

Hillingdon Hospital NHS Foundation Trust

Information booklet for International Medical Graduates

Our Hospitals:

Hillingdon Hospital



Mount Vernon Hospital



Hillingdon Hospital
Pield Heath Road,
Uxbridge, UB8 3NN
Tel: 01895 238282

Mount Vernon Hospital
Rickmansworth Road,
Northwood
HA6 2RN

Contents

Welcome to The Hillingdon Hospitals NHS Foundation Trust.....	4
About the trust.....	5
Our priorities.....	6
Hillingdon Hospital Map.....	9
Mount Vernon Hospital Map.....	10
Life in the UK	11
Accommodation	13
Household Bills	15
Citizens Advice Bureau	15
Weather & Clothing	15
Food	16
Currency	18
Public Transport	19
Useful applications	22
Idioms & Colloquialisms	22
Religions	24
Things to do in London	25
Health: Registering with a Doctor and Dentist	27
Pharmacists	27
Sexual Health Services	27
Hospitals	28
Urgent Care Centres (UCCs)	28
Occupational Health Service	29
Annual Leave	29
Other Types of Leave.....	29
Temporary Staffing (additional earning via bank)	31
Finance	31
Unions	35
Staff Networks	36
Dress code policy.....	38
Appraisal	39
Revalidation	41
Staff benefits and Well being	41
How to bring your family to the UK	43
COVID-19 Guidance	45
British License Application Process	46



<i>Embassies</i>	47
<i>Appendix</i>	54
<i>Meet our team</i>	55
<i>Useful email addresses</i>	56
<i>Acknowledgements</i>	56



Welcome to the Hillingdon Hospitals NHS Foundation Trust

We are very pleased to welcome you to the National Health Service (NHS). We know that this is an exciting time for you and appreciate how challenging it has been to finally start your career as a The Hillingdon Hospitals NHS Foundation Trust employee. There are going to be big changes for you to adjust to, including living in the UK, working in the NHS and being away from your families. We are dedicated to ensuring that you feel welcomed, supported, and happy throughout your time with us.

We hope that you will enjoy your time here, while also gaining a wide variety of experience and furthering your professional development. This pack is designed to give you an insight into the Trust, our local community and what to expect on your first few weeks.

Hillingdon Hospital is an acute and specialist services provider in North West London, close to Heathrow Airport for which we are the nearest hospital for those receiving emergency treatment. Providing the majority of services from the Trust, Hillingdon Hospital is the only acute hospital in Hillingdon with a busy Emergency Department, inpatients, day surgery, and outpatient clinics. The Trust also provides some services at Mount Vernon Hospital, in co-operation with the East & North Hertfordshire NHS Trust.

Mount Vernon Hospital has an Urgent Care Nurse Practitioner Service for the care of patients with minor injuries. Minor injuries might include cuts, grazes and bruising, minor burns, animal bites and simple broken bones.

About the Trust

Message from Chief Medical Officer, Dr Alan McGlennan
Dear Colleague

Welcome to Hillingdon Hospital. I am so glad you have chosen us as a trust. I am sure you will find everything you need here to thrive. We pride ourselves on being rooted in our community in London to serve the patients of Hillingdon. We are secure with our integration into the local health economy, the wider academic community and the collaboration amongst the nearby acute trusts. Each year we add to our innovations (our Surgical robot in 2023), to our academia (portfolio trials, original research and translational work from design, business and digital) and our educational offering (Brunel Medical School clinical cohort starts in 2024). I started as a junior doctor here in 1998. I returned in 2023 as I can see the journey that Hillingdon is on to provide outstanding care, excellent education and a wonderful place to work.



I want to thank you for coming here. We value all of our staff and are tremendously honoured by the calibre of those who work with us. We are a clinically orientated hospital (our CEO is a pharmacist, I am an anaesthetist and the COO is a radiographer) but we understand the importance of life outside of work, of home, of location. We hope you find time and space to enjoy this part of West London and the surrounding areas.

We seek to improve ourselves each day so please join in our improvement work and feel free to let me know what we can do for you. I like to stray out of my natural habitat of theatres so I may see you on the ward, the clinic or in maternity!

Welcome again.

Dr Alan McGlennan FRCA

Local Induction

The purpose of the local induction is to familiarise you with the aims, objectives and expectations of your division and ward. This should help clarify your role and responsibilities and assist your understanding of the practical day to day support that is available. This orientation package will enable you to settle into the unit and provide you with a useful framework for your continued development and to help you address any queries and concerns and should be completed in conjunction with your mentors and signed off by your manager.

Doctors Induction

The doctors' induction complements the induction you will receive at a local level. The aim is to provide you with an overall understanding of the Trust and enable you to contribute to the priorities of the organisation. You are expected to attend the doctors' induction as taking responsibility for your practical and theoretical development, but we will do as much as we can to help you.



CARES values



cares
communication attitude
responsibility equity safety

What do they mean for you?

Our CARES values are at the heart of everything we do, and are embedded in our practice. They help us to deliver the best patient care. Our CARES values and behaviours are central to our strategy for the future and guide every aspect of our work so that we can offer the best patient experience for people who use our services.

What do the CARES values stand for?



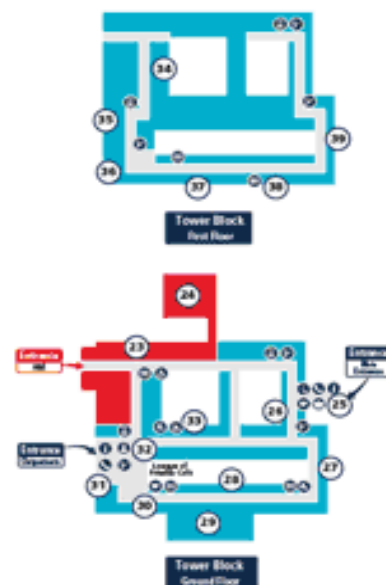
The Hillingdon Hospital Map:

Elizabeth Ward - Conveyance Centre	1
George Ward	2
James Ward	3
John Ward	4
Katharine Ward	5
Kennedy Ward	6
Other Ward	05
Marie Ward	1
Regent Ward	05
Robert Hall & Wendy Ward	05
Princess Ward	05

- Information Reception
- Cafe
- Restaurant
- Shop
- SPK
- Carpoint
- Pharmacy
- Public Telephone
- Chapel
- WC Males & Females
- WC Disabled
- Baby Changing
- Shop
- Disabled Parking
- Parking
- Entrance
- Bus Stop
- Security
- Bike Shelter
- Drop Off Point



Welcome to Hillingdon Hospital



Map-THH-Sept2022.pdf

Mount Vernon Hospital Map:



Mount Vernon Hospital
NHS Foundation Trust

Department	Area	Department	Area
Administration	1	Landscaping	4
London West Hospital	2	IT/IT Administration Office	7
Accident & Emergency	3	IT Help Desk	8
Acute Care	4	IT Help Desk	8
Acute Care	5	IT Help Desk	8
Acute Care	6	IT Help Desk	8
Acute Care	7	IT Help Desk	8
Acute Care	8	IT Help Desk	8
Acute Care	9	IT Help Desk	8
Acute Care	10	IT Help Desk	8
Acute Care	11	IT Help Desk	8
Acute Care	12	IT Help Desk	8
Acute Care	13	IT Help Desk	8
Acute Care	14	IT Help Desk	8
Acute Care	15	IT Help Desk	8
Acute Care	16	IT Help Desk	8
Acute Care	17	IT Help Desk	8
Acute Care	18	IT Help Desk	8
Acute Care	19	IT Help Desk	8
Acute Care	20	IT Help Desk	8
Acute Care	21	IT Help Desk	8
Acute Care	22	IT Help Desk	8
Acute Care	23	IT Help Desk	8
Acute Care	24	IT Help Desk	8
Acute Care	25	IT Help Desk	8
Acute Care	26	IT Help Desk	8
Acute Care	27	IT Help Desk	8
Acute Care	28	IT Help Desk	8
Acute Care	29	IT Help Desk	8
Acute Care	30	IT Help Desk	8
Acute Care	31	IT Help Desk	8
Acute Care	32	IT Help Desk	8
Acute Care	33	IT Help Desk	8
Acute Care	34	IT Help Desk	8
Acute Care	35	IT Help Desk	8
Acute Care	36	IT Help Desk	8
Acute Care	37	IT Help Desk	8
Acute Care	38	IT Help Desk	8
Acute Care	39	IT Help Desk	8
Acute Care	40	IT Help Desk	8
Acute Care	41	IT Help Desk	8
Acute Care	42	IT Help Desk	8
Acute Care	43	IT Help Desk	8
Acute Care	44	IT Help Desk	8
Acute Care	45	IT Help Desk	8
Acute Care	46	IT Help Desk	8
Acute Care	47	IT Help Desk	8
Acute Care	48	IT Help Desk	8
Acute Care	49	IT Help Desk	8
Acute Care	50	IT Help Desk	8



Map-MV-Sept2022.pdf

Life in the UK



London may be the capital city of England, but it is also one of the most multicultural cities in the world. As a matter of fact, one-third of all Londoners are foreign-born, and over 200 languages are spoken throughout its many streets and neighbourhoods.

