



**International Nurse
Recruitment Programme
Handbook**



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Welcome to NHS Greater Glasgow and Clyde

We are very pleased to welcome you to NHS Greater Glasgow and Clyde (NHSGGC). We know that this is an exciting time for you and appreciate how challenging it has been to finally start your career as a pre-registered nurse. There are going to be big changes for you to adjust to, including living in the UK, working in the NHS and being away from your families. We are dedicated to ensuring that you feel welcomed, supported, and happy throughout your time with us.

Glasgow is Scotland's biggest city, home to nearly 600,000 people. Glasgow was also known as the second city of the British Empire. There is incredible historic architecture from the 18th and 19th century which contrasts beautifully with modern buildings as the city continues to grow and thrive.

Glasgow is famous around the UK as a great shopping destination and there's an incredible amount of stores for you to browse. From top fashion brands to quirky boutiques Glasgow definitely has something to offer all shoppers.

Some of Britain's greatest young fashion designers, including Christopher Kane, Jonathan Saunders and Deryck Walker, are from Glasgow. With the greatest concentration of creative industries in the UK outside London, Glasgow's world-leading cultural life is constantly evolving.

Glasgow dining is hard to beat with over 2,000 bars and restaurants serving mouth-watering food! The city is packed with established Scottish restaurants as well as experimental establishments that are driving cuisine forward with the trademark Glaswegian charm.

There's plenty to keep you occupied, from picturesque parks like Glasgow Green to award-winning museums like Kelvingrove Galleries. One of the reasons Glasgow has earned a reputation as such a fun place is its eclectic music scene - you'd expect nothing less from a [UNESCO City of Music](#). Glasgow's music scene covers every possible style of music over a staggering number of gigs each week. If you're a fan of live music then Glasgow is the city for you.

This information pack is designed to prepare and assist you in your transition into working and living in the Greater Glasgow and Clyde region of Scotland. It will provide useful information about the NHS, and top tips for living in Greater Glasgow and Clyde. There is a section that provides awareness on the Scottish culture, including weather and idiomatic expressions. There will also be a separate section for information on finances, such as the NHS and salary deductions. We have included useful information and tips gathered by all our previous nurses recruited from overseas. There are hyperlinks throughout the handbook which should take you to useful webpages.

Anne MacPherson
Director of Human Resources & Organisational Development
NHS Greater Glasgow and Clyde

Working for NHSGGC

NHS Greater Glasgow and Clyde (NHSGGC) is one of 22 NHS organisations across Scotland which make up NHS Scotland. Scotland's National Health Service (NHS) provides free healthcare to everyone living in Scotland and is one of the most respected healthcare services in the world. It is founded on a common set of principles and values that bind together the communities and people it serves – patients and public – and the staff who work for it.

The NHS Scotland Values

We put people at the centre of everything we do and work to a common set of values which guide the work we do, the decisions we take and the way we treat each other.

The values that are shared across NHS Scotland are:

Care and compassion

When we talk about care and compassion, we mean completing your work in a way that shows care for what you do. For example, trying your best to help others, whether they're colleagues, patients or people from our partner organisations.

Openness, honesty and responsibility

The value of openness, honesty, and responsibility is the commitment to be truthful, transparent, ethical, and accountable in work.

Dignity and respect

Practising dignity and respect means making sure that you interact with everyone in a professional manner. Keep the feelings, wishes and rights of others in mind.

Quality and teamwork

A commitment to quality means delivering quality work and encouraging others to maintain the quality of their work. We want to know that you can contribute to a culture of continuous improvement. Teamwork is about making sure your group can work to the best of their ability, nurturing and developing professionalism so that you can all do excellent work.

The NHSGGC Workforce

NHSGGC is the largest employer in Scotland, with nearly 40,000 staff working in hospital and community services. Out of 40,000, 18,300 registered and non-registered nurses and midwives deliver patient care to a population of 1.2 million residents within Greater Glasgow and Clyde.

We also provide specialist services on behalf of the West of Scotland for the population of 2.7 million people and provide a number of national services which are accessed from across Scotland.

The NMC Code

All nurses working in the NHS must be registered with the NMC (Nursing and Midwifery Council). [The NMC Code](#) presents the professional standards that nurses must uphold to be registered to practise in the UK. It is structured around four pillars which all ensure public protection.



Prioritise people

You put the interests of people using or needing nursing or midwifery services first. You make their care and safety your main concern and make sure that their dignity is preserved and their needs are recognised, assessed and responded to. You make sure that those receiving care are treated with respect, that their rights are upheld and that any discriminatory attitudes and behaviours towards those receiving care are challenged.

Preserve safety

You make sure that patient and public safety is not affected. You work within the limits of your competence, exercising your professional 'duty of candour'¹ and raising concerns immediately whenever you come across situations that put patients or public safety at risk. You take necessary action to deal with any concerns where appropriate.

Practise effectively

You assess need and deliver or advise on treatment, or give help (including preventative or rehabilitative care) without too much delay, to the best of your abilities, on the basis of best available evidence. You communicate effectively, keeping clear and accurate records and sharing skills, knowledge and experience where appropriate. You reflect and act on any feedback you receive to improve your practice.

Promote professionalism and trust

You uphold the reputation of your profession at all times. You should display a personal commitment to the standards of practice and behaviour set out in the Code. You should be a model of integrity and leadership for others to aspire to. This should lead to trust and confidence in the professions from patients, people receiving care, other health and care professionals and the public.

Medical Terms and Practices

You might be using different terminologies where you currently practice. Here are a few samples of the medical terms and practices that you need to remember while working as a nurse in the UK:

- Handover is endorsement.
- Vital signs are called observations.
- A&E is Accident and Emergency (Emergency Department)
- Operating Rooms are called Theatres
- IVs are referred to as cannulas
- BM can mean blood sugar monitoring and not bowel movement.
- NPO is NBM (nothing by mouth)
- No wristwatch allowed but brooch watches are allowed.

You can visit the [NHS website](#), this [acronym buster](#), and this [glossary](#) to learn more about abbreviations and terms commonly used in the NHS.

NHS Scotland Uniform

All clinical staff working within NHSGGC must adhere to the NHS Scotland national uniform policy.

The purpose of the uniform policy is to make it easier for patients, members of the public and staff to identify the different roles played by staff. Clinical staff will wear blue and non-clinical staff will wear green. It must be noted however, that the colour coding is not the only means of communication and it is expected that verbal communication and staff identifiers will still play their part.

Unregistered staff (Clinical support staff)

All unregistered nurses, support workers and trainees must wear:

- Pale sky blue tunic or pale sky blue polo shirt
- Navy blue trousers

Registered nursing staff

NMC-registered nurses must wear:

- Cornflower blue tunic or cornflower blue polo shirt
- Navy blue trousers

Senior nursing staff

Senior nurses must wear:

- Navy blue tunic / polo shirt
- Navy blue trousers



Senior Charge Nurse



Nurse/ Midwife



Nursing/Midwifery/ AHP student



Clinical support staff



Other healthcare professionals
including Healthcare Science staff



Allied Health Professional (AHP)



Non-clinical staff



Catering/Domestic Supervisor

You will be provided with your uniform shortly after commencing employment within NHSGGC. All staff are expected to launder their uniform at home unless they work in a theatre environment and are wearing theatre scrubs.

Prior to commencing work within NHSGGC, you should review the following two policies:

- [NHS Scotland National Uniform Policy, Dress Code and Laundering Policy](#)
- [NHS Greater Glasgow and Clyde Staff Uniform and Dress Policy](#)

What happens when you arrive at the airport?

Arriving in a new country can be exciting, but also a bit overwhelming. We understand that, you may find it more difficult to plan your arrival during the continuing pandemic, so we have taken the necessary steps to provide you with all the information you'll need to ensure you feel both welcomed and supported as soon as you arrive in Glasgow.

It is important to check the latest [government guidance](#) about what you need to do before you travel to the UK. The guidance may change at short notice; however, we will make you aware of these changes and advise you on the things you need to prepare. We have also included a pre-arrival checklist in this handbook (appendix one) which you can use as a guide in preparing what to bring before your flight.

When you arrive in Glasgow, a pre-booked taxi will pick you up from the airport and take you to your accommodation. This will be paid for by NHSGGC. If you wish to make your own travel arrangements, please inform the NHSGGC Workforce Supply Unit (ggc.workforcesupply@ggc.scot.nhs.uk).



Accommodation

NHS Greater Glasgow and Clyde (NHSGGC) does not provide accommodation to its staff.

The availability of accommodation within Greater Glasgow and Clyde fluctuates throughout the year, therefore it is important you plan your accommodation as early as possible. The NHSGGC Workforce Supply Unit (ggc.workforcesupply@ggc.scot.nhs.uk), are on hand to provide letters of support and confirmation of your salary if this is required by estate agents, letting agents or landlords.

Relocation expenses

As outlined within your conditional offer of employment, you are eligible to reclaim expenses associated with your relocation. This includes reimbursement for any rent or administration fees you have paid. The maximum amount you can reclaim is detailed within your conditional offer of employment. It is important you keep a copy of your receipts or invoices as these will be required to reclaim these expenses.

Employees can only apply to reclaim expenses once their employment has commenced and have a payroll number. Reimbursement forms can be requested from the NHSGGC Workforce Supply Unit (ggc.workforcesupply@ggc.scot.nhs.uk). You should start the process of applying for your expenses as soon as you have commenced employment.

Once your application for reimbursement has been approved, the payroll department will arrange for your expenses to be directly into your bank account alongside your salary, as part of your next monthly pay. This process can take up to three months, if your expenses need to be verified.

Types of Housing

The major types of housing in Greater Glasgow and Clyde are flats and houses.

A flat is sometimes referred to as an apartment. It can be described as a small part in a larger residential building. It can be a part of a floor or a full floor. A larger building is divided into floors and then into individual flats. They share common lifts, reception, parking area, etc. You will find many flats for rent in Greater Glasgow and Clyde, and the rent will vary according to the size and area of the flat.

Renting in Greater Glasgow and Clyde

There are a range of national websites that advertise property rentals:



[Rightmove](https://www.rightmove.co.uk)



[OnTheMarket](https://www.onthemarket.com)

 OpenRent	OpenRent
 Gumtree	Gumtree
 Zoopla	Zoopla
 PrimeLocation	PrimeLocation
 SpareRoom	SpareRoom
 YOUR MOVE	Your Move

In addition to these national websites, there are many local [estate agents](#) and [letting agents](#) which advertise properties within the Greater Glasgow and Clyde geography. These include

- [Citylets](#)
- [Slater Hogg](#)
- [s1homes](#)
- [Glasgow Property Letting](#)
- [Martin & Co](#)

We recommend that you take a look at some properties on the websites to give you an idea of the average rental costs. Most overseas nurses prefer to rent a property to share with their colleagues or friends. For example, three nurses can share the rental cost of a 3-bedroom flat. However, not all landlords allow this, so it is best to check with them first.

If you prefer renting a room instead of an entire property, you may also look for available rooms on [SpareRoom](#).

When you've found a property to rent, you will have to pay a deposit before you move in. Make sure you understand everything that is written on the tenancy agreement before signing it and making the payment. If there is anything that you do not understand, clarify the information with your letting agent or landlord. Do not hesitate to ask for support from the NHSGGC Workforce Supply Unit (ggc.workforcesupply@ggc.scot.nhs.uk). It is important to note that most accommodations require a minimum of 3, 6, or 12 months of tenancy duration.

Rental checks

Before you can rent a potential new accommodation, you will need to provide certain references and documents to the letting agent or landlord. You need to show you can afford the rent – and that you'll be reliable in paying it – and that you're a trustworthy person who will look after the flat or house. You will also have to show you have a 'right to rent' in the UK.

Your letting agent or landlord will find this out by carrying out a few checks which will usually include:

- Asking for proof of character in the form of references from your current landlord and employer
- Asking for documentation to show proof of your income. This may include pay slips and three months of bank statements
- Running a credit check on you with an independent credit reference agency. They need to ask for your consent before doing this.
- Asking to see your passport and/or residence permit.

