



PMETB/COPMeD National Survey of Trainee Doctors 2008/9

Briefing Note 2 further details

1. Introduction

This note covers the following:

Further details on the promotional materials – action required by 4 December

Further details on how PMETB will process the Post and incumbent data request requested in Briefing Note 1 including more information regarding the data quality indicators and FAQs with regard to this request.

2. Frequently asked questions regarding post and incumbent data request

Changes to Generic items (update from Briefing Note 1).

Event on 12 December

Queries

It is most relevant to the deanery contacts who are kindly providing the post and incumbent data.

3. Further details on the promotional materials

As per last year we will be sending promotional materials (posters, leaflets and chocolates). Good promotion will help secure the response rate we need to provide accurate reports. We would be most grateful if you could edit last year's list of recipients to ensure we reach the correct people, as follows:

Please log-on to the reporting tool and download the *Trainee Survey 2007: centre manager distribution list* from

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

Save it in Excel format as

CentreManagerAmendments2008_DeaneryName

Add a new column entitled Amend

For each row enter "No" or "Yes".

On a separate worksheet list out the amendments and any additions

The data should be submitted as an Excel file by uploading it to the form

here: https://forms.pmetb.org.uk/ShowForm.asp?fm_fid=51



This will ensure they are transmitted encrypted (https). The password for this form is ****

Please complete this by 4 December, to enable mailing to start week commencing 8 December.



4. Post and incumbent data request – further details

The table below details how the data returns will be processed and what the data are used for. The first two columns are as per *Briefing Note 1*.

The reports are subject to minor changes as they will be finalised after the meeting on 12 December (see *Briefing Note 1*). Problems with these data may lead to subsequent problems with the reports. The data quality indicators have not been finalised and we are happy to discuss any concerns you may have regarding these. Following concerns raised by one deanery we are happy to accept specialty group for Foundation trainees' PostSpecialtyName, e.g. Surgery. Medicine, Paediatrics and so on see. See SpecialtyGroups table here <http://reports.pmetb.org.uk/TableDownload.aspx>. Furthermore we also prepared to accept GradeGroup over Grade – details are in the table below.

If deaneries have any concerns about their data please contact us as soon as possible.

A sample spreadsheet is available to download on the PMETB website here:

<http://www.pmetb.org.uk/traineesurvey2008>

Please note we have published two new files on the reporting tool:

PMETB Approved programmes as 5 November.

PMETB Approved programmes amendments between 5 November and 5 October.



Field	Description	Processing Rules	Data used for and <u>possible</u> data quality indicators (DQI)
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> .	<p>Codes will be checked to ensure they are on <i>PMETB Approved programmes as 5 October</i>.</p> <p>Total numbers of trainees in the programme will be checked against Deanery annual report data where these are available (not all deaneries will have submitted by December) and maximum training capacities from the approvals data. Please note that we use the most recently approved (with college support) maximum training capacity.</p>	<p>Data will be reported by PMETB approved programme. Note this was not done in 2007.</p> <p>DQI: % of cases that have a code on upload to the database on 20 December (foundation trainees excluded)</p>



Field	Description	Processing Rules	Data used for and possible data quality indicators (DQI)
DeaneryPostID	From deaneries' databases. These are deaneries' internal ID codes	No checks possible	For deaneries to map back to their databases if required. No DQI
ProgrammeSpecialtyName	The name of the programme specialty.	The name needs to be a valid CCT specialty name, Core Training name or just "Foundation" for foundation trainees. Data will be mapped to the PMETB Specialties table for the import to DeaneryPostData.	Display of specialty – specific items on the form for some specialties particularly GPs in acute settings. Data will be reported by: Trainee Survey: specialty and sub-specialty grade groups within deaneries Trainee Survey: GP trainees working in an acute setting. DQI: % of cases with the programme specialty (see FAQs below).
PostSpecialtyName	For GP trainees in hospitals	The name needs to be a	Display of specialty –



