Out of Programme (OOP) Guidance
Contents

Introduction to Out of Programme.................................................................3

Out of Programme Training (OOPT)..............................................................5

Out of Programme Experience (OOPE).........................................................10

Out of Programme Research (OOPR)............................................................14

Out of Programme Career Break (OOPC).......................................................19

Extension to Time Out of Programme..........................................................22

Appendix 1: Royal College / Faculty Contacts.............................................26

Appendix 2: OOP Application Form..............................................................28

Appendix 3: Extension to OOP Application Form.........................................28
Introduction to Out of Programme

Out of Programme (OOP) relates to trainees who wish to participate in an experience that is out of their planned programme of training. There are a number of circumstances that trainees may wish to spend time out of programme:

1. **To gain Training Experience**
   OOPT’s relate to trainees applying for an out of programme training experience. This could include a secondment to another training scheme abroad. OOPT will normally be for a period of 1 year in total.

2. **To gain Clinical Experience**
   OOPE’s relate to trainees applying for an out of programme clinical experience which does not fall under OOPT and generally does not contribute towards their CCT. OOPE will normally be for a period of 1 year in total. This will be less common than OOPT and may be for experience outside of the curriculum.

3. **To undertake Research**
   OOPR’s relates to trainees applying to undertake research as part of their training experience. Research projects may last up to 3 years and can contribute up to 1 year towards the trainees CCT. Research should usually be towards a higher degree.

4. **To take a Career Break**
   OOPC’s relate to trainees who for personal reasons, request time out from their training programme. This may relate to illness, family caring responsibilities or other personal reasons. Normal approval lasts up to 1-2 years however may be longer in exceptional circumstances. Trainees must relinquish their National Training Number (NTN) if they take more than a 2 year break. It is the trainees’ responsibility to maintain licensing / revalidation as appropriate at the time.

Time out of programme will not normally be agreed until a trainee has been in a training programme for at least a year and will not normally be allowed in the final year of training other than in exceptional circumstances.

3 years out of clinical programme will normally be the maximum time allowed out of programme. Extensions to this will only be allowed in exceptional circumstances and will need further written approval from the Postgraduate Dean.
Trainees who are less than full time (LTFT) (flexible) should complete the same OOP application form (Appendix 2) noting their agreed hours of work.

Acting up as a consultant can occur for 3 months maximum in the final year, retaining their training number with agreement from the TPD and / or Head of School if clinical service / programme planning allows. Trainees must obtain Royal College approval for time acting up as a consultant prospectively; please note that trainees do not need to complete an OOP application form for time acting up as a consultant.

The Post Graduate Dean is ultimately responsible for OOP; working with Heads of School, Speciality Training Committee (STC) Chairs and the Education and Quality Team.
Introduction to OOPT
OOPT’s relate to trainees applying for an out of programme training experience. This could include a secondment to another training scheme abroad. OOPT will normally be for a period of 1 year in total.

Considering an OOPT
Before applying for OOP, trainees must discuss their plans with their Educational Supervisor and / or Training Programme Director. This discussion will determine the suitability of the out of programme experience and ensures the proposed post will meet the educational needs of the trainee.

Annual Review of Competency Progression (ARCP)
In order for an OOP application to be considered, the trainees’ last ARCP outcome must be satisfactory. If the ARCP outcome was unsatisfactory, the OOP must be part of targeted training. Trainees are required to declare the ARCP outcome on their OOP application form.

Royal College Approval
For all out of programme training experiences, the appropriate Royal College approval must support the application:

- **Contributing to Certificate of Completion of Training (CCT)**
  The Royal College approval letter must highlight that they agree to support the OOP and recognise that the time out of programme is counting towards the trainees CCT.

- **Not contributing to Certificate of Completion of Training (CCT)**
  The Royal College approval letter must highlight that they are aware of the OOP and recognise / support the change to the trainee’s provisional CCT date.

It is the trainees’ responsibility to gain Royal College approval (Appendix 1). Note: The Royal College of Paediatrics and Child Health have agreed that Regional Advisors are able to verify the suitability of the OOP on behalf of the Royal College.
**GMC Approval**

Final HEWM approval will only be granted once GMC approval has been received. The GMC cannot accept applications from individual trainees, Colleges, Speciality Advisory Committees or faculties without HEWM support. HEWM will seek GMC approval on behalf of the trainee only when all documentation has been received.

