



# The National Specialist Training Programme in General Practice

## Guide for Applicants

**Make a Real Difference**



**Enjoy a Balanced Life**



**Be a Generalist & a Specialist**



Irish College of General Practitioners, 4/5 Lincoln Place, Dublin 2 [www.icgp.ie](http://www.icgp.ie) & [www.beagp.com](http://www.beagp.com)



## Contents

Section 1: What’s new in 2022?.....	2
Section 2: General Information on the National Specialist Programme in General Practice .....	3
Section 3: Applications & Intake into GP Training .....	4
Section 4: Recruitment Process Timelines.....	5
Section 5: Overview of GP Trainee Recruitment Process .....	6
Section 6: Eligibility Criteria .....	7
Section 7: Online Application form in Steps .....	9
Section 8: Shortlisting Criteria .....	10
Section 9: Validation, Consent & Reference Process.....	11
Section 10: Interviews.....	12
Section 11: Offers Process .....	13
Section 12: Recognition of Prior Learning (RPL) .....	14
Section 13: Key Dates.....	15
Section 14: Helpful Tips .....	16

This document should be read in conjunction with

[The National Specialist Programme in General Practice Training prospectus](#)



## Section 1: What's new in 2022?

Since March 2021, the ICGP has had primary responsibility for postgraduate specialist medical training in the specialty of General Practice. As part of this responsibility, the ICGP designs and delivers a world-class and continuously improving GP Training Scheme, as set out in the vision, mission and values statement which can be found in the [National Specialist Programme in General Practice Training prospectus](#).

There is now one national programme for general practice training delivered across 13 schemes in four regions –

- The West
- The South
- North Dublin/Leinster
- South Dublin/Leinster

*See page 4 for a breakdown of the 2021 intake by region/scheme.*

## Changes in 2022

- As part of the 2022 application process applicants will make their GP training scheme selection after the interview process.
- This year, the ICGP is piloting a new form of assessment for selection into general practice training. **Following application, applicants being called to interview will be invited to take part in this pilot project by completing a situational judgement test (SJT). Participation is on a voluntary basis and will not count towards the recruitment process in 2022.** Further details are available on page 9 of this guide.
- The ICGP are currently awaiting further information on the revised national allocation policy following the [Minister for Health's announcement on the 26<sup>th</sup> of September 2021](#).
- A page by page outline of the 2022 application is available [here](#).

## Section 2: General Information on the National Specialist Programme in General Practice

Duration of Training	Four years Three years through <a href="#">Recognition of Prior Learning – RPL Pathway</a>
Grade	Year 1 & 2 (BST)- Senior House Officer (SHO)      Year 3 & 4 (HST)- GP Registrar
Year 1 & 2	Hospital based in posts such as Paediatrics, A & E, Psychiatry, Obstetrics & Gynaecology, Medicine and Medicine of the Elderly. Trainees also have a half day teaching facilitated by the training scheme each week. Based in supervised general practices with a nominated GP Trainer. Training for general practice is experiential in nature with the trainee 's practice supervised until incremental competency is achieved to the point of competent independent unsupervised practice.
Year 3 & 4	<b>Trainees have two hours dedicated teaching with their Trainer in addition to a full day teaching with the training scheme each week. Trainees may pursue special interests in year 4.</b>
Intake in 2020 Intake in 2021 Projected intake in 2022	208 233 250+
Training Schemes	13 schemes across 4 regions <ul style="list-style-type: none"> <li>• <b>West</b> (Donegal, Sligo and Western including Ballinasloe)</li> <li>• <b>South</b> (Mid- West, South West, Cork and South East)</li> <li>• <b>Dublin South</b> (TCD, UCD, Kildare with the Mid Leinster Tullamore Scheme)</li> <li>• <b>Dublin North</b> (RCSI and North Dublin Inner City Scheme with the North East Scheme)</li> </ul>
Methods of Teaching and Learning	Small group teaching at day release facilitates reflective practice for the trainee with their peers and educational supervisor, blended learning, and simulated training. Assessment in Training is undertaken using the methodology of Entrustable Professional Activities (EPAs)
Qualification	<b>Membership of Irish College of General Practitioners (MICGP)</b>  Trainees with the MICGP qualification are eligible for specialist registration in the division of general practice with the Irish Medical Council.
National Curriculum	<a href="#">GP Training Curriculum</a>

## Section 3: Applications & Intake into GP Training

Recruitment to general practice training in Ireland is a competitive process which is managed by the ICGP. As the number of applicants exceeds the number of training 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 on the application form; and, for those shortlisted, a structured interview. There are, in addition, a number of eligibility criteria which must be met. Shortlisting and interview scores are combined to provide an overall national rank for each successful applicant. This rank, when taken with the applicant's scheme preferences, determines the training scheme in which a place will be offered.

