



A GUIDE  
TO THE RECRUITMENT  
OF

NURSES  
FROM OVERSEAS

**HarleyMedical**  
SERVICES LIMITED

**With the ongoing shortage in the UK of both healthcare workers and care workers continuing to burden private and public health services, the process of sourcing, recruiting and migrating nurses from outside of the UK offers a vast resource to help stem the problem.**

Harley Medical have developed an excellent track record in helping both private and public health service providers more easily navigate the process.

Harley Medical Services has been supplying medical professionals to the NHS and private healthcare since 2014 and has developed a specialism in the ethical relocation of thousands of international healthcare professionals into permanent roles in the UK.

We use our extensive experience to take the complexity out of the process and help you to tap into the rich source of qualified nurses from the sub-continent to enable you to meet your recruitment objectives, achieve much higher rates of retention and stabilise your workforce to help secure your organisations long term future.

We have compiled this guide to provide clarity and understanding to what can otherwise appear to be a highly complex and difficult process to undertake.

## Making overseas nursing recruitment easy

We fully embrace the values of ethical recruitment outlined in the **NHS Code of Practice for International Recruitment and the World Health Organisation guidelines.**

We aim to deliver the very best and most comprehensive service to our clients whilst priding ourselves on our pastoral support and our commitment to assisting our candidates with the unsettling and sometimes stressful process of relocating in another country.



## Nurse to Nurse



In recent years Harley Medical is proud to have established a specialism in the relocation of international healthcare professionals into permanent roles in the UK.

We have built an extensive knowledge base and our multi-national team are highly experienced in the sourcing, recruitment and relocation of high-quality nurses into both nursing and care roles, enabling us to source thousands of qualified nursing professionals from various regions of the sub continent.

We fully understand the complex logistical challenges this presents for the clients and the huge personal commitment undertaken by the candidates and have perfected a processes to minimise the pressure on both.

In addition we offer an established OET and IELTS training programme delivered by our training partners, Care2Nurse.

## Nurse to Care

Harley Medical source and supply nurses, relocating from a number of regions of the sub-continent, qualified to NHS standards with a minimum level 5 English who are content to work as Care Assistants on a 36 month contract whilst obtaining their NMC Pin.

This offers an excellent long term source of both care assistants and nurses to help organisation meet their recruitment objectives in both the short and long term.

We manage the entire process from candidate sourcing in the country of source through to their arrival in the UK. Our agents in the country of origin undertake screening through a preliminary interview process including background checks appropriate to the country of source.

We arrange and deliver regular recruitment webinars, giving candidates a clear insight into the prospect of relocating to work in the UK to work in the Care sector.



More than 80% of nurses taking up care positions UK expressed their preference to remain in the care sector long term.

# 45 days from offer to start date



**Day 1** Candidate on-line interview

**Day 2** Offer letter

**Day 3** COS issued

**Day 12** Compliance completed

**Day 14** Visa Filed

**Day 19** Biometric Appointment

**Day 26** VISA in hand

**Day 42** Accommodation confirmed

**Day 44** Flight to UK

**Day 45** Start date

The process from interviewing a qualified nurse to them starting work in the UK is typically completed over 45 days. Nevertheless, there are a number of potential delays most of which Harley Medical are experienced in avoiding, limiting or circumnavigating. We offer legal advice from experienced immigration lawyers to assist in navigating this process as efficiently and cost effectively as possible.

## Are you a Tier 2 Sponsor?

To qualify to recruit nurses from outside of the UK, the Home Office require your organisation needs be a Tier 2 Sponsor for skilled workers.

We can help you with this process but ultimately you will need to make your sponsorship application to the Home Office, which costs approximately £1,000 and takes about 6 to 8 weeks to obtain your sponsorship license. As part of your application you will need to provide clear evidence of your organisations solvency, its veracity that the positions you are recruiting for meets certain Home Office requirements.

Once secured, your license will last for 3 years and there is no limit to the number of nurses you can recruit during that period.

As a Tier 2 Sponsor, you will need to allocate a Certificate of Sponsorship to each nurse you recruit from outside the UK.

# Candidate sourcing & presentation

## Sourcing

We operate a network of over 300 overseas affiliates across the sub-continent, who are constantly sourcing potential candidates who want to apply for overseas nursing and care jobs.

Our affiliates in each country of source use a combination of direct sourcing and tele-recruiting to invite potentially suitable candidates to attend a webinar.

Once the candidate's name is entered in our database, an initial background check is completed on their contact details, passport details and qualifications.

As a result, only suitably qualified and experienced candidates are accepted and invited to attend a webinar during which we share details of the job profile, location of work, salary, likely costs of living and rentals and other relevant details. This exercise gives confidence to candidates about the prospective opportunity and helps us take forward only those candidates who are fully committed for the job opportunity.

