**OUT OF PROGRAMME – OOPC Career Break - This does not count towards CCT**

**The OOPC document is received from the Trainee within the OOP inbox on Sharepoint having discussed it with their Training Programme Director and Educational Supervisor.**

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

**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**

**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**

**The APD writes to the trainee and the Programme Management Administrator with an explanation as to why the application was not approved**

 **YES**

 **NO**

|  |
| --- |
| **Update the OOP tracker and save the OOPC Application form and the HEE Approval Letter in the trainees’ record.** **The signed OOPC 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) |