materials

Acting up as a Specialist

It is possible to act up as a specialist in your final three months on the programme. To be eligible a Trainee must:

- Be in their Final Year on a HST Programme
- Be working in the relevant specialty under direct supervision of another specialist
- A maximum of three months is allowed in the final year of the training programme
- Be an approved Substantive specialist post within the same training site
- Be required to cover periods of leave for a specialist in a substantive post – not to cover a long-term locum or to start a substantive post earlier than training complete
- Trainees must have no significant outstanding training issues at their Penultimate Annual Evaluation that will have an impact on their ability to carry out the acting position
- In line with HSE regulations for the appointment of locum / temporary specialist posts, no higher specialist Trainee –including flexible Trainees – is permitted to “act up” during their flexible training post
- Application form to be completed by Trainee including work plan for the post and both agreed by the NSD and supervising specialist.
- An application form which is available from your HST coordinator, must be completed in typed format and submitted by email to Helpdesk@rcpi.ie and an original signed copy must also be submitted to the Higher Specialist Training (HST) Department in the RCPI
- You must also receive written approval from the Hospital Manager/CEO and the Clinical Director and submit a copy of this to the HST Department in the RCPI
- Once the application form is submitted and verified you will be issued with a letter of approval, this must be kept in your logbook for future reference
- If any of the application details change you must contact the HST Department with an update.

Annual Evaluations

The Annual Evaluation of Progress (AEP) is the formal method by which a Trainee’s progression through her/his training programme is monitored and recorded each year. The evidence to be reviewed by the panel is recorded by the Trainee and Trainer in the Trainee’s e-Portfolio.

Trainees are required to undergo an annual evaluation process. This evaluation will take place within in the RCPI administration offices in Dublin.

Trainees must attend the evaluation.

At the AEP recommendations will be highlighted and approved by the Evaluation Panel. These recommendations will be shared with the Trainee's next assigned Trainer. The recommendations will be recorded and saved in the Trainee ePortfolio.

Evaluations take place from April to June.

The evaluation panel includes the National Specialty Director for your specialty and a Chair.

During the evaluation, the panel will review the ePortfolio and an evaluation pack.

At the end of your evaluation, the panel will agree on a list of recommendations for the following year.

Further information on the Annual Evaluation process can be found in [here](#) in the HST Progression Through Training HST policy.

Withdrawal from Training Programme

If a Trainee wishes to withdraw from a Training Programme before their expected CSCST date they must first notify their NSD(s) then the Specialty Coordinator and Trainer of their wish to withdraw from the Training Programme.

Trainees should give at least four weeks written notice before they wish to leave their current training post. All Trainees who withdraw from the training programme are invited to attend an exit interview.



Exit Criteria – Certificate of Satisfactory Completion of Specialist Training (CSCST)

For a Trainee to be awarded a Certificate of Satisfactory Completion of Specialist Training (CSCST)

Trainees are required to:

- Complete the full duration of the programme in HST posts as allocated by the Training Body that are approved for HST and have been awarded training credit through the annual evaluation process
- Achieve all outcomes as set out in the occupational medicine curriculum.
- Attend relevant study days
- Attend mandatory courses listed in the occupational medicine specialty curriculum
- Maintain an up-to-date and correctly completed ePortfolio as evidence of satisfactory completion of training
- Attend and satisfactorily pass annual evaluations
- Failure to complete any of the above may result in a Trainee have their training time extended.

CSCST Ceremony

Once a Trainee has successfully completed all the requirements of the specialty programme, they will be awarded a CSCST. This allows Trainees to apply for specialist registration with the Irish Medical Council. Trainees will be invited to a conferring ceremony with their relevant training body where they will be awarded a CSCST.

Supports for Postgraduate Medical Trainees

ePortfolio

ePortfolio is an electronic logbook for recording essential information about training, educational and evaluation activities that are required during the training programme. Trainees are required to maintain an up-to-date ePortfolio throughout BST, as it is an official record of satisfactory completion of training.

Trainees must complete an ePortfolio during their training programme. All Trainees will be given access to the RCPI ePortfolio which is set up depending on the specialty of the Trainee. Trainees must complete minimum requirements for their specialty. Details on the minimum requirements can be found in each specialty curriculum. The ePortfolio is also used to conduct Trainee Evaluations and end of post feedback.