GMC approval must be sought before any OOPT can be undertaken and failure to do so will result in trainees OOPT not being credited towards their CCT. If GMC approval has not been sought prior to the proposed start date of the OOPT, the trainee must not start their post.

If the post has already been approved by The GMC, a letter from the placement must be obtained to certify the post is GMC approved and will count towards the CCT. It is the trainees’ responsibility to obtain this letter from the placement if and when applicable.

If OOPT is not counting towards CCT, GMC approval is not required. GMC approval is not required when experience is not part of the curriculum; this experience is usually classed as an OOPE. Clinical training which has not been GMC approved cannot contribute towards trainees CCT and will not be classed an OOPT but may be appropriate as an OOPE.

**Certificate of Completion of Training**

OOPT generally contributes towards trainees Certificate of Completion of Training (CCT). The GMC must prospectively approve OOPT if it is to be used towards trainees CCT. It must also be noted that the GMC do not retrospectively approve OOPT.

**Applying for OOPT**

For OOPT requests (Diagram 1), it is the trainees’ responsibility to forward the following documentation to OOP applications, at HEWM:

- OOP application form (Appendix 2) signed by Head of School, Training Programme Director and the Chair of Specialty Training Committee*
- Royal College approval letter verifying the suitability of the OOP if counting towards CCT or a Royal College acknowledgement letter if not counting towards CCT

*If the Head of School, Training Programme Director and / or the Chair of Specialty Training Committee have not agreed to the suitability of the OOP, trainees must still send their unapproved application to HEWM to allow for monitoring purposes.
Notice Required
HEWM requires OOP application forms and supporting documentation to be submitted at least 6 months in advance of the proposed OOP start date, exceptions will only be agreed by the Postgraduate Dean. Trainees must also inform their current employer at least 3 months in advance to ensure the needs of patients are appropriately addressed.

Acknowledging receipt of OOPT Applications
Once an OOP application has been received by HEWM, confirmation of receipt will be sent directly to the trainee via email. The acknowledgement email will include an ‘Equality and Diversity’ form that the trainees must complete and return before their OOP application can be processed.

Following submission of the OOP application form, trainees must understand that it does not guarantee approval. All OOP application forms are subject to a rigorous approval process before final HEWM approval can be granted.

Incomplete Applications
If the OOP application is incomplete when received, HEWM will return the application and all supporting documentation to the trainees’ home address without being processed or approved. GMC approval and final HEWM approval will only be considered once a complete OOP application with all supporting documentation has been received.

Trainee Responsibilities
Trainees must not commence OOP before formal approval has been received, if a trainee commences an OOP without approval this could result in their National Training Number (NTN) being relinquished.

Final West Midlands Deanery Approval
If the maximum OOP allowance per speciality or school has reached capacity, an OOP panel will convene and trainees will be subject to a competitive process. The Post Graduate Dean will only authorise applications over capacity if a management plan is in place.

Trainees proposed start date cannot be guaranteed as HEWM must ensure that it is appropriate to suit rotations, needs of Local Education Providers (LEPs) and indeed to ensure other trainees are not disadvantaged.
Once the trainees OOPT application has been approved by HEWM, a letter of confirmation will be sent directly to the trainee via email.

**Unsuccessful OOPT Applications**
If formal approval is not granted by, trainees are advised to discuss the outcome with their Head of School in the first instance.

**Annual Review of Competency Progression while on OOPT**
Trainees must complete and submit an annual out of programme report highlighting progress made each year that they are on an OOPT for consideration by the Annual Review of Competency Progression (ARCP) panel. This report will need to be accompanied by an assessment report of the trainees’ progress which is to be completed by the Educational Supervisor. If trainees do not submit both reports, this may affect the outcome of the ARCP.

**Re-entry in to the Clinical Programme**
Trainees will need to liaise closely with their Training Programme Director (TPD) so that their re-entry into the clinical programme can be facilitated. At least 6 months’ notice must be given of the date the trainee intends to return to the clinical programme and the placement will depend on availability at that time. Trainees must understand that they may have to wait for a placement.
Trainee to discuss plans for OOPT with Educational Supervisor and Training Programme Director

Trainee to complete OOP application form (Appendix 2)

Trainee: Is post already approved by GMC?

