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Welcome Pack

NURSES/DOCT/AHP'S

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Welcome to Search Recruitment!

Thank you for joining us. I know that your contribution as a nurse will be highly valued as you start the next stage of our journey improving patient care. We look forward to your arrival over the coming weeks and months and wish you every success!

The interview went really well. I felt very comfortable...

Nuria Balsera- Spanish Nurse

The hospital staff was very friendly and approachable and I felt so good. Thank you so much for everything, for your help and support. Best wishes!! I am very excited!

I just wanted to thank you and all your team for the care provided.

Antonio– Filipino Nurse

You all are the greatest people I have ever known, thank you so much for your help.

Candidate Testimonials....

Binny Nelson - Indian Nurse

I would really like to express my sincere and heartfelt thanking to all of the staff at search recruitment.

I hope that you would support us in the coming days also. Let the grace of your light touch all the people who are in great need of this opportunity. I hope it might bring lots of colours to other peoples life. Thank you.

I have reached the UK safely I would like to kindly thank you for all the support...

Remember we are here to help you, any questions you have please do not hesitate to ask.

Back Row: Rose Bray, Jo Staley, Michelle Hicks, Angela Rowe / **Middle Row:** Jane Hurst, Marilyn Forrester, Laura Turner, Shina Parekh, Ellen Bick / **Front Row:** Julie Connors, Denise Jan, Rosemarie Carn

We have put together some **information** for you that will **help answer** some **questions** you may have about **what happens next**…

Contents:

1) What happens Next?
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Congratulations On Your New Job With The NHS!

So...what happens next? When do I book my flight?

1 First we email you to confirm your offer!

Once the 'SEARCH RECRUITMENT' team are back in the UK, we will send you an email to confirm your new job offer and provide you with a Start Date. Please look out for our emails, we recommend that you **check your Junk folder** if you are not receiving anything from us. Please contact searchmedical@searchrecruitment.jobs if you still are having problems.

2 Then you're invited to join an exclusive 'Facebook Group'

We will send you a link to an **exclusive 'Facebook Group'** for you to join, here you can make friends with all your new colleagues that were also successful upon interviewing.

3 Once authorised you book your flight to the UK

Once a Start Date has been agreed with the Hospital, it will be time to book your flight. We will advise you what Airport you need to fly to, and what time you need to arrive by. **The NHS agrees to pay the full amount for your flight to the UK. Please keep all your receipts and proof of payment as you will need this to be refunded when you arrive.**

4 Your agent will collect all your documents to send to us

We ask you to begin working on your documentation needed before you start your new job. This paperwork includes **ID checks, x2 references and the completion of the NHS forms**. We will provide you with all the information about this.

5 Accommodation arrangements start to get underway...

Accommodation information will be **provided to you before your arrival**. Once all your documentation is complete, you can relax and prepare for your arrival to England.

6 Your journey begins on arrival!

When you arrive in England, one of our representatives or a Trust member will meet you at the Airport and take you by coach to the hospital. **Your first week at the Hospital will include a Introductory welcome meeting, group Induction, a guided Hospital tour and training.**

Please be aware of NMC Changes to Nurse Applications and Processing...

International nurses...

From October 2014, ONP's (Overseas Nursing Programmes) will no longer be an option for all newly registering nurses with the NMC, the only option will be the new OSCE.

Nurses who have applied for registration prior to October 2014 will be given the option of ONP or OSCE – However a lot of universities will stop offering ONP courses.

The OSCE qualification is a two part test:

- Nurses will need to register their interest with NMC once completing IELTS & Degree. They will then be issued with a number. This number will be their registration number for the first part of the qualification.
- The first part is a computerised multiple choice test that will be taking place in selected countries at chosen authorised test centres. A list should be published soon. Once applicants receive their unique registration number they will need this to book their computerised test, they will then be given a date time and location.
- Once the applicant has completed and passed their test the NMC will then check all supporting documents including degree & IELTS. Once the nurse has passed this screening they will then be able to book with a UK Test Centre (currently Northampton University) their practical assessment.

