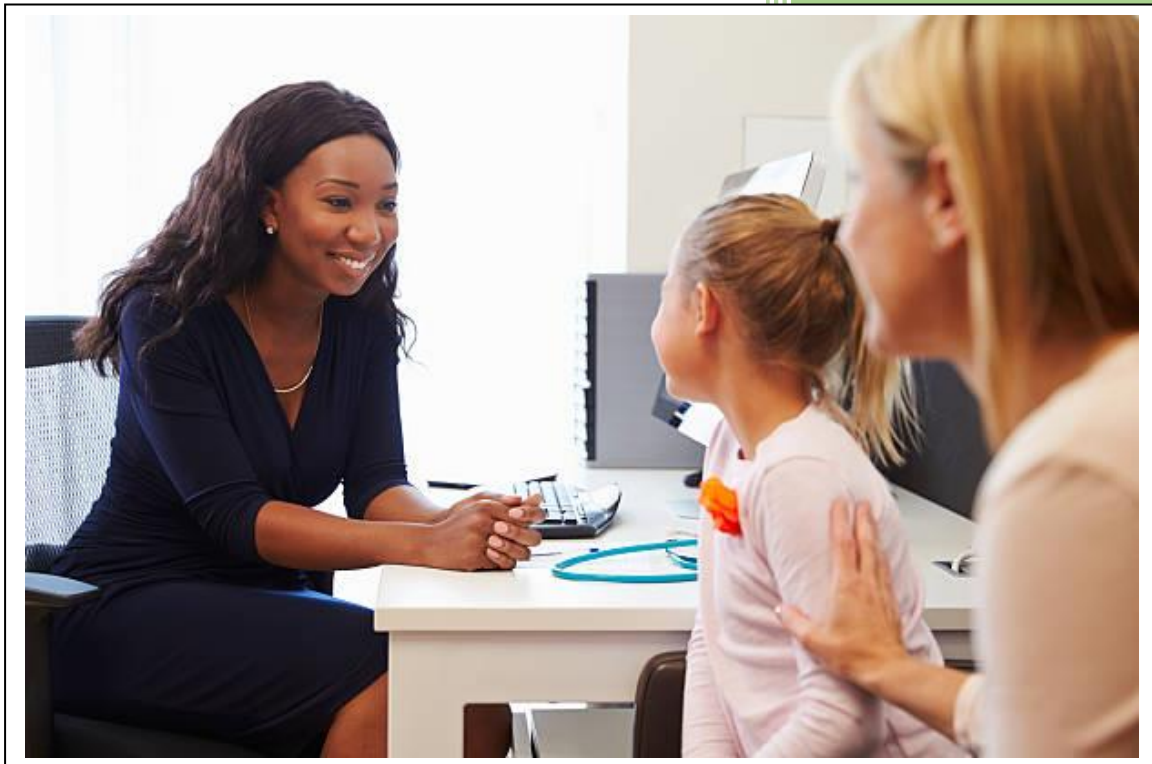




2024 Trainee  
Recruitment

# GP Trainee Recruitment 2024 GUIDE TO APPLICANTS



[www.beagp.com](http://www.beagp.com)

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This document should be read in conjunction with

[\*\*The National Specialist Programme in General Practice Training prospectus\*\*](#)

## Section 1: What's new in 2023?

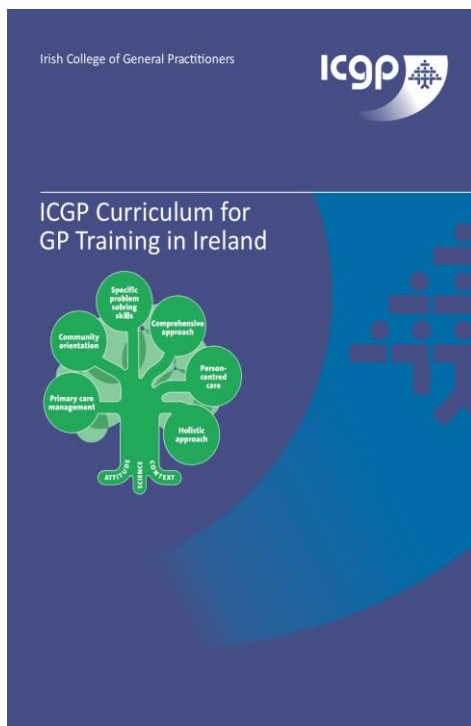
This year, the ICGP recruitment process will be in two stages, the first stage is open to all doctors that wish to apply for the [situational judgement \(SJT\) and clinical knowledge tests \(CKT\)](#). The second stage is for applicants that meet the minimum standard in the SJT & CPST tests. Further information is detailed in this guide.

