

Equality Analysis Register for the Period 1.4.2019 – 31.3.2020

Policy No. (if applicable)	Name of policy, strategy, procedure or area being assessed	Aim of policy	Accountable Director [Title]	Responsible person/dept./assessment carried out by [title]	Date of Screening
OP29	Non – urgent Patient Transport	To provide all Trust staff with robust protocols and procedures to effectively manage access to clinical services within the Trust	Chief Operating Officer	Gail Langton	01/03/2020
CP06	Consent to Treatment and Investigation Policy	To dictate the processes that must be following in obtaining informed consent for treatment and investigations	Legal Services Manager	Ian Badger	13/02/2020
	Policy for Withdrawing or Withholding Clinically Assisted Nutrition and Hydration in Adult Patients Who Lack Capacity to Consent to Treatment	To guide medical staff of the circumstances in which assisted nutrition and hydration can be withheld or withdrawn for patients lacking the capacity to consent	Medical director	Ian Badger	31/01/2020
HR16	Freedom to Speak Up (Raising Concerns) at Work Policy and Procedure	To provide a clear policy and procedure for employees to speak up and raise their	Director of Workforce	Neelam Mehay	31/01/2020

		concerns, for managers to handle concerns responsively and for the organisation to ensure robust mechanisms are in place for staff to speak up without fear and safeguard the duty and responsibility of the organisation to respond to patient safety and staff well-being accordingly			
HR10	Managing Allegations of Behaviour Indicating Unsuitability to Work with Children and Adults with Needs for Care and Support	The Royal Wolverhampton NHS Trust (RWT) is required to protect from harm and abuse all children and adults who have care and support needs (referred to as Vulnerable Clients throughout this policy). The safety and welfare of these Vulnerable Clients must be the paramount consideration	Director of Human Resources	Fiona Pickford	31/01/2020
IP21	Control and Management of Transmissible Spongiform Encephalopathies Including Creutzfeldt Jacob Disease (CJD)	This policy provides advice on safe working practices to prevent the risk of Health Care occupational exposure to Transmissible Spongiform Encephalopathies (TSEs) and to prevent the transmission of TSEs	Director of Infection Prevention	Lisa Hall	27/01/2020

OP20	Management of the Deceased Patient	The process to follow when dealing with a deceased patient within the Trust	Chief Operating officer	Elaine Roberts	24/01/2020
HR24	Secondment Policy	<p>The Trust recognises that secondments are a means of encouraging development and growth, allowing staff to gain knowledge and skills.</p> <p>By placing staff in different work situations, secondments offer benefits from sharing skills both to staff and partner organisations whilst retaining and optimising the use of expert staff resources</p>	Director of Workforce	Julie Steadman	03/01/2020
HR 27	Honorary Worker Policy	To outline and define the lines of responsibility and accountability for workers who undertake a temporary role within the Trust but are not employed by the Trust. In addition, the policy provides a framework for obtaining the relevant clearances to ensure all workers are cleared to NHS employment check standards.	Chief People Officer	Sarah Allan	30/12/2019
OP70	Private Patients Procedure	The process to follow when dealing with Private Patients within the Trust	Medical Director	Elaine Roberts	24/12/2019

OP82	Prevention of Cancelled Operations on the day of surgery/admission/treatment	To treat patients efficiently in a safe environment delivering the highest levels of care <ul style="list-style-type: none"> • To avoid cancellation on the day of surgery/ admission/ treatment • To maximise the use of scheduled theatre capacity 	Medical Director	Emma Lengyel	18/12/2019
	Exception Report Procedure / Working Over contracted Hours	To ensure that breach of junior doctor's hours of working is avoided where possible. Where a breach of hours is identified to provide appropriate compensation is processed promptly.	Director of Resourcing	Sarah Allan	09/12/2019
	Exception report Procedure / Working Over Contracted Hours	To ensure that breach of junior doctor's hours of working is avoided where possible	Director of Resourcing	Sarah Allan	09/12/2019
HR06	Dispute Resolution in the Workplace Policy	To ensure that there is a systematic approach to achieving resolution of any disputes or conflict in the workplace as close as possible to their source	Chief People Officer	Jenni Smith	05/12/2019
OP07	Health Records Policy	The purpose of this policy is to provide a structure to ensure adequate health records are maintained and that all aspects of an individual's health record, in any format or media type, from creation through to destruction, are controlled effectively to comply with legal and operational needs.	Director of Finance	Lauren Groves	02/12/2019

