



Imperial College Healthcare
NHS Trust

Imperial College Healthcare NHS Trust

Pre-Induction Resource Pack For International Medical Graduates

Medical Education
6-1-2023



Welcome to Imperial Hospitals NHS Trust!

We recognise that the transition of living and working in the UK can be difficult and we are fully committed to supporting international medical graduate (IMG) doctors across the Trust. If you haven't done so already, please familiarise yourself with these valuable online resources as outlined in this document. At the end of this document there is a pre-induction checklist for you to complete so that you can make sure that you didn't miss anything.

You will also have received information linking to our online video package with this pre-induction pack. The Workforce Development Team's contact information is on page 18 of this document, please contact Joe or Jenni in the first instance if you should have any queries about the IMG induction resources or need help accessing anything.

We look forward to you joining our workforce and welcoming you to the Imperial College Healthcare NHS Trust family. I hope you find our induction package for IMGs (including this document) of use as you settle into life working in the UK and our Trust.

Kind Regards

Sohaa

Dr Sohaa Jamil, Director of Medical Education, Workforce Development

It is important that everything on the pre-induction checklist is completed within the first 2 weeks of you working at the Trust in order to make your induction process as smooth as possible.



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External website resources

About the NHS

- The National Health Service (NHS) was launched in 1948 it is the world's largest publicly funded health service. It currently supports 66.4 million people
- There are around 112,000 doctors and 311,000 nurses working in the NHS
- Around 1 in 8 staff working in the NHS are from abroad

Watch this video on [how the NHS in England works and how it is changing](#)

There are a number of organisations that exist to support the NHS' structure, patients and staff. Many of these organisations have information, services and support for internal medical graduates (IMGs). These are listed below:

British Medical Association and Trade Unions

The British Medical Association (BMA) is the trade union and professional body for doctors in the UK. The BMA represents doctors both individually and collectively, negotiating your pay and rights and supporting you at work.

There are other trade unions for doctors you can join, one alternative trade union for doctors to the BMA is [HCAS \(the Hospital Doctor's Union\)](#).

The BMA is a member organisation, you can find out more about the benefits of joining [here](#).

You do not need to be a member to access the following support for new doctors to the UK

- [Toolkit for doctors new to the UK to complete before arriving at Imperial](#)
This includes:
 - Tips on settling into a new job
 - Practical advice on setting up a bank account and finding accommodation
 - Communication and culture
 - NHS structure including doctors titles
- [Guidance on being an international junior doctor in the NHS](#)
- Visa and immigration advice
- Career advice including CV support, exploring specialities, mentoring from a fellow IMG

In addition, the BMA also provides the following services for members:

- Online learning
- Free and discounted courses and events
- Medical ethics
- Wellbeing- including counselling and peer support, GMC investigation support and psychotherapy



- Newsletter for international medical graduates

NHS Employers

NHS Employers is the employers' organisation for the NHS in England. They support workforce leaders and represent employers to develop a sustainable workforce and be the best employer they can be. They also manage the relationships with NHS trade unions on behalf of the Secretary of State for Health and Social Care.

NHS employers have created some guidance for overseas applicants, you can access it on their website [here](#).

NHS employers have produced a guide covering:

- Information about the NHS in England
- Details of the benefits of working in the UK
- Information about registration and immigration requirements

You can access the guide for international medical graduates on working and training in the NHS [here](#).

NHS England, Workforce, Training and Education (formerly Health Education England)

NHS England, Workforce, Training and Education (NHS WTE) formerly called Health Education England (HEE) exists to support the delivery of excellent healthcare and health improvement by recruiting, training and educating doctors in England. HEE has recently merged with NHS England (NHSE WTE) and you may currently see both terms and the old term still in use, however, please note, this is the same organisation.

Their national induction programme has been designed to ensure that all international medical graduates recruited to the NHS are welcomed, valued and supported as they transition to UK clinical practice.

