

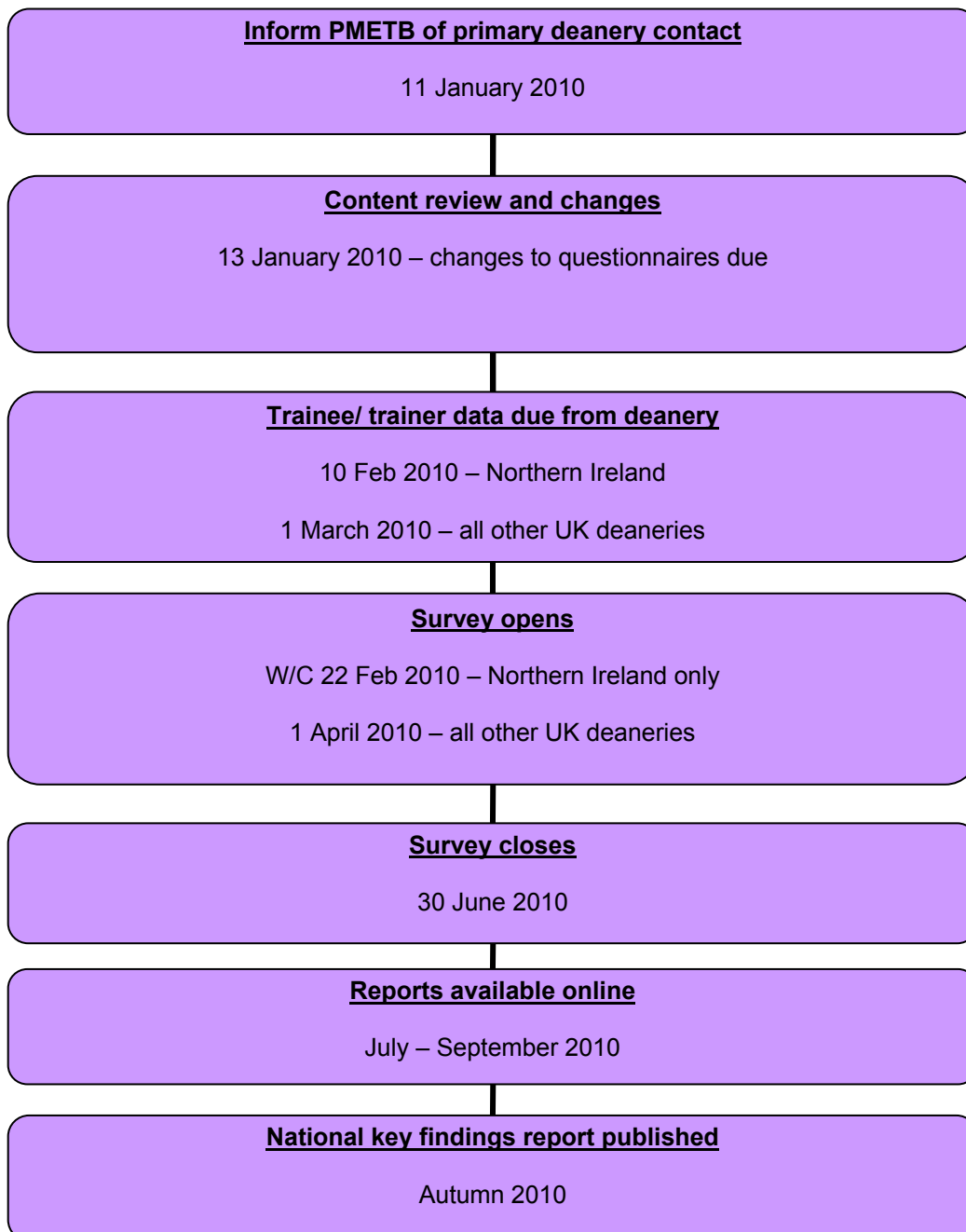
Briefing Note One – National Training Surveys 2010



Briefing Note One

The following briefing provides guidance on timings, the survey process and some key messages about the upcoming merger of PMETB with the GMC. It also includes a requirement for a primary contact from each deanery to help with the surveys delivery.

Key dates for 2010



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Briefing notes will be issued prior to each date listed above to guide you through the next steps of the survey.

Important note: PMETB will merge with the General Medical Council (GMC) in April 2010. PMETB and the GMC will deliver the training surveys as usual. Post merger, the surveys will become the responsibility of the GMC. Plans are in place to ensure a normal surveys service is maintained throughout the period of merger.

Deanery contacts registration

A key purpose of this briefing note is to invite a member from each deanery to be the primary contact to help with the delivery of both the trainer and trainee surveys.

We have a list of contacts for each deanery who helped us with the 2009/09 surveys work. If this contact is to change, you will need to let us know by filling in their details against the fields below and dropping it in an email to: info@pmetb.org.uk. Please add '**Surveys 2010**' in the subject bar.

Name:

Job title:

Email address:

Telephone number:

Role in relation to the training surveys:

Surveys contact: responsibilities

The primary surveys contact for each deanery makes a critical contribution to the survey process by:

- Collecting data
- Reviewing the proposed surveys and submitting necessary changes
- Circulating information provided by PMETB
- Disseminating promotional material

Further information on each of the above actions will be detailed in briefing notes sent over the course of the surveys delivery.

Content review and changes

Deaneries are able to review the content of the 2010 and submit suggested changes. If you would like to review the survey please email info@pmetb.org.uk being sure to add '**Surveys 2010**' in the subject bar.

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Change requests should be processed through your nominated primary deanery contact.

Suggestions are accepted up until 13 January 2010.

Promotional materials

PMETB will provide promotional material, such as posters promoting the survey to deaneries and postgraduate centre managers. These will be available mid-February. More about this will follow in coming briefing notes.

Queries

Please find a dedicated web page for all background information on the PMETB website at: www.pmetb.org.uk/surveys2010

For all additional enquiries, please email info@pmetb.org.uk, being sure to add '**Surveys 2010**' in the subject bar.