

# Screening Outcome Report 1st October 2014 to 31<sup>st</sup> December 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>Bariatrics – Interim policy and procedural arrangements for the moving and handling of extremely heavy patients / clients</u></b></p> <p>This is a revised policy which aims to provide Managers and Staff with clear information regarding the procedural arrangements that are in place in the South Eastern Trust (hereafter known as the Trust) for the moving and handling of extremely heavy patients / clients.</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>• Incident Reporting</li> <li>• Complaints</li> <li>• Compliments</li> <li>• Staff feedback</li> </ul>

Description of Policy or Proposal	Screening Outcome	Reason for Reaching Screening Outcome
<p><b><u>Email Policy</u></b></p> <p>This is a revised policy which aims to communciate Trust Policy on the acceptable use of email. This policy should be read in conjunction with related Trust ICT and other Policies.</p>	Out	Screening has established that there is no potential adverse impact across the nine categories and that the policy has been written to apply equally to all. The Trust is committed to monitoring the policy as it is implemented throughout the Trust.
<p><b><u>Mobile Device Policy</u></b></p> <p>This is a revised policy which aims to communicate Trust Policy on the acceptable use of mobile phone / devices within the Trust in relation to voice and data usage. This policy should be read in conjunction with related Trust ICT and other Policies.</p>	Out	Screening has established that there is no potential adverse impact across the nine categories and that the policy has been written to apply equally to all. The Trust is committed to monitoring the policy as it is implemented throughout the Trust.
<p><b><u>Secondment Policy</u></b></p> <p>This policy aims to provide practical advice on the management of the process, both internal and external to the organisation, and promotes equality of opportunity, ensuring that secondment opportunities are equitable, fair and effective in balancing the interests of the organisation and the rights of the individual.</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>• Complaints</li> <li>• Appeals</li> <li>• Feedback from managers/staff</li> </ul>
<p><b><u>Policy for Zero Tolerance on Abuse of Staff, Protection from Violence</u></b></p> <p>This is a revised policy which aims to:</p> <ul style="list-style-type: none"> <li>- improve working lives for Staff</li> <li>- provide Managers with specific guidance on Zero Tolerance</li> <li>- improve staff knowledge of Zero Tolerance</li> </ul>	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 at a Trust level through the JNF and at Trust level through e.g. the monitoring of application.</li> <li>• Maintaining returns to DHSSPS on a six monthly basis</li> </ul>

Description of Policy or Proposal	Screening Outcome	Reason for Reaching Screening Outcome
<p><b><u>Regional Unlicensed Medicines Policy</u></b></p> <p>This is a revised policy which aims to document ensures that the responsibilities and actions required of healthcare workers in relation to the prescribing, procurement, storage, supply and administration of unlicensed medicinal products are clear. This will help to minimise the risks to patients, to healthcare staff and to the organisation when the use of an unlicensed medicine is necessary.</p>	Out	The Policy was deemed to have no impact and was screened out. Any medication incidents are reviewed and coded by the medicines governance pharmacist who provides quarterly reports. If any issues relating to the policy are highlighted the policy will be reviewed prior to the review date.
<p><b><u>Medicines Policy</u></b></p> <p>This is a revised policy which aims to provide all medicines legislation and good practice guidance in relation to medicines in the one policy</p>	Out	The Policy was deemed to have no impact and was screened out. Any medication incidents are reviewed and coded by the medicines governance pharmacist who provides quarterly reports. If any issues relating to the policy are highlighted the policy will be reviewed prior to the review date.
<p><b><u>Safe Handling &amp; Disposal of Sharps Policy</u></b></p> <p>This policy was developed to guide staff through to compliance with safe sharps practices and compliance with relevant sharps handling legislation and overall health and safety.</p>	Out	The Policy was deemed to have no impact and was screened out.
<p><b><u>Policy for conscious sedation in adults including guidelines for the administration of midazolam)</u></b></p> <p>This is a revised policy which aims to provide direction to clinicians regarding sedation in adult patients.</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 ongoing monitoring and through monitoring (IR1 forms).

Description of Policy or Proposal	Screening Outcome	Reason for Reaching Screening Outcome
<p><b><u>Policy on the Insertion and Ongoing Confirmation of the Position of Nasogastric and Orogastric Feeding Tubes in Adults (includes procedure for insertion of NG tube with an introducer)</u></b></p> <p>This is a revised policy which aims to give confirmation on NG tubes.</p>	Out	The Policy was deemed to have no impact and was screened out.
<p><b><u>Policy for Haematology Clinical Nurse Specialist performing Bone Marrow Aspirate and Trepine</u></b></p> <p>This is a revised policy which aims to enhance service provision, including a more flexible service, cost effectiveness and continuity of care for patients.</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>• Information from exit questionnaire</li> <li>• Satisfaction survey</li> <li>• Compliments and complaints</li> <li>• Local monitoring of patients who access the service</li> </ul>
<p><b><u>Arson Policy</u></b></p> <p>This policy aims to ensure that the Trust has adequate governance in place in order to minimise the risk to staff and public of an incident of fire from the act of arson with potentially fatal consequences. This shall be achieved by putting in place suitable measures and practices to increase fire safety awareness. Drivers for this are current fire related legislation and the adoption of best practice guidance documents. This policy replaces two previous policies from the Legacy Trusts.</p>	Out	The Policy was deemed to have no impact and was screened out.