Whether you would like to feel at home or explore a different culture and cuisine, we have listed a few places for you to experience this.

Brixton

Declared as the unofficial capital of the British African-Caribbean community.

Camden

This popular London neighbourhood has a ton of Latin American culture.

Chinatown

Located in Westminster borough, Chinatown is packed full of Chinese supermarkets, bakeries, and over 80 different Chinese restaurants.

Ealing

Ealing has an extremely diverse multicultural population (with Irish, Indian, Japanese and South Asian communities), but lately it has become known as having one of the largest Polish populations in London.

Earl's Court Unofficially called "Little Manila", Earl's Court boasts a number of Filipino restaurants and grocery stores.

Enfield

A large presence of both the Turkish and Greek communities exists in Enfield, which is home to both ethnic groups as well as Turkish and Greek Cypriots.

Golders Green

The Jewish community is especially prevalent in this northern London neighbourhood, but the area also features a cosmopolitan of various cultures like Japanese, Turkish, Korean and Italian.

Hounslow

A large suburban district of West London. Has a high degree of people who ethnically identify as BAME and it is the borough's most diverse town. It is most famous for the fact that Heathrow Airport is located right next to the borough.

New Malden

Known as "Little Korea," New Malden is said to have one of the most densely populated areas of Koreans outside of South Korea.

Peckham

This district in south London's Southwark borough is affectionately named "Little Lagos," after Nigeria's capital city.

Southall & Hayes

With a thriving Indian and Asian culture, it's easy to see why nicknames like "Little India" and "Curry Corridor" were given to this neighbourhood in southern London.

Tower Hamlets

The Bangladeshi community is one of London's largest ethnic groups and its community centre can be found in Tower Hamlets.

Waltham Forest

Waltham Forest has one of the highest ethnic populations in Europe, mostly consisting of Eastern Europeans and British Pakistanis.



Accommodation

Hillingdon Hospital manages 12 rooms at Hillingdon Hospital and the rest is managed by Thames Valley Association.

The Trust has very limited accommodation provision and availability of accommodation is subject to application and a waiting list.

Please contact medical staffing team at Hillingdon if you wish to obtain accommodation forms.

Renting in London

Here are some of the websites that advertise property rentals:

1. Rightmove – <https://www.rightmove.co.uk/>
2. Zoopla – <https://www.zoopla.co.uk/>
3. OnTheMarket – <https://www.onthemarket.com/>
4. Open Rent – <https://www.openrent.co.uk/>

We recommend that you take a look at some properties on the websites to give you an idea of the average rental costs. Most overseas doctors prefer to rent a property to share with their colleagues or friends. For example, three doctors can share the rental cost of a 3 bedroom flat. However, not all landlords allow this, so it is best to check with them first.

If you prefer renting a room instead of an entire property, you may also look for available rooms on SpareRoom: <https://www.spareroom.co.uk/> and Homestay accommodation: <https://www.homestay.com/>. There are also key workers accommodation available for NHS staff which may be cheaper than typical market rent. Your options and availability depend on the area where you would like to live. Please approach your trust's international recruitment lead for assistance.

When you've found a property to rent, you will have to pay a deposit before you move in. The Trust will loan you money for deposit. Make sure you understand everything that is written on the tenancy agreement before signing it and making the payment. If there is anything that you do not understand, clarify the information with your letting agent or landlord. Do not hesitate to ask for support from your trust's international recruitment lead. It is important to note that most accommodations require a minimum of 3, 6, or 12 months of tenancy duration.

To help you avoid scams when renting, we advise you view the property and have a signed contract prior to the transfer of any money. When renting for the first time, it may be safer to do so via a letting agent or reputable website rather than privately. Holding deposits should not normally exceed 5 weeks rent, so be cautious if it does.

[How to Spot Rental Fraud | News & Trends | Experian](#)

Rental Checks

Before you can rent a potential new accommodation, you will need to provide certain references and documents to the letting agent or landlord. You need to show you can afford the rent – and that you'll be reliable in paying it – and that you're a trustworthy person who will look after the flat or house. You will also have to show you have a 'right to rent' in the UK.

Your letting agent or landlord will find this out by carrying out a few checks which will usually include:

- Asking for proof of character in the form of references from your current landlord and employer
- Asking for documentation to show proof of your income. This may include pay slips and three months of bank statements
- Running a credit check on you with an independent credit reference agency. They need to ask for your consent before doing this.
- Asking to see your passport and/or residence permit

Household Bills

When renting a property, there are additional costs to consider. Some property rental costs already include the bills listed below, so it is best to check with the agency or landlord first if this is the case.

Items	Average Costs
Council tax	£120-£170/month but you can get a 25% reduction if living alone
Utility bills (gas, electricity, water)	On average per 1 person, £300/month(at least but can vary)
TV licence	£13.25/month
Internet	£25/month

Citizens Advice Bureau

Citizens Advice is an independent organisation specialising in confidential information and advice to assist people with legal, debt, consumer, housing, and other problems in the UK. You can find further information about housing on their [website](#).

Weather & Clothing

The weather in the UK varies depending on season and ranges from its coldest period at 0 degrees Celsius to its hottest period hitting maximum temperature of 30 degrees Celsius.

In autumn and winter months (October to March), you can expect the temperature to vary from approximately 0 degrees Celsius to 15 degrees Celsius. Typically, during these months, you will need to wear trainers or boots on your feet and trousers, jumpers, and coats to stay warm outside. It will help if you also wear gloves, a scarf, and a hat. London can be very rainy during autumn and winter, so you may need to bring an umbrella or raincoat.

In spring and summer seasons (April to September), you can expect temperatures to range from 10 degrees Celsius to 30 degrees Celsius. You may want to wear trainers or sandals on your feet and dress in light clothing that will keep you cool. You can monitor the weather forecast from <https://www.bbc.co.uk/weather>

Food

There are many British and international supermarkets in London, where you can find a diverse range of food items. English supermarkets vary in price, some being a lot more expensive than others, so be careful of this when you first arrive.

Below are the biggest supermarkets in the UK, listed from least expensive to most expensive.

In terms of water, it is important to note that you can drink tap water in the UK. To check on the quality of the water in your area, you may visit this [website](#).



Supermarkets and convenience stores near to Hillingdon Hospital



Tesco Express

Grocers & Convenience Stores Why choose Tesco? Find out more.

160 yds | Pield Heath Rd London, Uxbridge, UB8 3NJ

Supermarkets and convenience stores near to Mount Vernon Hospital















Waitrose & Partners

Supermarkets A British grocery supermarket chain

📍 1 mi | 52 Green Lane, Northwood, HA6 2XW

Currency

In the United Kingdom, the official currency is the pound sterling (symbol: £; ISO code: GBP) and is divided into one hundred pence. (abbreviated as p). In the UK we have both coins and notes in circulation — please see below— and often referred to as cash. Due to the current pandemic, some retail businesses prefer contactless payments rather than cash.

 <p>1p – One Penny</p>	 <p>2p – Two Pence</p>	 <p>5p – Five Pence</p>	 <p>10p – Ten Pence</p>
 <p>20p – Twenty Pence</p>	 <p>50p – Fifty Pence</p>	 <p>£1 – One Pound</p>	 <p>£2 – Two Pounds</p>
 <p>£5 – Five Pounds</p>	 <p>£10 – Ten Pounds</p>	 <p>£20 – Twenty Pounds</p>	 <p>£50 – Fifty Pounds</p>

Public Transport

Public Transport Options



London has 32 boroughs and it is very easy to cover the city with its excellent transport system run by [Transport for London](#). There are many different ways of travelling around London via public transport. We have buses, underground trains, overground trains, cycle hire and even trams in some areas. In this handbook, we will discuss the most commonly used ones.

London's public transport is divided into Zones 1–6. Most main attractions and the city centre are located within Zone 1, however if you would like to travel further, you will be able to easily access other zones via several different means of travel. All public transport methods run until late (most until midnight) and some tube lines and buses run 24 hours a day.

Buses are a more economical method of travelling but they are often slower than the tube. There are many bus routes throughout London so it is likely you will be able to make your journey via bus. Bus stops provide useful information for passengers in the form of timetables and maps. Below, you can find an example of a bus stop information panel.

