

PROSPECTUS FOR

Advanced International Fellowship Scheme

IN PSYCHIATRY



Contents

1. Foreward	03
2. Acknowledgement	04
3. Introduction to the Advanced International Fellowship Scheme for Psychiatrists	05
4. Introduction to East London NHS Foundation Trust (ELFT)	05
5. Job Description	08
6. Details of the Advanced International Fellowship in Psychiatry	12
a. Induction	12
b. International Medical Graduate (IMG) Lead	12
c. Specialist and Specialty (SAS) doctors Advocate	12
d. Specialist and Specialty (SAS) doctors Tutor	12
e. Support and Wellbeing	13
f. Teaching and training opportunities	13
g. Education and training	14
h. Equality, Diversity and Inclusion (EDI)	15
i. Terms and conditions of service	15
j. ELFT Policies and Procedures	15
k. Costs	16
7. Application criteria	17
8. Application process	18
9. Contact details	20



Foreward

I am very pleased that you are interested in applying for this scheme with us at ELFT and hope that the information in the prospectus will inform and inspire you to become a part of our ELFT family.

We are strongly committed to enabling and supporting international medical graduate (IMG) colleagues to come over and join us. We believe that it benefits both you as IMGs as well as benefitting our organisation, and the communities and people we serve. We know that moving to a new country with a different healthcare system can be challenging so are committed to ensuring that we support you and prepare you well for this transition. We support a wide of range of opportunities for our staff to be involved and to grow and develop in clinical expertise, education, quality improvement, teaching, research and leadership.

ELFT has a diverse staff group and we serve some of the most varied and multi-cultural communities in the UK. We provide a wide range of mental health services, community physical health services and primary care services to a large population in East London, Luton and Bedfordshire. This means we serve inner city urban areas through to rural parts of the country. We employ people who share our values – We Care, We Respect and We are Inclusive. As an organisation we have an approach which promotes the importance of clinicians as leaders, active participation and involvement of our communities and service users alongside clinicians, and the use of quality improvement methodologies to ensure a focus on continuous improvement. All these approaches are ultimately focused on ensuring we deliver services which improve the quality of life of the people we serve.

I firmly believe that this is a brilliant opportunity for you to join our Trust. I hope that you will soon meet (and become one of) the wonderful colleagues who are at the heart of what makes ELFT what it is.



Dr David Bridle

Chief Medical Officer



Acknowledgement

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Introduction to ELFT Advanced International Fellowship Scheme for Psychiatrists

ELFT Advanced International Fellowship Scheme in psychiatry provides an exciting opportunity for International Medical Graduate (IMG) Psychiatrists to develop and share their valuable skills, knowledge, experience, and best practice, with benefits to both the fellow and ELFT. The Trust will act as sponsor to enable participants to apply for a visa to register with the General Medical Council (GMC). This 2-year scheme provides the opportunity to gain experience in several sub-specialties, gain exposure to the NHS regulatory framework, and work in a multidisciplinary team.

The GMC expects candidates to demonstrate they meet or exceed the standards required for practise under full registration in the UK and be capable of working at the level of a UK graduate with a minimum of three years post-qualification experience. They should have achieved higher postgraduate qualifications overseas and wish to pursue further specialist training in the UK, and for whom taking the Professional and Linguistic Assessments Board (PLAB) test may not be appropriate.

Whilst working in ELFT IMG will advance their specialist skills and interests, qualifications and career, through a structured programme of clinical training in a range of psychiatric areas. After 6 months they may progress further with increased responsibilities based on their competencies and performance reviews, and each fellow has an educational supervisor/mentor who oversees progress and ensures that IMG attain their personalised educational and training objectives.

The appointed fellows will have protected time for training and professional development incorporated into their job schedule, see sample below. They will also be supported to contribute and develop as an educator and researcher.

Participation in the scheme could lead to postgraduate qualifications, including Membership of the Royal College of Psychiatrists (MRCPsych). Doctors may wish to work towards specialist registration with the GMC, through either the Portfolio Pathway or applying for a specialty training programme, both of which are available in ELFT

Introduction to ELFT

Our Strategy

Improve **Population Health** so that our communities are healthier and able to get more out of life.

Improve the **Experience of Care** so that anyone in contact with our services feels safe, feels involved in decisions about their care and knows that the staff around them are focused on their recovery and their future goals.

Improve Staff Experience so that staff can grow, learn, feel supported and enjoy what they do.

Improve Value by making the best use of our resources, making the best use of everyone's time, removing obstacles that delay or hold things up, and adopting systems and processes to make things more efficient and effective for everyone.

Our Vision

The Trust's vision is to make a positive difference in people's lives by providing the highest quality mental health and community care to our local communities. In order to achieve this and demonstrate our values, we work together as a team with service users, carers and partners actively making continuous improvements to deliver the highest quality services.

Our commitment to quality is evidenced by [LifeQI](#) focusing on Quality Improvement Projects. We encourage research & innovation to find new and better ways of treating people and keeping them healthy and well. We then share what we learn to benefit as many as possible.

Our main priorities in delivering our vision are:



Enhancing service user satisfaction



Boosting staff satisfaction



Maintaining financial viability

Our Values underpin everything we do

We care – everyone is entitled to the highest quality care.

We respect – Everyone should be treated with kindness and respect.

We are inclusive – Everyone should have access to our services when they need them, and we actively seek suggestions from all on how we can improve.

Our Story

East London NHS Trust formed in April 2000 achieving Foundation status in 2007 with over 9000 current members. We brought together mental health services becoming one of the UK's largest specialist NHS providers now covering mental health, community health, learning disabilities and primary care. **Our core area includes City of London, Hackney, Newham, Tower Hamlets, Bedfordshire and Luton (since April 2015) and forensics in Barking and Dagenham, Havering, Redbridge and Waltham Forest.** The Trust's specialist Mother and Baby Psychiatric Unit receives referrals from London and the Southeast of England. A new acute mental health inpatient unit for children and young people in Bedfordshire, Luton and Milton Keynes opened to admissions in February 2023. We run Path 2 Recovery (P2R) drug and alcohol

support services in Bedfordshire. In recognition of our extensive international research and education with Queen Mary University of London, the Unit for Social & Community Psychiatry was named a WHO Collaborating Centre in 2012.

