

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	Julie Cotterill
Contact number & email	Julie.Cotterill@dgh.nhs.uk Ext 1126
Directorate or Department and Team	Governance
2. Name of service or policy	Health Records Keeping Standards Policy
2.1 Version	V4
Is this a new or existing piece of work?	Existing policy, replaced by this version
3. Target audience e.g. patients and public; NHS staff; professional health organisations; voluntary organisation; internal staff	All Staff
4. What are the aims of the service/policy? i.e. what does the policy or service hope to achieve?	Good record-keeping can determine accountability; facilitate clinical decision making; improve patient care through clear communication of the treatment rationale; provide a consistent approach to team working; and help defend complaints or legal proceedings
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, this policy applies to all individuals.
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, this policy applies to all individuals.

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: Julie Cotterill

Job Title: Governance Manager

Date sent to Head of Service, Matron or Head of department: 21.1.13

Date sent to Head of Communications, Trust HQ: 21.1.13

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