E-learning for health (as part of NHSE WTE)

[NHS Induction Programme for International Medical Graduates – e-learning for healthcare \(e-lfh.org.uk\)](#) to complete soon after arriving at Imperial

Note: You will need to set up an account with e-learning for health to access this learning.

- Full [educational programme](#) (scroll down to the section “Supplementary resources to support induction to professional medical practice in the UK” to find the e-learning links)
- Related webinars:
 - [Working in the NHS](#)
 - [Being a General Practitioner](#)



- [Senior advice who, when and why](#)

General Medical Council

The General Medical Council (GMC) works to protect patient safety and improve medical education and practice across the UK. They have put on a free workshop aimed at new doctors to the UK. This workshop offers practical guidance about ethical scenarios you may encounter and gives you the change to connect with other doctors coming from abroad.

Find out more on their website: [Welcome to UK practice workshop to complete before arriving at Imperial](#)

In order to access this you will need a GMC online account.

If you have a GMC reference number you can sign in using this.

If you do not have a GMC reference number you first need to go to the [application route finder](#). This will tell you which application to apply for. More information and support is on their website [here](#).

Revalidation and Appraisal

Every licensed doctor who practises medicine must revalidate. Revalidation supports you to develop your practice, drives improvements in clinical governance.

At the Trust, the Medical Director, Dr Julian Redhead, is the responsible officer.

Revalidation is undertaken as part of a five yearly cycle.

The General Medical Council has information on how this can be done: [Revalidation - GMC \(gmc-uk.org\)](#)

Appraisal is the formal annual process that can be referred as a time of facilitated self-review supported by information gathered from the doctor's full scope of work. Annual appraisals is required in order for doctors to receive a positive revalidation recommendation and, consequently, retain their licence to practise. More information about appraisal will be given as part of the Trust Corporate Induction.

GMC Guidance on Good Medical Practice and Ethics

The GMC have a range of online resources covering good medical practice; topics covered include consent, end of life, leadership and management, raising concerns, child protection and confidentiality. There are scenarios and tests as it has been designed as a teaching tool. This can be found below:-

[Good Medical Practice | GMC](#)

They also have guidance on ethics for doctors which can be found via [Ethical guidance | GMC](#)



Medical Indemnity Information

You can find out more about medical indemnity within the NHS please see the useful links below:

[Insurance, Indemnity and Medico-legal support for those on the GMC Register | GMC](#)

[NHS medical indemnity | BMA](#)

The Trust, like other NHS Trusts in the UK provides indemnity protection for cases of clinical negligence.

It is advisable to consider membership of a Medical Defence (MDO) organisation, such as [The Medical Defence Union](#) or [Medical Protection Society](#), who provide medico-legal advice and assistance 24 hours a day 7 days a week alongside the right for their members to request legal advice and representation for to corner's inquests, "good Samaritan" acts, disciplinary procedures, complaints, GMC referrals and similar, for a membership fee (this is not the same as medical insurance). The vast majority of doctors in the UK belong to such an organisation.

You may need to consider taking out your own medical insurance if you undertake work outside of the NHS.

Royal Colleges

Medical Royal Colleges are overarching bodies who are responsible for training in one or more specialty. They set standards for their specialty such as the specialty curriculum. The majority of these are members of the Academy of Medical Royal Colleges, who provide a list of their members [here](#)



Population Health in North West London

Imperial College Healthcare NHS Trust provides acute and specialist healthcare for over one million people every year.

- North West London is a diverse area with 2.4 million people from more than 200 ethnicities
- 12.3% of the population are over the age of 65 (national average is 19%)

Imperial NHS Trust is part of NHS North West London. They are responsible for contracting healthcare services locally and the oversight of the local budget.

It looks after primary, secondary and community care.

NHS North West London looks after the following boroughs (areas within London):



North West London Integrated Care System (ICS)

An NHS commissioner is responsible for planning and purchasing healthcare for the local population.

