

Joint Medical Council/Health Service Executive (HSE) Agreement
Document governing cooperation and coordination of activities for the
registration of doctors recruited by the HSE to the General Division of the
Register of Medical Practitioners maintained by the Medical Council for
July 2013.
February 2013.

BACKGROUND

The HSE is currently in a process of identifying and recruiting medical practitioners so as to address its medical workforce planning needs for July 2013. The HSE is seeking to source medical practitioners from South Africa and Pakistan. Identified medical practitioners may now hold registration. Under the Medical Practitioners Act 2007, it is an offence for a medical practitioner to practise medicine in the State unless registered with the Medical Council. Medical practitioners recruited by the HSE will need to ensure that they hold registration in order to commence medical practice.

In general, in the interests of public protection, the Medical Council does not advise medical practitioners or employers to enter into recruitment where the medical practitioner does not hold registration.

In recognition of the ongoing challenges which the HSE continues to face in relation to its medical manpower planning, having regard for each other's functions and the need to cooperate with and coordinate respective activities given that performance of their functions affects or could affect the health of the public, this joint agreement is made by the Medical Council and the HSE pursuant to Section 7(4) of the Medical Practitioners Act and Section 7(5) of the Health Act 2004.

PURPOSE

The purpose of this arrangement is to govern cooperation and coordination of activities for the registration of doctors recruited by the HSE to the General Division of the Register of Medical Practitioners maintained by the Medical Council for July 2013.

The Arrangement has no legal basis and does not provide a definitive legal interpretation of either the MPA 2007 or the Health Act 2004.

VALUES AND PRINCIPLES

The HSE is responsible for the provision of health and social services, including identifying and addressing medical manpower planning needs that arise in the provision of these services; the Medical Council is responsible for the registration and regulation of registered medical practitioners. Failures to provide high quality, safe and accessible service and the registration of doctors who are not fit to practice are both specific risks to the health and safety of the public.

Through this Agreement we (the Medical Council and the HSE) agree to foster a cooperative, coordinated, and collaborative relationship to enable both bodies to achieve our respective organisational objectives efficiently and effectively.

The following principles will guide us both in our mutual dealings:

- a. We will communicate with each other in an open and timely manner, and will keep each other informed of communications with 3rd parties relevant to operations under this arrangement.
(NOTE: Medical Council communication regarding applications will be with the applicant, irrespective of the manner in which the doctor was recruited by the HSE. There will be no communication with third parties on individual applications)
- b. We will work in a collaborative and constructive manner and where agreed undertake joint work initiatives which will support high quality performance, continuing quality improvement and leadership
- c. We will comply with the provision of legislation relevant to our respective roles and responsibilities
- d. We acknowledge that both the HSE and the Medical Council have discrete strategic and policy directions
- e. We will work in good faith to resolve any issues and/or concerns raised in a timely fashion

ROLES

Both parties understand and agree that the responsibility for workforce planning and meeting service needs rests wholly with the HSE. The HSE is exclusively responsible for the recruitment, appointment, training and supervision of medical practitioners suitable for purposes of roles specific identified by the HSE. The responsibility for the registration of doctors rests wholly with the Medical Council.

Both parties will identify to each other a single named individual for coordination for their respective functions in relation to this specific group of medical practitioners recruited for the purpose of this agreement. This will be to ensure registration of this group of doctors to the General Division to facilitate registration for 9th July 2013 change over. With respect to the HSE, this single named individual will update the spreadsheet of recruited doctors and provide this updated spreadsheet, on a regular basis to the single named individual at the Medical Council. With respect to the Medical Council, this single named person will communicate as required in relation to registration with the single named individual at HSE.

OPERATIONS

Only medical practitioners recruited under this agreement and identified by the HSE to the Medical Council as set out above will be considered by the Medical Council as part of this arrangement between the Medical Council and the HSE to prioritise registration application processing.

Applications should be provided on an ongoing basis to the Medical Council, with the referred to spreadsheet being updated as doctors are recruited and provided to the named individual at the Medical Council.

Both parties agree that prioritisation of registration application processing under this arrangement does interfere with the application of registration assessment criteria and procedures by the Medical Council in respect of each application which will be as per current operational policies. This scope of prioritisation to expedite registration application processing will be clearly communicated by the HSE to the applicants and any other party involved in identifying and recruiting medical practitioners.

Complete documentation is essential to ensure timely registration processing.

