

POLICY DOCUMENT

# Hospital Specialty Training Committee Out of Programme Policy

Ownership: HSTC  
Approved by: HSTC  
Date Effective: December 2014

2022 (Version 1.8)

## Policy Review Schedule

Date first Approved by HSTC:

Last Approved by HSTC:

May 2020

Date of Next Review:

May 2022

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**Policy Owner:** Associate Dean – Hospital Specialty Training

### Amendment Overview

Version	Date	Pages	Comments	Actioned
2013 - 1				D Hughes
2019 – 1.3	31/01/2019	24	Updated to incl. Acting up guidelines and new OOP approval letter templates	E Dale
2020 – 1.4	13/05/2020	9	Updated to incl. new guidelines for Study Leave	E Dale
2020 – 1.5	08/06/2020		Updates to Acting Up Guidelines and application form – Single Lead Employer	E Dale
2021 – 1.6	14/05/2021		Updated to remove role of NIMDTA and to include guidance for those on a Tier 2/Skilled Workers Visa. Update to Application form.	E Dale
2021-1.7	19/08/2021	22 & 23	Amendments to the Acting Up as a Consultant Application Form and application procedures	E Dale
2022 – 1.8	09/02/2022	9 & 10	Amendments to the OOP Application Form	E Dale

## **Contents**

Policy Review Schedule.....	2
1 INTRODUCTION .....	4
1.1 To gain approved clinical training (OOPT) .....	4
1.2 To gain clinical experience (OOPE).....	4
1.3 To undertake research (OOPR) .....	4
1.4 To take a career break (OOPC).....	5
1.5 Acting Up as a Consultant (AUC).....	5
2 GENERAL PRINCIPLES FOR TAKING TIME OUT OF PROGRAMME .....	5
3 APPLICATION PROCESS .....	7
4 CHANGES TO OOP AGREED ARRANGEMENTS .....	7
5 FUNDING/CONTRACTUAL ISSUES .....	7
6 REQUIREMENTS FOR ARCP AND REVALIDATION DURING OOP .....	8
7 OOP APPLICATION APPEALS .....	8
Appendix 1 OOP APPLICATION FORM.....	9
Appendix 2 OOP APPLICATIONS FLOW CHART .....	11
Appendix 3 Template letters.....	12
Appendix 4 OUT OF PROGRAMME SUPERVISOR REPORT .....	20
Appendix 5 Acting Up as a Consultant Guidelines and Application Form .....	21

# 1 INTRODUCTION

These guidelines should be read in conjunction with the most recent version of the Gold Guide. A trainee may seek to take time out of their specialty training programme whilst retaining their NTN. Trainees must apply prospectively to the Associate Dean for Hospital Specialty Training to take time out of programme.

Trainees will not be permitted to spend the last 6 calendar months of training prior to CCT outside a GMC approved UK training programme. This is to facilitate the requirements for revalidation.

An OOP application requires formal approval from the Hospital Specialty Training Committee (HSTC) and trainees must submit their application to the Associate Dean for Hospital Specialty Training. Approval will depend on the following:

1. The application meets the criteria set out in this document
2. The ability of the training programme to accommodate the request
3. The impact the resulting vacancy would have on service delivery
4. The relative merit of the application in relation to other OOP applications received

Trainees may wish to spend time out of programme for the following reasons:

## 1.1 To gain approved clinical training (OOPT)

Out of Programme Training (OOPT) refers to approved clinical training which is not part of the specialty training programme that the trainee has been appointed to. This could include a post in another training scheme and would normally count towards CCT. OOPT must be prospectively approved by the Royal College. Prospective approval is also required from the GMC if OOPT is not in a GMC approved post. OOPT will normally be for a period of up to 12 months in total. In exceptional circumstances up to a maximum of 24 months may be allowed depending on College / Faculty approval and GMC approval. Normally trainees will not be permitted to spend the last 6 calendar months of training prior to CCT outside a GMC approved training programme within the UK. This is to facilitate the requirements for revalidation.

Trainees who are within 12 months of their anticipated CCT may apply for OOPT to 'act up' as a consultant to a maximum period of three months provided this is permitted within their specialty curriculum. Guidance on this process and an application form is available at [www.nimmdta.gov.uk/trainee-policies-and-guidance](http://www.nimmdta.gov.uk/trainee-policies-and-guidance)

## 1.2 To gain clinical experience (OOPE)

Out of Programme Experience (OOPE) refers to clinical experience which does not fall under OOPT and does not count towards CCT. OOPE will normally be for a period of up to 12 months.

Normally trainees will not be permitted to have OOPE if they have less than 6 calendar months of training to complete prior to CCT. This is to facilitate the requirements for revalidation.

## 1.3 To undertake research (OOPR)

Out of Programme Research (OOPR) refers to trainees undertaking research as part of their training experience. OOPR periods may last up to 3 years. For some specialties 12 months of OOPR can count towards CCT. Where this is the case OOPR must be prospectively approved by the Royal College and the GMC.

Research would normally be towards a higher degree. There is no requirement to work clinically out of hours during this period unless this is specified within the Curriculum.

Normally trainees will not be permitted to spend the last 6 calendar months of training prior to CCT in OOPR. This is to facilitate the requirements for revalidation.

## 1.4 To take a career break (OOPC)

OOPC refers to trainees who for personal reasons, request time out from their programme. This may relate to illness, family caring responsibilities or other personal reasons. If a trainee wishes to consider a period of Out of Programme Career Break (OOPC) this must be discussed with (Associate Dean for Career and Personal Development).

Applications will be considered on their individual merits.

Normally approval lasts for up to 12 months with consideration for a further 12 months on application. Only in exceptional circumstances can this be extended beyond 24 months with the approval of the Postgraduate Dean. It is the trainee's responsibility to maintain a license to practice as appropriate during this time.

