



Feidhmeannacht na Seirbhíse Sláinte
Health Service Executive

Professional Development Programmes for NCHDs

Guidance Document for Employers & NCHDs

July 2014

It is important that this document is read in its entirety

HEALTH SERVICE EXECUTIVE

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Professional Development Programmes for NCHDs

Introduction

This Guidance Document is aimed at non-consultant hospital doctors (NCHDs) working in the public health service and focuses specifically on Professional Development Programmes (PDPs) for NCHDs.

Professional Competence Schemes

NCHDs working in the public health service who are registered on the General Division or Supervised Division and who are not actively enrolled and participating in a specialist training programme, are required by law to actively maintain their professional competence in line with the Medical Council's requirements.

To meet these legal requirements, such NCHDs must enrol on a Professional Competence Scheme (PCS) with the relevant Training Body.

The enrolment on PCS and any fees related thereto are entirely a matter for each individual NCHD. NCHDs must be enrolled on a Professional Competence Scheme before they can enrol on a Professional Development Programme. Enrolment on PCS is with the relevant Training Body.

Professional Development Programmes

Professional Development Programmes have been commissioned by the HSE to facilitate NCHDs to maintain their professional competence in line with Medical Council requirements.

Professional Development Programmes have been developed with a view to providing NCHDs who are not engaged in specialist training with a suite of professional educational activities which will assist the NCHD in fulfilling some of the requirements of their Professional Competence Schemes.

Each PDP has been developed to enable an NCHD enrolled in it to achieve a minimum of 20 externally validated educational credits per annum. These credits can be counted towards meeting the NCHD's requirements as stipulated by the Medical Council regarding the maintenance of their professional competence.

Eligibility Criteria

The following eligibility criteria shall apply for enrolment and participation in a Professional Development Programme with the relevant postgraduate training body:

1. The NCHD must be enrolled in the relevant Professional

Competence Scheme applicable to their specialty and area of practice as required by law;*

2. The NCHD must hold the NCHD Contract 2010;
3. The NCHD must work within the public health service;
4. The NCHD must **not** be enrolled in an intern training programme under the auspices of an Intern Training Network or a specialist training programme under the auspices of one of the Irish postgraduate training bodies; and
5. The NCHD must be registered on the General Division or Supervised Division of the Register of Medical Practitioners maintained by the Medical Council.

****Please be advised all doctors previously enrolled with professional competence for 2013/2014 must have paid the annual professional competence subscription for 2014/2015 to successfully enrol with the professional development programme.***

Professional Development Programme Fees

The HSE's support for enrolment on a Professional Development Programme fee is €1,918 per annum. **NCHDs who meet the eligibility criteria above and enrol with the relevant Professional Development Programme within the time lines specified in this document are not required to personally pay this fee.** This fee will be paid directly by the HSE to the training body in relation to those NCHDs. This fee will cover an NCHD's participation in a PDP for the current 2014/2015 Medical Council registration period.

NCHDs who do not enrol by the required deadline may be able to enrol with the relevant Training Body, subject to the individual Training Body's processes and capacity, but will be required to pay the fee themselves directly to the Training Body. In such circumstances it is recommended the NCHDs should contact the Training Body for more detail about the programme and the individual courses being run by the Training Body.

Closing Date for Registration for Professional Development Programmes

All NCHDs who meet the eligibility criteria specified for these programmes are now invited by the HSE and the training bodies to enrol on the Professional Development Programme that is most applicable to them i.e. the programme being provided by the training body with whom the NCHD has enrolled with for the purposes of a Professional Competence Scheme.

The enrolment period for Professional Development Programmes is as follows:

Application process opens: Monday, 21st of July 2014

Application process closes: Friday, 26th of September 2014

Failure to enrol by the 26th of September 2014 will result in non-payment of the PDP fee by the HSE. NCHDs who wish to enrol in the PDP after the deadline or wish to attend any of the courses being run by the Training Body will be required to pay a fee directly to the Training Body.

