



Feidhmeannacht na Seirbhíse Sláinte
Health Service Executive

Clinical Course & Examination Refund Scheme for NCHDs

Guidance Document for Employers & NCHDs

Effective from January 2016

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Clinical Course & Examination Refund Scheme for NCHDs

A contribution towards HSE approved clinical courses and examinations is available to Non-Consultant Hospital Doctors from HSE – National Doctors Training & Planning (NDTP). This arrangement is part of a suite of education supports provided by the HSE to NCHDs.

The list of HSE approved clinical courses and examinations is provided at Appendix One.

The amount available is a maximum of €450 per clinical course / examination per NCHD for examinations undertaken within the Republic of Ireland. If the actual cost of the clinical course or examination is less than €450, the amount refunded by the HSE will be equal to the actual cost incurred by the NCHD.

For those examinations, approved by the HSE, and only available outside of Ireland, the amount available is a maximum of €650 per examination per NCHD. If the actual cost of the examination is less than €650, the amount refunded by the HSE will be equal to the actual cost incurred by the NCHD. Please note that such examinations are identified in Appendix One by means of an asterix.

The process for this refund scheme is as follows:

1. The NCHD must make an application directly to their employer using the ***Clinical Course and Examination Refund Scheme NCHD Application Form***, a copy of which is attached at Appendix Two. All necessary supporting documentation must be attached to the Application Form and provided directly to the Employer.
2. The Employer must ensure that appropriate supporting documentation is received and verified. The Employer will then reimburse the NCHD directly.
3. In order to expedite the refund to NCHDs HSE-NDTP provides funding to employers prospectively at the start of each calendar year; therefore, employers should refund NCHDs as soon as possible after the claim is received without the need to wait for funding from HSE-NDTP.
4. The Employer must submit a quarterly report to HSE-NDTP detailing all exam/course refunds made to NCHDs for the relevant three month period. The deadline for this report will be the second Friday of the month following the end of the relevant quarter. These should be emailed to doctors@hse.ie No receipts, result slips or other documents should be sent to HSE-NDTP.

Please note the following rules in relation to the Clinical Course & Examination Refund Scheme:

- The HSE Clinical Course and Examination Refund Scheme is available to all holders of an HSE NCHD contract;
- The clinical course / examination applied for must be on the HSE approved list as set out in Appendix One. If the clinical course or examination is not specifically identified on the HSE's approved list then it is ineligible for refund under this Scheme and no exceptions will be made;

- The contribution is payable by the HSE upon the first sitting of the clinical course or examination regardless of whether the applicant has successfully passed the clinical course/examination;
- There is no limit to the number of applications that can be made by an individual NCHD to their employer for specific clinical courses / examinations undertaken, however HSE-NDTP will only fund the contribution once per applicant per clinical course or examination;
- NCHDs may claim for a re-certification in a clinical course after the required certification period;
- Applications for refund from NCHDs must be made to their current employer within 6 months of the date of undertaking the clinical course / examination;
- To be eligible for refund, the 14 clinical courses identified in Appendix One must be undertaken in Ireland (Republic of Ireland or Northern Ireland);
- With the exception of those examinations which have an asterix beside them, all identified examinations must be undertaken in the Republic of Ireland, under the auspices of the relevant Irish postgraduate training body.

List of HSE Approved Clinical Courses & Examinations Qualifying for the NCHD Refund Scheme

