


Welcoming and Valuing International Medical Graduates  
NHS Induction Programme  
**Flow Chart for Trusts**


**Trust requirements**


In place?	Requirement
Y / N	Familiarise yourself with the <a href="#">NHS Induction Programme for IMGs</a> ; specifically, the <a href="#">guidance document</a> .
Y / N	Identified an IMG lead in the Medical HR and Postgraduate Medical Education departments who understands all incoming IMG Doctors to the Trust, and has the local knowledge to support IMG arrivals
Y / N	Trust specific materials to share with IMG arrivals
Y / N	Trust induction programme including required aspects as per the NHS Induction Programme for IMGs
Y / N	Peer support, mentoring and supervision systems in place (including method of allocation and appropriate training in place)
Y / N	Feedback loop for continuous improvement of induction programme implemented


**Stage 1 - Post recruitment**


To support IMG Doctor's orientation before they arrive


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Offer letter sent by email to recruit in their home country; including local IMG induction pack (**see section A of guidance**). The NHS Induction Programme for IMGs and eLearning links should also be shared.
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Contract letter sent by email to recruit in their home country, including local IMG induction pack, NHS Induction Programme for IMGs and eLearning links. This is shared a second time to reinforce the message.
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Understand the individual doctor's situation to ensure they have information and support to meet their needs.
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Provide the doctor with assistance in finding rental accommodation; it may be helpful to provide accommodation for at least their first week.
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Providing and explaining terms of visa and immigration status with a link to further info (including family members where appropriate).
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Ensure the HR team has details on the doctor's travel plans and provides directions from the airport to accommodation and place of work.

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**Stage 2 - Arrival in UK**



Meet and greet the doctor on arrival and take them to accommodation if relevant.

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Practical support is explained to the doctor (**See section A 2.1-2.13 of guidance**).

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Welcome letter and induction pack provided including all necessary information about the Trust and department they are joining.

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Peer support in place and explained ('Buddy' and group of other IMGs) (**see section A 2.14-3 of guidance**).

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Mentor and supervisor identified (**see section A 4 of guidance**).

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On the first day on-site provide the doctor with an ID badge, log in details and other essential equipment e.g., a smartcard.

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Trust Induction completed including:

- Professional practice in the UK induction (to include GMC Welcome to UK practice session) (**see section B**)
  - National Language and Communication induction (**see section C**)
  - IT and Electronic Patient Records and Coding induction (**see section D**)
  - Any Specialty Specific induction
    - (**Psychiatry see section E, Anaesthetics see section F, Emergency Medicine see section G**)
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Supervisors to work with each Doctor to explore any language and communication needs and agree on a learning plan as applicable (**See section C**).

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**Stage 3 - Within six months of arrival**



Feedback received from newly arrived IMG doctors and reviewed to incorporate into the local induction programme

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Supervisor to conduct an informal review of the settling-in period and identify any existing personal needs

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IMG and Supervisor to review any learning needs agreed when started and an action plan agreed to address any outstanding needs

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