ARCP and RITA Data Collection 2012 – Briefing Note 2

Introduction

The GMC and COPMeD undertake an annual joint project to report on trainee doctors' progress (Annual Review of Competence Progression (ARCP) and Record of In Training Assessment (RITA) data) through specialty, including GP, training programmes

This technical briefing note is for Postgraduate Deanery teams who provide ARCP and RITA outcome data to the GMC each year.

This note covers the ARCP/RITA data for the training year 2011 to 2012.

This note should be read in conjunction with *ReferenceTablesUsedForARCPValidation.xls* circulated with this note. Anyone involved in preparing the submission should view both.

Project timetable

Date	Action
19th September	Confirm contact details of the relevant people to dsmith@gmc-uk.org
31st October 2012	Deaneries submit complete data sets via GMC Connect (note this timing is the same as the due date for the next deanery report)
16th November 2012	Feedback to deaneries on central validation checks via GMC Connect
30th November 2012	Deadline for Deaneries' responses to central validation check via GMC Connect
January 2013	Reports available under password on the GMC reporting platform
Spring 2013	Reports placed in the public domain

Changes from Briefing Note 1

Please note the following minor changes from Briefing Note 1.

1. All ARCP/RITA events and their outcomes (there may be multiple outcomes for one event) that occurred between Wednesday 3rd August 2011 and **Tuesday 31st July 2012 and not 7th August as stated previously.**

2. Date of expected revalidation is not required as there is a separate process underway to cover this. It remains on the validation spreadsheet described below for use next year, but will only generate a warning validation message.

3. The following fields have been added to the extract: First Name, Surname, ARCP (whether an outcome was awarded Yes/No)

4. An expanded list of academic trainee values is now in use, please see the table below.

Submission instructions

1. Please ensure that the system you will be working from has the following programme versions installed: Microsoft Excel 2003-2010 and Microsoft Access 2003-2007. Please note that if you used the NTS validation tool in 2012, this tool is similar.

2. Log into GMC Connect, and open up the 'ARCP 2012 Data Validation Tool' folder (all deaneries have access to this folder)

3. The 2012 ARCP Data folder will contain a zip file with an Access database and an Excel file. Download this zip file and save it on your network.

4. Extract the two files (*ARCP Data Validation Tool - Version 1.0.xls* and *ARCPRefData.mdb*) within the zip file, saving them in the same folder.

5. Open up the *ARCP Data Validation Tool - Version 1.0.xls* file you have just downloaded, extracted and saved, ensuring Macros are enabled.

6. The Tool contains two tabs:

    a. Tab 1: '*Summary.*' This page gives you a summary of your data validation progress, including the number of different errors you currently have in your data, and the total numbers of valid and invalid records. This page also contains the deanery selection list, and the 'Validate Data' button.

    b. Tab 2: '*ARCP data.* ' This is where you need to paste all of your outcome data for the 2012 ARCP return, ensuring the column order is correct. It contains a column for each of the data variables outlined in Part 2 of this guide. To the right of these, it also contains a column for each of the possible validation errors, which are explained in Part 3 of the guide.

7. Paste all of your outcome data into the '*ARCP Data'* tab, making sure you paste all of the data into the correct columns (the order in which the data variables are listed in the data validation tool may not match your extract).

8. Please make sure there are no blank rows in the middle of these pasted data, as this will cause an error in the validation process.

9. Once you have placed all your outcome data into the correct columns, go to the first tab of the spreadsheet ('*Summary*'), select your Deanery and click the validate button. The process may take a couple of minutes.

10. The Validation Tool will scan through all of the data in the '*ARCP data*' tab, and then present you with a summary of any errors that have been found

11. Go back to the *ARCP data* tab and review columns BI to DL to see detail of any errors that have been identified. Each column identifies a different potential error in the data. The fields and validation checks are listed in the table below.

12. When you have removed the errors please save the file using the following format *ARCP Data Validation Tool_<<Deanery 3 character code>>_ddmmyyyy.xls*

13. Please submit this Excel file via GMC Connect. Each Deanery now has a '2012 ARCP Data folder, to access this please log-in to GMC Connect. Deanery staff, who had access to the 2011 ARCP folder, will have access to this 2012 folder. Please email dsmith@gmc-uk.org when you have submitted the file.

14. This year these data will not be loaded into the GMC's main Siebel database (as was the case with the NTS submissions). It will as per last year be loaded into the database used for reporting the previous two year's results.

