

## Equality, Good Relations and Human Rights Screening Template

**\*\*\*Completed Screening Templates are public documents and will be posted on the Trust's website\*\*\***

See [Guidance Notes](#) for further background information on the relevant legislation and for help in answering the questions on this template (follow the links).

### **(1) Information about the Policy/Proposal**

(1.1) Name of the policy/proposal

Retention and Storage of Images and Radiological Patient Data

(1.2) Is this a new, existing or revised policy/proposal?

Supersedes SET/PtCtCare(98) 2012

(1.3) What is it trying to achieve (intended aims/outcomes)?

The policy clearly defines the guidelines in relation to the retention, storage of images and radiological patient data. This is achieved by outlining legislation from Guidelines for Managing Records in Health and Personal Social Services Organisations in Northern Ireland.

(1.4) Are there any Section 75 categories which might be expected to benefit from the intended policy/proposal?

Adults including pregnant females

Children and Young People

(1.5) Who owns and who implements the policy/proposal - where does it originate, for example DHSSPS, HSCB?

SEHSCT

(1.6) Are there any factors that could contribute to/detract from the intended aim/outcome of the policy/proposal/decision? (Financial, legislative or other constraints?)

Policy not having been brought to the attention of all relevant staff.

(1.7) Who are the internal and external stakeholders (actual or potential) that the policy/proposal/decision could impact upon? (staff, service users, other public sector organisations, , trade unions, professional bodies, independent sector, voluntary and community groups etc)

Patients who have attended for radiological examination

Consultant Radiologists

Admin & Clerical, Department of Radiology

Risk Management and Governance

Medical Records

Legal representatives

(1.7) Other policies with a bearing on this policy/proposal (for example regional policies) - what are they and who owns them?

Guidelines for Managing Records in Health and Personal Social Services Organisations in Northern Ireland / Royal College of Radiologists

## (2) Available evidence

Evidence to help inform the screening process may take many forms. What evidence/information (both qualitative and quantitative) have you gathered to inform this policy? Specify details for relevant Section 75 categories.

<i>Details of evidence/information</i>
<p>Policy sent out for consult. Feedback reviewed and considered.</p> <p>It is the responsibility of managers and professional leads to ensure that this policy has been brought to the attention of all relevant staff and it is the responsibility of those staff to read and adhere to the contents.</p>

## (3) Needs, experiences and priorities

(3.1) Taking into account the information above what are the different needs, experiences and priorities of each of the Section 75 categories and for both service users and staff.

<b>Category</b>	<b>Make up</b>	
	<b>Service users</b>	<b>Staff</b>
Gender	<p><b>Adults</b></p> <p>Existing hard copy X-rays will be destroyed after eight years, unless litigation has been initiated.</p>	
Age	<p><b>Children and Young People</b></p> <p>Images (hard copy, CD or PACS) will be retained until the patient's 25<sup>th</sup> birthday.</p>	

Religion	None	
Political Opinion	None	
Marital Status	None	
Dependent Status	<b>Maternity Images</b> Will be retained for 25 years after the birth of the child, including still births.	
Disability	None	
Ethnicity	None	
Sexual Orientation	None	

(3.2) Provide details of how you have involved stakeholders, views of colleagues, service users and staff etc when screening this policy/proposal.

Through appropriate consultation processes

Policy Committee

Trust Intranet

#### (4) Screening Questions

You now have to assess whether the impact of the policy/proposal is major, minor or none. You will need to make an informed judgement based on the information you have gathered.

<b>(4.1) What is the likely impact of equality of opportunity for those affected by this policy/proposal, for each of the Section 75 equality categories?</b>			
<b>Section 75 category</b>	<b>Details of policy/proposal impact</b>		<b>Level of impact? Minor/major/none</b>
	<b>Staff</b>	<b>Service Users</b>	
Gender		None	
Age		None	

Religion			
Political Opinion			
Marital Status			
Dependent Status			
Disability			
Ethnicity			
Sexual Orientation			

<b>(4.2) Are there opportunities to better promote equality of opportunity for people within Section 75 equality categories?</b>	
<b>Section 75 category</b>	<b>Please provide details</b>
Gender	It is the responsibility of the Trust's PACS Manager to regularly monitor the integrity of the stored data in the local archives and take remedial action if required
Age	As above
Religion	
Political Opinion	
Marital Status	
Dependent Status	
Disability	
Ethnicity	
Sexual Orientation	

<b>(4.3) To what extent is the policy/proposal likely to impact on good relations between people of different religious belief, political opinion or racial group? minor/major/none</b>		
<b>Good relations category</b>	<b>Details of policy/proposal impact</b>	<b>Level of impact Minor/major/none</b>
Religious belief		None
Political opinion		None
Racial group		None

<b>(4.4) Are there opportunities to better promote good relations between people of different religious belief, political opinion or racial group?</b>	
<b>Good relations category</b>	<b>Please provide details</b>
Religious belief	None
Political opinion	
Racial group	

## **(5) Consideration of Disability Duties**

<b>(5.1) How does the policy/proposal encourage disabled people to participate in public life and promote positive attitudes towards disabled people?</b>
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## (6) Consideration of Human Rights

(6.1) Does the policy/proposal affect anyone's Human Rights?  
Complete for each of the articles

Article	Positive impact	Negative impact = human right interfered with or restricted	Neutral impact
Article 2 – Right to life	√		
Article 3 – Right to freedom from torture, inhuman or degrading treatment or punishment			
Article 4 – Right to freedom from slavery, servitude & forced or compulsory labour			
Article 5 – Right to liberty & security of person			
Article 6 – Right to a fair & public trial within a reasonable time			
Article 7 – Right to freedom from retrospective criminal law & no punishment without law			
Article 8 – Right to respect for private & family life, home and correspondence.			
Article 9 – Right to freedom of thought, conscience & religion			
Article 10 – Right to freedom of expression			
Article 11 – Right to freedom of assembly & association			
Article 12 – Right to marry & found a family			
Article 14 – Prohibition of discrimination in the enjoyment of the convention rights			
1 <sup>st</sup> protocol Article 1 – Right to a peaceful enjoyment of possessions & protection of property			
1 <sup>st</sup> protocol Article 2 – Right of access to education			

**Please note: If you have identified potential negative impact in relation to any of the Articles in the table above, speak to your line manager and/or Equality Unit. It may also be necessary to seek legal advice.**

(6.2) Please outline any actions you will take to promote awareness of human rights and evidence that human rights have been taken into consideration in decision making processes.

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## (7) Screening Decision

**(7.1) How would you categorise the impacts of this decision or policy/proposal?**

Major impact	
Minor impact	
No impact	√

**(7.2) Do you consider the policy/proposal needs to be subjected to ongoing screening**

Yes	
No	√

**(7.3) Do you think the policy/proposal should be subject to and Equality Impact Assessment (EQIA)?**

Yes	
No	√

(7.4) Please give reasons for your decision and detail any mitigation considered.

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### **(8)Monitoring**

Please detail how you will monitor the effect of the policy/proposal for equality of opportunity and good relations, disability duties and human rights?

It is the responsibility of the Trust's PACS Manager to regularly monitor the integrity of the stored data in the local archives and take remedial action if required.

It is the responsibility of all managers and professional leads to ensure that staff are made aware of this policy.

It is the responsibility of staff to familiarise themselves with and adhere to the contents

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Date 9<sup>th</sup> March 2018

Policy/proposal screened by: Alyson Lattimer, Quality and Training  
Manager

**Please forward completed screening template to the Equality Unit**