

Equality Analysis Register for the Period 1.4.2022 – 31.3.2023

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
HR17	Implementation of Working Time Regulations	The Working Time Regulations are an important addition to health and safety protection at work. The Trust believes that all employees, contractors, etc. must be protected from the risks of working long hours that will affect their health	Chief People Officer	Nick Price	31/03/2023
N/A	Guidelines for Peri-Operative Management of Diabetes	To support staff in the pre-op assessment clinic refer appropriate patients to a dedicated Diabetes/Pre-operative clinic to address problems with glycaemic control in preparation for elective surgery.	Chief Medical Officer.	Jenny Dudley	29/03/2023
HS33	Driving at Work Policy	This policy is designed to ensure that RWT and its employees meet their obligations under the Road Traffic Act and Health and Safety at Work Act, to stimulate a positive attitude towards safety on the road and increase awareness of both the corporate and personal responsibilities for managing road risk.	Director of Assurance	John Frazer	28/03/2023

HS06	Laser, UV & Optical Radiation Protection Policy	Laser, UV and optical radiation safety. Compliance with relevant H&S legislation	Medical Director	James Rawson	10/03/2023
HR24	Secondment Policy	The purpose of this policy is to detail the purpose of an internal secondment, whilst informing managers and employees of the processes to advertise them and apply for them.	Chief Officer	Deepa Patel	27/02/2023
N/A	Guidance and Statement of Intent for Transgender Inclusion	This policy has been produced to provide guidance and information to staff within the organisation to support the needs of Transgender patients and staff. Gender reassignment is a protected characteristic under the Equality Act 2010.	Chief Officer	Balvinder Everitt	16/02/2023
OP39	Patient Access Policy	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	01/02/2023
HR16	Freedom to Speak Up Policy	The intention of this Policy is to empower staff to raise concerns as early as possible, to promote a positive environment where staff that have concerns are able to raise these without fear of discrimination or reprisal.	Group People Officer	Amy Sykes	01/02/2023

OP79	Water Safety Policy	Processes and procedures to ensure Water Safety within the trust	Chief Operating Officer	Thomas Butler	01/02/2023
GI02	Financial Management Policy	The purpose of the policy is to provide all managers with guidance on their responsibilities in relation to Tendering/Ordering/Contracting. To provide managers with a framework and guidance to aid budget management.	Chief Finance Officer	Mark Greene	27/01/2023
N/A	Respiratory Illnesses Protocol	This protocol will inform staff of processes and procedures for respiratory illnesses	Director Of Nursing	Kim Corbett	24/01/2023
CP04:	Discharge Policy	To highlight the importance of discharge planning from the time of admission (or before) To facilitate a safe and timely patient discharge	Chief Nursing Officer	Louse Eve	20/01/2023
OP18	Patients Property Procedure	The process for Trust staff to follow for receiving and dealing with patients' property when they attend the hospital for treatment		Elaine Roberts	06/01/2023
OP 94	Supportive Mealtimes/Mealtimes Matter Policy Version 5	This policy encourages the involvement of clinicians involved in nutrition and hydration to be present at	Director Of Nursing	Katrina Creedon	03/01/2023

		mealtimes for supervision, assessment, and monitoring of patients. The policy also where appropriate encourages family/carer involvement			
P13	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.	Group People Officer	Jenni Smith	28/12/2022
CP50	HR04 Menopause in the Workplace Policy	Foster an environment in which colleagues can openly and comfortably initiate conversations or engage in discussions about menopause and that appropriate support and reasonable adjustments are considered. Provide guidance and information for all staff and managers on the potential symptoms of the menopause and the potential impact of the menopause in the workplace.	Group People Officer	Jenni Smith	19/12/2022
IP21	Control and Management of Transmissible Spongiform Encephalopathies including	This policy provides advice on safe working practices with the aim of preventing the risk of Health Care occupational exposure to Transmissible Spongiform Encephalopathies	Chief Nurse	Danielle Dain	12/12/2022