NAME OF CLINICAL COURSE / EXAMINATION	CODE
APPROVED CLINICAL COURSES	
Basic Life Support / Advisory External Defibrillation (AED) Course	BLS
ACLS – Advanced Cardiac Life Support	ACLS
ATLS – Advanced Trauma Life Support	ATLS
APLS – Advanced Paediatric Life Support	APLS
EPLS – European Paediatric Life Support	EPLS
PLS - Paediatric Life Support	PLS
PALS - Paediatric Advanced Life Support	PALS
NRP – Neonatal Resuscitation Programme	NRP
Immediate Care Course – Cardiac	ICCC
Immediate Care Course - Trauma	ICCT
Immediate Care Course – Paediatrics	ICCP
Care of the Critically Ill Surgical Patient	CCrISP
Acute Life Threatening Events: Recognition and Treatment	ALERT
Acute Medical Emergencies: The Practical Approach	MedicALs
ANAESTHESIA EXAMINATIONS	
Membership of the College of Anaesthetists, MCAI -MCQ	MCAI MCQ
Membership of the College of Anaesthetists, MCAI - OSCE /SOE	MCAI OSCE/VIVA
Fellowship of the College of Anaesthetists	FCAI-FINAL
Fellowship of the Joint Faculty of Intensive Care Medicine of Ireland - FJFICMI	FJFICMI
EMERGENCY MEDICINE EXAMINATIONS	
*Membership of the College of Emergency Medicine, UK – Part A	MCEMUKA
*Membership of the College of Emergency Medicine, UK – Part B	MCEMUKB
*Membership of the College of Emergency Medicine, UK – Part C	MCEMUKC
*Fellowship of the College of Emergency Medicine UK Clinical Topic Review	FCEMUK CTR
*Fellowship of the College of Emergency Medicine UK Management Viva Exam	FCEMUK MVE
*Fellowship of the College of Emergency Medicine UK OSCE	FCEMUK OCSE
*Fellowship of the College of Emergency Medicine UK SAQ	FCEMUK SAQ
*Fellowship of the College of Emergency Medicine UK Critical Appraisal SAQ	FCEMUK CA SAQ
GENERAL PRACTICE EXAMINATIONS	
Membership of Irish College of General Practitioners - Modified Essay	MICGPMEQ
Membership of Irish College of General Practitioners – Core Knowledge Test	MICGPCKT
Membership of Irish College of General Practitioners – Clinical Competency	MICGPCCT1

Membership of Irish College of General Practitioners – Clinical Competency	MICGPCCT2
GENERAL MEDICINE EXAMINATIONS	
Membership of the Royal College of Physicians of Ireland – Part One - General Medicine Examination	MRCPI1GM
Membership of the Royal College of Physicians of Ireland - Part Two – General Medicine Written Examination	MRCPI2GMWrit
Membership of the Royal College of Physicians of Ireland - Part Two – General	MRCPI2GMClin
OBSTETRICS & GYNAECOLOGY EXAMINATIONS	
*Membership of the Royal College of Obstetricians & Gynaecologists, UK –	MRCOG1
Membership of the Royal College of Physicians of Ireland - Part Two –	MRCPI2OGWrit
Membership of the Royal College of Physicians of Ireland - Part Two –	MRCPI2OGClin
OCCUPATIONAL MEDICINE EXAMINATIONS	
Membership of the Faculty of Occupational Medicine of Ireland	MFOMI
OPHTHALMOLOGY EXAMINATIONS	
Membership of the Royal College of Ophthalmology - Part One	MRCSEFRCOphth O1
Membership of the Royal College of Surgeons in Ireland Ophthalmology - Part	MRCSEIO2Writ
Membership of the Royal College of Surgeons in Ireland Ophthalmology - Part	MRCSEIO2Clin
Fellowship of the Royal College of Surgeons in Ireland - Ophthalmology	FRCSIO
*European Board of Ophthalmology Diploma	EBOD
PAEDIATRIC EXAMINATIONS	
Membership of the Royal College of Physicians of Ireland – Part One –	MRCPI1Child
Membership of the Royal College of Physicians of Ireland - Part Two – Medicine of Childhood Written Examination	MRCPI2ChildWrit
Membership of the Royal College of Physicians of Ireland - Part Two – Medicine of Childhood Clinical Examination	MRCPI2ChildClin
PATHOLOGY EXAMINATIONS	
*Fellowship of the Royal College of Pathologists, UK – Part One	FRCPPathUK1
*Fellowship of the Royal College of Pathologists, UK – Part Two	FRCPPathUK2
PSYCHIATRY EXAMINATIONS	
*Membership of the Royal College of Psychiatrists, UK – Paper A	MRCPSychUKA

