

**IMG at UHBW**

Before arrival



University Hospitals  
Bristol and Weston  
NHS Foundation Trust

# PRE-EMPLOYMENT CHECK GUIDE



Interactive pack



## In this document

This document outlines the different pre-employment checks required by University Hospitals Bristol and Weston NHS Foundation Trust.

At the end of this guide, you will also find a FAQ section which hopefully answers most of the questions that you may encounter through the recruitment process. If you have any other queries, please do not hesitate to contact your recruitment coordinator.

[Click here](#)

# Checks to be completed before arriving in the UK

 **Conditional Offer** ➤  
Please confirm your acceptance of the Conditional Offer on the TRAC portal.

 **ID Check Part 1** ➤  
Send us copies of your ID documents.

 **Professional Registration** ➤  
Please provide proof of your professional registration such as GMC.

 **Referencing** ➤  
Please provide referee details to cover the last 3 years of employment.

 **Overseas Police Check** ➤  
If you have lived or worked abroad for six months or more in the last five years (ten years if outside of the EU), you will be required to provide an overseas police check or letter of good standing for the relevant country/ies.

 **Certificate of Sponsorship (CoS) Proforma** ➤  
Complete this online form on the TRAC portal. The information requested is the basis of your visa application and inputting the correct information is crucial.

 **Model Declaration Form A** ➤  
The Model Declaration Form A is a mandatory self-declaration document to provide information about any criminal convictions or cautions. This also needs to be completed on the TRAC portal.

 **Working Time Regulations** ➤  
This form is for you to confirm if you want to opt out of the maximum weekly working hours and work over 48 hours per week.

## Occupational Health

Your occupational health cannot be completed in full until you are in the UK, but the process can be started. The link to start this check will be sent to you by your coordinator once your travel date has been booked. – Please see the excerpt below on how to apply without being in the UK and without a National Insurance Number:

*If you do not have a National Insurance number, you will need to enter the following when required in the forms and in the Occupational Health questionnaire – TN(your birth date in the following format dd/mm/yy)M/F (M if you are genetically male, F if you are genetically female) e.g. TN14/01/1984F.*

[Click here for more](#)

[Risk Assessment Letter](#)

## Checks to be completed after arriving in the UK

 **Biometric Residence Permit (BRP)** ➤  
Please collect your BRP card from the post office you selected as your collection point during your visa application.

 **Right to Work** ➤  
Once you have collected your BRP card, you will need to request a share code to proof your right to work

