

## **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 considered based on the proposed OOP being in alignment with local training arrangements and the impact of new OOP requests on the programme.

Trainees may apply once 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, please see the accompanying flowcharts for each OOP type on the website.

Please be aware there are specific OOP application forms for the different types of OOP. An incorrectly completed or incomplete application will NOT be processed and will be returned to the Trainee.

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 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 email:

[OOP.EM@hee.nhs.uk](mailto:OOP.EM@hee.nhs.uk)

It is vital to make sure that the 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