

*Developing people
for health and
healthcare*



THE NHS
CONSTITUTION
the NHS belongs to us all



Health Education England

Working across the East Midlands

Contents Page

Taking time out of programme (OOP) 3-5

Out of Programme Career Break (OOPC) 6

Out of Programme Experience (OOPE) 7

Out of Programme Research (OOPR) 8

Out of Programme Training (OOPT) 9

Acting up Out of Programme Training (OOPT) 10

Time out of Foundation Programme (TOFP) 11

Time out of General Practice 12

Time out of Public Health 13

Future development of the OOP process 14

Taking time out of programme (OOP)

The purpose of Out of Programme (OOP) options is to allow a Trainee to gain additional clinical experience, clinical training or undertake a period of research outside the training programme to which they were appointed. Trainees may also request to take a career break.

OOP options exist to support the Trainee in obtaining their individual educational/personal needs, subject to the approval of the HEE-EM. Such approval is cognisant of the proposed OOP being in alignment with local training arrangements and the impact of new OOP requests on the programme.

Trainees may apply, provided that they have been in post for one year. Core Trainees are therefore eligible for OOP options after completing their first year, as are ST3 posts in uncoupled specialties.

A Trainee whose Annual review of progress (RITA/ARCP) is deemed unsatisfactory or with unmet objectives in their PYA (Penultimate year assessment) will not normally be granted OOP.

It is possible that the training or research undertaken whilst out of programme may be counted towards CCT or CESR. This needs to be prospectively approved by the GMC.

Occasions where OOP is granted for core Trainees are likely to be exceptional given the short period and the nature of their training.

Full details of out of programme guidance can be found in sections 3.114 to 3.142 of the Gold Guide (GG7 31/01/2018) and the GMC internet Guidance notes GMC guidance

The Process

To apply for time out of the programme, a Trainee must apply to the Associate Postgraduate Dean by filling out and returning the form that accompanies this guidance normally at least 6 months in advance of starting their OOP.

To assist completing the OOP application form, each type of OOP is described below in its own section with an accompanying flow chart.

Please be aware there are specific OOP application forms for the different types of OOP.

Please check the flow charts below for links of where to download the correct application form.

An incorrectly completed or incomplete application will NOT be processed and will be returned to the Trainee. Multiple OOP's are regarded as exceptions.

Please discuss your proposed OOP with your Educational supervisor and your Programme Director prior to submitting your application. This is because their approval is essential and they are obliged to consider the programme's whole training environment as part of the approval process. They will be able to tell you how your proposed OOP fits in with the curriculum for your specialty.

If supported, you should also inform your Clinical Department (Rota organizer/Clinical director/Leave Supervisor) of your intended OOP start and finish date.

During OOP

The Annual ARCP process applies to trainees on OOP. If in any doubt of what this requires, it is the trainee's responsibility to contact their Programme for further information, at least 4 months before the ARCP. The following includes:

- Completion by the trainee of the Form R, Parts A and B to support Revalidation
- Information from the trainee appropriate to the type of OOP. For example a Supervisor's Report (OOPT/OOPE/OOPR). Another example might be a progress report from a trainee that includes an OH report (OOPC). The ARCP panel will require this to complete the OOP Outcome 8.
- Confirmation of the return date agreed at the start of OOP.

Funding

HEE-EM **does not** provide targeted funding for periods out of programme and therefore Trainees **must** seek external funding e.g. Clinical Research Fellowship. The employment contract between the Trainee and the NHS Trust will be suspended during the period of absence but a training number (NTN) will be retained by the trainee.

Personal Details

Please fill in as accurately and fully as possible and indicate whether or not you will be on a visa during your time out of programme.

HEE-EM/Royal College/GMC may need to contact you during your OOP so please give full details of how you can be contacted during this period. If your details change during your OOP, please inform HEE-EM.

Proposed dates for Out of Programme

Please indicate the dates (inclusive) that you anticipate that you will be out of programme.

Please allow 6 months for the forms to be processed and GMC approval granted prior to your OOP start date.

