**OUT OF PROGRAMME – OOPE Experience - This does not count towards CCT**

The Trainee discusses going on an OOPE with their Training Programme Director and Educational Supervisor. If this is supported in principle, the Trainee informs their Clinical Department of the intended OOP 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 OOPE 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, signed and dated by the trainee, Training Programme Director & Educational Supervisor.

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

YES

 NO

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

A folder for the trainee needs to be created within the OOP folder [Click link here](file:///C%3A/Users/Sukhminder.Sanghera/Health%20Education%20England/Programmes%20%28East%20Midlands%29%20-%20Documents/OOP/Correspondence/OOPs%20in%20progress)

Add the relevant details of the OOPE to the OOP tracker [OOP Tracker click here](file:///C%3A/Users/Sukhminder.Sanghera/Health%20Education%20England/Programmes%20%28East%20Midlands%29%20-%20Documents/OOP/OOP%20Tracker.xlsx)

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

 APD granted approval?

|  |
| --- |
| Update the OOP tracker and save the OOPE Application form and the HEE Approval Letter in the trainees’ record. The signed OOPE Application form and the HEE Approval Letter is then moved from the OOPs in Progress folder and 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)  |

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