Commissioning is the process of assessing needs, planning and prioritising, purchasing and monitoring health services to get the best health outcomes.

Integrated care systems are partnerships that bring together providers (an organisation that directly gives healthcare services) and commissioners (a public authority which pays for healthcare services) of NHS services across a geographical area with local authorities and other local partners to collectively plan health and care services to meet the needs of the population.



The North West London Integrated Care System (ICS) brings together a range of organisations including local authorities and partners responsible for delivery and planning of health and care service within the 8 boroughs.

Across England, there are 42 integrated care systems and integrated care boards. You can read more from NHS England about integrated care [here](#).

Health challenges in North West London

More information available on the North West London Integrated Care System website [here](#)

- Life expectancy is 7.2 years lower for men and 5.5 years lower for women (than average)
- 1 in 10 people have diabetes or non-diabetic hyperglycaemia
- Alcohol admissions in Ealing are above the average in England with 2200 admissions a year per 100,000 people (England 1815)
- Rates of emergency hospital admissions for self-harm as twice as high Hounslow as they are in Harrow
- 50% of all adults over 18 are overweight



Who we are – North West London Integrated Care System

We are:

- Eight boroughs
- One Clinical Commissioning Group
- Eight London councils
- Nine NHS Trusts – Four acute trusts, four community and mental health trusts, one ambulance trust
- 350 GP Practices
- 46 Primary Care Networks
- 276 care homes
- Over 1,500 voluntary organisations
- 50,000 NHS employees



Hillingdon

Population: 309,014
Deprivation (IMD rank): 142
Life expectancy at birth: Women 60.1, Men 61.6
GP practices: 45
Primary Care Networks: 6
Hospital: Hillingdon Hospital

Ealing

Population: 340,341
Deprivation (IMD rank): 94
Life expectancy at birth: Women 63.1, Men 62.7
GP practices: 73
Primary Care Networks: 8
Hospital: Ealing Hospital

Hounslow

Population: 271,767
Deprivation (IMD rank): 111
Life expectancy at birth: Women 61.6, Men 59.9
GP practices: 46
Primary Care Networks: 5
Hospital: West Middlesex Hospital

Hammersmith & Fulham

Population: 183,544
Deprivation (IMD rank): 88
Life expectancy at birth: Women 67.2, Men 66.5
GP practices: 28
Primary Care Networks: 5
Hospitals: Charing Cross Hospital and Hammersmith Hospital

Harrow

Population: 252,338
Deprivation (IMD rank): 156
Life expectancy at birth: Women 62.2, Men 63.8
GP practices: 33
Primary Care Networks: 5
Hospital: Northwick Park Hospital

Brent

Population: 327,753
Deprivation (IMD rank): 65
Life expectancy at birth: Women 71.3, Men 61.6
GP practices: 52
Primary Care Networks: 8
Hospital: Central Middlesex Hospital

Westminster

Population: 269,848
Deprivation (IMD rank): 101
Life expectancy at birth: Women 64.4, Men 65.7
GP practices: 33
Primary Care Networks: 4
Hospital: St Marys Hospital

Kensington and Chelsea

Population: 156,864
Deprivation (IMD rank): 137
Life expectancy at birth: Women 66.7, Men 61.2
GP practices: 40
Primary Care Networks: 5
Hospital: Chelsea and Westminster Hospital



Life in the UK

We recognise that your life is more than just your job. Here is some helpful information to assist with settling into life in the UK.

Registering With A GP and Healthcare Information

[How to register with a GP surgery | NHS](#)

[Help Finding a GP in Your Area | NHS](#)

[How to access NHS Healthcare When Moving from Abroad | NHS](#)

Dentists

Please note, there are both NHS and private dentists in the UK. It can be more difficult to find an NHS dentist as many practices do not offer this service and many that do may have a full quota of NHS patients.

