

## INSTRUCTIONS FOR COMPLETING YOUR OUT OF PROGRAMME (OOP) APPLICATION

Please read the information below carefully before completing this form

### **\*IMPORTANT INFORMATION\***

It is likely this form has opened as a webpage, please ensure you save the form locally on your desktop before you begin completion. Please also ensure you have opened this application form in Adobe Reader. This should happen automatically as Adobe Reader is pre-installed on most computers, except MACs. Please do not begin completing this form if it has opened in an internet browser or PDF Previewer, as this will invalidate the digital signature fields and your form will be returned for re-completion. Please also note, this form cannot be completed using a smart phone, iPhone or iPad.

Step by step guidance for setting up a Digital ID can be found here:

[Digital ID set up guide - Click Here](#)

If required, Adobe Reader is available to download for free here:

[Download Adobe Acrobat Reader Free - Click Here](#)

Essential guidance for MAC users can be found here:

[Electronic form guidance for MAC users - Click Here](#) We strongly recommend MAC users follow this guidance to ensure the form has opened with the correct software prior to completion.

It is essential for the approvers of this form to insert their digital ID onto the same form. It is your (the trainee's) responsibility to obtain these signatures and email a **singular**, fully completed electronic form back to HEE for final approval. Hand written, posted or printed/scanned forms will not be accepted as this will deem the electronic approval fields unusable. If you are having problems with the form after reading the available guidance above please contact [oop.eoe@hee.nhs.uk](mailto:oop.eoe@hee.nhs.uk)

- All information marked with a red asterisk (\*) is mandatory and must be completed unless otherwise stated. Any applications missing mandatory information will be sent back for re-completion, causing delays.
- If you are a tier 2 visa holder you must seek advice from the national tier 2 visa team ([tier2@wm.hee.nhs.uk](mailto:tier2@wm.hee.nhs.uk)) and Home Office prior to submitting your OOP application. Please be aware that time taken OOP may invalidate your visa.
- Your OOP application should be submitted 6 months prior to the date you wish to commence your OOP. This is to allow sufficient time for processing, which can take a considerable amount of time if you are applying for time to count towards your training. HEE will not accept responsibility for forms that are submitted late, or delays caused by missing mandatory information.
- For OOPT or OOPR applications requesting time to count you must submit a letter supporting this from your Royal College or JCST with your OOP application (JRCPTB specialties and Public Health are not required to provide this if OOP site is GMC approved). HEE staff will then apply for **prospective** approval from the GMC on your behalf (please note, it is not possible for OOP applicants to obtain GMC approval themselves).
- The outcome of your OOP application will be communicated to you via the email address provided on this form.
- You will only be eligible to commence your OOP once you have had this form approved by your TPD, ES and HEE.
- While every effort will be made to allow you to return on your chosen date, the placement and timing will need to be negotiated with your Training Programme Director.

Please see our website for further OOP information and detailed FAQs:

[https://heeeoe.hee.nhs.uk/out\\_of\\_programme](https://heeeoe.hee.nhs.uk/out_of_programme)

# APPLICATION FOR TIME OUT OF PROGRAMME (OOP)

1. Personal Details			
<b>Surname*</b>		<b>Maiden name*</b> (if previously used in training)	
<b>First name(s)*</b>		<b>GMC number*</b>	
<b>Email address*</b>		<b>Phone number*</b>	

2. OOP Category & Mandatory Supporting Information – Please complete the correct category			
Out of Programme Training (OOPT)			

<b>I am applying for <u>OOPT</u></b> <small>(OOPT counts towards CCT. If no time is to count you must apply for OOPE)</small>	<b>Yes</b>	<b>Number of months to count towards CCT*</b>	
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Please provide a supporting statement below outlining what you will be doing whilst OOPT\*

	I have attached a job description (if available)
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<b>My OOPT placement <b>is</b> in a GMC approved site</b>	<b>My OOPT placement <b>is not</b> in a GMC approved site</b>
I have attached a letter/email supporting my time to count from my Royal College/JCST (JRCPTB specialties and Public Health are not required to provide this if OOP site <b>is</b> GMC approved)	I have attached a letter/email supporting my time to count from my Royal College/Faculty/JRCPTB/JCST ( <u>All specialties</u> required to provide this if OOP site <b>is not</b> GMC approved)

Out of Programme Research (OOPR)			
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<b>I am applying for <u>OOPR</u> <b>with</b> time to count towards CCT</b>	<b>Yes</b>	<b>Number of months to count towards CCT*</b>	
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Please provide a supporting statement below outlining what you will be doing whilst OOPR\*

