

Screening Outcome Report 1st January 2017 to 31st March 2017

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>Oral Glucose Tolerance Policy for Adults</u></p> <p>This is a revised policy which aims to minimise risk to females over the age of 18 years and pregnant females (of any age) requiring Oral Glucose Tolerance Test</p>	Out	The Policy was deemed to have no impact. The Trust will undertake training and feedback and using monitoring audit to assess the impact on relevant staff and clients.
<p><u>Clinical Imaging Requests from Non-Medically Qualified Professionals</u></p> <p>This is a revised policy providing a written and approved scheme of work for non-medically qualified professionals who are authorised to request imaging examinations</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"> • The required competence to refer must be agreed and approved by the applicant's Clinical Director. • An up-to-date list of individuals entitled to act as a referrer must be maintained and available to the Radiology Services Manager on request. This entitlement must

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		<p>include the range of referrals that may be made by each individual.</p> <ul style="list-style-type: none"> • Suitability and impact of referrals are monitored by the Radiology department. Inappropriate referrals will be returned to the relevant referrer. • Completed and approved application forms for non-medically qualified professionals should be submitted to the Radiology Services Manager. The application form is available on the Trust's iConnect via the Hospital Services tab and by clicking on Radiology. • The Clinical Director or Lead Clinician who approved the application is responsible for ensuring that an audit of the clinical information provided by a referrer is undertaken every six months to monitor compliance with this policy. • Radiation incidents monitored quarterly • Policy has a review date/document and version control
<p><u>Guideline on Glove Selection</u></p> <p>This is a revised policy to provide guidance as to the correct selection of gloves in relation to the work actively being carried out, to ensure that the glove selection is appropriately risk assessed and to promote good practice with regards to appropriate glove usage.</p>	Out	The Policy was deemed to have no impact. The Trust undertakes to monitor the application of the policy and review regularly.
<p><u>Gifts and Hospitality Policy</u></p> <p>This is a revised policy intending to provide advice and guidance to Trust staff who, in the course of their day or as a result of their employment, either receive offers of gifts and hospitality or provide gifts and hospitality to others on behalf of the Trust.</p>	Out	The Policy was deemed to have no impact. The Trust undertakes to monitor the application of the policy and review regularly.

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<p><u>Policy for the Management of latex Allergy</u></p> <p>This is a revised policy to provide guidance on the arrangements for the management of latex allergy for staff and patients and to promote good practice with regards to the management of same</p>	Out	The Trust has carried out an equality screening of the policy and has not identified a potential adverse impact for the nine equality categories. The Trust undertakes to monitor the application of the policy and review regularly.
<p><u>Policy for Haematology Clinical Nurse Specialist performing Bone Marrow Aspirate and Trepine</u></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	This policy has been written to meet the needs of all patients including those in the nine equality categories. The implementation of the policy will be monitored and the policy will be reviewed in 2 years' time.
<p><u>Induction of New Employees</u></p> <p>This is an existing policy to provide to employees on the arrangements for Induction of New Employees within the Trust.</p>	Out	The Policy was deemed to have no impact and was screened out. The Trust undertakes to monitor the application of the policy and review regularly.
<p><u>First Aid at Work Policy</u></p> <p>This is an existing policy to provide adequate and appropriate equipment, facilities and personnel to enable first aid to be given to employees if they are injured or become ill at work.</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 and reviewing regularly.
<p><u>Hazardous Substances</u></p> <p>This is an existing policy aiming to provide guidance to staff on Trust arrangements for the handling of COSHH risk assessments in accordance with the Health & Safety at Work (Northern Ireland) Order 1978 (HSW Order) and the Control of Substances Hazardous to Health Regulations (Northern Ireland) 2003, (COSHH) (as amended)</p>	Out	The Policy was deemed to have no impact. The Trust undertakes to monitor the effect of the policy for equality of opportunity and good relations, disability duties and human rights by monitoring and reviewing regularly.
<p><u>Fire Safety Policy</u></p> <p>This is a revised policy to mitigate</p>	Out	The Policy was deemed to have no impact. The Trust undertakes to monitor the effect of the policy for