	Creutzfeldt Jakob Disease (CJD)	(TSEs) and to prevent the transmission of TSEs.			
IP 11	HR31 Registered Health Care Professionals (non-nursing/ medical) – Ensuring Staff Staffing Levels in Departments/ Service	This policy supports the embedment of the NQB and NHSI guidance and establishes an overarching governance framework, providing assurance that the Trust’s decisions on workforce planning and deployment will promote patient safety (and thereby demonstrate compliance with the CQC fundamental standards	Group People Officer	Tracey King	09/12/2023
HS05	Ionising radiation Safety Policy	The purpose of this policy is to ensure the safe use of ionising radiation throughout The Royal Wolverhampton NHS Trust by the implementation of best practice in the management of ionising radiation and compliance with health and safety legislation.	Medical Director	Jennie George	01/12/2022
MP11	Covid-19 Vaccine handling and management policy	To deliver overarching principles for governance and safe handling of covid-19 vaccines, bringing together the national guidelines and SOPs into a single document.	Clinical Director of Pharmacy	Nicholas Carré	31/10/2022

HR06	Dispute Resolution in the Workplace Policy	. The purpose of this policy and its associated documents is 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	25/10/2022
N/A	Huddle SO	To standardise ward huddles and to maximise their outputs.	Divisional Medical Director	Andrew Morgan	14/10/2022
CP 68	Management of dysphagia policy	To provide for the safe, effective and caring management of patients with dysphagia <ul style="list-style-type: none"> • To state the role and responsibilities of RWT staff in relation to dysphagia • To outline the level of training required for individual staff 	Chief Nurse	Charlotte Colesby	12/10/2022
CP62	Organ Donation (Solid Organs)	To inform Trust staff on best practice with regards to organ donation with particular reference to solid organs.	Consultant in Anaesthesia and Intensive Care Medicine	Shameer Gopal	11/10/2022
GP02	Anti-Fraud and Anti-Bribery Policy	The Policy explains the Trust's stance that must be taken where fraud bribery or corruption is suspected or discovered.	Chief Financial Officer	Samantha Bostock	05/10/2022
OP91	Data Quality Policy	Sets out the Trust's data management approach, identifies organisational responsibility and accountability for data quality	Chief Finance Officer	Joanne Cotterill	01/10/2022

		and describes the standards that must be achieved with robust protocols and procedures to effectively manage access to clinical services within the Trust			
OP92	Clinical Coding Policy	Sets out the Trust's data management approach in respect of Clinical Coding, identifies organisational responsibility and accountability for Clinical Coding quality and describes the standards that must be achieved	Chief Finance Officer	Joanne Cotterill	01/10/2022
OP09	Corporate Policy and Framework for the Governance of Partnership Agreements	This policy and framework is intended to ensure effective arrangements are put in place for the governance of partnerships.	Chief Nursing Officer	Keith Wilshere	01/10/2022
OP85	Information Sharing Policy	The purpose of this code is to ensure everyone working within The Royal Wolverhampton NHS Trust (The Trust) is aware of their responsibilities when using and sharing confidential information by setting out the standards to follow.	Chief Medical Officer	Rebecca Hough	01/10/2022
CP66	Policy For Care of Patients Requiring Enhanced Care	To maintain patient wellbeing and provide optimal care ensuring the appropriate level of supervision and support	Chief Nurse	Clare Banks	22/09/22

OP02	Emergency Preparedness, Resilience and Response Policy	The aim of this policy is to ensure that effective arrangements are in place to deliver appropriate care to patients affected by emergencies and service disruption.	Chief Operating Officer	Diane Preston	09/09/2022
OP12	IT Security Policy	The purpose of the information security policy is to protect the Trust's information assets and to ensure all staff are made aware of good practice surrounding the security of corporate and personal information.	Director of Finance	Jo Watts	05/09/2022
OP30	Research Governance Policy	Research Governance comprises the systems that have been developed to provide the regulation of research and the way it is conducted in the health and social care settings thus ensuring maintenance of research quality and providing safeguards to the public	Chief Medical Officer	Emma Mobberley	2/09/2022
OP08 Complaints	Management Policy	To obtain views of service users and enable them to raise concerns	Director of Nursing	Alison Dowling	01/09/2022