[Find a dentist | NHS](#)

[Find a dentist | Care Quality Commission](#)

Finding Somewhere to Live

The UK government provide this useful checklist for renting in England:

[How to rent: the checklist for renting in England | GOV.UK](#)

You can also contact local hospital accommodation (see information below under Trust Accommodation).

A list of accommodation near and around the Trust is available on the attached PDF:



Accommodation list
of BB's and Hotels.p

You could also look on [Airbnb](#).

Trust Accommodation

The accommodation team can support by:

- Dealing with applications for accommodation (including short stay)
- Overseeing visitor accommodation

The team can be contacted on:

imperial.accommodation@nhs.net

Room 137 Hammersmith House
Tel: 020 3313 3026



Please note hospital accommodation for medium and longer term bookings is limited and there is a waiting list.

Short Stay Accommodation

The accommodation team can help with short term accommodation in one of the hospitals studios. Please note that these are not suitable for families. If you wish to stay here please contact the accommodation team sending the below form and quoting IMG induction in your email. Please note the team need at least 4 weeks' notice to be able to secure this accommodation for you and there are a limited number of places, which are available on a first come first served basis.



Short stay
accommodation form fc



Visitor studio poster
Jan 2023.pdf

Setting up a UK Bank Account

[Getting a bank account | Citizens Advice](#)

Collecting your BRP should be a priority when you first arrive in the UK. You should have received instructions from the Home Office about this as part of your visa application.

You should apply for a bank account as soon as you're able to as it can sometimes take a few days.

Here are a few popular high-street banks that international medical graduates often open their first account with. You can find out more information on their websites:

- HSBC UK
- Barclays
- Santander
- Nationwide

You will need the following documents to open a bank account:

- Employment contract
- Original passport
- Evidence of address
- Photographic identification
- Biometric residence permit (BCP) with National Insurance (NI) number

Utilities (Water, Electricity, Gas, Telecoms)

Water

In the UK water is supplied by a standard provider in each region. For the London area this is [Thames Water](#)



If you aren't sure who your water supplier is or you have moved to one of the surrounding counties to London and want to confirm you can [check here](#)

Home Energy (Electricity and Gas)

Electricity and Gas supply in the UK is privatised, this means you can usually choose your supplier (check your tenancy agreement as some state which supplier you should use).

Please be aware that some homes may have only electricity or gas, so do check with your landlord/estate agent if you are unsure.

OfGem is the regulator for these services – their website provides information about how to find an energy supplier, how to check who is currently supplying energy to your home and what to do in an emergency e.g. smelling gas or during a power cut

[Find your energy supplier | Ofgem](#)

If you think that there may be an electricity power cut you can check via

[National Grid | Power cuts in your area](#)

Home Telephone and Internet

You may not need a home telephone but, like electricity and gas supply, providers of the service are privatised in the UK, this means that you can choose your supplier should you wish to have one.

Which? consumer advice group provide some consumer information and [tips on their website](#). The company [USwitch](#) provide comparison information for phone and broadband deals in the UK.

Mobile Telephones

Some of the main UK mobile phone suppliers include:

- BT Mobile
- EE
- GiffGaff
- O2
- Sky Mobile
- TalkTalk
- Three
- Vodaphone

You can find out more on their websites.

[USwitch](#) provide a handy guide to how to get a UK mobile phone or sim card.

Both internet and home telephones (as well as mobile phones) are regulated by OfCom and [their website](#) provides a range of useful information.



Council Tax

Council Tax is a form of taxation in the UK which is payable to the local authority (Council) in the area in which you live and is based on the valuation of the property in which you live (known as Council Tax Band).

[Information on How Council Tax Works | UK Government](#)

[Find Your Council Tax Area | UK Government](#)

TV License

In the UK it is necessary to have a TV License which is a legal permission to install or use television receiving equipment to watch live on any channel, TV service or streaming service, and to use BBC iPlayer on any device. This applies regardless of which television channels a person receives or how those channels are received (in other words it doesn't matter if you only watch non BBC Channels you still need a TV license).