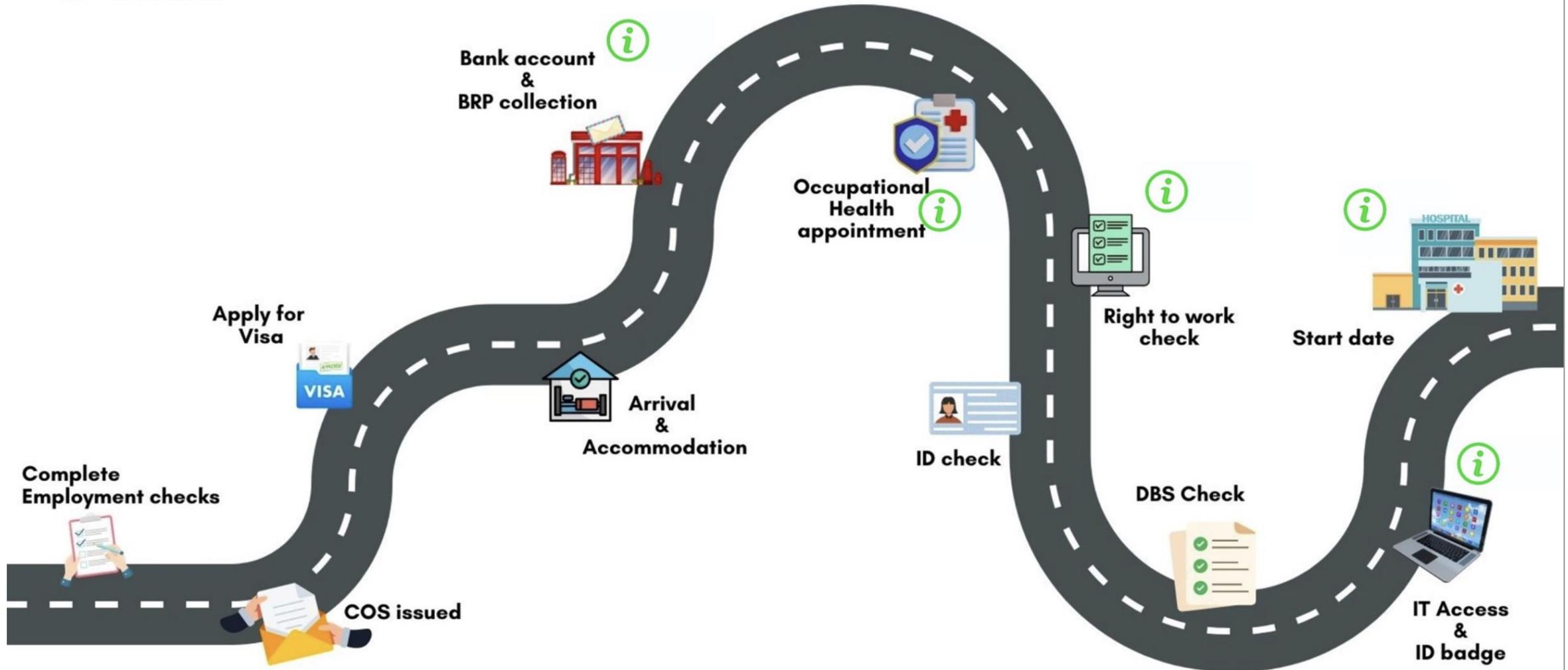
 **ID Check Part 2** ➤  
This is the second part of your ID check that you need to complete in person with a pre-booked appointment.

 **DBS** ➤  
The Disclosure and Barring Service (DBS) is a check against any criminal activity.

[Next Steps](#)

# Process Map

 Please click on this icon for more information.



# Frequently Asked Questions

## How long do the pre-employment checks take?

Pre-employment checks can vary, due to the candidate and post etc. However, on average it can take 4-8 weeks.

## When is the CoS Issued?

The CoS is generally issued after we have received satisfactory reference from your referees. The track system frequently follows up with your referees until the reference is received. Please ensure that you complete your CoS proforma on Trac and ensure all information is correct.

## How can I complete the Overseas Police Check

Candidates can apply for an OPC from: <https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants> (please note, not all countries do OPCs including Algeria, Hong Kong, and Kuwait). You can book biometrics appt on this link: <https://www.avonandsomerset.police.uk/request/fingerprinting-services/book-a-fingerprint-appointment/>

## Do I get paid from the day I arrive?

**No.** Your pay will start from the day you start with the Trust after completing all your pre-employment checks. Also referred to as Start Date

## When will be my start date?

On average, it would take about 2 weeks to get you started after you have arrived in the UK. As such, it is really important that you complete the outstanding checks as soon as you arrive or set up the appointments (ID Check, OH) before you arrive.

## Do I need to carry my vaccination history to the UK?

Yes, we would recommend you bring any vaccination history this may be required when completing your Occupational Health appointment.

## I don't have my GMC registration yet, what can I do?

Please send us proof of registration and email communications with the GMC about your ID check appointment, which would be the last step of the GMC registration process.

## How long does the visa application take?

Once you've applied online, proved your identity and provided your documents, you'll usually get a decision within 3 weeks. For more information: <https://www.gov.uk/skilled-worker-visa/apply-from-outside-the-uk>

## When can I get my work schedule?

We are unable to provide an accurate work schedule until your start date has been agreed. In the meanwhile, if you would like to see some example work schedules, please contact your recruitment coordinator who would be able to assist you with this request.