How to get to Hillingdon Hospital:

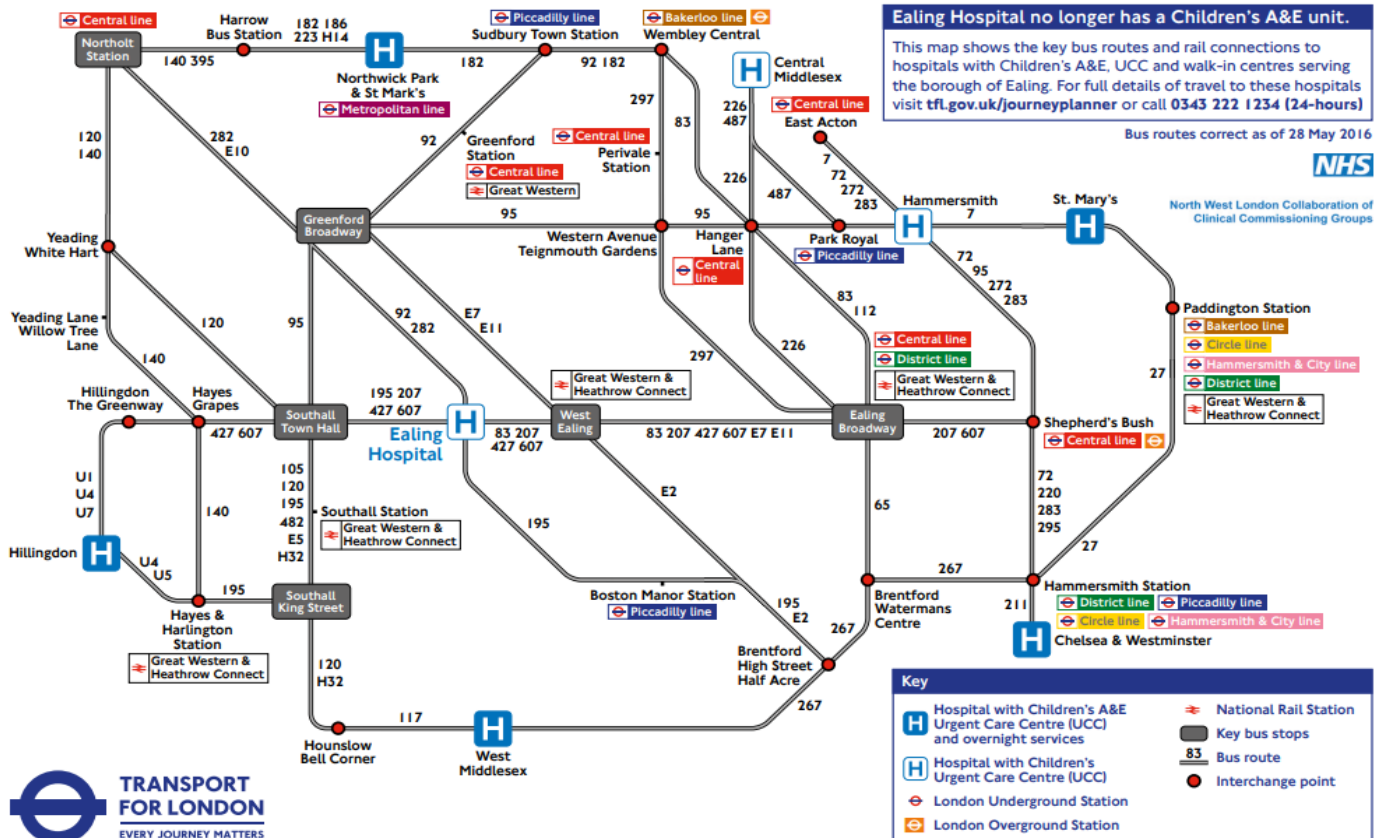
Underground: Piccadilly or Metropolitan lines to Uxbridge Station. Then take the bus to Hillingdon Hospital

Rail: West Drayton station. From there take the U3 or U5 bus to Hillingdon Hospital.

Buses: U1, U2, U3, U4, U5, U7.

Local transport around Ealing and Hillingdon:

Buses to hospitals around Ealing



Local transport from West Middlesex Hospital



Bus:

Tube:

[How to get to Mount Vernon Hospital in Northwood by Bus or Tube? \(moovitapp.com\)](https://www.moovitapp.com)

Payment Options

Oyster Pay As You Go



An Oyster card is a smart card that you add money to, so you can pay as you go. It can be used to pay for travel on buses, Tubes, Trams, DLR, London Overground, most TfL Rail, Emirates Air Line and Thames Clippers River Bus services. You can also travel on most National Rail services in London and some outside London.



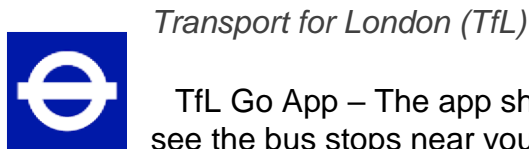
Contactless and Mobile Pay as You Go

You can pay for your travel on buses, trains and on the London underground system by using either your mobile phone or a bank card that has the contactless payment symbol. **Payment in cash is no longer accepted.**

To use your phone or bank card, simply touch the yellow card reader which will open the entry and exit barriers in all tube and train stations. You must then touch out using the same card phone at the end of your destination. If you are traveling by bus, simply touch the yellow card readers at the start of your journey.

Useful applications

There are many apps available that you can use to help you plan your journey. In particular we would recommend you use the following:



Transport for London (TfL)

TfL Go App – The app shows the tube map, allows you to plan your journey, see the bus stops near you, and check the status of train lines. TfL Website – On the TfL website, you can [plan your journey](#) and check [live bus arrivals](#).



Tube Map

This app shows the official TfL (Transport for London) Tube Map.



Citymapper

This app displays transport options, usually with live timing, between any two locations in London or other supported cities.



Google Maps

This app provides real-time GPS navigation, traffic, and public transport information.

Idioms & Colloquialisms

The UK has some unique colloquialisms and regional expressions that can lend a region specific and less formal touch to any piece of writing. These are a few notable ones, including many British slang words:

Word / Phrase	Meaning
Ace	A word to describe something excellent
Banter	To joke or to exchange witty (quick and fun) remarks with others
Blimey	Exclamation of surprise
Bloke	A regular man or "guy"
Boot	The trunk of a car
Brilliant	Something that's really great
Brolly	An umbrella
Cheeky	To be overly familiar or bold, sometimes in an endearing way
Cheers	Thank you

Chuffed	Proud or excited
Cuppa	“Cup of; a cup of tea
Dodgy	Something less than safe or secure
Dosh	Money, cash
Easy peasy	Expressing something is easy to do or understand
Faff around / faff about	Looking busy but achieving very little
Fit	Attractive
Full of beans	Someone very energetic and vivacious
Gobsmacked	Completely surprised
Gutted	Horribly disappointed
Grub	Slang for food
In a jiffy	To do something shortly / quickly
Kip	Sleep
Knackered	Totally exhausted
Lift	Elevator
Loo	Toilet
Mate	A friend
Nosh	Food
Nowt	Nothing
Number 1	Pee or pass urine
Number 2	Poo or bowel open
One off	An expression used to describe something unique
Piece of cake	Easy to do
Posh	Something or someone that is very fancy
Quid	Slang for one-pound sterling
Rubbish	An exclamation meaning something is untrue or of poor quality
Spend a penny	This means going to the bathroom
Ta	Short for thanks
Up for it / I’m down	Slang for being enthusiastic/willing to participate
Wonky	Another word for shaky or unstable
Wind-up	Teasing or taunting someone
Yonks	A long period of time

Religions

London has centres of worship for a multitude of faiths. The latest data from the 2021 census recorded responses with the following religious beliefs: Christianity, Islam, Hinduism, Judaism, Sikhism, Buddhism, Others, and None.

Places of Worship: Near Hillingdon and Mount Vernon Hospitals

<p><u>Hillingdon Pentecostal Church</u> 100 Kingston Ln, Uxbridge UB8 3PW</p>	<p><u>St John The Baptist C Of E Church St.</u> Royal Ln, Uxbridge UB8 3QP</p>
<p><u>Sikh Temple</u> Hayes Sikh Temple Golden Cres, Hayes UB3 1AQ</p>	<p><u>Hindu Temple</u> Shree Adhya Shakti Mataji temple 55 High St, Cowley, Uxbridge UB8 2DZ</p>
<p><u>Buddhist Centre</u> Byoma Kusuma Buddhadharma Sangha UK 24 Canfield Dr, Ruislip HA4 6QW</p>	<p><u>Jewish Synagogue</u> Ealing Synagogue 15 Grange Rd, London W5 5QN</p>
<p><u>Muslim</u> Baitul Aman Mosque Royal Ln, Uxbridge UB8 3QU</p>	

Places of Worship: Near Mount Vernon

<p><u>Holy Trinity Church Northwood</u> Gateway Cl, Northwood HA6 2RP</p>	<p><u>Our Lady of Sorrows and St Bridget of Sweden</u> <u>RC CHURCH</u> 112 Twickenham Road Isleworth TW7 6DL</p>
<p><u>Northwood Methodist Church</u> 30 Oaklands Gate, Northwood HA6 3AA</p>	<p><u>Harrow Central Mosque & Masood Islamic Centre</u> 34 Station Rd, Harrow HA1 2SQ</p>
<p><u>Sri Guru Singh Sabha, Sikh temple</u> Alice Hanworth Hounslow TW3 3UD Way Road</p>	<p><u>London Sree Ayyappan Temple</u> 36 Masons Ave, Harrow HA3 5AR</p>

<p><u>Sri Guru Singh Sabha Gurdwara</u> <u>Watford</u> 48 Kings Cl, Watford WD18 0UB</p>	<p><u>Northwood United Synagogue</u> 21-23 Murray Rd, Northwood HA6 2YP</p>
--	--

Things to do in London



Shopping Centres

London has an amazing array of fantastic places to shop. Most shopping centres also have places to stop for coffee and lunch. The biggest shopping centres in London are the following: [Westfield Shepherds Bush](#), [Westfield Stratford](#), [London Designer Outlet](#), [Canary Wharf Shopping Centre](#), and [Brent Cross Shopping Centre](#).