Applications for OOPC will normally only be granted for one of the following reasons:

- Those with serious health issues (expect involvement of Occupational Health and Associate Dean for CPD)
- Those who have caring responsibilities that cannot otherwise be accommodated (beyond Special Circumstances and Less than Full Time Training)
- Those with a clearly defined life goal, which cannot be deferred until after CCT is achieved.

Any trainee requesting a career break will need to seek prospective approval from the Associate Dean for Hospital Specialty Training to use the time out of training for any medical employment as OOPC would normally be requested because the trainee is unable to keep working as a doctor during the period requested. If the trainee wants to work as a doctor on a reduced capacity it would be more appropriate to consider applying for Less Than Full time Training (LTFT). If a trainee undertakes medical employment without permission of the Dean during a period of career break this would be considered a breach of the career break approval.

Normally trainees will be expected to return to a training post for a minimum of 6 months (whole time equivalent) of training prior to CCT. This is to facilitate a return to practise and the requirements for revalidation.

## 1.5 Acting Up as a Consultant (AUC)

Trainees who are in their final year of training are eligible to 'Act Up' as consultants for one single fixed period of time, up to a maximum period of three calendar months. Where doctors in training are acting up, this should be for all duties that they are involved in during the working week including any out of hours responsibilities. Less than Full Time (LTFT) trainees are also eligible to act up as a consultant for one single fixed period of time, however this can be pro-rata. The period of 'acting up' cannot extend past the date of CCT but may be counted towards CCT or CESR (CP) with approval from the relevant Royal College.

Trainees should note that they can normally only act up in the Local Education Provider (e.g. Trust) in which they are based as a doctor in training. Trainees should also ensure that there is appropriate supervision in place and confirm this on the "Application to 'Act Up' at Consultant level" found in Appendix 5.

## 2 GENERAL PRINCIPLES FOR TAKING TIME OUT OF PROGRAMME

- 2.1 Trainees wishing to take time out of programme must have the written agreement of the Associate Dean. The Associate Dean for Hospital Specialty Training will only consider requests that are submitted on a NIMDTA OOP application form which has the support of the Head of School/TPD and if necessary the Royal College or Faculty, if training approval is required.
- 2.2 Trainees should be mindful that an application for OOP may impact on a Tier 2/Skilled Worker Visa.
- 2.3 All OOP will be subject to an annual review. Trainees will be required to return an annual out of programme report for consideration at an ARCP panel in addition to an Enhanced Form R which is required for revalidation purposes. See section 6 for further details. Trainees are expected to attend an ARCP where that is expected/required by their Training Programmes if based in the UK. If the OOP is based overseas then the

trainee will not be expected to return but documents should still be submitted and the trainee's progress will still be reviewed by an ARCP panel.

- 2.4 Trainees must submit their application at least 6 months in advance of the proposed start date. Applications with less than 6 months' notice must demonstrate the reasons for a late application.
- 2.5 Applicants will be considered even if OOP arrangements are still being finalised to ensure there is prospective approval. A trainee who plans to apply for a OOP training opportunity that will not be interviewed or appointed until a few months before a proposed start date should still apply to NIMDTA a minimum of 6 months before this start date. In doing so they will be able to confirm they have the support of their School. Schools and NIMDTA need to know in advance which trainees are likely to be going OOP to determine if it will be possible to accommodate all requests and to allow all possible periods of OOP to be considered when trainee allocations are being drawn up.
- 2.6 A trainee who is informed by an outside body that they have been successful in obtaining a post / funding and there is an expectation they will be able to immediately start the OOP period, will normally still be expected to work a three month notice period.
- 2.7 Commencing time out of programme will not normally be allowed until a trainee has completed 12 months of training. Due to the shorter duration of the training, periods out of programme will not normally be allowed during Core training. Locum Appointments for Training (LATs) cannot request time out of training as they are not in a training programme.
- 2.8 All trainees should have 6 months of training prior to their CCT in a GMC approved UK training post to facilitate requirements for revalidation. If a trainee does not complete their training within the UK, the Responsible Officer will be unable to make a recommendation for revalidation.
- 2.9 In the interests of patient care, consideration will be given to the impact of the vacancy on the service. As a result it may not be possible for all OOP applications to be supported and approved.
- 2.10 Trainees must discuss their plans to take time out of programme with the panel at their annual review of competence progression (ARCP). In specialties where the ARCP panel does not meet all trainees routinely, it will be necessary to arrange to meet with the Head of School or Training Programme Director. The plans for OOP must be included in their educational objectives.
- 2.11 A trainee whose ARCP is unsatisfactory will not normally be granted a period of OOP. It is recognised that the ARCP outcome decision may be made only a few weeks before the OOP is due to start. It is not appropriate to take time out from the programme unless training is on track.
- 2.12 For OOPT and OOPR, trainees must seek support from the appropriate Royal College or Faculty. It is the trainee's responsibility to make this request to the College / Faculty. The Royal College or Faculty should indicate the length of time the OOPT/OOPR will count towards CCT. If time can count towards CCT the Postgraduate Dean will expect it to do so.
- 2.13 The GMC is the only body that can educationally approve OOPT to count towards the award of a CCT. NIMDTA is responsible for submitting OOPT or OOPR applications to the GMC for this educational approval. NIMDTA will require confirmation of approval from the College / Faculty to be provided to be able to make this application to the GMC.
- 2.14 The GMC will only approve prospective applications. They will not approve time in a post to count towards CCT if the trainee has already started in the post before approval was obtained.
- 2.15 The trainee's CCT date will be reassessed on return to the programme in relation to the stage they were at when going OOP and their educational progress.
- 2.16 Trainees must maintain their licence to practise with the GMC as failure to do so results in the withdrawal of their National Training Number (*para 6.37 Gold Guide*). A licence to practise is also required to maintain the trainee's connection with the Postgraduate Dean as Responsible Officer for revalidation on GMC Connect.

