



Irish College of
Ophthalmologists

Eye Doctors of Ireland

Protecting your Vision

Basic Medical Training in Ophthalmology

Induction Manual 2018

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1. Welcome

Dear BMT Trainee,

Congratulations on your appointment to Basic Medical Training in Ophthalmology (BMT 1-3).

Basic Medical Training in Ophthalmology is delivered by the Irish College of Ophthalmologists (ICO). As a specialty, we continually review the training programme and identify areas we can improve upon. Equally, we aim to introduce new incentives that will contribute to the quality of training experience.

There are processes in place and these must be followed in order to ensure the smooth running of the training programme. Take time to read through this document as it will aid you in your development through each year of training.

If you require assistance, please speak with your Consultant Trainer, with the College or myself as necessary.

I hope that your experience of Basic Medical Training in Ophthalmology will be a positive one and may I wish you the best in your medical training career.

Yours sincerely,



Miss Yvonne Delaney
Dean of Postgraduate Education
Irish College of Ophthalmologists

2. Overview

The Basic Medical Training programme is three years in duration and is the pathway to specialist training in medical ophthalmology. The purpose of the basic medical years is to provide a broad based initial training in ophthalmology with attainment of knowledge skills and professional behaviours relevant to the practice of ophthalmology. Following successful completion of Basic Medical Training and depending on career preference and ability, candidates can compete to enter Higher Specialist Training in Medical Ophthalmology.

The ICO is responsible for the delivery of the Basic Medical Training programme. The responsibility for designing the curriculum and setting the curriculum standards rests with the Manpower and Education Committee of the ICO.

A maximum of one year of remediation will be offered during Basic Medical Training if needed. The programme should be completed within 5 years of the start date. Should the completion date change to 5 years beyond the start date, then the trainee will be required to undertake the full three years from the beginning.

3. Accredited Training Post Hospitals

Hospital	Important Contacts
Cork University Hospital	Educational Supervisor: Mr Mark James
University College Hospital Galway	Educational Supervisor: Miss Deirdre Townley
Mater Misericordiae University Hospital Temple St Children's University Hospital	Dean of Postgrad Education: Miss Yvonne Delaney Educational Supervisor: Mr Ian Flitcroft
Royal Victoria Eye and Ear Hospital Our Lady's Children Hospital, Crumlin St. Vincent's University Hospital	Educational Supervisor: Mr Donal Brosnahan
Sligo University Hospital	Educational Supervisor: Miss Shauna Quinn
University Hospital Limerick	Educational Supervisor: Miss Marie Hickey Dwyer
University Hospital Waterford	Educational Supervisor: Mr John Stokes

4. BMT Assessment – Mandatory Components

Trainees are assessed via Competence and Assessment of Performance Appraisal (CAPA). This is a review session with the Dean of Postgraduate Education where your progress in relation to fulfilling the mandatory components of assessment is discussed. CAPA assessment documentation for your first six-month rotation is required in December for review by the Dean. CAPA assessment documentation for your second six-month rotation is required in May ahead of the formal CAPA assessment session with the Dean in June. Below are the mandatory components of the BMT assessment:

1.	Training Development Plan	
2.	Workplace Based Assessments (WBAs)	
3.	CAPA A Form (cumulative log summary)	e-Logbook
4.	Consultant Trainer Report	
5.	Clinical Cases Logbook	
6.	Human Factors	
7.	School for Surgeons (SFS) Online Teaching Programme	
8.	Examinations	
9.	ICO Skills Courses & Course Study Days	
10.	In-House Teaching	
11.	National Postgraduate Teaching Programme (NPTG)	

BMT Training Development Plan

Trainees are required to fill this out at the start of their rotation with their Trainer(s), where both will agree (i) which WBA the Trainee will choose to do and (ii) which Trainer will evaluate the Trainee for each particular assessment. A signed hard copy of the plan should be sent to the Training Coordinator in the ICO within the first two months of each rotation.

BMT Workplace Based Assessments (WBAs)

Workplace-based assessments encompass the assessment of skills, knowledge, behaviour and attitudes during day-to-day ophthalmic practice. Workplace based assessment have a significant impact on learning by providing feedback to trainees regarding the current level of their practice. They also inform the summative assessment at the completion of each 6 month rotation and contribute towards the documentation of the attainment of curricular outcomes which forms an important part of the CAPA process.

MT1a **1 Clinical WBA:** Mini CEX (Cataract) **or** Mini CEX (PVD)
2 Procedural WBA: DOPS (Fundal) **or** DOPS (Gonio Glaucoma)
 DOPS (I+C Meibomian Cyst) **or** Refraction (Adult)

MT1b **1 Clinical WBA:** Mini CEX (Cataract) **or** Mini CEX (PVD)
2 Procedural WBA: DOPS (Fundal) **or** DOPS (Gonio Glaucoma)
 DOPS (I+C Meibomian Cyst) **or** Refraction (Adult)

MT2a **1 Clinical WBA:** Mini CEX (Microbial Keratitis) **or** Mini CEX (ARMD)
1 Procedural WBA: (Refraction (paed), S+P **or** PRP **or** DOPs (Ectropion)

