

National training survey briefing note 2

Data collection in 2018

This briefing note contains the timeline for the 2018 national training surveys, and sets out our requirements from deaneries/ local offices for the data collection process.

The 2018 survey census date will be 20 March, with both the trainee and trainer surveys live from then until 2 May.

Prospective approval of new training locations

As outlined in our briefing note [the GMC programme approval process for 2017](#) the GMC and COPMeD have agreed that trainees must not be placed in sites that have been prospectively approved by the GMC to ensure trainees are training in environments that meet our standards.

Local offices/deaneries will need to ensure they follow our approvals process for any changes to their programme and location data for 2018. You can find information about the approvals process [on our website](#).

Changes to the data validation tools for 2018 (DVT)

Previous name check

The data validation tool (DVT) for each survey will check for previous surnames if a doctor's submitted name does not match the name on the register. The DVT will flag if the submitted name matches a previous name we hold on our records. This should facilitate the investigation of name changes.

Management of trainer change requests

We have updated the self-validation interface for the trainer survey. Trainers who chose to update their demographic data can now select their role, specialty and location from a pick list rather than provide a free text comment. Unlike in the trainee survey, those changes do not need to be validated for the trainer to complete the survey. We ask you to review those change requests retrospectively and to accept or reject them via the survey management tool. An updated user-guide will provide further details on how this works.

Recognition of trainer framework

To provide a starting point for data collection for the 2018 trainer survey, we will provide each local office/deanery with a finalised list of their trainer survey data from 2017. It is likely that some of the trainer data captured in the 2017 survey will have changed in the meantime. We therefore strongly encourage local offices / deaneries to investigate any discrepancies before submitting their trainer data, in particular where this relates to the trainer's specialty or location.

We will also include a list of trainers that were submitted to us as clinical and/or educational supervisors as part of the [recognition and approval of trainers framework](#) but that were missing from the 2017 survey population. All trainers that hold a recognised postgraduate teaching role are eligible to take the survey and we therefore ask you to investigate any discrepancies and to provide a reason should any of those doctors not be submitted to the 2018 survey. Please see page 6 for further details.

GP-specific trainer questionnaire

Following feedback from GP trainers, we have worked with the BMA, COGPeD and the RCGP to develop a version of the trainer questionnaire that is worded specifically for GPs. We will publish the new question wordings in briefing note 3 and the implications for reporting in briefing note 5. Trainers will be directed to the respective questionnaire according to the specialty provided for them.

Reporting levels

We ask local offices/deaneries to submit site level location data wherever possible to make the survey results as valid and specific as possible and to enable the longitudinal reporting of survey results. The submission of trust level data without the site is only appropriate if training takes place across several sites and none of those can be classed as the primary place of training. Further details can be found on page 5.

