

North East and north Cumbria

Specialty Training

School of Radiology - Out of Programme Standard Operating Procedure

Introduction

This SOP does not replace the HEE NE OOP policy and is a guide to local arrangements within the School of Radiology. Radiology is unlike most other specialities in that the level of supervision and direct training is such that registrar absence does not impact on service delivery to the extent that it does in certain other specialities.

Exclusions

1. Registrars must have completed at least one complete year of training and must be on an ARCP outcome 1. OOP will not be considered in the final year.
2. Total OOPs will be capped at a maximum of 10% of current Registrar workforce at any one time.
3. OOPs may be refused notwithstanding (2) if the impact on service provision (ie rotation gaps that destabilise departments, on call etc) poses a risk to patient safety.

Process

There are various types of OOP as described in the HEE NE policy. The School of Radiology will operate a panel to consider requests. The panel will meet on an ad hoc basis as the need arises to consider applications

1. All OOP requests should be submitted according to policy.
2. All OOP requests should be discussed prior to submission with the ES and TPD and agreed with both.
3. OOP ranking panel will consider and rank all OOP applications.
4. OOP applications will be considered in conjunction with the Rotation Planning SOP, gap management and on call service provision (see Exclusion, (3), above).

Panel Membership

1. Training programme director/Head of School
2. Radiologist from DGH
3. Radiologist from DGH
4. Academic representative (where applicable)

The panel will be considered quorate with three present.