



# MTI NHS Employer responsibilities and reporting obligations to the Academy of Medical Royal Colleges

A condition of the Academy issuing a Certificate of Sponsorship (CoS) for an MTI placement is that the NHS employing organisation complies with specific reporting duties, including the return of the following documents (with the relevant royal college copied, if applicable)

## 1. Starter report

The [MTI Starters report](#) must be submitted within two weeks of the doctor starting work.

It must be submitted with the following documents:

- A PDF copy of the doctor's right to work profile signed and verified as a true likeness by their NHS employer. Employers can perform the [right to work](#) check on the gov.uk website after the doctor has applied for their [share code](#).
- A copy of both sides of the doctor's Biometric Residence Permit (BRP).
- A [Data protection consent form](#) signed by the doctor. A new copy must be provided. Please do not re-submit the form that was submitted with the doctor's initial MTI application.

## 2. Exception report

The [Exception report](#) notifies the Academy of any changes in the doctor's circumstances.

The NHS employer is responsible for reporting any exceptions to the Academy, such as:

- If a doctor fails to start work within 28 days of the agreed start date listed on their CoS
- Extended absences from work of more than four weeks without pay (beyond the existing statutory exceptions, such as parental leave)
- A doctor moving to a different role within the same place of employment
- Changes to a doctor's salary and/or working hours
- If a doctor wishes to undertake any supplementary/locum work (please refer to part nine of the [MTI Explanatory notes](#) document for more information)
- Statutory maternity or paternity leave
- Changes to a doctor's UK residential address
- Information which suggests that the MTI doctor is breaching the conditions of their leave
- Information suggesting criminal activity or other activities in contravention of the doctor's visa conditions.

## 3. End of placement report

The [End of placement report](#):

- Must be submitted within ten working days of a doctor leaving the MTI scheme, regardless of the circumstances.
- Should not be submitted if a doctor is only transferring to another trust and remaining on the MTI programme.

## 4. Extensions

If an MTI doctor's initial visa was issued for less than 24 months and their employer wishes to extend their placement, a completed [Extension and transfer form](#) must be submitted to the Academy. The form must be submitted with the approval of the doctor's GMC sponsor and local deanery no sooner than four weeks before the expiration date of their BRP.

*Extensions of any length must be authorised by the local deanery.*

Please note that a Temporary Work – Government Authorised Exchange visa cannot be extended beyond 24 months from the start date of the doctor's initial BRP. If a doctor has already been issued a 24-month visa, an extension is not possible.

The following additional documents must be submitted to the Academy with an extension request:

- A clear copy of both sides of the doctor's BRP
- A new [Data protection consent form](#) signed by the doctor
- For overseas-funded posts, documentary evidence confirming that the funding will cover the period of the extension.

*Note: The doctor's NHS employer will need to conduct another right to work check after an extension has been issued.*

## 5. Transfers

If an MTI doctor wishes to transfer to another NHS organisation, a completed [Extension and transfer form](#) must be submitted to the Academy. This must be approved by both the doctor's GMC sponsor and the deanery for the region to which they are transferring.

It is imperative that a transfer request form is submitted before the doctor transfers, as it must be approved by the Academy first. Any doctor who transfers to a new employer without the Academy being properly notified may be breaching the conditions of their visa and risks having their sponsorship withdrawn.

If you require further advice on any aspect of this, please do not hesitate to contact the MTI Team at [mti@aomrc.org.uk](mailto:mti@aomrc.org.uk). Please also contact the team if you wish to be invited to the MTI Trust Leads meetings, which are hosted by the Academy three times per year.