CoS's & Visa's

The new NMC process will still be fine for Trusts to go on tour and offer candidates' positions within the trust and be sponsored to come to the UK prior to completing their NMC registration and practical test.

The application process will be as follows:

- Hospitals will need to sponsor the individual to come to the UK this should be done under: SOC 2231
- This will be for a Tier 2 General Visa Band 3, (supervised practice nurse) £16,271.
- Usually the salary level for a sponsored tier 2 is £20,500 however for nurses this is different and is stated on Page 59-60 of the Tier 2 code of practice document.
- This will allow the nurse to enter the UK and complete their registration but undertaking the practical assessment. However once the registration is completed and the nurse has been issued with a PIN number from the NMC the hospital (employer) will need to let the Home Office know via the Sponsor Management System/ Report Migrant activity of the date of NMC registration, Pin number and new salary.

When you receive your CoS from the Hospital, you will need to go to the home office website to submit an online application for a 3 year, Tier 2 (General Migrant) Visa and make your payment.

For more information visit: **www.gov.uk/tier-2-general**

To apply on-line for your own Visa go to: **www.visa4uk.fco.gov.uk/account/Register**

Tips & Advice:

Please make sure you complete the form carefully, and check thoroughly that your details are correct.

The hospital will tick the sponsorship box, which means that you will be financially supported on arrival into the UK, so you do not need to submit bank statements.

Once you've made your online application you will be given an appointment to attend a personal interview at your nearest British Embassy/ High Commission. This can take can take 2-3weeks. At this interview you will need to present all your ID documents and nursing credentials. Following a successful interview you will be issued with your Visa which will be stamped into your passport and returned to you and will enable your entry into the UK.

Question's about your Family?...

you will not be able to bring partners or family members until after you have completed your OSCE and obtained your NMC PIN. This will secure your Immigration status in the UK and give you the salary increase needed to allow you to support other family members.

UK Visa Processing Guidelines

Tier 2 (General) visa

You can apply for a Tier 2 (General) visa if:

- you've been offered a skilled job in the UK
- you're from outside the European Economic Area (EEA) and Switzerland

Eligibility

You must have all of the following to be eligible for a Tier 2 (General) visa:

- certificate of sponsorship reference number
- an 'appropriate' salary
- meet the English requirement (i.e.: IELTS Test = with overall score of 7)

You do NOT need to have £900 in savings (£945 from 1 July 2014) if your sponsor is fully approved ('A-rated) and they have stated on your certificate of sponsorship that you won't claim benefits during your stay. The Hospital have ticked this box on your COS. There are some additional rules if you're currently in the UK on a Tier 4 (General) visa and you want to switch to a Tier 2 (General) visa.

Documents you must provide

When you apply you'll need to provide:

- a current passport or other valid travel identification
- a passport-sized colour photograph
- proof that you meet the English requirement - (IELTS Test = with overall score of 7)

your tuberculosis test results if you're from a country where you have to take the test

You'll need to have a blank page in your passport on which to put the visa.
You'll need to provide a certified translation of any documents that aren't in English or Welsh.
Read the guide for a full list of documents you can provide

Getting sponsored

You need to be sponsored - i.e. have a certificate of sponsorship from a licensed sponsor - before you can apply to come to the UK to work. The Hospital is a licensed sponsor.
The work you do in the UK must relate to the work of your sponsor organisation. (for example a Nurse or Doctor will work for a Hospital)

How long it will take

You can apply for a visa up to 3 months before your date of travel to the UK.
You should get a decision on your visa within 3 weeks.
You can check the guide processing times to find out how long getting a visa might take in your country.

Fees

How much you pay for a Tier 2 (General) visa depends on your situation, where you are and how you apply.
Tier 2 General (up to 3 years)

How long you can stay

You can come to the UK with a Tier 2 (General) visa for a maximum of 3 years and 14 days, or the time given on your certificate of sponsorship plus 1 month, whichever is shorter.
Your stay must start no more than 14 days before the start date on your certificate of sponsorship.
You can apply to extend this visa for another 5 years.