The Trust now operates over 120 community and inpatient sites with 900 specialist and inpatient beds. ELFT has a total annual income of £640 million and 6,500 permanent staff. We provide local services to an East London population of 950,000 and to a Bedfordshire and Luton population of 820,000. Further information on ELFT can be found on our website: www.elft.nhs.uk



ELFT as an Employer

Our organisation is an ethical recruiter, and we recognise our responsibilities and adhere to the guiding principles and best practice benchmarks of the Code of Practice.

According to the 2021 National NHS Staff Survey ELFT is above average in terms of the number of staff who would recommend the Trust as a place to work and who feel they are able to make improvements in their work.

There are plenty of benefits that come with joining a progressive, award-winning Trust.

- Annual leave allowance of 27 days plus bank holidays, increasing with your length of service
- Generous NHS pension scheme
- Excellent supervision, research and training programme opportunities
- Flexible working options
- Annual season travel ticket loans
- [Tax-free childcare scheme](#)
- Cycle to work scheme
- Health and Wellbeing offers including Pilates, massage sessions, meditation membership
- Welcome backpacks for maternity/ paternity returnees
- Range of discount ticket schemes
- [Wellbeing resources](#)
- Relocation expenses- see below

Management Structure of the Trust

Acting Board Chair
Chief Executive Officer
Chief Medical Officer
Chief Digital Officer
Chief Operating Officer
Chief Nurse
Chief Financial Officer
Chief People Officer
Director of Integrated Care & Deputy CEO
Chief Quality Officer
Director of Commercial Development

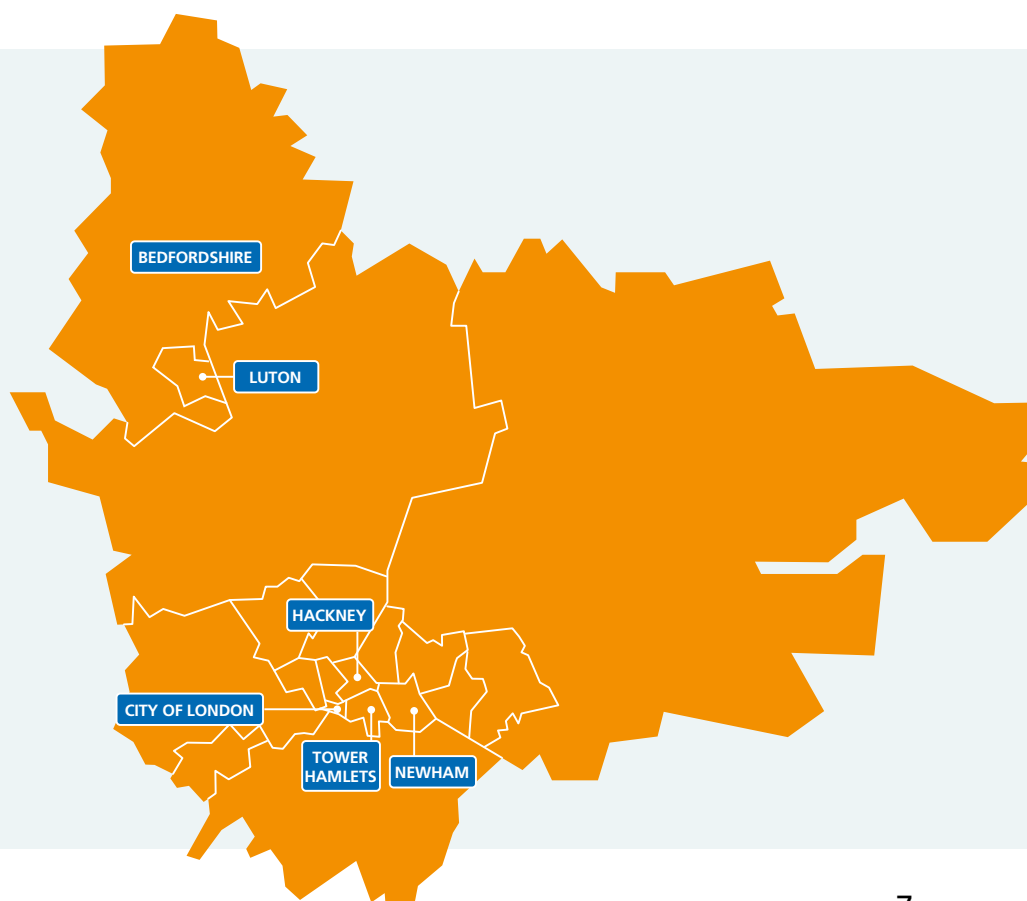
ELFT's Catchment Area

East London Foundation Trust is uniquely geographically dispersed within London

ELFT's London services operate mainly from these 4 Boroughs: **City of London, Hackney, Tower Hamlets and Newham.**

This includes some services in **Islington.**

ELFT also includes services in **Bedfordshire and Luton.**





Job Description

JOB TITLE	Advanced International Fellowship in Psychiatry
BASE	The scheme is a 2-year rotation that enables the fellow to spend time in psychiatry community, specialist and inpatient services, within the chosen specialty in ELFT.
ACCOUNTABLE PROFESSIONALLY TO	Medical Director
ACCOUNTABLE OPERATIONALLY TO	Clinical Director
RESPONSIBLE TO	Consultant Psychiatrist – Clinical Supervisor
CONTRACT	24 months (subject to review) SAS Contracts
GRADE	Specialty Doctor - The post is covered by Terms and Conditions of Service for Specialty Doctors (England) 2021 and is subject to the National Health Service Superannuation Regulations.
HOURS OF WORK	40 hours per week Monday to Friday 09:00 – 17:00

Job Purpose

The ELFT advanced International Fellowship in Psychiatry offers an exciting opportunity for International Medical Graduates (IMG) to develop and share their skills and knowledge. The scheme aims to share knowledge, experience and best practice – with benefits to both the fellow and the trust. The fellow will be expected to:

