

Equality Analysis Register for the Period 1.4.2021 – 31.3.2022

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 Completion
CP41	Safeguarding Children Policy	Provides structured guidance to RWT staff in order to safeguard children <ul style="list-style-type: none"> • Outlines the roles and responsibilities within the organisation • Identifies key terms within safeguarding to provide clarity to staff • Stipulates safeguarding processes to ensure safe practice 	Chief Nurse	Jacqueline Baines	31/03/2022
N/A	Clinical Patient Information SOP	Clinical Patient Information SOP	Chief Operating Officer	Joanne Colgan	29/03/2022
HR14	Work Experience Policy	Work experience requests come via a range of communication methods. The policy will assist in the consistent approach to delivering these requests.	Chief Medical Officer	Catherine Lisseman	18/03/2022
HR18	Appraisal policy	To ensure a systematic approach to the conducting of Appraisals across the organisation	Chief Medical Officer	Catherine Lisseman	04/03/22

MP08	Policy for Free of Charge Medicines Schemes	This policy covers the principles which must be met when a medicine is supplied as free of charge. It details the different situations which may lead to a supply being made available and provides standardisation of how such schemes are to be managed within the Trust thus ensuring patient safety is not compromised	Chief Medical Officer	Angela Davis	03/03/22
IP12	Standard Precautions Policy	The aim of this policy is to provide guidance on the appropriate management of Standard Precautions for Infection Prevention to prevent exposure of staff /patients to infectious agents including blood and body fluids and cross contamination.	Director of Infection Prevention and Control	Danielle Dain	01/03/2022
N/A	Deprivation of Liberty Safeguards (DoLS)	To provide clear policy and expectation of required processes of the Deprivation of Liberty Safeguard (DoLS)	Chief Nurse	Naomi Smith	25/02/2022
HR05	Equality of Opportunity Policy	The purpose of the policy is to promote equality and remove unlawful discrimination so that everyone can fulfil their full potential in an environment of	Chief People Officer	Bal Everitt	24/02/2022

		fairness, dignity and respect where decisions are based on merit.			
HR03	Disciplinary Policy	To ensure there is a systematic approach to achieving the required standards of conduct and that any disciplinary action is fairly and consistently applied.	Chief People Officer	Jenni Smith	04/02/2022
HR 46	Medical Appraisal Policy – to support Revalidation	It describes the framework for appraisal, with tools to support the appraisal process for both doctors and appraisers contained within the policy attachments.	Chief Medical Officer	Claire Young	03/02/2022
CP48	Supervision of all non- consultant medical staff	In response to GMC and CQC standards, this policy outlines the Trust's approach to the supervision of medical staff below consultant grade (doctors in training, clinical teaching fellows, clinical fellows, SAS doctors, GPSIs, and other non-consultant, non-training grade doctors).	Chief Medical Officer	Claire Young	03/02/2022

	Standard Operating Procedure for assigning, attaching, monitoring, removing and cleaning of Tele Tracking patient badges (inpatients)	To ensure that all inpatients at Royal Wolverhampton NHS Trust (New Cross site) have a Tele Tracking patient badge assigned and attached for the duration of their stay in hospital. To ensure that the correct processes are undertaken to ensure that the badge remains active, in situ and is then removed at the point of discharge.	Chief Operating Officer	Catherine Carwardine	02/02/2022
CP26	Blood Transfusion	To prevent serious Morbidity/ Mortality involving blood products	Chief Operating Officer	Mary Blanton	01/02/2022
N/A	CareFlow Connect Standard Operating Procedure	This procedure details the processes to follow when using the CareFlow Connect application.	Chief Medical Officer	Lana Mitchell	01/02/2022
HR29	On Call Policy (AfC)	The policy sets out the Trust's local arrangements for the management and payment of on-call work and applies to the posts of all employees covered by the NHS AfC Terms and Conditions of Service.	Chief People Officer	Danielle Lock	31/01/2022

N/A	Prevention, Diagnosis and Management of Delirium in Adult Inpatients	Effective management of a patient presenting with delirium across RWT	Medical director	Louse Jones	07/01/2022
HR5	Study Leave Policy	To ensure a systematic approach to the request of study leave across the organisation	Chief Medical Officer	Catherine Lisseman Lisa Hall	04/01/2021
P13	Outbreaks of Communicable Infection/Infection Prevention/Serious Incident Policy	This policy provides guidance on the management of an outbreak, major outbreak or serious breach in infection prevention practice when a Serious Incident is confirmed or suspected. It also contains attachments detailing specific preventative actions to take relating to organisms or infections most likely to cause outbreaks and actions required as well as the procedure to take to close a ward.		Chief Nurse	23/12/2021
N/A	Clinical guideline for the frequency of Neurological Observation recording in adults	To guide staff in the required frequency of neurological observation recording for differing indications.	Deputy Chief Nurse	Ruth Spedding	21.12.21

