

National Trainee Survey 2007: Briefing six – notes for deanery staff 13 August 2007

Dear Colleagues,

This note is for all deans and all deanery staff who kindly worked with PMETB on the 2006 National Trainee Survey. We are grateful for the help received last year and hope that we can build on this to achieve an even better response rate this year. Its purpose is to introduce the 2007 National Trainee Survey and outline the main tasks that need to be undertaken by PMETB and the deaneries. We would be grateful if you would ensure that all deanery staff involved with this work have sight of this note.

Background

Last year's national summary report, detailing the work undertaken in 2006 is available here:

<http://www.pmetb.org.uk/uploads/media/NationalTraineeSurveySummaryReport.pdf>

Briefing notes concerning the 2007 work are here:

<http://www.pmetb.org.uk/index.php?id=traineesurvey2007>

Set-up form for deaneries

PMETB request that deaneries supply contact details of the staff who will be undertaking the following suggested roles in relation to the 2007 survey, by completing the form here:

http://forms.pmetb.org.uk/ShowForm.asp?fm_fid=14

The purpose is not to overly prescribe deanery activity in relation to the survey, but to ensure there are no communication difficulties: all emails entered on the form will be added to our distribution list. It will of course be possible to update this information. Please complete the form by 14 September 2007, to ensure all the relevant staff receive information from the PMETB/COPMeD surveys team. **From 14 September only emails submitted on this form will be used by PMETB.**

Some roles may be undertaken by the same person. Deaneries may prefer to have separate people dealing with the survey in relation to Foundation, GP and Specialty training, which the set-up form allows..

Survey role	Description	Details required
Lead clinician(s) –	The dean, associate dean or associate director with lead responsibility for the survey, including finalising an action plan or part of an action plan in response to the survey data.	Name and email address
Data manager(s)	The administrator(s) responsible for providing the population data to PMETB and responding to requests for valid email addresses when error messages have been received. This person/these people will also manage data releases from PMETB.	Name and email address
Quality manager	The person responsible for monitoring response rates and dissemination of local survey reports. This person may be the same as the data manager.	Name and email address
Trainee representative	The trainee who will be provided with the reports for their consideration.	Name and email address

Time table for the 2007 Survey (except for Wales¹)

Date	Survey event	Deanery activity related to the survey
31/08/2007	Population request issued (as per <i>ApprovalsPostDataFinal.doc</i> circulated with this note)	
28/09/2007		Deadline for deaneries to submit part 1 of population request - posts list.
w/c 8/10/2007	PMETB to raise queries on population data submitted	
16/11/2007		Deadline for emails of post incumbents to be submitted to PMETB. – part 2 of the population request.
w/c 19/11/2007	Validation of trainees' email addresses: trainees will be sent an introductory email.	
03/12/2007	<p>Staged Launch. The PMETB forms website will start emailing trainees across the UK with an invitation to complete a survey return. Emailing will be staggered over the course of the week.</p> <p>Returns will only be possible via the website. The website will be accessed with a Survey Access Code that is unique to the trainee and can only be used once.</p> <p>PMETB staff will attend regional data collection meetings to brief deanery staff involved in the work (details to follow)</p> <p>Through the survey period, PMETB staff will be available during office hours to answer queries regarding the survey.</p>	<p>Deaneries will need to provide a corrected email address, when PMETB receives an error.</p> <p>Deaneries will be able to obtain data on who has completed a survey return.</p>
24/12/2007 – 2/1/2008	Reduced support – no trainees will be given a deadline for submission during this period and no reminders will be sent	
w/c 31/03/2008	Reporting of data as per agreed formats to deaneries and colleges. Trainer data may be reported at this time too. During the autumn PMETB will consult further on reporting	Deaneries to disseminate within their area and devise action plans.
07/04/2008	Reporting meetings (same groups as data collection). This may be combined with Trainer Survey data reporting	

¹ Wales deanery has kindly agreed to pilot the process and will start before other deaneries.

Update on specialty specific items

PMETB have asked Medical Royal Colleges to submit items for each specialty/sub specialty. Each trainee will be asked to respond to some items pertaining to their specialty, these may also vary by level of training. A small number of specialties have yet to submit items, therefore trainees in these specialties may not be asked specialty specific items.

PMETB have asked deans to ensure their programme directors comment on the items for their own specialties.

Inclusion and exclusion criteria

Please note the following inclusion and exclusion criteria for the survey

Please include

All trainees in a PMETB approved posts (except posts approved as OOPE) on 30 November 2007:

Foundation trainees (trainees on the foundation programme)

ST 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

Walport posts (Clinical Lecturer and Academic Clinical Fellowship)

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

Exclude

Maternity leave

Trainees on OOPE

Dentists

SpRs who have been awarded their CCT but are awaiting a consultant post

Data protection re emails

PMETB will hold email addresses in confidence and will not use them for any purpose other than the survey. PMETB advise that deaneries explicitly tell trainees that the email address they provide will be used for quality assurance activities including the National Trainee Survey.

Ethics permission

Following the National Research Ethics Guidance *Differentiating Audit, Service Evaluation and Research*² ethics approval is not required as the survey is classified as service evaluation. This classification of the work as service evaluation has been confirmed by the Nottingham Research Ethics Committee.

ROCR (Review of Central Returns)

For England only a ROCR-lite form will be submitted. Where other nations' departments have a similar process it will also be undertaken. PMETB are currently establishing if there are equivalent processes administered by other nations' health departments.

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. Trainees will get a unique reference number 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*, which applies to all St grade doctors:

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 it can be amended next year for future surveys.

² http://www.nres.npsa.nhs.uk/docs/guidance/Audit_or_Research_table.pdf

Procedures for dealing with faulty emails

PMETB will provide lists of email addresses for which an error message has been received. Deaneries will need to contact the trainees in question to obtain correct addresses. It may be appropriate for medical education managers to assist with this.

PMETB is aware that when the junk mail filters are set to enhanced on some types of email account (Hotmail and Yahoo), the survey emails sent from the PMETB forms server may be automatically filed in the user's junk mail folder. PMETB is investigating whether there is anything that can be done to prevent this. PMETB will alert trainees to the problem.

Promotional Materials

PMETB will provide promotional material to deaneries and postgraduate centre managers. These will be available two weeks before the launch date (19 November 2007).

Procedures for getting a Survey Access Code if the trainee was not included in the original list

PMETB will provide a web form for deaneries to add individual trainees to the list of those who should be surveyed. The form will require a password to access it; one password per deanery will be provided. Trainees without a code will need to contact their deanery in the first instance. Trainees who contact PMETB to request a Survey Access Code will be referred to their deanery, who will know whether they are eligible to be included in the survey.

Checking response rates

Deaneries will be able to access an administration view of PMETB's forms website and download a table showing which email addresses have submitted a response.

Obtaining data

Deaneries will be able to access an administration view of PMETB's forms website and download a table containing the survey responses for their trainees that have been received to date. It will not be possible to link this to the table containing email addresses.

Reporting of the data – ensuring responses are reported anonymously

PMETB has given an undertaking that survey responses shall remain anonymous. The Board takes this commitment very seriously. To ensure any given trainee's responses remain anonymous only aggregated data will be 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 could be available (enough respondents in the population file) and which are available (based on number of responses received).

Trainers' survey

A national trainers' survey will run concurrently with the trainee survey. At the moment the plan is to ask the providers to assist with this work. A separate note consulting on the plans will be issued to deaneries shortly.