

Out of Programme Pause (OOPP)

How does the application process work?

- The first step is an initial conversation between you as the Educational Supervisor or Training Programme Director and the trainee regarding the suitability and eligibility of the trainee for a period OOPP.
- It is the responsibility of the trainee to secure an offer of a confirmed post with a patient facing UK registered organisation.
- You will need to be assured, as far as is possible, that the post is suitable for the trainee, considering the level of their training and the support that is likely to be available.
- Before accepting an application, the Training Programme Director will need to be confident that the trainee going on OOPP will not cause significant disruption to the training programme or have a significant effect on service delivery.
- Once the above steps have been taken, the trainee can proceed to formal application. It is vital that the trainee completes the 2 forms below
 1. **OOP Application Form** – this form varies in different geographies, but each has a specific section for OOPP that should be completed
 2. **Scope of Practice and Initiation Form** – this form allows the trainee to outline their plan for OOPP, their intended scope of practice, indications of possible capabilities they plan on acquiring, plans to return to training and any pertinent indemnity considerations.
- Where possible, in line with all applications to take time out of training, trainees will be expected to give six months' notice. Where programmes are having to accommodate increased numbers of trainees with extensions, local offices may be able to accommodate a notice period of less than 3 months.
- The Postgraduate Dean remains the Responsible Officer for the trainee whilst they are on OOPP.