Field	Description	Processing Rules	Data used for and possible data quality indicators (DQI)
	<p>please record the acute specialty. Where the post specialty is the same as the programme specialty please leave blank.</p>	<p>valid CCT specialty or sub-name. Data will be mapped to PMETB Specialties table for the import to DeaneryPostData.</p>	<p>specific items on the form for most specialties.</p> <p>Data will be reported by: Trainee Survey: specialty-groups within local education providers (and for GP by scheme) Trainee survey: specialty (CCT trainees only) by local education provider Trainee Survey: foundation trainees by year and specialty group within schools Trainee Survey: foundation trainees by specialty group within local education provider. Note that there was no breakdown by specialty group in 2007.</p> <p>DQI: % of cases with the</p>



Field	Description	Processing Rules	Data used for and possible data quality indicators (DQI)
			post specialty on upload to the database on 20 December (Specialty group is acceptable for Foundation doctors).
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)	There is no standard data dictionary available for grade as far as is known. Data will be mapped to three separate fields GradeSPSSCode with separate fields for ACF/CL and FTSTA. GradeGroup is acceptable as follows: Foundation; Lower Specialty Trainees (StR1 – 3 depending on specialty/Core Trainees); Higher Specialty Trainees StR3+/StR4+ depending on specialty; FTSTA; ACF/CL status; and SpR. Year is not essential.	Display of specialty-specific items, in particular the ACF/CL items. Data will be reported by: Trainee Survey: specialty-groups within local education providers (and for GP by scheme) Trainee survey: specialty (CCT trainees only) by local education provider Trainee Survey: foundation trainees by year and specialty group within schools Trainee Survey: foundation trainees by specialty group within local education



Field	Description	Processing Rules	Data used for and possible data quality indicators (DQI)
			<p>provider. Note that there was no breakdown by specialty group in 2007.</p> <p>DQI: % of cases with the Grade and post category on upload to the database on 20 December (GradeGroup is acceptable).</p>
NHSOrgCode	As per www.nhs.uk/nacs/ (or for Scotland as per Information Services Division - Edinburgh)	Data will be checked for valid codes against NACs/ISD codes. Incorrect or out of date codes will be queried	Used in all reports containing local education provider.
NHSOrgName	As per www.nhs.uk/nacs/ (or for Scotland as per Information Services Division - Edinburgh)	The Org Name will be as per NACs/ISD so if the name is different it will be amended	<p>Used in all reports containing local education provider.</p> <p>DQI: % of cases with no known valid provider (i.e. cannot be obtained because one or both</p>



Field	Description	Processing Rules	Data used for and possible data quality indicators (DQI)
			NHSOrgCode or NHSOrgName are missing) on upload to the database on 20 December
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.	These will be checked against previous years	Trainee Survey: specialty-groups within local education providers (and for GP by scheme), which includes any trainee in a GP post (i.e. F2s included). Trainee survey: specialty (CCT trainees only) by local education provider
VTSTName	Scheme name for GP trainees only. Deanery defined.	These will be checked against previous years' names and deanery websites	Trainee Survey: specialty-groups within local education providers (and for GP by scheme), which includes any trainee in a GP post (i.e. F2s included). Trainee survey: specialty (CCT trainees only) by local education provider



Field	Description	Processing Rules	Data used for and <u>possible</u> data quality indicators (DQI)
			DQI: % of GP programme cases with no known scheme on upload to the database on 20 December
SiteSplit	Whether survey respondents should be asked for their main site when completing a survey return – see Sites and Trusts below.	Checked for consistency against last year (i.e. if a provider was split into sites in 2007) and queries regarding this issue	Used in all reports containing local education provider to determine whether we report by trust or site. There are two things to consider: whether reporting by site will help with action plans; whether trainee numbers will give enough cases to report site.
NTNOIncumbent	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	The part of the code referring to specialty will be checked against reported programme specialty. This is the second part of the NTN	Not required for any reports, but required for data checking. DQI: % of StR and SpR trainees who have NTNs,



