

Equality Analysis Register for the Period 1.4.2020 – 31.3.2021

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
HR25	Expenses policy	Set out the Trust's policy for staff and managers to assist in the accurate claiming and authorisation of expenses.	Chief Financial Officer	Michelle Collins	30 .03.21
OP09	Corporate Policy and Framework for the Governance of Partnership Agreements	To provide a framework for the Trust to ensure good governance and management of Partnership and similar agreements, including describing the process, approval, monitoring and review of such Partnership Agreements	Company Secretary	Keith Wilshire	30.03.21
OP73	Undertaking an Equality Analysis	The policy sets the Trust position and procedures for carrying out Equality Analysis (EA). It provides all staff with guidance on how to carry out robust EAs to identify and tackle any potential negative impact on groups protected under the Equality Act 2010	Deputy Chief Nurse	Mohan Sandhar	30.03.21
OP106	Safeguarding Children Supervision Policy	This policy outlines the types and process of Safeguarding Children Supervision and the requirements for individuals/ staff groups to participate in appropriately agreed levels of Safeguarding Supervision	Chief Nurse	Lisa Tooth	18.02.2021
	Administration of the Mental Health Act	To guide on the use of the Mental Health Act in an acute setting.	Chief Nurse	Vanessa Whatley	10.02.2021

	Internal Transfer Scheme for Registered Nurses and Unregistered Health Care workers procedure	The purpose of this procedure is to recognise that throughout employment, registered and unregistered nursing employees may choose to move from one area to another within the Trust and that this can be mutually beneficial to both the individual and the organisation.	Chief People Officer	Tracey king	05.02.2021
HS10	Waste Policy	The policy has been developed to address and implement the requirements for, <input type="checkbox"/> Legislation: <input type="checkbox"/> Regulations: <input type="checkbox"/> Best practice guidelines: <input type="checkbox"/> Sustainability.	Chief Operating Officer	Richard Penberthy	01,02.2021
OP53	Missing Patient Policy	Patients under the care of the Trust may attempt to abscond. The principles of this policy are early identification, risk assessment and safe management of situations where patients have absconded	Chief Operating Officer	Beverley Morgan	01.02.2021

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IP04	Transportation of Specimens Policy	This policy is a requirement to comply with The Health and Social Care Act: Code of Practice for health and adult social care on the prevention and control of infections (2012).	Chief Nurse	Kim Corbett	05.01.2021
IP05	Linen Policy	The purpose of this policy is to ensure the appropriate management of hospital	Chief Nurse	Kim Corbett	05.01.2021

		linen, staff uniforms and clothing/linen belonging to patients to minimise contamination of patients, staff and the hospital environment and comply with the Health & Social Care Act (2012)			
OP107	Safeguarding Staff Experiencing Domestic Abuse	The purpose of this policy is to contribute to reducing the risk of serious harm and homicide through early intervention in the lives of families affected by domestic abuse	Chief Nurse	Perri Minton	30.12.2020
OP112	Profiling, automated decision making and Artificial Intelligence (AI) policy	This document seeks to safeguard patient confidentiality when data is used for purposes other than direct patient care.	Chief Finance Officer	Jayne Lawrence	23.12.2020
	Standard Operating Procedure: Management of External Reviews (previously OP61)	To provide guidance and information on: <input type="checkbox"/> Procedure for managing external reviews, inspections, accreditations, including Coroner's <input type="checkbox"/> Prevention of Future Death Reports <input type="checkbox"/> Monitoring of action plans and guides for Lead to complete	Chief Nursing Officer	Rebecca Jones	08.12.2020
HR04	Engagement of Temporary Workers Procedure	The purpose of the procedure is to define the arrangements for engaging temporary workers and ensure that all internal staffing options, including the availability of Bank staff, have been exhausted before arranging to engage a temporary worker via an Agency.	Director of Workforce	Vivian Brobbey-Sarpong	08.12.2020