Due to the number of necessary components involved in OOP approval, if a Trainee fails to submit an OOP Application Form 6 months' notice ahead of the proposed OOP start date to the Associate Postgraduate Dean, it is reasonable to expect that an otherwise acceptable application will not be processed by the proposed OOP start date. It should also be noted that all Schools in HEE - EM have additional unique requirements that also apply to OOP, some of which may require significantly more than 6 months' notice for an application to be successful.

Details of proposed experience

Please give all details requested on the form. These details are essential for the GMC to approve your OOP.

Royal College Approval

Royal College approval must be sought prior to submitting OOP application to HEE-EM. Please indicate whether you have obtained College approval for your OOP on your OOP application form. Although your OOP must be approved by HEE-EM, you will also need to consider whether or not further GMC and Royal College approvals are necessary. The general rule is that if you wish your OOP to count towards completion date, and your OOP is to take place in a programme and site already approved by the GMC, then no letter of support will be required from the Royal College, neither will GMC approval. You can view the list of GMC approved sites at <http://www.gmc-uk.org/education/28373.asp>. If the site at which the OOP is to take place is not on the list and you wish the OOP to count to completion date, then you will need Royal College Support and HEE-EM will need to upload the application to the GMC.

Support for this application

Your application must be supported by your Educational supervisor, your Training programme director, the Postgraduate Dean and the Royal College if applicable, in order to be presented to the GMC.

Once you have completed the form the best you can, please either email or post this to:

Oop.em@hee.nhs.uk

Recruitment and Programmes**Health Education England – Working Across The East Midlands****Westbridge Place****1 Westbridge Close****Leicester LE3 5DR**

It is vital to make sure that the Recruitment and Programmes Team receive a copy of your OOP. HEE-EM will then process your application and forward to GMC for approval if applicable.

NHS PENSIONS GUIDANCE:

Please follow the link below for guidance on NHS Pensions. You may wish to provide a copy to your employer regarding this:

[http://www.nhsbsa.nhs.uk/Pensions/Documents/Pensions/Authorised_Leave_-_Career_Breaks_FAQs_V1_07_2010_\(V1\).pdf](http://www.nhsbsa.nhs.uk/Pensions/Documents/Pensions/Authorised_Leave_-_Career_Breaks_FAQs_V1_07_2010_(V1).pdf)

