

**HEE - London and South East
Trust Portal User Guide v3.2
May 2017**

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1. Introduction

The LaSE Trust Portal is a web portal where London and South East (LaSE) publish information for Trusts. Trusts can log in to the portal and view or download information which LaSE place there.

LaSE have developed the *Rotation Grids* area of the Trust Portal so that we can distribute Trust Rotation Grids and data changes automatically to Trust colleagues. This will streamline delivery and improve security, relevance and consistency of data sent to Trusts.

Link to Trust Portal: <https://services.londondeanery.ac.uk>

More detail on how data will automatically flow from LaSE data source to Trust colleagues can be found in [Appendix I](#).

2. User Accounts

Users require an account to be able to access the portal. Trusts will be responsible for setting up new accounts or disabling old accounts as required.

This responsibility is very important in ensuring your trust's usage of the portal meets Information Governance (IG) requirements. Leavers from your organisation will still be able to access this web portal and the personal data being shared unless you request for their account to be removed.

i. Recommended account holders

It is recommended that anyone who uses trainee placement data within Medical Education and Medical Staffing teams in trusts have their own account. Only colleagues in these teams are currently able to have access to the Rotations Grid area of the Trust Portal.

ii. Creating and removing accounts

The Trust Portal Account Management form (found on the portal landing page) must be used when requesting account creations or removals. Forms must be sent directly to the LaSE Service Desk team: servicedesk@hee.nhs.uk

Trusts must maintain their own accounts in order to meet IG requirements. A list of active portal account holders in your Trust will appear on each Trust Rotation Grid. These people have the ability to log into the portal and access trainee placement and personal details. Please ensure this list is kept current and relevant in order to fulfil IG requirements.

3. Accessing the portal

The portal is a web portal which will require your PC to have an internet connection.

Link to LaSE Trust Portal: <https://services.londondeanery.ac.uk>

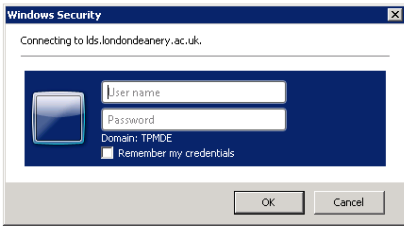
i. Browsers

The portal is supported in the following browsers:

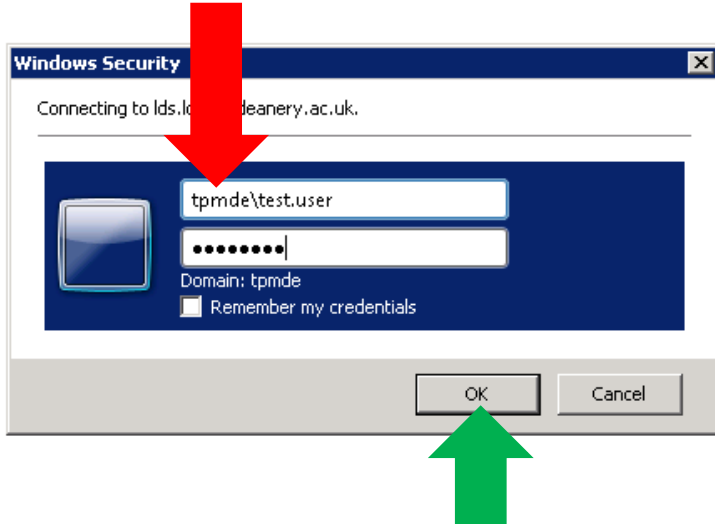
- Microsoft Internet Explorer (IE8 or above)
- Chrome
- Firefox (version 18 or above)

ii. Logging into the Trust Portal

When following the link above, a pop-up login screen will appear. This will look slightly different depending on which browser you are using but they all look similar to the below example.



You must put 'tpmde\' at the start of your username otherwise you will be unable to access the portal.



Click 'OK' and you will be taken to the home page of the Trust Portal. This is where the various areas of the portal which you have permission to access will be accessible.

iii. Not able to login?

Common reason	Solution
User doesn't have an account	Request an account - instructions here
User has not included 'tpmde\' with username	Add 'tpmde\' to username
User has incorrect capitalisation in username or password	Ensure letters are capitalised as per account details
User has copied account details from somewhere else to paste into login screen. This can copy a 'space' at the end of username or password.	Type username and password into login screen.
Account has been blocked after incorrectly entering username and password three times	Request for password to be reset by emailing LaSE Service Desk

401 - Unauthorized: Access is denied due to invalid credentials.

You do not have permission to view this directory or page using the credentials that you supplied.

