



## The Royal College of Anaesthetists

### PROSPECTIVE APPROVAL OF OUT OF PROGRAMME TRAINING/RESEARCH (OOPT/R)

Off-rotation training (ORT), which the College administered happily for years, has had a name change and is now called Out of Programme Training/Research (OOPT/R). **Prospective** approval must now be sought from PMETB and failure to obtain PMETB approval will mean that the OOPT/R time and competences achieved, will not be credited towards a CCT, thus delaying the award of a CCT. This policy was introduced by PMETB in February 2007.

The College would like to implement a national procedure for dealing with all future OOP requests. The procedure will apply to:

- training and research outside the UK intended to count towards CCT training (OOPT/R);
- research in the UK outside that permitted within the Deanery's CCT programme (OOPR);
- training in the UK in a post that is not already approved for training by PMETB (OOPT) e.g. a clinical fellowship in cardiac anaesthesia.

#### **NB**

*PMETB's policy does not apply if a trainee moves to a PMETB approved post in another Deanery (what the College has always called a secondment between Schools of Anaesthesia). In this situation, the College still needs to be informed of the trainee's plans and requires the following:*

- *title and job description of the post;*
- *dates of the post;*
- *name of the supervisor in the post;*
- *letter of support from the RA/TPD/Deanery;*

#### **Procedure**

The procedure will have 5 stages:

1. Trainee gets provisional approval from the Deanery (TPD).
2. Trainee gets approval from the RA(s) (anaesthesia/ICM or both) that the OOPT/R will form part of a balanced training programme that can be signed off towards a CCT.
3. Trainee submits to the College the attached form and sufficient evidence to satisfy PMETB that the training will meet their criteria.
4. The College makes a recommendation and the Deanery makes an application to PMETB.
5. PMETB makes its decision and informs the Deanery and trainee.

## **Defence Medical Services (DMS)**

Trainees deployed with the DMS on military operations (not exercises) will be subject to different procedures agreed between the College and the Defence Postgraduate Medical Dean.

## **Guidance**

PMETB requires that any trainee who takes up an OOPT/R post overseas as part of their UK training programme must get a statement from the competent authority in the country where the training will take place detailing the purpose and structure of the post.

The College is collecting guidance from the most frequently visited countries for OOPT/R as to how a trainee can obtain evidence to satisfy PMETB. Information gathered so far (to the best of our knowledge) is as follows:-

### **Australia and New Zealand**

The Australian and New Zealand College of Anaesthesia [www.anzca.edu.au](http://www.anzca.edu.au)

### **Singapore**

The Australian and New Zealand College of Anaesthesia [www.anzca.edu.au](http://www.anzca.edu.au)

### **Malaysia**

The Australian and New Zealand College of Anaesthesia [www.anzca.edu.au](http://www.anzca.edu.au)

### **South Africa**

### **USA**

Accreditation Council for Graduate Medical Education [www.acgme.org/acWebsite/home/home.asp](http://www.acgme.org/acWebsite/home/home.asp)

### **Canada**

The Royal College of Physicians and Surgeons of Canada accredit all residency programmes. The relevant competent authority to give a statement can be obtained from the relevant university. Details of the individual universities in Canada can be found on the Royal College of Physicians and Surgeons of Canada website [www.rcpsc.medical.org/residency/accreditation/arps/anesthesia\\_e.php](http://www.rcpsc.medical.org/residency/accreditation/arps/anesthesia_e.php)

**Hong Kong** <http://www.hkca.edu.hk/>

*The problem areas will be:*

- *trainees who want to go to developing countries or non-governmental organisations without clearly defined and assessed training programmes; and*
- *trainees in the Defence Medical Services deployed on military operations. The STA used to allow the College great latitude in approving this, PMETB will not.*

***In these instances, or where there is no competent authority or equivalent, trainees are strongly advised to contact the RCoA Training Department before pursuing their application further.***

## **NB**

- **On their return to the UK all trainees will be required to complete an evaluation form and submit a written report of their training experience, supported by a satisfactory assessment report from their designated supervisor.**
- **Trainees must plan for the final six months of their training to be undertaken in the UK. Only in exceptional circumstances would this period be reduced to a minimum of three months.**

Please direct any queries to: RCoA Training Directorate  
Email: [training@rcoa.ac.uk](mailto:training@rcoa.ac.uk) Tel: 020 7092 1554/3/2



