

Out of Programme (OOP) A bite size information sheet for trainers

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HEE encourages:

- ✓ All requests for OOP to be considered by trainers positively using a fair and consistent framework.
- ✓ A positive attitude towards OOP and trainees wishing to take time OOP regardless of specialty and reason for applying.
- ✓ Trainers to check the total period of time any trainee wishes to take OOP. Time limits set out in [The Gold Guide](#) state; OOPR should not exceed 3 years and OOPT, OOPE and OOPC should not exceed 1 year unless there are highly exceptional circumstances. Acting Up as a Consultant (AUC) should not exceed 3 months on a fixed term basis.
- ✓ Trainees to plan for OOP as early on as possible. Applications should be submitted to HEE no less than 6 months' in advance of the planned OOP start date. This 6 month period encompasses 3 months' notice for the trainee's employing Trust. Anything less than this is considered unprofessional.
- ✓ Trainers to plan for gaps left by OOP as early on as possible. Appropriate plans to cover service provision should be implemented in good time.
- ✓ Trainers to seek advice from HEE as early on as possible if it is unclear whether a trainee should be taking time OOP.

Please do not:

- ✗ Approve OOP applications whereby the programme does not have capacity to cover this.
- ✗ Allow trainees to apply for research funding/further research funding until in receipt of HEE EoE OOPR approval/extension approval.
- ✗ Use OOPC as a mechanism for managing sickness. Periods of ill health should be managed under the employing Trust's Occupational Health processes in the first instance.
- ✗ Allow OOPR or OOPE in the first or final year of training. This is not permitted.
- ✗ Allow trainees to commence OOP/OOP extension without completing the relevant OOP application form and gaining the required prospective approval in writing from HEE EoE.