

Overseas Staff Checklist



1. Ensure that new staff are aware of the types of clothes they need to bring to the UK.
2. Signpost to details of how to open a bank account and offer some suggestions that include names and addresses of local banks.
3. Provide details of transport routes near accommodation for commuting to work.
4. Provide contact details of how to register with a GP and sign post some contact details of local GPs in the area.
5. Offer local service details such as shift times, annual leave rules, details of induction – how long and what is covered in induction.
6. Signpost to local supermarkets and provide a sample of pricing of items.
7. Provide details of any registration and codes that they will be expected to follow e.g NMC, Skills for care code of conduct.
8. Provide details and location of churches.
9. Provide details and locations of local schools.
10. Offer details of local dentists.
11. Offer a sample list of local language translations and local delicacies.
12. Provide the name of a local buddy on arrival at the service.