



**ST4-ST7  
SPECIALIST TRAINING INFORMATION  
2018 OPHTHALMIC SURGERY**

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## 1. Welcome

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Dear SpR Trainee,

Congratulations on your appointment to Specialty Training in Ophthalmic Surgery (ST4-ST7).

Specialist Training in Ophthalmic Surgery is delivered through a collaborative relationship between the Royal College of Surgeons in Ireland (RCSI) and 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 in the first instance, and with the College or myself as necessary.

I hope that your experience of Specialty Training in Ophthalmic Surgery will be a positive one and may I wish you the best in your surgical training career.

Yours sincerely,



Mr Gerry Fahy  
Programme Director, Ophthalmic Surgery  
Chairman Manpower, Education & Research Committee, ICO

## 2. Overview

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The surgical ophthalmology curriculum is a seven-year competence-based curriculum which consists of three common core years followed by four years of subspecialty training.

The purpose of the Higher Ophthalmic Surgical Training is to provide in-depth surgical training so as to equip trainees with skills both in cataract surgery as well as in the surgical subspecialties of anterior segment surgery (corneal transplant), glaucoma (trabeculectomy), strabismus (squint surgery), orbit (enucleations), vitro-retinal (retinal detachment repair), nasolacrimal and oculoplastic surgery. Higher Surgical trainees, irrespective of preference and future career choice, need to complete training in all subspecialties to successfully complete their training.

## 3. Training Programme Framework

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Trainees commence the four-year Higher Ophthalmic Surgical Training Programme in ST4. A minimum of three years must be completed on the Higher Ophthalmic Surgical Training Programme and this is a mandatory requirement for completion of training.

At the end of training, a Trainee is awarded a Certificate of Completion of Specialist Training (CCST) if they have achieved the surgical and clinical, personal and professional competences defined in the surgical curriculum, fulfilled the mandatory assessment requirements and passed the FRCSI Exit Examination. Full requirements are outlined in the CCST section of this document.

A maximum of one year can be awarded for recognition of post(s) carried out after Basic Surgical Training and prior to commencing Higher Ophthalmic Surgical Training Programme. This applies only to those who have entered HST via the gap pathway (pre-July 2015). There are criteria against which these prior posts are recognised and these are outlined in the Retrospection section of this document along with how to apply.

Out of Programme Experience (OOPE) may be applied for during HST training up to a maximum of one year. OOPE does not count towards training and extends a Trainee's CCST date. Further information is outlined in the OOPE section of this document.

Fellowship training is not carried out during the four-year Higher Ophthalmic Surgical Training Programme and can be sought post-CCST.

## 4. Accredited Training Post Hospitals

Hospital	Important Contacts
Cork University Hospital	Educational Supervisor: Mr Zubair Idrees
University College Hospital Galway	Programme Director: Mr Gerry Fahy Educational Supervisor: Ms Deirdre Townley
Mater Misericordiae University Hospital Temple St Children's University Hospital	Dean of Postgrad Education: Ms 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: Ms Shauna Quinn
University Hospital Limerick	Educational Supervisor: Ms Marie Hickey Dwyer
University Hospital Waterford	Educational Supervisor: Mr John Stokes

## 5. Curriculum

There are 10 sub-specialties in ophthalmic surgery and the training programme covers all 10:

1. Cataract and Refractive Surgery
2. Paediatric Ophthalmology
3. Corneal and External Diseases
4. Glaucoma
5. Vitreoretinal surgery
6. Neuro-ophthalmology
7. Oculoplastics
8. Orbital / lacrimal disorders
9. Strabismus
10. Ocular Oncology

For further information please view the Curriculum document on the ICO website:

<http://www.eyedoctors.ie/trainees/Specialist-Training-in-Surgical-Ophthalmology.asp>

## 6. Mandatory Components

### 6.1 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.

Training sessions use a combination of didactic and action-based learning teaching methods. Classes are kept to a maximum of 25 attendees to allow for simulation and practice. Emergency Medicine, Ophthalmology and Surgical Trainees attend sessions together which stimulates multidisciplinary communication. Sessions are facilitated by a Clinical Psychologist/Senior Lecturer and either a Consultant in Surgery, Ophthalmology or Emergency Medicine. Each Trainee attends three full day sessions per year of training.

