

Taking time out of programme

Step by Step Guidance for different types of out of programme

Time Out of Programme will not normally be agreed until a trainee has been in a training programme for at least one year.

Step 1

Go to the NIMDTA website to access an application, overall information and PMETB guidance documentation regarding OOP (see link below).

We would also advise Specialty Trainees seeking information regarding Out of Programme to read Section 6 of the Gold Guide.

<http://www.nimdtg.gov.uk/hospital-medicine/hm-sho-training/>

Step 2

Trainees who wish to apply for OOP must first seek advice from the Specialty Head of School then complete the application form have it signed by their Educator Supervisor and Training Programme Director. The Postgraduate Dean will use this to support the request for prospective approval from PMETB where it is required. (see green section below) For annual review and renewal, documents should be signed by the Trainee and the Training Programme Director.

Step 3

The trainee must have the application completed and signed by the Educational Supervisor and the Training Programme Director prior to making an appointment to meet with the Postgraduate Dean. Three months notice is the minimum required notice period so that employers can ensure the needs of patients are appropriately addressed. However, as prospective approval is required, the deanery needs at least six months notice to ensure processing the request.

Step 4

OOP documentation is required to be completed annually, ensuring the trainee keeps in touch with the Deanery and renew their commitment and registration to the training programme. This process also requests permission for the trainee to retain their NTN and provides information about the trainee's likely date of return to the programme, as well as the estimated date for completion of training.

Step 5

Please ensure the Trust HR department is keep informed of Step1 - Step 3, for their information. Trainees going on OOP outside the UK should have an Occupational Health check completed prior to leaving and once again upon their return.

Seeking PMETB approval follow steps in green

Seeking OOP without PMETB approval follow step in yellow

