**Out of Programme (OOP) / Acting-Up Application Form and Annual Review Document**

**FOUNDATION AND SPECIALTY TRAINING**

## For new requests, this form should be sent to the Lead Dean/Director, after it has been signed by your current Educational Supervisor and Foundation/Training Programme Director. The Lead Dean/Director will use this to support the request for prospective approval from the GMC where this is required.

**For annual reviews and renewal of request, the document should be signed by the trainee and the Foundation/Training Programme Director and should be submitted to the ARCP panel.**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Trainee’s name | |  | | | | NTN/DRN | |  | | |
| GMC number | |  | | GMC Programme approval number | | | |  | | |
| E-mail address | |  | | | | | | | | |
| Contact address/e-mail address for duration of OOP if granted: | | | | | | | | | | |
| Training Programme |  | | | | Training/Foundation Programme Director (TPD/FPD) | | | |  | |
| Current Placement NHS Board |  | | | | Current Placement | | | |  | |
| Current indicative year of training programme | | |  | | Current expected end of training date (FPCC/Completion of Core training/ CCT date) | | | |  | |
| ***Please indicate if you are requesting time out for*** | | | | | | | ***New request*** | | | ***On-going*** |
| Prospectively approved by the GMC for clinical training (OOPT) | | | | | | |  | | |  |
| Clinical experience *not* prospectively approved for training by the GMC (OOPE) | | | | | | |  | | |  |
| Research (OOPR) | | | | | | |  | | |  |
| Career Break (OOPC) | | | | | | |  | | |  |
| Acting Up | | | | | | |  | | |  |
| Description of the expected learning outcomes during your post out of programme and where it will take place.   * For OOPC please provide an explanation for requesting a career break. * If ongoing OOP, provide a report describing your progress towards achieving the learning outcomes you set out at the beginning of OOP. * If Acting Up, please give details of the post including the location. | | | | | | | | | | |

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| Date you wish to start your out of programme experience (which must take into account the 3 months, notice period) |  |
| Date you plan to return to the clinical programme |  |
| How long will you intend to take time out/remain OOP |  |
| Your provisional date for completing training if you take/continue with OOP |  |
| If you are holding a visa to train / work in the UK, do the terms of your visa permit the proposed OOP? | **Yes/No** |

### If time out or your programme is agreed, you will be required to give your Programme Director (FPD/TPD) and current/next employer 3 months notice of leaving the programme.

I am requesting approval from the Lead Dean/Director to undertake the time out of programme described above/continue on my current OOP whilst retaining my training number. I understand that:

1. Three years out of my clinical training programme will normally be the maximum time allowed out of programme. Extensions to this will only be allowed in exceptional circumstances that will need further written approval from the Lead Dean/Director.
2. I will need to liaise closely with my Programme Director (FPD/TPD) 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 intend on returning 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.

c)I will 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. **Failure to do this could result in the loss of my training number.**

1. I will need to give at least 3 months’ notice to the Lead Dean/Director and to my employer before my time out of programme can commence.

**For Educational Supervisor and Programme Director (FPD/TPD) - I confirm that this period out of programme takes into account the adequacy of the rotation in terms of its educational and service content and can accommodate the absence of the trainee.**

|  |  |
| --- | --- |
| Signed: (Trainee’s name)  Print name: \_ | Date: |
| Signed: (Educational Supervisor)  Print name: \_\_\_\_\_\_\_\_\_\_  This is confirmation of your support for this opportunity | Date: |
| Signed: (Programme Director – FPD/TPD)  Print name: \_  This is confirmation of your support for this opportunity | Date: |

**New requests:** The Lead Dean/Director will only sign this document after it has been signed by the trainee’s educational supervisor and Programme Director (FPD/TPD).

**On-going OOPs**: this document should be signed by the Programme Director (FPD/TPD) and will need to be submitted to the ARCP panel.

