

Notes of a meeting of the UK Medical Education Database Advisory Board

Monday 25 September, 10.30 – 13:00

Room 2.08 General Medical Council Regents Place, 350 Euston Road, London NW1 3JN

Attendees

Professor Steve Thornton	Chair
Professor Jon Dowell	Research Subgroup Chair
Harrison Carter	BMA MSC
Graeme Larkin	BMA Representative Body (<i>New member</i>)
Mark Shannon	BMAT
Professor Bill Reid	COPMeD
Kirsty White	GMC
David Darton	GMC
Daniel Smith	GMC
Andrew Ledgard	GMC
Pete McNair	GMC
Thomas Oppé	GMC
Dr Kim Walker	UKFPO
Dr Katie Petty-Saphon	MSC
Peter Tang	MSC
Professor Chris McManus	UCL
Rachel Greatrix	UKCAT

By telephone

Denise Hughes (<i>Deputy for Prof Keith Gardiner</i>)	NIMDTA
Doctor Tom Yapp (<i>Replacing Prof Derek Gallen</i>)	HEW
Edward Knight	MSC

Apologies/TBC

Professor Jane Dacre	AoMRC
Dr John-Paul Lomas	AoMRC Trainees
Mita Dhullipala (<i>Replacing Charlie Bell</i>)	BMA MSC
Alan Robson	DH
Marita MacMahon Ball	GAMSAT
Veronica Vele	GAMSAT
Martin Hart	GMC
Jonathan Howes	HEE
Denise Jones	HESA
Adan Van Coevorden	HESA
Duncan Henderson	NES
Professor Keith Gardiner	NIMDTA
Dr Anthea Mowat	BMA Representative Body (<i>New member</i>)

1 Welcome and introductions Chair

1. The chair welcomed Dr Tom Yapp and Graeme Larkin (Senior Policy Advisor in the BMA's Regulation, Education and Training team) to their first UKMED Advisory Board meeting. Dr Anthea Mowat, the Chair of the BMA's Representative Body joins UKMED and sends her apologies for this meeting. Mita Dhullipala has replaced Charlie Bell as the BMA MSC representative on the UKMED Advisory Board.

2 Approval of minutes from 27 March 2017 and matters arising Chair

2. There were some minor typographical amendments to the minutes of the meeting on 27 March 2017. Actions from the previous meeting were reviewed and an update is provided in the action tracker below.

Action from March 2017		Update
(i)	To obtain MMI data from medical schools.	In progress – discussion with medical schools continues. An update was provided under Agenda item 5.
(ii)	To collect module data from medical schools.	In progress
(iii)	Write to UCAS about contribution to UKMED	In progress – initial discussions with UCAS have been held. An update was provided under Agenda item 4.
(iv)	Research sub-group to discuss the guidelines for authorship on UKMED materials.	Completed - Letters confirming researcher access to the safe haven will reinforce the requirements of the DSAs to acknowledge UKMED and HESA.
(v)	Daniel Smith and Pete McNair to adjust the population parameters and reflect the changes in the coverage tool and data dictionary.	In progress – the dictionary will be updated to reflect that new cohorts are captured by the Training Survey data set
(vi)	DS to provide notes for the MSCSA meeting on 8 June	Completed.
(vii)	TO and EK to update UKMED Website FAQs for data contributors, researchers, and medical student and trainees (i.e. the data subjects)	Completed.
(viii)	PT to add an agenda item to discuss the potential for using module data at the next MSC Education Committee.	Completed.
(ix)	PT to work with medical schools to investigate how data from the school is used to provide a module outcome.	Completed.
(x)	MSC to contact BMA regarding their representation on the group.	Completed.

(xi) MSC to send email to researchers to confirm the extension to UKMED26.	Completed
(xii) The researchers working on UKMEDP22 and UKMEDP30 will be advised to publish in a journal within a year or kindly publish on the UKMED website.	Completed.
(xiii) Research subgroup to refine processes: GMC Lead Analyst (DS) will have a specific role in checking the relevance of the data to the research questions	Completed.
(xiv) Research subgroup to refine processes: the web-form will be amended to allow selection of whole table, so that users don't have to click on each individual field.	Cancelled. Post meeting update: action was dropped for administrative and efficacy reasons. It would be useful for researchers to select the data fields required as this helps them understand the data in UKMED.

3 Reviewing the application process to include training pathway analysis

3. Daniel Smith gave an update on how UKMED data was being used via the training pathways analysis route. NHS Education for Scotland (NES) and the Department of Health England (DH) now have access to their UKMED data extracts via the safe haven.

