## MTI process when you have a candidate

Go to https://mti.aomrc.org.uk/mt i-forms/ and start the MTI Application form

Please ensure the doctor's name is spelled exactly as in their passport: you cannot change their name afterwards You will receive and email with link for the doctor to complete a Data Protection form Please forward the link

to the trainee

After the DPC form is completed and verified, you will receive a link to the doctor's application

if the doctor already has GMC registration, please mark 'No' under questions re involvement of RC

Once the application is signed off, you will receive a pdf copy of the approval. Please upload it to Part 4 of the MTI Application form

> Please remember to change the status of the approval form: it will not change automatically

Include a Job Description aimed at MTI doctors, containing following provisions:

- a named Educational Supervisor
- access to training opportunities on par with UK trainees
- salary (£) expected to be on par with UK trainees

Job descriptions with 'LAS' in the title will be returned to Trusts with requests for review.

Job descriptions without the 3 provisions will be returned to Trusts with requests for review. Carefully consider the dates when completing the deanery approval form. The visa will not be issued past the date on the approval.

Keep in mind that the Deanery approval is only valid for 6 months. You will need to resubmit the forms if there are delays.

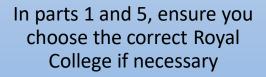
Has You this plea will One sub doc you sub

The doctors can submit some of their own documents, or send them to you to upload

Most trainees are apprehensive about adding their documents; please be prepared to help Add HR contact and supervisor details in Part 7

Once all required documentation has been added, review and submit (Part 7)

Please pay attention to tick boxes in Part 1, and confirmation that all information had been provided in Part 7



In part 4, please mark that Deanery approval form has not yet been submitted. You will subsequently receive an email with a link to start the form

## Has a deanery approval request been submitted?

You have indicated on the application that a deanery approval request has not been submitted for this post. If that is the case, you can <u>submit a request by using this link</u>. At the top of part one, please provide the MTI application number in the relevant text box. This will help link the two forms together.

Once you have submitted the request, please answer "yes" to the question "Have you already submitted a deanery approval request using the separate online form?" in part four of the doctor's <u>application</u>. Note that duplicate requests for the same MTI post ID cannot be submitted, so you will be prevented from completing the form if a request for MTI-mass already been submitted to the deanery.

After submission, the form will be sent for signatures to HR and ES, and finally to GMC sponsor or AoMRC for final approval.

Ensure everyone is expecting the forms in order to have them signed as soon as possible