

<b>Name of Guidance</b>	Out of Programme Period
<b>Category</b>	Training
<b>Authorised by</b>	Postgraduate Dean's Senior Management Team
<b>Date Authorised</b>	September 2014
<b>Next Review Date</b>	September 2020
<b>Document Author</b>	Business Managers Group

<b>Version</b>	<b>Date</b>	<b>Author</b>	<b>Notes</b>
0.1	April 2013	Business Managers	New guideline
1	September 2014	Business Managers	Updates in line with organisational change
2	March 2016	Jill Hanson	Amended in line with new HEE branding guidelines
3	April 2016	Jill Hanson	Updated to reflect SST guidance for GP ST
4	August 2017	Nick Sowerby	Review undertaken – no changes

*This document is not intended to be interpreted as a policy statement. This is a local guidance document for HEE faculty and staff designed to ensure that nationally agreed policy is interpreted and applied in a consistent way across Yorkshire and the Humber.*

## Foundation Training

(This guidance is adapted from the UK Foundation Programme Reference Guide 2012, section 7.79 - 7.91)

If you are a foundation doctor and wish to take time out of your foundation programme for personal or educational reasons you should first discuss this with your educational supervisor.

The duration of time out of a two-year Foundation Programme will usually be 12 months, to avoid doctors becoming out of phase with the foundation programme. In exceptional circumstances this may be extended. TOFP is generally only granted between F1 & F2. Time out during F1 or F2 placement will only be considered in exceptional (usually unplanned) circumstances.

If you are a foundation doctor, you may ask to take time out of your two-year Foundation Programme, for a number of reasons, including:

- Gaining clinical experience outside of the foundation programme
- Undertaking a period of research
- A planned career break

Foundation doctors who take time outside of UK national health service employment as part of the TOFP process are able to count prior national health service employment for the purpose of incremental credit and starting salary, sick pay and maternity leave entitlements subject to the terms of service. Any service or employment outside the national health service will not count for national health service pension purposes

If, after discussion, you decide to go ahead with your request to take time out, you should fill in a **TOFP Request Form** gaining approval first from your FTPD & Educational supervisor and send it to your local Deputy Foundation School Director (DFSD). The Deputy Director will need to receive such requests by the end of the sixth month of the F1 year unless there are particular reasons why this is not possible, for example health reasons.

If the Deputy Foundation School Director agrees to one year out of the Foundation Programme, you will be able to return to the Foundation School at the end of that year, but please be aware this may not be to the same LEP or programme that you were originally allocated to.

If your request for time out has been agreed, but your plans change, the Foundation School will try to arrange an appropriate training opportunity for you at short notice but the School cannot guarantee to do so.

It is the foundation doctor's responsibility to tell their DFSD six months before the start date of their F2 year if they plan to return to the Foundation Programme in accordance with an agreed process. If the foundation doctor does not contact the DFSD as agreed, the foundation school is no longer required to hold a F2 rotation and the foundation doctor would need to apply for a vacant F2 appointment in open competition.

## Speciality Training

Out of Programme (OOP) has to be approved by the Postgraduate Dean or deputy who will be advised by the Training Programme Director (TPD) or the Chair of the STC (Specialty Training Committee) or Heads of School. Applicants are therefore advised to discuss their proposals as early as possible with their TPD.

It is also important that a discussion is held at an early stage about the proposed time away from the programme, including any implications for locum cover, with the Clinical Director and Business / General Manager of the unit and the Medical Personnel Department through which the trainee is

paid. Although the Training Programme Director, as a matter of courtesy will usually handle any negotiations, the trainee is expected to keep representatives of the Trust informed about the arrangements.

The purpose of taking time out of a specialty training programme is to support the trainee:

- In undertaking GMC prospectively approved clinical training which is not part of the trainee's specialty training programme (OOPT)
- In gaining clinical experience which is not approved by GMC (GMC approval is not required where such experience is not a requirement of the curriculum) but which may benefit the doctor (e.g. working in a different health environment/country) or help support the health needs of other countries (e.g. Mediciens Sans Frontieres, Voluntary Service Overseas, supporting global health partnerships) (OOPE)
- In undertaking a period of research (OOPR)
- In taking a planned career break from the specialty training programme (OOPC)

Periods of Out Of Programme that are approved may result in a commensurate delay in the CCT date. As of 30 September 2005, the GMC is the only body which can give, amend or withdraw training approval for any and all posts and programmes intended to lead to the award of CCT. The new GMC guidance states that, as of 1 January 2007, all OOP posts must be prospectively approved by the GMC, with an application submitted to them directly from the HEE region concerned, with the exception of the following:

- When the time out of programme is not to count towards the award of the CCT or CESR/CEGPR (CP)
- If the post is in a location already approved by the GMC for training in the same specialty that the trainee is working towards a CCT or CESR/CEGPR (CP) in – regardless of whether it is approved for their home HEE region
- If the post is being undertaken in another European Economic Area (EEA) state – providing it is approved by the competent authority in that area. In this instance the trainee will need written confirmation from that competent authority. This applies to both EEA and non-EEA nationals.

In these circumstances trainees must still obtain support from their Postgraduate Dean and follow any local procedure required, and they may also require endorsement from the Royal College or Faculty.

