

Ref. No: 274
From: NHS
Date: 20/01/23
Subject: Skin MDT

REQUEST

1. Venue
2. All staff present based on attendance records
3. Time spent by each team member in preparing for the SSMDT meeting
4. Time spent by team coordinator preparing for and disseminating SSMDT outcome
5. Running time in minutes of the SSMDT
6. Overheads as a percentage of total operating costs from the most recent financial year
7. Number of new cases discussed
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)
9. Were any videoconferencing facilities used across sites?

RESPONSE

1. **Venue.** The LMDT and SSMDT are held over Microsoft Teams. The LMDT occurs every Tuesday morning from 08:00 until 09:00. The SSMDT occurs every Tuesday from 12:00 noon until 14:00 typically.
2. **Attendance.** The MDT is recorded and there is a record of the staff attending, which is kept by the MDT coordinators. There are core members who present cases regularly and additional attenders if they have a case to present. A record is kept of all those that attend.
3. **Time spent in preparation for the SSMDT.** Each core member is allocated 1 hour of preparation time in their job plan. The SSMDT Chair is job planned 4 hours of preparation time for the LMDT in order to review each case and prepopulate

outcomes for the MDT coordinator. On average there are 50 to 70 patients discussed at the LMDT, hence the necessity to prepopulate in the interest of efficiency and accuracy. Regarding the SSMDT, the cases are more complex, and 8 hours of prep time is job planned for the Chair to prepare each case and prepopulate potential outcomes which are then reviewed and adjusted live during the SSMDT. On average 40 to 50 patients are discussed at the SSMDT.

4. **Time spent by team coordinator preparing for and disseminating SSMDT outcome.** The MDT coordinator prepares the weekly MDTs over 3 days. This time includes disseminating paperwork to each of the members, preparing the somerset forms and collating and reviewing the previous week's histology triages.
5. **Running time for MDT.** LMDT – 1 hour. SSMDT – 2 hours on average.
6. **Overheads as a percentage of total operating costs from the most recent financial year.** 20%
7. **Number of new cases discussed.** This varies from week to week and ranges from 20 to 40 cases.
8. **Number of re-discussions discussed.** Varies as point 7, ranges from 20 to 40 cases.
9. **Video conferencing.** All MDTs are discussed via the Trust's Microsoft Teams.