No

Trainee to contact relevant Royal College for approval / acknowledgement letter

Yes

Trainee to gain letter from placement highlighting details of post, along with details of GMC approval number

Trainee to send signed OOP application form, Royal College approval / acknowledgement letter and letter from placement (if post already GMC approved) to OOP Applications, at HEWM

HEWM to process OOPT application form

HEWM: Has the maximum OOP allowance reached capacity?

Yes

OOP Panel to convene

No

HEWM: Is the OOPT Application approved by The Deanery?

Yes

HEWM: Is the OOPT counting towards trainees CCT?

Yes

Send OOP Requests to:
OOP Applications
Health Education West Midlands
St Chad’s Court
213 Hagley Road
Birmingham
B16 9RG

OOP@wm.hee.nhs.uk

No

No

No

GMC informs HEWM of outcome

HEWM to inform trainee of outcome

Diagram 1 – Applying for an OOPT

Trainee to gain signatures on OOP application form from Chair of Speciality Training Committee, Training Programme Director and Head of School

Send OOP Requests to:
OOP Applications
Health Education West Midlands
St Chad’s Court
213 Hagley Road
Birmingham
B16 9RG

OOP@wm.hee.nhs.uk
Introduction to OOPE

OOPE’s relate to trainees applying for an out of programme clinical experience which does not fall under OOPT and generally does not contribute towards their CCT. OOPE will normally be for a period of 1 year in total. This will be less common than OOPT and may be for experience outside of the curriculum.

Considering an OOPE

Before applying for OOPE, trainees must discuss their plans with their Educational Supervisor and / or Training Programme Director. This discussion will determine the suitability of the out of programme experience and ensures the proposed post will meet the educational needs of the trainee.

Annual Review of Competency Progression (ARCP)

In order for an OOP application to be considered, the trainees’ last ARCP outcome must be satisfactory. If the ARCP outcome was unsatisfactory, the OOP must be part of targeted training. Trainees are required to declare the ARCP outcome on their OOP application form.

Royal College Approval

For all out of programme clinical experiences, the appropriate Royal College acknowledgement must support the application:

- Not contributing to Certificate of Completion of Training (CCT)
  The Royal College approval letter must highlight that they are aware of the OOP and recognise / support the change to the trainee’s provisional CCT date.

It is the trainees’ responsibility to gain Royal College approval (Appendix 1). Note: The Royal College of Paediatrics and Child Health have agreed that Regional Advisors are able to verify the suitability of the OOP on behalf of the Royal College.

GMC Approval

GMC approval is not required for OOPE.

Certificate of Completion of Training

OOPE generally does not contribute towards trainees Certificate of Completion of Training (CCT); therefore GMC approval is not required.
Applying for OOPE

For OOPE requests (Diagram 2), it is the trainees’ responsibility to forward the following documentation to OOP Applications:

- OOP application form signed by Head of School, Training Programme Director and the Chair of The Specialty Training Committee*
- Royal College acknowledgement letter verifying the suitability of the OOP, it is the responsibility of the trainee to gain this formal statement.

*If the Head of School, Training Programme Director and / or the Chair of Specialty Training Committee have not agreed to the suitability of the OOP, trainees must still send their unapproved application to HEWM to allow for monitoring purposes.

Notice Required

HEWM requires OOP application forms and supporting documentation to be submitted at least 6 months in advance of the proposed OOP start date, exceptions will only be agreed by the Postgraduate Dean. Trainees must also inform their current employer at least 3 months in advance to ensure the needs of patients are appropriately addressed.

Acknowledging receipt of OOPE Applications

Once an OOP application has been received by HEWM, confirmation of receipt will be sent directly to the trainee via email. The acknowledgement email will include an ‘Equality and Diversity’ form that the trainees must complete and return before their OOP application will be processed.

Following submission of the OOP application form, trainees must understand that it does not guarantee approval. All OOP application forms are subject to a rigorous approval process before final HEWM approval can be granted.

Incomplete Applications

If the OOP application is incomplete when received, HEWM will return the application and all supporting documentation to the trainees’ home address without being processed or approved. Final approval will only be considered once a complete OOP application with all supporting documentation has been received.
Trainee Responsibilities
Trainees must not commence OOP before formal HEWM approval has been received, if a trainee commences an OOP without approval this could result in their National Training Number (NTN) being relinquished.

Final Deanery Approval
If the maximum OOP allowance per speciality or school has reached capacity, an OOP panel will convene and trainees will be subject to a competitive process. The Post Graduate Dean will only authorise applications over capacity if a management plan is in place.