### 3 APPLICATION PROCESS

- 3.1 The OOP application form can be obtained from [www.nimmdta.gov.uk/trainee-policies-and-guidance](http://www.nimmdta.gov.uk/trainee-policies-and-guidance)
- 3.2 Trainees must complete all sections of the application form and forward it together with a supporting letter outlining their proposed plans for OOP and the other supporting documentation under section C. This application must also be approved by the Head of School and Training Programme Director where appropriate, to obtain their support for the application.
- 3.3 Trainees may need to apply to NIMDTA before receiving confirmation of an offer to undertake a period of OOP to ensure that the application form is submitted at least 6 months in advance.
- 3.4 Supported applications will be considered by the Hospital Specialty Training Committee.
- 3.5 Trainees must note that incomplete documentation will be returned for completion and may result in a delay in approval or may result in the application not being considered.
- 3.6 Trainees will be notified in writing of the outcome of their application.
- 3.7 Successful applications for OOPT and OOPR counting towards training will be subject to College and GMC approval. It is the trainee's responsibility to apply to the relevant College/Faculty for approval. On receipt of College approval, NIMDTA will submit the documentation to the GMC for final approval.
- 3.8 NIMDTA will inform the trainee in writing of the final decision from the GMC.

### 4 CHANGES TO OOP AGREED ARRANGEMENTS

- 4.1 Trainees wishing to extend or curtail periods of OOP must apply at least 6 months in advance of the change. It may not always be possible to facilitate the request.

### 5 FUNDING/CONTRACTUAL ISSUES

- 5.1 Periods of OOP will not normally be funded by NIMDTA.
- 5.2 Approved OOPT/OOPE/OOPR is unpaid leave and does not constitute a break in service in respect of:
  - Continuous employment
  - Incremental progression
  - Statutory leave
- 5.3 Trainees undertaking a period of unpaid leave who wish to remain in the HSC pension scheme are required to maintain their pension contributions. Trainees **must** contact Medical HR in their employing LEP prior to commencing OOP for guidance.
- 5.4 Trainees on OOPT are eligible to apply for funded study leave, unless the organisation they are undertaking their placement in will be providing access to a study leave budget. Trainees who are undertaking a period of OOPR are permitted to undertake mandatory training courses in their final year of Research, however trainees should note that any funding granted will be deducted from their study leave allowance in the next academic year. Trainees undertaking OOPE and OOPC are not eligible to apply for funded study leave from the specialty study leave budget. Any study leave during this period must be funded by the trainee or the organisation hosting the clinical experience post.

## 6 REQUIREMENTS FOR ARCP AND REVALIDATION DURING OOP

- 6.1 All doctors now have to revalidate at 5 yearly intervals and at the point of award of CCT. Periods of time Out of Programme (OOP) still count towards revalidation, and generally do not affect the revalidation cycle. Normally trainees will not be permitted to spend the last 6 calendar months of training prior to CCT outside a GMC approved training programme within the UK. This is to facilitate the requirements for revalidation.

If a trainee is on a career break at the expected time of revalidation and has not been able to collect any evidence the Responsible Officer may request a deferral of revalidation until after the trainee has returned to practice.

- 6.2 OOP trainees need to continue to collect cumulative evidence to support their revalidation and all aspects of their practice as a doctor must be accounted for. Depending on the type of work undertaken while out of programme, different, and possibly more, evidence than for the usual ARCP may be required.
- 6.3 ARCP/RITA dates will be set in advance as usual and OOP trainees will be required to submit evidence and attend if necessary as requested by their Head of School / Training Programme Director.
- 6.4 All OOP will be subject to an annual review. Trainees will be required to return an annual out of programme report for consideration at an ARCP panel in addition to a Form R which is required for revalidation purposes ([www.nimmdta.gov.uk/revalidation/documentation/](http://www.nimmdta.gov.uk/revalidation/documentation/)). Trainees are expected to attend an ARCP where that is expected/required in their training programme if based in the UK. If the OOP is based overseas then the trainee will not be expected to return but documents should still be submitted as stated below for review by the ARCP panel:

OOPT or OOPE – Form R and normal assessment forms for their specialty to be completed and accompanied by a report from the Educational Supervisor and an updated OOP form outlining intended date of return to programme and expected CCT date.

OOPR – report on progress towards the stated objectives from the Research Supervisor and an updated OOP form outlining intended date of return to programme and expected CCT date.

OOPC – if any medical work is undertaken (with the agreement of the Postgraduate Dean), an accurate record must be maintained and evidence of participation in an appraisal process.

## 7 OOP APPLICATION APPEALS

- 7.1 If a trainee does not agree with the decision of their Training Programme Director or Head of School they can appeal this decision to the Associate Dean for Hospital Specialty Training. Appeals must be made in writing detailing the reasons for the appeal. The Associate Dean will investigate via discussion with the trainee and Training Programme Director/ Head of School and make a recommendation to the Postgraduate Dean. The trainee will be advised of the outcome of the appeal in writing.
- 7.2 If a trainee does not agree with the decision of the Associate Dean for Hospital Specialty Training they can appeal this decision to the Postgraduate Dean. Appeals must be made in writing detailing the reasons for the appeal. The Postgraduate Dean will investigate this further and advise the trainee of the outcome of the appeal in writing.



## Appendix 1 OOP APPLICATION FORM

### REQUEST TO TAKE TIME OUT OF PROGRAMME (OOP)

PLEASE NOTE AT LEAST 6 MONTHS NOTICE MUST BE GIVEN OF INTENTION TO GO OOP  
Application forms **must be typed** and returned by email to your Specialty School contact



#### PART A – Trainee Details to be completed by applicant

Full Name:		GMC Number:	
Specialty:		GMC Programme Code:	
NTN:		Year of Training:	
Date of last ARCP		Current ARCP Outcome	
Name of Training Programme Director:		Revalidation Date:	
Address (for duration of OOP, if granted):		Email:	
Are you currently holding a Tier 2 or Skilled Worker Visa?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please contact <a href="mailto:tier2.nimdtA@hscni.net">tier2.nimdtA@hscni.net</a> for advice before proceeding with this application.	