## Profile alignment

Based on the requirement of our clients we conduct a profile alignment. For example, a hospital may require nurses with over 5 years nursing experience, who have completed a minimum of 3-year nursing qualification and have a minimum IELTS score of 6.5. We match the specific requirement to our database to identify the right candidate's profiles for our clients.

Our extensive network of international recruitment partners enables us to source thousands of qualified nursing professionals from various parts of the sub continent.

Our multi-national team are highly experienced in the sourcing, recruitment and relocation of high-quality nurses.

We work in close partnership with Care2Nurse to offer an established OET and IELTS training programme delivered by our training partners, Care2Nurse.



# Shortlisting & selection

## Preliminary interview

After identifying the appropriate candidates, we conduct a screening through preliminary interview. This is a crucial step, which helps us ascertain that the candidate matches the clients' requirements. To make this process unbiased, the interview is conducted online by an experienced Harley Medical team member that can assess English proficiency, personality and attitude in qualifying their suitability for the role.

## Shortlisting

Harley Medical then provides to the employer a list of candidates with CVs and introductory videos obtained from our network of overseas immigration agents who have been interviewed and background checked with work references and qualifications. They will have passed the English level required for their visa, which is level 5. (These candidates are contracted to the training company as they will undergo online and face to face training in their own time to enable them to pass the English Language level required for the NMC PIN and for registration and the passing of the CBT and OSCE exams so that they become UK registered nurses).



## Selection

The Employer selects candidates to interview via a video platform and then selects candidates for the roles available and issues offer letters.

The Employer then provides contracts of employment and issues those as part of the visa application via Harley Medical's legal team, contracts are drawn with additional clauses surrounding the immigration commitments where we typically have candidates committing to 1-3 years with penalties.

## Compliance

Once the decision has been made to offer a candidate a position, the compliance process begins. Our cloud based compliance monitoring system allows client's to monitor the compliance progress in real time.

At Harley Medical, we take pride in the integrity of our compliance process and believe it's another attribute that sets us apart from the rest.

Before anything is spent on DCoS allocation, travel or accommodation, we carry out rigorous checks, endorsed by the client, to make sure candidates meet the rigours of medical or care compliance.



# Resettlement & pastoral care

## Sourcing accommodation

Finding and securing suitable accommodation can be an arduous, complex and difficult process. For clients that do not have the resources to undertake this process internally, we work closely with a number of the UK's largest letting agents and can assist in sourcing accommodation where required as close to the place of work as possible.

## Resettlement

The resettlement of nurses arriving in the UK is vital to ensure they are able to deliver their best performance in the work place. To assist this process Harley Medical manages the entire immigration journey. From booking flights and taxis to providing arrival food packages. We play an active role in helping to settle the candidates on arrival. We offer a meet & greet pick-up service for candidates and assign them a Harley buddy to assist them in settling in to their accommodation. We also set up their bank account and become connected by facilitating their phone connection.

## Monitoring

Where Nurses are placed as pre-registered nurses then Harley Medical will remain in touch to monitor performance with the line manager on a monthly basis. Others will also remain in touch throughout their training.

## Retention and replacement

Due to the financial and personal commitment made by nurses in coming to the UK coupled with the fact that any decision to leave an employer will affect their visa, retention is generally very high.

However, in the event that one of our nurses does break a contract then a replacement will be offered free of charge.

## OSCE TRAINING

In order for nurses from overseas to operate in the UK they need to obtain the NMC PIN which requires them to pass their OSCE (Objective Structured Clinical Examination). Many larger employers provide in house OSCE training. However for smaller employers, we work in close partnership with Care2Nurse who provide the training and support to help nurses pass their OSCE and obtain the NMC PIN as quickly as possible.



# Sponsorship license & costs

## Visa applications

Once suitable candidates have been identified and offers letters confirmed, the employer is required to provide their Certificate of Sponsorship to match each role. This represents the first stage of the visa application process and it can take up to 4 weeks to obtain Home Office approval

During this process Harley Medical will maintain the communication and oversee the compliance process.

\*The cost to an employer for the Tier 2 Sponsorship Licence is £536 for a small employer rising to £1,476 for a medium or large organisation. The Home Office fees per employee are then £364 - £1000 for one year plus a COS fee of £200, 2 years is £768 - £2200 plus a one-off COS fee of £200.

## Legal assistance

Our legal team offer a service to assist the employer to manage their compliance in relation to Home Office regulations and handle the renewal of Licences and Visas.

Our legal partners have over 20 years experience in immigration law and, where necessary, are on hand to assist with the application and securing the Sponsorship licence as well as the DCoS and visa applications.

## FUNDING OPTIONS

We operate 2 funding options.

### **Nurse to nurse:**

The client pays the relocation costs in advance and the recruitment fee is only payable once the candidate is in the UK.

### **Nurse to care:**

We fund everything and charge the clients once the candidate is in the UK.



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