

# Screening Outcome Report 1<sup>st</sup> July 2018 to 30<sup>th</sup> September 2018

## Introduction

Section 75 of the Northern Ireland Act 1998 requires the Trust, when carrying out its functions in relation to Northern Ireland, to have due regard to the need to promote equality of opportunity between nine categories of persons, namely:

- between persons of different religious belief, political opinion, racial group, age, marital status or sexual orientation;
- between men and women generally;
- between persons with a disability and persons without; and
- between persons with dependants and persons without.

Without prejudice to its obligations above, the Trust must also have regard to the desirability of promoting good relations between persons of different religious belief, political opinion or racial group.

The Equality Scheme outlines how we propose to fulfil our statutory duties under Section 75. Within the Scheme, the Trust gave a commitment to apply the screening methodology below to all new and revised policies and if necessary to subject policies to equality impact assessment. (EQIA)

## Screening Methodology

For new or revised policies/proposals the Trust will consider the following four screening questions as per ECNI guidance:-

- What is the likely impact of equality of opportunity for those affected by this policy/proposal, for each of the Section 75 equality categories?
- Are there opportunities to better promote equality of opportunity for people within Section 75 equality categories?
- To what extent is the policy/proposal likely to impact on good relations between people of different religious belief, political opinion or racial group?
- Are there opportunities to better promote good relations between people of different religious belief, political opinion or racial group?

In keeping with the Trust's commitments in its Equality Scheme the Trust has applied the above screening criteria to new policies and proposals.

The screening process is used to identify which policies are likely to have an impact on equality of opportunity and/or good relations. Screening assesses the likely impact of the policy as major, minor or none.

If it is decided that a policy/proposal is likely to have major issues relating to equality, it is then necessary to consider carrying out a more detailed exercise called an equality impact assessment.

This screening report outlines the screening outcomes from the date of formal approval of the Trust's revised Equality Scheme i.e. 14th September 2011 to 31st March 2012 and will be produced each quarter thereafter.

## Communication & Engagement

In order to carry out our functions there is a need to continue to effectively engage and work collaboratively with a wide range of stakeholders including Trust staff, Trade Unions, service users, carers, commissioners, voluntary/community sector, public representatives and independent providers.

The Trust is committed to promoting personal and public involvement in all its activities. The development of new policies and proposals will be supported by effective engagement processes to ensure that staff, service users and all interested parties are fully involved. Planning for, and delivering safe, clinically effective and cost effective services requires close collaboration at many levels.

If you have any queries about this document, and its availability in alternative formats (including Braille, disk and audio cassette, and in minority languages to meet the needs of those who are not fluent in English) then please contact:

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### Outcome of Screening

The screening outcomes are outlined below. Four possible outcomes are recorded:

- 1 The policy has been '**screened in**' for equality impact assessment;
- 2 The policy has been '**screened out**' with mitigation or an alternative policy proposed to be adopted;
- 3 The policy has been '**screened out**' without mitigation or an alternative policy proposed to be adopted.
- 4 The policy will be **subjected to ongoing screening**. For more detailed strategies or policies that are to be put in place through a series of stages, screening should be considered at various times during implementation.

Description of Policy or Proposal	Screening Outcome	Reason for Reaching Screening Outcome
<p><b><u>Conducting Patient Services Reviews - Look Back Exercises</u></b></p> <p>This is a new policy to commend the Guide as a source of reference material should the need for such an exercise arise within the South Eastern Health &amp; Social Care Trust (the Trust).</p>	Out	The Trust has carried out an equality screening of the policy and has not identified a potential adverse impact for the nine equality categories. The Trust undertakes to monitor the application of the policy and review regularly.
<p><b><u>Management of Diabetic Foot Ulcer: Empirical Antimicrobial Therapy for Diabetic Skin and Soft Tissue Infection in Adults</u></b></p> <p>This is a revised policy:</p> <ul style="list-style-type: none"> <li>• To standardise the clinical assessment and classification of diabetic foot ulcers, infections, and associated osteomyelitis if present.</li> <li>• To promote good technique in microbiological sampling.</li> </ul>	Out	The Policy was deemed to have no impact and was screened out.

