

# PMETB/COPMeD National Survey

## of Trainee Doctors 2008/09

### Briefing Note 5: Closing the Survey

Dear Colleagues,

Many thanks for your hard work in delivering this year's survey. Overall I think we have a better result than last year. We have already exceeded last year's response: as of today we have a response rate of 69 per cent (34,765 responses in); against last year's 66 per cent (33,447).

After the survey closes there will be an opportunity to feedback on this year's process for discussion at the next Surveys Working Group on the 20 April.

We will be spending the next two weeks ensuring we have reached all the trainees who should be included. The procedures for closing the survey are detailed below; please ensure you are familiar with these so that trainees receive correct advice.

#### 1. Time table for closing the survey

Date	Event
Wednesday 11 March	No further submissions of new trainees via either of the two routes: the file upload form or the Survey Invitation Request form ( <a href="http://forms.pmetb.org.uk/ShowForm.asp?fm_fid=65">http://forms.pmetb.org.uk/ShowForm.asp?fm_fid=65</a> ) available from the main website
Monday 23 March	Survey form removed from the website
W/c Monday 23 March	We will send you files as follows: <ol style="list-style-type: none"><li>1. Trainees who responded and where they will be reported to check anomalies.</li><li>2. All your exclusions (pre and post launch) for information only.</li><li>3. Trainees who add themselves to the survey within your deanery for you to confirm they are trainees.</li></ol>
Thursday 30 April	Results available to deaneries

## **2. PMETB's remaining tasks**

We are working to process the following:

1. Email amendments we have received
2. Exclusions we have received
3. Answering enquiries from trainees who report being unable to complete.

There is a backlog; please be patient.

In addition we are auditing the data we have received to check that nothing has been missed before it is too late.

## **3. Checking your data**

Please check the response rate files as detailed on Briefing Note 4 here:

[http://www.pmetb.org.uk/fileadmin/user/QA/Trainee\\_Survey/NationalSurveyofTraineeDoctors2008BN4.pdf](http://www.pmetb.org.uk/fileadmin/user/QA/Trainee_Survey/NationalSurveyofTraineeDoctors2008BN4.pdf)

The *Responders* table contains all the trainees included in the survey for your deanery. Once we have processed an exclusion then the given trainee will not appear in this list.

## **4. Checking your data**

We are aware that for various reasons to be discussed when we evaluate the process we haven't launched the form to enable you to exclude records. We anticipate being able to do this next week and will email you a link to the form a log-on then.

## **5. GP integrated posts**

GP integrated posts (Yorkshire and London deanery) will be emailed today. These cases were held back as they need to be handled differently: each trainee needs to complete two forms one for each component of their post.

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

Any trainees who have not completed by 23 March, but who are not for whatever reason within your responders file are exempt from having to complete as we must assume there has been a processing error somewhere.

## **7. Receipts**

In a few cases email receipts are failing. We can tell from the server when this has happened and will resend in a batch at the end.