Field	Description	Processing Rules	Data used for and possible data quality indicators (DQI)
	incumbents with NTN). 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).	e.g. in WMD/006/097/C it is 006. Use the NHS Occupational Manual Codes in the Specialties table (SpecCodeNHSOcc). No foundation grade and FTSTA doctors should have NTN	StR excluded on upload to the database on 20 December. DQI: % of cases where NTN matches Programme Specialty on upload to the database on 20 December.
EmailOfIncumbent	Current valid email address.	Domain will be checked against a list of valid domains (based on last year's completed returns)	Emails will go into SurveyInvitations to email trainees SurveyAccessCodes; Emails associated with respondents who complete a submission will be emailed a link to the results. DQI: % of cases with an invalid email on upload to the database on 20 December (i.e. no valid domain).



Field	Description	Processing Rules	Data used for and possible data quality indicators (DQI)
			<p>DQI: % of cases where the email is invalid, as an error message is received. This will not include accounts that are not checked or accounts where spam filters block the PMETB email.</p>
GMCNumber	<p>This is vital for removing duplicate records and checking against OOP and CCT lists for correct exclusions.</p>	<p>Michael Peleties will supply the GMC download on 8 December (GMC's "List of Registered Medical Practitioners")</p>	<p>Potentially GMC number can be used for linking survey returns over time. Allows the accurate removal of duplicate records (there were a few last year). DQI: % of cases with an invalid GMC on upload to on upload to the database on 20 December (i.e. no valid domain)</p>



Field	Description	Processing Rules	Data used for and <u>possible</u> data quality indicators (DQI)
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.	To be concatenated into one field with spaces where necessary for presentation purposes.	This will be used to personally address the emails and assist with chasing non-responders.