Trainees proposed start date cannot be guaranteed as HEWM must ensure that it is appropriate to suit rotations, needs of Local Education Providers (LEPs) and indeed to ensure that other trainees are not disadvantaged.

Once the trainees OOPE application has been approve, a letter of confirmation will be sent directly to the trainee via email.

Unsuccessful OOPE Applications
If formal approval is not granted, trainees are advised to discuss the outcome with their Head of School in the first instance.

Annual Review of Competency Progression while on OOPE
Trainees must complete and submit an annual out of programme report highlighting progress made each year that they are on OOPE for consideration by the Annual Review of Competency Progression (ARCP) panel. This report will need to be accompanied by an assessment report of the trainees’ progress which is to be completed by the Educational Supervisor. If trainees do not submit both reports, this may affect the outcome of the ARCP.

Re-entry to Clinical Programme
Trainees will need to liaise closely with their Training Programme Director (TPD) so that their re-entry into the clinical programme can be facilitated. At least 6 months’ notice must be given of the date the trainee intends to return to the clinical programme and the placement will depend on availability at that time. Trainees must understand that they may have to wait for a placement.
Trainee to discuss plans for OOPE with Educational Supervisor and Training Programme Director

Trainee to complete OOP application form (Appendix 2)

Trainee to contact relevant Royal College for acknowledgement letter

Trainee to gain signatures on OOP application form from Chair of Speciality Training Committee, Training Programme Director and Head of School

Trainee to send signed OOP application form, Royal College acknowledgement to OOP Applications, at HEWM

HEWM to process OOPE application form

HEWM: Has the maximum OOP allowance reached capacity?  
- Yes 
  - OOP Panel to convene
- No

HEWM: Is the OOPE application approved by The Deanery?  
- Yes
- No
  - HEWM to inform trainee of outcome

Send OOP Requests to:
OOP Applications
Health Education West Midlands
St Chad’s Court
213 Hagley Road
Birmingham
B16 9RG

OOP@wm.hee.nhs.uk
Introduction to OOPR

OOPR’s relates to trainees applying to undertake research as part of their training experience. Research projects may last up to 3 years and can contribute up to 1 year towards the trainees CCT. Research should usually be toward a higher degree.

Considering an OOPR

Before applying for OOP, trainees must discuss their plans with their Educational Supervisor and / or Training Programme Director. This discussion will determine the suitability of the out of programme experience and ensures the proposed post will meet the educational needs of the trainee.

Annual Review of Competency Progression (ARCP)

In order for an OOP application to be considered, the trainees’ last ARCP outcome must be satisfactory. If the ARCP outcome was unsatisfactory, the OOP must be part of targeted training. Trainees are required to declare the ARCP outcome on their OOP application form.

Royal College Approval

For all out of programme research experiences, the appropriate Royal College approval must support the application:

**Contributing to Certificate of Completion of Training (CCT)**

The Royal College approval letter must highlight that they agree to support the OOP and recognise that the time out of programme is counting towards the trainees CCT.

**Not contributing to Certificate of Completion of Training (CCT)**

The Royal College approval letter must highlight that they are aware of the OOP and recognise / support the change to the trainee’s provisional CCT date.

It is the trainees’ responsibility to gain Royal College approval (**Appendix 1**). **Note**: The Royal College of Paediatrics and Child Health have agreed that Regional Advisors are able to verify the suitability of the OOP on behalf of the Royal College.

GMC Approval

Final HEWM approval will only be granted once GMC approval has been received. GMC cannot accept applications from individual trainees, Colleges, Speciality Advisory
Committees or faculties without HEWM support. HEWM will seek GMC approval on behalf of the trainee only when all documentation has been received.

GMC approval must be sought before any OOPR can be undertaken and failure to do so will result in trainee's OOPR not being credited towards their CCT. If GMC approval has not been sought prior to the proposed start date of the OOPR, the trainee must not start their post.

If the post has already been approved by GMC, a letter from the placement must be obtained to certify the post is GMC approved and will count towards the CCT. It is the trainees' responsibility to obtain this letter from the placement if and when applicable.

If OOPR is not counting towards CCT, GMC approval is not required. GMC approval is not required when experience is not part of the curriculum; this experience is usually classed as an OOPE.

Certificate of Completion of Training
OOPR generally only contributes up to 1 year towards trainees Certificate of Completion of Training (CCT). The GMC must prospectively approve OOPR if it is to be used towards trainees CCT. It must also be noted that the GMC do not retrospectively approve OOPR.

