

ON-BOARDING GUIDE



NEU Professionals
INTERNATIONAL HEALTHCARE RECRUITMENT





Dear Candidate,

Thank you for your interest in NEU Professionals Limited and our Client.

What do you need to know about NEU?

NEU Professionals Limited (registration number 8814670) is a leader in International recruitment of healthcare professionals within the United Kingdom.

Over the past 8 years, we have had the pleasure of working with many prestigious and world famous NHS Trusts, such as Oxford University Hospitals, Royal Papworth Hospital NHS Foundation Trust (number 1 heart and lung specialist Hospital), Mid Cheshire Hospitals, University Hospitals Dorset and many others.

We have also been nominated as one of the key suppliers for the prestigious pan London Capital Nurse Consortium of over 20 excellent NHS Hospitals across the capital city.

NEU Professionals DOES NOT levy any charges or fees from the Candidates for our services. It is the Employer who pays for our services and those costs are in not deducted from your salary, directly or indirectly. **The recruitment is FREE.**

You do not have to enter into a contract with NEU. All offers promoted by NEU are be permanent, full time (+ overtime if you wish) and your contract will be directly with your Employer.

We will assist you and your family with settling into life in the U.K. As a company we do have an unrivalled reputation for providing an excellent service to our Clients and Candidates alike. Please read our Candidate reviews on Google and our FB pages for further reassurance.



NMC regulations and requirements

Before you apply it is crucial that you understand and meet the following NMC requirements:

- 10 years of basic primary/secondary school education,
- Current registration or licence to practice without restriction with the licensing authority or registration body in the country in which you have qualified or have been practising,
- If you have worked as a nurse or midwife in more than one country or state, you will be required to be registered with the licensing authority or registration body in all the countries/state(s) where you have worked. We will require verification from that authority regardless of the length of your employment.

Specific NMC Criteria - Adult (general) nursing

Applicants must have completed a programme at post-secondary level leading to registration as a general nurse. The programme should be three years in length (or equivalent) and contain a minimum of 500 hours of clinical practice, which must be evidenced by a transcript of training from the applicant's higher education institution.

The programme must have included theoretical and practical instruction in:

- General and specialist medicine
- General and specialist surgery
- Childcare and paediatrics
- Maternity (obstetric) care
- Mental health and psychiatry
- Care of the elderly, and
- Community/primary care nursing.

Further details may be found on <https://www.nmc.org.uk/Registration>



Proof of English language fluency

OET/IELTS

You will be required to prove your English language competence either through an Academic IELTS certificate (with a score of 7.0 in listening/reading/speaking and 6.5 in writing) or an OET certificate (at B grade in listening/reading/ speaking and C+ in writing) **prior to applying for an interview.**



Costs and fees

The “relocation package” will vary depending on the Trust. We will always be clear, open and transparent about what the relocation package consists of ahead of your interview, so you can make an informed decision, as to which offer is best for you.

Prices quoted in GBP:

a) NMC registration fees

Application for nursing registration	£140
Part 1 test of competence (CBT)	£83
Part 2 test of competence (OSCE)	£794
Admission onto NMC register	£153

b) Certificate of Sponsorship (always sponsored by the Employer)	£199
c) Skilled Worker Visa	£232
d) Initial inbound flight to the United Kingdom	circa £650
e) Transfer from the airport to the place of work	approx. £100
f) Accommodation for min. 1 month	between £300- £500

The various stages of the NMC registration may seem overwhelming, but please take comfort in the fact that we will assist and support you throughout the whole process.

Our team has been specifically trained to provide support and guidance to the overseas nurses in preparation for both parts of the NMC test of competence.

For more detailed information please familiarise yourself with the following NMC guide:
<https://www.nmc.org.uk/registration/joining-the-register/register-nurse-midwife/trained-outside-the-eueea/new-application/how-to-guide/check-ready/>



Recruitment process and timescales

- 1 **Initial application** - We expect your CV to include full details of your education, experience (including up to date contact details, ward specification, size of the hospital, list of your duties and responsibilities etc.) If required, we will provide you with a standard CV template. The more information you can provide the better your potential Employer will be able to understand your skills and experience. At this stage you must also provide a copy of your OET or IELTS certificate.
- 2 **The Interview** - We will introduce you to your potential Employer and set a date for your interview. Your interview will be undertaken by 'video interview' and so it is crucial that you ensure you have a very good Internet connection and you are dressed appropriately.
- 3 **Offer Letter** - Following your successful video interview you will receive a Conditional Offer of Employment, usually within 5 working days.
- 4 **Acceptance** - We expect to hear from you within 10 days whether you wish to accept or decline the offer.
- 5 **NMC registration** - You will commence the NMC online registration by completing the eligibility application and submitting initial information to the NMC for their evaluation. At this point you will be required to pay the NMC evaluation fee of £140, which is likely to be reimbursed to you by your Employer upon arrival (check details of the offer). When all details are correctly saved in the NMC database and the details your provided verified by the NMC you will receive an email from with an authorisation code and book the Test of Competence Part 1 (CBT). CBT preparation materials and guidance will be provided by NEU team.



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- 6 **CBT test** - The CBT is a computer based multiple choice exam, which tests your theoretical practice-based knowledge. It's made up of 120 questions. The test can be taken in test centres around the world with our test provider, Pearson VUE. You'll be able to take a maximum of three CBT attempts as part of your application, with a minimum of 10 working days between each sitting.
- 7 **Pre-employment checks** - You will be provided with full list of the required pre-employment checks separately and will be required to deliver all documents within 14 days from the date of your acceptance of the offer of employment. Again, all documents should be submitted to us electronically with originals brought over to the U.K. We do not accept photographs or screen shots of official documents. All documents must be professionally scanned and forwarded to us by email for verification.
- 8 **Visa** - Once you have passed the Test of Competence (CBT) and provided the required documents your Employer will apply for a Certificate of Sponsorship (waiting time approximately 3 days) and you will be able to apply for your Visa online. Waiting time for Visa is usually approximately 4 weeks. At this time we will also set a provisional date of your arrival to the U.K.

POEA – Filipino nationals relocating from the Philippines will at this stage be also introduced to our Philippines based manpower agency partner to process the POEA clearance.
- 9 **Arrival** - Upon receipt of your visa NEU will book your flight to the United Kingdom and will arrange transport from the airport to your accommodation.

At present all new arrivals are required to self-isolate for 2 weeks on arrival – your Employer will assist you with the necessary arrangements.

Once you are released from quarantine you will be welcomed by your team and commence your OSCE training and NHS induction.

Prior to receiving your NMC registration you will be employed as Nurse Assistant Practitioner.



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OSCE - After a thorough practical & theoretical preparation you will undertake the Objective Structured Clinical Examination (OSCE) at one of the NMC approved testing centres in the UK. Your Employer will book the exam for you in advance. The training may take from 6 – 12 weeks depending on the Trust. An NMC representative will be available at the testing centre to undertake the face-to-face ID verification, but will not act as the examiner during OSCE. The results of the test are usually available within 5 working days and shared with yourself and the NMC. If you are successful, you should receive your PIN within 5 days.

Fail - You will have a maximum of three attempts to pass the OSCE. You will have to undertake the three attempts to pass OSCE exam within 9 months of the date of your Visa being issued (not the date of the arrival in the country). It is possible to part fail OSCE, i.e. fail only 2 out of 6 OSCE testing stations, in which case you will be asked to only repeat the parts you have failed at.

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Staff Nurse - Upon receipt of your NMC PIN you will be transferred to Registered Staff Nurse position – Congratulations! 🎉