MT2b **1 Clinical WBA:** Mini CEX (Microbial Keratitis) or Mini CEX (ARMD)
1 Procedural WBA: (Refraction (paed), S+P or PRP or DOPs (Ectropion))

MT3a **1 Clinical WBA:** Mini CEX (Ocular Motility) or Mini CEX (DME)
1 Procedural WBA: (Refraction (paed), S+P or PRP or DOPs (Ectropion))

MT3b **1 Clinical WBA:** Mini CEX (Ocular Motility) or Mini CEX (DME)
1 Procedural WBA: (Refraction (paed), S+P or PRP or DOPs (Ectropion))

Please pay particular attention to the dates by which all WBAs must be completed. All of the relevant WBA forms are on the SFS website <https://vle.rcsi.ie/login/index.php>. Before you perform your WBAs please download the relevant forms from the SFS / VLE website. The forms on the website may undergo minor alterations from time to time so always make sure you download the forms as close to the WBA as possible. The online forms will always be the most up to date version. All WBAs will be scored and will contribute to the scorecard in order to compete to enter HMT.

Further information is outlined in the *Workplace Based Assessments* of this document.

BMT CAPA A Form

Trainees are required to complete the CAPA A form every six months which details the Trainee's timetable and is a cumulative log of their procedures for each rotation from years 1 – 3. You will find this document on the SFS website.

e-Logbook

The e-logbook is the Trainee's record of all procedures performed on patients. Trainees record their level of involvement in a procedure and the supervision received using the descriptors. A minimum number of index procedures / lasers / refractions must be carried during each 6 months of basic training. Refractions should also be recorded: <https://client.elogbook.org/logon/>

BMT Consultant Trainer Report

Trainees are required to have their Consultant Trainer complete this report on their progress at the end of each six months. You will find this document on the SFS website.

Clinical Cases Logbook

Collection of 12 cases to be documented in detail with reference to presentation, differential diagnosis, investigations, initial treatment, further investigation, evidence based use for treatment with reference to relevant RCTs or case series (if rare, presentation) and final outcome.

Further information is outlined below in the *Clinical Cases Logbook* section of this document.

Human Factors

A programme of training in Human Factors in Patient Safety principles is a mandatory component of ophthalmology training for Trainees at junior and senior levels of training and is

delivered by RCSI. Each module is designed to be delivered over a one day period and it is mandatory for each Trainee to attend three modules per year and to pass the Human Factors OSCE examination in years 1 & 2.

Further information is outlined in the *Human Factors* section of this document.

School for Surgeons (SFS) & Interactive Classroom (IC)

School for Surgeons (SFS) and the Interactive Classroom (IC) are the online learning components of the training programme. Assignments are completed on SFS and feedback sessions based on these assignments are facilitated through the IC. Participation on SFS assignments, IC feedback sessions and the end of term MCQ are mandatory components of the BMT programme. In each six-month rotation, a minimum of 60% of assignments are required to be completed and a minimum of 60% of ICs to be attended.

Further information is outlined in the *SFS & IC Online Teaching* section of this document.

Examinations - MRCSI (Ophth)

Trainees must pass the MRCSI (Ophth) exam to successfully complete Basic Training. To achieve the MRCSI (Ophth), Trainees must first pass the FRCOphth Part 1 exam and the Refraction exam. When you receive confirmation of passing any of the three exams, please submit copies of the confirmation to the college for your training file.

Further information is outlined in the *Examinations* section of this document.

ICO Skills Courses & Course Study Days

Throughout the academic year the below skills courses are delivered by the ICO. Each Trainee must attend at least one skills course and one course study day per year during their training and must have attended all obligatory courses in order to obtain their CCBMT.

Skills Courses:

- Micro Skills Course, RCSI
- Ocular Anaesthetics Course, RVEEH
- Refraction Course Year 1 (Intro), RVEEH
- Refraction Course Year 2 (Exam Prep), RVEEH

Course Study Days:

- Retinal Course, Adare Limerick
- Pathology Course, RVEEH
- Anatomy Course, Online

Further information is outlined in the *Courses & Meetings* section of this document.

In-House Teaching

A minimum of two hours per week of in-house teaching per week (during the academic year) takes place in each training unit. The content should be broadly based on the syllabus and should include case presentations, journal club, didactic lectures and audit. Each Consultant Trainer in the unit is expected to participate in the teaching and such participation by Trainers

as well as attendance by Trainees should be documented by the Unit's Educational Supervisor. It is obligatory for Trainees to attend a minimum of 60% of postgraduate in-house teaching.

The National Postgraduate Teaching Programme (NPTG)

The National Ophthalmic Postgraduate Teaching Programme includes monthly case presentations and lectures given by national and international invited speakers, with each subspecialty being represented at least once in the academic year. The programme is run by the Royal Victoria Eye and Ear Hospital. The program is video-conferenced to training Units in Cork University Hospital, Limerick Regional Hospital, Waterford Regional Hospital, Galway University Hospital, Sligo General Hospital and Letterkenny Hospital. It is obligatory for Trainees to attend a minimum of 60% of the National Ophthalmic Postgraduate Teaching Programme.