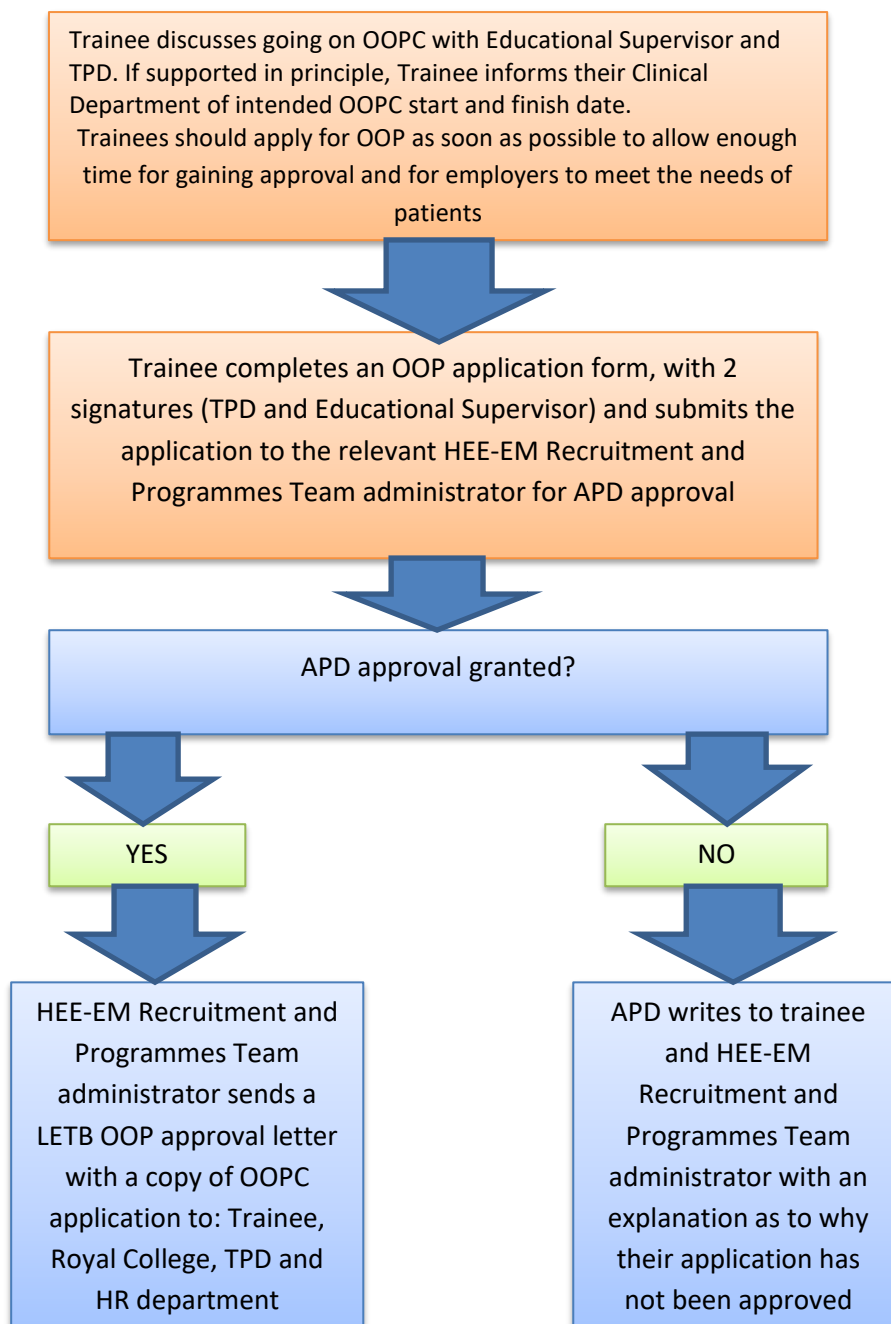
Whilst the guidance linked above advises that contributions cannot be paid retrospectively we have had confirmation from the NHS Pensions Division that where contributions are paid late, due to the employer not facilitating current collections, then the period can be pensioned in arrears. Information provided by the Senior Pensions Officer, British Medical Association

Out of Programme Career Break (OOPC)

Out of Programme Career break is for domestic reasons, work in industry not within a training programme or to develop other talents. OOPC also lengthens the trainee's CCT/CESR date. GMC approval is not required. OOPC is usually for 12 months with a maximum of 2 years in HEEM and Trainees may need to consider the effect of a career break on their ability to revalidate and maintain their licence to practice with the GMC. (*Gold guide GG7*)