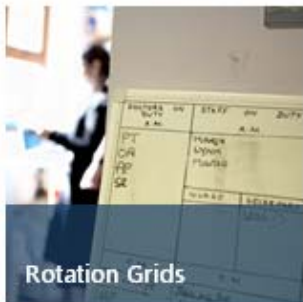
Example of the error message which will appear if you enter incorrect account details. Please retry if you receive this message. Please be aware that entering your details incorrectly three times will block your account and you will have to ask LaSE Service Desk to reset this for you.

If you're still unable to login then contact the [LaSE Service Desk team](#). Please provide details of what you're trying to do and include screenshots of any error messages that may have appeared. This will help the team investigate and resolve your issue in a timely manner.

4. Rotation Grids area

i. Accessing your Trust folder

Once you've logged into the portal, you should be able to see the Rotation Grids tile on your homepage:



Clicking on the tile will take you to your trust folder. If you have access to a folder which you no longer need or which you should not have access then please see [Creating and removing accounts](#) section of this document.

Below is what your Rotation Grids landing page will look like.

Rotation Grids

+ new document or drag files here

✓	Name	Modified
	Your Trust name	14 June, 2016

Left hand side of screen

Technical Support

If you're having technical difficulties with the Trust Portal or your account then you can contact the LaSE Service Desk team: henwl@service-now.com

Data Support

If you have a query about the data that's been published to the portal then you can contact the Healthcare Education Team's dedicated mailbox for trainee placement queries: rotations.lase@hee.nhs.uk

Useful Documents

✓	Name	
	Trust Portal account management form *	...
	Trust Portal User Guide v2	...

Right hand side of screen. This text and access to useful documents will be the same on every page.

ii. Inside Trust folders

Clicking on your Trust folder will take you to the information being shared.

Your Trust name



1. Current Trust Rotation Grids
2. Establishment Report
3. Trust Portal User Guide
4. Trust Portal Account Management form
5. LaSE Rotation Schedule
6. LaSE contact details

You will need MS Excel and Adobe Reader programmes on your PC to be able to open and use these files.

5. The Trust Rotation Grid (TRoG)

The Trust Rotation Grid (TRoG) contains trainee placement data for trainees due to commence a placement in your Trust. These are published 12 weeks in advance of rotation start dates in line with existing data sharing agreements. You will have access to TRoGs with current data on them i.e. data relating to people due to start in your Trust. TRoGs will be archived once a rotation start date has passed as these are not the method by which LaSE communicate data relating to trainees already in post.

The TRoGs contains four tabs:

- Contents Page
- 12 wk Rotation Grid
- Data Changes
- Contact Details

i. Contents Page

This page gives you an overview of the data published in the TRoG. Table below explains the fields on display.

Column	Field Name	Description
A	Specialty	Displays the name of the specialty of the programme for which trainee placements appear in the TRoG
B	Programme	Displays the LaSE name of the programme which will appear in the TRoG
C	Expected Publication Date	Displays the date the data should be published on the sheet. This date is always exactly 12 weeks before the rotation start date
D	Status	Either: a. 'Published' i.e. data appears on the sheet for this programme b. 'Not Published' i.e. data doesn't yet appear on the sheet for this programme due to a delay in publication
E	Actual Publication Date	Displays the date that data was first available on the sheet
F	Changes refreshed at Date	Displays the date of the most recent publication of data changes
G	Programme Completeness (%)	Displays how complete the programme data set is on the TRoG i.e. the percentage of posts that have an allocated trainee or placeholder

Specialty	Programme	Expected Publication Date	Status	Actual_Publication_Date	Date of Latest Change	Programme Completeness (%)
Core Medical Training	Core Medical Training North East & Central UCLP	11/01/2017	Published	11/01/2017	11/01/2017	100
Core Surgical Training	Core Surgical Training North East UCLP	11/01/2017	Published	11/01/2017	16/02/2017	100
Diabetes & Endocrinology	Endocrinology and Diabetes Mellitus North East UCLP	06/01/2017	Published	06/01/2017	06/01/2017	100
Diabetes & Endocrinology	Endocrinology and Diabetes Mellitus North East UCLP	11/01/2017	Published	11/01/2017	06/01/2017	100
Foundation	Foundation North East	11/01/2017	Published	11/01/2017	16/02/2017	100
General Surgery	General Surgery North East UCLP	11/01/2017	Published	11/01/2017	03/02/2017	100
Obstetrics & Gynaecology	Obstetrics and Gynaecology North East UCLP	11/01/2017	Published	11/01/2017	03/02/2017	100
Respiratory Medicine	Respiratory Medicine North East UCLP	11/01/2017	Published	11/01/2017	26/01/2017	100
Surgery	Otolaryngology North Imperial	11/01/2017	Published	11/01/2017	11/01/2017	100
Surgery	Urology North Imperial	11/01/2017	Published	11/01/2017	11/01/2017	50
Trauma & Orthopaedics	Trauma and Orthopaedic Surgery North East UCLP	11/01/2017	Published	11/01/2017	16/02/2017	100
Vascular Surgery	Vascular Surgery Pan London St Georges	11/01/2017	Published	11/01/2017	11/01/2017	100

This is an example of what your contents page will display. Each row relates to a single expected publication that month.

