OUT OF PROGRAMME – The "OOP" Process - Research

1. **OOPR** | Research | This may or may not count towards CCT

Trainee discusses going on OOPR with Educational Supervisor and TPD. If supported in principle, Trainee informs their Clinical Department of intended OOP 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.

Does the trainee wish the OOPR to count towards their CCT?

YES / **NO**

YES branch:

Trainee applies for Royal College approval (Royal College website)

Royal College approval granted?

YES / NO

NO: Royal College informs trainee and TPD of outcome → Does trainee wish to continue with application? **YES / NO**

YES: Royal College approval letter sent to the trainee and relevant HEE administrator

Trainee completes an OOP application form, with 2 signatures (TPD and Educational Supervisor) and submits this to the HEE administrator for School of Clinical Academic Training and APD approval.

Academic School and APD approval granted?

YES / NO

NO: HEE administrator sends a HEE OOP approval letter with a copy of OOP application to: Trainee, Royal College, TPD and HR department

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

HEE administrator submits OOPR application with HEE approval letter and Royal College approval letter to the GMC

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

HEE administrator sends the GMC approval letter to the trainee, TPD and Royal College and saves GMC approval letter in trainee OOP folder

NO branch (from "Does the trainee wish the OOPR to count towards their CCT?"):

Trainee completes an OOP application form, with 2 signatures (TPD & Educational Supervisor) and submits application to HEE administrator for Academic School approval and APD Approval

Academic School and APD approval granted?

YES / NO

YES: HEE administrator sends HEE OOP approval letter with a copy of OOPR application to: Trainee, Royal College, TPD, HR department, Assessments

NO: Head of school writes to trainee, HEE Admin TPD & educational supervisor with an explanation as to why their application has not been approved