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<ul style="list-style-type: none"> <li>To rationalise and optimise antimicrobial therapy and to promote antibiotic stewardship.</li> </ul>		
<p><b><u>Guidelines for the Management of patients presenting with suspected or confirmed Viral Haemorrhagic Fever</u></b></p> <ul style="list-style-type: none"> <li>To provide healthcare workers involved in the management of patients who attend healthcare facilities with suspected Viral Haemorrhagic Fever</li> <li>This will be achieved by ensuring that as far as a reasonably practical all staff involved in the process follows the guidelines so that all actions can be taken as necessary to accommodate the patient and manage them accordingly.</li> </ul>	Out	The Trust undertakes to monitor the effect of the policy for equality of opportunity and good relations, disability duties and human rights by disseminating the Guideline across the Trust and implementing.
<p><b><u>Staff Skincare Policy</u></b></p> <p>This is a new policy to raise awareness to staff. This policy applies to all staff deemed to be 'wet workers'. This includes all clinical staff and those staff whose work is wet in nature working for or on behalf of the Trust.</p>	Out	The Policy was deemed to have no impact and was screened out. The Trust undertakes to monitor the effect of the policy for equality of opportunity and good relations, disability duties and human rights by including in the departmental/internal/external audit arrangements.
<p><b><u>Implementation of the Professional In Practice or "PiP" Framework for Social Work</u></b></p> <p>This is a revised policy to ensure registered and regulated workforce.</p>	Out	The Policy was deemed to no impact and was screened out. The Trust undertakes to monitor the application of the policy.
<p><b><u>Use of Body Worn Video Devices; incorporating Audio Recording (For use by Smoke Free Wardens)</u></b></p> <p>This is a new policy. In March 2017 the Trust introduced Smoke Free Wardens to supplement the enforcement of the Policy.</p>	Out	The Trust has Equality Screened the policy and identified a potential minor impact on a number of the Section 75 Categories. The policy is designed to apply equality to all categories and to protect both staff and service users as the implementation of the Smoke Free Policy progresses. The Trust is committed to ongoing screening and monitoring of the policy as it is implemented, the Trust undertakes

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		to screen the policy again 3 months following implementation.
<p><b><u>Guidelines for the Management of Alcohol Withdrawal</u></b></p> <p>This is a revised policy to assist medical and nursing staff in the management of alcohol withdrawal.</p>	Out	<p>The trust carried out an equality screening and did not identify any impact on any of the nine equality categories.</p> <p>The trust will monitor the implementation of the policy and review in three years' time.</p>
<p><b><u>Guideline for the Transfer In and Out of Health Visiting and School Nursing Records where there are Safeguarding Concerns</u></b></p> <p>This is a revised policy. The aim of this guidance is to have a consistent approach to the transfer in and out of records where a child is or has been subject to a Child Protection Plan, Looked After Child (LAC) process or a family of concern. A standardised approach will reduce risks regarding Data Protection and ensure Records are transferred safely and information is shared in a timely and appropriate manner. Appropriate actions can help minimise adverse effects and improve outcomes for children.</p>	Out	<p>The Policy was deemed to have no impact and was screened out. The Trust undertakes to monitor the effect of the policy for equality of opportunity and good relations, disability duties and human rights by:</p> <ul style="list-style-type: none"> <li>• ongoing monitoring through Safeguarding Children Supervision and any adverse Incidents/Serious Adverse Incidents and Case Management Reviews;</li> <li>• compliance with this policy will be considered within the SET annual audit programme as appropriate;</li> <li>• Complaints and Compliments.</li> </ul>
<p><b><u>Management of Anaphylactic Reactions</u></b></p> <p>The purpose of this policy is to provide direction and guidance for the management of a patient having an anaphylactic reaction.</p>	Out	The Policy was deemed to have no impact and was screened out.
<p><b><u>Policy on Do Not Attempt Cardiopulmonary Resuscitation (Adult) (DNACPR)</u></b></p> <p>This is a revised policy:</p> <ul style="list-style-type: none"> <li>• To identify patients for whom CPR would be inappropriate and to provide a framework for</li> </ul>	Out	The Policy was deemed to have no impact and was screened out. The Trust undertakes to monitor the effect of the policy for equality of opportunity and good relations, disability duties and human rights by monthly auditing of patient notes after cardiac arrest will measure how, when and how often DNACPR is being used.