Please note that in regards to managing sickness the Gold Guide is explicit;-

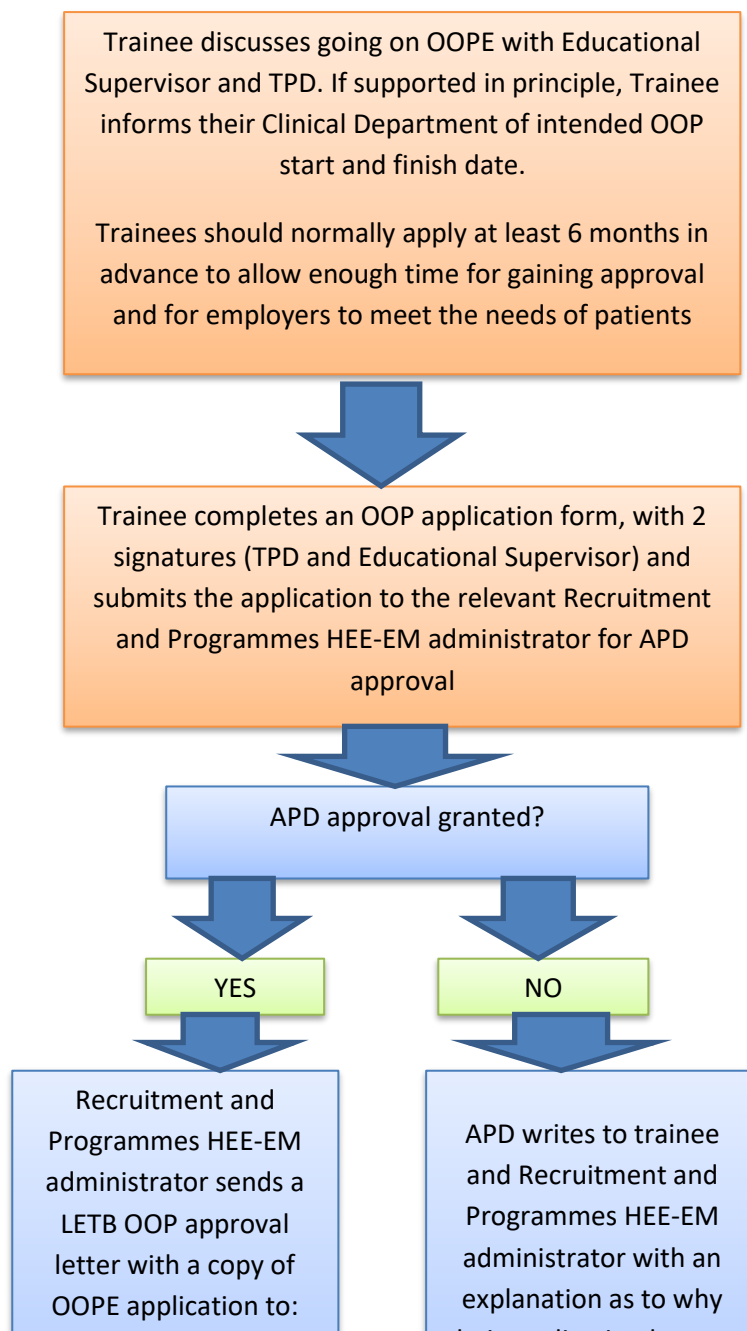
3.140 Periods of ill health should in the first instance be managed under the guidance of the employer's occupational health services, as for other staff. OOPC is an inappropriate way of managing health issues.



Out of Programme Experience (OOPE)