4 Engagement with UCAS

4. Daniel Smith briefed the Advisory Board on the engagement with Universities and Colleges Admissions Service (UCAS). A number of meetings were held with UCAS' Director of Analysis and Research, Mark Corver. UCAS has made their data available in the Administrative Data Research Network (ADRN) and suggested that UKMED should investigate using this platform to access UCAS data.
5. Upon further investigation, Daniel Smith noticed that the UCAS data in the ADRN did not contain any common unique identifiers that would allow linkage to the UKMED data. UCAS was queried about the lack of identifiers that would allow data linkage but have not yet responded. The ADRN data catalogue page (<https://adrn.ac.uk/catalogue/cataloguepage?sn=888007>. Accessed 24 September 2016) contains a statement confirming that 'it is not possible to link UCAS data to other educational datasets'.
6. The Advisory Board was asked to provide a steer on whether UKMED should continue to pursue the inclusion of UCAS data. The Advisory Board feedback that given the importance of applicant data in answering a number of questions in the sector relating to the quality of applicant pool and widening access initiative, the UKMED data team should continue to pursue the UCAS data.

7. It was noted that UKMED have had to turn down or ask researchers to reduce in scope their research questions due to UKMED not containing any applicant data.
8. It was noted that the data are required urgently to allow Dr Kath Woolf's NIHR funded research to be completed. This research aims to answer a number of strategic questions about medical schools selection processes, which are aligned to UKMED's key objectives.
9. The Board recommended that a letter to the UCAS Board signed by the Medical Schools Council (MSC), General Medical Council (GMC) and UKMED Advisory Board Chair should be drafted to ask for UCAS' cooperation in making their data available to UKMED for research

ACTION: Daniel Smith to prepare a letter to be sent to UCAS.

5 New datasets

10. The BMAT data, containing 16,356 records, has been loaded into the UKMED database. Only 277 opt outs were received from the initial mail out. The matching uses the GMC register in order to administer the opt-out email. The matching exercise will be repeated in 2018 as there will be more cases who took BMAT before the change to the privacy notice in 2014 who will therefore require an opt email.
11. A number of medical schools were unable to provide UKCAT progression data to UKMED. The data team has focused on the medical schools who can provide the data and are concentrating on obtaining the data. It was noted that Cardiff does not wish to take part in UKMED.
12. Only one medical school has signed the data sharing agreement to provide Multiple Mini Interview (MMI) data to UKMED. The medical schools and their information governance teams have identified perceived data protection issues for sharing identifiable personal data with UKMED. An MSC project has been initiated to address the data protection issues (see item 6).
13. Professor Chris McManus has been working on a pilot project to map all medicine courses offered by UK medical schools. The metadata will contain current and historical courses and institutions, and map all known coding used to classify these. The metadata can then be expanded to include information on the curriculum being offered by each course. No known metadata of this scope is available, and the creation of this can greatly assist the research being conducted in UKMED. It was noted that UKMED is receiving an increasing number of applications on research into course types and curriculum exposure and their relationship with postgraduate outcomes.
14. Daniel Smith reported that following a legal review, the GMC had decided that it could receive identifiable Student Fitness to Practice data from medical schools. The GMC and the medical schools are working together to collate the data and load it into UKMED by Q1 2018. It will be available for research into the predictive validity of the UKCAT SJT when the first cohort who took it graduate in 2019.

15. The GMC confirmed that the Specialty Recruitment Assessment data and Durham University's own researcher data have been received but not yet loaded and matched with the data in UKMED.
16. The Advisory Board was asked for a steer on the priority load between the post history data and E-portfolio for foundation trainee data. The Group fed back that the priority would depend on the quality of the data and the GMC should prioritise the most complete data set.
17. Professor Jon Dowell used this opportunity to congratulate the GMC's data team for their hard work and success in maintaining the UKMED database, while at the same time working to load more datasets.

ACTIONS: Chris McManus and Peter Tang to develop the medical school course descriptors and explore how the work can be supported by the MSC.

ACTIONS: Researchers to identify the research questions that could be answered by the post history data and E-portfolio for foundation trainee data.

6 Preparing for the General Data Protection Regulation

18. Thomas Oppé briefed the Advisory Board on the new developments in information governance activities. The General Data Protection Regulation (GDPR) will apply in the UK from May 2018. The Government also introduced a Data Protection Bill which includes some aspects of the GDPR.
19. The Data Protection Bill retains some of the research exemptions from the Data Protection Act that UKMED relies on. It was noted that the research exemptions were not blanket exemptions and that UKMED may need to justify on a case by case basis why the research exemptions apply.
20. One significant clause in the Data Protection Bill makes it a criminal offence for individuals to re-identify deidentified datasets.
21. The MSC has been working on a template privacy notice that the medical schools can use to ensure compliance with the GDPR with support from the GMC's Information Governance Team. The aim of the project is to make it clear how personal data collected by the medical schools are being processed.

