

# 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.

<b>1. Name of lead</b>	Dean Summlar/Paul Harrison
Contact number & email	Ext. 3186
Directorate or Department and Team	Medical Director Directorate
<b>2. Name of service or policy</b>	Standard Operating Procedure for the Usage of Locum Staff
Is this a new or existing piece of work?	New
<b>3. Target audience</b> e.g. patients and public; NHS staff; professional health organisations; voluntary organisation; internal staff	All individuals involved in the booking and management of Locum doctors
<b>4. What are the aims of the service/policy?</b> i.e. what does the policy or service hope to achieve?	To ensure the efficient and safe booking of locum staff as well as the correct protocols in place for the management of locum doctors whilst on site.
<b>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?</b> <i>If No, please provide brief reasons.</i>	No, the standard operating procedure (SOP) applies to the principles applied to any locum doctor working in the organisation regardless of the nine protected strands of diversity.
<b>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?</b> <b>If No, please provide brief reasons.</b>	No, the standard operating procedure (SOP) applies to the principles applied to any locum doctor working in the organisation regardless of the nine protected strands of diversity.

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: Dean Summlar**

**Job Title: Senior HR Business Partner**

**Date sent to Head of Service, Matron or Head of department: 3<sup>rd</sup> May 2013**

**Date sent to Head of Communications, Trust HQ: July 2013**

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