



Irish College of
Ophthalmologists
Eye Doctors of Ireland
Protecting your Vision

IRISH COLLEGE OF OPHTHALMOLOGISTS

APPLICANT GUIDE FOR NTP BASIC SPECIALIST TRAINING IN OPHTHALMOLOGY

COMMENCING JULY 2023

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Introduction

The Irish College of Ophthalmologists (ICO) is the accredited postgraduate training body responsible for the delivery of Specialist Training in Ophthalmology. The ICO is recognised for this purpose by the Irish Medical Council (IMC) and the Health Service Executive (HSE).

The specialty of ophthalmology in Ireland includes two career structures:

1. Medical Ophthalmology
2. Surgical Ophthalmology

The ICO delivers the National Specialist Training Programme in Medical Ophthalmology (BMT) and Surgical Ophthalmology (BST). The National Training Programme (NTP) is the route to qualification as an Ophthalmologist in Ireland. The Basic Programmes are three years in duration.

On successful completion of the three-year basic programme, candidates can apply to the corresponding higher training programme via a competitive interview, Higher Surgical Training Programme (HST) or Higher Medical Training (HMT) Programme in Ophthalmology

Applying to the National Specialist Training Programme in Ophthalmology

Recruitment to basic specialist training in Ophthalmology Ireland is managed by the ICO on behalf of the HSE. As the number of applicants exceeds the number of places available, not all applicants will be successful in gaining a place at the first attempt. Applicants are assessed in a two-stage process: shortlisting, based on information provided in the application form; and, for those shortlisted, a structured panel interview.

Applicants who are interested in both Medical and Surgical pathways can apply to both programmes, however, separate applications must be completed. If unsuccessful, an applicant can reapply to the programme (s) in a subsequent year. There is no limit to the number of times an application can be made. Doctors interested in applying should note that should they be successful in their application, it is not possible to transfer from one pathway to the other.

Prior to submitting an application, interested candidates are strongly encouraged to consult the selection scorecard for the relevant training programme which is available on the ICO website.

[Basic Surgical Training \(BST\) Scorecard](#)

[Basic Medical Training \(BMT\) Scorecard](#)

Candidates should determine, in advance, the most appropriate section for their documentation to be submitted on the application form in order to maximise their score. Candidates should note that they will not be awarded marks where documentation is duplicated.

Eligibility Criteria

To be eligible to apply a doctor must have:

- Their Medical Degree
- Registration with the Irish Medical Council
- Written confirmation from the Irish Medical Council (IMC) that they are eligible for the trainee specialist division.
- Confirmation of achieving English language requirements (If applicable).

Eligibility for Trainee Specialist Division

All applicants will be required to provide evidence of their eligibility for the Trainee Specialist Division. Further guidance on eligibility for the Trainee Specialist Division can be found [here](#).

In line with the 2020 amendment to the Regulated Professions (Health and Social Care) (Amendment) Bill 2020, eligibility for the Trainee Specialist Division will now include all doctors who are currently registered on or have established eligibility for registration in the General Division.

All eligibility queries should be directed to the Irish Medical Council website: <https://www.medicalcouncil.ie/>

English Language Requirements

The ability to communicate clearly with patients and colleagues is a key requirement for all healthcare professionals. In the case of doctors providing clinical care to members of the public, the ability to communicate is particularly important. Proficiency in the English language is therefore a core competency for all NCHDs working in the Irish public health service. The HSE requires that as part of the application process for training positions on specialist training programmes, that all applicants are required to demonstrate their competency in the English Language in line with HSE specifications.

All NCHDs taking up employment with the HSE who were not registered with the Irish Medical Council in any of the divisions of the Register of Medical Practitioners prior to 1st January 2015, or who did not complete the entirety of their under-graduate medical training in the Republic of Ireland, are required to provide evidence of their English Language competence. For further details on the requirements, please see the [HSE Circular 063 2020- English Language Requirements for NCHDs](#).

Applicants that have been in continuous HSE employment as a medical doctor for longer than 2 years, with no break in service that submitted an acceptable English language competency certificate at the time of commencing HSE employment will not be required to re-sit an English language competency test. These applicants can upload the test they submitted to HSE on commencement of employment and must also

provide written confirm from the employer on the application that they have been in continuous HSE employment >2 years, without a break in service.

