



Royal College of Psychiatrists

MTI Scheme – Guidance for Employing Bodies

Contents

1. Introduction and General Overview.....	2
2. Employing Body Application to RCPsych	3
3. Practical Preparations.....	4
4. Pastoral Care	5
5. Induction and Training	6
6. Recording Progress	7
7. Required AoMRC Forms	8

1. Introduction and General Overview

The Medical Training Initiative (MTI) is designed to enable a small number of International Medical Graduates to enter the UK to experience training in the NHS for up to two years before returning to their home country. Under the scheme, training capacity not required for planned UK training numbers is made available for overseas doctors who meet the required eligibility criteria. The MTI is a flexible scheme that enables Employing Bodies to fill existing training, LAT or deanery posts where recruitment is difficult or where the posts are surplus to requirements. Increasingly, the [Academy of Medical Royal Colleges](#) (AoMRC) is encouraging Employing Bodies to create their own MTI specific posts and fill these posts with MTI doctors on a recurring two-year cycle.

The paid posts are approved by [authorised individuals from Deaneries/LETBs](#) and the Royal College of Psychiatrists acts as sponsor for the purpose of registration with the General Medical Council (GMC). The AoMRC acts as the UK Sponsor to enable participants to apply for a [Temporary Work – Government Authorised Exchange visa](#) with the UK Home Office. The temporary work visa allows MTI doctors to work in training posts which provide sufficient educational and training content. The AoMRC also set the [national standards](#) for the MTI scheme.

The RCPsych MTI Scheme is for psychiatrists who have qualified in their own country and worked for at least three years in psychiatry but want to further their expertise by acquiring additional skills in psychiatric subspecialties.

Between October and January of each year, interested candidates can apply to join the scheme, for MTI posts that begin from August onwards. The eligibility criteria for doctors can be found on the [RCPsych website](#). In the Spring of each year the RCPsych interview shortlisted candidates to determine their suitability. Successful candidates are provided with RCPsych sponsorship to join the GMC medical register.

NHS bodies who are interested in employing an MTI Doctor can apply to the RCPsych by sending a completed [MTI Employing Body Submission Form](#) to mti@rcpsych.ac.uk. Employing Bodies are encouraged to submit details by March for posts beginning in August, but RCPsych recognises this is not always possible and is able to offer flexibility on this soft deadline.

During March/April of each year MTI candidates and Employing Bodies are matched, based as much as possible on the MTI doctor's location and/or specialty preferences. Once all parties are in agreement, an application is made to the AoMRC who issue a Certificate of Sponsorship (CoS) which allows the doctor to apply for a [Temporary Work – Government Authorised Exchange visa](#). Please note that the AoMRC application form must be signed

by an [authorised Deanery/LETB signatory](#), before the application can be made to the Academy. The authorised Deanery/LETB signatory can sign the AoMRC application form up to six months before the placement start date and their approval is given for the post, rather than the person.

2. Employing Body Application to RCPsych

Vacant CT3 training posts can be filled by an MTI Doctor for 24 months, if authorised by the [appropriate Deanery/LETB](#). MTI Doctors are employed as doctors (in training posts) and the Employing Body is their GMC designated body. As the MTI is a training scheme, International Fellows on the MTI scheme cannot be used to fill service posts.

Employing Bodies can apply to employ an MTI doctor if they have:

- vacant psychiatry training posts which cannot be filled by UK trainees,
- converted ST posts,
- trust posts which provide sufficient educational and training content.

MTI posts must:

- not disadvantage UK trainees,
- not adversely affect the training of existing trainees in the training location,
- have approval from an authorised signatory in the local Deanery,
- start at CT3 but may progress to ST level after a few months with agreement from the MTI and Employing Body.

Employing bodies are required to complete an [MTI Submission Form](#) to provide details of the post, supervising consultant, relocation package available and whether the post has been authorised by the Deanery/LETB for MTI use. These details will be passed onto the applicant.

Following the matching process, RCPsych will introduce the MTI Doctor to the Employing Body via email. The Employing Body may like to carry out their own interview, although this is not a requirement of the scheme as all successful MTI doctors pass an interview conducted by RCPsych.

