

# Screening Outcome Report 1st July 2014 to 30<sup>th</sup> September 2014

## 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>Policy on Safeguarding Vulnerable Adults</u></b></p> <p>The aim of the policy is to protect adults at risk and in need of protection from harm and abuse.</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"> <li>• Internal and external audits</li> <li>• Complaints/Compliments</li> <li>• DSF monthly safeguarding activity reports</li> <li>• Supervision</li> <li>• Social Work/Designated Officer/ Trust Safeguarding Forums</li> <li>• Safety &amp; Quality Adult Safeguarding Sub-committee meetings</li> </ul>

Description of Policy or Proposal	Screening Outcome	Reason for Reaching Screening Outcome
<p><b><u>Patient Information Policy</u></b></p> <p>The aim of the policy is to ensure that all patient/client information produced and distributed by the Trust is clear, concise, clinically appropriate and professionally presented.</p>	Out	<p>The Policy was deemed to have no impact and was screened out. The Trust undertakes to monitor the application of the policy and review regularly.</p>
<p><b><u>Internet Policy</u></b></p> <p>The Internet policy is designed to assist staff understand the use of Internet resources in relation to Information Communication &amp; Technology (ICT) security and potential breach of the Data Protection Act (1998). The Internet policy sets out managerial and staff responsibilities in terms of Internet usage. This policy should be read in conjunction with related Trust ICT Policies.</p>	Out	<p>The Policy was deemed to have no impact and was screened out. The Trust is committed to monitoring the policy as it is implemented throughout the Trust.</p>
<p><b><u>Driving Policy</u></b></p> <p>This Policy provides managers and staff clear information on their Legislative responsibilities.</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>• Driving Policy Audit</li> <li>• Monitoring of Complaints/Compliments</li> <li>• User Satisfaction Survey</li> <li>• Incident Reporting</li> </ul>
<p><b><u>Policy for Burial or Cremation of the Dead</u></b></p> <p>The purpose of this policy is to ensure that where an individual dies and the Trust has to assume responsibility for burial or cremation that this is carried out in a caring, expeditious manner and is culturally sensitive.</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>• Monitoring of usage of policy</li> <li>• Monitoring of complaints / compliments</li> </ul>

Description of Policy or Proposal	Screening Outcome	Reason for Reaching Screening Outcome
<p><b><u>Trust Food Safety Policy</u></b></p> <p>The aim of this Policy is to implement the requirements of the Food Safety NI Order 1991 and Amendments Regulations 2004 and the Food Hygiene Regulations (NI) 2006</p>	Out	<p>The Policy was deemed to have a minor impact and was screened out. This policy minimises the risk of food poisoning for all service users. The Trust undertakes to monitor the effect of the policy for equality of opportunity and good relations, disability duties and human rights by incident monitoring.</p>
<p><b><u>Transition of children and young people from Paediatric to Adult Services</u></b></p> <p>The aim of this policy is to have a smooth transition of care from paediatric to adult services for children with chronic medical conditions</p>	Out	<p>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 regular monitoring.</p>
<p><b><u>Policy on the Management of Patient Controlled Analgesia (PCA) (for persons aged 13 and Under) (PAEDS PCA)</u></b></p> <p>This policy is designed to provide guidance to staff of the best practice for managing patients that are receiving patient controlled analgesia</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 ongoing monitoring and through review of guideline every 3 years.</p>

Description of Policy or Proposal	Screening Outcome	Reason for Reaching Screening Outcome
<p><b><u>POLICY FOR INPATIENT MANGEMENT OF HYPOGLYCAEMIA IN ADULTS (People over the age of 18years)</u></b></p> <p>The aim of this policy is to minimise risk to adult inpatients when hypoglycaemia is being treated</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 undertaking training and feedback, using monitoring audit to assess the impact on relevant staff and clients.</p>
<p><b><u>Policy on the Management of Contacts of Confirmed or Probable Invasive Meningococcal disease e.g. Meningococcal Septicaemia, Meningitis or other clinical presentation and Supply of Chemoprophylaxis against Meningococcal Disease</u></b></p> <p>This Policy is to guide staff on the appropriate management of contacts that may require meningococcal disease chemoprophylaxis.</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>• SEHSCT Pharmacy will monitor stock levels of chemoprophylaxis at the specified locations.</li> <li>• Pharmacy will review the prescriptions sheets provided in chemoprophylaxis packs on their return to the department.</li> <li>• The monitoring of stock levels and reviewing of prescription sheets will assist in ensuring the policy is adhered to.</li> <li>• The Trust undertakes to monitor this policy for any adverse impact on any of the Section 75 categories. The policy will be equality screened again when it is reviewed in April 2016.</li> </ul>
<p><b><u>Policy for accompanying patients to the Department of Radiology</u></b></p> <p>This policy details the procedure for accompanying patients to the Department of Radiology for imaging examinations or interventional procedures. This will ensure that any patient care needs are met during this time. This policy encompasses both patient safety and patient experience standards and ensures compliance with Clinical Governance.</p>	Out	<p>The Policy was deemed to have no impact and was screened out.</p> <ul style="list-style-type: none"> <li>• Consultant Radiologists / Reporting Radiographers / Medically qualified non-radiologists who have agreed to provide a documented report for each PF imaging examination they interpret. must be given the required level of accredited training and supervision prior to practice.</li> <li>• To ensure compliance with the policy and to reduce the risk of delays in Plain Film reporting the number of unreported</li> </ul>

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		<p>examinations is monitored on a daily basis by the Radiology Services Manager (RSM). In addition, DRTTs are monitored on a monthly basis</p>
<p><b><u>Domiciliary Visit Guidelines</u></b></p> <p>Guidelines for staff covering home visits.</p>	<p>Out</p>	<p>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>• Waiting list and caseload</li> <li>• Complaints/compliments</li> </ul>
<p><b><u>Guideline for the Management of Podiatry Service Referrals</u></b></p> <p><b><u>Guidelines for the Management of low risk referrals to Podiatry Services</u></b></p> <p><b><u>Arranging of review clinic appointments</u></b></p> <p><b><u>Discharge of Patients from Podiatry Services</u></b></p> <p>Guidelines for staff covering the referrals, reviews and discharges.</p>	<p>Out</p>	<p>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>• Waiting list and caseload</li> <li>• Complaints/compliments</li> </ul>

Description of Policy or Proposal	Screening Outcome	Reason for Reaching Screening Outcome
<p><b><u>Lisburn Primary Care – Equality Screening of Criteria used during bidding process to reduce bidders from five to three</u></b></p>	<p>Ongoing screening</p>	<p>The Trust has identified that criteria used may have a major impact on the preferred option. It has therefore carried out a screening of these criteria. Feedback from consultees showed that the criteria was broadly welcomed. The Trust has committed to an ongoing screening to monitor feedback via:</p> <ul style="list-style-type: none"> <li>• Quarterly Project Team/Board updates</li> <li>• Quarterly DHSSPSNI Steering Group reports</li> <li>• Complaints/comments</li> <li>• Stakeholder engagement eg GP/Podiatry Patient Representatives/Service Users/Local Elected Representatives, Patient Participation Group</li> </ul>