



**GIG**  
CYMRU  
**NHS**  
WALES

Addysg a Gwella Iechyd  
Cymru (AaGIC)  
Health Education and  
Improvement Wales (HEIW)

# **CANLLAW ARFERION GORAU CYNEFINO**

***FERSIWN 2***  
**MAI 2025**

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## Datblygu Canllaw Arferion Gorau

Nod y canllaw hwn, a gynhyrchwyd gan Addysg a Gwella Iechyd Cymru, yw cefnogi eich tîm i ddarparu rhaglenni cynefino diogel ac effeithiol i feddygon newydd yn eich adran. Mae'n rhoi trosolwg o bwrpas cynefino, pwy sydd angen rhaglen gynefino, ystyriaethau ymarferol ar gyfer cyflwyno rhaglen gynefino, a rhestr wirio sy'n seiliedig ar amser i helpu i strwythuro prosesau cynefino. **Ar sail adborth, rydyn ni wedi diweddarau'r canllaw hwn i gynnwys cymorth ar gyfer pob haen o gynefino, gan gynnwys rhaglenni cynefino gan gyflogwyr, byrddau iechyd, ysbytai, adrannau a thimau. Rydyn ni hefyd wedi cynnwys canllawiau penodol ar gynefino Graddedigion Meddygol Rhyngwladol.**

Mae'r canllaw hwn yn seiliedig ar dystiolaeth a phrofiad o amrywiaeth o fethodolegau: adolygiad o'r llenyddiaeth gyfredol a gyhoeddwyd ar gyflwyno rhaglenni cynefino, nodi adrannau ag arferion da, edrych ar brofiad o ddarparu rhaglenni cynefino ledled Cymru, ac adborth hanfodol gan glinigwyr. Diolch i'r byrddau iechyd, yr ysbytai a'r adrannau hynny sydd wedi rhannu eu profiad o ddarparu rhaglenni cynefino â ni i lywio'r gwaith o greu'r canllaw hwn.

**Er bod y canllaw hwn wedi'i greu yng nghyd-destun meddygon dan hyfforddiant, mae'r egwyddorion cynefino a amlinellir yn y ddogfen yn berthnasol i unrhyw feddyg newydd sy'n dechrau mewn bwrdd iechyd, ysbyty, adran gofal eilaidd neu mewn Practis Cyffredinol newydd ac nid yw'n berthnasol i feddygon mewn rhaglenni hyfforddi gofal eilaidd yn unig.**

Diolch yn arbennig i'r unigolion hynny ledled Cymru sydd wedi rhannu eu profiadau o gyflwyno rhaglenni cynefino. Hebddyn nhw, ni fyddai'r canllaw hwn wedi bod yn bosibl.

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## Rhan 1: PWY, BETH A PHAM CYNEFINO

### Beth yw rhaglen gynefino a phwy sydd ei hangen?

- Mae rhaglen gynefino yn gyfle i fwrdd iechyd, ysbyty, adran neu bractis meddyg teulu groesawu meddygon newydd, eu helpu i ymgartrefu a gwneud yn siŵr bod ganddyn nhw'r wybodaeth a'r gefnogaeth i berfformio'n ddiogel ac yn effeithiol yn eu swydd newydd.
- Yn gyffredinol, mae'n rhaglen strwythuredig o weithgarwch sy'n rhoi cyflwyniad i fwrdd iechyd, ysbyty neu feddygfa meddyg teulu, yn ogystal â strwythurau sefydliadol allweddol, prosesau ac agweddau ar y swydd. Fodd bynnag, gellir ystyried y broses gynefino yn fwy na dim ond 'diwrnod un', mae'n gyfnod pontio i feddygon wneud yn siŵr eu bod yn teimlo'n hyderus a'u bod yn cael eu cefnogi i ymgymryd â'u swydd.
- Mae angen sesiwn gynefino ar bob gweithiwr newydd, gan gynnwys meddygon mewn rhaglenni hyfforddi, meddygon sy'n cael eu cyflogi'n lleol, a meddygon locwm.

### Pam mae cynefino yn bwysig?

Mae'n siŵr y byddwch yn gyfarwydd â'r syniad bod cynefino yn rhan bwysig o groesawu gweithwyr newydd i sefydliad. Fodd bynnag, mewn cyd-destun addysg a hyfforddiant meddygol, mae'n arbennig o bwysig. Mae proses gynefino ddiogel ac effeithiol:

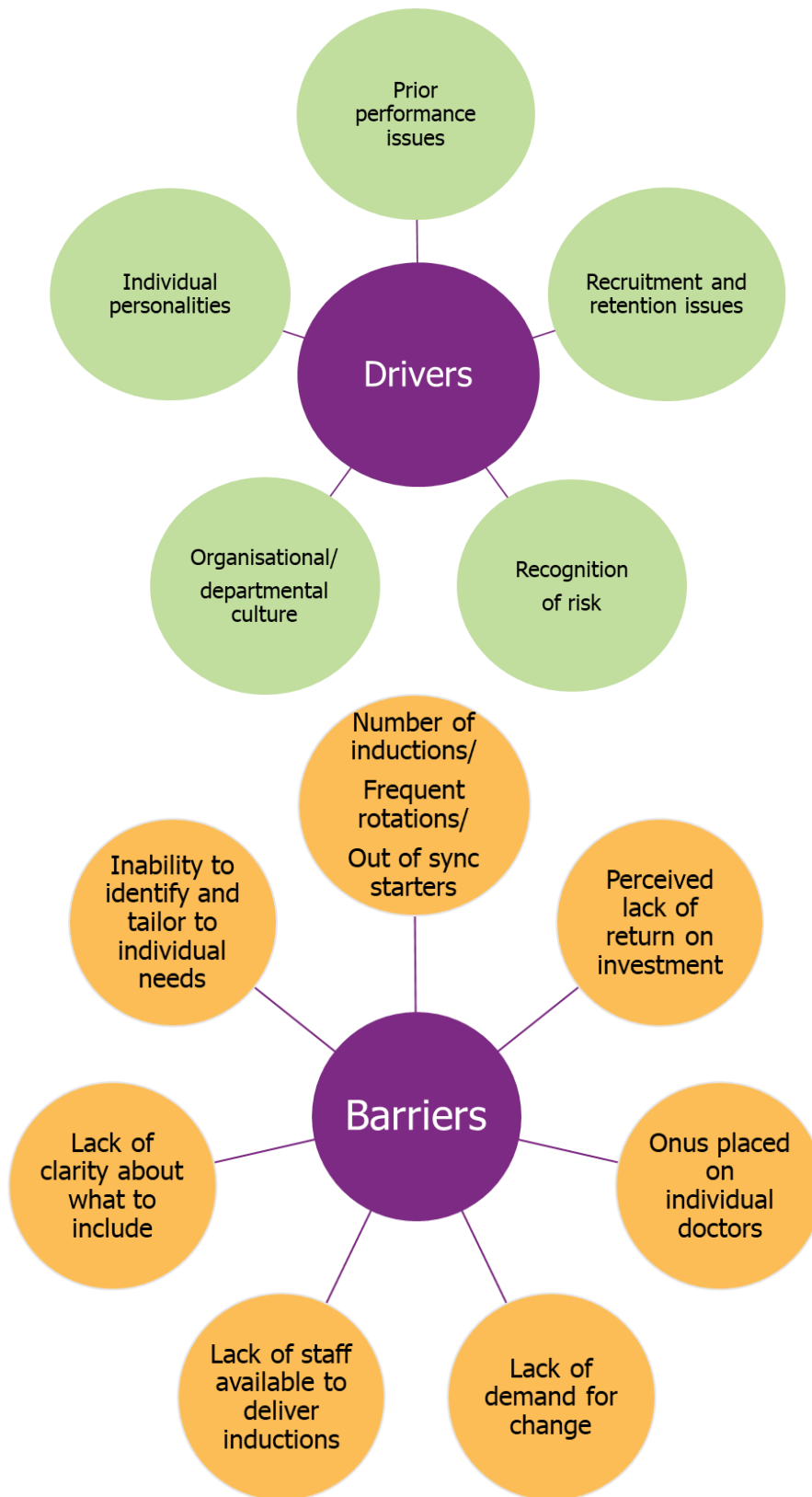
- Yn diogelu addysgwyr, gweithwyr, clinigwyr a'n cleifion.
- Yn gwneud yn siŵr bod gan feddygon bopeth sydd ei angen arnyh nhw i integreiddio i'r swydd yn effeithlon.
- Yn croesawu meddygon sy'n cylchdroi'n aml ac yn eu helpu i deimlo eu bod yn cael eu gwerthfawrogi, ac mae'n gwella eu profiad hyfforddi.
- Mae'n rhan annatod o wneud y gorau o'r amgylchedd dysgu a gweithio, i wneud yn siŵr bod clinigwyr yn cael eu cynnwys a'u cefnogi yn eu bywydau yn y gwaith er mwyn darparu'r gofal gorau i gleifion.

Mae sawl sbardun ar gyfer darparu rhaglen gynefino ddiogel ac effeithiol, sydd wedi cael eu harchwilio gan ymchwil genedlaethol a gomisiynwyd gan y Cyngor Meddygol Cyffredinol yn 2019-2020<sup>1</sup>. Nodwyd y prif ffactorau sy'n sbarduno ac yn rhwystro darparu rhaglen gynefino mewn adrannau (gweler Ffigur 1 a Ffigur 2).

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<sup>1</sup> Y Cyngor Meddygol Cyffredinol (2020). Understanding the Nature and Scale of the Issues Associated with Doctors' Induction (including those Returning to Practice). Ar gael yn: <https://www.gmc-uk.org/about/what-we-do-and-why/data-and-research/research-and-insight-archive/understanding-the-nature-and-scale-of-the-issues-associated-with-doctors-induction>

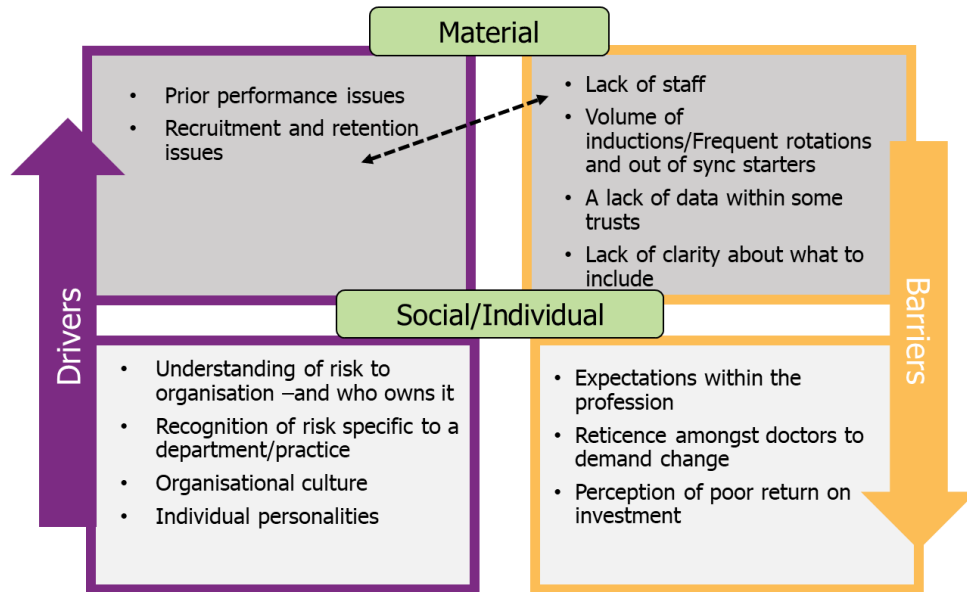




Figur 1: Sbardunau a rhwystrau darparu rhaglen gynefino ddiogel ac effeithiol i feddygon<sup>1</sup>.



**Material** factors – these can be described as those in the environment or wider world which constrain behaviours, including 'hard' infrastructures, technologies and regulations, as well as 'softer' influences such as time and resources



**Social/Individual** factors – these include an individual's values, attitudes and skills, as well as the calculations he/she makes before acting, including personal evaluation of costs and benefits. The social context includes the factors that exist beyond the individual in the social realm yet shape his or her behaviours –so called social norms

Ffigur 2: Sbardunau a rhwystrau yng nghyd-destun yr adnodd mewnwelediad i ymddygiad Unigol, Cymdeithasol a Materol<sup>1</sup>.

### Beth yw effeithiau posibl rhaglen gynefino wael?

Mae nifer o effeithiau sylweddol posibl o ddarparu rhaglenni cynefino gwael. Mae'r rhain wedi cael eu nodi gan ymchwil a gomisiynwyd gan y Cyngor Meddygol Cyffredinol<sup>1</sup>, gan gynnwys:

- **Yr effeithiau ar y meddyg**
  - Mwy o straen a phryder oherwydd nad yw'n teimlo'n barod
  - Aneffeithlonrwydd sefydliadol gan nad yw'r meddygon yn gyfarwydd â phrosesau lleol
  - Teimlo nad yw'n cael ei werthfawrogi gan y sefydliad
- **Yr effeithiau ar y claf**
  - Oedi yng ngofal cleifion oherwydd bod meddygon yn anghyfarwydd â pholisïau lleol
  - Ymarfer a allai fod yn anniogel ymysg meddygon nad ydynt yn gyfarwydd â gweithdrefnau uwchgyfeirio, gan gynnwys sut i ymateb i alwad frys
  - Gallai mwy o straen a phryder arwain at feddygon yn gwneud camgymeriad
- **Yr effeithiau ar y proffesiwn**
  - Gallai mwy o straen a phryder ymysg meddygon a theimlo nad ydyn nhw'n cael eu gwerthfawrogi arwain atyn nhw'n cwestiynu eu penderfyniad i ymarfer meddygaeth.

## Pam rydyn ni wedi creu'r Canllaw Arferion Gorau hwn?

- Mae Arolwg Hyfforddiant Cenedlaethol<sup>2</sup> y Cyngor Meddygol Cyffredinol wedi nodi'n gyson y gellid gwella prosesau cynefino mewn llawer o fyrddau iechyd yng Nghymru.
  - Mae ansawdd y rhaglenni cynefino adrannol sy'n cael eu darparu ledled Cymru yn amrywio'n sylweddol.
  - Bodlonrwydd hyfforddeion yn gyffredinol: Cymedr 76.2% (42.5% - 95.0%)<sup>2</sup>
- Mae'r Cyngor Meddygol Cyffredinol<sup>34</sup> a Chymdeithas Feddygol Prydain<sup>5</sup> yn cydnabod bod darparu rhaglenni cynefino o ansawdd uchel yn rhan greiddiol o sicrhau bod meddygon yn gallu gweithio'n ddiogel mewn gweithle newydd.
- Argymhellodd Thomson et al.<sup>6</sup> fod rhaglenni cynefino adrannol yn dilyn fformat safonol sy'n cynnwys lefel sylfaenol o fanylder; bod safon a chynnwys y rhaglenni cynefino'n cael eu monitro; a bod meddygon yn rhan o'r broses o benderfynu ar gynnwys y rhaglenni cynefino.
- Rydyn ni'n gobeithio bod y Canllaw Arferion Gorau hwn yn cynnig cyfoeth o wybodaeth i gefnogi byrddau iechyd, ysbytai ac adrannau i ddarparu rhaglen gynefino ddiogel ac effeithiol i feddygon newydd. Mae'n bwysig pwysleisio bod newidiadau i raglenni cynefino yn gofyn am amser a mewnbwn gan amrywiaeth o unigolion – mae'n broses sy'n newid, yn addasu ac yn datblygu dros amser i ddiwallu anghenion ymsefydlu meddygon newydd.

## Haenau Rhaglenni Cynefino: Beth ydyn nhw a beth maen nhw'n ei olygu i feddygon?

Mae meddygon yn ymgymryd ag amrywiaeth o raglenni cynefino ar wahanol 'lefelau' yn y sefydliad:

- 1. Rhaglen Gynefino Cyflogwyr (Partneriaeth Cydwasanaethau GIG Cymru)**
  - a. Mae hyn yn ymwneud yn benodol â Meddygon dan Hyfforddiant sy'n cael eu cyflogi gan eu Prif Gyflogwr, Partneriaeth Cydwasanaethau GIG Cymru.
  - b. Dylai gynnwys unrhyw hyfforddiant statudol a gorfodol a rhaglen gynefino sy'n gysylltiedig â chyflogaeth
  - c. Ar gyfer Meddygon sy'n cael eu Cyflogi'n Lleol, mae'r rhaglen gynefino yn cael ei ddarparu gan y bwrdd iechyd lleol sy'n eu cyflogi
- 2. Rhaglen Gynefino Bwrdd Iechyd**
  - a. Ar gyfer meddygon sy'n gweithio mewn unrhyw ysbyty yn y Bwrdd Iechyd
  - b. Dylai gynnwys unrhyw wybodaeth ar lefel bwrdd iechyd sy'n berthnasol i'r ysbytai ar draws nifer o safleoedd
- 3. Rhaglen Gynefino Ysbyty neu Bractis Meddyg Teulu**

<sup>2</sup> Y Cyngor Meddygol Cyffredinol (2023). Arolwg Hyfforddiant Cenedlaethol. Ar gael yn: <https://www.gmc-uk.org/education/how-we-quality-assure-medical-education-and-training/evidence-data-and-intelligence/national-training-surveys>

<sup>3</sup> Y Cyngor Meddygol Cyffredinol (dim dyddiad). Rhaglenni cynefino effeithiol mewn adrannau i feddygon dan hyfforddiant. Ar gael yn: <https://www.gmc-uk.org/education/hidden-documents/sharing-good-practice/effective-departmental-inductions-for-doctors-in-training>

<sup>4</sup> Y Cyngor Meddygol Cyffredinol (2015). Hyrwyddo Rhagoriaeth: Safonau Addysg a Hyfforddiant Meddygol. Ar gael yn: [https://www.gmc-uk.org/-/media/documents/promoting-excellence-standards-for-medical-education-and-training-2109\\_pdf-61939165.pdf](https://www.gmc-uk.org/-/media/documents/promoting-excellence-standards-for-medical-education-and-training-2109_pdf-61939165.pdf)

<sup>5</sup> Cymdeithas Feddygol Prydain (2021). Rhaglen gynefino i Feddygon Iau. Ar gael yn: <https://www.bma.org.uk/advice-and-support/career-progression/training/induction-for-junior-doctors>

<sup>6</sup> Thomson, H., Collins, J. a Baker, P. (2014) 'Effective Foundation trainee local inductions: Room for improvement?', The Clinical Teacher, 11(3), tt. 193–197.



- a. Ar gyfer meddygon sy'n gweithio mewn unrhyw adran mewn ysbyty neu bractis meddyg teulu penodol
- b. Dylai gynnwys unrhyw wybodaeth sy'n berthnasol i'r ysbyty neu'r practis meddyg teulu hwnnw

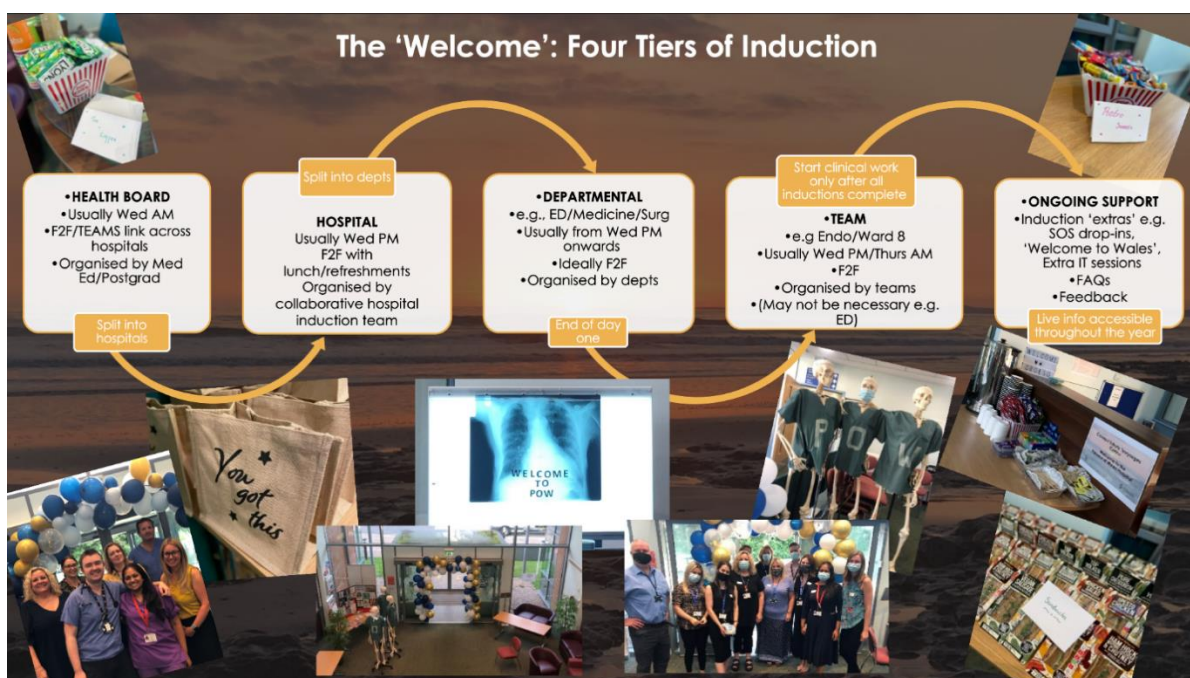
#### 4. Rhaglen Gynefino Adrannol

- a. Ar gyfer meddygon sy'n gweithio mewn adran benodol mewn ysbyty benodol
- b. Dylai gynnwys unrhyw wybodaeth sy'n berthnasol i'r adran honno

#### 5. Rhaglen Gynefino Tîm

- a. Ar gyfer meddygon sy'n gweithio mewn 'Tîmau' penodol mewn Adrannau
- b. Er enghraifft: Mae'r Adran Lawdriniaeth wedi'i rhannu'n 'Dimau' gwahanol - Llawdriniaeth y Llwybr Gastroberfeddol Uchaf, Llawdriniaeth y Llwybr Gastroberfeddol Isaf, Llawdriniaeth Fasgwlaidd, Wroleg, ENT ac ati
- c. Dylai gynnwys gwybodaeth sy'n ymwneud â gweithio yn yr Adran honno
- d. Efallai fod y meddygon yn perthyn i fwy nag un 'Tîm' ac felly bydd angen mwy nag un sesiwn gynefino 'Tîm'.
  - i. Mae hyn yn arbennig o berthnasol i'r meddygon hynny sy'n cyfrannu at draws-gyflenwi y tu allan i oriau o fewn nifer o arbenigeddau, neu'r rhai sy'n cyfrannu at rotas arbenigedd aciwt, fel y rota Meddygaeth Acíwt.