The following process diagrams illustrate how we anticipate this working

Figure 1: Submission of spreadsheet to upload to the database

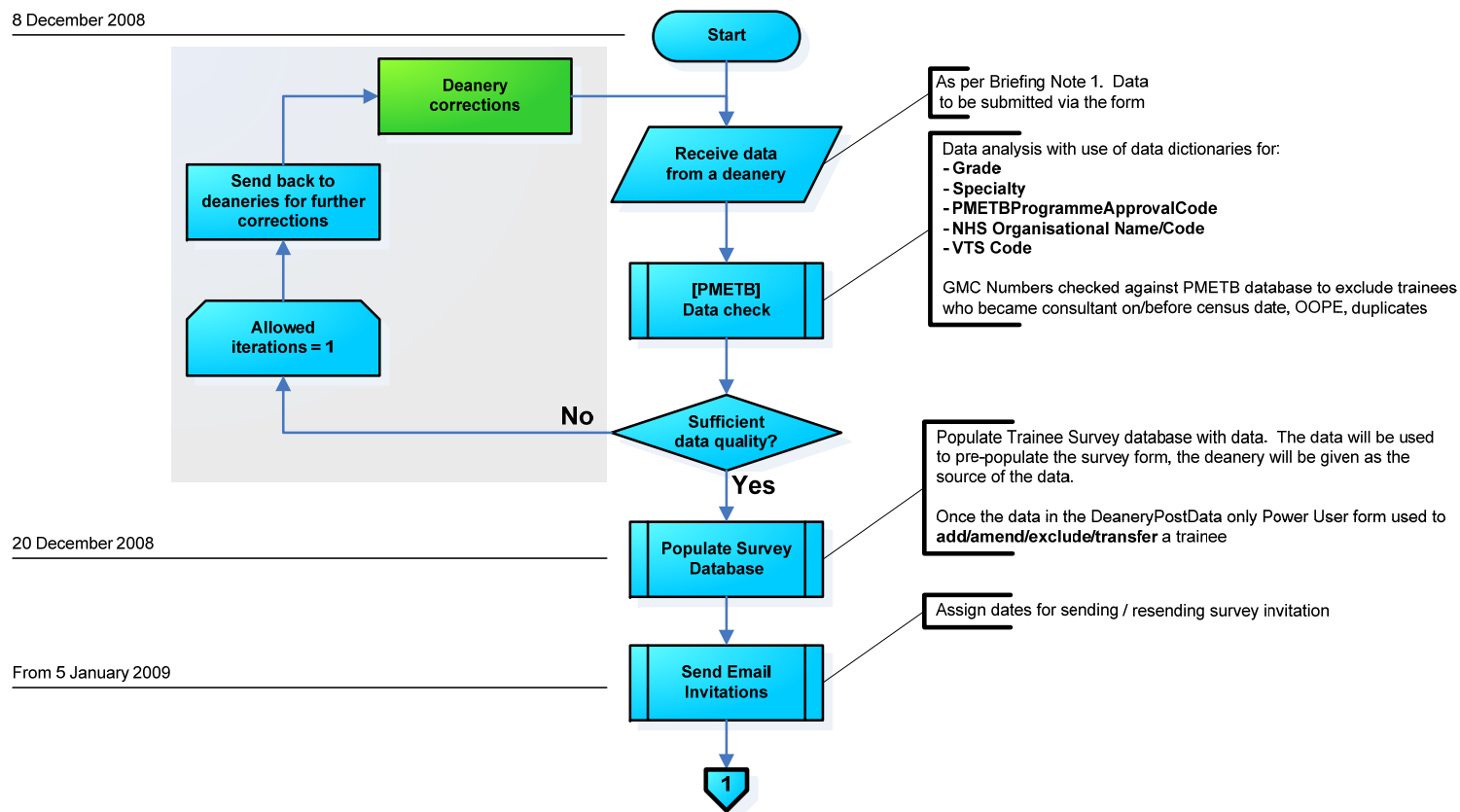


Figure 2: Trainee actions during the live period

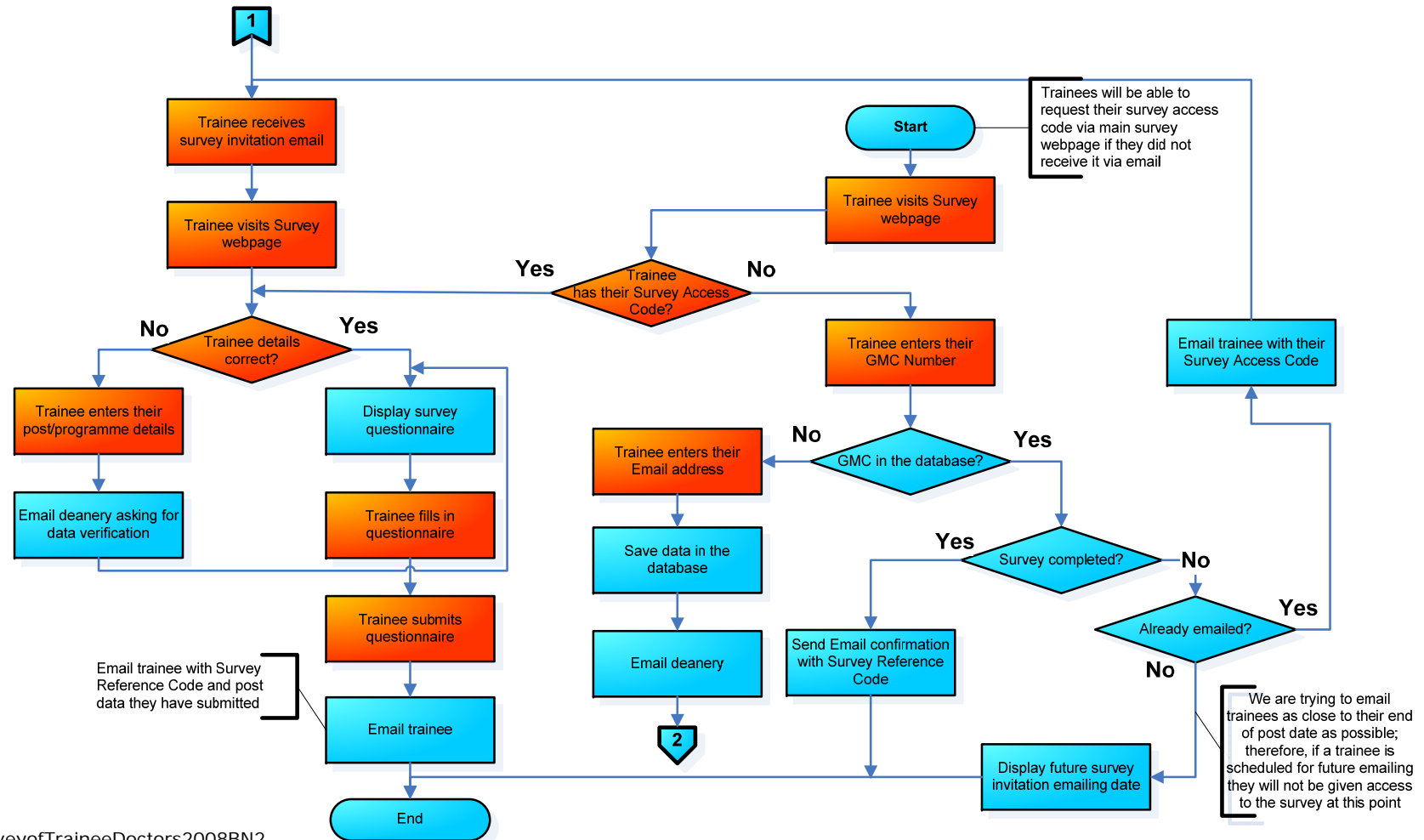
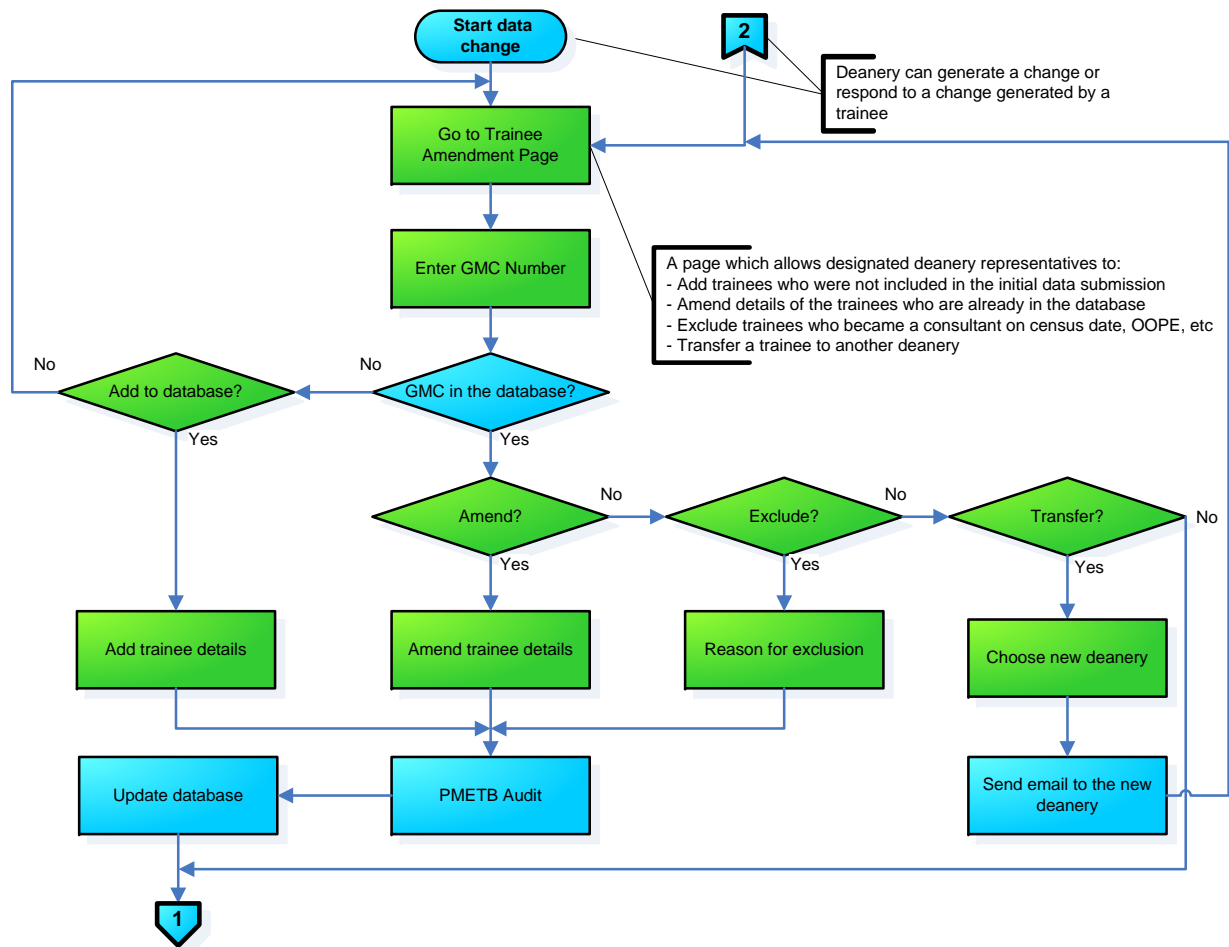


