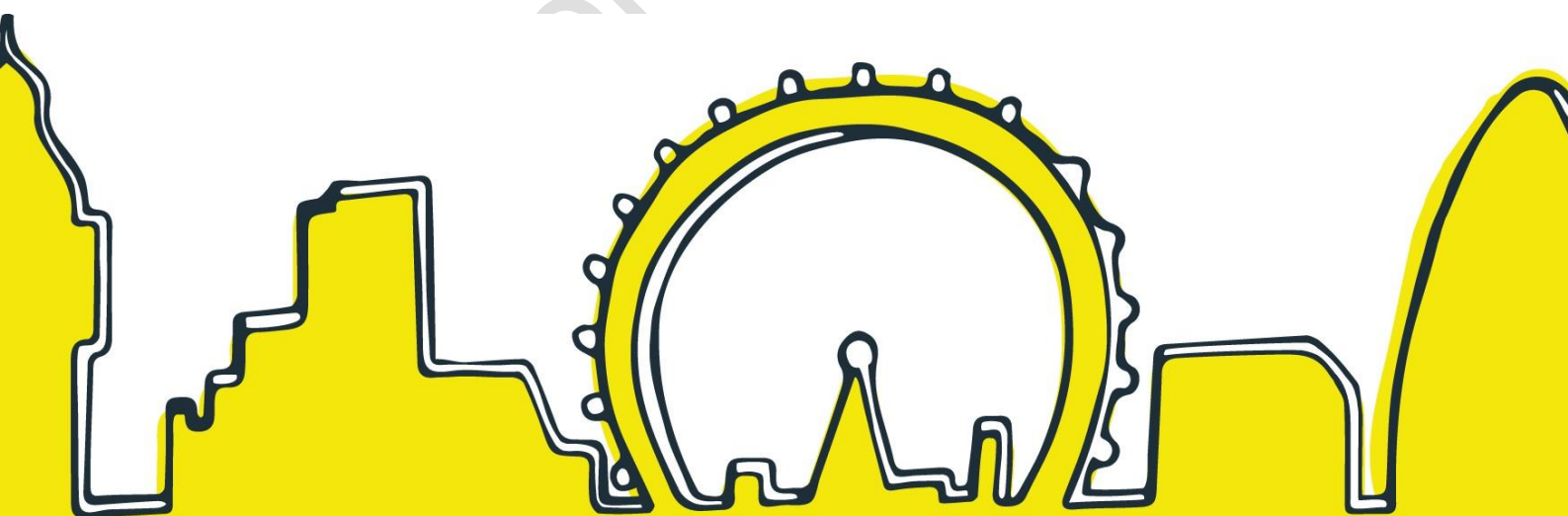


# Consortium Handbook for International Recruits

Welcome Pack for Overseas Nurses, Midwives & AHP v.3 – May 2023



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Consortium Handbook

## Welcome to the NHS



We are very pleased to welcome you to the 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 CapitalNurse, CapitalMidwife or CapitalAHP. 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.

This information pack is designed to prepare and assist you in your transition into working and living in London. It will provide useful information about the NHS, the CapitalNurse Consortium, and top tips for living in London. There is a section that provides awareness on the British culture, including weather and idiomatic expressions. There will also be a separate section for information on finances, such as the NHS and salary deductions. We have included useful information and tips gathered by all our previous nurses recruited from overseas. There are hyperlinks throughout the handbook which should take you to useful webpages.

## The CapitalNurse Consortium

CapitalNurse was created by a group of 10 NHS Trusts within greater London in October 2020 and was developed as part of a regional response to the [NHS Long Term Plan](#). Currently the consortium consists of all London NHS Trusts who are either recruiting for nurses, midwives or AHPs. We want to ensure that our communities have access to outstanding care, and we want to make London the number one destination for nurses across the world. We are a strong advocate of ethical recruitment practices, and we ensure that all our candidates are treated with fairness, respect, and transparency throughout the application process.

CapitalNurse's vision is to 'get healthcare right for London,' ensuring that London has the right number of nurses, midwives and AHP's, with the right skills in place, working to deliver excellent nursing care wherever it is needed.

We want to support you every step of the way throughout your career, all CapitalNurses, CapitalMidwives and CapitalAHP's benefit from exactly the same benefits package, regardless of which Trust you are employed by. You will settle into and grow your skills in a Trust, and the CapitalNurse team will make sure that you feel comfortable, supported, and at home here in London.

You can read further about the CapitalNurse Consortium on our [website](#).

## Working for the NHS

The National Health Service (NHS) provides free healthcare to everyone living in England and is one of the most respected healthcare services in the world. It is founded on a common set of principles and values that bind together the communities and people it serves – patients and public – and the staff who work for it.

### The NHS Values



#### Working together for patients

Patients come first in everything we do. We fully involve patients, staff, families, carers, communities, and professionals inside and outside the NHS. We put the needs of patients and communities before organisational boundaries. We speak up when things go wrong.



#### Compassion

We ensure that compassion is central to the care we provide and respond with humanity and kindness to each person's pain, distress, anxiety or need. We search for the things we can do, however small, to give comfort and relieve suffering.



#### Respect and dignity

We value every person – whether patient, their families or carers, or staff – as an individual, respect their aspirations and commitments in life, and seek to understand their priorities, needs, abilities and limits. We take what others have to say seriously.



#### Improving lives

We strive to improve health and wellbeing and people's experiences of the NHS. We cherish excellence and professionalism wherever we find it – in the everyday things that make people's lives better as much as in clinical practice, service improvements and innovation.



#### Commitment to quality of care

We earn the trust placed in us by insisting on quality and striving to get the basics of quality of care – safety, effectiveness, and patient experience – right every time. We encourage and welcome feedback from patients, families, carers, staff and the public. We use this to improve the care we provide and build on our successes.



#### Everyone counts

We maximise our resources for the benefit of the whole community, and make sure nobody is excluded, discriminated against, or left behind. We accept that some people need more help, that difficult decisions have to be taken – and that when we waste resources, we waste opportunities for others.

## The NHS Workforce

The NHS is the largest employer in England, with nearly [1.2 million full-time equivalent \(FTE\)](#) staff working in hospital and community services. Out of 1.2 million, 311,000 are nurses and 22,000 are midwives.

In London, there is a total number of 205,000 NHS staff members – 57,000 of which are nurses and health visitors, and 4,000 midwives. One in every five nurses, midwives and health visitors in the NHS is from a black and minority ethnic (BME) background. London has the highest proportion of NHS staff with non-UK nationality as 27% of NHS staff in London report a nationality other than British – higher than any other NHS region.

## The NMC Code

All nurses working in the NHS have to be registered with the NMC (Nursing and Midwifery Council). The NMC Code presents the professional standards that nurses must uphold to be registered to practise in the UK. It is structured around four pillars which all ensure public protection.



**Prioritise  
people**



**Practise  
effectively**



**Preserve  
safety**



**Promote  
professionalism and trust**

## 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 nurse 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.

## Why come to London

There are hundreds of reasons that professionals from all over the world set up home and boost their careers with a move to London.





### Pay

As London is classed as being a 'high cost' area to live in compared with other areas of the country, you'll get a higher wage to accommodate for extra expenses. Trusts in inner, outer and fringe London boroughs all offer different pay weightings. There is a separate section in this document that discusses this in more detail.



### Diversity in the city

England's capital is among the most diverse in the world. In 2018, more than 200,000 people moved to the city from abroad, and that number continues to rise as the opportunities and adventures open to everyone in the city increase. This is reflected in the incredible cultural offerings the city has – from food to theatre, schools and universities, to shopping and art.



### Career opportunities

You'll be working with some of the biggest, most progressive Trusts in the country. They are forward-thinking, innovative pioneers of all kinds of new treatments and processes. Our Trusts have the resources and support you need to advance your career in any direction you choose.



### Social life

Whether you're a fitness fanatic keen to try the latest cardio, cycling or boxing classes, or you're a foodie keen to tick off outstanding fish and chips, curry, or Michelin-starred eateries, London has it all. There are friendly groups, meet-ups, and classes for all kinds of hobbies – it's the perfect place to start something new, or dip back into an old favourite.



### City life

As the saying goes, "A bad day in London is still better than a good day anywhere else." The city's lifestyle is alluring – you have all the independent cafes, bars, and bistros you could need, plus world-class cuisine from across the globe. You'll never tire of seeing the bright lights of the city come into focus as you approach from one of the 32 unique, homely boroughs.



### Nightlife

Nothing beats the sounds of live music coming from venues in Shoreditch or Soho, or the ambiance of a famous West End musical. Enjoy specially curated cocktails in Clapham or wander the markets in Camden before heading to any one of a hundred nightclubs, comedy nights, or live theatre.



