

Survey development briefing note 2

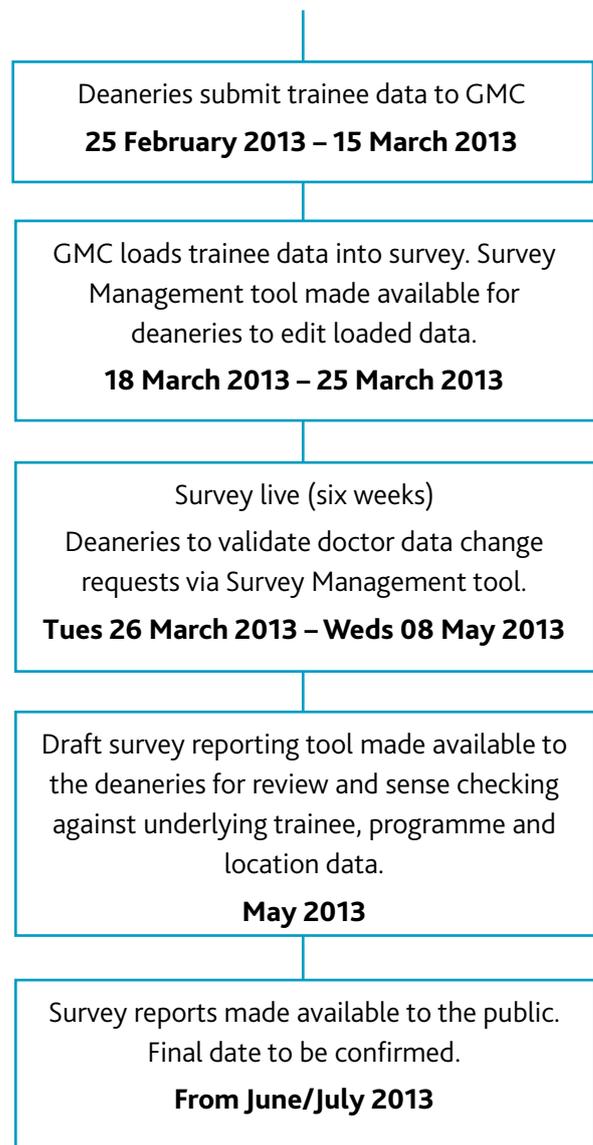
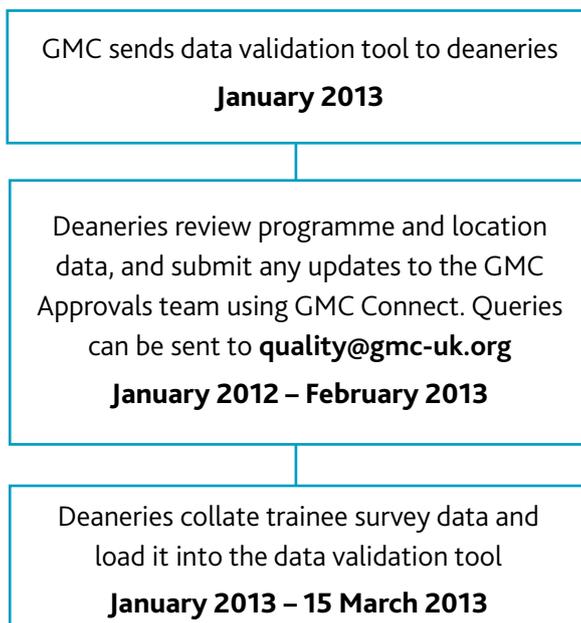
This briefing note provides the key dates for the 2013 trainee survey, and sets out the survey data that deaneries will need to provide.

The data collection process for the 2012 trainee survey was very successful. The hard work that deaneries put into cleansing the reference data and working with the new data validation tool paid off.

Consequently, there will be no need for wholesale reference data updates and we have aimed to make as few changes to the process as possible for 2013.

Time line

These are the key dates for submitting trainee data for the 2013 trainee survey:



The timeline of key dates is more or less identical (relative to the census date), although deaneries should note that the survey window will now be six weeks rather than seven.

Deaneries will need to ensure they follow the GMC's approvals process for any changes to their programme and location reference data for 2013.

Census date

The census date for the 2013 survey is
Tuesday 26 March 2013.

Trainee population

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

- 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 data fields required for these trainees are indicated by an asterisk '*' in the table below.