Parks

With 3,000 parks of varying sizes designated by the boroughs as 'public open space', London is a green city. The eight main royal parks, from biggest to smallest land area are the following: Richmond Park, Bushy Park, Regent's Park, Hyde Park, Kensington Gardens, Greenwich Park, St James' Park, and Green Park. For further information, visit [their website](#).



Museums

London has an abundance of world-class museums. Majority of these are free to enter. The most popular museums in London for tourists and residents alike are the following: [V&A](#) (Victoria and Albert) Museum, [British Museum](#), [Natural History Museum](#), [Imperial War Museum](#), and [Science Museum](#).



The West End

The West End, also known as "Theatreland", is the area of central London containing many of London's theatres. If you like plays and musicals, this is a wonderful place to go as it is home to approximately forty venues.



Tourist Attractions

The most popular tourist attractions in London are the following: [Buckingham Palace](#), [Big Ben and the Parliament](#), [Tower Bridge](#), [London Eye](#), [Westminster Abbey](#), and [Tower of London](#).



Food Markets

There are great eats on every street of the capital. Here are London's best markets and food halls for some grub on the go: [Bang Bang Oriental](#), [Borough Market](#), [Boxpark](#), [Camden Market](#), [Mercato Metropolitano](#), [Seven Dials Market](#), [The Kitchens at Old Spitalfields Market](#).



Pubs

Pub culture is an integral part of British life. Pubs are a place to go to socialise, relax and have a drink. They usually serve lager, ale, bitter, and spirits. If you're not a drinker, then you can easily order a soft drink or pub food. London has a vibrant pub scene with over 3500 pubs.

Telecommunications

There are a few things that will make you feel settled in London such as getting a local SIM card and setting up your UK mobile phone number. When it comes to networks, most of the country has 4G or 4G+ connectivity, particularly in towns and cities so you should not have connection issues. 5G launches began in the second half of 2019. Availability continues to spread across the country.

In the UK, there are four big companies that provide cellular mobile coverage: EE, O2, Three & Vodafone. Each of them offers around 99% population coverage across the UK. However, we have found that most overseas doctors use Three or giffgaff as they offer the cheapest mobile plans.

Health

Registering with a Doctor and Dentist

The NHS is the UK's public health system, providing free medical treatment for millions of people every year. You are eligible for free NHS treatment. To register with a doctor you can obtain a list of your local GPs from NHS website:

<https://www.nhs.uk/ServiceSearch/GP/LocationSearch/4>

Once you have registered with a doctor, register with a local dentist as soon as possible. First of all, make sure that the dentist accepts NHS patients – some dentists only accept private patients. You can use this link to find a dentist near you:

<https://www.nhs.uk/servicesearch/find-a-dentist>

Pharmacists

The pharmacists in the pharmacy are experts in medicines who can help you with minor health concerns. As qualified healthcare professionals, they can offer clinical advice and over-the-counter medicines for a range of minor illnesses, such as coughs, colds, sore throats, tummy trouble and aches and pains. Most pharmacies have a private consultation room where you can discuss issues with pharmacy staff without being overheard. Many pharmacies are open until late and at weekends. You do not need an appointment. [Prescription charges](#) apply and currently this is charged at £9.65/ item. If you know you have regular medications, you may be able to save money by applying for prepayment certificate (PPC):

- a 3-month PPC costs £31.25
- a 12-month PPC is £111.60
- a 12-month OOC for hormone replacement therapy (HRT) is only £19.30

You can use this link to find a pharmacy near you:

<https://www.nhs.uk/servicesearch/pharmacy/find-a-pharmacy>

Sexual Health Services

[Sexual health services](#) are free and available to everyone, regardless of sex, age, ethnic origin, and sexual orientation.

A sexual health clinic should be able to give you advice about both sexually transmitted infections

(STIs) and contraception. They are sometimes called family planning, GUM or sexual and reproductive health clinics. Their services are completely confidential. This means that your personal details and any information about the tests or treatments you have received will not be shared with anyone outside the sexual health service without your permission. This includes your GP.

You can use this link to find a sexual health clinic near you: <https://www.nhs.uk/service-search/sexual-health/find-a-sexual-health-clinic>

Hospitals

You'll usually need a GP referral to access hospital treatment, except in an emergency. [Hospital treatment](#) is free for those ordinarily resident in the UK, and that includes you. You can use this link to find a hospital near you: <https://www.nhs.uk/Service-Search/otherservices/Hospital/LocationSearch/7>

Urgent Care Centres (UCCs)

[Urgent care centres](#) are for medical emergencies that are not life threatening. They provide a range of treatments and service and can treat most injuries and illnesses that are urgent. This may include sprains and strains, fractures and suspected broken bones, minor head injuries, cuts, and wound infections. Urgent care is for anything that needs the same day treatment.

To get treatment at an urgent treatment centre, first call NHS 111. They will assess your condition and book you an appointment to see a clinician. This will mean you will avoid spending unnecessary time in the waiting room to be seen. The treatment centres have been made as safe as possible for patients and staff, and social distancing measures are in place.

The urgent treatment centres are GP-led, with doctors and nurses who will provide treatment.

You can use this link to find an urgent care centre near you: <https://www.nhs.uk/service-search/other-services/Urgent-Care/LocationSearch/1824>

Occupational Health Service

Clinical staff will be required to attend an Occupational Health New Starter Appointment (ideally within your first week of starting) – you will be booked accordingly and details sent to you via Trust email.

Annual Leave

All Medical Staff below the level of consultant/SAS doctor are required to give six weeks' notice of annual leave requests. The amount of holiday you get depends on how long you've been working for the NHS. You can expect to get holiday in line with this table:

Category of staff	Annual Leave Entitlements
Consultants (2003 Contract) with up to 7 years seniority	32 working days per annum (pro rata for periods of less than 12 months includes 2 statutory days)
Consultants (2003 Contract with 7 years or more seniority)	34 working days per annum (pro rata for periods of less than 12 months includes 2 statutory days)
Consultants pre-2003 contract	32 working days per annum (pro rata for periods less than 12 months includes 2 statutory days)
Associate Specialists	32 working days per annum (pro rata for periods less than 12 months includes 2 statutory days)
Specialty Doctors	If less than two years as a Specialty Doctor or equivalent service 28 (including 2 statutory days) working days. For Doctors who have completed two years as a Specialty Doctor or equivalent service 32 working days (includes 2 statutory days) and 34 working days (including 2 statutory days) after 7 years' service
Doctors in Training (2016 contract)	On first appointment to the NHS: 27 working days (includes 2 statutory days) After five years' completed NHS service: 32 working days (includes two statutory days)
Trust Senior Clinical Fellows	32 working days per annum (pro rata for periods less than 12 months includes 2 statutory days)
Trust Junior Clinical Fellows	27 working days per annum (pro rata for periods less than 12 months includes 2 statutory days)

Other Types of Leave

We are a people-focused organisation, and we know that sometimes you need time off in an emergency, or when big things happen in your life. This is arranged with your manager and is based around your individual needs. You can find further information on [NHS Terms and Conditions](#).

Sickness Absence

It is your responsibility to ensure that you adhere to local reporting arrangements as detailed in your trust's policy and any local operational arrangements. If you do not adhere to the local reporting arrangements any absence may be deemed to be unauthorised for which you may not receive occupational sick pay and for which disciplinary action may be taken. Employees absent from work owing to illness will be entitled to receive sick pay in accordance with the scale below:

Length of NHS Service	Full pay	Half pay
During the first year of service	1 month	2 months
During the 2 nd year of service	2 months	2 months
During the 3 rd year of service	4 months	4 months
During the 4 th and 5 th years	5 months	5 months
After 5 years' service	6 months	6 months

Maternity, Paternity, and Adoption Leave

To qualify for paid and unpaid maternity/adoption leave you should notify your line manager and your HR team no later than the end of the 15th week before the expected week of childbirth. You are entitled to 52 weeks' maternity leave, irrespective of the length of your continuous service.

For maternity leave, staff who have 12 months NHS service by the eleventh week before expected childbirth get:

- 8 weeks of leave on full pay, less any Statutory Maternity Pay
- a further 18 weeks on half pay, plus any Statutory Maternity Pay
- a further 13 weeks of Statutory Maternity Pay or maternity allowance that they are entitled to under the statutory scheme
- the remaining 13 weeks on unpaid leave

They can opt to share this time off with your partner. Two weeks of paid paternity leave are also available for partners with 12 months of NHS service.

For any HR general queries, please email: thh-tr.medicalstaffing@nhs.net

Compassionate leave

Bereavement/compassionate leave is leave that is granted to an employee if they experience the bereavement of a dependant. You have a statutory right from day one of your employment to bereavement/compassionate leave.

Finance

Salary

Your salary will be paid monthly in arrears in the amount of 1/12th of the annual rate by credit transfer directly into your bank account on or around the 24th of each month. Where the 24th falls on a Saturday, you will normally be paid the working day beforehand. Where the 24th falls on a Sunday or bank holiday Monday, you will normally be paid the preceding working day.

