

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

A Record Keeping Practice Framework for Health Care Support Workers

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

New

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

The Nurse/Midwife is accountable for the recording of care that is delegated and must ensure that the person is competent to do so. The framework supports the HSCW in becoming competent to complete delegated record keeping on the care they have provided and maintaining these.

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

No Specific 75 categories



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

NIPEC and South Eastern Trust



(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)

The framework is applicable to all Nurse/Midwives who delegate

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

SUPPORT RESOURCE FOR: Record keeping Practice Framework for Health Care Support Workers

NIPEC: A Record Keeping Practice Framework for Health Care Support Workers, May 2016

(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>SUPPORT RESOURCE FOR: Record keeping Practice Framework for Health Care Support Workers</p> <p>NIPEC: A Record Keeping Practice Framework for Health Care Support Workers, May 2016</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 | Needs, experiences and priorities | |
|-------------------|--|---------------------|
| | <i>Service users</i> | <i>Staff</i> |
| Gender | Applicable to male and female | N/A |
| Age | N/A | N/A |
| Religion | N/A | N/A |
| Political Opinion | N/A | N/A |

| | | |
|--------------------|-----|-----|
| Marital Status | N/A | N/A |
| Dependent Status | N/A | N/A |
| Disability | N/A | N/A |
| Ethnicity | N/A | N/A |
| Sexual Orientation | N/A | N/A |

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

NIPEC lead on the consultation

(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 |
|---------------------|-----------------------------------|-------|--------------------------------------|
| | Services Users | Staff | |
| Gender | | | NONE |
| Age | | | NONE |
| Religion | | | NONE |

| | | | |
|--------------------|--|--|------|
| Political Opinion | | | NONE |
| Marital Status | | | NONE |
| Dependent Status | | | NONE |
| Disability | | | NONE |
| Ethnicity | | | NONE |
| Sexual Orientation | | | NONE |

(4.2) Are there opportunities to better promote equality of opportunity for people within Section 75 equality categories?

| <i>Section 75 category</i> | <i>Please provide details</i> |
|-----------------------------------|--------------------------------------|
| 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

| Good relations category | Details of policy/proposal impact | Level of impact Minor/major/none |
|--------------------------------|--|---|
| 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?

| Good relations category | Please provide details |
|--------------------------------|-------------------------------|
| Religious belief | N/A |
| Political opinion | N/A |
| Racial group | N/A |

(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 | | | X |
| Article 3 – Right to freedom from torture, inhuman or degrading treatment or punishment | | | X |
| Article 4 – Right to freedom from slavery, servitude & forced or compulsory labour | | | X |
| Article 5 – Right to liberty & security of person | | | X |
| Article 6 – Right to a fair & public trial within a reasonable time | | | X |
| Article 7 – Right to freedom from retrospective criminal law & no punishment without law | | | X |
| Article 8 – Right to respect for private & family life, home and correspondence. | | | X |
| Article 9 – Right to freedom of thought, conscience & religion | | | X |
| Article 10 – Right to freedom of expression | | | X |
| Article 11 – Right to freedom of assembly & association | | | X |
| Article 12 – Right to marry & found a family | | | X |
| Article 14 – Prohibition of discrimination in the enjoyment of the convention rights | | | X |
| 1 st protocol Article 1 – Right to a peaceful enjoyment of possessions & protection of property | | | X |
| 1 st protocol Article 2 – Right of access to education | | | X |

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.

N/A

(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 | x |

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

| | |
|-----|---|
| Yes | |
| No | x |

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

| | |
|-----|---|
| Yes | |
| No | x |



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

(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?

N/A

Approved Lead Officer: Liz Campbell

Position: Safe and Effective care manager

Date: 08/02/17

Policy/proposal screened by: Liz Campbell

Please forward completed schedule to:

Susan Thompson

Equality Manager

3 Church Street

Newtownards

BT23 4AN

Telephone: 028 9151 2177

Textphone: 028 9151 0137

e: susan.thompson@setrust.hscni.net