

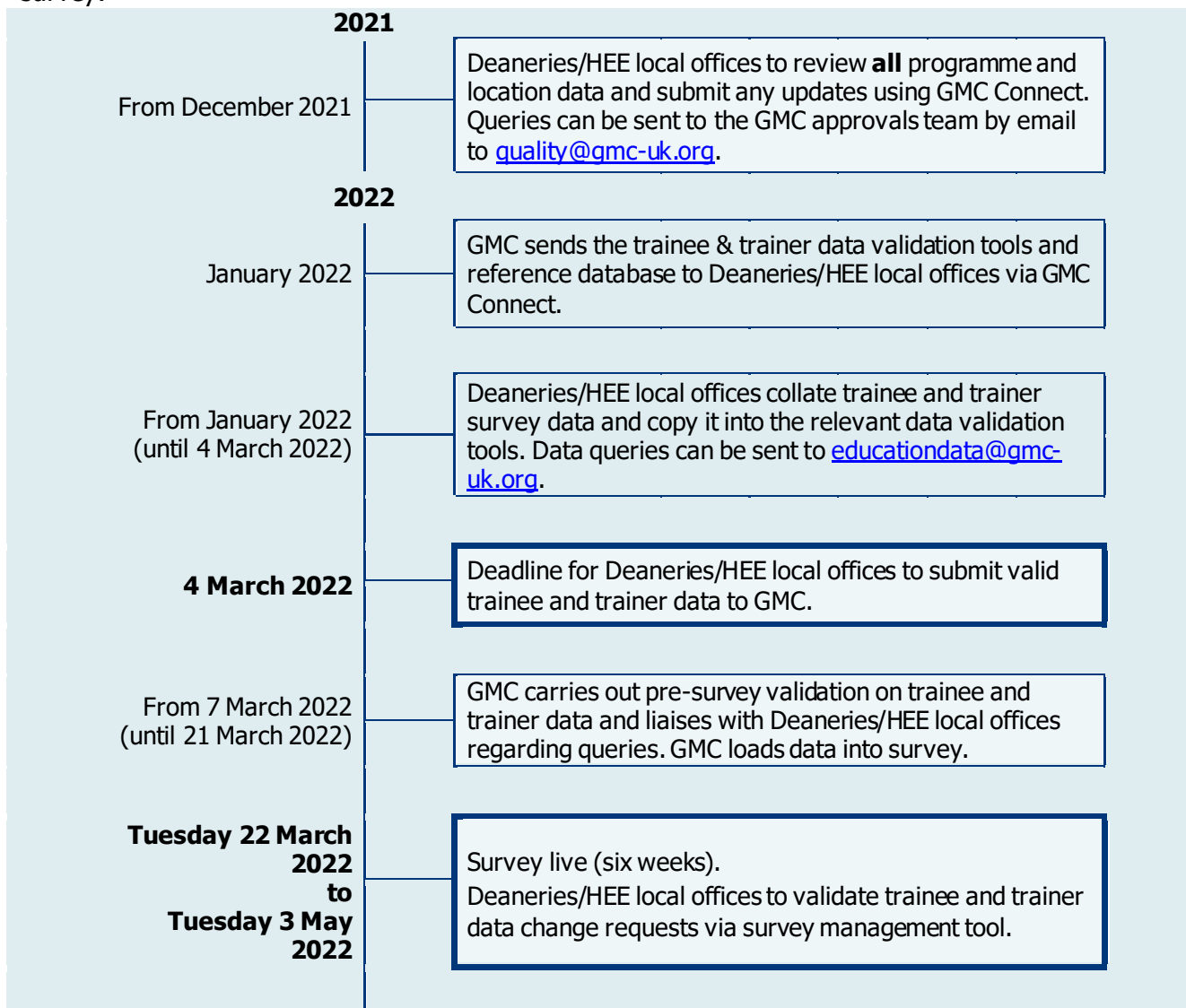
## National training survey briefing note 2