Formal CAPA Assessment Session (June)

Trainees' formal CAPA assessment sessions take place in June of each training year with the Dean. At this session, the Dean will review all CAPA documentation with the Trainee: from the first six-months (must be submitted to the ICO in December) and from the second six-months (must be submitted to the college by May). Trainees will not pass their CAPA assessment if all relevant documentation is not submitted in time for review at the session.

Below are the documents each Trainee needs to submit per six month rotation to the college:

- Workplace Based Assessments (WBAs)
- CAPA A Form
- Consultant Trainer Report

During the assessment session, the Dean will fill out a CAPA B form which will be the record of the Trainee's participation and performance in the following mandatory areas:

- Human Factors
- School for Surgeons (SFS) Online Teaching Programme
- Examinations
(Please provide copies of confirmation of any passed exams)
- ICO Skills Courses & Course Study Days
(Please provide copies of confirmation of any courses attended)
- In-House Teaching
- National Postgraduate Teaching Programme (NPTG)

5. School for Surgeons & Interactive Classroom

Each Trainee is issued with a unique logon name and password to access the School for Surgeons website <https://vle.rcsi.ie/login/index.php>. The course content of SFS is a combination of case presentations, review of relevant Journal articles (Journal Watch), audio-video presentations of clinical and medical content and end of term MCQs. Cases are presented which are relevant to Ophthalmic Specialist Trainees and are based on the

syllabus, the case-mix encountered in the clinic as well as the MRCSI (Ophth) Examination. JournalWatch engages Trainees in appraising relevant articles and papers in peer reviewed

Journals, all of which are available on the e-Journal Portal. Assignments are given on a three to four week basis and trainees are expected to submit their assignments online by the due date. Feedback is given in the form of text or interactive classrooms after the assignment due date. Each assignment is graded and Trainees are expected to score a minimum of 60% in order to pass each 6 month rotation of their 3 year training cycle. All SFS scores will contribute to the scorecard in order to compete to enter HMT.

The ICO advises you to check that your username and password is functioning and active.

6. American Academy of Ophthalmology ONE Network

As a Trainee of the ICO, you have access to the American Academy's Ophthalmic News & Education (ONE®) Network. The ONE Network is a comprehensive, online educational resource that brings together the most clinically relevant content, news and tools from a variety of trusted sources. The recent updates mean that when you log on to use the ONE Network, you will be able to access a greater extent of new content, such as a library of 3,500 free clinical images, basic skills courses, master class videos and self-assessments. The upgraded facility will also find content easily and quickly using a powerful new search engine and customise a visitors learning experience with the "My ONE Network" tool. The new version also allows you to view clinical content on any mobile device.

Important: Content from the ONE Network will be used in your School for Surgeons assignments and Interactive classroom feedback sessions. For this reason, the ICO advises you to check that your username and password is functioning and active.

The ICO has provided the setup details required to the ONE Network and you will be emailed directly with your login details. If your login details are not working or you need instructions on logging in to the ONE Network you can contact the ICO directly or email oneintl@aao.org.

7. Examinations

Trainees must pass the MRCSI (Ophth) exam to successfully complete Basic Training. The MRCSI (Ophth) is an internationally recognised examination that assesses competence in clinical ophthalmology and the relevant basic sciences. It focuses on the assessment of the key components of clinical competence; knowledge, clinical skills, communication, clinical reasoning ability and professionalism. Candidates are required to demonstrate competence in all of these areas to achieve success in the examination. To achieve the MRCSI (Ophth), Trainees must first pass the FRCOphth Part 1 exam and the Refraction exam.

FRCOphth Part 1 Exam

You must pass the FRCOphth Part 1 exam in order to be eligible to sit the MRCSI (Ophth) Part 2 exam. The Royal College of Ophthalmologists (RCOphth) UK are the training body that

run the FRCOphth Part 1 exam. You can sit the exam in the UK or in Dublin, where it is hosted by the Irish College of Ophthalmologists. Four attempts are allowed for the FRCOphth Part 1 exam and it must be passed by the end of Year 2.

Scheduling

The dates for UK and Dublin are the same and are normally scheduled in October, January and April of each training year.

To Apply

Any candidates applying for the exam for the first time and not registered with the GMC have to make their first application offline (email or post) so that the RCOphth can manually validate eligibility. Please contact the exams office in the RCOphth to do this exams@rcophth.ac.uk. All subsequent applications are made via the RCOphth website: <https://www.rcophth.ac.uk/examinations/book-now/>.

There is information on demonstrating eligibility for those not registered with the GMC in the information pack on the RCOphth website <https://www.rcophth.ac.uk/examinations/part-1-fellowship/>. You can provide your IMC number in lieu of your PMQ.

Contact

For advice on completing your application, you can email exams@rcophth.ac.uk.

Closing Dates

It is essential that you pay close attention to the **closing dates** for each exam, as these can be as early as 2-3 months before the examination date.

Refraction Exam and MRCSI Part 2 Exam

The Refraction exam and the MRCSI Part 2 exam (Written and Clinical) are both hosted in Dublin by the Royal College of Surgeons in Ireland (RCSI). Four attempts are allowed for the MRCSI Part 2 exam.

Scheduling

The Refraction exam is normally scheduled in June of each training year with a supplemental exam run in September for those who were not successful at the June sitting. The MRCSI Part 2 Written exam is normally scheduled in October of each training year with a supplemental exam run in January for those who were not successful at the October sitting. The MRCSI Part 2 Clinical exam is normally scheduled in February of each training year.

