

Screening Outcome Report 1st April 2015 to 30th June 2015

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>Policy and Procedure for the use of Entonox</u></p> <p>This revised policy and procedure is to inform staff of the safe use of Entonox so that it can be used effectively to provide analgesia to patients undergoing short duration painful procedures.</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 of guideline in 3 years time.</p>
<p><u>Standards for the communication of critical urgent and unexpected significant radiological findings</u></p> <p>This revised policy provides a written and approved scheme of work to ensure that the radiological imaging reports of all patients are communicated to and received by</p>	Out	<p>The Policy was deemed to have a minor impact. 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"> • Date for Policy review set • Monitoring Complaints/Compliments in relation to the communication of

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<p>the appropriate registered health professional and that where necessary action is taken in a manner appropriate to the clinical urgency.</p>		<p>radiological imaging report findings.</p> <ul style="list-style-type: none"> • Appropriate training on the PACS and RIS system for staff groups involved in the communication process. • The Department of Radiology will undertake an audit every 6-12 months- The audit will be facilitated using a Dynamic Work list on the RIS and be carried out electronically using the RIS “flagging process.” • Staff compliance with policy and adherence to its content- Ongoing monitoring that secretaries record their communication with referrers Re: Imaging examination findings on RIS Journal page as a permanent record with password protection. This will help facilitate the audit process outlined above.
<p><u>Policy for Retention and Storage of Images and Radiological Patient Data</u></p> <p>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.</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"> • Ongoing monitoring the integrity of the stored data in the local archives and take remedial action if required. • Ensuring that staff are made aware of this policy and to familiarise themselves with and adhere to the contents
<p><u>Policy on the Management of Patient Controlled Analgesia (PCA) (for persons aged 13 and Under) (PAEDS PCA)</u></p> <p>This revised policy provides 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:</p> <ul style="list-style-type: none"> • Ongoing monitoring • Review of Guidelines in 3 years.

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<p><u>Policy on the Management of Epidural Analgesia</u></p> <p>This revised Policy is to help ensure the safe and effective use of epidural analgesia for patients pain relief.</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"> • Ongoing monitoring • Review of Guidelines in 3 years.
<p><u>Policy on Root Cause Analysis for Healthcare Associated Infections</u></p> <p>This revised policy outlines the process for staff to review healthcare associated infections with examples for some specific infections within the appendices.</p>	Out	<p>The Policy was deemed to have no impact and was screened out. Any feedback to managers or the IPC team will be noted and considered in review and any impact on other IPC related guidance.</p>
<p><u>Cold Chain Policy for Vaccines</u></p> <p>The revised policy is to provide staff in South Eastern Trust, within acute and community settings, with standards for maintaining the cold chain and thereby reducing the risk of compromising the quality and safety of the products administered to their clients.</p>	Out	<p>The Policy was deemed to have no impact and was screened out The Trust will monitor the policy as it is implemented for any potential adverse impact.</p>
<p><u>Policy for the Provision of Patient / Client Single Sex Accommodation</u></p> <p>This policy provides direction for staff in respect of Trust arrangements for preserving patient/client privacy and dignity whilst in hospital/residential facilities, through the provision of segregated facilities for men and women</p>	Out	<p>The Policy was deemed to have no impact and was screened out. The policy will be alerted to all users via trust email and aims to provide single sex accommodation as far as reasonably practicable.</p>

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<p><u>Infection Prevention and Control Manual (Regional and South Eastern Trust Guidance)</u></p> <p>This statement commits to the South Eastern Trust adoption of the Northern Ireland Regional Infection Control Manual into practice and care.</p>	Out	The Policy was deemed to have no impact and was screened out. Any feedback to managers or the IPC team will be noted and considered in review and any impact on other IPC related guidance.
<p><u>Referral Policy for Emergency Nurse Practitioners</u></p> <p>This policy details the required procedure for Emergency Nurse Practitioners (ENPs) who are entitled to request diagnostic imaging examinations.</p>	Out	<p>The Policy was deemed to have a minor impact and was screened out.</p> <p>The Minor Injuries Unit and the Department of Radiology will be responsible for ensuring that effective monitoring arrangements are in place.</p>
<p><u>Policy on Improving the Detection and Diagnosis of Human Immunodeficiency Virus (HIV) infection in all Healthcare settings including Primary Care</u></p> <p>The Policy aims to improve the detection and diagnosis of HIV in all healthcare settings.</p>	Out	The Policy was deemed to have no impact and was screened out. A subgroup of the policy authors aim to conduct the following audits over the next 2 years: Number of HIV requests by sources from SEHSCT. HIV test uptake rate with selected clinical conditions in SEHSCT. Proportion of newly diagnosed individuals with CD4 count <200 and $350 \times 10^6/L$.
<p><u>Health Care Record Content</u></p> <p>The health care record facilitates the recording of information regarding the patient's assessment, treatment and care, and includes the results of investigations. It is a mechanism for ensuring that the patient receives safe and effective continuity of care, and enables the healthcare team to communicate effectively.</p>	Out	The Policy was deemed to have no impact and was screened out. Documentation should be of a high standard for all patients/clients.

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<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. These include:</p> <ul style="list-style-type: none"> • all administrative records (eg personnel, estates, financial and accounting records, notes associated with complaints); and • all service user health & social care records and including private patients, including x-ray and imaging reports, registers, prison healthcare records etc. 	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"> • Monitor levels and severity of complaints received with regard to records management. • IG incidents are reported via the IGSC and Directorate Review Process • Ensure publicity materials about the Trust's process are current and available to all. • In line with the legislation provide guidance to staff in relation to the good management of records.
<p><u>Management of anaphylactic reactions Policy</u></p> <p>The Policy aims to provide direction and guidance for the management of a patient (adult or child) having an anaphylactic reaction.</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 through monitoring of IR1 forms.</p>
<p><u>Safe and Effective use of bedrails in the Community</u></p> <p>This Policy aims to ensure safe practice in the Community.</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"> • Annual Policy Review • Complaints • Internal Nursing Documentation audit • RQIA inspections

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<p><u>Hospitals Admissions Policy</u></p> <ul style="list-style-type: none"> • To ensure a consistent approach to the management of admissions • To ensure that admissions are carried out in an effective and timely manner • To ensure the optimum use of beds and the protection of elective activity • To ensure that all patients are admitted to the designated speciality appropriate to their clinical condition where possible and to highlight the specific admission criteria for the specialties identified within this policy 	Out	The Policy was deemed to have no impact and was screened out.
<p><u>Prevention of Tuberculosis (TB) – Risk Assessment, Screening & Vaccination Programmes</u></p> <ul style="list-style-type: none"> • To provide Health Care Professionals (HCP) with guidelines on eligibility for BCG vaccination for infants and children under the age of 16. • To ensure the delivery of the ‘targeted neonatal’ and others ‘at risk’ BCG programme. • To provide clear guidelines on assessment and screening for new immigrants to Northern Ireland accessing the Northern Ireland New Entrant Service (NINES). 	Out	The Policy was deemed to have no impact and was screened out. The Trust will monitor the policy as it is implemented for any potential adverse impact. A review will take place a minimum of every three years in line with the policy review, unless changes in legislative requirements necessitate earlier action. Compliments and Complaints.

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