

## BHSCT guide for supervisors of New to N Ireland (N2NI) trainees

### N2NI resources and welcome events

1. N2NI trainees are identified to Trusts at the time of the NIMDTA postings allocations – CS (clinical supervisor) and ES (educational supervisor) can then make contact / arrange early meeting
2. NIMDTA website has been relaunched with a 'N2NI' hub [New to Northern Ireland - N2NI \(nimdta.gov.uk\)](http://nimdta.gov.uk)
3. N2NI trainees will be sent a check-list (see website) - initial steps (e.g. visa related issues, opening a UK bank account, exploring accommodation options, etc).
4. Private Facebook page and WhatsApp channel currently exist for N2NI / IMG (International Medical Graduates) trainees – these are moderated by a NIMDTA IMG Trainee Ambassador – N2NI trainees also invited
5. Tailored education for new to UK BAME trainees – see Appendix 1 (speed of speech, accent reduction, cultural aspects of speech, exam preparation, developing culturally safe workplaces and unconscious bias training - NI pilot scheme for GP trainees; linguistics and communication, culture and transition, reflection, ePortfolio, feedback, perspectives of an IMG).

### Enhanced training for Supervisors

1. New educational session for Recognised Trainers to raise trainers' awareness of the issues N2NI trainees face is planned with a focus on specific challenges facing doctors new to NI and UK practice through trainee and trainer first-hand experience.
2. N2NI trainees should be offered more frequent formative assessments / educational meetings with educational or clinical supervisor. This facilitates early interactions between trainer and trainees. During induction, focus on e-portfolio use (step by step use / navigating an online portfolio), ARCP requirements such as number of WPBAs that must be attained. As an IMG/N2NI trainee, the concept of reflection and recording what they have learnt may be a new concept [The reflective practitioner - guidance for doctors and medical students - GMC \(gmc-uk.org\)](http://gmc-uk.org). N2NI trainees may also need to be more proactive in approaching seniors for e-portfolio sign offs. N2NI trainees may need to focus specifically on what is required for them to achieve their ARCP criteria. They may need help with e.g. how to record that you have done a teaching activity (collect feedback survey and summarise it in a one page diagram), how to register for an audit etc.
3. We would highly recommend the e-Learning for Health module "NHS National Induction Programme for International Medical Graduates" [NHS Induction Programme for International Medical Graduates - elearning for healthcare \(e-lfh.org.uk\)](http://e-lfh.org.uk) (45 minutes duration and certificate)
4. Much of the information in this guide (including ES meeting check-list – see Appendix) is covered more extensively in [Welcoming-and-Valuing-International-Medical-Graduates-A-guide-to-induction-for-IMGs-WEB.pdf \(e-lfh.org.uk\)](http://e-lfh.org.uk)

## Mentoring scheme

1. The NIMDTA Professional Support and Wellbeing Unit (PSW) provides a mentoring scheme (MentorNet) which is open to all NIMDTA trainees (not just N2NI) [sfG MentorNet - Log In](#). Mentors are senior trainees, who can provide support in practical aspects of training, as well offering encouragement and support in addition to advice on relocating to NI and working in the HSCNI.
2. Please consider if a mentor scheme could work in your specialty (some already have this set up).