What you can and cannot do

You can:

- work for your sponsor in the job described in your certificate of sponsorship
- do a second job in the same sector and at the same level as your main job for up to 20 hours per week
- do a job which has a shortage of workers in the UK for up to 20 hours per week
- do voluntary work
- study as long as it doesn't interfere with the job you're sponsored for
- travel abroad and return to the UK
- bring family members with you

You cannot:

- own more than 10% of your sponsor's shares (unless you earn more than £153,00 a year)
- get public funds
- start working before you get the visa
- apply for a second job until you've started working for your sponsor

You'll need to make a new application if you want to do a second job that's not in the same sector as your main job.

Certificate of sponsorship

A certificate of sponsorship is a reference number which holds information about the job and your personal details. It's not an actual certificate or paper document.
Your sponsor will give you your certificate of sponsorship reference number. By email.
They must also give you some other information to help you to apply, e.g. how much you'll be paid etc.
You'll need to add your certificate of sponsorship reference number to your application form - you can only use it once.

Appropriate salary

The job you're offered must pay £20,500 or more, unless your current or last permission to stay in the UK is as:

- a Tier 2 (General) migrant before 6 April 2011
- a Jewish agency employee
- operational ground staff of an overseas-owned airline
- a minister of religion, missionary or member of a religious order
- a representative of an overseas newspaper, news agency or broadcasting organisation
- a work permit holder
- an unregistered nurse but your salary will be at least £16,271 while you are doing your supervised practice or £20,500 after you have Nursing and Midwifery Council registration - and you'll still be sponsored as a nurse by the same sponsor after you're registered

Knowledge of English

You may need to prove your knowledge of the English language when you apply.

You can prove your knowledge of English by either:

- passing an approved English language test with at least CEFR level B1 in reading, writing, speaking and listening – i.e.: IELTS Test with an overall score of 7
- having an academic qualification that was taught in English and is recognised by UK NARIC as being equivalent to a UK bachelor's degree

You may be able to meet the English language requirement in other ways or need a higher level of English in some circumstances. Check the full visa guidance for detailed information.

Apply outside the UK

You must apply online for a Tier 2 (General) visa.

- You'll need to have your fingerprints and photograph (known as 'biometric information') taken at a visa application centre as part of your application.
- You may be able to get your visa faster or other services depending on what country you're in - check with your visa application centre.
- Family members – we do NOT expect you to bring dependants to the UK while you are undertaking your ONP or OSCE Programme. Your own Visa status is dependent upon you completing your ONP / OSCE (also known as Supervised Practice or Adaptation Programme). If you do not complete or fail the ONP / OSCE, your own Visa status will not be secure and you may need to leave the UK.
- Your family members ('dependants') can only travel to the UK on this visa after you have completed your ONP / OSCE.

These are guidance notes for Dependants:

Your family members must have their own visa if they're from outside the European Economic Area (EEA) or Switzerland.

A 'dependant' is any of the following:

- your husband, wife or partner
- your child under 18
- your child over 18 if they're currently in the UK as a dependant

Read the guidance on dependant applications before you apply.

Savings Required – to bring dependants into the UK (Once you have arrived and settled in the UK)

- You must show that your dependants can be supported by you while they're in the UK.
- Each dependant must have £600 available to them whether they apply with you or separately. (This is in addition to the £900 you must have to support yourself).
- You must have proof you have the money, and that it's been in your bank account or your dependant's bank account for at least 90 days before you or they apply.
- Example: You must have £2,100 if you want to bring your partner and 1 child with you to the UK (£900 to support yourself plus £600 for your partner and £600 for your child).
- You won't need evidence of your savings if you have a letter from your fully approved ('A-rated') sponsor saying they'll provide 1 month's funding of at least £600 for each of your dependants.

Dependants applying from outside the UK

Your family members must apply online.

They'll need to have their fingerprints and photograph (known as 'biometric information') taken at a visa application centre as part of their application. They may be able to get their visa faster or other services depending on what country they're in - check with the visa application centre.

What's a Foundation Trust?

Foundation trusts are a new type of hospital which are independent from the Department of Health and allows the freedom to make things happen more quickly and effectively.

