Appendix 3 - Coming in for Surgery or Treatment - Waiting List for Elective Admission

NHS Tayside has now considered your request dated 07 March 2019.

**Extract from Request**

“I would like to request the following information under the Freedom of Information (Scotland) Act (2002).

- How the health board calculates the expected waiting time given to patients by letter following a referral for an inpatient or day-case procedure.
- The most up to date policy the health board has on communications with patients, including the most up to date policy on communications regarding waiting times.
- If one exists, a template of the letter used when writing to patients following a referral for an inpatient or day-case procedure”

**Response**

**Calculation of the Treatment Time Guarantee:**

Start date: the calculation of the treatment time guarantee (TTG) will start from the date on which the clinician and patient agree to the treatment. For the vast majority of patients this will be made at an outpatient appointment and would be recorded as the clock start date for the TTG.

End date: the calculation of the waiting time ends on the date on which the patient starts to receive the agreed treatment. Normally the patient will be admitted to hospital on the day of treatment and the TTG end point will be recorded as such. This should be within 12 weeks of the date the patient agreed to treatment.

In response to your request please see the following documents appended below:

Appendix 1 - Patient Rights (Scotland) Act 2011 - Treatment Time Guarantee Guidance

Appendix 2 - NHS Tayside Access policy - Patient Access and Waiting Times Management

Appendix 3 - Coming in for Surgery or Treatment - Waiting List for Elective Admission

<table>
<thead>
<tr>
<th>Document Ref.</th>
<th>FOISA Exemption Applied</th>
<th>Justification</th>
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<tbody>
<tr>
<td>IGTFOISA6055</td>
<td>None</td>
<td>None</td>
</tr>
</tbody>
</table>

Under section 20 (1) of the Act, if you are dissatisfied with the way NHS Tayside has dealt with your request, you have a right to request a review of our actions and decisions in relation to your request, and you have a right to appeal to the Scottish Information Commission.

A request for an internal review must be made in writing no later than forty working days from receipt of this response and addressed to:

Tayside NHS Board Secretary
Tayside NHS Board Headquarters
Ninewells Hospital & Medical School
Dundee
DD1 9SY

If you are not content with the outcome of the internal review, you have the right to apply directly to the Scottish Information Commissioner for a decision. The Scottish Information Commissioner can be contacted at:

Scottish Information Commissioner
Kinburn Castle
Doubledykes Road
St Andrews
Fife
KY16 9DS

Or via the online appeal service: www.itspublicknowledge.info/Appeal

If you have any queries about this correspondence, please contact:

Information Governance Team
Maryfield House
30 Mains Loan
Dundee
DD4 7BT

Telephone - 01382 424413
E-mail: informationgovernance.tayside@nhs.net

Information Governance, NHS Tayside, 25 March 2019