To Apply

Please visit <https://postgradexams.rcsi.ie/public/openexams> to search for the relevant exam and to apply.

Contact

If you have any queries, you will see listed on the portal a contact person from the RCSI Exams office for each exam or you can contact the general exams email pgexams@rcsi.ie.

Regulations

For the Regulations and Eligibility Guidelines of the RCSI run components of the MRCSI Exam, please visit <http://www.rcsi.ie/ophmembersexams>.

Refraction Exam Exemption

You may apply for an exemption of the refraction component of the MRCSI exam if you can demonstrate registration as an optometrist with CORU Ireland or the General Optical Council (GOC) UK within 5 years of the refraction exam date. It is important you do this in plenty of time *before the date of registration* for the refraction exam in case your exemption is not valid and you need to sit the refraction exam. Please visit the ICO website for details on how to apply for this exemption.

Important

*The supplemental diets will only be made available to unsuccessful candidates from the first sitting of the exam. A first application cannot be made to the supplemental diets.

**Any successful candidates following the Written supplemental in January will be facilitated to submit a late application for the February Clinical exam. All other candidates must apply by the deadline.

Closing Dates

It is essential that you pay close attention to the **closing dates** for each exam, as these can be as early as 2-3 months before the examination date.

8. Clinical Cases Logbook

It is essential that during basic medical training each trainee collects 12 cases across the breadth of ophthalmic practice. There is a specific emphasis on neuro-ophthalmology which can be a life threatening as well as a sight threatening presentation. Each case must be described with reference to presentation, differential diagnosis, investigations, initial treatment, further investigation, evidence based use for treatment with reference to relevant RCTs or case series (if rare, presentation) and final outcome. The forms for the Clinical Cases Logbook is available on the SFS website.

Clinical Cases Logbook to be completed during BMT for entry into HMT are below:

1 managed case of glaucoma:	POAG, NTG or OHT
1 managed case of uveitis:	Anterior or posterior
1 managed case of ARMD :	Wet or dry ARMD
1 managed cases of CRVO:	Ischaemic or non- ischaemic
1 managed cases of childhood strabismus:	Esotropia or exotropia
3 managed cases of acquired strabismus:	IV x 1, VI x 1, III CR N palsy x 1
2 managed cases of neuro-ophthalmology:	CSF/GCA/ or Horner's Syndrome
2 managed cases of anterior segment:	Herpetic and microbial keratitis

9. Human Factors

Acknowledged experts from the RCSI deliver the Human Factors programme. The program has ten modules, each of which contains four tutorials, and each module has precise learning objectives. Each module is designed to be delivered over a one day period and it is mandatory for each Trainee to attend three modules per year and to pass the Human Factors OSCE examination in years 1 & 2. The training is delivered by a combination of didactic teaching and practical work, which will involve role-playing and small group discussions. Audiovisual support is provided. Trainees are encouraged to find solutions to human factor problems for themselves and they are given assignments on which to work on between modules. There is emphasis on practical application in the work place and the assignments reflect the importance of work place application.

BMT Human Factors Modules:

1. Team Work and Team Management
2. Medical Error and PS
3. Personality and Behaviour
4. Conflict resolution
5. Talking to patients
6. Crisis Management
7. Leadership
8. EI and SM
9. Disclosure of error
10. Clinical Dilemmas
11. Management of Critical Incidents

10. Audit

Each Trainee should carry out at least one complete audit per year of an aspect of their own or their training unit's practice. There is a minimum requirement of 4 audits per BMT. The Consultant Trainer(s) will give guidance on an appropriate subject and methodology but it is the responsibility of the Trainee to initiate this within three weeks of starting each new training placement. The audit should include (with attached copies of relevant published literature):

- Discussion of the choice of audit subject
- Discussion of the choice of standard against which current practice will be audited
- Outcome of initial audit of current practice and variance of results from chosen standard
- Measures taken to improve practice
- Final audit and closure of audit loop

All audits will contribute to the scorecard in order to compete to enter HMT.

11. Syllabus

The Basic Medical Training Syllabus comprises the following components:

1. Oculoplastic, Adnexal and Lacrimal Procedures
2. Cornea & External Diseases
3. Cataract & Refraction
4. Glaucoma
5. Vitreoretinal Disorders incl Medical Retina
6. Neuro-ophthalmology
7. Paediatric Ophthalmology & Strabismus
8. Accident and Emergency Ophthalmology

More detailed information on the syllabus components can be found in Appendix A of the curriculum document on the ICO website. Please note that the curriculum document is currently under review and you should refer to this induction document for information on the mandatory components of BMT assessment.

