

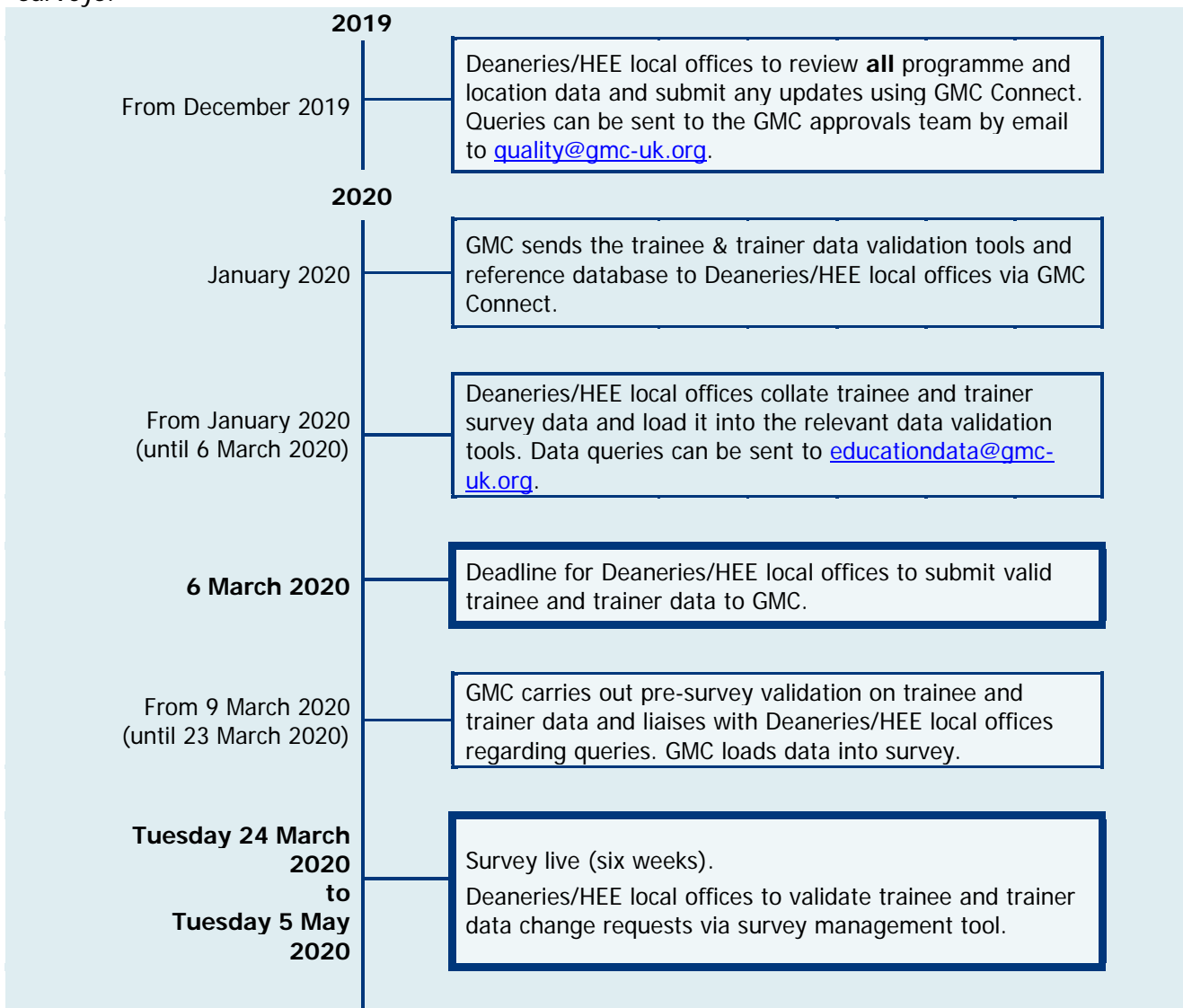
National training survey briefing note 2