## Section 2: General Information on the National Specialist Training Programme in General Practice.

Doctors interested in applying for the 2024 intake of GP trainees are strongly advised to read the National Training Prospectus and the ICGP GP training curriculum in conjunction with this guide.

[GP Training Curriculum](#)

[2024 GP Training Prospectus](#)



## Section 3: Applications & Intake into GP Training



Recruitment to general practice training in Ireland is a competitive process which is managed by the ICGP. As the number of applicants exceeds the number of training places available, not all applicants will be successful in gaining a place at the first attempt.

Applicants are assessed in a two-stage process:

### 1. Shortlisting

The following are the requirements for shortlisting:

- a. Applicants must meet the required standard in a situational judgement test (SJT) & clinical problem-solving test (CPST);
- b. Applicants are required to complete an [online application form](#) and provide evidence of:
  - i. [HSE English language competency requirements](#)
  - ii. [Eligibility for the trainee register of the Irish Medical Council](#)
- c. Adequate clinical experience:

Applicants must have a minimum of nine months paid full-time (or equivalent) postgraduate acute hospital based clinical experience, either as an intern or SHO, by July 2024. Clinical posts must be of a minimum of three months duration (the only exception is where they are part of a structured intern programme).

2. **Interview** - Applicants who meet the shortlisting requirements will be invited to interview. Interviews will be held online on 7<sup>th</sup> & 8<sup>th</sup> February 2024.

Scores from shortlisting and interview will be combined to give an overall candidate score. Offers of scheme places will be made in rank order of this overall score, taking into consideration the candidate's scheme preference(s) and [HSE policy on the allocation of training places](#).

In 2023, 968 applications were received for 286 training places.

A breakdown of the region/scheme intake in 2023 is outlined below. The intake per scheme for 2024 will be confirmed shortly.



### West Region

Western Scheme	Donegal Scheme	Sligo Scheme
36	13	12

### Dublin North Leinster

North East Scheme	RCSI Scheme	North Dublin City Scheme
27	21	25

#### ICGP Central

##### Key Support Functions

- Curriculum & Exams
- Recruitment
- Placements
- Conferences & Events
- Transformation
- ICT Support
- Blended Learning Dev.
- Training Governance
- Trainee Welfare