**REQUEST FOR PROSPECTIVE APPROVAL OF  
OUT OF PROGRAMME TRAINING/RESEARCH (OOPT/R)  
LEADING TO THE AWARD OF A CCT IN ANAESTHESIA/JOINT CCT IN ANAESTHESIA & ICM**

**Notes:**

1. This form must be submitted by trainees who want **prospective** approval to train or conduct research in a post not approved by PMETB towards training for a CCT in Anaesthesia/Joint CCT in Anaesthesia & ICM e.g. a clinical fellowship in the UK, a training post in another country, deployment on operations with the Defence Medical Services or research outside that permitted within the Deanery's CCT programme.
2. Applicants should allow adequate time for approval to be granted by PMETB after submitting the request to the RCoA.
3. Applicants should not commit themselves financially or professionally until formal approval has been received from PMETB.
4. **Trainees must complete the last 6 months of their CCT training in-programme and in the UK.**
5. If the applicant is unsure if the proposed training/research is classified as OOPT/R they should ask advice from the RCoA Training Department.
6. For OOPT/R which includes ICM, the agreement of both the Anaesthesia and ICM Regional Advisors is needed.

**A. Personal details (to be completed by the applicant)**

NTN																					CRN																	Estimated CCT DATE	D	D	M	M	Y	Y	Y	Y
Surname																								Forename																						
Correspondence address																																														
																												Postcode																		
Telephone															E mail																															

**B. Provisional Deanery approval (normally completed by the Training Programme Director)**

The applicant has discussed this OOPT/R proposal with me and it is approved in principle.

Signed		Date	
Name		Position	

**C. Anaesthesia Regional Adviser's approval**

This application has been discussed with me and I am satisfied that it forms part of a balanced training programme leading to the award of a CCT in Anaesthesia.

Signed		Date	
Name		Position	

**D. ICM Regional Advisor's approval (if required)**

This application has been discussed with me and I am satisfied that it forms part of a balanced training programme in ICM and conforms to the standards of the IBTICM.

Signed

Date

Name

Position

**E. Details of OOPT/R post (to be completed by the applicant)**

Title of post for which approval is sought:																			
From	D	D	M	M	Y	Y	Y	Y	To	D	D	M	M	Y	Y	Y	Y	Total duration	
																		How much to count towards CCT?	
Is the post full time?		Yes	No	If 'No', what is the % WTE?														%	

Hospital name & address

Head of Department	
Designated local supervisor	
Telephone:	
E mail:	

**Check list: I enclose the following information to support my application:**

<b>1. FOR ALL APPLICATIONS</b>	
<ul style="list-style-type: none"> <li>The objectives of the training, mapped against the appropriate units of "The CCT in Anaesthesia" <b>AND</b>;</li> <li>A job description on Hospital headed paper <b>OR</b> Details of the research project.</li> <li>A personal statement from the trainee of the specific objectives to be achieved.</li> </ul>	
<b>2. FOR TRAINING OUTSIDE THE UK</b>	
<ul style="list-style-type: none"> <li>A statement from the competent authority<sup>1</sup> in the country concerned e.g Training Board, College or Faculty, confirming that the hospital is approved for training and detailing supervision arrangements;</li> <li>If no clear competent authority, or applicant planning to work with a non-governmental organisation/operational deployment with the Defence Military Services, <b>please</b> seek advice from the RCoA Training Department before making any firm commitments.</li> </ul>	
<b>3. FOR TRAINING IN THE UK</b>	
<ul style="list-style-type: none"> <li>A statement from the hospital/university department confirming that the post will be covered by the same arrangements for study leave and supervision that apply to trainees in PMETB approved posts.</li> </ul>	

I confirm that to the best of my knowledge the above information is correct.

Signed

Date

Name

**Now send the completed application to RCoA Training Department, Royal College of Anaesthetists, Churchill House, 35 Red Lion Square, London WC1R 4SG**

<sup>1</sup> Details of competent authorities, where known, can be obtained from the RCoA's Training Department

**F. RCoA approval**

The OOPT/R described in this application is in accordance with requirements of the programme for a CCT in anaesthesia and has the support of the RCoA. For further supporting comments see below.

**Signed**

**RCoA stamp**

**Name**

**G. IBTICM approval (if required)**

The OOPT/R described in this application conforms to the standards of the IBTICM and has its support. For further supporting comments see below.

**Signed**

**Name**

**H. Further comments by the RCoA or IBTICM**

**RCoA**

**Signed**

**RCoA stamp**

**Name**

**IBTICM**

**Signed**

**Name**