

**Medical Training Initiative (MTI)**  
**And**  
**International Medical Graduates (IMG)**  
**Guidance for Trainees**

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The below offers general guidance for trainees who have gained a clinical placement in the UK within the Medical Training Initiative (MTI). It should help trainees whether MTIs or IMGs familiarise themselves with the process of living in the UK and working in the NHS.

Before arriving to the UK:

- 1- Send an email to HR in your trust enquiring about accommodation as sometimes there is hospital accommodation that you can rent.
- 2- You can share a house with someone through websites, details of which can be found on the internet or from a local estate agent. Most of the landlords would prefer if you see the house first but make sure you have a list that interests you so you could start hunting as soon as you get there. Rent should not be more than a third of your salary. When renting the house, make sure you read the tenancy agreement well as there are things you're not allowed to do in a house e.g. putting nails in the wall. Meanwhile, you could rent a room in a hotel or apartment.
- 4- Bear in mind that you will be paying council tax on your house every month if you are renting a house. Make sure to go online and check the local borough council for rough guides on the council tax you will be paying. You can also apply for a single person discount if you will be renting a house on your own.

5- Check with the landlord the utility information of the house. You need to know the water, gas and electricity suppliers of the house and how you will be paying monthly (smart meter, top-up cards or monthly bills). Make sure you know the rules of the area around trash collection as it is usually separated for recycling and collected from a certain area once a week.

6- Keep receipts of everything for your travel including flight tickets, taxi from the airport, hotel for a couple of days and the visa fees you paid. This could be reimbursed by some trusts as re-allocation removal expenses.

When you arrive in the UK (workplace):

- 1- For doctors of certain nationalities, they will need to report to the police within 7 days of your arrival. Call 101 to inform them that you would like an appointment as you are on a tier 5 visa. Don't forget your passport and evidence of accommodation with you. Make sure that if you change any of your circumstances including accommodation, marital status or phone number to inform the police via calling 101.
- 2- Get a mobile phone or a landline. There are a lot of different network operators. Make sure you choose one that has good coverage in the area of your work. Read the reviews, choose a bundle that suits your needs including phone calls and internet access.
- 3- Collect your biometric residence permit. You will have chosen the place to collect it while applying for your tier 5 visa. You would have also received a letter from your local British embassy stating when it would be ready and the address of your collection place. Do not forget to take this letter and your passport when you are collecting your biometric residence permit.
- 4- Apply for a national insurance number. This is important for your the payment of your salary. Call 03456000643 and you will be asked for your information. A form will then be sent by post which you have to complete

and mail back. Afterwards, your national insurance number will be sent to you. If it doesn't arrive in time, call 0356415008. Inform your employer of your national insurance number as soon as you get it.

- 5- Register with your local GP. The website [www.nhs.uk/Service-Search/GP/LocationSearch/4](http://www.nhs.uk/Service-Search/GP/LocationSearch/4) will help you locate the GP closest to your accommodation. Go within working hours (usually Mondays to Fridays 8:30-18:00) and take your passport, tenancy agreement for proof of accommodation and biometric residence permit with you. You will usually be asked to complete a form and will be told of a date for your initial health check.
- 6- Open a bank account. You would need a letter from your employer stating your job, length of employment and salary. Choose a bank that suits your needs and give them a call to book an appointment. Don't forget to take the letter from your employer, tenancy agreement and passport with you. Once you've been with the bank for a couple of months you could then apply for a credit card. Make sure you get the right account as some banks offer special accounts for people with higher pay including doctors.
- 7- You can apply for a provisional driving license. Driving is an essential part of being a doctor in the UK and you will only be allowed to drive on an international license for a year. <https://www.gov.uk/browse/driving/driving-licences> has the information needed to apply for a provisional license and the tests required to get a full UK driving license.
- 8- Search for options of buying a car. Some trusts offer lease cars that you can pay a monthly amount for. It would be useful to ask in advance as it takes time to process. You could otherwise rent or buy a private car. If you don't live in London but will be driving to London, make sure you register to pay for the London congestion charges in advance otherwise you could be fined.

### **The job:**

Register with the RCPsych and sign up for a training portfolio. Familiarise yourself with the core training curriculum for the speciality you are working in. Attend the RCPsych and GMC MTI inductions.

1- As a CT (core trainee) doctor, you will be required to cover normal working hours and out of hour duties (OoH) that are distributed amongst CT doctors. Ideally, you should be shadowing other core trainees (and may be senior trainees) during their OoH duties before you actually undertake these duties.

2- During normal working hours you will be expected to manage basic physical health conditions, know when to refer to the general hospital, take blood samples for inpatients and manage basic psychiatric conditions. This would be done under supervision of a consultant. Do not be afraid to ask for help. It is better to be safe than sorry.

3- Out of hour duties include assessment of patients in the Accident and Emergency department, admitting patients into inpatient wards, psychiatric emergencies, medical consultations and referral when needed. **You should always contact a senior colleague (Specialty Trainee ST4-6 or a consultant) on call for support.**

4- Clinical documentation is an essential part of working in the NHS and trainees should make clear and good quality notes in patients' records (paper or electronic).

5- Make sure you finish Workplace Based Assessments (WPBAs) with your supervisor as they will give you a reflection of how you are progressing. Copies of the WPBAs will be on your portfolio that you will get access to from the Royal College of Psychiatrists.

6- HR will notify you of a list of mandatory trainings that you have to complete. Some of this will be face to face and you will need to book it while others can be completed online. Make sure you finish it within the deadlines.

7- During your local induction it is important to ask about the paperwork required to document patient care and treatment plans; this could be slightly different from one trust to another. Familiarize yourself with the layout, how to fill it out appropriately and deadlines for each form e.g. discharge summaries have to be completed within 24 hours of discharge.

8- Check your payslip for tax (PAYE) to ensure you are paying the right amount. The first 11,000 GBP of your salary per year are tax-free. From £11,001 to £43,000 your tax would be at a basic rate (20%). From £43,001 to £150,000 your tax would be at a higher rate (40%). Over £150,000 your tax would be at an even higher rate (45%). If you think you are overpaying, complete a self-assessment form online at <https://www.gov.uk/check-income-tax-current-year> or call the HMRC on 03002003300. Some of the things you pay for can be deducted from your tax. This includes the Royal College fees, GMC fees and anything else that is required for your job and your trust hasn't reimbursed. This can also be done via the website or phone number above.

9-If you have opted out from the pension scheme, it will be deducted from your pay each month. If you do not want to be in the pension scheme, ask HR for the form you need to opt out.

10- You can make the best use of your time. E.g. start studying for the relevant Royal College exams and augment your portfolio with teaching and leadership experience as may be appropriate. You could be provided with study leave if you decide to take any courses or attend conferences.

11- Apply for medical indemnity cover. If You could become the subject of a complaint and may need legal representation. It is very important to have a defence union (examples below) so you can seek advice from and turn to in these situations. The Medical Protection Society (MPS) or medical defence Union (MDU) are the main defence unions used by doctors . When filling out the forms, make sure you write that you are in a training scheme as the fees would differ.

Defence Unions:

<http://www.mddus.com/>

<https://www.themdu.com/>

<https://www.mdsuk.org/>

<http://ddpu.co.uk/>

<https://www.medicalprotection.org/uk/home>

12- British Medical Association (BMA)

<http://www.bma.org.uk>

Useful websites:

Royal College of Psychiatrists:

<http://www.rcpsych.ac.uk/>

General Medical Council:

<http://www.gmc-uk.org/index.asp>