The ePortfolio is the Trainee's record of their training and the information in the ePortfolio is owned by the Trainee. RCPI and the Faculty of Occupational Medicine provide the ePortfolio system via Kaizen in order for the Trainees to record their training programme requirements. This is not a log of all the activity of a Trainee and is provided so a Trainee can record the mandatory components of the training programme. This is the Trainees record and RCPI has no authority to share with third parties unless authorised to do so.

Following completion of the training programme a Trainee will have access to the ePortfolio for three years, at which point Trainees can download all their records. Access to ePortfolio after three years will not be possible.

RCPI provide a number of training videos on how to use your ePortfolio. As you rotate through posts, your Trainers are required to verify recorded information and sign off evaluations. To do this, they will need to log into the RCPI website and open ePortfolio.



When to update ePortfolio

Trainees must update their ePortfolio at key points, listed below.

At the start of the year

- Check that personal details are correct
- Check that the details of post and Trainer are correct
- Review the training curriculum and requirements for the specialty. The curriculum and specialty requirements are reviewed every year, so Trainees need to be aware of any changes

At the start of each post

- Trainees must meet with their Trainer within the first six weeks to agree on the personal goals plan. The personal goals plan must be recorded on ePortfolio and the Trainer must sign it off

During each post

- Trainees must enter training and educational activities on ePortfolio
- Complete workplace-based assessments as they happen

At the end of each quarter and at the end of the post

- Trainees must ensure ePortfolio is up to date and signed off by the Trainer
- Meet the Trainer to complete the End of Post Form

At the end of each training year

- Trainees must make sure that the ePortfolio is up to date and signed off by the Trainer in preparation for the End of Year Evaluation
- Complete the annual evaluation form with the Trainer in advance of the Evaluation

At the end of your training programme

- Make sure that the ePortfolio is up to date and signed off by the Trainer in preparation for the Final Year Evaluation

RCPI Benefits

We are pleased to offer you a range of benefits to support all trainees on our training programme:

- Free attendance at Masterclasses, St Luke's Symposium as well as events and webinars organised by our Faculties and Institutes.
- Assistance with applying for a Student Leapcard for discounted fares on transport services
- Free four-month subscription to a BMJ OnExamination Package – request an access code by emailing Helpdesk@rcpi.ie. To redeem your voucher and activate your four-month subscription, simply login to www.rcpi.ie and click on the link for BMJ OnExamination

RCPI Training Site Offices

RCPI training site offices are local, knowledgeable sources of information and support for Trainees, Trainers, Members and Fellows based in those hospital groups.

Saolta Hospital Group office

The RCPI Saolta Hospital Group office is located in the Academic Office, Nurses Home in University Hospital Galway. The office is open on Tuesday, Thursday and Friday mornings.

Sheila Kelly

Tel: 091 893151

Email: RCPISaolta@rcpi.ie

University of Limerick Hospitals Group Office

The RCPI UL Hospitals Group office is located in the Postgraduate Training Department, Room 2938, Ground Floor, Nurses Home, University Hospital Limerick. The office is open in the morning Monday to Thursday.

Muire Graham

Tel: 061 588264

Email: MuireGraham@rcpi.ie

RCPI Trainee Representative

RCPI Trainee Representatives have been appointed to training sites across Ireland.

The Trainee Rep is there to help Trainees stay connected to RCPI while in training. They act as a conduit between Trainees on site and RCPI, sharing important information about training and giving feedback to RCPI (and vice versa).

Trainee Representatives are an important point of contact for Trainees seeking clarification or direction relating to training and education matters and are expected to encourage and support improvements to educational facilities that will improve training delivery, for example MRCPI tutorials, journal access, journal clubs, internet access and Trainer engagement.

They are also expected to encourage open and honest feedback from Trainees on their training experiences.

Where possible, Trainee Reps also attend the College's hospital inspections at their hospital sites(s).

Trainee Reps are appointed each year for a period of one year, with applications for new appointments normally opening in June. It's an ideal opportunity to take up a formal role in RCPI and put your management skills into action.

Trainees can apply to become a Trainee Rep for their hospital if they meet the following criteria:

- A SpR in a full-time clinical post in Higher Specialist Training or in the second or later year of Basic Specialist Training
- Clear assessment/training record of at least 12 months prior to your application
- Interest in education and training

Trainees are encouraged to get apply to be a Trainee Representative. For information on the Trainee Committee please email Trainees@rcpi.ie. For a list of current Trainee Reps and details on the role please see [here](#).

