

National training survey briefing note 2

Data collection in 2017

This briefing note contains the timeline for the 2017 national training surveys, and sets out our requirements from deaneries/HEE local offices for the data collection process.

After the successful introduction of the national trainer survey in 2016, we will run a revised version of the survey alongside the well-established trainee survey. The survey timeline and key submission deadlines for both surveys remain aligned.

The 2017 survey census date will be 21 March, with both the trainee and trainer surveys live from then until 3 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 in 2017 no trainees will be placed in sites that have not been pre-approved by the GMC.

It is essential for deaneries/HEE local offices to review your location data (available to view via GMC Connect or as a [spreadsheet download](#)) and provide information on any missing sites, duplicate sites or an intention to merge HEE local office /deanery programmes as soon as possible to ensure the approval status of your programmes are up to date before the data submission deadline.

HEE local offices/deaneries will need to ensure they follow our approvals process for any changes to their programme and location data for 2017. You can find information about the approvals process at [on our website](#).

Key differences from 2016

▪ Changes to the data validation tools (DVT)

We have added a 'clear all filters' button to the data validation tools. Although the file remains locked, users can now remove all filters with a single click, making it easier to use.

▪ Release of extracts from the reference database

Upon request, the Surveys Team will share extracts from the DVT reference database with HEE local offices/deaneries, in the form of spreadsheets containing the 2016 trainer location and specialty data. This will make it easier for users to match up their data with the values held in the reference data, including:

- complete lists of currently registered doctors,
- approved programmes, training sites and training levels.

Whilst this information is all publically available on our website, we hope that collating it in a single file will assist with data validation.

Trainer data

During the 2016 survey, we received a large number of change requests from trainers relating to their location and specialty data, as well as eligibility of trainers requests to exclude themselves from the population due to retirement / no longer being a supervisor. We therefore encourage all HEE local offices/deaneries to ensure they only submit data records for trainers they know to be recognised and approved as of 21 March 2017. Please see page 6 for further details.

To assist with this process, we will be providing each HEE local office/deanery a finalised list of their trainer data from 2016. We will also provide a list of all recognised trainers that were not included in the 2016 survey census.

It is likely that some of the trainer data captured in the 2016 survey will have changed since the close of the survey. We therefore strongly encourage deaneries to investigate any discrepancies between the data sets before submitting their trainer data, in particular where this relates to the trainer's location or specialty.

Reporting levels

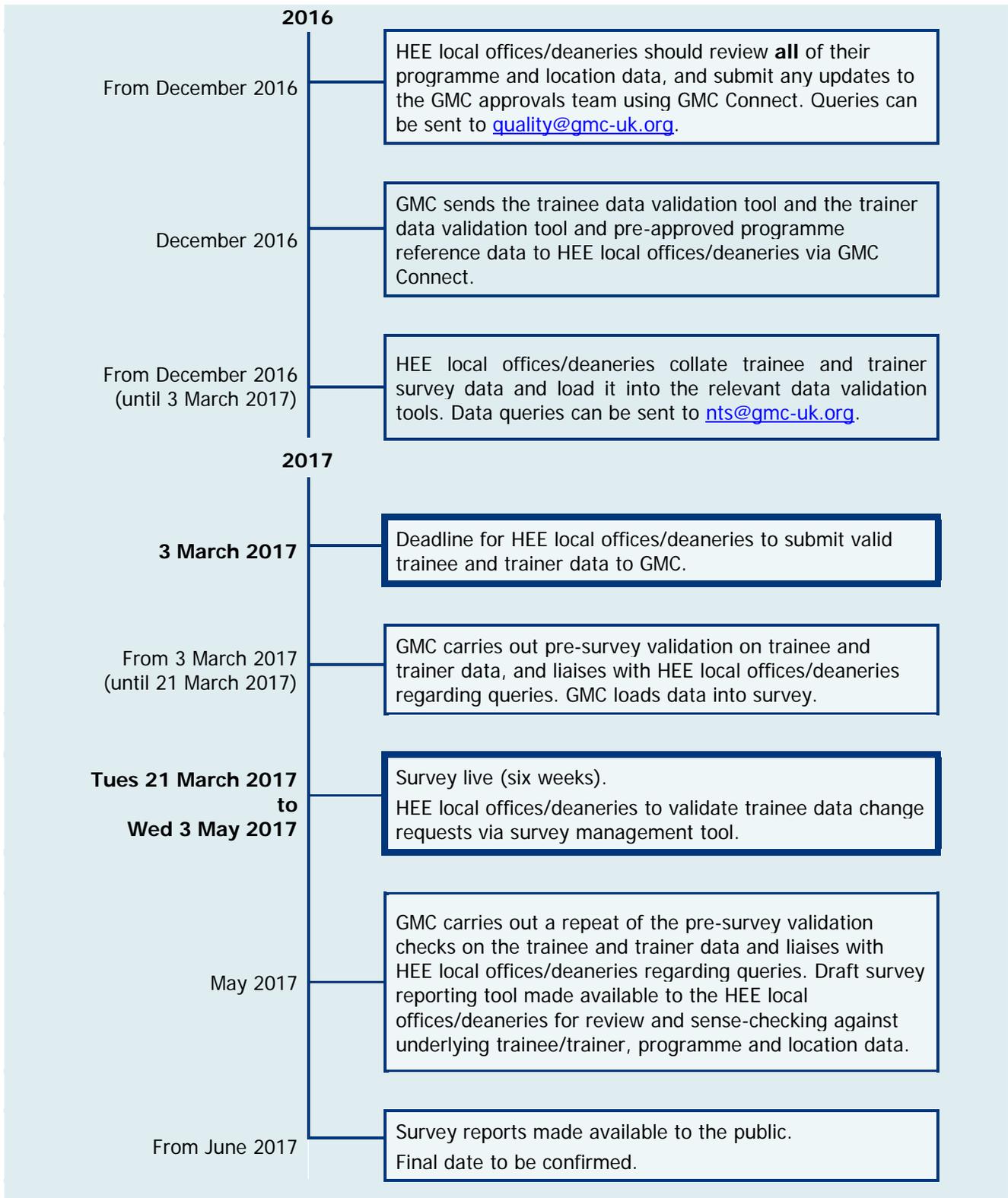
We ask HEE local offices/deaneries to submit site level data wherever possible to make the survey results as valid and specific as possible. The submission of trust level data without the site is only appropriate if training takes place across several sites and none of those can be regarded as the primary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