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<p>clinical staff in the decision making/recording/reviewing processes for DNACPR</p> <ul style="list-style-type: none"> <li>• To ensure a dignified end to the normal dying process</li> <li>• To maximise benefit and minimise harm to patients</li> </ul>		
<p><b><u>Handling of Forensic Items in the Hospital Setting</u></b></p> <p>This is a revised policy providing direction to all health care professionals in relation to the handling of forensic items. It has been developed in conjunction with the Police Service of Northern Ireland (PSNI). Throughout the policy where reference is made to crime this may refer to alleged/actual or suspected crime.</p>	Out	The Policy was deemed to have a minor impact and was screened out. The Trust undertakes to monitor the effect of the policy for equality of opportunity and good relations, disability duties and human rights by monitoring via the Trust Incident Reporting System.
<p><b><u>Lone Working</u></b></p> <p>This is an existing policy designed to reflect good practice which is in use throughout the NHS and other organisations to help protect staff that work alone.</p>	Out	The Policy was deemed to have no impact and was screened out. The Trust has carried out an equality screening of the policy and has not identified a potential adverse impact for the nine equality categories. The Trust undertakes to monitor the application of the policy and review regularly.
<p><b><u>Policy and Procedure for pre-operative marking (Correct site surgery)</u></b></p> <p>This is a revised policy providing direction for staff and patients regarding pre-operative site marking.</p>	Out	The Policy was deemed to have no impact and was screened out. The Trust undertakes to monitor the effect of the policy for equality of opportunity and good relations, disability duties and human rights by monitoring patient IR1 forms.
<p><b><u>Blood Culture Taking/Collection Guidelines Adult Patient</u></b></p> <ul style="list-style-type: none"> <li>• To provide healthcare workers involved in the procedure of taking blood cultures with the necessary principles to follow to avoid contaminating the blood culture sample and thus obtaining “false-positive” results</li> </ul>	Out	The Policy was deemed to have no impact and was screened out.

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<p>and unnecessary patient treatment.</p> <ul style="list-style-type: none"> <li>• This will be achieved by ensuring that as far as a reasonably practical all staff involved in the procedure adhere to the guidelines</li> </ul>		
<p><b><u>Guideline Statement on the Management of Blood and Body Fluid Exposure</u></b></p> <p>This is an existing guideline. The purpose of this guideline statement is to assist the South Eastern Health &amp; Social Care Trust to comply with current DHSSPS guidelines on the Management of Blood and Body Fluid Exposure incidents.</p>	Out	<p>The Policy was deemed to have no impact and was screened out. The Trust undertakes to monitor the effect of the policy for equality of opportunity and good relations, disability duties and human rights by:</p> <ul style="list-style-type: none"> <li>• Keep up to date with new DHSSPS and National guidelines.</li> <li>• Ensure that the current guideline statement on the Management of Blood and Body Fluid Exposure incidents is updated as appropriate</li> </ul> <p>The Occupational Health Service will be responsible for carrying out periodic audits of blood and body fluid exposure incidents and highlighting areas / incidents of particular concern to the relevant Directorate Heads</p>
<p><b><u>Guideline statement for the vaccination of SE Trust Employees</u></b></p> <p>This is an existing guideline and its purpose is to describe the actions required for the provision of a clinical service to SE Trust employees in relation to immunisation. This guideline addresses the issue of exposure to pathogens / biological agents against which employees can be immunised and is based on “Immunisation Against Infectious Disease” (HMSO 1996). Under the Health &amp; Safety at Work Act (HSWA) 1974 employers and employees have specific duties to protect so far as is reasonably practicable, those at work and</p>	Out	<p>The Policy was deemed to have no impact and was screened out. SEHSCT Occupational Health &amp; Well-being service will ensure that this guideline:</p> <ul style="list-style-type: none"> <li>• takes account of the Trust’s ongoing training programme of equality, disability and human rights.</li> <li>• keeps up to date with new DHSSPS /NICE guidelines.</li> <li>• ensures that the current guideline statement on the vaccination of SE Trust Employees is reviewed 2 yearly and updated as appropriate.</li> </ul>

