**Standard Email**

EMAIL TEXT TO TPDs/APGDs FOUNDATION/ADs GP

**Title: Enhanced Support for New Trainees**

During recruitment, the application system allows trainees to indicate that they potentially may need additional support during their training programme. In an effort to be proactive in supporting our trainees, we are seeking your help.

Please find attached 2 lists of trainees who may need additional support:

1. Trainees who have specifically requested support during their application, and/or are International Medical Graduates. Some IMGs may have completed foundation training in the UK and some may have been through the CREST pathway (Certificate of Readiness to Enter Specialty Training).
2. Non-international Medical Graduates who have been through the CREST pathway. These trainees have not requested support however our previous experience is that a small number may require additional help while most do not.

**What should I do with this information?**

* We would ask that an early meeting is arranged with trainees in list **a)** by either yourself or you may wish to delegate this to the trainee's educational supervisor or clinical supervisor.
* The main purpose of the meeting is to establish what their previous training has entailed (including if specific support was organised), whether additional support is required (e.g. clinical skills courses, greater supervision at the outset of the post, etc) and to agree with them a personalised learning plan.
* For IMG trainees a suggested framework is available (link)
* The meeting should be documented in the portfolio in the usual manner (trainee meeting section), and a follow-up arranged if needed
* The educational supervisor and clinical supervisor should be made aware of any support needs
* If needed, please access appropriate support services (e.g. OHS, Deanery Trainee Wellbeing and Development Service, placement board DME)
* Link with your programme administrator who can record information in the trainee file

**What about list b)?**

* There is no need for a similar meeting, unless issues are identified after trainees start in training.

A Health Board list of trainees in lists a) and b) will be separately shared with the DMEs. DMEs will be advised that we have asked you to initiate a conversation with trainees in list a) as above.

**What about International Medical Graduates?**

We recognise the additional challenges that IMGs face on entry into the Health Service and therefore have a range of enhanced support/induction measures. These are arranged both by the Deanery and by placement boards and will complement any additional local welcome that you may arrange. The Deanery will contact trainees directly to invite them to the sessions. Further information is available on the Deanery website [https://www.scotlanddeanery.nhs.scot/trainee-information/international-medical-graduates-imgs/](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.scotlanddeanery.nhs.scot%2Ftrainee-information%2Finternational-medical-graduates-imgs%2F&data=04%7C01%7CGillian.Carter%40nhs.scot%7C3ae87e05323646a9fdcf08d9b9876697%7C10efe0bda0304bca809cb5e6745e499a%7C0%7C0%7C637744813448354469%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=l9Na5Mute83GbEKq0uL0K6%2FzbdXnOu6eqTioMXWZRy4%3D&reserved=0). Within this section of the website, a webpage specifically for the trainers of IMGs is available offering additional resources and guidance.

**What if I need further help?**

Please contact your relevant Associate Postgraduate Dean / Assistant Director in the first instance. Further information is also available in the Deanery TPD handbook pages ([i <https://www.scotlanddeanery.nhs.scot/trainer-information/programme-director-handbook/support-for-trainees/>])

Thank you again for welcoming and supporting our trainees.

LDD for specialty