



Feidhmeannacht na Seirbhíse Sláinte
Health Service Executive

Clinical Course & Examination Refund Scheme for NCHDs

Guidance Document for Employers & NCHDs

Effective from 1st March 2014

HEALTH SERVICE EXECUTIVE

Medical Education & Training Unit, Health Service Executive, Dr. Steevens' Hospital, Dublin 8, Ireland

Aonad Oideachais & Oiliúna Leighis, Feidhmeannacht na Seirbhíse Sláinte, Ospidéal an Dr. Steevens, Baile Átha Cliath 8, Éire

met@hse.ie

Clinical Course & Examination Refund Scheme for NCHDs

A contribution towards HSE approved clinical courses and examinations is available to NCHDs from the HSE's Medical Education & Training (MET) Unit. This arrangement is part of a suite of education supports provided by the HSE to non-consultant hospital doctors (NCHDs).

The list of HSE approved clinical courses and examinations is provided at Appendix One.

The amount available is a maximum of €450 per clinical course / examination per NCHD. If the actual cost of the clinical course or examination is less than €450, the amount refunded by the HSE will be equal to the actual cost incurred by the NCHD.

The process for this refund scheme is as follows:

1. The NCHD must make an application directly to their employer using the **Clinical Course and Examination Refund Scheme NCHD Application Form**, a copy of which is attached at Appendix Two. All necessary supporting documentation must be attached to the Application Form and provided directly to the Employer.
2. The Employer must ensure that appropriate supporting documentation is received and verified.
3. The Employer must submit an application to the HSE-Medical Education and Training (MET) Unit, using the **Clinical Course and Examinations Refund Scheme Employers Application Form**. Employers can obtain an electronic copy of this form directly from the HSE-MET Unit. This application form must be submitted by e-mail only to met@hse.ie. Employers should not submit supporting documentation received from NCHDs to the MET Unit.
4. The MET Unit will arrange for appropriate payment to the Employer.
5. The Employer will then reimburse the NCHD directly.

Please note the following rules in relation to the Clinical Course & Examination Refund Scheme:

- The HSE Clinical Course and Examination Refund Scheme is available to all NCHDs i.e. NCHDs on the Trainee Specialist Division, General Division or Supervised Division of the Register of Medical Practitioners;
- The clinical course / examination applied for must be on the HSE approved list as set out in Appendix One. If the clinical course or examination is not specifically identified on the HSE's approved list then it is ineligible for refund under this Scheme and no exceptions will be made;
- The contribution is payable by the HSE upon the first sitting of the clinical course or examination regardless of whether the applicant has successfully passed the clinical course/examination;
- There is no limit to the number of applications that can be made by an individual NCHD to their employer for specific clinical courses / examinations undertaken, however the HSE-MET Unit will only fund the contribution once per applicant per clinical course or examination;

- The HSE-MET Unit will not accept applications for refund directly from NCHDs;
- NCHDs may claim for their first successful undertaking of a clinical course or a re-certification in a clinical course after the required two year period;
- Applications for refund from NCHDs must be made to their current employer within 6 months of the date of undertaking the clinical course / examination;
- To be eligible for refund, the 14 clinical courses identified in Appendix One must be undertaken in Ireland (Republic of Ireland or Northern Ireland);
- With the exception of those examinations which have an asterix beside them, all identified examinations must be undertaken in the Republic of Ireland, under the auspices of the relevant Irish postgraduate training body; and
- Employers are advised to submit their completed application form to the MET Unit on a regular basis (preferably monthly basis).

List of HSE Approved Clinical Courses & Examinations Qualifying for the NCHD Refund Scheme