Information Security and Data Protection

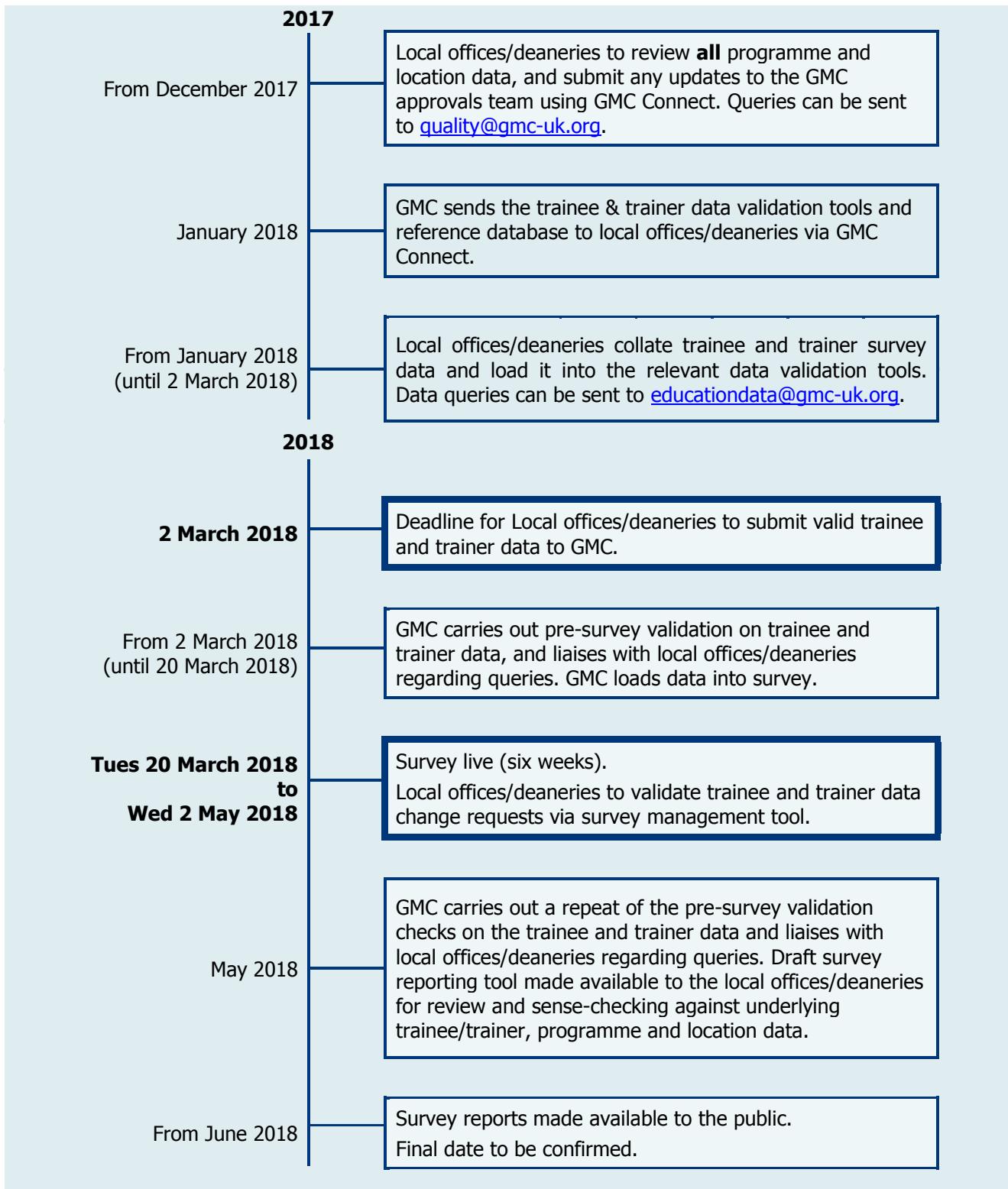
As in previous years, we require local offices/deaneries to submit all data relating to doctors' details securely through GMC Connect. Whereas location and programme data can be shared as email attachments, DVT files should only be submitted through GMC Connect. Please see page 8 for further details.

Possible extension to survey closing date

There may be capacity to extend the surveys by a week, however we recognise a week extension places a resource cost on us all. So we would like to work together with you to secure good response rates within the published timeframes. If you have ideas on how we could do this, or you need local support, please get in touch with us.

Timeline

These are the key dates for submitting trainee and trainer data for the 2018 national training surveys:



Census date

The census date for the 2018 survey is **Tuesday 20 March 2018.**

Trainee population

The trainee population we will be surveying and will require complete training information on is:

- Foundation trainees (F1 and F2 trainees on a foundation programme)
- Core trainees
- Higher specialty training, including specialty registrar (SpR) and GP trainees
- Fixed term specialty training appointment (FTSTA) trainees (we will need to know the level associated with the trainee's current role)
- Locum appointment for training (LAT) trainees (we will need to know the level associated with the trainee's current role)
- Military trainees – all military trainees working within the service on all approved programmes
- Trainees in clinical lecturer and academic clinical fellowship posts approved by the GMC (we will need to know the level associated with the trainee's current role)
- Trainees working for non-NHS organisations. For example, occupational medicine, pharmaceutical medicine and public health medicine
- Trainees on out of programme training on approved UK training programmes at another deanery/ local office (OOPT-UK)
- Post-CCT trainees on sub-specialty training

- F2 trainees completing additional General Practice training

The trainee populations we will not be surveying, but will collect information about are:

- Trainees on maternity or paternity leave on the census date
- Out of programme trainees: out of programme training (OOPT) outside of the UK, out of programme research (OOPR), out of programme clinical experience (OOPE), or out of programme career break (OOPC) on the census date

The data fields required for these trainees are indicated by an asterisk '*' in the trainee data variable table on page 9.