1. Perform specialist psychiatrist assessments and document relevant history and examination on services users from a diverse population:
 - Presenting or main complaint
 - History of present illness
 - Past medical and psychiatric history
 - Family history
 - Personal history
 - Substance use history
 - Forensic history
 - Mental State Examination
2. Construct formulations of service users' problems that include appropriate differential diagnoses.
3. Recommend relevant investigations and treatment in the context of the clinical management plan. This will include the ability to develop and document an investigation plan including appropriate medical, laboratory, radiological and psychological investigations, and then to construct a comprehensive treatment plan addressing biological, psychological and socio-cultural domains.
4. Assess, document and manage service users presenting with risk of self-harm or harm to others. This would include undertaking a comprehensive assessment of risk and formulating a management plan to mitigate the identified risks, including knowledge of relevant involuntary legal frameworks.
5. Conduct therapeutic interviews; that is to collect and use clinically relevant material. The doctor will also demonstrate the ability to conduct a range of individual, group and family therapies using standard accepted models and to integrate these psychotherapies into everyday treatment, including biological and socio-cultural interventions.
6. Concisely, accurately, and legibly record appropriate aspects of the clinical assessment and management plan.
7. Carry out specialist assessment and treatment of service users with chronic and severe mental disorders and to demonstrate effective management of these disease states.
8. Use effective communication with service users, families and colleagues. This includes the ability to conduct interviews in a manner that facilitates information gathering and the formation of therapeutic alliances.
9. Be able to work effectively with colleagues, including team working
10. Develop appropriate leadership skills.
11. Demonstrate the knowledge, skills and behaviours to manage time and problems effectively.
12. Conduct and complete audit in clinical practice.
13. Develop an understanding of clinical governance.
14. Inform and educate service users and their families.
15. Develop the ability to teach, assess and appraise.
16. Develop an understanding of research methodology and critical appraisal of research literature.



Duties of the Post

1. To provide safe and effective clinical care to service users

- a. Take full health histories, mental state examination and a physical examination where appropriate. Explore particularly relevant elements within the health history under the guidance of the consultant. Review service users' mental states frequently and amend their care plan as appropriate under the supervision of the consultant.
- b. Prescribe medication following Trust and national guidance, within British National Formulary (BNF) limits and under consultant supervision.
- c. Provide safe and effective care in line with local and national guidance, under the supervision of the consultant Psychiatrist. Prioritise urgent clinical issues and take prompt action if you think service user safety is being compromised.
- d. Maintain accurate, legible, and contemporaneous clinical records for all service users. The trust uses RIO electronic patient records system. Update the progress notes at every point of contact and the core assessment, risk assessment, care plan and outcome measures as appropriate.
- e. Ensure that assessment reports, clinic letters and other documents that you have a responsibility for are complete, honest, accurate and completed in a timely manner. Documents can be checked by the consultant before being sent out, unless instructed otherwise.
- f. Recognise and work within the limits of your competence. Seek support from your clinical supervisor if you are unsure.
- g. Ensure that you observe local health and safety arrangements and take reasonable care of yourself and people that may be affected by your work.
- h. Be aware of your safeguarding duties – you have a duty to identify, report and record incidents of potential or actual abuse. This statement applies whether the victim is an adult or child, and you will receive mandatory safeguarding training during your induction.

2. To keep your professional knowledge and skills updated

- a. Participate actively in the local teaching programme.
- b. Engage regularly with educational supervision and keep a record of this.
- c. Share your knowledge with others, including

teaching medical students and the multi-disciplinary team.

3. To work with colleagues in a respectful and considerate manner

- a. Work with colleagues in the manner that best serves the service users' interests.
- b. Work with colleagues in a considerate and non-judgmental manner. Respect and celebrate diversity with your colleagues. Never discriminate unfairly against colleagues. The post holder will carry out their duties in accordance with the trust equal opportunities policy respecting the differing backgrounds of colleagues.
- c. Participate actively, communicate effectively, and demonstrate appropriate leadership within the multi-disciplinary team.
- d. Appropriately assume and delegate responsibility. Educational and clinical supervisors will provide guidance as to the level of responsibility to assume and roles to delegate in clinical situations.

4. To treat service users as individuals and respect their views.

- a. Work in partnership with service users and respect their right to reach decisions with you about their treatment and care.
- b. Treat service users politely and considerately. Demonstrate compassion and empathy when communicating with service users.
- c. Respect service users' right to confidentiality. Give service users the information they want or need in a way they can understand. Share information if there is an immediate need to override confidentiality, as guided by your clinical supervisor. ELFT employees are required to ensure that information about service users is safeguarded to maintain confidentiality and is kept securely in accordance with NHS requirements of 1999. (The Caldicott Committee's Report on the review of patient-identifiable information 1997, & HSC/1999/012). This means that service user information can only be passed to someone else if it contributes to the provision of care or the effective management of health care services within the trust.
- d. Never discriminate unfairly against service users. The post holder will carry out duties in accordance with the trust equal opportunities policy respecting the differing backgrounds of service users and carers.

5. Dealing with problems in professional practice

- a. Bring any problems with a colleague's conduct to your educational or clinical supervisor's attention.
- b. Cooperate fully with any complaint's procedure or formal enquiry.
- c. Cooperate fully with any formal enquiry or inquest into a service user's death.

6. To maintain your probity

- a. Act with honesty and integrity with service users, colleagues and in your clinical documentation.
- b. Effectively manage your financial and commercial dealings. Do not receive any gift from service users or solicit any payment from a service user or third party without agreement from the educational or clinical supervisors. The post holder will be required to comply with the trust's standing orders and standing financial instructions, and always deal honestly with the trust, with colleagues and all those who have dealings with the trust including service users, relatives and suppliers.
- c. Do not meet with any representatives of the pharmaceutical industry during work time, unless this is at a post-graduate meeting that has been organised within Association of the British Pharmaceutical Industry guidelines.
- d. Avoid conflicts of interest. Inform your educational supervisor/mentor of any potential conflict of interest. Be aware of your obligation to declare and manage any conflicts of interests appropriately.

- e. Ensure that your health and the health of others does not put service users at risk. Obtain advice and treatment for any health problems. Comply with the trust's occupational health brochure.