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| Signed: \_  Lead Dean Director or Deputy | Date: |

**The application should be submitted with the following supporting documentation (please tick box to confirm attached):**

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| Job advert and description which should include how outcomes will be achieved and how they will be measured (confirmation of offer of post can be submitted if OOP approved) |  |
| Explanation of what you expect your personal learning outcomes will be (particularly for OOPE and OOPT) |  |
| Research proposal and explanation of research funding in the case of OOPR (Evidence of secured funding can be submitted if OOP approved) |  |
| Proposed timetable if part of OOP is to count towards training |  |
| For Acting Up requests – include title and location of post as well as evidence of approval from clinical lead of your current placement and agreement from the clinical lead of the acting up placement that funding is available for salary payment  If Acting Up - The GMC only support a period of Acting Up within training if it is described within the curricula.  Please confirm that Acting Up is included in your specialty training curriculum (Gold Guide 9) | **Yes/ No** |
| Are you currently on a Skilled Worker Visa  If yes, as you are on a Skilled Worker Visa, please note that your Sponsorship will cease with NHS Education for Scotland and it will be your responsibility to ensure you are able to secure alternative Sponsorship for the duration of your time OOP.  Please confirm you are aware of the implications to your Visa if your OOP request is approved.  If you are unable to secure Sponsorship, please let your Deanery Administratorknow as soon as possible. | **Yes/ No**  **Confirm awareness** |

# Important Notes for those signing the OOP/Acting Up form

**The Educational Supervisor’s signature supports the request based on the discussions with the trainee AND confirms that the Placement Board will be able to accommodate the absence of the trainee for the period of the OOP request (where OOP will impact on current placement)**

**The Foundation/Training Programme Director’s signature denotes that release of the trainee will not adversely affect delivery of the programme to other trainees for the period of the OOP request**

### ARCP during OOP

While you are OOPE/R/T you will be expected to submit evidence to the Deanery Annual ARCP panel, including a copy of the OOP form, and therefore it is recommended that your e-portfolio is maintained and updated throughout the OOP period and SOAR completed.

# Out of Programme / Acting-Up Application Guidance

## All applications for Out of Programme (with the exception of Acting Up applications and OOPC) must be approved and confirmed at least 3 months before the scheduled start of any activity, this means that the request should be submitted at least 6 months before the start of OOP. You will be required to give your Programme Director (FPD/TPD), current and next employer a minimum of 3 months’ notice of undertaking a period of out of programme.

**1. Introduction**

It is recognised that there are a number of circumstances in which a specialty trainee may seek time out of training. The circumstances and overall process is already outlined within the Gold Guide 9th Edition

This protocol does not supersede those arrangements set out in the Gold Guide, but rather adds further clarity and support for those wishing to undertake time Out of Programme (OOP), detailing the strict requirements for application and approval.

These requirements must be adhered to and failure to follow the processes and timescales set within this document are likely to result in a request for OOP being rejected. Therefore, those wishing to undertake a period OOP are advised to thoroughly read this document and contact their Deanery administrator with any questions.

**2. Process and principles - OOP**

**2.1 Application and approvals**

* Trainees may only go Out of Programme (OOP) with the prior written agreement of the Lead Dean/Director responsible for their training.
* Applications to go OOP must be made using the application form which is based on the Gold Guide.
* There are set timescales that must be adhered to when making a request to undertake a period OOP. These timescales are in place to ensure there is a sufficient period for requests to be considered, provide more information if required, consider the impact on the wider training programme, ensure contractual notice periods are met and that appropriate backfill arrangements are in place, and to safeguard against any potential detrimental impact on service commitments. Timescales are as follows:
  + The application form and supporting evidence is submitted to the Lead Dean/Director a minimum of six months in advance of the intended commencement date of the OOP (see below for OOP for Acting Up)
  + If approved by the Lead Dean/Director, a minimum of three months’ notice is provided to the TPD/FPD, current and future employer (see below for Acting Up)
  + Arrangements for OOP for Acting Up
    - If the Acting Up post is within the same Health Board, the Acting Up request must be received by the Lead Dean/Director at least 2 weeks before the start date.
    - If the Acting Up post is within a different Health Board, the Acting Up request must be received by the Lead Dean/Director at least 4 weeks before the start date.
* Those wishing to make an OOP application must be aware of these timescales and factor in when planning a period Out of Programme. Failure to meet these timescales is likely to result in an application being rejected. Those with concerns regarding the ability to meet these timescales should contact their Deanery administrator to discuss at the earliest opportunity.
* When requesting OOP, doctors in postgraduate training should be cognisant of the date they wish to commence in relation to their current contractual obligations and the rotation date of the wider programme, with as much alignment as possible. If necessary, the Lead Dean/Director may approve eligible applications with the caveat of an amended start date to ensure compliance with programme commitments.
* In some exceptional circumstances, the Lead Dean/Director may exercise discretion with regard to the timing of submitting a request for approval, but only where there are reasonable extenuating circumstances. For example, those wishing to undertake an OOPC due to an unforeseen personal or health related matter. The timing of a research grant being awarded will not normally equate to an exceptional circumstance.
* In most instances, periods OOP can only be taken with the agreement of the Programme Director (FPD/TPD) and Educational Supervisor (ES). Applications for OOP must contain signed support from the relevant PD and current ES.
* In some instances, the number of trainees wishing to go OOP during the same timeframe may potentially weaken either the adequacy of the education of the training programme or compromises patient-facing services. The threshold for this will be dependent on each specialty, programme and deanery arrangements.
* Normally, OOP will not be approved in the final 3 months of training. In some exceptional circumstances, the Lead Dean/Director may exercise discretion regarding the timing of the OOP.