The NHSGGC Workforce Supply Unit (ggc.workforcesupply@ggc.scot.nhs.uk) are on hand to provide letters of support and confirmation of your salary if this is required by estate agents, letting agents or landlords.

Household bills

When renting a property, there are additional costs to consider. Some property rental costs already include the bills listed below, so it is best to check with the agency or landlord first if this is the case.

Council tax

Council tax is money paid to the local authority. It funds a range of local services, including rubbish collection, parks, libraries, transport, police, and fire services. Where you live and the type of property you live in determine the Council Tax rate. You can check your property's Council Tax band through the [Scottish Assessors Association](#) website.

TV licence

You need a TV licence to watch or record live TV on any channel or download or watch programmes on BBC iPlayer. This is the law in the UK, although some streaming channels won't need a TV licence, so it is best to check beforehand. For more information go to the [TV Licensing website](#).

Utility bills

Utility bills include gas and electricity. The costs depend on how much you use. The cost of water bills are included within a person's Council tax in Scotland.

Internet

Internet packages cost different amounts on top of this fee depending on the provider, number of channels offered and the internet speed.

Citizens Advice Bureau

Citizens Advice is an independent organisation specialising in confidential information and advice to assist people with legal, debt, consumer, housing, and other problems in the UK. You can find further information about housing, including managing your energy supply, on their [website](#).

The British culture

Currency

In the United Kingdom, the official currency is the pound sterling (symbol: £; ISO code: GBP) and is divided into one hundred pence (abbreviated as 'p'). In the UK we have both coins and notes in circulation — please see below— and often referred to as cash. Since the pandemic, some retail businesses prefer contactless payments rather than cash.

1p – one penny	2p – two pence	5p – five pence	10p – ten pence
			
20p – twenty pence	50p – fifty pence	£1 – one pound	£2 – two pounds
			
£5 – five pounds	£10 – ten pounds	£20 – twenty pounds	£50 – fifty pounds
			

Banks in Scotland will often have their own style of bank notes in circulation. These are the same value as found elsewhere within the UK; however they may look different.

£5 – five pounds	£10 – ten pounds	£20 – twenty pounds	£50 – fifty pounds
			

Idioms & Colloquialisms

The UK has some unique colloquialisms and regional expressions that can lend a region-specific and less formal touch to any piece of writing. These are a few notable ones, including many British slang words:

Word/ Phrase

Ace
Banter
Blimey

Meaning

A word to describe something excellent
To joke or to exchange witty (quick and fun) remarks with others
Exclamation of surprise

Bloke	A regular man or "guy"
Boot	The trunk of a car
Brilliant	Something that's really great
Brolly	An umbrella
Cheeky	To be overly familiar or bold, sometimes in an endearing way
Cheers	Thank you
Chuffed	Proud or excited
Cuppa	"Cup of"; a cup of tea
Dodgy	Something less than safe or secure
Dosh	Money, cash
Easy peasy	Expressing something is easy to do or understand
Faff around	Looking busy but achieving very little
Fit	Attractive or sexy
Full of beans	Someone very energetic and vivacious
Gobsmacked	Completely surprised
Gutted	Horribly disappointed
Grub	Slang for food
In a jiffy	To do something shortly
Kip	Sleep
Knackered	Totally exhausted
Lift	Elevator
Loo	Toilet
Mate	A friend
Nosh	Food
Nowt	Nothing
One off	An expression used to describe something unique
Piece of cake	Easy to do
Posh	Something or someone that is very fancy
Quid	Slang for one-pound sterling
Rubbish	An exclamation meaning something is untrue or of poor quality
Spend a penny	This means going to the bathroom
Ta	Short for thanks
Up for it	Slang for being enthusiastic/willing to participate
Wonky	Another word for shaky or unstable
Wind-up	Teasing or taunting someone
Yonks	A long period of time

As we cannot cover all idioms and colloquialisms, if you have any questions, please feel free to ask your manager, your colleagues and your peers.

Weather and clothing

Come rain or shine, we promise your spirits will never be dampened by the weather in Scotland.

The weather in Scotland tends to be quite moderate and changeable, but is rarely extreme. You might experience 'four seasons in one day', but travel 20-30 minutes in any direction and the weather is generally completely different! There's no bad time of year to visit Scotland, with plenty to see and do regardless of the elements. After

all, as the old saying goes, ‘there is no such thing as bad weather, only the wrong clothes’!

Spring (March, April, May)

Spring is a truly beautiful time to visit Scotland, flowers begin to bloom and the incredible cherry blossom appears in a burst of colour. A milder climate also sees much of our amazing wildlife begin to pop their heads out for the first time and greet eager ramblers. Spring is the undoubtedly the perfect time to get your walking boots on and explore the Scottish countryside. Even if you do get hit by the occasional April shower, it will help to blow away those winter cobwebs and give you a truly invigorating experience you’ll never forget.

- Average temperature: 4°C-12°C (40°F-54°F)
- Average hours of daylight: 13 hours
- Average rainfall: 48 mm
- One word forecast ‘*Mochie*’ - warm, moist weather

Summer (June, July, August)

Summer in Scotland is festival season; a time when you can not only enjoy Scotland’s best weather, but also the very best in the arts and entertainment. With highlights including the Edinburgh Festival Fringe, the largest arts festival in the world, there is no end to the amazing things to see and do. While it might be our wettest season, it is also the warmest and our northerly latitude also means we benefit from incredible long summer days and beautiful extended twilight. All this means there is more time for you to pack more experiences into a summer trip and create a lifetime of memories.

- Average temperature: 11°C-18°C (52°F-64°F)
- Average hours of daylight: 17 hours
- Average rainfall: 72 mm
- One word forecast ‘*Stotater*’ - fantastic

Autumn (September, October, November)

During the autumn season, Scotland goes through an incredible transformation as the leaves begin to change colour. It is the perfect opportunity for some jaw-dropping photographs as the foliage turns from green to the most vibrant reds, yellows and oranges. The early part of autumn is also usually quite mild and can provide some wonderful days to ramble around Scotland’s many city and country parks. It may get a little chilly later in the season, but we promise that you’ll be so caught up in the stunning scenery that you won’t even notice the temperature!

- Average temperature: 13°C-17°C (45°F-55°F)
- Average hours of daylight: 11 hours
- Average rainfall: 52 mm
- One word forecast ‘*Oorlich*’ – damp and chilly

Winter (December, January, February)

Even during Scotland’s coldest season there are plenty of experiences to warm you up. New Year’s Eve, known as Hogmanay in Scotland, is a truly unique occasion; even as the temperature drops to its lowest, everyone comes together to celebrate. From Stonehaven’s swirling fireball parade to Edinburgh’s spectacular fireworks display over Edinburgh Castle, there is something to suit everyone. Winter is also the

perfect time to warm yourself with a dram of Scotland's best loved export: whisky! There are literally hundreds of whisky distilleries spread across the country providing plenty opportunities to sample the local tittle.

- Average temperature: 2°C-7°C (36°F-45°F)
- Average hours of daylight: 8 hours
- Average rainfall: 57 mm
- One word forecast 'Jeelit' - freezing

You can find out what the day-to-day weather is like in Greater Glasgow and Clyde through the [Meteorological Office](#) ("The Met Office") – the UK's national weather service.

Food

There are many British and international supermarkets in Greater Glasgow and Clyde, where you can find a diverse range of food items. UK supermarkets vary in price, some being a lot more expensive than others, so be careful of this when you first arrive.

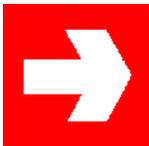
Below are the biggest supermarkets in the UK, listed from least expensive to most expensive.



In terms of water, it is important to note that you can drink tap water in the UK. To check on the quality of the water in your area, you may visit the [UK Government](#) website.

Warning Signs

Safety signs are divided into categories according to the type of message they are intended to convey. Each category is assigned a specific format and set of colours. Many of these signs are internationally recognised. Below is a summary and example of each category you come across in the UK.

Type	Shape	Colour	Pictograms
PROHIBITION SIGNS These signs prohibit actions detrimental to safety	Circular	RED with a white background, red band and crossbar	
WARNING SIGNS These signs give warning of potential risks	Triangular	YELLOW with black symbol or text	
MANDATORY SIGNS Signs that require actions or activities that will contribute towards safety	Circular	BLUE with symbol or text in white	
SAFE CONDITION SIGNS These signs indicate exit routes in the event of a fire or emergency	Rectangular	GREEN with white symbol or text	
FIRE EQUIPMENT SIGNS These signs are used to indicate the location of fire equipment	Rectangular or Circular	RED with white symbols or text	
Supplementary information signs	Rectangular	Green, red, or yellow, with white or black symbol or text	

Cultural Diversity

Scotland's culture can be traced back almost a thousand years and it's just as alive today as it has ever been. From the ancient clans of the 12th century, each generation has added their own cultural thumbprint, creating a unique and vibrant country.

- **Everyday friendliness:** The Scots love people – and they like to make others feel at home. You'll find an enthusiastic friendliness in so many places. Ask a stranger for directions, buy something in a local shop, eat or drink in a pub or restaurant or put on the kettle in your workplace kitchen and you'll be met with a smiling face and a friendly "Let me help", "Tell me more about yourself" or "How are you?".
- **Culture and identity:** Although we certainly have a strong national identity, this doesn't stop us from embracing new cultures and new people. More than 170 languages are spoken in Scotland; from Punjabi to Polish, Cantonese to Gaelic these languages reflect a modern and inclusive Scotland. After all,

we're a rich and diverse country which sees many different cultures from across the world living in harmony together.

- **We love a party:** Scotland knows how to party – and extends an invitation to all. From large Hogmanay (New Year's Eve) street parties and music and film festivals to more intimate Burns' Suppers and St Andrew's Day celebrations, there is always a fun event to attend. Getting together, sharing good times, 'having a blether' and welcoming others with open arms give Scotland its reputation for being a happy and friendly country. Really, it's no wonder that more than 40 million people around the world claim Scottish ancestry – and so many want to be a part of our Scottish family.

Things to do in Greater Glasgow and Clyde

Glasgow is home to amazing visitor attractions, tours and trails, outdoor activities and more as you plan your stay in the city and surrounding areas.

Shopping

Buchanan Street is Glasgow's main pedestrianised shopping area lined with all the big names you'd expect from the great British high street including, the original



House of Fraser department store – founded in Glasgow in 1849. Other top names to line the street include Apple, AllSaints, The White Company and Nike.

Buchanan Street also connects Sauchiehall Street and Argyle Street, which offer big brand names too.

Argyll Arcade is one of Europe's oldest covered shopping arcades and is now home to a stunning

selection of over 30 jewellers and diamond merchants, including Laings, Omega and ROX. Visit the [Argyll Arcade](#) website to find out more.

Royal Exchange Square, known for its Instagram-worthy canopy of pretty lights, is also home to a small selection of boutique stores like Sweaty Betty and Glasgow fashion brand Forty Clothing.

Head to Ingram Street for top designer stores. Mulberry, Ralph Lauren, Bravissimo and Emporio Armani are some of the classic brands you'll find.

Shopping centres

- [Buchanan Galleries](#) sits proudly at the top of Buchanan Street and is home to over 80 big brand names including, John Lewis, the LEGO Store, Victoria's Secret and The Whisky Shop.

- [St Enoch Centre](#) is located at the bottom end of Buchanan Street and is great for a family-friendly shopping experience. It is home to Scotland's flagship Hamleys toy store, a Vue Cinema, eateries and Scotland's first Boom Battle Bar, full of games and experiences for family and friend groups.
- [Princes Square](#) is a speciality shopping mall filled with independent boutiques and famous brands including, COS, Kurt Geiger and Kate Spade New York. It's also home to the boutique Everyman Cinema, as well as a selection of bars and restaurants, including street food specialists Big Feed in the ground floor courtyard area.

Attractions

Glasgow Cathedral originates from the 13th century and is the finest surviving gothic building in Scotland. Nearby, Glasgow Necropolis is a spectacular Victorian cemetery with monuments by world famous architects. Visit the [Historic Environment Scotland](#) website for the Cathedral's opening hours and [check out glasgownecropolis.org](#) for details on cemetery tours.

