

## National training survey briefing note 2

### Data collection in 2015

This briefing note provides the key dates for the 2015 national training survey, and sets out the survey data that deaneries and LETBs will need to provide.

Thanks to continued efforts by deanery/LETB teams we manage to continually improve the quality of the data provided to us before the survey opens. This has been crucial to us achieving such a high response rate each year. This year the process will run similarly to last with only minor changes to the information we request.

The census date will be 24 March, two days earlier than last year; while the timeline of key dates remains largely the same.

As always, deaneries/LETBs will need to ensure they follow our approvals process for any changes to their programme and location reference data for 2015. For more information about the standard approvals process, please visit: [www.gmc-uk.org/education/programme\\_approval.asp](http://www.gmc-uk.org/education/programme_approval.asp)

In November we sent you a complete list of your approved programme reference data. We would encourage you to review this and provide information on any missing sites, duplicate sites or an intention to merge any deanery/LETB programmes as soon as possible.

### Key differences from 2014

- Additional multi-site trainee column in the data validation tool

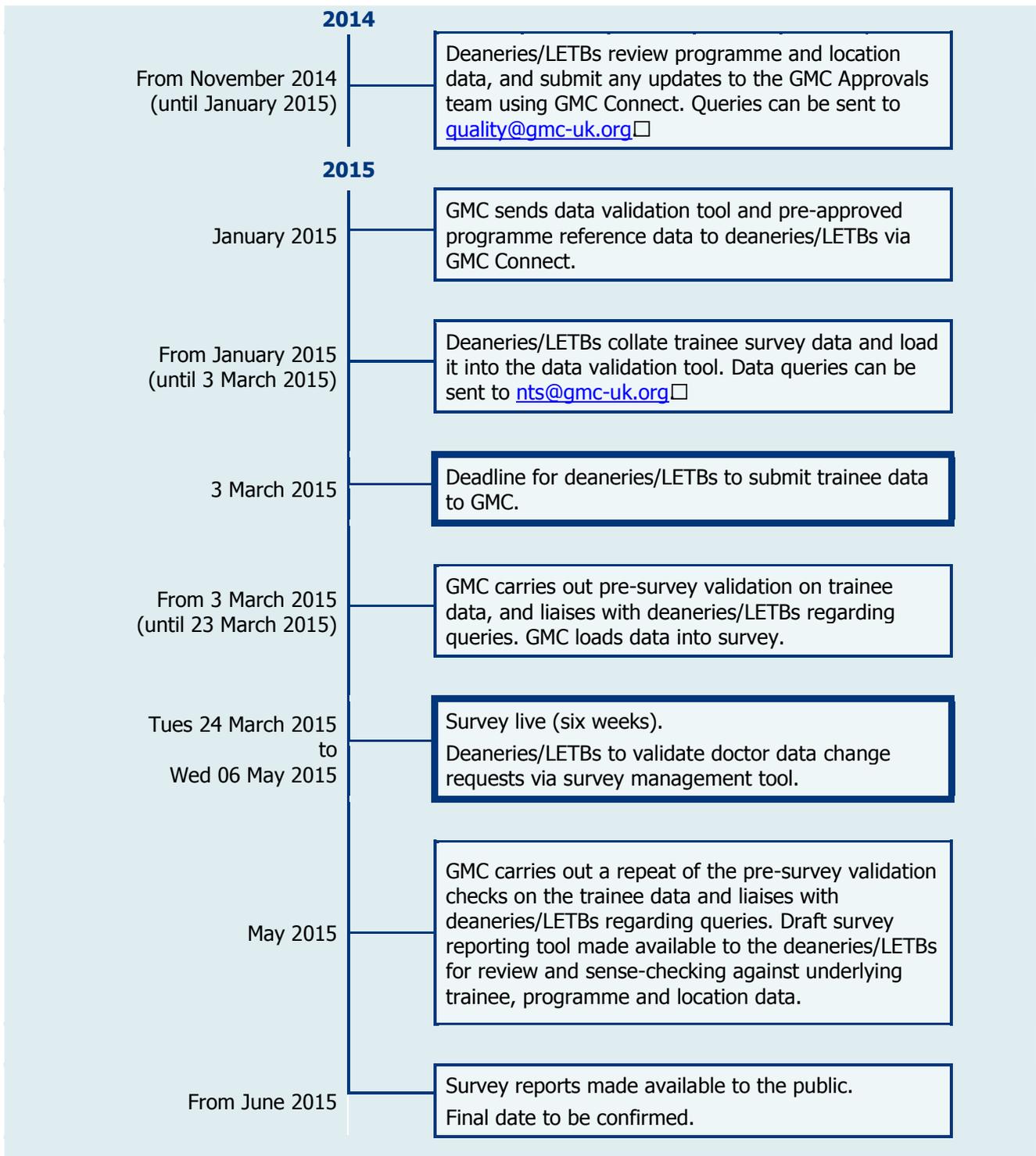
This data will be required for the first time to identify which of the trainees with missing site data are genuine multi-site trainees. This addition to the data validation tool will be used to identify trainees that cannot be considered to have a main site of work as they spend an equal amount of time at multiple locations.

