



Irish College of
Ophthalmologists

Eye Doctors of Ireland

Protecting your Vision

**International Medical Graduate Training Programme
Ophthalmology**

Induction Manual 2018

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1. Welcome

Dear IMG Trainee,

Congratulations on your appointment to International Medical Graduate Training Initiative in Ophthalmology (IMG 1-2).

International Medical Graduate 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 International Medical Graduate Training in Ophthalmology will be a positive one and may I wish you the best in your surgical training career.

Yours sincerely,



Ms Yvonne Delaney
Dean of Postgraduate Education
Irish College of Ophthalmologists

2. Overview

The International Medical Graduate Training programme is two years in duration. The purpose of the programme is to provide a broad based initial training in ophthalmology with attainment of knowledge skills and professional behaviours relevant to the practice of ophthalmology in any specialist discipline. Following successful completion of International Medical Graduate Training, graduates return to their home countries to continue surgical training in ophthalmology.

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

3. Accredited Clinical Sites

Hospital	Important Contacts
Cork University Hospital	Educational Supervisor: Mr Zubair Idrees
University College Hospital Galway	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

4. IMG 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 IMG assessment:

1.	Training Development Plan	
2.	Workplace Based Assessments (WBAs)	
3.	CAPA A Form (cumulative log summary)	e-Logbook
4.	Consultant Trainer Report	
5.	Human Factors	
6.	School for Surgeons (SFS) Online Teaching Programme	
7.	In-House Teaching	
8.	National Postgraduate Teaching Programme (NPTG)	

IMG Training Development Plan

In your first two months on the scholarship programme (July and August), you will be under the guidance of your Consultant Trainer and this will provide confirmation of your current level of skill and previous training. In September, you and your Consultant Trainer will create a Training Development Plan outlining which surgical and clinical/procedural assessments you will be doing during your first year. 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.

IMG 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.

As stated above, you and your Consultant Trainer will create a Training Development Plan outlining which surgical and clinical/procedural assessments you will be doing during your first year. It is expected that you will complete two assessments (1 surgical and 1 clinical/procedural) in your first six months and two assessments (1 surgical and 1 clinical/procedural) in your second six months. The list of WBAs are below and are of varying levels of complexity. You and your Consultant Trainer will choose the appropriate WBAs from this list based on your skill level confirmed during your first two months of training.

Level 1-2

Surgical WBA: OSCAR (Modular Phaco 1)
Surgical WBA: OSCAR (Modular Phaco 2)
Clinical WBA: Mini CEX (Cataract)
Clinical WBA: Mini CEX (PVD)
Procedural WBA: DOPS (Fundal)
Procedural WBA: DOPS (Gonio Glaucoma)

Level 3-4

Surgical WBA: OSCAR (Complete Phaco)
Surgical WBA: OSCAR (Successive Phaco)
Clinical WBA: Mini CEX (Microbial Keratitis)
Clinical WBA: Mini CEX (ARMD)
Procedural WBA: OSCAR (Strabismus)
Procedural WBA: DOPs (Ectropion) or OSCAR (Lateral Tarsal Strip Surgery)
Procedural WBA: DOPS (Laser pan-retinal photocoagulation PRP)

Level 5

Surgical WBA: OSCAR (Successive 3 Phaco)
Clinical WBA: Mini CEX (Ocular Motility)

Once you and your Consultant Trainer have selected the appropriate WBAs, please notify the ICO by sending in your Training Development Plan and the WBA assessment forms will be sent to you by email to complete.

IMG 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 surgical procedures for each rotation from years 1 – 3. In particular, take care to fill out clearly the following details in the timetable: Outpatients, Theatre Session and Consultant Trainer. The ICO will email you this document.

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 / surgeries must be carried during each 6 months of basic training. Refractions should also be recorded:
<https://client.elogbook.org/logon/>

IMG Consultant Trainer Report

Trainees are required to have their Consultant Trainer complete this report on their progress at the end of each six months. The ICO will email you 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 IMG 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.