We can see that Core Surgical Training North East UCLP programme was published on the expected date (06/01/17), has since been updated (most recently on 16/02/17) and is 100% complete.

The contents page also contains a list of active portal account holders in your Trust. These people have the ability to log into the portal and access trainee placement and personal details. Please ensure this list is kept current and relevant in order to fulfil IG requirements.

ii. 12 wk Rotation Grid

This page contains data on trainee placements arranged into three main sections:

- Post
- Current trainee
- Future trainee

Data on this tab will be published automatically from the data held in the LaSE version of Intrepid exactly 12 weeks before the rotation date. Data will be published by 3pm on date of publication.

Fields on this grid were previously agreed between HEE and London trusts and are replicated in version published on the portal. A full list of fields and descriptions can be found in [Appendix II](#).

Colour coding

There is just one colour coding system on the 12 wk Rotation Grid sheet.

Colour	Description
Grey	<p>This indicates that you should not expect to receive data in these fields as no future placement will appear.</p> <p>This will be used in scenarios where additional rows appear because of duplicated 'current trainee' rows, e.g. instances when the post is currently occupied by two trainees (job shares or maternity leave cover) but only one trainee will hold the post in the future.</p>

iii. Data changes

This page will show you where data for posts and/or future placements has changed since it was first published. Please note that this page will not show data changes for current placements.

This tab comes pre-filtered to only show you the most current data. Please read [Additional columns section](#) below for more information.

Key features

- Based on the same data and columns in 12 wk Rotation Grid sheet
- Additional fields and features to show data changes
- Updated every Thursday by 3pm for all programmes on that sheet
- Updated automatically to reflect data changes in LaSE version of Intrepid
- Accrues data change history so you can quickly compare new and previous data on the same sheet
- Data changes for the same post will be grouped together

Additional columns on the sheet

As well as all columns contained on the 12 wk Rotation Grid page, the data change sheet contains five additional columns. This additional information will help you manage your data changes.

Column	Field	Description
AQ	Record Type	<ul style="list-style-type: none"> • 'ORIGINAL' - indicates that this row of data appeared on the 12 wk Rotation Grid page (to be used as a comparison row of data only) • 'INSERT' - indicates a brand new row of data that hasn't previously appeared on any page • 'UPDATE' - indicates that this row contains a data change when compared to the row directly above it on the unfiltered sheet • 'DELETE' - indicates that this row contains a placement that has now been deleted (shown in red) <p>You will mainly receive 'UPDATE' rows. You should filter this column to compare these to your 'ORIGINAL' row and see where the change has occurred</p>
AR	Timestamp	<p>Indicates when the data change was published on the portal</p> <p>The data change tab is always filtered to only show most recent timestamp but you can see complete or predefined history by adjusting filters</p>
AS	Rotation Date	Displays the date on which the placement's rotation will start
AT	Rotation Month	Displays the month (as a number e.g. January = 1) in which the placement's rotation will start
AU	Is Current Record	<ul style="list-style-type: none"> • '1' shows the current row of data or • '0' shows previous rows of data i.e. data change history <p>The data change tab is always filtered to only '1' in this column i.e. the most recent row of data. You can see complete or predefined history by adjusting filters.</p>

Record Type	Timestamp	Rotation Date	Rotation Month	IsCurrentRecord
INSERT	23/12/2016	2017-03-06	3	0
UPDATE	03/02/2017	2017-03-06	3	1
INSERT	23/12/2016	2017-03-06	3	0
UPDATE	19/01/2017	2017-03-06	3	0

Example of additional columns on Data Changes sheet

i. Colour coding

The data change tab has colour coding to help you use the data provided. The table below explains what the colours mean.

Colour	Description
White/Grey	Visually groups rows of post data together
Green	Highlights a brand new placement
Red	Highlights a deleted placement
Yellow	Highlights the field that contains data which has changed

Clinical Radiology North East UCLP		LDN/RRV03/080/SPR/004	Example of white & grey colour coding to group data
Clinical Radiology North East UCLP		LDN/RRV03/080/SPR/004	
Clinical Radiology North East UCLP		LDN/RRV03/080/SPR/005	
Clinical Radiology North East UCLP		LDN/RRV03/080/SPR/005	

In post	ST6	0.8 Yes	Substantive
In post	ST7	0.8 Yes	Substantive

Example of yellow highlighting where data has changed. Here we see this placement has changed from ST6 to ST7 but other data remains the same

	UPDATE	19/01/2017	2017-03-06	3	0
	DELETE	27/01/2017	2017-03-06	3	1
	INSERT	23/12/2016	2017-03-06	3	0

An example of red highlighting where an entire row of data has been deleted

iv. Contact Details

The Contact Details tab will provide you with the contact details of the trainees who are due to join your trust.