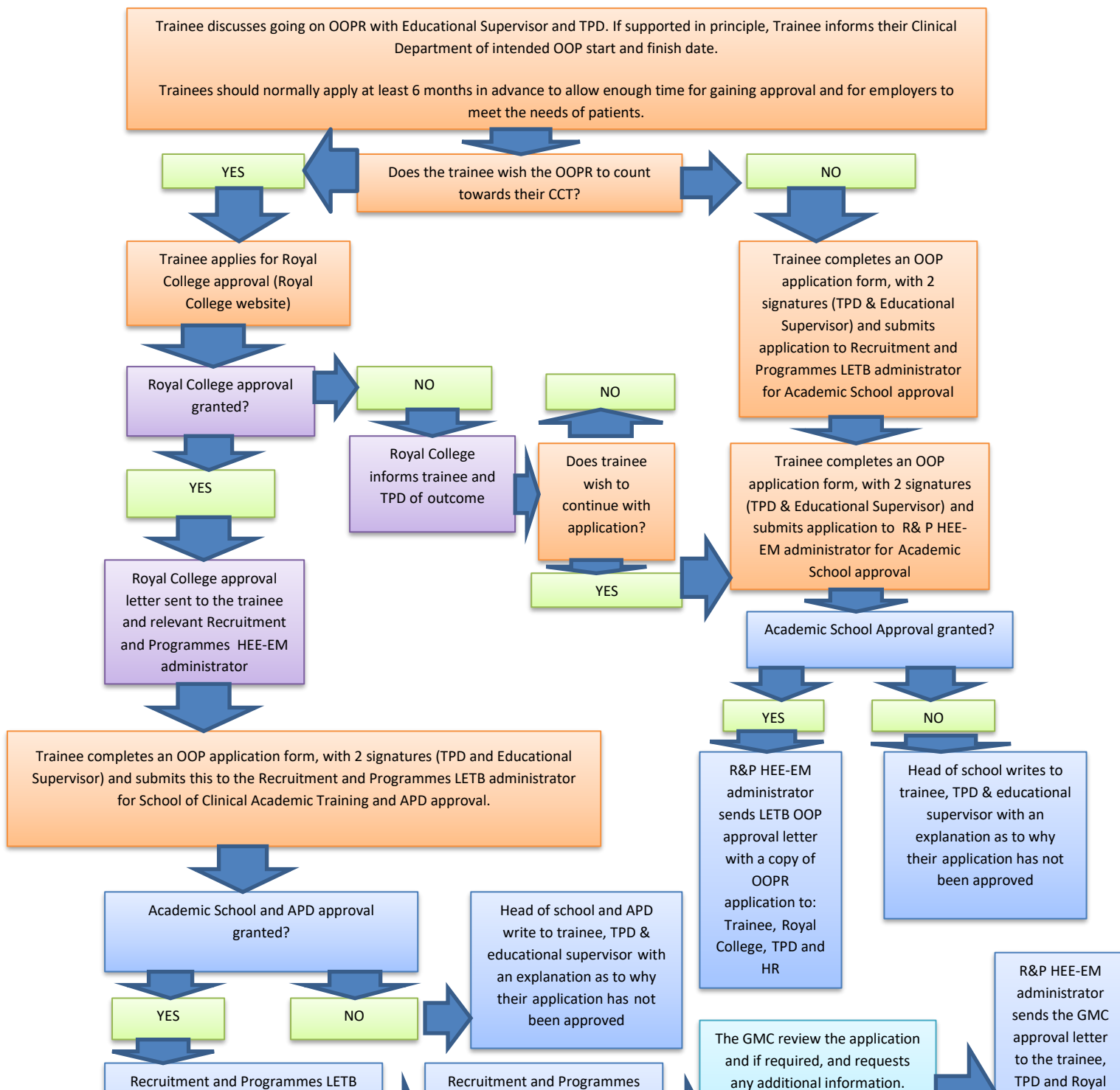
Out of Programme Experience does not count towards the award of a CCT. Duration of OOPE is usually 3-12 months and will not exceed 12 months in Health Education East Midlands. (OOPE) GMC approval is not required where such experience is not a requirement of the curriculum. This may benefit the doctor (e.g. working in a different health environment/country) or help support the health needs of other countries.

A trainee may wish to take up a clinical post elsewhere (e.g. overseas) that does not have existing GMC approval. In this case, the trainee must fill out the form, gain the supporting signatures and submit to the Postgraduate Dean for approval. Dependent on the approval of the Postgraduate Dean, HEE-EM will then send the form and a structured covering letter to GMC for approval.



Out of Programme Research (OOPR)

Trainees can apply for a period of dedicated research. Health Education East Midlands will ordinarily approve a maximum of three years of OOPR, with a possible further year extension dependent on individual circumstances. Time spent out of programme for research purposes will be recognised towards the award of a CCT when the relevant curriculum includes such research as an optional element or there is a significant clinical training component. Time taken out for research purposes is normally for a higher degree such as a PhD or MD. OOPR's exceeding 3 years will need the specific approval of the Postgraduate Dean (Gold Guide GG7)



Out of Programme Training (OOPT)

Out of Programme Training is a period of clinical training outside the trainee's own training scheme, this may be abroad or within the UK, and is to be counted towards their CCT/CESR. The clinical experience must be clearly different to that which is available within the home programme. Duration of OOPT is usually up to 12 months (Gold guide 3.125) and will not exceed 12 months in Health Education England - East Midlands. Prospective GMC approval is essential. If the post has been previously recognised by GMC, HEE-EM approval will be fast-tracked.

Trainee discusses going on OOPT with Educational Supervisor and TPD. If supported in principle, Trainee informs their Clinical Department of intended OOPT start and finish date.

