

Paediatrics: OOPR application procedure flow chart

Trainee discusses with **Educational Supervisor, TPD and RCPC** Academic Regional Representative.
 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 OOPR if funding /post not fully sorted)
 Trainee completes an OOP application form, indicates on the form whether they wish to count any *clinical* training in the OOPR towards clinical training time (Note: research time cannot count towards clinical training to CCT) and signs it themselves.

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

Trainee requests **RCPC Academic Regional Representative** approval and signature by contacting them directly via their own email address available from <https://www.rcpch.ac.uk/resources/academic-training>
 RCPC Academic Regional Representative is indicating that the research in the requested OOPR fits with the Gold Guide, is original research and likely to deliver the Trainee's desired outcomes as stated on their application

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

Paediatric OOP panel approval granted?

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

NO
 OOP panel chair informs Trainee

Does the trainee wish any *clinical* training in the OOPR to count towards clinical training time (Note: research time cannot count towards clinical training to CCT)

YES
 Trainee sends the OOPR form signed by trainee, Educational Supervisor, RCPC Academic Regional Representative and TPD to RCPC Regional Advisor via their own email address available from <https://www.rcpch.ac.uk>

Royal College approval granted from RCPC Regional Advisor ?

NO
 RCPC Regional Advisor informs Trainee.

Trainee decides to continue with OOPR although no time approved towards CCT

NO

Trainee sends the OOPR form, signed by trainee, Educational Supervisor, RCPC Academic Regional Representative and TPD with RCPC Regional Advisor's approval letter (if time to count to clinical training)
 To
 LETB administrator for Academic School approval and APD Approval

Academic School and APD approval granted?

YES

HEE administrator sends a HEE OOP approval letter with a copy of OOP application to:
 Trainee, RCPC, TPD and HR department & GMC (if time to count to clinical training approved)

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, RCPC & updates HEE IT system