Marks for attendance are significant components of the annual assessment necessary to permit progression through the training programmes.

For HST, each module is repeated twice so Trainees have two dates to choose between for each module. Each Trainee can choose these dates on Moodle. The modules work on a two-year cycle, so HST Year 1 & 2 and HST Year 3 & 4 have three modules together each year but do not end up doing the same modules twice. The Human Factors Training Calendar is set by the Human Factors department in RCSI Surgical Training and is circulated by email at the start of each training year.

#### HST Human Factors Curriculum

- Handover: Introduction to effective principles of effective handover
- Critical Incident Analysis: The role of the Specialist Registrar in an analysis of a critical incident in a hospital
- Professionalism: Why do good people do bad things? Case studies in UK and Ireland
- Non-Technical Skills in Surgery (NOTSS)
- Crisis Management Simulation in the Operating Theatre and Rhesus: Multidisciplinary teamwork in a simulated medical environment (operating theatre/emergency department/ward), One and Two (MASCOT)
- Dilemmas in Surgery and Medicine: Ethical problems in hospitals
- Decision Making: Bias and heuristics and models of decision making
- Culture: Looking after patients from diverse backgrounds and cultures. Multicultural teams in Healthcare
- Error: Open disclosure and coping with adverse events
- Safety Management Systems: Case studies, protocols and checklists
- Train the Trainer: Educational theories and adult learning. Skills of giving effective feedback
- Cognitive Simulation: The use of mental rehearsal in surgery and invasive procedures

- Advanced Communication: End of life care, Shared decision-making, the art of disclosure
- Leadership: What makes a good leader? Leading with emotional intelligence
- Presentation and Interviewing Skills: Presenting oneself at consultant interviews
- Preparation for Practice: Working as a consultant in the Irish health service

## 6.2 Research Methodology Course for Surgical Trainees

The Irish Surgical Postgraduate Training Committee (ISPTC) is committed to ensuring that surgical trainees have good exposure to Academic Surgery as an integral part of surgical training.

As a first step, a taught course in research methodology was introduced in 2015. This is a modular programme which runs over 4 days in ST4 and ST5 (i.e. 2 days in each training year). The programme gives a comprehensive introduction to research methodology relevant to surgeons and is delivered in RCSI by Professor Tom Fahy and his team. After ST5, some trainees may opt to take time out of surgical training to pursue an MD or PHD through full time research for 2 years. However, the taught programme is intended for all surgical trainees, even if they do not plan to pursue an MD or PhD later.

The ISPTC has deemed this programme mandatory for all ST4 trainees in all specialities and you will be required to complete the 4 modules in order to be “signed off” in your CAPA at the end of ST5. However, those trainees who have already completed a taught MCh, or MD or PHD are exempted from the research methodology course as they have already completed a similar course as part of their higher degree.

Trainees commencing in ST4 will be contacted with details of the course including exemption details.

### Research Methodology Course Modules

#### Module 1

- Introduction to Evidence Based Medicine
- Developing a research question and mapping to most appropriate study design
- Study design – strengths and weaknesses
- Fundamentals of bias, confounding and causality
- Protocol development
- Introduction to standardised reporting guidelines

#### Module 2

- Accessing clinical evidence
- Fundamentals of randomised controlled trials
- Fundamentals of systematic reviews and meta-analysis
- Other synopses of evidence, including clinical practice guidelines

### Module 3

- Fundamentals of biostatistics
- Nature of data; descriptive statistics
- Hypothesis testing; sample size calculation
- Univariable analysis
- Multivariable analysis

