



## PMETB post approvals – notes for deanery staff 13 August 2007

### Post approvals data request

Dear colleagues,

This note concerns the collection of detailed PMETB approvals data and the additional data (linked to these data) that are required to administer the National Trainee Survey 2007 (please see *Briefing Note 6* circulated with this document). Please ensure all colleagues within your deanery who work with these data have sight of this note.

### Part 1 of the request

At the end of August 2007 you will receive an Excel file from PMETB (*<DeaneryName>\_PMETBProgrammeApprovalData*) that lists all run-through programmes, Clinical Lecturer and Academic Clinical Fellowship posts within your deanery that have been approved by PMETB. PMETB requires further details for each post within each of these programmes, including FTSTA posts.

In response, please supply an Excel file containing one row per post including data for each of the fields listed in Table 1 (except the two shaded rows). This Excel file should be named *<DeaneryName>\_PostDetails* and emailed to [trainee.survey@pmetb.rog.uk](mailto:trainee.survey@pmetb.rog.uk) by 28 September 2007.

In addition you will be asked to supply details of posts without a PMETB Programme Approval Code in *<DeaneryName>\_OtherPostDetails*. Further details on this part of the process are provided below.

### Part 2 of the request

Part 2 of the request is due on the 16 November and includes all the fields Table 1 including the shaded rows (NTNOOfIncumbentOn30Nov07 and EmailOfIncumbentOn30Nov07).

Deaneries should consider the feasibility of this request (both parts) and contact PMETB if they have any concerns about meeting the deadline. Any queries can be directed to [trainee.survey@pmetb.org.uk](mailto:trainee.survey@pmetb.org.uk).

These data are necessary in order for PMETB to comply with the General and Specialist Medical Practice (Education, Training and Qualifications) Order 2003<sup>1</sup>. The Order requires PMETB to hold details of the post graduate medical training it has approved. The data are also required to run the National Trainee Survey 2007, as they identify the population to be surveyed and in part 2 of the request the contact details required to administer the survey.

**Table 1 Post data required**

Field	Description
<b>Part 1 - due 28 September 2007</b>	
PMETBProgrammeApprovalCode	Assigned by the PMETB Quality Directorate Approvals team. This will follow the format of Deanery name (abbreviated), 'SRT' for Specialist Run Through and then the numeric code. An example from the Wessex Deanery might be <b>WES/SRT123</b>
DeaneryPostID	From deanery databases. deaneries' internal ID codes
SpecCodeNHSOcc	Specialty code as per the NHS Occupation Code Manual (or ISD specialty codes in Scotland) Please note, as per the <i>Gold Guide</i> the codes for the following strains of core training: Core Medical Training (CMT) Core Surgical Training (CST) Core Psychiatry Training (CPT) <sup>2</sup>
SpecCodeNHSOcc2	For GP trainees in hospitals please record the acute specialty
SpecLabel	The name of the specialty
SpecLabel2	For GP trainees in hospitals please record the acute specialty
PostCategoryOrGrade	FTSTA

<sup>1</sup><http://www.opsi.gov.uk/SI/si2003/20031250.htm>

See para 9

<sup>2</sup>Para 6.18 of

[http://www.mmc.nhs.uk/download\\_files/Gold\\_Guide290607.doc](http://www.mmc.nhs.uk/download_files/Gold_Guide290607.doc)

Field	Description
	StR1, StR2, StR3, StR4, StR5, StR6, StR7, StR7, StR8 and StR9. Clinical Lecturer Academic Clinical Fellowship Post with locums incumbents (LATs)
NHSEOrgCode	As per <a href="http://www.nhs.uk/nacs/">www.nhs.uk/nacs/</a> (or for Scotland as per ISD)
NHSEOrgName	As per <a href="http://www.nhs.uk/nacs/">www.nhs.uk/nacs/</a> (or for Scotland as per ISD)
VTSCode	For GP trainees only. The codes can be deanery defined, or if the deanery does not hold codes, they will be PMETB assigned as per 2006.
VTSName	For GP trainees only. Deanery defined.
PostStatus	Reason for the post having no incumbent (i.e. no NTN and email address). Deanery defined categories.
SiteSplit	Whether survey respondents should be asked for their main site when completing a survey return – please see point 5 below.
<b>Part 2 – due 16 November 2007 (includes the above fields too)</b>	
NTNOfIncumbentOn30Nov07	NTN of incumbent if applicable (not all posts will have an incumbent with an NTN. SpR, GPR, SpT and StR posts should have incumbents with NTNs). Please note the host deanery should list the post in this return, even if the incumbent is from another deanery (i.e. has another deanery's code in their NTN).
EmailOfIncumbentOn30Nov07	Current valid email address

