



## Overview of Online Application Form 2022

### Basic Surgical Training in Ophthalmology

#### IMPORTANT, PLEASE READ CAREFULLY:

***Before submitting an online application, we strongly recommend that all doctors intending to apply to the National Training Programme in Basic Surgical Training in Ophthalmology have reviewed the guidance, eligibility and scorecard documents available on the [ICO website](#).***

#### Personal Details:

You will be asked to enter the following details:

- Surname/Family Name
- First Name/ Other Names
- Correspondence Address
- Mobile Number
- Email
- Gender
- Date of Birth
- Colour copy of your passport showing your photo
- Nationality/ Citizenship
  - ❖ *Applicants who have been granted Irish Citizenship via Naturalisation must provide a copy of their Certification of Naturalisation.*
  - ❖ *Holders of Stamp 4/ Stamp 4EUFAM/ IRSSstamp 4 must provide a copy of their residency permit, a copy of the marriage cert and a copy of their spouse's passport/ birth certificate of their spouse (where applicable).*

#### Irish Medical Council Details:

You will be asked to enter the following details:

- Confirm you are eligible for the Trainee Specialist Division.
- Confirm if you are currently registered with the IMC & upload evidence
- If yes, specify which division of the IMC.
- IMC Number
- Registration Date.
- If you are not currently registered with the IMC, provide written confirmation from the IMC that you are eligible for the Trainee Specialist Division.

### Medical School Details & Academic Achievements:

You will be asked to enter the following details:

- Where you attended Medical School
- English Language Requirements if completed Medical School outside of Rep. of Ireland
- Name of Medical School
- Degree Type
- Date of completion
- Copy of your Medical School Transcripts
  - ❖ *If you completed your medical school in a non-English speaking country, a certified translation of the transcript must be provided.*
- Centile & evidence of centile
  - ❖ *If your university/college does not provide a centile, you must indicate this on the application form and provide relevant evidence.*
- Research Grants or Scholarships
- National Medals or Prizes
  - ❖ *Only National Medals and Prizes are awarded marks. University specific Medals and Prizes will not be awarded marks.*
- Duke-Elder Prize
  - ❖ *Applicants must include their ranking position. This refers to rank in terms of the individual position i.e. the top 20 places and **not** top 20 percentage.*
- Postgraduate Examinations
  - ❖ *This includes:*
    - *FRCOphth Part 1*
    - *MRCPI*
    - *MRCSI*
    - *MRCGP*
    - *Suite of all 3 International Council of Ophthalmology Examinations (Parts I, II & III)*

### Other Relevant Degrees:

You will be asked to enter the following details:

- Relevant Degrees including BSc, Mmedsci or MSc
- Higher Degrees including MCh, MD or PhD

### **International Publications:**

You will be asked to enter the following details:

- Number of 1<sup>st</sup> Author publications  
Applicants can provide a maximum of 6 publications and must include:
  - Title of Article
  - Author/s
  - Title of Journal
  - ISBN Number
  - Impact Factor
  - URL Link (*if the publication has been published*)
  - Upload Evidence of publication
- Number of Joint Author publications  
Applicants can provide a maximum of 6 publications and must include:
  - Title of Article
  - Author/s
  - Title of Journal
  - ISBN Number
  - Impact Factor
  - URL Link (*if the publication has been published*)
  - Upload Evidence of publication

### **National Publications:**

You will be asked to enter the following details:

- Number of 1<sup>st</sup> Author publications  
Applicants can provide a maximum of 6 publications and must include:
  - Title of Article
  - Author/s
  - Title of Journal
  - ISBN Number
  - Impact Factor
  - URL Link (*if the publication has been published*)
  - Upload Evidence of publication
- Number of Joint Author publications  
Applicants can provide a maximum of 6 publications and must include:
  - Title of Article
  - Author/s
  - Title of Journal
  - ISBN Number
  - Impact Factor
  - URL Link (*if the publication has been published*)
  - Upload Evidence of publication

### Case Reports:

You will be asked to enter the following details:

- Number of Case Reports

Applicants can provide a maximum of 6 case report publications and must include:

- Title of Report
- Author/s
- Title of Journal
- ISBN Number
- Impact Factor
- URL Link (*if the publication has been published*)
- Upload Evidence of case report

