

## Section 5 – Summary Checklist

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The checklist below will ensure you have completed all of the required steps to enable you to begin working in Ireland.

Contact us immediately if you have any further questions or need advice on anything not covered in this guide, we will assist or offer advice wherever possible.

### Accepting the Offer

- Two references (signed)
- Criminal background check/Police Clearance
- Signed 'Terms of Engagement' contract
- Visa (if required)

### Irish Medical Council Process

- Created online account
- Submit application and payment. Reference: \_\_\_\_\_
- Submit Supporting Documentation including notarised translations and 'Third party permission' form.
- Make membership payment
- Send Membership Certificate to Sagesa Healthcare

### Indemnity Insurance

- Download and complete the MPS application form
- Submit to Insurer with 'Third party permission' form
- Submit payment instructions once accepted
- Send Membership Certificate to Sagesa Healthcare

### Relocation Logistics

- Confirm target start date with client. Date: \_\_\_\_\_
- Confirm location of work base. Location: \_\_\_\_\_
- Prepare transport company to take personal belongings if required
- Begin house search. Contact Sagesa Healthcare for assistance
- Confirm house viewings
- Confirm flight details with Sagesa Healthcare
- Confirm temporary accommodation for arrival. Contact Sagesa Healthcare for assistance
- Confirm transportation from airport to accommodation. Contact Sagesa Healthcare for assistance

### On Arrival

- Secure long term housing. Advise Sagesa Healthcare once complete
- Complete PPSN application
- Confirm your transportation requirements for orientation week and to your clinical base