**2.2 Application and supporting documentation**

All ‘Out of Programme’ must be **prospectively** approved by the Lead Dean/Director responsible for the programme. A completed application form **with the following supporting documentation** is required:

**OOPT:** attach details of the proposed training for which GMC prospective approval will be required if the training does not already have GMC approval (e.g. if it is part of a recognised training programme in a different Deanery if will already be recognised training). If the post does not have GMC prospective approval this can be sought. For on-going OOP this document should accompany the assessment documentation for ARCP. OOPT will normally be for a period of up to one year.

**OOPE:** attach details of how the OOPE aims to deliver ‘recognisable achievements’ that are beyond the requirements of the specialty curricula, and that would enhance future practice. This could include enhancing skills in medical leadership, medical education, simulation training or patient safety. OOPE will normally be for a period of up to one year.

**OOPR:**  attach an outline research proposal to this document and include the name/location of the research supervisor and funding source. For on-going OOP, a report from the research supervisor needs to be attached to this document for the ARCP. OOPR will not normally exceed three years. OOPR exceeding three years will only be granted in highly exceptional circumstances and requires specific prospective approval from the Lead Dean/ Director.

**OOPC:** attach a brief outline for the reasons for requesting a career break whilst retaining the training number. The duration of OOPC will normally be a period of up to one year. A second year of OOPC can be considered but is at the discretion of the Lead Dean/ Director, who may take into account prior OOP periods for other reasons.

**Acting Up**: attach title and location of post as well as evidence of approval from clinical lead of the current placement which confirms their support and agreement and off the acting up placement that funding is available for salary payment.

# The application form must be signed by both the Educational Supervisor and the Programme Director (FPD/TPD) in support of the application.

* **The Educational Supervisor’s signature supports the request based on the discussions with the trainee AND confirms that the Placement Board will be able to accommodate the absence of the trainee for the period of the OOP request (where OOP will impact on current placement)**
* **The Foundation/Training Programme Director’s signature denotes that release of the trainee will not adversely affect delivery of the programme to other trainees for the period of the OOP request**

**2.3 ARCP requirements**

Those wishing to apply for and undertake a period OOP are required to be in possession of a current satisfactory ARCP outcome. In exceptional circumstances, the Lead Dean/Director may exercise discretion for trainees with other ARCP outcomes.

In some unusual instances, a doctor in postgraduate training who is currently undertaking a period OOP may wish to apply for an extension, or in exceptional circumstance, may wish to apply to undertake a different OOP opportunity before returning to his or her training programme. Where the current period of OOP relates to an OOPT, the requisite satisfactory outcome remains a current ARCP outcome 1.

Due to the nature of OOPC relating primarily to personal circumstance, in some instances, possession of a current satisfactory ARCP outcome may not be feasible. For example, a doctor in postgraduate training may have mitigating health factors that have prevented satisfactory progression through their current training period. In such circumstances where a doctor is requesting an OOPC in relation to their personal circumstance, the requirement to hold a current ARCP outcome 1 may be waived at the discretion of the Lead Dean/Director. Instead, suitable evidence to substantiate current personal circumstance will normally be required, such as an Occupational Health report.

**2.4 Programme requirements and prioritisation of Out of Programme time**

If the number of trainees planning to go out of programme potentially weakens either the adequacy of the education programme or compromises patient-facing services, or where an “over subscription” of eligible OOP requests exists, the Lead Dean/Director will need to determine an appropriate mechanism for determining priority. This may include discussion with individuals regarding flexibility over dates or giving priority to exceptional personal issues (OOPC) on compassionate grounds.

In general, prioritisation will occur when multiple applications for OOP are received from trainees in the same programme/placements. Decisions will be taken balancing the needs of the individual requesting OOP in relation to the nature of the request and the needs of both the remaining trainees and ensuring patient safety.

