

OUT OF PROGRAMME GUIDANCE– THAMES VALLEY TRAINEES (Specialty/GP trainees)

**Please read this guidance carefully to minimise any delays in processing your submitted application.
If any of the required information is not included, your application will be returned.**

This guidance and the application form are only for use by specialty and GP trainees. Foundation trainees should contact foundation.tv@hee.nhs.uk

Eligibility (as set out in the [Gold Guide](#))

General

- Approval for OOP should not be assumed
- Trainees can normally only be approved for one OOP period per training programme
- OOP will not normally be agreed unless a trainee has completed at least one year of specialty training
- Trainees will not normally be approved for OOPE/OOPR in the final year of training
- Extensions to OOP are only permitted in exceptional circumstance
- Trainees applying for OOPR, OOPT or OOPE must have an Outcome 1 for their most recent ARCP
- Those already undertaking OOPR or OOPE and requesting an extension must have an Outcome 8
- OOPC can be requested with any Outcome
- OOPP can be requested with an Outcome 1, 2, 10.1 or 10.2
- Any work that is likely to be undertaken whilst OOPC should be discussed and agreed in advance and details included on the Application Form

OOPP

In August 2020 the OOP Pause pilot was further extended (Phase 3) in response to the effects of the Covid-19 pandemic on trainee wellbeing.

- Out of programme pause (OOPP) allows trainees to step out of formal training for up to one year to undertake an NHS or other patient facing UK based non-training post.
- Trainees will also have the opportunity to have any experience and competencies gained whilst out of training assessed upon their return.
- OOPP posts do not need prior approval from HEE or the GMC but trainees still require approval to go on OOPP and should complete the OOP Application Form.
- Trainees should have an offer for a post **before** applying for OOPP.

Further details on OOPP can be found [here](#)

Acting Up as Consultant (AUC)

A doctor in training can apply to take time out of programme and credit the time towards CCT/CESR(CP) as Acting Up (AUC) – but only if it is permitted in the relevant specialty curriculum. If the relevant specialty curriculum does not have provisions for Acting Up (AUC) – i.e. the curriculum does not say an Acting Up (AUC) post can count – then it cannot count towards CCT/CESR (CP). Furthermore, the time cannot be applied for via the OOP process.

Taking up a LOCUM consultant post whilst holding a training number is not permitted as this post WILL NOT count towards training as you will be deemed to be practising without any supervision.

Doctors wishing to complete Acting Up posts outside of HEE Thames Valley are responsible for seeking confirmation from their College on behalf of the GMC that the time will count towards training before applying.

Where the Acting Up (AUC) is in the same training programme, then prospective approval is not needed from the GMC. If it is in a different training programme then college approval is required

Timescales

Trainees are expected to give six months notice (absolute minimum of three months), including where relevant to their employing organisation. Therefore, applications should be submitted prior to this to allow time for approval.

Requests for Extensions to Out of Programme should be made six months (absolute minimum of three months) before the originally agreed return date. Reasons must be given why the extension is required. Similarly any request to return from Out of Programme early should be discussed and agreed in advance using the same timescales. Trainees should be aware that there is no guarantee of a placement being available if they wish to return early.

Trainees must have both HEE TV approval (and GMC approval through the Royal College if any OOPT/OOPR/AUC time is to count towards CCT) before starting a period of OOP.

Evidence to submit (college / faculty requirements)

Please check with your college / faculty ahead of making your application.

For OOPT/OOPR/AUC that is to count towards your CCT, college approval must be obtained and submitted with your application form.

Signature/Approval

Please complete the form electronically then email to the relevant parties to add their details and signatures before submitting. Either a digital signature or a signature image is acceptable.

The form should only be sent to the HEE Education Programme Manager once completed and signed by yourself, your ES, TPD and HoS and with college approval included if relevant. The EPM will then seek PG Dean's approval (and GMC approval if required). Incomplete forms will be returned.

Heads of School

School of Anaesthetics	Dr Carl Morris	Carl.morris1@nhs.net
School of Emergency Medicine	Dr. Jane Brenchley	jane.brenchley@nhs.net
School of General Practice	Dr Manjiri Bodhe	Manjiri.Bodhe@hee.nhs.uk
School of Medicine	Dr Julia Newton	Julia.Newton@ouh.nhs.uk
School of Obstetrics and Gynaecology	Miss Deborah Harrington	deborah.harrington@ouh.nhs.uk
School of Ophthalmology	Miss Anna Mead	eyehosoxford@gmail.com
School of Paediatrics	Dr Geetha Anand	geetha.anand@ouh.nhs.uk
School of Pathology	Dr Lucinda Winter	Lucinda.winter@ouh.nhs.uk
School of Psychiatry	Dr Jane Da Roza Davis	jane.darozadavis@hee.nhs.uk
School of Radiology	Dr Karen Partington	Karen.Partington@hee.nhs.uk
School of Surgery	Mr Dominic Furniss	Oxford.hos@gmail.com
School of Public Health	Dr Jill Morris	Jill.Morris@phe.gov.uk
OUCAGS	Professor Chris Pugh	chris.pugh@ndm.ox.ac.uk

Where to send

Fully completed and signed forms and relevant attachments should be sent to your Education Programme Manager (EPM) using the email address listed below. Please put 'OOP Application - Firstname Surname' in the Subject Line.

Surgery	SchoolofSurgery.TV@hee.nhs.uk
Ophthalmology	ophthalmology.tv@hee.nhs.uk
Psychiatry	SchoolofPsychiatry.TV@hee.nhs.uk
O&G	SchoolofOandG.TV@hee.nhs.uk
Public Health	jane.bishop@hee.nhs.uk
Medicine	SchoolOfMedicine.TV@hee.nhs.uk
Paediatrics	Paediatrics.TV@hee.nhs.uk
Anaesthetics and ICM	Anaesthetics.TV@hee.nhs.uk
Emergency Medicine	EmergencyMed.TV@hee.nhs.uk
ACCS	ACCS.TV@hee.nhs.uk
Histopathology	Histopathology.TV@hee.nhs.uk
General Practice	GPOOPTV.se@hee.nhs.uk

Appeals against decision

Trainees may appeal against a decision regarding their OOP application. Any appeals must be submitted to the Postgraduate Dean via email (Michael.bannon@hee.nhs.uk). The Postgraduate Dean's decision is final.

Important considerations – Tier 2/Skilled Worker Visa/NHS Pension/ACF

Tier 2/Skilled Worker Visa Holders

For some types of OOP, sponsorship will be affected and trainees may need to obtain alternative sponsorship. Please refer to the HEE Overseas Sponsorship Team's FAQs available [here](#) or contact the team via sponsorship@hee.nhs.uk

NHS Pension / NHS Service

Trainees should contact their current employer to establish how any period out of programme will affect their NHS Pension, pay and other employment rights.

ACF posts

The ACF appointment will cease if a period of OOP is undertaken. This is because the ACF post is deemed to have fulfilled its purpose. ACFs who do take OOP will return to a full-time clinical training post.

Trainees who are currently in an ACF must discuss the implications of taking OOP with both their TPD and the OUCAGS team before making an application.

Additional Information - Revalidation Requirements (Medical Trainees only)

Trainees must maintain their licence to practise while on OOP as well as their connection with Health Education Thames Valley. Failure to do so may result in removal from training.

Trainees must submit a Form R annually/ahead of each ARCP.

Trainees on OOPP 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 sans Frontières, medical journalism. A WSOP Form should be completed alongside the Form R.

Queries regarding revalidation can be sent to revalidation.tv@hee.nhs.uk

Applying for Out of Programme Training

June 2022