Information Security and Data Protection

As in previous years, we require HEE 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.

Timeline

These are the key dates for submitting trainee and trainer data for the 2017 national training surveys:



Census date

The census date for the 2017 survey is **Tuesday 21 March 2017.**

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/HEE 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 8.

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 HEE local offices/deaneries provided location data for trainees at multi-site and single-site trusts. In order to avoid this for the 2017 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 HEE local office/deanery, should be identified as 'OOPT UK-based' within the trainee type field. The host HEE local office/deanery should submit full data records for these trainees. The home HEE local office/deanery should submit a trainee's name, UID and programme data. We need to identify the home HEE local office/deanery of any OOPT UK-based trainees so that they can be reported against this organisation in any HEE local office/deanery reports.

Military trainees

Indirectly managed military trainees should be included within their host HEE local offices'/deanery's data submission. In February we will send each HEE 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 HEE 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 21 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 21 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 14.

Providing the data to the GMC for the 2017 national training surveys

We will send HEE local offices'/deanery's updated trainee and trainer data validation tools with user instructions in December 2016. 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 **3 March 2017**. 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 nts@gmc-uk.org.

GMC pre-survey validation

We will use the period between 3 March and 21 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 HEE local offices/deaneries for clarification.
- **Post-CCT doctors in their grace period***
That any doctors included in HEE 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 HEE local offices/deaneries***
Where an LEP hosts trainees from more than one HEE local office/deanery, we will check that data submissions record locations consistently. Where this is not the case (for example if one HEE local

office /deanery only records trainees' location at trust level but another HEE local office/deanery records trainees at site level), there is a risk that survey results are not reported effectively.

- **Duplicate records across HEE local offices/deaneries**

Where a record for a doctor has been submitted by more than one HEE local office/deanery we will feedback to both organisations for resolution.

We will need to liaise with HEE 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 NTS@gmc-uk.org or call Bernhard Wagner on 0161 250 6863.

National trainee survey 2017 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 21 March 2017.
Post end date	Not mandatory	Must be provided in UK dd/mm/yyyy format.	This date must be on or after 21 March 2017.

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 21 March 2017, 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>Must be one of the following codes:</p> <hr/> <p>PSTGP <i>Use this to indicate doctors who have completed F2 training and are undergoing additional GP training</i></p> <hr/> <p>F2GP <i>Use this to indicate F2 doctors who were unable to demonstrate F2 competencies and are now undergoing preparatory GP training</i></p>	This must be provided if one of the values applies to a doctor. It will be validated against the pre-defined list of values.
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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 2017 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.