

**OUT OF PROGRAMME OOPT Training - Does count towards CCT provided the appropriate approvals have been prospectively obtained**

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

The Trainee applies for Royal College approval. The application can be found on the Royal College website

Royal College approval granted?

Royal College approval letter sent to the trainee and to the Programme Management Administrator

Royal College informs trainee and TPD of outcome

The Trainee completes an OOPT application form ensuring it has been signed by the Trainee, the Training Programme Director and the Educational Supervisor and then submits this to the Programme Management Administrator for APD approval

APD approval granted?

The Associate Postgraduate Dean writes to the trainee and the Programme Management Administrator with an explanation of the outcome

The PMA sends an OOP Approval letter with a copy of the signed OOPT application to the Trainee, Royal College, TPD and HR department

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

The PMA sends the GMC approval letter to the Trainee, TPD and Royal College

The PMA submits OOP application with LETB approval letter and Royal College approval letter to the GMC

YES

NO

YES

NO

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

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

Enter details of the new OOPT in Tracker Feb 2020 onwards tab

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

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| Update the OOP tracker and save the OOP 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:/Users/Sukhminder.Sanghera/Health%20Education%20England/Programmes%20(East%20Midlands)%20-%20Documents/OOP/Correspondence/OOPs%20Process%20Complete) |