

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.

| | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|
| 1. Name of lead | Derek Eaves |
| Contact number & email | 3418 derek.eaves@dgoh.nhs.uk |
| Directorate or Department and Team | Nursing Directorate |
| 2. Name of service or policy | Use of Abbreviations in Health Records |
| Is this a new or existing piece of work? | Existing. Update. |
| 3. Target audience e.g. patients and public; NHS staff; professional health organisations; voluntary organisation; internal staff | All staff in the Trust |
| 4. What are the aims of the service/policy? i.e. what does the policy or service hope to achieve? | Ensure that only a set/systematic use of abbreviations are used in records. |
| 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. Applies to all staff equally |
| 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. Applies to all staff equally |

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:

Derek Eaves

Job Title:

Deputy Nursing Director

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

March 2010

Date sent to Head of Communications, Trust HQ:

March 2010