Trainees should normally apply at least 6 months in advance to allow enough time for gaining approval and for employers to meet the needs of patients

Trainee applies for Royal College approval. The application can be found on the Royal College website

Royal College approval granted?

YES

Royal College approval letter sent to the trainee and relevant Recruitment and Programmes HEE-EM administrator

NO

Royal College informs trainee and TPD of outcome

Trainee completes an OOP application form, with 2 signatures (TPD and Educational Supervisor) and submits this to the Recruitment and Programmes HEE-EM administrator for APD approval

APD writes to trainee and Recruitment and Programmes HEE-EM administrator with an explanation of the outcome

YES

APD approval granted?

NO

Recruitment and Programmes HEE-EM administrator sends a LETB OOP approval letter with a copy of OOP application to: Trainee, Royal College, TPD and HR department

Recruitment and Programmes HEE-EM administrator submits OOP application with LETB approval letter and Royal College approval letter to the GMC

The GMC review the application and if required, requests any additional information. Once reviewed, the GMC sends the Recruitment and Programmes HEE-EM administrator a GMC approval

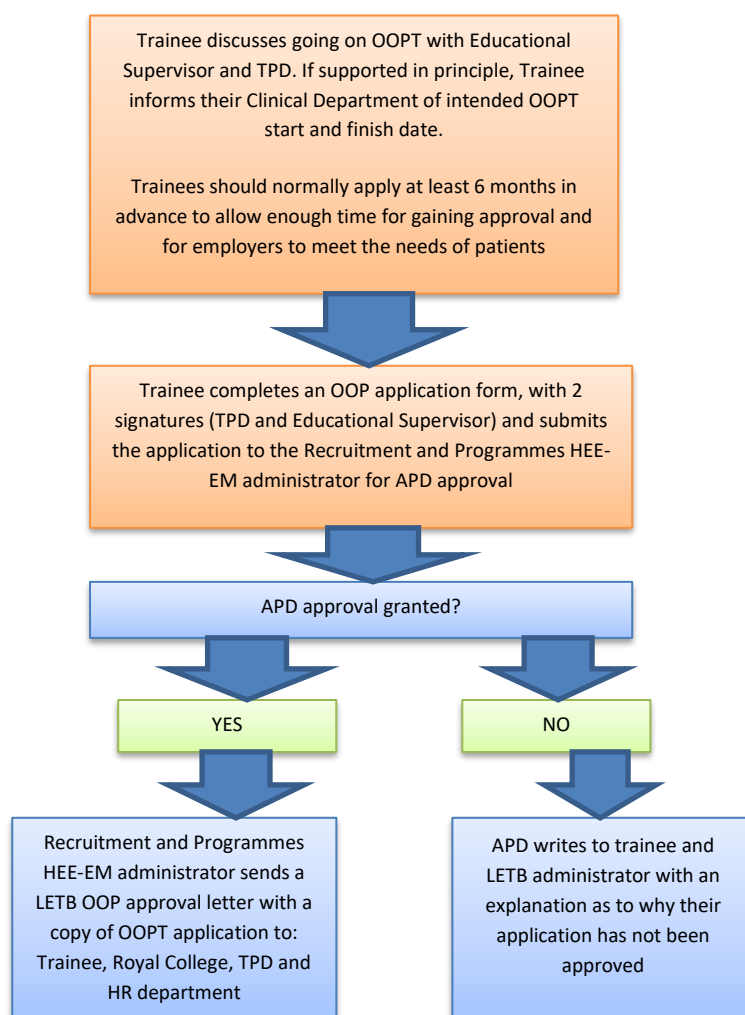
Recruitment and Programmes HEE-EM administrator sends the GMC approval letter to Trainee, TPD and Royal College

Acting up Out of Programme Training (OOPT) Gold Guide 3.126

Trainees may request to “act up” for their educational development if a consultant vacancy is available. This is not the same as taking a locum consultant post (which is not possible for a trainee in Health Education East Midlands).