#### PART B – Out Of Programme Details to be completed by applicant

Type of Application:	OOPC <input type="checkbox"/> OOPE <input type="checkbox"/> OOPR <input type="checkbox"/> OOPT <input type="checkbox"/> ( <i>Applications under more than one category should be completed on separate forms</i> )		
Post Title or Reason for OOPC:			
Name of Clinical or Research Supervisor during planned OOP			
Name and Address of Institution where undertaking OOP:			

<b>Dates of Proposed Time Out of Programme</b> Please indicate <u>exact dates</u> when out-of-programme will commence and finish	<b>From:</b> DD/MM/YYYY ____/____/20____	<b>To:</b> DD/MM/YYYY ____/____/20__
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Provisional CCT Date (prior to OOP)	Number of months counting towards CCT
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Proposed new CCT Date following OOP:	Planned date of return to local training:
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<b>OOP Funding Arrangements :</b>  Confirmed funding YES <input type="checkbox"/> NO <input type="checkbox"/>  Provide full details and supporting documents of how your period of OOPR, E or T will be funded in Part C (3) below. <i>*If your funding situation alters, you should inform your Specialty School in NIMDTA immediately</i>	Tick funding category:  Funded fellowship <input type="checkbox"/> Grant (R&D or other) <input type="checkbox"/> NIMDTA funded <input type="checkbox"/> Other (provide details below) <input type="checkbox"/>
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<b>Access to Study Leave Budget</b> Confirm if you will have access to an externally funded study leave budget during your period of OOPT and include the amount
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#### PART C – Supporting Documentation (Clearly label the relevant attachments as documents 1-6 as indicated below)

- The following documentation **MUST** accompany your application form:
- 1. A statement of your aims and objectives in going out of programme
  - 2. A job description and/or brief of the structure of the OOP, which should include a weekly timetable and confirmation of any out of hours duties

- 3. Written documentation that confirms how this OOP is to be funded (OOPT/OOPE/OOPR)
- 4. A statement detailing reasons for a late application (less than 6 months' notice)
- 5. A protocol for the Research to be undertaken (OOPR)
- 6. A statement explaining why the OOP does not count towards CCT (OOPE only)

**Applications submitted without appropriate documentation will NOT be considered and will be returned.**

**PART D – Trainee’s Signature**

I am requesting approval to undertake the unpaid leave/time out of programme described above whilst retaining my national training number.

I CONFIRM THAT:

- A. I have read and understood NIMDTA’s Time Out of Programme Guidelines and agree to the terms and conditions outlined in the document.
- B. I understand that I am expected to give at least six months’ notice to the Postgraduate Dean and to my employer before my time out of programme can commence. I understand that failure to do so will result in my application being refused.
- C. I understand that I must maintain a licence to practise with the GMC and that failure to do so will result in the withdrawal of my NTN. I understand that a licence to practice is also required to maintain my connection with the Postgraduate Dean as Responsible Officer for revalidation on GMC Connect.
- D. I understand that for OOPT or OOPR I am required to obtain a letter of support and recommendation for the amount of time to count towards CCT from the Royal College of Faculty and submit to NIMDTA.
- E. I understand that any extension to this application will only be allowed in exceptional circumstances and will require a further written application and approval from the Postgraduate Dean/Associate Dean.
- F. I understand the need to liaise closely with my Head of School/Training Programme Director so that my re-entry into the clinical programme can be facilitated. I am aware that at least six months’ notice must be given of the date that I intended to return to the clinical programme and that the placement will depend on availability at that time. I understand that I may have to wait for a placement.
- G. I understand the need to return an annual out of programme report for each year that I am out of programme for consideration by the annual review panel. This will need to be accompanied by an assessment report of my progress in my research or clinical placement and Form R for OOPT/OOPE. Failure to do this could result in the loss of my training number.
- H. I understand that during my period of unpaid leave/ time out of programme I am required to maintain my pension contributions currently for the first six months and am responsible for both the employees and employers contributions for any further months up to a total of 24 months. If my period of unpaid leave/ time out of programme exceeds 24 months then I will be required to take a break in service after the 24 month period is concluded.

Signed: \_\_\_\_\_ Date \_\_\_\_\_

**PART E – Training Programme Director Support (if applicable)**

I confirm that I have discussed this application with the trainee and I am in support of this trainee’s application to take unpaid leave/ time out of programme:

Programme Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PART F – Head of School Support**

I confirm that I am in support of this trainee’s application to take unpaid leave/ time out of programme:

