

Screening Outcome Report 1st October 2013 to 31st December 2013

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><u>ICT Policy (v1)</u></p> <p>This policy provides a summary of the required principles, values, structures and roles and responsibilities of all staff to support the on-going implementation and application of ICT to positively inform Trust core objectives.</p>	<p>Out</p>	<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"> • General ICT Customer Satisfaction survey • General Trust Staff survey – Trust Complaints & Compliments System • Service User Surveys
<p><u>Policy on the Management of Bereavement</u></p> <p>The aim of this Policy is to provide guidance to staff in relation to bereavement care situations.</p>	<p>Out</p>	<p>The Policy was deemed to have no impact and was screened out.</p>

Description of Policy or Proposal	Screening Outcome	Reason for Reaching Screening Outcome
<p><u>Policy for the Management of Nursing and Midwifery Post – Registration Education Commissioning</u></p> <p>The purpose of this Policy is to explain the process for the management of Nursing & Midwifery Post – Registration Education Commissioning.</p>	Out	<p>The Policy was deemed to have a 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"> • Registration forms detailing age, gender, disabilities, nationality and ethnicity • Evaluations will be reviewed by the ECG commissioning group at the Department and the Nursing & Midwifery Workforce/Learning & Development Forum meetings
<p><u>Mobile Phone Policy</u></p> <p>The purpose of this Policy is to Communicate Trust Policy on the acceptable use of mobile phone / devices within the Trust in relation to voice and data usage.</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"> • putting software and systems in place that monitor and record all Internet usage.
<p><u>Policy permitting nurses who insert peripherally inserted central catheters (PICCs) to determine PICC tip position following chest X-ray</u></p> <p>The overall aim of this Policy is to ensure safe, competent practice by nurses who insert peripherally inserted catheters (PICCs) to determine PICC tip position following chest X-ray.</p>	Out	<p>The Policy was deemed to have no impact and was screened out. The Trust will monitor the implementation and impact of the policy and review formally in August 2016.</p>
<p><u>Requests for Ad hoc (general) Legal Advice</u></p> <p>The aim of this Policy is to set out the process for Trust staff who are required as part of their managerial role to obtain ad hoc legal advice in relation to the services they may manage.</p>	Out	<p>The Policy was deemed to have no impact and was screened out.</p>

Description of Policy or Proposal	Screening Outcome	Reason for Reaching Screening Outcome
<p><u>Policy and Procedure for Redaction of Patient/Client/Service User Records</u></p> <p>The aim of this Policy is to inform staff in respect of their role in undertaking a review of a patient/client/service user record for release and to inform them of their roles and responsibilities in line with data protection, confidentiality and Trust procedure.</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"> • monitoring levels and severity of complaints received with regards to processing of subject access requests • ensure publicity materials about the process are current and available to all • in line with the legislation provide assistance to requestors when they are submitting requests and detail reasons for redacting information from their records.
<p><u>Resuscitation Policy</u></p> <p>It is of the utmost importance within any hospital or health care facility to establish and implement an emergency procedure in the event of any person, patient or otherwise, suffering a cardiopulmonary arrest. To achieve the ultimate goal of survival from cardiopulmonary arrest staff need to know and understand their role in this procedure and be trained to an appropriate level.</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 various audits, evaluations and feedback from staff.</p>
<p><u>Policy on the use of electro stimulation therapy for patients with incontinence</u></p> <p>The purpose of the Policy is to ensure best practice guidelines on the use of electro stimulation is shared with all practitioners who use this therapy</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 monitoring comments, complaints and suggestions.</p>

Description of Policy or Proposal	Screening Outcome	Reason for Reaching Screening Outcome
<p><u>Care of Children and Young People in Adult Wards Policy</u></p> <p>The aim of this policy is to provide a safe environment for children and young people admitted to adult wards in the South Eastern Trust. To ensure that there is a standardised approach across Directorates by all staff caring for children/young people in adult wards</p> <p>To provide staff with key information that is essential to ensure a positive and safe experience for young people and their family.</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 discussion groups regarding any incidents with children in adult wards.
<p><u>Policy for patient 'check-in' procedure prior to surgical procedures within the theatre setting and endoscopy related procedures</u></p> <p>To provide direction for staff and patients regarding the correct patient is in theatre for the correct procedure and as many risks as possible are eliminated or reduced.</p>	Out	The Policy was deemed to have no impact and was screened out.
<p><u>Policy and Procedure for pre-operative marking (Correct site surgery)</u></p> <p>The aim of this Policy is to provide 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 IR1 forms.
<p><u>Records Management Policy Statement</u></p> <p>This Policy relates to all clinical and non-clinical operational records held in any format by the Trust.</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 right by:</p> <ul style="list-style-type: none"> • monitoring levels and severity of complaints • IG incidents reported • publicity materials made available to staff • Provide guidance to staff in relation to the good management of records.

Description of Policy or Proposal	Screening Outcome	Reason for Reaching Screening Outcome
<p><u>Policy on sending for patients to theatre and for endoscopy related procedures</u></p> <p>This Policy is to provide direction for staff and patients regarding sending for patients for elective and emergency surgical intervention.</p>	Out	The Policy was deemed to have no impact and was screened out.
<p><u>Policy for the Provision of Witness Statements in Relation to Coroner's Inquest</u></p> <p>This Policy will be of benefit to all staff within the Trust who are required to provide a statement to the Coroner.</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 right by reviewing of IR1s (incident reports) and audit of Trust's Financial processes.