

Requesting RCR approval for an out of programme activity

14 Steps

Created by

WDAT

Creation Date

June 29, 2023

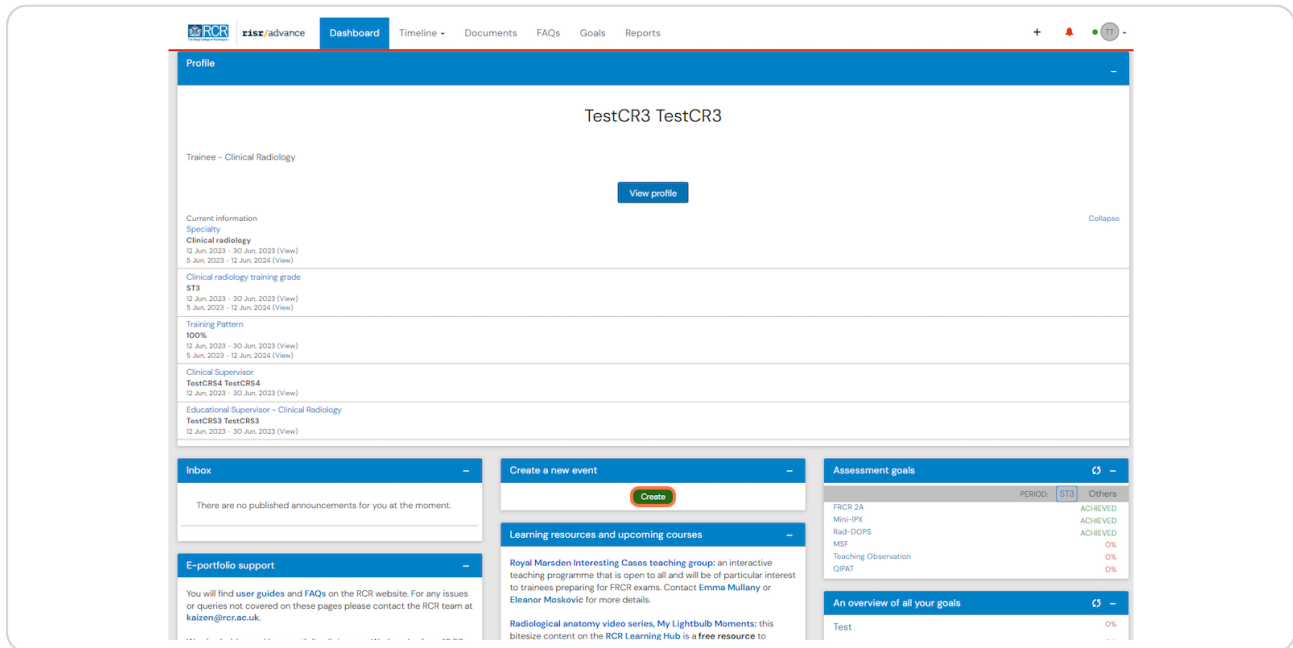
Last Updated

July 27, 2023

STEP 1

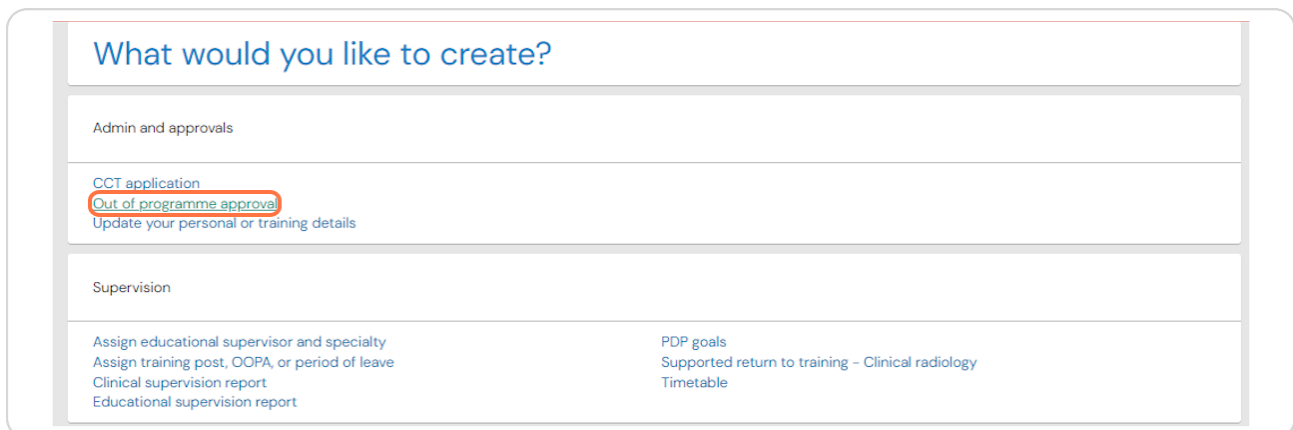
From your dashboard click on Create

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

New Out of programme approval
VERSION 9 Add tags Link to Goals

Fields marked with ★ are required. LAST SAVED: TODAY AT 3:35 PM

This event will be added onto your timeline as a SHARED event. Only users with permissions to view this event on your timeline will be able to view this event.

