

**OUT OF PROGRAMME – OOPT Acting Up Experience - This does count towards CCT**

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

Once the OOPT Acting Up has been agreed the Trainee needs to complete an OOP application form ensuring it has been signed by both the Trainee, Training Programme Director and Educational Supervisor and then sends the application form to the OOP inbox.

The Programme Management Administrator then checks the form has been fully completed and signed and dated by the trainee, Training Programme Director & Supervisor.

The OOPT application is then sent to the Associate Postgraduate Dean for their approval.

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?

The Programme Management Administrator sends the signed OOPC application form along with a HEE OOP approval letter to the Trainee, TPD and HR Department. It is also copied to the Assessments and CSL Team

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

 YES

 NO

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| Update the OOP tracker and save the OOPT Application form and the HEE Approval Letter in the trainees’ record. The signed OOPT Acting Up 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%5CUsers%5CSukhminder.Sanghera%5CHealth%20Education%20England%5CProgrammes%20%28East%20Midlands%29%20-%20Documents%5COOP%5CCorrespondence%5COOPs%20Process%20Complete) |

A folder for the trainee needs to be created within the OOP folder [Click link here](file:///C%3A%5CUsers%5CSukhminder.Sanghera%5CHealth%20Education%20England%5CProgrammes%20%28East%20Midlands%29%20-%20Documents%5COOP%5CCorrespondence%5COOPs%20in%20progress)

Add the relevant details of the OOPC to the OOP tracker [OOP Tracker click here](file:///C%3A%5CUsers%5CSukhminder.Sanghera%5CHealth%20Education%20England%5CProgrammes%20%28East%20Midlands%29%20-%20Documents%5COOP%5COOP%20Tracker.xlsx)

Enter details of the new OOPC in Tracker Feb 2020 onwards tab.

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