15. Some additional validation checks will take place centrally and you will receive feedback on these by 16th November 2012:

    a. checks for duplicate records;

    b. checks that the specialty the ARCP outcome refers to matches the specialty given in the NTN/DRN.

16. Any errors identified in step 16 will require correction by 30th November 2012.

ReadMe Sheet

To assist in our evaluation of the work and ensure nothing is lost, please document the following WITHIN the file on a separate worksheet:

1. Assumptions
2. Issues – for example notes on the reliability of a particular field
3. Source field of the data – this is especially important for Hicom deaneries for which we have been informed different deaneries are using different fields
4. Any formulae used to derive the values in a given field, if the value does not come directly from an existing field

5. Please include in your documentation anything you have previously raised with us to ensure nothing is lost.

Enquiries

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A set of ARCP web-pages will be launched shortly within the Education web pages on the main GMC website. All contacts will be notified when this happens; all relevant documents and links will be placed on these pages.

Annex 1 – data specification repeated from Briefing Note with additional information on validation rules

Scope of ARCP/RITA Data Collection

The data should cover:

All ARCP/RITA events and their outcomes (there may be multiple outcomes for one event) that occurred between Wednesday 3rd August 2011 and Tuesday 31st July 2012.

and

All trainees in a deanery programme for any length of time during this reporting period.

Each row of the dataset should consist of one ARCP or RITA outcome per programme. For many events there will only be one row, but there are occasions when more than one row of data is required as follows:

Academic trainees will have one outcome for the academic component and one for the clinical component of their programme. [DN: for discussion]

Dual-CCT trainees may have one outcome per specialty. E.g. trainees with General (Internal) Medicine as second specialty should have a separate outcome recorded for this specialty.

If a trainee was in multiple programmes for a given ARCP event then there should be multiple rows in the return so that ALL the programmes the ARCP event refers to are listed. If a trainee was in Programme A for part of the period and Programme B for the second part of the period the ARCP refers to then there should be 2 rows of data

The specialty to which the ARCP refers to **must be the trainee's programme specialty**, as per their NTN or DRN. Please do not record a trainee's post specialty in the programme specialty field.

The data should NOT include: dentists or non-medical public health trainees as the GMC does not have a statutory responsibility for these trainees.

Equalities and Diversity Data - repeated from Briefing Note 1

Please do not include ED data. The GMC will link the ARCP/RITA data to ED data collected in the trainee survey. The collection notice on the screen for the ED questions in the Trainee Survey has been changed to make it clear the information trainees share will be used to help regulate medical education and make sure progression through GMC approved training programmes is fair and free from discrimination.

Table of fields required in the data return and their validation checks

Field	Description	Format	Possible values	Complete for	Validation rules – additional information
GMC number		String 7 characters	As per GMC register.	All rows	The GMC number must match a GMC number in the doctor list within the validation database. The doctor's list includes all doctors who held full registration within the reporting period
First name		String	As per GMC List of Registered Medical Practitioners (LRMP)	All rows	Must match the first name for the given GMC number – warning only
Surname		String	As per GMC List of Registered Medical Practitioners (LRMP)	All rows	Must match the surname for the given GMC number.
ARCP	Did the trainee have one or more ARCP/RITAs during the reporting period?		Yes No	All rows	Must be a Yes or No, the value in this field determines which other fields and validation rules apply to the given row of data.

Field	Description	Format	Possible values	Complete for	Validation rules – additional information
Review Date	Date of RITA or ARCP Event	DD/MM/YYYY	Must be between 03/08/2011 and 31/07/2012	ARCP = "Yes" only	Must be in the format dd/mm/yyyy Must be within the reporting period i.e. >= to the <Reporting Period Start Date> and <= <Reporting Period End Date> (03/08/2011 and 31/07/2012).
Date of expected revalidation					Not required, will only generate a warning method.
Period Start Date	Start of period that the assessment refers to	DD/MM/YYYY	Must be more recent than 04/08/2010	ARCP = "Yes" only	Must be in the format dd/mm/yyyy Must be > <Review Start Date> (04/08/2010)
Period End Date	End of period that the assessment refers to	DD/MM/YYYY		ARCP = "Yes" only	Must be in the format dd/mm/yyyy Must be <= <Review Date> + 80 days (review date is user defined). To accommodate ARCP events that occur before the end of training period.
Level assessed	Grade of trainee at the point off assessment or at the point of the missed assessment	String	CT1, CT2, CT3, ST1, ST2, ST3, ST4, ST5, ST6, ST7, ST8 and SpR	All rows	Must be one of the possible values (also listed on *LOVs* tab) Must be a valid value listed for the 1st programme specialty supplied, based on the