Full information and documentation in respect of application for registration with the Medical Council can be found at www.medicalcouncil.ie and a full checklist of requirements for doctors' seeking registration under this agreement can be found at Annex A. In summary the key requirements are:

- Completed Application Form with all questions answered and the declaration signed. NOTE: NO GAPS SHOULD BE LEFT IN CV. IF NOT ENGAGED IN CLINICAL PRACTISE PLEASE STATE ACTIVITY.
- Notarised/attested copy of current passport
- Notarised/attested copy of basic (primary) medical qualification
- Documentary evidence of effective communication skills - see website for further details <http://www.medicalcouncil.ie/Registration/FAQ/English-Language/>
- An original Certificate of Current Professional Status/Good Standing, dated within the last **3 months**, **sent directly** to the Medical Council from all overseas registration authorities with whom applicant has been or is registered within the past **five years**
- **If seeking an exemption from the PRES on the basis of an equivalent internship:**
Notarised/attested copy Internship Certificate or Certificate of Experience;
 - In the case of Pakistan, the document must be from the Pakistan Medical & Dental Council, which certifies internship experience [See paragraph 5 of the Guide to Registration].
 - In the case of South Africa, a letter from the Health Professionals Council of South Africa confirming rotations and dates of internship will be accepted
- **For any document not in English, a translation must be provided and being suitably notarised.**

Both parties recognised that provision of complete documentation to the Medical Council by the applicant and the HSE is essential to ensure timely registration processing. If a complete application is received - with all the documentation from the doctor present and correct, the fee paid (or other financial arrangement in place) and a Certificate of Current Professional Status / Certificate of Good Standing provided - the application can be promptly processed. If any of the documentation is missing, the Council will apply its policy of returning incomplete applications to applicants. In this situation, it is the responsibility of applicants to return a fully completed application with all documentation. Timeframes and deadlines agreed in this document remain extant in this situation and are not extended to accommodate failure to provide complete documentation

Applications submitted under this arrangement should have a covering letter from the HSE (or their recruitment agency) advising that the application is made under this arrangement and that the applicant has been offered and accepted a post with the HSE. The details of the applicant should be shared with the Medical Council by the HSE through the process described under Roles above.

The below timetable is viewed as the optimal (given at this juncture no information exists as to doctor resource requirements and the number of doctors proposed will affect this timetable) for ensuring maximisation of the number of candidates who could be registered to fill NCHD recruitment gaps in good time for the July 2013 rotation.

2013 TIMETABLE

Timeframe & Deadlines	HSE	Applicant Doctor	Medical Council
Current	Identification of applicants and posts Provision of proposals to the Medical Council	Level 1 application process opened	Application processing ready to commence
Now until 3 rd of May 2013		Complete and correct applications to be submitted, on an ongoing basis	Applications processing
3 rd of May 2013	Closing date for provision of proposals to the Medical Council of candidates to be registered by 6 th of July 2013	Closing date for submission of complete and correct application to the Medical Council so as to be registered by 6 th of July 2013	Surety cannot be provided that applications received after this date will be processed in time for candidates to be registered by 6 th of July 2013
6 th July 2013	HSE notified as each candidate is registered	Candidates registered and available to take up post immediately	All successful candidates made active in the General Division

INFORMATION REQUIRED FROM HSE

The following data is required from the HSE regarding doctors for this expedited registration process:

- A once only exercise in a spreadsheet consistent and accurate (in terms of any information candidates receive from the HSE and the Medical Council) detailing:
 - First Name and Surname (separate columns – **with names spelt as they appear on the applicants' Carton Degree**),
 - Passport Number (for matching purposes where an applicant has not yet got a Medical Council number)
 - Passport Expiry Date (for matching purposes where an applicant has not yet got a Medical Council number)
 - date of birth as recorded on the applicants passport
 - email addresses that are accurate
 - Medical Council Registration Number (if one already held)
- Available to agreed deadlines: no further applications can be entertained after the date specified (3rd of May 2013).

COMMUNICATION

It is recognised and agreed that accuracy and consistency of communication among and by both parties is essential.

Accurate and consistent communications will assist all staff in both organisations to foster a mutual understanding of process, while also ensuring realistic candidate / employer expectations, and ensure clarity in media coverage of the process. Each organisation will ensure that its own staff are aware of the timetable, the process and this agreement, in order to facilitate effective administration of the system that is in place.

Both organisations commit to collaborative working in the area of communication, and will ensure that the other party is aware of any communication to be issued to candidates (mass communication only) or media as it relates to the actions outlined in this agreement. A joint statement is to be issued by HSE and Medical Council detailing the agreement reached in this document. A joint approach will be taken to communication where relevant to ensure consistency of messaging, between individuals agreed by both parties.