Support & Oversight

### South Region

Cork Scheme	South East Scheme	Mid West Scheme	South West Scheme
24	24	21	15

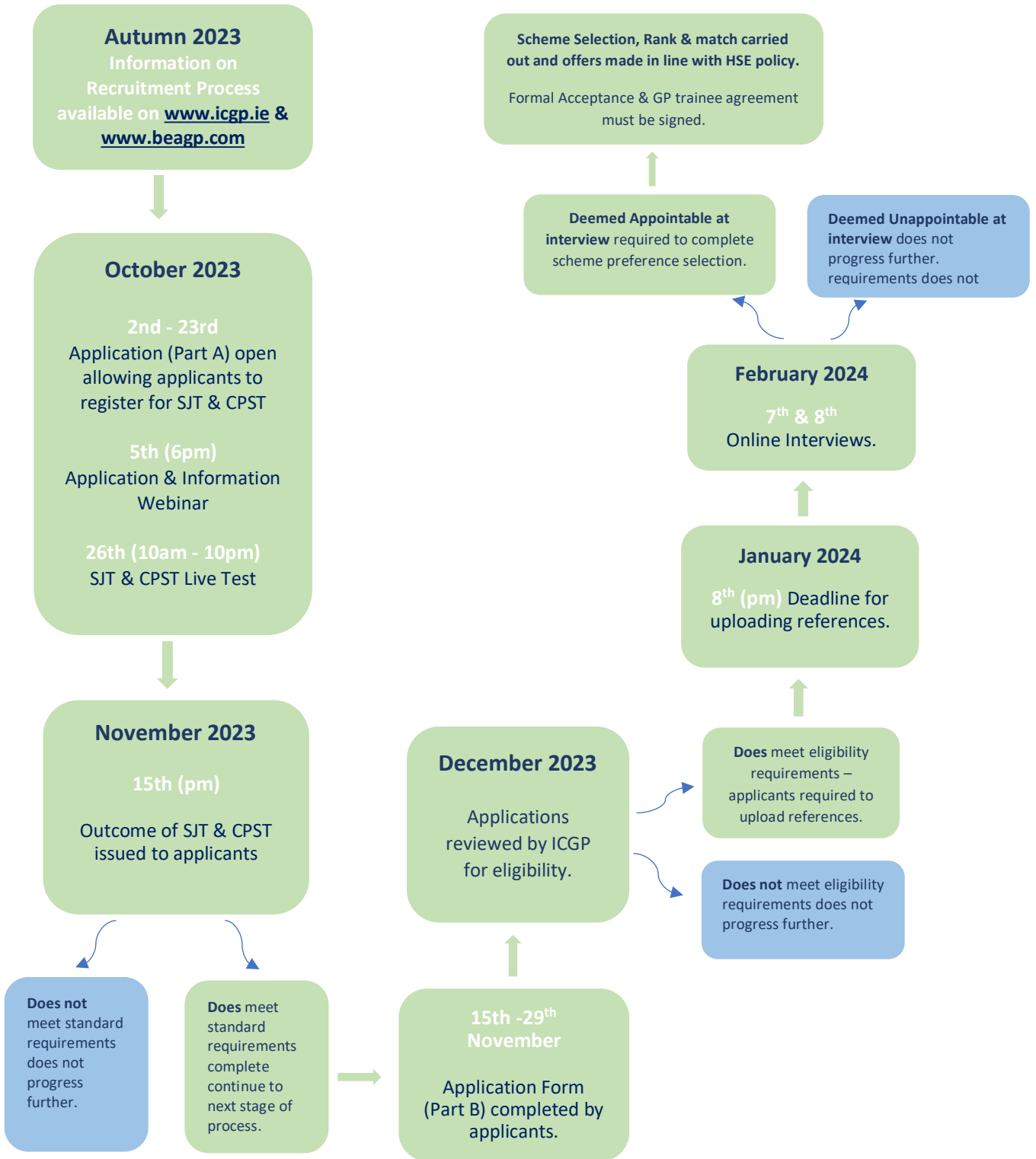
### Dublin South Leinster

UCD DML Scheme	Midlands Scheme	TCD Scheme
24	17	27

Trainee Progression Decisions

## Section 4: Recruitment Process Timelines

The chart below outlines the timelines in the recruitment process. These steps are further explained throughout this guide.



## Section 5: Overview of GP Trainee Recruitment Process

### STEP 1

**Application:** Online application (Part A) opens early October to allow applicants to apply for the Situational Judgement Test (SJT) & Clinical Problem-Solving Test (CPST). Applicants complete a brief application form, pay a non-refundable application fee of €75.

### STEP 2

**SJT & CPST:** The online SJT & CPST test window will be open from 10am – 10pm on Thursday 26<sup>th</sup> October. Applicants will be required to undertake the test in one sitting and will be required to set aside approximately 3 hours to complete the test. Full details on the test will be issued to applicants in advance of the test date.

**Successful SJT & CPST** Applicants that meet the minimum requirements in both tests will be required to complete **Part B** of the application form.

**Unsuccessful SJT & CPST** Applicants that do not meet the minimum requirements in both these will not proceed further in the 2024 recruitment process.

### STEP 3

**Application Form & Eligibility (Application Part B):** Applicants successful in step 2 (above) will be required to complete part B of the application form. This requires applicants to provide evidence of meeting the [HSE & IMC eligibility criteria](#), details of previous hospital experience, qualifications, referee details and apply for [Recognition of Prior Learning \(RPL\)](#), if applicable. Applications are reviewed to ensure the appropriate supporting documentation confirming that requirements for HSE English language competency and eligibility for the trainee specialist register are met.

### STEP 4

**Shortlisting:** Shortlisting is based on performance at SJT and CPST tests **and** on applicants having completed a minimum of nine months clinical experience. The clinical experience must be paid full time (or equivalent), postgraduate acute hospital based, either as an intern or SHO by the time of starting GP training in July 2024.

