

Screening Outcome Report 1st January 2020 to 31st March 2020

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>Insertion and Ongoing Confirmation of the Position of Nasogastric and Orogastric Feeding Tubes in Adults (includes procedure for insertion of NG tube with an introducer)</u></p> <p>This is a revised policy applying to all health and social care staff involved in the care and treatment of patients who have, or require, the insertion of a NG / OG feeding tube. Only staff trained and assessed as competent in insertion of NG/OG tubes should attempt insertion of a tube.</p>	Out	The Policy was deemed to have no impact and was screened out. This Policy will be monitored via the incident reporting system.
<p><u>Referral of a Registrant to the Nursing and Midwifery Council</u></p> <p>This is a revised policy intended to support Nursing and Midwifery Executive members, operational/professional leads,</p>	Out	The Policy was deemed to have no impact and was screened out. This Policy will be reviewed 3 yearly or if changes occur.

Description of Policy or Proposal	Screening Outcome	Reason for Reaching Screening Outcome
managers and staff involved in the referral process to the NMC.		
<p><u>Policy Statement: Infection Prevention and Control Manual (Regional and South Eastern Trust Guidance)</u></p> <p>This is a revised policy pointing staff in the direction on both SET and regional Infection Prevention Control Guidelines</p>	Out	The Policy was deemed to have no impact and was screened out.
<p><u>Prescribing, monitoring and dispensing of oral / subcutaneous* methotrexate and administration of oral methotrexate</u></p> <p>This is a revised policy to standardise the procedures for prescribing, monitoring and dispensing of oral and subcutaneous methotrexate and the administration of oral methotrexate within SET.</p>	Out	The Policy was deemed to have no impact and was screened out. The Medicines Governance Pharmacist will review all incidents involving methotrexate, namely those that would correspond to an NHS 'never-event'. All adverse incidents, including deviations should be reported using the Trust adverse incident reporting procedure. Where relevant the Medicines Governance Pharmacist will review this policy should a significant incident arise.
<p><u>Reporting of Early Alerts for the attention of the Department of Health</u></p> <p>This is a revised policy to review and agree regional adverse incident policies.</p>	Out	The Policy was deemed to no impact and was screened out. Monitoring will take place as part of existing departmental/internal/external audit arrangements.
<p><u>Policy for Outpatient Parenteral Antimicrobial Therapy (OPAT) for patients under the care of South Eastern Trust Consultant teams</u></p> <p>This is a new policy intended to set out consistent trust-wide principles on the safe management of patients requiring IV antimicrobials in the community setting under the care of SET Consultants.</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"> • Regular audit of antimicrobial prescribing practice under the OPAT service • Staff and patient satisfaction surveys.

Description of Policy or Proposal	Screening Outcome	Reason for Reaching Screening Outcome
<p><u>Freedom of Information Policy and Procedure for Processing Freedom of Information (FOI) Requests</u></p> <p>This is a revised policy informing staff about the FOI process within the Trust in accordance with the FOI Act 2000, their roles and responsibilities in line with the legislation and Trust procedure.</p>	Out	<p>The Policy was deemed to no impact and was screened out.</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"> • Monitoring levels and severity of complaints received with regard to the processing of FOI requests. • Ensuring publicity materials about the process are current and available to all. • In line with the legislation provide assistance to requestors when they are submitting requests.
<p><u>Records Management Policy</u></p> <p>This is a revised policy incorporating the Records Management Protocol to promote awareness and to inform staff of their responsibilities in respect of record management</p>	Out	<p>The Policy was deemed to have no impact and was screened out.</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"> • Monitoring levels and severity of complaints received with regard to the management of records. • Quarterly monitoring to Directors in respect of IR1 incidents. • Quarterly reporting via IGSC.
<p><u>Policy for Volunteers Carrying Out Driving Duties</u></p> <p>This is a revised policy outlining the responsibilities of all relevant parties with regards to volunteer driving within the Trust.</p>	Out	<p>The Policy was deemed to have a minor 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"> • Training for volunteers and feedback • Monitoring of selection and recruitment of volunteers • Volunteer survey feedback • Key worker feedback • Regular volunteer committee meetings

Description of Policy or Proposal	Screening Outcome	Reason for Reaching Screening Outcome
		<ul style="list-style-type: none"> • Regional volunteer manager meetings • Compliments/complaints received
<p><u>Management of an Adult with a Tracheostomy including Resuscitation within the Ulster Hospital</u></p> <p>This is a revised policy outlining safe care and management of tracheostomy patients in hospital.</p>	Out	<p>The Policy was deemed to have a no impact and was screened out. This policy will be monitored via the incident reporting system.</p>
<p><u>Trust Security Policy</u></p> <p>This is a revised policy seeking to implement the requirements of the Health & Safety at Work (Northern Ireland) Order 1978, the Management of Health & Safety at Work Regulations (Northern Ireland) 2000 as they related to the security of staff and the Hospital Lockdown Guidance for HSC Trusts issued by the Department of Health Social Services and Public Safety.</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"> - Incident Reports to Risk Management placed on Datix System to enable analysis of statistics - Evaluation of training to include Induction, Patient Experience, Security Personnel, Care and Responsibility, Therapeutic Crisis Intervention. Personal Safety and Physical Intervention - Monitoring of implementation by Security Committee via the Annual Security Action Plan - Key Performance Indicators - Annual Security Report - Monitoring of losses of identification badges - Compliments - Compliments
<p><u>Care of patients having surgical procedure in theatre who are either at an increased risk of infection (ie immunosuppression) or who may present an increased risk of infection to other people</u></p> <p>This is a revised policy providing direction for staff and patients regarding management of patient.</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 IR1 forms.</p>

Description of Policy or Proposal	Screening Outcome	Reason for Reaching Screening Outcome
<p><u>Managing Alcohol and Drug Related Issues in the Workplace Policy</u></p> <p>This is a reviewed policy which will :-</p> <ul style="list-style-type: none"> • increase awareness of potential problems and provide advice and guidance to all staff on work related issues to create a workplace environment, which is free of the misuse of alcohol and drugs • support staff who, when they develop problems with alcohol and drugs are willing to seek help for their problem 	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 formal cases.
<p><u>Management of DoH and other Health and Social Care Communications that require Actions / Responses</u></p> <p>This is a revised policy providing an efficient system for management DoH and other Health and Social care circulars that require actions/responses</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 tracking circulars for responses.
<p><u>Validation & Monitoring of Professional Registration for Allied Health Professionals (AHPs) within the South Eastern Trust</u></p> <p>This is a revised policy providing guidance for validation and monitoring of professional registration for AHPs in the SET.</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"> • Waiting list and caseload • Complaints/compliments • Compliance with Supervision levels
<p><u>Policy for Professional and Managerial Supervision for Allied Health Professional Staff (AHP)</u></p> <p>This is a revised policy providing guidance for AHP staff supervision</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"> • Waiting list and caseload • Complaints/compliments • Compliance with Supervision levels