

Dudley Group NHS Foundation Trust: Equality Impact Assessment

Step 2 - Screening Tool

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

1. Name of lead	K Sheppard
Contact number & email	Kaye.sheppard@dgh.nhs.uk
Directorate or Department and Team	Operations
2. Name of service or policy	Transfer and Handover of Patient Care Policy
2.1 Version of document	v4
Is this a new or existing piece of work?	Existing
3. Target audience e.g. patients and public; NHS staff; professional health organisations; voluntary organisation; internal staff	Patients and NHS staff
4. What are the aims of the service/policy? i.e. what does the policy or service hope to achieve?	Safe transfer of patients
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 Transfer is based on clinical need
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 Transfer is based on clinical need

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: Kaye Sheppard

Job Title: Matron

Date sent to Head of Service, Matron or Head of department: 08.10.13

Date sent to Head of Communications, Trust HQ: 08.10.13

For advice relating to completion of this screening, please contact Human Resources on 456111, ext 3807