



Procedures for applications to GP training following exit from a specialist training programme

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1.0 Purpose

These procedures detail and specify the steps and documentation required for a person with prior medical specialist training to apply to the National Specialist Training Programme in General Practice (“GP Training Programme” or “the Programme”).

2.0 Procedure statement

It is the applicant’s responsibility to obtain all required evidence. Evidence should be submitted to the GP Training Admissions Team (“Selection”) at the point of application. Any application with incomplete evidence will not progress in the selection process.

Mischaracterisation or failure to disclose any information or documentation relevant to the person’s application or their past participation in a medical specialist training programme will result in immediate rejection of the application. Also, if discovered at a later date, the GP Training Agreement may be invalidated.

The decision made by GP Training Selection Team is final.

3.0 Application process

3.1 Stage 1

A person who meets the eligibility criteria under the Policy and who wishes to apply to the GP Training Programme must first complete Stage 1 of the recruitment process:

- Complete Application Form Part A;
- Successfully complete the Situational Judgement Test and Clinical Problem-Solving Test (SJT and CPST tests).

In Form A, the applicant is required to indicate on the form whether they:

- Resigned from medical specialist training for personal reasons;
- Resigned from medical specialist training prior to impending disciplinary or competency related action;
- Were removed from medical specialist training for competency issues;

- Were removed from medical specialist training for disciplinary issues;
- Were removed from medical specialist training for other issues.

3.2 Stage 2

3.2.1 All applicants

If invited to complete Application Form Part B (Stage 2 of the selection process), the applicant is required to submit through the online portal the following form and supporting evidence:

- The Support for Application to the GP Training Programme Form (see Appendix 1) signed by the relevant person(s) in the region where training was previously undertaken (relevant persons are Scheme Director and/or Regional Programme Director where required or equivalent).
- Full details of the circumstances leading to the resignation/removal from the previous medical specialist training programme;
- A description of the change in circumstances that render the applicant more likely to successfully complete the GP Training Programme;
- If applicable, evidence of the number of attempted summative examinations prior to resignation or removal and the number of allowable examinations in the former training body (see section 3.2.5).

An applicant who resigned prior to or during proceedings related to disciplinary conduct or competency that were subsequently stayed (e.g. Progression Review Committee or Disciplinary Action Committee or equivalent) must inform Selection in their Support for Application to a Training Programme Form.

3.2.2 Applicants who were previously removed for competency issues

In addition to the requirements under section 3.2.1, an applicant who was removed from a specialist training programme by a training body for competency issues must provide:

- Notarised copies of results from the last Competency Progression Committee (CPC) review or report from the equivalent progression review committee from the former training body;
- If applicable, details of the support provided to the applicant to improve their performance and expected remediation actions;
 - This may include, for example, copies of support plans and reports and feedback on progress

- Notarised copies of formal feedback and other evaluations received during the previous period of training (e.g. In Training Evaluation Report (ITER), Entrustable Professional Activity (EPA) or equivalent);
- If applicable, supporting letters from third party experts (e.g. occupational therapist, psychologist or other professional) who worked with the applicant confirming that they resolved their issues and that they are fit to undertake GP training (note that this is not a traditional reference letter about the applicant's character, but a positive statement indicating resolution of issues);
- If applicable, evidence of satisfactory completion of any sanctions from the Irish Medical Council or equivalent body in the relevant jurisdiction;
- Any other information relevant to the applicant's suitability for GP Training and likelihood of success.

3.2.3 Applicants who were previously removed due to disciplinary action / issues

In addition to the requirements under section 3.2.1, an applicant who was removed from a specialist training programme by a training body for disciplinary issues must provide:

- Notarised copies of the results of disciplinary action (or equivalent);
- Notarised copies of results from the last Competency Progression Committee (CPC) review or report from the equivalent progression review committee from the former training body;
- A supporting reference from the Regional Programme Director or equivalent;
- If applicable evidence of spent judicial convictions;
- If applicable, evidence of satisfactory completion of any sanctions from the Irish Medical Council or equivalent body in the relevant jurisdiction;
- Any other information relevant to the applicant's suitability for GP Training and likelihood of success.

3.2.4 Applicants who were previously removed for other events

The treatment of an application from a person who was removed from a specialist training programme per section 3.1.4 of the Policy will be dependent on the circumstances of the removal. In addition to the requirements under section 3.2.1, the applicant may be required to provide evidence as listed in sections 3.2.2 and 3.2.3 and may also include, but is not limited to:

- Evidence of loss/expiry of work permit, attempts to renew the work permit, visa clearance decision letters from the Department of Justice;
- Termination of employment contract letter, including the reason(s) for termination, and a current reference letter supporting the Applicant's return to medical practice;
- A letter from the relevant regulatory body relating to a loss of medical registration, including the reason for termination, imposed sanctions (if any) and evidence of remediation of those sanctions.

3.2.5 Examination attempts

The number of examination attempts permitted is determined by the date a trainee joined a medical specialty training programme for the first time and does not reset in a new training programme. If the applicant exhausted attempts in a recognised specialist training programme, they are not eligible to proceed through the application process. Where limited examination attempts remain, the pressure on the applicant and likelihood of success must be considered when reviewing the advisability of entry into the GP Training Programme.

If the applicant indicated that they attempted examination, the selection team should contact the Exams and Assessment Department for validation.