[About TV Licensing | BBC](#)

[Do I Need A TV License | BBC](#)

[TV License Purchase Page | BBC](#)

Driving

[Driving in Great Britain on a non-GB licence | GOV.UK](#)

Refugee Doctors

Advice for refugee doctors

Refugee doctors will face different challenges to those just applying from overseas. The British Medical Association publishes helpful information for refugee doctors, but also many other links in other parts of this website will be useful to you.

[BMA page Help for refugee doctors](#)

Equality Rights

[Know your rights | Equality and Human Rights Commission](#)

What To Do In An Emergency

In the UK the Emergency phone number for Police, Fire Brigade and Emergency Ambulance is 999.

If you are concerned about your health and need advice and support immediately, but don't feel it's an emergency, you can call 111 or contact [111 Online](#)



Avoid Scams – Tips and Information

Don't get caught out by scams, please see these helpful links below – you can also contact your local [Citizen's Advice Bureau for consumer advice and help](#).

If you are not sure if something might be a scam, stop and check; a genuine person or company should not be put off by vigilance on your part.

[Personal fraud and how to prevent it | Metropolitan Police](#)

[Check if something might be a scam - Citizens Advice](#)

[Action Fraud](#)

[159 — Stop Scams UK \(Banking\)](#)

[Avoid and report internet scams and phishing: Report internet scams and phishing - GOV.UK \(www.gov.uk\)](#)

[Check a list of genuine HMRC contacts - GOV.UK \(www.gov.uk\) \(tax\)](#)

[How to spot a scam - Which?](#)

Other

You may also find these sites of use whilst you are settling into life in the UK.

Citizen's Advice Bureau

For consumer advice and help

[Citizens Advice](#)

National Institute for Health and Care Excellence (NIC)

[NICE | National Institute for Health and Care Excellence](#)

NHS Pensions

[Membership of the NHS Pension Scheme | NHSBSA](#)

UK Visas and Immigration

[UK Visas and Immigration | GOV.UK \(www.gov.uk\)](#)

GLADD (Association of LGBTQ+ Doctors and Dentists)

[GLADD](#)

Hospital Consultants and Specialists Association (HCAS)

An alternative trade union for doctors to the BMA

[Home - HCSA - the hospital doctors' union](#)



NHS England

[NHS England](#)

Department for Health and Social Care (government department which oversees the NHS)

[Department of Health and Social Care - GOV.UK \(www.gov.uk\)](#)

Internal resources

About Imperial College Healthcare NHS Trust

[Imperial College Healthcare NHS Trust | Home](#)

- Formed in 2007, we are one of the largest NHS trusts in the country with more than 14,500 staff
- There are 5 hospitals that make up the Trust:
 - Charing Cross (located in Hammersmith)
 - Hammersmith (located in Acton)
 - Queen Charlottes and Chelsea (located in Acton)
 - St Marys (located in Paddington)
 - Western Eye (located in Paddington)

Core Skills training

All new starters to the Trust need to complete 10 core skills e-learning modules in the first 2 weeks of starting at the Trust. These are determined by the national NHS core skills training framework. The level of training will depend on your staff group and department.

1. Equality, diversity and human rights
2. Health, safety and welfare
3. NHS conflict resolution
4. Fire safety
5. Infection prevention and control
6. Moving and handling
7. Safeguarding (adults and children)
8. Preventing radicalisation
9. Resuscitation
10. Information governance

There are also a further set of clinical modules that junior doctors need to undertake.

Core Skills training is completed using an integrated learning management system, [LEARN](#). You will be sent your login details to this system within your first week.

Contact imperial.coreskills@nhs.net if you have not received this.

Once you login you will see the courses you need to complete. Please note it may be a few weeks from your start date before you can access LEARN.