*Membership of the Royal College of Psychiatrists, UK – Paper B	MRCPsychUKB
Membership of the College of Psychiatrists of Ireland Clinical Exam Part 1	CPsychIBCE 1
Member of the College of Psychiatrists of Ireland Clinical Examination Part 2	CPsychIBCE 2
PUBLIC HEALTH MEDICINE EXAMINATIONS	
Membership of the Faculty of Public Health Medicine of Ireland – Part One	MFPHMI1
Membership of the Faculty of Public Health Medicine of Ireland – Part Two	MFPHMI2
RADIOLOGY EXAMINATIONS	
Fellowship of the Faculty of Radiologists, RCSI – Primary	FFRPrim
Fellowship of the Faculty of Radiologists, RCSI – Final	FFRFinal
SURGERY EXAMINATIONS	
Membership of the Royal College of Surgeons in Ireland – Part A MCQ	MRCSIAMCQ
Membership of the Royal College of Surgeons in Ireland – Part B OSCE	MRCSIBOSCE
*Intercollegiate Examination in Cardiothoracic Surgery – Section One	IECS1
*Intercollegiate Examination in Cardiothoracic Surgery – Section Two	IECS2
*Intercollegiate Examination in General Surgery – Section One	IEGS1
*Intercollegiate Examination in General Surgery – Section Two	IEGS2
*Intercollegiate Examination in Neurosurgery – Section One	IEN1
*Intercollegiate Examination in Neurosurgery – Section Two	IEN2
*Intercollegiate Examination in Oral & Maxillofacial Surgery – Section One	IEOMS1
*Intercollegiate Examination in Oral & Maxillofacial Surgery – Section Two	IEOMS2
*Intercollegiate Examination in Otolaryngology – Section One	IEO1
*Intercollegiate Examination in Otolaryngology – Section Two	IEO2
*Intercollegiate Examination in Paediatric Surgery – Section One	IEPAEDS1
*Intercollegiate Examination in Paediatric Surgery – Section Two	IEPAEDS2
*Intercollegiate Examination in Plastic Surgery – Section One	IEPLASS1
*Intercollegiate Examination in Plastic Surgery – Section Two	IEPLASS2
*Intercollegiate Examination in Trauma & Orthopaedic Surgery – Section One	IETOS1
*Intercollegiate Examination in Trauma & Orthopaedic Surgery – Section Two	IETOS2
*Intercollegiate Examination in Urology – Section One	IEU1
*Intercollegiate Examination in Urology – Section Two	IEU2

* Examination approved for sitting outside the Republic of Ireland

Clinical Course & Examinations Refund Scheme NCHD Application Form

Note:

- Applications for refunds for completed HSE-approved clinical courses and examinations must be made using this application form.
- The application form must be completed by typing in the details or using **BLOCK CAPITALS**
- Submit the completed form to your employer's Medical Manpower / HR Unit for processing, along with relevant supporting documentation required i.e. original receipt(s) and confirmation of successful completion.
- Payments to individual NCHDs will be processed locally by your employer.
- Forms which are incomplete, illegible or not accompanied by the relevant supporting documentation will not be considered.

Full Name

Irish Medical Council Number

NCHD Employment Grade

Specialty

Full Name of Approved Clinical Course or Examination as Used in HSE Approved List

Date that Course / Exam was Undertaken

Location that Course / Exam was Undertaken i.e. City & Country

Amount of Refund Sought

Original Receipt Attached

Yes No

Evidence of Undertaking Course/Exam Attached

Yes No

Declaration:

I have not previously claimed for this particular Exam/Course in this, or another clinical site. I understand that if I claim twice for the same Exam/Course I will be required to repay the amount in full and the Clinical course & Examinations Refund Scheme may be withdrawn.

Applicant's Signature

Date of Application to Employer

For Employer's Use Only:

Received By:		Date of receipt:	
Amount Paid:		Date to Salaries:	