Applying for OOPR
For OOPR requests (Diagram 3), it is the trainees' responsibility to forward the following documentation to OOP applications, at HEWM:

- OOP application form (Appendix 2) signed by Head of School, Training Programme Director and the Chair of Specialty Training Committee*
- Royal College approval letter verifying the suitability of the OOP if counting towards CCT or a Royal College acknowledgement letter if not counting towards CCT

*If the Head of School, Training Programme Director and / or the Chair of Specialty Training Committee have not agreed to the suitability of the OOP, trainees must still send their unapproved application to HEWM to allow for monitoring purposes.

Notice Required
HEWM requires OOP application forms and supporting documentation to be submitted at least 6 months in advance of the proposed OOP start date, exceptions will only be agreed by
the Postgraduate Dean. Trainees must also inform their current employer at least 3 months in advance to ensure the needs of patients are appropriately addressed.

Acknowledging receipt of OOPT Applications
Once an OOP application has been received, confirmation of receipt will be sent directly to the trainee via email. The acknowledgement email will include an ‘Equality and Diversity’ form that the trainees must complete and return before their OOP application will be processed.

Following submission of the OOP application form, trainees must understand that it does not guarantee approval. All OOP application forms are subject to a rigorous approval process before final HEWM approval can be granted.

Incomplete Applications
If the OOP application is incomplete when received, HEWM will return the application and all supporting documentation to the trainees’ home address without being processed or approved. GMC approval and final HEWM approval will only be considered once a complete OOP application with all supporting documentation has been received.

Trainee Responsibilities
Trainees must not commence OOP before formal approval has been received, if a trainee commences an OOP without approval this could result in their National Training Number (NTN) being relinquished.

Final Deanery Approval
If the maximum OOP allowance per speciality or school has reached capacity, an OOP panel will convene and trainees will be subject to a competitive process. The Post Graduate Dean will only authorise applications over capacity if a management plan is in place.

Trainees proposed start date cannot be guaranteed as HEWM must ensure that it is appropriate to suit rotations, needs of Local Education Providers (LEPs) and indeed to ensure other trainees are not disadvantaged.

Once the trainees OOPR application has been approved, a letter of confirmation will be sent directly to the trainee via email.
Unsuccessful OOPR Applications
If formal approval is not granted, trainees are advised to discuss the outcome with their Head of School in the first instance.

Annual Review of Competency Progression while on OOPR
Trainees must complete and submit an annual out of programme report highlighting progress made each year that they are on OOPR for consideration by the Annual Review of Competency Progression (ARCP) panel. This report will need to be accompanied by an assessment report of the trainees’ progress which is to be completed by the Educational Supervisor. If trainees do not submit both reports, this may affect the outcome of the ARCP.

Re-entry to Clinical Programme
Trainees will need to liaise closely with their Training Programme Director (TPD) so that their re-entry into the clinical programme can be facilitated. At least 6 months’ notice must be given of the date the trainee intends to return to the clinical programme and the placement will depend on availability at that time. Trainees must understand that they may have to wait for a placement.
Trainee to discuss plans for OOPR with Educational Supervisor and Training Programme Director

Trainee to complete OOP application form (Appendix 2)

Trainee to contact relevant Royal College for approval / acknowledgement letter

Trainee to gain signatures on OOP application form from Chair of Speciality Training Committee, Training Programme Director and Head of School

Trainee to send signed OOP application form, Royal College approval / acknowledgement letter and letter from placement (if post already GMC approved) to OOP Applications, at HEWM

HEWM to process OOPR application form

Has the maximum OOP allowance reached capacity?

Yes

OOP Panel to convene

No

HEWM: Is the OOPR application approved by The Deanery?

Yes

No

HEWM: Is the OOPR counting towards trainees CCT?

Yes

No

HEWM to send prospective GMC approval application to GMC

GMC informs HEWM of outcome

HEWM to inform trainee of outcome

Send OOP Requests to:

OOP Applications
Health Education West Midlands
St Chad’s Court
213 Hagley Road
Birmingham
B16 9RG

OOP@wm.hee.nhs.uk
Introduction to OOPC
An OOPC relates to trainees who for personal reasons, request time out from their training programme. This may relate to illness, family caring responsibilities or other personal reasons. Normal approval lasts up to 1-2 years however may be longer in exceptional circumstances. Trainees must relinquish their National Training Number (NTN) if they take more than a 2 year break. It is the trainees’ responsibility to maintain licensing / revalidation as appropriate at the time.

