

# 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.

<b>1. Name of lead</b>	Sharon Phillips
Contact number & email	1089
Directorate or Department and Team	Nursing
<b>2. Name of service or policy</b>	Investigations Analysis and Improvement from Incidents, Complaints and Claims
Is this a new or existing piece of work?	Updated policy
<b>3. Target audience</b> e.g. patients and public; NHS staff; professional health organisations; voluntary organisation; internal staff	Internal Staff
<b>4. What are the aims of the service/policy?</b>	To communicate the Trust systems for investigations of incidents, complaints and claims
<b>5. Does any part of this service/policy have a <i>positive impact</i> on our duty to promote good race relations, eliminate discrimination and promote equality based on a person's age, disability, ethnic origin, gender, religion/belief or sexual orientation? If No, please provide brief reasons.</b>	No – the systems described apply to all staff of whatever background and belief
<b>6. Could any part of this service/policy have an adverse impact on our duty to promote good race relations eliminate discrimination and promote equality based on a person's age, disability, ethnic origin, gender, religion/belief or sexual orientation? If No, please provide brief reasons.</b>	No – the systems described apply to all staff of whatever background and belief

<p><b>7. Are there any factors that could lead to differential take-up, outcomes or satisfaction levels based on people's age, disability, ethnic origin, gender, religion/belief or sexual orientation? If No, please provide brief reasons.</b></p>	<p>No – the systems described apply to all staff of whatever background and belief</p>
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If you have answered yes to any of questions 5-7, 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: Sharon Phillips**

**Job Title: Risk and Standards Manager**

**Date sent to Head of Service, Matron or Head of department: Sept 10**

**Date sent to Head of Communications, Trust HQ: Sept 10**

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