Er enghraifft, yn Ysbyty Tywysoges Cymru, Pen-y-bont ar Ogwr (rhan o BIP Cwm Taf Morgannwg), defnyddir y system 'haenau' i ddisgrifio'r gwahanol lefelau o raglenni cynefino y mae meddygon yn cymryd rhan ynddyn nhw. Drwy ddisgrifio pob haen gynefino'n benodol, mae'n glir i bawb dan sylw (gan gynnwys meddygon sy'n cymryd rhan yn y rhaglen gynefino) beth sy'n ddisgwyliedig ar bob lefel, ac yn bwysig, pwy sy'n gyfrifol am gynllunio, trefnu a chyflwyno pob haen gynefino. Gweler Ffigur 3 am fanylion.



Ffigur 3: Organisation of levels of induction delivered for doctors at Princess of Wales Hospital, CTM UHB. Rhennir gyda chaniatâd yr awdur Dr Madhumadhi Kannan, Ymgynghorydd mewn Meddygaeth Acíwt.

Mae'n bwysig cydnabod bod gofynion cynefino gwahanol ar bob 'lefel' neu 'haen'. Mae'n hanfodol bod unigolion sy'n trefnu gwahanol 'lefelau' neu 'haenau' y rhaglen gynefino yn gweithio gyda'i gilydd i wneud yn siŵr bod gan feddygon amser i gymryd rhan ym MHOB agwedd ar y rhaglen gynefino.



## RHAN 2: PARATOI AC ATEBOLRWYDD

### Cynnal Cyfrifoldeb ac Atebolrwydd

- Rydyn ni'n cydnabod ei bod hi'n her darparu rhaglen gynefino ddiogel ac effeithiol ar bob 'haen'. Mae'n bwysig cydnabod a dynodi rolau a chyfrifoldebau i'r rheini sy'n cynllunio, trefnu a darparu rhaglenni cynefino.
- Ym mhob 'haen', rydyn ni'n argymhell bod 'Arweinydd Cynefino' a 'Tîm Cynefino' yn cael eu creu sy'n ysgwyddo'r cyfrifoldeb cyffredinol dros gyflwyno'r 'haen' cynefino. Dylai'r unigolion hyn fod yn weladwy i'r rhai sy'n rhan o 'haenau' eraill, a dylen nhw weithio gyda'i gilydd i wneud yn siŵr bod meddygon yn gallu cymryd rhan ym mhob 'haen' o'r rhaglen gynefino. Er y gall un unigolyn fod yn ddefnyddiol, mae sefydlu tîm yn fwy cynaliadwy ar gyfer parhad. Nid oes angen i'r rheini mewn rolau arwain sy'n ymwneud â chynefino fod yn unigolion sydd eisoes yn gweithio mewn rolau a enwir, ee Dirprwy Gyfarwyddwyr Meddygol neu Arweinwyr Cyfadran. Gall unrhyw un sydd ag angerdd a brwdfrydedd dros ddarparu rhaglenni cynefino diogel ac effeithiol fod yn Arweinydd perffaith.
- **Ar lefel bwrdd iechyd:**
  - Fel arfer, mae rhaglen gynefino Bwrdd Iechyd yn cynnwys meddygon sy'n gweithio ar draws sawl safle mewn ardal ddaearyddol. Drwy gael unigolyn sy'n cadw golwg ar y safleoedd lluosog, gall gysylltu â'r rheini sy'n darparu rhaglenni cynefino mewn ysbytai ac adrannau i sicrhau rhaglenni gweithgarwch ategol.
  - Dyma unigolion a allai fod yn Arweinwyr addas Rhaglenni Cynefino Bwrdd Iechyd: Cyfarwyddwr Meddygol Cysylltiol dros Addysg (neu Ddirprwy), Arweinydd Cyfadran, Rheolwr Addysg Feddygol, neu unrhyw unigolyn arall sydd â rhywfaint o oruchwyliaeth dros y safleoedd lluosog.
- **Ar lefel ysbyty:**
  - Mae hyn fel arfer yn cynnwys meddygon sy'n gweithio ar draws nifer o adrannau ond sydd wedi'u lleoli yn yr un ysbyty.
  - Dyma unigolion a allai fod yn Arweinydd addas Rhaglenni Cynefino Ysbyty: Arweinydd Cyfadran, Rheolwr Addysg Feddygol, neu unrhyw unigolyn arall sydd â chysylltiadau da â'r Adran Addysg Feddygol i Raddedigion, ac sy'n gallu cysylltu â 'haenau' eraill y broses gynefino.
- **Ar lefel adrannau:**
  - Mae unigolion a allai fod yn Arweinydd addas Rhaglenni Cynefino Adrannol addas yn cynnwys unrhyw un sy'n frwd dros gynefino. Nid oes angen iddo fod yn Ymgynghorydd yn benodol; mae'n bosibl y bydd Uwch Feddygon nad ydynt yn ymgynghorwyr neu aelodau eraill o dîm yr adran yn ymgeisydd addas i oruchwyllo rhaglen gynefino'r adran.
  - Os nad oes rôl 'Arweinydd Cynefino' yn cael ei chreu, mae'r Cyfarwyddwr Clinigol yn gyfrifol.
  - Mae tîm cynefino adran yn debygol o gynnwys meddygon dan hyfforddiant, uwch glinigwyr, cydlynwyr rota, rheolwyr adrannau, Arweinwyr Clinigol/Cyfarwyddwyr Clinigol, Tiwtoriaid Coleg, staff gweinyddol perthnasol, Staff AD/Meddygol, unrhyw aelodau eraill o'r adran sy'n dangos cymhelliant i ddarparu'r rhaglen gynefino, a'r Arweinydd Cynefino.
- Mae atebolrwydd clir wrth ddyrannu rolau a chyfrifoldebau yn hanfodol i wneud yn siŵr bod y rhaglen gynefino'n cael ei chyflwyno'n effeithiol ym mhob 'haen'. Mae hefyd yn caniatáu hunan-amserlennu 3-6 mis ymlaen llaw i wneud yn siŵr bod ymrwymadau clinigol yn cael eu canslo, ee clinigau neu restrau gweithredu ar gyfer y rheini sy'n ymwneud â darparu'r rhaglen gynefino.



## Gofynion Llywodraethu Clinigol

- Mae'r holl wybodaeth am gynefino yn amodol ar ofynion llywodraethu clinigol, gan ei fod yn rhan greiddiol o gynnal gofal diogel i gleifion.
- Mae cronfa ddata o adnoddau cynefino a rennir, gan gynnwys achosion efelychu, PowerPoint, rhestrau gwirio ac ati, yn sicrhau cysondeb, yn lleihau baich gwaith, ac yn caniatáu adolygu a diweddarau gyda fersiynau blaenorol a archifwyd ar gyfer gofynion llywodraethu clinigol.

## Diwallu Anghenion Grwpiau Penodol

- Ystyriwch a oes angen gwahanol raglenni cynefino ar gyfer gwahanol grwpiau o feddygon sy'n cylchdroi ar yr un pryd, ee FY2 yn erbyn ST6.
- Rhaid i unigolion ar draws pob 'haen' o'r rhaglen gynefino weithio gyda chydlynwyr rota adrannau i wneud yn siŵr bod pob gweithiwr newydd yn gallu cymryd rhan yn y rhaglen gynefino, a bod ymrwymadau clinigol yn cael eu cwmpasu gan aelodau eraill o'r tîm clinigol.
- Ystyriwch sesiynau cynefino penodol ar gyfer meddygon ag anghenion ychwanegol. Mae enghreifftiau o'r grwpiau hyn yn cynnwys meddygon sy'n dychwelyd i ymarfer clinigol, meddygon sy'n newydd i Gymru, Graddedigion Meddygol Rhyngwladol newydd, yn ogystal â grwpiau eraill sydd ag anghenion ychwanegol. Efallai y bydd angen cymorth ychwanegol ar y meddygon hyn, yn ogystal â'r hyn sydd eisoes yn cael ei ddarparu fel rhan o'r rhaglen gynefino arferol. Mae'r adnoddau y cyfeirir atyn nhw ar gael ar ddiwedd y canllaw hwn i'ch helpu i gefnogi'r grwpiau penodol hyn o feddygon.

## Dechreuwyr Anghydamserol

- Rhaid i Arweinwyr Cynefino ar y cyd â'r adran Adnoddau Dynol ystyried cynefino dechreuwyr newydd anghydamserol.
- Gall dulliau anghydamserol fod yn ddefnyddiol i ddarparu cynnwys sydd ar gael drwy'r amser.
- Rhaid cael opsiynau eraill i feddygon nad ydyn nhw'n gallu dechrau ar y dyddiadau penodol hynny, a bod system ar waith i wneud yn siŵr eu bod yn cael rhaglen gynefino deg.
  - Mae angen i rywun fod yn gyfrifol am gynefino, gwybod pryd mae staff newydd yn cyrraedd, a gwneud yn siŵr bod rhywun yn cael ei neilltuo i gwrdd â nhw ar eu diwrnod cyntaf i gynnal sesiwn gynefino gyda nhw.

## Meddygon sy'n dechrau ar shifftiau y tu allan i oriau

- Ni ddylid rhoi staff newydd ar y rota i fod yn gweithio'n glinigol nes eu bod wedi cymryd rhan mewn rhaglen gynefino (pob haen, nid dim ond cyfnod cynefino'r adran), yn enwedig y rheini y disgwylir iddyn nhw weithio shifftiau y tu allan i oriau arferol.
- Rhaid ystyried sut gall y rhai sydd eisoes yn gweithio yn yr adran roi sylw i'w hymrwymadau clinigol er mwyn gwneud yn siŵr bod staff newydd yn gallu cymryd rhan yn y rhaglen gynefino.
- Os nad oes dewis arall, rhaid ystyried sut mae darparu sesiwn gynefino, a pha gymorth ychwanegol y gallai fod angen ei ddarparu ar gyfer eu shifftiau cychwynnol (er enghraifft, gweithio gyda chyfaill, neu hyfforddiant yn y gwaith).



## Graddedigion Meddygol Rhyngwladol

Bob blwyddyn, mae nifer sylweddol o Raddedigion Meddygol Rhyngwladol (IMGs) yn dechrau gweithio yn GIG Cymru. Mae'r grŵp hwn yn cynnwys meddygon sydd wedi ennill cymhwyster meddygol sylfaenol y tu allan i'r DU, a gallan nhw fod o unrhyw ran o'r byd, gan gynnwys Gwledydd yr Ardal Economaidd Ewropeaidd (AEE). Mae llawer o'r meddygon hyn yn newydd i ymarfer yn y DU, ac yn debygol o fod yn anghyfarwydd â strwythur y GIG, a rolau a chyfrifoldebau o ddydd i ddydd meddyg a gweithwyr iechyd proffesiynol eraill sy'n gweithio yn y GIG. Gall hyn arwain at nifer o risgiau cynyddol, gan gynnwys risg uwch o gamgyfathrebu a gwallau clinigol, ac arwain yn y pen draw at adroddiadau digwyddiadau, cwynion a gweithdrefnau disgyblu. Mae'n hanfodol bod Graddedigion Meddygol Rhyngwladol yn cael eu croesawu i'w rôl newydd yn y GIG a'u bod yn cael eu cefnogi wrth bontio i ymarfer yn y DU i ymgartrefu'n gyflym, integreiddio i'w tîm clinigol, a darparu gofal clinigol rhagorol.

Mae cyrhaeddiad gwahaniaethol ar lefel ôl-raddedig yn ffenomen sy'n cael ei chydabod yn y DU, ac mae'n bodoli rhwng graddedigion y DU a graddedigion meddygol rhyngwladol, yn ogystal â grwpiau meddygon eraill. Mae'n disgrifio'r bwlch mewn perfformiad proffesiynol rhwng gwahanol grwpiau o feddygon ac fe'i gwelir ar lefelau israddedig ac ôl-raddedig mewn addysg feddygol<sup>7</sup>. Mae sawl ffactor sy'n cyfrannu, gan gynnwys rhagfarn yn effeithio ar y berthynas ag uwch swyddogion, parodrwydd i ofyn am gymorth, bod yn anghyfarwydd â system gofal iechyd y DU, bod yn anghyfarwydd â diwylliant y DU, ynysu oddi wrth systemau cymorth yn arwain at fwy o bryder, straen neu orweithio<sup>8</sup>.

Mae sawl agwedd ar fynd i'r afael â chyrhaeddiad gwahaniaethol ar lefel ôl-raddedig. Mae'r Cyngor Meddygol Cyffredinol wedi cydnabod bod angen cefnogi Graddedigion Meddygol Rhyngwladol drwy gyflawni amrywiaeth o welliannau ar draws y system iechyd, gan gynnwys argymhellion penodol bod yn rhaid i'r Graddedigion hyn gael rhaglen gynefino estynedig cyn gwneud unrhyw waith clinigol<sup>9</sup>. Argymhellir yn gryf bod byrddau iechyd yn ystyried pa gymorth ffurfiol y gellir ei gynnig i helpu Graddedigion Meddygol Rhyngwladol yn y cyfnod pontio hwn. Gall hyn fod ar lefel bwrdd iechyd, ysbyty/practis meddyg teulu, adran neu dîm a gall gynnwys sawl agwedd ar weithio yn y GIG a byw yng Nghymru.

### *Cefnogi'r broses o bontio i fyw yng Nghymru*

Mae llawer o agweddau ar fywyd bob dydd (yn yr amgylchedd gwaith a'r tu allan iddo) y gall graddedigion yn y DU eu cymryd yn ganiataol, a gall hynny achosi pwysau a straen ychwanegol ar Raddedigion Meddygol Rhyngwladol sy'n newydd i'r GIG. Gall hyn fod yn gysylltiedig â dealltwriaeth o'r amgylchedd gwaith, rolau a chyfrifoldebau, neu efallai i fywyd y tu allan i'r gwaith wrth iddyn nhw setlo i fywyd mewn gwlad newydd.

Mae nifer o ffactorau i'w hystyried wrth gynllunio sut gallwn gefnogi'r newid i fywyd yng Nghymru, a gellir rhannu'r rhain yn fras i safbwynt 'gwaith' a safbwynt 'bywyd'. Mae'n debygol y bydd angen dull gweithredu amrywiol i gefnogi trawsnewidiadau gwaith a bywyd.

<sup>7</sup> Y Cyngor Meddygol Cyffredinol (dim dyddiad). Mynd i'r afael â chyrhaeddiad gwahaniaethol. Ar gael yn: <https://www.gmc-uk.org/education/standards-guidance-and-curricula/guidance/tackling-differential-attainment>

<sup>8</sup> Woolf, K. et al. (2016) 'Perceived causes of differential attainment in UK postgraduate medical training: A national qualitative study', *BMJ Open*, 6(11).

<sup>9</sup> Y Cyngor Meddygol Cyffredinol (2024). Cydraddoldeb, amrywiaeth a chynhwysiant: Targedau, cynnydd a blaenoriaethau ar gyfer 2024. Ar gael yn: [https://www.gmc-uk.org/-/media/documents/equality-diversity-and-inclusion---targets-progress-and-priorities-for-2024\\_pdf-108776261.pdf](https://www.gmc-uk.org/-/media/documents/equality-diversity-and-inclusion---targets-progress-and-priorities-for-2024_pdf-108776261.pdf)



Yn ddiweddar, mae Coleg Brenhinol y Meddygon (RCP) wedi nodi argymhellion penodol o ran cynefino ar gyfer Graddedigion Meddygol Rhyngwladol<sup>10</sup>. Maen nhw'n argymhell nifer o ymyriadau i gefnogi'r broses bontio, yn cynnwys:

- Pecyn cynefino pwrpasol sy'n cynnwys cyfnod cysgodi/ychwanegol o 4 wythnos o leiaf
- Ymgyfarwyddo â'r ardal leol, gan gynnwys cofrestru â meddyg teulu, sefydlu cyfrif banc, trafndiaeth gyhoeddus, llety, gofal plant ac ati.
- Goruchwyliaeth reolaidd gan oruchwylwyr hyfforddedig sydd wedi cael arweiniad ychwanegol ar sut i gefnogi Graddedigion Meddygol Rhyngwladol.
- Ystyried rhwydweithiau cefnogi cyfoedion.
- Ystyried hyfforddiant ychwanegol mewn pynciau penodol fel cyfathrebu, efelychu, ffactorau dynol neu foeseg y GIG, ymysg eraill.
- Arweinydd enwebedig i gynefino a chefnogi Graddedigion Meddygol Rhyngwladol.

Mae rhaglenni cynefino gwell eisoes yn cael eu darparu i Raddedigion Meddygol Rhyngwladol sy'n newydd i'r DU, gan gynnwys rhaglenni lleol, rhanbarthol a chenedlaethol. Mae Partneriaeth Cydwasaethau GIG Cymru yn rhannu llawlyfr i Raddedigion Meddygol Rhyngwladol fel rhan o'r broses cyn cyflogi (gweler Atodiad 4 i gael copi o'r llawlyfr hwn). Mae gweithgareddau ledled y DU hefyd, fel y Cwrs 'Croeso i Ymarfer yn y DU' a ddarperir gan y Cyngor Meddygol Cyffredinol. Ymddengys bod ymyriadau cynnar a rhaglenni cynefino cynhwysfawr yn effeithio'n gadarnhaol ar hyder a pharodrwydd ar gyfer gwaith drwy dargedu amrywiaeth o agweddau ar fywyd gwaith<sup>11,12,13,14</sup>. Mae Graddedigion Meddygol Rhyngwladol hefyd yn credu bod cymorth ar gyfer bywyd o ddydd i ddydd yn rhan bwysig o'r broses gynefino; roedd llety, siopau a bwytai, cyfleustodau, mynediad at ofal iechyd/meddygon teulu, cyfrifon banc, treth a thrafnidiaeth yn cael eu hystyried yn bwysig iawn mewn arolwg<sup>15</sup>.

#### *Cynllunio rhaglen gynefino uwch ar gyfer Graddedigion Meddygol Rhyngwladol: Agweddau i'w hystyried*

- Efallai y bydd angen **cyfnod cysgodi hirach** neu gynnydd graddol mewn cyfrifoldeb ar gyfer rhai Graddedigion Meddygol Rhyngwladol sy'n newydd i'r GIG. Er enghraifft, gwneud yn siŵr eu bod yn gyfforddus gyda'r swydd 'yn ystod y dydd' cyn dechrau shifftiau y tu allan i oriau arferol lle gallai fod ganddyn nhw lai o gefnogaeth gan uwch aelodau'r tîm. Drwy ddarparu'r cymorth ychwanegol hwn yn y camau cynnar, gall Graddedigion Meddygol Rhyngwladol ymgyfarwyddo â'r amgylchedd gwaith newydd a gall eu galluogi i weithio'n effeithiol, yn effeithlon ac yn ddiogel i ddarparu gofal rhagorol i gleifion.
- Darparu **gwybodaeth am weithio yn y GIG:**

<sup>10</sup> Coleg Brenhinol y Meddygon (2024). Cymorth addysgol a gyrfaol i feddygon a gyflogir yn lleol (LEDs) a graddedigion meddygol rhyngwladol (IMGs). Ar gael yn:

<https://www.rcp.ac.uk/media/05yhev5b/educational-and-career-support-for-leds-and-imgs.pdf>

<sup>11</sup> Kehoe, A. et al. (2016) 'Supporting International Medical Graduates' transition to their host-country: Realist synthesis', *Medical Education*, 50(10), tt. 1015–1032.

