

23 June 2023

Suspension of CoS for hospitals with overdue reports

Dear MTI Leads,

In October 2021 we contacted you with our concerns about the lack of required paperwork we receive from employing trusts/boards for MTI doctors.

We informed you that if we did not start receiving the required paperwork on time then we will have no choice but to consider stopping processing further requests for CoS until the outstanding forms are received. This applies to any doctor of any specialty from your organisation until the forms are received. Unfortunately, we are still not receiving an adequate amount of information and so we are left with no choice but to now apply this sanction.

What happens next?

As of **Monday 3 July 2023** if the required paperwork for doctors with a CoS issued is not sent to us within the correct timeframes outlined in the guidance below, then we will stop processing further requests for CoS to your hospital until the outstanding forms are received. Your organisation is responsible for providing the information to the Academy without prompt and we do not have the capacity to send out reminders. If reports are not sent or information is missing, we will notify the medical personnel contact listed on the CoS application that the pause is in place until the outstanding paperwork is received. The Academy also reserves the right to withdraw current sponsorship from the doctors for whom reports have not been returned – this is a last resort and not something the Academy wishes to see happen, but it is within the sponsor obligations.

We appreciate that this may feel like a bureaucratic burden to employing organisations but failing to send these documents puts the Academy in breach of its obligations to the Home Office and could lead to us being stripped of our sponsorship licence, something we cannot allow to happen.

What we require from you

A condition of the Academy issuing a CoS is that the employing trust/board must comply with specific duties including the return of the following reports to the Academy and Royal College. We no longer accept PDF forms. All forms are on our [online system](#).

Starter's reports

- [This form](#) is to be completed by the NHS organisation employing the MTI doctor.
- If the doctor is involved with a Royal College, the college details must be included on the form.
- Starter reports must be submitted to us **within ten working days** of the doctor starting work.
- The report must include a signed PDF copy of the MTI doctor's [right to work](#) profile.
- The report must include a clear copy of the Biometric Residence Permit (BRP).
- Failure to complete and return a Starter Report may result in withdrawal of visa sponsorship for the MTI doctor.

Exception report

- [This form](#) is to be completed by the NHS organisation employing the MTI doctor.
- You must report the following changes to a doctor's circumstances **within ten working days** after the relevant change or event has occurred:
 - The doctor did not start work within 28 days of the work start date agreed on their CoS The doctor is absent from work without your permission for more than 10 consecutive working days
 - The doctor is absent from work without pay for more than 4 weeks in total in any calendar year
 - The doctor's salary or pay is reduced to below the [UK national minimum wage](#)
 - There are significant changes to the doctor's circumstances such as moving to a different role within the same place of employment or changes to home address.

UKVI guidance on reporting duties can be found on [page 10 of Workers and Temporary Workers: guidance for sponsors](#).

End of placement report

An [End of Placement Report](#) must be submitted when the MTI doctor is in one of the following circumstances:

- Has reached the end of their placement - to be submitted **within ten working days** of the placement ending
- Has resigned
- Has been dismissed

Please do not submit an End of placement report if the doctor is transferring but will be continuing on the MTI scheme. Instead, please submit a transfer form – see below.

Transfers

If an MTI doctor wishes to transfer to work at your trust/board, a completed [transfer application](#) must be submitted to the Academy with approval from the local Deanery and GMC sponsor. It's imperative that a transfer request form is submitted **before** the doctor starts work at your trust/board.

If you would like to know which reports are missing for MTI doctors at your trust/board, or if you require advice on any aspect of this, please do not hesitate to [contact the MTI Team](#).

Regards,

Sophie Salvin

MTI Team Lead