	I have attached my research proposal*
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	I understand I am not permitted to take time out of programme for research in excess of 3 years unless in highly exceptional circumstances with prospective permission from my Head of School and HEE*
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<b>My OOPR placement <b>is</b> in a GMC approved site</b>	<b>My OOPR placement <b>is not</b> in a GMC approved site</b>
I have attached a letter/email supporting my time to count from my Royal College/JCST (JRCPTB specialties and Public Health are not required to provide this if OOP site <b>is</b> GMC approved)	I have attached a letter/email supporting my time to count from my Royal College/Faculty/JRCPTB/JCST ( <u>All specialties</u> required to provide this if OOP site <b>is not</b> GMC approved)

<b>I am applying for <u>OOPR</u> <b>without</b> time to count towards CCT</b>	<b>Yes</b>		
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Please provide a supporting statement below outlining what you will be doing whilst OOPR\*

	I have attached my research proposal*
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	I understand I am not permitted to take time out of programme for research in excess of 3 years unless in exceptional circumstances with prospective permission from my Head of School and HEE*
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### Out of Programme Experience (OOPE)

<b>I am applying for <u>OOPE</u></b> (this will not count towards training)	<b>Yes</b>
<b>Please provide a supporting statement below outlining what you will be doing whilst OOPE*</b>	

### Out of Programme Career Break (OOPC)

<b>I am applying for <u>OOPC</u></b> (this will not count towards training)	<b>Yes</b>
<b>Please provide a supporting statement below outlining what you will be doing whilst OOPC*</b>	

### Acting up as a Consultant (AUC)

<b>I am applying for <u>AUC</u></b> usually only permitted within home region and time will count	<b>Yes</b>
<b>Please provide a supporting statement below outlining what you will be doing whilst AUC*</b>	
<b>I confirm I am acting up as a consultant (AUC) in the specialty I am currently training in and AUC is permitted within my curriculum* (If not, you must submit a Royal College/JRCPTB/JCST letter of support at the time of application)</b>	

### 3. Current Training / Placement Details

<b>Training Programme*</b>		<b>Level*</b>	
<b>Current CCT date</b> (DD/MM/YYYY)*		<b>National Training Number (NTN)*</b>	
<b>Name and address of current Trust, GP Practice or Medical School*</b>			
<b>GP scheme*</b> (for GP trainees only)			

### 4. Proposed OOP Details

<b>OOP start date*</b> (DD/MM/YYYY)		<b>OOP end date*</b> (DD/MM/YYYY)*	
<b>Specialty*</b> (for OOPT, OOPR, OOPE and AUC applications only)		<b>Level*</b> (for OOPT, OOPR, OOPE and AUC applications only)	
<b>Full address of OOP placement including post code*</b> (for OOPT, OOPR, OOPE and AUC applications only)			

5. OOP Application Support - applicant to ask ES/CT and TPD & to complete this (all applications)		
Educational Supervisor / College Tutor Declaration*	I confirm support of this trainees OOP application	
ES / Tutor Name*		Email*
ES / Tutor digital ID* <a href="#">Digital ID instructions</a>		
Training Programme Director / Foundation TPD Declaration*	I confirm support of this trainees OOP application	
TPD/FTPD Name*		Email*
TPD / FTPD digital ID* <a href="#">Digital ID instructions</a>		

6. Applicant Declaration - please ensure all boxes below are checked	
	I intend to return to my specialty training programme to complete my CCT (unless otherwise stated)*
	My current employer, or the employer where I anticipate working should I rotate, has been given at least 3 months' notice*
	I will remain in contact with my Training Programme Director regarding my re-entry into the training programme and I am aware that at least 6 months' notice must be given*
	I understand that the timing of my return to the programme is dependent on the availability of a post*
	I understand that it may not be possible to return to the same Trust/Practice I am leaving, this is dependent on the availability of a post when returning from OOP*
	I will obtain and return any required documentation to HEE, EoE whilst OOP* (details of what is required of you can be found by <a href="#">clicking here</a> )
	I understand personal information is recorded on HEE databases and shared with those who have responsibility for the organisation, management and delivery of training*
Applicant's digital ID* <a href="#">Digital ID instructions</a>	

Please email your fully completed/approved form and any required supporting documentation to [oop.eoe@hee.nhs.uk](mailto:oop.eoe@hee.nhs.uk)

7. OOP Approval (for HEE local team to complete)	
Is this trainee's OOP application approved?	Yes
	No
	If no, please state reason
HEE, EoE approvers digital ID	

**For HEE office use only**

Date	Initials	Brief description of query and action taken