In 2021, 685 applications were received for 233 training places.

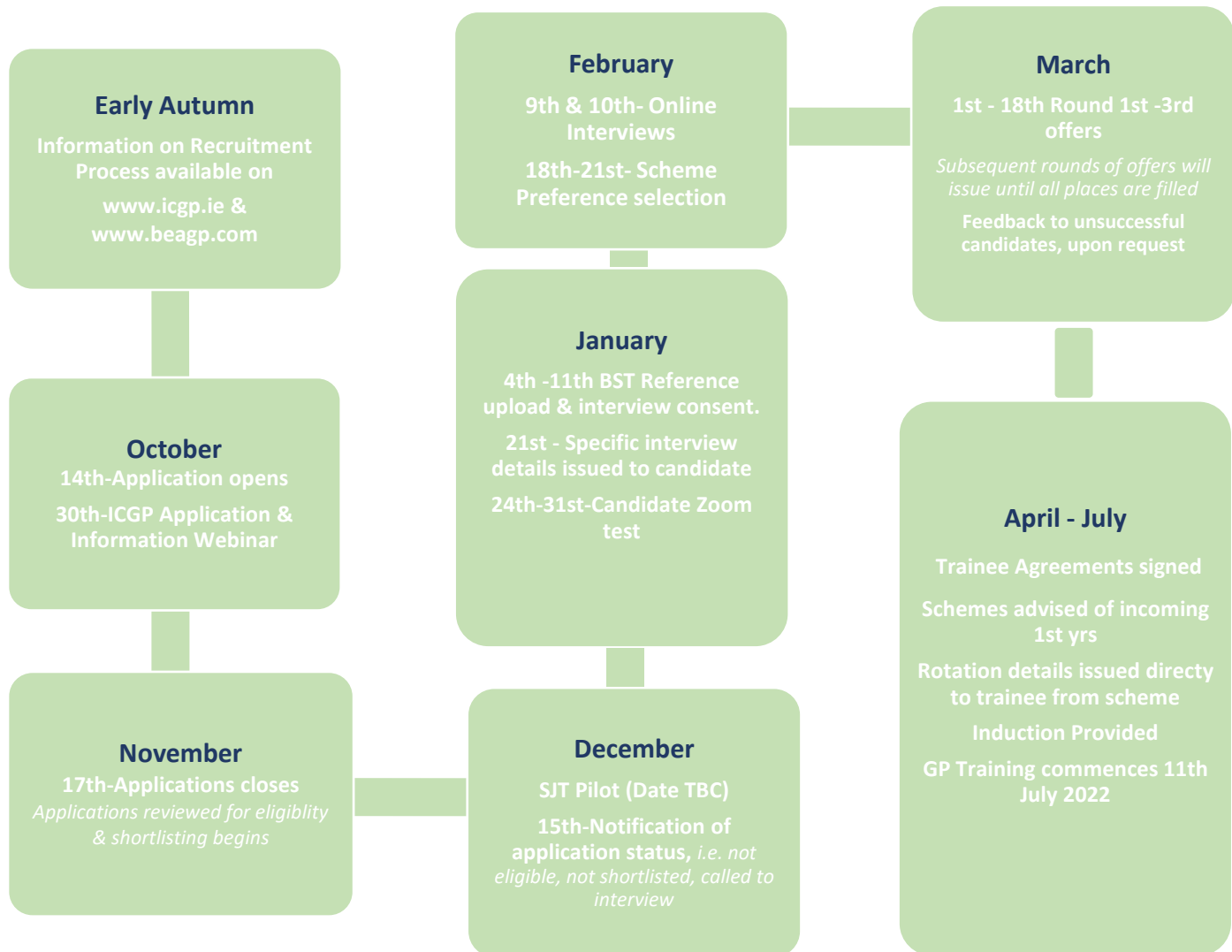
A breakdown of the region/scheme intake in 2021 is outlined below.

