

## Out of Programme (OOP) Annual Review Document FOUNDATION AND SPECIALTY TRAINING

For annual reviews, the document should be signed by the doctor in training and the Foundation/Training Programme Director and should be submitted to the ARCP panel.

Doctor in training's name		
GMC number		
E-mail address		
Training Programme		
Current indicative year of training programme		
<b>Please indicate your ongoing type of OOP</b>		<b>On-going</b>
Prospectively approved by the GMC for clinical training (OOPT)		
Clinical experience <i>not</i> prospectively approved for training by the GMC (OOPE)		
Research (OOPR)		
Career Break (OOPC)		
Acting Up		

Date you plan to return to the clinical programme	
How long will you intend to remain OOP	
Your provisional date for completing training if continue with OOP	
If you are holding a visa to train / work in the UK, do the terms of your visa permit the continued OOP?	<b>Yes/No</b>

**For Programme Director (PD) - 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 continue to accommodate the absence of the doctor in training.**

Signed: _____ (Doctor in training's name) Print name: _____	Date: _____
Signed: _____ (Programme Director – PD) Print name: _____ This is confirmation of your support for this opportunity	Date: _____

**Request for change** – If you wish to make any amendments to your OOP, you must submit a request for change form online via the OOP app on Turas. This will then go through the same approvals as per your original OOP application.

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 programme director or 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.

If for any reason a doctor in training wishes to request to return to the training programme before the agreed end date, in the first instance they should contact the programme director. The programme director will confirm whether or not it would be possible to accommodate the doctor in training in the programme and advise the doctor in training on the options available. If the programme director is supportive the doctor in training should submit a request for change from online via the OOP app on Turas.

### **ARCP requirements (please also visit the Scotland Deanery website for further information)**

Those wishing to apply for or continue 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 doctor in trainings 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.

### **ARCP during OOP**

While you are OOP/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)

### **Employment status and continuous service**

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

### **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 Administrator know as soon as possible.