For any payroll related queries, please contact:

Email: thh.payroll@nhs.net

Bank Account

When you arrive, you will need to set up a UK bank account. The common UK banking options that you may wish to contact are:

- HSBC – you may already have an account with them in your home country which may simplify the process in terms of opening a UK account
- NatWest
- Barclays
- Nationwide
- Santander
- First Direct
- Monzo – is an online bank and you manage everything via your phone

Some websites for comparison of bank accounts:

[Uswitch - current accounts](#)

[MSE bank account guide](#)

Unsocial Hours

You will be paid an enhancement for time worked during unsocial hours. Unsocial hours payments are worked out using basic salary but excluding high cost area supplements and all other supplements and payments.

Temporary Staffing Opportunities (Bank)

Banking opportunities have nothing to do with the banking industry. Working as bank staff means that you can work extra shifts outside of your normal job. This can be with your main employing trust or a different employer who contract healthcare professionals to take on temporary shifts.

As per the [official UK Government website](#), you can do additional paid work on your visa as long as you're still doing the job you're being sponsored for. You can normally work up to 20 hours a week in a job that is in the same occupation code and at the same level as your main job. This guideline might change so it is best to keep an eye on this.

There are a huge number of benefits to choosing to work flexible shifts for an NHS staff bank including:

- Additional income paid weekly
- Personal development and gaining skills in new areas
- You have your pick of available shifts

For further information how to join the Bank, please email thh.medical-locums@nhs.net

NHS Pensions

The NHS Pensions scheme is still one of the most generous and comprehensive schemes in the UK and working for the NHS gives you automatic access. The amount you contribute to the Scheme is based on your pensionable earnings. You may visit the NHS Pensions website for [the contribution rates](#).

Although you will automatically be enrolled to the scheme when you start working for the NHS, you have an option to opt out. Before applying to opt out of the NHS Pension Scheme you should first read the [opting out factsheet](#). To find out what the impact will be on your take home pay you may also use the [e opting out calculator](#). Should you decide to leave, you need [to complete this form](#) and send it to the Payroll Department.

If you leave the scheme and have less than two years qualifying membership in total then a refund of contributions, less tax and National Insurance is possible. Read the [refund of pension contributions factsheet](#) to find out if you're eligible.

Other Salary Deductions

The most common salary deductions are PAYE and National Insurance. They are collected by HM Revenue and Customs (HMRC) which is the UK's tax, payments, and customs authority. The taxes collected pay for the UK's public services. Here we will discuss these deductions in more detail.

Income Tax


Most people pay Income Tax through PAYE (Pay As You Earn). This is the system your employer or pension provider uses to take Income Tax and National Insurance contributions before they pay your wages or pension. Your tax code tells your employer how much to deduct. Letters in your tax code refer to your situation and how it affects your Personal Allowance. A table summarizing what the letters mean can be found [here](#).

National Insurance

You pay National Insurance contributions to qualify for certain benefits and the State Pension once you become eligible. You have a National Insurance number to make sure your National Insurance contributions and tax are recorded against your name only. It's made up of letters and numbers and never changes. You can find your National Insurance number on your pay slip, on your P60, or at the back of your biometric residence permit. Further information on National Insurance can be found [here](#)

ESR & Payslips

Your payslip will be available to view each month via ESR Employee Self Service (ESS). Historic payslips and your P60 are also available to view via ESS for the duration of your employment with the Trust. You will be given access to this online portal by your trust during your induction. We have included below an example of NHS payslip an explanation of what it contains.

ASSIGNMENT NUMBER	EMPLOYEE NAME		LOCATION				
12345678	MISS A BCDE		NHS TRUST				
DEPARTMENT	JOB TITLE		PAYSACLE DESCRIPTION				
12345678	STAFF NURSE		Review Body Band 5				
	SAL/WAGE	INC DATE	STANDARD HRS	PT SAL/WAGE			
	25655.00	20 MAY 2022	37.5	25655.00			
TAX OFFICE NAME		TAX OFFICE REF	TAX CODE	W NUMBER			
North Wales Area		914/EA51214	650L CUMUL	AB1234560			
PAY AND ALLOWANCES (+) - MINUS AMOUNT							
DESCRIPTION	WKS/EARNED	PAID/QUE	RATE	AMOUNT	DEDUCTIONS (if INDICATES REFUNDS)	AMOUNT	BALANCE CF
Basic Pay	162.95	162.95	11.6005	1890.25	PAYE	382.00	
Night Duty EN	31.50	9.45	11.6005	109.62	Ni A	254.33	
Saturday EN	21.00	6.30	11.6005	73.08	NHS Pension 7.1%	187.38	
Sunday EN	21.00	12.60	11.6005	146.16			
Unsocial EN	1.00	0.30	11.6005	3.48			
Inner London				378.05			
WTD Pay				38.52			
Year To Date Balances (This Employment Only)				This Period Summary			
GROSS PAY	28392.64			TAXABLE PAY	26382.05		
NI LETTER	A			TAX PAID	3974.00		
NI PAY	29749.15	OTHER NI PAY	-1356.51	PREVIOUS TAXABLE PAY	0.00		
NI CONTR	2590.70	OTHER NI CONTR		PREVIOUS TAX PAID	0.00		
PENSIONABLE PAY	28318.06			PENSION CONTR	2010.59		
SO REF NUMBER	10184414			EMPLOYEE NO.	12345678		
				PAY DATE	20 MAY 2021		
				PAY METHOD	BACS		
				TOTAL PAYMENTS	2639.16		
				TOTAL DEDUCTIONS	823.71		
				NET PAY	1815.45		

1. Assignment Number – Uses the first 8 digits of your employee number
2. Salary/Wage – This box shows the full-time salary paid
3. Tax & NI Information – Useful information that you may need if you have to contact your tax office for any reason
4. Incremental Date – Shows the date of your next increment or when you reached the maximum point
5. Standard Hours – The number of hours you are contracted to work
6. Payscale Description – The payscale that you are currently paid on
7. Salary/Wage – This box shows the actual salary paid. The amount will be pro-rata for part-time staff
8. Pay & Allowances – Monies that you are entitled to receive will be shown here. Payments in addition to Basic Pay will usually relate to the period that you have just worked.
9. Deductions – Your total earnings will be assessed each period and any resulting statutory and/or voluntary recoveries will be shown here.
10. Year to Date Balances – This area shows totals for income tax, national insurance, and pension from the beginning of the tax year (April) up to and including the current pay period

11. This Period Summary – This section provides details relating to your current payment. Totals of payment and deductions are shown together with details about the pay period itself and when you can expect your Net Pay to be paid.
12. Net Pay – The amount of pay that will be transferred to your bank account

For all ESR self-service queries, please email: thh-tr.medicalstaffing@nhs.net

Unions

Trade unions do more than negotiating pay and conditions – the support and protection they can offer make them essential for you, doctors. In addition to their role in pay negotiations, unions are an invaluable source of support in employment and disciplinary issues and offer a range of professional service and training opportunities. It is important to look at what the different unions offer and choosing the one that best meets your needs.

Further information on membership fees and benefits the unions can offer you can be found on their websites:

BMA: <https://www.bma.org.uk/>

HCSA: <https://www.hcsa.com/>

Indemnity

Doctors practising in the UK are required, by law and GMC guidance, to have adequate financial support in place, such as indemnity, to deal with any clinical negligence claim.

Although doctors can utilise NHS indemnity for clinical negligence claims that come from NHS work, being a member of a defence organisation is an additional safety net for the areas this does not cover, such as fee-paying and private work in the UK, charitable work and for electives.

You should all seek to obtain personal indemnity as soon as possible. The 3 main providers for doctors are:

MDU ([Hospital doctor or training grade \(inc. SAS doctors\) - The MDU](#)),

MPS ([Get a quote - Hospital doctor \(medicalprotection.org\)](#))

MDDUS ([Join | MDDUS](#))

Equality, Diversity and Inclusion

The Hillingdon Hospitals NHS Foundation Trust whole heartedly support the principle of equality and diversity and human rights in employment and service provision for patients, their family and carers. We aim to design and implement services, policies and practices that meet the diverse needs of our patients and staff, ensuring that no-one is disadvantaged and everyone is supported.

Staff Networks



Networks are all about people; they are about progressive change; they are all about supporting the employee journey and inspiring a feeling of belonging. There is a feeling of inclusion with a network, and making employees feel included at work can directly enhance performance and happiness in the workplace.

The network's ultimate purpose is not only to support our colleagues who share similar background, goals and challenges but also to act as advisory groups for any future plans/projects. Networks have a very powerful meaning for any organisation which is focused on Equality Diversity and Inclusion and culture change. Read more to find out about our staff networks.

Which staff networks are available for staff to join?

LGBT+ Network

We are very proud that we have successfully signed up to the Rainbow badges scheme. We also participate in the Pride parade, alongside other Trusts, such as West London and Chelwest. The network is open to anyone, no matter of their sexuality.

Multicultural Network

We also have our network for our black, Asian, minority, ethnic colleagues. Our Trust has a very diverse nationality of staff and this employee network group is vital in helping employers act on equality issues in the workplace – especially those around recruitment and progression.

The network welcomes colleagues from a wider diverse background. Listen out for future updates.

