

Equality Impact Assessment (EIA) Register

For the Period 1.4.2023 – 31.3.2024

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An Equality Impact Assessment (EIA) is a way of systematically and thoroughly assessing, and consulting on, the effects that a service or policy is likely to have on people from different characteristic groups.

The main purpose of an EIA is to pre-empt the possibility that any existing or proposed policy could affect some groups unfavourably. If appropriate, steps are taken to avoid this happening. EIA's are an ongoing process which is embedded in the Trust's policy development processes. All the policies listed below have received an initial screening as a minimum requirement. Existing policies will have an EIA on review.

	Policy No. (if applicable)	Name of policy, strategy, procedure or area being assessed	Aim of policy	Accountable Director	Responsible person, dept, assessment carried out by [title]	Date of Completion
1	OP102,	Non-Elective Surgery Policy	This policy formalizes the arrangements for the delivery of non-elective care in the surgical specialties at Royal Wolverhampton NHS Trust in line with 2011 recommendations from the Royal College of Surgeons, the Department of Health and National CEPOD.	Chief Medical Officer	Divisional Medical Director – Division 1	April 2023
2	HR24,	Secondment Policy	The aim of this policy is to support and encourage development and growth, allowing staff to gain knowledge and skills, whilst retaining and optimising the use of expert staff resources.	Chief People Office	Deputy HR Manager	April 2023

			The policy directs managers and staff to guidance and supporting documents relating to the secondment process.			
3	HS33,	Driving for Work - All Vehicles	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. In adhering to this Policy, all applicable aspects of the Conflicts of Interest Policy must be considered and addressed. In the case of any inconsistency, the Conflict-ofInterest Policy is to be considered the primary and overriding Policy	Director of Assurance	Health & Safety Manager	April 2023
4	OP39,	Patient Access Policy	his policy details the standards and processes relating to the management and effective monitoring of both the Outpatient and Inpatient waiting list.	Chief Operating Officer	Head of Patient Access Services	April 2023
5	GL10	Guidance and Statement of Intent for Transgender Inclusion	The guidance will support staff who work with transitioning or transgender colleagues or patients to understand, support, and promote their colleague's or patient's inclusion in the care environment.	Chief People Officer	Head of Equality, Diversity, Inclusion (Workforce)	April 2023
6	PRT04	Respiratory Illness Protocol	Respiratory viruses include seasonal, avian, and pandemic influenza, respiratory syncytial virus (RSV) and severe acute respiratory syndromes (SARS). COVID-19, a form of SARS, along with many other respiratory infections such as influenza (flu), can spread easily and cause serious illness in some people. You may be infected with a respiratory virus such as COVID-19 and not have any symptoms but still pass infection onto others. The common respiratory viruses are seasonal influenza and RSV. They can infect any age group although the severe complications of such infection are often restricted to children and the elderly. These viruses are most commonly transmitted by airborne droplets or nasal secretions and can lead to a wide spectrum of illness. In the UK many of these viruses are seasonal in their activity and tend to circulate at higher levels during the	Chief Nurse	Senior Matron Infection Prevention	July 2023

			winter months. The risk of catching or passing on a respiratory illness is greatest when someone who is infected is physically close to or sharing an enclosed and/or poorly ventilated space with other people. When someone with a respiratory viral infection such as COVID-19 breathes, speaks, coughs or sneezes, they release small particles that contain the virus which causes the infection. These particles can be breathed in or can come into contact with the eyes, nose, or mouth. The particles can also land on surfaces and be passed from person to person via touch.			
7	OP62,	Breaking Bad News Policy	This policy provides guidance for nursing, allied health professionals and medical staff regarding the breaking of bad news to patients/families.	Chief Nurse	Lead Nurse for Palliative Care & End of Life	May 2023
8	HS06,	Laser Safety Policy	Safety of Artificial Optical Radiation with an emphasis on Lasers and Therapeutic Ultra-violet light.	Medical Director	Trust Laser Safety Officer	May 2023
9	HR17,	Implementation of Working Time Regulations	<p>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 and safety.</p> <p>This policy therefore covers the rules set by the Working Time Regulations 1998 and Working Time Regulations (Amendment) Regulations 2003.</p>	Group People Officer	HR Manager	May 2023
10	CP61,	Management of the Deteriorating Patient	This policy directs the correct approach to identify deterioration in patients' clinical condition in different clinical settings and the subsequent actions that need to be taken.	Director of Nursing	Head of Nursing Quality	June 2023
11	OP96,	Pressure Ulcer and Moisture Associated Skin Damage Prevention and Management for Adult &	Pressure ulcer and moisture associated skin damage prevention and management, training and incident reporting.	Chief Nursing Officer	Tissue Viability Lead Nurse	June 2023