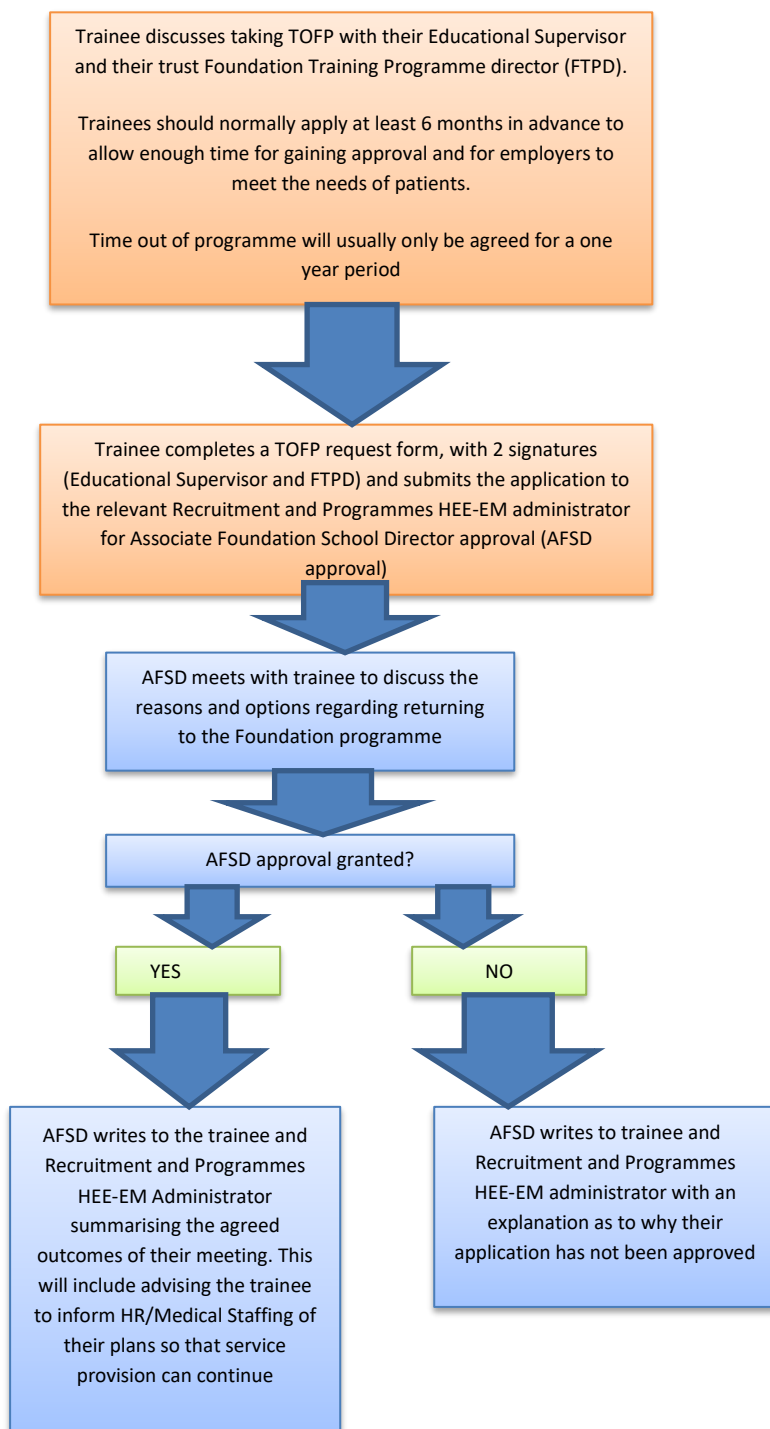
If approved, these 3 months do not alter the CCT and additional GMC approval is not required. The following 7 conditions must be met in order to “act up”.

