## **RCOG MTI Scheme 2024: Trust Application and Declaration form**

**Instructions for Trusts:**

1. Please read fully the roles and responsibilities for all parties set out in this document. If you have any queries or wish to discuss further before completing, please contact MTI@rcog.org.uk
2. Please ensure discussions with the Head of School for O&G in the Region regarding educational capacity have taken place prior to submitting your application to the Deanery for approval of the MTI post(s)
3. Prepare a full job description and job timetable for the MTI placement
4. Obtain Deanery approval for the MTI post by completing the online [Academy MTI Deanery approval form](https://mti.aomrc.org.uk/mti-forms/) attaching the job description and rota (you will need to submit the signed copy of the Academy Deanery approval form as part of this application). You should receive approval from the Deanery for the MTI post within 2 weeks of submitting the online form. Deanery approval is valid for 6 months.
5. Once you have the Deanery approval complete this RCOG MTI Trust Application & Declaration form
6. Complete the invoice request details in section L of this form
7. Please attach the purchase order (PO) document/PO number to this document
8. **Submit your completed application** via email: MTI@rcog.org.uk, including:
	1. RCOG MTI Trust Application & Declaration form
	2. Academy online MTI post Deanery approval confirmation email
	3. MTI post job description
	4. Rota/timetable
	5. Purchase order number

**Only fully completed applications with all required supporting documents will be accepted.**

For more information and enquiries, please consult the [guidance for UK hospitals](https://www.rcog.org.uk/careers-and-training/starting-your-og-career/working-in-britain-for-non-uk-doctors/medical-training-initiative-mti-scheme/mti-information-for-uk-hospitals/) on the RCOG website.

Please note that the College **is only able to sponsor IMG’s for clinically based training posts**, and cannot sponsor doctors to provide service cover, for non-training posts, to undertake research based posts or the clinical element of a postgraduate degree.

Once all documentation above has been received, the post will be reviewed by the RCOG MTI Regional Champion, RCOG MTI Officer and/or MTI Committee Chair. The RCOG will notify you if any additional information is required.

We aim to notify you of the outcome of your application within 10 working days.

**Section A: Providing an MTI Training placement for an IMG doctor – key information for hospitals**

***Overview of MTI***

The Medical Training Initiative (MTI) enables international medical graduates (IMGs) to spend two years training in the UK within an NHS hospital. The RCOG is one of many Medical Royal Colleges which facilitates the placement of these doctors in a variety of medical specialties. It is also a sponsor for GMC registration for doctors who come through the MTI scheme.

MTI is a philanthropic ‘learn and return’ government initiative with the primary purpose of assisting doctors from low and lower middle income countries to come to the UK for a limited period of training within the NHS before **returning to their home country to improve standards of global healthcare**. RCOG MTI doctors must come to the UK on a tier 5 visa only. This is for a maximum stay of 2 years, after which they are expected to return back home*.*

Placements offered by hospitals in the RCOG MTI Scheme must be fully paid at the appropriate level (with a minimum starting salary of ST3). **Host Trusts should provide full access to core training in both obstetrics and gynaecology, identical to the training offered to UK trainees**, to enable IMGs to progress towards and pass their Part 2 and/or 3 MRCOG exams whilst on the scheme. MTI Trainees should be released for teaching sessions along with Deanery trainees and provided with similar induction, educational supervision and appraisals. The RCOG expects MTI trainees to be released to participate in the free RCOG Induction Event as well as the MTI Annual Meeting and RCOG Annual Review of Competencies (ARC) assessments.

***Doctor applications and assessment***

The RCOG takes the assessment of IMG doctor applications for MTI training seriously. Doctors must fulfil strict criteria set by the RCOG and GMC and go through a rigorous two stage shortlisting and selections process. Full details of these criteria are available on the [RCOG website](https://www.rcog.org.uk/careers-and-training/starting-your-og-career/working-in-britain-for-non-uk-doctors/medical-training-initiative-mti-scheme/mti-information-for-uk-hospitals/). IMG applications are vetted and assessed by the College to ensure that only applications from doctors with the standard of skill, knowledge and English language equivalent to an ST2 trainee are put forward to hospitals to be considered for a placement.

***Providing a placement at your hospital***

Hospitals who wish to provide a two-year placement through the RCOG MTI Scheme must complete all sections of this document. **Hospitals must commit fully when submitting a request for an MTI doctor and must not withdraw an offer, particularly at a late stage of the process of getting a doctor to the UK**. This has severe implications upon MTI doctors who will have made life-changing decisions in order to be ready to move themselves and their families over to the UK. MTI Doctors must complete the full 24 months of MTI training with the placement hospital to be eligible for their MTI certificate. Host Trusts must not employ the MTI Doctor in another service, research or training post during their 2 years of MTI training. All RCOG MTI Trainees will be required to complete an MTI Training Agreement before taking up their MTI training post.