NAME OF CLINICAL COURSE / EXAMINATION	CODE
APPROVED CLINICAL COURSES	
Basic Life Support / Advisory External Defibrillation (AED) Course	BLS
ACLS – Advanced Cardiac Life Support	ACLS
ATLS – Advanced Trauma Life Support	ATLS
APLS – Advanced Paediatric Life Support	APLS
EPLS – European Paediatric Life Support	EPLS
PLS - Paediatric Life Support	PLS
PALS - Paediatric Advanced Life Support	PALS
NRP – Neonatal Resuscitation Programme	NRP
Immediate Care Course – Cardiac	ICCC
Immediate Care Course - Trauma	ICCT
Immediate Care Course – Paediatrics	ICCP
Care of the Critically Ill Surgical Patient	CCrISP
Acute Life Threatening Events: Recognition and Treatment	ALERT
Acute Medical Emergencies: The Practical Approach	MedicALS
SURGERY EXAMINATIONS	
Membership of the Royal College of Surgeons in Ireland – Part A MCQ	MRCSIAMCQ
Membership of the Royal College of Surgeons in Ireland – Part B OSCE	MRCSIBOSCE
*Intercollegiate Examination in Cardiothoracic Surgery – Section One	IECS1
*Intercollegiate Examination in Cardiothoracic Surgery – Section Two	IECS2
*Intercollegiate Examination in General Surgery – Section One	IEGS1
*Intercollegiate Examination in General Surgery – Section Two	IEGS2
*Intercollegiate Examination in Neurosurgery – Section One	IEN1
*Intercollegiate Examination in Neurosurgery – Section Two	IEN2
*Intercollegiate Examination in Oral & Maxillofacial Surgery – Section One	IEOMS1
*Intercollegiate Examination in Oral & Maxillofacial Surgery – Section Two	IEOMS2
*Intercollegiate Examination in Otolaryngology – Section One	IEO1
*Intercollegiate Examination in Otolaryngology – Section Two	IEO2
*Intercollegiate Examination in Paediatric Surgery – Section One	IEPAEDS1
*Intercollegiate Examination in Paediatric Surgery – Section Two	IEPAEDS2
*Intercollegiate Examination in Plastic Surgery – Section One	IEPLASS1
*Intercollegiate Examination in Plastic Surgery – Section Two	IEPLASS2

*Intercollegiate Examination in Trauma & Orthopaedic Surgery – Section One	IETOS1
*Intercollegiate Examination in Trauma & Orthopaedic Surgery – Section Two	IETOS2
*Intercollegiate Examination in Urology – Section One	IEU1
*Intercollegiate Examination in Urology – Section Two	IEU2
OPHTHALMOLOGY EXAMINATIONS	
Membership of the Royal College of Surgeons in Ireland Ophthalmology - Part One	MRCSEO1
Membership of the Royal College of Surgeons in Ireland Ophthalmology - Part Two Written	MRCSEO2Writ
Membership of the Royal College of Surgeons in Ireland Ophthalmology - Part Two Clinical	MRCSEO2Clin
Fellowship of the Royal College of Surgeons in Ireland - Ophthalmology	FRCSIO
*European Board of Ophthalmology Diploma	EBOD
EMERGENCY MEDICINE EXAMINATIONS	
*Membership of the College of Emergency Medicine, UK – Part A	MCEMUKA
*Membership of the College of Emergency Medicine, UK – Part B	MCEMUKB
*Membership of the College of Emergency Medicine, UK – Part C	MCEMUKC
*Fellowship of the College of Emergency Medicine, UK	FCEMUK
GENERAL MEDICINE EXAMINATIONS	
Membership of the Royal College of Physicians of Ireland – Part One - General Medicine Examination	MRCPI1GM
Membership of the Royal College of Physicians of Ireland - Part Two – General Medicine Written Examination	MRCPI2GMWrit
Membership of the Royal College of Physicians of Ireland - Part Two – General Medicine Clinical Examination	MRCPI2GMClin
PAEDIATRIC EXAMINATIONS	
Membership of the Royal College of Physicians of Ireland – Part One – Medicine of Childhood Examination	MRCPI1Child
Membership of the Royal College of Physicians of Ireland - Part Two – Medicine of Childhood Written Examination	MRCPI2ChildWrit
Membership of the Royal College of Physicians of Ireland - Part Two – Medicine of Childhood Clinical Examination	MRCPI2ChildClin
OBSTETRICS & GYNAECOLOGY EXAMINATIONS	
*Membership of the Royal College of Obstetricians & Gynaecologists, UK – Part One	MRCOG1
Membership of the Royal College of Physicians of Ireland - Part Two – Obstetrics & Gynaecology Examinations (Written & Clinical Combined)	MRCPI2OG