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<p><b><u>Environmental Policy</u></b></p> <p>Processes to be followed for the management of the Trusts estates impact on the Environment with regard to all activities related to the use of energy, water, chemicals, or other processes that result in emissions or discharges to the atmosphere, land or water.</p>	Out	The Policy was deemed to have no impact and was screened out.
<p><b><u>Policy for Continuous Glucose Monitoring in Interstitial fluid using a continuous glucose recorder</u></b></p> <p>This is a revised policy which provides direction for all Diabetes Specialist Nurses (DSN) and Diabetes Nurses (DN) who have been appropriately trained in inserting, removing and interpreting results of Continuous Glucose Monitoring in Interstitial fluid using a continuous glucose recorder.</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>• Feedback from staff using the equipment.</li> <li>• Feedback from Patients.</li> <li>• Feedback from other members of the multi-disciplinary team who are in contact with the patients.</li> <li>• Re-Audit</li> <li>• 3 Yearly review of policy</li> <li>• Monitor verbal and written complements and complaints.</li> </ul>
<p><b><u>Whistleblowing Policy</u></b></p> <p>This is a revised policy which aims to ensure that action is taken to investigate any matters of concern raised by staff and to enable the Trust to initiate corrective action where deemed necessary and appropriate.</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, Annual Progress Report to the Equality Commission, Complaints and Compliments.

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<p><b><u>Policy for the insertion of Peripheral Inserted Central catheters (PICCs)</u></b></p> <p>The overall aim is to ensure that all nursing staff inserting PICCs are competent, safe and fully aware of the risks and their responsibilities in relation to the insertion of these devices.</p>	Out	The Policy was deemed to have no impact and was screened out. The guidelines have been written to meet the needs of all nine equality categories. The Trust will monitor the implementation and impact of the policy and review formally in April 2015.
<p><b><u>Policy for the safe use of Heat therapies for Vasodilation purposes</u></b></p> <p>This policy aims to ensure all staff are aware of safe practice regarding the use of heat therapies when used as a means of aiding vasodilation</p>	Out	The Policy was deemed to have no impact and was screened out. The guidelines have been written to meet the needs of all nine equality categories. Trust will monitor the implementation and impact of the policy and review formally in April 2015.
<p><b><u>Discharge Policy</u></b></p> <p>This policy aims to ensure that patients receive a safe, effective and timely discharge from hospital through a multiprofessional team approach to assessment and care planning (fully involving the patient and main carers) which commences immediately following admission and extends through to discharge. In some circumstances, this may take place prior to admission i.e. if attending a pre-operative assessment.</p>	Out	The Policy was deemed to have no impact and was screened out. The policy advocates best practice.
<p><b><u>Non-Medical Prescribing Policy</u></b></p> <p>This is a revised policy which aims to:</p> <ul style="list-style-type: none"> <li>• ensure professional and statutory obligations are met</li> <li>• contribute to the provision of holistic care</li> <li>• provide robust standards for non-medical prescribing</li> <li>• clarify accountability and</li> </ul>	Out	The Policy was deemed to have no impact and was screened out. The policy advocates best practice for patient care.

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<p>responsibility</p> <ul style="list-style-type: none"> <li>provide a framework within which potential applicants can determine eligibility to undertake an approved Non-Medical Prescribing Programme, in discussion with the line manager</li> <li>ensure adherence to the use of the Northern Ireland Formulary <a href="http://niformulary.hscni.net/Pages/default.aspx">http://niformulary.hscni.net/Pages/default.aspx</a></li> </ul>		
<p><b><u>Management of Traumatic Head Injuries in Adults</u></b></p> <p>This is a revised policy which aims to address national and regional recommendations on the management of head injury patients.</p>	Out	The Policy was deemed to have no impact and was screened out. The policy advocates best practice for patient care.
<p><b><u>Staff with working restrictions across SET for nursing staff</u></b></p> <p>This policy aims to:</p> <ul style="list-style-type: none"> <li>establish staff working restrictions</li> <li>establish Custom and Practice and the impact of this on safe and effective care</li> <li>improve the utilisation of existing staff and reduce bank and agency spend by giving Ward Sisters and Clinical Managers clear visibility of staff contracted hours.</li> <li>ensure safe/appropriate staffing for all departments using fair and consistent off duties.</li> <li>minimise clinical risk associated with the level and skill mix of nurse staffing levels.</li> <li>ensure that the required number of inpatient beds are safely staffed to meet elective and emergency demand.</li> </ul>	Out	The Policy was deemed to have a low impact. The Trust will be monitoring the project and assess any potential impact and therefore the E Roster policy will be subject to on-going equality screening. As this is a pilot project and will be implemented in a series of stages screening will be considered at various times during implementation.



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<p><b><u>Absent without Leave (absconding) from a general hospital ward</u></b></p> <p>This policy outlines the action to be taken by staff in the event of a patient going missing from a general hospital environment without prior agreement, or failing to return at the agreed time</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>• making staff formally aware of this Procedure through line management structures</li> <li>• continuing to offer training and awareness raising for Human Rights</li> <li>• working closely with voluntary and community groups</li> </ul>