

## **Orthoptist: Recognition of Qualifications**

The Minister for Health is the Competent Authority (under the S.I<sup>1</sup>. implementing the EU Professional Qualifications Directive<sup>2</sup>) for the recognition of any Orthoptist qualification which is not set out in the HSE's eligibility criteria<sup>3</sup>, for the purpose of employment in the publicly funded health sector (HSE or HSE funded service). The assessment processes of the Directive are also applied to applications for recognition of qualifications which are outside the Directive's scope (i.e. non-EEA qualifications or EEA qualifications of non-EEA nationals).

If you wish to have your qualification assessed, the following documentation is required by this Department in order to conduct a comprehensive evaluation of your qualification:-

1. a covering letter of application;
2. a copy of your original diploma/degree and a transcript of all examination results showing subjects studied and grades obtained;
3. a certified statement from the relevant educational institute detailing the syllabus of the course of education and training which you undertook i.e. subjects taken in each year, subject content, number of hours of study in each subject, type of practice placements (i.e. location, duration, supervision etc.);
4. documentation to indicate that your qualification entitles you to practise as an Orthoptist in the country where you qualified;
5. details of your professional experience, if any, (i.e. name(s) and address(es) of employer(s), type of hospital or institution, employment commencement and cessation dates, title of post held, full-time status, practical experience in the profession);
6. evidence of your professional experience (i.e. letters of confirmation from your employer(s), references etc.);
7. documentary proof of citizenship (i.e. passport details).

**All documentation must be notarised as true copies of the originals and certified translations of the originals must be provided, where necessary. Please see note/link on the main webpage on the witnessing of documents.**

Your documentation should be accompanied by a cheque, postal order or bank draft for €200 made payable to the Irish Association of Orthoptists (the advisory body to the Competent Authority) and drawn on an Irish bank. Under no circumstances should cash accompany this application.

The option to pay by bank transfer is also available. Please contact the Validation Unit at: [validation\\_unit@health.gov.ie](mailto:validation_unit@health.gov.ie) for further detail on this payment method.

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<sup>1</sup> <http://www.irishstatutebook.ie/eli/2017/si/8/made/en/print>

<sup>2</sup> <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=celex%3A32005L0036>

<sup>3</sup> <https://www.hse.ie/eng/staff/jobs/eligibility-criteria/orthoptist-2013.pdf>

Please forward a copy of your application to:

**Validation Unit  
Professional Regulation Unit  
Department of Health  
Block 1, Miesian Plaza  
50 - 58 Lower Baggot Street Dublin 2  
D02 XW14  
Ireland**

A copy of an application can also be e-mailed to [validation\\_unit@health.gov.ie](mailto:validation_unit@health.gov.ie) in advance of the hard copy submission as this will help to expedite the application process.

Please find the Department of Health Privacy Policy at the following link:  
<https://www.gov.ie/en/organisation-information/2f7457-department-of-healths-privacy-policy/>

The Validation Unit welcomes any queries to the above email address.