

GUIDANCE FOR TRAINEES APPLYING FOR TIME OUT OF PROGRAMME (OOP)

1.0 Introduction – Who does this guidance apply to?

The London Deanery recognises that trainees may wish to take a period of time Out of Programme (OOP) for one of a number of reasons. These can be categorised as follows:

- 1.1. Time out of programme for approved clinical training in a post which already has prospective approval from the GMC (Out Of Programme Training - OOPT)
- 1.2. Time out of programme for clinical experience in a post which will not count towards the award of a CCT (Out Of Programme Experience - OOPE)
- 1.3. Time out of programme for research (Out Of Programme Research - OOPR)
- 1.4. Time out of programme for career breaks (Out Of Programme Career - OOPC)

Full details of out of programme guidance can be found in sections 6.91 to 6.114 of the 'Gold Guide' June 2007. This can be downloaded from the MMC website – www.mmc.nhs.uk.

This guidance applies to all trainees (SpRs and StRs) considering a period of time OOP. It should be read before an application is submitted to the Deanery to ensure that the requirements of the application process are complied with in full. This in turn will help to minimise the likelihood of an application being returned as incomplete, or rejected.

2.0 General Principles for all applicants

It is important for prospective applicants to take in to account the following principles before making an application for time OOP.

- A. Trainees requesting OOP must apply to the Deanery at least 6 months prior to the projected start date. Trainees must discuss their request with their Educational Supervisors / Training Programme Director / STC Chair.

Trainees should also contact the HR and Pensions Departments at their Trust when considering time OOP. This is important to clarify the implications for their continuity of NHS service and any possible effect on maintaining their license to practice during the proposed period OOP.

- B. Trainees will not normally be allowed to take time OOP in the final year of training other than in exceptional circumstances. Any such applications must be discussed with the Head of School.
- C. For OOPT / OOPR requests (may count towards CCT where prospective GMC approval obtained) the following documentation must be returned to the Medical Workforce Department of the London Deanery:
 - OOP Application Form confirming support of Educational Supervisor and TPD/STC Chair.
 - Job Description and Statement of the post timetable

- Letter of confirmation from Royal College/Faculty that the post has College/Faculty Training Committee approval OR Letter of confirmation from the host institution / Deanery that the post has GMC approval.
 - A statement detailing the purpose and structure of the OOPT or OOPR placement, including confirmation that the placement is subject to quality management in line with GMC requirements
 - OOP Application Checklist completed and signed by the trainee
- D. For OOPE / OOPC requests (cannot count towards CCT) the following documentation must be returned to the Medical Workforce Department of the London Deanery:
- OOP Application Form confirming support of Educational Supervisor and TPD/STC Chair.
 - Job Description and Statement of the post or research timetable (where applicable) or other relevant supporting documentation
 - OOP Application Checklist completed and signed by the trainee
- E. For OOPT / OOPR applications, once the above documentation has been received and reviewed an application will be made by the London Deanery for prospective GMC approval where the Head of School/Specialty Associate Dean is willing to endorse the application. Approval will be granted only once GMC approval has been received.
- F. A maximum of 3 years out of clinical training will be allowed. Extensions to this will only be allowed in exceptional circumstances and will require further written approval from the Head of School/Postgraduate Dean and STC Chair / Training Programme Director.
- G. You should check with your Royal College to determine whether the curriculum under which you are training permits any proposed OOPR to count towards training. Some Colleges do not make provision for this.
- H. Six months notice must be given to the STC Chair / Training Programme Director of any changes to the anticipated date of return to the programme. Failure to do this may result in delayed re-entry to the programme or being allocated to another programme.
- I. The London Deanery must be given an up-to-date contact address and e-mail address throughout the duration of the OOP placement.

3.0 Making an application

An OOP Application Form and Application Checklist can be downloaded here:

OOP Application Form

OOP Application Checklist