12. Courses and Meetings

ICO Skills Courses

- Micro Surgical Skills Course, RCSI (September)
(ICO contacts you directly regarding this course)
- Ocular Anaesthetics Course, RVEEH (October)
- Refraction Course, RVEEH (September)

ICO Course Study Days

- Adare Retinal Course (September)
- Pathology Course, RVEEH (January)
- Anatomy Course, Multiple contributors ONLINE

(Details on courses and information on how to register will be circulated by the ICO)

Recommended National Courses and Meetings

Annual Peter Eustace Meeting, Mater	October
RAMI Winter Meeting	November/December
ICO Winter Meeting	November/December
Annual Montgomery Lecture	November/December
Peter Barry Memorial Lecture	December
RAMI Spring Meeting	March/April
ICO Annual Conference	May
Eithne Walls Research Meeting	June
New Frontiers Meeting, RVEEH	June

13. Workplace-Based Assessments

Summary of WBAs for Year 1 Basic Medical Training (BMT) 2018

The content of the new WBAs will be targeted towards important clinical induction skills (Yr 1) as well as procedural and medical skills that are not currently assessed in the training program. The content is *relevant* to what the final practitioner will actually 'practice'. Forms for all WBAs are available on the SFS website.

Clinical Assessment WBA	
<i>Rotation: Y1a or Yr1b but not both</i>	
<i>Title: Cataract</i>	<i>Title: PVD</i>
<i>Assessment Tool: mini-CEX</i>	<i>Assessment Tool: mini-CEX</i>
<i>Content: Cataract: History taking, clinical assessment, management plan and counselling for surgery.</i>	<i>Content: PVD: History taking, clinical assessment, management plan.</i>
<i>No. of attempts: 2 attempts are allowed. All forms must be submitted to the College. The highest score will be entered in the scorecard.</i>	
<i>Deadline for Clinical WBAs: November 30th 2018 (Y1a) or May 30th 2019 (Y1b).</i>	

Procedural Assessment WBA	
<i>Rotation: Y1a or Yr1b but not both</i>	
<i>Title: Fundal Skills</i>	<i>Title: Glaucoma Skills</i>
<i>Assessment Tool: DOPs</i>	<i>Assessment Tool: DOPs</i>
<i>Content: Fundal Skills: Examination with fundal lenses – 90D, 78D, 60D, superfield lens, T-mirror examination and indirect ophthalmoscopy.</i>	<i>Content: Glaucoma Skills: Examination with Goldman applanation tonometry, calibration of GAT and gonioscopy.</i>
<i>No. of attempts: 2 attempts are allowed. All forms must be submitted to the College. The highest score will be entered in the scorecard.</i>	
<i>Deadline for Procedural WBAs: November 30th 2018 (Y1a) or May 30th 2019 (Y1b).</i>	

Procedural Assessment WBA	
<i>Rotation: Y1a or Yr1b but not both</i>	
<i>Title: I+C Meibomian Cyst</i>	<i>Title: Refraction Skills (Adult)</i>
<i>Assessment Tool: DOPs</i>	<i>Assessment Tool: DOPs</i>
<i>Content: I+C Meibomian Cyst Pre-operative treatment, intraoperative skills and post-operative care.</i>	<i>Content: Retinoscopy, cross cylinder, prescription, prisms.</i>
<i>No. of attempts: 2 attempts are allowed. All forms must be submitted to the College. The highest score will be entered in the scorecard.</i>	
<i>Deadline for Procedural WBAs: November 30th 2018 (Y1a) or May 30th 2019 (Y1b).</i>	

NB: One mini-CEX and one DOPs must be chosen from the above list and completed in each 6 month rotation. Once a mini-CEX or DOPs is chosen then that must be the *same* mini-CEX

for each attempt in a given 6 month rotation. Whichever mini-CEX is *not* done in Yr 1a must be completed in Yr 1b. The decision to have a choice of content is to be practical in that some teams will be more suited to training some skills more than others. All these skills are basic skills that all trainees should acquire to a high standard in Yr 1 of training.

Summary of WBAs for Year 2 Basic Medical Training (BMT) 2018

The content of the WBAs for Yr 2 are targeted towards important clinical and procedural skills as well as medical skills that are not currently assessed in the training program. Forms for all WBAs are available on the SFS website.

Clinical Assessment WBA	
<i>Rotation: Yr2a or Yr2b but not both</i>	
<i>Title: Microbial Keratitis</i>	<i>Title: ARMD (wet)</i>
<i>Assessment Tool: mini-CEX</i>	<i>Assessment Tool: mini-CEX</i>
<i>Content: Microbial Keratitis: History taking, clinical assessment, investigations / treatment & management plan.</i>	<i>Content: ARMD: History taking, clinical assessment, investigations (FFA/OCT)/ treatment & RCT informed management plan.</i>
<i>No. of attempts: 2 attempts are allowed. All forms must be submitted to the College. The highest score will be entered in the scorecard.</i>	
<i>Deadline for Clinical WBAs: November 30th 2019 (Y2a) or May 30th 2020 (Y2b)</i>	

NB: Once a mini-CEX is chosen then that must be the *same* mini-CEX for each attempt in a given 6 month rotation. Whichever mini-CEX is *not* done in Yr 2a must be completed in Yr 2b. The decision to have a choice of content is to be practical in that some teams will be more suited to training some skills more than others.

