



## **PMETB National Survey of Trainers 2008**

### **Briefing Note 2: Data Request**

#### **Introduction**

Dear Colleagues

Many thanks for responding to Briefing Note 1, we received responses from all deaneries except three<sup>1</sup>.

This note covers the following:

1. A summary of deanery responses to Briefing Note 1
2. Methodology
3. PMETB's data request to administer the survey on the basis of the responses we have received. This request concerns consultants only. The GP data has been handled by the PMETB Approvals Team.

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<sup>1</sup> Except for London Deanery, Defence Postgraduate Medical Deanery and NHS Education South Central - Oxford

## Deanery responses to Briefing Note 1

Group	Number of deaneries with email addresses available for this group <sup>2</sup>	Source of the emails	GMC number	Provider	Specialty
All consultants	<ul style="list-style-type: none"> <li>• Not available in four deaneries.</li> <li>• Available for some in seven deaneries.</li> <li>• Can be available for all in Northern Ireland and NES.</li> </ul>	For both Northern Ireland and NES the deanery will collect these data as they do not currently hold it.	Available for NES and NI.	Available for NES and NI.	Available for NES and NI.
Educational Supervisors	<p>Four deaneries (excluding those that can do all consultants) can supply emails for all their educational supervisors:</p> <ul style="list-style-type: none"> <li>• North Western Deanery</li> <li>• Yorkshire and the Humber Postgraduate Deanery</li> <li>• Mersey Deanery</li> <li>• NHS Education South West - Severn Institute.</li> </ul>	Three of the four deaneries already hold the data.	Available in one of the four deaneries that can provide a complete list for this group.	Available in one of the four deaneries that can provide a complete list for this group.	Available in three of the four deaneries that can provide a complete list for this group.

<sup>2</sup> For these purposes NES is counted as one deanery as a NES wide response has been received.

Group	Number of deaneries with email addresses available for this group <sup>2</sup>	Source of the emails	GMC number	Provider	Specialty
	A further eight can provide a partial list.				
Training Programme Directors	Nine deaneries (excluding those that can do all consultants) can provide all Training Programme Directors. A further three deaneries - Peninsula Deanery, Kent, Surrey & Sussex Deanery and Northern Deanery - can provide contact details for some of this group.	Ten of the deaneries already hold these data only. Peninsula Deanery Kent, Surrey & Sussex Deanery do not hold these data.	Available in one out of 12 cases.	Available in nine out of 11 cases.	Available in 11 out of 12 cases.
Regional advisors/college tutors	Four deaneries (excluding those that can do all consultants) can provide emails for these contacts. A further six deaneries can provide details on some of these contacts.	Seven deaneries already hold these data.	Available in 0 out of ten cases.	Available in five out of ten cases.	Available in nine out of ten cases.



Deaneries may wish to specify and agree a minimum data set for Educational Supervisors to ensure it can be used UK-wide. Inclusion of the GMC number would ensure it can be validated against the GMC register (using the download service) and avoid duplicates where providers have trainees from more than one deanery. PMETB would be willing to contribute to such a specification, but its primary purpose should be operational.

## **Trainer Survey Methodology**

On the basis of the responses received, there will be two methods of reaching the target population of all consultants.

### **Scotland and Northern Ireland**

1. The five deaneries concerned will submit data to PMETB as per the request below.
2. PMETB will email consultants directly with unique Survey Access Codes
3. Non-responders will receive reminders
4. Response rates can be calculated

### **England and Wales**

Method 1: For training programme directors

1. Deaneries to provide details of Training Programme Directors (TPD) – email, provider and specialty.
2. PMETB will email these TPDs directly with their unique Survey Access Codes.
3. Non-responders will receive reminders.
4. Response rates can be calculated.

Method 2: For all other consultants

The 2007 methodology will be repeated as too few deaneries can provide sufficient data for another approach. Only four deaneries can provide all Educational Supervisor emails and without the inclusion of GMC numbers there is no way of checking for duplicates.

1. Deaneries to provide an email and name for each of their local education providers, the response may be improved if the named contact is the medical director.
2. PMETB will supply a list based on the data returns for the trainee survey week commencing the 2 February.



3. PMETB will send an email to the named contact containing a Survey Access Code unique to that provider.
4. The named contact will forward this email to their colleagues.
5. Response rates can be estimated.

There is some risk of confusion using two methods, for instance a Trainee Programme Director might forward an email with their personal code by mistake and this would not work more than once. However a higher response rate for Training Programme Directors can be achieved as individual reminders can be sent.

## **Survey Content**

The content will be finalised at the next Surveys Working Group on 2 February. Any suggestions would need to be sent to [daniel.smith@pmetb.org.uk](mailto:daniel.smith@pmetb.org.uk) by 28 January 2009.

## **PMETB data request**

### **Scotland and Northern Ireland**

Please supply one file containing the following fields for each consultant:

1. Name
2. Email
3. GMC Number
4. Email
5. Location code
6. Location Name
7. Specialty

### **England and Wales**

Please supply two files

The **Training Programmes Director File** as follows:

1. Name
2. Email
3. Location code
4. Location name
5. Programme name

The named contacts file as follows:

1. Please log-on to the reporting tool



2. Download the *Trainee Providers 2008* from <http://reports.pmetb.org.uk/TableDownload.aspx>
3. Add the following information for each provider: Name and Email

**Please note the following instructions for the supply of these data:**

- Please supply these data by 16 February.
- 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 \*\*\*\*\*

## 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)

This form can be accessed from  
<http://reports.pmetb.org.uk>  
and  
[www.pmetb.org.uk/pmetbsurveys](http://www.pmetb.org.uk/pmetbsurveys)

Kind regards

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PMETB Surveys Team