One of the city's most iconic buildings is the University of Glasgow. Feel the history surround you as you stand beneath the Cloisters, that are frequently used as a film set. The University's main building and gothic tower is rumoured to have been the inspiration for Harry Potter's Hogwarts! Visit the [University of Glasgow's](#) website to discover more.



Charles Rennie Mackintosh fans are in for a treat in Glasgow, as it is the only place in the world to view a concentration of his work and designs. A must-visit is Mackintosh at the Willow for afternoon tea in the original and restored tearooms, plus a visit to the exhibition and shop. Head to the [Mackintosh trail page](#) for details on each of his works, including the likes of Mackintosh Queen's Cross and House for an Art Lover.

You can also discover the rich architecture of Alexander 'Greek' Thomson at Holmwood House and admire the detailed interior designs. Visit the [National Trust for Scotland's](#) website for info on seasonal opening (closed during winter).

For a grand Edwardian country house, head to the southside to visit Pollok House, set in Pollok Country Park. The house has lavish family rooms and a great collection of Spanish art. It also has beautiful gardens overlooking a river. Visit the [National Trust for Scotland's](#) website to find out more. *Pollok House closes Nov 20, 2023 for approximately 2 years for a major conservation project.

Whisky lovers will relish a trip to The Clydeside Distillery, located on the banks of the River Clyde. Enjoy a tour and tasting and find out more about Glasgow's history and

its bonds with the whisky industry. A visit to Tennent's Wellpark Brewery offers a fascinating look into the history and success of Scotland's oldest brewery. Find out more about tour times at clydeside.com and tennentstours.com.

Glasgow is well-known for its maritime and shipbuilding heritage. Discover the stories from this era at the Fairfield Heritage Centre, set in the headquarters of Glasgow's greatest shipyard. Book a free tour at [Fairfield Heritage Centre's](http://Fairfield Heritage Centre's website) website.

Football fans can take a look behind the scenes of Scotland's national stadium at The Hampden Experience. Take a stadium tour and stop in at the Scottish Football Museum to see their fantastic collection of memorabilia. Visit the [Scottish Football Museum's](http://Scottish Football Museum's website) website for details.

Visitors can also enjoy tours of the world famous Celtic Park and Ibrox Stadiums, taking in the history and passion of the city's iconic football teams - Celtic and Rangers. Visit celticfc.com for details on tours.



You can combine a stadium tour at Ibrox with entry into their brand new event facility and visitor attraction, Edmiston House. Discover 150 plus years of history with interactive technology and activities for kids. Find out more at rangers.co.uk.

Prepare to be wowed with a visit to the Glasgow Science Centre. The futuristic looking building is home to a science mall full of interactive exhibits. There is also a planetarium where you can star gaze, Scotland's largest cinema screen at the IMAX Cinema and a tower with great views. Visit the [Glasgow Science Centre](http://Glasgow Science Centre website) website to book tickets.

A fun way to travel around the city is on board the city's open-topped tourist bus. Visit [City Sightseeing Glasgow's](http://City Sightseeing Glasgow's website) website to find out more.

For unique and quirky, there is the Britannia Panopticon – the oldest surviving music hall in the world. Visits must be booked in advance so head to the [Britannia Panopticon](http://Britannia Panopticon website) website to find out more.

Close by, you'll also find Sharmanka Kinetic Theatre where you can see sculptures come to life in a mesmerising live performance. Visit the [Sharmanka](http://Sharmanka website) website for opening hours and prices.

Tours and trails

Whether it's on foot or by bus, Glasgow has a whole range of tours to help you discover the city.

You are sure of a warm welcome with the friendly guides at Walking Tours in Glasgow. From street art to Mackintosh and the city centre to bespoke tours, they have many options to choose from on the [Walking Tours in Glasgow](#) website.

Enjoy exploring the city at your own pace with an audio walking tour by Walking Heads. Visit the [Walking Heads](#) website and choose from tour topics like music or architecture.

If you're looking for a self-guided, interactive tour which turns a walk around the city centre into a treasure hunt, then Go Quest Adventures Glasgow is for you. Find out more at [goquestadventures.com](#).



Glasgow Gander is an informal walking tour around the city centre led by a passionate guide, who has a huge list of stories and recommendations. Book at [glasgowgander.com](#).

If you're short on time, a cycling tour around Glasgow is a great way to see lots of the city in a morning or afternoon. Visit the [Glasgow Bike Tours](#) website or [Gallus Pedals](#) website to see the range of tours they

have on offer. Their routes are designed to take in good cycling surfaces and are suitable for a range of fitness levels.

Step aboard the City Sightseeing Bus Tour to visit some of Glasgow's most popular attractions. The complete tour takes 90 minutes and you can hop on and off as often as you like at any of the stops on the route. Visit the [City Sightseeing Glasgow](#) website to book.

Red Bus Bistro's vintage Routemaster bus tour offers something special. Enjoy dining onboard and indulge in afternoon tea, Italian antipasti, or pizza and Prosecco, as you tour around some of Glasgow's top sights. Tours last approximately 90 minutes and can be booked on the [Red Bus Bistro](#) website.

Hop on board Navvies' Barge for a relaxing day along the Forth and Clyde Canal. Choose between a short or a long trip, and sip on a warming hot drink as you meander along the water. Head to [navviesbarge.co.uk](#) to book.

Speed down the River Clyde on an exhilarating boat trip with Seaforce Powerboats, whilst taking in some of Glasgow's well-known landmarks such as the Riverside Museum, Tall Ship and Finnieston Crane. Find out more at [seaforcepowerboats.co.uk](#).

The Waverley is the world's last seagoing paddle steamer. Sail from the Glasgow Science Centre and visit some beautiful places along the Clyde coast. Choose from sailings in May or October and book at waverleyexcursions.co.uk.

Discover the beauty of Glasgow's architecture, the magic of Charles Rennie Mackintosh and much more at one of the city's fantastic attraction tours:

- City Chambers: marvel at the beauty of Glasgow City Chambers, which is centrally located on George Square. Tours are free and take place at 10.30am and 2.30pm Monday-Friday. Find out more on Glasgow City Council's website.
- University of Glasgow: the iconic grounds of the University of Glasgow campus in the west end are beautiful to explore. Visit the University of Glasgow website to take a self-guided tour and discover Glasgow's very own Hogwarts!
- House for an Art Lover: explore the beauty and architectural details of the Charles Rennie Mackintosh-designed House for an Art Lover at your own pace with your very own audio headset guide. Find out more at houseforanartlover.co.uk.
- Mackintosh at the Willow: taking place every day at 10am and 11am, enjoy a guided tour of the beautifully restored Mackintosh at the Willow tearooms – another Charles Rennie Mackintosh gem in the city. And why not stay for a tasty treat afterwards? Visit mackintoshatthewillow.com to book.
- Pollok House: Take a free guided tour of Pollok House and find out how more about the upstairs, downstairs way of life. Check eventbrite.co.uk for upcoming tours.
- Burrell Collection: The UK Art Fund Museum of the Year (2023) holds a number of free drop-in tours each week. From general tours to themed tours to LGBTQ+ tours, find out the daily schedule at burrellguides.co.uk.

Explore the city's musical history on foot with Glasgow Music City Tours, who bring alive the stories of Glasgow's legendary music scene. Visit the Glasgow Music City Tours website to book.

Dance your way through the city with Silent Disco Adventure, who offer a 60-minute roaming tour with tunes provided via headsets. Check out the Silent Adventures website for details.

For foodies, enjoy a tour with Eat Walk Glasgow or Glasgow Food and Drink Tours for tastings from some of the best restaurants, bars and shops whilst learning about the city's architecture and history.



Visit eatwalkglasgow.co.uk and glasgowfoodndrinktour.co.uk to discover more.

Learn all about Glasgow's brewing history with a guided tour. Start off at Tennent's Wellpark Brewery - home to one of Scotland's most loved brands - and enjoy a tour

and tasting experience at the world-famous brewery. Check out the [Tennent's Tours](#) website to book.

Right next door you'll find Drygate, the UK's first experiential brewery where you can see the brewers work their magic as you enjoy a pint. The informal tour will take you behind the scenes and includes a guided tasting of four of the brewery's fantastic beers. Visit [drygate.com](#) to find out more.

Whisky enthusiasts, as well as those new to the warming spirit, will find plenty to love at the Clydeside Distillery. Located right next to the River Clyde, visit [theclydeside.com](#) to check out the range of tours on offer.

Slightly further afield but within a reasonable distance of the city, the stunning Glengoyne and Auchentoshan distilleries offer a varied range of fantastic tours. Check out [glengoyne.com](#) and [auchentoshan.com](#) to find out more.



Visit Crossbill Gin, where award-winning gins, made with 100% Scottish botanicals, are created. The distillery in the Barras is open to the public and they also run distilling, blending and tasting classes. Visit [crossbillgin.com](#) for info.

Located in Finnieston, drop into the Hidden Lane Brewery to pick up some delicious vegan beers and take a tour to learn about their processes. Find out more at [hiddenlanebrewery.com](#).

Complete your Glasgow brewery adventure with a tour of West Brewery. Their beer has 'Glaswegian heart' and a 'German head' with all beers brewed under the German Purity Law of 1516. Visit [westbeer.com](#) to book.

Glasgow has a wealth of football history. Take a stadium tour of Celtic Park and Ibrox, which are home to Glasgow's most famous football clubs, Celtic Football Club and Rangers Football Club.

Or visit Scotland's national stadium, Hampden Park, for an informative tour alongside some fascinating exhibits at the Scottish Football Museum. Visit [celticfc.com](#), [rangers.co.uk](#) and [hampdenpark.co.uk](#) to find out more.

Join an expert driver-guide and discover Glasgow from the comfort of your very own chauffeur-driven car. Glasgow Taxis, David James Chauffeur Drive and Little's offer bespoke tours of the city.

Visit [glasgowtaxis.co.uk](#), [davidjameschauffeur.co.uk](#), [littles.co.uk](#) to enquire.

Glasgow is perfectly located to discover the beauty of wider Scotland. Here are some Scottish tours to enjoy:

- Loch Lomond Seaplanes: for a truly unforgettable experience, step aboard a Loch Lomond Seaplane and take in the beauty of the water and surrounding landscape. Visit [Loch Lomond Seaplanes](#) website to book.
- Cruise Loch Lomond: take to the waters of Loch Lomond by joining a boat trip with Cruise Loch Lomond. You can depart from either Tarbet or Luss and book a ticket at [cruiselochlomond.co.uk](#).
- Rabbie's: islands, castles, whisky and more – Rabbie's offer a selection of mini-coach tours which depart from Glasgow. Visit the [Rabbie's](#) website to find out more.
- Timberbush: discover the rest of Scotland from Glasgow with 1, 2, 3 and 5-day tour options by Timberbush Tours. Head to [timberbush-tours.co.uk](#) to book.
- Discover Scotland: hop aboard a coach tour with Discover Scotland enjoy Scottish beauty spots such as Loch Ness, Glencoe and the Isle of Skye. Visit the [Discover Scotland](#) website to find out more.

Arts and entertainment

As the UK's first UNESCO City of Music, it's no surprise that Glasgow has many amazing music venues across the city. From gigs in bars to incredible shows in city parks, Glasgow is a hotspot for live music and is a must on your visit.

Known for its iconic sign and sprung dance floor, the Barrowland Ballroom is synonymous with Glasgow. Opened in 1934, this incredible venue has played host to Blur, Oasis, David Bowie and Metallica. It's a popular venue not only for music fans but artists too. Check out what's on at [barrowland-ballroom.co.uk](#).

Iconic yet intimate, King Tut's Wah Wah Hut has its place in music history as the location where Oasis were signed. With a capacity of 300 people, King Tut's has supported some big names early in their careers including Radiohead, Biffy Clyro and Frightened Rabbit. Book a ticket at [kingtuts.co.uk](#) and discover the next big star.

The OVO Hydro consistently ranks as a top 10 global indoor arena by industry experts Pollstar.

Scotland's centre for entertainment has played host to the biggest names in music, including Beyonce, Billie Eilish and Dua Lipa. It's part of the Scottish Exhibition Centre (SEC) Campus which also includes Glasgow's iconic SEC Armadillo building. Find out what's on at [OVO Hydro's](#) website.