		Paediatric Patients in Hospital and Community Services				
12	SOP27,	Procedure for Work Schedule Reviews and Exception Reporting for Doctors and Dentists in Training	The purpose of this procedure is to set out the process by which doctors and dentists in training may request work schedule reviews and or raise exception reports.	Chief Medical Officer	Resourcing Manager - Medical	June 2023
13	HR08,	Recruitment & Selection Policy	<p>It provides a framework for managers and resourcing teams to effectively recruit high quality employees whose personal values and behaviours are aligned to the Trust values.</p> <p>To ensure a robust, fair and consistent recruitment process is undertaken in line with NHS Pre-Employment Check Standards and adherence to employment legislation to ensure that right staff with that right skill, training and experience is employed to work in a timely manner.</p>	Chief People Officer	Head of Resourcing	June 2023 (updated Feb 2024)
14	SOP28,	Discharge Lounge SOP	This SOP applies to the care of patients and the necessary escalation process for patients transferred to the Discharge Lounge at the New Cross Hospital site. This is a working document and will be subject to amendment and modification as the function of the lounge adapts in accordance with service need.	Director of Nursing	Matron – Capacity & Patient Flow	June 2023
15	GDL08,	Parkinson's Disease Guideline	Parkinson's Disease (PD) is a common neurodegenerative disorder, primarily caused by the degeneration of dopamine producing neurones.	Chief Medical Officer - BM	Principal Pharmacist, Division 1	July 2023

			It is characterized by bradykinesia, resting tremor and rigidity with a life time risk of 2% in men and 1.3% in women.1 Patients with PD will present to a wide range of hospital specialties, often as emergencies, and may have a range of problems associated with their condition and its treatment.			
16	IP10,	Isolation Policy for Infectious Diseases	The Royal Wolverhampton NHS Trust is committed to minimising the risk and preventing the spread of micro-organisms among patients, staff and visitors by the use of additional infection control precautions. This policy outlines the methods and responsibilities for safe management of patients requiring source and protective isolation.	Chief Nurse	Infection Prevention Team	July 2023
17	CP54,	Supervision Policy	In modern healthcare settings, there is an expectation that as part of line management arrangements and/or professional arrangements that any staff who require it as part of their job role have access to some form of appropriate supervision. This can vary depending on the role and requirements. For example, a clinical professional may need to access a variety of forms of supervision relating to their practice and personal health and wellbeing. In some clinical professions, clinical supervision is the term used to refer to the process of reflecting on practice with another person or persons. Clinical Supervision enables individual practitioners to reflect on their practice in order to develop knowledge, skills, competence and responsibility for their own practice to enhance patient safety. In some professions and functions, management supervision is provided where there is no professional or clinical requirement in the role.	Chief Nurse	Nurse Education	December 2023
18	SOP06,	Corporate Records Management Procedure	This document sets out a framework within which the staff responsible for managing the Trust's records can use to ensure that records are managed and controlled effectively.	Chief Medical Officer - JO	Group Company Secretary	January 2024

19	SOP02	Attendance at Strategy Discussions (Children's Safeguarding) Standard Operating Procedure	This SOP provides best practice, evidence based guidance to guide and support The Royal Wolverhampton NHS Trust staff on their roles and responsibilities in relation to attendance at strategy discussions as part of safeguarding procedures.	Chief Nurse	Named Nurse for Safeguarding Children	September 2023
20	OP47,	Interpreting and Communication Policy and Procedure	The purpose of this policy is to provide details of how to access interpreting services to aid communication for patients and service users. The policy specifically covers patients and service users who cannot speak, read or understand the English Language at a level that allows them to interact effectively with clinical or non-clinical staff. The policy also covers support for patients and service users who are d/Deaf, blind, Deafblind, have dual sensory loss, learning disabilities and dyslexia.	Chief Nurse	Head of Patient Experience and Public Involvement	September 2023
21	SOP29	New, Dragon Medical Workflow Manager SOP	This operational procedure explains the process to follow when using Dragon Medical Workflow Manager. The aim of the Dragon Medical Workflow Manager system is to support document production that enables the creation and distribution of patient letters and reports. DMWM is primarily used for production of dictated letters.	Chief Medical Officer	Business Analyst & IT Project Manager	September 2023
22	HS12,	Decontamination of Re-Usable Medical Devices	This policy covers the decontamination for all medical devices excluding surgical instrumentation which is decontaminated by SSD provider (Section 4). This sets out the requirements of implementing a decontamination programme across the Trust's sites and community dental services, ensuring:	Chief Operating Officer	Trust Decontamination Lead	September 2023
23	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. The plan is designed to ensure that emergency and planned admissions are accommodated safely and effectively whilst consideration is given to national targets.	Chief Operating Officer	Matron for Capacity & Patient Flow	September 2023