- f. Be aware of your obligation to have adequate insurance and indemnity. Speak with your educational supervisor/mentor to discuss the NHS indemnity insurance provisions and any additional indemnity insurance.

7. To engage with medical appraisal/performance review

- a. Be aware that doctors within the UK engage in annual appraisals to demonstrate their ongoing fitness to practice. This information is entered into a portfolio for GMC revalidation.
- b. You will need to maintain a portfolio of supporting information. The trust uses a system called SARD to evidence your portfolio. The supporting information required is based on the GMC's guidance on Good Medical Practice.
- c. You will be allocated an appraiser annually. Ensure that you contact them and submit your evidence in a timely manner.
- d. Obtain advice and assistance from your educational supervisor/mentor if unsure.

This job description will be used as a basis for individual performance review between the postholder and their manager. The job description covers only the key result areas, and as such does not intend to provide a comprehensive list of objectives. Specific objectives will be reviewed annually and may develop to meet the changing needs of the service.



Setting

Various community and inpatient settings and specialties.

Sample timetable

The timetable below should only be interpreted as a guide to the most regularly occurring duties.

Sample job plan

Clinical timetable is agreed with educational / clinical supervisor at induction, sample below.

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
AM	Multi-disciplinary team meeting	Clinical (ward / clinic)	Clinic / Ward Round	Administration Clinical Supervision	Clinical (ward / clinic)
PM	Initial / patient assessments / follow up reviews	Initial / Patient assessments	Psychiatry Teaching/ SPA	MRCPsych Teaching/ SPA	Multi-professional meetings Admin/ Emergencies

Details of the Advanced International Fellowship in Psychiatry

Induction

The IMG doctor is new to the NHS and UK systems, requiring a more in-depth induction than their UK counterparts. It is essential to consult a National Induction Programme [guide for IMGs](#) to ensure they are welcomed, valued, and supported as they transition to UK clinical practice. We will provide comprehensive support for IMG doctors by following these induction programmes, addressing any challenges they face, offering necessary resources, and facilitating their smooth integration into the NHS. Our commitment to these programmes highlights our dedication to fostering an inclusive and supportive environment for all healthcare professionals.

As well as a professional induction, IMG doctors may also require pastoral support while relocating to the UK, which may include support with accommodation, airport transfers, collecting their British Residence Permit, opening a bank account, getting a National Insurance number, travel, relocation of eligible dependent and arranging schooling.

RCPsych have provided an overview on [supporting your MTI](#) Medical Training Initiative (PDF) which fellows may find helpful.

After joining ELFT, you will receive a corporate and a local induction to the service you are assigned. The induction process will also give you the opportunity to discuss your career aspirations and help you to access appropriate support. (see attached appendix-SAS Doctor Induction Checklist) [SAS Induction checklist](#)

International Medical Graduate (IMG) Leads:

The Trust has two IMG Scheme Co-Leads and a Professional Consultant Psychiatrist Lead. ELFT welcomes IMG's and recognises that working in the UK for the first time can be a daunting experience. The IMG Lead, the Specialist and Specialty doctors, Tutor and Advocate will support IMG's, signposting resources and alongside the medical education team and their clinical team ensuring they have a positive start to working in the UK.

Specialist and Specialty (SAS) doctors Advocate:

ELFT has a Specialist and Specialty (SAS) doctors Advocate in post, who works alongside the SAS Tutor and Local Negotiating Committee (LNC) representatives to support SAS doctors across the Trust, with an emphasis on wellbeing. The SAS Advocate will meet with new SAS doctors and fellows as part of their induction to welcome them to the Trust and ensure they are able to access the resources they need to settle in. The SAS Advocate provides a point of contact for any issues that might impact on wellbeing. As well as individual support, the Advocate has a strategic role, representing SAS doctors at Medical Managers meetings and meeting regularly with senior managers at the Trust on behalf of SAS doctors.

Specialist and Specialty (SAS) doctors Tutor:

An SAS Tutor provides leadership and guidance within the Medical Education and HR teams specific to supporting the training and development needs of SAS Doctors in meeting the SAS Charter. His role

is a link between the local representatives, Medical Education /HR Teams and senior management, and also to contact for advice and support.

SAS tutor supports and guides portfolio pathway doctors in their professional development and advises their supervisors. They provide support with local induction, job planning, appraisal, and highlight opportunities available for career progression.

We recognise and value the diversity of experience that SAS grade doctors bring to our medical workforce and want to encourage you to continue to grow and develop in your career and personal development in line with what is laid out in the SAS Charter put together by the BMA and Health Education England in 2014.

The Trust has an SAS Steering Group which comprises of SAS representatives from each locality and uses the SAS Charter as a guide. The SAS charter was created by the British Medical Association (BMA) and NHS employers to help SAS doctors with their development and provide opportunities in their workplace. The steering group meets on a quarterly basis to discuss progress against the SAS charter and plan continuing professional development (CPD) events. The meeting is attended by the Head of Medical Education and Medical Staffing.

Support and Wellbeing

The ELFT People and Culture team offers an extensive staff wellbeing programme which is updated regularly. Regular virtual short yoga and mindfulness sessions are available to staff to encourage breaks in the working day. Yoga, pilates and body combat sessions are also offered (virtually) and you can join the ELFT choir. Other offers in place include eye care vouchers, a cycle to work scheme and a subsidy towards the cost of Holiday Play Schemes during school holidays.

IMG doctors will be allocated a suitable educational supervisor or mentor and a clinical supervisor with regular meetings scheduled. They will be supported to join a Personal Development Plan PDP group. There is also opportunity to receive coaching via the ELFT coaching platform - <https://elft.onpld.com/>. Staff can sign up to become a coach and/or a mentor or to find a colleague who can coach and/or mentor you.

The consultant Psychiatrist in Tower Hamlets is the Trust lead for doctor's wellbeing.

There are equality, diversity and inclusion staff networks including Women, LGBTQIA+, Ability, Intergenerational and BAME the post-holder can join.

