

## **OOP Information**

PHEM sub-specialty training may be considered part of your specialty training or 'Out of Programme' (OOP).

It is important that you carefully follow the necessary processes when applying for sub-specialty training either as part of your Higher Specialty Training programme or as an out of programme experience. Failure to complete all the steps outlined below may result in your OOP application being declined by your Training Programme Director and therefore you would not be able to take up a PHEM training post :-

- Prior to application please ensure that you discuss this with your specialty Training Programme Director and Educational Supervisor at the earliest opportunity to ensure that you know the relevant permissions needed.
- Once a provisional discussion has taken place with your Educational Supervisor and TPD, trainees must fully complete an OOP application form\* (available to download from the HEE local office website) and obtain all required approval signatures before submitting the form to the HEE local team for final approval. You will also need to submit the required supporting documents which include a brief overview of planned activities whilst out of programme; these must be submitted with ALL OOP applications.
- Once final HEE local office approval has been given, trainees are required to give 3 months' notice to their current Trust.

\*Please note that HEE local offices request that OOP applications are submitted with 6 months' notice prior to the commencement of the OOP. This is important as it allows time for applications to the GMC for recognition of training time in PHEM towards CCT if relevant.

For those applicants who will require OOP to undertake PHEM sub-specialty training, the IBTPHEM OOP form should be completed and presented at the Selection Centre. This is NOT an OOP application but an indication that you have commenced the process and are likely to get approval.