(Please note that you must enrol on a Professional Competence Scheme before enrolling on a Professional Development Programme)

To enrol on a professional development programme, each eligible NCHD must make contact directly with the relevant training body and complete the application process specific to that body. Please see Table One for the contact details of the relevant training bodies.

Overview of Process for NCHDs

Step One

Review eligibility criteria defined for Professional Development Programmes with a view to assessing whether you meet the criteria. Any queries regarding your eligibility for these programmes can be directed to your employer, or the HSE-MET Unit or the relevant training body.

Step Two

If deemed eligible, each NCHD must contact directly the relevant training body within the enrolment period defined above.

Step Three

Complete the training body's application process for enrolment on a Professional Development Programme.

Frequently Asked Questions

1. How do I know if I am eligible to enroll on a Professional Development Programme?

If you can answer YES to ALL of the following questions you are eligible to enroll for a Professional Development Programme:

1. *Are you currently enrolled in a Professional Competence Scheme as required by law?**
2. *Do you hold the NCHD Contract 2010?*
3. *Do you work within the public health service?*
4. *Are you registered on the General Division or Supervised Division of the Register of Medical Practitioners maintained by the Medical Council?*

If you have answered NO to any of the above questions you are **NOT** eligible to register for the Professional Development Programme.

*Please be advised all doctors previously enrolled on a professional competence scheme for 2013/2014 must have paid the annual professional competence subscription for 2014/2015 to successfully enrol with the professional development programme for 2014/15.

2. What is the difference between the Professional Development Programme and Professional Competence?

All doctors are legally required to maintain their professional competence by enrolling in *professional competence schemes* and following the requirements set by the Medical Council. Schemes are operated by postgraduate training bodies. Schemes are in place for all registered doctors on the Specialist, General and Supervised Division of the Medical Register.

Part of the professional competence requirements of each practitioner is to achieve 20 externally validated CPD credits. Practitioners are also required under professional competence to accrue internal credits and fulfil audit requirements. Full details regarding professional competence schemes can be found on the Medical Council website or through your postgraduate training body.

The *Professional Development Programme* is commissioned by the HSE with a view to providing eligible NCHDs with a suite of professional educational courses which will assist the NCHD in fulfilling the 20 external CPD credit requirements of their Professional Competence Schemes.

The enrolment for Professional Competence Schemes and the Professional Development Programme are separate and independent application processes.

3. I am currently enrolled in a specialist training programme under the auspices of the one of the Irish postgraduate training bodies. Am I eligible for the PDP?

No, doctors who are enrolled in a postgraduate training programme are not eligible for PDP. Doctors actively participating in a specialist training programme are deemed, by such participation, to be meeting their professional competence requirements.

4. I am currently enrolled in an intern training programme under the auspices of an Intern Training Network. Am I eligible for the PDP?

No, doctors who are enrolled on an intern training programme are not eligible for PDP. Doctors actively participating in an intern training programme are deemed, by such participation, to be meeting their professional competence requirements.

5. I haven't registered for Professional Competence yet; can I register for PDP?

No, in order to register for PDP you must have enrolled in the relevant Professional Competence Scheme applicable to your specialty. For further information on how to register for Professional Competence please contact either the relevant Postgraduate Training Body (see Table 1) or Medical Council (medicalcouncil.ie).

6. If I complete the PDP programme will I have fulfilled my Professional Competence requirements?

No, the Professional Development Programme is designed to aid NCHDs in fulfilling the 20 external credits required for Professional Competence. NCHDs are still required to fulfil their internal credits and audit requirements as part of their Professional Competence requirements.