Staff can access occupational health support through team prevent elft@teamprevent.co.uk CareFirst, a 24-hr staff helpline, is also available through www.carefirst-lifestyle.co.uk.

[carefirst-lifestyle.co.uk](http://www.carefirst-lifestyle.co.uk). Further information on occupational health support are provided at the Trust Induction or through the post holder's line manager or staff intranet.

The ELFT People and Culture Organisational development team can offer bespoke organisational development interventions to team and services when indicated, which includes coaching and mediation.

All staff can access the BLMK Keeping Well Hub, which offers mental health staff support for staff working in NHS organisations within Bedford, Luton and Milton Keynes through telephone, face to face or online chat support and onward referral. www.sleepio.com/nhs and www.silvercloud.com/uk/online-behavioural-health-solutions-for-nhs apps are offered to ELFT staff free to use along with [BLMK Health Welfare](#) and [ELFT Employee Wellbeing Wheel](#).

We do have an employee assistance programme that can support staff with a range of things from legal and or financial advice, personal matters (family, children, spouses), work/life balance etc, they can also extend support to dependants and family members of staff. It is available 24/7 and is completely confidential, they also offer counselling sessions to staff.

ELFT Employee Assistance Programme: call [0800 030 4302](tel:08000304302) or visit <https://elft.workplacewellbeing.com/>

Teaching and Training Opportunities

Local teaching/Barts/CPD/MRCPsych

- IMG doctors will have access to in-house teaching (local academic programme) and training programmes and library/web-based resources. A Wednesday afternoon local academic teaching programme runs in all boroughs and includes Case Presentations, Journal Clubs and Balint Groups. At the start of each month, the Barts academic afternoon runs, which medical education will provide information for, and this is for all localities within ELFT, and all grades of doctors are welcome.
- There is an SAS CPD programme which runs monthly which fellows will be invited to join, and sign-up details are circulated periodically by medical education, curated by SAS advocate and tutor.
- The SAS tutor and the medical education team will support the doctor with accessing education opportunities based on the individual doctor's training and personal development plan (PDP) requirements. This includes access and attendance to the local East London MRCPsych course / teaching, to support with preparations for the MRCPsych exams. Registration to the MRCPsych course needs to be agreed with line

manager with support of SAS tutor and Medical Education department to allow study time agreed through job planning. The MRCPsych course would be paid from the doctor's study budget allowance.

Forum / Away days / QI

- There are quarterly SAS forums for SAS doctors to bring any queries about the CPD programmes above, along with the yearly SAS away day and SAS wellbeing day. Fellows are invited to join.
- There are opportunities for doctors to take part in research and ELFT's very active QI programme, as well as Simulation Training and other teaching. The trust provides the majority of psychiatry teaching to Barts and the London School of Medicine and Dentistry. The trust offers teaching to medical undergraduates in all years of their training and is continuing to develop its teaching program. The Medical Education Department can act as a link for these activities. Please see link attached for the [ELFT QI website](http://qi.elft.nhs.uk) qi.elft.nhs.uk

Library facilities

- The Newcomb Library provides Library and Knowledge Services for all ELFT staff.
- The library services are available to support with keeping employees up to date with current research, guidelines, and best practice in the individual's specific area of practice. The experienced Library Team can help you find the information you need. The library services provide support and access to Journals, Books, Open Athens, Literature Searches and Library Catalogue.
- [ELFT Library](http://www.homerton.nhs.uk/east-london-elft-library)
- [https://www.homerton.nhs.uk/east-london-](https://www.homerton.nhs.uk/east-london-elft-library)

Education and Training

Development support

- IMG doctors are expected to critically assess their own learning needs and ensure their Personal Development Planning (PDP) reflects both their clinical practice and the relevant generic capabilities to lead and develop services.
- Job plans and PDP will be discussed in the first 3 supervision sessions with your new line manager/supervisor, and this should be finalised together and uploaded to the SARD portfolio once access is gained (i.e. within the first 2 months). If you have any difficulty with this, please let the relevant locality representative know and highlight to trust tutor and advocate.
- We would expect line managers to provide a degree of career development thinking. At this moment in time, we do not have a system in place around educational supervision, but

Specialty and Specialist doctors are encouraged to contact the SAS tutor and medical education around any support required and will be signposted appropriately.

Portfolios access:

- In terms of portfolio, SAS doctors will have access to the SARD portfolio for yearly appraisals and revalidation. SAS doctors can also access the RCPsych's eportfolio system which is free to use - it is currently not tailored for the portfolio pathway (previously referred to as CESR), however it has mappable competencies and may be a more intuitive place to log activities. The SARD portfolio must be used for appraisals and revalidations.

Portfolio Pathway:

- New change to the Certificate of Eligibility for Specialist Registration (CESR) which is a pathway for doctors who have gained their specialist training and experience outside of a UK-approved training program to enter the GMC Specialist Register. Support is still available for those in the process of completing their CESR.
- ELFT in process of formalising a process within job plans - however, as it stands, if you are interested in this, please discuss with SAS tutor and medical education.

Approved Clinician (AC) approval/Educational Supervisor (ES)/Clinical Supervisor (CS)

- Approved clinician training is accessed via a portfolio pathway - there is a pilot programme in supporting SAS doctors with applying to become approved clinicians.
- An Approved Clinician is a certified mental health professional authorised to perform duties under the Mental Health Act, such as making decisions about compulsory treatment (detainment under the mental health act) and admission.
- A clinical supervisor (CS) is responsible for overseeing a specified trainee's clinical work and providing constructive feedback during a training placement. An educational supervisor (ES) is responsible for the overall supervision and management of a specified trainee's educational progress during a series of placements.

SAS doctors as appraisers

- SAS Doctors who remain with ELFT and train and develop will be giving the opportunity based on their experience to become appraisers.
- Please contact Colin Lovett (Medical Revalidation Manager; email colin.lovett@nhs.net) and Medical Education to attend appraiser training. the provisions of the Act.