Applicants should address any queries that they may regarding these requirements to HSE National Doctors Training and Planning, Tel: 07669 59924. E-mail: doctors@hse.ie

Supporting Documents required to confirm eligibility for basic specialist training:

Eligibility Requirement	Supporting Documentation
Medical Degree	<p>A copy of your academic transcript from your medical school, listing your complete academic history: programmes attended, a breakdown of marks/grades achieved, the degree awarded, your overall grade and conferring date.</p> <p>If the medical degree was taught in English but this is not stated in the transcript of results, applicants must provide a letter from the relevant university confirming that the degree was taught and examined solely in English.</p> <p>If you completed your degree in a non-English speaking university, your transcripts must be a <u>translated into English</u> and the translation certified.</p>
Proof of eligibility for Trainee Division	<p>A copy of your current certificate of IMC registration, confirming registration with the IMC and division.</p> <p><u>Or</u></p> <p>An official email or letter from the IMC confirming your eligibility for the trainee specialist register.</p>
Proof of English Language Competence	<p>Category 1: Doctors who completed their Medical degree in English from any of the following countries: Australia, Canada, New Zealand, The United States of America or The United Kingdom must provide</p> <ul style="list-style-type: none"> • A copy of their Medical Degree Certificate <p><u>Or</u></p> <p>Category 2: Doctors who completed The Irish State Leaving Certificate examination or A Levels in the United Kingdom and a Medical Degree in English must provide all three of the following:</p> <ol style="list-style-type: none"> 1. A copy of Irish Leaving Certificate/UK A-Level transcript results 2. A copy of their Medical Degree 3. Certificate/confirmation from their University confirming their Medical degree was taught and examined solely in English

	<p><u>Or</u></p> <p>Category 3: Doctors who meet the English Language requirements by attaining certification via the recognized English Language Tests must submit a certificate of test results from</p> <ul style="list-style-type: none"> • IELTS (International English Language Testing System) certificate with an overall band score of 7.0 and a minimum score of 6.5 in each of the four domains – reading, writing, listening and speaking - on the academic test. The test must be undertaken no more than two years prior to the date of it being submitted to the employer. While a doctor may sit the above test as often as they wish, the above scores must have been achieved at only one sitting of the IELTS test. Results from more than one test sitting cannot be amalgamated. Any cost incurred in relation to the IELTS exam will be borne by the applicant. Information on IELTS is available at www.ielts.org <p><u>Or</u></p> <ul style="list-style-type: none"> • OET (Occupational English Test) certificate with an overall grade of B and a minimum grade of B in each of the four domains- reading, writing, listening and speaking. The test must be undertaken no more than two years prior to the date of it being submitted to the Irish College of Ophthalmologists. Results from more than one test sitting cannot be amalgamated. Any cost incurred in relation to the OET exam will be borne by the applicant. Information on OET is available at www.occupationalenglishtest.org <p><u>Or</u></p> <ul style="list-style-type: none"> • Doctors in continuous employment with the HSE (>2 years), with no break in service, that submitted an acceptable English language competency certificate on commencement of employment must submit: <ol style="list-style-type: none"> 1. A copy of the certificate that they supplied to the HSE at the time of commencing their employment. <i>This certificate does not have to be dated within 2 years from application date.</i> 2. Written confirmation from their employer confirming that they have been in continuous employment >2 years, without a break in service.
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APPLICATIONS WHICH DO NOT MEET THE ELIGIBILITY CRITERIA WILL NOT BE PROGRESSED AND WILL BE REMOVED FROM THE SELECTION PROCESS.

Selection Process



• Application

- Review the scorecard on the ICO website.
- Download and send reference forms x 2 to referees.
- Applications **open 25th October 2022 and close 4pm 2nd February 2023.**
- Complete the online application form.
- Applicants are advised to start the application process early and give themselves plenty of time to complete it.



• Eligibility

- Applications are reviewed by the college to ensure they meet the eligibility criteria
- Applications that do not meet the eligibility criteria will not be progressed.



• Presentations/ Publications/ Courses/ FRCOphth Part 1

- Applicants are permitted to upload proof of FRCOphth Part 1 pass until **5pm 10th February 2023.**
- All supporting documentation must clearly labelled, appropriate evidence supplied, titles and names must be clearly highlighted in yellow on supporting documentation.
- All documents must be submitted directly to the application form by the applicant by the closing date (only exception is FRCOphth proof of pass).



• Shortlisting

- Applications are assessed as per section 1 and 2 of the scorecard.
- Applicants not shortlisted are not called to interview.
- Applicants invited to interview must confirm their intention to attend as per the date indicated by the ICO. Failure to do so will withdraw their application.



• Interview

- Applicants will be assessed by a panel across the four topics referenced in section 3 of the scorecard.
- A total score will be calculated for each applicant following the interview which will comprise of Sections 1, 2 & 3 of the scorcard.
- Taking into account the number of places available and the applicants total score, the panel will determine which applicants have been successful.