24	CP69,	Medical Handover Policy	This policy describes the processes to be used for effective handover of in-patients between different shifts of doctors.	Chief Medical Officer	Divisional Medical Director – Division 1	September 2023
25	SOP19 (Previously OP70)	Private Patient Procedure	The procedure directs the management of treatment and billing for private patients treated within the Trust	Chief Medical Officer	Financial Controller/Patient Services Manager	September 2023
26	SOP30	SOP for use of Portable Bladed Fans in the Clinical Environment	This SOP aims to assist clinical staff with the risk assessment for the choice of fan to be used, when and where it can be used, and the cleaning and disinfection required when the fan is no longer required or in use.	Chief Nursing Officer	Matron, Infection Prevention	October 2023
27	MP10,	Temperature Monitoring for Medicines Storage (formerly Medicine Cold Chain Policy)	This policy sets out the standards for all Trust employees involved in the handling of medicines and the appropriate temperature storage conditions.	Chief Medical Officer	Medication Safety Officer	February 2024
28	OP20,	Management of the Deceased Patient	The policy applies to all deceased patients of any age, including foetuses. The aim of the policy is to ensure that dignified, safe, legal and identified procedures are uniformly adopted for the safe keeping and clinical examination of human remains. There is also guidance for staff on how to reduce the risk of infection to other professionals.	Chief Operating Officer	Directorate Manager, Patient Services	December 2023
29	OP31,	Legal Services Policy	Policy and attachments describe the processes for managing clinical negligence, personal injury claims and inquest notifications.	Group Company Secretary	Legal Services Manager	February 2024
30	HR01	Work life Balance / Family Friendly (Leave) Policy	This policy provides a range of options to support employees in balancing their working life with their family and other commitments outside work. The policy gives managers and staff details of the procedural requirements to request different types of leave.	Chief People Officer	HR Manager Advisory	October 2023
31	HR02	Agile Working Policy	The aim of this Agile Working Policy is to support the workforce in working in an innovative, dynamic and flexible way from different locations, at different times and using mobile devices. This could include varying degrees of	Chief People Officer	HR Manager - Advisory	October 2023

			homeworking, or hot desking within a Trust building, within the community, or at a partner organisation			
32	HR49	Leave for Official Duties policy	This policy covers requested leave for official, public, civic and extracurricular duties. The policy gives managers and staff details of the procedural requirements to request leave for official duties.	Chief People Officer	HR Manager - Advisory	October 2023
33	HR10	Managing Allegations of Behaviour Indicating Unsuitability to Work With Children and Adults with Needs for Care and Support	This policy outlines how The Royal Wolverhampton NHS Trust will effectively fulfil its legal duties and statutory responsibilities with regard to managing allegations against staff. It provides a framework to ensure appropriate actions are taken to manage allegations, regardless of whether they are made in connection to duties with the Trust or if they fall outside of this, such as in their private life or any other capacity	Chief Nursing Officer	Head of Safeguarding	October 2023
34	SOP22	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/or contribute to a Section 42 Enquiry as instructed by the Local Authority.	Chief Nurse	Named Nurse for Safeguarding Adults	November 2023
35	CP52	Intrathecal Chemotherapy Policy	The purposes of this policy are to outline the processes for the prescribing; preparing; dispensing; issuing; delivering; checking and administering of Intrathecal chemotherapy and provide guidelines for medical, nursing and pharmacy professionals within RWHT	Medical Director	Trust Medical Lead for Intrathecal Chemotherapy	November 2023
36	CP10	Policy for Withdrawing or Withholding Clinically Assisted Nutrition and Hydration in Adult Patients Who Lack Capacity to	This policy is an iteration of the joint guidance from the British Medical Association and the Royal College of Physicians to direct the processes that must be followed at the Royal Wolverhampton NHS Trust when making decisions about administering CANH to comply with the requirements of the Mental Capacity Act and the ruling of the Supreme Court.	Chief Medical Officer	Divisional Medical Director	November 2023