### STEP 5

**Reference Upload and Interview Consent:** Candidates invited to interview are required to complete an online validation and consent process prior to interview. This includes uploading BST references x 2, ID and declaration form.

### STEP 6

**Interview:** Interviews will be held online on Wednesday 7<sup>th</sup> & Thursday 8<sup>th</sup> February 2024. Candidates will be randomly allocated to interview panels and will be assessed on a number of core competencies.

**STEP 7**

**Scheme Selection:** Following the interview, candidates deemed appointable will be required to select training scheme preferences (online).

**STEP 8**

**Rank and Match:** A rank and match is undertaken, taking into account the number of available places on schemes, [HSE national policy on the allocation of training places](#), and candidates' total overall score and training scheme preferences.

**STEP 9**

**Offers:** Offers are made in rank order in accordance with the national allocation policy. A candidate may either accept the offer, reject it or withdraw from the process.

- ❖ There is no deferral of training. Offers made in 2024 are for commencement on 8<sup>th</sup> July 2024.
- ❖ Candidates are not permitted to exchange places/offers with other successful candidates.
- ❖ If a candidate rejects a training offer this does not impact on any future applications. If, however, a candidate accepts a training offer and withdraws without a valid reason, having signed the GP trainee agreement, they may be referred to the Irish Medical Council for unprofessional behaviour. This may also impact on the success of future applications.



## Section 6: Eligibility Criteria

Applicants that meet the required standard in the [SKT & CPST](#) tests are required to provide evidence at application stage of their Irish Medical Council (IMC) eligibility for the trainee specialist register and of HSE English language competency requirements. It is the responsibility of the applicant to ensure that their documentation is up-to-date and meets the criteria below.

- [Eligibility for the Trainee Specialist Register](#)
- [HSE English language](#)

### 1. Eligibility for the Trainee Specialist Register

Criteria	Required Supporting Documentation to support TSR
A. Doctors who have graduated from an Irish Medical School and have successfully <b>completed</b> their internship in Ireland	<b>Certificate of experience from IMC <u>OR</u> a copy of previous IMC intern registration certificate</b>
B. Doctors who have graduated from an Irish Medical School and <b>will complete</b> their internship in Ireland by July 2024	<b>Certificate of registration</b> from Medical Council indicating intern registration & Irish Medical Degree
C. Doctors who are currently registered with the IMC on the General or Trainee register	<b>Current IMC registration certificate</b>
D. Doctors who were previously registered with the IMC on the General or Trainee register	<b>Previous IMC registration certificate</b>
E. Doctors who have successfully completed their medical Qualification in one of the following countries – Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Latvia, Netherlands, Romania, Spain, Switzerland or Slovak Republic	<b>Medical Degree</b> from one of the listed EU Countries
<b>Applicants that do not meet any of the criteria A - E must contact the IMC directly for confirmation of eligibility for registration in the General Division of the register. The ICGP <u>cannot</u> advise on eligibility outside the parameters as outlined</b>	
F. Applicants that do not meet Criteria A-E e.g. -EU applicants not listed in option E -Non-EU applicants, including UK applicants	<b>Email/letter confirmation from the IMC</b>

### 2. HSE English language

Criteria (Exemptions for IELTS/OET)	Required Supporting Documentation to support ELC
A. Registration with the IMC prior to 1 <sup>st</sup> January 2015	<b>IMC certificate of registration</b> (any division of the register) - dated prior 1 <sup>st</sup> January 2015
B. Completion of medical degree through English in Ireland, UK, Australia, Canada, New Zealand or USA	<b>Copy of Medical Degree</b> from Ireland, UK, Australia, Canada, New Zealand or United States
C. Completion of Irish state leaving certificate <u>or</u> A Levels (UK) and completion of a Medical Degree through English	Copy of Irish state leaving certificate <u>or</u> A Levels (UK) Copy of Medical Degree Confirmation from university that the medical degree was taught/examined solely in English
D. Currently or previously employed as medical doctor by the HSE, whereby IELTS/OET was completed upon entering service to HSE	Copy of IELTS/OET submitted to HSE (this does not have to be dated within 2 years of application but is required to meet the minimum scoring as outlined <a href="#">here</a> . Provision of current/previous HSE employment posts as MD on the application form.
<b>Applicants that do not meet any of the above criteria are required to submit one of the following:</b>	
E. IELTS Certificate—International English Language Testing System	<b>IELTS certificate</b> , dated within 2 years of the application to gp training. Overall score of 7 & min of 6.5 in reading, writing, listening & speaking.
F. OET Certificate—Occupational English Test	<b>OET certificate</b> , dated within 2 years of the application to gp training. Minimum grade of B & min. of B in reading, writing, listening & speaking.

