

Application for Unpaid Leave to Take Time Out of Programme (OOP) – General Practice

General Practice trainees are required to obtain formal approval from the General Practice Senior Management Team (SMT) in order to take time out of a clinical training programme whilst retaining their National Training Number (NTN). Requests for OOP for General Practice relate either to obtaining clinical experience (OOPE), or research (OOPR) in a different setting or a career break (OOPC). Time out of programme cannot be counted towards training (OOPT).

Applications will not be accepted for OOP which start before the end of ST2. Only in **exceptional** circumstances will the GP SMT consider requests for OOP that do not fall within the Gold Guide requirements.

1 General Principles

General Practice trainees wishing to take time out of programme must have the written agreement of the GP Senior Management Team. Applications will be reviewed at the monthly SMT meeting or by electronic communication in exceptional circumstances. Requests will only be considered when submitted on HEE YH's OOP application form, accompanied by the relevant accompanying documentation and support of the Training Programme Director (TPD). **Please note that the organisation will not accept applications submitted on the form provided in the Gold Guide 2010 under appendix 4. Please use the form provided on the website.**

http://www.yorksandhumberdeanery.nhs.uk/general_practice/trainees/gp_school_policies_and_organisation

Trainees should notify HEE YH and their TPD of any possible time out of programme as soon as possible in accordance with the yearly deadline for applications which are published on the GP section (above link) of the HEE YH website.

A trainee whose annual review of progress at the end of ST1 is deemed unsatisfactory will not normally be granted a period of OOP. Applications of this nature will be reviewed by the GP SMT accordingly.

Trainees may not be allowed to take up their planned OOP if their annual review of progress is deemed unsatisfactory at the end of ST2. A final decision will be made by the GP SMT.

Trainees will retain their NTN during the period of OOP.

Trainees must ensure that HEE YH has an up-to-date contact address and e-mail address throughout the period of OOP.

2 Types of application.

OOPT – Please note that this category does not apply to General Practice.

OOPE – clinically-based experience, which will not be used towards the award of a CCT. OOPE will normally be for one year in total, and only in exceptional circumstances will this be extended for up to two years.

OOPR - research-based OOP. Time spent out of programme for research purposes will NOT be recognised towards the award of CCT

Applications for OOPR must :

- Not normally exceed two years.
- Enable the trainee to submit for an appropriate higher qualification.
- Be eligible for publication in periodicals and journals and/or be presented at an accredited educational meeting.

OOPC – career break from training. Requests for a career break will be considered sympathetically however there maybe limiting factors within the specialty which will not allow the application to be approved. Applications will be considered on its individual merits and be prioritised on a needs basis. Career breaks will normally be limited to two years. If trainees wish to take longer they will be expected to relinquish their NTN and reapply in open competition in order to return to the specialty.

3 Annual Review

All OOP will be subject to an annual review. Trainees will be required to return an annual out of programme report for consideration of a review panel. If the OOP is based overseas then the trainee will not be expected to return for an assessment however documents should still be submitted as stated below:

- Clinical-based OOP – normal assessment forms for their specialty to be completed and accompanied by a progress report from clinical supervisor.
- Research-based OOP – report on progress of Research towards the stated objectives from the Research Supervisor.
- Form R.

4 Application Process

OOP application forms can be obtained from the HEE YH Website:

http://www.yorksandhumberdeanery.nhs.uk/general_practice/trainees/gp_school_policies_and_organisation

Trainees must complete Sections A and B of the OOP application form and forward it together with the supporting documentation detailed in Section B to the TPD with whom they should have already discussed the proposal.

The TPD completes Section C and forwards the form and accompanying documentation to the relevant Programme Support Team. In this first instance this would be addressed to the Programme Support Co-ordinator, although the management of the application may be delegated to another member of that team. The relevant member of Programme Support should check that the form is fully completed, and log the application on the 'Exceptional Training, tab on the Intrepid database. The file should then be passed to the GP Locality Lead for presentation at the next GP SMT monthly meeting.