<sup>12</sup> Gambhir, N., Gangadharan, A. a Pope, L. (2024) 'Knowing me, knowing you: Evaluation of the impact of trainer involvement at an Enhanced Induction Programme for International Medical Graduates (imgs)', *Education for Primary Care*, 35(1–2), tt. 46–51.

<sup>13</sup> Moghrabi, S., Roy, S. a Matras, B. (2024) 'Evaluation of the extended induction programme for International Medical Graduate Core Psychiatry trainees in CNWL', *BJPsych Open*, 10(S1).

<sup>14</sup> Lineberry, M. et al. (2015) 'Educational interventions for international medical graduates: A review and agenda', *Medical Education*, 49(9), tt. 863–879.

<sup>15</sup> Y Cyngor Meddygol Cyffredinol (2022). Croesawu a Gwerthfawrogi Graddedigion Meddygol Rhyngwladol: Gwerthuso cynllun peilot y rhaglen arwain cynefino. Ar gael yn: <https://docs.google.com/document/d/1298N-7ua-JMZffeo2CD2woMGvksi-hCi/edit>



- Strwythur y GIG, GIG Cymru a'r Bwrdd Iechyd
- Gofynion proffesiynol meddyg sy'n gweithio yn y DU gan gynnwys rheolau cyflogaeth y GIG, arfarniad, rheoliadau'r Cyngor Meddygol Cyffredinol, gofynion indemniad meddygol
- Llywodraethu clinigol, diogelwch cleifion, gwella ansawdd ac archwilio
- Hierarchaeth a rolau Meddygol y DU yn y Tîm Amlddisgyblaethol
- Cynllunio gyrfa (yn cynnwys rolau hyfforddi a rolau sydd ddim yn ymwneud â hyfforddi)
- Gwahaniaethau diwylliannol yn arferion y DU a'r iaith gyffredin a ddefnyddir gan gleifion yn yr ardal/gymuned leol. Cofiwch fod llawer o dafodieithoedd rhanbarthol a gwahanol derminoleg yn cael eu defnyddio ar draws y DU, ac mae hyn yn rhywbeth y gallai llawer o Raddedigion Meddygol Rhyngwladol fod yn anghyfarwydd ag ef. Gall darparu rhywfaint o arweiniad ar gyfer deall tafodieithoedd neu ymadroddion lleol fod yn ddefnyddiol i hwyluso cyfathrebu
- Cadernid personol a phroffesiynol
- Technegau asesu cyffredin yn y DU, ee Asesiadau yn y Gweithle ac Arholiadau Clinigol Gwrthrychol Strwythuredig (OSCEs)
- Rhwydweithiau cynnal
- Darparu gwybodaeth am **fyw yn y DU**
  - Cyflwyniad i'r ardal leol
  - Canllawiau ar agweddau craidd ar fyw mewn gwlad newydd, ee sut i ddod o hyd i lety, sut i gofrestru plant mewn ysgolion, sut i agor cyfrif banc, opsiynau trafndiaeth gyhoeddus, sut i drefnu cyfleustodau, ac ati.
  - Gofynion fisa
  - Grwpiau cymunedol lleol, manau addoli, siopau neu fwytai lleol
  - Rhwydweithiau cymorth
- Gall **mentora gan gymheiriaid neu gynllun cyfeillio** helpu i gefnogi Graddedigion Meddygol Rhyngwladol newydd a bod yn bwynt cyswllt i staff newydd. Mae cynlluniau mentora gan gymheiriaid ar gyfer Graddedigion Meddygol Rhyngwladol wedi bod yn cael eu cynnal mewn nifer o ysbytai ledled Cymru gyda llwyddiant mawr i helpu i gefnogi'r broses o bontio i fywyd yn y DU.
- Mae adnoddau a digwyddiadau allanol ar gael hefyd i gefnogi Graddedigion Meddygol Rhyngwladol newydd y gallwch gyfeirio atyn nhw yn ystod sesiwn gynefino:
  - Cwrs Ymarferol Croeso i'r DU y Cyngor Meddygol Cyffredinol: <https://www.gmc-uk.org/about/what-we-do-and-why/learning-and-support/workshops-for-doctors/welcome-to-uk-practice>
  - e-Ddysgu Addysg Iechyd ar gyfer modiwl cynefino Graddedigion Meddygol Cyffredinol 'Gweithio yn y GIG': <https://portal.e-lfh.org.uk/Component/Details/640489> -
  - Cymdeithas Feddygol Prydain: <https://www.bma.org.uk/advice-and-support/international-doctors>
  - Gwefan Road to UK: <https://roadtoku.com/>



## Enghreifftiau o Gymorth Cynefino Graddedigion Meddygol Rhyngwladol ledled Cymru: Rhannu Arferion Gorau

Mae llawer o arferion rhagorol eisoes ar waith ledled Cymru wrth gynefino Graddedigion Meddygol Rhyngwladol, gan gynnwys rhaglenni cynefino estynedig a llawlyfrau. Gobeithio bod hyn yn rhoi rhywfaint o syniad ac ysbrydoliaeth ar gyfer darparu sesiynau cynefino teg i Raddedigion Meddygol Rhyngwladol yn eich sefydliad chi.

**Noder bod yr holl llawlyfrau a ddarperir yn yr atodiadau yn cael eu rhoi fel enghreifftiau o Lawlyfr Cynefino Graddedigion Meddygol Rhyngwladol i gefnogi Byrddau Iechyd wrth gyflwyno Sesiynau Cynefino ledled Cymru. Rhaid eu gweld yng nghyd-destun y Canllaw Arferion Gorau Cynefino hwn. Maen nhw wedi cael eu cynhyrchu gan y bwrdd iechyd a enwir ac nid yw AaGIC yn gyfrifol am gywirdeb y cynnwys. Mae'r llawlyfrau enghreifftiol yn gyfredol o fis Tachwedd 2024 ymlaen.**

### BIP Aneurin Bevan

Mae Bwrdd Iechyd Prifysgol Aneurin Bevan wedi cynhyrchu llawlyfr 'Croeso i Fwrdd Iechyd Prifysgol Aneurin Bevan' ar gyfer Graddedigion Meddygol Rhyngwladol, gyda llawer o wybodaeth ddefnyddiol am weithio a byw yng Nghymru. Mae ar gael yn Atodiad 3.

Maen nhw hefyd yn cynnal digwyddiad cynefino estynedig ar gyfer Graddedigion Meddygol Rhyngwladol i gefnogi gweithwyr newydd.

### BIP Hywel Dda

Ym Mwrdd Iechyd Prifysgol Hywel Dda, cyflwynwyd rhaglen gynefino estynedig ar gyfer meddygon y Rhaglen Sylfaen am y tro cyntaf yn 2023. Roedd hyn yn cynnwys 3 diwrnod ychwanegol o gynefino wedi'i gynllunio'n benodol ar gyfer Graddedigion Meddygol Rhyngwladol, er bod pawb newydd ym Mlwyddyn Sylfaen 1 wedi cael eu gwahodd i fod yn bresennol. Roedd hyn yn cynnwys amrywiaeth o sesiynau sgiliau clinigol, efelychiadau a hyd yn oed taith o amgylch yr ardal leol.

Cafodd ei dderbyn yn dda iawn gan Raddedigion Meddygol Rhyngwladol a FY1 sy'n newydd i'r ardal leol. Mae wedi cael ei ddatblygu ymhellach ar sail adborth ac mae wedi cael ei ddarparu eto i garfan mis Awst 2024.

### BIP Bae Abertawe

Yn ddiweddar, mae Bwrdd Iechyd Prifysgol Bae Abertawe wedi datblygu rhaglen gynefino ar gyfer Graddedigion Meddygol Rhyngwladol i gynnwys sesiynau penodol a gyflwynir gan y Bwrdd Iechyd a gan y Cyngor Meddygol Cyffredinol.

Maen nhw wedi cynhyrchu Llawlyfrau a ddosbarthwyd i'r holl Raddedigion Meddygol Rhyngwladol newydd. Mae'r rhain yn cynnwys gwybodaeth am fywyd yng Nghymru, a disgrifiad manwl o strwythur y GIG, gan gynnwys rolau cyffredin, cyfrifoldebau allweddol a hierarchaethau. Mae ar gael yn Atodiad 3.

### BIP Cwm Taf Morgannwg

Yn BIP Cwm Taf Morgannwg, cynhelir sesiwn 'Croeso i Gymru' ar gyfer pob meddyg sy'n newydd i GIG Cymru (gan gynnwys Graddedigion Meddygol Rhyngwladol a graddedigion y DU nad ydyn nhw wedi gweithio yng Nghymru o'r blaen) fel rhan o'r rhaglen gynefino. Efallai y byddwch am ystyried 'Cyflwyniad i GIG Cymru' ar gyfer unigolion sy'n dechrau eu swydd gyntaf yng Nghymru (Graddedigion Meddygol Rhyngwladol neu raddedigion meddygol nad ydyn nhw'n rhyngwladol).

Mae llawer o wahaniaethau rhwng GIG Lloegr, GIG yr Alban a GIG Cymru, a gall meddygon sydd wedi gweithio mewn rhannau eraill o'r DU elwa o gyflwyniad i'r ffordd y mae pethau'n gweithio yn GIG Cymru.



## **RHAN 3: DYLUNIO A CHYFLWYNO RHAGLEN GYNEFINO**

### **Dulliau Cyflwyno Rhaglen Gynefino**

- Yn aml, gall sesiwn gynefino gynnwys llawer iawn o wybodaeth – gall cydbwysedd rhwng darpariaeth gydamserol wyneb-yn-wyneb a darpariaeth anghydamserol ar-lein helpu i atal hyn.
- Gall cymysgedd o ddulliau fod yn ddefnyddiol ym mhob haen o'r broses gynefino. Drwy weithio gyda'r unigolion sy'n gyfrifol am ddarparu'r gwahanol haenau o raglen gynefino, gellir cael cydbwysedd sy'n addas i anghenion y bwrdd iechyd, yr ysbty, yr adran a'r timau clinigol, a'r meddygon sy'n cymryd rhan yn y rhaglen gynefino.

### **Darpariaeth Anghydamserol**

- Manteision – yn ddefnyddiol ar gyfer gwybodaeth nad yw'n newid llawer dros amser; gellir ei hailddefnyddio sawl gwaith ar gyfer gwahanol raglenni cynefino; mae'n osgoi ailadrodd ar gyfer unigolion sy'n cyflwyno'r rhaglen gynefino; mae'n cynnig banc adnoddau ar gyfer dechreuwyr anghydamserol, a gellir ailedrych arni os bydd angen yn nes ymlaen.
- Dylai'r rhain fod mewn fformat sy'n hygyrch i feddygon gartref ac yn eu gweithle (ee nid ar YouTube os nad yw ar gael ar gyfrifiaduron yr ysbty).
- Ystyriwch yr angen am sesiwn adrodd yn ôl / sesiwn holi ac ateb fyw ar gyfer unrhyw weithgaredd anghydamserol.
- Mae angen ystyried pryd y dylid rhoi mynediad at ddeunydd anghydamserol.
  - Ni ddylid disgwyl i feddygon gael mynediad at y rhain cyn eu diwrnod cyntaf. Dylid neilltuo amser i gwblhau hyn o fewn oriau gwaith.
- Syniadau Cyflawni:
  - Fideos byr mewn llyfrgell fach
  - Modiwlau e-ddysgu
  - Llawlyfr / gwefan ryngweithiol ar-lein gyda gwybodaeth allweddol
  - Llwyfan rhannu addysg ddigidol, ee Padlet

### **Darpariaeth Gyamserol**

- Manteision – cyfle i gyfarfod a chyfarfarch, rhwydweithio a sesiwn holi ac ateb fyw; yn ddefnyddiol ar gyfer gwybodaeth sy'n newid rhwng rhaglenni cynefino; gellir ei theilwra ar gyfer pob grŵp o feddygon, ee cynefino FY yn erbyn cylchdroi hyfforddeion uwch.
- Efallai y bydd angen i chi ystyried sut i gyflwyno unrhyw sesiynau wyneb yn wyneb dros sawl safle os oes gweithio ar draws safleoedd. Mae angen neilltuo amser i wneud yn siŵr bod pawb yn gallu bod yn bresennol.
- Gall opsiynau cyflawni gynnwys:
  - Ffrydio byw
  - Darparu mewn un lleoliad canolog gyda'r holl feddygon yn bresennol yn bersonol
- Syniadau ar gyfer cyflawni (gallai cyfuniad o'r rhain fod yn fwyaf effeithiol):
  - Grŵp mawr, seiliedig ar ddarlithoedd
  - Addysgu mewn grwpiau bach, gorsafoedd cylchdro tebyg i OSCE
  - Efelychu
  - Teithiau adrannol / cinio croeso / cwrdd â'r tîm
- Mae'r ddarpariaeth yn debygol o fod yn fwyaf effeithiol pan fydd cymysgedd o unigolion yn cael eu cynnwys, ee Ymgynghorwyr, staff gweinyddol, gweithwyr gofal iechyd proffesiynol eraill, ac yn ddelfrydol eu cyfoedion. Mae'n bwysig cofio y gallai meddygon



presennol sy'n gweithio yn yr adran chwarae eu rhan – meddygon dan hyfforddiant, meddygon sy'n cael eu cyflogi'n lleol neu feddygon arbenigol.

## Canllaw Cynnwys Cynefino

### Sesiwn Gynefino gan Gyflogwyr

Mae'n ofynnol i feddygon gymryd rhan mewn unrhyw Hyfforddiant Statudol a Gorfodol fel y pennir gan eu cyflogwr. Ar gyfer Meddygon dan Hyfforddiant, mae hyn yn cael ei reoli gan Bartneriaeth Cydwasaethau Arweiniol GIG Cymru. Ar gyfer Meddygon a Gyflogir yn Lleol, rheolir hyn yn uniongyrchol gan y Bwrdd Iechyd sy'n cyflogi.

Mae sesiynau cynefino gan gyflogwyr yn cynnwys:

- Hyfforddiant Statudol a Gorfodol
  - Er enghraifft - Codi a Chario, Llywodraethu Gwybodaeth, Diogelu, Hyfforddiant Cynnal Bywyd, Atal a Rheoli Heintiau, Ymwybyddiaeth o Wrth-dwyll a llawer mwy.
  - Ni fydd angen pob hyfforddiant ar gyfer pob rôl, a gall hyfforddiant ychwanegol y tu hwnt i'r 'elfennau sylfaenol' fod yn elfen hanfodol ar raglen gynefino adran.
  - Argymhellir yn gryf bod Byrddau Iechyd, Ysbytai, Adrannau a Phractisiau Meddyg Teulu yn rhoi amser i feddygon gwblhau'r hyfforddiant hwn gan ei fod yn un o ofynion eu cyflogaeth.
- Dylid darparu gwybodaeth am Absenoldeb Statudol (Absenoldeb Blynnyddol, Absenoldeb Astudio, Absenoldeb Mamolaeth/Tadolaeth, Absenoldeb Rhiant a Rennir ac ati).
- Rhaid rhoi gwybod i feddygon sut i gael gafael ar waith Llai nag Amser Llawn (mae hyn ar y cyd ag AaGIC)
- Sut i ofyn am gostau fel Meddyg dan Hyfforddiant

### Sesiwn Gynefino i'r Bwrdd Iechyd a'r Ysbyty

Dylid cynnwys gwybodaeth am y canlynol ar lefel bwrdd iechyd neu ysbyty:

- Strwythur sefydliadol, ee pa ysbytai sy'n rhan o'r bwrdd iechyd, unrhyw gytundebau pwysig ar lefel gwasanaeth, pwy yw'r tîm gweithredol ac ati.
- Gofyn am dreuliau (os yw'n berthnasol)
- Trwyddedau parcio, opsiynau trafndiaeth gyhoeddus, parcio beiciau, cynllun Beicio i'r Gwaith
- Map o safle ysbyty a lleoliadau allweddol
- Mannau gorffwys, sut i gael mynediad (gan gynnwys ystafell orffwys meddygon)
- Canolfannau Addysg Feddygol i Raddedigion (PGME) a lleoliad llyfrgelloedd
- Cyfleoedd addysgu ar draws y Bwrdd Iechyd a'r Ysbyty
- Sut i gymryd rhan mewn gweithgareddau allgyrsiol, fel addysgu myfyrwyr meddygol neu ymchwil os oes prifysgolion/adrannau cysylltiedig penodol
- Fforymau'r Bwrdd Iechyd neu'r Ysbyty ar gyfer meddygon, pwy yw'r 'cynrychiolwyr' perthnasol a sut i gysylltu â nhw
- Y broses ar gyfer cyflwyno Datix neu Greatix
- Cael cymorth gan Uned Cymorth Proffesiynol AaGIC
  - Mae Tîm yr Uned Cymorth Proffesiynol yn hapus i chi gysylltu â nhw i gael gymorth ar y gwybodaeth i'w rhannu adeg cynefino, ac mae croeso i chi fod yn



rhan uniongyrchol o'r broses o gyflwyno sesiwn fer fel rhan o sesiwn gynefino bwrdd iechyd lleol, ysbyty neu adran.

- Sut i gael gafael ar wasanaethau diagnostig fel Radioleg neu Batholeg, ee sut i wneud cais am ddelweddu y tu allan i oriau.

### Sesiynau Cynefino Adrannau a Thîm

Yn ddelfrydol, dylai'r cynnwys cynefino gael ei arwain gan y rhai sy'n ei gael, hynny yw, y meddygon sy'n gweithio yn yr adran, gyda mewnbwn gan weithwyr gofal iechyd proffesiynol eraill, nid dim ond y rhai yn y Tîm Cynefino. Dylai'r cynnwys cynefino fynd drwy broses werthuso reolaidd i wneud yn siŵr ei fod yn aros yn ddiogel, yn effeithiol ac yn canolbwyntio ar y dysgwr. Bydd hyn yn sicrhau bod y cyfnod cynefino'n parhau'n berthnasol ac yn ddefnyddiol, ac nad yw'n ymarfer 'ticio'r blwch' yn unig.

Dylai rhaglen gynefino effeithiol gynnwys amrywiaeth eang o wybodaeth, y mae rhywfaint ohoni'n hanfodol ar gyfer diogelwch cleifion, a gwybodaeth arall sy'n ymdrin ag agweddau ymarferol ar y rôl. Gwerthfawrogir y bydd angen i bob adran deilwra ei rhaglen gynefino i gyd-fynd â'i hanghenion. Fodd bynnag, fel y trafodwyd, efallai y bydd gan ysbytai neu fyrddau iechyd 'Nodau Allweddol' ar gyfer cynefino a all helpu i deilwra rhaglen gynefino adrannol.