CP50	Policy for the management of risks associated with pathology and radiology diagnostic and screening tests	Ensure all radiological and pathological reports are acted upon.	Radiology Clinical Director	Stuart Simper	17/12/2021
OP01	Governance of Trust-wide Strategy/Policy/Procedure/Guidelines and Local Procedure and Guidelines	The policy dictates the processes that must be followed to create or review existing Trust-wide strategies, policies, procedures or guidelines and local procedures or guidelines or to remove Trust-wide strategies, policies, procedures or guidelines and local procedures and guidelines that are no longer required.	Chief Nurse	Keith Wilshere	02/12/2021
IP 11	Infection Prevention Management of patients affected by common UK parasites	The aim of this policy is to ensure the relevant action and management of patients with ectoparasitic infestation is undertaken and to prevent further spread of infestation.	Chief Nurse	Michelle Bonney-Wheate	02/12/2021
CP 67	Identification and Management of Female Genital Mutilation Policy (FGM)	The purpose of this policy is to reduce the risk of serious harm by offering early intervention in the lives of families	Chief Nurse	Lisa Tooth	30.11.2021

		affected by FGM. This document directs the consistent approach to managing cases of FGM within The Royal Wolverhampton NHS Trust (RWT).			
OP33	Estates Maintenance Policy	It is a specialist operational policy that provides the basis for management of hard facilities maintenance. This policy is a specific requirement of NHS PAM.	Chief Operating Officer	Tom Butler	29/11/2021
OP01	Learning Disability Policy	The Royal Wolverhampton NHS Trust is committed to providing a quality and effective service for children, young people, and adults with learning Disabilities. The service that is provided will take into consideration the additional support needs a person may have because of their LD by making the reasonable adjustment required. People with LD have the right to access all RWT services, it is the	Chief Nurse	Elaine Wharton	23/11/2021

		responsibility of all staff to ensure that the services they provide are done so in a way that is accessible.			
N/A	Review and Implementation of NICE Guidance, National Guidance and National Confidential Enquiries Procedure	The purpose of this procedure is to ensure that there are robust processes in place for the review and implementation of new and existing NICE and National Guidance to ensure best practice has been considered that: The Trust database is kept up to date and monitored appropriately	Medical Director	Trina Morris	02/11/2021
N/A	Transition from Paediatric to Adult Healthcare Services	This policy document identifies expectations for safe and effective transition from paediatric to adult services at the Royal Wolverhampton NHS Trust (RWT) for all young people with long term health conditions.	Chief Nurse	Lesley Barratt	01/11/2021
CP24	Bone Bank Policy	To provide the framework of required procedures for the harvesting of femoral heads during primary hip replacement surgery	Medical Director	Sara Finazzi	29/10/2021

	Critical Care Outreach Team Operational Practice Policy	This practice policy has been developed to define the purpose of the critical care outreach service and the processes for referral in the management of acutely ill patients.	Medical Director	Saibal Ganguly	28/10/2021
OP69	Overseas Visitors Procedure	The process for Trust staff to follow when overseas visitors attend the hospital for treatment	Chief Operating Officer	Elaine Roberts	27/10/2021
OP29	Booking of Non-Urgent Patient Transport	Booking procedure of Non-Urgent Transfer of Patients by Ambulance or Taxi	Chief Operating Officer	Elaine Roberts	27/10/2021
N/A	Social Media Protocol	This protocol applies to personal and approved business use of social media. The Trust recognises that social media plays a part in everyday life and supports the responsible use by its employees but care needs to be exercised with its use, hence the need for the following protocol.	Chief People Officer	Louise Simms	20/10/2021

N/A	Mattress and Cushion Care Standard Operating Procedure (SOP)	This SOP is intended for all Royal Wolverhampton NHS Trust (RWT) staff who provide clinical care for patients or have responsibility for storage, movement, disposal and care of Trust mattresses and cushions. The term mattress applies to bed and trolley mattresses.	Head of Nursing	Kim Corbett	15.10.2021
N/A	Adult Safeguarding Supervision Policy	To provide clear policy and expectation of required processes of supervision in adult safeguarding.	Chief Nurse	Helena Dempsey	01/10/2021
OP01	Guideline for the Management of Anticoagulation and Antiplatelet Therapy prior to invasive procedures.	To provide guidance to clinicians for patients receiving antithrombotic therapy who require surgery, other invasive procedures, neuraxial or peripheral nerve procedures.	Medical Director	Sarah Cotterill	23/08/2021
HS01	Management of health and Safety	<ul style="list-style-type: none"> - To comply with Health and Safety Legislative requirement and to - ultimately offer the Trust assurance we are meeting the regulations 	Chief Nurse	John Frazer	02/09/2021

