



## **PMETB/COPMeD National Survey**

### **of Trainee Doctors 2008/9**

#### **Briefing Note 1 Launch to Deanery Staff**

##### **1. Introduction**

Dear Colleagues,

Thank you for your valuable contributions to the last survey. The time has come to start the process again.

This briefing note is intended for deanery staff who are involved with the national survey work; it details the actions required to set the survey up in your deanery and other relevant information.

Last year's national summary report, detailing the work undertaken in 2007 is available here:

<http://www.pmetb.org.uk/pmetbsurveys>

Results for individual local education providers and specialties are available here:

<http://reports.pmetb.org.uk>

The specialty-specific items are currently being processed. Information concerning where these results will be found will follow.

Briefing notes concerning the 2008 work (starting with this one) will be available here: <http://www.pmetb.org.uk/traineesurvey2008>



## Key Tasks

### 2. Timescales

Who	Deadline	Task	Section(s) of this note describing the task
Deaneries	31 <sup>st</sup> October	Complete the set-up web form to let us know the details of the staff working on the project within the deanery. These staff will be issued passwords to the form and the reporting site.	<b>3</b>
All	31 <sup>st</sup> October	Deadline for changes to the survey's content.	<b>4</b>
Deaneries	8 December	This note provides details of the post and incumbent data required to run the survey, the deadline for submission of these data to PMETB is <u>8 December 2008</u> .	<b>5, 6, 7 &amp; 8</b>
Deaneries and PMETB	12 December	Event at PMETB for deanery staff involved in the survey to cover administration queries and the design of the reports on reports.pmetb.org.uk. Please indicate whether you will attend on the set-up form.	
PMETB and Deaneries	From 5 January	Emailing of survey invitations to trainees commences, starting with the pilot site NHS West Midlands Workforce Deanery, followed by rollout. Trainees on four – month rotations that start in December will be sent their invitations later in the survey live period to ensure they have been in post for a reasonable amount of time. Deaneries will be able to use web forms to correct the list of trainees to be surveyed and download tables to monitor response rates.	<b>9 &amp; 10</b>
PMETB	30 April	Results published to deaneries on reports.pmetb.org.uk (i.e. a password will be required to view).	
PMETB	w/c 5 May	Regional workshops on interpreting results.	



Who	Deadline	Task	Section(s) of this note describing the task
PMETB	5 May	Guidance on interpreting local results published.	
PMETB	11 May	Results made public (password removed)	
PMETB	w/c 1 June	Bulk email to trainees with personalised link to the results for their local education provider at the time they completed the survey.	

### 3. Survey process – set-up

Please complete the set-up form here [https://forms.pmetb.org.uk/ShowForm.asp?fm\\_fid=52](https://forms.pmetb.org.uk/ShowForm.asp?fm_fid=52) by 31 October 2008. The deanery staff you nominate on this set-up form will be included on email distribution lists, given test Survey Access Codes to look at the survey form; and given a log-on to reports.pmetb.org.uk if they don't already have one.

The set-up form also asks for:

- An indication of whether each of the deanery nominees will attend a survey event at PMETB on 12 December at PMETB offices
- A brief note describing one example of how the deanery used the survey to improve training last year, this will be displayed on the form to reassure trainees that the survey's findings are acted upon

Further details are available on the form itself.

The set-up form password is \*\*\*\*\*

If all the staff working on the project will be new this year, the form will need to be completed now to allow immediate access to restricted tables in the table download section of the reporting tool that are required for the post and incumbent data request. If existing staff will be undertaking the work some of these people will already have a password.



#### **4. Content review and changes**

To allow comparison over time the vast majority of items will remain the same. The items used in 2007 are available here:

<http://reports.pmetb.org.uk/TableDownload.aspx>

by selecting the table Trainee Survey 2007 Item Details.

Comments on these are welcome up to the 31 October, please email [trainee.survey@pmetb.org.uk](mailto:trainee.survey@pmetb.org.uk). Please ensure you use the ItemCode to refer to the item you are commenting on.