### Gwaith Clinigol o Ddydd i Ddydd

- Cadwyni goruchwyllo/strwythur goruchwyllo a sut i gael gafael arnyn nhw
- Llwybrau atgyfeirio lleol
- Sut i gael gafael ar ganllawiau clinigol a phrotocolau lleol, gan gynnwys llwybrau argyfwng fel Gwaedlif Mawr, neu sefyllfaoedd cyn ataliad ar y galon – os yw'r rhain mewn sawl lleoliad, ystyriwch grynhoi er mwyn cael mynediad hwylus
- Rheoli cyflwyniadau cyffredin – yn arbennig o bwysig mewn arbenigeddau â meysydd ymarfer arbenigol
- Gwybodaeth sydd ei hangen i gefnogi traws-gyflenwi arbenigeddau y tu allan i oriau. Er enghraifft, bydd gan feddyg trawma ac orthopedig sy'n gorfod darparu ar gyfer ENT y tu allan i oriau, anghenion cynefino ychwanegol i gynnwys eu gwaith clinigol y tu allan i oriau
- Disgwyliadau o ran rôl a chyfrifoldebau y tîm ehangach, gan gynnwys gwaith y tu allan i oriau gwaith
- Efallai y bydd angen sesiwn gynefino ychwanegol ar feddygon sy'n gweithio mewn timau/cwmnïau clinigol unigol yn ogystal â'r un gan eu 'Tîm' lleol a sesiwn gynefino'r adran

### Agweddau Ymarferol

- Cynllun/taith/map yr adran
- Cyflwyniad i staff allweddol yn y tîm clinigol
- Trefniadau llywodraethu adrannol (gan gynnwys cyfarfodydd archwilio, cyfarfodydd Morbidrwydd a Marwolaethau ac ati) a sut i gymryd rhan fel meddyg graddfa hyfforddiant
  - Mae cynrychiolydd dan hyfforddiant ar bwyllgor llywodraethu yn ffordd dda o wneud yn siŵr bod yr adran yn canolbwyntio ar addysg a hyfforddiant a'i bod yn gallu rhoi sylw i unrhyw faterion ar unwaith.
  - Dylid cyhoeddi dyddiadau ar gyfer cyfarfodydd archwilio neu gyfarfodydd Rheoli a Morbidrwydd a Marwolaethau a dylid gwahodd pob meddyg



- Sut i godi pryderon, gan gynnwys y broses ‘Codi llais heb ofn’<sup>16</sup>
- Rhaglen addysgu adrannol
- Rhestr o aelodau’r tîm yn yr adran a’u rolau/is-arbenigeddau, ee rhestr o Ymgynghorwyr a’u gwaith clinigol craidd
  - Er enghraifft, mewn Adran Radioleg - pwy sy’n adrodd ar y Fron, pwy sy’n adrodd ar y Llwybr Gastroberfeddol, pwy sy’n gwneud Radioleg Ymyriadol ac ati. Gall lluniau a bywgraffiad byr helpu i roi cyfeiriad
  - Cyfle i gynnwys staff newydd yn hyn – naill ai drwy luniad meddygol neu drwy ofyn am lun gan staff newydd
- Sut i gael gafael ar gyfleoedd hyfforddi penodol, ee clinig Pigiad yn y Meingefn neu Ddraenio Plewrol y gall meddygon drefnu i’w mynychu er mwyn bodloni eu gofynion hyfforddi

### Agweddau Gweinyddol

- Dylid trefnu mynediad at dechnoleg gwybodaeth cyn y diwrnod cyntaf – dylid profi hyn ar y diwrnod cyntaf er mwyn gwneud yn siŵr bod modd datrys unrhyw broblemau’n ddi-oed
- Sut mae’r rota’n gweithio, pwy yw cydlynnydd y rota, sut i wneud cais am wyliau blynyddol neu absenoldeb astudio ac ati.
- Y broses absenoldeb oherwydd salwch – gyda phwy i gysylltu a phryd
- Dyrannu Goruchwyliwr Clinigol Dynodedig (NCS) +/- Goruchwyliwr Addysg - gan gynnwys manylion cyswllt

### Gwerthuso ac Adborth

- Mae gwerthuso’r rhaglen gynefino fel rhan o’r broses sicrhau/gwella ansawdd yn agwedd hanfodol ar gynllunio a darparu’r rhaglen gynefino
- Dylid casglu’r wybodaeth hon ar ddiwedd pob sesiwn gynefino a’i hadolygu i wneud yn siŵr bod unrhyw newidiadau/diweddariadau angenrheidiol yn cael eu gwneud ar gyfer y sesiwn gynefino ganlynol
- Mae’n bwysig casglu rhagor o adborth ar ôl i staff newydd setlo yn eu rolau, er mwyn iddynt allu ystyried pa mor ddefnyddiol yw’r rhaglen gynefino, a nodi unrhyw fylchau neu feysydd i’w gwella

### Ystyriaethau Ymarferol Eraill

- Cynhyrchu ‘Rhestr Wirio Cynefino’ i wneud yn siŵr bod yr holl dasgau sy’n ymwneud â chynefino’n cael eu cwblhau’n effeithlon ac yn amserol (gweler yr enghraifft a awgrymir ar gyfer Rhaglen Gynefino Adrannol yn Atodiad 1)
- E-bost croeso gan yr Arweinydd Cynefino/Arweinydd Adrannol ac anfon pecyn gwybodaeth cyn y dyddiad dechrau
  - Dosbarthu’r rota o leiaf 6 wythnos cyn y dyddiad dechrau. Yn ddelfrydol, dylid anfon pecynnau cynefino ochr yn ochr â hyn.
  - Llawlyfr cynefino/pecyn croeso neu becyn arall
  - Gwybodaeth am wneud cais am wyliau a chydlynnydd y rota
  - Dyraniadau ES/NCS a sut i gysylltu â nhw
- A oes cyfle i ddechreuwyd newydd gysgodi?

<sup>16</sup> Llywodraeth Cymru (2023). Codi llais heb ofn. Fframwaith ar gyfer y GIG yng Nghymru. Ar gael yn: <https://www.gov.wales/sites/default/files/publications/2023-09/speaking-up-safely-framework.pdf>





## A oes unrhyw gefnogaeth i'r holl waith hwn?

Mae gan Arweinwyr Cyfadran lleol, Cyfarwyddwyr Meddygol Cysylltiol ar gyfer Addysg Feddygol, a Rheolwyr Addysg Feddygol gyfoeth o brofiad yn y maes hwn. Gallan nhw eich cefnogi yn y gweithgaredd hwn yn ogystal â chael cefnogaeth ar lefel reoli'r bwrdd iechyd a rhannu enghreifftiau o arferion gorau o'ch bwrdd iechyd eich hun.

Gallech hefyd gynnwys eich meddygon yn yr hyfforddiant. Er enghraifft, byddai gwerthuso a gwella proses gynefino eich adran yn weithgaredd gwella ansawdd rhagorol ar gyfer eich meddygon dan hyfforddiant.

Hefyd, efallai y byddwch eisiau ystyried cysylltu ag adrannau mewn byrddau iechyd eraill o'r un arbenigedd i ddatblygu adnoddau cyffredinol fel rheoli cyflwyniadau cyffredin i helpu i rannu'r llwyth gwaith. Gall Cyfarwyddwyr Rhaglenni Hyfforddi gefnogi gyda manylion cyswllt i alluogi gweithio ar y cyd.



## RHAN 4: CASGLIAD

Mae rhaglen gynefino ddiogel ac effeithiol yn rhan hanfodol o ddyddiau cyntaf meddyg mewn swydd newydd. Drwy gael yr hanfodion yn iawn, a darparu proses gynefino ddiogel ac effeithiol, gallwn ddiogelu lles meddygon a diogelwch cleifion yn ein sefydliad.

Yn gryno, dylai'r rhaglen sefydlu fod fel a ganlyn:

**Wedi'i theilwra** – i'w hamgylchiadau unigol, eu hanghenion penodol a lefel arbenigedd.

**Amserol** – bod y sesiwn gynefino wyneb-yn-wyneb yn cael ei darparu ar yr adeg iawn iddyn nhw (gyda rhywfaint o wybodaeth yn cael ei darparu cyn dechrau yn ddelfrydol).

**Ffocws penodol** – yn canolbwyntio ar yr hyn sydd ei angen arnyn nhw i wneud y gwaith ac wedi'i dylunio'n arbenigol gan bobl sy'n deall eu rôl (hy gan uwch gydweithwyr a gan y rheini sy'n gwneud y rôl ar hyn o bryd neu sydd wedi ei gwneud yn ddiweddar).

**Diddorol** – yn darparu gwybodaeth mewn ffordd ddiddorol a rhyngweithiol, yn hytrach na dyblygu.

**Croesawu ac ysbrydoli** – yn gosod y naws ar gyfer eu gyrfa yn y dyfodol a'u bod yn deall diwylliant ac ethos y sefydliad a ble maen nhw'n rhan ohono.

**Esblygu** – ddim yn aros yr unfath a bod y cynnwys yn newid i wneud yn siŵr ei bod yn gyfredol ac yn ymateb i adborth.

*Ffigur 4: Wedi'i addasu o adroddiad y Cyngor Meddygol Cyffredinol –Understanding the Nature and Scale of the Issues Associated with Doctors' Induction (including those Returning to Practice).*



## Adnoddau Ychwanegol

Dogfen Arferion Da y Cyngor Meddygol Cyffredinol	<a href="https://www.gmc-uk.org/education/hidden-documents/sharing-good-practice/effective-departmental-inductions-for-doctors-in-training">https://www.gmc-uk.org/education/hidden-documents/sharing-good-practice/effective-departmental-inductions-for-doctors-in-training</a>
Cynhadledd y Cyngor Meddygol Cyffredinol Mai 2022 – Gweithdy ar Gynefino	<a href="https://www.youtube.com/watch?v=SWNngEMUXwpk">https://www.youtube.com/watch?v=SWNngEMUXwpk</a>
Ymchwil Cynefino'r Cyngor Meddygol Cyffredinol	<a href="https://www.gmc-uk.org/about/what-we-do-and-why/data-and-research/research-and-insight-archive/understanding-the-nature-and-scale-of-the-issues-associated-with-doctors-induction">https://www.gmc-uk.org/about/what-we-do-and-why/data-and-research/research-and-insight-archive/understanding-the-nature-and-scale-of-the-issues-associated-with-doctors-induction</a>
Canllawiau Cymdeithas Feddygol Prydain ar Gynefino	<a href="https://www.bma.org.uk/advice-and-support/career-progression/training/induction-for-junior-doctors">https://www.bma.org.uk/advice-and-support/career-progression/training/induction-for-junior-doctors</a>
AaGIC - Canllawiau Dychwelyd i Hyfforddiant	<a href="https://aagic.gig.cymru/cefnogaeth/uned-cymorth-broffesiynol-psu/dychwelyd-i-hyfforddiant/">https://aagic.gig.cymru/cefnogaeth/uned-cymorth-broffesiynol-psu/dychwelyd-i-hyfforddiant/</a>
HEE – Croesawu a Gwerthfawrogi Graddedigion Meddygol Rhyngwladol: Canllaw Cynefino Graddedigion Meddygol Rhyngwladol sydd wedi'u recriwtio i'r GIG	<a href="https://www.e-lfh.org.uk/wp-content/uploads/2022/06/Welcoming-and-Valuing-International-Medical-Graduates-A-guide-to-induction-for-IMGs-WEB.pdf">https://www.e-lfh.org.uk/wp-content/uploads/2022/06/Welcoming-and-Valuing-International-Medical-Graduates-A-guide-to-induction-for-IMGs-WEB.pdf</a>
Canllawiau Coleg Brenhinol y Meddygon ar Feddygon a Gyflogir yn Lleol a Graddedigion Meddygol Rhyngwladol	<a href="https://www.rcp.ac.uk/educational-and-career-support-for-leds-and-imgs.pdf">educational-and-career-support-for-leds-and-imgs.pdf (rcp.ac.uk)</a>
AaGIC – Tudalen we yr Uned Cymorth Proffesiynol	<a href="https://heiw.nhs.wales/support/professional-support-unit/">https://heiw.nhs.wales/support/professional-support-unit/</a>
AaGIC - Iechyd a Llesiant Cydweithwyr	<a href="https://heiw.nhs.wales/support/colleague-health-and-wellbeing/">https://heiw.nhs.wales/support/colleague-health-and-wellbeing/</a>



## Atodiad 1: Ttempld Rhestr Wirio Rhaglen Gynefino Adrannau

Gall y templed rhestr wirio hwn fod yn ganllaw i gynllunio a chyflwyno rhaglen gynefino adran. Gellir ei bersonoli i gyd-fynd ag anghenion eich adran benodol, yn ôl yr angen.

<b>Pryd</b>	<b>Beth</b>	<b>Pwy</b>
<i>Dyddiad cau ar gyfer gweithredu</i>	<i>Elfennau allweddol i'w cwblhau ar bob pwynt amser</i>	<i>Unigolyn cyfrifol</i>
<b>3-6 mis ymlaen llaw</b>	<ul style="list-style-type: none"> <li>• Adolygu'r adborth o'r rhaglen gynefino ddiwethaf a gwneud unrhyw newidiadau</li> <li>• Adolygu cynnwys y rhaglen gynefino a gwneud yn siŵr ei fod yn gyfredol</li> <li>• Cynllunio pwy fydd yn cyflwyno'r rhaglen gynefino</li> <li>• Gwneud yn siŵr bod ystafelloedd priodol wedi'u harchebu (efallai y bydd angen gwneud hyn 12 mis ymlaen llaw)</li> <li>• Gwneud yn siŵr bod ymrwymadau clinigol ar gyfer y rhai sy'n darparu'r rhaglen gynefino yn cael eu canslo/lleihau, ee rhestrau clinig neu restrau llawdriniaeth</li> </ul>	
<b>8 wythnos ymlaen llaw</b>	<ul style="list-style-type: none"> <li>• Cydlynedd rota ac arweinydd cynefino i sefydlu pwy sydd angen cymryd rhan yn y rhaglen gynefino</li> <li>• Trefnu staff llanw ar gyfer ymrwymadau clinigol y rhai y mae angen iddyn nhw gymryd rhan mewn rhaglen gynefino</li> </ul>	
<b>6 wythnos ymlaen llaw</b>	<ul style="list-style-type: none"> <li>• Anfon rota at staff newydd gyda gwybodaeth am sut i ofyn am wyliau gan gydlynedd y rota</li> <li>• Anfon nodyn atgoffa at bawb sy'n cyflwyno'r rhaglen gynefino</li> </ul>	
<b>4 wythnos ymlaen llaw</b>	<ul style="list-style-type: none"> <li>• E-bost croeso gan yr Arweinydd Cynefino sy'n cynnwys amrywiaeth o wybodaeth berthnasol <ul style="list-style-type: none"> <li>○ Manylion TG</li> <li>○ Manylion y bathodyn adnabod</li> <li>○ Dyraniadau ES/NCS</li> <li>○ Manylion trwydded barcio</li> <li>○ Llawlyfr cynefino adrannol</li> </ul> </li> </ul>	
<b>2 wythnos ymlaen llaw</b>	<ul style="list-style-type: none"> <li>• Anfon y rhaglen gynefino dros e-bost at yr holl staff newydd, gan gynnwys gwybodaeth am ble i gyfarfod (mae'r map yn ddefnyddiol!)</li> </ul>	
<b>Diwrnod Cynefino</b>	<ul style="list-style-type: none"> <li>• Cyflwyno'r rhaglen gynefino</li> <li>• Casglu adborth ar unwaith gan y rhai sy'n bresennol</li> </ul>	



	<ul style="list-style-type: none"> <li>• Gwneud yn siŵr bod presenoldeb yn cael ei gofnodi a bod y cofnod presenoldeb a'r adnoddau a ddefnyddir yn cael eu cadw ar gyfer llywodraethu</li> <li>• Gwneud yn siŵr bod trefniadau'n cael eu gwneud ar gyfer darpariaeth anghydamserol i'r rheini nad ydyn nhw'n gallu bod yn bresennol oherwydd digwyddiadau nad oedd modd eu rhagweld</li> </ul>	
<b>4 wythnos wedyn</b>	<ul style="list-style-type: none"> <li>• Casglu adborth gohiriedig – gall hyn fod yn ddefnyddiol gan fod unrhyw fylchau yn cael eu nodi fel arfer pan fydd staff newydd wedi bod yn yr adran ers ychydig wythnosau</li> </ul>	





## Paediatrics and Neonates Glan Clwyd Hospital

**The Aim:** Deliver a safe and effective induction

### The Challenges:

- Meeting induction needs across FY1, FY2, GP trainees and Paediatrics trainees
- Support for new ST4s stepping up to Tier 2 rota
- Separate clinical responsibilities for:
  - Neonates vs General Paediatrics
  - Tier 1 vs Tier 2 rota
- Community Paediatrics trainees covering Gen Paeds / Neonates out of hours only

### The 'Before':

- Dedicated administrative support to arrange IT log ins, ID badges etc. in advance
- Structured planning with delivery teams and venues arranged months prior
- Rota coordinator and clinical services coordinator ensure clinical commitments are covered by alternative clinical staff – induction is mandatory for all new starters
- Facilitator checklists to ensure consistency across separate inductions
- Trainees sent a welcome email with lots of information two weeks before start date

### The 'During':

- A structured 2.5 day induction programme with **simultaneous streams of tailored activity to meet specific learning needs of different groups of doctors**
  - Tier 1 General Paediatrics
  - Tier 1 Neonates
  - ST4
  - Tier 2 (ST5+)
  - Community Paediatrics
- Specific sessions are delivered to ensure that Community Paediatrics cross-covering the out-of-hours General Paediatrics/Neonates rota received a safe and effective induction – this is delivered in addition to their Community induction
- Specific sessions are delivered to support new ST4s stepping up to the Tier 2 rota for the first time
- A mixture of **synchronous and asynchronous delivery** gives opportunity for networking and welcoming trainees
- A variety of sessions including simulation, departmental tour, prescribing, IT systems training, and educational sessions ensure all learning objectives are achieved for all doctor groups
- A detailed handbook and SharePoint resource bank for asynchronous material is available – there is **protected time** scheduled during the induction for doctors to review this material



### The 'During':

- This day 1 example timetable illustrates how an induction can be arranged to deliver simultaneous and complementary streams of induction activity across different groups of doctors to meet their specific induction needs

	Tier 1 - Neonates	Tier 1 – General Paediatrics	Tier 2 – ST4 only	Tier 2 – ST5+
09:00-09:40	Welcome and Rota			
09:40-10:40	Newborn examination and Postnatal / Transitional Care Issues	Paediatric Emergencies		General Paediatrics – Things you need to know.
10:40-11:00		Break		
11:00-11:15		Orientation to Paediatrics & e-Induction	Orientation to Paediatrics	Orientation to Paediatrics & e-Induction
11:15-11:30				Break
11:30-12:30	Neonatal Prescribing	Neonatal Prescribing		
12:30-13:00	Lunch	Lunch	Lunch	Lunch
13:00-13:15		General Paediatrics - Things you need to know		Tour of NNU & Maternity Unit
13:15-14:00	Tour of NNU & Maternity Unit			Tour of NNU & Maternity Unit
14:00-14:30	Airway Tests x5			BFI e-learning and policies (protected time)
14:30-15:00		BFI e-learning and policies (protected time)	Tour of NNU & Maternity Unit	
15:00-15:15	BFI e-learning and policies (protected time)			WCP Training
15:15-16:00		Paediatrics e-Induction		
16:00-17:00	WCP Training			

### The 'After':

- Feedback gathered at the end of each day for individual sessions
- Induction Leads take responsibility for review and update of induction, including inclusion of learning from critical incidents, and delivery of upcoming induction
- Induction content and delivery is updated in preparation for the following induction

Thank you to Dr Aradhana Ingley and Ruth Porter for sharing their valuable experience of delivering induction





### Atodiad 3: Enghreifftiau Llawlyfr Cynefino Graddedigion Meddygol Rhyngwladol Bwrdd Iechyd Prifysgol Aneurin Bevan a Bwrdd Iechyd Prifysgol Bae Abertawe

Noder bod yr holl llawlyfrau a ddarperir yn yr atodiadau yn cael eu rhoi fel enghreifftiau o Lawlyfr Cynefino Graddedigion Meddygol Rhyngwladol i gefnogi Byrddau Iechyd wrth gyflwyno Sesiynau Cynefino ledled Cymru. Rhaid eu gweld yng nghyd-destun y Canllaw Arferion Gorau Cynefino hwn.

Maen nhw wedi cael eu cynhyrchu gan y bwrdd iechyd a enwir ac nid yw AaGIC yn gyfrifol am gywirdeb y cynnwys. Mae'r llawlyfrau enghreifftiol yn gyfredol o fis Tachwedd 2024 ymlaen.



