

OOP Application Guide

Idea

Start process at least 9-12m before OOP due to commence.

Discuss locally with ES & CT, then confirm proposal is suitable with TPD.

RCoA Approval

Download form from College website;

<https://www.rcoa.ac.uk/document-store/application-prospective-approval-out-of-programme-training-or-research-ooptr>

Get support and signatures from TPD & RAA and send to College along with supporting documentation.

Takes approx. 6 weeks for the RCoA 'Letter of Support' to arrive from College.

(Nb. RCoA approval not required for OOPE – College only need notification of the dates, to adjust CCT date on return to programme)

Deanery Approval

Download form from Scotland Deanery website:

<https://www.scotlanddeanery.nhs.scot/trainee-information/out-of-programme-oop/>

Get support and signatures of ES & TPD and send to Postgraduate Dean's office, along with supporting documentation and the RCoA Letter of Support.

Application must be received by the deanery at least six months before OOP due to commence (August starts are reviewed the previous February and February starts are reviewed the previous August).

GMC Approval

If deanery approval received, the Dean will write to the GMC to seek approval on your behalf.

Takes approx. 4 weeks for GMC approval to be confirmed.

(Nb. GMC approval not required for OOPE)

Malcolm Smith, TPD

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