

Dudley Group of Hospitals: Equality Impact Assessment

Step 2 - Screening Tool

Please complete the following when screening your policy or service for potential impact on equality groups.

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| 1. Name of lead | John Macgowan |
| Contact number & email | Ext 3111 John.macgowan@dgh.nhs.uk |
| Directorate or Department and Team | CS&IC |
| 2. Name of service or policy | Interpreting and Translation policy and procedure |
| Is this a new or existing piece of work? | New revised and extended policy of a existing policy |
| 3. Target audience e.g. patients and public; NHS staff; professional health organisations; voluntary organisation; internal staff | Internal staff policy |
| 4. What are the aims of the service/policy? i.e. what does the policy or service hope to achieve? | Outlines procedure for requesting interpreting or translation service |
| 5. Does any part of this service or policy have the potential to have an adverse impact based on a person's age, disability, ethnic origin, gender, religion/belief or sexual orientation? <i>If No, please provide brief reasons.</i> | No, the policy is committed to the provision of interpreting and translation services for all patients. The Trust places a high value on the respect and dignity of individuals and recognise the social and cultural diversity of the communities we serve. |
| 6. Are there any factors that could lead to different outcomes or satisfaction levels based on people's age, disability, ethnic origin, gender, religion/belief or sexual orientation? If No, please provide brief reasons. | No. As above |

If you have answered yes to any of questions 5 or 6, you must now complete a full Equality Impact Assessment using the proforma provided by the Trust.

If you have answered No to all of the above questions, a full assessment is not required. Please complete the following sign-off section and send a copy of this screening to your Head of Service, Matron or Head of Department as appropriate **and** to Liz Abbiss, Head of Communications at Trust HQ.

Name of person completing this screening: John Macgowan

Job Title: Clinical Services Manager- Outpatients and Corbett Rehabilitation Centre

Date sent to Head of Service, Matron or Head of department: 01/05/12

**Date sent to Head of Communications, Trust HQ:
01/05/12**

For advice relating to completion of this screening, please contact Human Resources on 456111, ext 3251