Requesting RCR approval for an out of programme activity

14 Steps

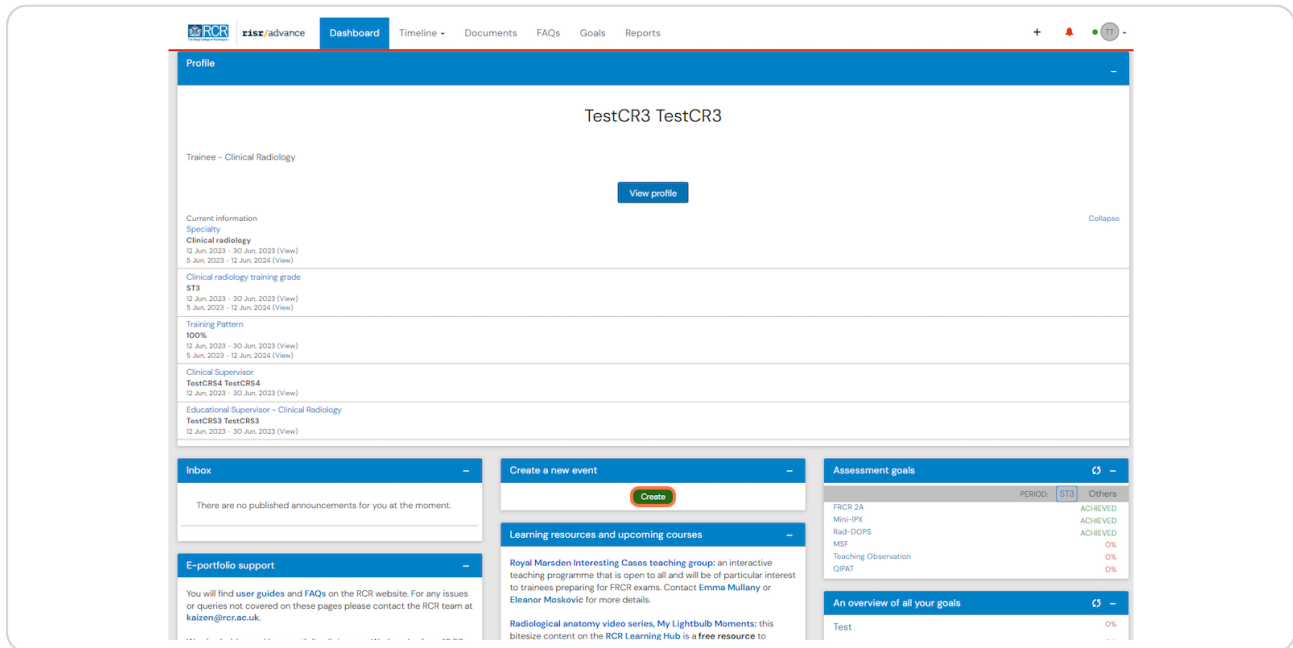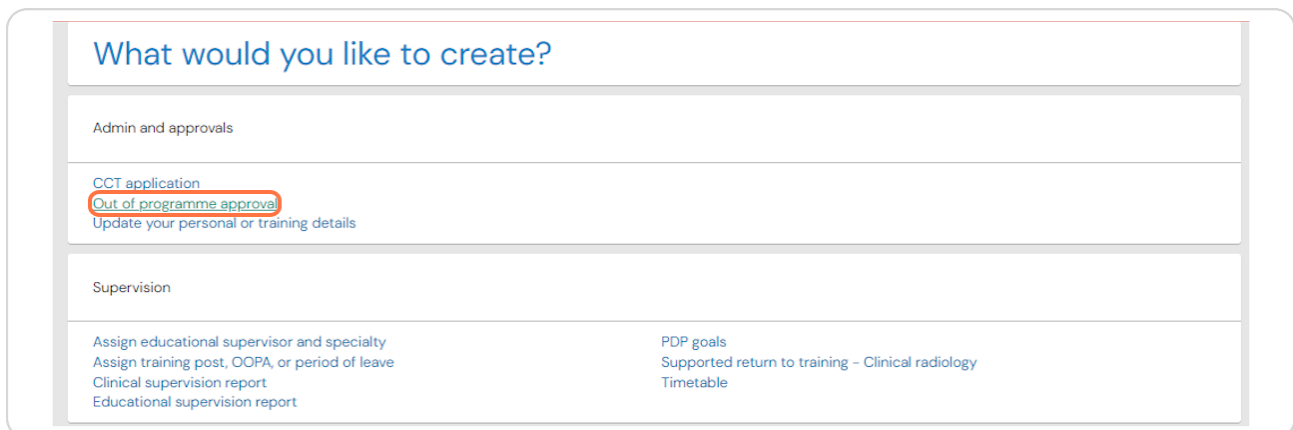| Created by	Creation Date	Last Updated
WDAT	June 29, 2023	July 27, 2023

STEP 1

From your dashboard click on Create

You can also click the + button in the top righthand corner of your screen

STEP 2

Click on Out of programme approval in the Admin and approvals section of the create menu

STEP 3

Enter the required information, including the proposed start and end date of your out of programme activity (OOPA) and the type of OOPA

STEP 4

You can attach any supporting documents by clicking on Choose file

STEP 5

Enter the name of your TPD or head of school to send this form to them for their approval

As you type your TPD or head of school should appear beneath the text box and you can select their name from the list. Your OOPA request must be approved by your TPD or head of school before RCR approval is given.

STEP 6

Click on Send to TPD/HoS for approval

Once your TPD or head of school has approved your application, the form will be sent to the RCR training officer for approval.

Once your request has been approved by the RCR, the form will be returned to you and will be visible in your to do list. You will need to review the RCR response and confirm your agreement to any conditions in order to complete the approval process.