A full list of fields and descriptions can be found in [Appendix III](#).

v. File name

The filename of each file contains important information.

Files will contain trainee placement details for placements due to start in this month and year. Digit at start refers to month.

Files will contain trainee placement details for placements due to start in this trust



Dec - 2016 - Barking, Havering and Redbridge University Hospitals NHS Trust - Trust Rotation Grid - 2016-10-27

This is the date on which the file was last updated

Will always be 'Trust Rotation Grid' to inform you what the file is

vi. Downloading Trust Rotation Grids

Once you're in the Trust folder and can see a file to download, you should:

1. Click on the ellipsis '...' next to the file
2. Click on the ellipsis '...' within the new box that appears
3. Select 'Download a Copy' within the new menu which appears
4. Follow on screen prompts to save file (different depending on your browser)

Please see screenshots below.

Rotation Grids

Rotation Grids

new document or drag files here

✓ Name

✓ Dec - 2016 - Barking, Havering and Redbridge University Hospitals NHS Trust - Trust Rotation Grid - 2016-10-27

Jan - 2017 - Barking, Havering and Redbridge University Hospitals NHS Trust - Trust Rotation Grid - 2016-10-27

Dec - 2016 - Barking, Havering...
Changed by sp_install_2 on 27/10/2016 12:50
Shared with sql_bi@tpmde.ac.uk,
sp_install_2@tpmde.ac.uk,
smeredith@tpmde.ac.uk, and 2 more
<https://services.londondeanery.ac.uk/Rotator>

EDIT SHARE FOLLOW ...

View Properties
Edit Properties
View in Browser
Check Out
Compliance Details
Workflows
Download a Copy
Shared With
Delete

Do you want to save test barts.xlsx (37.0 KB) from services.londondeanery.ac.uk?

Save Cancel

Save the file to a suitable location and then open it as you would any other spreadsheet. You will not be able to download this file in any other way.

6. Placeholders

LaSE use placeholders to standardise the way vacant post information is sent to Trust colleagues.

Future Trainee Forenames	Future Trainee Surname	Future Trainee Programme End Date	Future Trainee GMC Number	Future Trainee Placement Start Date	Future Trainee Placement End Date
*****	RECRUIT TO POST		9999999	01/02/2017	01/08/2017
*****	RECRUIT TO POST		9999999	05/04/2017	03/10/2017
*****	HOLD POST		9999998	05/04/2017	03/10/2017

An example of how these placeholders will appear on TRoG and Establishment Report.

i. Placeholder types on TRoG

Hold categories are used to inform Trusts that LaSE require longer until they can advise whether the post will be filled and the reason why, e.g., awaiting exam results. The Trust will, in a later TRoG (within the data changes sheet), be informed the outcome for the post.

Recruitment categories are used to inform Trusts where following rotation planning process a vacancy has been left at their Trust and provides the reason why. Where a Recruit placeholder is displayed against a post LaSE are confirming that the Trust can commence local recruitment processes.

The following table lists all of the placeholders that will be used to communicate hold and recruit activity via TRoG.

Where any one of the below Hold placeholders is recorded in TRoG, Trusts should await a subsequent data change sheet to identify if the post is later filled with a trainee, or they have authorisation to recruit locally.

Category	Placeholder name in TRoG	Explanation
Education	HOLD - EDUCATION	Where educational reasons might require specific training locations – used for example when ARCP outcome(s) are awaited
Quality	HOLD - QUALITY	Where quality concerns may result in a post being removed or suspended – used for example when the outcome of a quality visit is not yet known
Personal Health	HOLD - PERS HEALTH	Where trainee personal/health needs require further time to agree a placement – used for example when awaiting a OH report
IDT	HOLD - IDT	Where a post has been ring-fenced for a trainee who may potentially be placed due to a transfer via the national Inter-Deanery Transfer process
LTFT	HOLD - LTFT	Where potential reduced sessions, or slot-share approvals may later result in a placement
Foundation Reserve	HOLD - FND RESERVE	Where a post is ring-fenced for potential reserve list applicant(s)
Specialty Exam	HOLD - SPEC EXAM	Where a post is ring-fenced for an applicant, pending a successful exam result
Late Recruitment	HOLD - RECRUIT DELAY	Where the outcome of a recruitment round is not yet known, due to it taking place late, in relation to a rotation date, or where late recycling of offers is still taking place
Internal delay	HOLD - INTERNAL	Where the TPD and/or HET require more time to work through placement queries and update Intrepid
PG Dean	HOLD - PGD	Where the Postgraduate Dean has agreed to consider a late trainee movement, e.g. OOP or trainee swap. These will be considered in exceptional cases only.