Date occurred on ★ 29/6/2023 End date ★ 29/6/2023
Please indicate the date on which this event occurred. If this event spans multiple days, please indicate the date on which this finishes.

Description (optional)

Specialty ★ Clinical radiology

Training grade ★ ST3

Proposed OOP start date ★ 29/6/2023

Proposed OOP end date ★ 30/6/2024

Out of programme activity ★ OOPR - Research with Partial CCT Credit

Credit requested ★

Please state how much time you would like to be counted towards CCT

STEP 4

You can attach any supporting documents by clicking on Choose file

Please give an illustration of the average weekly work layout. You may attach a timetable below if you wish. ★

You may use the 'choose files' button to attach any additional evidence to support your application

Choose file

The following information section is required if you are applying for out of programme research.

Type of research ★

Title of research project ★

EDPR assessment date start of OOPR ★

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.

Your Training Programme Director/Head of School will need to confirm their support of your application for out of programme activity. Approval cannot be issued without this support. Please enter the name of your TPD/HoS in the box below and click "Send to TPD/HoS for approval."

[Attach files](#)

The next section of this form can be filled in by users with these roles: Training Programme Director – Clinical Radiology, Training Programme Director – Clinical Oncology, Head of School – Clinical Oncology, Head of School – Clinical Radiology

Who would you like to fill in the next section of this form? *

You can only invite users with a risr/advance account to fill in the next section. After typing at least 3 characters, we will suggest matches from known users in risr/advance. You may enter a user's name or email address

Fill in on the same device

No Yes

[Send to TPD/HoS for approval](#) [Save as draft](#)

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.

Your Training Programme Director/Head of School will need to confirm their support of your application for out of programme activity. Approval cannot be issued without this support. Please enter the name of your TPD/HoS in the box below and click "Send to TPD/HoS for approval."

[Attach files](#)

The next section of this form can be filled in by users with these roles: Training Programme Director – Clinical Radiology, Training Programme Director – Clinical Oncology, Head of School – Clinical Oncology, Head of School – Clinical Radiology

Who would you like to fill in the next section of this form? *

You can only invite users with a risr/advance account to fill in the next section. After typing at least 3 characters, we will suggest matches from known users in risr/advance. You may enter a user's name or email address

Fill in on the same device

No Yes

By continuing, you will invite the following users to fill in the next section: TestCRS1@rcr.ac.uk

[Send to TPD/HoS for approval](#) [Save as draft](#)

