



Overview of Online Application Form 2024

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 (BST) in Ophthalmology have reviewed the guidance, eligibility and scorecard documents available on the [ICO website](#). You will be asked on application to confirm that you have done so.

*Please note that if there is **duplication** in your application, you will not be awarded marks in the duplicated areas. You will only receive marks **once** for research, publications, presentations and audits. Therefore, you should review the selection scoresheet prior to completing an application form to determine where you will receive the most marks. It is the **applicant's responsibility** to ensure that documents are submitted to the most appropriate section in order to maximise your score. Once the application is submitted, this **cannot** be altered.*

*A **supporting letter** from your supervisor must accompany papers in print or work in progress. In the absence of a supporting letter, work in progress will be disregarded.*

Abstract in a supplement denoting oral presentation or poster presentation at a meeting is not considered a publication.

Only submitted articles / papers / posters / abstracts / audits will be scored.

50% of points are awarded for non-ophthalmic content except audit.

*All supporting documents must be submitted on the application by the **closing date Friday 2nd February 2024 at 4pm**. No additional documentation will be accepted after this time.*

*Applicants are permitted to provide proof of passing the **FRCOphth Part 1 examination up to 3pm Monday 12th February 2024**. On receipt of results, email Andrea Farrell at andrea.farrell@eyedoctors.ie to arrange this.*

Applicants should note that it is their responsibility to ensure that all relevant supporting documents are provided, clearly labelled and highlighted in yellow where necessary.

If you are providing documentation in a language other than English, you must provide a copy of the original and a certified translation.

APPLICATIONS WHICH DO NOT MEET THE ELIGIBILITY CRITERIA WILL NOT BE PROGRESSED AND WILL BE REMOVED FROM THE SELECTION PROCESS.

Personal Details:

You will be asked to enter the following details:

- Surname *(as stated on your passport)*
- First Name *(as stated on your passport)*
- 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.*
 - ❖ *If Naturalisation is based on marriage to or being the civil partner of an Irish citizen, please upload a copy of the marriage certificate or evidence of the recognised civil partnership.*
 - ❖ *Holders of Stamp 4 permits must provide a copy of their residency permit (IRP Card).*

Irish Medical Council Details:

You will be asked to enter the following details:

- Confirm if you are currently registered with the IMC.
- If yes, specify which division of the IMC & upload your certificate of registration.
- IMC Number
- Registration Date.
- If no, confirm you are eligible for the Trainee Specialist Division.
- 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 and evidence as outlined on the [ICO website](#)
- 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 from the university which confirms this.*
- 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*

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 & National Publications:

You will be asked to enter the following details:

- Number of 1st 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 which must include :
 1. A copy of the publication and
 2. Written confirmation from the publisher, which clearly states acceptance of the paper for publication.

*Applicants must ensure that their **name** and the **title** of the publication is clearly visible by way of yellow highlighting on the document provided as proof/copy of the 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 which must include :
 1. A copy of the publication and
 2. Written confirmation from the publisher, which clearly states acceptance of the paper for publication.

*Applicants must ensure that their **name** and the **title** of the publication is clearly visible by way of yellow highlighting on the document provided as proof/copy of the 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 which must include:
 1. Upload a copy of the case report
 2. Upload written confirmation from the publisher, which clearly states acceptance of the case report for publication.

*Applicants must ensure that their **name** and the **title** of the publication is clearly visible by way of yellow highlighting on the document provided as proof/copy of the publication.*

International & National Meetings:

You will be asked to enter the following details:

- Number of International/National meetings

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

- Name of International/National Meeting
- Date of meeting
- Format of presentation i.e. Poster or Oral presentation
- Upload Evidence of presentation
 1. Upload a copy of the poster/oral presentation
 2. Upload written confirmation from the event organiser, which clearly states acceptance of presentation at the meeting.

*Applicants can provide the event programme as proof but must ensure that their **name** and the **title** of the presentation is clearly visible on the programme by way of yellow highlighting.*

3. Upload a certificate of attendance from the event organiser.

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
 - Upload a copy of the audit or a letter from your supervising consultant stating the nature, name of the audit and confirming your participation.
 - Audit Cycle
 - If audit presented, provide details and evidence of presentation as outlined above in presentation section.
 - If audit published, provide details and evidence of publication as outlined above in publication section.
- ❖ *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:

1. Upload a copy of the Research in Progress
 2. Upload a letter from their research 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(s)
 - ❖ *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. You must complete two referee nomination forms which are available on the [ICO website](#). The ICO will contact your nominated referees directly to request that they complete a reference form for you.

- Candidate details including: Name, Speciality, Hospital, Grade, Start and End dates
- Nominated Referee details including: Name, Specialty, Hospital, Grade and Contact Email

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.
- Signature of Applicant and Date