



## Guidance for applications/renewing your membership: Important information

If you require any assistance with completing your application or renewal, please contact Member Services on 1800 509 441 or email [member.help@medicalprotection.org](mailto:member.help@medicalprotection.org).

### 1. Membership application/renewal

Please note that applying for or renewing your membership indicates acceptance of the requirements below:

- Members undertake to keep Medical Protection informed of their current address and any changes in their professional practice or circumstances.
- Failure to notify us of a change of address, scope of practice or other details previously declared to us (including in relation to income and number of sessions worked) could result in delay in providing or the suspension or withdrawal of the benefits of membership and/or the cancellation or termination of your membership.
- Members should understand that MPS is not an insurance company. The benefits of MPS membership are granted at the discretion of Council and are subject to the terms and conditions of the MPS Memorandum and Articles of Association, as amended from time to time.
- Payments are subject to verification and acceptance of a payment does not of itself confirm membership and/or entitlement to request benefits
- You agree to the use of your personal data by MPS in accordance with the statement on page 3.

### 2. Important registration information

- If you intend to carry out any GP practice in the membership year, you must pay the relevant GP subscription. MPS requires doctors undertaking GP work to hold registration in the Specialist Division (GP) of the IMC register. Special rates exist for GP trainees undertaking GP locums. Please contact us for advice.
- If you are in the Trainee Specialist Division of the register, in your final year of training and do any consultant locums or “acting up” as a consultant, please contact us.
- Those registered in the Trainee Specialist Division of the IMC register are restricted to the clinical site of the training post and are not permitted to practise medicine outside that particular training post.

MPS requires doctors undertaking hospital consultant work or whole-time private specialist practice to hold registration in the Specialist Division of the IMC register.

### 3. Private practice allowance

Supplementary membership for non-consultant hospital doctors not in the Trainee Specialist Division of the register may also offer the full benefits of MPS membership for other private medical practice up to a total gross income of €10,000 pa. If you earn over €10,000 from any private practice please contact us.

The following exclusions apply and cannot be undertaken as part of the €10,000 private practice allowance. Contact us if you intend to undertake any of the following:

- Obstetric practice
- Cosmetic/aesthetic work (including Botox or collagen treatments)
- Refractive laser work
- Circumcision
- General practice (including OOHs)
- FME (police doctor)
- Air ambulance/repatriation medicine.
- Maxillo-facial surgery
- Any work undertaken outside Ireland, in which case you should contact us on 1800 509 441 for advice.

#### 4. Definition of “medicolegal”

MPS defines medicolegal practice as “examinations and/or reports prepared in the context of prospective and/or actual proceeding in the civil and criminal courts and/or tribunal hearings.”

#### 5. Are you “least risk”?

This category may be available to you if your work does not involve any individual/specific patient management, diagnosis or treatment. This excludes medicolegal work. If you would like to apply for this membership please provide details of your scope of practice to [member.help@medicalprotection.org](mailto:member.help@medicalprotection.org)

#### 6. Deferred membership

Free membership is offered to members who have retired or voluntarily undertake no active practice at all. It may also be appropriate for those who are temporarily not practising – for example due to maternity leave, sabbaticals or other prolonged absence from work for three months or more. Holidays do not count. Should you at some date recommence work, it may be possible to resume normal membership upon payment of the appropriate subscription. However, there is no automatic right to re-instate active membership and your request may be refused at our absolute discretion. **Please note:** It is important to contact MPS **before** you return to work in order to be eligible for the benefits of membership. Any request to return to full membership following a break of more than one year would require completion and approval of a full application form. If you have had a break from clinical practice of more than two years you will also be required to provide confirmation of CPD or refresher training undertaken. Please contact Member Services on 1800 509 441 for further details.

#### Additional information

##### Working overseas

If during your membership year you intend to practise outside Ireland, please contact us on 1800 509 441, before commencing practice.

##### Change of membership grade

If you tell us about a grade change that results in a lower subscription rate, a refund of one year’s subscription overpayment may be available.

##### Duration of membership

Membership of MPS is normally available on an annual basis. In some circumstances new members may be offered six months’ membership.

##### Tax

Your subscription may be accepted by the Revenue Commissioners as a legitimate professional expense for income tax purposes.

#### Important – Your Personal Information and Data

At times we will ask you to provide us with data and personal information including when you apply for membership, your subscription is renewed, your scope of practice changes and if you seek and we provide assistance to you. In applying for membership and by continuing as a member you agree that (i) we may hold and process your personal data including sensitive personal data (as defined in the United Kingdom’s Data Protection Act 1998 (the Act)) which you provide to us or which we fairly obtain from another source for the purposes of processing your membership renewal, the administration and provision of membership services, providing you with the benefits of membership (including, but not limited to, advice, assistance and indemnity), underwriting, risk assessment, marketing, education, research and audit during your membership and for a reasonable period after your membership terminates or an application for membership renewal is rejected by us or withdrawn by you and (ii) we may share such data with third parties who may also hold and process the data for the same purposes. Under the Act you have the right to ask us for a copy of any of your personal data which we hold, for which we make a nominal charge.

You also agree that (i) we may seek information relevant to any purpose for which you have agreed we may hold personal data from other professional defence organisations, insurance companies, employers or other third parties regarding your professional practice and career history and that they may release to us such information, (ii) your data may be transferred to, held and processed elsewhere within the European Economic Area and (iii) if you provide us with an email address or telephone number it may be used by us and third parties to contact you for any of the purposes for which you have agreed to allow us or them to hold or process your personal data.

#### Medical Protection

Member Operations  
Victoria House  
2 Victoria Place  
Leeds, LS11 5AE, UK

**1800 509 441** (Mon – Fri: 8.00am – 6.30pm)

Calls to Member Services may be recorded for training and monitoring purposes.

[member.help@medicalprotection.org](mailto:member.help@medicalprotection.org)  
[medicalprotection.org](http://medicalprotection.org)