



**Specialist Training Fund Reimbursement Form**  
**July 2025 to July 2026**

<b>Surname</b>		<b>First Name</b>	
<b>Trainee Number:</b>			
<b>Speciality:</b>			
<b>Mobile Number</b>			
<b>Do you hold a NCHD contract 2010?</b>		<b>Yes</b>	<b>No</b>
<b>Equipment - Medical Equipment</b> (A maximum of €250 may be claimed for a GP bag once during a trainee's eligibility for the fund)			
<b>Textbooks</b> (A maximum of €150 per year may be claimed for textbooks specifically required as part of a trainees training programme)			
<b>Name/ Description</b>		<b>Receipt Attached</b>	
<b>Cost</b>	€	Yes	No
<b>TOTAL</b>	€		
<i>I declare:</i> All particulars stated on this form are complete, true and correct.  If I make a false claim I will be required to repay all monies in full and the fund will be withdrawn. I have paid all expenses claimed and attached relevant receipts and certificates in respect of expenses claimed on this form, all refunds received to date from any source are shown to the best of my knowledge no part of these expenses will be voluntarily reimbursed to me.			
<b>Signature of Trainer:</b>			
<b>(Mandatory prior to submission)</b>			
<b>Signature of Trainee:</b>		SpR year	
<b>Date:</b>			

*For Office use only:*

*Date of receipt of application form:* \_\_\_\_\_ *Date of payment:* \_\_\_\_\_

**RETURN COMPLETED FORM TO POSTGRADUATE TRAINING BODY**

*RECEIPTS AND CERTIFICATE OF ATTENDANCE MUST BE SUBMITTED WITH FORM*

**Notes:**

Prior to submitting a reimbursement form, applicants are advised to read “Specialist Training Fund for Higher Specialist Trainees – Guidance Document for Trainees, Training Body Personnel and Employers – July 2025/2026

**The Specialist Training Fund is available to:**

- SpRs/SRs/ST3-8 and 3<sup>rd</sup>/4<sup>th</sup> year GP trainees who are actively participating in a higher specialist training programme and who hold an NCHD Contract 2010
- SpRs/SRs/ST3-8 and 3<sup>rd</sup>/4<sup>th</sup> year GP trainees who are on the HSE-supported Dr. Richard Steevens’ Scholarship.

Applicants can apply for funding in respect of financial liabilities incurred between the dates Monday, 14<sup>th</sup> July 2025 to Sunday 12<sup>th</sup> July 2026.

**The Specialist Training Fund can be used:**

- to support the purchase of specialist medical equipment specifically required as part of your HST training programme. A maximum of €250 may be claimed for a GP bag once during a trainee’s eligibility for the fund,
- the purchase of textbooks. A maximum of €150 per year may be claimed for textbooks specifically required as part of a trainees training programme.

**The Specialist Training Fund cannot be used:**

- to reimburse trainees for claims eligible under the TSS or CCERS schemes. These are schemes the HSE has separate funding arrangements in place for NCHDs.
- to further subsidise trainees in educational activities for which the HSE already has separate arrangements in place e.g. contribution toward defined examinations and clinical courses – see the NCHD Clinical Courses Refund Scheme and Training Supports Scheme documents <https://www.hse.ie/eng/staff/leadership-education-development/met/ed/fin/>
- to pay for or subsidise educational activities which are funded via the Agreements in place between the HSE and the individual training bodies regarding the provision of specialist medical training;
- for the purchase of on-line resources, software, lap tops, palm pilots or any other hardware and
- for programmes/training modules provided directly by local employers, for example Infection Control training courses

**Audit**

A percentage of the claims made to the specialist training fund will be audited annually by the Forum of Postgraduate Training Bodies.

**Return the completed form to your postgraduate medical training body.**