



## 2017 RCEM Guidance on going Out of Programme

This guidance concerns those trainees who are intending to take time out of their approved training programme (OOP).

The various types of OOP include:

**Out of programme career break (OOPC)** – to pursue other interests or deal with a period of ill health.

**Out of programme for clinical experience (OOPE)** – to enhance clinical experience.

**Out of programme for research (OOPR)** – time out of programme for a period of research. This will not normally exceed three years.

**Out of programme for approved clinical training (OOPT)** – clinical training which is not part of a trainee's approved programme. This can be either in a location approved by the GMC for training, or in a non-approved location. It is normally for a maximum of 1 year, but in exceptional circumstances can be up to two years. Some posts may be a mixture of OOPT/OOPR and OOPT/OOPE

Trainees should refer to their Deanery/LETB guidance regarding the process of obtaining local approval for time out of programme. However, trainees will need to discuss this initially with their Educational Supervisor.

The following lays out the College role in the Out of Programme process. Further information on OOPs in general can be found on the [GMC Website](#).

### **OOPC/OOPE/OOPR**

If a trainee is going on OOPC, OOPR or OOPE (i.e. the Deanery/LETB has confirmed this period will not be recognised towards training), the College does not need to give approval for this, but will need a copy of the signed Deanery/LETB OOP approval form or the letter of appointment, so that the trainee's end of training date (CCT/CESR-CP) can be extended accordingly. The trainee's calculation sheet will be amended and emailed to the trainee, copying in their Head of School/Training Programme Director and LETB/Deanery.

### **OOPT**

The following guidance concerns both OOPTs in locations which are GMC-approved for training AND those in locations which are not approved for training (the Deanery/LETB will be able to advise on the approval status of the location). **College prospective approval is required for both types of OOPT.**

If a trainee is going out of programme, and some or all of this time is to be recognised towards training (OOPT), the College will need copies of the following well before starting the post in order to confirm its approval or support for the OOPT:

- Completed RCEM OOPT approval form with signatures from Educational Supervisor and Training Programme Director
- A full job description including:
  - Part of the training programme covered (e.g. ST4)
  - Duties
  - Rota, Out of hours etc.
  - Details of supervision
  - Percentage of post to be recognised towards training (this should also be stated on the OOPT approval form)
- If the OOPT is outside of the trainee's own training region, an email from the Head of School of the OOPT location confirming that they have seen the OOPT approval form and endorse this.

**It is highly advisable that the College receives ALL the above documentation at least three months before the post starts, to allow for the necessary Deanery/LETB, College and GMC OOPT approval processes to be completed in time.**

#### College approval of OOPTs in GMC-approved locations

Once the College has received the above documentation it will decide whether or not to approve the OOPT. If approved, the College will amend the trainee's calculation sheet and email this to the trainee, copying in the Head of School/Training Programme Director and LETB/Deanery.

#### College approval of OOPTs in non GMC-approved locations

On receipt of the above documentation, the College will determine whether or not to support the OOPT application. If it can, then a letter of support will be sent to the Deanery/LETB who will then include this in an OOPT application to the GMC. Once the College has received a copy of the Deanery/OOPT approval form with signatures from the Head of School and Postgraduate Dean, together with the GMC's email approving the OOPT, the trainee's calculation sheet will be amended and emailed to the trainee, copying in the Head of School/Training Programme Director and LETB/Deanery.

#### College approval of international OOPTs

The College will only be able to approve recognition of 50% of OOPT time abroad towards CCT/CESR-CP. Documentation required by the College is as for OOPTs in non GMC approved locations.

**Copies of the completed OOP forms with required signatures, and accompanying documentation should be sent to RCEM Training Officers as follows:**

Trainee with surname A-L – [James.Folan@RCEM.ac.uk](mailto:James.Folan@RCEM.ac.uk)

Trainee with surname M-Z – [Tulsi.Patel@RCEM.ac.uk](mailto:Tulsi.Patel@RCEM.ac.uk)