The 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.

Providing the data to the GMC for the 2013 trainee survey

We will send you an updated validation tool with user instructions in January 2013. You will be able to use the tool to validate your data locally and ensure your deanery systems have accurate data. Only validated trainee data should be sent to the GMC.

Data security

When you have populated your spreadsheet with validated trainee data you must send it to the GMC using the GMC 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 GMC Connect system.

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

Queries

If you have any queries then please email nts@gmc-uk.org.

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NTS 2013 data variable definitions

Field	Requirement	Definition	Validation rules
GMC number*	Mandatory	Must be a 7 digit number, eg '1234567'	This will be validated against the GMC 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 Code*	Mandatory	Must be 3 letter GMC deanery code followed by either 3 or 4 numbers: eg 'LON123'	This will be validated against your deanery's 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 Code	This will be validated against your deanery's pre-approved reference data and therefore must be the correct specialty for the programme code provided.
2nd Programme Code (where applicable)	Mandatory where applicable	Must be 3 letter GMC deanery code followed by either 3 or 4 numbers: eg 'LON4567'	This will be validated against your deanery's pre-approved reference data. 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 any questions on this specialty.
2nd Programme Specialty (where applicable)	Mandatory where applicable	Free text, must match 2nd Programme Code	This will be validated against your deanery's pre-approved reference data and therefore must be the correct specialty for the programme code provided.

Field	Requirement	Definition	Validation rules
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 no longer a valid Training Level for the National Training Survey. For these trainees, 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.
Post Specialty	Mandatory	<p>Free-text, must match a value on pre-determined list.</p> <p>Note: Please use 'Academic trainee' to indicate any doctors that are currently in academic posts.</p>	<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.</p> <p>If a trainee holds more than one post you must choose which one to report on.</p>
Post Start date	Not mandatory	Must be provided in UK dd/mm/yyyy format.	This date must be on or before 26 March 2013.
Post End date	Not mandatory	Must be provided in UK dd/mm/yyyy format.	This date must be on or after 26 March 2013.
Board or Trust Code	Mandatory	Must be an approved Board or Trust Code, typically 3 or more characters - eg 'RKB'	This will be validated against the list of locations for the programme selected, as agreed in your deanery's 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.

Field	Requirement	Definition	Validation rules
Site Code	Mandatory where applicable	Must be an approved Site Code, typically 5 or more characters - eg 'RKB15'	This will be validated against the list of locations for the programme selected, as agreed in your deanery's 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.
In Training*	Mandatory	Must be either 'Yes' or 'No'.	Where the trainee is not in training for any of the given reasons on 26 March 2013, please enter No. Where the trainee should be surveyed please enter Yes.
Not in Training Reason*	Mandatory if 'In Training' value is No	Must be one of the following values: <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' ■ 'Post CCT' ■ 'Sick Leave' ■ 'Suspension' 	This must be provided if you select 'No' in the 'In training' field. It will be validated against the pre-defined list of values.

Field	Requirement	Definition	Validation rules
Trainee Type	Mandatory where applicable	<p>Must be one of the following codes, please see definitions in brackets below:</p> <ul style="list-style-type: none"> ■ '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) Please use this value to indicate any trainees who are SpR, and you have provided equivalent ST or CT values as their Training Level. ■ 'RTT Exception' – (Run Through Training Exception) Please 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. 	This must be provided if one of the values applies to a doctor. It will be validated against the pre-defined list of values
NTN/DRN*	Not Mandatory	<p>Must be one of the following:</p> <ul style="list-style-type: none"> ■ NTN for trainees in substantive specialty training posts <ul style="list-style-type: none"> ■ Format - DDD/EEE/nnn/F ■ Where: DDD = Deanery EEE = Specialty nnn = Counter, F = Type of appointment ■ DRN for trainees at LAT, FTSTA grade or in core specialty. <ul style="list-style-type: none"> ■ Format - YY/AAA/Bnnnn/CC ■ Where: YY = Year of appointment in two digits, AAA = Specialty identifier, B = Type of appointment, nnnn =Counter, CC = Deanery ■ Leave blank for Foundation trainees. 	<p>A warning will be given if no value is provided (please ignore this for foundation trainees). Collection of this field will help to resolve any queries regarding the doctor's training programme and assist us with identifying academic trainees. It will not be validated, but held for reference purposes.</p>

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 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.

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