Disability And Wellbeing Network (DAWN)

This network provides a safe environment for colleagues to identify challenges and offer suggestions. We look into different elements of the organisation to ensure our hospital is accessible not only for service users and visitors but also for our workforce.

Disability doesn't come in a physical form only, so we are discussing ways to improve our services and ways of working for neurodiverse people. Consequently, the network acts as an advisory group for the hospital's redevelopment as colleagues from the redevelopment team attend. A very important thing to mention is that the network is open to everyone who is interested in holistic wellbeing.

To join, please email the chair of the network Matthew Page:
thh.disabilityandwellbeingnetwork@nhs.net

In the email please include the following:

Full name

Reason for wanting to join our network

Preferred contact method(s)

The Disability and Well-being Network team look forward to hearing from you!

Nepalese Network

Let's not forget our Nepalese network, which was formed at the beginning of this year and who doesn't still remember the fantastic event when we celebrated Nepal, in February!

International Nurses Network (INN)

This network provides a safe space for reflection and discussion for newly recruited overseas nurses, who will be able to find support and guidance from senior nurses, working in the Trust.

Women's Empowerment Network

We are now setting up a new Women's Empowerment Network as part of the commitment to equality, diversity and inclusion. The Network is being set up as a reminder that whilst substantial progress has been made to reduce the divide between genders, progress must still be made to ensure wider inclusion and equality between all types of people and gender, across the workplace.

The Women's Empowerment Network is looking for it's first members, so if any staff think they might be interested, please get in touch with Danny.

Menopause support group

Our Menopause Support Group has been set up to support women in our workforce who are going through the menopause or perimenopause. It has been set up as part of the Women's Empowerment Network.

With over 70% of the NHS workforce being women, you are not alone if you are experiencing symptoms of menopause. To find out more about changes to the body at this time of life and how we can support women in the workplace, listen to Neale Watson, a consultant gynecologist in the Trust, discussing the topic in these podcasts.

To find out more about the support group, contact Elaine Hotson via thh.engagementandwellbeing@nhs.net.

How can staff become involved in a staff network?

If you'd like to get involved, please email Danny for an informal chat and he can direct you to the chair of the network you'd like to join. Being a member of a network has a great impact not only on our wellbeing and motivation but also on the organisation's culture.

Contact Cynthia- cynthia.oji@nhs.net

Dress code

The dress code in the UK may be different to what you are used to. The use of white coats is generally prohibited and doctors may not necessarily have a uniform. If you work in an area without a uniform, the expectation is you will wear smart attire and be bare below the elbows. The principle of smart attire also extends to footwear and the wearing of jewellery.

Identity Access Badge

As part of your induction, on your first day, you will be provided with an ID badge and access card that you need to collect from the Security Desk at the main Hillingdon Hospital site.

GMC Good Medical Practice

All doctors working in the NHS have to be registered with the GMC (General Medical Council). The GMC good medical practice document presents the professional standards that doctors must uphold to be registered to practise in the UK. It is structured around four domains which all ensure public protection.

Medical Terms and Practices

You might be using different terminologies where you currently practice. Here are a few samples of the medical terms and practices that you need to remember while working as a doctor in the UK:

- Handover is endorsement.
- Vital signs are called observations.
- A&E is Accident and Emergency (Emergency Department)
- Operating Rooms are called Theatres
- IVs are referred to as cannulas
- BM can mean blood sugar monitoring and not bowel movement.
- NPO is NBM (nothing by mouth)
- No wristwatch allowed but brooch watches are allowed.
- Wards are often named after villages in the surrounding area or prominent people.

You can visit the [NHS website](#), this [acronym buster](#), and this [glossary](#) to learn more about abbreviations and terms commonly used in the NHS

Appraisal

Appraisals are a yearly way of showing that you are meeting the domains of good medical practice. They are for doctors not in training (those in training undergo an annual review of competence or ARCP) and form the basis of the evidence needed for a successful revalidation. Queries can be directed to Faizaan Firozdin @ faizaan.firozdin@nhs.net or thh-tr.medicalrevalidation@nhs.net

Revalidation

All GMC registered doctors are required to revalidate every five years to be able to maintain your registration. Revalidation is straightforward and helps demonstrate that you are practicing safely and effectively, allowing you to reflect on the role of GMC's good medical practice guidance in your work and to demonstrate that you are 'living' the standards set out within it. You can find further information about revalidation on the [Revalidation - GMC \(gmc-uk.org\)](http://Revalidation-GMC(gmc-uk.org))

Clinical Learning and Development

The clinical learning and development team is responsible for the development of all staff in their clinical roles. This is offered through various methods of teaching from the following teams:

Resuscitation

The resuscitation team provides clinical support as well as teaching courses, both as part of mandatory training and as national resuscitation courses.

Simulation

The simulation team provide teaching and learning opportunities in simulated environments and tutorials as well as facilitating courses (both internally and externally) from a range of specialist subjects.

Additional resources

Welcome to UK practice

This is the GMC's workshop aimed at international medical graduates. You will get practical advice, and explore different ethical scenarios that you may encounter. And you will learn more about the GMC's key standards and guidance. We recommend completing this course as soon as possible: [Welcome to UK practice: information for doctors - GMC \(gmc-uk.org\)](https://www.gmc-uk.org/education/induction-programme/welcome-to-uk-practice)

NHS IMG induction programme

This is a newly developed national initiative to help IMGs settle into their new roles. It will describe some of the challenges of moving to a new healthcare system and outline the support and resources that will be available to all overseas-trained doctors planning to take up posts in the NHS. It can be accessed via the e-learning for health portal (registration may be required) <https://portal.e-lfh.org.uk/>

GMC ethical scenarios

The GMC has put together interactive scenarios allowing you to see good medical practice at work. [GMP in action: GMC guidance brought to life \(gmc-uk.org\)](https://www.gmc-uk.org/education/induction-programme/gmp-in-action)

Staff Benefits and Wellbeing

Working for the Trust as well as the wider NHS means that you can access a broad range of exciting benefits including discounts from a huge number of organisations, access to health and well-being resources and much more.

To access these exciting benefits and discounts go to the Trust website.






As a Trust employee you have exclusive access to a range of benefits and offers in excess to that of your salary. All of your benefits are now accessible via [Intranet - Supporting our people \(thh.nhs.uk\)](https://thh.nhs.uk) our new wellbeing portal.

Keeping Well NWL



Keeping Well NWL - Free, fast and confidential psychological support

Free, fast and confidential psychological support by care professionals for care professionals.

 Live chat Mon to Fri 9am to 5pm (Chat works best on a mobile or chrome)	 Call 0300 123 1705 Mon to Fri 9am to 5pm	 Self referral form	 Request a call back	 Keeping Well Academy Resources for teams
---	--	--	--	--

Intranet link to above services:: [Intranet - Keeping Well NWL \(thh.nhs.uk\)](https://thh.nhs.uk)

Wellbeing Apps

Wellbeing apps are a good way to access tips and tools to help improve your mental health and wellbeing. Here are some great free apps we'd recommend having a look at.



Headspace

Headspace is a science-backed app in mindfulness and meditation, providing unique tools and resources to help reduce stress, build resilience, and aid better sleep.



Liberate

Liberate Plus gives our POC and BAME communities access to guided meditations led by POC/BAME teachers on topics such as sleep, mindfulness, grief and anxiety.



Stay Alive

The Stay Alive app is a suicide prevention resource for the UK, packed full of useful information and tools to help you stay safe in crisis.



Unmind

Unmind is a mental health platform that empowers staff to proactively improve their mental wellbeing.

Professional Support

- 24/7 counselling via Vivup - 03303 800 658
- National all NHS staff support 7 days a week 7am to 7pm 0800 696 222 or text 'frontline' to 85258
- Psychological support: clinicalhealthpsychology@nhs.net

How to bring your family to the UK

Your partner and children can apply to join you or to stay in the UK as your 'dependants' if they're eligible. If their application is successful, their visa will end on the same date as yours.

Eligibility

A dependant partner or child is any of the following:

- your husband, wife, civil partner, or unmarried partner
- your child under 18 - including if they were born in the UK during your stay
- your child over 18 if they're currently in the UK as your dependant You'll need to provide evidence of your relationship when you apply.

Evidence

Your partner

You must be able to prove that either:

- you're in a civil partnership or marriage that's recognised in the UK
- you've been living together in a relationship for at least 2 years when you apply

If your child is 16 or over They must:

- live with you (unless they're in full-time education at boarding school, college, or university)
- not be married, in a civil partnership or have any children be financially supported by you

Financial Requirement

Your partner and children must have a certain amount of money available to support themselves while they're in the UK. You - or your partner or child - will need:

- £285 for your partner
- £315 for one child
- £200 for each additional child

These funds need to be available in the bank account 30 days before applying for a dependant visa.

You'll usually need to show proof of this when they apply, unless either:

- you have all been in the UK with a valid visa for at least 12 months
- your employer can cover your family's costs during your first month in the UK - this must be confirmed on your certificate of sponsorship or an NHS Letter of Maintenance.

The [official UK government website](#) offers further information on the application process.