## What is induction and when should I attend mine?

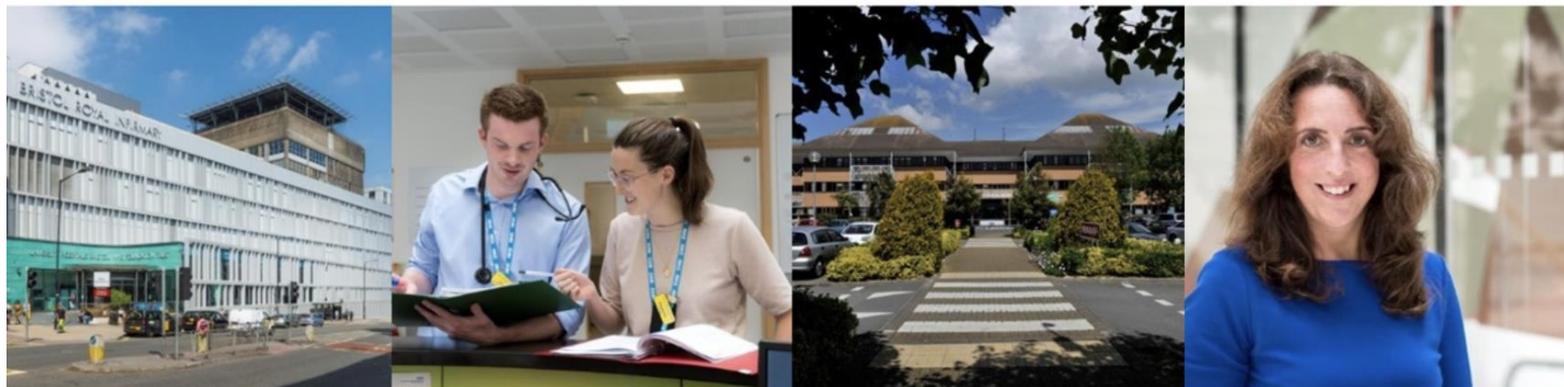
Induction takes place on the 1st Wednesday of the month. The Medical and Dental Induction programme is online and a mixture pre-recorded learning and elearning. There is no need to be on-site to complete induction.

## What happens on my start date?

Prior contact would be made by your relevant department to explain start time/meeting point for your first day. If this has not happened, please contact your relocation manager.

# Welcome Pack

Introduction for Doctors and Dentists



Interactive pack



# Essential Information

In this section you will find practical information that you will need in your first days at UHBW



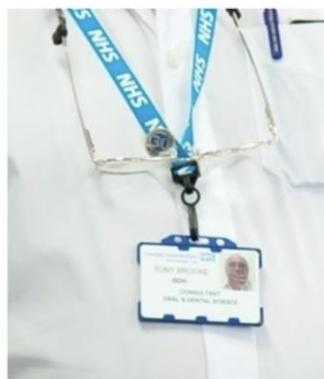
## IT Access

Your IT access will be arranged before you start. On your first day contact the IT team to provide you with login details.

IT Helpdesk



Send email



## ID Badge

All employees require a NHS ID card. The Education team will send you instructions to collect this on your first day.

ID Badge



## Name Stamp

Your GMC stamp will be arranged by Resourcing during your recruitment process and given to you at induction.

Resourcing Team



## Car Parking

The Trust offers limited onsite and discounted offsite parking for the staff. For criteria and to apply please see the Car Parking Policy.

Find out more



Enquiries



## Payroll

Pay day is on the 27<sup>th</sup> of every month. Payslips are electronic and can be accessed via the ESR self-service.

Find out more



Contact



# Our facilities

UHBW has two main sites, the Bristol site with eight hospitals and the Weston site.