## Section 7: Application Form

The 2024 application form for GP trainee recruitment is made up of two parts (A & B).

To access [Part A](#), doctors are required to register for an account on [www.icgp.ie](http://www.icgp.ie), click log in and follow the steps. Doctors that already have an ICGP account are asked not to re-register for a new account but to follow online instructions on recovering passwords.

### Application Form Part A

This allows doctors to apply for the SJT & CPST tests. The information required is:

- Name
- Email address
- Postal address
- Country of citizenship
- Stamp 4 Holder – *Yes, No, In process*
- Irish Medical Council (IMC) registration number (*if you do not have an IMC number this can be left blank*)
- Type of Irish IMC registration (*'Internship Registration', 'Specialist Division', 'Trainee Division', 'General Division'*) If you do not have an IMC registration this can be left blank.
- Country of Graduation
- Entry level to medical school (*Graduate Entry or Undergraduate*)
- I am a CAO/HEA graduate\* of Irish Medical School (*Yes/ No*)  
*A CAO/HEA Graduate is defined as a trainee who was entitled to free fees in an Irish Medical School and who accessed the programme through the CAO process. Any student who was required to pay fees to access their degree is not considered a CAO/HEA Graduate.*
- Current post (*Intern (Ireland), SHO or Equivalent, Registrar, Consultant, FY1/FY2 (UK), General Practitioner, not currently working, Other (Free text)*)
- Current interns must insert their expected internship completion date: DD/MM/YYYY **and** Medical School (*TCD, UCD, RCSI, UL, UCC, NUIG, Other (free text)*)
- Based on medical grounds I will require additional time for the SJT & CPST test (*Yes/ No*)  
*Applicants that indicate Yes must email supporting documentation from a registered medical specialist by Monday 23rd October @5pm to [gptraining@icgp.ie](mailto:gptraining@icgp.ie)*
- **Tick Box – I understand the [Terms and Conditions of application](#)**
- **Payment link - a non-refundable fee of €75 applies.**

Applicants that complete this application form will be issued with relevant information on the SJT & CPST tests in advance of the test date.

## Application Form Part B

This application form must be completed by applicants that meet the standard required in the SJT & CPST tests. The form will be open to this cohort of applicants from 15<sup>th</sup> – 29<sup>th</sup> November. This application requires more detailed information in relation to hospital experience, qualifications, research and the provision of appropriate supporting documentation.

The information requested is listed below. Sections with and \* are mandatory

- Consent to [Terms & Conditions of application](#)\*
- Personal details including country of citizenship and Stamp4 status.\*
- Eligibility Requirements of the Irish Medical Council (IMC) and Health Service Executive (HSE)\*
  - IMC – [Eligibility for the trainee specialist register](#)
  - HSE – [English language competency](#)
- Undergraduate medical qualification\*
- Hospital Experience - details of a minimum of 9 months postgraduate clinical experience (prior to July 2024)\*
- Postgraduate qualifications
- Research achievements & personal development
- [Recognition of Prior Learning \(RPL\)](#)
- Referees, declarations & application summary\*

A step by step guide to completing application Part B is available [here](#).

## Section 8: Shortlisting Criteria

Shortlisting is based on applicants' performance on a Situational Judgement Test and Clinical Problem-Solving Test. Applicants must also provide details of a minimum level of postgraduate clinical hospital experience.

### Hospital Experience

Applicants will be required **to have completed a minimum of 9 months paid full time (or equivalent) postgraduate acute hospital based clinical experience either as an intern or SHO at the time of starting GP training July 2024**. Clinical posts must be a minimum duration of 3 months each (the only exception to this is where they are part of a structured intern programme).