- 1) Attachments must be restricted to the UK, normally in the trainee’s home LETB
- 2) Attachments are restricted to the final year of training
- 3) The trainee is also only allowed to act up for a maximum period of 3 months prior to CCT/CESR.
- 4) The trainee must have a named clinical supervisor for the period of training in the hospital in which they are acting up. The supervisor must be from the same specialty and must be able to give advice not only on clinical matters, but also on administrative, ethical or legal matters
- 5) The trainee must have access to a named Educational Supervisor in the same specialty in the same or a nearby hospital to provide managerial and specialty support.
- 6) The term “acting up” and not “locum” must be applied.
- 7) Locum consultant appointments cannot be taken up by trainees in HEEM before they have achieved registration on the GMC specialist register



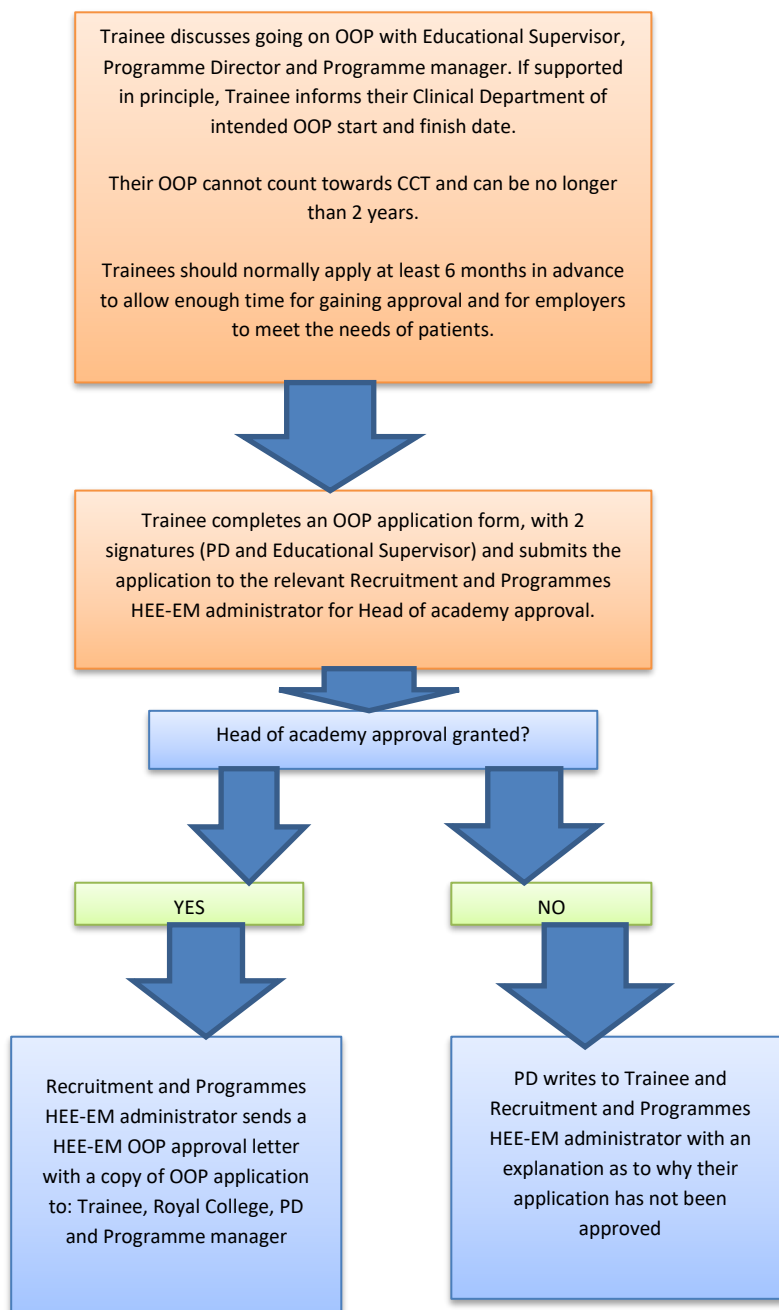
Time Out Of Foundation Programme (TOFP)

Please refer to: <https://www.eastmidlandsdeanery.nhs.uk/page.php?id=1652> for further information



Time out of General Practice

Please refer to: <https://www.eastmidlandsdeanery.nhs.uk/page.php?id=943> for further information.



Time out of Public Health

Please refer to: http://www.fph.org.uk/out_of_programme_experience for further information.

