



RCEM OOPT/OOPR prospective approval application form

This form is to be completed by all trainees intending to undertake out of programme training (OOPT) or research (OOPR) in **either** a GMC-approved **or** non-GMC approved location and is requesting all or part of this time to be recognised towards CCT. **NB: this form must also be completed by trainees requesting an extension to their original OOPT or OOPR.**

Completed forms (which must be signed by the trainee's Educational Supervisor and Training Programme Director) should be emailed to the appropriate RCEM Training Officer, together with the required supporting documentation:

- **Surnames A-L:** Rachel Boothby Rachel.Boothby@rcem.ac.uk
- **Surnames M-Z:** Halyma Begum Halyma.Begum@rcem.ac.uk

NB: It is highly recommended that the College receives this application at least three months prior to the post start date to allow for the necessary deanery, College and GMC OOP approval processes to be completed in time.

Approval process

- The RCEM Training Standards Committee reviews all OOPT/OOPR applications to confirm that the post offers sufficient opportunities to meet curriculum and assessment requirements and that appropriate supervision for trainees is in place.
- The College will provide a 'letter of endorsement' to the deanery and Training Programme Director (copied to the trainee) confirming the maximum amount of time that may be recognised towards training, along with the predicted date of completion of training.
- The completion date will be confirmed once a successful ARCP outcome has been awarded (coverage of the appropriate % WPBAs for the % clinical time during the OOPT/OOPR must be reviewed for CCT recognition).
- If the OOPT/OOPR is in a non-GMC approved location, the deanery will apply to the GMC for prospective approval.
- The trainee must ensure that a copy of the deanery OOP approval form, signed by the Head of School and Postgraduate Dean is emailed to the College once received.

PERSONAL DETAILS (to be completed by trainee)

First name		Surname	
GMC number		NTN	
Current indicative year of training programme		Expected end of training date	
Email address	Current		Whilst on OOP (if different)

Signed (Educational Supervisor)			
Print name		Date	
Signed (Training Programme Director)			
Print name		Date	

Please email the completed/signed form and accompanying documentation to the appropriate Training Officer at the Royal College of Emergency Medicine:

Rachel.Boothby@rcem.ac.uk (for trainee surnames A-L)

Halyma.begum@rcem.ac.uk (for trainee surnames M-Z)