

DETE Guidance for Employment Permits for Non-Consultant Hospital Doctors in Public Hospitals and Public Health Facilities: Two-Year Multi-Site General Employment Permit (GEP) (effective from 11am, 6 December 2021)

When applying for a Two-Year Multi-Site GEP log on to the [Employment Permit Online System](#) and choose the General Employment Permit for Trusted Partners (NEW).



General Employment Permit
Trusted Partner (New)

You will then be prompted to fill in the foreign national's passport number, expiry date and name. Once these details have been entered you will be brought to the standard GEP application. You will need to enter in the Trusted Partner Number associated with your hospital. Please ensure to use the correct TP number. You must have a Trusted Partner Number to apply for a Two-Year Multi-Site GEP.



Introduction
Trusted Partner Details
Details of Foreign National
Details of Redundancy
Details of Employment
Details of Remuneration
Details of Advertisement
Final Details

How to fill in the “Details of Employment” section




Enter the job title as **NCHD** (NCHD includes the following Job Titles: Senior House Officer, Registrar, Senior Registrar, Specialist Registrar). If you require an employment permit for a 12 month Intern do not use the Two-year Multi-Site GEP – use a standard GEP with a 12 month duration instead.

When asked:

“Is the application in relation to Health Professional” choose **“YES”**

“Type of Health Professional” choose **“Doctor”**

You will then be given the option to select **Multi Site** where you will need to enter the start and end date of the contract (these dates will reflect the proposed length of employment with your organisation).

1. Title of Job 	<input type="text" value="NCHD"/>
2. Is the application in relation to Health Professional?	<input type="text" value="Yes"/>
3. Type of Health Professional	<input type="text" value="Doctor"/>
4. Multi Site Option (optional)	<input type="text" value="Yes"/>
5. Contract Start Date*	<input type="text" value="01/01/2022"/> 
6. Contract End Date*	<input type="text" value="07/07/2022"/> 
7. Registration/Pin/ Licence No.	<input type="text" value="1234567"/>

For question 8 please enter “24” months as the proposed duration of the employment permit (DETE will be removing this option from the form in the coming days)

8. Proposed Period of Employment Permit (in months)	<input type="text" value="24"/>
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You should complete the remainder of the application and submit as normal.

Future NCHD Changes

In the future, if you do not wish to extend the contract beyond the original contract date, please email the NCHD's:

- Name
- Employee ID - This is NOT their HSE or Hospital employee ID. It is a number auto-generated by DETE the first time the doctor enters the DETE system and is printed on the Permit in the 'Employee Details' section. It is unique and should never change for an individual.
- EP Number - This is written in the 'Conditions' Section of the Employment Permit.
- Confirmed Contract End Date

to

HSEDoctors@enterprise.gov.ie

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- Name
- Employee ID - This is NOT their HSE or Hospital employee ID. It is a number auto-generated by DETE the first time the doctor enters the DETE system and is printed on the Permit in the 'Employee Details' section. It is unique and should never change for an individual.
- EP Number - This is written in the 'Conditions' Section of the Employment Permit.
- New Contract End Date
- Attach a copy of the new contract

to

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In the future, you may wish to employ an NCHD from another site who already has a Two-Year Multi-Site GEP. To do this you need to confirm with DETE that they have a valid Two-Year Multi-Site GEP before you employ them. Do this by emailing the NCHD's:

- Name
- Employee ID - This is NOT their HSE or Hospital employee ID. It is a number auto-generated by DETE the first time the doctor enters the DETE system and is printed on the Permit in the 'Employee Details' section. It is unique and should never change for an individual.
- EP Number - This is written in the 'Conditions' Section of the Employment Permit.
- Proposed Contract Start Date
- Proposed Contract End Date
- Proposed Job Title
- Attach a copy of the new contract

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DETE will respond with a confirmation that the permit is valid, or not, and will record all the above information on their system.

DETE will make all the contract details available to Immigration Service Deliver in the Department of Justice, which they may use in making a decision on future applications by the NCHD for Permission to Remain so it is vital that the above steps are done by the employer.

**Employment Permits Section
Department of Enterprise, Trade and Employment
6 December 2021**