***Charges to hospitals***

In order to ensure a quality service for both hospitals and doctors the RCOG charges hospitals a fee to arrange the MTI placements. This charge enables the RCOG to carry out its ongoing quality assurance and clinical governance activities of the scheme and maintain a high standard of assessment, induction and ongoing mentorship/support.

The charge to hospitals per placement offered is **£2,500** plus VAT. This charge reflects the costs required to cover the RCOG’s administrative and assessment/shortlisting activity, induction, annual meeting, quality assurance processes and College support for MTI doctors and Trusts.

All hospitals are required to submit payment to the RCOG immediately after submitting the forms within this document and on receipt of an invoice from the College. Hospitals who withdraw their placement from the scheme will not be reimbursed.

Charges are per placement, per doctor, so hospitals offering more than one placement will be charged per placement post offered.

To ensure both the hospital and the RCOG are clear on commitments to the MTI scheme, both are required to sign declarations outlining each party’s responsibilities - please see sections I and K of this form.

**Section B: Employing Trust details**

|  |  |
| --- | --- |
| **Trust / Employer Name** |  |
| **Hospital** |  |
| **Deanery /** **HEE Region** |  |

**Section C: MTI Post Details**

***The post must be in a GMC approved practice setting***

|  |  |
| --- | --- |
| **Post Title**  | MTI Trainee / International Clinical Fellow (please delete as appropriate) |
| **Grade**  |  |
| **Proposed** **Start Date** |  | **End Date** |  |
| **Hospital site(s) MTI will be based at:** |  |
| **Number of posts applied for:** |  |
| **Reason for MTI post application:** | *E.g. new post/replacement for outgoing MTI Trainee* |
| **Planned duration at ST2 level:**  |  |
| **Date the MTI post was approved by the Deanery:** | *Please attach the signed copy of the Academy MTI Deanery approval form. Please note Deanery approval is valid for 6 months from the date of the Deans approval* |

**Section D: Clinical Contact Details**

|  |  |  |
| --- | --- | --- |
|  | **Lead Clinician** | **Educational Supervisor of MTI** |
| Name & Title |  |  |
| Position Held |  |  |
| Phone |  |  |
| E-Mail |  |  |
| Are you happy for these details to be shared with applicants? **Yes** [ ]  **No** [ ]  |

**Section E: Medical Staffing and finance Contact Details**

|  |  |  |
| --- | --- | --- |
|  | **Medical Staffing Officer** | **Finance Contact (for following up payment of invoice)**  |
| Name & Title |  |  |
| Position Held |  |  |
| Phone |  |  |
| E-Mail |  |  |
| Are you happy for these details to be shared with applicants? **Yes** [ ]  **No** [ ]  |

**Section F: Post Funding information**

|  |  |  |
| --- | --- | --- |
| **Please confirm the following:** | **Yes**  | **No** |
| The post has received full funding for the full 24 months duration*Please indicate how the post is being funded:*[ ]  The post is fully funded by the NHS hospital [ ] The post is being funded by the HEE Training Programme [ ]  Other – please provide further details below |  |  |
| The funding is equivalent to the UK salary for the level of work being undertaken (i.e. ST3 level as minimum) and will last for the duration of the 24 month post |  |  |
| There will be appropriate study leave funding / budget from the Trust for the doctor  |  |  |
| Relocation expenses are available for the MTI doctor  |  |  |
| Onsite hospital accommodation is available for the MTI doctor |  |  |
| There will be a paid **acclimatisation** period (by Trust) of at least 2 weeks before IMG takes up an on call responsibility |  |  |
| Duration of acclimatisation period will be (please specify): |  |

**Section G: Trust MTI placement Fee**

This fee covers the application process, sponsorship, induction, quality assurance processes and College support of doctors and host Trusts. Full payment must be received before RCOG will match a MTI doctor to your post.

|  |  |  |
| --- | --- | --- |
| **Please confirm the following:** | **Yes**  | **No** |
| I confirm that the hospital will pay the placement fee of £2,500 per MTI doctor to the RCOG *(not including VAT charged at 20%)*   |  |  |
| I confirm that I have understood that should the position(s) be withdrawn and/or not go ahead then the fee is non-refundable and still payable |  |  |
| I confirm that the purchase order is attached to this application in order for the RCOG to issue an invoice for the total fees |  |  |

# **Section H: MTI Job Planning Checklist**

The RCOG encourages a transparent approach to job planning linked to developmental objectives of the new appointee, the philanthropic aims of the RCOG MTI Training Scheme and the department.