Field	Description	Format	Possible values	Complete for	Validation rules – additional information
					table of valid programme specialty grade combinations – see *GradesPermittedByProgrammeSpec* tab in *ReferenceTablesUsedForARCPValidation.xls* The validation tool checks this table is in the Access DB.
Post type	FTSTA/LAT	String	FTSTA LAT Core Specialty	All rows	Must be one of the possible values (also listed on *LOVs* tab)
Military Trainee	At the time of the ARCP/RITA was the trainee a defence DPMD trainee	String	Yes No	All rows	Must be one of the possible values (also listed on *LOVs* tab)
Academic Trainee	At the time of the ARCP/RITA was the trainee an academic trainee	String	Academic Clinical Fellow - England (other funding), Wales, Northern Ireland (ACF) Academic Clinical Lecturer - Northern	All rows	Must be one of the possible values (also listed on *LOVs* tab). These have been expanded since *Briefing Note 1.*

Field	Description	Format	Possible values	Complete for	Validation rules – additional information
			Ireland (ACL) Academic Foundation Trainee (AFT) Clinical Lecturer - England (other funding), Wales (CL) Clinical Lecturer - Scotland Clinical Research Fellow - Scotland Clinical Teaching Fellow - Scotland NIHR Academic Clinical Fellow - England (NIHR funding) (ACF) NIHR Clinical Lecturer - England (NIHR funding) (CL) Other No		

Field	Description	Format	Possible values	Complete for	Validation rules – additional information
Remain on academic programme			Yes No	Academic trainees AND ARCP = "No" only	Must be one of the possible values (also listed on *LOVs* tab)
Programme start date		DD/MM/YYYY		All rows	Must be in the format dd/mm/yyyy Must be > Doctor's full registration date (take the min date on the doctor's first full registration (including FRAPS)
Estimated or where available actual CCT date or programme end date for core programmes or programme end date if the trainee moved programmes		DD/MM/YYYY		All rows	Must be in the format dd/mm/yyyy Date must be 760 days > the Programme Start Date. Programmes last a minimum of two years, but in testing we found some slightly variation, so setting this to 2 years and 1 month will provide some tolerance.

Field	Description	Format	Possible values	Complete for	Validation rules – additional information
GMC programme approval code to which ARCP/RITA refers	The GMC (PMETB) programme approval code	String	As per GMC data on GMC Connect	All rows	Must be one of the Programme Approval Codes listed in the Programme Table
NTN or DRN at the point the ARCP/RITA was conducted NOT at the point this report is generated	National Training Number/ Deanery Reference Number	i. three letters which identify the Deanery, ii. three digits for the specialty or core specialty in which the CCT training programme is being. Some codes are different in Scotland iii. three digits		All rows	Must be present, generates a warning message.

Field	Description	Format	Possible values	Complete for	Validation rules – additional information
		to identify the individual holder ("the individual identifier" element); e.g. 324 and iv. a single letter suffix to identify other classifications.			
Specialty to which the ARCP/RITA refers/would have referred	CCT programme list or core programme	String (code or name)		All rows	Specialty must match the specialty associated with the Programme Code. The system will write the correct 1st programme specialty based on the 1st GMC Programme Approval Code provided in the 'GMC Specialty' column CT.
2nd GMC Programme Approval Code	The GMC (PMETB) programme approval code	String		ARCP = "No" only	For trainees who had an ARCP we expect a separate row for 2nd specialty, as each specialty must have an outcome

Field	Description	Format	Possible values	Complete for	Validation rules – additional information
Specialty 2 to which the ARCP/RITA refers for dual-CCT/would have referred [Separate rows]	CCT programme list or core programme	String (code or name)		ARCP = "No" only	Specialty must match the specialty associated with the Programme Code. The system will write the correct 1st programme specialty based on the 1st GMC Programme Approval Code provided in the 'GMC Specialty for 2nd Programme code' column CY.
Sub-specialty to which the ARCP/RITA refers (NEW)	Sub-specialty value	String		All rows	Must be one of the possible values listed on *LOVs* tab)
Less than full-time	Trainee less than full-time during any part of the period covered by the ARCP (using Period Start and Period End dates)	String	Yes No	All rows	Must be one of the possible values (also listed on *LOVs* tab)
Outcome	ARCP or RITA outcome. Note for outcome 8 OOPC	String	1,2, 3, 4, 5, 6, 7.1,7.2,7.3,7.4, 7.5, 8, 9 OR C, D, E, F, G	ARCP = "Yes" only	Must be one of the Outcome values defined as a valid value for the Post Type. See *OutcomesPermittedByPostType* in

