

Paediatrics: OOPT application procedure flow chart

Trainee discusses with **Educational Supervisor and TPD**.
If supported in principle, Trainees should apply **at least 6 months** in advance to allow enough time for gaining approval and for employers to meet the needs of patients (can apply for conditional OOPT if post not yet advertised)

Trainee completes an OOPT application form

Trainee requests **Educational Supervisor** signature.
The Educational Supervisor is indicating that the requested OOPT fits with the Trainee's objectives and stage of training including exam progress

Trainee submits the form to the Paediatric OOPT panel . Trainee applies to the OOPT panel at least 6 months before planned start date

Paediatric OOPT panel approval granted?

YES

OOPT panel chair informs Trainee
Form signed by TPD returned to Trainee

NO

OOPT panel chair informs Trainee

Trainee applies for RCPCH approval (the application can be found on the RCPCH website)

Royal College approval granted?

NO

RCPCH informs trainee and TPD of outcome

YES

Trainee send completed OOPT application form with TPD and educational supervisor signatures and RCPCH approval to HEE administrator for APD approval

NO

APD writes to trainee and HEE administrator with an explanation of the outcome

APD approval granted?

YES

HEE administrator sends HEE approval letter with copy of OOPT application to trainee, RCPCH , TPD and HR department

HEE administrator sends a HEE OOPT approval letter with a copy of OOPT application to:
Trainee, RCPCH, TPD and HR department & GMC

GMC review the application and if required, requests additional information. Once reviewed, the GMC sends the HEE administrator a GMC approval letter which HEE administrator forwards to trainee, TPD, RCPCH & updates HEE IT system