# WELCOME TO ANEURIN BEVAN UNIVERSITY HEALTH BOARD

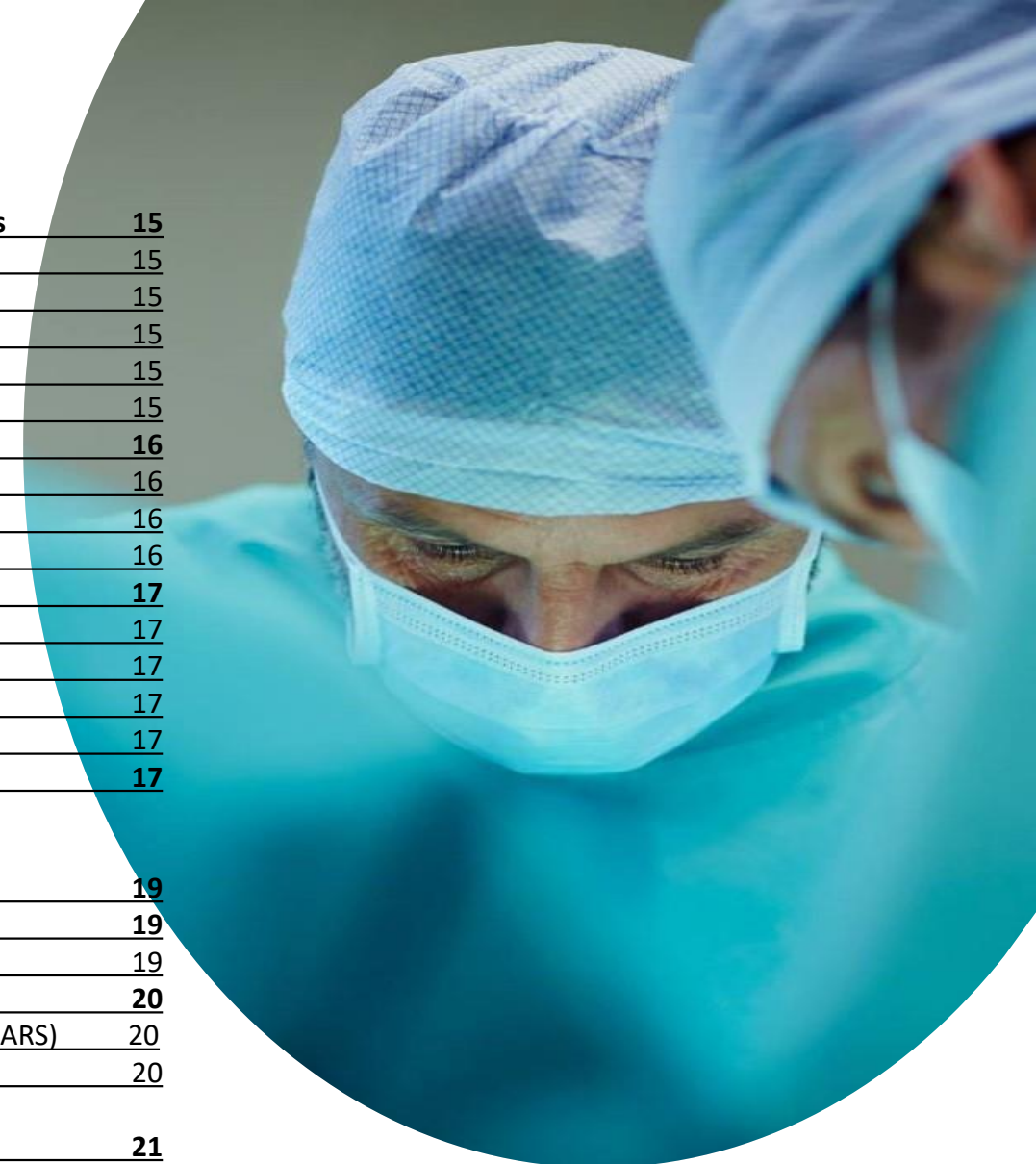


GIG  
CYMRU  
NHS  
WALES

Bwrdd Iechyd Prifysgol  
Aneurin Bevan  
University Health Board

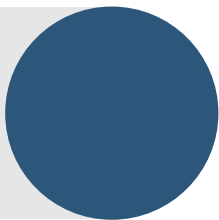
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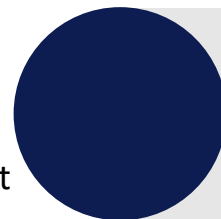
# FOREWORD

**ANEURIN BEVAN UNIVERSITY HEALTH BOARD IS A MULTI-AWARD WINNING NHS ORGANISATION WITH A PASSION FOR CARING PROVIDING EXCELLENT HEALTHCARE SERVICES TO A POPULATION OF AROUND 600,000 WITHIN GWENT IN SOUTH EAST WALES.**



Bordered by England to the East, Cardiff and the Rhondda Valleys to the West, The Brecon Beacons to the North and the Severn Estuary to the South, Gwent is uniquely located to combine the beauty of rural living against a backdrop of Wales's industrial heritage. The cosmopolitan centre of Newport with its many restaurants, bars and shops, also gives simple and direct access to both Bristol and Cardiff by train, bus or road. The rural market towns of Chepstow, Monmouth, Usk and Abergavenny offer a quieter pace of life but with plentiful amenities and quick access to Newport and the M4.

At Aneurin Bevan University Health Board, we offer a fantastic benefits package and extensive training and development opportunities with paid mandatory training, excellent in-house programmes, opportunities to complete recognised qualifications and professional career pathways including a range of management development programmes. We offer flexible working and promote a healthy work life balance, provide occupational health support and an ambitious plan for a Wellbeing Centre of Excellence to support you at work.



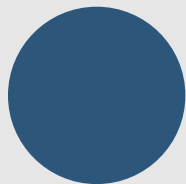
**DR JAMES CALVERT  
MEDICAL DIRECTOR**

Our Clinical Futures strategy continues to enhance and promote care closer to home as well as high quality hospital care when needed. This includes the Grange University Hospital which provides specialist and critical care and is the newest addition to the clinical futures strategy which opened in November 2020. Join us on our journey to pioneer new ways of working and deliver a world-class healthcare service fit for the future.

We have put together this document to help you in planning your move to Gwent and look forward to welcoming you to our Health Board in person.



# INTRODUCTION

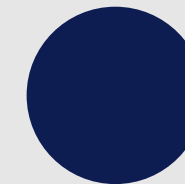


We've produced this guide to give a brief background, overview and insight into some essential information to prepare you in advance of starting a job at Aneurin Bevan University Health Board (ABUHB).

This may be your first placement in the UK, and we understand that moving to a new country and adapting to a different healthcare system can be challenging.

Every year healthcare professionals from all over the world come to the United Kingdom (UK) to work or train in the National Health Service (NHS).

The NHS has a long tradition of welcoming overseas doctors from all over the world, and the NHS continues to rely heavily on the skill and commitment of these healthcare professionals.



However, overseas doctors can find they are underprepared for some of the ethical standards, professional and regulatory differences they encounter that can be difficult to adjust to.

We appreciate that often there is very little opportunity for training before registration, with these differences only coming to light once they have started work.

As a valued member of our network, here at Aneurin Bevan we aim to support our medical colleagues with this transition.

Within this short introduction to life as a doctor in the UK and at our hospital, we hope you will find this guide an informative although not exhaustive adjunct in your preparations, with much more information found on the websites listed throughout this guide.

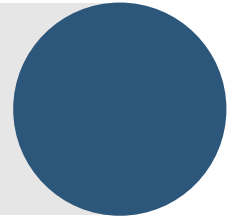


# COVID-19 RULES AND REGULATIONS



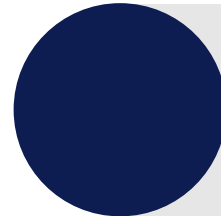
Flying to England (Heathrow / Gatwick etc)

<https://www.gov.uk/>



Travelling to England & Wales (Cardiff Airport, Bristol Airport, Heathrow Airport, Gatwick Airport etc).  
The legislation is ever changing and you will need to be aware of all the current restrictions and laws in place before you come to the UK.

All doctors travelling into England/Wales from International Areas will need to keep up to date with all the requirements. Please visit the websites below for up-to-date information and also what is needed from you.



Flying to Wales (Cardiff Airport)

<https://www.wales.gov.uk/>





# LIVING IN THE UK

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AND LIVING IN WALES

# GETTING YOUR BRP

How you get your Biometric Residence Permit (BRP) depends on where you made your visa or immigration application. More information is available from the UK border force at:

<https://www.Gov.Uk/government/organisations/border-force>

Collect your BRP once you're in the UK.

You must usually do this before the vignette sticker in your travel document expires or within 10 days of arriving in the UK, whichever is later.

The post office will keep your BRP for 60 days. Check your decision letter. It will tell you to collect your BRP from a named post office branch.

You must be over 18 to collect a BRP.

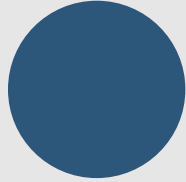
What you'll need:

Bring your passport or travel document with your vignette sticker in when you collect your BRP.

You'll get your vignette sticker when your visa application is approved. You have permission to come to the UK within 90 days of getting it.



# GETTING A PROPERTY IN THE ANEURIN BEVAN AREA



## HOSPITAL ACCOMMODATION

Hospital Accommodation is available at:  
Royal Gwent Hospital, Newport –

There is limited hospital accommodation on site. Details of a number of private short term lettings for hospital employees is available from the Accommodation Officer. Applications for hospital accommodation can be made by emailing the Accommodation Officer:  
[Pat.kearns@wales.nhs.uk](mailto:Pat.kearns@wales.nhs.uk)  
01633 234656

Nevill Hall Hospital, Abergavenny –

Hospital accommodation is available on site and applications can be made by emailing the Accommodation Officer:  
[Nicola.hamer2@wales.nhs.uk](mailto:Nicola.hamer2@wales.nhs.uk)  
01873 732052

PLEASE BE AWARE: Hospital accommodation is for single person use only.

## PRIVATE ACCOMMODATION

If you are looking to privately rent accommodation, there are a lot of local estate agents that advertise properties within the Gwent, Cardiff and Bristol areas. You can find these by searching individual Estate Agents on Google or 90% of estate agents now use “RightMove” which is a website that brings all the rental and for sale properties together in one place for easy searching.

Please use the link below to access RightMove:

<https://www.rightmove.co.uk/>

When you find a property you wish to rent, you are often asked to put down a holding deposit. This is to reserve the property while the landlord or letting agent carries out your tenancy check.

A holding deposit could be about a week’s rent. It is often paid back through a deduction from your rent payments. When the landlord or letting agent has confirmed that you can rent a property, you will be asked to provide a tenancy deposit. This is usually equivalent to four/six weeks’ rent.

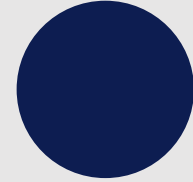
You will probably be asked to pay the first month’s rent.

## TEMPORARY ACCOMMODATION

**Hotels/Bed & Breakfast:** Hotels can usually offer single, double or family rooms depending on your needs. There are a number of websites you can use to compare options and prices including:

[Hotels.com](https://www.hotels.com) [Booking.com](https://www.booking.com) [trivago](https://www.trivago.com) and [Expedia](https://www.expedia.com)

**AirBnB/Homestay:** [AirBnB](https://www.airbnb.com) allows hosts to accommodate guests in several property styles, including entire properties, private rooms, hotel rooms or shared rooms. You can rent a spare room through [Homestay](https://www.homestay.com).



## BUYING A HOME

If you plan to live in the UK permanently or long term, you may wish to consider purchasing a property here. To purchase a property, you will typically need to provide a deposit in the region of 5 to 15% of the total property value. You may also need a mortgage. The amount you can borrow will be calculated based on your household income and credit score. Information on how to check your credit score and how you can improve it can be found at the [Money Advice Service](#).

The UK Government have also provided a helpful guide on [How to Buy a Home](#)

# UTILITIES

There are standard payments required for different services when living in the UK which you may be required to pay when moving into longer term rental accommodation or when buying your own home.

## Water

All properties in the UK need to pay water rates, based on property size or water usage. Your water supplier will be determined by where you live, visit <https://www.water.org.uk/> to find your local water supplier. By law, water companies must provide fresh water that is suitable for all domestic purposes, including drinking, cooking and washing. UK tap water is therefore safe to drink.

## Council Tax

Council tax is payable monthly to your local authority (County Council) for services they provide such as rubbish collection and police and fire services. How much you pay will depend on the value of your house, how much your council charges and if you are eligible for a discount or exemptions. You can find your local council online.

## Waste Management

General household waste, garden waste and recyclable waste collection are organised by your local council. The rules around separation of waste and recyclable materials varies between councils. Local recycling centres may accept other items such as electrical items, wood, non-recyclable waste, books, glass, clothes etc. in addition to routine items. You will also find recycling stations in public car parks or supermarkets. Unused, unopened and out of date medicines should be returned to pharmacies for disposal.

## Mobile Phone Services

Before you arrive in the UK, consider if you will need access to a UK based mobile phone as soon as you arrive. If you bring a mobile phone with you, make sure it is unlocked so you can use it with one of the network providers available in the UK. You will need either a contract or a pay-as-you-go sim:

- **Contract:** you will pay a monthly fee and receive a set allowance of texts, calls and mobile data. You can search for the best deal based on your needs and the contract will usually last 24 months. To set up a contract you will need to provide proof of address, proof of identification and details of a bank account.
- **Pay-as-you-go sim:** You can top up the sim with credit and will be charged each time you make a call, send a message or use mobile data without being tied into a contract. Pay-as-you-go sims are usually free and you won't need to provide any evidence to get one.

## Electricity & Gas

There are numerous gas and electricity suppliers in the UK and you can use a price comparison website to find the best deal. On the day you move in, you should check the gas and electricity meters and make a note of their readings. You will need this information to create an account with your new gas and electricity providers.

## TV License

You must purchase a TV license to watch or record programmes as they are being shown on TV, watch or stream programmes on an online TV service and download or watch any BBC programmes on the BBC iPlayer. Only one TV license is required per household and can pay online.

## Broadband & Internet

There are a range of Internet Service Providers in the UK who can provide internet services to your home. You can use comparison websites to find the best deal and compare internet speeds in your area.

## Contents Insurance

You may want to get contents insurance to cover your possessions in the event of theft, loss or damage caused by accidents or events such as flood or fire. You can use price comparison websites to find the best deal based on your needs.

## Buildings Insurance

If you own your own home, buildings insurance will cover your home from damage that might be caused by flood, fire, subsidence, storms or vandalism. This insurance will cover the structure of the building and its fittings (such as fitted kitchens, built in wardrobes and bathroom suites), but not your possessions. You can use price comparison websites to find the best deal based on your needs.

# BANKS

There are a large selection of UK Banks you can choose, with many online options now available.

As soon as you arrive in the UK, it is sensible to open a British bank account. As a general rule, British banks offer current accounts (an account for day-to-day spending) free of charge. You will need a number of identity documents in order to

open a bank account.

You'll also need your mobile phone and a valid ID. The bank will accept your:

- Passport
- Driving licence (your provisional is fine)
- Biometric residency permit

The bank will also ask you for a residential address in the UK where they can send your card and this needs to be a permanent address or an address for more than 3 months.

Some of the main UK banking providers are listed below however other finance providers are available.

[Barclays](#)

[HSBC](#)

[Nat West](#)

[Lloyds](#)

# NATIONAL INSURANCE

National Insurance (NI) is a tax on earnings and self-employed profits. By paying NI, it entitles you to state benefits, though these vary according to whether you are employed, self-employed or making voluntary contributions.

When employed, NI is automatically deducted from your monthly pay. If you're self-employed, you'll need to organise these contributions yourself.

Everyone who is eligible to work in the UK requires a National Insurance number which is a unique code specific to the individual. If you are moving to the UK, you may have your NI number printed on the back of your biometric residence permit (BRP).

You do not need to apply for a NI number if you already have one, or one is printed on your BRP. If you do not have a NI number, you must apply.

To apply, you can contact HMRC or apply online. It will be specified which documents are required to prove your identity.

Acceptable identification are normally a passport, residence permit, birth certificate, bank statements or utility bills (must be dated from the last three months).

For further information and contact details, you can visit the government's website by clicking the link below.

<https://www.gov.uk/apply-national-insurance-number>

# GETTING PAID

As an Aneurin Bevan University Health Board employee, your salary will be paid monthly and paid directly into your nominated bank account. Payday is normally on the 23rd of each month; if this falls on a weekend or bank holiday, you will be paid on the last working day before. On your first month you may get paid later than this date.



# CHILDCARE AND EDUCATION

If you are relocating with children you will need to consider education arrangements and may need to organise other forms of childcare.

Education across the UK is divided into five stages: Early Years, Primary, Secondary, Further Education and Higher Education.

Early Years	Primary Education	Secondary Education	Further Education	Higher Education
Nursery/Pre-school for ages 3 to 4. Reception for ages 4 to 5. Primary school for children aged 5 to 11, split into Key Stage 1 (years 1 and 2) and Key Stage 2 (years 3, 4, 5 and 6)	Primary school for children aged 5 to 11, split into Key Stage 1 (years 1 and 2) and Key Stage 2 (years 3, 4, 5 and 6)	Secondary school for children aged 11 to 16, split into Key Stage 3 (years 7, 8 and 9) and Key Stage 4 (years 11 and 12)	College or Sixth Form for students aged 16 to 18. Students study for A-levels or alternative qualifications	Universities charge over 18 year olds for higher education.



# SCHOOLS IN GWENT

GWENT CONTAINS FIVE BOROUGH COUNCILS:

**BLAENAU GWENT COUNTY BOROUGH COUNCIL**

[HTTPS://WWW.BLAENAU-GWENT.GOV.UK/EN/RESIDENT/SCHOOLS-LEARNING/](https://www.blaenau-gwent.gov.uk/en/resident/schools-learning/)

**CAERPHILLY COUNTY BOROUGH COUNCIL**

[HTTPS://WWW.CAERPHILLY.GOV.UK/SERVICES/SCHOOLS-AND-LEARNING](https://www.caerphilly.gov.uk/services/schools-and-learning)

**MONMOUTHSHIRE COUNTY COUNCIL**

[HTTPS://WWW.MONMOUTHSHIRE.GOV.UK/EDUCATION-2/EARLY-YEARS-SCHOOLS-EDUCATION/](https://www.monmouthshire.gov.uk/education-2/early-years-schools-education/)

**NEWPORT COUNTY BOROUGH COUNCIL**

[HTTPS://WWW.NEWPORT.GOV.UK/EN/SCHOOLS-EDUCATION/SCHOOLS/SCHOOLS.ASPX](https://www.newport.gov.uk/en/schools-education/schools/schools.aspx)

**TORFAEN COUNTY BOROUGH COUNCIL**

[HTTPS://WWW.TORFAEN.GOV.UK/EN/EDUCATIONLEARNING/SCHOOLS/SCOLLEGES/SCHOOLS-AND-COLLEGES.ASPX](https://www.torfaen.gov.uk/en/educationlearning/schoolscolleges/schools-and-colleges.aspx)

EACH OF THESE HAVE RESPONSIBILITY FOR LOCAL SCHOOLS SO DEPENDING ON WHERE YOU INTEND TO LIVE, YOU SHOULD FIND THE APPROPRIATE INFORMATION ON SCHOOLING IN THAT AREA AT THE COUNCIL WEBSITES.

YOU MAY ALSO FIND FURTHER INFORMATION ON SCHOOLS IN YOUR AREA BY VISITING:

[HTTPS://WWW.SCHOOLGUIDE.CO.UK/](https://www.schoolguide.co.uk/)

**INDEPENDENT PRIVATE SCHOOLS**

THERE ARE ALSO TWO INDEPENDENT PRIVATE SCHOOLS IN GWENT

HABERDASHERS MONMOUTH SCHOOLS

[HTTPS://WWW.HABSMONMOUTH.ORG/](https://www.habsmouth.org/)

ROUGEMONT SCHOOL, LLANTARNAM

[HTTP://WWW.ROUGEMONT SCHOOL.CO.UK/](http://www.rougemontschool.co.uk/)



# CHILDMINDERS

A childminder provides childcare for children, sometimes from their own home. You can find registered childminders here:

<https://www.childcare.co.uk/find/Childminders/CIW-Registered>

You may be entitled to help when paying for childcare.

Visit <https://gov.wales/childcare-offer-for-wales-campaign>

to explore your options.



# ACCESSING HEALTHCARE & EMERGENCY SERVICES

## Registering with a GP

Under current rules, anyone can register with a GP practice in Wales and receive free primary care. You must register with a GP before you can qualify for any free medical treatment, other than emergency treatment.

To find GP Services within ABUHB, follow the link below.

<https://www.wales.nhs.uk/ourservices/directory/aneurinbevanuniversityhealthboard/gps>

## Hospital Treatment & Emergency Treatment

If you move to the UK permanently, you are entitled to free NHS hospital treatment. Like all UK residents, if there's a waiting list for the treatment you need, you'll have to join the waiting list. Regardless of your residential status or nationality, you're entitled to free emergency NHS treatment from an A&E department. Within ABUHB, the A&E Department is based in The Grange University Hospital with Minor Injury Units based in Nevill Hall Hospital, Royal Gwent Hospital and Ysbyty Ystrad Fawr.

## Dentists & Opticians

Dental & Eye treatment is only given free to a limited range of people, such as those under 18, pregnant women and those in receipt of certain state benefits. For people who work, standard NHS charges are applicable.

For a list of Dentists, Opticians and Pharmacies within Gwent, please follow the link below:

<https://www.wales.nhs.uk/ourservices/directory/aneurinbevanuniversityhealthboard/>

## Pharmacies

Pharmacies can be found on most UK high streets. They are staffed by fully qualified Pharmacists who can offer clinical advice and over the counter medicines for minor health problems. Pharmacies can also dispense NHS prescriptions.