Region	2021 Intake
<b>West Region</b>	<b>52</b>
Donegal	12
Sligo	11
Western	20
Ballinasloe	9
<b>South Region</b>	<b>65</b>
Mid West	16
South West	12
Cork	19
South East	18
<b>Dublin/North Leinster Region</b>	<b>58</b>
North East	24
RCSI	15
North Dublin City	19
<b>Dublin/South Leinster Region</b>	<b>58</b>
UCD	16
TCD	20
Mid Leinster (Tullamore & Naas)	22 (13 in Tullamore, 9 in Naas)
<b>Total</b>	<b>233</b>

Further details on national training schemes can be found in the [National Specialist Programme in General Practice Training prospectus](#).

## Section 4: Recruitment Process Timelines

The chart below outlines the timelines in the recruitment process. These steps are further explained throughout this guide.



## Section 5: Overview of GP Trainee Recruitment Process

STEP 1

**Application** Submission of application form, fee & all relevant supporting documentation advertised closing date. This includes relevant supporting documentation for IMC & HSE eligibility criteria.

STEP 2

**Eligibility** Applications are reviewed to ensure the appropriate supporting documentation confirming that requirements for HSE English language competency & eligibility for the trainee specialist register are met. *Applicants that do not meet the eligibility criteria are removed from the process.*

STEP 3

**Shortlisting** Applications are assessed on the applicant having a minimum 9 months paid acute clinical hospital experience (by July 2022) & overall career progression.

STEP 4

**Reference Upload & Interview Consent** Candidates invited to interview are required to complete an online validation and consent process prior to interview. This includes uploading BST references x 2, ID and declaration form.

STEP 5

**Interview** Candidates will be assessed on 4 core competencies, including a clinical knowledge assessment.

STEP 6

**Scheme Selection** Following interview successful candidates will be required to select their preferred training schemes (online).

STEP 7

**Rank & Match** A rank and match is undertaken, taking into account the number of available places on schemes, HSE national policy on the allocation of training places, and candidates' total overall score and training scheme preferences.

STEP 8

**Offers** Offers are made in rank order and in accordance with the HSE national allocation policy. Candidates may either **accept the offer, reject it or withdraw** from the process. Candidates that accept an offer will not receive any further offers. Candidates that reject their offer **may** receive another offer, but not for the same scheme or a scheme for which they have expressed a lower preference. This process will continue until all places are filled.

- ❖ There is no deferral of training. Offers made in 2022 are for commencement on 11<sup>th</sup> July 2022.
- ❖ Candidates are not permitted to exchange places/offers with other successful candidates.
- ❖ If a candidate rejects a training offer this does not impact on any future applications. If however a candidate accepts a training offer and withdraws without a valid reason, having signed the GP trainee agreement, they may be referred to the Irish Medical Council for unprofessional behaviour. This may also impact on the success of future applications.
- ❖ Feedback is provided to candidates that do not meet the eligibility criteria, are not shortlisted or are unsuccessful at interview, upon request.



## Section 6: Eligibility Criteria

All applicants are required to provide evidence at application stage of the IMC eligibility for trainee specialist register and HSE English language competency requirements.

1. [Eligibility for the Trainee Specialist Register](#)
2. [HSE English language](#)

The tables below outline the criteria and appropriate supporting documentation for both sections:

### 1. Eligibility for the Trainee Specialist Register

Criteria	Required Supporting Documentation to support TSR
A. Doctors who have graduated from an Irish Medical School and have successfully <b>completed</b> their internship in Ireland	<b>Certificate of experience from IMC OR a copy of previous IMC intern registration certificate</b>
B. Doctors who have graduated from an Irish Medical School and <b>will complete</b> their internship in Ireland by July 2022	<b>Certificate of registration</b> from Medical Council indicating intern registration & Irish Medical Degree
C. Doctors who are currently registered with the IMC on the General or Trainee register	<b>Current IMC registration certificate</b>
D. Doctors who were previously registered with the IMC on the General or Trainee register	<b>Previous IMC registration certificate</b>
E. Doctors who have successful completed their medical Qualification in one of the following EU countries – Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Latvia, Netherlands, Romania, Spain, Switzerland or Slovak Republic	<b>Medical Degree</b> from one of the listed EU Countries
<b>Applicants that do not meet any of the criteria A - E must contact the IMC directly for confirmation of eligibility for registration in the General Division of the register. The ICGP <u>cannot</u> advise on eligibility outside the parameters as outlined</b>	
F. Applicants that do not meet Criteria A-E e.g. -EU applicants not listed in option E -Non-EU applicants, including UK applicants	<b>Email/letter confirmation from the IMC</b>