Normally, only one period of OOP will be granted during training.

If more than one period of OOP is requested during the training, this will need approval of the PG Dean.

**2.5 ARCP during OOP**

While you are OOPE/R/T you will be expected to submit evidence to the Deanery Annual ARCP panel, including a copy of the OOP form, and therefore it is recommended that your e-portfolio is maintained and updated throughout the OOP period. You are also required to complete SOAR (Scottish Online Appraisal Resource)

**2.6 Extension to time OOP**

Application for an extension to the previously agreed time OOP should be made by submitting a new form to the Lead Dean/Director. The most common reasons for requests for extension to time OOP are for maternity leave, sick leave, conversion of MD to PhD, issues related to the research project, family circumstances. This list is not exhaustive, and the Lead Dean/Director should be contacted for advice regarding extensions. The application for extension should include confirmation that funding can also be extended, if relevant.

**3. Process and principles – Acting Up**

Acting-up’ into a consultant post can only be undertaken by trainees in the final year of their training programmes and completed before the award of their CCT. The maximum period of ‘Acting Up’ is three months and normally only one period of ‘acting-up’ will be given approval. The term “acting up” should be applied and not locum. Trainees undertaking ‘Acting Up’ roles must have a named educational supervisor for the duration of the ‘Acting Up’ period. The ‘Acting Up’ post must be within the United Kingdom.

Trainees must have the support of their Programme Director (FPD/TPD), the unit where their training post is based at the time of the acting up, and the unit in which they would be acting up, including identifying a named supervisor. Trainees will retain their NTN whilst undertaking the ‘Acting Up’ post.

* If the “Acting Up” post is not part of the approved specialty programme but is to be counted towards CCT, OOP forms need to be completed and the deanery should apply for approval of the post in the same way as for OOPE.
* For specialties that allow acting up experience within training the following process should be followed
* Trainees may only Act Up with the prior written agreement of the Lead Dean/Director responsible for their training.
* Applications to Act Up must be made using the application form
* Trainees continuing in Acting Up post which extends post CCT date must advise Deanery and will be relinquishing the period of grace
* Trainees who wish to take up a Locum consultant post whilst in their period of grace will normally be required to resign from their NTN, with sufficient advanced warning aligned to their T&C contract

**4. Early return from OOP**

If for any reason a trainee wishes to request to return to the training programme before the agreed end date, in the first instance they should contact the LDD. The LDD will confirm whether or not it would be possible to accommodate the trainee in the programme and advise the trainee on the options available.

**5. Employment status and continuous service**

Trainees are advised to seek clarification from their employer regarding their pension contributions and any statutory rights and benefits whilst undertaking a period OOP.

**6. For those with Visas**

If you are on a Skilled Worker Visa, please note that your Sponsorship will cease with NHS Education for Scotland and it will be your responsibility to ensure you are able to secure alternative Sponsorship for the duration of your time OOP.

If you are unable to secure Sponsorship, please let your Deanery Administratorknow as soon as possible.

Lead Dean/Directors for Programmes

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| **SPECIALTY GROUPING** | **LEAD DEAN/DIRECTOR** | **ADMINISTRATIVE REGION** |
| **Anaesthetics, Emergency Medicine & Intensive Care Medicine** | Adam Hill  [Adam.hill@nhs.scot](mailto:Adam.hill@nhs.scot) | **West** |
| **Dental (Core and Specialty)** | David Felix | **West** |
| **Diagnostics** | Alan Denison  [Alan.denison@nhs.scot](mailto:Alan.denison@nhs.scot) | **North** |
| **Foundation** | Clare McKenzie  [Clare.mckenzie@nhs.scot](mailto:Clare.mckenzie@nhs.scot) | **East** |
| **General Practice, Occupational Health, Public Health, Broad Based Training** | Amjad Khan  [Amjad.khan@nhs.scot](mailto:Amjad.khan@nhs.scot) | **South East** |
| **Medicine** | Alastair McLellan  [Alastair.mclellan@nhs.scot](mailto:Alastair.mclellan@nhs.scot) | **West** |
| **Mental Health** | Clare McKenzie  [Clare.mckenzie@nhs.scot](mailto:Clare.mckenzie@nhs.scot) | **North** |
| **Obstetrics & Gynaecology and Paediatrics** | Alan Denison  [Alan.denison@nhs.scot](mailto:Alan.denison@nhs.scot) | **North** |
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