A former cinema and bingo hall, Glasgow's O2



Academy is a music venue brimming with history. It's iconic art deco frontage and period features inside make for a memorable setting to watch your favourite artist. Check out what's on at academymusicgroup.com.

Club and live music venue The Garage has been rocking out on the city's most famous street for nightlife, Sauchiehall Street, since 1994. The Garage has hosted thousands of bands and artists of all genres, from Prince to One Direction to Coldplay. Visit [The Garage's](http://TheGarage's) website for listings.

Like The Garage, the renowned Cathouse Rock Club was opened by rock guru Donald Macleod in the early 90s. Live music is at the heart of this 350 capacity venue, with the likes of Anthrax and Fall Out Boy having played. The 'Catty' as it's affectionately known, continues to host stars of the future in the world of rock. Visit cathouse.co.uk for info.

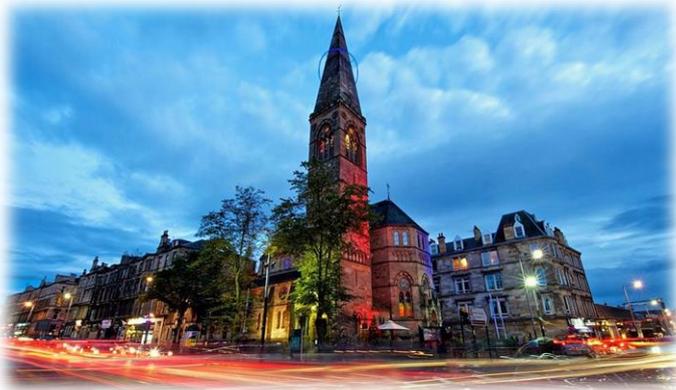
Glasgow has a few concert halls which provide a more traditional music setting.

- Glasgow Royal Concert Hall is home to the Royal Scottish National Orchestra (RSNO) and regularly hosts events including the annual folk and roots festival, Celtic Connections.
- City Halls is steeped in history and has hosted many famous names including Charles Dickens and Dr David Livingstone. Today, there are regular performances from resident orchestra, the BBC Scottish Symphony Orchestra.
- Old Fruitmarket is another spectacular concert venue which is adjoined to the City Halls and has retained the original greengrocers' signs from a time when the building was, you guessed it, a fruitmarket.

Find out more about these venues at glasgowconcerthalls.com.

This not-for-profit licensed cafe and music venue regularly hosts gigs by traditional, indie and electronic artists. Visit [The Glad Cafe's](http://TheGladCafe's) website to see what's on at this southside gem.

A vegan cafe bar and somewhere to discover new music, you can find Mono in Glasgow's Merchant city area. It's also home to a fantastic independent record shop, Monorail Music. Head to monocafebar.com to find out more.



Housed in a former church, Òran Mór is a beautiful bar, restaurant and venue. Enjoy live music with previous artists having graced the stage including Amy Winehouse and The Proclaimers. Find out more at oran-mor.co.uk.

As the name suggests, the Centre for Contemporary Arts (CCA) is a hub for all things art in Glasgow, including gigs. With a diverse and experimental calendar of events, check out what's on at cca-glasgow.com.

Head to the east end of Glasgow for drinks, delicious food and a gig at St Luke's. Playing host to a diverse range of artists, the converted church venue has something for everyone. Visit [St Luke's](#) website to see what's on.

Found in the heart of Glasgow's nightlife scene on Sauchiehall Street, and next door to each other, are three dive bars – Nice N Sleazy, Box and Broadcast. Each are renowned for their calendar of diverse music events. Check out [nicensleazy.com](#), [boxglasgow.co.uk](#) and [broadcastglasgow.com](#) to find out what's on.

Many of Glasgow's much-loved parks play host to music events throughout the summer months.

- Nestled amongst the greenery of Kelvingrove Park, Kelvingrove Bandstand and Amphitheatre is a beautiful outdoor venue. It hosts performances from Glasgow Mela, Scotland's biggest free multicultural festival, and the annual Glasgow Summer Nights Festival.
- Glasgow Green hosts the Scottish rock, pop and indie festival TRNSMT, the World Pipe Band Championships and BBC Proms in the Park every year.
- Queen's Park Arena and Bellahouston Park on the southside both play host to one off music events.

Visit the [Glasgow City Council](#) website to find out more about the city's parks or head to the event websites for more info.

An indoor venue with an outdoorsy feel, the covered Barras Art and Design (BAaD) Courtyard hosts loads of gigs. Near to the iconic Barrowland Ballroom, it's also the perfect spot for pre-gig drinks and dining. Head to [baadglasgow.com](#) for more info.

The stylishly industrial SWG3 is a warehouse complex with multiple venue spaces, ranging from the intimate Poetry Club to the largescale Galvanisers. A venue which oozes cool, head to SWG3 for gigs and club nights. Find out more on [SWG3's](#) website.



Regularly voted amongst the best clubs in the world, Sub Club hosts some of the finest house DJs as residents at the flagship Saturday night Subculture. Check out what's on at [subclub.co.uk](#).

Hidden in plain sight with a pawn shop sign outside, The Berkeley Suite has an art deco style bar upstairs and a basement club downstairs. The club hosts a mixture of well-known resident DJs and some of the biggest names in the dance music scene from around the world. Get tickets at [berkeleysuite.com](#).

Did you know that Glasgow's status as a UNESCO City of Music makes it one of 13 UNESCO sites in Scotland? In a world first Scotland's UNESCO sites have been brought together to form a trail - discover more about each of these 13 wonders and the UNESCO trail at [visitscotland.com](#).

Telecommunications

There are a few things that will make you feel settled in Greater Glasgow and Clyde such as getting a local SIM card and setting up your UK mobile phone number. When it comes to networks, most of the country has 4G or 4G+ connectivity, particularly in towns and cities so you should not have connection issues.

In the UK, there are four big companies that provide cellular mobile coverage:

- [EE](#)
- [O2](#)
- [Three](#)
- [Vodafone](#)

Each of them offers around 99% population coverage across the UK. However, we have found that most overseas nurses use Three or alternative providers such as [giffgaff](#) as they offer the cheapest mobile plans.

Getting around

Glasgow is a compact city and it's easy to find your way around, whether on foot, by bike or public transport.

Walk

Glasgow is a very walkable city, especially the city centre, so you can easily explore it on foot whilst taking in the beautiful buildings and architecture around you – don't forget to 'look up' when you're in the city.

Get your bearings by visiting the Glasgow [neighbourhood guides](#).

Bicycle

Glasgow is home to a fantastic cycle hire scheme, operated by OVO Bikes. Visit [OVO Bikes](#) to find out how it works.

For ideas of the best routes in the city and surrounding areas to follow by bike, check out the [Sustrans](#) website.

Subway

The subway is one of the easiest ways to get around the city centre, west end and southside of Glasgow. Running every 4 minutes at peak times, it takes just 24 minutes to complete a circuit of the 15 stations.

You can either buy a single ticket or, you might want to get a Subway Smartcard, which offers the best fares and you can top up as you go. Visit the [Strathclyde Partnership for Transport](#) (SPT) website for more information.

Train

Glasgow Central Station links Glasgow by rail to the south, with Glasgow Queen Street Station operating routes mainly to Edinburgh and the north. Visit the [ScotRail](#) website for information on all routes and timetables.

Need to travel between Central Station and Queen Street Station? Check out [ScotRail](#)'s handy walking routes or bus link.

A Roundabout ticket gives one-day unlimited travel on ScotRail and Subway services to over 110 stations in the Greater Glasgow area. More information on the Roundabout ticket can be found at spt.co.uk.

Bus

First Bus Glasgow operates over 80 routes across the city and has a variety of tickets to choose from, including day tickets allowing unlimited travel in your selected area all day, or a weekly ticket if you're staying here longer. For the cheapest prices, download the [First Bus](#) App where you can buy and store tickets on your phone, plan your journey in advance and track the arrival of your next bus.

First Bus also operate an express service between the city centre and Glasgow Airport with a journey time of around 15 minutes. Visit glasgowairport.com for more information.

City Sightseeing Bus

The City Sightseeing Glasgow open-top bus tour is one of the most convenient ways to visit Glasgow's top tourist attractions and iconic sights. Stopping at the People's Palace, Glasgow Cathedral, Riverside Museum, Kelvingrove Art Gallery and Museum and The Clydeside Distillery, the hop-on-hop-off service is a fun way to enjoy the city.

The complete tour lasts approximately 1 hour and 25 minutes. Full accessibility for wheelchair users is available on all tours, with one dedicated wheelchair space available on the lower deck of each bus.



Tickets are available from the City Sightseeing Glasgow website, the driver or pavement staff and are valid for 1 or 2 days.

Taxi

Glasgow's taxi drivers are some of the friendliest in the world. Glasgow Taxis operate 5 and 6-seater cabs in and around the city. If their yellow light is on, they can be flagged down on the street, or alternatively, call +44 (0) 141 429 70 70 to book. Check out the Glasgow Taxis website for more information.

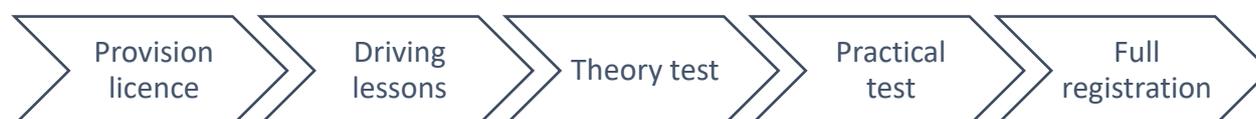
Driving

You can use the [UK Government Driving Licence](#) tool to see if you can drive in the UK with your non-GB (Great Britain) driving licence.

Depending on your country of your driving license registration, you can either simply exchange your non-GB license to a GB license or you may need to undergo the full application process for a GB driving licence.

British Driving Licence application

The figure below provides an overview of the process of applying for a GB driving licence. Further information can be accessed on the [UK Government](#) website.



Provisional license

To apply for a provisional license, you must:

- be at least 15 years and 9 months old
- be able to read a number plate from 20 metres away
- have legally lived in the UK for at least 185 days in total in the past 12 months or have leave to remain for at least this amount of time.

Driving lessons

1. UK familiarisation course

This course is for drivers holding a non-GB license who are unfamiliar with driving in the UK with the aim of enhancing their existing road skills and knowledge. It usually covers the following:

- The law
- Defensive driving techniques
- Advanced driving techniques
- Risk management
- Motorway-Dual carriageways-Town driving-Country lane

2. Intensive driving course

This course is for nurses who do not hold any driving license. It usually lasts for a week, with 2- 6 hours of lessons per day. You must have a provisional license before learning to drive.

3. Regular driving courses

This course lasts the longest, 2 to 3 months on average. It will allow you more time to practise the learning from professional instruction sessions.

Driving lessons costs vary between driving schools and are dependent on the number of hours required by learner. There is no minimum number of lessons one must have or hours they must practise driving. However, according to the Driver and Vehicle Standards Agency (DVSA), on average, it takes around 45 hours of lessons to learn to drive, with an addition of 22 hours of practising, although everyone learns at different rates and some people decide that 20-30 hours or maybe even less is enough.

You can use the UK Government's tool to [search for driving schools, lessons and instructors](#) approved by the DVSA.

There is also an abundance of local driving school options in across Greater Glasgow and Clyde.#

Theory test

Booking a theory test requires a provisional license. There are 2 parts to the test:

1. Multiple choice questions
Drivers are given 57 minutes to answer 50 multiple-choice questions based on 3 books:
 - [The Highway Code](#)
 - [Know your traffic signs](#)
 - [Driving - the essential skills](#)
2. Hazard perception
This is a video test with 14 video clips about spotting hazards on the road. There is an [official guide to hazard perception](#) that can be downloaded on computer or mobile. The theory test must be booked and taken as a single test.

Applicants must pass both parts to pass the test.

Practical test

Booking for a practical test requires a theory test pass certificate number. Everything a driver must be able to do to pass the test can be found on the [UK Government's website](#).