An average weekly timetable should be included in any job plan submitted to the College for approval to enable the MTI Trainee to maintain continuity of patient care with his/her caseload and ensure adequate training exposure necessary to pass the Part 2 and 3 exams. In accordance with the [RCOG criteria](https://www.rcog.org.uk/careers-and-training/starting-your-og-career/working-in-britain-for-non-uk-doctors/medical-training-initiative-mti-scheme/mti-information-for-uk-hospitals/), your MTI application must include the following:

1. Information about the Trust
2. A Person specification, and
3. Weekly timetable of duties

Please ensure that each criteria in the **Job Plan Checklist** below is cross-referenced to the relevant page in the job plan/person specification. If a criteria is not fulfilled you must provide an explanation in the corresponding section.

|  |  |  |
| --- | --- | --- |
| **Criteria for MTI Training** | **Trust to complete** | **RCOG use only** |
| **#** | **Criteria** | Employer:Criteria satisfied? | Employer:Page Number | RCOG Reviewer:Criteria Satisfied? | RCOG Reviewer:Comments: |
| 1 | Job title refers to an MTI Training post |  |  |  |  |
| 2 | Length of post is 2 years/24 months |  |  |  |  |
| 3 | Starting salary is minimum ST3 salary from the date of commencement in training post (under 2002 or 2016 junior doctor contract) |  |  |  |  |
| 4 | Role focuses on general training in O&G at ST3-5 level and MTI training matrix requirements will be supported including e-portfolio |  |  |  |  |
| 5 | Job description incorporates training alongside service provision in Obstetrics and Gynaecology |  |  |  |  |
| 6 | Planned duration at ST2/First on call tier is no more than 3-6 months |  |  |  |  |
| 7 | Paid acclimatisation period |  |  |  |  |
| 8 | Trust and Local induction will be provided as soon as the MTI doctor starts the post |  |  |  |  |
| 9 | Annual Trust appraisal requirements will be met |  |  |  |  |
| 10 | **Assigned Educational Supervisor and regular ES meetings** |  |  |  |  |
| 11 | **The MTI trainee will be released to attend local and regional teaching sessions** |  |  |  |  |
| 12 | Rolling rota with long days/weekends with minimum frequency 1:8, with safe working pattern according to NHS Employers: [read more](https://www.nhsemployers.org/publications/rota-rules-glance) |  |  |  |  |
| 13 | The work schedule and rota covers the breadth of training in ST3-4, both obstetrics and gynaecology |  |  |  |  |

**RCOG reviewer use only:**

**Approved (no revision required)** [ ]  **Requires revision of job plan as per feedback above** [ ]

**Section I: Trust Declaration**

When hosting an MTI doctor, it is expected that the employer will meet the following requirements and responsibilities:

* To fully commit to and honour the 24 month placement provided to a doctor from the MTI scheme.
* To ensure the placement provides general training in core obstetrics and gynaecology at ST3-5 level, pre-Part 2/3 MRCOG level.
* To fully complete this application and send to the MTI Coordinator at the RCOG, including providing a job description and person specification to the College for approval.
* To return promptly, any required paperwork for the RCOG to be able to apply for the Tier 5 Certificate of Sponsorship from the Academy of Medical Royal Colleges.
* To make the payment of a placement fee, £2,500 + VAT per doctor.
* To employ MTI doctors following the same rigorous standards which are applied to UK recruited doctors.
* To complete and return the online Academy [New Starters Report](https://www.aomrc.org.uk/wp-content/uploads/2020/09/MTI_Form_2_Starters_Report.v1.1.pdf) within 10 working days of the MTI doctor’s start date, along with a copy of the doctors right to work check.
* To ensure that remuneration for the MTI placement is equivalent to UK salary for the level of work being undertaken (i.e. ST3 level as minimum) and will last for the duration of the post.
* To encourage and facilitate the doctor to be able to attend / participate in the free RCOG MTI induction event and MTI annual meeting.
* To provide the MTI doctor with all training opportunities, study leave time and budget allowance, and access to educational activities, similar to those provided to all other trainees, including making reasonable adjustments where necessary.
* To provide MTI doctors with a named experienced educational supervisor and ensure pastoral support for the MTI doctor in the department. This should have been budgeted for as part of the business plan for funding the posts.
* To support the MTI Doctor and provide training opportunities to enable the MTI Doctor to meet the competencies set out in the [RCOG MTI Training Matrix](https://www.rcog.org.uk/media/ydwhvtyi/rcog-mti-training-matrix-may-2021.pdf) in full by the end of their 2 years training, including making reasonable adjustments where necessary.
* To work supportively with the doctor and RCOG to address any issues which occur during the doctor’s placement or are raised during MTI Annual Review of Competencies (ARC) process.
* To ensure RCOG and all professional bodies, sponsors, and other associated individuals are duly informed of any capability issues.
* To notify the RCOG team if the MTI doctor has not stepped up to the Registrar rota/ST3 level after 6 months in post.
* To notify the RCOG team in good time if there are any issues or concerns regarding the MTI doctors performance which may impact on patient safety or their ability to operate independently.
* To complete the online RCOG MTI Host checklist within 3 months of the MTI Doctor having started in post
* To provide an update to the MTI team / RCOG MTI Regional Champion on trainee progression once the doctor has been in post for 6 months.
* To notify the RCOG MTI office when an MTI trainee resigns or leaves their MTI placement post
* To notify the RCOG MTI Office is an MTI Trainee is on long term sick leave / on maternity leave / is working as a locum doctor / leaves MTI and moves into another post.
* To complete the Academy’s online [MTI End of placement form](https://mti.aomrc.org.uk/mti-forms/) when the trainee finishes the placement or leaves earlier than planned and notify the RCOG MTI Office.
* In accordance with RCOG efforts to reduce attrition rates in the scheme and in line with the ethos of MTI as a ‘learn and return’ scheme designed to improve standards of global healthcare, not to employ an MTI Doctor in a service, research or training post within the Trust until they have completed the full 24 months of MTI training in line with the terms of their tier 5 visa.

I can confirm that the information provided in this application form is correct and true. I understand that any false declaration may result in refusal of the application.

I understand that the Royal College of Obstetricians and Gynaecologists reserves the right to refuse this application and that the College’s decision is final.

Name

Job title

Organisation

Signature

Date

**Section J: College Tutor Declaration**

As the College Tutor, I confirm that I am happy with the hospital offering the requested post(s) under the MTI scheme. I can confirm that MTI doctors will be supervised throughout their placement in the UK and will have the same learning opportunities and requirements as their UK O&G trainee counterparts

Name

Signature

Date

**Section K: RCOG Declaration**

The RCOG act as the ‘professional sponsor’ for doctors undertaking the MTI scheme. In this capacity the College is committed to the following responsibilities:

* To administer applications from international doctors to the MTI scheme
* To ensure all candidates shortlisted under the MTI Scheme are eligible for MTI sponsorship and meet the specified criteria for eligibility and GMC sponsorship.
* To ensure all eligible applications are rigorously assessed by members of the RCOG MTI Assessment Panel and IRC interview panel
* To ensure hospitals interested in offering a placement to the scheme can access comprehensive information on how to do so.
* To process and approve / reject MTI placement posts applications from Trusts
* To send eligible candidate application packs to hospitals to review where appropriate.
* To provide detailed feedback to eligible candidates who are not successful following interview for matched placement posts
* To provide a Certificate of Sponsorship (CoS) for eligible doctors to obtain their GMC registration
* To make hospitals aware of appropriate educational guidance for MTI doctor placements.
* To support hospitals and doctors when appropriate and fully within the capacity and expertise of the RCOG’s remit as an MTI scheme provider, should an issue arise with their placement or fitness to practice.
* Safeguarding the educational and training content of posts for all sponsored IMGs under the Medical Training Initiative.
* To provide Quality Assurance for MTI scheme including overseeing the MTI ARC process alongside the Heads of School and MTI Regional Champions to ensure MTI Doctors meet the RCOG MTI Training Matrix competencies in full by the end of their 24 months
* To provide support to MTI doctors whilst they are in the UK, including (but not limited to) induction, communication skills training, annual development day and RCOG ePortfolio access.
* To maintain accurate records of MTI doctors and approved MTI posts
* To use feedback from MTI stakeholders including current and past MTI trainees, placement hospitals and Regional Champions to identify areas where support or improvement is needed

Name

Signature

Role

Date

**Section L: MTI Invoice Request**

Please complete all fields below for us to raise the invoice which will be sent to you electronically:

\*mandatory fields

|  |  |
| --- | --- |
| 1. | Customer name\* |
| 2.  | Contact for any invoice queries within your organisation (include name, email and contact telephone number) \* |
| Invoice Details *(please advise if a hard copy invoice needs to be posted out for processing)* |
| 3. | Organisation Name\* |
| 4. | Address \*  |
| 5. | Town/City\*  |
| 6. | Country\*  |
| 7. | Post Code\*  |
| 8.  | Purchase Order Number\*  |
| 9. | Email address to send invoice for processing by finance\* |
| 10. | Invoice lines\* - please provide the following details for each line of the invoice:Please note MTI Placement posts are charged at £2,500 ex VAT per placement post |
|  | Budget code *(for internal RCOG use only)* | Description of code *(for internal RCOG use only)* | Any narrative you want shown on the invoice | Gross Amount | VAT | Net Amount |
| **EDU/MTI/413010** | MTI Placement and application fees |  | 2,500 | 500 | 3,000 |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| 10. | Any customer enquiries regarding this invoice should be addressed to be addressed to: |  |