### Situational Judgement Test

The SJT will consist of approximately 40 scenarios depicting situations which applicants would be likely to encounter in their work as a hospital doctor. The SJT will assess attributes such as professionalism, empathy, coping with pressure and integrity, and are a measure of pro-social behaviour. They will not measure clinical knowledge. Applicants will be asked to select from a range of options the most appropriate action to take in a given situation. Answer keys will follow two formats, either a rank option, where the candidate lists in order of appropriateness, from 1 to 5 the options to take to address a situation, or multiple choice i.e. choose appropriate options to take from a list of eight.

Scoring of the SJT assesses attitudes which best align to the work of a General Practitioner. As applicant numbers exceed the number of training places in any given year your score in the SJT will be used to shortlist those who progress to interview. SJT scores will also be carried forward to final ranking and assignment of training places.

**Example of Ranking Item**

Rank 5 options in response to the situation, based on appropriateness of actions. Appropriate when the correct response is one discreet action.

<b>You are an intern/SHO working in a hospital. Your supervisor gives you some feedback from an educational appraisal, which notes that you are good clinically. However, there have been reports that you do not always communicate clearly with patients and that the nurses have found you to be unclear with your instructions. You have not been made aware of this problem.</b>	
<b>Rank in order of appropriateness</b> the following actions to take in response to this situation (1= Most appropriate; 5= Least appropriate).	
<b>A</b>	Check with your supervisor whether there has been a misunderstanding as you were not aware of any problems.
<b>B</b>	Arrange to meet with one of the senior nurses to ask her to explain the nurses' concerns in more detail.
<b>C</b>	Tell your supervisor that you will reflect on the feedback to see if you can identify ways to improve.
<b>D</b>	Ask the nursing staff to come to you directly if they continue to experience problems with your communication style so that you can address it promptly.
<b>E</b>	Apologise to your supervisor and the nursing staff.

CDBEA

**Example- Multiple Choice**

Choose **three** appropriate options to take from a list of eight.

**You are an intern/SHO working in a hospital, and you have recently undertaken several tasks that you are not familiar with. While doing so, you have made several minor mistakes, which you have admitted to and have been resolved. A fellow colleague intern/SHO, rudely tells you that you are not competent enough to be an intern/SHO.**

Choose the **THREE most appropriate** actions to take in this situation.

<b>A</b>	Ask to leave the hospital so that you can go home.
<b>B</b>	Ask a senior colleague for advice on how you can improve your performance.
<b>C</b>	Ask a fellow intern/SHO for feedback on your general performance.
<b>D</b>	Reflect on whether your approach to new tasks can be adapted.
<b>E</b>	Ask your colleague why he is being rude.
<b>F</b>	Speak to your supervisor about the feedback that you have received.
<b>G</b>	Ask a member of staff to supervise you the next time you complete a new task.
<b>H</b>	Avoid completing new tasks in the future.

BDF

### Clinical Problem-Solving Test (CPST)

The CPST will assess candidates' clinical knowledge and will take approximately 45 minutes. It must be completed online in a single session, following the SJT. An optional break will be possible between the SJT and CPST. The CPST will consist of approximately 30 single best answer (SBA) questions, describing common clinical presentations that a recently qualified doctor might encounter in the hospital setting.

The questions will explore candidates' ability to diagnose, investigate and manage these presentations. Applicants will be required to select the single most appropriate of five possible responses to each situation. Please see below for a sample question.

<b>A 20-year-old man presents to the emergency department with a one-hour history of rash, itch, swelling of lips and tongue and wheeze. Symptoms began within minutes of receiving a Covid booster vaccine. Systolic blood pressure is 90 mmHg. Pulse is 100 per minute and weak.</b>	
<b>The most important drug to administer in this situation is:</b>	
<b>A</b>	Hydrocortisone
<b>B</b>	Chlorphenamine
<b>C</b>	Salbutamol
<b>D</b>	Atropine
<b>E</b>	Adrenaline

The purpose of the CPST is to ensure that the public is protected from practitioners not clinically competent to occupy training posts, whilst ensuring that the bar is not so high that it excludes those who do have the necessary knowledge and skills from being able to commence training. The standard of achievement expected will be that of a current intern.

The ICGP will use a criterion-referenced method of determining the pass mark for the CPST (Angoff method). Applicants who do not attain the required standard will not be shortlisted, but, unlike the SJT, CPST scores will not contribute towards final ranking or assignment of training places.

Shortlisting scores are applicable only to the year in which the tests are taken and cannot be carried forward to subsequent years.