### Tourist destination

It's no secret that London is one of the most visited tourist destinations in the world. From the London Eye, to Buckingham Palace; afternoon tea at The Ritz to biking on Hampstead Heath, no two trips to the city are the same. London welcomes around 30 million visitors per year – but not all of them are lucky enough to call it home.



### History

Founded in 50 AD, it's fair to say that London has been on the map longer than most! It's wonderful to be able to wander through the city today and see the old buildings lining Fleet Street and around the Monument, taking in the breathtaking Tower of London and Big Ben – you'll never tire of exploring all the rich history that the city has to offer.

## What happens when you arrive at the airport?

Arriving in a new country can be exciting, but also a bit overwhelming. We understand that this year, you may find it more difficult to plan your arrival during the continuing pandemic, so we have taken the necessary steps to provide you with all the information you'll need to ensure you feel both welcomed and supported as soon as you arrive in the UK.

It is important to check the [latest government guidance](#) about what you need to do before you travel to the UK. The guidance may change at short notice; however, your agency should also be aware of these changes and advise you on the things you need to prepare. We have also included a pre-arrival checklist in this document (Appendix A) which you can use as a guide in preparing what to bring before your flight.

When you arrive in London, an agency representative will pick you up from the airport and travel with you to your accommodation paid for by the Trust. Please do not make your own travel arrangements. You will then be met at your accommodation by a member of the Trust's international recruitment team to welcome you. We'll also support you until you feel at home, providing you with a welcome pack and all the information you might need.

## Accommodation

### Two Month Free Accommodation

As per the CapitalNurse Consortium pledge, all trusts will pay the rent for the first 8 weeks on your behalf, thereafter you will be responsible for rent payments. Depending on the accommodation, you can either extend your stay in the same accommodation or if you need to look for another place. Either way, you will be supported and provided with further information by the Trust.

### Types of Housing

The major types of housing in London are flats and houses. A flat is sometimes referred as apartment as well. It can be described as a small part in a larger residential building. It can be a part of a floor or a full floor. A larger building is divided into floors and then into individual flats. They share common lifts, reception, parking area, etc. You will find many flats for rent in London, and the rent will vary according to the size and area of the flat.

## 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/>
5. Gumtree – <https://www.gumtree.com/>

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 nurses, midwives and AHP's prefer to rent a property to share with their colleagues or friends. For example, three nurses 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/>. 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. 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.

## 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 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

It is for the above reasons that some overseas nurses, midwives and AHP's choose to stay in the provided accommodation by the trust for 2 to 3 months to save up for their deposit and prepare the rental requirements.

## 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.



### Council tax

Council tax is money paid to the local authority. It funds a range of local services, including rubbish collection, parks, libraries, transport, police, and fire services. Where you live and the type of property you live in determine the Council Tax rate. You can [check your property's Council Tax band](#) through the government website.



### TV licence

You need a TV licence to watch or record live TV on any channel or download or watch programmes on BBC iPlayer. This is the law in the UK, although some streaming channels won't need a TV licence, so it is best to check beforehand. For more information go to the [TV Licensing website](#).



### Utility bills

Utility bills include gas, electricity, and water. The costs depend on how much you use.



### Internet

Internet packages cost different amounts on top of this fee depending on the provider, number of channels offered and the internet speed.

The following table provides an overview of the average costs of household bills.

Items	Average Costs
Council tax	£120-£160/month but you can get a 25% reduction if living alone
Utility bills (gas, electricity, water)	On average per 1 person, £35/month
TV licence	£12/month
Internet	£15/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, including managing your energy and water supply, on their [website](#).

## The British culture

### 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.

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

## 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	Looking busy but achieving very little
Fit	Attractive or sexy
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
Kip	Sleep
Knackered	Totally exhausted
Lift	Elevator
Loo	Toilet
Mate	A friend
Nosh	Food
Nowt	Nothing
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	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

As we cannot cover all idioms and colloquialisms, if you have any questions, please feel free to ask your international recruitment lead, your line managers, or your colleagues.

## 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 [here](#).

## 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](#).

## Warning Signs

Safety signs are divided into categories according to the type of message they are intended to convey. Each category is assigned a specific format and set of colours. Many of these signs are internationally recognised. Below is a summary and example of each category you come across in the UK.

Type	Shape	Colour	Pictograms
<b>PROHIBITION SIGNS</b> These signs prohibit actions detrimental to safety	Circular	RED with a white background, red band and crossbar	
<b>WARNING SIGNS</b> These signs give warning of potential risks	Triangular	YELLOW with black symbol or text	
<b>MANDATORY SIGNS</b> Signs that require actions or activities that will contribute towards safety	Circular	BLUE with symbol or text in white	
<b>SAFE CONDITION SIGNS</b> These signs indicate exit routes in the event of a fire or emergency	Rectangular	GREEN with white symbol or text	
<b>FIRE EQUIPMENT SIGNS</b> These signs are used to indicate the location of fire equipment	Rectangular or Circular	RED with white symbols or text	
Supplementary information signs	Rectangular	Green, red, or yellow, with white or black symbol or text	

## Cultural Diversity

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.

### **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.

### **Tooting**

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 center 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.

## Religions

London has centres of worship for a multitude of faiths. The latest data from the [2019 census](#) recorded responses with the following religious beliefs: Christianity, Islam, Hinduism, Judaism, Sikhism, Buddhism, Others, and None.

### Christianity

Historically, London has been predominantly Christian. This is clear from the large number of churches around the area, the most popular being the Westminster Cathedral and St Paul's Cathedral.

### Islam

Islam is London's second largest religion. The East London Mosque is the largest Muslim centre in Europe. London Central Mosque is a well-known landmark on the edge of Regent's Park, and there are many other mosques in the city. There are over one thousand mosques in London.

### Hinduism

The Hindu temple at Neasden is the largest temple of Hinduism in London. Other temples are in nearby Wembley, Harrow, and Willesden, as well as Wimbledon and Newham in South and East London.

### Judaism

There are significant Jewish communities in parts of north London such as Stamford Hill and Golders Green. There are currently two eruvim in London; one that covers Hendon, Golders Green, and Hampstead Garden Suburb, and another in Edgware.

### Sikhism

London is home to a large Sikh population, who are mainly settled around the west of the city, in suburbs like Southall, Hounslow and Hayes. The largest Sikh temple in London is Gurdwara Sri Guru Singh Sabha in Southall.

### Buddhism

There is a total of 10 Buddhist temples from London. Nearly every centre is unique as they represent one of many Buddhist traditions and different countries.

## 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](#)

### 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.

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 nurses, midwives and AHP's use Three or giffgaff as they offer the cheapest mobile plans.

[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.

## 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.

### London Underground ('The Tube')

The London Underground rail network, also called "the Tube", is a great way to travel to, from and around central London. It is divided into nine travel zones – Zone 1 is in central London and zones 6 to 9 are on the outskirts of the city. There are more than 270 stations and 11 lines that connect them in London. These lines are colour-coded on the [tube map](#).

To access the underground, you will need to tap on the yellow pad with your Oyster Card. Once you have tapped the yellow pad, the barriers will open and allow you to walk through. At the end of your journey, you will need to tap the yellow pad again to exit through the barriers at your end destination station.

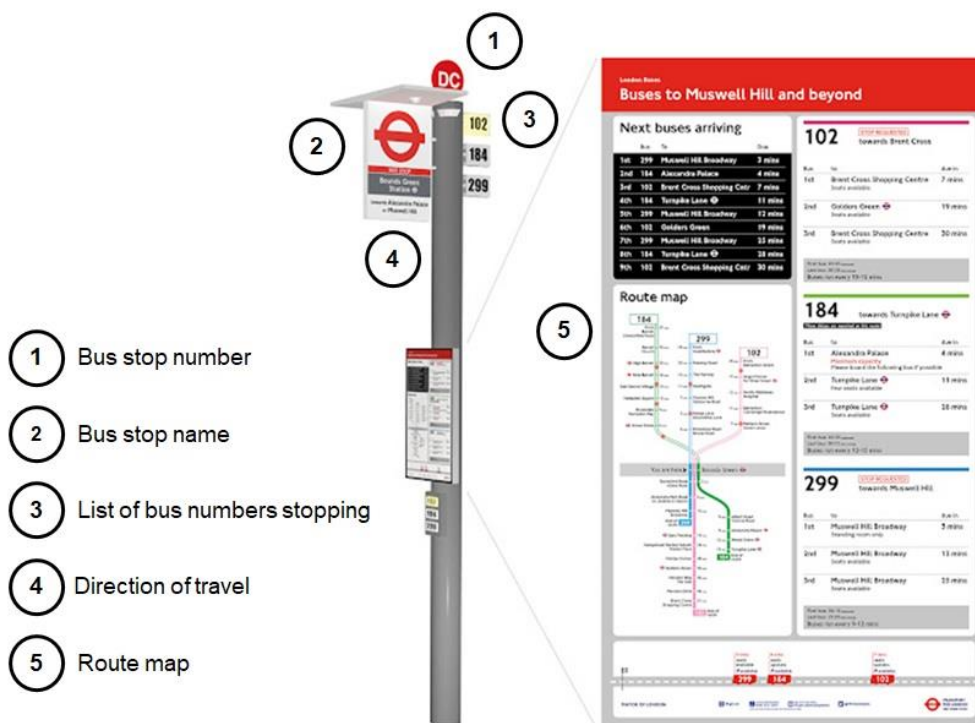
### Overground Trains

These are a similar transport to the tube but are overground the entire journey. When looking at the [tube map](#), the six London Overground routes are represented by an orange line with white in the middle. Some overground stations may not have barriers but have yellow pads in the station for you to tap your Oyster Card before you board your train and when exiting at your destination station.