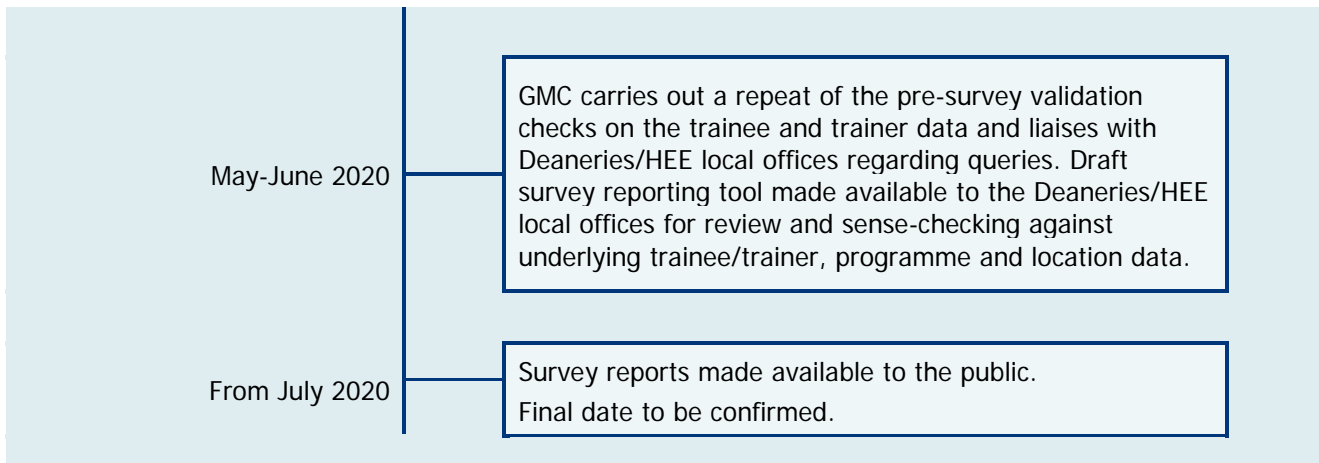
Data collection in 2020

This briefing note contains the timeline for the 2020 national training surveys and sets out our requirements from deaneries/ HEE local offices for the data collection process.

Survey timeline

These are the key dates for submitting trainee and trainer data for the 2020 national training surveys:





Summary of changes to the data collection:

New National Training Number format

In August 2018 a new format of the National Training Number (NTN) / Deanery Reference Number (DRN) was introduced to doctors on approved GMC training programmes. As we would expect all trainees to have now been assigned a new NTN/DRN, we will only accept new NTNs/DRNs in the 2020 NTS data returns. Please provide the NTNs/DRNs in the new format ([as outlined in the NTN appendix](#)) in column S of the data validation tool.

While the NTNs/DRNs continue to be a non-mandatory data field for the NTS, they add another layer of validation and we therefore continue to collect these where possible.

Please be aware that the validation check in the NTS data validation tool (DVT) only refers to the components of the NTN/DRN that are relevant for the survey. These are:

- NTN/DRN specialties match the provided programme specialties and are permitted specialty combinations – please make sure you submit all programme specialties doctors train in on the census date
- Academic component indicates that the doctor is an academic trainee
- GMC number in the NTN/DRN matches that provided in column A

For more information about the validation rules in the NTS data validation tool please see page 14.

New Curriculum - Internal Medicine Training

In 2019 Internal Medicine Training (IMT) was phased in as a replacement for Core Medical Training (CMT). We would therefore not expect any new trainees to be submitted in the 2020 NTS on a CMT programme at a CT1 training level. The data validation tool will still validate this grade allowing for LTFT trainees that begun core training before the introduction of IMT and will validate higher grades for all other historical CMT trainees.

The only permitted training levels for IMT in 2020 will be CT1 and CT3. This is to allow for new trainees on this programme (CT1s) and the possibility of trainees completing CMT then entering

IMT at year three (CT3s). There should not be any trainees crossing onto the new curriculum from CMT therefore we will not be accepting CT2 for IMT at this stage.

Run-through pilot programmes

Please be aware that doctors on the five recently (re-)introduced run-through pilot programmes who are at ST1, ST2 (or ST3 for psychiatry) training levels should be submitted as being on core specialty programmes. This is to allow them to be reported in the NTS reporting tool with their uncoupled peers on core programmes. For a list of all of the pilot programmes and the deaneries/HEE local offices which are involved in them [please see the GMC website](#).