To apply for approval of period of OOP please read the **guidance notes** and complete the **application form** provided by Health Education England working across Yorkshire and the Humber (HEE YH). Applications for OOP will only be considered when a formal application form has been submitted to the appropriate HEE YH Office.

GMC will not accept applications directly from trainees or the respective Royal Colleges.

NOTE: For Medicine trainees - you must also complete the **JRCPTB form** which can be downloaded from the documentation section on this webpage. When completed this form should be submitted to the JRCPTB.

Please submit all necessary documents at least 6 months before the commencement of your Out of Programme to ensure your application can be dealt with in a timely manner.

## Step-on Step-off Training (SST) opportunities in GPST

This guidance is taken from [HEE Policy](#) "Step-on Step-off Training (SST) for GP Specialty Training" which applies to doctors appointed to GPST in England from August 2016

SST is designed to give GP specialty trainees more flexibility to defer the start of or to take time out from their training.

SST options may only be used once in the course of a GP specialty training programme. For example if the option to defer the start of training (other than for statutory reasons) is used then further SST options would not *normally* be available later in training.

### **SST Option 1 : Deferred start**

Deferments give trainees the opportunity to defer GP training (for a maximum of 12 months) before the GP training programme starts. This is to facilitate early options for SST, subject to approval by the Postgraduate Dean. Applications for deferment must be made within two weeks of acceptance of the GPST programme offer.

#### *Criteria for option 1:*

- Successful at GP recruitment and be appointable with all competencies demonstrated.
- Limited to a maximum of one calendar year and would normally be for a minimum of three months.
- Allocation to a scheme and a programme is dependent on the ranked score at the time of recruitment with an obligation to return to the programme offer accepted on return. Failure to do so means that applicants relinquish their entitlement to the programme and would have to reapply for GPST.

Trainees are required to confirm a date for the start of the deferred programme at least six months before the planned start date; or a minimum of three months' notice where the duration of the period out of programme is less than six months.

### **SST Option 2 : Out of programme applications for time out during programme (OOP for SST)**

SST will enable doctors on GPST to take time out of programme part way in ST1 or between ST1 and ST2 for a range of opportunities as detailed below. Trainees wanting to take time out before the programme starts should consider SST Option 1: Deferred Start.

The start date for a period of time out of training (OOP for SST) would not normally be agreed until a trainee has been in a training programme for at least six months (whole time equivalent) of the first year of training (ST1).

The criteria set out in the Gold Guide for aligning with post and programme end dates will apply. The trainee must also give the usual *minimum three month period of notice* to the Postgraduate Dean and their employer prior to commencing OOP for SST as currently set out in the current Gold Guide. Continued approval for OOP for SST is conditional upon the following criteria being met.

#### **Criteria for option 2:**

- Satisfactory completion of ST1
- ARCP Outcome 1 at end of ST1
- *Or if applying for OOP part way in ST1 MUST have as a minimum satisfactory progress at interim educational supervisors review.*
- Timing of OOP to be aligned to start dates for placements in programmes and should NOT affect service delivery.
- Trainees are required to confirm a return to programme at least six months before the planned return date (or three months where the period off programme is less than six months).

All OOP opportunities beyond the end of ST1 are facilitated according to the guidance delineated within the Gold Guide.

## Opportunities available under SST

Opportunities that might be used for Step on Step off/OOP must meet the eligibility criteria set out in this document and associated guidance and include.

- Clinical Fellowships and standalone academic opportunities – OOPE/OOPT /OOPR (OOPT, and also OOPR if it is to count towards training, require prospective approval from GMC & RCGP)
- Clinical SST options related to GPST could be OOPT \* requires prospective approval from GMC & RCGP for OOPT
- Non-clinical SST options – OOPC (as currently detailed in the Gold Guide 6.75)

**Periods out of programme (OOP) for whatever reason are likely to delay the CCT date which will be recalculated at the next scheduled ARCP**

## Changes to approved OOP

You are not permitted to extend the period of absence or to curtail it without prior written approval of the Postgraduate Dean (or Deputy). Please ensure you submit a **Change of OOP application form** at least 3 months before your anticipated change of plans as referred to in section 6 and 7 of the guidance notes.

## Return to Work

In accordance with the Gold Guide, Trainees may need to participate in a “Return to Training” process at the end of their OOP period. This will be particularly relevant for those trainees for whom out of programme experience does not include a clinical working component. This should include consideration of returning to clinical learning as well as to clinical practice and may include “Keep in Touch” arrangements. Trainees should familiarise themselves with the ‘Return to Training’ document ([http://www.yorksandhumberdeanery.nhs.uk/pgmde/policies/professional\\_support/](http://www.yorksandhumberdeanery.nhs.uk/pgmde/policies/professional_support/)) in advance of applying for OOP.

After prolonged periods of absence from the employing organisation there may be a requirement by the Local Education Providers (LEP) that trainees are reviewed by Occupational Health – this is subject to local LEP policies.

## Documentation

- Time out of Foundation Training Request Form
- Guidance Notes - Application for Unpaid Leave to Take Time Out of Programme (OOP)
- Application Form - Speciality Training – Application for Unpaid Leave to go Out of Programme (OOP)
- JRCPTB Form - for Medical Trainees
- Application to change Out of Programme Period - April 2014
- Future Leaders Programme Extension Guidance Notes
- Future Leaders Programme Extension Request Form