### Buses

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. There are 675 bus routes in London which are identified using bus numbers. The bus number is displayed in front and at the back of the 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.



Once on board a bus, either touch your card or payment device on the yellow reader next to the driver or show your ticket or pass to the driver. You pay for your journey immediately when you get on the bus. You do not need to tap when you get off the bus. To get off the bus, press the bell once and in good time when your stop is displayed and announced. This lets the driver know you intend to get off.

## DLR (Docklands Light Railway)

The Docklands Light Railway is a unique, driverless railway line which also connects with the Tube at various junctions. Apart from that, the Docklands Light Railway line also connects with the Emirates cable car as well as the City Airport.

## Rail Services

There are several areas that do not fall under the Underground or Overground, these are covered by these Rail Services. While they are not part of the Transport of London, these Rail Services connect many important suburbs of the city and are owned by different companies.

## Taxi

Another travel option is via taxi, this is a great option to get you someone quickly but can often be expensive. The iconic black taxis which constantly available on the roads can be easily reserved by hailing them.

## Cycle Hire

The [Santander Cycles](#) are found at almost every street of London. If you prefer cycling, then this is

for you. Easy to use, the first payment is made through your debit or credit card and then you are expected to pay as much as you use.

## Payment Options



### 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.



### 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.

## Fares

The fare for using London's public transport varies depending on the mode of transport used and the journey. Tube and rail fares are standard charges; however, these will alter depending on whether you travel at busy (known as 'peak') or quiet (known as 'off peak') times. You can find the peak and off peak times [here](#).

You can also find out the cost of a journey between any two stations on Tube, DLR, London Overground, TfL Rail and National Rail services where pay as you go (contactless or Oyster) is accepted using TfL's [single fare finder](#). Fares between two stations may vary depending on the direction of travel, time of day and day of the week.

Single fare finder only shows the cost of a single rail journey. If you make many journeys in a day or a week, TfL will not charge you more than the cap limits or you can avail of their Travelcards. Always touch in and out with the same card or device. TfL's [caps and Travelcards tool](#) shows the prices of caps and Travelcards.

The fare for [buses and trams](#) is a set charge of £1.75 per journey (regardless of the zones or length 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.

## Driving

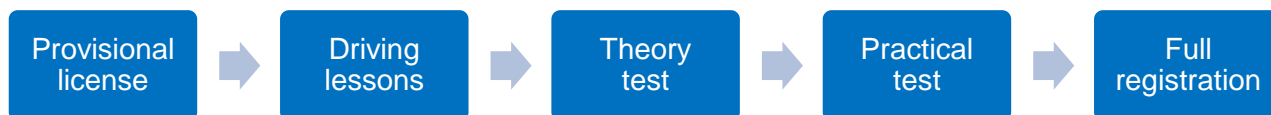
You can use [this tool](#) from the official UK government website to see if you can drive in the UK with your non-GB driving license. This information is also summarized in the table below.

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.



## 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](#).



### Provisional license

To apply for a provisional license, you must:

- be at least 15 years and 9 months old
- be able to read a number plate from 20 metres away
- have legally lived in the UK for at least 185 days in total in the past 12 months or have leave to remain for at least this amount of time.

### Driving lessons

#### 1. UK Familiarisation Course

This course is for drivers holding a non-GB license who are unfamiliar with driving in the UK with the aim of enhancing their existing road skills and knowledge. It usually covers the following:

- The law
- Defensive driving techniques
- Advanced driving techniques
- Risk management
- Motorway-Dual carriageways-Town driving-Country lane

#### 2. Intensive Driving Course

This course is for nurses who do not hold any driving license. It usually lasts for a week, with 2-6 hours of lessons per day. You must have a provisional license before learning to drive.

<b>You can drive in Great Britain on your full, valid driving license</b> You can <u>exchange your EU license for a GB license</u> if you wish to. You don't need to retake driving tests.	EU/ EEA
<b>You can drive in Great Britain on your full, valid driving license for 12 months from when you became resident</b> You will need to <u>exchange your license</u> after 12 months. You have 5 years since you became resident to do this.	Jersey, Guernsey, Isle of Man, Andorra, Australia, Barbados, British Virgin Islands, Canada, Cayman Islands, Falkland Islands, Faroe Islands, Gibraltar, Hong Kong, Japan, Monaco, New Zealand, Republic of Korea, Republic of North Macedonia, Singapore, South Africa, Switzerland, Taiwan, Ukraine, United Arab Emirates, Zimbabwe
<b>You can drive in Great Britain on your full, valid driving license for 12 months from when you became resident</b> After 12 months, you will need to <u>apply for a provisional license</u> and pass the <u>theory</u> and <u>practical driving tests</u> .	Any other countries not listed above

#### 3. Regular Driving Courses

This course lasts the longest, 2 to 3 months on average. It will allow you more time to practise the learning from professional instruction sessions.

Driving lessons costs vary between driving schools and are dependent on the number of hours required by learner. There is no minimum number of lessons one must have or hours they must practise driving. However, according to the Driver and Vehicle Standards Agency (DVSA), on average, it takes around 45 hours of lessons to learn to drive, with an addition of 22 hours of practicing, although everyone learns at different rates and some people decide that 20-30 hours or maybe even less is enough.

This [search tool](#) can be used to find driving instructors who are approved by the Driver and Vehicle Standards Agency (DVSA). There is also an abundance of local driving school options in every London borough. The table below lists a few of the driving schools that cover most of London.

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

## Theory test

Booking for a theory test requires a provisional license.

There are 2 parts to the test:

1. [Multiple-choice questions](#)

Drivers are given 57 minutes to answer 50 multiple-choice questions based on 3 books:

- [The Highway Code](#)
- [Know your traffic signs](#)
- [Driving - the essential skills](#)

2. [Hazard perception](#)

This is a video test with 14 video clips about spotting hazards on the road. There is an [official guide to hazard perception](#) that can be downloaded on computer or mobile. The theory test must be booked and taken as a single test. Applicants must pass both parts to pass the test.

## Practical test

Booking for a practical test requires a theory test pass certificate number. Everything a driver must be able to do to pass the test can be found [here](#).

## Full registration

You can start driving immediately after passing the driving test. You must have an insurance policy that allows you to drive without supervision. Make sure you are fully aware of the rules of the road before you decide to drive in London. Most importantly, remember that in the UK we drive on the left.

## Vehicle Access

You can choose to purchase your own vehicle outright or take out a car lease. Most trusts have a salary sacrifice car scheme for lease cars. This is a way for them to provide their employees with a new vehicle that is fully insured and maintained, at a lower cost per month than if you were to buy



the vehicle outright. The cost of the car will depend on which model the employees choose. The leasing period can be between two to five years, although three years would be the average. The policies vary and not all Trusts have the same car leasing companies.

If you are required to drive as part of the performance of your duties, discuss your vehicle access options with your line manager. Some trusts have pool cars which are vehicles available for work purposes to more than one employee, and not used for any significant private activity. Generally, it would be left in the company's car park for use for company business by whoever needs it.

## 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 signaling, road markings, vehicle markings, etc.

## Health

There are some things you will need to do when you arrive in London. Primarily, you will need to register with a GP Surgery (family doctor) and a dentist. Your health is very important and registering with them will support you. You can find information below on how to register and access these services.

### General Practitioners (GPs)

[General practitioners](#) (GPs) treat all common medical conditions and refer patients to hospitals and other medical services for urgent and specialist treatment.

You will need to choose which GP Surgery you would like to register with. Then you will need to phone the surgery and request a registration form. Proof of address/ID is not a requirement but may be useful. When this has been completed, they will invite you for a general health check appointment. If you are unwell, you can make an appointment with your GP. They may then prescribe you some medication which you will need to collect from a local Pharmacy, they will ask you to pay a small fee for your medication.