HSE Financial Support Schemes

Clinical Course and Examination Refund Scheme for NCHDs

This HSE scheme is open to all NCHDs. The HSE Clinical Course and Examination Refund Scheme covers the cost of examination fees and clinical courses such as Advanced Cardiac Life Support. There is an approved list of clinical courses and examinations qualifying for this refund scheme contained in the HSE [guidance document](#). A maximum contribution of €450 is payable to NCHDs for each course or exam on this list.

Specialist Training Fund for Higher Specialist Trainees

The Specialist Training Fund was introduced by the HSE to support Trainees in HST participation in education and training activities in addition to the mandatory elements of HST provided by their training body.

This scheme is open to higher specialist Trainees (SpRs) registered on the Higher Specialist Training Programme. The funding available to each HST Trainee is €500 per year of training and the fund rolls over if not claimed in a particular year. Trainees can claim for participation in relevant non-mandatory educational activities (such as attendance at conferences) from the Specialist Training Fund is for Higher Specialist Trainees.

The Specialist Training Fund for Higher Specialist Trainees HSE [guidance document](#) contains a detailed explanation of the Scheme.

Trainees who are eligible to avail of this fund must submit the signed reimbursement form and return it with original receipts and a certificate of attendance (if applicable) to Helpdesk@rcpi.ie to [claim your refund](#). All applications must be signed and approved by the current Trainer or training director as set out by the Training Body. For further details please see the [RCPI website](#) or the HSE [NDTP website](#)

Training Support Scheme (TSS)

Additional Training Support Funding has been made available to NCHDs from July 2019 onwards. This scheme is in addition to existing financial supports such as the Clinical Course and Exam Refund Scheme and the Higher Specialist Training Fund. Funding is allocated based on Grade. Funding is available pro-rata for doctors employed on shorter contract durations.

A list of approved clinical courses, conferences and examinations that can be claimed for under the TSS are listed [on the HSE NDTP website](#).

Please see the NCHD Training Supports Scheme (TSS) Guidance Document for Employers and NCHDs [on the HSE NDTP website](#).

Professional Support (Health and Wellbeing)

The health and wellbeing office provides professional services to Trainees who require additional support during their training programme. This can include any of the following areas:

- Mental/physical health issues which impact on training progression
- Interpersonal conflict or difficulties
- Professionalism competencies development such as communication, assertiveness, building relationships
- Complaints made by Trainees or about Trainees
- Difficult working environments/conditions including bullying which was not resolved locally
- Burnout
- Career guidance
- Mentoring
- Advice and referral to other services such as Occupation Medicine, Health Committee, psychology and psychiatry
- Advice and referral to additional resources such as course, books, online resources, mentors

The health and wellbeing service is available to RCPI Trainees only and forms part of their training programme where required. As such, it is not a confidential service. Trainees are referred by their Trainers, NSDs or they may self-refer into the service.

Trainee Awards and Fellowships

David Mitchell Award for Audit

The David Mitchell Award is awarded by the Trainees' Committee in RCPI. It recognises audits that improve patient care and/or specialist education and training.

The winning Trainee or team of Trainees receives an educational grant worth €1,000 for a single Trainee or €1,500 for a team of Trainees.

The competition is open to all Trainees, or a team of Trainees currently registered with RCPI.

Further information can be found at www.rcpi.ie or contact Helpdesk@rcpi.ie.

William Stokes Award for Research

The William Stokes Award is awarded by the Trainees' Committee in RCPI. It recognises research of the highest standards carried out by Trainees in Higher Specialist Training. The winning Trainee receives the William Stokes Award and an educational grant worth €4,000.

The award is open to all Trainees currently undertaking Higher Specialist Training with RCPI.

Further information can be found at www.rcpi.ie or contact Helpdesk@rcpi.ie.

Dorothy Stopford Price Medal

The Dorothy Stopford Price Medal recognises excellence in research or audit on vaccination, immunisation or control of infectious diseases and its potential impact on public health.

The medal is awarded by the Faculty of Public Health Medicine to honour this pioneer in infectious disease control in Ireland.

This competition is open to all Trainees.

Further information can be found at www.rcpi.ie or contact Helpdesk@rcpi.ie.

Fellowships/Scholarships

A number of Fellowships/Scholarships are available for Trainees to apply each year. This list below is not exhaustive, and Trainees are encouraged to discuss potential opportunities with their Training Director.