Note: Trainees are not required to complete an OOP application Form for maternity leave.

Royal College Approval
Royal College approval is not required for OOPC.

GMC Approval
GMC approval is not required for OOPC.

Certificate of Completion of Training
OOPC does not contribute towards trainees CCT; therefore GMC approval is not required.

Applying for OOPC
For OOPC requests (Diagram 4), it is the trainees’ responsibility to forward the following documentation to OOP applications:

- OOP application form signed by Head of School, Training Programme Director and the Chair of Specialty Training Committee*
- Appropriate documentation to support application.

*If the Head of School, Training Programme Director and / or the Chair of Specialty Training Committee have not agreed to the suitability of the OOP, trainees must still send their unapproved application to HEWM to allow for monitoring purposes.

Acknowledging receipt of OOPC Applications
Once an OOP application has been received, confirmation of receipt will be sent directly to the trainee via email. The acknowledgement email will include an ‘Equality and Diversity’ form that the trainees must complete and return before their OOP application will be processed.
Following submission of the OOP application form, trainees must understand that it does not guarantee approval. All OOP application forms are subject to a rigorous approval process before final HEWM approval can be granted.

Incomplete Applications
If the OOP application is incomplete when received, HEWM will return the application and all supporting documentation to the trainees’ home address without being processed or approved. HEWM approval will only be considered once a complete OOP application with all supporting documentation has been received.

Trainee Responsibilities
Trainees must not commence OOP before formal HEWM approval has been received, if a trainee commences an OOP without approval this could result in their National Training Number (NTN) being relinquished.

Completing Locum work whilst OOPC
Trainees must request specific approval from the Postgraduate Dean in order to complete locum work whilst on OOPC. Cases will be assessed on an individual basis and a letter of confirming the decision will be issued by the Postgraduate Dean. No locum work can be undertaken without this specific approval.

Final Deanery Approval
If the maximum OOP allowance per speciality or school has reached capacity, an OOP panel will convene. The Post Graduate Dean will only authorise applications over capacity if a management plan is in place.

Trainees proposed start date cannot be guaranteed as HEWM must ensure that it is appropriate to suit rotations, needs of Local Education Providers (LEPs) and indeed to ensure other trainees are not disadvantaged.

Once the trainees OOPC application has been approved, a letter of confirmation will be sent directly to the trainee via email.

Unsuccessful OOP Applications
If formal approval is not granted, trainees are advised to discuss the outcome with their Head of School in the first instance.
Diagram 4 – Applying for an OOPC

Trainee to discuss plans for OOPC with Educational Supervisor and Training Programme Director

Trainee to complete OOP application form (Appendix 2)

Trainee to gain signatures on OOP application Form from Chair of Speciality Training Committee, Training Programme Director and Head of School

Trainee to send signed OOP application Form, with statement detailing reasons for requesting OOPC to OOP Applications, at HEWM

HEWM to process OOPC application form

Post Graduate Dean to authorise OOPC application request

HEWM: Is the OOPC application approved by The Deanery?

Yes

No

HEWM to inform trainee of outcome

Send OOP Requests to:

OOP Applications
Health Education West Midlands
St Chad’s Court
213 Hagley Road
Birmingham
B16 9RG

OOP@wm.hee.nhs.uk
Extention to Time Out of Programme

Introduction to Applying for an OOP Extension
Extending time out of programme relates to trainees who are currently on previously agreed OOP. Trainees may wish to apply for an extension to their previously agreed OOP and must submit the appropriate documentation at least 6 months prior to their original planned end date.

Considering an OOP Extension
Before applying for an OOP extension, trainees must discuss their plans with their Educational Supervisor and/or Training Programme Director. This discussion will determine the suitability of the extension and ensures the proposed post will meet the educational needs of the trainee.

Annual Review of Competency Progression (ARCP)
In order for an OOP extension to be considered, the trainees’ last ARCP outcome must be satisfactory. If the ARCP outcome was unsatisfactory, the OOP extension must be part of targeted training. Trainees are required to declare the ARCP outcome on their OOP extension application form.