HS03	Sharps Safety	To reduce the risk of bloodborne virus transmission following a sharps/splash incident and lessons learnt following sharps investigation to reduce the volume of incidents.	Director of Nursing and Midwifery	Julie Sharp	07.12.2020
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HS22	Asbestos Policy	Management of Asbestos on site	Head of Estates	Thomas Butler	01.12.2020
	Management of Patients with a Tracheostomy or Laryngectomy	These guidelines set out the requirements needed for these patients, the training structure for staff, the areas where the patients can be looked after, the required equipment, and the audit processes in place.	Lead for TaLT, ENT Consultant	James Barraclough	31.11.2020
	Removal and Associated Expenses – Guidance for Doctors and Dentist in Training	The document provides local guidance on the payment of Relocation and Associated Expenses for Doctors and Dentists in an approved training programme on rotation with the Trust.	Director of Workforce	Vivian Brobbey-Sarpong	03.11.2020
HR21	Working Across Organisational Boundaries	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.	Director of Workforce	Amy Hobson	30.10.2020

HR32	Organisational and Workforce Change Policy	This policy and its associated documents outline the agreed process that change leads will follow on behalf of the Trust when organisational and workforce change takes place.	Director of Workforce	Jenni Smith	20.10.2020
OP41	Induction and Mandatory Training Policy	This policy supports the provision of a comprehensive induction programme and subsequent mandatory refresher training that ensures all substantive staff, temporary workers and volunteers receive appropriate training and understand the Trust's vision, values and behaviours.	Medical Director	Jen Deakin	16.10.20
OP60	Being Open Policy	To direct staff in the discharge of the duty of candour: <ul style="list-style-type: none"> • To encourage staff to apply the principle of openness and honesty towards patients who have suffered harm from a patient safety incident. • To devise a formal being open process for instances of serious harm or death of patients due to an incident/event during the course of healthcare delivery. 	Chief Nurse	Maria Arthur	07.10.2020
	Medical and Dental Annual Leave Procedure	The purpose of the procedure is to: 1) set out the process by which medical and dental staff may request and be granted annual leave for all medical staff groups 2) set out the process by which job planning will be completed	Director of Workforce	Sarah Allan	06.10.2020

	Job Planning Procedure	The purpose of the procedure is to provide a mechanism for consultant and non-training grade doctors and the Trust to set out mutual expectations of the work required when undertaken job planning	Medical Director	Sarah Allan	05.10.2020
HR48	Workplace Wellbeing	To improve the health & wellbeing of the workforce.	Director of Workforce	Julie Sharp	02.10.2020
OP14	Catering Policy	The Trust requires effective Catering Services to ensure the food supplied is safe for patients, visitors and staff; and has a duty of care to ensure that Catering standards are maintained. The policy aims to have in place, throughout the Trust, a standardised approach to Catering Standards.	Chief Operating Officer	Gene Downes	30.09.2020
CP51	Point of Care Testing Policy	Describes how point of care testing must be performed within the Trust and the role of the point of care testing specialist working group in establishing and running POCT	Medical Director	Clare Ford	30.09.2020
	Managing Autonomic Dysreflexia in Adults	The Sop provides clarity on the condition of Autonomic Dysreflexia and offers suggested management techniques and training options.	Medical Director	Michelle Cole	15.09.20

IP08	Infection Prevention Operational Policy	The policy will identify the position of the infection prevention and control function within the organisational structure and the operational systems and assurances in place to ensure that infection prevention and control is facilitated and communicated within the Trust.	Chief Nurse	Kim Corbett	02.09.2020
HR02	Agile Working Policy	The purpose of this policy is to provide a clear framework for agile working within the Trust whilst giving managers and staff the flexibility to deploy such arrangements locally based on their own needs and requirements.	Director of Workforce	Jenni Smith	25.08.2020
OP10	Risk Management and Patient Safety Reporting Policy	To establish a reporting and escalation framework to be used across clinical and corporate functions/services of the Trust	Chief Nurse	Maria Arthur	28.08.2020
OP26	Security Policy	The security policy aims to implement local security management procedures, and national guidance from NHS Protect on how to achieve a secure environment that will protect:	Chief Operating Officer	Paul Smith	19.08.2020
OP28	Policy for the Management of Prisoner Attendance	Policy achieves compliance	Chief Operating Officer	Paul Smith	19.08.2020
OP99	Car Parking Policy	This policy seeks to regulate and oversee the arrangements for car parking management for patients, visitors, and staff on Trust premises.	Chief Operating Officer	Paul Smith	19.08.2020

