

Trust Headquarters  
Russell's Hall Hospital  
Dudley  
West Midlands  
DY1 2HQ

**Ref:** FOI-042023-00031

**Date:** 31/5/23

**Address / Email:**

**Request Under Freedom of Information Act 2000**

Thank you for requesting information under the Freedom of Information Act 2000.

Please note - Russells Hall Hospital Dudley and New Cross Hospital Wolverhampton work closely together to provide SSMDT services for patients. Meetings between the two are done via Microsoft Teams.

1.Venue - See comments above

2.All staff present based on attendance records - No dates have been provided in order for the Trust to look into this but as no report can be run for this information a manual search would have to be carried out so this may possibly incur an exemption to be put in place.

There is a core membership of medical staff needed for the skin SSMDT to be quorate.

For every Skin SSMDT there needs to be a quorate of attendance for example, a dermatologist, a CNS, a plastic surgeon etc. This quoracy is set by national guidance from the quality surveillance team.

3.Time spent by each team member in preparing for the SSMDT meeting - not recorded as this would be part of the job role.

4.Time spent by team coordinator preparing for and disseminating SSMDT outcome - not recorded as this would be part of the job

5.Running time in minutes of the SSMDT - This would vary from meeting to meeting

6.Overheads as a percentage of total operating costs from the most recent financial year - not recorded

7.Number of new cases discussed - This would vary from meeting to meeting

8.Number of re-discussions discussed (re-discussion defined as any patient discussed at the same point in their pathway but following an additional test or any patient brought back to MDT for re-discussion of the same test results) - No dates have been provided in order for the Trust to look into this but as no report can be run for this information a manual search would have to be carried out so this may possibly incur an exemption to be put in place.

9. Were any video conferencing facilities used across sites? - Microsoft Teams

If you are dissatisfied with our response, you have the right to appeal in line with guidance from the Information Commissioner. In the first instance you may contact the Information Governance Manager of the Trust.

Information Governance Manager  
Trust Headquarters  
Russell's Hall Hospital  
Dudley  
West Midlands  
DY1 2HQ  
Email: [dgft.dpo@nhs.net](mailto:dgft.dpo@nhs.net)

Should you disagree with the contents of our response to your appeal, you have the right to appeal to the Information Commissioners Office at.

Information Commissioners Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
Tel: 0303 123 1113  
[www.ico.org.uk](http://www.ico.org.uk)

If you require further clarification, please do not hesitate to contact us.

Yours sincerely

**Freedom of Information Team**  
**The Dudley Group NHS Foundation Trust**