### Module 4

- Student presentations- protocol and/or completed research
- Funding of research and grant applications
- Peer review publishing
  - Author
  - Reviewer
  - Editor

## **6.3 Strabismus Paediatric Course, Waterford**

This is a two day course run in Waterford Regional Hospital annually in February/March of each training year. The course is mandatory at BST and again at HST to enhance learning outcomes at junior and senior training levels. The course includes three practical sessions and previous programme's have covered the following:

- Exam of Squint Patient
- Esodeviations
- Intermittent Exotropia
- Diplopia & Cranial Nerve Palsies
- Interpretation of Hess Tests
- Terminology of squint
- Consecutive Exotropia & Esotropia
- AVXY Pattern Strabismus
- Ocular Motility Syndromes
- Squint Surgery: When & How To Do It
- Complications of Squint Surgery

## **6.4 School for Surgeons & Interactive Classroom**

SCHOOL for Specialists in Ophthalmology and the Interactive Classroom – SFSO is the online component of the training programme and during BST was an obligatory part of the program. From 2018 it is now also a mandatory component of HST training. HSTs will be expected to contribute to teaching on the interactive classrooms and to chair a session once per year.

Through the eJournal portal on the SFS site each HST will also be able to access all the peer reviewed journals relevant to ophthalmology as well as other disciplines. Trainees are expected to attend a minimum of 60% of ICs in order to pass each 6 month rotation of their 4 year training cycle and to host one interactive Classroom per year.



The College will email you directly with your SFS login details. If your login details are not working you can contact the ICO directly.

## 6.5 American Academy of Ophthalmology ONE Network

As a Trainee of the ICO, you have free 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 College advises you to check that your username and password is functioning and active.

The College 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@aaopt.org](mailto:oneintl@aaopt.org).

## 7. HST Assessment

### 7.1 Examinations

#### - FRCSI Examination

The Fellowship of the Royal College of Surgeons in Ireland (FRCSI) is the exit appraisal for the Higher Ophthalmic Surgical Training Programme. The FRCSI examination is a test of competence to practice as an independent specialist (consultant) in ophthalmic surgery and is aimed at trainees who are coming to the end of their Specialist Training in Ophthalmology.

The MRCSI is an entry requirement for the FRCSI and candidates for the FRCSI must be in their final year of Specialist Training in Surgical Ophthalmology in Ireland. The award of FRCSI (Ophth) requires both success in the FRCSI examination and documented satisfactory completion of CAPA assessment on the training programme.

You can apply via the RCSI Postgraduate Exams portal and search for the FRCSI exam listing <https://postgradexams.rcsi.ie/public/openexams>

If you have any queries before your exam, you will see listed on the portal a contact person from the RCSI Exams office for the FRCSI exam or you can contact the general exams email address [pgexams@rcsi.ie](mailto:pgexams@rcsi.ie).

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

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

#### - **EBO Examination**

The European Board of Ophthalmology Diploma (EBOD) Examination is a test of excellence in ophthalmology. It is designed to assess the knowledge and clinical skills requisite to the delivery of a high standard of ophthalmology care both in hospitals and in independent clinical practices.

The examination takes place every year in Paris, France over two days (usually in early May) and welcomes eligible candidates from all over Europe.

The MRCSI is an entry requirement for the EBO Exam and candidates must be in ST4 or ST5 of Specialist Training in Surgical Ophthalmology in Ireland.

Please visit <http://www.ebo-online.org/ebo-exam/exam-information/> to apply for the exam. Here, you can also read the Exam Regulations and Eligibility Criteria, along with Exam Structure and Fees.

Candidates are required to upload an approval letter from the Programme Director. Applications are not complete without this letter, please contact the ICO to arrange it before applying for the exam online.

If you have any queries regarding the exam, you can contact [lisa.flanagan@ebo-online.org](mailto:lisa.flanagan@ebo-online.org) or the general exams email address [ebo@ebo-online.org](mailto:ebo@ebo-online.org).

