

## Briefing Note Two – National Training Surveys 2010

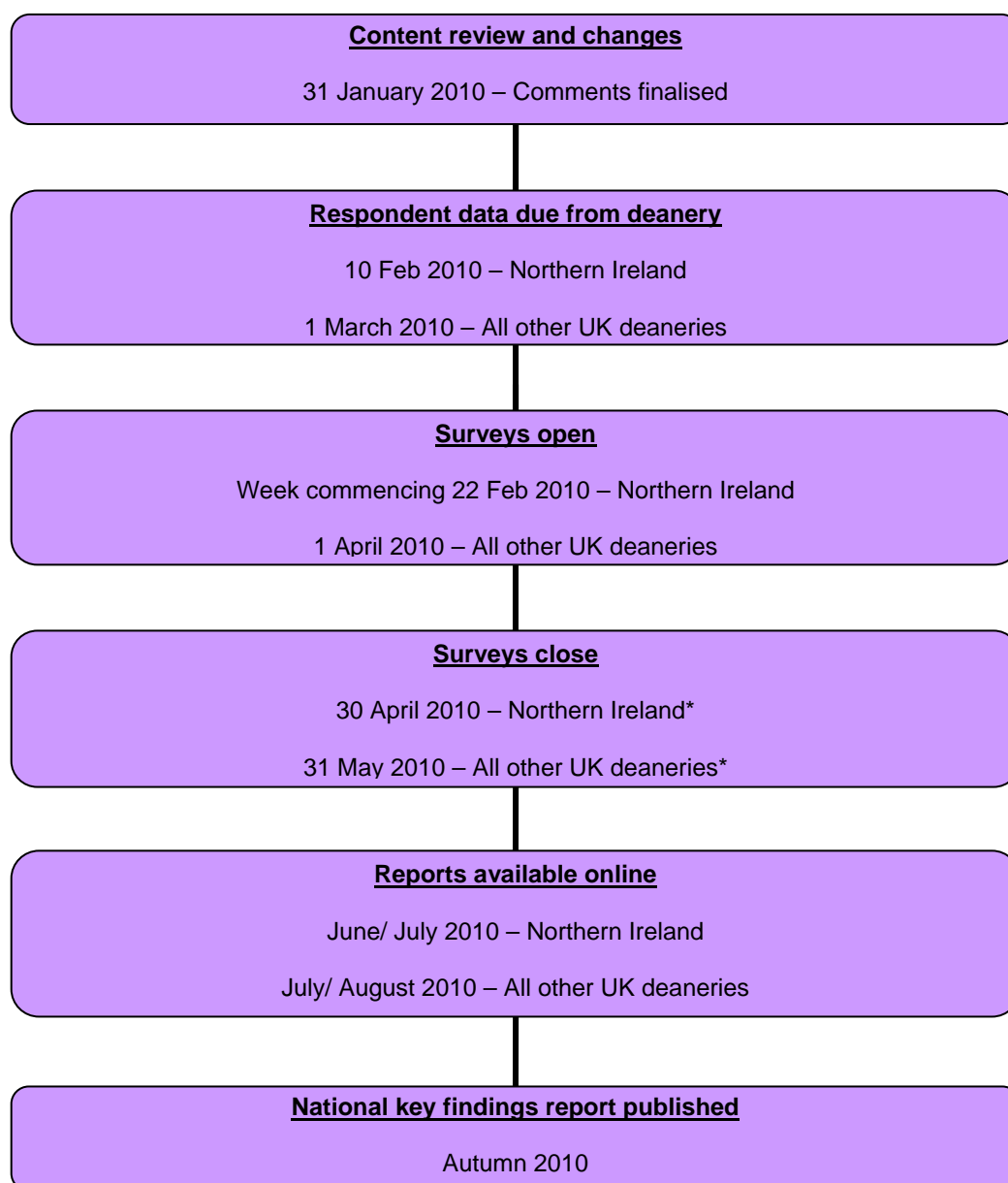


### Briefing Note Two

This briefing note provides key dates and sets out the trainee and trainer information PMETB requires from deaneries, in order to deliver the surveys.

### Revised key dates for 2010 (updated 22 Jan 2010)

*\*Please note these dates have changed since Briefing Note One*



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### Trainee data request

The **census dates** for the trainee population have been agreed as **31 January 2010 for the pilot survey in Northern Ireland** and **31 March 2010 for the rest of the UK**.

The **trainee population** to be surveyed in 2010 is defined as all trainees in posts within PMETB approved programmes including Academic Clinical Fellowship (ACF)/Clinical Lecturer (CL) and foundation programmes **on the census date**.

The population to be surveyed includes:

- Foundation trainees (F1 and F2 trainees on the foundation programme)
- Core trainees
- Higher specialty including SpR and GP trainees regardless of setting
- FTSTA trainees
- LAT trainees
- Military trainees – all military trainees working in NHS organisations and within the services should be included
- Trainees in Clinical Lecturer and Academic Clinical Fellowship posts approved by PMETB (only fill one survey for both specialty and academic post of GP programme)
- Trainees working for non-NHS organisations for instance trainees in Occupational medicine, Pharmaceutical medicine and Palliative medicine are all included.