		Consent to Treatment				
37	OP41	Induction and Mandatory Training Policy	The Trust is committed to the provision of a comprehensive induction programme and subsequent mandatory refresher training that ensures all substantive staff, temporary workers and volunteers receive appropriate training in order to perform their job roles to the highest possible standards and in a safe and competent manner	Chief Medical Officer	Head of Corporate Learning Services	November 2023
38	CP03	Management of Ligature Risk	The purpose of this document is for the trust to have a clear process for the assessment and management of ligature points. The policy will also outline the process should a ligature incident occur. The policy contains: <ul style="list-style-type: none"> the clinical area audit tool and guidelines to identify risks how to escalate identified risks to the board the use and storage of ligature cutters 	Chief Medical Officer	RWT Mental Health Teams	November 2023
39	OP108	Domestic Abuse Policy	This policy demonstrates the principle that domestic abuse is an unacceptable behaviour and that everyone has a right to live free from fear and abuse. This policy contains updated and current guidance in order to support safe practice in supporting both patients and staff where domestic abuse is identified.	Chief Nurse	Named Nurse for Safeguarding Adults	November 2023
40	IP08	Infection Prevention Operational Policy	The prevention and control of infection in the Royal Wolverhampton NHS Trust has a high priority as part of the Trust's Integrated Governance and Patient Safety Strategies. This is monitored by the adherence to standards set out by the NHS Litigation Authority, the Care Quality Commission and the Health Act 2008 (updated 2022). Therefore, arrangements for the organisation of infection prevention and control within the Trust need to be clear. This policy must be read in conjunction with the current Infection Prevention Delivery Plan.	Chief Nurse	Nurse Manager IP	November 2023

41	GDL09,	Peri-operative Management of Patients with Diabetes Undergoing Surgery	This clinical guideline has been developed in response to the NCEPOD report in relation to Diabetes Management prior to elective surgical procedures and provides a clear guidance for all health professionals regarding the referral of patients with poorly controlled Diabetes requiring surgery to the Diabetes pre-operative clinic.	Chief Medical Officer	Senior Diabetes Specialist Nurse	November 2023
42	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 Nurse	Group Company Secretary	November 2023
43	HR32	Organisational and Workforce Change Policy	The Royal Wolverhampton NHS Trust believes that in order to meet the demands of delivering modern healthcare services there will be the need to develop and change both the organisational structure and workforce profile on occasions. The Trust's paramount duty is to deliver high quality services for patients that demonstrate best value balanced with meeting the needs of patients, staff and the public	Group Chief People Officer	HR Manager - Advisory	January 2024
44	MP05	Antimicrobial Policy (Inpatients)	This policy covers the appropriate choice, documentation and review of all antimicrobials used in in-patient services at The Royal Wolverhampton NHS Trust (the Trust) to ensure prudent antimicrobial prescribing.	Chief Medical Officer	Consultant Microbiologist & Chair of Antimicrobial Stewardship Group	January 2024
45	SOP31	SOP For New Ward Opening/Closing/ Additional Ward Capacity/Decanting and associated documents	To provide operational guidance to ensure that the opening of a new ward/decant/additional capacity and decanting is a safe environment for patients and staff which is fit for purpose prior to, during and after occupation this includes temporary moves both the location/area moving to and leaving/decanting.	Chief Nurse	Head of Nursing - Quality	March 2024