The trainee population we will not be surveying and will not require information on is as follows:

- Dentists
- Doctors who have been awarded their CCT, and are in their grace period (and not continuing with sub-specialty training)
- Non-medical public health trainees (we will survey these trainees separately and collect their information from the Faculty of Public Health)
- Doctors who are NOT in training posts eg locum appointment for service (LAS) and trust grade doctors
- Medical training initiative (MTI) trainees

Trainee population: additional information

Multi-site working

In data submissions from previous years, there were inconsistencies in how local offices/deaneries provided location data for trainees at multi-site and single-site trusts. In order to avoid this for the 2018 survey, and to improve the usefulness of the reporting tool for these providers and sites, we have introduced the following guidelines:

- For multi-site trusts, if the trainee is based predominantly at one site, please enter this as their site.
- If the trainee's time is split equally between sites, please indicate that this trainee is multi-site by selecting 'yes' in the 'Multisite trainee' column.
- For all single site trusts, please provide the site as well as the trust.

Academic trainees

Academic trainees who have completed or are completing the academic component of their training should be presented with the academic questionnaire in the survey. Which trainees are routed to the academic questionnaire depends on a) your data submission and b) the trainee's answer to the routing questions in the survey.

Trainees who are only currently completing their academic component should have the Post Specialty "Academic". These trainees will not answer the main survey questions or be included in any indicator calculations. For trainees who are doing a purely clinical post on the survey census date, their Post Specialty should not be "Academic" but instead it should be the relevant clinical post specialty.

If a trainee's post on the survey census date is split between clinical and academic time, the trainee's post specialty should reflect the clinical element of their post (which will mean that they are presented with the main survey). These trainees will have the opportunity to complete the academic questionnaire too, by self-identifying themselves as completing academic research time through a dedicated routing in the survey.

Run-through training (RTT) exception trainees

From 2008 the majority of surgical, psychiatry and medical specialties were uncoupled into separate core and higher programmes. Prior to 2008 RTT exception trainees were appointed on a run-through basis to training programmes that have since been uncoupled into separate core and higher programmes.

Where these run-through trainees are still at core level, their trainee type should be 'RTT Exception'. Additionally, data validation rules require their training level to be recorded at a Core Training (CT) grade, despite their actual grade being a Specialty Training (ST) grade.

Where an RTT exception trainee has been assigned a core programme DRN while they complete the core stage of training, please ignore the data validation warning saying that the NTN/DRN specialty does not match the programme specialty.

Please note several uncoupled programmes were reintroduced as run-through programmes in 2013, for example cardio-thoracic surgery. Trainees appointed in 2013 on a run-through basis to programmes that are also offered as uncoupled training programmes should NOT be marked as RTT exception trainees and their trainee data should be entered as normal. This is so that

we are able to differentiate them from pre-2007 run-through appointments.

OOPT UK-based trainees

Trainees that are currently taking time out of their own training programme to do a post in another established training programme in the UK, managed by a different local office/deanery, should be identified as 'OOPT UK-based' within the trainee type field. The host local office/deanery should submit full data records for these trainees. The home local office/deanery should submit a trainee's name, UID and programme data. We need to identify the home local office/deanery of any OOPT UK-based trainees so that they can be reported against this organisation in any local office/deanery reports.

Military trainees

Indirectly managed military trainees should be included within their host local offices'/deanery's data submission. In February we will send each local office/deanery a list of the military trainees that we anticipate they will be submitting information for. Any trainees within that list that are not known to the local office/deanery should be highlighted to us at the time of data submission.

F2 trainees completing additional General Practice training

There are two trainee types within this category.

The first are trainees who may have passed F2 but have unsuccessfully applied to general practice and are now undergoing additional general practice training. These trainees should be given the trainee type of 'PSTGP' (pre specialty training GP).

The second type are trainees who have applied to general practice who cannot

demonstrate F2 competencies and are now undergoing preparatory GP training. These trainees should be given the trainee type of 'F2GP'.

Both of these trainee types should be recorded at F2 and against the Foundation programme.

Trainer population

Any doctor that will be holding a recognised trainer role on 20 March should be included within the trainer data validation tool. Trainer roles will be identified as either 'clinical supervisor', 'educational supervisor' or 'both'.

Our definitions of clinical and educational supervisors are the same as those given in the GMC's recognition and approval of trainer framework.