**For all emergencies:  
Police/Ambulance/Fire  
DIAL: 999 from any phone**

**For Police Non-Emergencies, please  
dial: 101**

## NHS 111

This service is available 24 hours a day, 7 days a week and can help if you have an urgent medical problem and you're not sure what to do. The service can be accessed by dialling 111 from a telephone or online via <https://111.nhs.uk/>  
Please visit <https://abuhb.nhs.wales/> to find out more about hospital treatment within ABUHB.

# TRANSPORT

## **TRAVEL BY TRAIN**

Newport is less than two hours from London by train, with services every 30 minutes.

Newport also has direct routes to Bristol, Bath, Birmingham, Manchester, Nottingham, and other main towns and cities. Newport station is conveniently located in the city centre, close to a number of hotels and the Royal Gwent Hospital.

For information on trains within Wales visit:

Transport for Wales at <https://tfw.Wales/>

For train travel to Wales from the rest of the UK, visit:

Great Western Railway: <https://www.Gwr.Com/>

Or

National Rail: <https://www.Nationalrail.Co.Uk/>

## **TRAVEL BY CAR**

Newport and the rest of Gwent are easily accessible via the M4 motorway, which runs through the north of Newport, with central London only a 2 hour drive away.

From the midlands, the north of England and Scotland it is a straight forward drive via the M6, M5 and M50/M4.

From the South and South West of England the approach is by the M5 and M4. Access from West Wales is by the M4.

## **TRAVEL BY AIR**

Cardiff airport and Bristol airports are within easy reach of Gwent, with London Heathrow and Birmingham both within 2 hours with excellent transport links via road or rail.

Bristol and Cardiff both offer direct flights to cities including Edinburgh, Belfast, Dublin, Paris, Amsterdam, Munich, Geneva, Barcelona, Milan, Venice, and Rome, as well as connecting routes to more than 900 destinations worldwide.

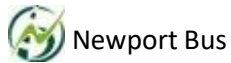


# TRANSPORT

## PUBLIC TRANSPORT IN GWENT

### Buses

There are excellent bus links across the County with the majority of services covered by Newport Bus and Stagecoach. Please follow the links below for timetables and route planners.



<https://www.newportbus.co.uk/>   <https://www.stagecoachbus.com/>

### Trains

Transport for Wales Rail is the main provider of Local Train Transport. Please follow the link below to check timetables and route planners.

<https://tfw.wales/>

### Taxi

There are many taxi firms across Gwent and the best way to find a local taxi provider is to check on Google. The Uber Network is also available in South Wales

<https://www.uber.com/gb/en/>

### Fflecsi

Fflecsi is a different way to travel by bus and an exciting new service from Transport for Wales in partnership with your local bus operators.

Fflecsi buses can pick you up and drop you off in a service area and not just at a bus stop. You must book your ride via the app or phone, then a bus picks you up at your request, changing its route so that all passengers can get to where they need to go.

<https://www.fflecsi.wales/>

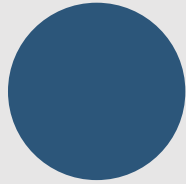




# WORKING AS A DOCTOR IN THE UK

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# NHS WALES

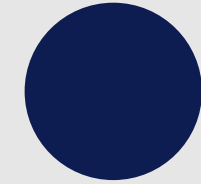


The [Welsh Government](#) is responsible for setting health policy for the NHS and for the funding of health services across Wales. Policies and strategies for health and social care in Wales are determined across several government departments.

[Public Health Wales](#) is the national public health agency, they work to protect and improve health and wellbeing and reduce health inequalities for the people of Wales. Each health board in Wales employs a director of public health, supported by Public Health Wales at a local and community level.

NHS Wales is the biggest employer in Wales and operates across seven Local Health Boards (LHB's) and three NHS trusts.

[Health Education and Improvement Wales](#) (HEIW) works to transform the workforce for a healthier Wales. They are a special health authority within NHS Wales and sit alongside health boards and trusts. HEIW brings together the Wales deanery, NHS Wales workforce education and development services (WEDS) and the Wales Centre for Pharmacy Professional Education (WCPPE).



## The GMC

The [General Medical Council](#) (GMC) is an independent regulator for doctors in the UK. They work to protect patient safety and support medical education and practice across the UK. They do this by working with doctors, employers, educators, patients and other key stakeholders in the UK healthcare systems.

### GMC Good Medical Practice

The GMC sets standards for professional values, knowledge, skills and behaviors of all doctors working in the UK. [Good Medical Practice](#) describes what is expected of all doctors registered with the GMC. It is your responsibility to be familiar with Good Medical Practice and the explanatory guidance which supports it and to follow the guidance they contain.

# APPRAISAL & REVALIDATION

IN THE UK, ALL DOCTORS ARE REGULATED BY THE GENERAL MEDICAL COUNCIL (GMC). THE GMC REQUIRE EVERY DOCTOR TO TAKE PART IN ANNUAL APPRAISAL IN ORDER TO RETAIN THEIR LICENSE TO PRACTICE IN THE UK AND THE APPRAISAL IS USED TO INFORM A REVALIDATION RECOMMENDATION MADE BY YOUR RESPONSIBLE OFFICER.



It is essential that you establish a connection with ABUHB as your Designated Body and inform the GMC. The connection can be made through GMC Online at <https://www.gmc-uk.org/>

There will also be a form in your Recruitment Pack which will need to be completed with details of your previous Designated Body if applicable.

## **Medical Appraisal & Revalidation System (MARS)**

All doctors in Aneurin Bevan University Health Board use the MARS system for appraisal and you will need to log on to the MARS website as soon as possible.

The address is <https://www.marswales.org/>. Once you have visited this site you can self register. The Revalidation Unit in Cardiff will then provide you with a password to access the site. Useful information to help navigate the system can be found at:

<https://marshelp.heiw.wales/assets/Uploads/MARS-Doctor-role-v2.pdf>

<https://marshelp.heiw.wales/videos/>

MARS is used as both an e-portfolio and also as a tool on which to arrange and record your appraisal. You will need to book your appraisal using the system and your appraisal summary will be stored on the system. We use this system to access your appraisal summary in order to inform the revalidation recommendation.

The GMC website is particularly useful in providing advice on what kind of evidence should be discussed at appraisal and the role appraisal and revalidation plays in the regulation of doctors. The GMC website can be found at:

<https://www.gmc-uk.org/registration-and-licensing/managing-your-registration/revalidation>

If, during your current revalidation cycle, you have undertaken appraisals outside of Wales, please ensure that the summary information is sent to the Revalidation Team as soon as possible.

[ABB.GMCDB@wales.nhs.uk](mailto:ABB.GMCDB@wales.nhs.uk)

## **Orbit 360 Clinical**

In addition, during the five year revalidation cycle, every doctor is required to undertake a multisource feedback (MSF) including colleague and patient feedback (where appropriate).

In Wales, this is provided by Orbit 360 Clinical as part of the MARS system. The MSF should ideally be undertaken during year 3 or 4 of the five year cycle. If you are already at this point of your revalidation cycle and have not yet completed your MSF, you will need to log on to Orbit 360 to self-register and begin the process.

<https://orbit360.heiw.wales/login>



YOUR COMPLETED MSF MUST BE TAKEN TO YOUR SUBSEQUENT APPRAISAL WHERE THE REPORT, OUTCOMES AND YOUR REFLECTIONS MUST BE DISCUSSED WITH YOUR APPRAISER IN ORDER FOR IT TO BE VALIDATED FOR REVALIDATION.

# USEFUL CONTACTS & FURTHER INFORMATION

This booklet should be used in conjunction with other information available to you both from within ABUHB and also on the internet. We hope you have found it useful.

The following are contacts which may be useful to you:

## **Aneurin Bevan University Health Board**

<https://abuhb.nhs.wales/>

## **Appraisal & Revalidation**

[ABB.GMCDB@wales.nhs.uk](mailto:ABB.GMCDB@wales.nhs.uk)

## **Human Resources & Workforce**

[ABHB.Hrhelpdesk@wales.nhs.uk](mailto:ABHB.Hrhelpdesk@wales.nhs.uk)  
01633 623920

## **Payroll, Pensions & Expenses**

[Payroll.Services2@wales.nhs.uk](mailto:Payroll.Services2@wales.nhs.uk)  
02920 903908

## **General Medical Council**

<https://www.gmc-uk.org/>

## **UK Government Information**

<https://www.gov.uk/>

## **Wales Government**

<https://www.gov.wales/>

## **Blaenau Gwent County Borough Council**

<https://www.blaenau-gwent.gov.uk/>

## **Caerphilly County Borough Council**

<https://www.Caerphilly.gov.uk/>

## **Monmouthshire County Borough Council**

<https://www.monmouthshire.gov.uk>

## **Torfaen County Borough Council**

<https://www.torfaen.gov.uk/>

## **Newport County Borough Council**

<https://www.Newport.gov/>

## **ABUHB Webpage for International Medical Graduates**

[IMG and CESR \(sharepoint.com\)](#)

## **Staff Discount**

Apply for a Blue Light Card to get discounts online and on the high street. Visit [www.bluelight.co.uk](http://www.bluelight.co.uk) for more information.

You can also find further information relating to Employee Benefits on your staff intranet pages.



# FURTHER SUPPORT AND GUIDANCE FOR OVERSEAS DOCTORS

At ABUHB we are extremely proud of our workforce, a large number of which are International Medical Graduates. The numbers continue to rise.

We recognise that IMG's are in a unique position and acknowledge that transitioning from another country and embracing a different healthcare system comes with many challenges.

Supporting our medical workforce is paramount at ABUHB and we have exciting plans, some of which are dedicated to specifically target the needs and concerns of an IMG.

We hope you find this introductory pack useful. Please make sure you access our dedicated IMG webpage on the staff intranet for more information on IMG related programmes and activities. These include details of a Mentor Group (see details below) as well as bespoke induction events. You may also be invited to become a part of an IMG Focus Group which is dedicated to shaping and influencing future programmes and tailored support initiatives.

So a very warm welcome to all doctors and we hope your time with us at ABUHB will be a meaningful and happy one.

## Mentor Group

### Support and Guidance for Overseas Doctors

An established group of Mentors is available to support and guide you throughout your career at Aneurin Bevan University Health Board.

Our aim is to provide continuous ongoing support for all Doctors new to Wales and the Aneurin Bevan area. Further information can be found on the IMG Webpage.



At Aneurin Bevan University Health Board we would like to welcome you as a valued international medical graduate.

This guide has been designed to give you some essential information to help ensure your arrival into the UK and Wales is as smooth as possible.

We hope you enjoy your time with us and have a pleasurable stay in Wales.

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## Introduction:

Welcome to Swansea!

Embarking on a journey to a new city is a significant step, and we understand the challenges it brings. Whether you're here alone or with family, we want to make this transition as smooth as possible. This guide aims to answer your questions, provide information, and extend a warm welcome to your new home.

To foster connection and support, we've created a WhatsApp group for new doctors/International Medical Graduates. Join, communicate openly, and let's build a community where everyone helps each other. We're thrilled to have you here and wish you a fulfilling and joyful experience in Swansea.

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## About Swansea:

Nestled along the stunning coastline of Wales, Swansea is a vibrant city that seamlessly blends natural beauty with urban charm. Renowned for its picturesque beaches, including the iconic Swansea Bay, the city offers a unique blend of coastal allure and cultural richness. Wander through the lush green spaces of Singleton Park or explore the Swansea Marina, where historic structures meet modern amenities.

Home to Swansea University, the city boasts a dynamic student population, contributing to a lively and diverse atmosphere. The thriving arts scene, showcased at venues like the Glynn Vivian Art Gallery, and a range of eclectic dining options add to Swansea's cultural tapestry.

Sports enthusiasts can revel in the fervor for rugby and football, as Swansea has a strong sporting heritage. The Mumbles, a quaint fishing village nearby, provides a serene escape with charming boutiques and seafront cafes. With a rich history, breathtaking landscapes, and a warm spirit, Swansea beckons all to explore its unique blend of tradition and modernity.

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## What to expect generally?

While the cost of living, transportation, and utilities in the area may be subjectively perceived as high, it is essential to note that they do not surpass the levels experienced in some major cities in the UK. I advise against converting GBP to your native currency, as

doing so will only add unnecessary stress. Your income will now be in pounds, and with decent financial management, you can navigate these expenses with confidence.

During the initial months of settling in, it is perfectly normal to incur additional expenses. I encourage you not to overly concern yourself with saving during your this period. Allow yourself the flexibility to address major expenditures first, and you will find a sense of relief once these initial challenges are overcome. Consider giving yourself a grace period of 3-4 months of settling in to work before contemplating taking up a locum shift(will be discussed later) for financial grace.

If you are internationally relocating for employment by SBUHB, please be aware that you are **eligible for a Relocation Claim** and that your **previous experience may be valid** here, allowing you better pay. If you're relocating from within the UK there is a different package offered.

Kindly liaise with your HR to facilitate the process and address any queries regarding this entitlement. For further details on this, kindly reach out to your HR.

On a practical note, it is worth mentioning that paper mail remains an integral part of communication in this region. Information, including important updates, is regularly posted through the postal service. Each residence, whether it be a house or apartment, is equipped with a letterbox utilized by delivery and mail personnel.

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## What to expect regarding the weather in Swansea?

As you acclimate to Swansea, we would like to offer some practical advice regarding weather-appropriate attire.

Considering the brisk winds in the region, a raincoat is advisable over an umbrella, as the latter may prove susceptible to wind-induced damage.

It's worth noting the distinction between waterproof and water-resistant garments while shopping. For brief exposure to light rain, water-resistant attire may suffice. However, for longer durations, such as a 30-minute walk, waterproof clothing will ensure you remain dry.

Additionally, for those sensitive to cooler temperatures, thermal inner wear is worth investing in. These fleece-lined undertops and underpants provide warmth throughout the day. While the hospital is equipped with heating facilities, it does get cold in the hallway due to open windows and doors.

In Swansea, the summers are comfortable; the winters are long, very cold, and wet; and it is windy and partly cloudy year round. Over the course of the year, the temperature typically varies from 3°C to 20°C and is rarely below -2°C or above 23°C.

June to September constitutes the warmer months, with July being the hottest, while November to March marks the cooler period, with February as the coldest.

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## Getting around in Swansea :

### **Bus:**

Most commonly, the initial mode of transportation you will use is the bus.

There are many private companies of buses, but mostly people end up using “First Bus”

**Bus number 4** is the one that connects Singleton, through the city and directly drops you off at the front door of Morriston Hospital.

Buses are usually every 15 to 20 minutes, but not strictly on time. They can run sometimes a little earlier, and sometimes a lot later.

After 4-4:30pm, the bus usually arrives every hour. So, for example, if you had just finished your day call, you will probably end up taking the 10 o'clock bus at night.

### **Taxi:**

Swansea does not have an Uber service. However, they do have taxis. The largest private taxi company is Yellow Cabs and you can request a cab via the app or through phone call. (01792 644 446 or 10792 700 400)

### **Personal Car:**

I personally advise to get a car when it is affordable as public transportation is not exactly cheap nor convenient. Depending on your country of origin, you may be able to drive with your existing license (or if you have an international driving license, you could rent a car, but the cost may not be reasonable).

Majority of the cars here are of manual transmission, and they are significantly cheaper to purchase.

Automatic transmission is considerably more expensive, but most convenient given the infrastructure of the city.

Do consider paying for hourly driving sessions as needed to familiarize yourself with the road and/or rules.

It is worthwhile considering before you purchase your first car on what fuel it runs (petrol/diesel/electricity/hybrid); if it is a low emission vehicle, or an ultra low emission vehicle [certain major cities like London will charge you extra per day (about 17 pounds) for use of the road if you are driving a regular emission car in an LEZ/ULEZ zone]

\*LEZ = low emission zone

\*ULEZ = ultra low emission zone

As of writing this document in March 2024, Petrol is cheaper than Diesel averaging around 130-150pence per litre.

Obtaining car insurance will be a significant initial expense given that you would be a new driver in this country. However, sometimes, depending on the duration of the license that you have held in your home country, you may be eligible for further discounts. Insurance depends on many factors like the car model, where you park, previous driving experience, anybody else who will drive the car, any driving certificate from UK etc

Different types of financing options are available, but it is difficult to secure a reasonable interest rate given the lack of credit scores (if you are new to UK or have been here less than three years).

Depending on your circumstance, you may opt for a used car with a private retailer/or go for an authorized preowned (personal preference - as if your car breaks down for any reason, you may end up paying a lot more to a private garage than you would have had by just getting a car from an authorized dealer with pending warranty) OR opt for a new car, in which case you may be eligible for NHS staff discount (Blue light discount).

### **Train:**

Swansea train station is the only rail hub in the city. If you're going to be traveling by train it's a good idea to pay for a 16-25 or 26-30 Railcard, or whatever category you best fit under. This will get you a third off train fares all year. Even you take the train TWICE, it will be worth it. From Swansea, you can catch a train to Cardiff in just over an hour, and to London in three hours, as well as direct trains to Carmarthen, Manchester and Shrewsbury.

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## **What is a credit score?**

A credit score is a numerical representation of an individual's creditworthiness, indicating the likelihood of their ability to repay borrowed money. It is a standardized measure used by lenders, such as banks and credit card companies, to assess the risk of extending credit or a loan to an individual.

Credit scores are typically generated based on information from credit reports, which include details about a person's credit history, outstanding debts, payment history, types of credit accounts, and the length of their credit history. The most common credit scoring models range from 300 to 850, with higher scores indicating better creditworthiness.

Credit scores play a crucial role in financial transactions, influencing the interest rates offered on loans, credit card approvals, and other financial opportunities. Individuals with higher credit scores are generally considered lower risk by lenders, making them more likely to receive favorable terms and conditions on credit products. Regular monitoring of one's credit score and maintaining a positive credit history are essential for financial health and access to favorable credit terms.

Credit scores build over time during your stay in UK. You simply need to pay your rent, utilities on time, pay your credit card fees on time, pay your taxes on time etc to build your score. To start with, register on the Electoral Roll.

If you repeatedly delay any of your payments, overtime, it will reflect poorly on your credit score.

You will build a new **credit score** in UK. Credit scores are not transferable internationally.

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## Accommodation:

Both Morriston and Singleton Hospital have on site accommodation subject to availability. Some useful websites to look for accommodation around are listed below:

- [zoopla.co.uk](https://www.zoopla.co.uk)
- [rightmove.co.uk](https://www.rightmove.co.uk)
- [onthemarket.com](https://www.onthemarket.com)
- [spareroom.co.uk](https://www.spareroom.co.uk)

While looking for accommodation some factors to bear in mind that may help you decide on what's best for you:

- Distance from home to hospital
- Distance from home to the nearest bus stop
- Distance from home to gym
- Distance from home to swansea city centre
- Distance from home to the nearest supermarket
- Furnished vs Unfurnished
  - Furnished houses require a deposit of up to 1.5x the rent per month.
- Utilities included vs not

The nearest IKEA store is in Cardiff and they do deliver to Swansea!

Facebook Marketplace may also be a good website to find decent and loved pre-owned.

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## Houses in UK:

It may get confusing when you are looking for houses online to rent/purchase. In general, there are seven types of houses in UK. (<https://housebuyers4u.co.uk/blog/7-key-types-of-houses-uk/>)

### Terraced houses:

A terraced house is defined as a house built as part of a continuous row where the attached homes share side walls.

### End of terrace house

Although very similar to terraced houses, an end-of-terrace house is as it sounds - a home that sits at the end of a row of houses.

### Semi detached houses

A semi-detached house is a house that is joined to another similar house but only on one side.

### Detached houses

A detached house (sometimes called a single detached dwelling) is a stand-alone house usually set on its own lot – a house that is not joined to any other place.

### Bungalows

A Bungalow is a type of house with only one level but sometimes upper rooms set in the roof, typically with dormer windows. It is essentially the same as a single-story, detached house.

### Cottages

A Cottage can be defined as a small house, usually in the countryside, away from cities and towns.

### Flats

It is the same as an apartment.

6)



**Block of Flats**

1)



**Terraced House**

2)



**Semi-Detached Houses**

3)



**Detached Houses**

4)



**Bungalow**

5)



**Cottage**

A studio flat has a single living space, with a separate bathroom, whereas a one bedroom flat has the bedroom in a separate room to the living area or lounge

**Note:**

It is also worthwhile familiarizing yourself with the EPC rating of the house.

An EPC, or Energy Performance Certificate, shows how energy efficient a property is. A higher rating means the energy bills for that house or flat are likely to be lower.

Score	Energy rating
92+	A
81-91	B
69-80	C
55-68	D
39-54	E
21-38	F
1-20	G

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## Council Tax:

Council Tax is a tax based on occupation and/or ownership of domestic property and in the Swansea area is levied and collected by Swansea City Council.

