

## 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      Last offices Policy for SET Hospitals

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

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

- **Guidance to Nursing and Health Care Assistants on the care provided to the Patient and family following death.**
- **By providing a clear researched based procedure for the care of the deceased. Policy discussed at ward managers' meetings across the Trust.**
- **No obvious constraints to the implementation of the policy.**

(1.4) Are there any Section 75 categories (see list in 3.1) which might be expected to benefit from the intended policy/proposal?

Yes: Different religious and cultural needs can be identified and met using guidance from Royal Marsden. Trustwide Bereavement Box will include a copy of the Multicultural and Beliefs Handbook designed specifically to guide staff in the care of patients from various ethnic and religious backgrounds.

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

This is a Trust wide policy whose ownership is with the Directorate of Nursing, Primary Care and Older People. Responsibility for implementation is with clinical leads, ward managers and nurses.

(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?) No

(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)

Staff, deceased service users and their families.

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

**SEHSC Trust policies:**

- Policy on Dealing with the Death of a Patient/User of a Service
- Policy for Burial or Cremation of the Dead
- Policy on Management of Potential Organ & Tissue Donors
- Policy for Notifying a General Practitioner of a Patient's Death
- Policy on the Management of Bereavement
- Policy for Handling of Forensic Items
- Policy on Advance Directives (Living Wills)
- Policy for Consent to Post Mortem Examination
- Verifying of Life Extinct Policy
- Medicines Policy
- Policy and Procedure for the Securing of Records for the Purposes of Investigations
- Policy for the provision of Witness Statements in Relation to Coroner's Inquests
- Regional Infection Control Manual

## (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.

### *Details of evidence/information*

Royal Marsden Hospital Manual Nursing Procedures. July 2008. <http://setintranet/systems/?id=3>, right click on Royal Marsden Nursing Procedures, choose "Open"

Human Organs Inquiry Report 2002 <http://www.dhsspsni.gov.uk/hoi-mainreport.pdf>

When a patient Dies. Advice on Developing Bereavement Services in the NHS 2005  
[http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH\\_4122191](http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH_4122191)

Guidance on Death, Stillbirth and Cremation Certification. DHSSPS 2008.  
<http://www.dhsspsni.gov.uk/guidance-death-stillbirth-and-cremation-certification-pt-b.pdf>

Care and Respect in Death. Good Practice Guidance for NHS Mortuary Staff (NHS, 2006)  
[http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH\\_4137969](http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH_4137969)

NMC Code of Code of Conduct, 2007 <http://www.nmc-uk.org/Documents/Standards/The-code-A4-20100406.pdf>

Regional Infection Control Manual <http://www.infectioncontrolmanual.co.ni>

Medicines Policy for the Prescribing, Supply, Administration, Storage and Disposal of Medicines

## (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>Needs, experiences and priorities</b>	
	<b>Service users</b>	<b>Staff</b>
Gender	None	None

Age	None	None
Religion	Difference religious and cultural needs will be identified and met using guidance from Royal Marsden	
Political Opinion	None	None
Marital Status	None	None
Dependent Status	None	None
Disability	None	None
Ethnicity	Difference religious and cultural needs will be identified and met using guidance from Royal Marsden	
Sexual Orientation	None	None

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

Policy has been ratified via the Trust consultation process. National best practice guidance is included i.e. Royal Marsden Nursing procedures for Last Offices. The development of the policy has in turn led to the development of a Trustwide Bereavement Box which will include a copy of the Multicultural and Beliefs Handbook designed specifically to guide staff in the care of patients from various ethnic and religious backgrounds.

#### (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.

**(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?**

Section 75	Details of policy/proposal impact	Level of impact?
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<i>category</i>			<i>Minor/major/none</i>
	<i>Services Users</i>	<i>Staff</i>	
Gender			None
Age			None
Religion			Minor
Political Opinion			None
Marital Status			None
Dependent Status			None
Disability			None
Ethnicity			Minor
Sexual Orientation			None

<b><i>(4.2) Are there opportunities to better promote equality of opportunity for people within Section 75 equality categories?</i></b>	
<b><i>Section 75 category</i></b>	<b><i>Please provide details</i></b>
Gender	No
Age	No
Religion	Yes: Lead Chaplain is currently providing training opportunities to staff regarding world religions and culture
Political Opinion	No
Marital Status	No
Dependent Status	No
Disability	No
Ethnicity	Yes: Lead Chaplain is currently providing

	training opportunities to staff regarding world religions and culture
Sexual Orientation	No

**(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>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

**(4.4) Are there opportunities to better promote good relations between people of different religious belief, political opinion or racial group?**

<b>Good relations category</b>	<b>Please provide details</b>
Religious belief	Lead Chaplain is currently providing training opportunities to staff regarding world religions and culture
Political opinion	None
Racial group	Lead Chaplain is currently providing training opportunities to staff regarding world religions and culture

**(5) Consideration of Disability Duties**

***(5.1) How does the policy/proposal encourage disabled people to participate in public life and promote positive attitudes towards disabled people?***

N/A

## **(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.

Policy has been ratified via the Trust consultation process. National best practice guidance is included i.e. Royal Marsden Nursing procedures for Last Offices. The development of the policy has in turn led to the development of a Trustwide Bereavement Box which will include a copy of the Multicultural and Beliefs Handbook designed specifically to guide staff in the care of patients from various ethnic and religious backgrounds.

## (7) Screening Decision

**(7.1) Given the answers in Section 4, how would you categorise the impacts of this policy/proposal?**

Major impact	
Minor impact	
No impact	√

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

Yes	
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No	√
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**(7.3) Do you think the policy/proposal should be subject to an Equality Impact Assessment (EQIA)?**

Yes	
No	√

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

The decision is based upon responses to consultation process and feedback from Trust Bereavement Forum members which include Trust Lead Chaplain and Patient and Public Involvement representation.

**(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?  
Policy will undergo a mandatory 2 year review and consultation process.

Approved Lead Officer: Paul McCloskey  
 Position: Trust Bereavement Coordinator  
 Date: 12 October 2014  
 Policy/proposal screened by: Paul McCloskey



South Eastern Health  
and Social Care Trust

**Please forward completed schedule to:**

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