#### Notes on compiling Table 1 data:

1. Deaneries check *<DeaneryName>\_PMETBProgrammeApprovalData* against their records.
2. Deaneries record the relevant PMETB programme approval code supplied in *<DeaneryName>\_PMETBProgrammeApprovalData* against all the posts within the given programme in their databases (e.g. Intrepid/Empower/Pinnacle).

3. The post list should include the following: StR posts, FTSTA posts, clinical lecturer, academic clinical fellowship posts, NHS posts with military incumbents and posts with LAT trainees. Please also ensure that posts in non-NHS organisations are included, for instance posts in Occupational Medicine or Pharmaceutical Medicine.
4. Deaneries request a report from their database containing all the fields listed in Table 1 except NTNOOfIncumbentOn30Nov07 and EmailOfIncumbentOn30Nov07.
5. PMETB validate results against the original Programme Approval Requests, the Central Planning Extract (March 2007 – for England only) and other relevant data. PMETB will then present a list of all providers for which the deanery has declared posts and ask the deanery to indicate if survey data for this provider should be split by site (SiteSplit). A list will be generated from the NACs/ISD data, and respondents from these providers will be asked to select their primary site on the National Trainee Survey form. In this way, survey data can be linked to individual sites, without the need to record site in the post data. There will therefore be no requirement for deaneries to record this information within their own databases in 2007.
6. It is critical that information supplied is correct and complete. Any errors will significantly affect the results of the survey. For example, if approved posts at a provider are not declared, then this organisation will not appear in the dropdown list on the survey form. As a result trainees at this provider will not be able to submit a form.

### **Posts with no PMETB programme approval code**

To administer the National Trainee Survey PMETB also requires Table 1 data for posts with no PMETB programme approval code, this includes: Foundation posts (F1 and F2) and any legacy SpR and SHO posts. These should be listed out in *<DeaneryName>\_OtherPostDetails*, leaving the PMETBProgrammeApprovalCode field blank. These data should also be returned by 28 September 2007. If this process reveals providers not in *PostDetail*, PMETB will request their SiteSplit status.

### **National Trainee Survey data**

The requested approvals data forms the basis of part 2 of the request that will be required for PMETB to administer the National Trainee Survey 2007. On 16 November 2007, PMETB will request the email addresses of the incumbents (as at 30 November 2007) of all the posts listed in the *PostDetails* and *OtherPostDetails* (for posts with no PMETB Programme Approval code) returns (part 1 of the request). Deaneries should therefore rerun the report with the additional email and NTN fields (part 2 of the request shaded rows in Table 1 above). It is assumed that deaneries record trainees' email addresses within their databases (Intrepid, Pinnacle and Empower).

## **Obtaining email addresses from MTAS**

UK Deaneries have been provided with email addresses for their ST2007 Round 1 applicants from MTAS.

If you require a download of email addresses for all of your “accepted offer” applicants, first check that your entries are up to date on MTAS, and then request a download following MTAS instructions on the DH Quickplace website. If you have difficulty obtaining this information please contact [mike.clement@dh.gsi.gov.uk](mailto:mike.clement@dh.gsi.gov.uk).

Please note that the email addresses on MTAS were provided by the applicant at enrolment in January. The trainee should have notified the deanery direct of any changes to their email address since then.

If additional information is required from MTAS this should be requested in good time to allow you to meet the 16 November PMETB deadline.