Our hospitals in the centre of Bristol include the Bristol Royal Infirmary (BRI), the Bristol Royal Hospital for Children (BRHC), the Eye Hospital, the Dental Hospital, Saint Michael's Maternity Hospital, the Bristol Oncology and Haematology Centre (BHOC) and the Heart Institute. In addition, the South Bristol Community Hospital (SBCH) is located in Hengrove.

In the Weston area, there are three premises: the Weston General Hospital and Community Children's Services in Weston-Super-Mare and at The Barn in Clevedon.

Bristol Site Map



Weston Site Map



Bristol Royal Infirmary and Weston General Hospital are the two general adult hospitals

## BRI WELCOME CENTRE

The BRI's Welcome Centre offers a range of facilities for patients, visitors and staff at the hospital. The centre houses a WH Smith, Marks and Spencer and Stockshop, as well as a community pharmacy provided by Boots.

In addition, most of our Bristol hospitals are located within a couple of minutes walking distance to the city centre and its two main shopping malls, Cabot Circus and The Galleries.

## Cash machine

A cash point machine is located on level 2 of the Queen's Building at BRI.



## Food & Drink

There are a number of cafes and restaurants across our hospitals, including our **Brewnel's** cafés, which are run by NHS staff.

Apart from a **Costa Coffee** in the BRI Welcome Centre, you can find **Brewnel's Plus** on level 9, a restaurant that serves hot and cold foods.

In Weston, there is a **Costa Coffee** shop situated by the main entrance of the Hospital and the **Rafters restaurant** which offers hot food and drinks. The vending suite adjacent to the restaurant is open 24/7.

You can also find vending machines in **Piers café** in the Academy building.

Full list of cafes



# Training and Development

"UHBW is an organisation made up of strong and committed people and I am excited to be in a position to support and empower the further development of an inclusive environment that values diversity and in which everyone thrives."

Professor Stuart Walker

Interim CEO

In addition to the virtual Corporate Induction, you are required to complete essential training online.

At the moment, our corporate induction takes place virtually and consists of a combination of pre-recorded videos and e-learning.

You will receive full instructions on how to access these contents by email on the Monday before your start date.

The medical induction programme is 8 hours long and you will be able to complete it from home if you wish, ideally on your first day of employment at UHBW.

If you have any queries about your induction, contact the Medical Education team.

[Medical Education team](#) 



## KALLIDUS

### Statutory and Mandatory Training

Part of your induction and all of your future essential training is available on the online Learning and Development Portal Kallidus. You will need to use a temporary login to access the portal for induction.

[Login instructions](#) 

### Annual Appraisal

Please connect to UHBW via GMC online - your RO is Prof Stuart Walker. The team can then set up your annual appraisal account with Fourteen Fish, the Trust Medical and Dental Appraisal portfolio.



[Find out more](#) 

# Research and Innovation

Research and Innovation forms part of UHBW's mission to provide patient care, education and research of the highest quality.

R&I deals with all aspects of clinical research and development, including R&D approvals, setting up studies, commercial and non-commercial research, grant funding, and innovation and intellectual property.



Find out more



Contact



## Quality Improvement (QI)

All UHBW staff have a role in ensuring the Trust delivers its quality aims. Our QI programmes aim to promote and encourage innovation and improvement within the Trust so that staff with good ideas can bring them to life.

Find out more



# Everything Else

There is so much to tell you about UHBW

If you need more information other than what you can find in this guide consult the Trust intranet Connect and the specific sites HRWeb, FinWeb and InfoWeb. You can also contact the Medical Recruitment and HR teams on (0117 34) 2500.

Do want to keep up-to-date with the latest UHBW news? Every Monday you will receive in your inbox *Newsbeat*, the Trust's newsletter; our *Voices* magazine is issued bimonthly and we are active on social media. Follow us by clicking on the buttons below.