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

## 7.2 Competence and Assessment of Performance Appraisal (CAPA)

Trainees are assessed via Competence and Assessment of Performance Appraisal (CAPA). This is a review session with the HST Programme Director 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 Programme Director. CAPA assessment documentation for your second six-month rotation is required in May ahead of the formal CAPA assessment session with the Programme Director in June.

### Mandatory Components of HST Assessment

1. CAPA Assessment Session	Trainees must submit assessment documentation for first six-months in <i>December</i> and second six-months in <i>May</i> . Trainees must attend the formal CAPA assessment session with the Programme Director in <i>June</i> .
2. Audit	Trainees must have one publicly presented audit <i>per training year</i> .
3. Peer Reviewed Paper	Trainees must have one published peer reviewed paper <i>by the end of training</i> .
4. International Presentation	Trainees must give one international presentations <i>by the end of training</i> .
5. Clinical Case Based Discussion	Three clinical case based discussions should be presented locally <i>every six months</i> .
6. Presentation Major Clinical Topic	Three major clinical topics should be presented locally or nationally <i>every six months</i> .
7. Teaching and School for Surgeons	Trainees are expected to engage with any in-unit training as well as the School for Surgeons (SFS) online training programme. Participation on SFS assignments, the Interactive Classroom (IC) feedback sessions and the end of term MCQ are mandatory components of the HST programme. A minimum of 60% of assignments are required to be completed and a minimum of 60% of ICs to be attended.
8. Logbook	A logbook showing all procedures should be prepared for <i>each six-month rotation</i> .
	A HST Summary Logbook of all procedures to date (cumulative HST record) should be prepared for <i>each six-month rotation</i> .

9. Exams	(1) The EBOD exam should be sat in <i>ST4 or ST5</i> . (2) The FRCOI exam should be sat in <i>ST7</i> .									
10. Mandatory Courses	(1) Human Factors - Three modules must be attended <i>per training year</i> . (2) RCSI Research Skills Course must be completed in <i>ST4 or ST5</i> . Trainees may be considered for exemption of this course if they have a research degree. (3) Strabismus Paediatric Course, Waterford by <i>end of training</i> .									
11. Recommended Courses / Meetings	Certificates of completion of recommended courses and meetings should be submitted at <i>the formal CAPA assessment session..</i>									
12. Trainer Report	This report is contained within the HST Assessment Form and should be completed by the Consultant Trainer at <i>each six-monthly assessment</i> .									
13. Core Competency Forms  <i>Measured across seven sub-specialty sections. Each has a corresponding Core Competency Form.</i>	<table border="1"> <tr> <td data-bbox="540 810 946 911">1. Oculoplastic, Adnexal &amp; Lacrimal Surgery</td> <td data-bbox="946 810 1464 1512" rowspan="7"> <p>Each section is sub-divided into objective, essential clinical experience and recommended reading.</p> <p>Depending on the sub-specialty opportunity of each rotation, the relevant form(s) are chosen for completion.</p> <p>These forms may be repeated again later in training depending on the rotation and are a useful marker for progress. It is not recommended that these forms are completed and 'signed off' in the first year of training but rather completed incrementally as the Trainee progresses through his/her years of HST training.</p> </td> </tr> <tr> <td data-bbox="540 911 946 1012">2. Cornea and External Diseases</td> </tr> <tr> <td data-bbox="540 1012 946 1113">3. Cataract &amp; Refractive Surgery</td> </tr> <tr> <td data-bbox="540 1113 946 1171">4. Glaucoma</td> </tr> <tr> <td data-bbox="540 1171 946 1272">5. Retina, Vitreous, Uvea incl. Ocular Oncology</td> </tr> <tr> <td data-bbox="540 1272 946 1331">6. Neuro-Ophthalmology</td> </tr> <tr> <td data-bbox="540 1331 946 1512">7. Paediatric Ophthalmology &amp; Strabismus</td> </tr> </table>	1. Oculoplastic, Adnexal & Lacrimal Surgery	<p>Each section is sub-divided into objective, essential clinical experience and recommended reading.</p> <p>Depending on the sub-specialty opportunity of each rotation, the relevant form(s) are chosen for completion.</p> <p>These forms may be repeated again later in training depending on the rotation and are a useful marker for progress. It is not recommended that these forms are completed and 'signed off' in the first year of training but rather completed incrementally as the Trainee progresses through his/her years of HST training.</p>	2. Cornea and External Diseases	3. Cataract & Refractive Surgery	4. Glaucoma	5. Retina, Vitreous, Uvea incl. Ocular Oncology	6. Neuro-Ophthalmology	7. Paediatric Ophthalmology & Strabismus	
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7. Paediatric Ophthalmology & Strabismus										