### International Meetings:

You will be asked to enter the following details:

- Number of international meetings

Applicants can provide a maximum of 6 presentations and must include:

- Name of International Meeting
- Date of meeting
- Format of presentation i.e. Poster or Oral presentation
- Upload Evidence of presentation
- ❖ *Official programmes where the **title** of the presentation and the **name of applicant** have been clearly highlighted will be deemed as acceptable. Submissions which are not clearly highlighted will not be awarded marks.*

### National Meetings:

You will be asked to enter the following details:

- Number of national meetings

Applicants can provide a maximum of 6 presentations and must include:

- Name of National Meeting
- Date of meeting
- Format of presentation i.e. Poster or Oral presentation
- ❖ *Official programmes where the **title** of the presentation and the **name of applicant** have been clearly highlighted will be deemed as acceptable. Submissions which are not clearly highlighted will not be awarded marks.*

### **Audit:**

You will be asked to enter the following details:

- Number of Audits

Applicants can provide a maximum of 6 audits and must include:

- Title of Audit
  - Author/s
  - Audit Cycle
  - Presentation of Audit & evidence of presentation (*include details as stated above*)
  - Publication of Audit & evidence of publication (*include details as stated above*)
  - Upload Evidence of Audit
- ❖ *Maximum points will only be awarded for 1st authorship. Only in exceptional circumstances will marks be considered for second or third authorship.*

### **Research in Progress:**

You will be asked to enter the following details:

- Number of Research in Progress

Applicants can provide a maximum of 6 Research in Progress and must include:

- Evidence of Research in Progress
  - A letter from their Supervisor for papers in print or work in progress
- ❖ *Research in Progress refers to a substantial piece of work and it does not include audits of case reports.*

### **Postgraduate Courses:**

You will be asked to enter the following details:

Applicants can provide a maximum of 6 courses and must include:

- Name
  - Date
  - Type of course i.e. in person or online
  - Evidence of participation in course
- ❖ *Only in exceptional circumstances will marks be considered for online courses. Online courses will be reviewed on a case by case basis.*

### **Clinical Training & Experience:**

- Present Appointment
- Name of Hospital
- Speciality
- Grade
- Duration- start and end dates
- A copy of your weekly timetable
- Previous Appointment
  - ❖ *Applicants can provide a maximum of five previous clinical posts.*

### **References:**

You will be asked for the details of two employer referees. One of these referees must be your present or most recent employer. Your listed referees must complete the provided reference forms ([found here](#)).

Details required for each referee:

- Candidate details including: Name, Speciality, Hospital, Grade, Start and End dates
- Referee details including: Name, Specialty, Hospital & Grade
- Reference completed and signed by referee

### **Disclosure:**

You will be asked to disclose the following:

- You consent to any information supplied by you in this application being held on record by the Irish College of Ophthalmologists.
- The Irish College of Ophthalmologists holds details of applications for 3 years following the closing date.
- If your application is successful, the information that you have provided may be made available to relevant third parties included the Irish Medical Council and Health Service Executive/ National Doctors Training and Planning.
- If you have any special requirements that you wish to disclose

**Declaration:**

You will be asked to declare the following:

- I declare that to the best of my knowledge and belief that all the particulars furnished in connection with this application are true and accurate.
- I understand that I may be required to submit documentary evidence in support of any particulars given by me on my Application Form.
- I have not at any time been convicted (e.g. probation, fine, sentence, penalty) of a criminal offence (e.g. assault, public order, sexual assault) in the Republic of Ireland and/or in any other jurisdiction nor are there any charges relating to criminal offences outstanding.
- I currently am not nor was I ever the subject of an investigation by any professional medical training body or its equivalent in the Republic of Ireland and/or in any other jurisdiction.
- I am not nor have I ever been the subject of any investigation by a medical registration or licensing body or authority in any jurisdiction with regard to my medical practice or conduct as a practitioner.
- I understand that any false or misleading information submitted by me may render any offer of a training position and associated employment offers as null and void.
- If you answered FALSE to ANY of the above please provide details here and contact the ICO Training Programme Manager.
- Signature of Applicant and Date