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 with the aim of identifying and tackling any potential negative or positive impact on groups protected under the Equality Act 2010	Deputy Chief Nurse	Mohan Sandhar	26/08/2022
OP111	De-identification and Pseudonymisation Policy	The document provides guidance for all Trust personnel who use patient data as to how they can use in a de-identified form for secondary (non-patient care related) use, with techniques suggested.	Chief Finance Officer	Jayne Lawrence	25/08/2022
OP106	Safeguarding Children Supervision Policy	The purpose of the Safeguarding Children Supervision Policy is to provide a robust process for supervision, so that practitioners who work with children and families, children and young people in care or with adults who have parental responsibilities, will be enabled to promote good standards of practice and to contribute to improved outcomes for vulnerable children, young people and their families.	Chief Nurse	Rebecca Hunter	25/08/22

HR13	Supporting and Managing Staff Attendance at Work Policy	This policy and its supporting documents are intended to provide a balanced approach to managing attendance, for both individuals and the Trust.	Chief People Officer	Jenni Smith	16/08/2022
IP03	IP03 Prevention and Control of MRSA, VRE and other Antibiotic Resistant Organisms	Policy outlines management of antimicrobial resistant organisms for staff and patients within RWT	Director of Nursing	Sue Harper	04/08/2022
IP18	Norovirus	This policy provides guidance on preventative actions to take relating to the infection norovirus that may cause outbreaks.	Director of Infection Prevention and Control	Emma Spooner	02/08/2022
CP63	Paediatric Self-Harm Policy (CAMHS and Acute Hospitals in Black Country)	This policy assists clinicians and other clinical staff who provide care and treatment to children presenting to Emergency departments (ED), and walk-in centres and any in-patient facility in an acute hospital, following an act of self-harm, or where there are concerns about potential self-harm / risk to self/others or other mental health presentation	Chief Nurse	Lorna Bagshaw	01/08/2022
OP97	Confidentiality Code of Conduct for staff	The purpose of this code is to ensure everyone working within The Royal Wolverhampton NHS Trust (The Trust) is aware of their	Chief Medical Officer	Rebecca Hough	01/08/2022

		responsibilities when using confidential information:			
OP 105	VIP/Celebrity Visitors to the Trust	This document explains the procedure that must be followed when a VIP or celebrity visits the Trust service or premises.	Chief Nurse	Helena Dempsey	28/07/2022
OP95	Introduction of New Clinical Techniques and Interventional Procedures	This policy describes the review and approval process to be applied by all staff prior to the introduction of a new clinical technique or interventional procedure into practice.	Chief Medical Officer	Kelly Emmerson	20/07/2022
CP18	Clinical Photography, Video and Audio Recordings	Safe and appropriate use of clinical photography, video, and audio recordings of patients with informed consent for medical records or teaching.	Medical Director	Nigel Beardmore	19/07/22
N/A	Annual Leave Procedure for Medical and Dental Staff	The purpose of this procedure is to set out the process by which medical and dental staff may request and be granted annual leave.	Chief People Office	Tracey King	08/07/22

OP68	Volunteer Policy	To provide a framework for the involvement of Trust volunteers	Director of Nursing	Eleanor Morris	08/07/2022
CP 36	Chaperoning of Patients and Clients	The policy will be implemented as Trust wide practice via the Trust Safeguarding Group and during mandatory safeguarding training (in those staff that are identified as requiring it as part of their training needs analysis).	Chief Nurse	Helena Dempsey	01/07/2022
N/A	Supporting Autistic Children, young people, and Adults to Access Health Services Policy	The Royal Wolverhampton NHS Trust is committed to providing a quality and effective service for Autistic children, young people, and adults. The service that is provided will take into consideration the additional support needs of an autistic person may have by making the reasonable adjustment required.	Chief Nurse	Elaine Wharton	29/06/2022
OP 81	Same-sex (gender) accommodation policy.	The purpose of this policy is to ensure that staff are aware and refer to national guidance / policy to maximise patient privacy and dignity, by ensuring patients experience same-sex accommodation.	Director of Nursing	Doreen Black	28/06/2022