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 from September to March of each academic year, and subsequently by the Eye Department in the Mater University Hospital from March through to June of each academic year. 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 cover form CAPA B 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
- 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 surgical 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.

There are 4 assignments and an end of term MCQ per each six-month semester. Trainees are expected to submit their assignments online by the due date. Feedback is given in the form of Interactive Classrooms (ICs) after the assignment due date. In total over the training year, there are SFS 8 assignments, 2 MCQs and 8 ICs for the purposes of feedback. Each assignment is graded and Trainees are expected to score a minimum of 60% in order to pass each six-month rotation of their 2 year training cycle. During training, Trainees are expected to host one assignment and host one Interactive Classroom per six-month rotation.

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

6. American Academy of Ophthalmology ONE Network Access

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 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. 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.

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

8. 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 2 audits per IMG trainee. 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 national / international 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

9. Syllabus

The International Medical Graduate 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 IMG assessment.

10. Courses and Meetings

ICO Skills Courses

- | | |
|---|-------------|
| - Microsurgical Skills Course, RCSI | (September) |
| - Ocular Anaesthetics Course, RVEEH | (October) |
| - Refraction Course Year 1 (Intro), RVEEH | (Sept) |
| - Refraction Course Year 2 (Exam Prep), RVEEH | (April/May) |

ICO Course Study Days

- | | |
|---|-------------|
| - Strabismus Course, Waterford | (Feb/March) |
| - 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

11. Workplace-Based Assessments

Summary of WBAs for International Medical Graduate Training (IMG) 2018

The content of the WBAs will be targeted towards important clinical induction skills as well as procedural and surgical skills that are not currently assessed in the training program. The content is *relevant* to what the final practitioner will actually 'practice'. Once you and your Consultant Trainer have selected the appropriate WBAs, please notify the ICO and the assessment forms will be sent to you by email to complete.

List of WBA Level 1-2

Surgical WBA: Modular Phacoemulsification 1

Assessment Tool: the OSCAR Modular 1

Content: Assesses wound construction and closure, aspiration of viscoelastic, IOL insertion.

Surgical WBA: Modular Phacoemulsification 2

Assessment Tool: the OSCAR Modular 2

Content: Modular Phacoemulsification 2: Assesses hydrodissection, anterior capsulorhexis, phaco grooving and cracking, segment removal, I/A of cortex.

Clinical WBA: Cataract

Assessment Tool: mini-CEX

Content: Cataract: History taking, clinical assessment, management plan and counselling for surgery.

Clinical WBA: PVD

Assessment Tool: mini-CEX

Content: PVD: History taking, clinical assessment, management plan.

Procedural WBA: Fundal Skills

Assessment Tool: DOPs

Content: Fundal Skills: Examination with fundal lenses – 90D, 78D, 60D, superfield lens, T-mirror examination and indirect ophthalmoscopy.

Procedural WBA: Gonio Glaucoma Skills

Assessment Tool: DOPs

Content: Glaucoma Skills: Examination with Goldman applanation tonometry, calibration of GAT and gonioscopy.

List of WBA Level 3-4

Surgical WBA: Complete Phacoemulsification

Assessment Tool: the OSCAR

Content: Complete Phacoemulsification: Assesses one complete procedure.

Surgical WBA: Successive Phacoemulsification

Assessment Tool: the OSCAR

Content: Assesses 2 successive complete phacoemulsification procedures.

Clinical WBA: Microbial Keratitis

Assessment Tool: mini-CEX

Content: Microbial Keratitis: History taking, clinical assessment, investigations / treatment & management plan.

Clinical WBA: ARMD (wet)

Assessment Tool: mini-CEX

Content: ARMD: History taking, clinical assessment, investigations (FFA/OCT)/ treatment & RCT informed management plan.