Confirming your acceptance of conditions

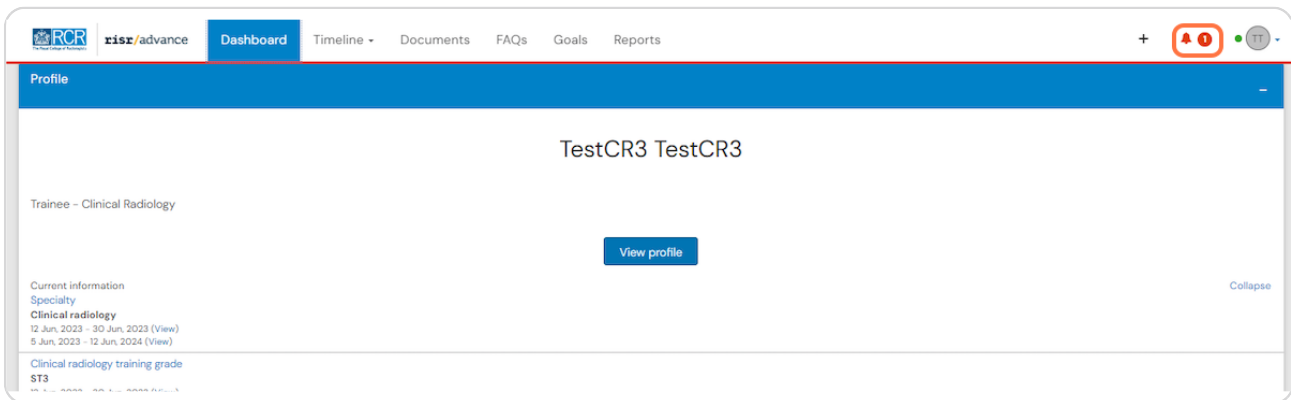
5 Steps

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

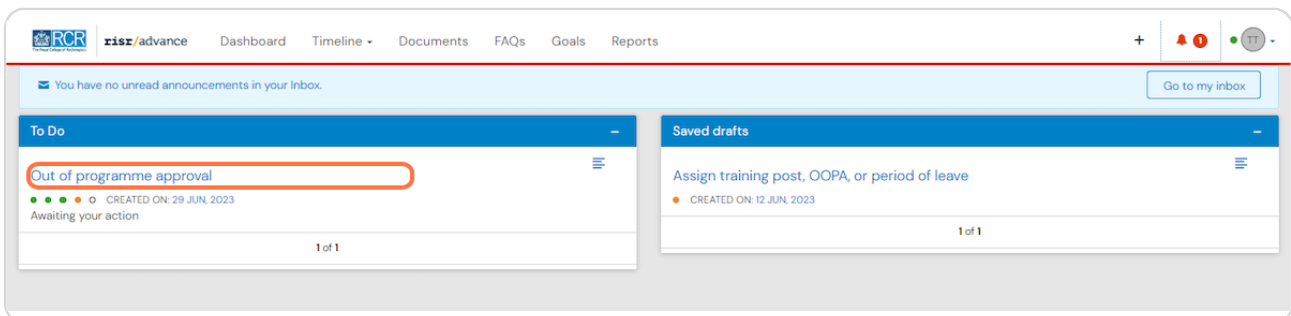
To access your to do list click on the bell icon in the top right of your screen

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

The screenshot shows the 'Out of programme approval' form in a web application. At the top, there is a navigation bar with the RCR logo and links for 'risr/advance', 'Dashboard', 'Timeline', 'Documents', 'FAQs', 'Goals', and 'Reports'. The main heading is 'Out of programme approval' with a 'Fill in' button and a 'Back' link. Below the heading, there are status indicators: 'DRAFT', 'PRIVATE', and 'AWAITING YOUR ACTION', along with 'VERSION 9' and a 'Show audit log' link. The form contains two sections, each with a 'Show more' dropdown. The first section shows 'Date occurred on 29 Jun, 2023' and 'End date 29 Jun, 2023'. The second section shows 'Section filled in by TestCR3 TestCR3' and 'FILLED IN ON 29 JUN, 2023'.

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

The screenshot shows the 'Out of programme activity approved' confirmation screen. The heading is 'Out of programme activity approved'. Below the heading, there is a paragraph: '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:'. This is followed by a bulleted list of conditions: '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.', and 'You should add your period of OOP activity as a post on the e-portfolio (a guide on how to do this is available).'. Below the list, there is a paragraph: '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.'. At the bottom, there is a red text box: 'By submitting this form you are confirming your understanding and agreement to the conditions given above.'. Below this, there is an 'Attach files' button. At the very bottom, there are two buttons: 'Submit' and 'Save as draft'.

STEP 11

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

STEP 12

Click on Timeline and select Admin and approvals

The screenshot shows the RCR e-portfolio interface. At the top, there is a navigation bar with the RCR logo, 'risz/advance', and menu items: Dashboard, Timeline (with a dropdown arrow), Documents, FAQs, Goals, and Reports. The main content area displays the 'Out of programme activity' form. The form title is 'Out of programme activity' and it has a status of 'MERGED'. Below the title, there are progress indicators (four circles, the second is green) and a 'Date occurred on 29 Jun, 2023' and 'End date 29 Jun, 2023'. A section is filled in by 'TestCR3 TestCR3' on '29 JUN, 2023'. A dropdown menu is open under 'Timeline', with 'Admin and approvals' highlighted in orange. Other options in the menu include Supervision, Assessment and evidence, Reflection, Goals, Goals - IR, and Examinations. The form also shows 'VERSION 9' and a 'Show audit log' link.

STEP 13

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

Admin and approvals

[Create new](#) [Bulk tagging](#)

Found 5 items

Ordered by **date created**

Events created in June 2023

Out of programme approval	●●●●●○	CREATED ON: 29 JUN, 2023
Show audit log		Preview
CCT application	●○	CREATED ON: 12 JUN, 2023 Awaiting response from Training Officer RCR
Remind Retract Show audit log		Preview
Out of programme approval	●○●●●○	CREATED ON: 12 JUN, 2023 Awaiting response from TestCRS3 TestCRS3
Remind Retract Show audit log		Preview

STEP 14

Click on Download PDF

Out of programme approval

[Download PDF](#) [Back](#)

●●●●●○ COMPLETE VERSION 9 [Show audit log](#)

Event occurred on: 29 Jun, 2023
Created on: 29 Jun, 2023

[Tags](#): [Show 3 tags](#)

[About TestCR3 TestCR3](#)

RCR Membership Number: 0003
GMC Number: n/a

[Section filled in by TestCR3 TestCR3](#) FILLED IN ON 29 JUN, 2023

Clinical radiology training grade: ST3
Training Pattern: 100%
Specialty: Clinical radiology
Locations: Test location, Test training programme 1