N/A	Mental Health and Management of Patients Guidance	The purpose of this guidance is to provide details of the Trust's position regarding treatment of patients and/or their carers who may have mental health conditions both diagnosed and underlying.	Chief Nurse	Alison Dowling	16/06/2022
CP17	Identification and management of patients at risk of under nutrition version 5.4	The purpose of this policy is to set standards for the identification and subsequent management of patients at risk of under-nutrition. This policy is applicable to adult and paediatric inpatients and adults receiving district nursing interventions in the community.	Medical Director	Kathryn Robinson	01/06/2022
CP51	Point of Care Testing (POCT) Policy	Describes how POCT 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	30/05/2022
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.	Head of Health Records Services	Sam Smith	30/05/2022

CP45	Management of Enteral Feeding Tubes	This policy details the procedure for healthcare professionals (e.g., registered nurses, registered dietitians and doctors) to manage enteral tubes used for feeding to minimize the risk of harm and complications associated with them and to maintain their patency	Enteral Clinical Nurse Specialist	Georgina Falagan-Garmon	18/05/2022
N/A	Perioperative Guidelines	To ensure safe management of surgical patients during the pre-operative, peri-operative and post-operative periods with a view to preventing patient harm caused by inappropriate medication management	Consultant surgeon – Governance lead	Gavin Bohan	17/05/2022
	Escort of patients between wards and departments.	To maintain patient wellbeing and provide optimal care during the escort period, ensuring the appropriate level of portering, escort and equipment is available and utilised.	Chief Nurse	Neil Jarvis	11/05/2022
OP60	Being Open Policy	To enable and empower staff to apply principles of openness and honesty towards patients who have suffered harm from a patient safety incident.	Chief Nursing Officer	Joanne Hughes	04/05/2022
OP87	Death Certification and Learning from Deaths Policy	To enable and empower staff to apply principles of openness and honesty towards patients who have suffered harm from a patient	Chief Medical Officer	Sue Hickman	04/05/2022

		safety incident.			
N/A	Nephrostomy Care Policy	The Royal Wolverhampton NHS Trust is committed to preventing avoidable harm to patients. Medical devices carry a risk of infection and other harms which can be minimised with appropriate use. This policy outlines the pathways and practices to ensure rational and safe use of percutaneous nephrostomy tubes.	Clinical Director, Urology Services.	Jenny Akins Sarah Johnson	01/05/2022
HS 11	Management of medical devices	These protocols will ensure that all Trust Divisions, Directorates and Departments comply with the requirement for staff safety including the cleaning/decontamination of these devices after each patient use in helping infection prevention	Chief Medical Officer	Rob Millard	01/05/2022
HR19	Performance Capability Policy	This policy and its associated procedure will be used when an employee's performance has been identified as falling below an acceptable level. Its purpose is to provide a framework for resolving the issue, ideally through the improvement of the employee's	Chief People Officer	Jenni Smith	29/04/2022

		performance.			
N/A	Engagement of Bank or Agency Nurses/Health Care Support Workers	Ensure Temporary Staffing is appropriately engaged to maintain safe nurse staffing	Director of Nursing	Christian Ward	14/04/2022
GP01	Corporate Governance – Principles of Public Life	This policy identifies the seven principles of public life (Seven principles of Nolan Committee 1994.doc) which underpin corporate governance.	Chief Nursing Officer	Keith Wilshere	01/04/2022
OP109,	Conflicts of Interest Policy	This policy will help our staff manage conflicts of interest risks effectively	Chief Nursing Officer	Keith Wilshere	01/04/2022