The new items proposed by the Surveys Working Group (see paragraph 12 below) will be available to download from 20 October for comment from:

<http://reports.pmetb.org.uk/TableDownload.aspx>

Again to consider comments they must arrive by 31 October. The main addition is items specifically for Academic Clinical Fellows and Clinical Lectures.

#### **5. Post and incumbent data request**

The population to be surveyed is defined as follows

All trainees in posts within PMETB approved programmes, ACF/CF posts and foundation posts (except posts approved as OOP) on 2<sup>nd</sup> January 2009

##### **Include:**

- Foundation trainees (FY1 and FY2 trainees on the foundation programme)
- Core trainees
- Specialty trainees
- GP trainees
- FTSA trainees
- LAT trainees
- SpR trainees
- Military trainees – all military trainees working in NHS organisations and within the services should be included.
- By agreement with the faculty non-medical public health trainees
- Trainees in Clinical Lecturer and Academic Clinical Fellowship posts approved by PMETB



- Trainees working for non-NHS organisations for instance trainees in Occupational Medicine, Pharmaceutical Medicine and Palliative Medicine are included.

**Exclude**

- Trainees on maternity leave on 2 January 2009
- Trainees on OOP 2 January 2009
- Dentists
- SpRs/StRs who have been awarded their CCT but are awaiting a consultant post

Lists of currently approved programmes and ACF/CF posts are available here to assist with this work:

<http://reports.pmetb.org.uk/TableDownload.aspx>

by downloading the following tables:

*PMETB Approved programmes as at 5 October 2008 and ACF and CF posts as at 5 October 2008*

Note that the programme file will not include changes to maximum training capacity for which PMETB has not received college support.

These files are only available to users of the site with a password. They are filtered by deanery and you will only be able to see your data. Passwords are issued to those who are named on the set-up form. Staff involved with the work last year will already have a password.

These tables have been provided by the PMETB Approvals team, queries should be directed to [quality.assurance@pmetb.org.uk](mailto:quality.assurance@pmetb.org.uk).

**Fields required in data request for all filled posts (please ignore vacant posts) on 2nd Jan 2009.**

Field	Description
PMETBProgrammeApprovalCode	Assigned by the PMETB Quality Directorate Approvals team and contained within the files: <i>PMETB Approved programmes as 5 October 2008</i> and <i>ACF and CF posts as at 5 October 2008</i>
DeaneryPostID	From deaneries' databases. These are deaneries' internal ID codes
ProgrammeSpecialtyName	The name of the programme



Field	Description
	specialty
PostSpecialtyName	For GP trainees in hospitals please record the acute specialty. Where the post specialty is the same as the programme specialty please leave blank
PostCategoryOrGrade	FTSTA StR1, StR2, StR3, StR4, StR5, StR6, StR7, StR7, StR8 and StR9 (including trainees in core training programmes) SpR. Clinical Lecturer Academic Clinical Fellowship Post with locums incumbents (LATs)
NHSOrgCode	As per <a href="http://www.nhs.uk/nacs/">www.nhs.uk/nacs/</a> (or for Scotland as per ISD)
NHSOrgName	As per <a href="http://www.nhs.uk/nacs/">www.nhs.uk/nacs/</a> (or for Scotland as per ISD)
VTSCode	Scheme code 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	Scheme name for GP trainees only. Deanery defined.
SiteSplit	Whether survey respondents should be asked for their main site when completing a survey return – see Sites and Trusts below.
NTNOfIncumbent	NTN of incumbent if applicable (not all posts will have an incumbent with an NTN. SpR, GPR, SpT, StR, ACF and CF 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).
EmailOfIncumbent	Current valid email address.
GMCNumber	This is vital for removing duplicate records and checking against OOP



Field	Description
	and CCT lists for correct exclusions.
Name	Trainee's name for tracking response rates and personalising survey invitation emails. If you have this information split across multiple fields such as FirstName and FamilyName you may submit it as such.

## 6. Sites and Trusts

If the posts are recorded using site codes then please supply the site codes (i.e. individual hospitals), as the trust/board codes 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 the site will be collected 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 three or more sets of responses.

