

## 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**

**Hospitals Admissions Policy**

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

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

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

To ensure that patients/clients receive the optimum level of care and treatment which will be based on a comprehensive clinical assessment



To ensure that admission information is at all times up to date  
and accurate

(1.3)

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

None

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

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(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)

Service users, Staff

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

The Handbook of Good Practice for Effective Waiting List Management

Code of Practice on Protecting the Confidentiality of the Service User SET/GEN (63) 2012

Ethnic Minority Handbook



Policy for the Discharge of Patients from SET Hospitals SET/PtCt Care (08) 2009

Policy on Management of Nurse Led Facilitated Discharge

Guidelines for Placement of Outlying Patients (Appendix 1)

Policy on the Care of Children and Young People in Adult Wards (SET/PtCtCare (70) 2011)  
Trust Escalation Plan

Patient Identification Policy(SET/Pt.Care/mge(05) 2009)

GAIN guidelines on Caring for People with a Learning Disability in General Hospital Settings(2010)

Policy for Transfer of Patient Internal and External to the South Eastern trust SET/PtCtCare (23) 2010

**Policy for patient Flow Throughout the South Eastern Trust. SET/PTCT Care (59)2011**

Regional Assessment and Plan of Care Documentation

## (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.

<b><i>Details of evidence/information</i></b>
All patients will be treated equitably and according to their clinical health and social care needs

## (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><i>Service users</i></b>	<b><i>Staff</i></b>
Gender	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	To ensure that service users are admitted appropriately according to their needs and as guided by this policy and relevant policies.

	<p>To ensure that patients/clients receive the optimum level of care and treatment which will be based on a comprehensive clinical assessment</p> <p>To ensure that admission information is at all times up to date</p>	
Age	As above	As above
Religion	As above	As above
Political Opinion	As above	As above
Marital Status	As above	As above
Dependent Status	As above	As above
Disability	As above	As above
Ethnicity	As above	As above
Sexual Orientation	As above	As above

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

The guidelines were sent to senior staff for consultation and amendments made to ensure best practice.

#### (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.

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

<b>(4.2) Are there opportunities to better promote equality of opportunity for people within Section 75 equality categories?</b>	
<b>Section 75 category</b>	<b>Please provide details</b>
Gender	N/A
Age	N/A
Religion	N/A
Political Opinion	N/A
Marital Status	N/A

Dependent Status	N/A
Disability	N/A
Ethnicity	N/A
Sexual Orientation	N/A

**(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		
Political opinion		
Racial group		

**(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	None
Political opinion	None
Racial group	None

## (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?***

GAIN guidelines on Caring for People with a Learning Disability in General Hospital Settings(2010) referenced

## (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.

Code of Practice on Protecting the Confidentiality of the Service User. Referenced

**Included in policy**

- Clinical staff should encourage patients/carers to be involved in choices about their care
- Patients' likes/dislikes/wishes/preferences

## (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	
No	√

**(7.3) Do you think the policy/proposal should be subject to and Equality Impact Assessment (EQIA)?**

Yes	
No	√

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

All patients admitted to SET will be treated equitably

**(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?

No monitoring required

Approved Lead Officer: \_\_\_\_\_



South Eastern Health  
and Social Care Trust

Position: Clinical Coordinator  
Date: 30 January 2014  
Policy/proposal screened by: Helen Daley

**Please forward completed schedule to:**

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