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

### Dentists

[Dental services](#) in the UK are provided in partnership between the NHS and private practices. If you receive NHS treatment at dental surgery, you will be required to make a contribution to the final fee. During a consultation your dentist will explain which treatments will be provided by the NHS and which will be provided on private basis, and the costs associated for each.

The easiest way to register with a dentist is to contact them and request a registration pack. Each dental surgery may have a different registration process and please be aware that you will be asked for identification to register. Once you are registered, you can attend your dentist for any routine dental treatment or in some cases emergency dental treatment. There will be a fee to pay depending

on which treatment you require.

You can use this link to find a dentist near you: <https://www.nhs.uk/service-search/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 £9.35/ 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 £30.25
- a 12-month PPC is £108.10

You can use this link to find a pharmacy near you: <https://www.nhs.uk/service-search/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/other-services/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>

## Emergency Services

### The Main Emergency Services

The three main emergency services in the United Kingdom are:

1. Ambulance Service – This service is for genuine health medical emergencies. You will be asked about the medical emergency and who is involved. A response vehicle will be dispatched if required
2. Fire Service – When calling you will be asked about the situation, the postcode, street names or local landmarks where the fire is taking place. A fire engine will be dispatched if required.
3. Police – The police offer a range of services, dealing with crime, community support and policing local and large-scale events. These include phone and bike thefts. When you call, you will be asked questions about the situation such as nature of the situation. A police vehicle will be dispatched if required.

All these services can be accessed by dialling 999 from any mobile or landline and all calls are free.

When you call 999, you will be asked which service you require – fire, police, or ambulance services and then transferred to the relevant call handler for that service. You will be prompted to give the number you are calling from in case you are disconnected. You will then be asked questions regarding the reason why you have called. The call handler will ask you about the location of the incident, people or property affected and any other relevant information which will assist in dispatching the service requested.

There are two more services which are available through dialling 999, however access to these services is dependent on your location.

1. The Coast Guard Service is available for the managements of emergencies around the UK coastline.
2. The Mountain Rescue Services is available in areas where there are mountains and hills.

## Wellbeing

Besides your physical health, the NHS also looks after staff wellbeing. We offer a wide range of resources to support the mental and physical wellbeing of our people. There is an abundance of information about mental health and resources on the [NHS website](#).

### Wellbeing Hubs

Some NHS trusts will have in-house wellbeing hubs to offer to their staff, so it is important that you ask your line manager about this. In addition, mental health and wellbeing hubs are set up by the NHS to provide health and social care colleagues rapid access to assessment and local evidence-based mental health services and support where needed. The hub offer is confidential and free of charge for all health and social care staff. You can find the details of the wellbeing hubs [here](#).

The hubs can offer you a clinical assessment and referral to local services enabling access to support where needed, such as talking therapy or counselling. It is separate and confidential from your

organisation. You can self-refer or refer a colleague (with their consent).

## Talking Therapies

Talking therapies, or psychological therapies, are effective and confidential treatments delivered by fully trained and accredited NHS practitioners. They can help with common mental health problems like stress, anxiety and depression.

You can access talking therapies for free on the NHS. You can refer yourself directly to an NHS talking therapies service without a referral from a GP, or a GP can refer you. You can find one by using [this search tool](#).

## Staff Support Line

If you need someone to talk to, the NHS has introduced a confidential staff support line, operated by the [Samaritans](#) and free to access from 7:00am to 11:00pm, seven days a week. Please call 0800 069 6222 to speak to an advisor.

This support line is available to all our NHS colleagues who have had a tough day, who are feeling worried or overwhelmed, or who have a lot on their mind and need to talk it through. Trained advisers will be available to help with signposting and confidential listening.

Alternatively, if you would prefer to speak to someone through text, you can access support by texting FRONTLINE to 85258 for support 24/7.

## 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.



**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.

## Financial Section

### Bank account

When you arrive, you will need to set up a UK bank account. Your trust's international recruitment lead will help you set this up during your induction and will be part of your itinerary for the first 3 days in London.

There are also digital-only banking options such as [Monzo](#) or [Revolut](#) that you can easily sign up for on your phone, as they do not have a physical branch.

## Agenda for Change

Nurses enjoy a competitive salary and have access to great benefits too. We use a system called the [Agenda for Change](#) which gives you a pay band for your specific job role based on your level of experience and the responsibilities you take on. For example, newly qualified nurses – who've registered with the Nursing and Midwifery Council (NMC) start at Band 5 and currently earn £25,655 a year. Each of the nine pay bands has a number of pay points. Staff will normally progress to the next pay point annually until they reach the top of the pay band. You can find the updated and detailed pay progression points [here](#).

## High Cost Area Supplement

In addition to basic pay, you also get an extra pay for working in high cost areas such as around London. This is called High Cost Area Supplement. The amount paid will be based on where your permanent work base is located. The figures below are total salary in the 2021/22 financial year. They do not include Tax, Pension or National Insurance deductions.

Area	Effective as of 1 April 2021
Inner London	20% of basic salary, subject to a: <ul style="list-style-type: none"> <li>• minimum payment of £4,608 and a maximum payment of £7,097</li> </ul>
Outer London	15% of basic salary, subject to a: <ul style="list-style-type: none"> <li>• minimum payment of £3,898 and a maximum payment of £4,967</li> </ul>
Fringe	5% of basic salary, subject to a: <ul style="list-style-type: none"> <li>• minimum payment of £1,066 and a maximum payment of £1,845</li> </ul>

## 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.

The rates and times of payment for Band 4 and above are:

Rates	Times
Time plus 30%	All time on Saturday (midnight to midnight) Weekday after 8pm and before 6am
Time plus 60%	All time on Sundays and Public Holidays (midnight to midnight)

You can find further information on unsocial hours payments [here](#).

## 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. However, due to COVID-19, there's currently no limit on the number of hours you can work or volunteer if you have a second job as an NHS nurse. 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

However, we strongly advise that you do not work bank shifts until after getting your NMC PIN so you can focus on passing the OSCE. Another thing to keep in mind is that you may not be allowed to book a bank shift for a period of time if you have been on sick leave. Please check your trust's policy regarding sickness absence.

## 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 [opt 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.

Your tax code is made up of several numbers and a letter. The numbers in your tax code tell your employer or pension provider how much tax-free income you get in that tax year. 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](#).

You can [check your Income Tax for the current year](#) on the official UK government website. You will be asked to create an account and prove your identity. Once an account is created, the page will allow you to:

- check your tax code and Personal Allowance
- see if your tax code has changed

- tell HM Revenue and Customs (HMRC) about changes that affect your tax code
- update your employer or pension provider details
- see an estimate of how much tax you'll pay over the whole tax year
- check and change the estimates of how much income you'll get from your jobs

The standard Personal Allowance is £12,570, which is the amount of income you do not have to pay tax on. The table below shows the tax rates you pay in each band if you have a standard Personal Allowance of £12,570.

Band	Taxable income	Tax rate
Personal Allowance	Up to £12,570	0%
Basic rate	£12,571 to £50,270	20%
Higher rate	£50,271 to £150,000	40%
Additional rate	Over £150,000	45%

Further information on Income Tax 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.

The amount of National Insurance you pay depends on your employment status and how much you earn. Overseas nurses, midwives and AHP's employed full time in the NHS are under class 1 which are for employees earning more than £184 a week and are under the state pension age that is 66 years old.

The rates for most people for the 2022 to 2023 tax year are:

- 13.25% - for your salary from £184 to £967 a week (£797 to £4,189 a month)
- 3.25% - additional deduction for any salary paid over £967 a week (£4,189 a month)

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

## Payroll

You will be paid on a monthly basis and pay day is the same date each month. Your pay will be paid directly via direct debit into the bank account registered with the Trust (this will be the bank account you set up during your induction). Any deductions, for example tax, will be deducted before you receive your payment into your bank.

If pay day falls on a weekend or public holiday (known as a 'bank holiday' in the UK), you will be paid the last working day before the actual pay day.

If you arrive in the UK and commence your employment after the payroll cut-off date, don't worry as you will receive cash advance from your trust which you will need to repay at a later date by salary deduction. However, it is also recommended that you bring some pocket money converted to British pounds to help with your expenses until you get your first salary.