Procedural Assessment WBA			
<i>Rotation: Y2a and Yr2b: Choose two of the four competences below. Whichever procedures are not chosen for Yr 2a and Yr 2b will be required to be performed in Yr 3a and Yr 3b.</i>			
<i>Title: Refraction (Paeds)</i>	<i>Title: S+P</i>	<i>Title: Ectropion (wedge) or Lateral Tarsal Strip Surgery</i>	<i>Title: Laser pan-retinal photocoagulation (PRP)</i>
<i>Assessment Tool: DOPs</i>	<i>Assessment Tool: DOPs</i>	<i>Assessment Tool: DOPs for Ectropion or OSCAR for LTS</i>	<i>Assessment Tool: DOPs</i>
<i>Content: Retinoscopy, cross cylinder, prescription, bifocals, prisms.</i>	<i>Content: Syringe and Probe (Adult)</i>	<i>Content: Ectropion repair: Wedge or LTS Surgery</i>	<i>Content: Direct observation of argon laser application for pan-retinal photocoagulation.</i>
<i>No. of attempts: 3 attempts are allowed. All forms must be submitted to the College. The highest score will be entered in the scorecard.</i>			

Deadline for Clinical WBAs: **November 30th 2019** (Y2a) or **May 30th 2020** (Y2b) or **December 20th 2021** (Y3a)

Summary of WBAs for Year 3 BMT National Training Program 2018

The content of the WBAs for Yr 3 are targeted towards important clinical and procedural skills as well as medical skills that are not currently assessed in the training program. Forms for all WBAs are available on the SFS website.

Clinical Assessment WBA	
<i>Rotation: Yr3a or Yr3b but not both</i>	
<i>Title: Ocular Motility and Strabismus</i>	<i>Title: DME</i>
<i>Assessment Tool: Mini-CEX</i>	<i>Assessment Tool: Mini-CEX</i>
<i>Content: Ocular motility and ocular misalignment: paralytic or non-paralytic strabismus. History taking, clinical assessment, investigations / treatment & management plan.</i>	<i>Content: DME: History taking, clinical assessment, investigations (FFA/OCT)/ treatment & RCT informed management plan.</i>
<i>No. of attempts: 2 attempts are allowed. All forms must be submitted to the College. The highest score will be entered in the scorecard.</i>	
<i>Deadline: December 20th 2021 (Y3a)</i>	

Procedural Assessment WBA			
<i>Rotation: Year 3. Whichever procedures were not chosen in Yr 2a and Yr 2b will be performed in Yr 3a and Yr 3b.</i>			
<i>Title: Refraction (Paeds)</i>	<i>Title: S+P</i>	<i>Title: Ectropion (wedge) or Lateral Tarsal Strip Surgery</i>	<i>Title: Laser pan-retinal photocoagulation (PRP)</i>
<i>Assessment Tool: DOPs</i>	<i>Assessment Tool: DOPs</i>	<i>Assessment Tool: DOPs for Ectropion or OSCAR for Lateral Tarsal Strip Surgery</i>	<i>Assessment Tool: DOPs</i>
<i>Content: Retinoscopy, cross cylinder, prescription, bifocals, prisms.</i>	<i>Content: Syringe and Probe (Adult)</i>	<i>Content: Ectropion repair: Wedge or LTS Surgery</i>	<i>Content: Direct observation of technique of argon laser application for pan-retinal photocoagulation.</i>
<i>No. of attempts: 3 attempts are allowed. All forms must be submitted to the College. The highest score will be entered in the scorecard.</i>			
<i>Deadline for Clinical WBAs: December 20th 2021 (Y3a)</i>			

NB: Please note that some DOPs procedures may be difficult to acquire in some units. Please look at your 3-year BMT rotation and discuss with your Trainer (and the Dean if necessary) which DOPs are best suited to each rotation.

14. Certificate of Completion of Basic Medical Training (CCBMT)

It is essential that Trainees achieve the medical and clinical, personal and professional competences defined in the medical curriculum, fulfil the mandatory assessment requirements, pass the MRCSI Examination to be awarded CCBMT.

At the final CAPA assessment session, it is confirmed if the following mandatory components of the training programme have been successfully attained:

- Workplace Based Assessments (WBAs)
- CAPA A Form (cumulative log summary)
- e-Logbook
- Consultant Trainer Reports x 6
- School for Surgeons (SFS): Assignments and IC Attendance
- Exams: FRCOphth Part 1, Refraction Exam and MRCSI Part 2 (Written and Clinical)
- Completion of Clinical Cases Logbook
- Human Factors: Modules and OSCEs
- ICO Skills Courses
- ICO Course Study Days
- Participation in In-House Teaching
- Participation in National Postgraduate Teaching Programme (NPTG)

Award of the CCBMT will allow the Basic Medical Trainee to be eligible to apply for Higher Medical Training in Ophthalmology.

15. Marking Scheme for Entry to HMT

The following are the components which will be scored for competitive entry into the Higher Medical Training programme.

There will be 2 components:

- A. Performance during BMT Yr 1-3 scorecard
- B. Interview scorecard

The scorecard for performance during BMT will be based on scores attained in BMT in the following:

- *Work Place Based Assessments*
- *School for Surgeons*
- *Human Factors*
- *Procedural Logbook*
- *MRCSI*
- *Audit*
- *Prizes*

Further details will be update on the ICO website.

16. Out of Programme Experience (OOPE)

Out of Programme Experience (OOPE) are considered by the ICO in exceptional circumstances only and for a maximum of one year. There is a formal application process in place if a Trainee wishes to apply for recognition of prior experience, and this is outlined below.