Where any of the below Recruit placeholders is recorded in TRoG, the Trust can commence local recruitment to fill the vacancy.

Category	Placeholder name in TRoG	Explanation
Education	RECRUIT - EDUCATION	Where trainee educational requirements, e.g. as determined at ARCP, cannot be met by a post
Personal Health	RECRUIT – PERS HEALTH	Where trainee personal/ health reasons cannot be met by a post

IDT	RECRUIT - IDT	Where a post ring-fenced for an incoming IDT does not yield a trainee
LTFT	RECRUIT - LTFT	Where LTFT approval activity (e.g. slot-shares being agreed) result in a programme vacancy
Statutory	RECRUIT - STATUTORY	Where a post planned to be filled is left vacant due to a trainee providing short notice of their intention to go on statutory leave
Foundation Reserve	RECRUIT – FND RESERVE	Where a post held for a potential trainee, does not yield a trainee from the Foundation reserve list
Specialty Exam	RECRUIT – SPEC EXAM	Where a trainee recruited through specialty recruitment subsequently fails their exam, resulting in a vacancy
PG Dean	RECRUIT - PGD	Where the Postgraduate Dean approves a late trainee movement, e.g. OOP or location swap, leaving a vacancy. These will be exceptional cases.
Resignation	RECRUIT - RESIGNATION	Where a new recruit or trainee resigns before taking up their post, leaving a vacancy
Programme Vacancy	RECRUIT - VACANCY	Where there are simply vacancies within the programme, due to regular programme occurrences, e.g. vacancies left following recruitment, programme balance etc.

ii. Placeholders dates on TRoG

Table below explains the placeholder date information you are receiving for all placeholder types.

Column	Field	Description
Z	Future Trainee Surname	Will always be one of the placeholder names. See full list in table below
AC	Future Trainee Placement Start Date	Indicates the date on which your placeholder starts <ul style="list-style-type: none"> • If it's a RECRUIT placeholder, then this indicates is the date your locally recruited placement should start • If it's a HOLD placeholder then this indicates the date from which the allocation of your post is on hold
AD	Future Trainee Placement End Date	Indicates the date on which your placeholder ends <ul style="list-style-type: none"> • If it's a RECRUIT placeholder, then this Indicates the date on which your locally recruited placement should end • If it's a HOLD placeholder, then this indicates either: <ul style="list-style-type: none"> ○The end date of the rotation (please note this may change if a trainee is placed into the post after the 12 week notification) OR ○The date before a confirmed placement will start

iii. Data changes

Data changes for these placeholder placements will be published at the same time as data changes to all other placement data on that TRoG.

7. Rotation Schedule

The Rotation Schedule publicises the key dates and milestones for every LaSE programme, including the dates on which data will be published and the dates on which rotations are due to start and finish.

8. Establishment Report

The Establishment Report shows you a list of all the posts in your trust and who the current trainee is on the day of publication. This follows the same automated data flow as with TRoG so you will receive exactly the same data as it appears in LaSE version of Intrepid v10.

In order to create consistency and ease of use, the Establishment Report will include the same relevant fields in the same format as TRoG. See [Appendix II](#) for a full list and descriptions of fields contained in the Establishment Report.

The Establishment Report will be updated every Thursday by 3pm. Changes will not be highlighted.

If you wish to query any data on this report or update LaSE with trainee information that hasn't yet been feedback to the team (e.g. trainee is on sick leave) then please email rotations.lase@hee.nhs.uk

9.Support

LaSE have two dedicated teams to support your use of the portal and the published data. You'll want to contact one or the other depending on what your query is regarding.

i. Technical Support

If you're having technical difficulties with the portal or your account then you can contact the LaSE Service Desk team: servicedesk@hee.nhs.uk

ii. Data queries & feedback

If you have a query about the data that's been published on the portal then you can contact the Healthcare Education Team's dedicated mailbox for trainee placement queries: rotations.lase@hee.nhs.uk

This is also the same email address to let us know any feedback you might have about the data or to highlight to us where you believe your records are more up-to-date than the data published to you on the portal. This feedback loop will help the Healthcare Education Team improve data consistency and accuracy.