## 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.

Consortium Handbook



The form is a pay slip from NHS Trust. It contains the following sections and fields:

- 1** Assignment Number: 12345678
- 2** Salary/Wage: 25655.00
- 3** Tax & NI Information: Includes Tax Office Name (North Wales Area), Tax Office Ref (914/EA51214), Tax Code (650L CUMUL), and NI Number (AB123456C).
- 4** Incremental Date: 20 MAY 2022
- 5** Standard Hours: 37.5
- 6** Payscale Description: Review Body Band 5
- 7** Salary/Wage: 25655.00
- 8** Pay & Allowances: A table showing various payments including Basic Pay, Night Duty, Saturday/Sunday/Unsocial EN, and WTD Pay.
- 9** Deductions: A table showing deductions including PAYE, NI A, and NHS Pension.
- 10** Year To Date Balances: A summary of earnings and deductions from the start of the tax year.
- 11** This Period Summary: A detailed breakdown of the current payment, including Gross Pay, Taxable Pay, Tax Paid, Pensionable Pay, and Net Pay.
- 12** 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

## NHS Staff Benefits

### Annual Leave

Generally, you can take holiday when you like, but you need to agree it with your manager. In some cases, managers may need to arrange holidays between staff so that a minimum staffing level keeps the business running as it should.

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:

NHS service	Annual leave entitlement
0-4 years	27 days + 8 bank holidays
5-10 years	29 days + 8 bank holidays
10+ years	33 days + 8 bank holidays

### 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 <sup>nd</sup> year of service	2 months	2 months
During the 3 <sup>rd</sup> year of service	4 months	4 months
During the 4 <sup>th</sup> and 5 <sup>th</sup> 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. You can read more about Statutory Maternity Pay [here](#).

You can refer to the [‘What you need to know if you’re pregnant or planning a pregnancy’ guide](#) that provides information about maternity rights in the NHS in England and what support is available to NHS employees. It’s designed to be used alongside discussions with your new employer to help you make informed decisions before travelling to the UK.

### 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.

### NHS Discounts

The NHS is one of the most valued organisations in the country, and as a member of NHS staff, you can look forward to discounts at a wide range of outlets. Many local shops, restaurants and services offer discounts to NHS staff, including most gyms and leisure centres. You may also be entitled to discounts and deals on holidays and financial services.

At some, you can just show your NHS Digital ID card, and you will also be eligible to join schemes such as [Blue Light Card](#), and [Health Service Discounts](#).

### Other Benefits

The London trust you work for may offer extra benefits such as cycle to work schemes and support with childcare. They may also have a car salary sacrifice scheme. In addition, as an NHS staff, you can reimburse expenses incurred in the performance of your duties. This may include public transport costs for patient visits if essential.

## OSCE preparation and guidance (CapitalNurse & Capital Midwife)

### What is the OSCE?

The OSCE is based on UK pre-registration standards. The Nursing and Midwifery Council brought some amendments to the OSCE and changes were implemented in August 2021. Its new structure comprises ten separate stations instead of six. Four stations continue to be linked together around a scenario and relate to four stages of the nursing and midwifery care process:

- **Assessment-** holistic patient-centered
- **Planning**
- **Implementation**
- **Evaluation**

Four of the six remaining stations will take the form of two pairs of two linked stations, which test practical clinical skills. The remaining two stations are for assessing the nurse’s professional values and critical appraisal of research and evidence and associated decision-making. These two stations are both written stations.

## OSCE Preparation

To ensure that you have adequate time to prepare for the OSCE, you are given up to 12 weeks to complete the examination. The trusts' OSCE preparations vary in the length of the programmes; however, you can rest assured that your trust will provide you with all the support you will need and the opportunity to practice and prepare for the OSCE.

It is important that you have reviewed and are familiar with the NMC nursing blueprints. These will now be based on the Future Nurse Standards and are the NMC's standards for competence which all student nurses/midwives must acquire before they can successfully register as a nurse/midwife in the UK. The examination blueprints set out the scope and content of the OSCE in terms of the topics, skills, and procedures that the newly registered nurse/midwife will need to know and be able to demonstrate. Find out more and access a copy of the blueprints on the [NMC website](#). There are specific competencies outlined for the different fields of nursing with online resources available within the competency documents.

## Supernumerary period

Supernumerary means that cannot be counted as part of the workforce while you are learning. Each trust will differ in the period of their OSCE training programme and so will how long you may be in a supernumerary capacity as part of your induction to the organisation and your clinical area. The supernumerary period should be agreed based on the support that you will need to properly prepare you for delivering care safely and competently in an agreed staffing capacity so that you feel well-supported and that patient care will not be adversely affected.

## How do we support your career?

### Professional Development Guide for Overseas Nurses & Midwives

The CapitalNurse & CapitalMidwife Consortium has developed the Professional Development Guide for overseas nurses and midwives to support your transition and to give you some helpful resources that will prepare you for the next few months and in your career as registered nurse in London. Please take some time to read this toolkit and begin completing the relevant sections before you arrive in London, and then throughout the registration process, until you have successfully obtained NMC registration. Your manager will also refer to the toolkit through the appraisal system, in order to support you in your professional development. If you do not have a copy of this toolkit, please request for one from your recruiting agency or trust.

### Professional Development Guide for Overseas Allied Health Professionals

The CapitalAHP Consortium has developed the Professional Development Guide for Overseas Allied Health Professionals to support your transition and to give you some helpful resources that will prepare you for the next few months and in your career as registered AHP in London. Please take some time to read this toolkit and begin completing the relevant sections before you arrive in London, and then throughout the registration process, until you have successfully obtained professional registration. Your manager will also refer to the toolkit through the appraisal system, in order to support you in your professional development. If you do not have a copy of this toolkit, please request for one from your recruiting agency or trust.

## **Preceptorship for Overseas Nurses & Midwives**

There should be a period of preceptorship once you qualify as a registered nurse in the UK. The NMC strongly recommends that all new registrants have a period of preceptorship when commencing employment including anyone who has entered a new part of the register. Your trust will have a preceptorship programme available which should be arranged with your line manager.

This period of preceptorship will help you develop the confidence to practice competently and ensure you are familiar with and can meet your obligations under the NMC Code. During this period, you should be supported by an experienced practitioner so that they can guide you in refining your skills, values and behaviors.

## **Preceptorship for Overseas Allied Health Professionals**

There should be a period of preceptorship once you arrive in the UK as a registered AHP. Your trust will have a preceptorship programme available which should be arranged with your line manager.

This period of preceptorship will help you develop the confidence to practice competently and ensure you are familiar with and can meet your obligations under the HCSC and GOsC standards. During this period, you should be supported by an experienced practitioner so that they can guide you in refining your skills, values and behaviors

## **Personal Development and Career Planning**

Personal development and career planning support the concept that learning is a lifelong activity and that setting goals can help individuals to achieve career and personal aspirations. Personal development planning will help strengthen your capacity to reflect upon your own learning and achievement and to plan for your own personal, educational and career development. As part of this process you will be offered an annual personal development review and a personal development plan should be agreed.

## **Training Opportunities**

Your trust should be committed to offering learning and development opportunities for you, providing access to training to extend your range of skills and knowledge to support you in taking on new responsibilities and to support career progression. There is a wide array of training offered online and face-to-face, whether they are short or long courses. You can also enroll in university courses and the trust can help you with funding if this training is required or contributes to the improvement of the performance of your duties as a nurse.

You will need to discuss your interest with your line manager during the personal development and career planning review. They can then support you with your application to the university and guide you with the application for funding.

## **UK ENIC**

When enrolling for a university course, some institutions will request for proof of educational qualification. The [UK ENIC Statement of Comparability](#) is a statement which shows how the international qualifications of a holder compare to UK qualifications. This will help you show education institutions, professional bodies or future employers the level of qualification you have.



## Revalidation for Overseas Nurses & Midwives

All nurses and midwives registered with the NMC requires revalidation every three 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 [the Code](#) (2018) in your practice and to demonstrate that you are 'living' the standards set out within it. You can find further information about revalidation on the [NMC website](#).

## Continuing Professional Development for Overseas Allied Health Professionals

Continuing professional development (CPD) is the way in which you continue to learn and develop throughout your career, so you keep your skills and knowledge up-to-date and are able to practise safely and effectively. HCPC and GOSc have set standards of continuing professional development which you can find below.

### HCPC

Registrants must:

1. Maintain a continuous, up-to-date and accurate record of their CPD activities
2. Demonstrate that their CPD activities are a mixture of learning activities relevant to current or future practice
3. Seek to ensure that their CPD has contributed to the quality of their practice and service delivery
4. Seek to ensure that their CPD benefits the service user
5. Upon request, present a written profile (which must be their own work and supported by evidence) explaining how they have met the Standards for CPD

Further information on CPD with HCPC can be found [here](#).

### GOSc

To remain registered with the GOSc, osteopaths must keep their skills and knowledge up to date with a programme of continuing professional development (CPD). The CPD scheme was developed through extensive work in partnership with osteopaths and other stakeholders and aims to support better practice and patient care.

The three underpinning themes of the CPD scheme are engagement, support and community. Most importantly, the CPD scheme aims to address professional isolation by fostering a culture of peer support and creating collaborative learning environments. The scheme also promotes engaging with fellow osteopaths in a supportive way by building a CPD community.

