

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

Standards for the communication of critical urgent and unexpected significant radiological findings

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

Revised

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

The 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 the appropriate registered health professional and that where necessary action is taken in a manner appropriate to the clinical urgency.

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

No benefit

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

SET

(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?)

Other staff outside the Department of Radiology not having been made aware of the policy.

(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)

All Trust Employees who refer for imaging examinations(medical and non medical), Clinical Directors, Ward Managers, Consultant Radiologists, PACS Manager, Administration & Clerical staff, Patients and RQIA.

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

NPSA Safer Practice Notice 16(July 2007)

Royal College of Radiologists (August 2008)

Paediatric Imaging Protocols-Department of Radiology

RCR Clinical Protocols-i-Connect

Employers Procedures-SET

(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.

<i>Details of evidence/information</i>
<p>Policy reviewed by relevant departmental staff-Consultant Radiologists, Managers.</p> <p>Policy sent out for consult. Feedback reviewed and considered.</p> <p>Feedback from patient and referrer satisfaction surveys</p>

(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.

Category	Make up	
	Service users	Staff
Gender	Employers Procedures Procedure D	Employers Procedures
Age	Paediatric Imaging Protocols	
Religion		
Political Opinion		
Marital Status		
Dependent Status		
Disability	Service is DDA compliant	

Ethnicity	Access interpreters for all patients that don't speak English as 1 st language	
Sexual Orientation		

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

Through appropriate consultation processes

Policy Committee

Intranet

(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 category	Details of policy/proposal impact		Level of impact? Minor/major/none
	Staff	Service Users	
Gender	-	-	-
Age	-	Minor	Minor
Religion	-	-	-
Political Opinion	-	-	-
Marital Status	-	-	-
Dependent Status	-	-	-
Disability	-	Minor	Minor
Ethnicity	“	“	“

Sexual Orientation	-	-	-

(4.2) Are there opportunities to better promote equality of opportunity for people within Section 75 equality categories?	
Section 75 category	Please provide details
Gender	Protocols in place
Age	Protocols in place
Religion	
Political Opinion	
Marital Status	
Dependent Status	
Disability	Service is DDA compliant
Ethnicity	Access interpreters for all patients that don't speak English as 1 st language
Sexual Orientation	

(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		
Good relations category	Details of policy/proposal impact	Level of impact Minor/major/none
Religious belief	None	None
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?	
Good relations category	Please provide details
Religious belief	
Political opinion	
Racial group	Access to interpreting

(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?
Service DDA compliant

(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 st protocol Article 1 – Right to a peaceful enjoyment of possessions & protection of property			✓
1 st 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.

Training (E&HR)

(7) Screening Decision

(7.1) How would you categorise the impacts of this decision or 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.

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(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 has a review date

Monitoring of Complaints/IR1's/Compliments in relation to the communication of radiological imaging report findings.

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.

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Date: 30th October 2014

Policy/proposal screened by: A.Lattimer

Please forward completed screening template to the Equality Unit