## Actioning key difficulties relating to relocation raised by N2NI trainees

1. Visa/Right to Work arrangements
  - i. N2NI trainees requiring visa sponsorship are allocated a named contact within the PSW for all visa related queries [Immigration \(nimdta.gov.uk\)](#)
  - ii. NIMDTA have procured a Premium Customer Service arrangement with the UK Visas and Immigration service.
2. Housing / Accommodation
  - i. We have informed trainees of a number of available options including Alma Place ([www.uniacco.com](#) and search for “Alma Place”); Queen’s University Belfast Halls of Residence for the month of August only (email [allocations@qub.ac.uk](#)) and Glenview (BCH site – not available as of August 2023).
  - ii. NIMDTA are working to identify a point of contact in each Trust who can provide local information and contacts with respect to local accommodation
  - iii. Resources on accommodation including the steps involved in renting a property in NI is included on the N2NI Hub [Accommodation Support and Information \(nimdta.gov.uk\)](#)
  - iv. Single Lead Employer (SLE) is able to send confirmation of employment and salary letter to N2NI trainees on request, if required by letting agents.
3. Relocation and finance
  - a. Additional financial pressures such as not having a bank account may lead to a lack of immediate access to money as they are unable to receive their salary.
    - i. [Personal - Bank of Ireland UK](#) or contact the Account Opening Team (NI Consumer Direct) – 0800 850 444.
    - ii. Since the BHSCT banks with Bank of Ireland – we have pointed trainees to BoI
    - iii. Address issue still to be worked out: possible solution of recognising NIMDTA as address for correspondence being considered
4. Family support and travel
  - a. Most N2NI trainees were not able to bring their families with them to NI initially due to the extensive costs associated. Many IMGs also face difficulties in registering their children in schools.
  - b. Many challenges are associated with obtaining a full driving license as the waiting time is currently 4-6 months (on-call; move between sites).
  - c. Many IMGs are not aware of the process for reimbursement of travel and relocation expenses.
    - i. Instructions regarding how to apply for a Northern Ireland driving licence will be sent to trainees as part of the initial checklist on acceptance of a post, including instructions on how to access an expedited test appointment for healthcare professionals
    - ii. Resources on local education, registering for healthcare/dentistry and community supports have all been developed on the NIMDTA N2NI Hub [New to Northern Ireland - N2NI \(nimdta.gov.uk\)](#)
5. Induction / Initial ‘shadowing’ period
  - Placement specific issues

- a. If at all possible, ensure that IMG doctors do not work alone at their grade out of hours for the first week. Feedback from new to NI trainees has been that they would have appreciated this option being provided to them.
- b. NIMDTA are working to ensure that placement information for the first year of the training programme is made available on Oriel, to aid with making informed accommodation choices
- c. Trusts are being asked about in and out of hours driving requirements specific to each post, so that this can be made available at point of submission of post preferences
- Initial shadowing period
  - If it can be accommodated, facilitating trainees in this position to work in a supernumerary capacity for the first two weeks without out of hours shifts would allow:
    - Time for enhanced induction to allow familiarisation with the NHS and processes specific to NI
    - An increase in trainee confidence
    - Supervisors to assess their current level of capability
    - Improved patient safety through an appropriate level of responsibility and supervision.

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## **Appendix One - Useful websites**

**Welcoming and Valuing International Medical Graduates: A guide to induction for IMGs recruited to the NH**  
[Welcoming-and-Valuing-International-Medical-Graduates-A-guide-to-induction-for-IMGs-WEB.pdf \(e-lfh.org.uk\)](#)

### **Welcome and pastoral induction**

Information on places to visit; transportation in NI and Citizen's Advice Bureau

<https://www.lonelyplanet.com/ireland/northern-ireland>

<https://www.translink.co.uk/>

<https://www.citizensadvice.org.uk/about-us/northern-ireland/>

### **Professional practice**

GMC guidance

<https://www.gmc-uk.org/ethical-guidance/ethical-guidance-for-doctors/good-medical-practice>

<https://www.gmc-uk.org/ethical-guidance>

<https://www.gmc-uk.org/gmpinaction/gmc-guidance/>

<https://www.gmc-uk.org/about/what-we-do-and-why/learning-and-support/workshops-for-doctors/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/welcome-to-uk-practice-case-studies>

<https://www.gmc-uk.org/registration-and-licensing>

### **Language and communication**

Useful links on how to communicate effectively in Northern Ireland

<https://www.gmc-uk.org/registration-and-licensing/join-the-register/before-you-apply/evidence-to-support-your-application>

<http://www.doctorspeakup.com/>

<https://prod-wp-content.occupationalenglishtest.org/resources/uploads/2018/07/02165707/speaking-checklist-glossary-updated-speaking-2018.pdf>

<https://pronunciationstudio.com/>

<https://www.youtube.com/watch?v=vA6lVwMvZH8>

<https://www.youtube.com/watch?v=8qCxZdScI3I>

<https://www.youtube.com/watch?v=ZFBtakvl8yA>

<https://www.bradfordvts.co.uk/communication-skills/>

<https://www.eslbuzz.com/30-useful-medical-and-health-idioms-in-english/>

[International Recruitment: Cavita Chapman on Vimeo](#)

## APPENDIX 3

### Initial ES meeting Checklist for new IMG Doctors

This checklist aims to support IMG doctors who are either newly arrived in the UK or have been working in the UK for less than 12 months. This Checklist should be used by the Educational Supervisor (appointed by the employing Trust) at their first meeting with the IMG trainee/locally employed doctor. This checklist covers areas of specific needs of new IMGs, as per feedback from previous IMGs and experienced educational supervisors. It is expected that this checklist will act as a driver for new international doctors to engage in focussed discussions with their educational supervisors, to build professional development plans and to undertake additional training to address their learning needs.