Under the CPD scheme, osteopaths must do 90 hours of CPD in total (including at least 45 hours learning with others) over three years.

CPD includes any learning undertaken by an osteopath, for example, discussion of CPD and practice with a colleague, courses, seminars, practical sessions, e-learning, reading, research, individual study, peer discussion review, mentoring and any other activities that can advance practice.

Undertaking CPD is an ongoing aspect of professional practice. Standard B3 of the Osteopathic Practice Standards states that osteopaths 'must keep professional knowledge and skills up to date'. To achieve this, osteopaths must be professionally engaged, undertaking professional development activities and keeping up to date with factors relevant to ongoing practice (including the wider healthcare environment).

For CPD to be defined as 'learning with others', it must also involve interaction (both giving and receiving information to inform learning) with osteopaths, healthcare practitioners or other professionals.

Further information on CPD with HCPC can be found [here](#).

## Unions

Trade unions do more than negotiating pay and conditions – the support and protection they can offer make them essential for you, nurses. 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.

For many nurses, joining a union is one of their first activities when starting their nurse training at university. If you aren't a union member, think seriously about joining one as soon as possible: you never know when you might need their support.

Selecting a union is a personal choice. There is no right or wrong union to join; you should consider what they can offer you and decide which best meets your needs. UNISON and the Royal College of Nursing (RCN) are the two biggest unions representing nurses. UNISON represents nurses and the wider multidisciplinary team; it has 500,000 members within the NHS and supporting services. In comparison, the RCN – which is also a professional body – is dedicated purely to the nursing professions, including midwives, nursing associates, and healthcare assistants and assistant practitioners, and has 435,000 nursing members.

You may be thinking, "Why should I join a union? I will probably never use it". But you may need the support of a union if you have problems at work, and that is why it is essential to join one. Contrary to the perception of many, unions have numerous purposes beyond negotiating pay and conditions. While you may not need access their support, services membership means you have a range of other useful resources including professional development and clinical guidance at your disposal. Of course, unions are also there for those times you are in need of support: this may be to provide information about employee rights, support during a complaint process or help if you raise a concern or have other problems at work; they also provide legal support if needed.

Notably the RCN offers a tailored support programme for nurses with a dedicated education and development section and the opportunity to be part of different clinical practice committees. UNISON, on the other hand, is a strong union group with experience in representing many trades alongside health professionals.

Whichever union you join, you will have the opportunity to become a local representative within your employment area, meaning colleagues may approach you for advice. If you can, this is a great opportunity to take on as it will provide you with networking and development opportunities as well as being a great addition to your CV.

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

- RCN: <https://www.rcn.org.uk/>
- Unison: <https://www.unison.org.uk/>
- Unite: <https://www.unitetheunion.org/>
- British Association of Art Therapists <https://www.baat.org/>
- British Association of Drama Therapists <https://www.badth.org.uk/>

- British Association of Prosthetists and Orthotists <https://www.bapo.com/>
- British Dietetic Association <https://www.bda.uk.com/>
- British and Irish Orthoptic Society <https://www.orthoptics.org.uk/>
- Chartered Society of Physiotherapy <https://www.csp.org.uk/>
- College of Operating Department Practitioners
- College of Paramedics <https://collegeofparamedics.co.uk/>
- College of Podiatry <https://rcpod.org.uk/>
- Institute of Chiropodists and Podiatrists <https://iocp.org.uk/>
- Royal College of Occupational Therapists <https://www.rcot.co.uk/>
- Royal College of Speech and Language Therapists <https://www.rcslt.org/>
- Society of Radiographers <https://www.sor.org/>

## Equality, Diversity, and Inclusion

The UK is a multicultural, multiabled and neurodiverse country. To reflect this, UK legislation sets minimum standards on employee-employer relationships involving equality, diversity, and inclusion. The Equality Act became law in 2010. It covers everyone in Britain and protects people from discrimination, harassment and victimisation. Under the Equality Act, there are nine protected characteristics:

- age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation

Equality in the workplace means equal job opportunities and fairness for employees. All employees must be treated equally or similarly and not disadvantaged by prejudices or bias. This means that the best person for a job or a promotion is the person who earns that position based on qualifications, experience, and knowledge, and not one of the characteristics listed above. An equal and inclusive workplace culture allows all people to thrive at work, regardless of their background, identity, or circumstance. Having a diverse workforce means that the organisation can offer a wide range of ideas, skills, resources, and energies, giving the business a competitive edge.

You can read more about combatting racial discrimination against minority ethnic nurses, midwives and nursing associates [here](#).

## Staff networks

In the NHS, we celebrate and champion diversity by recognising peoples' backgrounds, ideas and skills in all that we do. We want to ensure we are taking action to improve diversity and build an inclusive culture where everyone counts.

We know that where an NHS workforce is representative of the communities it serves, patient care and experience is improved. Staff networks are a group of colleagues, often with a shared heritage, experience, or a characteristic, that come together to support each other and work with the organisation. The networks offer a place to come together, share experiences and facilitate learning as well as tackling issues for underrepresented groups and individuals.

A few of the nationally recognised networks are the following:

### Black and minority ethnic network



For every individual to reach their full potential, there must be no fear of discrimination or prejudice and a belief that career opportunities or experience of work is not predetermined by ethnicity, nationality or colour.

### **Lesbian gay bisexual and trans network**

This staff network aims to create a safe, inclusive and diverse working environment that encourages respect and equality for all and a space that values and recognises the differences between sexual orientation and gender identity and works proactively to address these.

### **Disability and wellbeing network**

They aim to create a safe, inclusive, and diverse working environment that encourages respect and equality for all.

### **Women's development network**

This network aims to support women's professional and personal development and the gender equality focus across the NHS.

If you are interested to join any of these staff networks, you may liaise with your trust representative.

## **Diaspora groups**

The health and wellbeing and professional support of all of our workforce is a top priority and we work closely with nursing diaspora groups to ensure our international nurses have the pastoral support they need.

Diaspora groups are identified international nursing associations in England that provide support to international nurses and midwives in the NHS. This collaborative promotes services to NHS staff and works to advance the pastoral and professional support, and health and wellbeing of international nurses in the NHS. The diaspora supports the International Recruitment programme through providing data and insight that enables better understanding of the needs of international nurses and supports communities to be heard.

The organisations that make up the diaspora group are:

- [Association Isabel Zenda: Association of Spanish Nurses and Health Workers in the UK](#)
- [British Indian Nurses Association](#)
- [Caribbean Nurses and Midwives Association UK](#)
- [Commonwealth Nurses and Midwives Federation](#)
- [Filipino Nurses Association United Kingdom](#)
- [Gambia Healthcare Matters UK](#)
- [Ghana Nurses Association UK](#)
- [Hong Kong Nursing Association UK](#)
- [Kenyan Nurses And Midwives Association UK](#)
- [Malawian-UK Nurses Association](#)
- [Mauritian Nurses and Healthcare Professionals UK](#)
- [Nepalese Nursing Association UK](#)
- [Nigerian Nurses Charitable Association UK](#)
- [Nurses Association of Jamaica UK](#)
- [Philippine Nurses Association of United Kingdom](#)
- [Uganda Nurses Midwives Association](#)

- [Zimbabwean Midwives and Nurses Association](#)

You may visit their websites and find out more about their initiatives by clicking on the links above.

## 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@antigua-barbuda.com <a href="http://www.antigua-barbuda.com">www.antigua-barbuda.com</a>
Australia 	Australian High Commission Australia House Strand WC2B 4LA	020 7379 4334 Fax 020 7240 5333 <a href="http://www.uk.embassy.gov.au">www.uk.embassy.gov.au</a>
Bahamas 	High Commission of the Commonwealth of The Bahamas 10 Chesterfield Street W1J 5JL	020 7408 4488 Fax 020 7499 9937 information@bahamashclondon.net <a href="http://www.bahamashclondon.net">www.bahamashclondon.net</a>
Bahrain 	Embassy of the Kingdom of Bahrain 30 Belgrave Square SW1X 8QB	020 7201 9170 Fax 020 7201 9183 <a href="http://www.bahrainembassy.co.uk">www.bahrainembassy.co.uk</a> <a href="mailto:information@bahrainembassy.co.uk">information@bahrainembassy.co.uk</a>
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 <a href="http://www.bhclondon.org.uk">www.bhclondon.org.uk</a>
Barbados 	Barbados High Commission 1 Great Russell Street WC1B 3ND	020 7299 7150 Fax 020 7323 6872 london@foreign.gov.bb
Belize 	Belize High Commission 3rd Floor 45 Crawford Place W1H 4LP	020 7723 3603 info@belizehighcommission.co.uk <a href="http://www.belizehighcommission.co.uk">www.belizehighcommission.co.uk</a>
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 <a href="http://www.cameroonhighcommission.co.uk">www.cameroonhighcommission.co.uk</a>
Canada 	High Commission of Canada Canada House Trafalgar Square SW1Y 5BJ	0207 004 6000 Fax 0207 004 6050 ldn@international.gc.ca <a href="http://www.UnitedKingdom.gc.ca">www.UnitedKingdom.gc.ca</a>