## HST Assessment Documentation

The following documents should be submitted to the ICO office in December for review by the Programme Director and in May ahead of the formal CAPA Assessment Session in June:

1. HST Training Assessment Form
- This form is a record of Trainees' progress in Audit, Peer Reviewed Paper, International Presentation, Clinical Case Based Discussion, Presentation of Major Clinical Topic, Teaching Activities, Trainer Report
2. Core Competency Form(s) (Any of 1 – 7)
3. Logbook per 6 month rotation
4. HST Summary Logbook

Your Programme Director will also chart your progress in Exams and Mandatory Courses on a CAPA summary sheet, which is stored in your training file in the ICO.

*\*Training Assessment Documentation is subject to review and updating by the ICO. Any changes will be communicated to you by the ICO.*

## 8. Courses

### - Mandatory Courses

Human Factors, RCSI  
Research Methodology, RCSI  
School for Surgeons & Interactive Classroom  
Strabismus Paediatric Course, Waterford

### - High Priority Courses

#### **ST4** (*One of the following*)

Annual Conference:

ARVO; Association for Research & Vision in Ophthalmology

AAO; American Academy of Ophthalmology

ESCRS; European Society for Cataract & Refractive Surgeons

#### **ST5**

Subspecialty Course (*See list below*)

### **ST6**

International Meeting (*As per Year 1*)

Subspecialty Course (*See list below*)

RCOphth Oculoplastics Course

Moorfields Medical Retina Course, London

### **ST7 Management Courses** (*One of the following*)

RCPI Leadership Skills Course

Diploma in Healthcare Management, Institute of Public Administrators

UCD Professional Certificate in Healthcare Management

### **ST 4-7 All Years**

ICO Conference

The annual affiliate membership subscription

RAMI ophthalmology meetings

### **High Priority Subspecialty Course**

*Subspecialty Course (Min. one of the following)*

- Vitreo Retinal Course Moorfields Eye Hospital
- Neuro-Ophthalmology Course, Beaumont Hospital – *In Development*
- Lasik Course, Moorfields
- Glaucoma Course, Moorfields Hospital
- Medical Retina Course – Adare, Limerick
- BEAVRS

### **Wet Labs**

Artisan IOL wetlab ESCRS

DSAEK wetlab ESCRS

## **9. Certificate of Completion of Specialist Training (CCST)**

It is essential that Trainees achieve the surgical and clinical, personal and professional competences defined in the surgical curriculum, fulfil the mandatory assessment requirements, pass the FRCSI Exit Examination and complete the minimum three years on the training programme to be awarded CCST.