PATHOLOGY EXAMINATIONS	
*Fellowship of the Royal College of Pathologists, UK – Part One	FRCPathUK1
*Fellowship of the Royal College of Pathologists, UK – Part Two	FRCPathUK2
PUBLIC HEALTH MEDICINE EXAMINATIONS	
Membership of the Faculty of Public Health Medicine of Ireland – Part One	MFPHMI1
Membership of the Faculty of Public Health Medicine of Ireland – Part Two	MFPHMI2
OCCUPATIONAL MEDICINE EXAMINATIONS	
Membership of the Faculty of Occupational Medicine of Ireland	MFOMI
GENERAL PRACTICE EXAMINATIONS	
Membership of Irish College of General Practitioners – Applied Knowledge Test (AKT) Module	MICGPAKT
Membership of Irish College of General Practitioners - Modified Essay Question (MEQ) Module	MICGPMEQ
Membership of Irish College of General Practitioners – Single Best Answer (SBA) Module	MICGPSBA
Membership of Irish College of General Practitioners – Oral Examinations Module	MICGPOral
PSYCHIATRY EXAMINATIONS	
*Membership of the Royal College of Psychiatrists, UK – Paper One	MRCPsychUK1
*Membership of the Royal College of Psychiatrists, UK – Paper Two	MRCPsychUK2
*Membership of the Royal College of Psychiatrists, UK – Paper Three	MRCPsychUK3
*Membership of the Royal College of Psychiatrists, UK – CASC	MRCPsychUKCASC
RADIOLOGY EXAMINATIONS	
Fellowship of the Faculty of Radiologists, RCSI – Primary	FFRPrim
Fellowship of the Faculty of Radiologists, RCSI – Final	FFRFinal
ANAESTHESIA EXAMINATIONS	
Membership of the College of Anaesthetists, MCAI -MCQ	MCAI MCQ
Membership of the College of Anaesthetists, MCAI - OSCE /SOE	MCAI OSCE/VIVA
Fellowship of the College of Anaesthetists	FCAI-FINAL
Fellowship of the Joint Faculty of Intensive Care Medicine of Ireland - FJFICMI	FJFICMI

* Examination approved for sitting outside the Republic of Ireland

Clinical Course & Examinations Refund Scheme

NCHD Application Form

Note:

- Applications for refunds for completed HSE-approved clinical courses and examinations must be made using this application form.
- The application form must be completed by typing in the details or using BLOCK CAPITALS
- Submit the completed form to your employer's Medical Manpower / HR Unit for processing, along with relevant supporting documentation required i.e. original receipt(s) and confirmation of successful completion. The Employer will submit your refund claim for approval and refund to the HSE-Medical Education and Training Unit.
- Once payment has been received by your employer from the HSE-MET Unit, payments to individual NCHDs will be processed locally by your employer.
- Forms which are incomplete, illegible or not accompanied by the relevant supporting documentation will not be considered.

Full Name	<input style="width: 100%; height: 25px;" type="text"/>
Irish Medical Council Number	<input style="width: 100%; height: 25px;" type="text"/>
NCHD Employment Grade	<input style="width: 100%; height: 25px;" type="text"/>
Specialty	<input style="width: 100%; height: 25px;" type="text"/>
<u>Full</u> Name of Approved Clinical Course or Examination as Used in HSE Approved List	<input style="width: 100%; height: 60px;" type="text"/>
Date that Course / Exam was Undertaken	<input style="width: 100%; height: 25px;" type="text"/>
Location that Course / Exam was Undertaken i.e. City & Country	<input style="width: 100%; height: 35px;" type="text"/>
Amount of Refund Sought	<input style="width: 100%; height: 35px;" type="text"/>
Original Receipt Attached	Yes <input style="width: 30px; height: 20px;" type="checkbox"/> No <input style="width: 30px; height: 20px;" type="checkbox"/>
Evidence of Undertaking Course/Exam Attached	Yes <input style="width: 30px; height: 20px;" type="checkbox"/> No <input style="width: 30px; height: 20px;" type="checkbox"/>
Applicant's Signature	<input style="width: 100%; height: 45px;" type="text"/>
Date of Application to Employer	<input style="width: 100%; height: 25px;" type="text"/>

For Employer's Use Only:	
Received By: <input style="width: 90%;" type="text"/>	Date of receipt: <input style="width: 90%;" type="text"/>
Date application made to HSE-MET Unit:	<input style="width: 100%;" type="text"/>
Amount of refund to be paid:	<input style="width: 100%;" type="text"/>
Notes:	