The RCPsych levies an administration charge of £950 per MTI International Fellow once all UKVI approvals have been completed and the doctor has made arrangements to travel to the UK.

3. Practical Preparations

Once the Employing Body and the doctor agree the placement details, an [AoMRC MTI Application Form](#) must be completed by the Employing Body and sent to the RCPsych and an employment offer letter must be sent to the MTI doctor. The Employing Body will need to complete their own pre-employment checks, including overseas references and police checks.

The MTI Doctors should be offered a contract and salary equivalent to CT3 level, setting out the terms and conditions of employment (the RCPsych can provide a contract template, if needed).

The [Temporary Work – Government Authorised Exchange visa](#) is for up to 24 months and Employing Bodies are asked to employ an MTI Doctor for the full 24 months. It is possible for an MTI Doctor to transfer to a different Employing Body during their time in the UK, the AoMRC and the RCPsych must approve any transfer.

The [AoMRC MTI application form](#) will contain details of the post and applicant and is used to obtain a Certificate of Sponsorship for the Visa. Employing bodies confirm in the form that they will offer the MTI Doctor the following:

- An educational contract or other appropriate agreed training programme and support (including access to facilities and training opportunities). Appropriate appraisal and assessments.
- An appropriate Responsible Officer, from within the NHS Employing Body, for the period of the placement.
- A total funding package that is appropriate for the role to be undertaken and has been agreed with and accepted by the doctor.

Details of any pre-employment checks should be sent to the doctor before they arrive in the UK so that they are prepared for any potential delays in starting work.

4. Pastoral Care

All MTI Doctors should be offered support and advice as they relocate to the UK. Details of any re-location information and/or financial support should be sent to the MTI Doctor before their arrival.

Employers should be aware that MTI Doctors are moving to a new country with a different culture, often with young families, and are likely to need additional pastoral and professional support during their first few weeks in the UK.

The doctors are likely to require support in the following areas:

- Locating temporary and/or permanent accommodation – most doctors will require support to set up accommodation prior to arriving to the UK. RCPsych strongly encourages Employing Bodies to support their MTI doctors with securing accommodation in their first few weeks/months.
- Support/advice with airport arrivals and travelling to their accommodation.
- Collecting their British Residence Permit (BRP)
- Opening a UK bank account – doctors often require paperwork from their employers to complete this.
- Guidance to apply for a National Insurance number – Employing Bodies may need to provide an employment letter.
- Meeting the team
- Information about the local council, paying council tax, bin collection days etc.
- Orientation to the local area and services
- Taxis – doctors who don't have an international driving licence/access to a car, may need taxis while on call or moving between sites.
- Links to local community groups and/or other IMGs
- Recommendations for local GP services, schools, childcare facilities etc.
- Information about local supermarkets and world food stores

As there are sometimes delays in obtaining National Insurance (NI) numbers for new international doctors, alternative arrangements should be made for salary payments, security clearance and swipe cards until an NI number is received. We suggest that Employing Bodies advise doctors to begin their application for a NI number as soon as they arrive in the UK and provide the required employment letter for this.

To support MTI doctors with relocation, the RCPsych have created an [MTI Induction Booklet](#), which is sent to all doctors on the scheme.

5. Induction and Training

We recommend reviewing the [Welcoming & Valuing International Medical Graduates \(IMGs\) guidance](#) which outlines standards for employers on areas that need to be covered to provide effective induction and support to IMGs. This includes comprehensive details of what Employing Bodies should provide in terms of welcome and pastoral induction, IT and electronic patient record systems induction, and language and communication induction.

When beginning their placement in the UK, MTI Doctors should be offered an MTI induction (organised by RCPsych), an induction at their Employing Body and a departmental induction. Please consider that MTI doctors will require a more detailed induction than their UK counterparts as they are new to NHS systems and processes.