To ensure immediate addressing of issues arising and to keep parties informed, a weekly conference call between agreed officers of the HSE and the Council will occur at an agreed time and day.

CONFIDENTIALITY

Strict confidentiality about candidate information and individual performance of candidates will be maintained by all parties involved in the registration and examination process.

FINANCIAL ARRANGEMENTS

Fees are payable to the Medical Council for Level 1 Assessment and registration of successful applicants.

The Medical Council will require payment of the application fee on submission of the application and the registration fee on confirmation of eligibility. Once the registration fee is received the doctor will be made “active” in the General Division.

Any arrangements between the HSE and the applicant and payment of fees will be managed between the HSE and the doctor.

The HSE will continue to place 4 WTE staff with the Medical Council for the duration of this arrangement so as to ensure that the applications received under the arrangement can be expedited.

VARIATION AND EXTENSION

Any variation in this agreement can only be made following discussion and agreement by both parties.

This arrangement may be extended through mutual agreement between the HSE and the Medical Council, in particular if there is a delay in applications being made by candidates to the Medical Council and these are received after deadline of the 3rd of May 2013. In this case, the HSE will continue to place 4 WTE staff with the Medical Council for the duration of the extension of the arrangement so as to ensure that the late applications received under the arrangement can be expedited.

EFFECTIVE DATE

This Arrangement will come into effect upon the date of signature of both signatories and will continue in effect until 31st of July 2013.

CONTACT

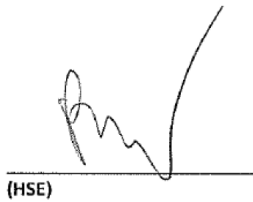
The officers responsible for the Agreement Document are:

- a. Dr Philip Crowley for the HEALTH SERVICE EXECUTIVE , being the person holding the position of National Director of Quality and Patient Safety; AND
- b. Dr Paul Kavanagh for the MEDICAL COUCNIL, being the person holding the position of Director of Professional Development and Practice

SIGNATURES



(Medical Council)



(HSE)

Annex A – Application Checklist

1	Completed Application Form. [<u>All</u> questions must be answered and the Declaration must be signed.] NO GAPS TO BE LEFT IN CV. IF NOT ENGAGED IN CLINICAL PRACTISE PLEASE STATE ACTIVITY.
2	Notarised/attested copy of current passport.
3	Notarised/attested copy of basic (primary) medical qualification which was received on the day of conferral, clearly displaying the full date. English translation (If applicable)
4	Documentary evidence of effective communication skills which are sufficient for the practice of medicine (see website for further details).
5	An original Certificate of Current Professional Status/Good Standing, dated within the last 3 months, is being sent directly to the Medical Council from all overseas registration authorities with whom applicant has been or is registered within the past five years . [NOTE: If the name on your degree differs to the name on your Certificate, we also require the authority to confirm that you are one and the same person.]
6	If seeking an exemption from the PRES on the basis of an equivalent internship: Notarised/attested copy Internship Certificate or Certificate of Experience; – In the case of Pakistan, the document must be from the Pakistan Medical & Dental Council, which certifies internship experience [See paragraph 5 of the Guide to Registration]. – In the case of South Africa, a letter from the HPCSA confirming rotations and dates of internship will be accepted. English translation (If applicable)
7	If seeking an exemption from the PRES on the basis of a recognised higher qualification: – Notarised/attested copy evidence of Higher Qualifications (see Appendix I of the Guide to Registration) AND – Evidence of an internship of at least twelve months which comprised of a minimum of three months in medicine in general and three months in surgery in general OR – have completed a minimum of three years in an accredited training programme – an attestation from the relevant post graduate training body stating the name of the training programme and duration, must be provided

A large number of applications are delayed or returned to applicant as a result of documents being incorrectly notarised. It is important to note the following:

- All copy documents must be **notarised by a Notary Public or attested by a Justice of the Peace/Commissioner for Oaths/Member of An Garda Síochána** (documents signed by a Police Officer from another country are not acceptable). The Medical Council will not accept notarised/attested copy documents from anyone else.
- They should confirm that the copy is a true copy of the original document, give their full name and sign, date and officially stamp each copy document.

- All documents which are not in the English language must be attached to an English language translation issued and officially stamped by an **official translator**. The name and address of the translator used must be included, to allow for verification.