Medical Training Initiative (paediatrics) - guidance for NHS Trusts

Recruitment and Careers team
This is a step-by-step guide to the process for Trusts looking to create MTI(p) posts to host overseas doctors.

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Update on applications

17 January 2019

We are currently dealing with a very high level of correspondence, including emails. This means it may take us up to four weeks to respond to new applications, such as from doctors who have been offered an MTI(p) post.

We ask that you please avoid sending repeat emails and bear with us. We will get back to you as soon as possible.

About MTI(p)
The MTI(p) scheme enables non-UK/European Economic Area (EEA) paediatricians, primarily from developing nations, to benefit from two years of high quality postgraduate training in the National Health Service before returning home.

MTI(p) doctors can take up spare training capacity, providing a low cost and longer term alternative to locum appointments.

**Quality assurance process**

As of February 2018, all potential MTI(p) posts must go through the RCPCH quality assurance process. This ensures the training offered is achievable and equivalent to that of a UK trainee, that rotations are clearly laid out in advance and that the necessary support mechanisms are in place.

Posts approved for MTI(p) training can be advertised on the RCPCH website. We also match applicants who have been put forward by our selected overseas partners.

Trusts can also source and appoint doctors independently. However, they must still go through the same post approval process.

We have developed a standardised MTI(p) interview framework and scoresheet, which should be used.

**Step 1 – Post approval and candidate selection**

Approving a post is simple.

You will need to send us these documents:

- a copy of the job description
- a completed post submission form.

The job description must closely conform to the model MTI(p) job description, which can be downloaded at the bottom of this page. All should include:

- details of the post, job, role, duration, training programme and training provided
- confirmation that a six-month period of supervision on the Level 1 rota (ST1-3) is mandatory, no matter how experienced the candidate is
- clearly outlined training provisions, assessments and appraisal processes
- clear details of salary, annual leave and study leave
- for fellowship programmes and specialty specific programmes, details of the specialty training programme; this is crucial where the posts being offered rotate between paediatrics, neonatology and a paediatric specialty
- clear description of duties including the on call component and its frequency
- a copy of the local training programme, a provisional rota, and educational programme (desirable)
- for Trusts supporting research or achieving higher qualifications, an exact statement of what is being provided and whether there is protected time for the same
The provision of training and all the elements mentioned in the job description must be met.

Once a suitable candidate is identified, they must be provided with a conditional job offer letter and the RCPCH should be notified.

Prior to any appointment, Trusts should check applicants fulfil the candidate eligibility criteria.

Where candidates are found not to be eligible, an application cannot be taken forward at that time.

**Proposed start dates should be set at least six months from the point at which an application is formally made.** This gives enough time for the relevant paperwork to be gathered and processes completed. With a timely submission of paperwork by all stakeholders, this can be reduced to about four months.

For posts that are to be advertised on the RCPCH website, the proposed start date should be set further ahead to allow time for the sourcing and selection process.

**Key documents for step 1**

- Model job description
- Job description template
- Post submission form
- Interview framework/scoresheet (available on request)

Please ensure that all applicants have passed OET/IELTS. Preferably this should be before the interview but will need to be in place before applying to the college, otherwise we will not be able to progress the application.

**Step 2 – Application for sponsorship**

Once an eligible candidate is identified and offered an approved post, we issue the candidate with a candidate pack to complete and return to the RCPCH.

At the same time, Trusts will need to complete their own Trust pack. This comprises the following documents:

- MTI Tier 5 Form, fully completed, signed and counter-signed
- Interview notes
- Conditional job offer letter
- Job description
- Post submission form
- MTI administrative fee contract

We encourage you to complete these as far in advance as feasible.

Both packs must be fully fully completed and submitted before the application for sponsorship can progress.
Key documents for stage 2

- MTI Tier 5 form
- Template contract (available on request)

Step 3 – Application processing

Once all paperwork is submitted, our MTI(p) champions will make a final review. If needed, we will undertake a postgraduate qualification assessment to establish MRCPCH equivalence.

Provided all is satisfactory, we will issue a letter confirming sponsorship. We will support the appointed doctor to apply to the GMC (General Medical Council) via our sponsorship pathway.

Once provisional registration is offered and pending an identity check in person, we then be able to request a Tier 5 Visa Certificate of Sponsorship from the Academy of Medical Royal Colleges (AoMRC.)

This concludes the application for sponsorship.

Step 4 – When the MTI(p) doctor enters or is in post

When the MTI(p) doctor has entered post and is going through the induction process, you should submit two documents to us:

- tier 5 Visa starter’s report
- enrolment form for ePortfolio access

The RCPCH will send the starter form over to the Academy to be logged with UK Visa and Immigration, confirming that the doctor has entered post.

The enrolment form will be used to set up the doctor’s RCPCH ePortfolio account (on the Kaizen platform). There should be an initial meeting with the doctor’s educational supervisor to discuss educational goals, and these should be worked towards on RCPCH ePortfolio. The doctor should subsequently meet regularly with their educational supervisor to discuss educational goals and record progress on ePortfolio.

Sufficient engagement with ePortfolio is necessary for the issuing of a training certificate from the RCPCH. It also serves as the main basis for assessment for the Diploma in UK Medical Practice, offered by the RCPCH in partnership with the Liverpool School of Tropical Medicine, which serves to accredit the doctor’s MTI(p) training. More details can be found on the Dip UK MP website.

Step 5 – When the MTI(p) doctor leaves post

We should be informed and an exception report filed.

Downloads