

## National training survey briefing note 4

This briefing note provides the key dates for the 2012 trainee survey and sets out the survey information we require from deaneries.

The next briefing note will explain how the survey will be delivered and include a summary of the changes that we have made to the survey content.

### Survey dates for 2012

There will be no trainer survey in 2012.

Deaneries review their programme and local education provider data via GMC Connect.  
Any errors or data gaps should be reported to [nts@gmc-uk.org](mailto:nts@gmc-uk.org)

**30 January 2012 to 29 February 2011**

GMC sends the data collection tool to the deaneries. The tool will allow each deanery to check their data before sending it to the GMC

**1 March 2012**

Deaneries collate trainee survey data and load it into the data validation tool.

**1 March 2012 to 21 April 2012**

Deaneries send through trainee information to the GMC to be loaded into the survey system.  
Once the data is loaded alterations can be made directly by the deanery.

**1 April 2012 to 21 April 2012**

Survey live (seven weeks)

**30 April to 15 June 2012**

Survey reporting and data made available to the deaneries for review and amendment.

**18 June to 6 July**

Survey reports made available to the public. Final date to be confirmed.

**After 9 July 2012**

# Trainee information requirements

## Census date

The census date for the 2012 survey is **Monday 30 April 2012**.

## Trainee population

This section describes which trainees:

- 1 we will be surveying
- 2 we will not be surveying, but would like to collect information about
- 3 we will not be surveying and we will not require information

The population we will be surveying (1) and will require complete information on:

- foundation trainees (F1 and F2 trainees on a foundation programme)
- core trainees
- higher specialty training, including SpR and GP trainees
- FTSTA trainees (we will need to know the level associated with the trainee's current role)
- 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 palliative medicine.

The population we will not be surveying (2), but would like to collect information about:

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

The population we will not be surveying (3) and will not require information on is as follows:

- dentists
- doctors who have been awarded their CCT, and are in their grace period

## Trainee data set

Field	Description
GMC number*	This will be validated against the list of registered medical practitioners. <i>Mandatory.</i>
First name*	<i>Mandatory.</i>
Surname*	This will be validated against the list of registered medical practitioners. <i>Mandatory.</i>
Primary GMC programme approval code*	This will be validated against your approved programmes 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. <i>Mandatory.</i>
Primary programme specialty	This will be validated against your approved programmes data and therefore must be the correct specialty for the programme code provided. <i>Mandatory.</i>
Secondary GMC programme approval code* (where applicable)	Collecting this data will enable the GMC to identify the number of doctors on dual CCTs and what specialties they are training in. The survey will not ask questions on this specialty. <i>Mandatory where applicable.</i>
Secondary programme specialty	Collecting this data will allow us to identify the number of doctors on dual CCTs and what specialties they are training in. The survey will not ask questions on this specialty. <i>Mandatory where applicable.</i>
Training level or grade*	This must be a valid value for the selected programme. <i>Mandatory.</i>
Post specialty	This is the post specialty and is independent of the programme specialty. The description must exactly match one of the pre-determined post descriptions as contained in the data collection tool. If a trainee holds more than one post you must choose which one to report on. <i>Mandatory.</i>
Board or trust code	This should be provided unless there is no board or trust for the site. This must be a valid board or trust for the programme selected. <i>Mandatory</i>
Board or trust name	This should be provided if a board or trust code has been provided. It will allow you to check that the code and name match (as held in the GMC system). <i>Mandatory.</i>
Site code	This is not mandatory, but if provided there must also be a board or trust provided. This must be a valid value for the programme selected. <i>Not mandatory.</i>
Site name	This should be populated if the site code has been provided. Providing the name will allow you to check that the code and name match (as held in the GMC system). <i>Not mandatory.</i>

Field	Description
In training*	Where the trainee is not in training because they are on maternity leave or in an out of programme training/research post and will not be surveyed, please enter No. Where the trainee should be surveyed please enter Yes. <i>Mandatory.</i>
Not in training reason*	This should be provided if you select 'No' in the 'In training' field. <i>Mandatory if 'In Training' value is No.</i>
Trainee type	A list of possible options will be provided. <i>Mandatory where applicable.</i>
NTN/DRN	Collection of this field will help to resolve any queries regarding the doctor's training programme. <i>Mandatory.</i>
Post start date	This date must be early than the census date. <i>Mandatory.</i>
Post end date	This date must be later than the census date. <i>Mandatory.</i>

Please note that we are not collecting the doctor's email address from the deaneries as we will use the email address that we hold in the doctor's GMC online account. However, you may still wish to collect the email address as part of your data collection process.

## Doctors not in training

For doctors not in training we only require the fields highlighted with an '\*'.

## Data security

When you have populated your trainee data spreadsheet you should send it to the GMC using the Connect system. You must **not** email it directly to the GMC as it must be transferred using a secure channel. We will send you instructions on how to use the Connect system separately.

## Data validation

Your trainee data will be validated prior to you sending it to the GMC. User instructions will be provided with the data validation tool. Once your data has been sent through to the GMC you will be able to make any changes via the new survey portal.

## Duplicate records

If we receive duplicate records across deaneries we will contact the deaneries to identify the correct record.

## Queries

If you have any questions then please email [NTS@gmc-uk.org](mailto:NTS@gmc-uk.org).

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