

Basic Training Checklist, Compliance Rate for 2006

Results

- 177 “new” starts in the staff database.
- Out of these 177, 49 did not have to complete a BTC because they fell into one of the following categories:
 - continuing from previous contract (13);
 - based at Ninewells (1);
 - based at SCRI (5);
 - duplicate entry (1);
 - MRCPPU/DSTT based (29).
- Out of the remaining 128:
 - 76 completed a BTC;
 - 52 did not complete a BTC.

- **This gives us a compliance rate of 59%.**

- However:

The number of new starts found by the database search relies on the start date being correct (i.e. 2006). In some instances there was no start date, so the actual number of new starts in 2006 could be higher and, therefore, the compliance rate lower*. Also, visiting workers and undergraduate students are not routinely logged in the staff database**. The true number of new starts will, therefore, be higher still and the compliance rate even lower.

*The start date of some continuing staff was set to their original start date rather than their 2006 start date. Although this affects the total number of new starts in 2006 it does not affect the compliance rate since this category is discounted.

This might account for some or all of the **72 BTCs submitted by individuals who were not registered in the staff database.

Conclusion

It would be reasonable to assume a compliance rate of 50%.

Considering the fact that completion of a BTC is mandatory for all true “new” starts (other than in MRC/DSTT), this rate is rather poor.

Remedial Action

Periodic checks are now being made and the relevant trainer is contacted whenever a discrepancy comes to light. Knowing that the process is being monitored should encourage trainers to be more thorough in future. Also, in areas where completion rates were particularly poor, new trainers have been appointed.

This exercise also flagged up some problems with the staff database. These will be brought to the attention of HR and IT Support.