Head of School Signature: \_\_\_\_\_ Date: \_\_\_\_\_

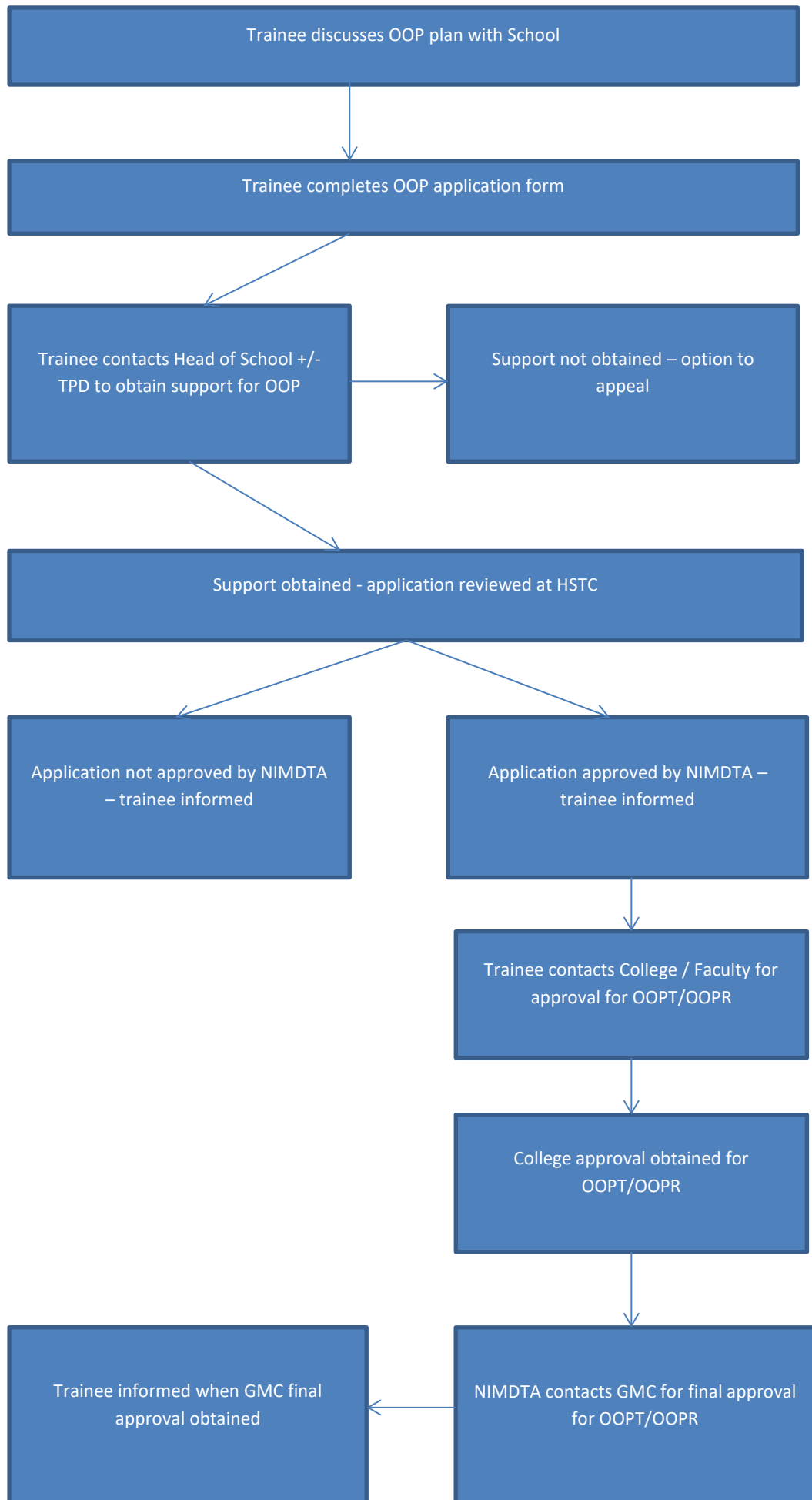
*Please ensure that **ALL** sections of this form are complete before forwarding to your specialty school Administrator, **NIMDTA, Beechill House, 42 Beechill Road, Belfast, BT8 7RL** for consideration by the Postgraduate Dean. Incomplete applications, which are missing documentation or signatures, will **NOT** be accepted and will be returned to the trainee for completion.*

**PART G – Associate Postgraduate Dean Approval**

I confirm that I am in support of this trainee’s application to take unpaid leave/ time out of programme:

Associate Dean Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix 2 OOP APPLICATIONS FLOW CHART



## Appendix 3 Template letters

### (OOPT)

Ref:

Date:

Dear (*Dr/Ms/Mr*)

#### **Re: Out of Programme Training**

Please find attached a copy of your Out of Programme application which has now been approved.

Included in this letter is information you must be aware of now that your Out of Programme application has been considered:

- Deanery, College & GMC Approval
- ARCP Requirements
- Licence to Practice & Revalidation
- Medical HR & Deanery Contact
- Useful Links

#### **Deanery, College and GMC Approval**

I can confirm Deanery prospective support for you to undertake a period of Out of Programme Training at (*location*) commencing (*date*) for (*period of time*). Please consult your College Out of Programme policy for any further action required to attain College approval. Should your Out of Programme period require GMC approval, this will be requested once College support has been received.

This approval is subject to a satisfactory ARCP outcome decision before the OOP is due to start.

You have advised your period of Out of Programme Training is funded via (*insert funding method*).

If any of the above information is inaccurate please advise (*specialty administrator*) immediately at (*email*).

#### **ARCP**

In order to comply with the requirements for ARCP and revalidation during your time Out of Programme, you are required to continue to collect cumulative evidence to support these processes. All aspects of your practice as a doctor must be taken into account.

The evidence required for ARCP is as follows:

1. Fully Completed Form R (to include any voluntary or advisory work, work in a non-NHS body or self-employment)
2. Completed Educational Supervisor report

This information will be requested by your specialty school administrator in advance of ARCP which may be during your period of Out of Programme.

#### **Licence to Practice & Revalidation**

You must ensure that you maintain a licence to practise with the GMC throughout the duration of your Out of Programme as well as maintaining a connection on GMC connect with NIMDTA and your Postgraduate Dean as Responsible Officer for Revalidation. You should consider regulatory and indemnity arrangements for your Out of Programme period within or outside of the UK.

#### **Medical HR & Deanery Contact**

This letter has been copied to Human Resources at your Host Organisation (*Trust*) and also the Lead Employer Team at NIMDTA. Before commencing your period of Out of Programme Training you are advised to contact DDIT-

nimdta@hscni.net to discuss superannuation contributions for the duration of your Out of Programme training. Please note, you may be required to attend Occupational Health on your return, you will need to contact NIMDTA to confirm this prior to the end of your Out of Programme Training placement.

If there are any changes to your circumstances whilst Out of Programme, you should inform your Training Programme Director and specialty administrator as soon as possible.

**Useful Links**

The Out of Programme Policy and the Return to Work Policy can both be found at <http://www.nimdta.gov.uk/trainee-policies-and-guidance/>

Yours sincerely

Dr Anita E. Smyth MD FRCP (UK)

Director/Associate Postgraduate Dean  
Hospital Specialty Training and Professional Development

Copy to:           Head of School  
                      Training Programme Director  
                      Trust Medical HR  
                      Royal College

## **OOPE**

Ref:

Date:

Dear (*Dr/Ms/Mr*)

### **Re: Out of Programme Experience**

Please find attached a copy of your Out of Programme application which has now been approved.