Facebook



LinkedIn



YouTube



Instagram | @uhbwnhs



Twitter | @uhbwnhs



**Annual and Study Leave**  
How to request



**Speak Up**  
Share your concerns



**Staff Networks**  
LGBT+, BAME & ABLE+



**Library Services**  
Find books, articles, evidence



**Sickness Absence**  
Reporting and support



**Equality & Diversity**  
Zero tolerance with discrimination



**Big Green Scheme**  
Care without Costing the Earth



**Shuttle Bus**  
Free for patients, visitors and staff



**Wellbeing**  
A range of resources available



**Staff Side**  
LNC and HMC



**Our Charities**  
Raising funds for our hospitals



**Bike Parking**  
Cycle centres and racks



# Accommodation

Depending on your position, we may offer **Trust accommodation**. Our Trust accommodation primarily consists of single units, with limited availability of family houses allocated on a first-come, first-served basis. To prevent any inconvenience, it is advisable to discuss your accommodation requirements with your Relocation Manager.

## How long do I get the accommodation for?

The Trust will provide upto 2 months of Trust accommodation. The charges will depend on the accommodation allocated to you.

## Do I need to pay for my accommodation?

Depending on your position, the Trust may provide up to 2 months of Trust accommodation. Please note that this is not a standard offering, and candidates are encouraged to consult with their Appointing/Relocation Manager to determine eligibility for the 2 months of free Trust accommodation.

## Can I extend my stay in the Trust accommodation?

We understand that due to exceptional circumstances, you may need an extension of your stay. While we strive to accommodate such requests, it is important to note that extensions are subject to availability and are not guaranteed. We strongly recommend that candidates communicate their intention to extend their stay to the residency team at their earliest convenience.

## Guide to Rent

Here you will see a guide to renting documents designed by the NHS to help you understand the different processes and documentation involved in renting in the UK.

[Click to download](#) 

## Local Area Guide-Weston

Please click on the link below to download a comprehensive document covering areas in Weston and useful local information.

[Click to download](#) 

## Local Area Guide-Bristol

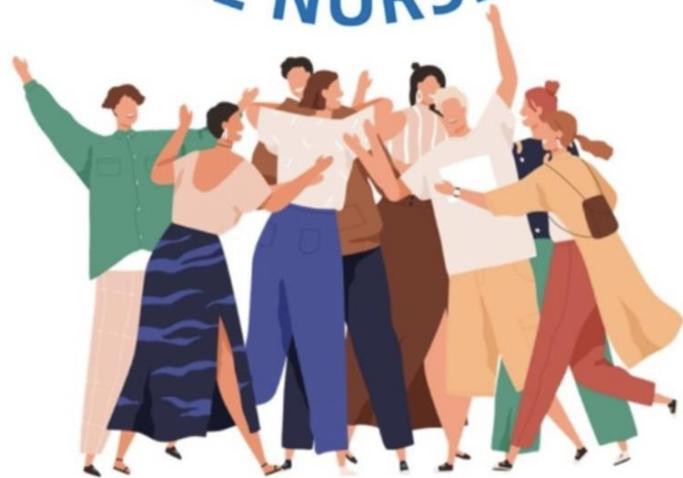
Please click on the link below to download a comprehensive document covering areas in Bristol and useful local information.

[Click to download](#) 

## Guide to Bristol and Weston

We've compiled a Welcome Guide to assist you in discovering and exploring the offerings of these two dynamic locations covering topics such as amenities, food and shopping.

[Click to download](#) 



## Other Essentials

Although we have taken steps to ensure the correctness and accuracy of all the information provided, we want to make it clear that UHBW does not endorse any service providers or products. It is essential to verify the accuracy of these details before moving forward.

 [Accommodation Websites](#) >

 [Childcare](#) >

 [Schools](#) >

 [Special Education](#) >

 [Bank Account](#) >

 [Mobile & Internet](#) >

 [GP Registrations](#) >

# Additional Information

Below listed are some additional things we think will help you navigate your way within the UK.

## £ Staff Discounts >

The Blue Light Card is a discount service for the NHS and other essential workers, providing multiple discounts online and in-store.

