

Equality Impact Assessment Register 2008

<i>Type of Policy</i>	<i>Date of Implementation</i>	<i>Assessment Level: Initial or full assessment</i>	<i>Impact</i>	<i>Comments / Recommended actions</i>
<i>Policy number</i>	<i>Date of Review</i>			
<i>Title</i>				
Operational Policies				
OP01 'Development, distribution and maintenance of Trust policies'	November 2002 April 2010	Initial	Low	This policy states that all policies/strategies/ procedures or guidelines require a race equality and diversity impact assessment
OP28 'Care and Custody of Prisoners'		Initial	Low	All prisoners from racial/diverse groups would expect to receive treatment that is clinically fit for purpose. Therefore it is not expected that this policy will adversely impact on any racial/diverse group.
OP39 'Patient Access Policy'		Initial	Low	The policy takes account of the differing racial/diverse needs, experiences or priorities in relation to religion, impairments, and language. Therefore it is not expected that this policy will adversely impact on any racial/diverse group. This will continue to be monitored through the informal and formal complaints process
OP 'Development and maintenance of Health Records policy'		Initial	Low	All racial groups would expect their health records documentation to be designed in a format that would ensure patient safety and provide staff with clarity in relation their needs. Therefore it is not expected that this policy will adversely impact on any racial/diverse group.
OP46 'Development of Patient Information'	August 2005 August 2011/July 2009	Initial	Low	This policy contains explicit guidance on producing information to meet all racial/diverse needs, Therefore it is not expected that this policy will adversely impact on any racial/diverse group.
OP47 'Guidance to access interpreting services'	November 2006 May 2011	Initial	Low	The policy and the provision of the service defined within the policy will have a positive impact on ensuring access to services for all groups of service users and employees. There is no evidence available that this policy could discriminate unlawfully, directly or indirectly against any racial or diverse groups.

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OP62 'Policy for breaking bad news'	August 2006 August 2007	Initial	Low	When communicating with patients and their families who do not have a full understanding of the English language, are partially or fully deaf and / or blind or who have learning disabilities, please refer to the following Trust policies; Policy for the Development of Patient Information OP 46 when offering written information to the patient and their family Guidance on How to Access Interpreting Services to Aid Communication Services for Families OP47 when communicating verbally.
OP68 'Volunteer Policy'	November 2006 November 2009	Initial	Low	No volunteer will receive less favourable treatment directly or indirectly on the grounds of sex, race, colour, nationality, ethnic or national origin. disability. marital status. sexual orientation. gender reassignment, responsibility for dependants. age, trade union or political activities. religious or spiritual beliefs. HIV I Aids status, or is disadvantaged by any conditions which cannot be justified.
OP Single Sex Accommodation Policy		Initial	Low	To ensure involvement and consultation with patients and the public in service planning and operation, proposals and decisions for future service development, meeting the requirement of Section 242 of the NHS Act 2006.

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Clinical Policies				
CP13b 'Wound management guidelines'	May 2003 May 2004	Initial	Low	The policy applies to all in-patients with chronic/complex wounds and will not discriminate or favour any particular group.
Topical pressure guideline		Initial	Low	The guideline applies to all in and out patients receiving topical negative pressure and will not discriminate or favour any particular group.
CP13f 'Policy for the prevention and management of pressure ulcers'	May 2003 May 2004	Initial	Low	CP13f policy applies to all in – patients and all patients including all racial groups would expect to receive appropriate, timely pressure ulcer prevention or management care
CP42 Policy and Procedure for the Prevention of Patient Falls	October 2008 v2 September 2010	Initial	Low	Reduce the number of patient falls Reduce harm to patients resulting from a fall Support patients and staff to make individual decisions about appropriate falls prevention measures, balancing these with a patients need for rehabilitation and dignity
CP46 Policy and Procedure for the use of Bed Rails	July 2006 July 2009	Initial		To ensure all staff respond in a co-ordinated uniform fashion when a patient is deemed at risk of falling out of bed. To have systems in place to assess the need for bed rails, and ensure regular reassessment takes place.
CP17 'Management of adult inpatients at risk of under nutrition'	August 2006 August 2007			Through reference to the checklist in OP 01, implications of this policy to the equality and diversity agenda are: <ul style="list-style-type: none"> • Different cultures hold different beliefs around food and nutrition • Availability of appropriate and acceptable foods may put some cultural groups at higher risk of poor nutritional intake than others. • Language may be a communication barrier between patient and ward staff, and this may be implicated in a patients poor nutritional intake- These issues are addressed through existing initiatives in place, designed to ensure that all patients receive equitable care regardless of racial group or culture. An example, which supports this policy, is the Food and Culture file available on each ward.
Bed Mattress Replacement Policy	Nov 2007	Full	Low	To ensure all patients receive pressure-redistributing systems (including beds and mattresses) that are clinically fit for purpose to safeguard effective care.

