# Out of Programme Trainee Update Form for ARCP Panel

This form is to be completed by all trainees on Out of Programme (OOP) experience. It is to be submitted on request for your Annual Review of Competence Progression (ARCP) so that the panel can issue an appropriate outcome

If you are undertaking OOPR, OOPT or OOPE, the relevant sections must be completed by the person supervising your work in the post you are undertaking.

## Personal Details

Full Name: Email:

Specialty: NTN/DRN:

Type of OOP : OOPT OOPE OOPR OOPC

Location of OOP:

Contact Address:

OOP Start Date:

Current agreed date for return to programme\*:

\*Note this date must be as detailed in your most recent approved OOP application. If you wish to extend your OOP you must submit a new OOP application using the forms available on the Shared Services website

## Your Current OOP Activity

Please provide brief details of what you have been doing on your OOP since your last ARCP:

Supervisor’s summary of activity/progress during placement (since last ARCP) and whether satisfactory or unsatisfactory:

## Additional Information

This form does not replace any assessment forms issued by your Royal College / Faculty for time OOP in clinical or research training. Please ensure that you comply with all College requirements when submitting documentation for your ARCP.

## Trainee Declaration

I confirm that the above is an accurate description of my current OOP activity and that:

I intend to return to the programme on the above date: Yes No

I still wish to retain my NTN/DRN for the duration of this OOP

Signed: Date:

## OOP Supervisor Declaration

I confirm that the above is an accurate description of the above individual’s current OOP activity.

Signed: Date:

Print Name: Contact E Mail:

Please return this form to:

[OandG.lase@hee.nhs.uk](mailto:OandG.lase@hee.nhs.uk)