Trust Corporate Induction for Junior Doctors

Inductions for new junior doctor starters are run on the first Wednesday of every month. If you have not been invited please contact: imperial.medicalstaff.induction@nhs.net. You will also have a local induction, which should be with a Consultant or SAS doctor in the first few days in the department.

There is an International Medical Graduate Induction package, this includes this booklet, an induction booklet, a video package and a bespoke induction session, information of which will be sent to you as part of the on-boarding process. Please contact us on: imperial.medicalstaff.induction@nhs.net if you haven't received information about this by your start date.

Car Parking at the Trust

There are very limited car parking spaces on the Trust's site.

Contact imperial.staff_car_parking_permits@nhs.net for information on how you may be able to get a car parking permit.

Key Imperial College Healthcare NHS Trust Contacts

Name	Role	Email address
Medical HR Recruitment	Medical HR Recruitment	imperial.medicalhradmin@nhs.net
Trust induction	Medical Staff Induction Team	imperial.medicalstaff.induction@nhs.net
Accommodation Team	Accommodation Imperial College Healthcare NHS Trust	imperial.accommodation@nhs.net
Imperial Car Parking Permits	Car Park Office	imperial.staff_car_parking_permits@nhs.net
Sohaa Jamil	Director of Medical Education for Workforce Development	sohaa.jamil@nhs.net
Jennifer Shelden	Workforce Development Programme Manager	jennifer.shelden@nhs.net
Joe Gilbert	Workforce Development Medical Education Co-Ordinator	joe.gilbert1@nhs.net

PLEASE LET US KNOW IF YOU HAVE ANY DIFFICULTIES ACCESSING THE LINKS IN THIS DOCUMENT BY EMAILING imperial.medicalstaff.induction@nhs.net



Joining the Trust - Before You Start (including Pre-Induction Checklist)

In advance of your arrival at the Trust you will need to have done the following:

Pre-induction Checklist to complete prior to your start date		Mark when completed (✓)
Employment confirmation	Confirm employment with the Trust after receiving offer letter	
	Send medical recruitment (imperial.medicalhradmin@nhs.net) any documents needed to complete pre work recruitment checks as instructed via TRAC jobs. This may include: <ul style="list-style-type: none"> - Passport information - Visa information - Evidence of any qualifications - References 	
Visa	Confirm visa and immigration status with relevant organisation	
	Send confirmation of visa and immigration status to Medical HR via TRAC as instructed	
Accommodation and travel	Book travel and send confirmation and travel details to HR via TRAC as instructed	
	Arrange accommodation for at least the first 2 weeks Contact imperial.accommodation@nhs.net if you need support with accommodation	
	Ensure you know the address and make travel arrangements for traveling into work (see Destination Imperial Video on our internet site)	
National Insurance and Tax	Obtain your biometric residence permit (BRP) Your National Insurance Number will be issued with your BRP	
	Familiarise yourself with information about paying council tax (see page 9)	
Learning resources	Access and go through the BMA toolkit for doctors new to the UK	
	Sign up to Welcome to UK practice course run by the GMC (you will need to have a GMC online account for this, details on how to do this can be found on page 4 of this document)	
External e-learning to complete (to be completed either prior to or soon after arriving at Imperial)	Access and complete Health Education England's set of e-learning modules aimed at IMGs: Introduction to working in the NHS Senior advice who, when and why Others can be found here : <ul style="list-style-type: none"> • Social aspects to UK clinical practice • Ethical and legal aspects to UK clinical practice • Patient safety aspects of UK clinical practice • Professional aspects of UK clinical practice • Personal health and wellbeing in UK clinical practice 	
	Access the GMC's guidance on ethical medical practice found here: Good Medical Practice In Action Ethical Guidance	
Videos	View the pre-induction video package (designed to be viewed alongside this document) on our internet page.	



	You should have received an overview leaflet on this with this Pre-Induction Booklet	
Your health and wellbeing	Register with a GP and dentist in the area you live.	