7. If I miss the deadline can I still apply for the Professional Development Programme?

Eligible NCHDs MUST register for the Professional Development Programme with the relevant Postgraduate Training Body by Friday the 26th of September 2014 in order to avail of the HSE's fee contribution. NCHDs who do not enrol by the required deadline may be able to enrol with the relevant Training Body, subject to the individual Training Body's processes and capacity, but will be required to pay the fee themselves directly to the Training Body. In such circumstances it is recommended the NCHDs should contact the Training Body for more detail about the programme and the individual courses being run by the Training Body.

8. Who do I contact to register for Professional Competence?

To register for Professional Competence contact the Professional Competence department of the relevant postgraduate training body. There is a separate application process for Professional Competence versus Professional Development Programmes.

9. Who do I contact to register for the Professional Development Programme?

See table one for a contact list

10. Is there a registration form to be completed to enrol onto a Professional Development Programme?

Yes, contact the Professional Development Programme department of the relevant training body to obtain a copy of the registration form or visit the postgraduate training body website.

11. If I submit a registration form for Professional Competence am I automatically registered onto the Professional Development Programme?

No, the Professional Development Programme and Professional Competence each have a separate application process which you must complete.

12. Can I attend any course offered by my Postgraduate Training Body if I am enrolled in the Professional Development Programme?

No, the Postgraduate Training Body will provide you a list of the eligible courses that you can attend as part of the Professional Development Programme.

Table One **Professional Development Programmes** **Training Body Contact Details**

College of Anaesthetists

W: anaesthesia.ie
E: ProfessionalCompetence@coa.ie
T: 01 661 4412

Relevant clinical specialty areas:

- Anaesthesia
- Pain medicine
- Intensive care medicine

College of Psychiatry of Ireland

W: irishpsychiatry.ie
E: pdp@irishpsychiatry.ie
T: 01 661 8450

Relevant clinical specialty areas:

- General Adult Psychiatry
- Child & Adolescent Psychiatry
- Intellectual Disability
- Psychiatry of Old Age
- Forensic Psychiatry
- Liaison Psychiatry

Faculty of Paediatrics, RCPI

W: rcpi.ie
E: courses@rcpi.ie
T: 01 863 9760

Relevant clinical specialty areas:

- Paediatrics

Faculty of Pathology, RCPI

W: rcpi.ie
E: courses@rcpi.ie
T: 01 863 9760

Relevant clinical specialty areas:

- Chemical Pathology
- Haematology
- Histopathology
- Immunology
- Microbiology
- Neuropathology

Faculty of Radiologists, RCSI

W: radiology.ie
E: pcs@radiology.ie
T: 01 402 2139

Relevant clinical specialty areas:

- Diagnostic Radiology
- Radiation Oncology

Institute of Obstetricians & Gynaecologists, RCPI

W: rcpi.ie
E: courses@rcpi.ie
T: 01 863 9760

Relevant clinical specialty areas:

- Obstetrics & Gynaecology

Irish College of Ophthalmologists

W: eyedoctors.ie
E: ico@rcsi.ie
T: 01 402 2777

Relevant clinical specialty areas:

- Ophthalmology

Irish Committee of Higher Medical Training, RCPI

W: rcpi.ie
E: courses@rcpi.ie
T: 01 863 9760

Relevant clinical specialty areas:

- Cardiology
- Dermatology
- Endocrinology & Diabetes
- Gastroenterology
- GIM
- Genito-Urinary Medicine
- Geriatric Medicine
- Infectious Diseases
- Medical Oncology
- Nephrology
- Neurology
- Palliative Medicine
- Rehabilitation Medicine
- Respiratory Medicine
- Rheumatology

Royal College of Surgeons in Ireland (RCSI)

W: rcsi.ie

E: pdp@rcsi.ie

T: 01 402 2166

Relevant clinical specialty areas:

- Emergency Medicine
- Cardiothoracic Surgery
- General Surgery
- Neurosurgery
- Ophthalmic Surgery
- Oral & Maxillo-Facial Surgery
- Otolaryngology
- Paediatric Surgery
- Plastic Surgery
- Trauma & Orthopaedic Surgery
- Urology