Foundation trusts are different from standard NHS trusts in many ways...

Foundation trust hospitals are still part of the NHS, treating patients with NHS principles, meaning free healthcare with no payment

- One big difference is the trust is free from central government control
- These hospitals run on a not-for-profit basis
- Have freedom to decide locally how to meet their healthcare needs
- Patients, local people and staff are more involved in how NHS foundation trusts are run
- Are accountable to their local community
- Provide a service that responds to patients needs and which provides fast, convenient and high quality care
- They want a good local hospital shaped around the needs of patients and the skills of clinical staff
- Manage their own money and decide how it is spent
- Keep any money saved every year to spend on their own development projects
- Raise money for new buildings, services, clinics and wards
- They can bring new treatments to patients more quickly

Not all NHS hospitals in the UK are allowed to become foundation trusts

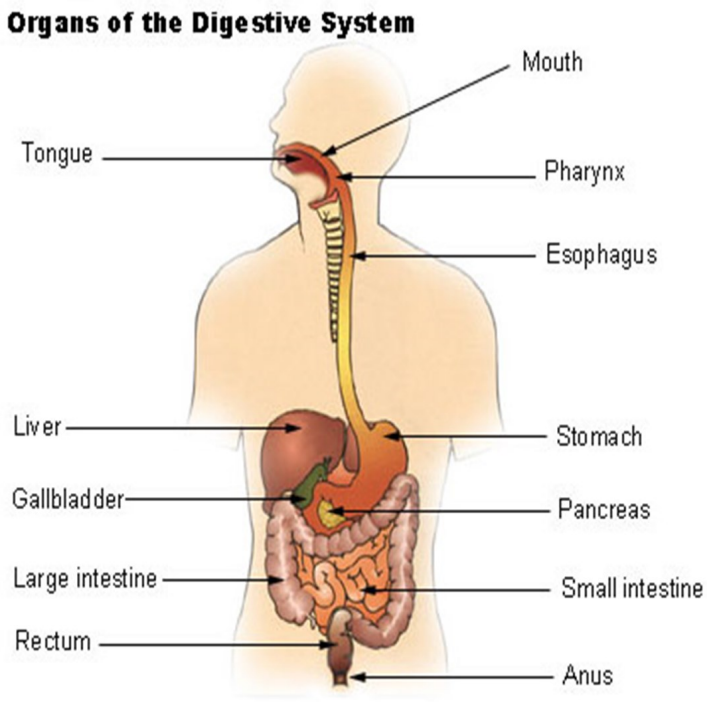
Only those that meet the following high standards are allowed to run in this way:

- Very high standards of patient care
- Staff training and education
- Good organisation and financial management

Working for a NHS foundation trust is good for staff as they can influence the way things are done, so…

...Your ideas, opinions, knowledge and general views are valued and encouraged.

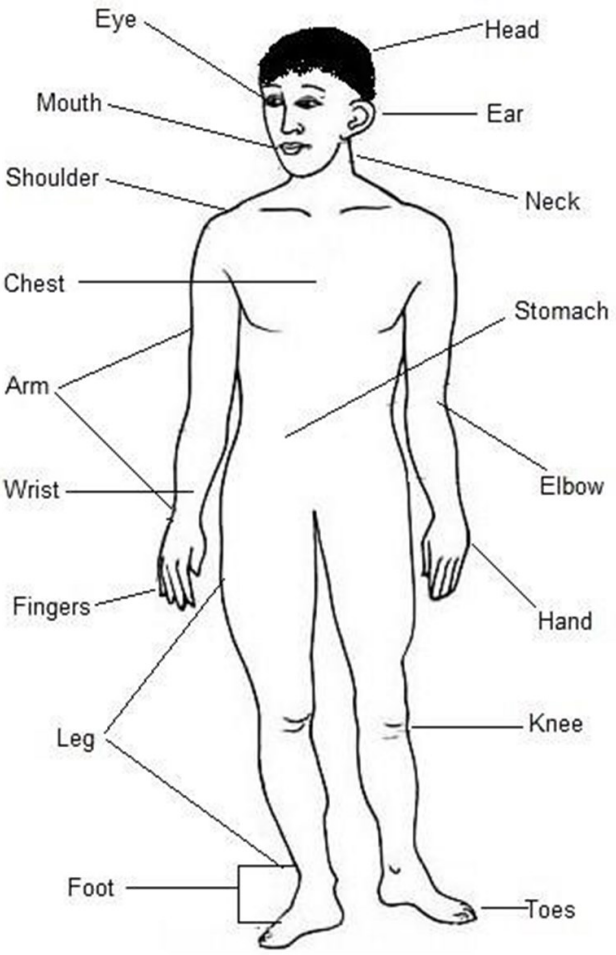
Medical Terminology?