CP66,	Policy for Care of Patients Requiring Enhanced Care	This policy has been developed to facilitate the assessment of all patients who may require close observation to ensure patient safety is maintained	Deputy Chief Nurse	Karen Bowley	27/11/2019
OP07	Health Records Policy and Statement (GDPR)	The purpose of this policy is to provide a structure to ensure adequate health records are maintained and that all aspects of an individual's health record, in any format or media type, from creation through to destruction, are controlled effectively to comply with legal and operational needs.	Chief Operating Officer	Lauren Groves	27/11/2019
CP61	Management of the Deteriorating Patient	This policy directs the correct approach to identify deterioration in patients' clinical condition and the subsequent actions that need to be taken.	Chief Nursing Officer	Yat Wah Li	20/11/2019
CP04	Discharge Policy	Provide staff with direction to ensure safe patient discharge	Medical Director	Neil Jarvis	31/10/2019
HR31	Safe Staffing Policy	This policy has been developed in response to the 'Developing Workforce Safeguards - Supporting providers to deliver high-quality care through safe and effective staffing' guidance issued in October 2018 by NHS	Director of Workforce	Daniel Locke	31/10/2019

		Improvement (NHSI); which builds on the National Quality Board's (NQB) guidance on Safe, Sustainable and Productive staffing (July 2016)			
HR13	Supporting and Managing Staff Attendance at work	To provide guidance and a framework to staff members and Trust managers in respect of: <ul style="list-style-type: none"> - How to deal with all episodes of sickness absence - Managing attendance where specific triggers are met - Redeployment due to ill-health, disengagement, suspension pending medical assessment, and annual leave during sickness/ Sickness during annual leave 	Chief People Officer	Jenni Smith	21/10/2019
CP65	The Safe Management of Sharps, Swabs, Instruments, Needles and other Accountable items used during surgical and interventional procedures within the Royal Wolverhampton NHS Trust.	This policy directs the Trust's approach to optimising clinical effectiveness and patient safety within all operating theatres in line with national publications. This policy aims to create formal processes updating the original policy to include Trust recommendations from RCA of SUI's and Never Events and national guidelines	Critical Care Directorate	Emma Lengyel	18/10/2019

OP100	The use of safety checklists for patients undergoing surgical and interventional procedures	This policy directs the Trust's approach to optimising clinical effectiveness and patient safety within all operating theatres in line with national publications. This policy aims to create formal processes updating the original policy to include Trust recommendations from RCA of SUI's and Never Events and national guidelines	Medical Director	Emma Lengel	18/10/2019
OP62	Breaking of Significant Bad News	To outline the process for communicating significant and the breaking of bad news with patients and relatives within the Trust	Chief Nursing Officer	Tracey Weetman	23/09/2019
HR22	Staff Dress Code and Uniform Policy	Sets out the expectations of the Trust concerning corporate dress code and the wearing of Trust uniforms	Chief People Officer	Francesca Bull	20/09/2019
OP84	Corporate Records Management Procedure (previously)	Dissemination as per all policies and procedures.	Chief Finance Officer	Keith Wilshire	16/09/2019
OP65	Capacity Management Policy	The Trust Capacity Policy outlines the systems and processes in place to effectively manage capacity to meet the elective and non-elective demand for admissions to Royal Wolverhampton Trust and maintain patient flow	Chief Operating Officer	Sam McIntosh	31/08/2019

MP02	Medicines Policy	To ensure that there is consistent management of unlicensed medication within RWT	Medical Director	Fiona McKean	28/08/2019
OP03	Cancer Operational Policy	The overall purpose of the document is to establish a consistent approach to the management of Cancer Waiting Times across the organisation and ensure that all staff involved in caring for patients on a cancer pathway follow Trust policy to provide equitable access for patients.	Chief Operating Officer	Helen Millward	16/07/2019

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