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

- Satisfactory outcome at all CAPA assessment sessions ST4 – ST7
- Audit
- Peer Reviewed Paper
- International Presentation
- Clinical Case Based Discussions
- Presentations of Major Clinical Topic
- Participation in Teaching Activities and School for Surgeons
- Logbook: Final Six-Monthly Logbook and HST Summary Logbook
- Exams: EBOD Exam and FRCSI Exam
- Mandatory Courses: Completion of Human Factors, RCSI Research Skills Course and Strabismus Paediatric Course, Waterford
- Cumulative Record of Core Competency Forms
- Minimum three years completed on the training programme

Award of the CCST will allow the Higher Surgical Trainee to be registered on the ophthalmic surgery registrar of the Irish Medical Council and will indicate that the Trainee has reached the curricular standards of competence to practice independently as an Ophthalmic Surgeon in Ireland.

## **10. Surgical Fellowships & Awards**

The ICO seeks industry support to help make funding available to ophthalmology trainees to access training opportunities outside of the formal programme. Details on a range of scholarships and travel grants/bursaries as they are confirmed, will be circulated. The RCSI also provides a number of grants and bursaries for education and further information is available on the College website. The HSE, through the Dr Richard Steeven's Scholarship annually funds a number of senior trainees to take up overseas fellowship posts. For information on the Richard Steeven's Scholarship, please visit: <http://www.rcsi.ie/steevensscholarship>

Applicants must be Fellows or Members of the Royal College of Surgeons in Ireland who are in good standing.

## **11. Recognition of Prior Posts (Retrospection)**

It may be possible for a Trainee to have prior experience recognised towards the completion of their specialist training if they entered HST via the traditional pathway (pre-July 2015). A maximum of one year can be awarded for recognition of post(s) carried out after Basic Surgical Training and prior to commencing the Higher Ophthalmic Surgical Training Programme. The ICO would encourage applications for recognition of prior experience to be made in ST4 but applications can be submitted in subsequent training years. 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. Consider the Prior Post

Consider the prior experience you wish to be assessed for recognition towards training. The post should be one of the following:

- Post is approved for HST training but was not filled by a HST Trainee at the time
- Post was subsequently recognised for HST training

### 2. Discuss your Intention to Apply

Discuss your intention to apply for recognition of prior experience with your local Consultant Trainer(s) and your Programme Director. If there are no concerns raised, you may submit an application.

### 3. Application Form

Complete the Application for Recognition of Prior Experience which requires the following details on the prior post:

- Date of Post
- Location of Post
- Weekly Timetable
- Subspecialty Experience
- Surgical Logbook
- Comments and Signatures of the post's Consultant Trainer(s)

Submit the completed application form to the Training Coordinator in the ICO. Please note that applications with any fields omitted or missing Consultant Trainer(s) signatures will not be accepted.

### 4. Assessment

After the Training Coordinator has quality checked the application form, it is circulated to the Programme Director and the Retrospection Panel of the ICO Manpower, Education & Research Committee for review and a decision on recognition of prior experience is made. If your application is not approved, you will be notified in writing of the reasons for the decision. If your application is approved, you will be notified in writing and your re-calculated CCST date will be stated.

## **12. Out of Programme Experience (OOPE)**

The curriculum and training of the HST programme are structured to ensure that Trainees acquire the competencies required to practice independently as an ophthalmic surgeon and as such, applications for Out of Programme Experience (OOPE) are considered by the ICO in exceptional circumstances only. There is a formal application process in place should a trainee intend to apply for recognition of this experience, and this is outlined below.



### 1. *Discuss your Intention for OOPE*

Discuss your plan for Out of Programme Experience with the Programme Director and 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 Programme Director and 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 Programme Director, in conjunction with 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 HST, an extended period of OOPE will have an impact on the CCST 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 Programme Director and 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.

## **13. Leave**

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### **14.1 Maternity Leave**

As Maternity Leave affects the CCST date, Trainees are required to inform the Programme Director 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.

## 14.4 Career Break

Please see [here](#) the HSE circular in relation career breaks. NCHDs who travel abroad can now apply for a career break and if approved will remain on the superannuation scheme. NCHDs wishing to avail of a career break under this arrangement must apply to their Employer in sufficient time before the expiry of their current contract. For those NCHDs participating in a Specialist Training Scheme they must also apply to the relevant postgraduate medical training body and obtain the formal written approval of the relevant postgraduate medical training body. This formal written approval must be attached to the career break application to their employer. Please see [here](#) for the list of agencies with public service employees funded by the HSE.

