

Taking Time 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.

Trainees may wish to take Time Out of Programme during their training. This may be to enable them to undertake a period of clinical training (OOPT) or clinical experience (OOPE). Time Out of Programme might also be used to undertake periods of research (OOPR) and career breaks (OOPC).

The Process for Approval

Step 1 - BEFORE YOU APPLY

Trainees considering a period of Out of Programme Training, Research, Experience or Career Breaks (OOPT/R/E/C) should discuss their plans with their Head of School (and/or Training Programme Director where appropriate) before proceeding with an application. The Deanery recommends this should happen **at least 12 to 18 months in advance** of the date of planned OOP.

All periods of OOP must have **prospective approval** from PMETB, the College and the Deanery. This is essential if any of the time spent OOP is to count towards the award of CCT.

If the proposed OOP is approved by the Training Programme Director and/ or Head of School, the trainee should then proceed with an application. If the proposed OOP is **NOT** deemed appropriate by either the TPD or Head of School, the application should be referred directly to the Postgraduate Dean for reconsideration.

The Deanery also recommends that applications are submitted **no later than 12 months prior** to the date of planned OOP. The Deanery cannot guarantee that applications received after this time will be approved to enable trainees to commence OOP on the planned date.

Step 2 - HOW TO APPLY

Application Forms and Applicant Guidelines from PMETB may be downloaded from the Deanery website using the following link:

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

Additional information regarding Out of Programme is also available in "The Gold Guide" (Section 6)

Completed Application Forms must be submitted to the Deanery. The form should be accompanied by the following:

- 1 A letter of support from your Head of School, and the Training Programme Director where appropriate.
- 2 Details of the clinical or research post you are planning to undertake, i.e. job description and source and amount of any salary or funding secured to undertake the post.
- 3 Supporting documentation relevant to the application. The following provides some guidance:

OOPT: attach details of your proposed training for which PMETB prospective approval will be required if the training does not already have PMETB approval (e.g. if it is part of a recognised training programme in a different Deanery it will already be recognised training). For ongoing OOP this document should accompany the assessment documentation for ARCP.

OOPE: describe the clinical experience you are planning to undertake (e.g. overseas posting with a voluntary organisation).

For ongoing OOP, a short report from your supervisor confirming that you are still undertaking clinical experience should accompany this for the ARCP.

OOPR: attach your outline research proposal to this document and include the name/location of your research supervisor.

For ongoing OOP a report from the supervisor should be attached to this document for the ARCP.

OOPC: Please give a brief outline for your reasons for requesting a career break whilst retaining your training number.

The Declaration section of the Form must be signed by the trainee, Educational Supervisor, Training Programme Director (where appropriate) and finally by the Head of School.

It is the trainee's responsibility to obtain this prior to submission to the Deanery.

Applications which have not been signed by both the Head of School and TPD will be returned to the trainee to resubmit.

FAO SCHOOL OF MEDICINE TRAINEES ONLY:

The only exception to this is in the School of Medicine where the TPD signature only is required prior to submission to the Deanery.

Trainees in other multi-specialty schools, eg Surgery, Psychiatry and Pathology MUST seek the signature of the Head of School as well as the TPD.

The Deanery will arrange for the signature of the Postgraduate Dean (PGD) only.

The Trainee must ensure that the relevant Trust HR dept is informed of their arrangements for OOP.

Trainees going OOP outside the UK are advised to contact Trust HR to determine if they are required to attend an Occupational Health assessment on returning to the programme.

Step 3 - THE DEANERY'S ROLE

The Deanery will then arrange for the application to be considered by the Postgraduate Dean.

If approved by PGD, the Deanery will then submit the entire application to the College for Approval. In some cases, trainees may be required to submit documentation specific to the College. Trainees are advised to visit College websites for guidance on applying for OOP.

Following receipt of College approval, the Deanery will write to the trainee confirming Postgraduate Dean's support.

The Deanery will then submit the application to PMETB for approval (if required). If PMETB grants approval, formal notification will be issued via email to the Deanery and the trainee.

Step 4 - ANNUAL REVIEW AND RENEWAL

For trainees who are OOP, and are continuing for a 2nd, 3rd year, etc: They are required to submit progress reports regarding OOPT, OOPR or OOPE to the ARCP panel for annual renewal of approval with the Deanery. This will renew their commitment and registration to the training programme. On behalf of the Deanery and ARCP panel, the Head of School will write to the trainee confirming approval for an extension of OOP.

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.