Guidance for Trusts/Health Boards/Employing bodies Employing an RCPsych MTI International Fellow

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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/EEA training numbers is made available for overseas doctors who meet the required eligibility criteria.

The paid posts are approved by Deaneries/LETBs and the Royal College acts as sponsor for the purpose of registration with the General Medical Council (GMC). The Academy of Medical Royal Colleges (AoMRC) acts as the UK Sponsor to enable participants to apply for a Tier 5 visa (Temporary Worker) with the UK Borders Agency within the scheme the visa is used for training posts only. 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 in psychiatry by acquiring additional skills in their own specialty or in a subspecialty. It is not for new trainee psychiatrists, which is the main difference from previous overseas doctors’ schemes.

Between October and January each year interested candidates can apply to join the scheme, for MTI posts that begin in August (the application dates for both doctors and employing bodies have been later than usual this year) The eligibility criteria for doctors can be found on the
RCPsych website. In the Spring of each year the RCPsych interview the shortlisted candidates to determine their suitability. Successful candidates are provided with a certificate of sponsorship (CoS) which allows them to complete their application with the GMC to join the medical register. NHS bodies who are interested in employing an MTI International Fellow can apply to the RCPsych by sending a completed MTI Employing Body Submission Form to mti@rcpsych.ac.uk. This year applications open on 4 January and close on 22 March 2021.

During March/April of each year MTI candidates and employing body are “matched”. 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 UK Tier 5 Visa. Please note that the AoMRC application form must be signed by the Deanery/LETB to authorise the post before the application can be made to the Academy.

2. **Employing body application to RCPsych**

Vacant CT3 training posts can be filled by an MTI International Fellow, if authorized by the appropriate Deanery/LETB. MTI International Fellows 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 are required to complete an MTI Submission Form to provide the details of the post, the supervising consultant, the 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. The RCPsych tries to match a doctor with every vacant training post, but it is common to have many more vacancies than MTI International Fellows to fill them.

Following the matching process, the RCPsych will introduce the MTI International Fellow 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.

3. **Practical Preparations**

Once the employing body and the doctor are in agreement, an AoMRC MTI Application Form must be completed and sent to the doctor along with an offer letter. The employing body will also need to complete their own employment checks, such as overseas references and Police checks. The MTI International Fellows should be offered a contract and salary equivalent to CT3 level, setting out the terms and conditions of employment (the RCPsych has a contract template available!). The Tier 5 Visa is for up to 24 months and employing body are asked to employ an MTI International Fellow for the full 24 months. It is possible for an MTI International Fellow to transfer to a different employing body during their time in the UK. The AoMRC and the RCPsych must be informed of any transfer.

As a participant in the RCPsych MTI scheme, the employing body completes an AoMRC MTI application form with details of the post that is used to obtain the Visa. Employing bodies confirm that they will offer the MTI International Fellow the following:

- An educational contract
- Access to facilities and training opportunities (including paid study leave)
- 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

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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 delays in starting work.

4. **Pastoral Care**

All MTI International Fellows 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 International Fellow before their arrival.

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

The doctors may 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
- Support/advice with airport arrivals and travelling to their accommodation
- Collecting their BRP
- Opening a UK bank account – doctors often require paperwork from their employers to complete this
- Guidance to apply for a National Insurance number – provide the required employment letter
- Orientation to the local area and services
- Meeting the team
- Taxis – doctors who don’t have an international driving licence/access to a car, may need taxis while on call/moving between sites

5. **On arrival**

On arrival to the UK, and before they can start clinical work, MTI International Fellows must attend a GMC identity check appointment. We suggest that employers use this time to introduce themselves to the MTI International Fellow, carry out their own pre-employment checks and if possible, arrange for the doctor to shadow colleagues and make sure they have all necessary information about daily work procedures.

The AoMRC has produced a useful Relocation Guide which is sent to all doctors on the scheme.

On starting in the UK, MTI International Fellows should be offered an MTI induction (organised by RCPsych), an induction at their employing body and a departmental induction. While we aim to have MTI International Fellows in post by August, but delays are common and the usual inductions may be missed. Employers are expected to provide the necessary induction information to these doctors.

Within 2 weeks of the MTI International Fellow beginning work, the employing body must complete and submit the following to MTI@aomrc.org.uk and mti@rcpsych.ac.uk:

- An AoMRC Starter’s Report form
• Copy of doctor’s Biometric Residence Permit, signed by the employer as true copy

We recommend that employing bodies allow 4-8 weeks for International Fellows to become accustomed to NHS systems before being put on-call. We encourage the provision of an induction plan to prepare doctors for on-calls, including shadowing colleagues who are on-call during this period. Employers should also consider whether any refresher courses in physical health examinations are required.

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 to the UK, and provide the required employment letter.

MTI International Fellows 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 International Fellows 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’s Professional Standards Department can advise on the processes that should be followed (email MTI@rcpsych.ac.uk for further advice).

MTI International Fellows often apply to the MTI scheme with specific training goals and/or seeking exposure to a specific subspecialty, and the RCPsych efforts 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

The RCPsych has agreed that the existing mechanisms are the best way of recording their progress. MTI International Fellows are registered as Pre-Membership Psychiatric Trainee (PMPT) with the RCPsych and have access to the Portfolio Online.

MTI International Fellows should use the same systems for recording knowledge skills and performance as other doctors in their employing body. MTI International Fellows do not have national training numbers but the RCPsych and the GMC agree that the Annual Review of Competence Progression (ARCP) is a good mechanism for tracking their progress and recording outcomes of Workplace Based Assessment (WPBA). Although no formal ARCP outcomes need to be issued, the ARCP will be used by the RCPsych to confirm the MTI International Fellow’s training and development to complete their end of post certificate.

Employers should register their MTI International Fellow on GMC Connect and they should be included in the Annual Organisational Audit (AOA) returns and appraisal compliance figures. The employing body is the International Fellow’ GMC designated body.

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 International Fellows need a Responsible Officer and should engage in an annual appraisal process and collect supporting information exactly as any other doctor should. To avoid duplication of effort, evidence submitted
as part of the ARCP process can be used to feed into the employer’s appraisal system for the purpose of revalidation.

An MTI International Fellow 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. **Transfers between Employing bodies / visa extensions**

In some circumstances, MTI International Fellows may request a visa extension. Occasionally an MTI International Fellow will transfer to a new MTI post with a different employing body. Both visa extensions and transfers between employing bodies, must be approved by the AoMRC before any changes take place. The AoMRC Application for an extension or transfer form must be completed and returned to the AoMRC at least one month before the planned transfer / extension.

8. **The end of the placement**

When the MTI International Fellow comes to the end of their training time, a completed AoMRC End of Placement Report should be sent to MTI@aomrc.org.uk and mti@rcpsych.ac.uk. This form must be received within ten working days of the doctor’s final working day.

All employing bodies and doctors will be sent a survey regarding their experience of the RCPsych MTI scheme once the posts have ended. MTI International Fellows will receive a certificate from the RCPsych once they have completed their post.

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