Field	Description	Format	Possible values	Complete for	Validation rules – additional information
	does NOT include Maternity leave.				*ReferenceTablesUsedForARCPValidation.xls*
Outcome Type		String	Clinical Academic	ARCP = "Yes" only	Must be one of the possible values (also listed on *LOVs* tab)
Reason for no ARCP/RITA		For deaneries that have implemented the new ARCP form these data can be checkbox 0/1 fields (one field per reason with a 1 indicating presence of the given reason); for	Trainee Sick Leave Trainee Maternity/Paternity Leave Trainee not In Post Long Enough Trainee fell outside annual reporting period Trainee Post CCT Trainee Missed Review Trainee Inter Deanery Transfer Trainee reviewed in other Deanery Trainee Contract Termination	ARCP = "No" only	Must be a value in at least one of the following fields: Reason(s) for no ARCP/RITA, N1 Trainee sick leave, N2 Trainee maternity/paternity leave, N3 Trainee not in post long enough, N4 Trainee fell outside annual reporting period, N5 Trainee post-CCT, N6 Trainee missed review, N7 Trainee inter-Deanery transfer, N8 Trainee reviewed in other Deanery, N9 Trainee contract termination, N10 Trainee gross misconduct, N11 Trainee suspension, N12 Trainee resignation, N13 Other reason (please specify). Values must be recorded as "1" in the

Field	Description	Format	Possible values	Complete for	Validation rules – additional information
		deaneries that have not implemented the new ARCP form these data can be in string format in one field or checkbox 0/1 fields.	Trainee Alleged Gross Misconduct Trainee Suspension Other reason		following fields: N1 Trainee sick leave, N2 Trainee maternity/paternity leave, N3 Trainee not in post long enough, N4 Trainee fell outside annual reporting period, N5 Trainee post-CCT, N6 Trainee missed review, N7 Trainee inter-Deanery transfer, N8 Trainee reviewed in other Deanery, N9 Trainee contract termination, N10 Trainee gross misconduct, N11 Trainee suspension, N12 Trainee resignation, N13 Other reason (please specify). Deaneries have a choice: using one column of text (Reason(s) for no ARCP/RITA) OR one column per N reason. The latter format requires a 1 in each column that applies.
Reason for no ARCP – other		String	Free text	ARCP = "No" and N13 Other reason	Check present if required

Field	Description	Format	Possible values	Complete for	Validation rules – additional information
				(please specify)= 1	
Reason**(s)** for unsatisfactory outcome. **List all that apply**		For deaneries that have implemented the new ARCP form these data can be checkbox 0/1 fields (one field per reason with a 1 indicating presence of the given reason); for deaneries that have not implemented the new	Record Keeping and Evidence Inadequate Experience Inadequate Engagement with Supervisor Trainer Absence Single Exam Failure Continual Exam Failure Trainee requires Deanery Support Other reason	ARCP = "Yes" and, Outcome = 2, 3,4, 7.2, 7.3, 7.4, D, E	Must be a value in at least one of the following fields: Reason(s) for unsatisfactory outcome, U1 Record keeping and evidence, U2 Inadequate experience, U3 No engagement with supervisor, U4 Trainer absence, U5 Single exam failure, U6 Continual exam failure, U7 Trainee requires Deanery support, U8 Other reason (please specify) Values must be recorded as "1" in the following fields: U1 Record keeping and evidence, U2 Inadequate experience, U3 No engagement with supervisor, U4 Trainer absence, U5 Single exam failure, U6 Continual exam failure, U7 Trainee requires Deanery support, U8 Other reason (specify) Deaneries have a choice:

Field	Description	Format	Possible values	Complete for	Validation rules – additional information
		ARCP form these data can be in string format in one field or checkbox 0/1 fields.			using one column of text (Reason(s) for unsatisfactory outcome) OR one column per U reason. The latter format requires a 1 in each column that applies.
Reason for unsatisfactory outcome - other		String		ARCP = "Yes" and, Outcome = 2, 3,4, 7.2, 7.3, 7.4, D, E and U8 Other reason (specify) = 1	