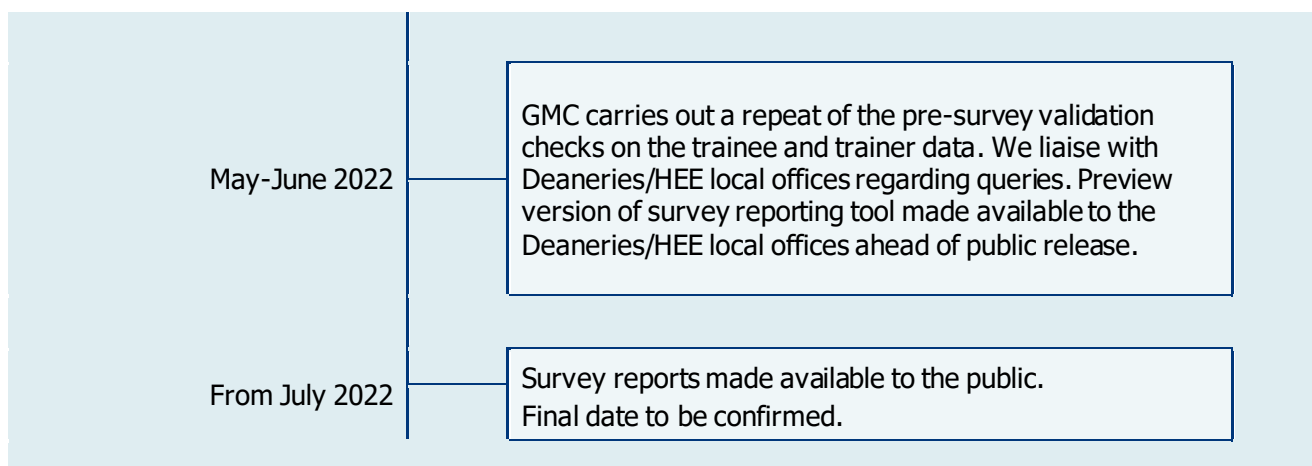
### Data collection in 2022

This briefing note contains the timeline for the 2022 national training survey 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 2022 national training survey:





## Summary of new changes to 2022 data collection

### Possible changes to survey dates

Our intention is to return the NTS to its usual timings, as outlined in the above timeline for the 2022 survey. Due to the unpredictable nature of the COVID-19 pandemic and the impact this has on trainees and deaneries, there is a possibility that changes to dates may be necessary. Where this is the case all primary contacts will be notified by email and made aware of any changes as soon as possible.

### Curricula changes affecting training levels and programme names

In August 2021, the Acute Care Common Stem (ACCS) and Core Anaesthetics Training curricula were updated. The following changes have been applied to GMC Connect and the data validation tools:

- ACCS – Acute Medicine has been updated to its new programme name, ACCS – Internal Medicine
- Training level CT4 has been added to the ACCS curriculum and should only be used for doctors on Anaesthetics and Internal Medicine themes. Emergency Medicine and Intensive Care Medicine themes only train up to CT3.
- Training level CT3 has been added to Core Anaesthetics Training.

### New fields in the trainer data validation tool

There are three additional fields in the trainer data validation tool: Programme Code, Period Start Date, and Period End Date. These new data fields are not mandatory for the NTS census. They are an opportunity for you to submit data for the Trainer Recognition Framework (TRF) at the same time as your NTS data returns. We've listened to your feedback to streamline our processes for collecting the two sets of data. This will hopefully avoid duplication of work on your part and ensure that the data we collect for the TRF is accurate and up to date.

If you choose to send your TRF data using this mechanism, you will need to submit two identical versions of the spreadsheet – one via the NTS data folder as usual, and one via a request for 'bulk trainer approval' in GMC Connect.

For more detail on the data and format required for the new fields, please see data variable definitions annex in this Briefing Note. If you have any questions about this process or TRF data collection more generally, please email [educationdata@gmc-uk.org](mailto:educationdata@gmc-uk.org)

## **Multiyear reporting where Local Education Providers (LEP) have changed organisation code**

There are occasionally instances where Trust/Board/Site Codes change. This affects multiyear NTS reporting for an LEP, because these reports are generated by tracking these codes. In most cases, the new codes are the result of a merger of organisations – in which case, we would always treat that location as a new report.

However, where codes have changed for another reason, deaneries sometimes ask us to create a year-on-year report linking the old and new codes. This has previously been done after the reporting tool launch, by ad-hoc request. But for 2022, we need deaneries in this position to notify us ahead of the survey, so we can develop the relevant reports ahead of the reporting tool launch.

If your deanery has any changed organisation codes that need linking to a previous code, please email [educationdata@gmc-uk.org](mailto:educationdata@gmc-uk.org) providing these details.

## **Reminder of other recent changes to 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 2022 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 9 and the data variable definitions (from page 11).

## 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 2022 NTS on a CMT programme at CT1 training level. The data validation tool will validate grades from CT2 allowing for LTFT trainees that began core training before the introduction of IMT, and will validate higher grades for all other historical CMT trainees. We accept all Core training grades for IMT (CT1- CT3).

## 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.

## Other important information/common issues

### 2021 trainer data for reference

To provide a reference point for data collection for the 2022 trainer survey, we will provide each Deanery/HEE local office with a finalised list of their trainer data from 2021 on request. Please email [educationdata@gmc-uk.org](mailto:educationdata@gmc-uk.org) if you would like a copy of the trainer data submitted from 2021.

### Trainer eligibility

Please be aware that only trainers that were named clinical and/or education supervisors between 22 March 2021 and 22 March 2022 are eligible to take the survey. Trainers who haven't acted as a named supervisor in the last 12 months shouldn't complete the survey. Those who have acted as supervisor in the last 12 months but are not a named supervisor for trainees on the census date should still complete the survey. There is a question in the survey that asks trainers how many trainees they are currently supervising - they can select 0 for this question and continue with rest of the survey.