**2. HSE English language**

<b>Criteria (Exemptions for IELTS/OET)</b>	<b>Required Supporting Documentation to support ELC</b>
A. Registration with the IMC prior to 1 <sup>st</sup> January 2015	<b>IMC certificate of registration</b> (any division of the register) - dated prior 1 <sup>st</sup> January 2015
B. Completion of medical degree through English in Ireland, UK, Australia, Canada, New Zealand or United States	<b>Copy of Medical Degree</b> from Ireland, UK, Australia, Canada, New Zealand or United States
C. Completion of Irish state leaving certificate <b>or</b> A Levels (UK) and completion of a Medical Degree through English	Copy of Irish state leaving certificate <b>or</b> A Levels (UK) Copy of Medical Degree Confirmation from university that the medical degree was taught/examined solely in English
D. Currently employed as medical doctor by the HSE, whereby IELTS/OET was completed upon entering service to HSE	Copy of IELTS/OET submitted to HSE (this does not have to be dated within 2 years of application. Confirmation of employment on application form.
<b>Applicants that do not meet any of the above criteria are required to submit one of the following:</b>	
E. IELTS Certificate–International English Language Testing System	<b>IELTS certificate</b> , dated within 2 years of the application to gp training. Overall score of 7 & min of 6.5 in reading, writing, listening & speaking.
F. OET Certificate –Occupational English Test	<b>OET certificate</b> , dated within 2 years of the application to gp training. Minimum grade of B & min. of B in reading, writing, listening & speaking.

**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 at application stage.

Or

**OET (Occupational English Test)** certificate with an overall minimum grade of B and a minimum grade of B in Listening, Reading, Writing and speaking. The test must be undertaken no more than two years prior to the date of it being submitted at application stage.

**Applications that do not meet the eligibility criteria are removed from the process**

## Section 7: Online Application form in Steps

The online application form comprises 10 steps, from payment of application fee on Step 1 to completion of declarations on Step 10.

The steps are listed below



For a detailed step-by-step guide on the content of each page of the application form and supporting documentation required please click the link below

### [2022 Instructions for completing the online application form](#)

Applications are reviewed in full to ensure that they are completed in full and that all relevant supporting documentation has been submitted by the applicant.

**Marks are awarded for full completion of the application, with appropriate supporting documentation, by 17<sup>th</sup> November @5pm.**



## Section 8: Shortlisting Criteria

### What are the shortlisting criteria?

Shortlisting is based on the information supplied on the application form. This information, combined with information on the applicant's eligibility, determines which candidates are invited to interview.

Scoring is based on the applicant's career progression to date and on timely and accurate completion of the application form. Based on this assessment, applicants will either be shortlisted and invited to interview or not shortlisted and have their application removed from the 2022 recruitment process.

### Hospital Experience

Applicants will be required **to have completed a minimum of 9 months paid full time (or equivalent) postgraduate acute hospital based clinical experience either as an intern or SHO at the time of starting GP training July 2022**. Clinical posts must be a minimum duration of 3 months each (the only exception to this is where they are part of a structured intern programme).

### Career progression

Marks at shortlisting will be awarded for evidence of progression in the applicant's medical career. This evidence will consist of:

- Professional examinations (fellowship and membership) passed.
- Research activity (PhD, peer-reviewed papers);
- Advancement to specialist posts, where relevant (i.e., SpR, PhD).

Doctors in the first three years of their career will automatically qualify for shortlisting, but for those who have been longer in practice, evidence of career progression, as listed above, will be required. The marks awarded will be adjusted for the length of career, so that a higher level of achievement will be required of those with the longer careers. Some allowance will be made for career gaps.

Marks will be awarded for full completion of the application, with appropriate legible supporting documentation by the closing date.

## Situational Judgement Tests: pilot project

This year, the ICGP is piloting a new form of assessment for selection into general practice training. Following application, you will be invited to take part in this pilot project by completing a situational judgement test (SJT) on-line. Information on these tests, as applied to medical selection, can be found on the UK Foundation website <https://foundationprogramme.nhs.uk/faqs/situational-judgement-test-sjt-faqs/>. Applicants are not required to take part in the pilot and, if they decide not to, this will have no impact on your chances of being selected for training, nor will your score in the test if you do decide to take part. We will not be able to give any feedback on performance in the test, as this is a pilot.