## Section 9: Validation, Consent & Reference Process

Applicants invited to interview will be required to complete an online validation and consent process in advance of interview. This is a mandatory process whereby applicants will be required to log onto [www.icgp.ie](http://www.icgp.ie) to:

- Confirm contact details
- Upload identification
- Consent to terms & conditions of the online interview
- Consent to declaration and where relevant upload additional documentation
- Upload 2 fully completed [BST references](#)

**Candidates invited to interview will be given further information regarding the interviews during the course of the recruitment process but are encouraged to have their references completed and ready for early January 2024.**



## Section 10: Interviews

Online interviews will take place on **Wednesday 7<sup>th</sup> & Thursday 8<sup>th</sup> February 2024.**

**Allocation to interview panels:** Candidates who complete the online validation & consent process will be randomly allocated to an interview panel.

**How do I find out details of my interview?:** Email notification of the interview time, date and relevant link will be issued to the candidate. On receipt of this the candidate will be asked to confirm attendance.

### Interview Content:

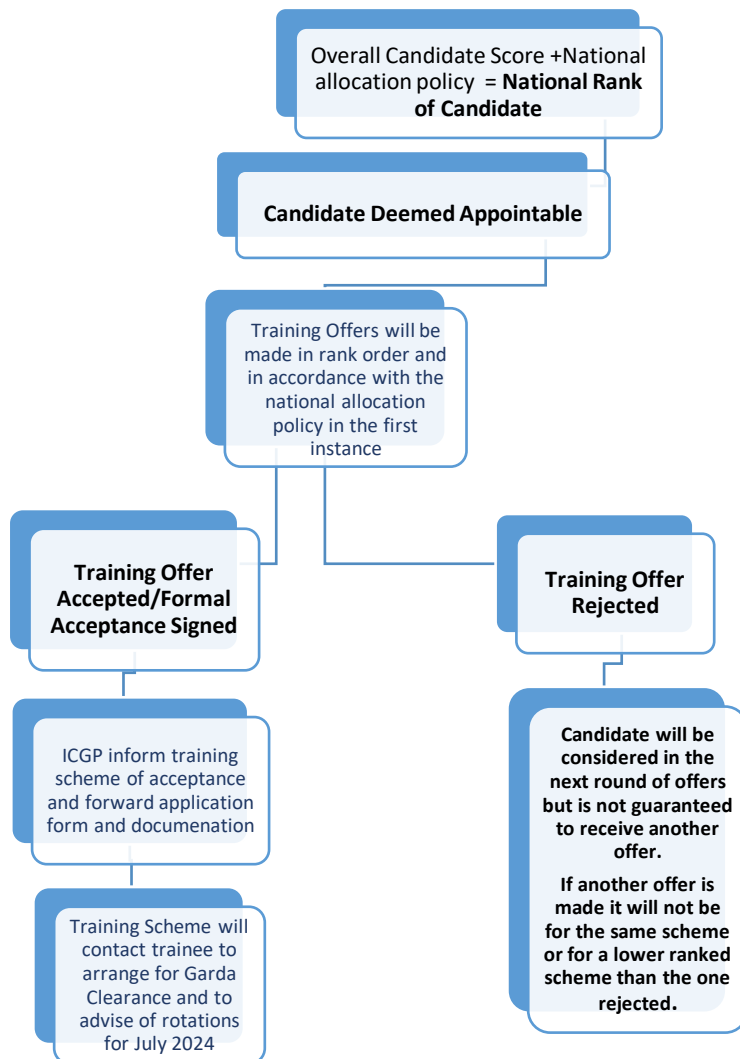
The core domains of competency for general practice will be assessed at interview. You will also be expected to have knowledge regarding the role and work of a General Practitioner. Much of the interview will be based on your responses to brief scenarios describing situations which you are likely to encounter in your current and recent posts. The interview duration will be no more than 30 minutes.

### *Core Domains of Competency for General Practice*



Patterson, F., Tavabie, A., Denney, M., Kerrin, M., Ashworth, V., Koczwara, A. and MacLeod, S., 2013. A new competency model for general practice: implications for selection, training, and careers. *Br J Gen Pract*, 63(610), pp.e331-e338.

