

International Medical Graduates – Preparation Checklist

Congratulations on your recent job offer at Guy's and St Thomas' NHS Foundation Trust. We look forward to welcoming you. As you will now be preparing to relocate to the UK, below is a list of things to consider and ensure you have completed ahead of time.

1. GMC Registration

Do you have a full GMC Registration with a licence to practice? In order to obtain this, there may be a requirement for you to obtain an acceptable pass mark in IELTS for UK visa and immigration.

- a. PLAB route
- b. Acceptable Postgraduate Qualification Route
- c. Sponsorship by GMC approved sponsor

2. Certificate of Good Standing

Do you have your letter (certificate of Good Standing) of good standing from the relevant authority in your country? E.g. Police/hospital authority.

3. Visa & Right to work in the UK

Have you considered your immigration status and does this allow you to reside and work in the UK? If you require a Visa enter the UK, you will need to request a Certificate of Sponsorship before you can apply for your Visa.

If you are unsure how to proceed, please contact the Medical Recruitment Teams via medicalrecruitment@gstt.nhs.uk for GSTT
medicalrecruitment@rbht.nhs.uk for Heart, Lung and Critical Care (RBHH)

4. National Insurance Number

Do you have a National Insurance (NI) Number?

- a. Check if an NI number was issued with your Visa - NI numbers are always issued for Doctors that hold Tier 2 Visa's
- b. Apply for a NI number if you do not have one: www.gov.uk/apply-national-insurance-number

It is important you have a NI Number and it is provided to the Medical Recruitment Team to ensure you pay the correct national insurance contributions on your UK earnings.

5. New Starter Paperwork & ID Check

Have you completed your New Starter paperwork and returned to the Medical Recruitment Team? Have you booked your ID check for when you arrive in the UK? Failure to complete the forms and book an ID check may delay your start date and impact your first payment.

- a. New Starter Forms
- b. Bank Details – must be a UK bank account
- c. Pension Questionnaire

- d. Occupational Health (electronic form to be completed via Cohort – you will receive a separate email)
- e. Proof of Identity and proof of address as listed in the ID check booking link

6. Pre-Employment Checks Complete

Have you received confirmation from Medical Recruitment that your pre-employment checks are cleared and you are ready to start?

- a. Please remember that the start date is provisional subject to satisfactory completion of pre-employment checks, and only once these checks have been completed should you arrange your travel to the UK.

7. Induction

Once you have arranged your start date, nearer to the time you will be contacted by the Medical Education Team who will provide you with your induction details. You will attend a virtual induction session, an additional IMG Induction programme, and your future department will confirm any local induction arrangements.

8. Pay Arrangements

You will be paid in line with the salary advertised on the vacancy you applied for, and you will receive a Generic Work Schedule which will confirm the basic salary and additional allowances that your role will attract, depending on the rota and department you will be based at.

Pay day is on the 24th of each month, and will fall on the first working day prior if this date falls on a weekend or a public holiday.

9. Payslips

Payslips are now available electronically. You will be able to view and download your payslips as well as manage your personal information via ESR Self Service via <https://my.esr.nhs.uk>

Access will be available the day prior to pay day on the 24th of each month.

Employees should be referred to the ESR Self Service page on GTi in the first instance, where there are various 'how to' guides to use the system:

<http://gti/services/hr/wsi/employee-self-service/employee-self-service-onnesr.aspx>

10. Useful Contact Information

If you have any generic queries regarding your contract or payslip once you have received your first salary payment, please direct your queries to the following Teams:

Medical HR – GSTT – Medical-HR-Enquiries@gstt.nhs.uk

Medical HR – RBHH - medicalhr@rbht.nhs.uk