Included in this letter is information you must be aware of now that your Out of Programme application has been considered:

- Deanery & College Approval
- ARCP Requirements
- Licence to Practice & Revalidation
- Medical HR & Deanery Contact
- Useful Links

#### **Deanery & College Approval**

I can confirm Deanery prospective support for you to undertake a period of Out of Programme Experience at (*location*) commencing (*date*) for (*period of time*). Please consult your College Out of Programme policy for any further action required to attain College approval.

This approval is subject to a satisfactory ARCP outcome decision before the OOP is due to start.

You have advised your period of Out of Programme Experience is funded via (*insert funding method*).

If any of the above information is inaccurate please advise (*specialty administrator*) immediately at (*email*).

#### **ARCP**

In order to comply with the requirements for ARCP and revalidation during your time Out of Programme, you are required to continue to collect cumulative evidence to support these processes. All aspects of your practice as a doctor must be taken into account. The evidence required for ARCP is as follows:

1. Fully Completed Form R (to include any voluntary or advisory work, work in a non-NHS body or self-employment)

This information will be requested by your specialty school administrator in advance of ARCP which may be during your period of Out of Programme.

#### **Licence to Practice & Revalidation**

You must ensure that you maintain a licence to practise with the GMC throughout the duration of your Out of Programme as well as maintaining a connection on GMC connect with NIMDTA and your Postgraduate Dean as Responsible Officer for Revalidation. You should consider regulatory and indemnity arrangements for your Out of Programme period within or outside of the UK.

#### **Medical HR & Deanery Contact**

This letter has been copied to Human Resources at your Host Organisation (*Trust*) and also the Lead Employer Team at NIMDTA. Before commencing your period of Out of Programme Experience you are advised to contact DDIT-nimtda@hscni.net to discuss superannuation contributions for the duration of your Out of Programme. Please note, you may be required to attend Occupational Health on your return, you will need to contact NIMDTA to confirm this prior to the end of your Out of Programme Experience placement.

If there are any changes to your circumstances whilst Out of Programme, you should inform your Training Programme Director and specialty administrator as soon as possible.

**Useful Links**

The Out of Programme Policy and the Return to Work Policy can both be found at <http://www.nimmdta.gov.uk/trainee-policies-and-guidance/>

Yours sincerely

Dr Anita E. Smyth MD FRCP (UK)

Director/Associate Postgraduate Dean  
Hospital Specialty Training and Professional Development

Copy to:           Head of School  
                          Training Programme Director  
                          Trust Medical HR  
                          Royal College

## **OOPR**

Ref:

Date:

Dear (*Dr/Ms/Mr*)

### **Re: Out of Programme Research**

Please find attached a copy of your Out of Programme application which has now been approved.

Included in this letter is information you must be aware of now that your Out of Programme application has been considered:

- Deanery, College & GMC Approval
- ARCP Requirements
- Licence to Practice & Revalidation
- Medical HR & Deanery Contact
- Useful Links

### **Deanery & College Approval**

I can confirm Deanery prospective support for you to undertake a period of Out of Programme Research at (*location*) commencing (*date*) for (*period of time*). Please consult your College Out of Programme policy for any further action required to attain College approval. Should your Out of Programme period require GMC approval, this will be requested once College support is received.

This approval is subject to a satisfactory ARCP outcome decision before the OOP is due to start.

You have advised your period of Out of Programme Research is funded via (*insert funding method*).

If any of the above information is inaccurate please advise (*specialty administrator*) immediately at (*email*).

### **ARCP**

In order to comply with the requirements for ARCP and revalidation during your time Out of Programme, you are required to continue to collect cumulative evidence to support these processes. All aspects of your practice as a doctor must be taken into account. The evidence required for ARCP is as follows:

The evidence required for ARCP is as follows:

1. Fully Completed Form R (to include any voluntary or advisory work, work in a non-NHS body or self-employment)
2. Report on progress towards the stated objectives from the Research Supervisor

This information will be requested by your specialty school administrator in advance of ARCP which may be during your period of Out of Programme.

### **Licence to Practice & Revalidation**

You must ensure that you maintain a licence to practise with the GMC throughout the duration of your Out of Programme as well as maintaining a connection on GMC connect with NIMDTA and your Postgraduate Dean as Responsible Officer for Revalidation. You should consider regulatory and indemnity arrangements for your Out of Programme period within or outside of the UK.

### **Medical HR & Deanery Contact**

This letter has been copied to Human Resources at your Host Organisation (*Trust*) and also the Lead Employer Team at NIMDTA. Before commencing your period of Out of Programme you are advised to contact DDIT-nimdt@hscni.net to discuss superannuation contributions for the duration of this period. Please note, you may be required to attend



Occupational Health on your return, you will need to contact NIMDTA to confirm this prior to the end of your Out of Programme Research placement.

If there are any changes to your circumstances whilst Out of Programme, you should inform your Training Programme Director and specialty administrator as soon as possible.

**Useful Links**

The Out of Programme Policy and the Return to Work Policy can both be found at <http://www.nimdtg.gov.uk/trainee-policies-and-guidance/>

Yours sincerely

Dr Anita E. Smyth MD FRCP (UK)

Director/Associate Postgraduate Dean  
Hospital Specialty Training and Professional Development

Copy to:           Head of School  
                          Training Programme Director  
                          Trust Medical HR  
                          Royal College

## **OOPC**

Ref:

Date:

Dear (*Dr/Ms/Mr*)

### **Re: Out of Programme Career Break**

Please find attached a copy of your Out of Programme application which has now been approved.

