

**INDUCTION FOR INTERNATIONAL MEDICAL GRADUATES NEW TO THE UK**

**HEENW Good Practice Guidance and Checklist**

This guidance and checklist aim to help trusts identify and support training grade doctors who are either newly arrived in the UK or have been working in the UK for less than 12 months. Some aspects may also be useful for trainees who have worked in the UK previously e.g. in locally employed or SAS doctor posts, but this is their first training grade post.

Trainees new to the UK or who have been working in the UK for less than 12 months should be offered an enhanced induction programme and access to a peer buddy in order to help them settle into their new post and to thrive in their work. The enhanced induction should be provided **in addition to** the usual trust, departmental and (where applicable) Specialty School inductions.

The Induction Checklist (pages 4 & 5) should be used by the Educational Supervisor at their induction meeting with the trainee. It supplements the induction meeting form on the eportfolio, which should also be completed.

It is recognised that some trusts already have good practice in supporting international doctors who are new to the UK. Some of the elements outlined in this guidance may, therefore, be in place already.

1. **Identifying trainees who are new to the UK**

At present there is no robust system for identifying trainees who are new to the UK. When making initial contact with trainees e.g. to send information about trust induction, trusts should therefore ask all trainees to answer the following question:

* **Are you new to working in the UK? Yes/ No**
* **Have you been working in the UK for less than 12 months? Yes/ No**

If trainees answer “Yes” to either of these questions, they should be provided with the enhanced induction and support outlined in the rest of this document.

Trusts may also wish to ask trainees whether there has been a gap since they last worked in clinical practice. Any trainee who has been away from clinical practice for 3 months or more can access the Supported Return to Training resources. Further information is available at <https://www.nwpgmd.nhs.uk/supported-return-to-training>.

1. **Enhanced induction**

This should be provided in addition to the usual trust, departmental and (where applicable) Specialty School inductions, and consists of the following components:

1. **GMC Welcome to UK Practice -** <https://www.gmc-uk.org/about/what-we-do-and-why/learning-and-support/workshops-for-doctors/welcome-to-uk-practice>
2. **HEE Induction for International Medical Graduates**

* GP trainees - 22nd July 2021
* Foundation, core and specialty trainees - 18th August 2021.

For booking information, please contact Alison Yates [Alison.Yates@hee.nhs.uk](mailto:Alison.Yates@hee.nhs.uk)

1. **Enhanced Specialty School Induction (where available)** – details available via the relevant Specialty School team. May include, for example: use of eportfolio, ARCPs, reflective practice, specialty examination preparation & support, experiences of a current IMG trainee.
2. **Practical support**

Trusts may wish to consider offering some, or all, of the following to welcome trainees who are new to the UK. However, it is recognised that not all aspects may be feasible, particularly with current restrictions due to the Covid-19 pandemic.

* Airport pickup
* Assistance with accommodation
* Help with registering for a bank account and National Insurance number
* Guidance on registering with a GP
* Advice regarding local amenities e.g. supermarkets, leisure facilities
* Welcome pack with basic groceries

1. **Shadowing period and enhanced supervision**

Trainees who are new to the UK may benefit from a period of shadowing if this is available. As a minimum they should work under the close supervision of a named doctor (SAS or consultant) for at least the first 2 weeks of their placement. Some trainees may require a longer period of enhanced supervision, depending on their previous experience and how quickly they settle in to working in the UK.

1. **Pastoral support**

Trainees who are new to the UK may come from a cultural background and healthcare system very different from the UK and may not have any local support network unless they have friends or relatives who are already in the country. Educational Supervisors should therefore be aware that such trainees may need additional pastoral support and guidance throughout their placement.

* Where available, the trainee should be offered a peer buddy. An experienced IMG Peer Buddy will be a supportive colleague and friendly face and will help the new IMG trainee to understand workplace culture and facilitate social rooting.
* The trainee may wish to join an IMG support network e.g. Facebook has an “International Medical Graduates in the UK” group. There are also a number of specialty and country-specific groups for IMGs. If there are several new IMGs in a trust or specialty, they may wish to form a Whatsapp group for support.
* The Educational Supervisor should consider meeting with the trainee on a more frequent basis than they might do with other trainees, particularly in the first few months of their post.

1. **Useful links**

BMA Toolkit for Doctors New to the UK <https://www.bma.org.uk/advice-and-support/international-doctors/life-and-work-in-the-uk/toolkit-for-doctors-new-to-the-uk>

GMC Welcome to UK Practicecourse **-** <https://www.gmc-uk.org/about/what-we-do-and-why/learning-and-support/workshops-for-doctors/welcome-to-uk-practice>

NHS Employers International Recruitment Checklist <https://www.nhsemployers.org/your-workforce/recruit/employer-led-recruitment/international-recruitment/international-recruitment-toolkit> (Pages 41-46 cover Induction and Pastoral Support)

Valero-Sanchez I, McKimm J, Green R. A helping hand for international medical graduates. BMJ (2017) <https://www.bmj.com/content/359/bmj.j5230>

**INDUCTION CHECKLIST FOR INTERNATIONAL MEDICAL GRADUATES NEW TO THE UK**

This form should be used for any trainee who is new to the UK or who has been working in the UK for less than 12 months. It should be completed by the Educational Supervisor as part of the induction meeting. It supplements the induction meeting form on the eportfolio, which should also be completed.

|  |  |
| --- | --- |
| **Name of International Doctor** |  |
| **Date of starting current post** |  |
| **Name of Educational Supervisor** |  |
| **Date of this meeting** |  |
| **Has the trainee worked in the UK before?**  **If Yes, give details of how long / what posts** |  |
| **GMC Welcome to UK Practice booked/ completed?** |  |
| **HEE Induction for International Doctors discussed / completed?** |  |
| **Specialty School Enhanced Induction discussed/ completed? *(where available)*** |  |
| **IMG handbook provided? *(where available)*?** |  |
| **Does the trainee have any concerns about their work?** |  |
| **Trainee aware of Trust processes and electronic systems including exception reporting, sickness reporting etc** |  |
| **Trainee aware of need for indemnity cover and has this in place?** |  |
| **Trainee aware of specialty-specific requirements e.g. eportfolio, workplace-based assessments, reflective practice, ARCP, exams** |  |
| **Do they need a period of shadowing?**  **If Yes, give details of how this will be accommodated** |  |
| **Does the trainee need advice re any practical issues?**  **e.g. setting up a bank account, registering with a GP, local amenities** |  |
| **Does the trainee have any support network in the UK e.g. relatives or friends?** |  |
| **Has a Peer Buddy been offered & allocated *(where available)*?**  **(Name of Peer Buddy)** |  |
| **Does the trainee know how to access wellbeing support, if required?** |  |
| **Does the trainee know they can access additional support/advice by contacting IMG Lead (or the Postgraduate department) or Guardian of Safe Working of the Trust?** |  |
| **Does the trainee need any other information or support?** |  |
| **Any other Comments by ES and/or Trainee** |  |

**Trainee’s Signature**

**Educational Supervisor’s Signature**

**Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**