

13. APPENDIX 1 Equality Impact Screening Tool

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

1. Name of lead	Justine Edwards, SPMW-Clinical Governance/Risk
Contact number & email	01384 456111 ext 1506 Justine.edwards@dgh.nhs.uk
Directorate or Department and Team	Women & Children's Directorate
2. Name of service or policy	Maternity incident reporting process
Is this a new or existing piece of work? 2.1 Version of document	Replacing version 5 V6
3. Target audience e.g. patients and public; NHS staff; professional health organisations; voluntary organisation; internal staff	Permanent midwifery/nursing staff, medical staff. Bank staff and locum doctors
4. What are the aims of the service/ policy?	The purpose of this policy is to provide staff with information on the systems and processes in place to manage incidents in the maternity service, including the electronic DATIX reporting system, monitoring action and providing feedback
5. Does any part of this service/ policy have a <i>positive impact</i> on our duty to promote good race relations, eliminate discrimination and promote equality based on a person's age, disability, ethnic origin, gender, religion/belief or sexual orientation? If No, please provide brief reasons.	No bench marked against the Staffordshire, Shropshire & Black Country Newborn Network guidelines.
6. Could any part of this service/policy have an adverse impact on our duty to promote good race relations eliminate discrimination and promote equality based on a person's age, disability, ethnic origin, gender, religion/belief or sexual orientation? If No, please provide brief reasons.	No bench marked against the Staffordshire, Shropshire & Black Country Newborn Network guidelines.

Maternity incident reporting process
Version - 6

<p>7. Are there any factors that could lead to differential take-up, 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 if any equality issues were apparent an individual management plan would be formulated</p>
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If you have answered yes to any of questions 5-7, 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: Justine Edwards

Job Title: SPMW-Clinical Governance/Risk

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

16/10/2012

Date sent to Head of Communications, Trust HQ: 08.02.13

For advice relating to completion of this screening, please contact Human Resources on 456111, ext 3251