This approach is for pilot run-through programmes only. For those doctors on established run-through programmes, we would expect ST training levels for doctors across all levels of training, including levels ST1 and ST2.

2019 trainer data for reference

To provide a reference point for data collection for the 2020 trainer survey, we will provide each Deanery/HEE local office with a finalised list of their trainer data from 2019 on request. Please email educationdata@gmc-uk.org if you would like a copy of the trainer data submitted from 2019.

Trainer eligibility

Please be aware that only trainers that were named clinical and/or education supervisors between 20 March 2019 and 24 March 2020 are eligible to take the survey. Doctors who indicate in the survey that they have not had any trainees in the last twelve months, will not be asked to complete the survey and will be retrospectively excluded from the survey population. Nonetheless, we ask you to only submit eligible trainers to the survey if possible.

Prospective approval of new training locations

As you are aware, doctors must be placed in sites that have been prospectively approved by the GMC to ensure trainees are training in environments that meet our standards. This is also a requirement for a doctor to be included in the NTS survey population.

Deaneries/HEE local offices need to ensure they follow our approvals process for any changes to their programme and location data for 2020. Please find details on the approval process [on the GMC website](#). We encourage regular reviews of programme location data to ensure that the information held is up to date and accurate.

Collecting site level locations

We ask Deaneries/HEE local offices to submit site level location data wherever possible to make the survey results as valid and specific as possible and to enable the longitudinal site level reporting of survey results. The submission of trust level data without a site is only appropriate if training takes place across several sites and none of those can be classed as the primary place of training. Further details can be found on page 6.

Inclusion of doctors on Out of Programme Training (OOPT) in the UK

We continue to ask the host deaneries of OOPT (UK) trainees to provide the full location information for doctors currently training in their region and the home deanery of OOPT trainees

to send us a list of trainees that are in OOPT programmes so that we can investigate potential discrepancies and identify missing trainees early. More details about the submission of OOPT UK based trainees can be found on page 6.

Information Security and Data Protection

As in previous years, we require Deaneries/HEE local offices 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.

In 2019 some Deaneries/HEE local offices expressed some concern about what data could and could not be shared with trusts regarding trainees' completion of the survey. We have sought advice on how this relates to data protection laws, and this confirmed that a doctor's survey completion status can be shared where relevant and necessary. Informing a trust about which doctors have not yet completed the survey is therefore acceptable under GDPR and will enable trusts to send targeted local reminders and to encourage survey completions.

Possible extension to survey closing date

There may be a need to extend the surveys by a week, to ensure we collect enough survey responses for the reporting tool to show as granular a picture of the training environment as possible. However, we recognise a week extension places a resource cost on us all. We would like to work together with you to secure good response rates within the published timeframes. If we decide to extend the surveys, we will let you know as soon as possible.

Census date

The census date for the 2020 survey is **Tuesday 24 March 2020.**

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 9.

The trainee population we will not be surveying and will not require information on is:

- 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 e.g. 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 Deaneries/HEE local offices provided location data for trainees at multi-site and single-site trusts. In order to avoid this and to improve the usefulness of the reporting tool for these providers and sites, the following guidelines apply:

- 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 submit trust level details and leave the 'Site Code' and 'Site Name' column blank.
- 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.

OOPT UK-based trainees

Trainees that are currently taking time out of their own training programme to do a post in another approved training programme in the UK, managed by a different Deanery/HEE local office, should be identified as 'OOPT UK-based' within the trainee type field. The host Deanery/HEE local office should submit full data records for these trainees. The home deanery/ HEE local office should submit a list of trainees' names, UIDs and available programme data on a separate spreadsheet. We need to identify the home Deanery/HEE local office of any OOPT UK-based trainees so that they can be reported against this organisation in any Deanery/HEE local office 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 Deanery/HEE local office 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 Deanery/HEE local office should be highlighted to us at the time of data submission.

Training level exceptions

Training levels should be based on the level of competency a trainee has achieved within the curriculum and not simply the number of years they have been in training. We will only accept the maximum training level associated with the curriculum except for in cases where a trainee is following a dual programme curriculum, in which case we will accept one training level higher than the maximum.

