



Feidhmeannacht na Seirbhíse Sláinte  
Health Service Executive

# Clinical Course & Examination Refund Scheme for NCHDs

Guidance Document for Employers & NCHDs  
Effective from 8<sup>th</sup> July 2019

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| Title:          | NCHD Clinical Course & Examination Refund Scheme  |
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# Clinical Course & Examination Refund Scheme for NCHDs

HSE-NDTP provide a suite of educational supports for NCHDs. The HSE-NDTP Clinical Course and Exam Refund Scheme (CCERS) is one of these supports and provides funding towards an approved list clinical courses and exams. All doctors employed under NCHD Contract 2010 are eligible to apply for refunds under the CCERS.

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

Commencing 8<sup>th</sup> July 2019 the full cost of an approved examination/course taken on after this date is eligible to be refunded for the **first sitting of the exam**. Applicants must hold HSE NCHD contract 2010. Subsequent sittings of the same exam are ineligible for any payment under this scheme. However subsequent sittings may be claimed from the HSE Training Supports Scheme (TSS) from July 2019 onwards (See TSS Policy for further details – <https://www.hse.ie/eng/staff/leadership-education-development/met/ed/fin/training-supports-policy-july-2019.pdf>).

Courses and exams undertaken prior to 8<sup>th</sup> July 2019 are only eligible to be refunded up to a maximum of €450 per clinical course/examination (or €650 for specific eligible exams taken abroad).

Only examinations which are unavailable in Ireland are eligible for refund if undertaken abroad. Please note that such examinations are identified in Appendix One by means of an asterix.

## A. 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](mailto:doctors@hse.ie) No receipts, result slips or other documents should be sent to HSE-NDTP.

**B. 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 the HSE NCHD Contract 2010;
- 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 (however, it may be possible to claim refunds for these other exams/courses under the auspices of the Training Supports Scheme). The contribution is payable by the HSE upon **the first sitting only** of the clinical course or examination regardless of whether the applicant has successfully passed the clinical course/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 asterisk 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           |
|---|----------------|
| <b>APPROVED CLINICAL COURSES</b>  |                |
| 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       |
| <b>ANAESTHESIOLOGISTS EXAMINATIONS</b>  |                |
| Membership of the College of Anaesthesiologists, MCAI -MCQ                      | MCAI MCQ       |
| Membership of the College of Anaesthesiologists, MCAI - OSCE /SOE               | MCAI OSCE/VIVA |
| Fellowship of the College of of Anaesthesiologists Ireland – Part 1 MCQ/SAQ     | FCAI MCQ       |
| Fellowship of the College of of Anaesthesiologists Ireland – Part 2 SOE         | FCAI SOE       |
| Fellowship of the Joint Faculty of Intensive Care Medicine of Ireland - FJFICMI | FJFICMI MCQ    |
| Fellowship of the Joint Faculty of Intensive Care Medicine of Ireland - FJFICMI | FJFICMI C/SOE  |
| <b>EMERGENCY MEDICINE EXAMINATIONS</b>  |                |
| *Fellowship of the Royal College of Emergency Medicine - Primary                | FRCEM          |
| * Fellowship of the Royal College of Emergency Medicine - Intermediate, Short   | FRCEM SAQ I    |
| * Fellowship of the Royal College of Emergency Medicine – Intermediate,         | FRCEM SJP      |
| * Fellowship of the Royal College of Emergency Medicine – Final, Quality        | FRCEM QIP      |
| * Fellowship of the Royal College of Emergency Medicine – Final, Critical       | FRCEM CA SAQ   |
| * Fellowship of the Royal College of Emergency Medicine – Final, Short Answer   | FRCEM SAQ F    |
| * Fellowship of the Royal College of Emergency Medicine – Final                 | FRCEM OSCE     |
| <b>GENERAL PRACTICE EXAMINATIONS</b>  |                |
| Membership of Irish College of General Practitioners - Modified Essay           | MICGPMEQ       |
| Membership of Irish College of General Practitioners – Core Knowledge Test      | MICGPCKT       |

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| Membership of Irish College of General Practitioners – Clinical Competency                                       | MICGPCCT1       |
| Membership of Irish College of General Practitioners – Clinical Competency                                       | MICGPCCT2       |
| <b>GENERAL MEDICINE EXAMINATIONS</b>   |                 |
| 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 Medicine Clinical Examination      | MRCPI2GMClin    |
| <b>OBSTETRICS &amp; GYNAECOLOGY EXAMINATIONS</b>   |                 |
| *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    |
| <b>OCCUPATIONAL MEDICINE EXAMINATIONS</b>  |                 |
| Membership of the Faculty of Occupational Medicine of Ireland Part 1   | MFOMI 1         |
| Membership of the Faculty of Occupational Medicine of Ireland OSCE   | MFOMI OSCE      |
| Licentiate of the Faculty of Occupational Medicine VIVA/Portfolio  | LFOM V/P        |
| Licentiate of the Faculty of Occupational Medicine Written   | LFOM Writ       |
| <b>OPHTHALMOLOGY EXAMINATIONS</b>  |                 |
| Membership of the Royal College of Ophthalmology - Part One  | MRCSEFCOphth 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            |
| <b>PAEDIATRIC EXAMINATIONS</b>   |                 |
| 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 |
| <b>PATHOLOGY EXAMINATIONS</b>  |                 |
| *Fellowship of the Royal College of Pathologists, UK – Part One  | FRCPPathUK1     |

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| *Fellowship of the Royal College of Pathologists, UK – Part Two                 | FRCPATHUK2   |
| *Certificate in Higher Autopsy Training (CHAT)                                  | CHAT         |
| <b>PSYCHIATRY EXAMINATIONS</b>  |              |
| *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-CFME | CPsychIBCE 1 |
| Member of the College of Psychiatrists of Ireland Clinical Exam Part 2-OSCE     | CPsychIBCE 2 |
| <b>PUBLIC HEALTH MEDICINE EXAMINATIONS</b>                                      |              |
| 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      |
| <b>RADIOLOGY EXAMINATIONS (Diagnostic Radiology)</b>                            |              |
| Fellowship of the Faculty of Radiologists, RCSI – Primary                       | FFRPrim      |
| Fellowship of the Faculty of Radiologists, RCSI – Final 2A                      | FFRFinal 2A  |
| Fellowship of the Faculty of Radiologists, RCSI – Final 2B                      | FFRFinal 2B  |
| <b>RADIOLOGY EXAMINATIONS (Radiation Oncology)</b>                              |              |
| Primary Exam - (FRCR UK Part I Exam)  | FFRPrim UK   |
| Fellowship of the Faculty of Radiologists, RCSI – Final 2A                      | FFRFinal 2A  |
| Fellowship of the Faculty of Radiologists, RCSI – Final 2B                      | FFRFinal 2B  |
| <b>SURGERY EXAMINATIONS</b>   |              |
| 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 & Orthopedic Surgery – Section One       | IETOS1       |
| *Intercollegiate Examination in Trauma & Orthopedic Surgery – Section Two       | IETOS2       |

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| *Intercollegiate Examination in Urology – Section One          | IEU1  |
| *Intercollegiate Examination in Urology – Section Two          | IEU2  |
| *Intercollegiate Examination in Vascular Surgery – Section One | IEVS1 |
| *Intercollegiate Examination in Vascular Surgery – Section Two | IEVS2 |

\* 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.
- Applications must be submitted within six months of undertaking the examination/course
- 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, or received payment for same from any other HSE funded scheme. 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.*

**Date of Application to Employer**

**For Employer's Use Only:**

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