OP06	Media Relations Policy	This policy outlines the procedures for handling the media and what staff must do if they are approached by the media or are involved in a situation that will attract media attention	Chief Operating Officer	Sally Evans	30.07.2020
	Movement of staff from ICCU to support another ward areas in The Royal Wolverhampton NHS Trust.	To formalise the arrangements for moving ICCU nursing staff in support of other ward areas.	Operational Nurse Manager	Sara Lawley	14.07.2020
OP103	Electronic Rostering Policy	To ensure rosters are produced to an agreed standard enabling the effective utilisation and management of Trust workforce through electronic rostering	Director of Workforce	Sarah Allan	06.07.2020
OP13	Information Governance Policy - GDPR	This policy sets out the approach that The Royal Wolverhampton Trust (RWT) will take to provide a robust Information Governance framework to bring together all of the legal requirements, NHS standards and best practices that apply to the appropriate and effective use of information	Medical Director	Raz Edwards	06.07.2020
OP90	Freedom of Information policy	This policy sets out the approach that The Royal Wolverhampton Trust (RWT) will take in responding to requests under the Freedom of Information Act 2000 and Environmental Information Regulations 2004.	Medical Director	Raz Edwards	06.07.2020

	Safeguarding Team Process for Managing Section 42 Enquiries	This document will ensure that the appropriate and relevant processes are followed by The Royal Wolverhampton NHS Trust (RWT) when there is cause to undertake and contribute to a Section 42 Enquiry as instructed by the Local Authority.	Chief Nurse	Perri Minton	25.06.2020
	Standard Operation Procedure: The Royal Wolverhampton NHS Trust attendance at strategy Discussions.	To provide practice, evidence-based guidance to RWT staff on their roles and responsibilities in relation to attendance at strategy Discussions as part of safeguarding procedures. <input type="checkbox"/> Provide clarity of the procedure/processes within Safeguarding Children.	Chief Nurse	Laura Powell	08.06.2020
HO01	Work-Life Balance / Family Friendly (Leave) Policy	This policy aims to support and provide a framework for those staff who wish to contribute to the 'wider society' by undertaking official duties in addition to their employment with the Trust.	Director of Workforce	Jenni Smith	02.06.200
HR49	Leave for Official Duties Policy	This policy aims to support and provide a framework for those staff who wish to contribute to the 'wider society' by undertaking an official duty	Director of Workforce	Jenni Smith	02.06.2020
HS12	Decontamination of Re-usable Medical Devices Surgical Instruments and Scopes	To promote the safest possible environment for patients by identifying and applying best practices in the decontamination of re-usable devices.	Chief Operating Officer	Diane Preston	01.06.2020

HR08	Recruitment and Selection Policy	The policy provides a framework for ensuring a fair and consistent way of recruitment in line with mandatory recruitment checks and adherence to employment legislation.	Director of Workforce	Sarah Allan	29.05.2020
OP108	Domestic Abuse Policy	The purpose of this policy is to contribute to reducing the risk of serious harm and homicide through early intervention in the lives of families affected by domestic abuse.	Chief Nurse	Perri Minton.	25.05.2020
HR17	Implementation Working Time Regulations	<p>This policy intends to:</p> <ul style="list-style-type: none"> • Inform all staff of their obligation to adhere to the Working Time Regulations Act 1998 and their statutory rights. • Outline the process for any staff that wish to opt-out of the 48-hour working limit and their responsibility to notify management of any changes. <p>Outline the roles and responsibilities of management when monitoring that staff are adhering to Working Time Regulations</p>	Director of workforce	Liz Giddings	24.04.2020
	Visitors Charter Standard Operational Procedure (SOP)	To ensure a clear and consistent approach is adopted by all wards and departments for patient visits which are in the best interest of patient recovery whilst enabling clinical staff to manage the wards safely and efficiently	Chief nurse	Mohan Sandhar	09.04.2020

CP42	Falls Prevention and Action in the Event of a Patient Fall Policy	<i>Prevention of falls and procedure to follow in the event of a fall</i>	Chief Nurse	Vanessa Whatley	08.04 2020
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