## 7. Changes from last year to the request – note carefully

- The census date has been moved back to 2 January to ensure that the survey refers to current post for all trainees on four-month rotations (Foundation and some StR1 and StR2).
- Trainees' names will also be collected to aid tracking who has responded and who has not responded.
- Separate fields for specialty codes have been removed as these can be extracted from the NTN for some trainees and PMETB will code the remainder from the specialty names. However if it is easier for you to leave these fields in please do so.
- The data must be submitted as an Excel file by uploading it to the form here: [https://forms.pmetb.org.uk/ShowForm.asp?fm\\_fid=51](https://forms.pmetb.org.uk/ShowForm.asp?fm_fid=51). This will ensure they are transmitted encrypted (https). The password for this form is \*\*\*\*\*



## **8. PMETB processing of these data**

PMETB will publish a data quality report with figures for completeness (as per page 17 of *National Survey of Trainees 2007 – Summary Report*) and accuracy. Deanery names will be included in this report. For example we will check that the trainees' NHS Organisation codes and names are valid (last year some trainees were assigned to organisations that no longer exist) and we will check the email domains (e.g. @hotmail.com) for errors. We will check for matches against the certification database for people who have become consultants and the OOP lists for trainees who are out of programme. Last year some deaneries listed doctors who should have been excluded as they had been consultants for some time. PMETB will invite deaneries to check the list of locations and GP programmes that will be reported on for accuracy. This will be derived from the post data that is supplied to us; any errors at this stage will of course carry through to the reporting stage.

These data will be used to pre-populate the trainees' survey form. The trainee will enter their Survey Access Code on the following page the form will say, "this form is for you your current training posts, according to deanery records you are

St Elsewhere Hospital  
GP training programme  
Paediatric Post  
StR1"

Trainees will be able amend to this; amendments will be given to the deanery for review.

## **9. Amending these data after you have submitted them**

We will provide a web form for deanery staff to add, amend and exclude trainees from their post and incumbent data return after it has been submitted to PMETB. You will receive details of this once your data has been submitted to us; this process will be demonstrated at the event on 12 December.

## **10. Monitoring the progress of the survey**

It will be possible to obtain two files during the survey period here:  
<http://reports.pmetb.org.uk/TableDownload.aspx>

- Assuming the data returns are complete, we will have denominator information that will allow response rate reporting by location and



by specialty within a deanery. One of the reasons this was not possible last year was in the incompleteness of some of these data; the other problem was a delay in the site development. The later has now been overcome and we have the table download facility in place.

- A file containing trainee details (Name, GMC and email) and whether they have responded to the survey or not.

These will only be accessible to deanery staff with a password. The tables downloaded will be filtered by your deanery, so you will be able to obtain data for your own deanery or in the case of Scotland for NHS Education for Scotland.

### **11. Promotional Materials**

PMETB will provide promotional material, such as posters promoting the survey to deaneries and postgraduate centre managers. These will be available mid-December. PMETB will ask deaneries to review the list of centre managers used for the distribution last year.

## **Background Information**

### **12. Surveys working group**

This work is guided by a Surveys Working Group, which includes representatives from deaneries, Royal Colleges, the BMA and the GMC. Further details are available here: <http://www.pmetb.org.uk/surveys2008>

### **13. ROCR (Review of Central Returns) – England only**

The current ROCR approval stands to November 2009, the ROCR approval code is ROCR-Lite/OR/0214.

### **14. Data protection statement**

We asked our lawyers to check that this work is compliant with the Data Protection Act 1998. They have confirmed that it is and have provided the following statement:

"PMETB accepts that the data requested is personal data within the meaning of the Data Protection Act 1998 and that the doctors concerned have not given their consent to its release to PMETB. However in undertaking the National Survey of Trainee Doctors, PMETB is exercising its statutory responsibilities, and has procedures and safeguards in place to ensure that the eight data protection principles are adhered to in



relation to the obtaining, use and retention of the information requested. The processing is therefore lawful under Schedule 1 and paragraphs 5(b) and (d) of Schedule 2 to the Act.