Full registration

You can start driving immediately after passing the driving test. You must have an insurance policy that allows you to drive without supervision. Make sure you are fully aware of the rules of the road before you decide to drive in Greater Glasgow and Clyde.

Most importantly, remember that in the UK we drive on the left!

Vehicle Access

You can choose to:

- purchase your own vehicle outright
- enter into a lease agreement with a provider
- rent a vehicle for a short timeframe (a few hours), or a long period of time (up to six months).

The cost of the car will depend on which model you choose. The leasing period can be between two to five years, although three years would be the average. Policies vary between providers.

UK roads

In the UK, we drive on the left side of the road. It is important to familiarise yourself with this to prevent accidents when you start driving.

The [Highway Code](#) is a very useful reading material for all road users in the UK. It is a set of information, advice, guides, and mandatory rules with an objective to promote road safety. Reading this guidance will help you understand the rules for drivers, cyclists, motorcyclists, and pedestrians; the different types of UK roads such as motorways and roundabouts; the rules for when you experience breakdowns and accidents; traffic signs, proper signalling, road markings, vehicle markings, etc.

Health

There are some things you will need to do when you arrive in Greater Glasgow and Clyde. Primarily, you will need to register with a GP Surgery (family doctor) and a dentist. Your health is very important and registering with them will support you. You can find information below on how to register and access these services.

General Practitioners (GPs)

[General practitioners](#) (GPs) treat all common medical conditions and refer patients to hospitals and other medical services for urgent and specialist treatment.

You will need to choose which GP practice you would like to register with. Then you will need to contact the practice and request a registration form. Proof of address/ID is not a requirement but may be useful. When this has been completed, they will invite you for a general health check appointment. If you are unwell, you can make an appointment with your GP. They may then prescribe you some medication which you will need to collect from a local pharmacy, they may ask you to pay a small fee for your medication.

You can find your local GP practice using [NHS Scotland's Service Directory](#).

Dentists

[Dental services](#) in the UK are provided in partnership between the NHS and private practices. If you receive NHS treatment at dental surgery, you will be required to make a contribution to the final fee. During a consultation, your dentist will explain which treatments will be provided by the NHS and which will be provided on private basis, and the costs associated for each.

The easiest way to register with a dentist is to contact them and request a registration pack. Each dental practice may have a different registration process and please be aware that you will be asked for identification to register. Once you are registered, you can attend your dentist for any routine dental treatment or in some cases emergency dental treatment. There will be a fee to pay depending on which treatment you require.

You can find your local dental practice using [NHS Scotland's Service Directory](#).

Pharmacists

The pharmacists in the pharmacy are experts in medicines who can help you with minor health concerns. As qualified healthcare professionals, they can offer clinical advice and over-the-counter medicines for a range of minor illnesses, such as coughs, colds, sore throats, tummy trouble and aches and pains. Most pharmacies have a private consultation room where you can discuss issues with pharmacy staff without being overheard. Many pharmacies are open until late and at weekends. You do not need an appointment.

[Prescriptions in Scotland](#) are free. Prescription forms from Wales, Northern Ireland and Isle of Man will be dispensed for free in Scotland.

Prescription forms from England will be charged at the current English rate of £9.65 per item.

You can find your local pharmacy using [NHS Scotland's Service Directory](#).

Sexual Health Services

Sexual health services are free and available to everyone, regardless of sex, age, ethnic origin, and sexual orientation.

A sexual health clinic should be able to give you advice about both sexually transmitted infections (STIs) and contraception. They are sometimes called family planning, GUM or sexual and reproductive health clinics. Their services are completely confidential. This means that your personal details and any information about the tests or treatments you have received will not be shared with anyone outside the sexual health service without your permission. This includes your GP.

You can find your local sexual health clinic using [NHS Scotland's Service Directory](#).

Hospitals

You'll usually need a GP referral to access hospital treatment, except in an emergency. Hospital treatment is free for those ordinarily resident in the UK, and that includes you.

You can find a list of hospitals within Scotland using [NHS Scotland's Service Directory](#).

Minor Injuries Unit (MIU)

Minor Injuries Units are for medical emergencies that are not life threatening. They provide a range of treatments and service and can treat most injuries and illnesses that are urgent. This may include sprains and strains, fractures and suspected broken bones, minor head injuries, cuts, and wound infections. You should attend a Minor Injuries Unit for anything that needs the same day treatment.

To get treatment at a Minor Injuries Unit, you should first call [NHS24](#). They will assess your condition and book you an appointment to see a clinician. This will mean you will avoid spending unnecessary time in the waiting room to be seen. The treatment centres have been made as safe as possible for patients and staff, and social distancing measures are in place.

The Minor Injuries Units urgent treatment centres are GP-led, with doctors and nurses who will provide treatment.

You can find your local Minor Injuries Unit using [NHS Scotland's Service Directory](#).

Emergency Services

The three main emergency services in the United Kingdom are:

1. **Ambulance Service** – This service is for genuine health medical emergencies. You will be asked about the medical emergency and who is involved. A response vehicle will be dispatched if required.
2. **Fire Service** – When calling you will be asked about the situation, the postcode, street names or local landmarks where the fire is taking place. A fire engine will be dispatched if required.
3. **Police** – The police offer a range of services, dealing with crime, community support and policing local and large-scale events. These include phone and bike thefts. When you call, you will be asked questions about the situation such as nature of the situation. A police vehicle will be dispatched if required.

All these services can be accessed by dialling 999 from any mobile or landline and all calls are free.

When you call 999, you will be asked which service you require – fire, police, or ambulance services and then transferred to the relevant call handler for that service.

You will be prompted to give the number you are calling from in case you are disconnected. You will then be asked questions regarding the reason why you have called. The call handler will ask you about the location of the incident, people or property affected and any other relevant information which will assist in dispatching the service requested.

There are two more services which are available through dialling 999, however access to these services is dependent on your location.

1. **The Coast Guard Service** is available for the management of emergencies around the UK coastline.
2. **The Mountain Rescue Services** is available in areas where there are mountains and hills.

Wellbeing

Besides your physical health, the NHS also looks after staff wellbeing. We offer a wide range of resources to support the mental and physical wellbeing of our people. There is an abundance of information about mental health and resources on the [NHS Inform](#) website.

Rest and Recuperation (R&R) Hubs

NHS Greater Glasgow and Clyde's R&R Hubs were created at the beginning of the pandemic to give all members of staff the space to relax and recuperate away from their work environments. They were based on international learning where hospital clinicians working directly with the impact of COVID-19 benefited significantly from dedicated relaxation areas.

Each Hub has different spaces: Café Space for eating and drinking, Active Space with games and possibly gym equipment, Quiet Space for Relax/Reflection.

Speak to your line manager to discover where your nearest R&R Hub is located.

Talking therapies

Mental health difficulties affect many of us. A good estimate is that one in four of us will experience such problems in our lives.

Coming forward for help is not always easy but it is always helpful. It can take time to recover but there are many treatments and people available to make this happen as swiftly as possible.

Talking to your GP

For many of us our GP is the easiest person we can speak to and is the fastest at getting us to the right help. You may wish to make an appointment with your GP to chat with them about what you need.

Your GP knows about the services in your area and will be able to link you into those very quickly.

Statutory Mental Health Services (NHS and Social Care)

The Health and Social Care Partnerships (HSCPs) across NHS Greater Glasgow and Clyde (NHSGGC) each have a range of teams that will be able to help you. Remember most people recover from mental health problems without needing to ever go into hospital.

Primary Care Mental Health Teams (PCMHT) help people who are often having mental health problems for the first time, whilst Community Mental Health Teams (CMHT) work with people with more complex or longer lasting mental health issues. There are a range of specialist services to meet the needs of a variety of specific

issues including crisis, trauma, drugs and alcohol, eating disorders, and psychotherapy.

Working within these teams are mental health practitioners from a range of professional backgrounds, each with their own skills to provide you with the best chance to recover.

These services provide a wide range of interventions or types of treatment that include psychological “talking” therapies, medication review, support, carers support, help with housing, financial guidance and links to employability.

Other services available to you

[The Samaritans](#) – offering support 24 hours a day in full confidence.

Call for free: 116 123

[Breathing Space](#) – offer a free, confidential, phone service for anyone in Scotland experiencing low mood, depression or anxiety. They provide a safe and supportive space by listening, offering advice and providing information

Call: 0800 83 85 87

Staff support line

In addition to the above, NHS Greater Glasgow and Clyde hosts a range of services to support your you and your wellbeing:

- Active staff
- Money concerns
- Carers support
- Weight management
- Occupational health
- Mental health support
- Peer support
- Counselling
- Emotional wellbeing
- Stop smoking support
- Workplace stress
- Food, fluid and nutrition
- Mindfulness
- Women’s health

These services can be accessed on the [Staff Support and Wellbeing](#) webpages on HR Connect (NHSGGC’s intranet services provided by Human Resources).

Finance

Banking

You will need to open a UK bank account for your salary to be paid into. You will also need a UK bank account to pay your rent by direct debit or you may need bank statements to provide evidence of your finances for immigration purposes.

The bank you choose can advise you on the different types of accounts it can offer, direct debits, how long it takes to transfer money to other bank accounts (inside or outside the UK) and more.

To open an account, you will need:

- Your passport or National ID card
- Your visa (if applicable) and
- Depending on the bank you choose, you may be asked for other documentation such as a bank letter, addressed to the bank to which you will apply, containing evidence of your employment.

The NHS Greater Glasgow and Clyde Workforce Supply Team can supply you with a Bank Letter confirming your employment.

The main UK banks with multiple branches in the Greater Glasgow and Clyde area are:

- [Bank of Scotland](#)
- [Royal Bank of Scotland](#)
- [TSB](#)
- [Santander](#)
- [Tesco Bank](#)
- [Barclays Bank](#)
- [Nationwide Building Society](#)
- [Post Office](#)

There are also digital-only banking options such as [Monzo](#), [Revolut](#) and [Starling Bank](#) that you can easily sign up for on your phone, as they do not have a physical branch.

Agenda for Change

Nurses enjoy a competitive salary and have access to great benefits too. We use a system called the [Agenda for Change](#) which gives you a pay band for your specific job role based on your level of experience and the responsibilities you take on. For example, newly qualified nurses – who have registered with the Nursing and Midwifery Council (NMC) start at Band 5 and currently earn at least £30,229 a year. Each of the nine pay bands has a number of pay points. Staff will normally progress to the next pay point annually until they reach the top of the pay band. You can find the updated and detailed pay progression points on the NHS Scotland [Management Steering Group](#) website.

Unsocial hours

You will be paid an enhancement for time worked during unsocial hours. Unsocial hours payments are worked out using basic salary (excluding any other all other supplements and payments).

The rates and times of payment for Band 4 and above are:

All time on Saturday (midnight to midnight) and any weekday after 8pm	Time plus 30%
All time on Sundays and Public Holidays (midnight to midnight)	Time plus 60%

You can find further information on unsocial hours payments within section 2 of the [Agenda for Change Terms and Conditions Handbook](#).

Temporary staffing opportunities (Bank)

Banking opportunities have nothing to do with the banking industry. Working as bank staff means that you can work extra shifts outside of your normal job. This can be with NHS Greater Glasgow and Clyde or a different employer who contract healthcare professionals to take on temporary shifts.

As part of your [visa conditions](#), you can do additional paid work on your visa as long as you are still doing the job you're being sponsored for. You can normally work up to 20 hours a week in a job that is in the same occupation code and at the same level as your main job.

There are a huge number of benefits to choosing to work flexible shifts for an NHS staff bank including:

- Additional income paid weekly
- Personal development and gaining skills in new areas
- You have your pick of available shifts

You are not permitted to join the Staff Bank before obtaining your NMC PIN as you need to focus on passing your OSCE. You are welcome to join the [Staff Bank](#) once you have obtained your NMC PIN.

NHS Pensions

The NHS Scotland pensions scheme is still one of the most generous and comprehensive schemes in the UK and working for the NHS gives you automatic access. The amount you contribute to the scheme is based on your pensionable earnings. The NHS Scotland pension scheme is managed by the Scottish Public Pensions Agency (SPPA). You should review the [SPPA](#) website for the current contribution rates.