10. Version Control

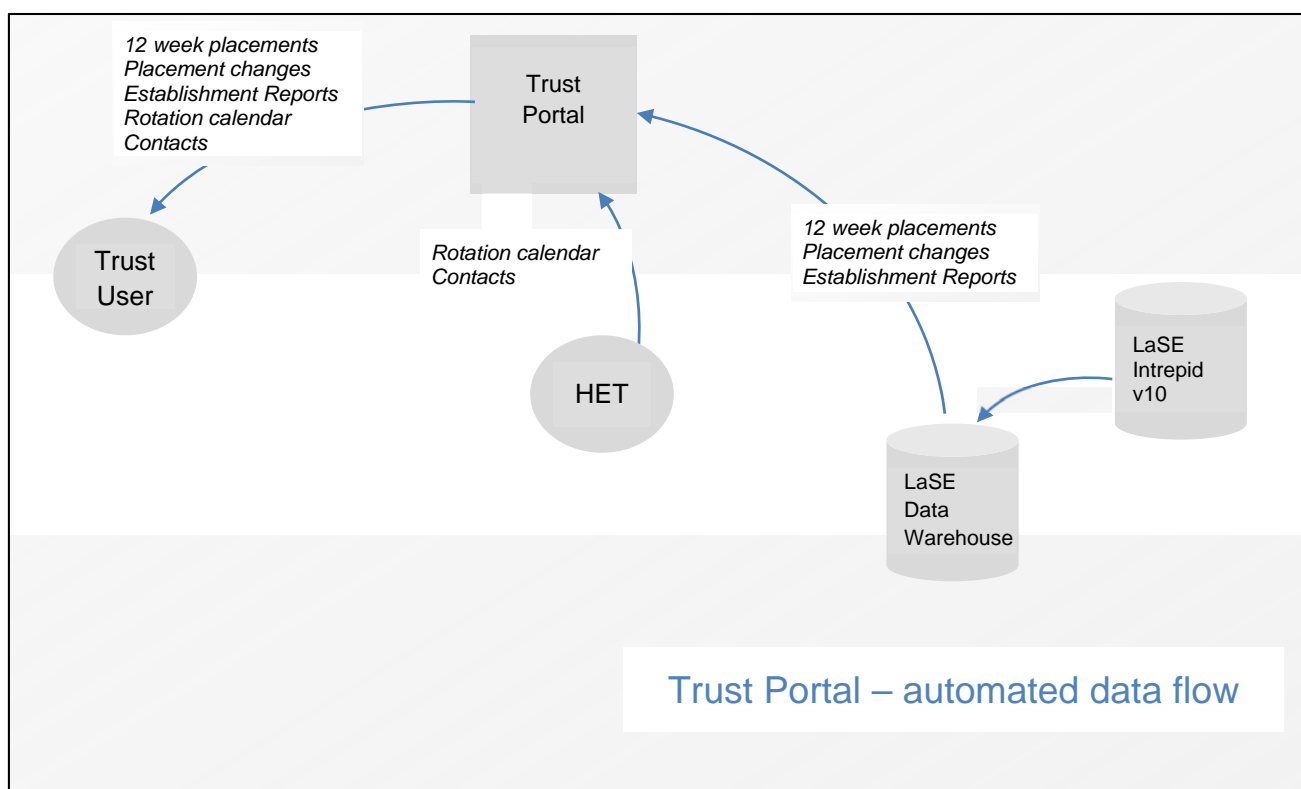
Version	Date	Author	Comments
1	August 2016	Simon Meredith	Produced for pilot exercise
2	October 2016	Jack Pegg	Updated based on pilot feedback
2.1	January 2017	Jack Pegg	Improved formatting. No content changes.
3	February 2017	Jack Pegg	Improved detail based on pilot feedback and portal developments
3.1	April 2017	Jack Pegg	Added more placeholder, feedback and logging error details
3.2	May 2017	Jack Pegg	Updated LaSE Service Desk team email address in document

11. Appendix I – Data flow and components

i. Data Flow

Data will automatically be extracted from LaSE Intrepid v10 and published to the Trust Portal. Developments aim to automate all the manual parts of our rotation process which are repeatable and rule based. These procedures can be slow, wasteful, and error-prone.

The diagram below shows the flow of data from HEE source to the trust user.



ii. Components

The Trust Portal is just one component of this automated data delivery process. There's a lot working behind the scenes at LaSE to make sure trust colleagues receive correct data when they expect to receive it.

The components are:

- Intrepid v10 system – the online system which is used by LaSE for managing trainees, posts, placements and programmes.
- Intrepid Data Warehouse – a copy of the Intrepid system database which holds all of the data in the Intrepid system, and which is updated daily. The data in the Intrepid Data Warehouse reflects the data which was in the Intrepid system the preceding day. The Intrepid Data Warehouse allows LaSE to develop applications to automate rotations and reporting outside the constraints of the existing Intrepid system.
- The Rotor tool – an application which supports LaSE with rotation planning by applying business rules to future placements, removing the need to re-type, copy, and paste information, and automating the creation of placements inside Intrepid.
- Rotation Reporting System – a suite of reporting programmes which generate Trust Rotation Grids, Trust Rotation Amendments from the Data Warehouse copy of Intrepid data. It also distributes the Grids, and data changes to Trusts through the Trust Portal.

- The Trust Portal (Employers Portal) – a web portal where LaSE will publish information for Trusts. Trusts can log in to the Trust Portal and view or download information which LaSE place there. It means that LaSE can distribute Trust Rotation Grids and amendments automatically so that we don't have to distribute each one manually by e-mail.