STEP 7

To access your to do list click on the bell icon in the top right of your screen

This icon will appear red if you have unseen messages or to list items
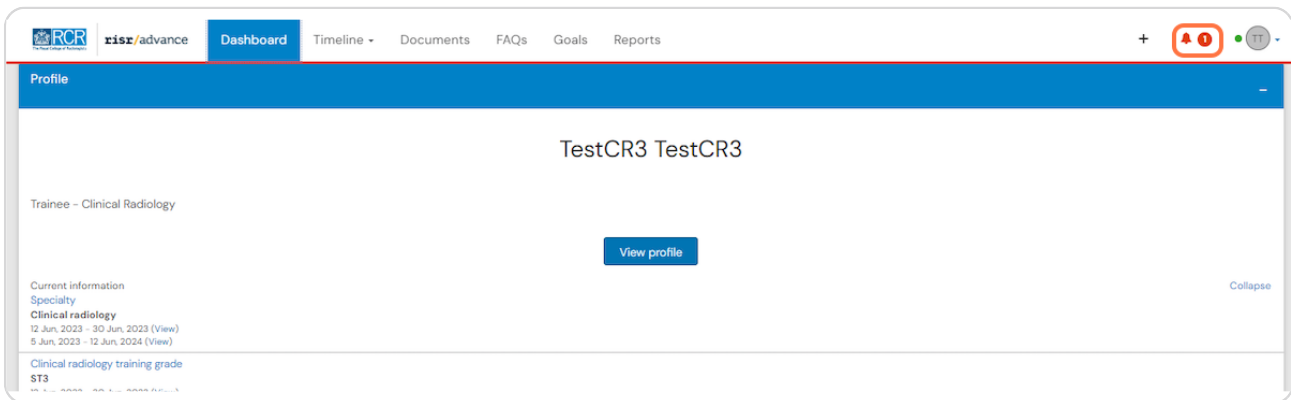
STEP 8

Click on Out of programme approval to view and complete the form

STEP 9

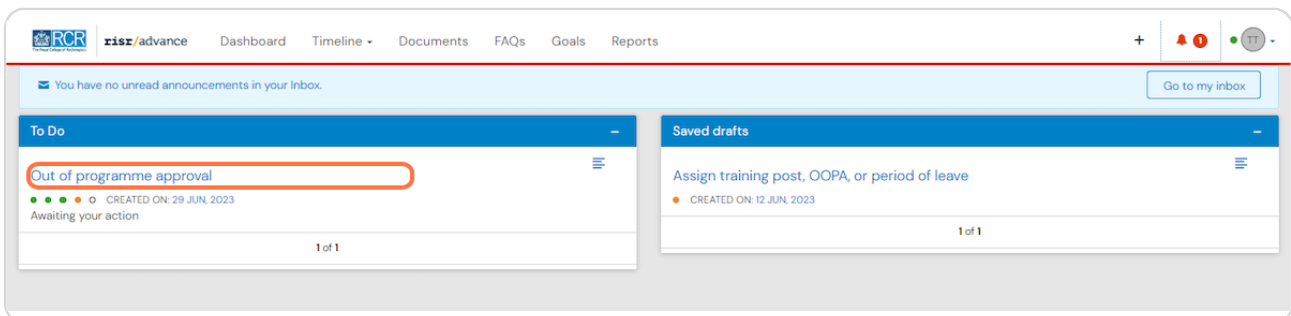## Click on Fill in to complete the final part of the form

You can view responses in each previous section of the form. Click on show more to expand any collapsed sections

STEP 10

Read the conditions attached to the approval of your OOPA carefully

By submitting the form you acknowledge your agreement to the conditions listed

Click on Submit

Out of programme activity approved

The RCR is satisfied with the proposed out of programme activity described in section 1 of this form. Please note the conditions laid out below:

- You must retain your training contract and national training number throughout your OOP period or until your CCT has been awarded.
- Any credit approval is subject to agreement by your Training Programme Director and your Postgraduate Dean that the OOP activity meets the requirements set out in the Gold Guide and that you will remain subject to the annual assessment review procedures of your deanery.
- You should discuss the components of any training completed as part of your OOP activity with your trainers to ensure that they meet the requirements of the relevant specialty training curriculum, including any evidence required (e.g. appropriate workplace-based assessments).
- If this period spans your anticipated CCT date, you need to discuss with your home trainers the procedure for final ARCP to ensure this can be achieved, especially in an overseas post, as CCT is dependent upon this.
- You should add your period of OOP activity as a post on the e-portfolio (a guide on how to do this is available).

You may also wish to use the SuppoRRT (supported return to training) forms on the e-portfolio to plan your return to training. You should begin this process prior to commencing your out of programme activity. Information on the SuppoRRT programme is available on the RCR website.

By submitting this form you are confirming your understanding and agreement to the conditions given above.

⬆ Attach files

Submit   Save as draft

Downloading a copy of your OOPA approval   3 Steps

Your deanery may ask for a copy of your OOPA approval. You can download a PDF copy from your e-portfolio using the steps below

Click on Timeline and select Admin and approvals

RCR risr/advance   Dashboard   Timeline ▾   Documents   FAQs   Goals   Reports

Out of programme ap

Timeline

Admin and approvals

Supervision

Assessment and evidence

Reflection

Goals

Goals – IR

Examinations

‹ Back

○ ○ ○ ● ○ MERGED   VERSION 9   ↺ Show audit log

Date occurred on 29 Jun, 2023   End date 29 Jun, 20

TT   Section filled in by TestCR3 TestCR3   FILLED IN ON 29 JUN, 2023

Section filled in by TestCRS1 TestCRS1

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STEP 13

Click on the complete Out of programme approval to open this event

STEP 14

Click on Download PDF

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