46	IP20,	Urinary Catheter 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 indwelling urinary catheters.	Chief Nurse	Matron, Infection Prevention	January 2024
47	HS03	Sharps Management Policy	This policy aims to provide evidence based guidance for the prevention and management of sharps and splash injuries Trust wide. Sharps and splash injuries can have devastating effects on the members of staff concerned. The management and prevention of these incidents is essential in reducing the risk to staff contracting blood borne viruses (BBVs) such as Hepatitis B, Hepatitis C and Human Immunodeficiency Virus (HIV).	Chief Nurse	Specialist Team Leader Occupational Health & Wellbeing Service	February 2024
48	GDL11	Treatment of Hyperkalaemia in Adults Guideline	The purpose of this policy is to provide clear guidance for all health professionals for the treatment of Adult Hyperkalaemia.	Chief Medical Officer	Renal Consultants	March 2024
49	OP107	Safeguarding Staff Experiencing Domestic Abuse Policy	The purpose of this policy is to provide a safe and consistent approach to managing cases of domestic abuse to employees and volunteers within The Royal Wolverhampton NHS Trust (RWT). It aims to reduce the risk of serious harm and homicide through early intervention in the lives of families affected by domestic abuse, taking a 'Think Family' approach.	Chief Nurse	Named Nurse Safeguarding Adults	January 2024
50	CP06,	Consent to Treatment and Investigation Policy	<p>informed consent is fundamental to all clinical investigation, post-mortem examinations and research; consent to information sharing and confidentiality are covered in OP13 Information Governance Policy.</p> <p>Consent guidance is underpinned in common law and by statute such as the Human Rights Act and the Mental Capacity Act 2005. Breaches of the consent policy may lead to legal repercussions. Guidance from the General Medical Council (GMC) on decision making and consent was updated in November 2020 to provide a framework to practice "ethically and in line with the law" (see</p>	Chief Medical Officer	Trust Consent Lead	January 2024

			Attachment 1 Guide to Consent to Treatment and Investigation).			
51	SOP32	SOP, Management of Oral Health in adult in-patients	<p>The Aim of the procedure is to:</p> <p>Acknowledge the importance of optimum mouth care and the potential risks associated with poor oral health/hygiene.</p> <p>Promote evidenced based, best practice relating to the management and support of patients with poor oral hygiene.</p> <p>To ensure that all patients receive an oral care assessment and are followed up with the appropriate intervention/s within twenty-four (24) hours of admission using the Trust, Oral Health Risk Assessment and Care Plan</p>	Chief Nursing Officer	Dental, Oral Health Specialist Lead	January 2024
52	OP90	Freedom of Information Policy	<p>The Freedom of Information Act 2000 (FOI) & Environmental Information Regulations 2004 (EIR) gives members of the public a general right to request access to all types of recorded information held by public authorities, promoting a culture of openness and accountability across the public sector.</p> <p>This Policy will provide a framework within which the Trust will ensure compliance with the requirements of the Acts, and will underpin any operational procedures and activities connected with the implementation of the Act.</p>	Medical Director	IG Manager	February 2024
53	CP16	The safe and effective use of bed and trolley rails policy	To ensure compliance with MHRA Guidance, Bed rails management and safe use.	Chief Nurse	Senior Sister Quality (RWT Falls Lead)	February 2024
54	IP05	Linen Policy	The purpose of this policy is to ensure the appropriate management of hospital linen, staff uniforms and	Chief Nurse	IP Lead Nurse	February 2024

			clothing/linen belonging to patients to minimise contamination of patients, staff and the hospital environment and comply with the Health & Social Care Act (2012): Code of Practice for the Prevention and Control of Infection (2012) and Department of Health Guidance.			
55	SOP15	Managing Autonomic Dysreflexia in Adults Procedure	Autonomic Dysreflexia (AD) is a potentially dangerous (and occasionally fatal) clinical syndrome of uncontrolled hypertension that affects people who have a spinal cord injury. All caregivers and clinicians who tend to individuals with spinal cord injuries must be aware of AD, be able to recognize the symptoms, understand its causes and follow the treatment algorithm.	Chief Nurse	AD Working Group	January 2024
56	IP04	Transportation of Clean and Contaminated Instruments, Equipment and Specimens	The purpose of this policy is to facilitate safe management when transporting specimens or contaminated patient instruments/equipment in order to reduce the risk of injury or cross infection to staff, patients, relatives and members of the public	Chief Nurse	Infection Prevention Team	February 2024
57	OP82	Prevention of cancelled operations on the day of surgery/admission/treatment policy	Effective list planning and management is essential to optimise patient services, maximise the use of theatre capacity and avoid cancelling surgery. This policy identifies key stakeholders, patient pathways and a number of practice guidelines to facilitate effective theatre utilisation.	Chief Operating Officer	Directorate Manager – Anaesthesia, Pain Management, Perioperative & ICCU Directorates	January 2024