

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 england.foundation.tv@nhs.net

Eligibility (as set out in the Gold Guide)

General

- Approval for OOP should not be assumed
- Please discuss potential OOP with your TPD ahead of applying
- 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.
- OOP in core training is only permitted in exceptional circumstances.
- Trainees will not normally be approved for OOPE/OOPR in the final year of training.
- Extensions to OOP are only permitted in exceptional circumstances
- 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 and 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
- Before going out of programme, trainees should discuss with their Medical Staffing department at their current employer, how taking time out of programme will affect their pay, pension and NHS continuous service.

OOPE

An OOPE does not count towards training but provides an opportunity to experience training related to ultimate career aims and interests. OOPE is for up to 12 months.

OOPR

Accredited research time relevant to the career aims of the trainee. Again, this should be discussed with the TPD before application, and is granted for specific research projects. Normally the OOPR will be expected to lead towards a goal such as a PhD, MD etc. Research experience without such a goal is better suited to OOPE application.

The maximum OOPR usually granted to a trainee within the entirety of their run-through training programme is 3 years WTE. Exceptionally, in order to complete a higher degree, this may be extended to 4 years.

OOPT

Training experience that is to be counted towards the CCT and directly relevant to the CCT, but not available within the programme. Examples might include overseas training, working in a different region for a period of time or undertaking training not readily available within the current training programme. Again, this will normally be for a maximum of 12 months.

Trainees undertaking an OOPT must complete the same requirements as for a clinical ARCP.

Trainees intending to undertake an OOPT abroad must ensure that their named supervisor/s have access to the ePortfolio and can complete the required supervision reports and WBPAs.

OOPC

Time taken out of the training programme to pursue other interests or deal with other responsibilities. Although time on career breaks can be very useful for trainees, it may be better to consider going LTFT (less than full time) in order to find a sustainable lifestyle if the issue is other commitments or health issues limiting time at work. This also keeps the 'NHS continuous service years', which is broken on OOPC when not employed by an NHS-affiliated body.

OOPP

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. Suitable equivalent posts outside the UK may be considered on a case by case basis.

Trainees will also have the opportunity to have any experience and competencies gained whilst out of training assessed upon their return and this will then be ratified by an ARCP panel.

The maximum time is 12 months. OOPP posts do not need prior approval from NHSE 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. If College and GMC approval is needed, then 6 months' notice will be required.

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 NHSE 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.

Each college has a slightly different process. If you have any questions about your college process, please ask your Education Program Manager for your school.

Joint Royal College of Physicians Training Board:

<https://www.thefederation.uk/training/trainingcertification/going-out-programme>.

Royal College of Pathologists:

<https://www.rcpath.org/searchresults.html?q=Out%20Of%20Programme%20%28OOP%29%20application%20form>.

The Royal College of Radiologists: <https://www.rcr.ac.uk/exams-training/specialty-training/training-guidancefor-clinical-oncology/>.

School of Surgery – <https://www.jcst.org/uk-trainees/str-trainees/out-of-programme/>

School of Anaesthetics – <https://rcoa.ac.uk/documents/guide-anaesthetics-training-handbook/out-programme#:~:text=on%20commencing%20OOP%20the%20anaesthetist,can%20be%20taken%20as%20OOPT>

ICM - <https://www.ficm.ac.uk/trainingexamstrainees/overseas-or-out-of-programme-training>.

Ophthalmology: <https://www.rcophth.ac.uk/training/ophthalmic-specialist-training/out-of-programme-tscs/>

Psychiatry:

[https://www.rcpsych.ac.uk/training/your-training/time-out-of-training/out-of-programme-\(oop\)guidance?searchTerms=out%20of%20programme](https://www.rcpsych.ac.uk/training/your-training/time-out-of-training/out-of-programme-(oop)guidance?searchTerms=out%20of%20programme)

Histopathology:

<https://www.rcpath.org/trainees/training/application-forms.html>

Emergency Medicine:

https://rcem.ac.uk/wp-content/uploads/2021/10/RCEM_Out_of_Programme_guidance.pdf

O&G - <https://www.rcog.org.uk/careers-and-training/training/resources-and-support-for-trainees/out-ofprogramme-oop/>

School of Paediatrics - <https://www.rcpch.ac.uk/resources/training-guide#possibilities-in-training>

Faculty of Public Health <https://www.fph.org.uk/training-careers/specialty-training/training-placements/out-ofprogramme/#:~:text=FPH%20will%20not%20accept%20applications,in%20order%20to%20grant%20approval.>

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 NHSE WTE 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 Sara McDouall	Sara.McDouall@royalberkshire.nhs.uk
School of Emergency Medicine	Dr Françoise Ticehurst	francoise.ticehurst@nhs.net
School of General Practice	Dr Manjiri Bodhe	manjiri.bodhe@nhs.net
School of Medicine	Dr Matthew Giles	Matthew.giles@ouh.nhs.uk
School of Obstetrics and Gynaecology	Miss Ruth Houlden	ruth.houlden@ouh.nhs.uk
School of Ophthalmology	Miss Anna Mead	anna.mead5@nhs.net
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 Sanjoo Chengappa	sanjoo.chengappa@berkshire.nhs.uk
School of Radiology	Dr Kate Park	kate.park@ouh.nhs.uk
School of Surgery	Mr James Ramsden	Oxford.hos@gmail.com
School of Public Health	Dr Jill Morris	Jill.Morris6@nhs.net
OUCAGS	Professor Dom Furniss	dominic.furniss@ndorms.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 - First name Surname' in the Subject Line.

Surgery	england.schoolofsurgery.tv@nhs.net
Ophthalmology	england.ophthalmology.tv@nhs.net
Psychiatry	england.schoolofpsychiatry.tv@nhs.net
O&G	england.schoolfoandg.tv@nhs.net
Public Health	england.publichealth@nhs.net
Medicine	england.schoolofmedicine.tv@nhs.net
Paediatrics	england.paediatrics.tv@nhs.net
Anaesthetics and ICM	england.anaesthetics.tv@nhs.net
Emergency Medicine	England.emergencymed.tv@nhs.net
ACCS	england.accs.tv@nhs.net
Histopathology	england.histopathology.tv@nhs.net
General Practice	england.gpooptv.se@nhs.net

Appeals against decision

Trainees may appeal against a decision regarding their OOP application. Any appeals must be submitted to the Postgraduate Dean via email (rebecca.black14@nhs.net). The Postgraduate Dean's decision is final.

Important considerations – Tier 2/Skilled Worker

Visa/NHS Pension/ACF

Tier 2/Skilled Worker Visa Holders

For most types of OOP NHSE will **not** be able to remain your sponsor. Please ensure you check how this will affect you before you request OOP. When you return from your period of OOP NHSE will be able to sponsor you again.

NHS Pension / NHS Service

Trainees should contact their Medical Staffing Department at their current employer to establish how any period out of programme will affect their NHS Pension, pay, continuous service and other employment rights. This needs to be done before any period of out of programme commences.

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.

Please discuss any OOP application with Professor Dominic Furniss (OUCAGS Head of School), Associate Professor James Fullerton (OUCAGS Deputy Head of School) or Dr Samantha Knight (Head of Clinical Academic Development).

Additional Information - Revalidation Requirements (Medical Trainees only)

Trainees must maintain their GMC registration and licence to practise while on OOP as well as their connection with NHSE 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 San Frontières, medical journalism. A WSOP Form should be completed alongside the Form R.

Queries regarding revalidation can be sent to england.revalidation.tv@nhs.net.

Applying for Out of Programme Training