 <p>China</p>	<p>Embassy of the People's Republic of China 49-51 Portland Place W1B 1JL</p>	<p>020 7299 4049 Monday-Friday 09.00-12.30, 14.00-17.00 <a href="http://www.chinese-embassy.org.uk">www.chinese-embassy.org.uk</a></p>
 <p>Cuba</p>	<p>Embassy of the Republic of Cuba 167 High Holborn WC1V 6PA</p>	<p>020 7240 2488 Fax 020 7836 2602 secembajador@uk.embacuba.cu <a href="http://www.cubadiplomatica.cu">www.cubadiplomatica.cu</a></p>
 <p>Cyprus</p>	<p>High Commission of the Republic of Cyprus 13 St. James's Square SW1Y 4LB</p>	<p>020 7321 4100 Fax 020 7321 4164 CyprusinUK@mfa.gov.cy <a href="http://www.cyprusinuk.com">www.cyprusinuk.com</a></p>
 <p>Egypt</p>	<p>Embassy of the Arab Republic of Egypt 26 South Street, W1K 1DW</p>	<p>Tel.: 020 7499 3304/2401 Fax: 020 7491 1542 E-mail address: egtamboff@gmail.com egyemblondon@mfa.gov.eg</p>
 <p>Finland</p>	<p>Embassy of Finland 38 Chesham Place SW1X 8HW</p>	<p>020 7838 6200 Fax 020 7235 3680 sanomat.lon@formin.fi <a href="http://www.finemb.org.uk">www.finemb.org.uk</a></p>
 <p>Georgia</p>	<p>Embassy of Georgia 20 St George's Square, SW1V 2HP</p>	<p>020 7348 1941 Fax 020 7603 6682 london.emb@mfa.gov.ge <a href="https://uk.mfa.gov.ge">https://uk.mfa.gov.ge</a></p>
 <p>Ghana</p>	<p>High Commission of the Republic of Ghana 13 Belgrave Square SW1X 8PN</p>	<p>020 7201 5900 Fax: 020 7245 9552 gh.donlon@gmail.com; ghmf31@ghc-uk.org <a href="http://www.ghanahighcommissionuk.com">www.ghanahighcommissionuk.com</a></p>
 <p>Grenada</p>	<p>High Commission for Grenada The Chapel, Archel Road, West Kensington W14 9QH</p>	<p>020 7385 4415 Fax 020 7381 4807 office@grenada-highcommission.co.uk <a href="https://grenada-highcommission.co.uk/">https://grenada-highcommission.co.uk/</a></p>
 <p>Guyana</p>	<p>High Commission for Guyana 3 Palace Court Bayswater Road W2 4LP</p>	<p>Tel: 020 7229 7684 Fax 020 7727 9809 guyanahc1@btconnect.com <a href="http://www.guyanahclondon.co.uk">www.guyanahclondon.co.uk</a></p>
 <p>India</p>	<p>Office of the High Commissioner for India India House Aldwych WC2B 4NA</p>	<p>020 7836 8484 Fax 020 7836 4331 adm.london@mea.gov.in <a href="http://www.hcilondon.gov.in">www.hcilondon.gov.in</a></p>
 <p>Iran</p>	<p>Embassy of the Islamic Republic of Iran 16 Prince's Gate SW7 1PT</p>	<p>020 7225 4208-9 Fax: 020 7589 4440 iranemb.lon@mfa.gov.ir <a href="http://www.london.mfa.ir">www.london.mfa.ir</a></p>
 <p>Ireland</p>	<p>Embassy of Ireland 17 Grosvenor Place SW1X 7HR</p>	<p>020 7235 2171 Fax 020 7201 2515 londonembassymail@dfa.ie <a href="http://www.embassyofireland.co.uk">www.embassyofireland.co.uk</a></p>
<p>Italy</p>	<p>Embassy of Italy</p>	<p>020 7312 2200</p>

	14 Three Kings' Yard, Davies Street, W1K 4EH	Fax 020 7312 2230 ambasciata.londra@esteri.it <a href="https://conslondra.esteri.it/en/">https://conslondra.esteri.it/en/</a>
Jamaica 	Jamaican High Commission 1-2 Prince Consort Road London SW7 2BZ	020 7823 9911 Fax 020 7589 5154 jamhigh@jhcuk.com <a href="http://www.jhcuk.org/">http://www.jhcuk.org/</a>
Japan 	Embassy of Japan 101-104 Piccadilly London W1J 7JT	020 7465 6500 Fax 020 7491 9348 <a href="https://www.uk.emb-japan.go.jp">https://www.uk.emb-japan.go.jp</a>
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 <a href="http://www.jordanembassy.org.uk">www.jordanembassy.org.uk</a>
Kenya 	Kenya High Commission 45 Portland Place London W1B 1AS	Tel: 0207 636 2371 Fax: 0207 323 1932 <a href="http://www.kenyahighcom.org.uk">www.kenyahighcom.org.uk</a>
Korea (South) 	Embassy of the Republic of Korea 60 Buckingham Gate SW1E 6AJ	020 7227 5500/2 Fax 020 7227 5503 <a href="http://gbr.mofa.go.kr">http://gbr.mofa.go.kr</a>
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@malawihighcommission.co.uk <a href="http://www.malawihighcommission.co.uk">www.malawihighcommission.co.uk</a>
Malaysia 	Malaysian High Commission 45-46 Belgrave Square SW1X 8QT	020 7235 8033 mwllondon@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 <a href="http://www.foreign.gov.mt">www.foreign.gov.mt</a>
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 <a href="http://www.sre.gob.mx/reinounido">http://www.sre.gob.mx/reinounido</a>
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 <a href="http://www.londonmyanmarembassy.com">www.londonmyanmarembassy.com</a>

 <p>Namibia</p>	<p>High Commission for the Republic of Namibia 6 Chandos Street W1G 9LU</p>	<p>020 7636 6244 Fax 020 7637 5694 info@namibiahc.org.uk</p>
 <p>Nepal</p>	<p>Embassy of Nepal 12A Kensington Palace Gardens W8 4QU</p>	<p>020 7229 1594/6231/7243 7853 Fax 020 7792 9861 eon@nepembassy.org.uk <a href="https://uk.nepalembassy.gov.np/">https://uk.nepalembassy.gov.np/</a></p>
 <p>New Zealand</p>	<p>New Zealand High Commission 1 Pall Mall East SW1Y 5AU</p>	<p>020 7930 8422 Fax 020 7839 4580 <a href="http://www.mfat.govt.nz/uk">www.mfat.govt.nz/uk</a> Enquiries: enquiries@nzhc.uk</p>
 <p>Nigeria</p>	<p>High Commission for the Federal Republic of Nigeria Nigeria House 9 Northumberland Avenue WC2N 5BX</p>	<p>020 7839 1244 Fax 020 7839 8746 information@nigeriahc.org.uk <a href="http://www.nigeriahc.org.uk">www.nigeriahc.org.uk</a></p>
 <p>Oman</p>	<p>Embassy of the Sultanate of Oman 167 Queens Gate, London SW7 5HE</p>	<p>020 7225 0001; Fax: 020 7589 2505 london2@mofa.gov.om, london1@mofa.gov.om</p>
 <p>Pakistan</p>	<p>High Commission for the Islamic Republic of Pakistan 35-36 Lowndes Square SW1X 9JN</p>	<p>020 7664 9276 Fax 020 7664 9224 phclondon@phclondon.org <a href="http://www.phclondon.org">www.phclondon.org</a></p>
 <p>Philippines</p>	<p>Embassy of the Republic of the Philippines 6-11 Suffolk Street SW1Y 4HG</p>	<p>020 7451 1780 Fax: 020 7930 9787 embassy@philemb.co.uk london.pe@dfa.gov.ph <a href="http://londonpe.dfa.gov.ph">http://londonpe.dfa.gov.ph</a></p>
 <p>Qatar</p>	<p>Embassy of the State of Qatar 1 South Audley Street, London W1K 1NB</p>	<p>020 7493 2200 Fax 020 7493 2661 amblondon@mofa.gov.qa amb@qatarembassy.org.uk</p>
 <p>Russia</p>	<p>Embassy of the Russian Federation (Main Building) 6/7 Kensington Palace Gardens, London, W8 4QP</p>	<p>0207 229 6412 Fax 0207 727 8625 kanc@rusemb.org.uk <a href="http://www.rusemb.org.uk">www.rusemb.org.uk</a></p>
 <p>Saint Lucia</p>	<p>High Commission for Saint Lucia 1 Collingham Gardens SW5 0HW</p>	<p>020 7370 7123 Fax 020 7370 1905 enquiries@stluciahcuk.org</p>
 <p>Saint Vincent &amp; the Grenadines</p>	<p>High Commission for Saint Vincent &amp; the Grenadines 10 Kensington Court W8 5DL</p>	<p>020 7460 1256; 020 7565 2874 Fax 020 7937 6040 info@svghighcom.co.uk</p>
 <p>Saudi Arabia</p>	<p>Royal Embassy of Saudi Arabia 30 Charles Street, Mayfair W1J 5DZ.</p>	<p>020 7917 3000 <a href="https://www.saudiembassy.net/">https://www.saudiembassy.net/</a></p>
 <p>Singapore</p>	<p>High Commission for the Republic of</p>	<p>020 7235 8315</p>