OP101	Children & Young People Did Not Attend/Failed To Be Brought/No Access At Home Policy	Policy to address on-going care to children, young people and families who do not attend/fail to be brought to acute and community clinic appointments/inpatient admissions, or are not at home for booked appointments with a community practitioner.	Chief Operating Officer	Kirsty Lewis	01/09/2021
CP06	Consent to Treatment and Investigation Policy	To dictate the processes that must be following in obtaining informed consent for treatment and investigations	Medical Director	Ian badger	01/09/2021
IP 20	Urinary Catheter Policy	Provide staff with information concerning the insertion and care of urinary catheters within the RWT and community	Director of Infection Prevention and Control	June Ayre	20/08/2021
IP07	Viral Haemorrhagic Fevers Policy	This policy directs what RWT staff should do on the identification, risk assessment, control of infection and options for isolation of viral haemorrhagic fever in the UK.	Chief Nurse	Daniella Dain	06/08/2021
N/A	Children and Young People in Care Policy	This policy provides guidance and support in relation to Children and	Chief nurse	Kulbinder kaur	28/07/2021

		Young People in care aimed at practitioners trust wide.			
N/A	Adult Self-Harm Policy	Provide a pathway for people who self-harm to be treated with respect, understanding and appropriate physical and emotional care. Provide information should a member of staff or public who are not patients reveal self-harm or suicidal thoughts.	Chief medical Officer	Vanessa Whatley	28/07/2021
IP19	Blood and body fluid spillage management	This policy provides guidance on the management of blood and/or body fluid spillage.	Chief nurse	Lisa Hall	12/07/2021
OP52	Patient Identification Policy	To ensure that staff know the correct procedure for application/ removal of patient identification bands	Chief Nurse	Leigh Dillon	12/07 2021
CP11	Resuscitation Policy	The purpose of the policy is to provide direction and guidance for the planning and implementation of a high-quality and robust resuscitation service to the	Chief Executive	Nikki Wise	02/07/2021

		organisation. The strategy for resuscitation incorporates the current published guidelines for resuscitation (Resuscitation Council UK 2021)			
N/A	Breastfeeding Policy for Services Outside of Maternity	This is an overarching policy to support breastfeeding mothers and babies throughout the Royal Wolverhampton NHS Trust, where those mothers may access services offered by the trust outside of Maternity Services	Chief Nurse	Samantha Ball	01/07/2021
CP56.	Procedural Sedation Policy	Guidance on the safe practice of Procedural sedation	Medical Director	Andrew Claxton	21/06/2021
!P09	Glove Policy	This policy provides guidance for all staff on the purchase, selection, and safe practice for the use of disposable gloves	Chief Nurse	Emma Spooner	15/06/2021
N/A	Transfer of patients between wards, departments, specialist Units and Other Hospitals	To enable the safe transfer of patients internally to other departments and externally to specialist units or other hospitals	Chief Nurse	Neil Jarvis	11/6/21

CP42	Policy for the Prevention and management of Inpatient Falls.	<p>The policy outlines the Trust's approach to:</p> <p>Reducing the number of patient falls Promote independence and well-being for all patients Encourage critical thinking of staff when it comes to assessing risks associated with falls prevention</p>	Chief Nurse	Ruth Spedding	01/06/2021
OP01	Hand Hygiene Policy	<p>This policy aims to define to all staff the expected standards for hand hygiene to deliver safe care and comply with the Health and Social Care Act (2012): Code of Practice for the Prevention and Control of Infection (2012).</p>	Chief Nurse	Lisa Hall	27/05/2021
CP57	Policy for the Prescription and Administration of Emergency Oxygen in Adults	<p>Prescription and Administration of Emergency Oxygen in Adults</p>	Chief Operating Officer	Stanley Ejiofor	25/05/2021

N/A	Guideline for a Blended Diet Administered via Gastrostomy for Children and Young People	<p>Procedure Statement (Purpose / Objectives of the Procedure)</p> <p>The aim of enteral feeding is to optimise the patient's nutritional status and to deliver their estimated nutritional requirements safely.</p>	Chief Nurse	Sara Eacopo	11/05/2021
N/A	Infection Prevention and Control management of the built environment	<p>The policy will identify the position of the infection prevention and control function within the organisational structure and the operational systems and assurances which are in place in order to ensure that infection prevention and control is facilitated and communicated within the Trust.</p>	Chief Nurse	Kim Corbett	10/05/2021
HR03	Disciplinary Policy	<p>To ensure there is a systematic approach to achieving the required standards of conduct and that any disciplinary action is fairly and consistently applied.</p>	Chief People Officer	Jenni Smith	26/04/2021

N/A	Inclement Weather Protocol	This protocol outlines the agreed arrangements for managing staff attendance/absence from work in times of inclement weather.	Chief people Officer	Jenni Smith	26/04/2021
CP53	Safeguarding Adults Policy		Chief Nurse	Anna- Marie Turner	25/04/2021
N/A	Clinical Audit and Quality Improvement Standard Operating Procedure	This SOP sets out the Trust's expectations in relation to conduct and participation in clinical audit.	Trust audit Lead	Heather Cooper	30/03/2021
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	30/03/2021
HS10	Waste Management 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	22/02/2021

		To formulate a framework for a Trust wide set of procedures.			
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
N/A	Administration of the Mental Health Act	To provide guidance to on the use of the Mental Health Act in an acute setting.	Chief Nurse	Vanessa Whatley	10/02/2021
N/A	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 Nurse	Tracey King	5/02/21

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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