- Additional management deanery column in the data validation tool

For the majority of deaneries we can infer management deanery but London shared services will be required to specify which of the three London LETBs each trainee is allocated to.

## Timeline

These are the key dates for submitting trainee data for the 2015 trainee survey:



## Census date

The census date for the 2015 survey is  
**Tuesday 24 March 2015.**

## 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 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 palliative medicine
- Trainees on out of programme training on approved UK training programmes at another deanery/LETB
- Post-CCT trainees on sub-specialty training

### The 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 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 (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

## Additional information

### Multi-site working

In data submissions from previous years, there were inconsistencies in how deaneries provided location data for trainees at multi-site and single-site trusts. In order to avoid this for the 2015 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. Based on 2014 survey responses, over 90% of trainees should have a main site.
- **New:** 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 CT training grade, despite their actual grade being an 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.

## Providing the data to the GMC for the 2015 trainee survey

We will send deaneries/LETBs an updated validation tool with user instructions in December 2014. You will be able to use the tool to validate your data locally and ensure your deanery systems have accurate data. Please send us only validated data. The deadline for data submissions is **3 March 2014**.

If you have any queries about data validation, please contact us at [nts@gmc-uk.org](mailto:nts@gmc-uk.org).

## GMC pre-survey validation

We will use the period between 3 March and 24 March to carry out further data checks.

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**  
For reporting purposes. Where this is not the case, we will contact deaneries/LETBs for clarification.
- **Post-CCT doctors in their grace period**  
That any doctors included in deanery/LETB data submissions have not already been awarded their CCT. 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 deaneries/LETBs**  
Where an LEP hosts trainees from more than one deanery/LETB, we will check that data submissions record locations consistently. Where this is not the case (for example if one LETB only records trainees' location at trust-level but another deanery records trainees at site level), there is a risk that survey results are not reported effectively.
- **Duplicate trainee records across deaneries/LETB**  
Where a record for a trainee has been submitted by more than one deanery/LETB we will feedback to both organisations for resolution.

We may need to liaise with deanery/LETB data teams to resolve queries about your data submission during this period.

## Data security

When you have populated your spreadsheet with validated trainee data you must send it to us using the GMC Connect system. You **must not** send it by email 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 using the survey management tool in GMC Connect.

## Contact

If you have any queries then please email [nts@gmc-uk.org](mailto:nts@gmc-uk.org) or call Charlotte Downing on 0161 250 6844

## NTS 2015 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'	<p>This will be validated against your pre-approved reference data.</p> <p>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.</p>

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, 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 24 March 2015.
Post end date	Not mandatory	Must be provided in UK dd/mm/yyyy format.	This date must be on or after 24 March 2015.

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 24 March 2015, 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"> <li>▪ 'contract termination'</li> <li>▪ 'gross misconduct'</li> <li>▪ 'F2 outside the UK'</li> <li>▪ 'maternity/paternity leave'</li> <li>▪ 'other reason'</li> <li>▪ 'out of programme career break'</li> <li>▪ 'out of programme experience'</li> <li>▪ 'out of programme research'</li> <li>▪ 'out of programme training'</li> </ul> <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"> <li>▪ 'post CCT'</li> <li>▪ 'sick leave'</li> <li>▪ 'suspension'</li> <li>▪ 'resigned from programme'</li> </ul>	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:</p> <table border="1"> <tr> <td>ACF</td> <td>academic clinical fellow</td> </tr> <tr> <td>AFT</td> <td>academic foundation trainee</td> </tr> <tr> <td>CL</td> <td>clinical lecturer</td> </tr> <tr> <td>FTSTA</td> <td>fixed term specialty training appointment</td> </tr> <tr> <td>LAT</td> <td>locum appointment for training</td> </tr> <tr> <td>SpR</td> <td>specialist registrar</td> </tr> </table> <p><i>Use this value where trainee is an SpR, and you have provided equivalent ST or CT values as their training level</i></p> <table border="1"> <tr> <td>RTT</td> <td>run-through training exception</td> </tr> </table> <p><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></p> <table border="1"> <tr> <td>OOPT UK-based</td> <td></td> </tr> </table> <p><i>Use this value to indicate trainees that are on OOPT on another approved training programme within the UK</i></p> <table border="1"> <tr> <td>Post CCT in sub-specialty</td> <td></td> </tr> </table> <p><i>Use this value to indicate doctors who have been awarded their CCT but are continuing with sub-specialty training</i></p>	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	RTT	run-through training exception	OOPT UK-based		Post CCT in sub-specialty		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																				
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OOPT UK-based																					
Post CCT in sub-specialty																					

Field	Requirement	Definition	Validation rules
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    <b>DDD/EEE/nnn/F</b></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    <b>YY/AAA/Bnnnn/CC</b></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)	

Field	Requirement	Definition	Validation rules
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 '\*'

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Please note that we are not collecting the doctor's email address from deaneries/LETBs 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.