## Paediatrics: OOPC application procedure flow chart

copy of OOP application to trainee, RCPCH , TPD and HR department

Trainee discusses with Educational Supervisor and TPD. If supported in principle, trainee informs their clinical department of intended OOPC start and finish date. Trainees should apply as soon as possible to allow enough time for gaining approval and employers to meet the needs of patients. Trainee completes an OOPC application form Trainee requests **Educational Supervisor** signature. Trainee send completed OOP application form with TPD and educational supervisor signatures to HEE administrator for APD approval APD approval granted? YES NO 1 **HEE administrator sends** APD writes to trainee and HEE administrator HEE approval letter with with an explanation of the outcome