**OUT OF PROGRAMME – Pause in training**

**OOPP** - **Career Pause** - **This does not count towards CCT,** **but trainee may work in LAS posts**

**The Trainee discusses going on an OOP-P with their Training Programme Director and Educational Supervisor. If this is supported in principle, the Trainee informs their Clinical Department of intended OOP-P Start and End date.**

**Trainees should apply for OOP-P as soon as possible to allow enough time for gaining approval and for employers to meet the needs of patients**

**Trainee completes an OOP application form, with 2 signatures (TPD and Educational Supervisor) and submits the application to the OOP inbox.**

**The Programme Management Administrator then checks the form has been fully completed. The Trainee also needs to complete and submit the OOP-P Initiation and Scope of Practice Form with their application. Both forms need to be sent to the OOP inbox.**

**for APD approval. They must also complete and submit the OOPP Initiation and Scope of Practice Form alongside their application.**

APD approval granted?

**The Programme Management Administrator sends a HEE OOP approval letter with a copy of the signed OOP-P application to: Trainee, Royal College, TPD, HR department and a copy to Assessments and Revalidations Team**

**The APD writes to the trainee and Programme Management Administrator with an explanation as to why the OOP application has not been approved**

 **YES**

 **NO**

**A folder for the trainee needs to be created within the OOP folder** [Click link here](file:///C%3A/Users/Sukhminder.Sanghera/Health%20Education%20England/Programmes%20%28East%20Midlands%29%20-%20Documents/OOP/Correspondence/OOPs%20in%20progress)

**Add the relevant details of the OOP-P to the OOP tracker** [OOP Tracker click here](file:///C%3A/Users/Sukhminder.Sanghera/Health%20Education%20England/Programmes%20%28East%20Midlands%29%20-%20Documents/OOP/OOP%20Tracker.xlsx)

**Enter details of the new OOP-P in Tracker Feb 2020 onwards tab.**

**The OOPC application document is then sent to the Associate Postgraduate Dean for their approval**

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| **Update the OOP tracker and save the OOP-P Application form and the HEE Approval Letter in the trainees’ record.** **The signed OOP-P Application form and the HEE Approval Letter is then moved from the OOPs in Progress folder and instead saved in the** [**OOPs Process Complete**](file:///C%3A/Users/Sukhminder.Sanghera/Health%20Education%20England/Programmes%20%28East%20Midlands%29%20-%20Documents/OOP/Correspondence/OOPs%20Process%20Complete) |