A named **clinical supervisor** is a trainer who is responsible for overseeing a specified trainee's clinical work throughout a placement in a clinical or medical environment and is appropriately trained to do so. He or she will provide constructive feedback during that placement. He or she will lead on providing a review of the trainee's clinical or medical practice throughout the placement that will contribute to the educational supervisor's report on whether the trainee should progress to the next stage of their training.

A named **educational supervisor** is a trainer who is selected and appropriately trained to be responsible for the overall supervision and management of a trainee's trajectory of learning and educational progress during a placement or series of placements. Every trainee must have a named educational supervisor. The educational supervisor helps the

trainee to plan their training and achieve agreed learning outcomes. He or she is responsible for the educational agreement and for bringing together all relevant evidence to form a summative judgement at the end of the placement or series of placements.

Senior doctors who do **not** hold a recognised role on 20 March are not eligible to take the survey and their data should not be submitted.

The data fields required for the trainer population are outlined in the trainer data variable table on page 17.

Providing the data to the GMC for the 2018 national training surveys

We will send local offices'/deanery's updated trainee and trainer data validation tools with user instructions in January 2018. You will be able to use the tools to validate the trainee and trainer data locally and ensure your deanery systems have accurate information. The deadline for data submissions is **2 March 2018**. Please work to address any validation errors so you are able to send us only validated data by this deadline.

If you have any queries about data validation, please contact us at any time at educationdata@gmc-uk.org.

GMC pre-survey validation

We will use the period between 2 March and 20 March to carry out further data checks. Data checks that apply to the trainee data sets only are indicated by an asterisk '*' in the list below.

We will check:

- **Training level or grade***
That a trainee's training level or grade follows a logical progression when compared with data from previous years.
- **NTN and DRN specialty***
That a trainee's NTN/DRN specialty matches the programme specialty submitted.
- **Site locations are matched to only one LEP**
This is required for reporting purposes. Where this is not the case, we will contact local offices/deaneries for clarification.
- **Post-CCT doctors in their grace period***
That any doctors included in local office/deanery data submissions have not already been awarded their CCT. This is done by checking the registration status of the doctor on the medical register. Where a CCT has been awarded the doctor will be excluded from the survey, unless the doctor has been identified as occupying a post-CCT sub-specialty training post. In the latter scenario the doctor will still be included in the survey.
- **Consistently recording to site level across local offices/deaneries***
Where an LEP hosts trainees from more than one local office/deanery, we will check that data submissions record locations consistently. Where this is not the case (for example if one local office /deanery only records trainees' location at trust level but another local office/deanery records trainees at site level), there is a risk that survey results are not reported effectively.

- **Duplicate records across local offices/deaneries**
Where a record for a doctor has been submitted by more than one local office/deanery we will feedback to both organisations for resolution.

We will need to liaise with local office/deanery data teams to resolve queries about your data submission during this period.

Data security

When you have populated the data validation tools with validated trainee and trainer data you must send them to us using the GMC Connect system. You **must not** send them by email as they must be transferred using a secure channel. We will send you instructions on how to use the GMC Connect system.

Once your data has been submitted to the GMC you will be able to amend it using the survey management tool in GMC Connect.

Contact

If you have any queries then please email EducationData@gmc-uk.org or call Bernhard Wagner on 0161 250 6863.

National trainee survey 2018 data variable definitions

Field	Requirement	Definition	Validation rules
GMC number*	Mandatory	Must be a 7 digit number, e.g. '1234567'	This will be validated against our list of registered medical practitioners.
First name*	Mandatory	Free text	
Surname*	Mandatory	Free text, must match doctor's name on GMC Register	This will be validated against the list of registered medical practitioners.
1st programme approval code*	Mandatory	Must be 3 letter GMC deanery code followed by either 3 or 4 numbers: e.g. 'LON123'	This will be validated against your pre-approved reference data. If a trainee is participating in more than one programme you must decide which one to report on. You can only choose one value.
1st programme specialty*	Mandatory	Free text, must match 1st programme approval code	This will be validated against your pre-approved reference data and therefore must be the correct specialty for the programme code provided.
2nd programme approval code (where applicable)	Mandatory where applicable	Must be 3 letter GMC deanery code followed by either 3 or 4 numbers: e.g. 'LON4567'	This will be validated against your pre-approved reference data. Collecting this data will enable us to identify the number of doctors on dual CCTs and what specialties they are training in. The survey will not ask any questions on this specialty.

