

HOW TO GET DEANERY, RCoA & GMC APPROVAL OF OOPT

(Updated Aug 2015)

Idea!

Begin process a minimum of **9 months** before start of proposed OOPT.

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COLLEGE TUTOR & TRAINING PROGRAMME DIRECTOR
Discuss OOPT proposal, download RCoA application form:
www.rcoa.ac.uk/system/files/TRG-A-OOPT-R_2014_0.pdf

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REGIONAL TRAINING COMMITTEE
Obtain support & signatures on RCoA application form:

- Training Programme Director – [Dr M. Smith](#)
- Regional Adviser – [Dr N. O'Donnell](#)

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POSTGRADUATE DEAN

- Inform office of plans.
- PA to PG Dean – [Mrs Lisa Pearson](#)
- Complete the form in **Appendix 4** of the **Gold Guide** and get it signed by your Ed Sup and TPD
- Obtain extended study leave (form).
[Stuart Brown](#) (NES)

ROYAL COLLEGE OF ANAESTHETISTS

Obtain letter of support from RCoA for proposed OOPT:

- Download form from website (see link above)
- Send off form with supporting documentation.
- Allow 6 weeks for form to be processed.

RCoA letter of support arrives

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GMC

- Send copy of RCoA letter and completed Appendix 4 to Postgraduate Dean together with a covering letter.
- Postgraduate Dean writes to GMC to apply for 'prospective approval that proposed OOPT counts towards CCT' (RCoA letter required for this).
- Allow approx 1 month for application to be processed.

FINALLY

- Remember OOPT is at the discretion of the TPD and the Dean – it is not a right.
- **Process must be completed and approval obtained a minimum of 6 months prior to start of OOPT or your application is likely to be rejected by the Deanery.**
- **You must give at least 3 months formal written notice to your employer and 6 months to the Deanery prior to the start date of your planned OOPT.**