The tax is imposed on all domestic dwellings and assumes that 2 adults occupy each property. Council tax varies from area to area. Ask your agent/landlord what is the council tax for the property. They range from band A – band H

If you stay alone, you are eligible for discount on your tax. The council tax is divided over a period of ten months rather than 12, so it comes up to around 180 pounds a month (in addition to your rent).

If you are a student as well (for example, doing masters etc), you may be eligible for a further discount.

Get in touch with this Swansea Council. <https://www.swansea.gov.uk/contactcounciltax>

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## Road Tax:

Road tax, also known Vehicle Excised Duty (VED), is a mandatory tax that motorists in the UK must pay annually for using their vehicles on public roads. It is around 180-190 pounds, with zero fees for electric cars.

### Vehicles with a list price of more than £40,000

You have to pay an extra £410 a year if you have a car or motorhome with a 'list price 'of more than £40,000. You only have to pay this rate for 5 years (from the second time the vehicle is taxed).

You must tax your vehicle even if you [do not have to pay anything](#), for example if [you're exempt because you're disabled](#).

<https://www.gov.uk/vehicle-tax-rate-tables>

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## **Tax Relief:**

You are entitled to claim tax relief on essential things for your job, this includes your GMC Registration, BMA subscription, indemnity insurance, and exams.

You can claim up to four previous tax years. Each tax year starts on the 6th April. Expenses should be claimed in the tax-year they are incurred (if you have paid in installments that span over two tax years, claim each installment in separate tax years' claim)

It is important to claim as the amount add ups. The tax relief depends on how much tax you pay based on your salary.

If your professional expenses exceed £2,500 in a tax year you cannot use the above method to claim tax relief for that year, instead you will need to complete a tax return under self-assessment.

## **Expenses you can claim tax relief on**

- GMC fees (including any CCT fees)
- BMA membership fees
- Medical indemnity subscription (MDU/MPS etc.)
- Royal College membership fees
- Royal College examination fees (if you are on an approved training scheme which will, or has, led to a CCT in that specialty)
- You can also claim for re-sits
- You can claim for associated costs of the examination such as travel/accommodation required (but not revision courses)
- You may be able to claim "Mileage Allowance Relief" for journeys made in the performance of your duties, for example, home visits, or travel to another site for compulsory teaching (Note you cannot claim for ordinary commuting – travel between your home and permanent place of work)
- If your travel expenses are fully covered by your trust you cannot also claim tax relief on them – but if they cover the expense at a lower mileage rate than HMRC you can still claim a tax refund and the difference will be paid.

### **The approved mileage allowance rates are:**

- Cars – 45p for the first 10,000 miles, 25p per mile thereafter
- Motorbikes – 24p per mile
- Pedal bikes – 20p per mile

The HMRC expect you to keep records of the dates and mileage of the journeys you claim for.

As of October 2024, the process has now switched to paper-based via P87 form that you need to send to HMRC via post with receipts attached.

You may find videos on YouTube to help with the steps.

<https://mindthebleep.com/claiming-tax-relief/>  
[Claim tax relief for your job expenses: Overview - GOV.UK](https://www.gov.uk/guidance/claim-tax-relief-for-your-job-expenses)  
<https://www.youtube.com/live/2qhZlpv6Hsl?feature=shared>

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## TV License:

You need to be covered by a TV License to watch TV channels live on any TV service or streaming service - such as ITVX, Channel 4, Amazon Prime Video, Now or Sky Go.

A colour license costs £159.

A black and white license costs £53.50. (not sure who is watching Black and White)

### **From 1 April 2024:**

A colour license costs £169.50.

A black and white license costs £57.

You don't need a TV License if you only ever watch on demand programs on any TV service apart from BBC iPlayer\*

(You don't need a TV license to just watch Netflix or YouTube)

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## Life with family in Swansea:

Swansea offers a family-friendly environment with a good balance of educational opportunities, recreational activities, and a supportive community, making it a great place for families to live.

The city is coastal location, and natural landscape provides opportunities for outdoor activities, like hiking, cycling and watersports. Families can enjoy beautiful beaches Caswell Bay, Rhossili Bay, Oxwich bay etc.

Swansea offers a range of housing options, from city center apartments to suburban family homes. Popular family-friendly neighborhoods include Sketty, Uplands, Mumbles, Llansamlet (to name a few). Compared to larger cities in the UK, Swansea has a relatively affordable cost of living, making it an attractive place for families.

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## Schools in Swansea:

### List of English medium primary schools:

<https://www.swansea.gov.uk/primaryschools>

### List of voluntary aided primary schools:

<https://www.swansea.gov.uk/voluntaryaidedprimaryschools>

### List of English medium secondary schools:

<https://www.swansea.gov.uk/secondaryschools>

### List of voluntary, aided secondary schools:

<https://www.swansea.gov.uk/voluntaryaidedsecondaryschools>

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## Nurseries in Swansea:

<https://www.childcareinformation.wales/fis/W06000011>

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## Food in Swansea:

The most economical (and delicious) option would be to cook your own food. When time does not allow for it, consider meal prepping.

Sainsbury's supermarket in city centre has a small halal section in the refrigerated section where they sell halal meat/chicken and some delicious microwavable meals (which will definitely save you in your first week) for about 3.50 pounds which is reasonable compared to ordering takeout or getting it delivered with additional delivery charges.

Halal meat can also be ordered online from Tariq Halal Meats, which is very convenient!

<https://www.tariqhalalmeats.com>

A surprisingly decent amount of halal restaurants are located in Swansea, a cluster of them can be found on St. Helen's Road. Always check the reviews before visiting.

Here are some places with decent reviews : Madbuns, Pepe's, Banana Leaf(Sri Lankan), Chopstix, Ali Baba, Al Basha (Iraqi), Shiraz (persian), etc

Plenty of other restaurants to try from, a quick google search away :

[https://www.tripadvisor.co.uk/Restaurants-g186466-zfz10751-Swansea\\_Swansea\\_County\\_South\\_Wales\\_Wales.html](https://www.tripadvisor.co.uk/Restaurants-g186466-zfz10751-Swansea_Swansea_County_South_Wales_Wales.html)

## Supermarkets:

There are plenty of supermarkets around Swansea.

The cheapest items you will find in ALDI and LIDL.

Not one supermarket has every item under one roof so you may have to go to different places to get what you need if you're doing a big shopping list.

Most of the supermarkets usually close very early on Sundays so don't forget to get your groceries before that. Always carry a **pound** (for the trolley) and carry your **reusable bags** with you. I used to go to the supermarket with a suitcase to do bulk shopping and that was convenient for me.

Do register for membership in all the supermarkets that you go to, or any shop for that matter, as you'll be able to collect points, that may be worth some money in the long run.

- ALDI
- LIDL
- Sainsbury's
- Morrisons
- PoundLand
- B&M

You can find desi/Asian spices, Basmati rice, Indomie noodles in these convenience stores for decent price:

- Masala Bazaar SA1 4DQ
- Brother's Cash and Carry SA1 4AP
- Exotica World Foods SA1 4BE
- Stop and Shop SA5 9JL
- Medina Shop SA1 5SE
- SA1 Grocery SA1 1LF
- African Food and Spices SA1 5SF
- Oriental Express Asian Food Store SA1 4JG
- Family Choice Golden Asia SA1 2BQ

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## Places of Worship in Swansea:

Some notable places of worship in Swansea include:

**Swansea Mosque:**

- Location: 186 St Helen's Rd, Swansea SA1 4DG, United Kingdom.

**St. Mary's Church:**

- Location: St. Mary's Square, Swansea SA1 3LP, United Kingdom.
- St. Mary's is the parish church of Swansea and has a rich history, with parts of the building dating back to the 14th century.

**Tabernacle Chapel:**

- Location: Morrision, Swansea SA6 6JE, United Kingdom.
- Tabernacle Chapel is a historic Welsh chapel located in the Morrision area, reflecting the Nonconformist tradition.

**Swansea Synagogue:**

- Location: Ffynone, Swansea SA1 6BT, United Kingdom.
- Swansea Synagogue serves as a place of worship for the Jewish community in the city.

**Sanatan Dharma Mandal & Hindu Community Centre:**

- Location : Cardiff CF24 5EB

**St. David's Priory Church:**

- Location: St David's Place, Swansea SA1 3NG, United Kingdom.
- St. David's Priory Church is an Anglican church with a history dating back to the 12th century.

**City Church Swansea:**

- Location: Dyfatty St, Swansea SA1 1QQ, United Kingdom.
- City Church Swansea is a Christian church that welcomes people from various denominations.

*Please note that if you plan to visit any specific place of worship, it's advisable to check for the latest information and opening hours as the information provided may be not always be accurate. There are plenty more that you will be able to find with a quick google search, the above list is not exhaustive.*

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## Pets

A lot of people own pets here. You'll often find dogs happily exploring, tails wagging with excitement. They might come over for a friendly sniff and a wagging tail "hello." While most are accustomed to being off their leashes, we completely understand that not everyone may share the same comfort level around these four-legged companions.

If you ever find yourself in a situation where you'd prefer a bit of space, don't hesitate to speak up! Most of the community here will be respectful of how you feel.

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## Places to visit in Swansea:

Note:

- This by no means is an exhaustive list
  - I recommend you to always have company.
  - Do not take a bus far away without being sure about bus timings/without informing another person, as bus timings from google are not always reliable
- 
- National Waterfront Museum
  - Singleton Park
  - Botanical Garden inside Singleton Park
  - Swansea Marina
  - Swansea Arena
  - Mumbles Pier
  - Plantasia
  - Swansea Indoor Market : Opens from Monday to Saturday with an eclectic range of stalls selling delicious food, locally grown produce, handmade gifts and antiques.
  - LC Leisure Centre
  - Hiking spots : Bracelet Bay, Llangland Bay, Caswell Bay, Killvey Hill, Penellergare Valley Woods, Lliw Reservoir etc Wales is surrounded by natural beauty
  - Public Library in Civic Centre. - good for studying

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## Events in Swansea:

<https://www.swansea.gov.uk/article/8781/Whats-on-in-Swansea>

Christmas Parade in November, Swansea Marathons, Sunday Market in Swansea city centre, Winter Wonderland in November, Wales Air show – to name a few.

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## Support

JOIN THE JCF/IMG SUPPORT GROUP HERE :  
[HTTPS://CHAT.WHATSAPP.COM/LS5GHP5SWST903TL4ZBNYK](https://chat.whatsapp.com/LS5GHP5SWST903TL4ZBNYK)



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## References:

<https://www.swansea.gov.uk/keyfacts>

<https://housebuyers4u.co.uk/blog/7-key-types-of-houses-uk/>

<https://www.whatuni.com/advice/research-and-prep/student-city-guide-to-swansea/125076/>

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Kuruvilla, Branwen Cobley*



## Atodiad 4: Pecyn Gwybodaeth i Hyfforddeion Tramor Partneriaeth Cydwasaethau GIG Cymru

Sylwch fod y pecyn gwybodaeth canlynol wedi cael ei gynhyrchu gan Bartneriaeth Cydwasaethau GIG Cymru (NWSSP) ac nid yw AaGIC yn gyfrifol am gywirdeb y cynnwys.

Mae'r wybodaeth yn gyfredol o fis Tachwedd 2024 ymlaen, a rhaid iddi gael ei gweld yng nghyd-destun y Canllaw Arferion Gorau Cynefino hwn.





**GIG**  
CYMRU  
**NHS**  
WALES

Partneriaeth  
Cydwasaethau  
Shared Services  
Partnership

## OVERSEAS TRAINEES' INFO PACK

A warm welcome from Single Lead Employer, NHS Wales Shared Services Partnership (NWSSP).

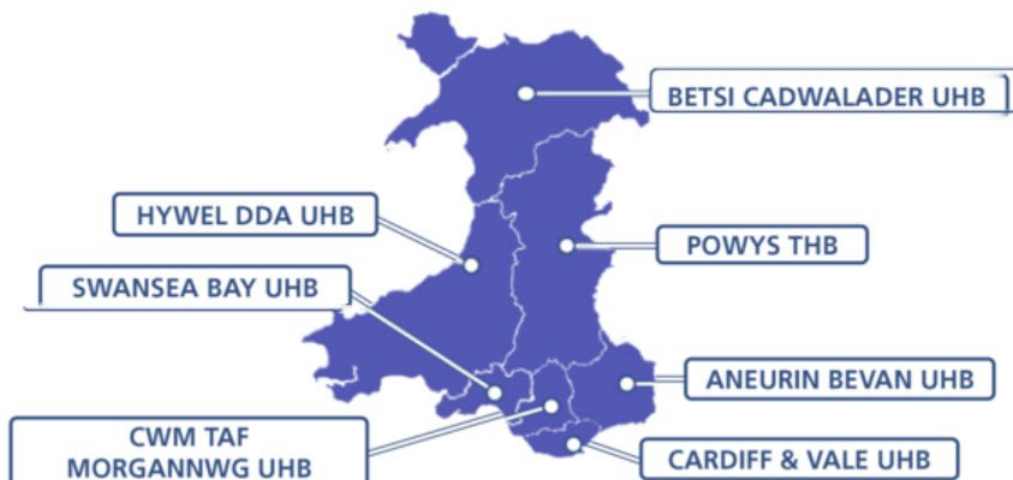
NWSSP will be your employer for the duration of your training which is part of the Single Lead Employer arrangement for all Medical & Dental Trainees and Trainee Pharmacists across Wales. During your training you will be employed by NWSSP and hosted by the local Welsh Health Boards and / or Practices/Pharmacies, within your specific scheme during your rotation. We hope that you find all your rotations both enjoyable and rewarding, and we want to ensure that the coming months, until your start date, go as smoothly as possible.

In this information pack you will find useful links on the local area you will be located within, as well handy FAQ's and main contacts.

Thank you for joining us and we hope you enjoy your experience with us in Wales.

### Contents

- SLE Overview
- Welsh Health Board Information
- Helpful Information/ FAQ's
- Contact Information



## Single Lead Employer

### Who are we – SLE

SLE coordinate all employment issues, covering pre-employment checks, employment contracts (including banding confirmation), HR services, payroll, annual leave and occupational health.

### SLE Model

The SLE model involves three organisations with one acting as the lead employer who has overall employment responsibility for trainees. The lead employer in NHS Wales is NHS Wales Shared Services Partnership (NWSSP) – on your payslip it will displayed as Velindre NHS Trust.

### What are the benefits of the SLE model?

The benefits are that for the whole of the training scheme, the trainee will have one employer. This means that if you rotate into a different organisation you will remain employed by NWSSP and your employment checks will not generally require re- examination. It is anticipated that the model will cut down bureaucracy, provide greater equity and improve the working experience for trainees.

Prior to the new arrangements, each time a trainee moved from one health board or host organisation to another, they had to change employer. This was time-consuming and caused problems in areas such as mortgages, tax codes, access to employee service based entitlements (e.g. cycle to work, childcare vouchers). These problems will be removed by the new arrangements.

The table below details each organisation involved in the SLE model and their general roles and responsibilities in relation to your employment and training:

<b>Lead Employer - NHS Wales Shared Services Partnership (NWSSP)</b>	<b>Host Organisation or Practice (E.g. Health Board, Trust, GP Practice, Dental Practice, Community Pharmacy)</b>	<b>Health Education and Improvement Wales (HEIW)</b>
<ul style="list-style-type: none"> <li>• contracts of employment</li> <li>• pre-employment checks inc. DBS &amp; health checks</li> <li>• paying monthly salary</li> <li>• relocation and excess travel expenses</li> <li>• general expenses</li> <li>• study leave expenses</li> <li>• sick leave – in liaison with host organisation / practice</li> <li>• annual leave – in liaison with host organisation / practice</li> <li>• occupational health referrals</li> <li>• mandatory training</li> <li>• access to Electronic Staff Record (ESR)</li> <li>• NHS Email</li> <li>• Performance management in liaison with host organisation / practice</li> </ul>	<p>Also known as local education provider or provider of clinical placements.</p> <p>Provides day to day management and supervision of training by clinical &amp; educational supervisors</p> <ul style="list-style-type: none"> <li>• workplace induction</li> <li>• annual leave agreement and reporting to lead employer</li> <li>• approval of study leave and reporting to lead employer</li> <li>• sickness absence reporting to lead employer &amp; HEIW</li> <li>• return to work</li> <li>• responsibility for trainee on rotation</li> <li>• designated education / training supervisor</li> <li>• reports fitness to practice concerns / issues to HEIW</li> </ul>	<p>Responsible Officer, supervision of training and progress in training.</p> <ul style="list-style-type: none"> <li>• recruitment into training programmes</li> <li>• placements within training programmes</li> <li>• access to online training resources and materials</li> <li>• absence from training</li> <li>• fitness to practice</li> <li>• trainee performance / assessment</li> <li>• annual review of competence progression panels (ARCPs)</li> <li>• career advice</li> <li>• revalidation (exc Dental)</li> <li>• taking time out from training programme</li> <li>• methods of providing training</li> <li>• quality management of education and training</li> <li>• education and training programme concerns</li> </ul>

<ul style="list-style-type: none"> <li>• restrictions/exclusions and disciplinary matters in liaison with host organisation / practice</li> <li>• resignations</li> </ul>		
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### **Pre-Employment Checks**

#### **Pre-Employment Checks**

Within the Single Lead Employer Team (SLE), we will be undertaking all pre-employment checks. An email will be sent to your personal email address, via our online 'Trac' recruiting system, in the coming weeks, confirming the recruitment process and the documentation required. You will be invited to undertake a pre-employment check; this should be completed as soon as possible. The purpose of the check will be to verify your original documents. If you are going out of the country for a while, you will need to ensure that you complete the pre-employment check prior to going, as any delay in your checks may result in you not commencing on your planned start date.

The documents required for checking include:

- Certificate of GMC / GDC Registration with a Licence to Practice
- Proof of Right to Work (*UK Passport, Biometric Residence Permit (Share Code), Proof of Settlement, etc.*) **Please let us know if you require a Certificate of Visa Sponsorship by emailing [NWSSPSLE@wales.nhs.uk](mailto:NWSSPSLE@wales.nhs.uk) as soon as possible.**
- Proof of Photo Identification (*Driving License, etc.*) **N.B.** A Passport can be used as ID if not being used as Proof of Right to Work
- Valid Proof of Address (*Bank Statement, credit card statement or utility bill dated within the last 3 months / Council Tax Statement or Mortgage statement dated within the last 12 months*) **N.B.** this needs to be an original document; an online print out cannot be accepted
- Proof of Medical Qualification (*Original Degree Certificate, etc.*)
- **For GPST posts only** - Inclusion on the Medical Performers List – the Primary Care Team will email you an application during the next few weeks, please complete and return asap as you will need to be registered on the MPL prior to commencement in this post.
- Two passport photos in person, or a scan of a passport photo emailed to us.



- Satisfactory Reference(s); these are usually provided with your Oriol application; however we may need to check with you directly if we have not received these prior to your start date.
- DBS Certification: we can accept the below certificates but if a valid DBS certificate is not held, we can begin the process of applying for a new one.
  - DBS Certificate at Enhanced Level (with Child and Adult Barred Lists) issued by an NHS Wales organisation within the last 3 years.
  - Portable DBS Certificate at Enhanced Level (with Child and Adult Barred Lists) on the update service
- Certificate of Good Standing –Certificates must be provided for any country (excluding the UK) in which the trainee has resided in for 12 months or more (whether continuously or in total) in the last 10 years.
- Occupational Health (OH) clearance; **ALL** new trainees joining a training programme will need to attend an Occupational Health meeting and, dependent on your role, be fully EPP cleared. You will need to provide blood and the results usually take up to 72 hours – working days (please note this may take longer). Clearance is not given until the blood test results are received.

If you are due to be out of the country, please ensure you complete the OH form sent to you at the time of your pre-employment checks, send it to the email address as instructed and ensure you have booked an OH meeting, with consideration to the timeline of receiving the blood test results. **You cannot begin working onsite until you have been cleared Fit to Work by Occupational Health.**

*As a reminder, we are not able to accept photocopies or printouts of any documents, including bank statements.*



## **Welsh Health Boards Information**

### **Aneurin Bevan University Health Board**

#### **General Information**

The Health Board employs over 14,000 staff, two thirds of whom are involved in direct patient care. There are more than 250 consultants in a total of over 1000 hospital and general practice doctors, 6,000 nurses, midwives, allied professionals, and community workers.

The catchment area of the Health Board is bounded by the Brecon Beacons to the North, the Rhymney Valley to the West and the Wye Valley to the East. Newport is the main town in the South. There is one Specialist and Critical Care Centre and 3 enhanced Local General Hospitals. The Grange University Hospital, Llanfrechfa, Royal Gwent Hospital, Newport Nevill Hall Hospital, Abergavenny Ysbyty Ystrad Fawr, Caerphilly. In addition to these hospitals there are eighteen community hospitals in the area. There is also a range of specialist health centres, local clinics and

primary care facilities providing medical, dental, pharmacy and optometric services along with facilities providing mental health and learning disability services.