Although you will automatically be enrolled to the scheme when you start working for NHS Greater Glasgow and Clyde, you have an option to opt-out. Before applying to opt out of the NHS Scotland pension scheme you should first read the [opting out](#) factsheet. To find out what the impact will be on your take home pay you may also use the opt out calculator on the SPPA website. Should you decide to leave, you need to complete the [opt-out form](#) and send it to the NHS Greater Glasgow and Clyde [Payroll Department](#).

If you leave the scheme and have less than two years qualifying membership in total, then a refund of contributions, less tax and National Insurance is possible. Read the [refund of pension contributions](#) factsheet to find out if you're eligible.

Other Salary Deductions

The most common salary deductions are PAYE and National Insurance. They are collected by HM Revenue and Customs (HMRC) which is the UK's tax, payments, and customs authority. The taxes collected pay for the UK's public services.

Income Tax

Most people pay Income Tax through PAYE (Pay As You Earn). This is the system NHS Greater Glasgow and Clyde, or pension provider, uses to take Income Tax and National Insurance contributions before they pay your wages or pension. Your [tax code](#) tells NHS Greater Glasgow and Clyde how much to deduct.

Your tax code is made up of several numbers and a letter. The numbers in your tax code tell your employer or pension provider how much tax-free income you get in that tax year. Letters in your tax code refer to your situation and how it affects your Personal Allowance. The [UK Government](#) website contains a list of what your tax code letters mean.

You can [check your Income Tax for the current year](#) on the UK Government website. You will be asked to create an account and prove your identity. Once an account is created, the page will allow you to:

- check your tax code and Personal Allowance
- see if your tax code has changed
- tell HM Revenue and Customs (HMRC) about changes that affect your tax code
- update your employer or pension provider details
- see an estimate of how much tax you'll pay over the whole tax year
- check and change the estimates of how much income you'll get from your jobs

It is important to know Scotland has [different income tax allowances](#) compared to other countries within the UK.

The standard Personal Allowance is £12,570, which is the amount of income you do not have to pay tax on. The table below shows the tax rates you pay in each band if you have a standard Personal Allowance of £12,570.

	Taxable income	Scottish tax rate
Personal Allowance	Up to £12,570	0%
Starter rate	£12,571 to £14,732	19%
Basic rate	£14,733 to £25,688	20%
Intermediate rate	£25,689 to £43,662	21%
Higher rate	£43,663 to £125,140	42%
Top rate	over £125,140	47%

National Insurance (NI)

You pay [National Insurance](#) contributions to qualify for certain benefits and the State Pension once you become eligible. You have a National Insurance number to make sure your National Insurance contributions and tax are recorded against your name only. It's made up of letters and numbers and never changes. You can find your National Insurance number on your pay slip, on your P60, or at the back of your Biometric Residence Permit.

The amount of National Insurance you pay depends on your employment status and how much you earn. Overseas nurses employed full time in the NHS are under [Class 1](#) which are for employees earning more than £242 a week and are under the state pension age that is 66 years old.

The [current rates](#) for most people for the 2023 to 2024 tax year are:

Your pay	Class 1 National Insurance rate
£242 to £967 a week (£1,048 to £4,189 a month)	12%
Over £967 a week (£4,189 a month)	2%

Payroll

You will be paid on a monthly basis and pay day is usually the last Thursday of each month. This may change from time-to-time; however you will be given notice of any changes.

Your pay will be paid directly via direct debit into the bank account. Any deductions, for example tax, will be deducted before you receive your payment into your bank.

If you arrive in the UK and commence your employment after the payroll cut-off date, you may be able to receive a cash advance which you will need to repay later by salary deduction. However, it is also recommended that you bring some pocket money converted to British pounds to help with your expenses until you get your first salary.

Payslips

Your electronic payslip will be available to view each month on the NHS Scotland [ePayroll system](#). You can only access this system from a computer connected to the NHS Greater Glasgow and Clyde network.

Historic payslips and your P60 are also available to view via the ePayroll system for the duration of your employment with NHS Greater Glasgow and Clyde. You will be given access to this online portal by once you have commenced employment.

The image below is an example of your NHS payslip and an explanation of what it contains.

NAME & ADDRESS			MESSAGES					
STAFF PAY NUMBER	PAY DIV	GROUP CODE	PAY POINT	PAY SCALE/BAND PT	HOLIDAY WEEKS	PAID BY	PERIOD ENDING	PAY PERIOD
TAX CODE	NI TABLE	NATIONAL INSURANCE NUMBER	SUPERANNUATION NUMBER	INCREMENTAL DATE	CONTRACTED HOURS			
JOB DESCRIPTION		SCALE/BAND MIN. (£)	SCALE/BAND MAX. (£)	CURRENT WTE SALARY (£)	TAXABLE PAY THIS PERIOD	NI PAY THIS PERIOD		
PAY AND ALLOWANCES				DEDUCTIONS			CUMULATIVE TOTALS	
DESCRIPTION	HOURS SESSIONS WORKED	HOURS SESSIONS UNITS PAID	RATE	AMOUNT	DESCRIPTION	AMOUNT	DESCRIPTION	AMOUNT
TOTAL PAY AND ALLOWANCES				TOTAL DEDUCTIONS			NET PAY	
NHS Greater Glasgow and Clyde						Tax Reference Number:		

- **Name & Address** – your name and address recorded on the HR/payroll system.
- **Messages** – any important messages from NHS Greater Glasgow and Clyde.
- **Staff Pay Number** – your unique NHS Greater Glasgow and Clyde payroll number.
- **Pay Div** – used for internal reporting purposes only.
- **Group Code** – used for internal reporting purposes only.
- **Pay Point** – used for internal reporting purposes only.
- **Pay Scale/Band PT** – used for internal reporting purposes only.
- **Paid By** – the method of payment to pay you your salary (this will usually be BACS).
- **Period Ending** – the end date of the pay period for which you are receiving pay.
- **Pay Period** – the number of the pay period for which you are receiving pay.
- **Tax Code** – your personal Income Tax code.
- **NI Table** – Your [rate](#) of National Insurance.

- **National Insurance Number** – your personal National Insurance number.
- **Superannuation Number** – Your pension provider reference number.
- **Incremental Date** – The date of your next increment in the pay band.
- **Contracted Hours** – the number of hours you are contracted to work per week.
- **Job Description** – a generic description of your job.
- **Scale/Band Min. (£)** – the minimum value of the pay band you are on.
- **Scale/Band Max. (£)** – the maximum value of the pay band you are on.
- **Current WTE Salary (£)** – the current salary value on the pay band you are on (this value reflects a full-time (37.5 hours per week) member of staff, you need to pro-rate this value if you are working part-time).
- **Taxable Pay This Period** – the amount of pay you have earned during this pay period which is eligible for Income Tax deductions.
- **NI Pay This Period** – the amount of pay you have earned during this pay period which is eligible for National Insurance deductions.
- **Pay and Allowances** – a list of all the pay and allowances you have earned during this pay period.
- **Deductions** – a list of all the deductions that will be deducted from your pay and allowances.
- **Cumulative Totals** – a list of Income Tax, National Insurance and pension contributions deducted from your pay since the beginning of the Financial Year. The Financial Year in the UK runs from April to March.
- **Total Pay And Allowances** – the total amount of pay and allowances you have earned during this pay period. This is often referred to as ‘Gross Salary’.
- **Total Deductions** – the total amount of deductions that will be deducted from your pay and allowances during this pay period.
- **Net Pay** – the amount of money that will be transferred to your Bank account. This is often referred to as ‘Take Home Pay’.
- **Tax Reference Number** – NHS Greater Glasgow and Clyde’s identification number for HM Revenue and Customs.

Money advice and hardship support

The Support and Information Services (SIS) are available for NHSGGC staff, patients, carers and visitors. They offer a wide range of support and have links to other community-based advice organisations, including those for money advice and resolving debt. This makes the SIS the ideal first point of contact for staff needing help and support.

The Support and Information Service (SIS) also provides a range of advice and support for staff who may be struggling during the current cost of living crisis.

We are pleased to confirm that, following an award by the Greater Glasgow and Clyde Healthcare Charity, the SIS will also be able to provide small hardship grants to staff. These will be provided as part of a wider needs assessment, to ensure any member of staff seeking to access the fund is also able to access sustainable, long-term support. The service is entirely confidential, and your details will not be shared with anyone.

To access our hardship support:

- drop in or contact your nearest SIS service. We are located in most hospital atriums.
- call: 0141 452 2387. If we are closed, please leave a message and we will get back to you.
- email: sis@ggc.scot.nhs.uk.

Visit the [Support and Information Services](#) website for locations, opening times and local phone number, or email: sis@ggc.scot.nhs.uk.

Staff Benefits

Alongside a competitive salary, you can expect a comprehensive benefits package. For roles which demand it, we also offer pay enhancements on top of your basic salary for out-of-hours, shift and overtime working.

Our generous holiday entitlement is 27 days per year, rising to 29 days after five years' service and 33 days after 10 years' service, plus eight public holidays. If you join us from within the NHS, your accrued leave entitlement can be transferred to your new role within NHSGGC.

We also offer comprehensive maternity, paternity and adoption leave schemes with benefits in excess of the statutory schemes.

We recognise that many employees have caring responsibilities outside of work and that from time to time, emergency leave may be required.

We offer a number of schemes to help staff combine work and home life. Colleagues within NHSGGC are currently taking advantage of a large range of flexible working opportunities, including part-time working, job sharing, compressed hours, unpaid employment breaks and flexible working.

Pay

NHSGGC is a [Living Wage](#) employer and, as such, the lowest available salary of £23,240 translates into an hourly rate of £11.89 per hour, which is considerably above the [Scottish Living Wage](#) rate of £10.90 per hour.

- Agenda for Change is the NHS pay system for all staff directly employed by NHSGGC (with the exception of some very Senior Managers, Doctors, and Dentists). The current Agenda for Change salary scales can be viewed at the NHS Scotland [Management Steering Group](#) website.



Pensions

The [NHS Scotland Pension Scheme](#) provides NHSGGC staff with a high-quality pension scheme that offers defined benefits at retirement and protection for your dependents based on your career average earnings.

The [amount you pay](#) towards your pension scheme depends on your 'pensionable pay' (which is your salary, wages, fees and any other regular payments but not any bonuses, expenses or overtime payments).

NHSGGC contributes 20.9% of your pensionable pay into the scheme on your behalf.

Key features of the NHS Scotland Pension Scheme include:

- Benefits accrued on a Career Average Revalued Earnings (CARE) basis.
- Normal pension age the same as the your State Pension Age.
- Pension accrual rate of 1/54th of pensionable earnings each year.
- Benefits for active members revalued each year using the Consumer Prices Index (CPI) plus 1.5%.
- Benefits for preserved members increased using the CPI each year.
- Valuable death benefits for your dependents.
- Option to take part of your pension and continue working.
- Enhanced pension for working longer than normal pension age.
- Option to purchase additional pension.
- Option to buy out the actuarial reduction if retiring from age 65 and before state pension age.
- Option to take up to 25% of pension pot as a tax-free lump sum.

Staff are welcome to opt-out of the NHS Scotland Pension Scheme at any time. Staff are also welcome to contribute to an alternative pension provider if this is preferable.



Annual Leave

Employees of NHSGGC are entitled to a generous amount of annual leave, surpassing the statutory entitlements.

Agenda for Change

The annual leave entitlement for employees on the Agenda for Change pay system ranges depending on the length of service within the National Health Service.

- On appointment, employees will be entitled to 27 days annual leave and an additional 8 days Public Holiday.
- After 5 years NHS service, employees will be entitled to 29 days annual leave and an additional 8 days Public Holiday.
- After 10 years NHS service, employees will be entitled to 33 days annual leave and an additional 8 days Public Holiday.

Travel

The NHSGGC Travel Plan Office provides initiatives that makes it cheaper, easier and more environmentally sustainable for staff to travel to and from their place of work and between sites. These benefits include:

- [Public Transport – annual ticket loan schemes](#)
- [Public Transport – flexible ticket options](#)
- [Staff car parking permits](#)
- [Staff car share permit](#)

- [Staff shuttle bus](#)
- [Cycle to Work scheme](#)
- [Cycle hire staff discount](#)
- [Walking maps](#)

NHS Credit Union

Like all credit unions, the [NHS Credit Union](#) is a financial co-operative, owned and controlled by its members.