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<p>others who may be affected by their work activity to include HSC Trust patients. Vaccination programmes aim to protect the employee, co-workers, patients and others in the wider community.</p>		
<p><b><u>Fluid Balance Chart Policy</u></b></p> <p>This is a new policy to raise staff awareness and provide clear standards in managing optimal hydration and maintaining effective fluid balance in all patients. The guidance aims to ensure that healthcare staff apply a safe and consistent approach to the assessment, recording and monitoring of an individual patient's fluid intake and output which aims to:</p> <ul style="list-style-type: none"> <li>• Prevent or minimise adverse consequences associated with patient dehydration by establishing an effective standard and management for optimal hydration;</li> <li>• Create one set method for recording detailed and accurate fluid input and output (regional charts)</li> <li>• Support staff to determine a timely and appropriate rationale for starting and stopping a fluid balance chart.</li> </ul>	Out	The Policy was deemed to have no impact and was screened out.
<p><b><u>Non-Medical Prescribing Policy</u></b></p> <p>This is a revised policy detailing the procedures and requirement for non-medical prescribers within the South Eastern Health and Social Care Trust (SET).</p>	Out	The Policy was deemed to have no impact and was screened out.

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<p><b><u>Safety Representatives of Employee Safety and Safety Committees</u></b></p> <p>This is an existing policy to provide guidance to employees on the arrangements for Safety Representative, Representatives of Employee Safety and Safety Committees within the Trust</p>	Out	The Policy was deemed to have no impact and was screened out. The Trust undertakes to monitor the effect of the policy for equality of opportunity and good relations, disability duties and human rights by departmental/internal/external audit arrangements.
<p><b><u>Policy on Advance Directives (Living Wills)</u></b></p> <p>This is a revised policy:</p> <ul style="list-style-type: none"> <li>• The main aim of the policy is to provide guidance with regard to Advance Directives where the patient can continue to exercise autonomy and shape the end of his or her life.</li> <li>• The policy advises on the legal effect, the drafting of advance directives and describes the responsibilities of doctors and nurses.</li> </ul>	Out	The Policy was deemed to have no impact and was screened out. The Trust undertakes to monitor the effect of the policy for equality of opportunity and good relations, disability duties and human rights by review of IR1 (incident reports) at departmental level.
<p><b><u>Breaking Bad News Policy</u></b></p> <p>This is a revised policy to provide guidelines to staff on how to have a consistent approach to the breaking and recording of significant consultations.</p>	Out	The Policy was deemed to have no impact and was screened out.

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<p><b><u>Freedom of Information Act (FOI) 2000 Internal Review Policy &amp; Procedure</u></b></p> <p>This is a new policy to inform staff about the FOI review process within the Trust in accordance with the FOI Act 2000. Inform them of their roles and responsibilities in line with the legislation and Trust procedure.</p>	Out	<p>The Policy was deemed to have no impact and was screened out. The Policy was deemed to have no impact and was screened out. The Trust undertakes to monitor the effect of the policy for equality of opportunity and good relations, disability duties and human rights by:</p> <ul style="list-style-type: none"> <li>• Monitoring levels and severity of complaints received with regard to the processing of FOI requests.</li> <li>• Reviewing ICO Decision Notices online</li> <li>• Ensuring publicity materials about the process are current and available to all</li> </ul>
<p><b><u>Acute Medicines Management Guidelines for the Dysphagic or Nil by Mouth Parkinson's Patient</u></b></p> <p>This is an existing policy to assist clinician's in prescribing for dysphagic or nil by mouth Parkinson's patients in the acute setting and to help reduce the potential harm that may arise for delayed/omitted doses improving the service provided to this group of patients and potentially reduce their length of stay.</p>	Out	<p>The Policy was deemed to have no impact and was screened out. The guidelines will be monitored to assess impact and usefulness. Monitoring will include feedback from all relevant clinicians and/or any patient feedback. Complaints or compliments received regarding the guidelines will be incorporated into the monitoring of the guidelines in use and periodically reviewed. Trust guidance and Human Rights Manager for SEHSCT will be referred to where needed.</p>