

# Screening Outcome Report 1<sup>st</sup> April 2019 to 30<sup>th</sup> June 2019

## 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><b><u>Policy for the Management of Fit Testing of Respiratory Protective Equipment (RPE) Masks</u></b></p> <p>This is an existing policy to provide guidance to all staff and managers of the organisational arrangements in relation to respiratory face mask fit testing 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><b><u>Health &amp; Safety Policy (Statement of Intent and Organisational Arrangements)</u></b></p> <p>Merger of two former policies – H&amp;S Policy – Statement of Intent and Organisational Arrangements. This policy sets out the Trust's policy statement and organisational arrangements for Health &amp; Safety.</p>	Out	The Policy was deemed to have no impact and was screened out. Adherence to this policy will be monitored on an on-going basis by the Risk Management & Governance Directorate via feedback from internal and external stakeholders, Internal Audit (as appropriate) and informed by any external H&S reviews.

Description of Policy or Proposal	Screening Outcome	Reason for Reaching Screening Outcome
<p><b><u>Substance Misuse Liaison Service Operational Policy</u></b></p> <p>This is a new policy providing a concise overview of the functions and structure of the Substance Misuse Liaison Service (SMLS) to new and existing staff, to potential referrers, to managers and commissioners of services.</p>	Out	The Policy was deemed to have no impact and was screened out. The trust will monitor the implementation of the policy and review in three years' time.
<p><b><u>Conflict, Bullying and Harassment in the Workplace</u></b></p> <p>This is a new policy to replace both the existing HSCNI policy on Working Well Together and Trust local Management of Harassment policies. It will provide all staff, particularly managers, with clear guidance on how to handle conflict, bullying and harassment in accordance with best practice and relevant employment legislation.</p>	Out	The Policy was deemed to have no impact and was screened out. This policy applies to all staff equally and the Trust will monitor its implementation.
<p><b><u>Policy on Access to Interpreting and Written Translation Services</u></b></p> <p>This is a revised policy designed to provide guidance for all staff on how to book an interpreter and how to access written translation services.</p>	Out	<p>The Policy was deemed to no impact and was screened out. The Trust commits to monitoring the use of the Policy and reviewing in June 2021.</p> <p>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"> <li>• Internal monitoring of uptake of Interpreting Services</li> <li>• NIHSCIS Quarterly Interpreting Statistics</li> <li>• Feedback during staff training, Working Well with Interpreters Sessions</li> <li>• Complaints and compliments from service users</li> </ul>

Description of Policy or Proposal	Screening Outcome	Reason for Reaching Screening Outcome
<p><b><u>South Eastern Health &amp; Social Care Trust Policy and Procedural Arrangements relating to the use of Display Screen Equipment (DSE)</u></b></p> <p>This is a reviewed policy to assist SET to comply with the requirement of the Health &amp; Safety at Work Order (NI) 1978, as amended, the Display Screen Equipment Regulations 1992, as amended and associated legislation and HSE Guidelines.</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 reviewing the Policy in 2022 or before then if changes are required.
<p><b><u>Cold Chain Policy for Vaccines</u></b></p> <p>This is a revised policy 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	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 the Policy as it is implemented for any potential adverse impact.
<p><b><u>Decontamination of Reusable Medical Devices</u></b></p> <p>This is a revised policy to provide awareness of updated decontamination guidance to SET employees and detail responsibilities of Senior management providing local decontamination of instrumentation (medical devices) as per DHSS guidance.</p>	Out	The Policy was deemed to have no impact and was screened out.
<p><b><u>Policy for the Management of Qualifications under the Regulated Qualifications Framework (RQF)</u></b></p> <p>This replaces the policy for the Management of Regulated Vocational Qualifications to</p>	Out	This policy is written to meet the needs of all staff who wish to undertake a regulated qualification. No impact has been identified and the Trust will monitor the policy for any future adverse impact.

Description of Policy or Proposal	Screening Outcome	Reason for Reaching Screening Outcome
<p>explain the process and requirements for the management of Qualifications under the Regulated Qualifications Framework (RQF).</p>		
<p><b><u>Clostridium Difficile Management Policy</u></b></p> <p>This is a revised policy to clarify for staff the best practice management of patient with Clostridium difficile infection of carriage.</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 monitoring the impact for each case of CDI and Carriage.</p>
<p><b><u>Data Protection Policy Statement</u></b></p> <p>This is a revised policy to inform staff about the Data Protection Act 2018 and the General Data Protection Regulation 2016. Inform them of their roles and responsibilities in line with the legislation and Trust procedure.</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"> <li>• Monitor levels and severity of complaints received with regard to the processing of SAR requests.</li> <li>• Review if ICO complaints received regarding the Trust handling of requests</li> <li>• Review of IG incidents – IR1, IR2, SAE etc</li> <li>• Ensure publicity materials about the process are current and available to all.</li> </ul>
<p><b><u>Policy Statement: Infection Prevention and Control Manual (Regional and South Eastern Trust Guidance)</u></b></p> <p>This is a revised policy to point staff in the direction on both SET and Regional Infection Prevention Control Guidelines.</p>	Out	<p>The Policy was deemed to have no impact and was screened out.</p>
<p><b><u>Nebulised gentamicin for the long term prophylaxis of chronic lung infections in non-CF bronchiectasis</u></b></p> <p>This is a new policy providing guidance for respiratory teams working within SEHSCT on the</p>	Out	<p>The Policy was deemed to have no impact and was screened out.</p>

Description of Policy or Proposal	Screening Outcome	Reason for Reaching Screening Outcome
<p>process of performing a nebulised gentamicin challenge and the safe and appropriate prescription and administration of nebulised gentamicin.</p>		
<p><b><u>Safe Handling of Laundry</u></b></p> <p>This is a revised policy providing guidance to on the safe handling and bagging of clean linen and used linen ready for laundering.</p>	<p>Out</p>	<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 considering and monitoring incident reporting.</p>
<p><b><u>Non Invasive Ventilation</u></b></p> <p>This is an existing and revised policy providing direction on the use of non-invasive ventilation (NIV) including patient inclusion/exclusion, setting up of NIV (nippy 3+, nippy 4+), management of a patient on NIV, monitoring and weaning of the patients receiving NIV.</p>	<p>Out</p>	<p>The Policy was deemed to have no impact and was screened out.</p>