Its Important to familiarise yourself with basic

English

terminology for the human anatomy.



Labeled Human Body

Professional Accountability

Accountability is one of the big issues with the recruitment of overseas nurses into the UK.

Many overseas nurses come from countries, where in the workplace, if the nurse is told to do something it is expected that the given task will be undertaken even if the nurse believes it incorrect. Also where you are working now, it may be difficult to question your seniors staff / doctors etc., however in the UK if you believe something is wrong you will be expected to do so and if you do not, be held responsible for inaction.

You are a qualified Professional Nurse and will be required to take responsibility for all your own actions.

This means you must always:

- Promote BEST Practice
- Prevent POOR practice
- STAND UP to unacceptable practice
- ALWAYS act in the BEST INTERESTS of the PATIENT

You are ACCOUNTABLE for your own actions and expected to use good sound professional judgment, as we must constantly strive to protect the Patient. The UK hospital system (NHS) is always seeking to Improve the quality of services and safeguard high standards of care by creating an environment in which excellence in clinical care will flourish.

For example:

- If anyone asks you to perform a task or administer treatment or drugs and **YOU DO NOT** agree with their decision, you **MUST question this and seek further advice from the Nurse in Charge**.
- **You must NOT be afraid to speak up**, even if a Doctor has given you an order that you are not happy with, you will not be punished for challenging a decision.
- **You are expected to use your own professional knowledge**; experience, clinical practice and leadership to identify areas, which may lead to mistakes, to always help, protect the patients and staff.
- You **DO NOT** use equipment that we have not been trained to use.

At all time's the patients need's and welfare is your number one priority!

Questions on accountability are often asked at interview, and you need to understand what accountability means in the UK. Accountability is that you and you alone are solely responsibility for your own actions. If you, as a qualified nurse were instructed to do something that you knew was incorrect, you should not do it. Make sure at all times you are polite and professional. It is your responsibility to raise your concerns with your seniors. Asking questions are expected, as the NHS does not want nurses who follow others blindly and recklessly. Also you would be expected to say something if you saw someone else doing something that would endanger the patient or putting others at risk.

Safe Guarding

Safeguarding is very important in the UK and the NHS. All Nurses and providers of care must be aware of their responsibilities to others whilst at work.

Safeguarding means protecting people, this is where safe systems and processes are set up to make sure that everyone works in a way to keep everyone safe. Risk assessments are done, treatment plans and care plans then set up to guide all the providers of care.

People who are dependent upon others for their care are vulnerable to abuse and exploitation abuse often arises as a result of an imbalance of power between the service users and the care giver.

The following guidelines are a common sense approach to help reduce opportunities for abuse and help protect staff from false allegations.

The people in your care must be able to trust you with their health and wellbeing.

To justify that trust, you must:

- make the care of people your first concern, treating them as individuals and respecting their dignity
- work with others to protect and promote the health and wellbeing of those in your care, their families and carers, and the wider community
- provide a high standard of practice and care at all times
- be open and honest, act with integrity and uphold the reputation of your profession

1st

At all time's the patients need's and welfare is your number one priority!

As a professional, you are personally accountable for actions and omissions in your practice and must always be able to justify your decisions. You must always act lawfully, whether those laws relate to your professional practice or personal life.
Failure to comply with this code may bring your fitness to practise into question and endanger your nurse registration.
Nurses should always respond to any concerns about actual, suspected or alleged abuse, neglect or exploitation and report to a higher authority in a sensitive and confidential manner.