7 Possible additional linking process

22. There are a few additional groups of doctors of interest to UKMED. These include UK domiciled students who studied medicine overseas and then come back to work in the UK and those who studied medicine overseas on UK medical courses.
23. UK domiciled students who studied overseas and then come back to work in the UK have been shown to perform less well than their UK counterparts who studied in UK medical schools. The group thought that it would be interesting to explore the impact of studying medicine abroad, which is often cheaper. If we are able to obtain UCAS data, test provider data could be matched to UCAS applicant data using UCAS person ID to obtain test results for unsuccessful applicant who obtain a primary medical qualification outside of the UK. If UCAS continue to obstruct the project, test

provider data could be matched directly to the register using demographics (names and date of birth etc), this will result in an inferior match rate.

24. The HESA student record does not currently contain data for UK medicine courses run by overseas institutions, although HESA may collect this in the future.
25. Private and new medical schools were also of interest to the Advisory Board as some run their admissions programmes later in the year. HESA data includes cases from Buckingham and UCLAN.

8 Status update on 2017 calendar

26. Pete McNair gave a presentation on the 2017 update.
27. All 2017 Tranche 1 extracts have been delivered.
28. There were some delays in getting the Data Dictionary and the Coverage Tool refreshed in time for the application windows opening. Both are now refreshed. There are plans to enhance the Coverage Tool to show more views that will help researchers assess whether the data in the database can answer their research questions.
29. The GMC has formalised the process for the Royal Colleges to review relevant research applications. The Royal Colleges will review applications early in the process and will help steer the research prior to applying to UKMED.
30. Database efficiencies have been made by creating a person level table in the UKMED database. This view contains one person per single row with 126 columns and has saved a significant amount of labour at the time of releasing research extracts.
31. There have been delays in getting Professional and Linguistic Assessments Board (PLAB) data into UKMED due to the implementation of a new PLAB system. An analyst at the GMC has been assigned to work through the issues.
32. Further exploration of the '*reason end*' variable in the HESA data exposed several data issues. The '*reason end*' variable indicates the reason the student left the course. The data shows that some students have left the course in one academic year only to reappear in the dataset for the next academic year. A mechanism to clean the data is being implemented and the issue added to the HESA data query log.
33. The MSC and GMC have undertaken work to map the HESA course data to the four course types identified by medical schools. Through this exercise the University of Nottingham Medical School confirmed that one of their courses was missing from the dataset. HESA have been queried about the missing course.

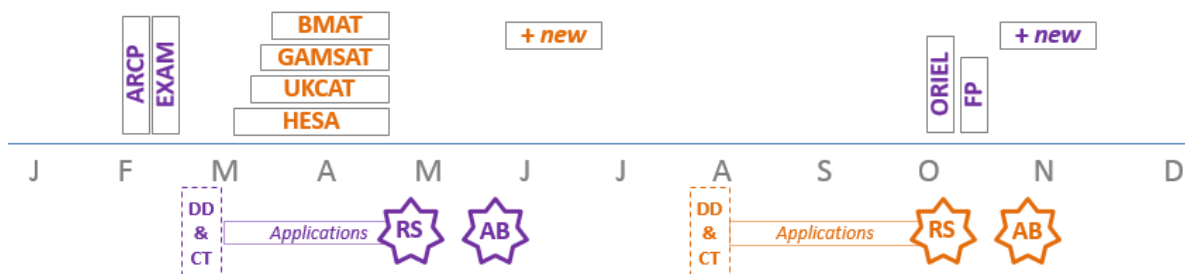
ACTION: Daniel to report back to the Advisory Board on how much the Coverage Tool is being used. This will help the Advisory Board decide whether there are any benefits to enhancing the Coverage Tool.

9 Proposed 2018 calendar for data load and extracts

34. Pete McNair identified some lessons learned from the 2017 work stream and proposed several changes to the approach for 2018. Please see fig 1 for the proposed 2018 calendar.

Fig 1.

- Each data set is only loaded once per year
- **PG** data loaded in autumn/winter, ready for spring applications
- **UG** data loaded together in a block in Spring, for Autumn applications



35. The Advisory Board suggested that the data load calendar (fig 1) should be available on the UKMED website to help researchers identify when new data will be loaded. The emphasis on undergraduate and postgraduate data should be removed from the calendar to avoid the implication that the application windows are undergraduate or postgraduate specific.