The Union helps care for the financial health of members across Scotland and the North of England and their membership is growing at record rates. Almost 20,000 NHS workers are currently enjoying the benefits of being an NHS Credit Union member.

Their mission is to promote financial well-being and a savings culture in the NHS industry alongside reducing financial stress in staff and providing ethical financial assistance to those who need it.

For access to savings products and loans, paid directly from your salary the NHS Credit Union is easy to join. It can help you to budget your money or to save for holidays, unexpected spends or even your professional registration fees.

Discounted gym membership

NHSGGC have teamed up with neighbouring local authority leisure providers to offer staff the chance to sign up to discounted [leisure memberships](#).

The scheme works by NHSGGC paying the annual membership fee, entitling staff to a 12 months membership. Staff sign a salary mandate form and the payments are deducted on a monthly basis from salary for a period of 12 months.

Terms and conditions

As an employee of NHSGGC, your contract of employment will be supported by a suite of terms and conditions to ensure your career is supported at each step.

Agenda for Change is the NHS pay system and for all staff directly employed by NHSGGC (with the exception of some very Senior Managers, Doctors, and Dentists). The current Agenda for Change terms and conditions can be viewed at the NHS Scotland [Management Steering Group](#) website.

As you are employed under the Agenda for Change terms and conditions, you may be entitled to a range of enhanced statutory benefits including:

- Occupational sick leave and pay
- Occupational maternity leave and pay
- Occupational paternity leave and pay
- Occupational adoption leave and pay
- Occupational shared parental leave and pay

- Occupational parental leave and pay
- Occupational injury allowance
- Bereavement and compassionate leave
- Leave for domestic reasons and civil/public duties
- Reimbursement of travel costs
- Subsistence allowance
- Employment break scheme (sabbatical)

Death in service

If you die while still working for NHSGGC and paying into the [NHS Scotland Pension Scheme](#), your surviving dependents can claim valuable benefits. This may include

- Lump sum payment
- Short-term survivor pensions
- Long-term survivor pensions

The exact entitlement will depend on your individual [pension scheme](#).

Employee assistance

All NHSGGC employees can self-refer to the [Occupational Health Service](#) to access a wide range of confidential support services including counselling and psychological therapies.

The NHSGGC [Staff Support and Wellbeing Hub](#) can provide you with support in a range of areas:

- Money issues
- Weight management
- Mental health and wellbeing
- Peer support
- Emotional wellbeing
- Stop smoking
- Stress management
- Mindfulness
- Women's health

Staff Flu Vaccination Programme

All NHSGGC healthcare workers are eligible for an annual flu vaccination. Social care workers and independent contractors (GP, dental and optometry practices, community pharmacists and their staff) who regularly deliver direct personal care and/or treatment are eligible for flu vaccination. This includes housing support workers and personal assistants.

The vaccinations are arranged via the NHSGGC [Occupational Health Service](#).

Volunteering

As well as fulfilling a rewarding career within NHSGGC, there are opportunities for you to help Grow our Great Community by supporting a range of additional programmes of work.

The [NHS Scotland Global Citizenship](#) programme aims to increase NHS Scotland's global health contribution by making it easier for all NHS staff to participate in global citizenship, both here in Scotland and overseas.

The NHSGGC Health Ambassadors programme encourages people working or studying in healthcare to volunteer one hour of their time per year to speak in schools and colleges about their roles or participate in careers events and activities.

Flexible working

As an employer committed to the principles of work-life balance, we recognise that flexible working arrangements gives employees some discretion in their working pattern.

Our supportive policies allow you to submit a flexible working request, whether this is for flexible working time or flexible working locations.

High street discounts

Some stores offer membership to certain groups of workers, including NHS staff, giving access to discounted goods.

[The Company Shop](#) offers discounts to NHS staff, and also reduces waste by redistributing surplus food and household products from some of the biggest UK retailers.

[NHS Staff Benefits](#) offers discounts and special offers on many products and services from holidays and eating out, to gym membership.

The [Blue Light Card](#) is the discount service for the emergency services, NHS, social care sector and armed forces, providing our members with thousands of amazing discounts online and on the high street.

Cycle to work scheme

NHSGGC is proud to offer a [Cycle to Work Scheme](#) in partnership with [Cyclescheme](#). The scheme is a salary sacrifice scheme, this means that instead of making a 'direct' saving on the purchase, you make the saving on your tax and National Insurance contributions as the monthly deductions come off your gross wage (pre-tax & NI.)

- Save money on the cost of a brand-new bike and equipment, average saving is around 32%*
- Get Fit by cycling to work.
- Lose weight.
- Reduce your individual carbon footprint.

- Save money on your regular fuel bill.
- No stress having to find a parking space.
- Good scenic cycle routes away from the congested main roads.
- Easy to use online scheme
- Have a new bike and/or equipment within 14 days.

Staff Bursary Scheme

The NHSGGC [Staff Bursary Scheme](#) is available to all employed staff who currently work within NHSGGC – from any service area, discipline or grade. It's just one of a range of resources to support the development of our staff and your ongoing learning.

Continuing Professional Development

All employees within NHSGGC (regardless of grade, role or discipline) will benefit from an annual [personal development plan and review](#) to support your career aspirations. The annual review provides an opportunity to build on the regular conversations that you have with your manager throughout the year.

Professional qualifications

The [Qualifications Team](#) support the development of qualifications and vocational training frameworks across NHSGGC.

Our current provision is offered through the delivery and support of a range of [Scottish Vocational Qualifications](#), including:

- Social services and health care
- Healthcare support (clinical)
- Healthcare support (non-clinical)
- Business administration
- Learning and development
- Team leading
- Management

Library Network

The NHSGGC [Library Network](#) provides library and information services to all staff working within NHSGGC and its partner organisations.

With nine staffed [libraries](#) across NHSGGC, we offer access to an extensive collection of healthcare and associated resources, in print, online and on time. NHSGGC staff are also entitled to an [OpenAthens](#) account. This gives you access, through to databases of journal articles, the full text of journals and eBooks. In addition, having an OpenAthens.

Twitter: [@nhsggclibrary](#)

Trade Unions

Trade unions do more than negotiating pay and conditions – the support and protection they can offer make them essential for you, nurses. In addition to their role in pay negotiations, unions are an invaluable source of support in employment and disciplinary issues and offer a range of professional service and training opportunities. It is important to look at what the different unions offer and choosing the one that best meets your needs.

For many nurses, joining a union is one of their first activities when starting their nurse training at university. If you aren't a union member, think seriously about joining one as soon as possible: you never know when you might need their support.

Selecting a union is a personal choice. There is no right or wrong union to join; you should consider what they can offer you and decide which best meets your needs. [UNISON](#) and the [Royal College of Nursing](#) (RCN) are the two biggest unions representing nurses.

UNISON represents nurses and the wider multidisciplinary team; it has 500,000 members within the NHS and supporting services.

In comparison, the RCN – which is also a professional body – is dedicated purely to the nursing professions, including midwives, nursing associates, and healthcare assistants and assistant practitioners, and has 435,000 nursing members.

You may be thinking, “Why should I join a union? I will probably never use it”. But you may need the support of a union if you have problems at work, and that is why it is essential to join one. Contrary to the perception of many, unions have numerous purposes beyond negotiating pay and conditions. While you may not need access their support, services membership means you have a range of other useful resources including professional development and clinical guidance at your disposal. Of course, unions are also there for those times you are in need of support: this may be to provide information about employee rights, support during a complaint process or help if you raise a concern or have other problems at work; they also provide legal support if needed.

Notably the RCN offers a tailored support programme for nurses with a dedicated education and development section and the opportunity to be part of different clinical practice committees. UNISON, on the other hand, is a strong union group with experience in representing many trades alongside health professionals.

Whichever union you join, you will have the opportunity to become a local representative within your employment area, meaning colleagues may approach you for advice. If you can, this is a great opportunity to take on as it will provide you with networking and development opportunities as well as being a great addition to your CV.

Be sure to discuss different union options with your colleagues and your peers.

Although you are welcome to join any union which suits your needs, NHS Greater Glasgow and Clyde has a partnership agreement with the following unions:

- [UNISON](#)
- [Royal College of Nursing](#)
- [Unite the Union](#)
- [British Medical Association](#)
- [British Association of Occupational Therapists](#)
- [British Dental Association](#)
- [British Dietetics Association](#)
- [British Orthoptists Society](#)
- [Chartered Society of Physiotherapy](#)
- [Community & District Nursing Association](#)
- [Federation of Clinical Scientists](#)
- [GMB](#)
- [Royal College of Midwives](#)
- [Society of Chiropractors and Podiatrists](#)
- [Society of Radiographers](#)

Equality, diversity and inclusion

The UK is a multicultural, multi-abled and neurodiverse country. To reflect this, UK legislation sets minimum standards on employee-employer relationships involving equality, diversity, and inclusion. The Equality Act became law in 2010. It covers everyone in Britain and protects people from discrimination, harassment and victimisation. Under the Equality Act, there are nine protected characteristics:

- age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation

Equality in the workplace means equal job opportunities and fairness for employees. All employees must be treated equally or similarly and not disadvantaged by prejudices or bias. This means that the best person for a job or a promotion is the person who earns that position based on qualifications, experience, and knowledge, and not one of the characteristics listed above. An equal and inclusive workplace culture allows all people to thrive at work, regardless of their background, identity, or circumstance. Having a diverse workforce means that the organisation can offer a wide range of ideas, skills, resources, and energies, giving the business a competitive edge.

Equality, diversity and inclusion in NHSGGC

NHS Greater Glasgow and Clyde is committed to Equality, Diversity and Inclusion. Everyone has a part to play in supporting our culture, acknowledging equality, diversity and inclusion, and building a Fairer Workplace for all.

Our diverse staff group brings a richness of perspectives. It is critical that we treat everyone working for NHSGGC fairly and consistently, with dignity and respect. We will be better supporting our diverse patient community in an environment where diversity valued.

NHSGGC can only be truly inclusive if every single one of us commits and contributes.

We have three Staff Forums and Networks for BME, Disabled and LGBTQ+ staff members and their allies. These are staff led groups of employees, established to support colleagues in having their voices heard in respect of experiences working for NHSGGC. Each Forum / Network has an appointed Chair and a growing membership of around 120-150 people. The invitation to join a Forum / Network is open to everyone.

LGBTQ+ Staff Forum

The NHSGGC [LGBTQ+ Staff Forum](#) is a group of staff who identify as lesbian, gay, bisexual, transgender, queer inclusive (LGBTQ+), and our allies.

The group aims to create a safe and welcoming space for staff members within our LGBTQ+ community. We have social activities, a programme of events, and formal as well as informal meetings.

If you would like to join our Forum, please contact lgbtforum@ggc.scot.nhs.uk. If you wish to join the forum's mailing list, please be assured that your personal details will not be disclosed. You can also be part of the LGBTQ+ Forum anonymously. Emails sent will always be blind copied.

Staff Disability Forum

The [Staff Disability Forum](#) exists to provide a support network for staff and to facilitate positive changes in the organisation. Staff engagement and feedback is vital for the organisation to work together. The Staff Disability Forum was set up in 2015.

If you would like to join our Staff Disability Forum please contact: ggc.staffdisabilityforum@ggc.scot.nhs.uk and if you wish to join the Forum's mailing list, please be assured that your personal details will not be disclosed and you can be part of the Forum anonymously. Emails sent will always be blind copied.

The Forum has a social media presence on [Facebook](#).

BME Staff Network

The [Black And Minority Ethnic \(BME\) Staff Network](#) was established in 2018. This followed a consultation with key stakeholders about their lived experience. The Network is working closely with the Workforce Equality Group to continuously improve the workplace experience of BME staff.

If you would like to join the Network, please contact: ggc.bmestaffnetwork@nhs.scot. If you wish to join the Network's mailing list, please be assured that your personal details will not be disclosed. You can be part of the Network anonymously. Emails sent will always be blind copied.