12. Appendix II – TRoG & Establishment Report fields

TRoG contains all fields listed below. Establishment report only contains fields in columns A-X

Column	Field	Description
A	Programme	Displays the name of the LaSE programme to which the post belongs A programme is essentially a collection of posts and trainees
B	Rotation Name	Displays the name of the LaSE rotation to which the post belongs A sub group of programme, there can be numerous rotations within a programme
C	National Post Number	Displays the National Post Number of the post
D	Trust	Displays the Trust to which the post belongs
E	Site	Displays the Site where the post is located
F	Other Sites	Displays any Other Sites associated with the post Will be blank if the post has no Other Sites
G	Lead Provider	Displays the Lead Provider to which the post belongs
H	Specialty	Displays which specialty of the post
I	Sub Specialty	Displays if the post has any sub specialties associated Will be blank if the post has no sub specialty
J	Training Description	Displays any other specialty data which needs to be communicated Will be blank if the post has no additional data to display
K	Post Funding End Date	Displays the date on which post funding will expire Will be blank if no post funding end date has yet been decided
L	Funding Body	Displays the name of the organisation which funds the post Highlight on four Funding Body names: <ul style="list-style-type: none"> • Defence Military Deanery – this is a military post funded by the Defence Military Deanery • HEE – Educational Training budget – this is a LTFT post funded by HEE • HEE – Exceptional training budget – this is an exceptional supernumerary post funded by HEE • NIHR – this is an academic post funded by the NIHR
M	Current Trainee Forenames	Displays the forename of the trainee who is currently placed in this post
N	Current Trainee Surname	Displays the surname of the trainee who is currently placed in this post
O	Current Trainee GMC Number	Displays the GMC number of the trainee who is currently placed in this post
P	Current Trainee NTN	Displays the National Training Number of the trainee who is currently placed in this post

Q	Current Trainee Programme End Date	Displays the date on which the trainee who is currently placed in this post is due to leave the programme
R	Current Placement Start Date	Displays the date on which the trainee who is currently placed in this post started their placement
S	Current Placement End Date	Displays the date on which the trainee who is currently placed in this post will leave their placement
T	Placement Type	<p>Displays the type of placement of the trainee who is currently placed in this post</p> <p>Placement types of trainees allocated to a post:</p> <ul style="list-style-type: none"> • In post – the trainee will be in this post for the duration of the placement • Parental leave – the trainee will be on parental leave for the duration of this placement • In Post – Acting Up – the trainee is working at a higher grade for the duration of this placement e.g. an ST8 acting up as a consultant for the placement • In post – Extension – the trainee is in this placement as an extension to their training e.g. for a period of time following an ARCP 3 outcome • Long-term sick – the trainee will be on long-term sick leave for the duration of this placement • Suspended – trainee is suspended for the duration of this placement
U	Grade Name	<p>Displays the grade of the trainee who is currently placed in this post</p> <p>Grade types:</p> <ul style="list-style-type: none"> • F1; F2 • CT1; CT2; CT3; CT4 • ST1; ST2; ST3; ST4; ST5; ST6; ST7; ST8
V	WTE	<p>Displays the Whole Time Equivalent value for the trainee currently placed in this post</p> <p>WTE is a value between 0.1 and 1 where 1 = 100% (i.e. trainee works full time), 0.5 = 50% (i.e. trainee works 50% of the time) etc.</p>
W	Job Share	<p>Displays whether the trainee currently placed in this post is job sharing with another trainee</p> <p>Values in this field will be 'Yes' or 'No'. If 'Yes' then another row of data will appear underneath with details of trainee with whom post is shared</p>
X	Programme Membership Type	<p>Displays the programme membership type for the trainee currently placed in this post</p> <p>Programme membership types:</p> <ul style="list-style-type: none"> • FTSTA – this trainee is a member of the LaSE programme as a Fixed Term Specialty Training Appointment • LAT – this trainee is a member of the LaSE programme as a Locum Appointment – Training • Military – this trainee is a member of the LaSE programme as a military trainee

