

## 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:

• Training team - training@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		Expecte training	ed end of date				
Email address	Current		Whilst on OOP (if different)				
Email address							

TYPE OF OOP			C	OPT	OOPR
OOP in GMC-approved loco	OOP in GMC-approved location				
OOP in non-GMC approved	location				
Extension to existing OOP ap	plication				
OOP DETAILS				_	
OOP post title					
Address of OOP placement					
OOP start date (dd/mm/yy)		End date (dd/mn	n/yy)		
Part of training programme to	o be covered by OO	P, e.g. ST4 EM			
Percentage of the OOP post usually be the EM clinical % i	-		will		
<b>Number of months to count t</b> EM clinical = 9.6 months)	<b>owards training</b> (e.g.	12-month post wit	h 80%		
Sessional commitment during	<b>g OOP</b> (e.g. FT or % L1	FT)			
What will be your provisional date for completing training if you take this time out of programme?					
	ITS				
You must attach the following	g documents				
Job description, including de	etails of:				
• Duties					
• <b>Rota:</b> there should be confirmation that you will cover a representation percentage of the whole shift pattern.					
• <b>Supervision arrangements:</b> there should be confirmation that there will be formal educational oversight of the role and should specify the level of out-of-hours consultant shop-floor presence.					
NB: if the job description does not include rota and supervision arrangements, please provide written confirmation from the proposed supervisor during the OOPT/R that you will receive appropriate educational supervision and will be working a representative split of shifts across the full shift pattern of a standard middle grade/HST rota.					
<b>OOP outside trainee's location only:</b> email from Head of School of OOP location confirming they have seen and endorse this request.					
Signed (trainee)					
Print name			Date		

<b>Signed</b> (Educational Supervisor)		
Print name	Date	
<b>Signed</b> (Training Programme Director)		
Print name	Date	

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

Training team - training@rcem.ac.uk