HSE Dr Richard Steeven's Scholarship

The Richard Steevens' Scholarship was established by the Health Service Executive (HSE) in 2007, arising from a recommendation of the Report of the Postgraduate Medical Education and Training Group.

This important initiative provides a valuable opportunity for specialist medical Trainees to spend time training in centres of excellence abroad and to bring the skills gained back to the Irish health service. For further details please click [here](#).

Post CSCST Fellowships

RCPI in association with the HSE has established a register of approved Post-Certificate of Satisfactory Completion of Specialist Training (CSCST) Fellowship posts in the Irish health service. These Fellowships allow Trainees to gain training or experience which is not currently available on the RCPI Higher Specialist Training programmes, or which a Trainee may need for a particular consultant post with a special interest.

These Fellowships offer training opportunities for doctors who are within two years of obtaining a CSCST. The additional training is designed to expose Trainees to subspecialties and advanced clinical skills.

The posts will offer:

- A structured educational experience designed to deliver the requirements of a particular subspecialty which are not readily available within HST
- A supervisor with authority and accountability for the fellowship post
- Opportunities for audit and research
- An enhanced salary

Where appropriate, the post will fulfil training body requirements and HSE employment requirements for consultant posts. All posts are evaluated and approved by the appropriate training body. In order to be eligible for these posts Trainees must have successfully completed a RCPI Higher Specialist Training programme within the last two years. Further information can be found [here](#).

HSE Aspire Fellowships

The NDTP Aspire (Post CSCST) Fellowship awards have resulted from the collaborative efforts of HSE's Acute Hospitals' Division, Mental Health Division, National Doctors Training and Planning (NDTP) and the Post-Graduate Medical Training Bodies in Ireland. The NDTP Aspire Post CSCST Fellowships are Fellowships funded by NDTP and recognised through the training body.

Successful Aspire Fellows receive:

- SpR salary and headcount for the duration of the fellowship
- Eligibility to access the Higher Specialist Training Fund during the fellowship
- Formal recognition of achievement following completion of the fellowship from the relevant Irish Post Graduate Medical Education Body/Bodies
- A high-quality fellowship experience in Ireland that will improve competitiveness for positions within Ireland

Further information can be found [here](#).

Wellcome–HRB Irish Clinical Academic Training (ICAT)

The Wellcome – Health Research Board Irish Clinical Academic Training (ICAT) Programme is a unique all Ireland cross-institutional, comprehensive national programme for Clinician Scientists based at six major Irish universities and their affiliated hospital groups. The partner universities

include Trinity College Dublin, University College Dublin, National University of Ireland, Galway, Queen’s University Belfast, Royal College of Surgeons in Ireland and University College Cork. At its core is an integrated programme spanning 6-7 years of seamless, supported and mentored academic and clinical training targeting future academic leaders.

ICAT’s mentorship scheme spans the entire duration of specialist medical and postgraduate academic training. At the time of completion, ICAT fellows will have graduated with a PhD at their chosen university/ institution and achieved CCST (RoI) / CCT (NI) in their chosen specialty. The ICAT Programme adopts a dynamic training focus whereby the emphasis shifts and leads the ICAT Fellow from (i) learning how to start a research career as a PhD candidate, (ii) to successful completion of a PhD, (iii) to establishing independence through novel thought and independent research funding. For further details on ICAT please see <https://icatprogramme.org/>.



Policies and Procedures

There are a number of other Policies and Procedures that Trainees may refer to throughout the duration of their training programmes. Below is a summary of these policies and procedures. For further detail please see the individual policy or procedure which is available on www.rcpi.ie.

RCPI Policies

- Roles and Responsibility of a Trainer
- Post Reassignment Policy
- Job Sharing Policy
- Progression through Training: Higher Specialist Training
- Anti-Bullying Policy
- Appeals Policy: Postgraduate Training
- Disciplinary Process for Postgraduate Specialist Training
- Equal Opportunities Policy
- Grievance Policy: Postgraduate Training
- HST Allocation Policy

Other Relevant HSE Policies

- Specialist Training Fund Policy
- Clinical Course and Exam Refund Scheme
- Training Support Scheme

Please click [here](#) for further information on the above HSE policies.



Review

This Handbook shall be subject to review every year from the date of approval of this document by the Faculty of Occupational Medicine.

Approved By:	Date
Faculty of Occupational Medicine	July 2022
Review	
Review by Faculty of Occupational Medicine	July 2023