		<ul style="list-style-type: none"> • Substantive – this trainee is a substantive member of the LaSE programme • Visitor – this trainee is a visitor on a LaSE programme
Y	Future Trainee Forenames	Displays the forename of the trainee who will be joining this post
Z	Future Trainee Surname	Displays the surname of the trainee who will be joining this post
AA	Future Trainee Programme End Date	Displays the date on which the trainee who will be placed in this post is due to leave the programme
AB	Future Trainee GMC Number	Displays the GMC number of the trainee who will be joining this post
AC	Future Trainee Placement Start Date	Displays the date on which the trainee who will be joining this post will start in this post
AD	Future Trainee Placement End Date	Displays the date on which the trainee who will be joining this post will finish this post
AE	Future Trainee Placement Type	<p>Displays the type of placement of the trainee who will be joining this post</p> <p>Placement types of trainees allocated to a post:</p> <ul style="list-style-type: none"> • In post – the trainee will be in this post for the duration of the placement • Parental leave – the trainee will be on parental leave for the duration of this placement • In Post – Acting Up – the trainee is working at a higher grade for the duration of this placement e.g. an ST8 acting up as a consultant for the placement • In post – Extension – the trainee is in this placement as an extension to their training e.g. for a period of time following an ARCP 3 outcome • Long-term sick – the trainee will be on long-term sick leave for the duration of this placement • Suspended – trainee is suspended for the duration of this placement
AF	Future Trainee Grade Name	<p>Displays the grade of the trainee who will be joining this post</p> <p>Grade types:</p> <ul style="list-style-type: none"> • F1; F2 • CT1; CT2; CT3; CT4 • ST1; ST2; ST3; ST4; ST5; ST6; ST7; ST8
AG	Future Trainee WTE	<p>Displays the Whole Time Equivalent value for the trainee who will be joining this post</p> <p>WTE is a value between 0.1 and 1 where 1 = 100% (i.e. trainee works full time), 0.5 = 50% (i.e. trainee works 50% of the time) etc.</p>
AH	Future Trainee Job Share	<p>Displays whether the trainee who will be placed in this post is job sharing with another trainee</p> <p>Values in this field will be 'Yes' or 'No'. If 'Yes' then another row of data will appear underneath with details of trainee with whom post is shared</p>

AI	Future Trainee Programme Membership Type	<p>Displays the programme membership type for the trainee who will be joining the post</p> <p>Programme membership types:</p> <ul style="list-style-type: none"> • FTSTA – this trainee is a member of the LaSE programme as a Fixed Term Specialty Training Appointment • LAT – this trainee is a member of the LaSE programme as a Locum Appointment – Training • Military – this trainee is a member of the LaSE programme as a military trainee • Substantive – this trainee is a substantive member of the LaSE programme • Visitor – this trainee is a visitor on a LaSE programme
AJ	Future Trainee Curriculum 1 Name	<p>Displays the first curriculum for the trainee who will be joining the post</p> <p>A curriculum is a training pathway that a trainee will follow in order to complete training on a particular programme</p> <p>Academic, dual and joint trainees will have more than one curricula</p>
AK	Future Trainee Curriculum 1 End Date	Displays the date on which the trainee who will be joining the post will finish their first curricula
AL	Future Trainee Curriculum 2 Name	Displays the second curriculum for the trainee who will be joining the post – see column AJ description for more info
AM	Future Trainee Curriculum 2 End Date	Displays the date on which the trainee who will be joining the post will finish their second curricula
AN	Future Trainee Curriculum 3 Name	Displays the first curriculum for the trainee who will be joining the post – see column AJ description for more info
AO	Future Trainee Curriculum 3 End Date	Displays the date on which the trainee who will be joining the post will finish their third curricula

13. Appendix III - Contact details

Column	Field	Description
A	Programme	Displays the name of the LaSE programme to which the person belongs
B	Forenames	Displays the forename of the trainee This is regularly checked against the GMC register
C	Surname	Displays the surname of the trainee This is regularly checked against the GMC register
D	GMC	Displays the GMC number of the trainee This is regularly checked against the GMC register
E	NTN	Displays the NTN of the trainee NTNs are often assigned to trainees four weeks after they start a new programme so this field may appear blank for new starters
F	WTE	Displays the Whole Time Equivalent value for the trainee WTE is a value between 0.1 and 1 where 1 = 100% (i.e. trainee works full time), 0.5 = 50% (i.e. trainee works 50% of the time) etc.
G	Programme Membership Type	Displays the programme membership type for the trainee Programme membership types: <ul style="list-style-type: none"> • FTSTA – this trainee is a member of the LaSE programme as a Fixed Term Specialty Training Appointment • LAT – this trainee is a member of the LaSE programme as a Locum Appointment – Training • Military – this trainee is a member of the LaSE programme as a military trainee • Substantive – this trainee is a substantive member of the LaSE programme • Visitor – this trainee is a visitor on a LaSE programme
H	Email Address	Displays the email address of the trainee
I	Telephone	Displays the telephone number of the trainee
J	Mobile	Displays the mobile telephone number of the trainee
K	Address Line 1	Displays the first line of trainee’s home address
L	Address Line 2	Displays the second line of trainee’s home address
M	Address Line 3	Displays the third line of trainee’s home address
N	Address Line 4	Displays the fourth line of address of trainee’s home address
O	Postcode	Displays the postcode of trainee’s home address
P	Specialty id	Displays the specialty of the LaSE programme to which the person belongs

Q	DOB	Displays the date of birth of the trainee This is regularly checked against the GMC register
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