COVID-19 Guidance

Ethnic Minority Risk Assessment

Evidence confirms that black, Asian and minority ethnic people (BAME) are at greater risk of contracting COVID-19, experience greater morbidity and mortality. It is a requirement for all NHS organisations to meet their duty of care to the staff they employ in assessing and addressing the risks to staff presented by COVID-19. Thus, an Ethnic Minority Risk Assessment should be performed for each BAME staff from overseas by the trust. It is also recommended that all staff undergo a FIT mask testing regardless of the clinical area they have been allocated.

COVID-19 Vaccination

The UK government initially passed legislation requiring [vaccination as a condition of deployment](#) which was due to take effect from April 2022. However, it has been announced since that this is being reconsidered.

Whilst we await further guidance, we would still encourage you to take the jab if you haven't done so. Vaccination is the best way to protect yourself, your family and friends, your colleagues and, of course, your patients from the virus. If you have already had your vaccine, you can check if it is in the list of approved vaccines in England [on this website](#).

To register your overseas vaccinations, you'll need to book an appointment at a selected list of vaccination centres across England [here](#). This is so the NHS can securely update your vaccination record and you can then request for an [NHS COVID Pass](#) to demonstrate your vaccination status when travelling abroad and domestically at venues and settings in England.

If your vaccine is not on the list and you do not qualify as fully vaccinated, please discuss with your international recruitment lead or recruiting agency as soon as possible. You can also find more information about booking COVID-19 vaccination [here](#).

Lateral Flow Testing

Asymptomatic staff testing is an important component of the infection prevention and control which all organisations and staff have a duty to adhere to. Continued efforts are required to keep staff and patients safe from potential transmission of COVID-19 in healthcare settings by ensuring that all staff continue to participate in this important programme.

You can order your rapid lateral flow test kits from [here](#). Videos with a step-by-step guide on how to perform a lateral flow test can be accessed [here](#). You should test yourself twice a week – every three to four days – to fit with your shift patterns. The government guidance on COVID-19 isolation changes from time to time so it is important to check for updates on the [official UK government page](#).

Driving in UK

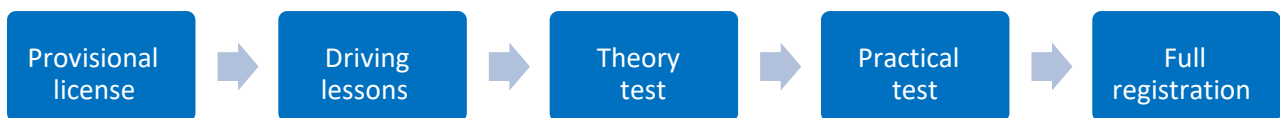
Depending on your country of your driving license registration, you can either simply exchange your non-GB license to a GB license or you may need to undergo the full application process for a GB driving license.

You can use [this tool](#) from the official UK government website to see if you can drive in the UK with your non-GB driving license.

British License Application Process

The flowchart below provides an overview of the process in applying for a British driving license.

Further information can be found [here](#).



The table below lists a few of the driving schools that cover most of London.

Driving School	Website
AA Driving School	https://www.theaa.com/driving-school
BSM Driving School	https://www.bsm.co.uk/
driveJohnson's	https://www.drivejohnsons.co.uk/
London Driving School	https://www.london-driving-school.co.uk/
RED Driving School	https://www.reddrivingschool.com/

UK Roads

In the UK, we drive on the left side of the road. It is important to familiarise yourself with this to prevent accidents when you start driving.

[The Highway Code](#) is a very useful reading material for all road users in the UK. It is a set of information, advice, guides, and mandatory rules with an objective to promote road safety. Reading this guidance will help you understand the rules for drivers, cyclists, motorcyclists, and pedestrians; the different types of UK roads such as motorways and roundabouts; the rules for when you experience breakdowns and accidents; traffic signs, proper signalling, road markings, vehicle markings, etc.

Embassies

The table below lists the information of foreign embassies in London.

Country	Address	Contact Details
Antigua and Barbuda	High Commission for Antigua and Barbuda 2nd Floor 45 Crawford Place W1H 4LP	020 7258 0070 Fax 020 7258 7486 highcommission@antiguabarbuda.com www.antigua-barbuda.com
Australia	Australian High Commission Australia House Strand WC2B 4LA	020 7379 4334 Fax 020 7240 5333 www.uk.embassy.gov.au
Bahamas	High Commission of the Commonwealth of The Bahamas 10 Chesterfield Street W1J 5JL	020 7408 4488 Fax 020 7499 9937 information@bahamashclondon.net www.bahamashclondon.net
Bahrain	Embassy of the Kingdom of Bahrain 30 Belgrave Square SW1X 8QB	020 7201 9170 Fax 020 7201 9183 www.bahrainembassy.co.uk information@bahrainembassy.co.uk
Bangladesh	High Commission for the People's Republic of Bangladesh 28 Queen's Gate London SW7 5JA	020 7584 0081 Fax 020 7581 7477 info@bhclondon.org.uk bhclondon@btconnect.com www.bhclondon.org.uk
Barbados	Barbados High Commission 1 Great Russell Street WC1B 3ND	020 7299 7150 Fax 020 7323 6872 london@foreign.gov.bb
Botswana	Botswana High Commission 6 Stratford Place W1C 1AY	020 7499 0031/ 020 7647 1000 Fax 020 7495 8595 bohico@govbw.com

Cameroon	High Commission for the Republic of Cameroon 84 Holland Park W11 3SB	020 7727 0771 Fax 020 7792 9353 info@cameroonhighcommission.co.uk www.cameroonhighcommission.co.uk
Canada	High Commission of Canada Canada House Trafalgar Square SW1Y 5BJ	0207 004 6000 Fax 0207 004 6050 ldn@international.gc.ca www.UnitedKingdom.gc.ca
China	Embassy of the People's Republic of China 49-51 Portland Place W1B 1JL	020 7299 4049 Monday-Friday 09.00-12.30, 14.00-17.00 www.chinese-embassy.org.uk
Cuba	Embassy of the Republic of Cuba 167 High Holborn WC1V 6PA	020 7240 2488 Fax 020 7836 2602 secembajador@uk.embacuba.cu www.cubadiplomatica.cu
Cyprus	High Commission of the Republic of Cyprus 13 St. James's Square SW1Y 4LB	020 7321 4100 Fax 020 7321 4164 CyprusinUK@mfa.gov.cy www.cyprusinuk.com
Egypt	Embassy of the Arab Republic of Egypt 26 South Street, W1K 1DW	Tel.: 020 7499 3304/2401 Fax: 020 7491 1542 E-mail address: egtamboff@gmail.com egyemblondon@mfa.gov.eg
Finland	Embassy of Finland 38 Chesham Place SW1X 8HW	020 7838 6200 Fax 020 7235 3680 sanomat.lon@formin.fi www.finemb.org.uk
Georgia	Embassy of Georgia 20 St George's Square, SW1V 2HP	020 7348 1941 Fax 020 7603 6682 london.emb@mfa.gov.ge www.uk.mfa.gov.ge

Ghana	High Commission of the Republic of Ghana 13 Belgrave Square SW1X 8PN	020 7201 5900 Fax: 020 7245 9552 gh.donlon@gmail.com; ghmfa31@ghc-uk.org www.ghanahighcommissionuk.com
Grenada	High Commission for Grenada The Chapel, Archel Road, West Kensington W14 9QH	020 7385 4415 Fax 020 7381 4807 office@grenadahighcommission.co.uk www.grenadahclon.co.uk
Guyana	High Commission for Guyana 3 Palace Court Bayswater Road W2 4LP	Tel: 020 7229 7684 Fax 020 7727 9809 guyanahc1@btconnect.com www.guyanahclondon.co.uk
India	Office of the High Commissioner for India India House Aldwych WC2B 4NA	020 7836 8484 Fax 020 7836 4331 adm.london@mea.gov.in www.hcilondon.gov.in
Iran	Embassy of the Islamic Republic of Iran 16 Prince's Gate SW7 1PT	020 7225 4208-9 Fax: 020 7589 4440 iranemb.lon@mfa.gov.ir www.london.mfa.ir
Ireland	Embassy of Ireland 17 Grosvenor Place SW1X 7HR	020 7235 2171 Fax 020 7201 2515 londonembassymail@dfa.ie www.embassyofireland.co.uk
Italy	Embassy of Italy 14 Three Kings' Yard, Davies Street, W1K 4EH	020 7312 2200 Fax 020 7312 2230 ambasciata.londra@esteri.it www.amblondra.esteri.it
Jamaica	Jamaican High Commission 1-2 Prince Consort Road London SW7 2BZ	020 7823 9911 Fax 020 7589 5154 jamhigh@jhcuk.com www.jhcuk.com