For further information, please visit: <http://www.rcsi.ie/TraineeInformationFAQ>

## 14. Flexible Training

### 14.1 HSE National Flexible Training Scheme

The HSE National Flexible Training Scheme for Higher Specialist Trainees 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 at higher specialist 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.rcsi.ie/TraineeInformationFAQ>

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

## **15.2 Post Reassignment Request**

A post reassignment request can be submitted to the Programme Director and Dean of Postgraduate Education of the ICO if there has been a significant change to personal circumstances or for other personal reasons. It is important to note that rotations are confirmed to trainees ahead of time so flexibility cannot always be guaranteed. However, every effort will be made to accommodate the post reassignment request where possible.

## **14.3 Job-sharing**

Postgraduate trainees can avail of job sharing opportunities for a set period. Job sharing works on the basis that two trainees will share one full-time post with each trainee working 50% of the hours. The aim of the job-sharing policy is to retain doctors within the medical workforce who are unable to continue training on a full-time basis.

## **\*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/>

## **15. 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](mailto:hr.staffdevelopment@hse.ie).

## **16. 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.

## 17. Funding

Funding is available to Trainees via four different funds. Please see table below for a brief overview of all funds. The guidelines and refund forms for the funds can be found [here](#).

<p><b>MANDATORY FUND</b></p>	<ul style="list-style-type: none"> <li>▪ Run by RCSI on behalf of HSE/NDTP.</li> <li>▪ For approved mandatory courses only.</li> <li>▪ €1200 maximum per year per trainee.</li> <li>▪ Funding is not carried over year-on-year.</li> <li>▪ Trainees must have approval for the course before claiming.</li> </ul>
<p><b>SPECIALIST TRAINING FUND</b></p>	<ul style="list-style-type: none"> <li>▪ Run by RCSI on behalf of HSE/NDTP.</li> <li>▪ For training courses/activities, equip, books, expenses.</li> <li>▪ €500 per year per Trainee.</li> <li>▪ Funding is carried over year-on-year e.g. three years unclaimed will give the Trainee €1500 to claim.</li> </ul>
<p><b>CLINICAL COURSES &amp; EXAM FUND</b></p>	<ul style="list-style-type: none"> <li>▪ Run by HSE/NDTP for courses and exams only on the approved list.</li> <li>▪ €450 per claim, no restrictions on how many claims can be submitted per year.</li> <li>▪ Trainees must claim for this fund through the HR Departments in their hospital within 6 months of attending the exam/course.</li> </ul>
<p><b>SURGICAL LOUPES FUND</b></p>	<ul style="list-style-type: none"> <li>▪ The Surgical Loupes fund is open to trainees in years ST3- ST8.</li> <li>▪ Applications open in February each year and close end of March.</li> <li>▪ Applications will be emailed directly to trainees with a link to the webpage for further information</li> <li>▪ Amount of funding available depends on number of claims.</li> </ul>

*Please note while it is our intention to meet all mandatory training requirements, funding will be subject to review and approval by the HSE/ NDTP on an annual basis.*

## RCSI pays fees for Trainees for the following:

<p><b>STATISTICAL PACKAGE FOR SOCIAL SCIENCES (SPSS Statistics Package)</b></p>	<ul style="list-style-type: none"> <li>▪ Available to all Trainees on the ST Programme and should help with research.</li> <li>▪ This can be downloaded using your RCSI log on through <a href="https://vle.rcsi.ie/">https://vle.rcsi.ie/</a>, then follow the path: Support → IT Support → 4. RCSI Software Library → SPSS</li> <li>▪ Normal purchase cost €1100 per Trainee.</li> </ul>
<p><b>ENDNOTE</b></p>	<ul style="list-style-type: none"> <li>▪ Available to all Trainees on the ST Programme and should help with research.</li> <li>▪ This can be downloaded using your RCSI log on through <a href="https://vle.rcsi.ie/">https://vle.rcsi.ie/</a>, then follow the path: Support → IT Support → 4. RCSI Software Library → Endnote</li> <li>▪ Normal purchase cost €300 per Trainee.</li> </ul>