We recommend that Employing Bodies develop an induction programme which allows 4-8 weeks for MTI Doctors to become accustomed to NHS systems before being put on-call. The induction plan should suitably prepare doctors for on-calls and may include shadowing colleagues who are on-call during this period. Employers should also consider whether any refresher courses in physical health examinations are required.

MTI Doctors should have access to the same training opportunities as other trainees at their level. As the MTI doctors are in the UK for training purposes, they should attend departmental and regional post-graduate teaching sessions. Appropriate study leave budget should be allocated for each MTI doctor.

MTI Doctors are not required to pursue the MRCPsych while they are in the UK, but many choose to do so. Such doctors will need a UK trainer to sign off their psychotherapy experience and this may involve liaising with trainers in their home country to establish what level of psychotherapy training they have received. The RCPsych Professional Standards Department can advise on the processes that should be followed (email mti@rcpsych.ac.uk for further advice).

MTI Doctors often apply to the MTI scheme with specific training goals and/or seeking exposure to a specific subspecialty, and the RCPsych endeavours to link them with Employing Bodies that can offer these opportunities. If these experiences aren't on offer immediately, we recommend employers be considerate of these requirements and expectations.

6. Recording Progress

Existing mechanisms can be used to record progress of MTI Doctors, who are all registered as [Pre-Membership Psychiatric Trainees \(PMPT\)](#) with the RCPsych and therefore have access to [Portfolio Online](#).

MTI Doctors should use the same systems for recording knowledge skills and performance as other doctors in their Employing Body. MTI Doctors do not have national training numbers and are therefore not required to have formal appraisal or go through the Annual Review of Competence Progression (ARCP). However, RCPsych and the GMC agree that the ARCP is a good mechanism for tracking MTI progress and recording outcomes of Workplace Based Assessment (WPBA), although no formal ARCP outcomes need to be issued.

Doctors in the MTI scheme should engage in the revalidation process, even if their date for revalidation never comes up whilst they are working in the UK. MTI Doctors need a Responsible Officer and should engage in an annual trust appraisal process and collect supporting information exactly as any other doctor should. To avoid duplication of effort, evidence collected as part of the ARCP process can be used to feed into the employer's appraisal system for the purpose of revalidation.

Employers should register their MTI Doctor on GMC Connect and they should be included in the Annual Organisational Audit (AOA) returns and appraisal compliance figures. Employing Bodies act as the MTI Doctor's GMC designated body.

An MTI Doctor experiencing difficulty should have targeted training and supervision, although they are not expected to be formally referred to the local Deanery/LETB. The RCPsych should be informed of any difficulties and will be available for advice if difficulties cannot be resolved locally by the educational supervisor and college tutor/Training Programme Director.

7. Required AoMRC Forms

Employing Bodies must submit the following forms to the Academy of Medical Royal Colleges (mti@aomrc.org.uk) and RCPsych (mti@rcpsych.ac.uk):

- Within two weeks/10 working days of the MTI doctor starting their placement, a [Starters Report](#) together with a PDF copy of the doctor's right to work profile indicating that it is a true likeness of the doctor.
- At the end of the MTI doctor's contract of employment or at the end of any relevant professional registration ends, for example if they resign or are dismissed, an [End of placement Report](#).

Additional forms will need to be submitted to the AoMRC and RCPsych in the following circumstances:

- If there is an extension within the same Employing Body, an [Extension Application](#) should be submitted before the original visa expires.
- If an MTI doctor is going to transfer to different role within the same Employing Body, a [Transfer Application](#) should be submitted and approved before the doctor transfers their placement.
- If an MTI doctor is going to transfer their placement into a new Employing Body, a [Transfer Application](#) must be submitted and approved before the doctor starts the new placement.
- If an MTI doctor does not start the role for which they are being sponsored, including any reason given for their non-attendance, if known (for example, a missed flight, illness, or bereavement), an [Exception Report](#) should be submitted.
- If you have any reason to believe that the doctor's conditions of leave are being breached, you must submit an [Exception Report](#).

Dr Fabida Aria, MTI Specialist Advisor

Charlotte Callaghan, RCPsych MTI Manager (Interim)

October 2023