If the pilot is successful, SJTs will be incorporated into selection next year. We need a high level of participation for the pilot to be informative, so we would be very grateful if you could take part. At this stage you do not need to do anything, we will send further information to all applicants in due course. No preparation is needed for the test.

## Section 9: Validation, Consent & Reference Process

Applicants invited to interview will be required to complete an online validation and consent process in advance of interview. This is a mandatory process whereby applicants will be required to log onto [www.icgp.ie](http://www.icgp.ie) to:

- Confirm contact details
- Upload identification
- Consent to terms & conditions of the online interview
- Consent to declaration and where relevant upload additional documentation
- Upload 2 fully completed [BST references](#)

**Candidates invited to interview will be given further information regarding this during the course of the recruitment process but are encouraged to have their references completed and ready for early January 2022.**

## Section 10: Interviews

**Online interviews will take place on Wednesday 9<sup>th</sup> & Thursday 10<sup>th</sup> February 2022**

**Allocation to interview panels:** Candidates who complete the online validation & consent process will be randomly allocated to an interview panel.

**How do I find out details of my interview:** Email notification of the interview time, date and relevant Zoom link will be issued to the candidate. On receipt of this the candidate will be asked to confirm attendance.

### Interviews Content:

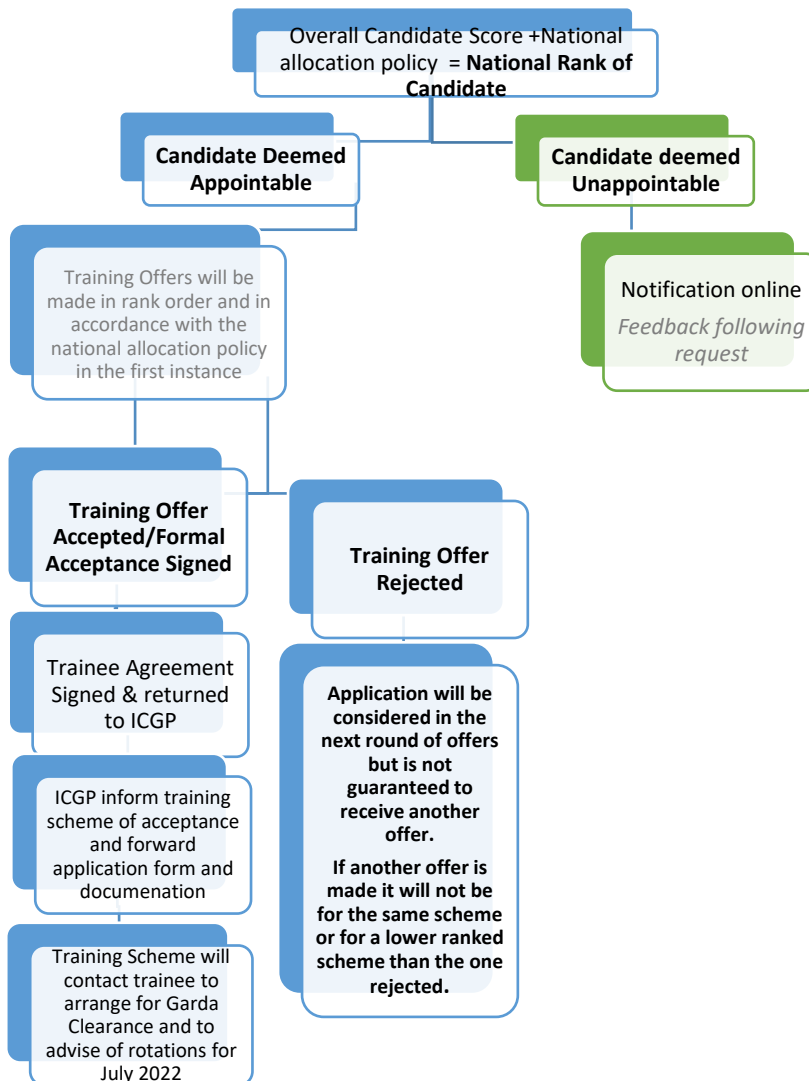
Core domains of competency for general practice will be assessed at interview. You will also be expected to have knowledge regarding the role and work of a General Practitioner. Most of the interview will be based on your responses to brief scenarios describing situations which you are likely to encounter in your current and recent posts.

### Core Domains of Competency for General Practice



<sup>1</sup> Patterson, F., Tavabie, A., Denney, M., Kerrin, M., Ashworth, V., Koczwara, A. and MacLeod, S., 2013. A new competency model for general practice: implications for selection, training, and careers. *Br J Gen Pract*, 63(610), pp.e331-e338.

