**OUT OF PROGRAMME – The “OOP” Process - Research**

1. **OOPR** | Research | This may or may not count towards CCT

Trainee discusses going on OOPR with Educational Supervisor and TPD. If supported in principle, Trainee informs their Clinical Department of intended OOP 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.

Does the trainee wish the OOPR to count towards their CCT?

Trainee applies for Royal College approval (Royal College website)

Trainee completes an OOP application form, with 2 signatures (TPD & Educational Supervisor) and submits application to HEE administrator for Academic School approval and APD Approval

Royal College approval granted?

Royal College approval letter sent to the trainee and relevant PMA

Trainee completes an OOP application form, with 2 signatures (TPD and Educational Supervisor) and submits this to the PMA for School of Clinical Academic Training and APD approval. Create folder for trainee within OOP folder [Click link here r](file:///C%3A/Users/Sukhminder.Sanghera/Health%20Education%20England/Programmes%20%28East%20Midlands%29%20-%20Documents/OOP/Correspondence/OOPs%20in%20progress)

Academic School and APD approval granted?

PMA sends a HEE OOP approval letter with a copy of OOP application to: Trainee, Royal College, TPD and HR Dept. The signed OOPR & HEE Approval Letter is then moved from OOPs in Progress folder & instead saved in the [OOPs Process Complete Folder](file:///C%3A/Users/Sukhminder.Sanghera/Health%20Education%20England/Programmes%20%28East%20Midlands%29%20-%20Documents/OOP/Correspondence/OOPs%20Process%20Complete)

Royal College informs trainee and TPD of outcome

Academic School and APD approval granted?

Does trainee wish to continue with application?

The PMA sends the HEE OOP approval letter with a copy of OOPR application to: Trainee, Royal College, TPD, HR Dept & Assessments Team. Add relevant details to the OOP tracker [OOP Tracker](file:///C%3A/Users/Sukhminder.Sanghera/Health%20Education%20England/Programmes%20%28East%20Midlands%29%20-%20Documents/OOP/OOP%20Tracker.xlsx)

Head of School writes to trainee, HEE PMA, TPD & Educational Supervisor with an explanation as to why their application has not been approved

The GMC review the application and if required and requests any additional information. Once reviewed, the GMC sends the PMA a GMC approval letter

PMA sends the GMC approval letter to the trainee, TPD and Royal College and saves GMC approval letter in trainee OOP folder

PMA submits OOPR application with HEE approval letter and Royal College approval letter to the GMC

YES

NO

YES

YES

YES

YES

NO

NO

NO

NO

PMA sends a HEE OOP approval letter with a copy of OOP application to: Trainee, Royal College, TPD and HR department