

## National Trainee Survey 2007: Briefing seven – an update on post data and the trainee survey for deanery staff

9 October 2007

Dear Colleagues,

This note has been sent to the people listed on the trainee survey 2007 set-up form returns, with the exception of those deaneries that have not completed a set-up form where it has been sent to the existing contacts (i.e. those used in 2006). In addition the note has been copied to the deans.

This note covers frequently asked questions for the trainee survey, post approvals data and the trainers' survey.

Please forward the note to colleagues in your deanery who need this information.

Daniel Smith  
PMETB

## Post approvals data: final cut-off for the part one data return

Many thanks to the deaneries who have returned some or all of these data: KSS, London, Peninsula and Tri-Services.

Part 1 of the post request (described in full in the *ApprovalsPostDataFinal.pdf* that was first circulated on the 13 August and then circulated 6 September with the programme approval data and re-circulated with this note) must be submitted to PMETB by the 19 October. **Ideally as soon as some of your deanery's data are available in the required format they should be emailed to PMETB, so that we can ascertain whether you are on the right track or not.** Please raise queries at the earliest juncture. If you are waiting for information from PMETB approvals staff please contact [gabrielle.shaw@pmetb.org.uk](mailto:gabrielle.shaw@pmetb.org.uk)

The post data submitted will be checked with the programme directors in your deanery and against College enrolment data (subject to availability.)

We will check and validate your data before part two of the request is due (16 November).

## Frequently asked questions on the post-approvals data

This section covers all responses to the queries raised with PMETB's Surveys team as at 5 October.

### **Official guidance versus sources of information about the surveys**

Please note that official guidance about the surveys will always be contained within a briefing note such as this one; from week commencing 15 October all these notes will be on PMETB website ([www.pmetb.org.uk/traineesurvey](http://www.pmetb.org.uk/traineesurvey)); if you receive information from another source such as minutes someone who attended a Trainee Surveys Working Group meeting it would be unwise to act upon until you receive official notification via a briefing note. Plans have and will change from proposals at these meetings, not least because PMETB's Training Committees makes final decisions relating to the surveys/

### **Changes to the programme approvals since 6 September**

These are listed in *ProgrammeApprovalAmendments\_9Oct07.xls* which is circulated with this note. The following deaneries have new programmes for which there should be post data: East Midlands, East of England, Oxford Deanery and Severn Deanery. East Midlands and South Yorkshire and South Humber have withdrawn programme applications. Staff in these deaneries should therefore check their post return accounts for these amendments.

## **Email addresses**

Part two of the data request includes trainees' emails. PMETB plans to check these email addresses before the launch of the survey by sending an email with a note about the survey, including a statement to say the Survey Access Code will be sent to this email. We are aware that one deanery is doing its own validation; please notify PMETB if you have sent a test email similar to this, as if you have, PMETB will not do so. In addition we plan to test how junk mail filters respond to our emails for the email domain for which we can set-up test accounts e.g.

[Survey\\_Test@hotmail.co.uk](mailto:Survey_Test@hotmail.co.uk)

## **Vacant posts**

If it is not possible to list out where the spare capacity is located by post (i.e. one row per post with the location in the NHSOrgCode NHSOrgName columns), please do aggregate as per the workforce return. For instance "Cardiology" and then "3" for the number of vacant posts.

## **Grade in the post data**

If the grade is an attribute of the trainee, not the post and it is therefore not possible to provide this in part one of the request, please supply these data in part two of the request, due 16 November.

If it is only possible to provide the band of grades in the post data (e.g. St1 – St2) then please supply these data in part one of the request.

## **Trust or site codes in the post data – England and Wales only**

If the posts are recorded using site codes then please supply the site codes (i.e. individual hospitals), as the trust code can be obtained from the site code. If you wish to obtain survey data by site, but only record the posts by trust, you just need to indicate that this is a requirement for your deanery and we will collect the site on the trainee survey form itself. This means you do not have to obtain them now. Please be aware that reporting site may be difficult as we only report entities with more than three sets of responses.

## **Can the data be split across multiple worksheets?**

Yes you can do this, if it is more convenient for you. Please note the following: it is easier for us to have it one worksheet to import into SQL. If you do need to put it into multiple worksheets, because for instance there are several members working on it, then please ensure the column order is the same across the worksheets.

## GMC numbers – a change to part two of the request

To allow tracking over time and because over time NTN numbers are not unique the trainees' GMC numbers should be included in part two of the request due on the 16 November. All data released (e.g. the raw data deaneries will have access to) will remain confidential as they will not include identifiers such as the GMC number or the email address of trainees.

## Tracking of DH posts

For DH posts add a “\_DH01”....”\_DHn” to the run through approval code for DH posts. For instance, in the Northern programme file we sent out:

<b>NOR/SRT04E</b>	<b>020</b>	<b>Plastic Surgery</b>	<b>29</b>	<b>1</b>
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There are 29 posts for NOR/SRT048 and one DH post. So we would expect to see 29 posts with NOR/SRT048 and one post with the code NOR/SRT048\_DH01

## The additional 1050 DH (England) transition posts

Once these posts have been approved (for information on this contact [gabrielle.shaw@pmetb.org.uk](mailto:gabrielle.shaw@pmetb.org.uk)) they will need to be tracked separately within the post data set.

For these DH posts add “\_DHNov1”..... “\_DHn” to the run through programme approval code. This is the same process as “Tracking of DH posts”, with the additional Of Nov to distinguish between the two cohorts. Please note that post details for these posts must be submitted to the PMETB Approvals team by the end of October

## Trainee survey set-up forms

The following deaneries have not supplied set-up form data yet:

East of England Deanery  
Northern Ireland Medical & Dental Training Agency  
South Yorkshire & South Humber  
NHS Education South Central - Oxford

Please go here and complete the form:  
[http://forms.pmetb.org.uk/ShowForm.asp?fm\\_fid=14](http://forms.pmetb.org.uk/ShowForm.asp?fm_fid=14)

Instructions are included in Briefing Note 6, re-circulated with this note.

Please note this will mean the information you need may not reach people as PMETB will still be using 2006 contacts. Please complete the form as soon as possible.

## **Seeing the final Trainees' Survey form**

All deanery staff involved in this work (i.e. those listed on the trainee survey set-up form) will be given a test log-on to view the trainee survey form for themselves. The pilot in Wales is scheduled for week commencing 5 November; test log-ons can be provided shortly after this point.

## **Trainees on four-month rotation**

All trainees who are in four-month rotations will be asked to respond regarding the post they were in on 30 November. This will be made clear to them after they answer the item "How long have you been in your current post?" Those answering to suggest they have recently started a new post will be shown a message telling them to answer the items for their last post – i.e. the one they were in on the 30 November. PMETB will validate this by comparing the specialty on the post return, which is for posts as 30 November with the specialty and location the trainee selected from the dropdown lists on the survey form.

## **Next steps and future detailed guidance**

There will be one more briefing note before the launch of the survey covering the detail of the survey process. This will be distributed and put on the PMETB website week commencing 12 November.

## **Publicity Materials – distribution**

PMETB will provide the following before the launch of the survey:  
Leaflets for trainees  
Posters aimed at trainees

These will be circulated by the deaneries from week commencing 19 November.

There will be reminders in the form of advertisements or announcements in national publications in January 2008.

## **Trainers' survey**

To avoid confusion information on this survey will be circulated in separate briefing notes. These will also be available on the PMETB website from week commencing 15 October.