36. The later research application windows in 2018 will give the data team more time to collate, validate and then load the data into the database in one go.

ACTION: Peter McNair to update the calendar to remove UG and PG distinction.

ACTION: Ed Knight to add the 2018 calendar to the UKMED website.

10. Research applications from Research Sub-Group 22 September 2017

37. Professor Jon Dowell noted that the changes to the website have made the process for reviewing applications more efficient.
38. One research paper has been published with four currently in press.
39. There was good attendance at the Research Sub-Group, enthusiasm remains high with focused discussions.
40. In total, 12 applications were submitted in the 2017 Tranche 2 application window. Interest in UKMED has been rising and it was noted that presenting UKMED at conferences in Spring 2017 may have had a positive effect in raising its profile.
41. Seven applications were approved with small changes requested. Four applications were asked to resubmit with additional information. One application was rejected

due to UKMED not holding the data that was required to answer the research question.

ACTION: Ed Knight to add an option to allow the printing of research applications to PDF from the UKMED website.

ACTION: Peter Tang to ensure all members of the Advisory Board have access to the UKMED website.

11 Completed reports

42. UKMEDP20 '*The role of academic attainment in understanding sex differences in specialty choice and fitness to practise*' was reviewed by the Advisory Board and received approval for publication.

43. UKMEDP26 '*Getting on in medicine: a programme of study of careers trajectories and decisions of doctors*' requested an extension to the research project. The Advisory Board accepted the delays and granted an extension.

ACTION: MSC to send email to researchers to confirm the extension to UKMED26 and the approval of UKMEDP20 for publication.

12 Update on reports approved

44. One research paper was submitted for publication prior to the approval from the UKMED Advisory Board. The Advisory Board had only seen an interim report and did not grant approval for publication. This issue was identified and approval was granted retrospectively prior to publication after the report was reviewed by the Research Sub-Group and Advisory Board Chair.

45. The Advisory Board agreed that the process for publication should be made more explicit and sanctions should be applied to researchers who do not follow the appropriate UKMED protocol.

46. Prior to publication, the researchers should provide a final report to the Advisory Board for approval. When approval has been granted, the researchers should send a copy of the manuscript that has been submitted for publication to Daniel Smith, Olga Sierocińska King, the Research Sub-Group Chair, and Advisory Board Chair for review. The relevant data providers should also be copied in to let them know that a research paper using their data will be published. Abstracts for conferences should also follow the same process.

ACTIONS: Research Sub-Group to develop template emails that will be used for informing researchers when their report is approved for publication, making it clear the timings for journal submission.

ACTIONS: Research Sub-Group to develop a check list and a dashboard for researchers to monitor and check their progress towards publication.

ACTIONS: Research Sub-Group to draft a statement for the sanctions that will be applied to researchers who do not follow UKMED protocol.

ACTION: Daniel and Olga to circulate revised process documentation with improved clarity on this aspect of the process. ALL to comment via email on circulation.

13 Any other business

47. 2018 meeting dates (at GMC, London):
 - a. Tuesday 22 May 2018, 14.00 – 16.30
 - b. Thursday 15 November 2018, 14.00 – 16.30
48. David Darton informed the Advisory Board that the GMC Data Explorer will be released to the public on Wednesday 27 September.
49. Dr Kim Walker will be retiring in 2018 and this will be her final UKMED Advisory Board meeting. A new representative will be identified in the coming months.
50. The Chair asked the Advisory Board members about how they would like future Advisory Boards to operate. The Advisory Board agreed that representation and attendance from the various organisations was key to the group, therefore the length of the meeting should remain as it is.
51. Technical detail should be raised at the Advisory Board meetings as and when needed. It was noted that the discussions about the HESA '*reason end*' variable was useful for understanding some of the data issues.
52. The Advisory Board expressed an interest in inviting researchers to present their research projects in future Advisory Board meetings. Future Advisory Board meetings will invite researchers to present their findings at the second half of the Advisory Board meetings.
53. Research papers submitted to the Advisory Board for review should include an executive summary that includes the research questions and the findings from the research paper. The executive summary will enable the Advisory Board to quickly understand the report and streamline the process for approving papers for publication.

ACTIONS: Research Sub-Group to ask researchers submitting reports to the Advisory Board to include an executive summary.

ACTIONS: Peter Tang and Research Sub-Group to arrange for researchers who have completed their projects to attend the November 2018 Advisory Board meeting to present their research findings.