## Section 11: Offers Process



- **No deferrals to training places will be permitted in 2024.**
- **Training place swaps are not permitted as part of the recruitment process.**
- **If candidates are tied across all scores and scheme selection a random process for making offers to these candidates will be introduced.**

## Section 12: Recognition of Prior Learning (RPL)

[Recognition of Prior Learning](#) is open to applicants that by commencement of training (July 2024) will have certification of completion of BST training in Medicine, Emergency Medicine or Paediatrics and have passed the appropriate examination.

The RPL requirements for each category are as follows:

<p><b>RPL Medicine</b> Up to 1 Year Recognition</p>	<ul style="list-style-type: none"> <li>• Hold a Certificate of Completion of Core Specialist Training (CSCST) in Basic Specialist Training in <b>Medicine</b> with the Royal College of Physician of Ireland (RCPI) <b>and</b></li> <li>• Completed all appropriate assessments (MRCPI Examinations Part I &amp; Part II - Written &amp; Clinical), by commencement stage (July 2024) .</li> </ul>
<p><b>RPL Emergency Medicine</b> Up to 1 Year Recognition</p>	<ul style="list-style-type: none"> <li>• Hold a CSCST in <b>Emergency Medicine</b> with the Royal College of Surgeons <b>and</b></li> <li>• Completed all appropriate assessments (MRCEM Primary, MRCEM Intermediate SBA and MRCEM OSCE), by commencement stage (July 2024).</li> </ul>
<p><b>RPL Paediatrics</b> Up to 1 Year Recognition</p>	<ul style="list-style-type: none"> <li>• Hold a CSCST in Basic Specialist Training <b>in Paediatrics</b> with the Royal College of Physician Ireland (RCPI) <b>and</b></li> <li>• Completed all appropriate assessments (MRCPI Examinations Part I &amp; Part II - Written &amp; Clinical), by commencement stage (July 2024) .</li> </ul>

- RPL application does not automatically confer eligibility for a right to either RPL or a place on a GP Training Programme.
- **RPL offers will be made based on training schemes availability to accommodate RPL and on candidate rank.**
- All RPL decisions are final and are not open to appeal.



## Section 13: Key Dates

2023	
2 <sup>nd</sup> October	Application (Part A) - registration for SJT/CPST <u>OPEN</u>
5 <sup>th</sup> October	Application & Information Webinar 6pm
23 <sup>rd</sup> October	Application (Part A) - registration for SJT/CPST <u>CLOSE</u> (10am)
26 <sup>th</sup> October (10am – 10pm)	<b>SJT &amp; CPST Test</b>
15 <sup>th</sup> November	Notification to applicants of SJT & CPST outcome Applicants that meet the standard required in both tests will be required to complete Application (Part B)
29 <sup>th</sup> November	Application (Part B) <u>Close</u>
18 <sup>th</sup> December	Notification to applicants of eligibility review Applicants that meet the eligibility criteria will be required to upload references and consent to the interview process
2024	
8 <sup>th</sup> January	Platform for reference upload <u>Closes</u>
7 <sup>th</sup> & 8 <sup>th</sup> February	Interviews (online)
16 <sup>th</sup> – 19 <sup>th</sup> February	Scheme preference selection
26 <sup>th</sup> February	First round offers (further rounds of offers will be made until all places are filled)
5 <sup>th</sup> July	GP training induction session
8 <sup>th</sup> July	GP training commences



## Section 14: Helpful Tips

- ❖ Review all information on [https://www.icgp.ie/go/become\\_a\\_gp/gp\\_trainee\\_recruitment](https://www.icgp.ie/go/become_a_gp/gp_trainee_recruitment)
- ❖ Talk to current/recently graduated trainees and review the real-life stories on [www.beagp.com](http://www.beagp.com)
- ❖ Attend the ICGP Application & Information Webinar on 5<sup>th</sup> October - to register [click here](#)
- ❖ Have your files prepared in PDF format prior to commencing the application. Please remember the maximum upload in each section is 3MB
- ❖ Check you have included all relevant documents before pressing submit
- ❖ A page by page outline of the 2024 application form is available [here](#)
- ❖ Do not leave it to the last minute to complete/submit your application!

Please contact [gptraining@icgp.ie](mailto:gptraining@icgp.ie) if you have any queries **following review of information available.**



Make a Real Difference



Make a Real Difference



Make a Real Difference

