

# Recording a period of out of programme activity (OOPA) or leave

7 Steps

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Created by  
WDAT

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## STEP 1

### From your dashboard click on Create

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

Profile

TestCR3 TestCR3

Trainee - Clinical Radiology

[View profile](#)

Current information Collapse

Specialty  
Clinical radiology  
12 Jun, 2023 - 30 Jun, 2023 (View)  
5 Jun, 2023 - 12 Jun, 2024 (View)

Clinical radiology training grade  
ST3  
12 Jun, 2023 - 30 Jun, 2023 (View)  
5 Jun, 2023 - 12 Jun, 2024 (View)

Training Pattern  
100%  
12 Jun, 2023 - 30 Jun, 2023 (View)  
5 Jun, 2023 - 12 Jun, 2024 (View)

OOPA  
OOP - Experience  
30 Jun, 2023 - 30 Jun, 2023 (View)

Clinical Supervisor  
TestCR54 TestCR54  
12 Jun, 2023 - 30 Jun, 2023 (View)

Educational Supervisor - Clinical Radiology  
TestCR53 TestCR53  
12 Jun, 2023 - 30 Jun, 2023 (View)

Inbox -

Welcome to the RCR's e-portfolio test site  
PUBLISHED ON: 30 JUN, 2023

Welcome to the RCR's e-portfolio test site. Thank you for taking part in this user testing session. The RCR is aiming to make more

Create a new event -

[Create](#)

To do list -

Assessment goals ↻ -

	PERIOD:	ST3	Others
FRCR 2A			ACHIEVED
Mini-IPX			ACHIEVED
Rad-DOPS			ACHIEVED
MSF			OK

## STEP 2

### Click on Assign training post, OOPA, or period of leave in the supervision section of the create menu

RCR **risr/advance** Dashboard Timeline Documents FAQs Goals Reports

### What would you like to create?

Admin and approvals

CCT application  
Out of programme approval  
Update your personal or training details

Supervision

[Assign educational supervisor and specialty](#)

[Assign training post, OOPA, or period of leave](#)

Clinical supervision report

Educational supervision report

PDP goals  
Supported return to training - Clinical radiology  
Timetable

### STEP 3

## Enter the start and end date for your period of OOPA or leave

The screenshot shows a web form titled "New Assign training post, OOPA, or period of leave". At the top, there is a navigation bar with the RCR logo and links for "riscr/advance", "Dashboard", "Timeline", "Documents", "FAQs", "Goals", and "Reports". Below the navigation bar, the form title is displayed in blue. A status bar indicates "VERSION 23" and provides links for "Add tags" and "Link to Goals". A note states "Fields marked with \* are required." and "LAST SAVED: UNSAVED". A blue information box contains the text: "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." The form has two input fields: "Date occurred on \*" and "End date \*", both containing the date "30/6/2023". A red box highlights these two fields. Below the date fields is a "Description (optional)" text area. Further down is a dropdown menu labeled "Please select the action you require \*". At the bottom, there is an "Attach files" button and two buttons: "Submit" (green) and "Save as draft" (orange).

### STEP 4

## Enter the start and end date for your period of OOPA or leave

This screenshot is identical to the one for Step 3, showing the same form with the "Date occurred on" and "End date" fields highlighted in red. The form content, including the navigation bar, title, status bar, information box, description field, dropdown menu, and buttons, remains the same.

## STEP 5

Select either Enter details of an out of programme activity or Enter a period of leave from the dropdown menu

The screenshot shows a web form with a dropdown menu highlighted by a red border. The dropdown menu is open, showing the option "Enter details of an out of programme activity". Below the dropdown, there are several form fields: "Specialty" (a dropdown menu), "OOPA" (a search box and a list of four items: "OOP - Training", "OOP - Research", "OOP - Experience", and "OOP - Career Break"), "Please give a brief description of your out of programme activity" (a large text area), and "OOPA supervisor" (a text input field). A small note below the supervisor field reads "Please give the name of your supervisor for your out of programme activity".

## STEP 6

Complete the required information

The screenshot shows the same web form as in Step 5, but with a red border around the entire form area. The dropdown menu is still open, showing "Enter details of an out of programme activity". Below the dropdown, there are several form fields: "Specialty" (a dropdown menu), "OOPA" (a search box and a list of four items: "OOP - Training", "OOP - Research", "OOP - Experience", and "OOP - Career Break"), "Please give a brief description of your out of programme activity" (a large text area), and "OOPA supervisor" (a text input field). A small note below the supervisor field reads "Please give the name of your supervisor for your out of programme activity". At the bottom of the form, there is a paragraph of text: "You may 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](#)." Below this text is an "Attach files" button.

## STEP 7

### Click on Submit

Please select the action you require \*

Enter a period of leave

Specialty \*

Period of leave \*

Search... 4 items

- Parental leave
- Sickness
- Study leave
- Other

You may 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](#).

Attach files

**Submit** Save as draft