1. Discuss your Intention for OOPE

Discuss your plan for Out of Programme Experience with the Dean of Postgraduate Education. You may wish to seek advice also from Research Supervisors and Educational Supervisors. If your OOPE plans are supported by the Dean, you can notify the ICO.

2. Notify the Training Body

Notifications to the training body must be made no later than 6 months prior to your intention to leave on OOPE. You will need to confirm the details below in writing to the Training Coordinator in the ICO:

- Reason for OOPE
- The exact dates of the OOPE
- Content of the planned OOPE

The Dean and Training Committee will review the submission and will determine a provisional agreement with respect to the OOPE including the requirements that the trainee must meet during the time away to satisfy the subsequent review of experience, with a view to deciding the appropriate training recognition.

To satisfy the time component of BMT, an extended period of OOPE will have an impact on the CCBMT date.

If you are employed outside the Irish hospital service and you cease to pursue, for any reason, the research or other activity which has been agreed, you must inform the Dean promptly with the ICO Training Coordinator in copy. It will then be decided, in consultation with the ICO Manpower, Education & Research Committee, whether it is appropriate for you to remain within the training programme.

If you are employed outside the Irish hospital service and wish to begin or return to the Training Programme, you must accept a reasonable offer of a suitable training post. Offers of training posts will, as far as possible, take into account your training need.

17. Leave

11.1 Maternity Leave

As Maternity Leave affects the CCBMT date, Trainees will be required to inform the Dean of Postgraduate Education and the College of their Maternity leave start and finish dates when they have them. Trainees must also inform their employer as per their HSE contracts.

18. HSE National Flexible Training Scheme

The HSE National Flexible Training Scheme is a national scheme managed and funded by the Health Service Executives National Doctors Training and Planning (NDTP) Unit. The scheme provides for a limited number of supernumerary places to facilitate doctors from **Year 2 of Basic Medical Training** level to continue their training in a flexible manner for a set period.

The HSE NDTP Guidance Document sets out the current details of the National Flexible Training Scheme and provides information for trainees about the programme and the application process. Applications generally open at the beginning of August and close in December for the training year commencing the following July. Applicants will then be notified of the outcome of their application for the scheme by the end of January each year. To view the HSE NDTP Guidance Document and access the Application Form, please visit:

<http://www.eyedoctors.ie/trainees/Basic-Training-in-Medical-Ophthalmology.asp>

The application process for the National Supernumerary Flexible Training Scheme is a two-step process:

Application Stage 1: Expression of Interest

This stage is to allow the trainee to formally register their interest and to provide information to NDTP which will enable the HSE to make an initial assessment of the application. All applicants are strongly advised to speak with their current trainer or the Programme Director so that training requirements and career development will be considered. In order to allow the timely management of the allocation of trainees to clinical sites, and to minimise any potential service implications if an application for flexible training is successful, all applicants must give as much notice as possible to both NDTP and their respective training body.

Application Stage 2 – Detailed Application Form

If an applicant is advised by NDTP that they may proceed to Stage Two of the application process, the applicant must complete and submit to NDTP the Detailed Application Form. This stage provides NDTP with both the training details and the employment details of the proposed flexible training post. The Detailed Application Form must be signed by:

1. The applicant
2. The relevant training body representative (Dean/National Speciality Director) and
3. The employer (HR Manager/ Medical Manpower Manager/ Hospital Manager)

It is the responsibility of the applicant to ensure that the necessary approval is obtained from both the training body and the employer in a timely manner. A deadline for submission of the Stage 2 application form may be applied by NDTP in order to secure the flexible training post.

Approval is obtained from the training body and the employer by way of collaborative discussion with the trainee, starting from when the trainee was notified about securing a post by the NDTP. In particular the training body will discuss the following with the trainee to ensure the training period will be satisfactory:

- Training post and unit
- Proposed % of full-time working
- Proposed clinical work pattern
- Proposed on-call commitment
- Subspecialty exposure

**Important*

Please note that flexible training options are currently under review with the HSE NDTP. Any resulting changes to flexible training will be communicated to you but you may also wish to check the HSE NDTP Flexible Training webpage for updates <https://www.hse.ie/eng/staff/leadership-education-development/met/ed/flex/>

19. HSE National Coaching Service

The HSE offers a National Coaching Service to all its employees in recognition that coaching aims to help people when they feel stuck and want to bring about personal change in their lives and work, to shift their perspective, reflect on their choices and realise their individual potential. The National Coaching Service offers 4-6 one to one sessions over the phone with each session lasting 1-hour max.

To find out more about the coaching service please visit <https://www.hse.ie/eng/staff/leadership-education-development/coaching.html>.

You can apply for a coach confidentially by contacting National Human Resources Division, Workplace Relations Unit, Staff Development Section by email hr.staffdevelopment@hse.ie.

20. NCHD Clinical Courses & Examination Refund Scheme

A contribution towards HSE approved clinical courses and examinations is available to Non-Consultant Hospital Doctors (NCHDs) from HSE – National Doctors Training & Planning (NDTP). The list of HSE approved clinical courses and examinations is provided in the Clinical Course & Examination Refund Scheme guidance document.