### **Accommodation**

All Foundation Doctors in Wales are offered free hospital accommodation for the duration of their Foundation Year 1. In the unlikely event that there is no accommodation available, you will be able to claim expenses for this period instead.

Below we have briefly outlined the accommodation that is available within this Health Board:

#### **Royal Gwent Hospital**

Single accommodation is available at the hospital with shared facilities. FP1's need to be resident throughout the duration of their period of work.

#### **Nevill Hall Hospital**

Single accommodation is available at the hospital.

Contact the below for more information:

Sue Shorney: Royal Gwent 01633 238565 [Sue.Shorney@wales.nhs.uk](mailto:Sue.Shorney@wales.nhs.uk)

Nicola Hamer: Nevill Hall 01873 732052 [Nicola.Hamer2@wales.nhs.uk](mailto:Nicola.Hamer2@wales.nhs.uk)

### **Betsi Cadwaladr University Health Board**

#### **General Information**

Betsi Cadwaladr University Health Board is the largest health organisation in Wales, providing a full range of primary, community, mental health and acute hospital services for a population of around 678,000 people across the six counties of North Wales (Anglesey, Gwynedd, Conwy, Denbighshire, Flintshire, and Wrexham).

There are three main hospitals: Ysbyty Gwynedd in Bangor, Ysbyty Glan Clwyd in Bodelwyddan and Wrexham Maelor Hospital.

#### **Accommodation**

Hospital accommodation is available at all 3 sites.

Contact the below for more information:

Sharon Valentine: Wrexham Maelor 01978 725406 [Sharon.Valentine@wales.nhs.uk](mailto:Sharon.Valentine@wales.nhs.uk)

Derek Blythin: Glan Clwyd Ysbyty & Gwynedd 01745 583910 [Derek.Blythin@wales.nhs.uk](mailto:Derek.Blythin@wales.nhs.uk)

Contact [bcu.accomodationenquiries@wales.nhs.uk](mailto:bcu.accomodationenquiries@wales.nhs.uk) for further information and advice.

### **Cardiff and Vale University Health Board**

#### **General Information**

Cardiff and Vale University Health Board is one of the largest NHS organisations in Europe. They employ approximately 14,500 staff and spend around £1.4 billion every year on providing health and wellbeing services to a population of around 472,400 people living in Cardiff and the Vale of Glamorgan. They also serve a wider population across South and Mid Wales for a range of specialties.

#### **Accommodation**

This can be arranged with the accommodations team as they have accommodation available at the following sites:

- University Hospital of Wales (Pembroke House)
- University Hospital Llandough (Cwrt Llandough) Provided by External Company

For more information please visit:

[Accommodation - Cardiff and Vale University Health Board \(nhs.wales\)](#)

If you would like to apply for accommodation, please complete the application form on the link below and return it to the Residences Office either by e-mail to [Residences.Admin.CAV@wales.nhs.uk](mailto:Residences.Admin.CAV@wales.nhs.uk) or in the post to:

The Residences Office  
2nd Floor Lakeside  
University Hospital of Wales  
Heath Park  
Cardiff CF14 4XW

Tel: 029 2074 4924 /02920 743665

### **Cwm Taf Morgannwg University Health Board**

#### **General Information:**

Cwm Taf Morgannwg University Health Board provides primary, community, hospital and mental health services to the 450,000 people living in three County Boroughs: Bridgend, Merthyr Tydfil and Rhondda Cynon Taf.

Cwm Taf Hospitals: Prince Charles Hospital is based in Merthyr Tydfil. The Royal Glamorgan Hospital is located in a semi-rural area, The Princess of Wales Hospital is based in Bridgend Town.

#### **Accommodation**

The Residences are situated within the grounds of Prince Charles Hospital. The complex accommodates 96 people in shared accommodation and there are 17 flats available for married people.

Ansari Court in the Royal Glamorgan Hospital offers modern, safe, energy efficient accommodation with the option of single or shared facilities in single rooms, study bedrooms, self-contained flats and three-bedroomed houses. The complex accommodates 156 people, is modern, centrally heated and double-glazed. It is situated adjacent to but separate from the hospital.

The Residences At Princess of Wales Hospital, there is accommodation on site comprising of houses, bungalows and flats. Accommodation is situated on site, which is perfect and convenient for our doctors especially after doing a night shift.

Contact the below for more information:

Ailie Williams: Royal Glamorgan [Ailie.williams@serenliving.co.uk](mailto:Ailie.williams@serenliving.co.uk)

Rebecca Maher: Royal Glamorgan [Rebecca.maher@charterhousing.co.uk](mailto:Rebecca.maher@charterhousing.co.uk)

Facilities Team: Prince Charles [ctt\\_facilitiesadmin@wales.nhs.uk](mailto:ctt_facilitiesadmin@wales.nhs.uk)

Robert Smithson: Princess of Wales 01656 756553 [Robert.smithson@wales.nhs.uk](mailto:Robert.smithson@wales.nhs.uk)

Jacky Griffiths: Princess of Wales 01656 728805 [Jacky.Griffiths@wales.nhs.uk](mailto:Jacky.Griffiths@wales.nhs.uk)

## **Swansea Bay University Health Board**

### **General Information**

Swansea Bay UHB covers a population of around 390,000 in the Neath Port Talbot and Swansea areas and we have a budget of around £1bn. The health board employs approximately 12,500 staff.

SBUHB has hospitals providing a range of services: Morriston and Singleton in Swansea, and Neath Port Talbot Hospital in Baglan, Port Talbot.

### **Accommodation**

Contact the below for more information:

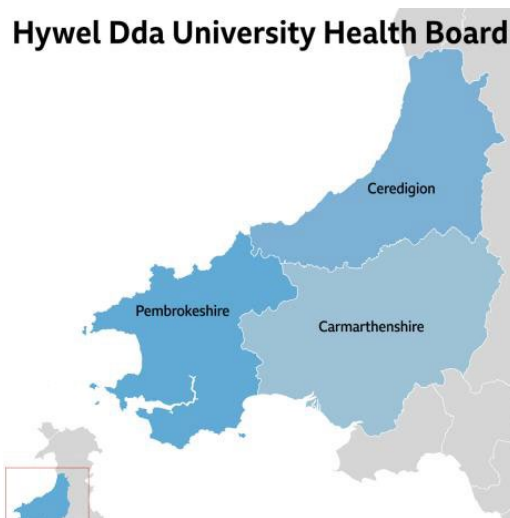
Dawn Morris: Morriston [Dawn.Morris@wales.nhs.uk](mailto:Dawn.Morris@wales.nhs.uk) / [SBUAccommodation@wales.nhs.uk](mailto:SBUAccommodation@wales.nhs.uk)

Claire Rozario: Singleton [Claire.Rozario@wales.nhs.uk](mailto:Claire.Rozario@wales.nhs.uk)

## **Hywel Dda University Health Board**

### **General Information**

Hywel Dda University Health Board (HDUHB) provides primary and secondary care services for over 375,000 residents within its borders of the counties of Carmarthenshire, Pembrokeshire and Ceredigion. HDUHB also covers a quarter of the land mass in Wales and has over 10,000 staff ensuring the delivery of a high quality primary, community, mental health and secondary care services.



### **Accommodation**

Hywel Dda have lots of helpful information on accommodation on the link below:

[Living in the Hywel Dda area - Hywel Dda University Health Board \(nhs.wales\)](#)

Accommodation is available onsite, and you can request this with Hotel Services. The cost and contact details are below:

Cost for single accommodation (shared facilities): £534.00

Bedsit: £617.00

Cost for 1 bedroom flat: £736.00

Cost for 2 bedroom flat: £859.00

Cost for 3 bedroom flat: £988.00

(Prices correct as of March 2023)

Bond details: cost of a month's accommodation

Location for key pick up: Switchboard situated at the Main Entrance (operating 24 hours)

Times for picking up keys: 3pm onwards

Contact the below for more information:

Sandra Gbel: Bronglais General 01970 635829 [Sandra.I.gbel@wales.nhs.uk](mailto:Sandra.I.gbel@wales.nhs.uk)

Lukasz Gilewski: Bronglais General 01970 635913 [Lukasz.Gilewski@wales.nhs.uk](mailto:Lukasz.Gilewski@wales.nhs.uk)

Anne Rice: Glangwili General 01267 227855 [Anne.Rice@wales.nhs.uk](mailto:Anne.Rice@wales.nhs.uk)

Susan Davies: Prince Philip 01554 783576 [Susan.Davies16af2e@wales.nhs.uk](mailto:Susan.Davies16af2e@wales.nhs.uk)

Helen Harries: Witybush 01437 773435 [Helen.Harries@wales.nhs.uk](mailto:Helen.Harries@wales.nhs.uk)

## **POWYS Teaching Health Board**

### **General Information**

Each year POWYS receive a budget from Welsh Government to provide health services and improve health for 133,000 people living in Powys - a large rural county of 2000 square miles, approximately a quarter of the land mass of Wales.

The very rural nature of Powys means that the majority of local services are provided locally, through GPs and other primary care services, community hospitals and community services. But with such a sparsely populated area we do not have the critical mass of people locally to provide a District General Hospital within Powys. Therefore, Powys pay for Powys residents to receive specialist hospital services in hospitals outside of the county in both England and Wales

### **Accommodation**

[Live Powys - Powys Teaching Health Board \(nhs.wales\)](https://www.nhs.uk)

## **Useful Resources/Information:**

If you're currently overseas and are joining us in Wales, we have an amazing resource which has been created by Dr Jen Myo in partnership with Health Education and Innovation in Wales (HEIW) which aims to signpost you to important elements of starting your life here, please see link below.

[Welcome to Wales HEIW \(joinctm.wales\)](https://www.joinctm.wales)

### **BDI also have some helpful articles:**

[What to do after arriving in the UK for IMGs | \(bdiresources.com\)](https://www.bdiresources.com)

[Temporary Accommodation for IMGs | \(bdiresources.com\)](https://www.bdiresources.com)

### **SLE**

[Lead Employer - NHS Wales Shared Services Partnership](https://www.nhs.uk)



### **Finding somewhere to rent**

Once you have your job offer and visa, you can start looking for somewhere to rent. You can search via google for property search websites, or for local estate agents in the area you will be living. You will then be able to view some properties. A couple of good websites to use are:

[14 Estate and Letting agents in Wales | allAgents](#)

[www.justletpropertymanagement.com](http://www.justletpropertymanagement.com)

[Rightmove - UK's number one property website for properties for sale and to rent](#)

To rent, you will need:

- A deposit - usually the cost of one to three months' rent
- Other admin fees - a breakdown of all fees should be clearly visible to you on the agent's website
- Proof of Identity and Employment status
- References
- Bank Account
- Credit History

### **Hospital Accommodation**

Accommodation can be provided for Doctors in Wales. If you wish to take up this accommodation, please contact your employing Health Board to arrange this. We have attached a list of contacts for each hospital. For further details, please visit <http://www.nwssp.wales.nhs.uk/all-wales-relocation> where you will also find the relocation expenses policy. If you have any questions on this process, please contact [NWSSP.JuniorDoctorsRelocation@wales.nhs.uk](mailto:NWSSP.JuniorDoctorsRelocation@wales.nhs.uk) directly

### **Registering with a GP**

Look online to find your local GP Practice and call them to register. To register they may ask for proof of address and your name and date of birth. The UK also offers NHS Dental Services, places do fill up quick for NHS Dental Services so we would suggest calling the Dental Practice if they are taking NHS Patients, if not Private Dental Services are available at a cost.

### **National Insurance**

National Insurance (NI) is a tax on earnings and self-employed profits. By paying NI, it entitles you to state benefits, though these vary according to whether you are employed, self-employed or making voluntary contributions.

When employed, NI is automatically deducted from your monthly pay. Everyone who is eligible to work in the UK requires a NI number, which is a unique code specific to the individual. If you are

moving to the UK, you may have your NI number printed on the back of your biometric residence permit (BRP).

If you do not have a NI number you must apply, by contacting HMRC or applying online (please see link below). It will be specified which documents are required to prove your identity. Acceptable identification are normally a passport, residence permit, birth certificate, banks statements or utility bills (must be dated from the last three months).

For further information and contact details, you can visit the government's website:-

<https://www.gov.uk/apply-national-insurance-number>

### **Opening a Bank Account**

There are many banks in the UK, you will firstly need to choose one and then open an account. To open an account, you may need the following documents:

- Proof of ID
- Proof of Salary
- Biometric Residence Permit
- Proof of Address

## **NWSSP FAQ's**

### **Will I be provided with support with my immigration status**

If you require a Tier 2 visa in order to take up your post, a Certificate of Sponsorship (COS) form will be completed by Single Lead Employer (SLE) and sent to the COS team, along with supporting documents (passport, medical degree, BRP) for further processing.

The team will then issue you with a Certificate of Sponsorship directly to your personal email address. Further information can be found on <https://nwssp.nhs.wales/ourservices/employment-services/skilled-worker-certificate-of-sponsorship/>

*Whilst in the employment of NWSSP if you are applying for indefinite leave to remain the Medical Workforce Team will be able to provide you with the relevant references to assist with your application.*

### **When should I aim to arrive in the UK**

We strongly advise you arrange your arrival no later than 4 weeks prior to your planned start date. You will need to be in the UK to complete your checks as we will need a UK address for the DBS application to be processed. You will also need time to open a UK bank account for payment.

### **Contracts & Payroll Enrolment**

Approximately 4 weeks prior to your start date, you will be emailed an Excel-format New Appointment Form (NAF) with instructions so we can get you enrolled on our Payroll System. The current pay date for NWSSP staff is the 21st of the month (pay for full month), or the last working day prior if the 21st falls on a weekend or bank holiday.

**Please note**, if an incremental credit application has been made, the NAF form may not hold the correct incremental point as the exact salary assessment may still be in process. Please be assured that any approved changes will be corrected and updated, but it is crucial that the NAF is submitted in a timely manner. The NAF form confirms your banks details and is required by Payroll by the 4<sup>th</sup> of the month to ensure salary is paid on 21<sup>st</sup>.

Contracts of Employment are issued once all pre-employment checks are satisfied and are provided on or before the first day of employment.

### **Incremental Credit**

For service overseas and non-NHS service, an application form will need to be completed and returned with supporting evidence that consists of a full up to date CV, any certificates of service and employment references, confirming the dates employed and the role undertaken. Please email [NWSSPSLE@wales.nhs.uk](mailto:NWSSPSLE@wales.nhs.uk) for an application form.

**Please note:** new applications for incremental credit from Trainees from overseas can only be considered if you are an overseas trained doctor, and this is your first application for incremental credit in the NHS.

Once the evidence has been submitted to the Single Lead Employer team an outcome is normally received within a 2-week time frame however this may be longer if the application is more complex. Please do not chase this within the initial 2-week period, an update will be provided as soon as confirmation has been received.

These documents must be submitted no later than 3 months after commencing your training scheme, via email, to [NWSSPSLE@wales.nhs.uk](mailto:NWSSPSLE@wales.nhs.uk) for consideration.

## VISA

UK VISA & IMMIGRATION SHARE CODE

**All Non UK Passport Holders entering the UK to work will need to prove their right to work and reside in the UK.**

The UK Home Office & Visa, Immigration department now requires all employees who are not a UK resident to provide a UK Immigration Share Code.

You will need the following information to input into the UK Gov Immigration portal.

- details of the identity document you used when you applied (your passport, national identity card, or bio-metric residence card or permit)

- your date of birth

- access to the mobile number or email address you used when you applied - you'll be sent a code for log-ging in

Click below to access the portal to provide a UK Immigration share code

[Prove your right to work to an employer: Overview - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/overseas-workers-apply-for-a-share-code)

## Getting Paid

As a NWSSP employee, your salary will be paid monthly. Payday is normally the 21<sup>st</sup> of each month; if this falls on a weekend or a bank holiday, you will be paid on the last working day before. Should you have any queries them please contact payroll:

[NWSSP.PayrollSharedServices@wales.nhs.uk](mailto:NWSSP.PayrollSharedServices@wales.nhs.uk) /02920 903908 (quoting your employee number, found on your pay slip).

## ESR – NHS Electronic Staff Record

To access Corporate E-learning, annual leave, payslips and P60s, employment details etc. The ESR learning pages should also contain a record of mandatory e-learning that you need to complete. Once this is completed a record will be kept on ESR.

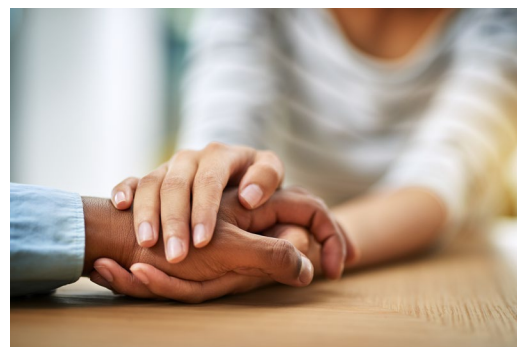
Contact details for ESR Self-Service Support Hub:

- [Esrhub.wales@wales.nhs.uk](mailto:Esrhub.wales@wales.nhs.uk)
- Tel no: 02920 905400
- Access your ESR account via the Health Board IT system, via Informatics Portal/Access to Systems – ESR

## Health and Well-Being

NWSSP takes the health and well-being of its staff seriously and as an organisation will always provide you with support, safety and comfort, that will allow you to nurture and be happy at your place of work- as well as at home.

We want you to feel supported but more importantly know what to do and how to get help if you are struggling with your well-being. We have lots of resources you can access, please look at the links below:



[Health and Wellbeing Services - NHS Wales Shared Services Partnership](#)

[Looking after your mental well-being - NHS Wales Shared Services Partnership](#)

### Single Lead Employer Contact Information

Training Group	Contact Information
<b>Single Lead Employer</b>	01443 848533 / 01443 848602
<b>SLE Generic</b>	<a href="mailto:NWSSPSLE@wales.nhs.uk">NWSSPSLE@wales.nhs.uk</a>
<b>GP Specialty Trainee</b> (GPST 1 – 3)	<a href="mailto:NWSSPSLE.GPST@wales.nhs.uk">NWSSPSLE.GPST@wales.nhs.uk</a>
<b>Foundation</b> (FY1 & FY2)	<a href="mailto:NWSSPSLE.Foundation@wales.nhs.uk">NWSSPSLE.Foundation@wales.nhs.uk</a>
<b>Trainee Pharmacist</b>	<a href="mailto:NWSSPSLE.Pharmacy@wales.nhs.uk">NWSSPSLE.Pharmacy@wales.nhs.uk</a>
<b>Dental Trainee</b> (All grades)	<a href="mailto:NWSSPSLE.Dental@wales.nhs.uk">NWSSPSLE.Dental@wales.nhs.uk</a>
<b>Children &amp; Women</b> (Paeds, Obs & Gynae, Sexual Health)	<a href="mailto:NWSSPSLE.CW@wales.nhs.uk">NWSSPSLE.CW@wales.nhs.uk</a>
<b>Clinical</b> (All clinical specialties, radiology, psychiatry)	<a href="mailto:NWSSPSLE.Clinical@wales.nhs.uk">NWSSPSLE.Clinical@wales.nhs.uk</a>
<b>Medical</b> (All medicine specialities, all grades)	<a href="mailto:NWSSPSLE.Medical@wales.nhs.uk">NWSSPSLE.Medical@wales.nhs.uk</a>
<b>Anaesthetics</b> (all grades)	<a href="mailto:NWSSPSLE.Anaesthetics@wales.nhs.uk">NWSSPSLE.Anaesthetics@wales.nhs.uk</a>
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<b>Useful Links</b>	
Single Lead Employer	<a href="#">Lead Employer - NHS Wales Shared Services Partnership</a>
Employee Self Service (ESR) Guides	<a href="#">Employee Self Service (sharepoint.com)</a>
Expenses Information	<a href="#">Expenses Information (sharepoint.com)</a>
Salary Sacrifice / Staff Benefits	<a href="#">Staff Benefit Schemes (sharepoint.com)</a>
Policies & Procedures	<a href="#">Policies, Procedures and Forms (sharepoint.com)</a>
NWSSP Payroll	<a href="#">NHS Wales Shared Services Partnership (sharepoint.com)</a>
Relocation Expenses	<a href="#">All Wales Relocation - NHS Wales Shared Services Partnership</a>
Obtain Right to Work share code	<a href="#">Prove your right to work to an employer - GOV.UK (www.gov.uk)</a>
Check Right to Work Share code	<a href="#">View a job applicant's right to work details - GOV.UK (www.gov.uk)</a>
GMC Register	<a href="#">The medical register - GMC (gmc-uk.org)</a>
DBS Update Service	<a href="#">DBS CRSC (crbonline.gov.uk)</a>