

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	Sharon Phillips
Contact number & email	Ext 1089 Sharon.phillips@dgh.nhs.uk
Directorate or Department and Team	Nursing Directorate
2. Name of service or policy 2.1 Version	Incident Reporting Policy v4
Is this a new or existing piece of work?	Existing piece of work
3. Target audience e.g. patients and public; NHS staff; professional health organisations; voluntary organisation; internal staff	All employees of The Dudley Group NHS Foundation Trust
4. What are the aims of the service/policy? i.e. what does the policy or service hope to achieve?	Provide guidance how to report incidents to enable to organisation to learn from these and make changes in practice to prevent/reduce recurrence
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 – is generic to all there are no equality or diversity impact.
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 policy outlines how to report and learn from incidents gender/age etc have no bearing on the process

Incident Reporting Policy,
Version 4

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:

Job Title: Risk and Standards Manager

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