The amount available is a maximum of €450 per clinical course / examination per NCHD for examinations undertaken within the Republic of Ireland. 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.

For those examinations, approved by the HSE, and only available outside of Ireland, the amount available is a maximum of €650 per examination per NCHD. If the actual cost of the examination is less than €650, the amount refunded by the HSE will be equal to the actual cost incurred by the NCHD.

To access the Clinical Courses & Exams Fund Guidance Document and Application Form, please visit: <https://www.hse.ie/eng/staff/leadership-education-development/met/ed/fin/>

21. HSE National Doctors Training & Planning



The Irish College of Ophthalmologists wish to acknowledge the support provided by the HSE National Doctors Training & Planning and its contribution to the development of postgraduate medical training in Ireland in an evolving health service.

22. Data Protection

Data Protection is an increasingly important issue for all organisations. Like all organisations that hold and use personal data, the ICO must meet certain obligations relating to the manner in which it collects, stores, uses and disseminates personal data of individuals.

The ICO is committed to meeting its obligations under the Data Protection Acts 1988 and 2003 and the General Data Protection Regulation 2018. ICO needs to collect personal data, as defined by the Acts, for a variety of purposes, in order to conduct its business as a professional and post graduate training body. ICO collects data relating to trainees who come into contact with the college in the course of its activities. Personal data is collected, managed and used for a variety of purposes including, but not limited to, the admission, assessment and examination of trainees and their clinical performance.

ICO is committed to compliance with the eight principles of data protection as set out in the Acts:

1. To obtain and process personal data fairly

ICO will obtain and process personal data fairly in accordance its legal obligations.

2. To keep it only for one or more specified and lawful purposes

ICO will keep data for purposes that are specific, lawful and clearly stated and the data will only be processed in a manner compatible with these purposes.

3. To use and disclose it only in ways compatible with the stated purpose(s)

ICO will only use and disclose personal data in ways that are necessary for the purpose/s or compatible with the purpose/s for which it collects and keeps the data.

4. To keep it safe and secure

ICO will take appropriate technical and organisational security measures against unauthorised access to, or alteration, disclosure or destruction of the data and against their accidental loss or destruction.

5. To keep it accurate, complete and up-to-date

ICO will take appropriate measures to ensure high levels of data accuracy and completeness and to ensure that personal data is kept up to date.

6. To ensure that it is adequate, relevant and not excessive

Personal data held by the College will be adequate, relevant and not excessive in relation to the purpose/s for which they are kept.

7. To retain it for no longer than is necessary for the purpose for which it was collected

ICO will have a defined retention period policy for personal data and appropriate procedures in place to implement such a policy.

8. *To give a copy of his/her personal data to an individual, upon request.*

ICO has procedures in place to ensure that data subjects can access a copy of his/her data held by ICO, in compliance with sections 3 & 4 of the Data Protection Acts.

The ICO does not share personally identifying data with third parties unless requested to do so for a specific regulatory purpose by the HSE or the Medical Council.

23. Important Contacts

Irish College of Ophthalmologists

Tel: 01 402 2777

www.eyedoctors.ie

Siobhan Kelly, CEO

Email: siobhan.kelly@eyedoctors.ie

Niamh Coen, Business Process Improvement (*Mat Leave*)

Email: niamh.coen@eyedoctors.ie

Rebecca Martin, Training Coordinator

Email: rebecca.martin@eyedoctors.ie

Marian Scully, PCS Administrator

Email: marian.scully@eyedoctors.ie

RCSI Human Factors

Simone Brennan

Email: simonebrennan@rcsi.ie

RCSI Reception

121 Stephens Green

01 402 2422

123 Stephens Green

01 402 2263

RCSI IT Dept

01 402 2273

School for Surgeons

<https://vle.rcsi.ie/login/index.php>

24. Event Calendar

July 18	August 18	September 18	October 18
 <p>Phaco Bootcamp Course, SVUH Human Factors Modules Sign Up</p>		 <p>3rd September: Micro Skills Course, RCSI</p> <p>Refraction Exam (Repeat)</p> <p>Adare Retina Meeting</p>	 <p>5th October: Refraction Course, RVEEH</p> <p>9th October: Ocular Anaesthetic Course, RVEEH</p> <p>FRCOphth Part 1</p> <p>MRCSI Ophth Part 2 Written</p> <p>Annual Peter Eustace Meeting, Mater</p> <p>Fighting Blindness Retina Conference</p>
November 18	December 18	January 19	February 19
 <p>Millin Meeting</p> <p>ICO Winter Meeting, RAMI</p> <p>Annual Montgomery Lecture</p>	 <p>Peter Barry Memorial Lecture</p>	 <p>Pathology Course, RVEEH</p> <p>FRCOphth Part 1</p> <p>MRCSI Ophth Part 2 Written (Repeat)</p>	 <p>Charter Day, RCSI</p> <p>MRCSI Ophth Part 2 Clinical</p>
March 19	April 19	May 19	June 19
 <p>Sylvester O'Halloran Scientific Symposium</p>	 <p>FRCOphth Part 1</p>	 <p>ICO Annual Conference</p>	 <p>Refraction Exam</p> <p>Eithne Walls Research Meeting</p> <p>New Frontiers Meeting</p>