You can join our Facebook NHSGGC – BAME Staff Network by contacting us, or by clicking the button below. There are some details required to verify that requests are from NHS Greater Glasgow and Clyde (NHSGGC) employees. Please remember that this Network is private, and confidentiality is expected from each member – this is a safe, trust-based space.

Diaspora groups

Diaspora groups are identified international nursing associations in the UK that provide support to international nurses and midwives in the NHS. This collaborative promotes services to NHS staff and works to advance the pastoral and professional support, and health and wellbeing of international nurses in the NHS.

The diaspora supports the International Recruitment programme through providing data and insight that enables better understanding of the needs of international nurses and supports communities to be heard.

The organisations that make up the diaspora group are:

- [Association Isabel Zenda: Association of Spanish Nurses and Health Workers in the UK](#)
- [British Indian Nurses Association](#)
- [Caribbean Nurses and Midwives Association UK](#)
- [Commonwealth Nurses and Midwives Federation](#)
- [Filipino Nurses Association United Kingdom](#)
- [Gambia Healthcare Matters UK](#)
- [Ghana Nurses Association UK](#)
- [Hong Kong Nursing Association UK](#)
- [Kenyan Nurses And Midwives Association UK](#)
- [Malawian-UK Nurses Association](#)
- [Mauritian Nurses and Healthcare Professionals UK](#)
- [Nepalese Nursing Association UK](#)
- [Nigerian Nurses Charitable Association UK](#)
- [Nurses Association of Jamaica UK](#)
- [Philippine Nurses Association of United Kingdom](#)
- [Uganda Nurses Midwives Association](#)
- [Zimbabwean Midwives and Nurses Association](#)

Embassies

The United Kingdom has an overseas embassy for 165 countries from around the world. All of these embassies are located in London (the official capital city of the United Kingdom). The UK Government's [Foreign & Commonwealth Office](#) maintain the details of foreign embassies, high commissions and consulates in the UK, including heads of mission.

An embassy can help citizens with multiple services abroad, including:

- Issuing emergency passports (if yours got lost or stolen)
- Replacing/renewing your passport
- Issuing birth reports for children born abroad
- Issuing death reports for residents who pass away abroad
- Accepting ballots for elections in a person's home country
- Filing taxes in a person's home country
- Navigating foreign police, legal, and medical systems
- Assisting residents who get arrested or detained abroad
- Notarising certain documents for use in a foreign country or your home country
- Assisting with emergency/evacuation situations
- Providing short-term protection (situation-dependent)
- Assisting local residents with citizenship matters pertaining to the embassy's home country

In addition to the main embassy based in London, some embassies have a 'consulate' – there are smaller regional offices where administrative duties are undertaken on behalf of the embassy. Scotland currently has 18 consulates based in Edinburgh or Glasgow.

	Pakistan Consulate - Glasgow	www.phclondon.org/glasgow
	Consulate General of Brazil in Edinburgh	www.gov.br/mre/pt-br/consulado-edimburgo
	Consulate General of the People's Republic of China in Edinburgh	edinburgh.china-consulate.gov.cn
	Consulate General of France in Edinburgh and Glasgow	uk.ambafrance.org/-Consulate-in-Edinburgh-
	German Consulate General Edinburgh	uk.diplo.de/uk-en/01/2consulate-general
	Consulate General of Hungary on Edinburgh	london.mfa.gov.hu/eng/page /edinburgh

	Consulate General of India, Edinburgh, United Kingdom	www.cgiedinburgh.gov.in
	Consulate General of Ireland Edinburgh	www.dfa.ie/irish-consulate/edinburgh
	Consulate General of Italy, Edinburgh	consedimburgo.esteri.it/consolato_edimburgo/en/il_consolato
	Consulate-General) of Japan in Edinburgh	www.edinburgh.uk.emb-japan.go.jp/itprtop_en/index.html
	Consulate General of the Republic of Poland in Edinburgh	www.gov.pl/web/unitedkingdom/consulate-edinburgh
	Consulate General of Romania in Edinburgh	edinburgh.mae.ro/en
	Consulate General of the Russian Federation in Edinburgh	edinburgh.mid.ru/web/edinburgh_en
	Consulate of Spain in Edinburgh	www.exteriores.gob.es/Consulados/edimburgo/en/Paginas/index.aspx
	Taipei Representative Office in the U.K., Edinburgh Office	www.roc-taiwan.org/ukedi_en/index.html
	Turkish Consulate General in Edinburgh	edinburg-bk.mfa.gov.tr/Mission
	Consulate of Ukraine in Edinburgh	edinburgh.mfa.gov.ua/en
	U.S. Consulate General Edinburgh	uk.usembassy.gov/embassy-consulates/edinburgh

Bringing your family to the UK

We strongly recommend that you bring your family to the UK once you are settled and have received your NMC PIN so you can focus on preparing for your registration. Nonetheless, we have included this guide for your reference.

Your partner and children can apply to join you or stay in the UK as your 'dependants' if they're eligible.

If your partner or child's application is successful, their visa will usually end on the same date as yours. If a child's parents have visas with different expiry dates, the child's visa will end on the earlier date.

Your relationship

A dependant partner or child is any of the following:

- your husband, wife, civil partner or unmarried partner
- your child under 18 - including if they were born in the UK during your stay
- your child over 18 if they're currently in the UK as your dependant

Your partner

You must be able to prove that either:

- you're in a civil partnership or marriage that's recognised in the UK
- you've been living together in a relationship for at least 2 years when you apply

If your child is 16 or over

They must:

- live with you (unless they're in full-time education at boarding school, college or university)
- not be married, in a civil partnership or have any children
- be financially supported by you

If your child lives with you, you'll need to provide evidence of their address such as:

- a bank statement
- credit card bills
- driving licence
- NHS registration document
- an official letter from their university or college

Money they need to support themselves

Your partner and children must have a certain amount of money available to support themselves while they're in the UK.

You - or your partner or child - will need:

- £285 for your partner
- £315 for one child

- £200 for each additional child

You - or your partner or child - will need to have had the money available for at least 28 days in a row. Day 28 must be within 31 days of you or them applying for this visa.

You'll usually need to show [proof](#) of this when they apply, unless either:

- you have all been in the UK with a valid visa for at least 12 months
- your employer can cover your family's costs during your first month in the UK - this must be confirmed on your certificate of sponsorship
- If your partner or child is applying at a different time to you, they'll only need to prove they have enough money to support themselves if they have been in the UK for less than 1 year.

Apply from outside the UK

Each family member will have to pay the application fee. The fee depends on whether they'll be in the UK for:

- up to 3 years - £247 per person
- more than 3 years - £479 per person

Your partner and children must either:

- apply online as your [partner](#) outside the UK
- apply online as your [child](#) outside the UK

Each family member will need to complete a separate application and pay the visa fee. They must apply before they travel to the UK.

They'll also need your application number - you'll get this when you apply. This number is called a Global Web Form (GWF) or a Unique Application Number (UAN). You'll find it on emails and letters from the Home Office about your application.

Proving their identity

As part of an application, your partner and children will need to prove their identity.

They'll either:

- have their fingerprints and photograph taken at a [visa application centre](#) - this is to get a [biometric residence permit](#)
- use the 'UK Immigration: ID Check' app to scan their identity document - they'll also create or sign in to their UK Visas and Immigration (UKVI) account
- They'll be told what they need to do when they apply.

If they do need an appointment:

- the visa application centre may need to keep their passport and documents while they process their application
- they may have to travel to get to their nearest centre (this could be in another country)

How long it takes to get a decision

- Once they've applied online, proved their identity and provided their documents, they'll usually get a decision within 3 weeks.

They may be able to pay to get a [faster decision](#) - they'll be told if they can when they apply.

Apply from inside the UK (extend or switch their visa)

If you extend or switch your visa, your partner or child's current visa will still be valid until its original end date. Your partner or child need to apply to extend or switch their visa, either:

- at the same time as you
- at any time before their current visa expires

This includes children who have turned 18 during your stay.

Your partner or children cannot apply to switch to your Health and Care Worker visa as your dependants if they are currently in the UK:

- on a visit visa
- on a short-term student visa
- on a Parent of a Child Student visa
- on a seasonal worker visa
- on a domestic worker in a private household visa
- on immigration bail
- because they were given permission to stay outside the immigration rules, for example on compassionate grounds

How to apply

The application form will tell you if you can include your partner and children in your application or whether they need to apply separately.

If your partner or child apply separately, they'll need to either:

- apply online as your [partner](#) inside the UK
- apply online as your [child](#) inside the UK

They'll need your application number - you'll get this when you apply. This number is called a Global Web Form (GWF) or a Unique Application Number (UAN). You'll find it on emails and letters from the Home Office about your application.

Proving their identity

As part of their application, your partner and children will need to prove their identity. They'll either:

- have their fingerprints and photograph taken at a UK Visa and Citizenship Application Services ([UKVCAS](#)) service point - this is to get a [biometric residence permit](#)

- use the 'UK Immigration: ID Check' app to scan their identity document - they'll also create or sign into their UK Visas and Immigration (UKVI) account

They'll be told what they need to do when they apply.

They must not travel outside of the UK, Ireland, the Channel Islands or the Isle of Man until they get a decision. Their application will be withdrawn if they do.

How long it takes to get a decision

Once they've applied online, proved their identity and provided their documents, they'll usually get a decision within 8 weeks.

They may be able to pay to get a [faster decision](#) - they'll be told if they can when they apply.

Children born in the UK

If you have a child while you're in the UK, they do not automatically become a [British citizen](#).

You must apply for your child's dependant visa if you want to travel in and out of the UK with them.

The form you fill in depends on whether your child is inside or outside the UK. Your child must either:

- apply online as your child [inside](#) the UK
- apply online as your child [outside](#) the UK

You'll need to provide a full UK birth certificate for each child, showing the names of both parents.

You must apply to add them to your visa before they turn 18 if they want to stay in the UK.

What your partner or child can and cannot do

Your partner or child can:

- work, except as a sportsperson or coach
- study
- travel abroad and return to the UK
- apply to settle permanently in the UK (also known as 'indefinite leave to remain') if they've lived in the UK for 5 years and meet the other eligibility requirements

They cannot apply for most benefits (public funds), or the State Pension.

If their application is successful, they'll get a full list of what they can and cannot do.

Further information can be found of the [UK Government](#) website.

What to do if you need help

This table aims to help you decide who to contact if you have any queries or concerns.

Issue	Who to turn to:
OSCE preparation	Line manager Practice Education Facilitator Workforce Supply Unit Workplace Buddy
Accommodation	Workforce Supply Unit Workplace Buddy
Workplace issues	Line manager Human Resources
Pay and salary	Line manager Payroll department
Health	Emergency - 999 or A&E NHS24 GP
Wellbeing	GP Occupational Health Mobile Apps NHS24

If you are unsure of what to do or need guidance with anything that is not covered in above, please approach the [Workforce Supply Unit](#) who will guide you to the relevant contact.

Pre-arrival checklist

Travel documents

- Passport with visa
- Plane tickets and printed boarding pass
- Vaccination documents
- COVID test result (if required)
- TB clearance certificate

Important documents

- Birth certificate
- Marriage licence (if applicable)
- Driving licence (if applicable)
- Police clearance
- Proof of address
- Nursing diploma
- Original copies of documents submitted to NMC

Clothing

- Basics: Tops, sweaters, trousers, underwear, socks, footwear
- For autumn and winter, bring warm clothing such as warm coats, gloves, hat, scarf, additional sweaters/ fleece, boots
- For summer and spring, you can bring tank tops, dresses, shorts, light jackets, sunglasses
- Umbrella/ raincoat
- Comfortable shoes for work – black, soft-soled, closed-toe, non-slip, made from non- absorbent material
- Fob watch

Miscellaneous

- Cash in British pounds as pocket money (approximately £300-500)
- Electronics – laptop, mobile phone, tablet, chargers (Please note that UK voltage is 240 volts)
- UK plug adapter – Type G, which is the plug that three rectangular pins in a triangular pattern
- Stationery – pen, notebook
- Toiletries
- Basic medications
- Food / snacks
- Empty tumbler / water bottle

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Version control

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