Infection Control

One in 16 people – 300,000 patients a year, who are treated in the NHS in England **pick up an infection**, these healthcare associated infections **(HCAIs)** include **pneumonia and infections of the lower respiratory tract, urinary tract and surgical sites.**

Nurses and other healthcare staff must redouble hygiene efforts to bring down 'unacceptable and avoidable' infection rates, according to the National Institute for Health and Care excellence (NICE).

Every health care worker plays a vital part in helping to minimise the risk of cross infection for example:

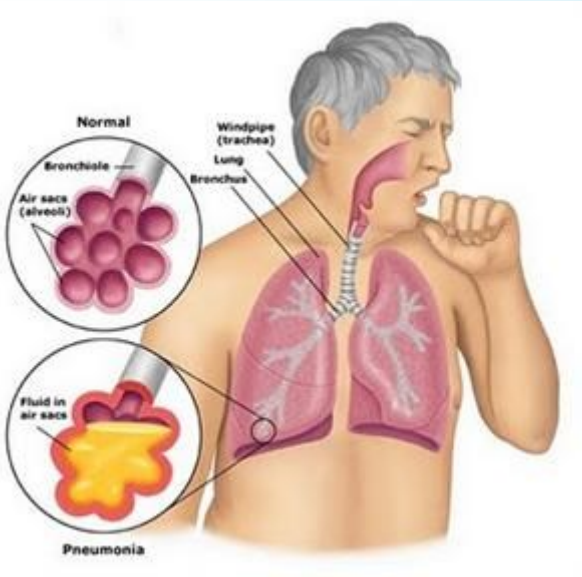
- Making certain that hands are properly washed
- The clinical environment is as clean as possible
- Knowledge and skills are continually updated and by educating patients and visitors

Nurses need to be aware of the following:

- General principles of infection prevention and control
- Decontamination, achieving and maintaining a clean clinical environment
- What to do in the event of an invasive injury/accident
- And the importance of good communication
- Applying standard precautions at all times and to all patients
- Best practice becomes second nature and the risks of infection are minimised

Standard Infection Control Precautions (SICP)

Are designed to prevent cross transmission from recognised and unrecognised sources of infection, these sources of (potential) infection include blood and other body fluid secretions or excretions (excluding sweat, non-intact skin or mucous membranes) and any equipment or items in the care environment which are likely to become contaminated.



Rules and regulations:

- Good hand hygiene
- Using personal protective equipment (PPE)
- Safe handling and disposal of sharps
- Safe handling and disposal of clinical waste
- Managing blood and bodily fluids
- Cleaning equipment
- Achieving and maintaining a clean clinical environment
- Appropriate use of hospital equipment and devices
- Managing accidents - reporting incidents and near misses
- Good communication skills
- Training/education
- Laundry procedures

Glossary of Abbreviations Used in Infection Control:

COSHH
Control of Substances Hazardous to Health

Aseptic technique
Refers to a procedure that is performed under sterile conditions

Creutzfeldt Jakob disease (VCJD)
A disease that has rapid progressive degeneration of brain tissue results in dementia and eventually death

HAI
Hospital acquired infection – any infection acquired while undergoing treatment, Investigation or rehabilitation in hospital

Hand washing
Washing the hands with an unmediated detergent and water (or water alone), to remove dirt and loose transient flora in order to prevent cross-infection

HCAI
Health care associated infection – any infection acquired while undergoing treatment, investigation or rehabilitation in any health care setting or in community care settings

HBV
Hepatitis B

MRSA
Staphylococcus aureus which is resistant to an anbiotic called methicillin are referred to as methicillin resistant Staphylococcus aureus or MRSA Methicillin-resistant means flucloxacillin resistant

PEAT
Patient environment action team

PEP
Post exposure prophylaxis

PPE
Personal protective equipment

SARS
Severe acute respiratory syndrome

Sterile
Free from any living organisms, for example, sterile gloves, sterile catheter

SSD
Sterile services department

★ Clean Hands Saves Lives! ★

CULTURE SHOCK

It can be very daunting the thought of leaving home to work in a new country, it can be a stressful experience. Here's some tip's to help you.

