

Welcoming and Valuing GFS Doctors

Organisation	
Site Lead	
Email contact	

The Welcoming and Valuing International Medical Graduates Guidance sets out the minimum standards for effective induction and support. Induction is vital for new IMGs and the purpose of this document is to detail what Trusts should provide in terms of a welcome and pastoral induction, professional practice induction, IT and electronic patient record systems induction, and language & communication induction to MTI doctors.

This document forms part of a wider piece of work being undertaken by NHS England. For more information please see:

<https://www.e-lfh.org.uk/programmes/nhs-induction-programme-for-international-medical-graduates/>

	Welcome and Pastoral Induction	Currently Done / Not Done (How completed)	Action Plan to implement (including timelines)
1	Medical Workforce and Human Resources teams are trained in managing IMG recruitment and induction with skill and sensitivity		
2	Considered having a Trust IMG Lead and IMG Office to coordinate the welcome, induction, supervision and support for IMGs		
3	Robust recruitment is practised ensuring the right person is recruited to the right post with the correct skill-mix; with formative development plans identified at the appointment stage for the successful IMG appointees		
4	Give links to the relevant GMC department for GMC registration		
5	Provides IMGs with all necessary information about the Trust and their department on recruitment		

6	Medical Staffing to provide information to overseas doctors ahead of their arrival, e.g. how to get accommodation, transport and when to report to the Medical Staffing office		
7	Organise accommodation for IMGs for at least 1 st week		
8	To arrange an Occupational Health appointment for the IMG at the earliest possible opportunity upon their arrival in the UK		
9	Trust has IMG peer buddy network and introduces IMG to peer buddy		
10	Explain the practical support the Trust has arranged for IMGs, including housing, banking, salary arrangements, personal IT, and phone contract support, how to obtain transport and ensure they are helped to get utilities arranged.		
11	Provide IMGs with all the necessary documents such as address and salary details to open a UK bank account and support IMGs in opening the bank account		
12	Provide a list of local supermarkets, plus a list of local shops providing a range of traditional groceries. This could form part of a local handbook provided to IMGs or any doctors new to the area.		
13	Linked with the above, providing the IMG with transport system details in the local area		
14	Brief IMGs about the need to register with a GP and provide information on how to do this, including contact details for local GPs and how to access healthcare in the UK.		
15	Explain the requirement of registering for Council Tax and give practical information on how to do this (if applicable)		
16	Provide comprehensive information about IMG migration status (and that of family members where appropriate) and BRP		
17	Provide information to IMGs about how to facilitate visits by overseas family members		
18	Provide information about local religious resources, education, a guide to the local area and places of interest		

19	Routinely obtain feedback from IMGs about the induction, within the first 6 months and use that feedback to improve what is provided		
	Induction on Professional Medical Practice in the UK	Currently Done / Not Done (How completed)	Action Plan to implement (including timelines)
20	Ensure that all new IMGs are assigned a supervisor and mentor within their department		
21	Educational Supervisor / IMG meeting checklist to be used in the first meeting to cover all relevant professional themes for the IMG		
22	IMGs are informed about online resources specific for international doctors (hosted on e-Lfh.org.uk)		
23	Prioritise LEDs, SAS doctors and those not on formal training programmes to receive professional practice induction		
24	Ensure that IMGs attend a GMC "Welcome to UK Practice" session, ideally before starting their clinical duties at the Trust		
25	All new overseas doctors' training should include understanding of how their effective use of NHS electronic patient record systems etc is vital to their meeting of the professional standards of the GMC and relevant Royal Colleges. Links to those standards of the GMC and relevant Royal Colleges. Links to those standards should be provided to the IMG		
26	Induction to NHS electronic patient records and other relevant NHS IT systems		
27	Ensuring IMGs are initially trained in how to use the systems and given at least four days to shadow other doctors in their use		
28	Ensure that IMGs' mentoring and supervision includes follow-up about their understanding and use of the systems, with the ability to ask questions and improve accuracy		
29	Give all new IMGs a sound understanding of: <ul style="list-style-type: none"> • Accurate clinical coding • How to write an effective discharge summary • Summary care records: this should include understanding the expectations on capturing consent conversations 		

	Specialty Guidance	Currently Done / Not Done (How completed)	Action Plan to implement (including timelines)
30	Shadowing Period with another junior doctor of same specialty is provided to all new IMGs		
31	Exposure in clinical areas which an IMG might be called during their clinical work to be provided to new IMGs		
32	Asking for help – Lines of responsibilities are clearly discussed		
33	Specialty specific IT systems and specific software induction provided		
34	Specialty specific medical equipment and devices training provided		
35	Understanding of the importance of multidisciplinary working		
36	Difference and similarities in the patient population in the UK as compared to overseas and how it impacts upon patient care discussed during supervision		
37	Prescription in the specialty		
38	Introduction to Specialty key personnel (including but not limited to: Clinical Directors, Managers, College Tutors, Rota-masters, Admin Team, MDT)		
39	Informed about specialty rota, work schedule and leave policies within the department		
40	Ensure IMGs are made aware of resources and courses that will be of relevance to them as an IMG. This can include any locally organised courses, and also support available from the RCoA, including the New to the NHS Simulation courses , which are supported by the College.		
41	Introduction to specialty e-Portfolio		
	Induction on Language and Communication Skills	Currently Done / Not Done (How completed)	Action Plan to implement (including timelines)
42	Ensure new IMGs have access to online National Induction programme for Language and Communication and recommended resources		
43	Provide IMGs with the opportunity to review their language and communication skills, and identify any learning needs with their supervisors		
44	Support IMGs' autonomous, ongoing language development with follow up communication skills sessions and to signpost additional specialist resources as required		

I confirm that the information provided above is true and correct to the best of my knowledge (MTI Recruitment Lead)

Signed	
Name	
Email address	
Contact telephone number	
Job title	
Date	

I confirm that the information provided above is true and correct to the best of my knowledge (Medical Staffing Manager)

Signed	
Name	
Email address	
Contact telephone number	
Job title	
Date	