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Strategies / Schemes				
'Patient Advice and Liaison Service'	January 2006	Initial Full	High	Adverse impact of use, understanding and outcome of intervention of PALS by staff, disabled people, minority ethnic groups <ul style="list-style-type: none"> • There could be a breach of PALS core function if PALS are not seem to support staff at all levels within the organisation. • There could be breaches to the Disability Discrimination Act with regard to access to services. • There could be breaches to the RRAA duty to monitor adverse impact on race equality and access to services in terms of ethnic monitoring Full assessment undertaken with consultation of PPI Forum, Staff, PALS staff & patient surveys. Action plan developed and fully implemented.
A Patient and Public Engagement Strategy 2008 - 2011	April 2008	Initial	Low	To ensure that the PPI agenda is met in a consistent manner across the organisation, meeting the needs of its users and the wider community.
HR Policy's				
HR 26 Criminal Records Bureau	April 2008 April 2011	Initial	Low	To ensure the appropriate checks are undertaken as part of the recruitment process to minimise the risks to patients and visitors to the trust.
HR01 Leave	April 2008 September 2009	Initial	Low	To assist staff to better manage the balance between their working lives and commitments and obligations outside of work.
HR 02 Alcohol	September 2002 April 2011	Initial	Low	Sets out the procedure for dealing with the use of alcohol, misuse of drugs or harmful substances or being under the influence of alcohol or substance misuse whilst on duty or on the premises.
HR 03 Disciplinary	May 1995 February 2011	Initial	Low	The policy details how the trust will manage employees who do not act professionally and in accordance with trust rules and standards of behaviour at all times.
HR 04 Engagement of Temporary Workers	November 2005 April 2011	Initial	Low	Details the procedure to be followed when engaging temporary workers.

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HR 05 Equality of Opportunity	April 2008 November 2011	Initial	Low	To promote equality of opportunity for all job applicants and employees.
HR 06 Grievance Policy	May 2007 May 2010	Initial	Low	Details the procedure to be followed when dealing with issues that affect employees and former employees
HR 07 Inclement Weather Policy	January 1997 April 2011	Initial	Low	To assist in determining the most appropriate way to handle the situation where inclement weather conditions may necessitate the consideration of alterations to normal working patterns
HR 08 Recruitment, Retention & Retirement	October 2003 March 2011	Initial	Low	To provide a format for standard recruitment, retention and retirement practices throughout the trust
HR 09 Personal Files Policy	October 1993 April 2011	Initial	Low	To provide a standard for the way the trust maintains personal files
HR 10 Code of Practice – Protection of Children Policy	March 2008 March 2009	Initial	Low	To ensure the safety and welfare of the child is paramount at all times
HR 11 Protection of Pay & Conditions of Service Policy	October 1995 April 2010	Initial	Low	Details the procedure to be applied when an employee is disadvantaged as a result of organisational change
HR 12 Consultation & Negotiation Arrangements in Partnership Working Policy	November 1994 April 2011	Initial	Low	To set out the arrangements by which the Trust will recognise and negotiate with Trade Unions.
HR 13 Management of Sickness Absence Policy	October 2002 April 2011	Initial	Low	To provide a framework whereby the trust can effectively manage sickness absence and adopt a sensitive, positive, supportive and consistent approach to the management of sickness absence
HR 14 Work Experience Policy	October 1993 April 2011	Initial	Low	Details the procedure to be followed when considering a work experience placement

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HR 15 Prevention of Harassment & Bullying Policy	September 2002 April 2011	Initial	Low	To promote the respectful treatment of staff within the trust and protection of trust employees from harassment and bullying
HR 16 Raising Concerns at Work- Whistle Blowing Policy	September 2002 April 2011	Initial	Low	To ensure there is a clearly understood and systematic approach for dealing with raising concerns at work and ensure the trust complies with the Public Interest Disclosure Act 1998
HR 17 Implementation of Working Time Regulations	January 2002 April 2011	Initial	Low	To ensure the trust complies with the Working Time Regulations
HR 18 Appraisal policy	October 2003 April 2011	Initial	Low	To support employees in their personal development and the requirements they have in meeting CPD
HR 19 Capability Policy	February 2005 April 2011	Initial	Low	To support employees in their personal development and the requirements they have in meeting CPD
HR 20 Maintaining Professional Registration Policy	November 2005 April 2011	Initial	Low	To ensure all professionally qualified practitioners within the trust are appropriately qualified and registered
HR 21 Staff Working Across Organisational Boundaries Policy	January 2006 April 2011	Initial	Low	To ensure there are clear lines of accountability and responsibility for staff employed by the trust working in another organisation and staff working in the trust who are employed by another organisation
HR 22 Staff Dress Code		Initial	Low	To describe a standard of dress for all staff whilst on duty and for those in uniform travelling to and from their place of work.
HR 23 KSF PDR Appraisal Policy	June 2007 April 2011	Initial	Low	To support employees in their personal and professional development.
HR 24 Secondment Policy	July 2001 April 2011	Initial	Low	Details the procedure to be applied to staff that are seconded either within the trust or to an external organisation
HR 25 Expenses Policy	April 2008 April 2009	Initial	Low	To set out the Trust's policy on the reimbursement of expenses incurred by staff when on Trust business away from their normal place of work.