Included in this letter is information you must be aware of now that your Out of Programme application has been considered:

- Deanery Approval
- ARCP Requirements
- Licence to Practice, Revalidation & Employment
- Medical HR & Deanery Contact
- Useful Links

### **Deanery & College Approval**

I can confirm Deanery prospective support for you to undertake a period of Out of Programme career break commencing (*date*) for (*period of time*).

If any of the above information is inaccurate please advise (*specialty administrator*) immediately at (*email*).

### **ARCP**

In order to comply with the requirements for ARCP and revalidation during your time Out of Programme, you are required to continue to collect cumulative evidence to support these processes. All aspects of your practice as a doctor must be taken into account. The evidence required for ARCP is as follows:

The evidence required for ARCP is as follows:

1. Fully Completed Form R (to include any voluntary or advisory work, work in a non-NHS body or self-employment)

This information will be requested by your specialty school administrator in advance of ARCP which may be during your period of Out of Programme.

### **Licence to Practice, Revalidation & Employment**

You must ensure that you maintain a licence to practise with the GMC throughout the duration of your Out of Programme as well as maintaining a connection on GMC connect with NIMDTA and your Postgraduate Dean as Responsible Officer for Revalidation. You should consider regulatory and indemnity arrangements for your Out of Programme period within or outside of the UK.

Please note, if you wish to undertake any employment during your career break this will require approval from the Postgraduate Dean.

### **Medical HR & Deanery Contact**

This letter has been copied to Human Resources at your Host Organisation (*Trust*) and also the Lead Employer Team at NIMDTA. Before commencing your period of Out of Programme you are advised to contact DDIT-nimdta@hscni.net to discuss superannuation contributions for the duration of this period. Please note, you may be required to attend Occupational Health on your return, you will need to contact NIMDTA to confirm this prior to the end of your Out of Programme Career Break.

If there are any changes to your circumstances whilst Out of Programme, you should inform your Training Programme Director and specialty administrator as soon as possible.

**Useful Links**

The Out of Programme Policy and the Return to Work Policy can both be found at <http://www.nimdtg.gov.uk/trainee-policies-and-guidance/>

Yours sincerely

Dr Anita E. Smyth MD FRCP (UK)

Director/Associate Postgraduate Dean  
Hospital Specialty Training and Professional Development

Copy to:           Head of School  
                          Training Programme Director  
                          Trust Medical HR  
                          Royal College

## Appendix 4 OUT OF PROGRAMME SUPERVISOR REPORT

OUT OF PROGRAMME SUPERVISOR REPORT			
<b>Trainee Details</b>			
Full Name:		GMC Number:	
Programme Specialty:		NTN:	
Placement Location:		Year of Training:	
Covering period from:		Covering period to:	
Please Indicate:	OOPE <input type="checkbox"/> OOPR <input type="checkbox"/> OOPT <input type="checkbox"/>		
<b>Supervisor Details</b>			
Supervisor Name:			
Supervisor Job Title:			
<b>Supervisor comments:</b> Information should be given about the progress that is linked to the evidence provided by the trainee in their academic portfolio. Add additional sheets if necessary.			
Knowledge:			
Skills:			
Areas for improvement:			
Goal and objectives for next evaluation period:			
<b>OOPR trainees progress on DPhil/MD/PhD:</b>			
Is the trainee on track to complete within previously agreed time frame? <b>YES / NO</b>			
If not, add further details and the extension time required:			
<b>For all trainees:</b>			
Has this trainee been involved in any conduct, capability or serious untoward incidents / significant event investigation or named in any complaint? <b>YES / NO</b>			
If <b>Yes</b> , are you aware if it has / these have been resolved satisfactorily with no unresolved concerns about the trainee's fitness to practice or conduct? <b>YES / NO</b> (if no please add detail)			
<b>Supervisor Signature</b>			
<b>Date</b>			
<b>Trainee Signature</b>			
<b>Date</b>			

**Application for Specialty Trainees to Act Up as Consultants  
Guidance Notes**

Acting up as a Consultant provides trainees with the experience of navigating the transition from junior doctor to consultant, while maintaining an element of supervision associated with being a trainee.

NIMDTA are supportive of this valuable developmental opportunity for the following reasons:

- The clinical aspects of the job will provide insight into the role of the consultant: supervising the admissions take, leading ward rounds and multidisciplinary teams, and running clinics.
- The Trust where a trainee is acting up as a consultant will commit to provide appropriate supervision for them in the acting up role.
- Trainees get a chance to experience and appreciate the often large non-clinical side of the consultant role, such as participation in departmental, directorate, and committee meetings; engaging with management teams; report writing; and service improvement planning.
- Acting up allows trainees to understand the idea of working as independent practitioners by leading a team and being responsible for their own time and decision making.
- Trainees gain a better understanding of consultant job planning and of what to look for in a job plan when applying for a substantive post.
- The experience will help trainees to cultivate certain skills, such as learning how to maintain an approachable disposition but to balance it with the necessary authority.
- Acting up provides an opportunity to gain a deeper insight into how to negotiate professional relationships with medical colleagues, nurses, and allied health professionals.
- Being able to draw on the experience of acting up will be useful when completing applications for consultant posts, when asking for references, in the interview process, and during the early stages of a career as a consultant.

Trainees who are in their final year of training are eligible to 'Act Up' as consultants for one single fixed period of time, up to a maximum period of three calendar months. Where doctors in training are acting up, this should be for the duration of their entire working week including any out of hours responsibilities. Less than Full Time (LTFT) trainees are also eligible to act up as a consultant for one single fixed period of time, however this can be pro-rata. The period of 'acting up' cannot extend past the date of CCT but may be counted towards CCT or CESR (CP) with approval from the relevant Royal College.

When in post, the term 'acting up' and not 'locum' must be applied. Trainees who are post CCT will not be eligible to 'Act Up' but will be expected to take up the post as Locum Consultant. Upon taking a Locum Consultant post trainees will be asked to resign their National Training Number (NTN).