Summary of actions from Thursday 27 March 2017 UKMED Advisory Board meeting and carried forward from earlier meetings

Action from September 2017	Owner
<i>(i)</i> To obtain MMI data from medical schools.	In progress
<i>(ii)</i> To collect module data from medical schools.	In progress
<i>(iii)</i> Write to UCAS about contribution to UKMED	In progress
<i>(iv)</i> Daniel Smith and Pete McNair to adjust the population parameters and reflect the changes in the coverage tool and data dictionary.	In progress
<i>(v)</i> Daniel Smith to prepare a letter to be sent to UCAS.	
<i>(vi)</i> Chris McManus and Peter Tang to develop the medical school course descriptors and explore how the work can be supported by the MSC.	
<i>(vii)</i> Researchers to identify the research questions that could be answered by the post history data and E-portfolio for foundation trainee data.	
<i>(viii)</i> Daniel to report back to the Advisory Board on how much the Coverage Tool is being used. This will help the Advisory Board decide whether there are any benefits to enhancing the Coverage Tool.	
<i>(ix)</i> Peter McNair to update the calendar to remove UG and PG distinction.	
<i>(x)</i> Ed Knight to add the 2018 calendar to the UKMED website.	

<p>(xi) Ed Knight to add an option to allow the printing of research applications to PDF from the UKMED website.</p>	
<p>(xii) Peter Tang to ensure all members of the Advisory Board have access to the UKMED website.</p>	
<p>(xiii) MSC to send email to researchers to confirm the extension to UKMED26 and the approval of UKMEDP20 for publication.</p>	
<p>(xiv) Research Sub-Group to develop template emails that will be used for informing researchers when their report is approved for publication, making it clear the timings for journal submission.</p>	
<p>(xv) Research Sub-Group to develop a check list and a dashboard for researchers to monitor and check their progress towards publication.</p>	
<p>(xvi) Research Sub-Group to draft a statement for the sanctions that will be applied to researchers who do not follow UKMED protocol.</p>	
<p>(xvii) Daniel and Olga to circulate revised process documentation with improved clarity on this aspect of the process. ALL to comment via email on circulation.</p>	
<p>(xviii) Research Sub-Group to ask researchers submitting reports to the Advisory Board to include an executive summary.</p>	
<p>(xix) Peter Tang and Research Sub-Group to arrange for researchers who have</p>	

completed their projects to attend the November 2018 Advisory Board meeting to present their research findings.

Glossary

ADRN	Administrative Data Research Network, www.ADRN.ac.uk
AoMRC	Academy of Medical Royal Colleges, www.aomrc.org.uk
ARCP	Annual Review of Competence Progression
BMA	British Medical Association, www.bma.org.uk
BMAT	BioMedical Admissions Test, www.admissionstesting.com/for-test-takers/bmat/about-bmat
COPMeD	Conference of Postgraduate Medical Deans (UK), www.copmed.org.uk
DH	Department of Health, www.gov.uk/government/organisations/department-of-health
DPA	Data Protection Act, www.gov.uk/data-protection/the-data-protection-act
EEA	European Economic Area
EPM	Educational Performance Measure
FPAS	Foundation Programme Application System
FtP	Fitness to Practise
GAMSAT	Graduate Medical School Admissions Test, www.gamsat.acer.edu.au
GDPR	General Data Protection Regulation
GMC	General Medical Council, www.gmc-uk.org
HEE	Health Education England, www.hee.nhs.uk
HESA	Higher Education Statistics Agency, www.hesa.ac.uk
HIC	Health Informatics Centre, www.medicine.dundee.ac.uk/hic
IS	Information Services (part of GMC)
LRMP	List of Registered Medical Practitioners
MSC	Medical Schools Council, www.medschools.ac.uk
NES	NHS Education for Scotland, www.nes.scot.nhs.uk
NIHR	National Institute for Health Research, www.nihr.ac.uk
NIMDTA	Northern Ireland Medical and Dental Training Agency, www.nimdtta.gov.uk
PID	Project Initiation Documentation
PIRE	Project Implementation Review and Evaluation
PSA	Prescribing Safety Assessment
SEC	Socio-Economic Classification
SJT	Situational Judgement Test
UCAS	Universities and Colleges Admissions Service, www.ucas.com
UCL	University College London
UKCAT	UK Clinical Aptitude Test, www.ukcat.ac.uk
UKFPO	UK Foundation Programme Office, www.foundationprogramme.nhs.uk
WPG	Work Psychology Group, www.workpsychologygroup.com