Equality, Diversity and Inclusion

ELFT is committed to being an inclusive organisation, embracing diversity and supporting inclusion. We are proud of our rich and diverse workforce, often reflective of the communities we serve. We believe that having colleagues with a range of abilities and backgrounds enriches and adds value to the outcomes we have set out to achieve. The Trust is committed to challenging prejudice and discrimination wherever this affects service users and staff, and putting equality, diversity and inclusion at the heart of our organisational culture. We achieved our Stonewall Diversity Champion status in 2012 reflecting our achievements as an employer. We have staff networks to support and engage with intersectionality's.

Terms and Conditions of Service

Flexible working arrangements will be considered. The salary will be in accordance with the salary scale of Specialty Doctors. The post is covered by [Terms and Conditions of Service for Specialty Doctors \(England\) 2021](#) and is subject to the [National Health Service Superannuation Regulations](#).

Because of the nature of the work of this post, it is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exemption Order 1975). Applicants are, therefore, not entitled to withhold information about convictions, including those which, for other purposes, are "spent" under the provisions of the Act.

ELFT Policies and Procedures

Assurance Statement

The purpose of this job description is to outline levels of responsibility and accountability of this post, to ensure that all work undertaken by our staff is identified and lines of accountability are clear.

Equal Opportunities Statement

ELFT operates an Equal Opportunities Policy and expects staff to have a commitment to equal opportunity policies in relation to employment and service delivery.

No Smoking Policy

ELFT is committed to a policy which discourages smoking and prohibits smoking on Trust property and on Trust business outside it.

Infection Control

The post holder is accountable and responsible for the prevention of healthcare associated infections by complying with all Infection Prevention & Control policies and procedures in line with legislation (Health Act 2006; Code of Practice for the Prevention and Control of Healthcare Associated Infections.)



Data Protection Act 1998

The Data protection act (1998) is to ensure compliance with all Trust policies, and those procedures relevant to the area of work.

At all times maintain high levels of confidentiality and information security, complying with the relevant legislation such as the Data Protection Act and the Computer Misuse Act.

Where any processing of information takes place (paper records or electronically) ensure that the data is of good quality, accurate and relevant for purpose. All employees must adhere to the Trust's Policy on the Protection and Use of Personal Information which provides guidance on the use and disclosure of information. The Trust also has a range of policies for the use of computer equipment and computer-generated information. These policies detail the employee's legal obligations and include references to current legislation. Copies of the Policy on the Protection and Use of Personal Information and other Information Technology policies are included in the Trust's Policies and Procedures Manual/ Intranet.

Confidentiality

Your attention is drawn to the confidential nature of information collected and used throughout the NHS. The unauthorised use of, disclosure of patient, staff or other personal information is a dismissible offence. The unauthorised disclosure of information could also result in a prosecution for an offence, or action for civil damages, under the Data Protection Act.

You are required to observe the strictest confidence regarding all Confidential Information relating to work of the Trust, its patients/clients, and its employees.

“Confidential Information” includes, but is not limited to, information relating to the Trust received by you in the course of your employment with the Trust or its predecessors, information relating to patients, personnel information, budgeting and financial information and information in respect of which the Trust owes a duty of confidentiality to a third party.

You are required not to disclose any Confidential Information, either during or after your employment with the Trust, unless expressly authorised to do so by the Trust or required in the proper performance of your duties or as required by law.

This obligation will cease only when such information comes into the public domain other than through unauthorised disclosure by you.

Failure to comply with these requirements could result in action being taken under the Trust’s Disciplinary Policy and Procedure.

This obligation is without prejudice to the law concerning protected disclosures in the Public Interest Disclosure Act 1998 (the so-called “Whistleblowers Act”).

Health and Safety

All employees must be aware of the responsibilities placed upon them under the Health and Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to provide a safe environment for employees and visitors.

Safeguarding Duty

“It is the responsibility of the post holder to be aware of and follow the legislation and guidance regarding Safeguarding Children and Adults as stated in the Trust’s Safeguarding Policy, available to view on the intranet. This applies to all staff regardless of which member of the family is the primary client. The post holder is responsible for ensuring they receive the appropriate level of Safeguarding Adults and Children training according to their role” as part of statutory and mandatory training in ELFT.

Information Technology

It is the responsibility of the post holder to have a level of IT competence relevant to their job role and will be expected to continue to keep their skills up to date as part of their Continuing Professional Development.

NHS Constitution

You are responsible for ensuring that the values outlined in the NHS Constitution are adhered to daily and any matters of concern are raised with the relevant line manager or through the necessary processes within the Trust.

You are responsible for delivering a compassionate, dignified and respectful service to patients at all times.

Changes to this Job Description

Post holders have a responsibility to discuss any significant job changes with their line manager at the time the change occurs and agree any permanent substantial change.

Costs

There are several costs associated with applying to the ELFT Advanced International Fellowship scheme. Some costs will be covered by ELFT. Please refer to your offer letter (which you will receive on successful application) or e-mail for more details. It’s important to retain all receipts for items that will be reclaimed. Some examples of these costs include:

- [ECFMG fees](#)
- [GMC Registration fees](#)
- [Work Visa](#) – Doctor’s partner and children can apply for visas as ‘dependants’ if they are eligible. UKVI provide further details on [bringing your partner and children](#).
- [Immigration Health Surcharge \(IHS\)](#)
- IELTS / OET test fees
- Relocation costs and accommodation for the first 8 weeks
- Up to ten driving lessons for positions that require driving as part of the role

Successful candidates will be given help and support with their Visa application. ELFT will act as the UK Sponsor to enable participants to apply for a visa with the UK Borders Agency.

Accommodation can be arranged and funded by ELFT for the first eight weeks of placement to help you settle into your new community. Relocation expenses are reimbursed where they have been prior agreed against the budget of your current line manager, Clinical Director in line with the expenses policy. This includes your flights, extra luggage and a pre-booked taxi from the airport to your accommodation.