Exclusions:

- Trainees on maternity leave on the census dates
- Trainees on Out Of Programme Training (OOPT) or Out Of Programme Research (OOPR) on the census dates
- Dentists
- Doctors who have been awarded their CCT but are awaiting a consultant post
- Public health practitioner trainees who are not medically qualified

### Trainee dataset format

The following data will be required for all the trainees:

Field	Field description
Deanery	Deanery submitting the dataset
PMETB Programme Approval Code	Assigned by the PMETB Quality Approvals team
GMC number	Trainee's GMC number as per GMC register

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<b>First name</b>	Trainee's first name
<b>Last name</b>	Trainee's last name
<b>Email address</b>	Trainee's current email address
<b>Programme specialty</b>	Programme specialty name matching PMETB Programme Approval Code (e.g. Anaesthetics)
<b>Training level, grade or post category</b>	Foundation trainees (F1, F2) Core trainees (CT1, CT2, CT3) <sup>1</sup> All specialty trainees (ST1, ST2, ST3, ST4, ST5, ST6, ST7, ST8) Specialist Registrar grade (SpR) Academic Clinical Fellowship (ACF) Clinical Lecturer (CL) FTSTA LAT
<b>Post specialty</b>	Specialty of the post the trainee was in on census date
<b>Local Education Provider - LEP (NHSOrgCode)</b>	NHSOrgCode as per <a href="http://www.nhs.uk/nacs">www.nhs.uk/nacs</a> (ISD for Scotland) for all trainees in hospital based training including GP trainees in acute setting. It should include the <b>trust code</b> and the <b>site code</b> .
<b>Local Education Provider name</b>	Local education provider name matching NHSOrgCode
<b>GP Programme code</b>	For all GP trainees (in GP practice and in acute setting)
<b>GP Programme name</b>	Actual GP Programme name matching GP programme code
<b>GP Practice code</b>	GP Practice code as per <a href="http://www.nhs.uk/nacs">www.nhs.uk/nacs</a> (ISD for Scotland) for all trainees in GP practice

<sup>1</sup> CT1/CT2 in Core Medical Training/Core Surgical Training; CT1/CT2/CT3 in Core Psychiatry Training

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<b>Deanery Post ID**</b>	Internal codes from deaneries' databases.
<b>NTN**</b>	National Training Number

\*\* Optional information

### Trainer data request

The **trainer population** to be surveyed in 2010 is defined as:

**All Clinical supervisors** - A trainer who is selected and appropriately trained to be responsible for overseeing a specified trainee's clinical work and providing constructive feedback during a training placement. Some training schemes appoint an Educational Supervisor for each placement. The roles of Clinical and Educational Supervisor may then be merged.

**All Educational supervisors** - A trainer who is selected and appropriately trained to be responsible for the overall supervision and management of a specified trainee's educational progress during a training placement or series of placements. The Educational Supervisor is responsible for the trainee's Educational Agreement.

#### **All approved GP trainers\* and GPs with foundation trainees**

\*The Surveys team will use the approved GP trainers' database maintained by the PMETB, as a source of information about the population of GP trainers.

### Trainer dataset format

The following data is required for all Clinical supervisors and Educational supervisors within the deanery, apart from GP trainers as PMETB already holds the relevant information. Please note that the below fields are not all for the purpose of the survey, but are required for compliance with the PMETB Standards for Trainers. Rather than two separate data requests, PMETB is asking for all trainer information to be submitted as part of this exercise, in order to inform the entire Quality Framework.

Field	Field description
<b>Deanery</b>	Deanery submitting the dataset
<b>First name</b>	Trainer's first name
<b>Last name</b>	Trainer's last name
<b>GMC number</b>	Trainer's GMC number as per GMC register
<b>Email address</b>	Trainer's current email address

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<b>Specialty</b>	Please use exact specialty title as per <a href="#">Schedule 3</a>
<b>Local education provider – LEP (NHSOrgCode)</b>	NHSOrgCode as per <a href="http://www.nhs.uk/nacs">www.nhs.uk/nacs</a> (ISD for Scotland); it should include <b>trust code</b> and <b>site code</b>  PMETB acknowledges that trainers may train at more than one site. However, for this survey, the LEP indicated should be the site where a trainer delivers the majority of training
<b>Type of “Training the Trainers” accreditation</b>	The name of course or training the trainer has undertaken in order to meet PMETB requirements
<b>Date of “Training the Trainers” accreditation</b>	Date trainer completed training the trainers

### When and how the data should be returned

The trainee and trainer data should be returned in two Excel spreadsheets; one for trainee doctors and one for trainers to [info@pmetb.org.uk](mailto:info@pmetb.org.uk) using ‘**Surveys 2010 data returns**’ in the subject bar.

Please return the data by:

**10 February 2010** (Northern Ireland)

**1 March 2010** (the rest of the UK)

### Queries

Please send your queries to the info box at [info@pmetb.org.uk](mailto:info@pmetb.org.uk)

**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. A normal surveys service is maintained throughout the period of merger.