Even if you have planned and prepared carefully for your new role, you may still be surprised by the extent of the differences between your home country and the UK.

The impact of moving from a familiar culture to one you are unfamiliar with is called "culture shock". Culture shock can affect anyone and is quite normal.

To help minimise the effects of culture shock, you might want to try the following:

- Attend the organisation's adaptation session
- Attend your new department's induction
- Keep in touch with home
- Bring familiar things with you such as photographs
- Find a local supplier of familiar food (see section on food and drink)
- Get involved with activities organised by the Hospital and external organisations so that you meet new people and make friends
- Take regular exercise
- Get in touch with members of your faith group through the Hospital chaplaincy service

UK Laws & Legislation

The laws in the UK may be different from those in your home country. This especially applies to the use of tobacco, alcohol and self-defence sprays.

- You must not carry drugs with you of any kind (unless prescribed by a doctor), or use any illegal drugs, including cannabis, ecstasy, LSD or amphetamines.
- It is illegal to carry any sort of weapon including knives, self-defence CS gas sprays, guns or stun guns.
- You must be 18 or above to buy tobacco and alcohol.
- Never buy property that you think might be stolen, no matter how tempting the bargain.
- It is an offence to falsely report the theft of property.
- All sexual acts are a criminal offence if at least one of the people involved, male or female, is under 16.

If you break any UK laws, there is a danger that you will be arrested, questioned and potentially charged with an offence by the UK police.
Generally, if you find yourself involved with the police, you should be co-operative.

In the unlikely event that you are arrested, you should contact your line Manager who will be able to give you contact details for support.

Insurance & Safety

Travel Insurance

At an absolute minimum you should insure yourself and your belongings for the journey to the UK. This can usually be done through your travel agent, or alternatively through direct contact with a private insurance company in your home country.

We recommend that you do not bring expensive items with you, such as jewellery. If you do wish to bring expensive items, you should make sure you take out extra insurance to cover their cost in the event that they are lost or stolen.

It is good practice to keep a copy of your insurance policy and claim numbers separate to both your main and hand luggage in case these items are lost or stolen. For example, you may wish to keep details of your insurance electronically, or leave full details with family member or friend.

Medical Insurance

If your new job is under six months you will NOT be entitled to free NHS treatment, and should make sure you take out medical insurance to cover medical costs if you fall ill, and also to cover the additional possible costs resulting from illness. These can be substantial and include:

- Costs of a relative visiting you in the UK if they fall ill.
- Costs of returning to your home country for treatment.
- Or returning a body home for burial.

If you already have medical insurance in your home country, check whether you can extend it to cover your stay in the UK, as well as looking at options available from UK insurers.

It is sensible to be aware of security and to take basic precautions.

- Do not walk alone at night in isolated areas. If you are going home late, walk in a group or take a taxi.
- Do not accept lifts from strangers.
- Do not carry large amounts of money, and be aware that there maybe pick pockets.
- If you have a bicycle, always lock it securely.

Cost of living in the UK

It is difficult to estimate your living costs when you are in the UK, as this will largely depend on your lifestyle. The table below gives some examples of approximate prices of products in the UK, although please be aware prices do vary considerably depending on the shop and brand.

Item	Approximate price (in £)
Loaf of bread	1.20
One kg of rice	1.90
Pint of milk	0.50
500g butter	1.00
500g cheese	4.00
Six large eggs	1.50
500g mince beef	2.50
T – Shirt, shirts, sweaters	10.00 – 20.00
Jeans, trousers, skirts	20.00 – 50.00
Heavy coat	30.00 – 100.00
Shoes, trainers	30.00
Shampoo bottle	2.00
Tube of toothpaste	1.50
Duvet/quilt	20.00
Bed sheets	10.00
Restaurant meal	10.00 +
Cinema ticket	7.00
Pint of beer/drink in a bar	3.00
Haircut	15.00 +

As a guide you can check the exchange rate on the following website:

http://www.currency.me.uk/convert/eur/gbp

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