Japan	Embassy of Japan 101-104 Piccadilly London W1J 7JT	020 7465 6500 Fax 020 7491 9348 www.uk.emb-japan.go.jp
Jordan	Embassy of the Hashemite Kingdom of Jordan 6 Upper Phillimore Gardens W8 7HA	020 7937 3685 Fax 020 7937 8795 london@fm.gov.jo www.jordanembassy.org.uk
Kenya	Kenya High Commission 45 Portland Place London W1B 1AS	Tel: 0207 636 2371 Fax: 0207 323 1932 www.kenyahighcom.org.uk
Korea (South)	Embassy of the Republic of Korea 60 Buckingham Gate SW1E 6AJ	020 7227 5500/2 Fax 020 7227 5503 http://gbr.mofa.go.kr
Kuwait	Embassy of the State of Kuwait 2 Albert Gate SW1X 7JU	020 7590 3400/3406/3407 Fax 020 7823 1712
Lebanon	Embassy of Lebanon 21 Kensington Palace Gardens W8 4QN	020 7727 6696/7792 7856 Fax 020 7243 1699 emb.leb@btinternet.com
Malawi	High Commission of the Republic of Malawi 36 John Street WC1N 2AT	020 7421 6010 Fax 020 7831 9273 London@malawihighcommissi on.co.uk www.malawihighcommission.c o.uk
Malaysia	Malaysian High Commission 45-46 Belgrave Square SW1X 8QT	020 7235 8033 mwlondon@kln.gov.my
Malta	Malta High Commission Malta House 36-38 Piccadilly W1J OLE	020 7292 4800 Fax 020 7734 1831 maltahighcommission.london @gov.mt www.foreign.gov.mt

Mauritius	Mauritius High Commission 32/33 Elvaston Place SW7 5NW	020 7581 0294 Fax 020 7823 8437 / 020 7584 9859 londonhc@govmu.org
Mexico	Embassy of Mexico 16 St. George Street W1S 1FD	Switchboard: (44-20) 7499 8586 E-Mail: mexuk@sre.gob.mx http://www.sre.gob.mx/reinounido
Myanmar	Embassy of the Republic of the Union of Myanmar 19A Charles Street W1J 5DX	General Office 020 7148 0740 Fax 020 7490 7043 admin@londonmyanmarembassy.com www.londonmyanmarembassy.com
Namibia	High Commission for the Republic of Namibia 6 Chandos Street W1G 9LU	020 7636 6244 Fax 020 7637 5694 info@namibiahc.org.uk
Nepal	Embassy of Nepal 12A Kensington Palace Gardens W8 4QU	020 7229 1594/6231/7243 7853 Fax 020 7792 9861 eon@nepembassy.org.uk www.uk.nepalembassy.gov.np
New Zealand	New Zealand High Commission 1 Pall Mall East SW1Y 5AU	020 7930 8422 Fax 020 7839 4580 www.mfat.govt.nz/uk Enquiries: enquiries@nzhc.uk
Nigeria	High Commission for the Federal Republic of Nigeria Nigeria House 9 Northumberland Avenue WC2N 5BX	020 7839 1244 Fax 020 7839 8746 information@nigeriahc.org.uk www.nigeriahc.org.uk

Oman	Embassy of the Sultanate of Oman 167 Queens Gate, London SW7 5HE	020 7225 0001; Fax: 020 7589 2505 london2@mofa.gov.om, london1@mofa.gov.om
Pakistan	High Commission for the Islamic Republic of Pakistan 35-36 Lowndes Square SW1X 9JN	020 7664 9276 Fax 020 7664 9224 phclondon@phclondon.org www.phclondon.org
Philippines	Embassy of the Republic of the Philippines 6-11 Suffolk Street SW1Y 4HG	020 7451 1780 Fax: 020 7930 9787 embassy@philemb.co.uk london.pe@dfa.gov.ph http://londonpe.dfa.gov.ph
Qatar	Embassy of the State of Qatar 1 South Audley Street, London W1K 1NB	020 7493 2200 Fax 020 7493 2661 amblondon@mofa.gov.qa amb@qatarembassy.org.uk
Russia	Embassy of the Russian Federation (Main Building) 6/7 Kensington Palace Gardens, London, W8 4QP	0207 229 6412 Fax 0207 727 8625 kanc@rusemb.org.uk www.rusemb.org.uk
Saint Lucia	High Commission for Saint Lucia 1 Collingham Gardens SW5 0HW	020 7370 7123 Fax 020 7370 1905 enquiries@stluciahcuk.org
Saint Vincent & the Grenadines	High Commission for Saint Vincent & the Grenadines 10 Kensington Court W8 5DL	020 7460 1256; 020 7565 2874 Fax 020 7937 6040 info@svghighcom.co.uk
Saudi Arabia	Royal Embassy of Saudi Arabia 30 Charles Street, Mayfair W1J 5DZ.	020 7917 3000
Singapore	High Commission for the Republic of Singapore 9 Wilton Crescent, London SW1X 8SP	020 7235 8315 Fax 020 7245 6583 singhc_lon@mfa.sg http://mfa.gov.sg/london

South Africa	High Commission of the Republic of South Africa South Africa House Trafalgar Square WC2N 5DP	020 7451 7299 Fax 020 7839 5670 london.sahc@dirco.gov.za London.info@dirco.gov.za
Spain	Embassy of Spain 39 Chesham Place SW1X 8SB	020 7235 5555 Fax 020 7259 5392 emb.londres@maec.es www.exteriores.gob.es/Embajadas/londres/en
Sri Lanka	High Commission of the Democratic Socialist Republic of Sri Lanka 13 Hyde Park Gardens W2 2LU	020 7262 1841 Fax 020 7262 7970 mail@slhc-london.co.uk www.srilankahighcommission.co.uk
Trinidad and Tobago	High Commission of the Republic of Trinidad & Tobago 42 Belgrave Square SW1X 8NT	020 7245 9351 Fax 020 7823 1065 hclondon@foreign.gov.tt http://foreign.gov.tt/hclondon
Uganda	Uganda High Commission Uganda House 58-59 Trafalgar Square WC2N 5DX	020 7839 5783 Fax 020 7839 8925 info@ugandahighcomission.co.uk; admin@ugandahighcomission.co.uk www.ugandahighcommission.co.uk
United Arab Emirates	Embassy of the United Arab Emirates 1 - 2 Grosvenor Crescent London SW1X 7EE	020 7581 1281 Fax 0207 808381
United States of America	American Embassy 33 Nine Elms Lane, London SW11 7US	020 7499 9000
Yemen	Embassy of the Republic of Yemen 57 Cromwell Road SW7 2ED	020 7584 6607 Fax 020 7589 3350 admin@yemenembassy.co.uk

Zambia	High Commission for the Republic of Zambia Zambia House 2 Palace Gate W8 5NG	020 7581 2142 info@zambiahc.org.uk www.zambiahc.org.uk
Zimbabwe	Embassy of the Republic of Zimbabwe Zimbabwe House 429 Strand WC2R 0JR	020 7836 7755 zimlondon@zimfa.gov.zw zimembassy@zimlondon.gov.zw http://www.zimlondon.gov.zw

Appendix

Appendix A: Pre-Arrival Checklist

Travel documents

- Passport with visa
- Plane tickets and printed boarding pass
- Vaccination documents
- COVID test result (if required)
- TB clearance certificate

Important documents

- Birth certificate
- Marriage licence (if applicable)
- Driving licence (if applicable)
- Police clearance
- Proof of address
- Medical Degree
- Original copies of documents submitted to GMC

Clothing

- Basics: Tops, sweaters, trousers, underwear, socks, footwear
- For autumn and winter, bring warm clothing such as warm coats, gloves, hat, scarf, additional sweaters/ fleece, boots
- For summer and spring, you can bring tank tops, dresses, shorts, light jackets, sunglasses
- Umbrella/ raincoat


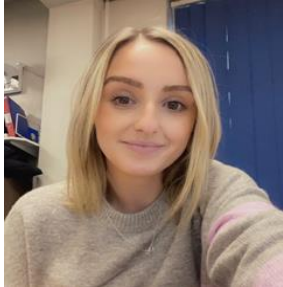

- Comfortable shoes for work – black, soft-soled, closed-toe, non-slip, made from nonabsorbent material
- Fob watch





Miscellaneous

- Cash in British pounds as pocket money (approximately £300-500)
- Electronics – laptop, mobile phone, tablet, UK standard adaptor, chargers (Please note that British voltage is 240 volts)
- Stationery – pen, notebook
- Toiletries
- Basic medications
- Food/ snacks
- Empty tumbler/ water bottle
-

Meet the teams

The postgraduate medical education team at the Hillingdon Hospital NHS Foundation Trust.

Postgraduate Education Team			
Currently on Mat leave			
Shelley James Medical Education Manager	Harley Westlake Deputy Medical Education Manager	Georgia Smith Medical Education Administrator	Adam Tocock Library Services Manager

The Medical HR Team			
			
Mr Khalid Mansori Head of Medical HR	Ms Sandra Riley Medical Staffing Manger	Ms Janice Fernandes Medical Staffing Officer	Mr Faizaan Firozdin Revalidation & Medical Appraisal Administrator

We wish you a warm welcome to the Hillingdon Hospitals NHS Foundation Trust. We hope you enjoy your time with us.

Useful email addresses

Department / Person	Email address
Medical HR queries:	thh-tr.medicalstaffing@nhs.net
Medical Education queries:	thh.mededmanager@nhs.net
THH Accommodation:	thh.accommodation@nhs.net
Payroll queries:	thh.payroll@nhs.net

Acknowledgements

Adapted from the Capital Nurse Handbook.

We thank the IMG Academy team for their valuable help in producing this handbook.