	Singapore 9 Wilton Crescent, London SW1X 8SP	Fax 020 7245 6583 singhc_lon@mfa.sg <a href="http://mfa.gov.sg/london">http://mfa.gov.sg/london</a>
	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
	Embassy of Spain 39 Chesham Place SW1X 8SB	020 7235 5555 Fax 020 7259 5392 emb.londres@maec.es <a href="http://www.exteriores.gob.es/Embajadas/londres/en">www.exteriores.gob.es/Embajadas/londres/en</a>
	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 <a href="http://www.srilankahighcommission.co.uk">www.srilankahighcommission.co.uk</a>
	High Commission of the Republic of Trinidad & Tobago 42 Belgrave Square SW1X 8NT	020 7245 9351 Fax 020 7823 1065 hclondon@foreign.gov.tt <a href="http://foreign.gov.tt/hclondon">http://foreign.gov.tt/hclondon</a>
	Uganda High Commission Uganda House 58-59 Trafalgar Square WC2N 5DX	020 7839 5783 Fax 020 7839 8925 info@ugandahighcommission.co.uk; admin@ugandahighcommission.co.uk <a href="https://london.mofa.go.ug/">https://london.mofa.go.ug/</a>
	Embassy of the United Arab Emirates 1 - 2 Grosvenor Crescent London SW1X 7EE	020 7581 1281 Fax 0207 808381 <a href="https://www.mofaic.gov.ae/en/missions/london">https://www.mofaic.gov.ae/en/missions/london</a>
	American Embassy 33 Nine Elms Lane, London SW11 7US	020 7499 9000 <a href="https://uk.usembassy.gov/">https://uk.usembassy.gov/</a>
	Embassy of the Republic of Yemen 57 Cromwell Road SW7 2ED	020 7584 6607 Fax 020 7589 3350 admin@yemenembassy.co.uk
	High Commission for the Republic of Zambia Zambia House 2 Palace Gate W8 5NG	020 7581 2142 info@zambiahc.org.uk <a href="http://www.zambiahc.org.uk">www.zambiahc.org.uk</a>
	Embassy of the Republic of Zimbabwe Zimbabwe House 429 Strand WC2R 0JR	020 7836 7755 zimlondon@zimfa.gov.zw zimembassy@zimlondon.gov.zw <a href="http://www.zimlondon.gov.zw">http://www.zimlondon.gov.zw</a>

## How to bring your family to the UK

We strongly recommend that you bring your family to the UK once you are settled and have received your PIN so you can focus on preparing for your registration. Nonetheless, we have included this guide for your reference.



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.

## What to do if you need help: A flowchart

This flowchart aims to help you decide who to contact if you have any queries or concerns, which you can identify with the white boxes.



*\*If you are unsure of what to do or need guidance with anything that is not covered in the flowchart above, please approach your international recruitment leads/ pastoral care leads who are always there for support.*

## COVID-19 Guidance

### COVID-19 Vaccination

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](#).

COVID-19 vaccination policies are managed individually by trusts. It is good to check with your Trust International Recruitment Lead if COVID-19 vaccination is a employment requirement and is part of your compliance.

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](#).

## Useful Websites

### **Nursing Times**

[Nursing Times](#) is a website and monthly magazine for nurses, which is published in the United Kingdom. It covers original nursing research and best practice for nurses at all stages in their career, as well as daily news, opinion and other information relevant to the nursing profession.

### **The Queen's Nursing Institute**

[The Queen's Nursing Institute \(QNI\)](#) is a registered charity dedicated to improving the nursing care of people in the home and community.

### **British National Formulary**

[The BNF](#) aims to provide prescribers, pharmacists, and other healthcare professionals with sound up-to-date information about the use of medicines.

### **Guidance for prospective international applicants for health and social care jobs in the UK**

[This guidance](#) is for people from overseas who may want to work in health and social care in the UK. We want to make sure you understand the process of recruitment, are well informed about working rights and standards and have the information you need to make decisions.

### **The Health and Care Professions Council (HCPC)**

The [Health and Care Professions Council \(HCPC\)](#) is the body that regulates most allied health professionals in the UK.

### **General Osteopathic Council (GOsC)**

[General Osteopathic Council \(GOsC\)](#) is the body that regulates osteopaths in the UK.

## London Trusts recruiting overseas Nurses Midwives and Allied Health Professionals,

- [Barking, Havering and Redbridge University Hospitals NHS Trust](#)
- [Barnet, Enfield and Haringey Mental Health NHS Trust](#)
- [Barts Health NHS Trust](#)
- [Camden and Islington NHS Foundation Trust](#)
- [Central and North West London NHS Foundation Trust](#)
- [Central London Community Healthcare NHS Trust](#)
- [Chelsea and Westminster Hospital NHS Foundation Trust](#)
- [Croydon Health Services NHS Trust](#)
- [East London NHS Foundation Trust](#)
- [Epsom and St Helier University Hospitals NHS Trust](#)
- [Great Ormond Street Hospital for Children NHS Foundation Trust](#)
- [Guy's and St Thomas' NHS Foundation Trust](#)
- [Hounslow and Richmond Community Healthcare NHS Trust](#)
- [Homerton University Hospital NHS Foundation Trust](#)
- [Imperial College Healthcare NHS Trust](#)
- [King's College Hospital NHS Foundation Trust](#)
- [Kingston Hospital NHS Foundation Trust](#)
- [Lewisham and Greenwich NHS Trust](#)
- [London North West University Healthcare NHS Trust](#)
- [Moorfields Eye Hospital NHS Foundation Trust](#)
- [North East London NHS Foundation Trust](#)
- [North Middlesex University Hospital NHS Trust](#)
- [Oxleas NHS Foundation Trust](#)
- [Royal Brompton And Harefield NHS Foundation Trust](#)
- [Royal Free London NHS Foundation Trust](#)
- [Royal National Orthopaedic Hospital NHS Trust](#)
- [South London And Maudsley NHS Foundation Trust](#)
- [South West London and St George's Mental Health NHS Trust](#)
- [St George's University Hospitals NHS Foundation Trust](#)
- [The Hillingdon Hospitals NHS Foundation Trust](#)
- [The Royal Marsden NHS Foundation Trust](#)
- [University College London Hospitals NHS Foundation Trust](#)
- [West London NHS Trust](#)
- [Whittington Health NHS Trust](#)

## Appendix

### Appendix A: Pre-Arrival Checklist

#### Travel documents

- ☐ Passenger locator form – You must [complete this online](#) before you arrive in the UK. You can submit the form any time in the 48 hours before you arrive in the UK.
- ☐ 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
- ☐ Nursing diploma
- ☐ Original copies of documents submitted to NMC

#### 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 non-absorbent material
- ☐ Fob watch

#### Miscellaneous

- ☐ Cash in British pounds as pocket money (approximately £300-500)
- ☐ Electronics – laptop, mobile phone, tablet, chargers (Please note that British voltage is 240 volts)
- ☐ UK plug adapter – Type G, which is the plug that three rectangular pins in a triangular pattern
- ☐ Stationery – pen, notebook
- ☐ Toiletries
- ☐ Basic medications
- ☐ Food/ snacks
- ☐ Empty tumbler/ water bottle

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- Central London Community Healthcare NHS Trust
- Chelsea and Westminster Hospital NHS Foundation Trust
- East London NHS Foundation Trust
- Epsom and St Heliers University Hospitals NHS Trust
- Great Ormond Street Hospital for Children NHS Foundation Trust
- London Northwest University Healthcare NHS Trust
- North East London NHS Foundation Trust
- Philippine Nurses Association of United Kingdom
- South London and Maudsley NHS Foundation Trust
- Whittington Health NHS Trust
- Barking, Havering and Redbridge University Hospitals NHS Trust