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

Specialist and Specialty Registrars may apply to take time “Out of Programme” or to extend an existing Out of Programme arrangement.

1. **OOPT** | Career Break | This does count towards CCT provided that the appropriate approvals have been prospectively obtained

Here is the Process Flowchart for OOPT:

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?

Royal College approval letter sent to the trainee and relevant LETB administrator

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 LETB administrator for APD approval

APD approval granted?

APD writes to trainee and LETB administrator with an explanation of the outcome

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

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

LETB administrator sends the GMC approval letter to Trainee, TPD and Royal College

LETB administrator submits OOP application with LETB approval letter and Royal College approval letter to the GMC

YES

NO

YES

NO

*INFO AND APPLY:*

*Click on the links at the end of this section for your Deanery*

OOPT when acting up as a consultant application flowchart:

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 completes an OOP application form, with 2 signatures (TPD and Educational Supervisor) and submits the application to the LETB administrator for APD approval

APD approval granted?

LETB administrator sends a LETB OOP approval letter with a copy of OOPT application to: Trainee, Royal College, TPD and HR department

APD writes to trainee and LETB administrator with an explanation as to why their application has not been approved

YES

NO

Please click on the link for your relevant Deanery to access the application form and additional information:

[East Midlands](https://www.eastmidlandsdeanery.nhs.uk/policies/oop) [East of England](https://heeoe.hee.nhs.uk/faculty/out-programme-oop) [West Midlands](https://www.westmidlandsdeanery.nhs.uk/Support/Out-of-Programme-OOP)