Trainer population

Any doctor that will be holding a recognised trainer role on 24 March should be included within the trainer data validation tool. Trainer roles will be identified as either 'clinical supervisor', 'educational supervisor' or 'both'.

This also includes any doctor who has had recognised trainer responsibilities as a 'clinical supervisor', 'education supervisor' or 'both' in the 12 months preceding the census date.

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 24 March or in the 12 months preceding the census date 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 16.

Providing the data to the GMC for the 2020 national training surveys

We will send HEE local offices'/deanery's updated trainee and trainer data validation tools with user instructions in January 2020. 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 **6 March 2020**. 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 educationdata@gmc-uk.org.

GMC pre-survey validation

We will use the period between 9 March and 24 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 Deaneries/HEE local offices for clarification.
- **Consistently recording to site level across Deaneries/HEE local offices**
Where an LEP hosts trainees from more than one Deanery/HEE local office, 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 Deanery/HEE local office records trainees at site level), there is a risk that survey results are not reported effectively.
- **Duplicate records across Deaneries/HEE local offices**
Where a record for a doctor has been submitted by more than one Deanery/HEE local office we will feedback to both organisations for resolution.

We will liaise with Deanery/HEE local office 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 please email EducationData@gmc-uk.org or call:

Jennifer Redman-Tootell
Surveys Reporting Coordinator
0161 240 7161

Nikita Vincent
Survey Analyst
0161 240 3048

National trainee survey 2020 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 capital 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 capital 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, HEE local offices /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 2020.
Post end date	Not mandatory	Must be provided in UK dd/mm/yyyy format.	This date must be on or after 24 March 2020.

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 2020, 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 with 'OOPT UK-Based' as their Trainee type.</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>	
		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	List codes continued from page 13:	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*	Mandatory where applicable	<p>NTN/DRN for trainees must be in the following format:</p> <table border="1"> <tr> <td>Format</td> <td colspan="2">DDD/XXX-ACA/XXXXXXXX/C</td> </tr> <tr> <td>Where</td> <td>DDD</td> <td>Parent Organisation</td> </tr> <tr> <td></td> <td>XXX</td> <td>Specialty</td> </tr> <tr> <td></td> <td>XXX.XXX</td> <td>Subspecialty</td> </tr> <tr> <td></td> <td>XXX-XXX</td> <td>Dual Specialty</td> </tr> <tr> <td></td> <td>ACA*</td> <td>Academic trainee (if applicable)</td> </tr> <tr> <td></td> <td>XXXXXXXX</td> <td>GMC Number</td> </tr> <tr> <td></td> <td>C/CP/D</td> <td>Type of appointment</td> </tr> </table> <p>See the National Training Numbers appendix on the GMC website for further details on the acceptable new formats of NTNs and DRNs.</p>	Format	DDD/XXX-ACA/XXXXXXXX/C		Where	DDD	Parent Organisation		XXX	Specialty		XXX.XXX	Subspecialty		XXX-XXX	Dual Specialty		ACA*	Academic trainee (if applicable)		XXXXXXXX	GMC Number		C/CP/D	Type of appointment	<p>A warning will be given if no value is provided (please ignore this for foundation trainees).</p> <p>Please provide all NTNs and DRNs in the new format as indicated in the NTN Appendix.</p> <p>Collection of this field will help to resolve any queries regarding the doctor's training programme and assist with identifying academic trainees. The NTN/DRN specialty will also be validated against the programme specialty submitted for a trainee.</p> <p>*The academic indicator, ACA, can be placed either before, or after the specialty code(s) within the specialty component</p>
Format	DDD/XXX-ACA/XXXXXXXX/C																										
Where	DDD	Parent Organisation																									
	XXX	Specialty																									
	XXX.XXX	Subspecialty																									
	XXX-XXX	Dual Specialty																									
	ACA*	Academic trainee (if applicable)																									
	XXXXXXXX	GMC Number																									
	C/CP/D	Type of appointment																									
Management deanery/LETB	Mandatory for London shared services	(all deanery/LETB values listed)																									

Multisite trainee	Mandatory where applicable	Must be either '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 Deaneries/HEE local offices 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 2020 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 primarily conducts role as an educational or a clinical supervisor or both. 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 Deaneries/HEE local offices 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.