

## Initial Supervisor Meeting Checklist for new International Medical Graduate (IMG) Doctors

This checklist aims to support IMG doctors who are either newly arrived in the UK or have been working in the UK for less than 12 months. This Checklist should be used by the Educational Supervisor at their first meeting with the IMG trainee/locally employed doctor.

This checklist covers areas of specific needs of new IMGs, as per feedback from previous IMGs and experienced educational supervisors. It is expected that this checklist will act as a driver for new international doctors to engage in focused discussions with their educational supervisors, to build professional development plans and to undertake additional training to address their learning needs.

It is the responsibility of IMG doctor upload this checklist on their ePortfolio/appraisal platform

### IMG/ LED/SAS Leads:

- St George's: **Dr Dieudonne Birahinduka**
- Epsom and St Heliers: **Dr Mehdi Mirzazadeh/ Dr Dwynwen Roberts**

<b>Name of IMG/International Doctor</b>	
<b>Name of the Base Hospital</b>	
<b>Date of Starting Job</b>	
<b>Planned Date of Finishing Post / Last Date of Visa (if applicable)</b>	
<b>Name of Educational Supervisor</b>	
<b>Date of this Meeting</b>	
<b>Does the trainee need advice re any practical issues (housing, bank etc)?</b>	
<b>Welcoming &amp; Valuing IMG NHS Induction programme discussed including language &amp; communication induction</b>  <a href="#">Welcoming-and-Valuing-International-Medical- Graduates-A-guide-to-induction-for-IMGs-WEB.pdf</a>  <a href="#">Cultural communications Online course   BMJ Learning</a>	
<b>GMC's Welcome to UK Practice booked</b>	

<a href="#">Welcome to UK practice - information for doctors - GMC</a>	
<b>Local IMG Enhanced Induction booked</b>  <a href="#">IMG Enhanced Induction - St George's University Hospitals NHS Foundation Trust</a>	
<b>eLearning resources on eLfH.org.uk discussed</b>  <a href="#">NHS Induction Programme for International Medical Graduates - elearning for healthcare</a>  <a href="#">Induction Package for International Medical Graduates - Home   London</a>	
<b>Departmental Induction discussed / completed</b>	
<b>Trust's Mandatory Training discussed / completed &amp; access to learning hub</b>	
<b>Peer Buddy offered &amp; allocated (Name)</b>	
<b>AoMRC's MTI Starter Form completed (if applicable)</b>	
<b>Membership of medical defence organisation</b>	
<b>IMG handbook provided</b>  <a href="#">LED-SAS-IMG Doctors - St George's University Hospitals NHS Foundation Trust</a>	
<b>Previous Experience</b>	
<b>Does the trainee have any concerns about their work?</b>	
<b>Shadowing &amp; supernumerary period agreed followed by ES meeting</b>	
<b>Immediate supernumerary exposure required in which areas?</b>	
<b>Leave policy discussed (Study leave, special, annual etc.) &amp; how to book leaves</b>	
<b>Contract T&amp;C discussed inc. probation</b>	
<b>Wellbeing Resources (EHW) discussed</b>  <a href="#">Health &amp; Wellbeing for doctors - St George's University Hospitals NHS Foundation Trust</a>	
<b>Discussed work schedule, rota, on calls &amp; Exception reporting/ Guardian of safe working</b>	

<b>Royal College e-Portfolio, Work Based Placement Assessments &amp; appraisal portfolio access discussed</b>	
<b>CPD courses required immediately (Resuscitation etc.)</b>	
<b>Specialty examinations discussed</b>	
<b>MSF discussed (to be competed in first 3 months) and then 6-12 monthly</b>	
<b>Agreed discussing with ES re. any concerns/ SUI/HLI/complaints</b>	
<b>Annual Appraisal (ARCP like) meeting Provisional date agreed</b>  <b>Name of Appraiser given</b>	
<b>Career Intention</b>	
<b>Summary of agreed 2-year learning Objectives on completion of this post</b>	
<b>Agreed PDP</b>	
<b>Any other Comments by ES and/or Trainee</b>	

Trainee's Signature (upload document on ePortfolio) .....

Educational Supervisor's Signature ..... Date .....

Provisional date of next meeting .....

Please email a copy of this to [sasledingtutor@stgeorges.nhs.uk](mailto:sasledingtutor@stgeorges.nhs.uk)