## 18. 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.

## 19. Important Contact Numbers / Emails / Portals

### RCSI National Surgical Training Centre (NSTC) - Admin Offices

Roisin Scally, Email: [roisinscally@rcsi.ie](mailto:roisinscally@rcsi.ie)

Tel: 01 402 2166 / Fax: 01 402 2459

Working hours: 09.00 – 17.00

### Irish College of Ophthalmologists

Tel: 01 402 2777 / [www.eyedoctors.ie](http://www.eyedoctors.ie)

Siobhan Kelly, CEO, Email: [siobhan.kelly@eyedoctors.ie](mailto:siobhan.kelly@eyedoctors.ie)

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

Email: [niamh.coen@eyedoctors.ie](mailto:niamh.coen@eyedoctors.ie)

Rebecca Martin, Training Coordinator

Email: [rebecca.martin@eyedoctors.ie](mailto:rebecca.martin@eyedoctors.ie)

Marian Scully, PCS Administrator

Email: [marian.scully@eyedoctors.ie](mailto:marian.scully@eyedoctors.ie)

### RCSI Human Factors

Simone Brennan

Email: [simonebrennan@rcsi.ie](mailto:simonebrennan@rcsi.ie)

### RCSI Research Skills Course

Barbara White

Email: [barbarawhite@rcsi.ie](mailto:barbarawhite@rcsi.ie)

### RCSI Reception

121 Stephens Green

01 402 2422

123 Stephens Green

01 402 2263

RCSI IT Dept 01 402 2273

### RCSI SARA Office

01 402 2222

[ssgsara@rcsi.ie](mailto:ssgsara@rcsi.ie)

### RCSI Library

[librarian@rcsi-mub.com](mailto:librarian@rcsi-mub.com)

### RCSI Website

<http://www.rcsi.ie/TraineeInformationFAQ>

Please check the Trainee Information page for regular training updates.

### School for Surgeons


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




## 20. Event Calendar

July 18	August 18	September 18	October 18
 <b>Mandatory Fund deadline</b> ( <i>applicable from next July</i> )  <b>Human Factors Modules Sign Up</b>  <b>Research Methodology Course Modules Sign Up</b>		 <b>Adare Retina Meeting</b>  <b>ESCRS Congress</b>	 <b>Specialist Training Fund deadline</b> ( <i>applicable from next October</i> )   <b>Annual Peter Eustace Meeting, Mater</b>  <b>AAO Annual Meeting</b>
November 18	December 18	January 19	February 19
 <b>Millin Meeting</b>  <b>ICO Winter Meeting, RAMI</b>  <b>Annual Montgomery Lecture</b>  <b>FRCSI Exam</b> ( <i>timing is variable</i> )	 <b>Peter Barry Memorial Lecture</b>	 <b>Pathology Course, RVEEH</b>	 <b>Charter Day, RCSI</b>  <b>Strabismus Course, Waterford</b>
March 19	April 19	May 19	June 19
 <b>Sylvester O'Halloran Scientific Symposium</b>   <b>Surgical Loupes application deadline</b>	 <b>ARVO Annual Meeting</b>	 <b>ICO Annual Conference</b>  <b>EBOD Exam</b>	 <b>Eithne Walls Research Meeting</b>  <b>New Frontiers Meeting</b>

**\* Courses currently in development:**

 Anterior Vitrectomy Course HST Year 1

**\*\* Course currently being researched due to current unavailability in Ireland:**

 Ocular Trauma Course