

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	Maria Smith
Contact number & email	Ext 3548 maria.smith@dgh.nhs.uk
Directorate or Department and Team	Nursing Directorate, Complaints & Claims Team
2. Name of service or policy 2.1 Version	Claims Management Policy 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	All patients and anyone wishing to make a claim against the Trust
4. What are the aims of the service/ policy? i.e. what does the policy or service hope to achieve?	To establish a framework for the effective & timely investigation of, and response to, all claims including clinical negligence, liability & property claims.
5. Does any part of this service or policy have the potential to have	

<p>an adverse impact based on a person's age, disability, ethnic origin, gender, religion/belief or sexual orientation?</p> <p><i>If No, please provide brief reasons.</i></p>	<p>No – applies to all patients and anyone wishing to make a claim against the Trust</p>
<p>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?</p> <p>If No, please provide brief reasons.</p>	<p>No – applies to all patients and anyone wishing to make a claim against the Trust</p>

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: Maria Smith

Job Title: Complaints & Claims Manager

Claims Management Policy, Version - 4

Date sent to Head of Service, Matron or Head of department: September 2012

Date sent to Head of Communications, Trust HQ: Jan 2013

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