## Bus Travel >

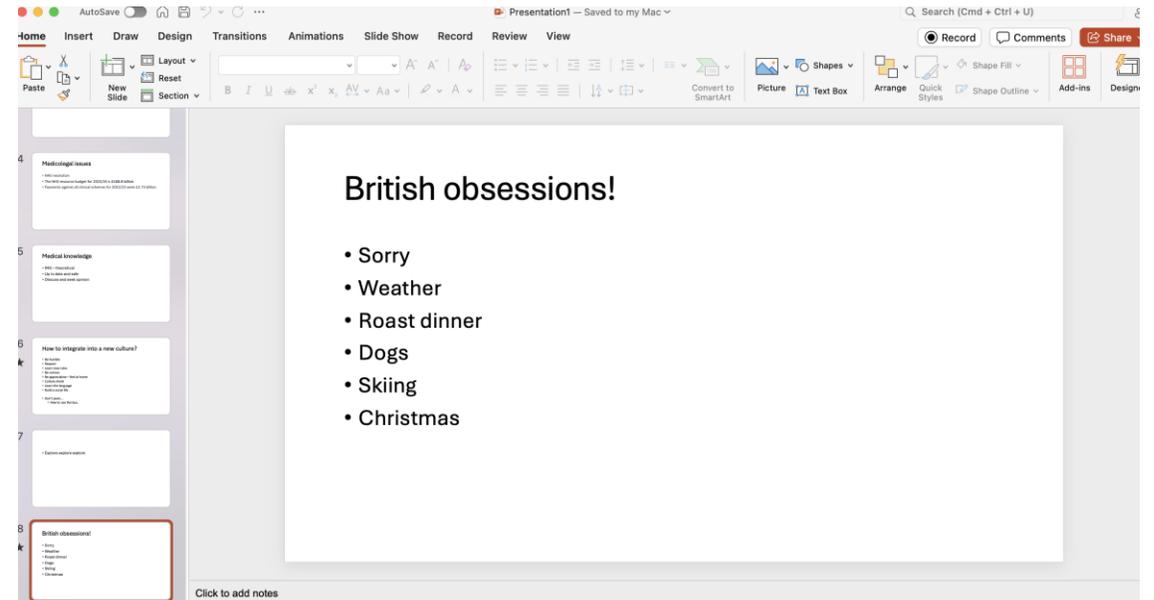
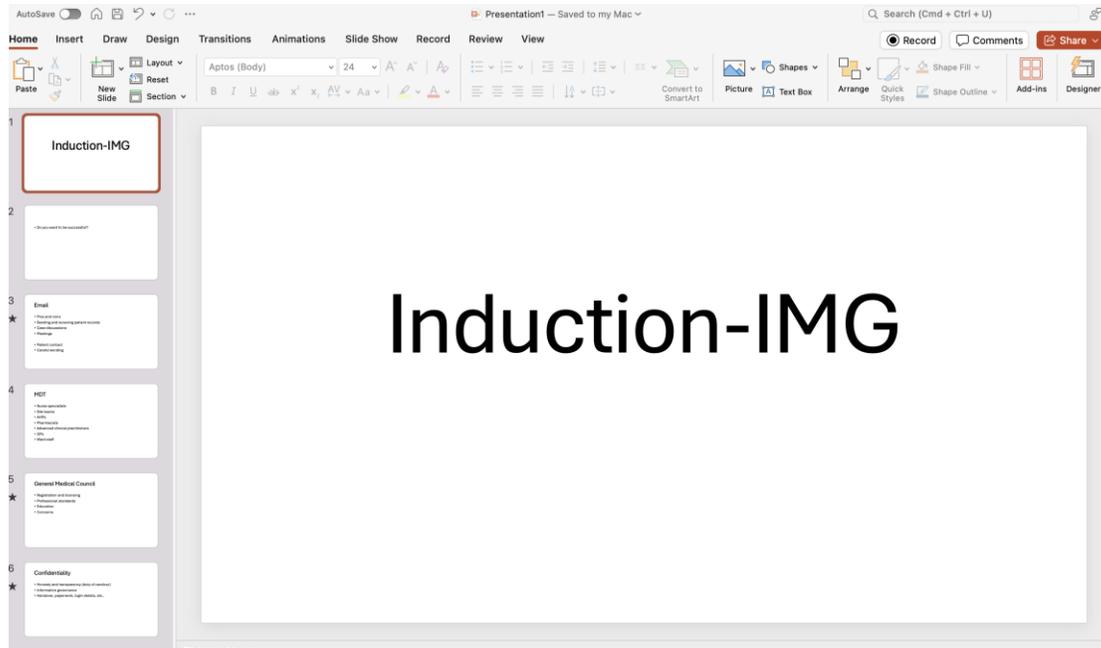
We have put together a collection of information which will help you navigate your way within the city using public transport.