Applying for an OOP Extension
For trainees wishing to extend their previously agreed OOP (Diagram 5), the following documentation must be forwarded to OOP applications, at The Deanery:

- Extension to OOP application form (Appendix 4) signed by Head of School, Training Programme Director and the Chair of Specialty Training Committee*
- Educational Supervisors report to support application.
- A statement detailing reasons for applying for an extension.

*If the Head of School, Training Programme Director and/or the Chair of Specialty Training Committee have not agreed to the suitability of the OOP, trainees must still send their unapproved application to HEWM to allow for monitoring purposes.

Notice Required
HEWM requires OOP application forms and supporting documentation to be submitted at least 6 months in advance of the proposed OOP extension date, exceptions will only be agreed by the Postgraduate Dean.
Acknowledging receipt of OOP Extension Applications

Once an OOP extension application has been received, confirmation of receipt will be sent directly to the trainee via email.

Following submission of the OOP extension application Form, trainees must understand that it does not guarantee approval. All OOP extension application forms are subject to a rigorous approval process before final HEWM approval can be granted.

Incomplete Applications

If the OOP extension application is incomplete when received, HEWM will return the application and all supporting documentation to the trainees’ home address without being processed or approved. GMC approval and final HEWM approval will only be considered once a complete OOP extension application with all supporting documentation has been received.

Trainee Responsibilities

Trainees must not commence the proposed OOP extension before formal approval has been received, if a trainee commences an OOP extension without approval this could result in their National Training Number (NTN) being relinquished.

Final Deanery Approval

If the maximum OOP allowance per speciality or school has reached capacity, an OOP panel will convene and trainees will be subject to a competitive process. The Post Graduate Dean will only authorise applications over capacity if a management plan is in place.

Trainees proposed OOP extension cannot be guaranteed as HEWM must ensure that it is appropriate to suit rotations, needs of Local Education Providers (LEPs) and indeed to ensure other trainees are not disadvantaged.

Once the trainees OOP extension application has been approved by, a letter of confirmation will be sent directly to the trainee via email.

Unsuccessful OOP Extension Applications

If the extension to OOP application is unsuccessful, trainees are advised to discuss the outcome with their Head of School in the first instance.
Annual Review of Competency Progression while on OOP
Trainees must complete and submit an annual out of programme report highlighting progress made each year that they are on OOP for consideration by the Annual Review of Competency Progression (ARCP) panel. This report will need to be accompanied by an assessment report of the trainees' progress which is to be completed by the Educational Supervisor. If trainees do not submit both reports, this may affect the outcome of the ARCP.

Re-entry to Clinical Programme
Trainees will need to liaise closely with their Training Programme Director (TPD) so that their re-entry into the clinical programme can be facilitated. At least 6 months’ notice must be given of the date the trainee intends to return to the clinical programme and the placement will depend on availability at that time. Trainees must understand that they may have to wait for a placement.
Trainee to discuss plans for extending their OOP with Educational Supervisor and Training Programme

Trainee to complete extension of OOP application form (Appendix 3)

Trainee to gain signatures on extension of OOP application form from Chair of Speciality Training Committee, Training Programme Director and Head of School

Trainee to gain Educational Supervisors report

Trainee to complete statement detailing reasons for applying for an extension of OOP

Trainee to send signed extension of OOP application form, Royal College Acknowledgement to OOP Applications, at HEWM

HEWM to process OOPE application form

HEWM: Has the maximum OOP allowance reached capacity?

Yes

OOP Panel to convene

No

HEWM: Is the extension of OOP Application approved by The Deanery?

Yes

Send OOP Requests to:

OOP Applications
Health Education West Midlands
St Chad’s Court
213 Hagley Road
Birmingham
B16 9RG

OOP@wm.hee.nhs.uk

No

HEWM to inform trainee of outcome
### Appendix 1: Royal College / Faculty Contacts

**Royal College / Faculty Contacts** for Out of Programme Approval / Acknowledgement

<table>
<thead>
<tr>
<th>Royal College / Faculty</th>
<th>Contact Name</th>
<th>Email Address &amp; Contact Number</th>
<th>Webpage Link</th>
</tr>
</thead>
<tbody>
<tr>
<td>Royal College of Anaesthetists (RCOA)</td>
<td>Claudia Moran</td>
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Appendix 2: OOP Application Form

PDF and web link to be inserted once agreed by all (see separate document)

Appendix 3: Extension to OOP Form

PDF and web link to be inserted once agreed by all (see separate document)