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the risks of fire related incidents posing a threat to people and Trust infrastructure.		equality of opportunity and good relations, disability duties and human rights by reviewing complaints and feedback from the Trust Fire Safety sub-committee.
<p><u>Housekeeping and Health and Safety Inspections</u></p> <p>This is an existing policy providing guidance to employees on the arrangements for Housekeeping and Health and Safety Inspections within the Trust.</p>	Out	The Policy was deemed to have no impact. The Trust undertakes to monitor the effect of the policy and review regularly.
<p><u>Policy on Noise at Work</u></p> <p>This is an existing policy aiming to provide a framework that enables the Trust to comply with the statutory requirements outlined in the above listed legislation and to as far as reasonably practicable reduce the risk of exposure to noise at work</p>	Out	The Policy was deemed to have no impact. The Trust undertakes to monitor the application of the policy and review regularly.
<p><u>Policy on the Protection of Employees who are New or Expectant Mothers</u></p> <p>This is a revised policy which aims to provide direction to provide guidance on the arrangements for health and safety of new or expectant mothers who are employed by the South Eastern Trust.</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 departmental internal/external auditing.
<p><u>Policy on Auditing Health and Safety Systems</u></p> <p>This is an existing policy providing a framework for conducting audits of Health and Safety systems within the Trust</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 departmental internal/external auditing.

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<p><u>Policy for Reporting Adverse Incidents under RIDDOR Regulations</u></p> <p>This is an existing policy providing guidance on the arrangements for the reporting and management of incidents under RIDDOR within The Trust's owned, leased or managed premises/property and when its staff and self-employed entities are working within the remit of their employment for the Trust.</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 departmental internal/external auditing.
<p><u>Safe Use and Storage of Liquid Nitrogen</u></p> <p>This is an existing policy aiming to make arrangements to control the exposure of their employees to all substances, which may affect their health</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 departmental internal/external auditing.
<p><u>Policy and Procedure for the Reporting and Management of Incidents</u></p> <p><u>Policy for completing IR1s</u></p> <p><u>Policy for the Completion of Near Miss & Incident Investigation Proforma (IR2)</u></p> <p><u>Policy and Procedure for the Investigation and Root Cause Analysis of Incidents, Claims and Complaints</u></p> <p>This is a suite of policies and procedures that detail arrangements for the reporting, recording and management of incidents (and also root cause analysis of incidents, claims and complaints).</p>	Out	<p>The Policies were deemed to have no impact and were screened out.</p> <p>Adherence to these policies is monitored on an on-going basis by the Risk Management Department through review of IR1 and each IR2 pro forma returned to the Department and feedback given on an individual basis where concerns arise.</p> <p>This policy will be audited in line with agreed audit schedule.</p>

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<p><u>Personal Bereavement Policy</u></p> <p>This is a new policy To provide Managers coming into contact with staff members who have experienced bereavement with the necessary knowledge and skills to support them.</p>	Out	The Policy was deemed to have no impact and was screened out.
<p><u>Guidelines for the management of patients with Flu or Flu-like illness during the 2016/17 Flu season</u></p> <p>This is a revised policy. To minimise the spread of flu infection in vulnerable patient groups across hospital and community settings. This will be achieved by appropriate patient management and treatment and adherence to IPC measures. Constraints; unable to predict virulence factors and the impact on services.</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 of the implementation of the guideline and response/ action to concerns raised.
<p><u>Protocol for the Issue of Oral Hydroxycarbamide</u></p> <p>This is an existing policy to facilitate the supply of an oral cytotoxic medicine outside of pharmacy opening hours.</p>	Out	The Policy was deemed to have no impact and was screened out.

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<p><u>Wound Management: Principles of Caring for Patients with an open wound</u></p> <p>This is a revised policy:</p> <ul style="list-style-type: none"> • To ensure uniformity of practice and that optimum outcomes are achieved for each patient with an open wound. • To safeguard the patient and guide the clinician in taking a structured approach to the assessment and management of patients with wounds. 	Out	The Policy was deemed to have no impact and was screened out.
<p><u>Guidelines for the management of patients who attend the Trust's healthcare settings accompanied by assistance dogs</u></p> <p>This policy aims to:</p> <ul style="list-style-type: none"> • To provide healthcare workers involved in the management of patients/relatives/carers who attend healthcare facilities with assistance dogs with the necessary principles to carry out a risk assessment. Thus adequate provision can be put in place as necessary to manage each situation from a person centred approach and without bias or prejudice. • This will be achieved by ensuring that as far as a reasonably practical all staff involved in the process follow the guidelines so that all actions can be taken as necessary to accommodate the patient/client and their animal. 	Out	The Policy was deemed to have no impact and was screened out. The Guidelines will be disseminated across the Trust and implemented.

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<p><u>Policy on Risk Assessment (incorporating both Clinical & Non-Clinical Risks)</u></p> <p>This is a revised policy aiming to ensure all managers and staff understand their responsibilities for undertaking risk assessments in accordance with health and safety legislation.</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 departmental internal/external auditing.</p>