Procedural WBA: Strabismus Surgery

Assessment Tool: OSCAR for Strabismus Surgery

Content: Recess / resect muscle surgery

Procedural WBA: Ectropion (wedge) or Lateral Tarsal Strip Surgery

Assessment Tool: DOPs for Ectropion or OSCAR for Lateral Tarsal Strip Surgery

Content: Ectropion repair: Wedge or LTS Surgery

Procedural WBA: Laser pan-retinal photocoagulation PRP

Assessment Tool: DOPs

Content: Direct observation of technique of argon laser application for pan-retinal photocoagulation.

List of WBA Level 5

Surgical WBA: List of Phacoemulsification Cases

Assessment Tool: the OSCAR

Content: Phacoemulsification: Assesses one complete surgical list of 3 phacoemulsification procedures.

Clinical WBA: Ocular Motility and Strabismus

Assessment Tool: mini-CEX *Content:* Ocular motility and ocular misalignment: paralytic or non-paralytic strabismus. History taking, clinical assessment, investigations / treatment & management plan.

12. Certificate of Completion

It is essential that IMG Trainees achieve the surgical and clinical, personal and professional competences and fulfil the mandatory assessment requirements to achieve a certificate of completion.

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 4
- Human Factors: Modules and OSCEs
- School for Surgeons (SFS): Assignments and IC Attendance
- ICO Skills Courses
- ICO Course Study Days
- Participation in In-House Teaching
- Participation in National Postgraduate Teaching Programme (NPTG)

13. Professional Competence Scheme

All doctors registered with the Irish Medical Council on the general, specialist or supervised division, must by law enroll on and participate in a professional competence scheme (PCS). As all doctors on the International Medical Graduate Training Initiative are on the supervised division then you must enroll on the scheme.

There are two aspects to PCS (1) participating in relevant educational and professional activities and (2) recording that activity online.

(1) Participating in relevant activity

Each doctor is required to participate in activity that reflects their area of practice and the Medical Councils eight domains of good professional practice. So while focusing on ophthalmology specific lectures, courses and meetings is important so too are education events that focus on the wider areas of medical practice such as patient safety, communications and working with teams. The ICO runs events through out the year to assist doctors in meeting their PCS requirements and you will be kept informed about all of those. The ICO also circulates details of other meetings and events that may be useful for PCS purposes. Meetings that are relevant for PCS are usually recognised for CME points.

The specific requirements of PCS are that you must accrue a minimum of 50 points each year. This is sub divided into a number of categories with minimum requirements in each. Each doctor must also carry out an audit each year.

Detailed information on the categories is available at
[http://www.eyedoctors.ie/medium/images/ICO_PCS_booklet_A5_web_\(1\)-k.pdf](http://www.eyedoctors.ie/medium/images/ICO_PCS_booklet_A5_web_(1)-k.pdf)

(2) Recording activity

All doctors must register for an online account to record their CME points. The ICO aggregates information from these online accounts and reports back to the Medical Council. The ICO will assist you in registering your account and in keeping it up to date with a record of the educational and raining events that you attend.

This is the link to the website where you register your PCS online account
<https://pcs.rcsi.ie/>

14. 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.

15. 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.

16. 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*)

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Forum of Postgraduate Medical Training Bodies

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RCSI Reception

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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>

17. Event Calendar

July 18	August 18	September 18	October 18
 Human Factors Modules Sign Up		 Microsurgical Skills Course, RCSI Refraction Course Year 1, RVEEH Adare Retina Meeting	 Ocular Anaesthetic Course, RVEEH Annual Peter Eustace Meeting, Mater
November 18	December 18	January 19	February 19
 Millin Meeting ICO Winter Meeting, RAMI Annual Montgomery Lecture	 Peter Barry Memorial Lecture	 Pathology Course, RVEEH	 Charter Day, RCSI Strabismus Course, Waterford
March 19	April 19	May 19	June 19
 RAMI Spring Meeting	 Refraction Course Year 2, RVEEH	 ICO Annual Conference	 Eithne Walls Research Meeting New Frontiers Meeting