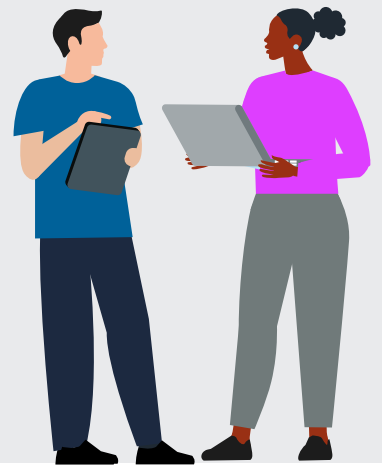


Medical CCT class of 2024 survey methodology



An annual UK survey of consultant physicians within 1 year of gaining their CCT (certificate of completion of training) provides key workforce data and insights into their working lives. This initiative is a collaboration between the three UK royal colleges of physicians: the Royal College of Physicians (RCP), Royal College of Physicians of Edinburgh (RCPE), Royal College of Physicians and Surgeons of Glasgow (RCPSG) and Joint Royal College of Physicians Training Board (JRCPTB).

Every year the RCP sends a survey to individuals who have completed their CCT over the past year. The design, distribution and analysis of the survey is managed by the Medical Workforce and Data Insights team (MWDI), which works closely with all three colleges and the JRCPTB during each stage of the process.

Survey design

- > Review existing questions with the three colleges, JRCPTB and RCP New Consultants Committee
- > Call for questions across relevant departments
- > Agree longitudinal questions, including on:
 - work status
 - post details
 - work location
 - applying for a consultant post
 - resident doctor and consultant experiences of research
 - membership questions
 - transition from resident doctor to consultant
 - support in a new consultant post
- > Set up questions that will have prefilled answers according to the held data (name, GMC number, RCP code)

- > Review GDPR statement
- > The dataset used to distribute the survey each year is created using information supplied by the JRCPTB.
- > Agree timescales of launch among the three royal colleges and develop a communications plan, including branding approach.
- > Plan for reporting of the data from the survey, note the following:
 - All reporting will be based on aggregated data.
 - Data that are more detailed than that published may be released with approval from the registrar on request to fellows or other relevant stakeholders in line with our GDPR policy.



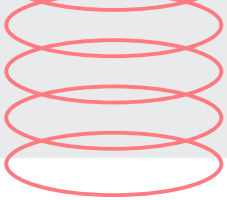
Royal College
of Physicians



ROYAL COLLEGE
of PHYSICIANS
of EDINBURGH



ROYAL COLLEGE OF
PHYSICIANS AND
SURGEONS OF GLASGOW



Medical class of 2024 survey methodology

Distributing the medical class of 2024 survey

The survey is sent out with a specific URL for each individual on the distribution list with specific information already prefilled.

The MWDI uses a variety of methods, resources and software to distribute the survey. The primary distribution method is via the email platform SendGrid, which is facilitated by digital transformation specialists Restore Digital.

SendGrid has a proven track record in meeting secure NHS email standards. The MWDI also uses the survey software package Verint to send the survey, as well as the RCP's chosen mailing platform DotDigital. All three of these platforms are used to distribute reminder emails to non-responders to the census following the initial invitation.

The survey is promoted widely across the three colleges and has a dedicated email address for any enquiries.

Handling the survey results

As soon as the survey is live, the MWDI provides a live results web link for each topic to the relevant teams/officers. This provides a percentage breakdown of questions asked, and free-text responses are supplied once the survey has closed (unless there are exceptional circumstances).

Once the survey closes:

- > The MWDI 'cleans' and categorises responses as required.
- > The MWDI undertakes analysis as agreed during the survey planning process – the most common format being pivot tables for each question with subcategories as appropriate.

- > Membership responses are supplied to the membership teams of the three colleges.
- > The results are reviewed by the MWDI in consultation with the three colleges.
- > Relevant departments and committees are co-opted for help with interpreting results where required.
- > Once reviewed, a decision is made on whether any questions require statistical analysis and what tests would be required.
- > The sign-off and approval of that data will be the officer lead who commissioned the data.
- > The report requires sign-off from all the director of the Medical Workforce and Data Insights team and the medical director of the JRCPTB.

Operational policy for dealing with data requests

- > The purpose and scope of the request is clarified, including why the requester needs the data, what questions they want to answer, and what level of detail they expect.
- > The feasibility of the request is evaluated, most importantly ensuring that it adheres to GDPR, also considering the sample size, response rate and resource required to undertake the request.
- > Aggregated results can be shared.
- > In order to process any requests for granular data, it is imperative that the GDPR statement for that survey is reviewed. The RCP GDPR officer is consulted if clarification is required.
- > If data are requested for a report, it must be shared prior to publication and reference the survey correctly.

For further information, please contact
MedicalWorkforce.DataInsights@rcp.ac.uk



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