Figure 3: Trainee details' amendments during survey live period





5. Frequently asked questions regarding post and incumbent data request

I have trainees rotating close to the census date of 2 January 2009, what should I do?

Trainees need to be answering questions about their current post, otherwise it is too confusing. So please record the date of the change and we will survey these respondents about the post they will be in later in January. We will not email them until they have been in post for a month. So for example if a trainee rotates into a new post between 1 Jan and 15 Jan please provide details of the new post; we will not send the survey invitation email until mid-February. These cases can be excluded from DQIs

We have posts outside deanery boundaries and might have difficulty ensuring the accuracy of these data?

We will exclude these cases from DQIs for this year only

6. Changes to Generic items (i.e. items shown to all respondents and not specialty-specific items)

A file detailing the generic items to be removed, amended and added (subject to final agreement) is available to download here by logging on: <http://reports.pmetb.org.uk/TableDownload.aspx>.

The relevant tables are entitled:

Trainee Survey 2008 Generic Item Suggested Additions

Trainee Survey 2008 Generic Item Suggested Amendments

Trainee Survey 2008 Generic Item Suggested Removals

We are aware that this has taken longer than hoped to publish; therefore comments will be accepted up until 23 November as the next Surveys Working Group meeting is held on 24 November. Please provide comments by email to trainee.survey@pmetb.org.uk and use the ItemCode for reference.



7. Event on the 12 December

This will take place in the PMETB offices in London:

PMETB
Hercules House
Hercules Road
London
SE1 7DU

(1 minute from Lambeth North Tube on Bakerloo Line)

It will run from 11:30 am to 3:00 pm. It is for deanery staff closely involved with the administration of the survey and/or the use the reporting tool website. The morning session will focus on survey administration and the afternoon session will be concerned with the reports that will be produced this year. Lunch will be served.

8. 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

We will be encouraging trainees to use the query system. The survey invitation emails to trainees will go from a new account:

surveyinvitation.donotreply@pmetb.org.uk

There will be an auto-response with a link to the query form should anyone respond to this address.

We can only guarantee to answer queries via the form due to the volumes we receive.

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