## Section 11: Offers Process



**No deferrals to training places will be permitted in 2022.**

**Training place swaps are not facilitated as part of the recruitment process.**

## Section 12: Recognition of Prior Learning (RPL)

[Recognition of Prior Learning](#) is open to applicants who at the time of application hold certification of completion of training in Medicine, Emergency Medicine or Paediatrics and have passed the appropriate examination or applicants that will meet and can provide evidence of all the criteria by offers stage (February 21<sup>st</sup>, 2022).

The RPL requirements for each category are as follows:

<p><b>RPL Medicine</b> Up to 1 Year Recognition</p>	<ul style="list-style-type: none"> <li>• Hold a Certificate of Completion of Core Specialist Training (CSCST) in Basic Specialist Training in <b>Medicine</b> with the Royal College of Physician of Ireland (RCPI) <u>and</u></li> <li>• Completed all appropriate assessments (MRCPI Examinations Part I &amp; Part II - Written &amp; Clinical), by offers stage, 21st February 2022.</li> </ul>
<p><b>RPL Emergency Medicine</b> Up to 1 Year Recognition</p>	<ul style="list-style-type: none"> <li>• Hold a CSCST in <b>Emergency Medicine</b> with the Royal College of Surgeons <u>and</u></li> <li>• Completed all appropriate assessments (Fellowship Examination of the Royal College of Emergency (FRCER) Primary and Intermediate examinations by offers stage, 21st February 2022.</li> </ul>
<p><b>RPL Paediatrics</b> Up to max of 6 months recognition*</p>	<ul style="list-style-type: none"> <li>• Hold a CSCST in Basic Specialist Training in <b>Paediatrics</b> with the Royal College of Physician Ireland (RCPI) <u>and</u></li> <li>• Completed all appropriate assessments (MRCPI Examinations Part I &amp; Part II - Written &amp; Clinical), by offers stage, 21st February 2022</li> </ul>

RPL application does not automatically confer eligibility for a right to either RPL or a place on a GP Training Programme.

**RPL offers will be made on the basis of training schemes availability to accommodate RPL and on candidate rank.**

Please note that all RPL decisions are final and are not open to appeal.

In 2021 30 RPL places were accepted across 12 schemes (Sligo 1, Western 4, Mid-West 2, South West 1, Cork 4, South East 2, North East 2, RCSI 2, North Dublin City 3, UCD 2, TCD 5, Mid Leinster 2)

## Section 13: Key Dates



- 13<sup>th</sup> October 2021 GP training application opens on [www.icgp.ie](http://www.icgp.ie)
- 30<sup>th</sup> October 2021 Application & Information Webinar
- 17<sup>th</sup> November 2021 GP training application closes @5pm
- 15<sup>th</sup> December 2021 Online notification of application status, i.e., called to interview or not
- January 2022 Online validation, Consent Process & Reference upload
- 9<sup>th</sup> & 10<sup>th</sup> February 2022 Online interviews
- 1<sup>st</sup> March 2022 First round offers
- 8<sup>th</sup> July 2022 GP training induction session
- 11<sup>th</sup> July 2022 GP training commences



## Section 14: Helpful Tips



- Review all information on [https://www.icgp.ie/go/become\\_a\\_gp/gp\\_trainee\\_recruitment](https://www.icgp.ie/go/become_a_gp/gp_trainee_recruitment)
- Talk to current/recently graduated trainees and review the real-life stories on [www.beagp.com](http://www.beagp.com)
- Attend the ICGP Application & Information Webinar on 30<sup>th</sup> October
- Review the [National Specialist Training Programme in General Practice Training prospectus](#)
- Have your files prepared in PDF format prior to commencing the application. Please remember the maximum upload in each section is 3MB
- Complete the mandatory sections/upload mandatory documents on each page before you can move to the next page
- Free text sections can be copied and pasted to the application form- prepare your answers in MS Word and copy to the application when you are satisfied with them
- Check you have included all relevant documents before pressing submit
- Marks are awarded for submission of a fully completed application with all relevant supporting documentation by 17<sup>th</sup> November.
- This year scheme selection will be done after interviews.
- **Do not leave it to the last minute to complete/submit your application!**

Please contact [gptraining@icgp.ie](mailto:gptraining@icgp.ie) if you have any queries **following review of information available to you.**

