

Out of Programme Guidance and Process

Health Education England London and Kent Surrey and Sussex recognise that trainees may wish to take a period Out of Programme (OOP) for a number of reasons.

These can be categorised as follows:

OOPT	Time out of programme for approved clinical training in a post which already has prospective approval from the GMC: <i>This will be used towards the award of a CCT and must have prospective GMC approval. This is for clinical training which isn't part of your training programme. This will normally be a maximum of one year. In exceptional circumstances it can be up to two years. It will not normally result in a delay to CCT date.</i>
OOPE	Time out of programme for clinical experience: <i>This will not be used towards the award of a CCT. OOPE will normally be for one year in total and may be extend up to two years with the agreement of the Postgraduate Dean.</i>
OOPR	Time out of programme for research: <i>Time spent out of programme for research purposes may be recognised towards the award of CCT where the relevant curriculum permits this. OOPR should not normally exceed three years but may be extended to 4 years with the prospective agreement of the Postgraduate Dean.</i>
OOPC	Time out of programme for career breaks: <i>Designated and planned time out of programme to pursue other interests (e.g. domestic responsibilities, work in industry, developing talents in other areas and entrepreneurship). Applications are considered on individual merits and are normally limited to 1 year. OOPC should not be used to cover sickness.</i>
OOPP	Time out of programme pause: <i>allows trainees to step out of formal for a period of time – currently up to one year - and have any competencies gained whilst out of training assessed upon their return. This may allow trainees to minimise the impact on the time out of programme has on their CCT date.</i>

Full details of out of programme guidance can be found in the [Gold Guide](#)

OOP Process	If you are considering a period of OOP, please discuss this with your Educational Supervisor in the first instance. Please ensure this is done as early as possible before making the application.
	Approval for OOP should not be assumed, Trainees can normally only be approved for one period of OOP per training programme, OOP will not normally be agreed unless a trainee has completed at least one year of specialty training
OOPR, OOPT or OOPE requests	Trainees must have an outcome 1 for their most recent ARCP or those already undertaking OOPR or OOPE and requesting an extension must have an outcome 8.
OOPC or OOPP	OOPC can be requested with any outcome, and OOPP can be requested with outcomes: 1, 2, 10.1, or 10.2
	Any work that is undertaken whilst on OOPC should be discussed and agreed in advance with both ES & TPD – this can be recorded on the application form, or by email to the school.

Notice	Trainees are expected to give 6 months notice (minimum of 3 months) therefore applications should be submitted before this to allow time for approval to be given.
College/ Faculty requirements	Please check with the Faculty of Public Health before making your application. For OOPT/OOPR that is to count towards your CCT, college approval must be obtained and submitted to the school at the time of application.
Complete the OOP request Form	Once you have received ES Approval, please complete the OOP request form here - HERE Then please email claire.elwick@nhs.net with any additional attachments such as College approval, or information for this application.
Next Steps	The PSM will seek TPD and the PG Deans approval. You will then be informed by Email if your application has been approved or denied.
Important Considerations	NHS Pension / NHS Service <i>Trainees should contact their current employer to establish how any period out of programme will affect their NHS Pension, pay and other employment rights.</i> Tier 2/Skilled Worker Visa Holders <i>For some types of OOP, sponsorship will be affected and trainees may need to obtain alternative sponsorship. Please see the Overseas Sponsorship Guidance HERE</i>
Additional Information	Trainees must submit a Form R annually/ahead of each ARCP Trainees on OOP must complete an appraisal with their employing organisation. Trainees are reminded that they have to declare their whole scope of practice (WSOP) annually as part the ARCP process. This might include (but is not limited to) locums, ATLS instructor, medic at sporting events, work for VSO or Médecins San Frontières, medical journalism. A WSOP Form should be completed alongside the Form R.
Appeals against decision	Trainees may appeal against this decision. Please email any appeals to the PSM claire.elwick@nhs.net who will submit this to the TPD's to consult with the PG Dean. The Postgraduate Dean's decision is final.