It is the responsibility of IMG doctor upload this checklist on their ePortfolio/appraisal platform

Name of IMG/International Doctor	
UK Address	
Name of the base Hospital/Surgery	
Date of starting Job	
Planned date of finishing post./last date of visa (if applicable)	
Name of Educational Supervisor	
Name of IMG Lead or contact person in PGMED	
Name of Clinical Director	
Date of this meeting	
Does the trainee need advice re any practical issues (housing, bank etc)?	
Welcoming & Valuing IMG NHS Induction programme discussed including language & communication induction	
GMC's Welcome to UK Practice booked	
eLearning resources on eLfh.org.uk discussed	
Departmental Induction discussed / completed	
Trust's Mandatory Training Discussed / completed & access to learning hub	
Peer Buddy offered & allocated (Name)	
AoMRC's MTI Starter Form completed (if applicable)	
Membership of medical defence organisation	
IMG handbook provided	
Previous Experience	
Does the trainee have any concerns about their work?	
Shadowing & supernumerary period agreed followed by ES meeting	
Immediate supernumerary exposure required in which areas?	

Leave policy discussed (Study leave, special, annual etc) & how to book leaves	
Contract T&C discussed inc. probation	
Wellbeing Resources (EHW) discussed	
Discussed work schedule, rota, on calls & Exception reporting	
Royal College e-Portfolio, Work Based Placement Assessments & appraisal portfolio access discussed	
CPD courses required immediately (Resuscitation etc)	
Speciality examinations discussed	
Involvement in Quality Improvement Projects/ Audits/Research discussed	
MSF discussed (to be completed in first 3 months) and then 6-12 monthly	
Agreed discussing with ES re. any concerns/ SUI/HLI/complaints	
Annual Appraisal (ARCP like) meeting Provisional date agreed Name of Appraiser given	
Career Intention	
Summary of agreed 2-year learning Objectives on completion of this post	
Agreed PDP	
Any other Comments by ES and/or Trainee	

Trainee's Signature (upload document on ePortfolio) \_\_\_\_\_

Educational Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

# Review ES Meeting Checklist for new IMG Doctors:

Review Meeting	Review date:
<p><b>Settling in the UK:</b></p> <p>Welcoming &amp; Valuing IMG NHS Induction guidance discussed</p> <p>Personal &amp; Family settling ok?</p> <p>Social networks</p> <p>Professional networks</p> <p>Peer Buddy Support</p> <p>Any further support needed</p>	
<p><b>Wellbeing:</b></p> <p>How have you been over the past month/since our last meeting?</p> <p>Any reasons for how you have been feeling and would you like to discuss them?</p>	
<p><b>Progress:</b></p> <p>What has gone well?</p> <p>What has gone not so well?</p> <p>Are you staying up to date with your e-portfolio, WPBA, exam preparation?</p> <p>(Review of ePortfolio done)</p>	
<p><b>Objectives:</b></p> <p>How you are progressing against your objectives/PDP?</p> <p>Do they need amending?</p> <p>Should more support be made available?</p> <p>(Review of Learning Objectives from the last ES meeting)</p>	
<p><b>Recognition:</b></p> <p>Have you had any successes you would like to share?</p> <p>Have you recognised great work being carried out by a colleague?</p>	
<p><b>Feedback:</b></p> <p>Have you received any feedback from your colleagues or supervisors?</p> <p>Do you have any feedback about your colleagues/ placement/supervisors?</p> <p>Do you have any issues or concerns about your workload?</p> <p>Are you happy with your current placement?</p> <p>(Review of 360/MSF – date completed)</p>	
<p><b>Concerns:</b></p> <p>Any concerns raised regarding performance as a GMC registered doctor <i>(Needs to be escalated to IMG Lead, CD &amp; Programme Lead)</i></p> <p>Any other ongoing concerns (details)</p> <p>Any remediation action required/undertaken</p> <p>Support offered?</p>	Yes (details)/No

Any other areas you would like to discuss?	
ARCP or annual appraisal – date	
PDP Agreed	Yes / No
Any other Comments by ES and/or Trainee	

Trainee's Signature (upload document on ePortfolio) \_\_\_\_\_

Educational Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_