Application Criteria

Doctors applying to the Advanced International Fellowship Scheme must:

1. Hold a primary medical qualification recognised by the UK General Medical Council from an internationally accepted medical institution.
2. Before applicants start the verification process, they should check the GMC accepts their qualification. If qualifications don't meet GMC criteria, they won't be able to grant your registration with a licence to practise, even if they have been verified by Education Commission for Foreign Medical Graduates (ECFMG).
3. Successful applicants must have this qualification verified by the ECFMG after checking with GMC regarding acceptance of qualification.
4. For the GMC list of recognised qualifications, please visit the GMC website:
5. <https://www.gmc-uk.org/registration-and-licensing/join-the-register/before-you-apply/acceptable-overseas-qualifications>
6. Have completed an acceptable internship (or equivalent) of not less than 12 months following undergraduate training.
7. For the GMC requirements regarding acceptable internships, please visit the GMC website:
8. <https://www.gmc-uk.org/registration-and-licensing/join-the-register/registration-applications/application-guides/full-registration-for-international-medical-graduates>
9. Have at least three years' experience working in psychiatry in the last five years (including the 12 months leading up to GMC registration). If candidates are successful at interview, they will inform the Trust should their place of work or employment status change between then and the point at which they apply to join the GMC medical register.
10. In the last 18 months have completed one of the following tests and received the scores detailed in the most recent sitting of the test:
11. the academic version of the International English Language Testing System (IELTS), taken in person at an authorised test centre, and achieved a minimum overall score of 7.5 (and at least 7.0 in each category) or the medical version of the Occupational English Test (OET) and have achieved a grade B or over in each testing area.
12. Have obtained a postgraduate qualification (PGQ) in psychiatry and the PGQ included an assessment of clinical skills.
13. Candidates are required to provide structured references from referees who have directly supervised them, which cover all clinical experience during training to substantiate the quantity and quality of the training. One such reference or Letter of Support should be from the Head of the Department or Director of the Training Programme or equivalent.
14. Candidates to provide structured references covering the last three years that capture information about their clinical knowledge, skills and experience as well as communications skills including professional attitudes, behaviours, interpersonal skills and working with others.
15. Have not previously made any unsuccessful attempts to register with the GMC (e.g. PLAB test) or exceeded the GMC's limit on unsuccessful attempts at the PLAB test (Doctors who have failed - and not subsequently passed - either part 1 or part 2 of the PLAB test or who have previously been turned down for sponsorship by an approved sponsor are not generally considered as suitable candidates for sponsorship. If unsure, please see GMC website for clarification).
16. Present their Passport.
17. Submit their CV.



Application Process

Applications will be open according to the availability of posts for Advanced International Fellowship Scheme in the Trust and will be advertised on various platforms including NHS Jobs or through partner International Institutes in line with the NHS Employers Code of Practice.

NHS Jobs - Candidate Homepage:

[Working for us at ELFT](#)

To apply, candidates should:

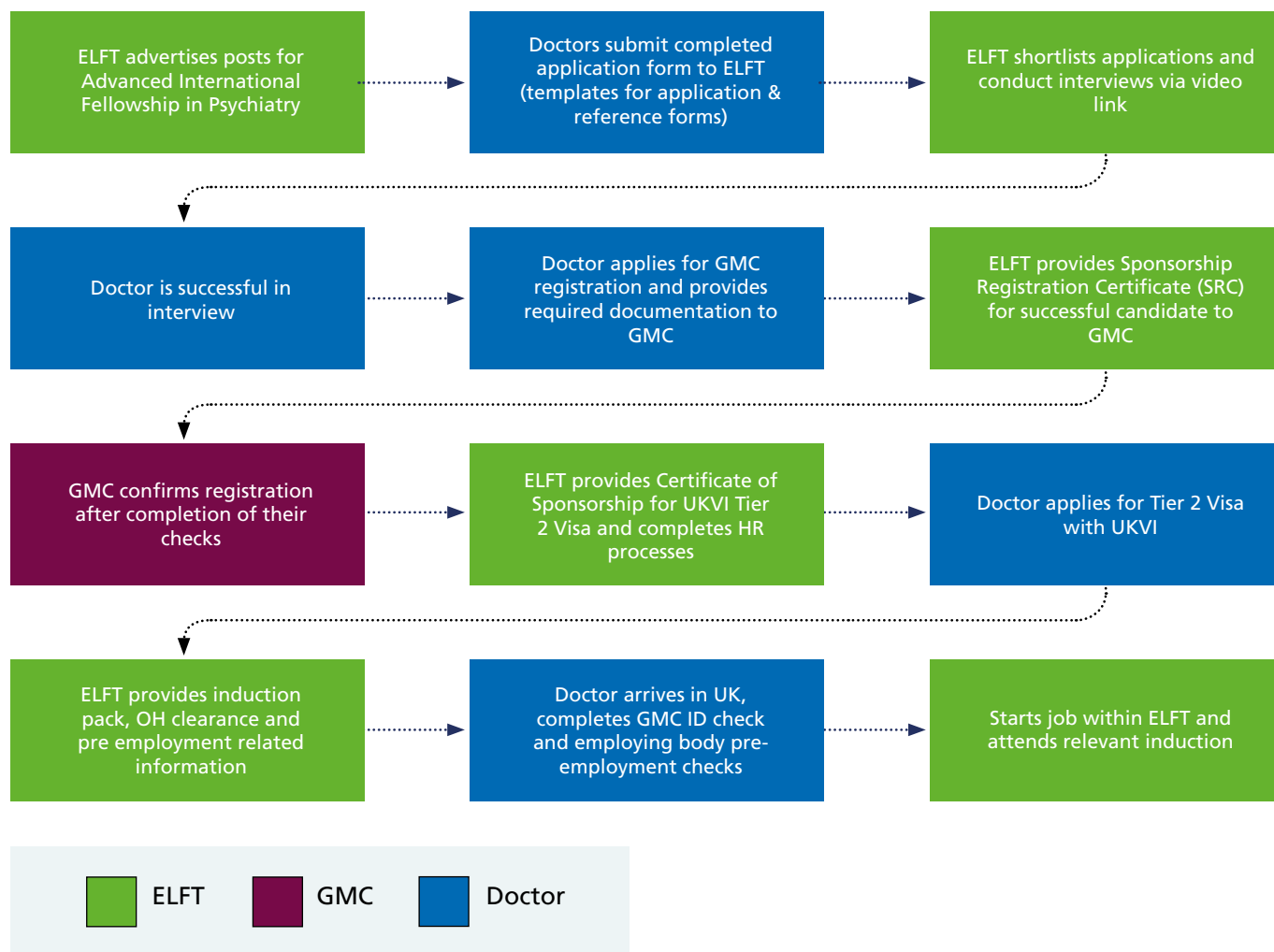
- Check for the vacancy posted on NHS Jobs
- Complete the online application
- Upload all documents as requested to Trac, submitting each part of the application as one document (for example A1 should be submitted as one document, not several individual pages)
- name each file with the document number and your name (for example, "A1 Forename Surname")
- Digital signatures will be accepted.

