

Dudley Group of Hospitals: Equality Impact Assessment

Screening Tool

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

1. Name of lead	Sharon Thomas
Contact number & email	Ext. 1398 – Sharon.thomas@dgoh.nhs.uk
Directorate or Department and Team	Health Records – Clinical & Specialist Support Services Directorate
2. Name of service or policy	Policy and Procedure for Tracking Patient Records
Is this a new or existing piece of work?	Replaces an existing policy
3. Target audience e.g. patients and public; NHS staff; professional health organisations; voluntary organisation; internal staff	Internal NHS Staff
4. What are the aims of the service/ policy?	To provide guidance to staff on the use of case note tracking when they move patient records from one location to another, and the subsequent effect on efficient retrieval.
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. This policy provides guidance to staff on the use of case note tracking when they move patient records from one location to another, and the subsequent effect on efficient retrieval.
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?	No

<p>If No, please provide brief reasons.</p>	<p>The policy is in place to provide guidance to staff on the use of case note tracking when they move patient records from one location to another, and the subsequent effect on efficient retrieval.</p>
<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? If No, please provide brief reasons.</p>	<p>No. This policy provides guidance to staff on the use of case note tracking when they move patient records from one location to another, and the subsequent effect on efficient retrieval.</p>

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: Sharon Thomas

Job Title: Patient Administration Manager,
Health Records

Date sent to Head of Service, Matron or Head of department: April 2010

Date sent to Head of Communications, Trust HQ: April 2010