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| **Royal College of Psychiatrists**  **Medical Training Initiative**  Employing Body Submission Form | Logo, company name  Description automatically generated |

*Please refer to* [*RCPsych MTI Employing Body Guidance*](https://www.rcpsych.ac.uk/docs/default-source/training/medical-training-initiative/rcpsych-mti-guidance-for-employing-bodies-2024.pdf)*.*

*This form can be used to submit details of multiple posts. The information in this form will be shared with successful MTI applicants we believe would be a good match for the post(s).*

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| **Section 1: Employing Body Details** | |
| **Name of Employing Body** | Click here to enter text. |
| **Medical Staffing Contact** | **Name:** Click here to enter text.  **Email Address:** Click here to enter text. |
| **HR Contact**  *(for pre-employment checks)* | **Name:** Click here to enter text.  **Email Address:** Click here to enter text. |
| **How many posts do you have available?**  *(please complete one Section 2, per post)* | Click here to enter text. |
| **Has the post(s) been authorised for MTI use by your Deanery/LETB?**  *An* [*MTI Authorised Deanery Signatory*](https://mti.aomrc.org.uk/mti-forms/authorised-deanery-signatories/) *will need to provide formal approval later in the process.* | Yes  No |
| **Once RCPsych has suggested a suitable MTI doctor for the post(s), do you intend to conduct your own interview?**  *(all doctors accepted onto the scheme have been through a rigorous application process, including an interview assessing clinical skills, communication skills, professionalism and values)* | Yes  No |

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| **Section 2: Post Details**  *(please complete one of these sections for each post available, using the + button at the end of the segment)* | |
| **Details of Role**  *(please send job description, if available)* | Click here to enter text. |
| **Level of Post**  *(MTI posts should begin at CT3 or equivalent)* | Click here to enter text. |
| **Duration of Post**  *(MTI posts should be for 24 months)* | Click here to enter text. |
| **Salary**  *(MTI doctors should be paid in line with other CT3 doctors in the Employing Body)* | Click here to enter text. |
| **Main Place of Work**  *(address and/or area)* | Click here to enter text. |
| **Proposed Post Start Date**  *(e.g. August 23 or February 24)* | Click here to enter text. |
| **Will the MTI doctor rotate specialties every six months?** | Yes  No |
| **What specialties will be available for the MTI doctor?**  *(if information is available)* | Click here to enter text. |
| **Supervising Consultant** | **Name:** Click here to enter text.  **Email Address:** Click here to enter text. |

*Use the + button to add information about additional posts, as required*

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| **Section 3: Relocation Information** | | | |
| **Details of any pre-employment checks the candidate must carry out before taking up the post**  *(e.g. health check, police report from home country, reference checks etc.)* | Click here to enter text. | | |
| **Details of Relocation Package offered to MTI Doctor by Employing Body**  *(if applicable)* | Click here to enter text. | | |
| **Do you have any accommodation available for MTI doctors?**  *(this could be either short or long term, RCPsych strongly encourages you to support your MTI with securing accommodation in their first few weeks/months)* | | Short Term  Long Term | **Details** *(including contact details):* Click here to enter text. |
| No | **Recommended Local Estate Agents** *(including contact details):* Click here to enter text. |

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| **Section 4: Contact with Candidates** |
| **If you have been in contact with an international doctor about a potential MTI vacancy in your Employing Body, please provide their name and email address.**  RCPsych cannot guarantee that any doctors you have been in contact with will be matched with your post, but the information you provide will be taken into consideration. |
| Click here to enter text. |

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| **Section 5: Declaration** | | |
|  | Please tick to confirm that the Employing Body understands that this is a training post and that the candidate is in the UK to meet their training needs. | |
|  | Please tick to confirm that the Employing Body acknowledges the RCPsych administration fee of £950 per doctor.  *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.* | |
|  | Please tick to confirm that the Employing Body have read and understood the [RCPsych MTI Employing Body Guidance](https://www.rcpsych.ac.uk/docs/default-source/training/medical-training-initiative/rcpsych-mti-guidance-for-employing-bodies-2024.pdf). | |
|  | Please tick to confirm that the information provided in this application is correct. | |
| **Signature** | | Click here to enter text. |
| **Date** | | Click here to enter date. |

Please return the completed form and any supporting documents to [mti@rcpsych.ac.uk](mailto:mti@rcpsych.ac.uk).