### 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 2022. 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.

### **Updating NHS site records**

We have recently added a new dashboards tab to GMC Connect, which includes a report that tells you where a site is currently approved for your programmes using a site record that has been marked as 'closed' by the NHS Organisation Data Service or Information Services Division.

The GMC uses ODS and ISD data to maintain its records in relation to NHS training sites and we receive regular updates that tell us when details have changed. Please note that a record being marked as 'closed' does not always mean that the physical site has closed; a new record may have been created because it now sits under a different parent organisation (Trust/CCG/Health Board).

We ask that you regularly review the list, particularly in advance of the survey, and remove these closed records from your programmes, and where applicable, replace them with new 'open' ODS/ISD records.

### **Collecting site level locations - the [NHS ODS portal](#) can be used to search for the most up to date site information.**

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 8.

### **Reporting doctors on Dual training programmes**

When a doctor is following a Dual training programme, they train in two programme specialties. Both specialties should be submitted to the NTS in the data validation tool. However, the first programme specialty will be the one the doctor is reported against in the NTS reporting tool. The Programme Specific Questions a doctor receives are also determined by this.

It is therefore important that you provide the programme specialty the doctor is training in on the census date as the first programme specialty.

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

We continue to ask the host deaneries of OOPT UK-based trainees to provide the full location information for doctors currently training on GMC approved programmes in their region. Home deaneries should not include OOPT UK-based trainees in their NTS data return, but instead please provide a list of the OOPT UK-based trainees outside of their region so that we can investigate potential discrepancies and identify missing trainees early. All other doctors on OOPT and not on GMC approved training programmes in the UK should be submitted as Not in training with the reason Out of Programme Training. More details about the submission of OOPT UK-based trainees can be found on page 8.

### **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 10 for further details.

As advised previously, respondents' survey status can be shared with trusts to enable them to send targeted local reminders. We ask you however to only share lists of non-completers with colleagues responsible for managing local email reminders and not with colleagues directly involved in the delivery of training and to make sure to use blind copy (BCC) when sending email reminders.

### **Possible extension to survey closing date**

There may be a need to extend the survey 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 survey, we will let you know as soon as possible.

## Census date

The census date for the 2022 survey is **Tuesday 22 March 2022.**

## 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 11.

**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 GMC 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.

### 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 22 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 22 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 18.

## Providing the data to the GMC for the 2022 national training survey

We will send HEE local offices'/deanery's updated trainee and trainer data validation tools with user instructions in January 2022. 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 **4 March 2022**. Please work to address any validation errors so you can 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](mailto:educationdata@gmc-uk.org).

## GMC pre-survey validation

We will use the period between 7 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 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](mailto:EducationData@gmc-uk.org) or call:

Haydn Dalton  
Education Data Officer  
0161 240 8171

Jennifer Redman-Tootell  
Surveys Reporting Coordinator  
0161 240 7161

## National trainee survey 2022 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 22 March 2022.
Post end date	Not mandatory	Must be provided in UK dd/mm/yyyy format.	This date must be on or after 22 March 2022.

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 22 March 2022, 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 with 'OOPT UK-Based' as their Trainee type.</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.

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>	

NTN/DRN*	Mandatory where applicable	NTN/DRN for trainees must be in the following format:	A warning will be given if no value is provided (please ignore this for foundation trainees).
		Format <b>DDD/XXX-ACA/XXXXXXXX/C</b>	Please provide all NTNs and DRNs in the new format as indicated in the NTN Appendix.
		Where	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.
		DDD	Parent Organisation
		XXX	Specialty
		XXX.XXX	Subspecialty
		XXX-XXX	Dual Specialty
		ACA*	Academic trainee (if applicable)
		XXXXXXXX	GMC Number
		C/CP/D/L	Type of appointment
		See the <a href="#">National Training Numbers appendix</a> on the GMC website for further details on the acceptable new formats of NTNs and DRNs.	
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.
<b>For doctors not in training, we only require the fields highlighted with an '*'</b>			

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 2022 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.

Field	Requirement	Definition	Validation rules
Programme code	Not mandatory	Must be 3 capital letter GMC deanery code followed by either 3 or 4 numbers: e.g. 'LON123'  This is the programme for which you want the trainer recognised.	N/A for 2022
Period start date	Not mandatory	Must be provided in UK dd/mm/yyyy format.  This is the date from which you want the doctor to be recognised as a trainer. This should be a date in the future. If the doctor is an existing trainer, this can be set to the day after any forthcoming reapproval date.	This will be validated to ensure correct date format.
Period end date	Not mandatory	Must be provided in UK dd/mm/yyyy format.  This must be no more than five years from the period start date.	This will be validated to ensure correct date format.

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.