Field	Requirement	Definition	Validation rules
2nd programme specialty (where applicable)	Mandatory where applicable	Free text, must match 2nd programme approval code	This will be validated against your pre-approved reference data and therefore must be the correct specialty for the programme code provided.
Training level or grade*	Mandatory	<p>Must be a two or three character code, conforming to one of the following values: F1-2, CT1-3 or ST1-8. 'CT' or 'ST' with no number following is not an acceptable value.</p> <p>Please note: SpR is not a valid training level for the national training survey. For these trainees, LETBs/deaneries must provide an equivalent ST or CT level for the doctor. This should be calculated by taking the doctor's CCT date, and working backwards. In these cases, please select 'SpR' as the trainee type for these records.</p>	This must be a valid value for the selected programme. A validation warning will also highlight instances where the value is unexpected.
Post specialty	Mandatory	<p>Free text, must match a value on pre-determined list.</p> <p>Please use 'Academic trainee' to indicate any doctors that are currently in academic posts.</p>	This is the post specialty and is independent of the programme specialty. The description must exactly match one of the pre-determined post specialty descriptions used in the data collection tool. If a trainee holds more than one post you must choose which one to report on.
Post start date	Not mandatory	Must be provided in UK dd/mm/yyyy format.	This date must be on or before 20 March 2018.
Post end date	Not mandatory	Must be provided in UK dd/mm/yyyy format.	This date must be on or after 20 March 2018.

Field	Requirement	Definition	Validation rules
Board or trust code	Mandatory	Must be an approved board or trust code, typically 3 or more characters - e.g. 'RKB'	This will be validated against the list of locations for the programme selected, as agreed in your pre-approved reference data.
Board or trust name	Not mandatory	Free text	This should be provided wherever a board or trust code has been provided. When we load your data into the survey, we will use the board or trust code you have provided to derive the name, based on your pre-approved reference data. The validation tool will check that the name you enter in this field matches the name associated with the code in the reference data
Site code	Mandatory where applicable	Must be an approved site code, typically 5 or more characters - e.g. 'RKB15'	This will be validated against the list of locations for the programme selected, as agreed in your pre-approved reference data.
Site name	Not mandatory	Free text	This should be provided wherever a site code has been provided. When we load your data into the survey, we will use the site code you have provided to derive the name, based on your pre-approved reference data. The validation tool will check that the name you enter in this field matches the name associated with the code in the reference data.

Field	Requirement	Definition	Validation rules
In training*	Mandatory	Must be either 'yes' or 'no'.	Where the trainee is not in training for any of the given reasons on 20 March 2018, please enter 'no'. Where the trainee should be surveyed please enter 'yes'.
Not in training reason*	Mandatory if 'in training' value is 'no'	<p>Must be one of the following values:</p> <ul style="list-style-type: none"> ▪ 'contract termination' ▪ 'gross misconduct' ▪ 'F2 outside the UK' ▪ 'maternity/paternity leave' ▪ 'other reason' ▪ 'out of programme career break' ▪ 'out of programme experience' ▪ 'out of programme research' ▪ 'out of programme training' <p><i>this applies where the trainee is on OOPT outside of a UK-based approved programme. Trainees on UK-based training programmes should be included as being in training.</i></p> <ul style="list-style-type: none"> ▪ 'post CCT' ▪ 'sick leave' ▪ 'suspension' ▪ 'resigned from programme' 	This must be provided if you select 'no' in the 'in training' field. It will be validated against the pre-defined list of values.

Trainee type	Mandatory where applicable	Must be one of the following codes:	This must be provided if one of the values applies to a doctor. It will be validated against the pre-defined list of values.
		ACF academic clinical fellow	
		AFT academic foundation trainee	
		CL clinical lecturer	
		FTSTA fixed term specialty training appointment	
		LAT locum appointment for training	
		SpR specialist registrar	
		<i>Use this value where trainee is an SpR, and you have provided equivalent ST or CT values as their training level</i>	
		RTT run-through training exception Exception	
		<i>Use this to indicate where the trainee is recorded at the deanery as being a run-through trainee, but their programme is not an approved run-through pathway</i>	
		OOPT UK-based	
		<i>Use this value to indicate trainees that are on OOPT on another approved training programme within the UK</i>	
		Post CCT in sub-specialty	
		<i>Use this value to indicate doctors who have been awarded their CCT but are continuing with sub-specialty training</i>	

