Paediatrics: OOPE 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 OOPE if plans not fully clear 6 months before)

Trainee completes an OOPE application form

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

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

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Paediatric OOP panel approval granted?

YES
OOP panel chair informs Trainee
Form signed by TPD returned to Trainee

NO
OOP panel chair informs Trainee

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

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APD approval granted?

NO → APD writes to trainee and HEE administrator with an explanation of the outcome

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YES

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