None of the questions asked within the survey request personal information and survey findings are reported in an aggregated format where individual responses remain anonymous. PMETB is therefore satisfied that the undertaking of the survey is DPA compliant.”

### **15. Ethics permission**

Following the National Research Ethics Guidance *Defining Research*<sup>1</sup> ethics approval is not required as the survey is classified as service evaluation. This classification of the work as service evaluation was confirmed by the Nottingham Research Ethics Committee in 2007.

### **16. Mandatory status of the survey**

This year the survey is mandatory. The survey is an important element of PMETB's quality assurance framework for postgraduate medical education<sup>2</sup>. Trainees will be emailed a unique reference number and details of the training post (specialty and location) they evaluated as proof of completion. Deaneries will be able to download a table indicating who has completed the survey.

The mandatory nature of the survey is mentioned in the *Gold Guide 2008*<sup>3</sup> and *Gold Guide 2007*<sup>4</sup>, which applies to all StR and CT doctors:

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<sup>1</sup> National Research Ethics Service *Defining Research* here: <http://www.nres.npsa.nhs.uk/news-and-publications/publications/nres-research-leaflets/>

<sup>2</sup> <http://www.pmetb.org.uk/index.php?id=qaf>

<sup>3</sup> <http://www.mmc.nhs.uk/pdf/Gold%20Guide%202008%20-%20FINAL.pdf>

<sup>4</sup>

[http://www.mmc.nhs.uk/Docs/A%20Guide%20to%20Postgraduate%20Specialty%20Training%20in%20the%20UK%20\(Gold%20Guide\).doc](http://www.mmc.nhs.uk/Docs/A%20Guide%20to%20Postgraduate%20Specialty%20Training%20in%20the%20UK%20(Gold%20Guide).doc)



7.36 “[doctors] must take part in systems of quality assurance and quality improvement in their clinical work and training (e.g. by responding to requests for feedback on the quality of training, such as the National Trainee Survey)”

For SpR doctors, COPMeD have agreed that proof of survey completion will be required for RITA sign-off.

For Foundation doctors it has not been possible to amend the *Purple Guide* in time for this year's work to include a note on the survey's mandatory status. However the foundation programme office anticipate that interim guidance on this is likely to be in the form of amendments to the F1 and FP sign-off forms.

Please also note the following requirement within the GMC's *Good Medical Practice*<sup>5</sup>:

14 d) You must... “take part in systems of quality assurance and quality improvement”

### **17. Research competition**

All trainees who complete the survey will be eligible to submit a research proposal that uses the dataset. The best three entries as judged by the Surveys Working Group will be able to carry their suggestion through to publication in a peer-reviewed journal. Winners will not have access to the dataset (to ensure it remains confidential) and will have to specify the analysis they require.

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<sup>5</sup> [http://www.gmc-uk.org/guidance/good\\_medical\\_practice/GMC\\_GMP.pdf](http://www.gmc-uk.org/guidance/good_medical_practice/GMC_GMP.pdf)



## **18. PMETB's reporting policy: confidential and anonymous**

### **Data are reported anonymously**

The survey data are reported anonymously. This is dealt with as follows: to ensure any given trainee's responses remain anonymous only aggregated data are reported. Aggregations will always include three or more responses. This means that for some specialties reports will not be available for individual providers. These cases will only be reported at deanery level. PMETB will provide a table indicating which reports are available where the population data permits this.

### **Data are confidential**

The data are held confidentially by PMETB. PMETB will not disclose which responses belong to whom. Deaneries can obtain respondent level data for their deanery, but these files won't include obvious identifiers so it won't be possible to ascertain whose responses are whose, even using a combination of variables.

## **19. Queries**

To help manage the volume of queries and ensure everything is answered please raise queries using this form:

[http://forms.pmetb.org.uk/ShowForm.asp?fm\\_fid=42](http://forms.pmetb.org.uk/ShowForm.asp?fm_fid=42)

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