4.0 Validation, consent and reference process

Prior to interview (Stage 3 of the selection process), an assessment of the documentation provided under section 3.2 will be conducted by the Selection Team who may request validation from the GP Training Directorate. The following considerations will be given:

- The circumstances that led to the resignation/removal from the training programme;
- What the applicant has done since their exit from the programme;
- Any changes in personal circumstances that suggest the applicant's return to training would be successful;
- The steps, if any, taken by the applicant to keep their medical knowledge and skills up to date;
- If applicable, the steps that have been taken by the applicant to rehabilitate professionally and/or socially;
- If applicable, whether the applicant has gained any insight into the matters that led to their removal from their previous training programme;
- Any additional evidence relevant to the applicant's fitness to train or practice medicine.

Further details on the nature of any declaration may be requested and should be provided prior to the deadline for submission of applications. Failure to provide these details by the closing date may result in the application being rejected.

The onus is on the applicant to provide sufficient evidence to demonstrate how their change in circumstance renders them a viable candidate for the GP Training Programme.

4.1 Applicants previously removed due to competency/progression issues

Upon review of the information submitted, Selection may make one of the following determinations:

- The person is eligible to proceed through the application process on the basis that the nature of the competency and progression issues was serious but not severe and subsequent remediation actions were satisfactorily completed;
- The person is ineligible to proceed through the application process on the basis that the nature of the competency and progression issues was severe and/or subsequent remediation actions were insufficient or not satisfactorily completed.

4.2 Applicants previously removed due to disciplinary action/issues

It is recommended that Selection discuss applicants' eligibility under 4.2 with the GP Training Directorate. Upon review of the information submitted, Selection may make one of the following determinations:

- The person is eligible to proceed through the application process on the basis that the nature of the disciplinary issues was serious but not severe and subsequent remediation actions were satisfactorily completed;
- The person is ineligible to proceed through the application process on the basis that the nature of the disciplinary issues was severe and/or subsequent remediation actions were insufficient or not satisfactorily completed.

4.3 Applicants previously removed following external events

Upon review of the information submitted, Selection may make the following determination:

- The person is eligible to proceed through the application process as if they had previously resigned because their removal was out of their control (e.g. some instance where the work visa expired);
- The person is eligible to proceed through the application process as an applicant under section 3.2.2 (e.g. the person's employment contract was terminated for competency issues not related to training);
- The person is eligible to proceed through the application process as an applicant under section 3.2.3 (e.g. the person's employment contract was terminated for disciplinary issues not related to training);
- The person is ineligible to apply (e.g. the person would not meet the threshold set in section 4.0).

5.0 Roles and responsibilities

Applicant	<ul style="list-style-type: none"> • Complete and submit applications and supporting documentation in a timely manner. • Respond to requests for additional information from the College expediently.
Recruitment and Selection department	Review and determine an applicant's suitability for GP training.
GP Training Directorate	When requested, may review and consider an applicant's suitability to GP Training and may request clarification from the documentation provided in support of their application.

6.0 Definitions

Exceptional circumstances	<p>Exceptional circumstances may be defined as a demonstrated change in circumstances, which can be shown on the ability to train at that time and may include severe personal illness or family caring responsibility incompatible with continuing to train.</p> <p>Whilst it is difficult to define 'exceptional circumstances', it should be accepted that this must have been something that directly and specifically affected the trainee's ability to train at the time. An exceptional circumstance is not something that could have been dealt with and managed at the time and should be able to be evidenced as justifiably exceptional.</p>
Applicant	A person who previously participated in but did not complete a GP training programme and/or participated in medical specialist training programme and is applying to the National Specialist Training Programme in General Practice (GP Training Programme).
Resignation	Withdrawal from a training programme of the person's own volition.

Removal	Termination, dismissal, expulsion from a training programme or employment contract and usually as a result of performance or disciplinary issues.
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7.0 Related and supporting documentation

- Exit from GP Training Policy
- Applicant with Prior Training Policy
- MICGP Exam Regulations
- Disciplinary Action Policy
- Disciplinary Action Procedure
- Progression Review Committee Policy
- Progression Review Committee Procedures

8.0 Contact

Quality assurance and enhancement

qae.training@icgp.ie



Appendix 1— Application to the GP Training Programme Form

This form must be completed by all applicants to the GP Training Programme who have previously been removed or resigned from a medical specialist training programme.

Name: _____ IMC No: _____

E-mail address: _____ Mobile number: _____

Removal/Resignation from the medical specialist training programme

Indicate the reason for which you did not complete your previous medical specialist training programme. Select as appropriate.

Resigned for personal reasons	
Resigned prior to impending disciplinary or competency related action	
Removed for competency issues	
Removed for disciplinary issues	
Removed for other issues (please specify below)	

Please provide details of the reason you were removed or resigned from the programme.

Are you or were you the subject of sanctions from the Irish Medical Council or relevant regulatory body responsible for medical registration?	Yes / No
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Training history

Complete a separate entry for each year of training.

Specialty	Training level/Curriculum covered	Dates



Competency progression (or equivalent)

Specialty	Training level/Curriculum covered	Progression review outcome	Dates

Examination attempts

If applicable, in your former training body, how many times did you attempt summative examinations prior to resignation or removal and how many attempts at examinations are allowed?

Number of summative examinations attempts	Number of allowable examinations attempts

Change in circumstances

Please provide a description of the change in circumstances that render you more likely to successfully complete the GP Training Programme.

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Support for application to GP Training

In order to apply for the GP Training Programme following removal or resignation, the applicant must demonstrate exceptional circumstances and have support from the medical specialist training body where their training was undertaken.

I was previously involved with this applicant's training. I am aware of the issues that resulted in them leaving the training programme and I am supportive of them applying to the GP Training Programme.	Yes / No
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Reason to support the application:

Signature:

Print:

Date:

Role in applicant's previous training: