

Exception Report

Medical Training Initiative
Government Authorised Exchange Scheme

This form is to be completed by NHS organisations to inform the Academy of any changes in circumstances of a sponsored MTI doctor. These are:

- When a sponsored MTI doctor will not arrive/has not arrived in the UK on the expected date – this must be sent within two weeks of the expected work start date, or earlier if the NHS organisation becomes aware that the doctor will not be arriving in time to start work on the planned start date (often for reasons of travel delay caused by Covid-19)
- When a sponsored MTI doctor has not started work on the expected date
- when a sponsored MTI doctor has moved to a different role within the same organisation. If the doctor has moved to a different organisation, please complete the Transfer/Extension form

This form is to be completed if you have information that an MTI doctor is:

- working for the same organisation but the location at which the doctor is employed has changed
- breaching the terms or conditions of his or her leave, or
- possibly engaging in criminal activity or other activities in contravention of their visa conditions

This form should be **completed electronically** using English in the spaces provided and submitted as a PDF – **handwritten forms will not be accepted**

An electronic signature is required - typed text will not be accepted. However, if you are unable to insert an electronic signature please print, sign the relevant page(s), scan and submit to the Academy along with the rest of the form

Please return the completed form to mti@aomrc.org.uk and the relevant professional sponsoring body for the MTI participant (e.g. Royal College) within ten working days of the exception arising.

Part 1: Details of the MTI applicant

Please give all names in full **EXACTLY** as they appear in the passport

Last name	
First name and other names	
Place of work	
Postcode	
Passport number (<i>that the visa was issued to</i>)	

Part 2: Please indicate the circumstances of the exception you are reporting	
The MTI participant has not arrived in the UK in time to start work on the anticipated date (please give reason for the delay and the new proposed date of entry to the UK)	
The MTI participant has not started work on the planned date (please give reason(s) and the new anticipated work start date)	
The main work location for the MTI participant is changing	
Current work location	
New or additional work location	
Information which suggests that the MTI participant is breaching the conditions of his or her leave	
Information regarding suggestion of criminal activity or other activities in contravention of their visa conditions	
Other	
Last UK address of doctor (if the doctor is already in the UK)	
Address line 1	
Address line 2	
Address line 3	
Town/City	
County	
Postcode	
Email address <i>(include where possible)</i>	

Part 4: Employer confirmation	
I confirm that the above information is correct	
Surname	
First name	
Role in relation to MTI participant	
Organisation	
Email address	
Telephone number	
Signature	
Date	

Part 4: Further evidence required and checklist	
Please submit all the documents requested in a compressed .zip document wherever possible	
1. All information requested in the form has been provided	
2. Form signed by trust	
3. The Academy is fully committed to the principles of data protection, as set out in the General Data Protection Regulation (GDPR). The Academy will only use your personal information for the purposes of the MTI process and will not pass on your details to other third parties unless you have given consent to do so. The Academy uses appropriate organisational and technical measures to ensure that your data are secure and protected from loss, misuse and unauthorised access or alteration. You have the right to ask for a copy of the information we hold about you and to have any inaccuracies in your information corrected. If you have any questions about data protection or require further information, please email dataprotection@aomrc.org.uk . Please see www.aomrc.org.uk for our data protection policy.	