

Out of Programme Pause (OOPP)

Out of Programme Pause Return Process: Guidance for Educational Supervisors

Return Process for OOPP

- During their Out of Programme Pause (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.
- At the point of 6 months (or a pre-agreed interval) prior to the end of the trainees OOPP post, you must meet with your trainee for the following purposes:
 - To confirm whether they will be returning to their training programme at the originally intended date
 - To check if they wish to extend their OOPP placement
 - To ensure they have all the paperwork completed in readiness for the gap analysis
 - To ensure a meeting is scheduled to undertake the gap analysis

A Gap Analysis is to facilitate increased flexibility in post graduate medical education, through the provision of a framework for defining how training needs and capabilities could be considered on return to practice, including how those needing updating could be refreshed and any new capabilities gained could be assessed.

- You would have an initial educational appraisal meeting with your trainee on return to their training programme to review the experience and any capabilities gained during their OOPP. The trainee may want all, some or none of their capabilities gained whilst on OOPP to count toward their training.
- A gap analysis should be conducted between you and the trainee at this return meeting, with a judgement on what may have been achieved with respect to both Generic Professional Capabilities and specific curriculum outcomes. This would form the basis of a training plan and assessment plan.

The gap analysis will include:

- Review of the capabilities achieved in programme before going out of programme, including planned trajectory for completion of training.
- Review of all evidence recorded during time out of programme including clinical skills and knowledge and technical skills, nature of experience and any senior colleague / supervisor reports with particular reference to degree of supervision.



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- Assessment of the OOPP experience in the context of the training trajectory to determine if the trainee is likely to have progressed to or beyond the expected capabilities.
- Agreement of the content of the learning agreement for the coming period of training, which will be formally assessed at the next Annual Review of Competence Progression (ARCP).
- Once the initial educational appraisal meeting has taken place, the trainee should be given the opportunity to demonstrate their skills and capabilities as part of their return to training programme. This would ideally be undertaken in the first three months following return to training, to allow you and the trainee to ensure the training plan is appropriate and properly focus learning objectives in advance of the next ARCP.

Following the gap analysis, a learning agreement will:

- Define the generic and specialty specific capabilities which need to be achieved in the coming period before the next ARCP, including mandatory training.
- Identify those capabilities provisionally approved by the gap analysis which have been achieved OOP and define how and where these are assessed by the Clinical Supervisor/Educational Supervisor (CS/ES) in the coming period of training.
- Ensure that the provisional outcomes defined by the gap analysis are completed for review at the next ARCP.
- Following OOPP, if you and the trainee do not want to count competences and did not feel an adjustment to the CCT date would be appropriate then there would be no requirement to do so. At the ARCP, a formal determination of outcome would be made with an adjustment to the CCT in light of demonstration of capabilities evidenced following return to training and the Educational Supervisor's report; this would be in accordance with Gold Guide and General Medical Council (GMC) guidance.



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ARCP Preparation

In preparation for the ARCP, any evidence gained during the OOPP and the fully completed gap analysis should be uploaded to the trainees e-portfolio alongside standard Educational Supervisor reports.

Evaluation

The Out of Programme Pause initiative is in its pilot phase, and as such, it requires evaluating to ascertain the success of the initiative and to identify improvements.

The purpose of this evaluation is to assess the impact of OOPP on trainees, training supervisors and employers. Outcomes of the evaluation will be used to inform the future direction of OOPP.

Trainees should be encouraged by faculty to take part in the evaluation of OOPP, which takes the form of two short online surveys. The first is to be completed halfway through their OOPP, the second is to be completed a couple of months after returning to their training programme.

We would like all participants to complete the surveys and all data provided will be anonymous. Commissioned by HEE, a team from Cardiff University are carrying out the evaluation.

Evaluation survey 1
(to be completed halfway through OOPP)
– 10 minute duration

Evaluation survey 2
(to be completed within 3 months of return to training) – 10 minute duration