## Train Travel >

Here we have put together information about train travel between Bristol and Weston.



After arrival



## SIMULATION COURSE

**NHS**  
University Hospitals  
Bristol and Weston  
NHS Foundation Trust

# INTERNATIONAL MEDICAL GRADUATES

**19th April, 2024**  
**08:30 AM – 04:30 PM**

### Overview:

- To practice adult medical emergencies.
- To consolidate non-clinical skills.

- **FREE** CPD opportunity
- Amazing educational opportunity for **IMG new starters** in the NHS.
- Certificate of attendance will be provided.
- **Limited spaces!!**

- To book a place: Please click the link or search the course on Kallidus:

[Learn | International Medical Graduates working as Doctors in the NHS \(kallidus-suite.com\)](#)

### Venue

UHBW  
SimulationCentre,  
Level 5, UHBW  
Education Centre

# BRIDGE

Bristol Royal Infirmary IMG Development and Guidance Experience

## Simulation IMG Course

Practice adult medical emergencies  
Improve non-medical skills  
25th April 2025 09:00AM - 14:30 PM

### UHBW Simulation Centre

- **FREE** CPD opportunity
- Certificate of attendance
- Limited Spaces

### BRIDGE Simulation course

Educational opportunity for IMGs  
new starter in the NHS / UHBW

### To book your place

Email: [Parham.Hourfar@UHBW.NHS.UK](mailto:Parham.Hourfar@UHBW.NHS.UK)  
or search BRIDGE in  
<https://uhbw.kallidus-suite.com>

**NHS**  
University Hospitals  
Bristol and Weston  
NHS Foundation Trust

# Certificate of Readiness to Enter Specialty Training (CREST) 2024

Certificate of Readiness to Enter Specialty Training (CREST) 2024 is the most up to date version of the form

## Important

Please ensure you check [the guidance](#) carefully to confirm the appropriate method to demonstrate your foundation competence.

If you are required to submit evidence of competence, for example a Foundation Programme Certificate of Completion (FPCC) or a Certificate of Readiness to Enter Specialty Training (CREST), with your application and do not do so then you will not be offered another opportunity to upload it and your application will not proceed to the next stage of the process.

## Downloads

[CREST Form \(2024 version\)](#) 60KB

DOCX

## Contact information

[Contacts to help with your application](#)

# IMG Buddy Scheme

- Volunteer to be a buddy for an IMG
- Request a Buddy from the IMG Buddy Scheme

# IMG committee

- Overseas Pastoral Support & Relocation Manager
- Deputy Postgraduate Medical Education Manager
- Medical HR Specialist
- IMG rep

Pizza night!

# Shadowing and clinical attachment

- Not fully established – in progress

# Survey

- *“The relocation officers were amazing and very happy to help with anything I needed as soon as I arrived here”*
- *“I think every basic thing was covered with specific attention to details. Even my airport pickup was arranged before my flight landed. There's nothing I can think of which needs improvement”*
- Accommodation
- Childcare information
- Help with GP
- Knowing what NHS discounts are available
- Contact with IMG already here
- Starter checklist eg occ health check
- More about what challenges to expect in UK