Trainees will be notified in writing of the outcome of their application once a decision has been reached by the GP SMT. The Director of General Practice or GP Locality Lead will complete Section D of the Application Form accordingly.

As time spent out of programme in General Practice does not count towards training, educational approval from the GMC does not need to be obtained.

If an application is turned down, the GP Locality Lead will direct how this is communicated to the trainee and Training Programme.

5 Funding/Contractual Issues

Trainees whose OOP applications are successful will be granted **unpaid** leave for the period of the OOP.

Trainees must ensure that the organisation/authority offering the OOP post issues a statement of terms and conditions of service.

Approved OOPC constitutes a break in service.

Approved OOPT/E does not constitute a break in service in respect of:-

- Continuous employment
- Incremental progression
- Maternity leave (but see note below for how OOP affects entitlement to **paid** maternity leave)

PLEASE NOTE: In terms of maternity **pay**, the terms and conditions state that NHS Maternity Pay is calculated using the woman's actual average weekly earnings over the eight week period up to and including the qualifying week (that is the 11th week before the expected week of childbirth).

Trainees on OOP and therefore not receiving an income from their employer during the qualifying period will **not** be eligible to NHS Maternity Pay. Trainees may also not be eligible for Statutory Maternity Pay as the same qualifying period applies, although they may receive Maternity Allowance.

Trainees taking career breaks should get advice from their employers on their statutory rights in relation to career breaks.

Employer's contributions to Superannuation will cease during the OOP. It is the responsibility of trainees to ensure that appropriate arrangements are made with their relevant Pension Scheme.

Trainees on OOP are not eligible to apply for funded study leave from the specialty study leave budget. Any study leave taken during the period of OOP must be funded either by the trainee or the organisation/authority hosting the research/clinical experience post. The only exception being trainees who have successfully applied to the HEE YH Future Leaders Programme, who have access to curriculum delivery. Further details can be found at the following: http://www.yorksandhumberdeanery.nhs.uk/pgmde/policies/training_policies/out_of_programme

Trainees on OOP are not eligible to receive expenses from the HEE YH budget. It is the responsibility of the host organisation/authority offering the post to meet any expenses associated with it.

6 Changes to approved applications

Trainees wishing to extend or curtail periods of OOP must have similar approval of the GP Senior Management Team.

Trainees must make a formal application at least three months in advance of their currently approved end date.

The GP SMT can only consider requests submitted on the appropriate form (OOP Application – Change to Approved Period) and accompanied by a letter outlining the reason(s) for the extension/curtailment, and have the support of the TPD.

The revised period of absence will be approved under the terms stated in items 1, 2, 3 and 5.

7 Application Process for changes to approved OOP

Changes to OOP application forms can be obtained from the HEE YH website at:

http://www.yorksandhumberdeanery.nhs.uk/pgmde/policies/training_policies/out_of_programme

Trainees should discuss their application in advance with their Educational Supervisor and TPD.

Trainees on the HEE YH Future Leaders Management Programme should consult the website for details on the process for applying for an extension:

http://www.yorksandhumberdeanery.nhs.uk/pgmde/policies/training_policies/out_of_programme

Trainees must complete Sections A and B of the OOP application form and forward it together with the supporting documentation detailed in Section B to the TPD.

The TPD completes Section C and forwards the form and accompanying documentation to the relevant Programme Support Team. In this first instance this would be addressed to the Programme Support Co-ordinator, although the management of the application may be delegated to another member of that team. The relevant member of Programme Support should check that the form is fully completed, and log the application on the 'Exceptional Training, tab on the Intrepid database. The file should then be passed to the GP Locality Lead for presentation at the next GP SMT monthly meeting.

Trainees will normally be notified in writing of the outcome of their application once a decision has been reached by the GP SMT.

The Director of General Practice or GP Locality Lead will complete Section D of the Application Form accordingly.

If an application is turned down, the GP Locality Lead will direct how this is communicated to the trainee and Training Programme.