Trainee type	Mandatory where applicable	<p data-bbox="806 202 1433 247">Must be one of the following codes:</p> <hr/> <p data-bbox="806 263 1433 414">PSTGP <i>Use this to indicate doctors who have completed F2 training and are undergoing additional GP training</i></p> <hr/> <p data-bbox="806 430 1433 574">F2GP <i>Use this to indicate F2 doctors who were unable to demonstrate F2 competencies and are now undergoing preparatory GP training</i></p>	<p data-bbox="1433 202 2072 311">This must be provided if one of the values applies to a doctor. It will be validated against the pre-defined list of values.</p>
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NTN/DRN*	Mandatory where applicable	<p>Must be one of the following:</p> <hr/> <p>NTN for trainees in substantive specialty training posts</p> <hr/> <p>Format DDD/EEE/nnn/F</p> <hr/> <p>Where DDD deanery</p> <hr/> <p> EEE specialty</p> <hr/> <p> nnn counter</p> <hr/> <p> F type of appointment</p> <hr/> <p>DRN for trainees at LAT, FTSTA grade or in core specialty</p> <hr/> <p>Format YY/AAA/Bnnnn/CC</p> <hr/> <p>Where YY year of appointment</p> <hr/> <p> AAA specialty identifier</p> <hr/> <p> B type of appointment</p> <hr/> <p> nnnn counter</p> <hr/> <p> CC deanery</p>	<p>A warning will be given if no value is provided (please ignore this for foundation trainees).</p> <p>Collection of this field will help to resolve any queries regarding the doctor's training programme and assist us with identifying academic trainees. The NTN/DRN specialty will also be validated against the programme specialty submitted for a trainee.</p>
Management deanery/LETB	Mandatory for London shared services	(all deanery/LETB values listed)	

Multisite trainee	Mandatory where applicable	Yes or No	Where a trainee cannot be identified as having a primary site location because they spend an equal amount of time across various sites it should be indicated here that they are a multisite trainee.
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For doctors not in training, we only require the fields highlighted with an '*'

Please note that we are not collecting the doctor's email address from LETBs/deaneries as we will use the email address that we hold against the doctor's GMC online account. However, you may still wish to collect the email address as part of your data collection process; there will be a separate column provided for this data in the data validation tool.

National trainer survey 2018 data variable definitions

Field	Requirement	Definition	Validation rules
GMC number	Mandatory	Must be a 7 digit number, e.g. '1234567'	This will be validated against our list of registered medical practitioners.
First name	Mandatory	Free text	
Surname	Mandatory	Free text, must match doctor's name on GMC Register	This will be validated against the list of registered medical practitioners.
Trainer specialty	Mandatory	The area of medicine that the doctor primarily practises	This will be validated against a list of specialties (the list will match our current list of programme specialties, minus all core specialties, foundation and broad-based training).
Trainer role	Mandatory	Clinical supervisor or educational supervisor or both.	This will be validated against a list of valid trainer roles.
Board or trust code	Mandatory	Location where doctor is primarily based. Must be an approved board or trust code, typically 3 or more characters – e.g. 'RKB'.	This will be validated against the list of approved locations for UK training programmes.

Field	Requirement	Definition	Validation rules
Board or trust name	Not mandatory	Free text	This should be provided wherever a board or trust code has been provided. When we load your data into the survey, we will use the board or trust code you have provided to derive the name, based on your pre-approved reference data. The validation tool will check that the name you enter in this field matches the name associated with the code in the reference data.
Site code	Mandatory where applicable	Must be an approved site code, typically 5 or more characters - e.g. 'RKB15'	This will be validated against the list of approved locations for UK training programmes.
Site name	Not mandatory	Free text	This should be provided wherever a site code has been provided. When we load your data into the survey, we will use the site code you have provided to derive the name, based on your pre-approved reference data. The validation tool will check that the name you enter in this field matches the name associated with the code in the reference data.
Management deanery/LETB	Mandatory for London shared services	(all LETB/deanery values listed)	This will be validated against the list of LETB/deanery values.

Please note that we are not collecting the doctor's email address from LETBs/deaneries as we will use the email address that we hold against the doctor's GMC online account. However, you may still wish to collect the email address as part of your data collection process; there will be a separate column provided for this data in the data validation tool.