

INSTRUCTIONS FOR COMPLETING YOUR OUT OF PROGRAMME (OOP) EXTENSION 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

- 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) and Home Office prior to submitting your OOP application. Please be aware that time taken OOP may invalidate your visa.
- Your OOP extension 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://heeo.ee.nhs.uk/out_of_programme

APPLICATION TO EXTEND TIME OUT OF PROGRAMME (OOP)

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

2. OOP Extension Category & Mandatory Supporting Information – Please complete the correct category			
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Out of Programme Training Extension (OOPT)			
I am applying to extend OOPT (OOPT counts towards CCT. If no time is to count you must apply for OOPE)	Yes	Number of months to count towards CCT*	
Please provide a brief supporting statement below outlining why an extension to OOPT is required*			

	I have attached a job description (if available)		
	My OOPT placement is in a GMC approved site		My OOPT placement is not in a GMC approved site
	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 is 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 is not GMC approved)

Out of Programme Research Extension (OOPR)			
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I am applying to extend OOPR with time to count towards CCT	Yes	Number of months to count towards CCT*	
Please provide a brief supporting statement below outlining why an extension to OOPR is required*			

	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*		
	My OOPR placement is in a GMC approved site		My OOPR placement is not in a GMC approved site
	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 is 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 is not GMC approved)

I am applying to extend OOPR without time to count towards CCT	Yes		
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Please provide a brief supporting statement below outlining why an extension to OOPR is required*			

	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 Extension (OOPE)

I am applying for OOPE (this will not count towards training)	Yes
Please provide a brief supporting statement below outlining why an extension to OOPE is required*	

Out of Programme Career Break Extension(OOPC)

I am applying for OOPC (this will not count towards training)	Yes
Please provide a brief supporting statement below outlining why an extension to OOPC is required *	

3. OOP Extension Details

Original OOP Start Date* (DD/MM/YYYY) *		Original OOP End Date* (DD/MM/YYYY)*	
OOP Extension Start Date* (DD/MM/YYYY)		OOP Extension End Date* (DD/MM/YYYY)	
Total time out of programme if this extension is granted*			
Specialty* (for OOPT, OOPR, OOPE applications only)		Level* (for OOPT, OOPR, OOPE applications only)	
Full address of OOP extension placement* (for OOPT, OOPR, OOPE applications only)			

4. OOP Extension 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 extension		
ES / Tutor Name*		Email*	
ES / Tutor digital ID* Digital ID instructions			
Training Programme Director / Foundation TPD Declaration*	I confirm support of this trainees OOP extension		
TPD/FTPD Name*		Email*	
TPD / FTPD digital ID* Digital ID instructions			

5. 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)*
	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 left, 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 clicking here)
	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* Digital ID instructions	

Please email your fully completed/approved form and any required supporting documentation to oop.eoe@hee.nhs.uk

6. OOP Extension Approval (for HEE local team to complete)

Is this trainee's OOP extension 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