

Out of Programme Pause (OOPP)

What do I need to do as faculty when a trainee is going out on OOPP?

- Arrange to speak with the trainee just before they go out of programme. If appropriate the Educational Supervisor may liaise with the Professional Support and Wellbeing Service (PSW) to explore if alternative or additional further support is needed for the trainee.
- Discuss any prospective capabilities the trainee is planning to gain and advise them how to log their experiences whilst on OOPP. As part of this, the trainee should plan their return to work before they leave. This will help both you and the trainee on their return.
- During their OOPP the trainee should keep a clear record of their experience and reflections via a log book. This is a key component and evidence base required for the "gap analysis" process which will need to take place between you both on the trainee's return to the programme.
- A Gap Analysis will need to be undertaken through the provision of a framework for defining how training needs and capabilities could be considered on return to practice. This will include how those needing updating could be refreshed and any new capabilities gained could be assessed.
- Ensure at this point that the "Scope of Practice and Initiation Form" is completed and up to date.
- The trainee should arrange a catch up meeting/call with you which should occur at pre-agreed intervals through their OOPP and prior to their return to training. In this meeting, please ensure the trainee is aware that they must communicate with you regarding any changes to their OOPP post (change in scope of practice, change in return date etc.)