• Offers

- Applicants may either accept the offer, reject the offer or withdraw from the process.
- Applicants must confirm acceptance of their offer as per the date indicated by the ICO. Failure to confirm by this date will withdraw an applicant's offer.

Application Form

The application form for 2023 is an online application form. Applications open **Tuesday 25th October 2022** and **close 4pm Thursday 2nd February 2023**. To apply, please go to <https://v2.pac.ie/institute/21>

Applicants will be redirected to the Irish College of Ophthalmologists page on the Postgraduate Applications Centre (PAC) website, where an application can be completed. In order to complete an application form, applicants will be required to **create an account** on the Postgraduate Applications Centre (PAC) website. Applicants who have not previously registered for an account will need to register, by clicking the “**Register**” button and completing the required information. Applicants must provide an email address and password to register their account. Applicants should ensure that they will have continued access to this email address as all correspondence will be via email.

We recommend that applicants have reviewed all of the guidance documentation on the ICO website in advance of commencing the application process. We also strongly recommend that applicants start the application process **early** to allow themselves **plenty of time** to gather all of the documentation needed for their application. Before completing an application form, applicants should refer to the scoresheet which is available on the ICO website. Applicants should note that points cannot be **duplicated** on the form, marks will not be awarded in duplicated areas. Marks are awarded once for research, publications, presentations and audits. It is the applicant’s responsibility to ensure that documents are submitted to the most appropriate section of the form in order to maximise their score. Once the application is submitted, this cannot be altered.

Once logged in, applicants can select the relevant Basic Specialist Training Programme (BMT or BST) that they wish to apply to and complete the application form. Applicants who wish to apply to Basic Medical Training and Basic Surgical Training can do so but should note that two separate application forms must be completed. Applicants can save their progress on the form and return to the form in their own time. There is no requirement to complete the form in a particular order, applicants can move between the sections as they wish.

Applicants, who pass the FRCOphth Part 1, are permitted to submit proof of passing the examination to their application until **5pm 10th February 2023**. Where applicable, applicants must contact the Training Programme Manager, rebecca.martin@eyedoctors.ie to request the relevant section be opened on the application form on the PAC website, which will then be re-opened, and access made available for submission of the proof of passing.

To view the information requested on the application form, please visit the accompanying overview document on the ICO website.

If you encounter any technical difficulties when registering or during the application process, please visit <https://v2.pac.ie/help>, or contact PAC on Tel: +35391 549260 Email: info@pac.ie/ pachelp@pac.ie - Monday to Friday 9.00am-5.00pm excluding Public Holidays.

Applications received by post or by email, including supporting documentation, will NOT be accepted.

Shortlisting

Applicants who have met the eligibility criteria will progress to the shortlisting stage. Shortlisting is based on the information supplied on the application form. This information determines which applicants are invited to interview. Applicants must meet the minimum score in order to be deemed **eligible** for shortlisting.

Minimum Score for 2023

Details of the minimum scores for both training programmes are available on the BST and BMT scorecards on the ICO website. Applicants should note that meeting the minimum score is not a guarantee that they will be invited to interview.

All candidates will be contacted by email following the completion of the shortlisting process.

Interviews

Applicants successful at shortlisting will be notified by email of the interview time and date. On receipt of this applicant's will be asked to confirm their attendance. Failure to confirm attendance by the closing date indicated by the ICO will remove a candidate's application from the selection process.

Applicants are advised to review Section 3 of the scorecard in advance of their interview. Applicants will be assessed on the following four categories at interview:

- 1. Suitability for a career in Ophthalmology**
- 2. Communication Skills**
- 3. Decision Making/ Workload/ Stress Management**
- 4. ICO Reference Forms (x2 submitted on the application form)**

The interview will consist of a panel of assessors. Candidates should be able to clearly and concisely demonstrate their knowledge of Ophthalmology as well as in the communication, clinical decision making and self-management domains.

Following the interview, the overall score is calculated, this score combines an applicant's scores in Sections 1, 2 & 3 of the scorecard. Scores are rechecked for quality assurance.

Candidates will be informed by email of the outcome of their interview following the completion of the selection process.

Important Dates

Tuesday 25th October 2022

Online Applications Open

Thursday 2nd February 2023 @4pm

Online Applications Close

Friday 10th February 2023 @5pm

Submission deadline for FRCOphth Part 1 examination results

Monday 20th February 2023

Shortlisting

Thursday 9th March 2023

Interviews