Before 'Acting Up' trainees must discuss and agree their application with their Head/Deputy Head of School and / or Training Programme Director. This is to enable the time to be credited towards a CCT if appropriate and also to determine if there will be any impact on the delivery of the programme for other trainees for the period of the OOP request.

The trainee must also obtain formal approval from the Director of Hospital Specialty Training. The mechanism to request approval is to complete the attached application form.

Trainees can normally only act up in the Local Education Provider e.g. Trust in which they are based as a doctor in training.

Applications should reach the relevant Hospital Specialty Training Education Management Team in NIMDTA a minimum of four weeks prior to the proposed start date of the 'Acting Up' arrangement.

Time spent acting up may be recognised towards a training programme leading to the award of a CCT. Recognition of the period of 'Acting Up' is subject to conditions set by the Royal Colleges and these conditions vary from College to College. For further details about the process of obtaining educational approval trainees should contact the appropriate College or Joint Committee directly. If the relevant Royal College or Faculty agrees that this type of post is part of the approved specialty curriculum, additional prospective GMC approval is not required. (current version of the Gold Guide <https://www.copmed.org.uk/gold-guide/>)

Trainees will retain their National Training Number during the period of acting up.

#### **APPLICATION PROCEDURE**

1. Trainee to complete Part A of the NIMDTA application form
2. Trainee to discuss AUC with current Educational Supervisor
3. Trainee to obtain the support of the Supervising Consultant. (Part B)
4. Trainee to discuss the arrangements for supervision and obtain support from the Clinical Director (Part B)
5. Trainee to obtain the approval of the Head/ Deputy Head of School or Training Programme Director (Part C), who must discuss the application with the Educational Supervisor and trainee.
6. Trainee to send application form to Medical Human Resources (HR) Department of the LEP for Trust confirmation of Job Plan and funding arrangements.
7. Trainee to liaise with College to determine if additional documentation or approval is required.
8. LEP Medical HR to complete Part D to confirm Job Plan and funding arrangements for the period of 'Acting Up'.
9. LEP Medical HR to email the signed application form to relevant Hospital Specialty Training Education Management team for the attention of the Director of Hospital Specialty Training (to complete Part E).
10. NIMDTA will notify the trainee, College, HoS/TPD, LEP Medical HR and the SLE Trainee Employment Team of the decision.

## Application to 'Act Up' to Consultant Level

Blank forms are available on the NIMDTA website [www.nimdtg.gov.uk](http://www.nimdtg.gov.uk).

Applications **MUST** be **typed** and reach the relevant Hospital Specialty Training team **a minimum of four weeks** prior to the proposed start date.

PART A – Completed by the Trainee			
Name:		*CCT Date:	
Date last ARCP		Current ARCP Outcome	
Specialty:		NTN:	
Address:			
Town/City:		Postcode:	
Current Local Education Provider (LEP) & Hospital posting:			
Name of Consultant for whom cover is required:			
Name of Supervising Consultant to Trainee:			
<b>DATES OF COVER</b> – period of cover <b>MUST</b> not exceed three months WTE and can be pro-rata for trainees who are less than full time. Acting up must be completed prior to CCT.			
From:		To:	
<b>Declaration:</b> I confirm that I have discussed this application with my current Educational Supervisor and that they support this proposed period of Acting Up as a Consultant.			
SIGNED: _____		DATED: _____	

\*All applicants **MUST** be within one year of anticipated CCT date (or last year of training for LTFT trainees).

PART B – Completed by the Clinical Director and Named Consultant Supervisor	
Named Educational Supervisor for duration of Acting Up period	
Daytime Supervision arrangements:	
Night time Supervision arrangements:	

**Confirmation of Clinical Director:**

I confirm that I support this application for a period of 'Acting Up' as Consultant and confirm that the Supervisor named will provide appropriate supervision. I also confirm that this trainee will have access to consultant supervision for day time and out of hour working during this time period.

**CD SIGNATURE:** \_\_\_\_\_ **CD NAME (PRINT):** \_\_\_\_\_

**DATED:** \_\_\_\_\_

**Confirmation of Supervising Consultant:** I confirm that I support this application for a period of 'Acting Up' as Consultant and confirm that I will provide appropriate supervision for the duration of this period.

**SUPERVISOR SIGNATURE:** \_\_\_\_\_ **SUPERVISOR NAME (PRINT):** \_\_\_\_\_

**DATED:** \_\_\_\_\_

**PART C – Completed by the Head / Deputy Head of School or Training Programme Director**

**Confirmation of HOS/DHOS/TPD Approval:** I confirm that I support this application for a period of 'Acting Up' as Consultant and confirm that the release of the trainee is not anticipated to adversely affect delivery of the programme for other trainees for the period of the request.

**SIGNED:** \_\_\_\_\_ **DATED:** \_\_\_\_\_

**PART D – Completed by the LEP Medical HR Department**

<b>Name of HR Contact:</b>			
<b>Trust:</b>			
<b>Designation:</b>		<b>Telephone Number:</b>	

**Confirmation of Trust Approval:** I confirm that Trust funding is available to cover salary costs at \_\_\_ PAs per week plus \_\_\_% on call, based on the first point of the Consultant Salary Scale (please insert the number of Pas and percentage on-call allowance).

**SIGNED:** \_\_\_\_\_ **DATED:** \_\_\_\_\_

Approved forms should be returned to [specialty.nimmdta@hscni.net](mailto:specialty.nimmdta@hscni.net)



**PART E – Completed by the Associate Postgraduate Dean**

REQUEST APPROVED / NOT APPROVED\* (Delete as applicable)

**SIGNED:** \_\_\_\_\_

**DATED:** \_\_\_\_\_

Last Year of training?  3 Months duration or less?  Acting up in the same LEP?

**Approved form will be emailed to: Trainee, Head/Deputy Head of School, Training Programme Director,  
Educational Supervisor, Specialty Training Manager, LEP Medical HR Department and Single Lead  
Employer Trainee Employment Team**