- The following will be directly contacted for a response before interview;
 - R1- Reference Form
 - R2- Reference Form
 - R3- Reference Form
- A letter of support from the Head of the Department/Director of the Training Programme/ equivalent
- A letter of support from your current employer

You will also need to submit:

- a copy of your current, valid passport (with all details clearly legible)
- a copy of your most recent IELTS or OET certificate
- copies of your relevant educational qualification certificates
- International Driver's Permit (if required for the post)

The diagram below illustrates the application process.



Candidates with successful interviews by ELFT

During the process of selecting candidates, they are being assessed for their current suitability for medical practice in the UK. The mechanism of application, references and interviews should provide an objective means of determining whether candidates have the knowledge, skills and experience needed to practise safely under full registration.

After being successful in the interview by the ELFT Sponsorship Scheme, doctors will apply for full registration with a licence to practice in the UK.

<https://www.gmc-uk.org/registration-and-licensing/join-the-register/registration-applications/application-guides/full-registration-for-doctors-with-sponsorship>

As a minimum, a doctor applying for registration with an offer of sponsorship must have been engaged in medical practice for three out of the last five years including the most recent 12 months. The 12-month rule starts at the point the application for registration is made to GMC - It is important candidates don't come out of practice before this point. It's important to note that clinical attachments and observerships are not counted as medical practice and shouldn't be taken as such. Volunteer work may be acceptable if it can be supported by documented evidence. GMC allows a maximum gap of five weeks in a 12-month period for annual leave. GMC wouldn't consider a doctor who does not meet these minimum criteria as being able to supply sufficiently up to date evidence of their medical practice to support their application



Application to GMC for registration - checks will include:

- Primary medical qualification meets GMC acceptability criteria and after that candidates will need to have it independently verified.
- Sponsor (ELFT) will need to confirm candidate's sponsorship offer by completing a Sponsorship Registration Certificate (SRC) and sending this to GMC by email.
- International English Language Testing System (IELTS) OR Occupational English Test (OET) as per requirements.
- Passport.
- Send GMC a certificate of good standing from each medical regulatory authority candidate has been registered or licensed with in the last five years.
- Provide GMC details of all your medical and non-medical experience across the last five years.
- Declaring your fitness to practise by answering 10 questions about health and fitness to practice medicine.
- If candidate's application is successful, they must work in an approved practice setting. This is an organisation that will give you the supervision, support and training you need. It will also be able to identify and act on any concerns raised about fitness to practise and provide regulatory assurance. Candidates must work in an approved practice setting until the first time they revalidate.
- For every document that is not in English, candidates must send GMC a copy in the original language and a complete and accurate English translation.
- When candidates have submitted application to GMC, they'll email candidates a list of documents that GMC need to see. Candidates must send documents within 28 days of GMC email. Once GMC get candidate documents, they'll make a full assessment of application. They'll contact candidates if need more evidence or information to support your application.
- Candidates must complete a GMC identity check with them.

GMC Application Process can be found here:

<https://www.gmc-uk.org/registration-and-licensing/join-the-register/before-you-apply/how-to-register>



Contact Details

For more information and support, e-mail:
elft.internationalrecruitment@nhs.net

Index to Hyperlinks

Working for us at ELFT: <https://www.elft.nhs.uk/working-for-us>

LifeQI: <https://qi.elft.nhs.uk/resource/qi-life/>

Wellbeing resources: <https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.elft.nhs.uk%2Fsites%2Fdefault%2Ffiles%2F2022-03%2FThe%2520ELFT%2520wellbeing%2520support%2520resources%2520%2528V4%2529%2520-%252020220119.docx&wdOrigin=BROWSELINK>

ELFT Employee Wellbeing Wheel: <https://www.elft.nhs.uk/user/login?destination=/intranet/all-about-me/staff-wellbeing-benefits-discounts/wellbeing-resources-wellbeing-wheel>

BLMK Health Welfare: <https://work-learn-live-blmk.co.uk/health-welfare/hwb/>

Workplace Wellbeing: <https://elft.workplacewellbeing.com/>

guide to induction for IMGs recruited to the NHS: <https://www.e-lfh.org.uk/programmes/nhs-induction-programme-for-international-medical-graduates/>

supporting your MTI: https://www.rcpsych.ac.uk/docs/default-source/training/medical-training-initiative/rcpsych-mti---supporting-your-mti.pdf?sfvrsn=64054ce5_10

SAS Induction checklist: https://nhs-my.sharepoint.com/personal/aneeba_anwar_nhs_net/Documents/Documents/Med%20Ed/MTI/ELFT%20GMC%20Sponsorship/Draft%20ELFT%20Prospectus%20and%20JD%20for%20GMC%20Sponsorship/SAS%20Doctor%20Induction%20Checklist.pdf

Terms and Conditions of Service for Specialty Doctors (England) 2021: <https://www.nhsemployers.org/publications/terms-and-conditions-service-specialty-doctors-england-2021>

National Health Service Superannuation Regulations: <https://www.legislation.gov.uk/uksi/1957/788/made>
ECFMG fees: <https://www.ecfm.org/psv/fees.html>

GMC Registration fees: <https://www.gmc-uk.org/registration-and-licensing/managing-your-registration/fees-and-funding>

Tax-free childcare scheme: <https://www.gov.uk/tax-free-childcare>

Visa fees: <https://www.gov.uk/visa-fees>

bringing your partner and children: <https://www.gov.uk/government-authorised-exchange/your-partner-and-children>

Immigration Health Surcharge (IHS): <https://www.gov.uk/healthcare-immigration-application>