

# Dudley Group NHS Foundation Trust: Equality Impact Assessment

## Screening Tool

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

<b>1. Name of lead</b>	Julie Pain
Contact number & email	xt 2512 Julie.pain@dgh.nhs.uk
Directorate or Department and Team	Ambulatory Directorate
<b>2. Name of service or policy</b>	Ward Closure
Is this a new or existing piece of work?	Existing - update
<b>3. Target audience</b> e.g. patients and public; NHS staff; professional health organisations; voluntary organisation; internal staff	Trust staff
<b>4. What are the aims of the service/policy?</b>	Guidance around safe ward/department closures
<b>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.</b>	No – ward closure does not affect these factors
<b>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.</b>	Yes – ward closure may lead to need for mixed sex areas being used in the interim period  alternative area may not be well equipped for patients with disabilities
<b>7. Are there any factors that could lead to differential take-up, outcomes or satisfaction levels</b>	Yes – ward closure may lead to need for mixed sex areas being used in the

<b>based on people’s age, disability, ethnic origin, gender, religion/belief or sexual orientation? If No, please provide brief reasons.</b>	interim period  alternative area may not be well equipped for patients with disabilities
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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: Julie Pain**

**Job Title: Matron – Ambulatory Directorate**

**Date sent to Head of Service, Matron or Head of department: 28.3.11**

**Date sent to Head of Communications, Trust HQ: 28.3.11**

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

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## Step 3: Assessment Tool

<b>Name of Policy or Service being assessed:</b>	
<b>POLICY ON WARD CLOSURES</b>	
<b>Directorate:</b>	Operations
<b>Service/ Department</b>	Trust wide
<b>Head of Service: (who will sign off this EIA)</b>	Richard Beeken
<b>Lead Officer: (completing this EIA)</b>	Julie Pain
<b>Date of EIA</b>	28.3.11
<b>Names and roles of any other people supporting the EIA (e.g. advisory group)</b>	
<b>Section 1 - Introduction</b>	
<b>Identify the aims of the Policy/Service and rationale behind its delivery</b>	
The aim of this section is to state the aim, objective or purpose of the policy/service:	
<b>How does the policy fit in with the Trust's wider aims?</b>	Trust wide policy
<b>Is the policy/service delivered by one department/directorate or in conjunction with other departments, agencies etc? Which?</b>	Trust wide policy
<b>State the underlying aims and objectives of the policy/service and what it is trying to achieve.</b>	Defines actions to take to close wards/departments within the Trust

**Who are the main stakeholders in relation to this policy/service?**

All Trust employees and patients

**How is the policy/service delivered?**

**Section 2 - Data collection and analysis**

Impact assessment should aim to promote equality across the following six 'equality areas':

- Age
- Disability
- Ethnicity/Race
- Faith/religious belief
- Gender (includes gender identity)
- Sexual orientation.

*Note: Corporate data collection systems may not yet facilitate the collection of data for all these areas. Data collection may vary across service provision. (In some instances it may not be possible/appropriate to monitor each of the groups below. However, what data exists should inform the assessment and any gaps in data should be highlighted by the assessment).*

- **In the context of the policy or service being assessed, what equalities monitoring data is collected in relation to the following areas:**

*Note: this question may be more relevant to service areas than policies, should initially be applied to both).*

	<b>Age</b>	<b>Disability</b>	<b>Ethnicity/ Race</b>	<b>Faith</b>	<b>Gender/ Gender identity</b>	<b>Sexual orientation</b>
<b>Profile of service users</b>	Oasis records	Nursing records	Oasis records	Oasis records	Oasis records.  Reports of single sex breaches to Trust and PCT.	
<b>Profile of staff delivering the service</b>	n/a	n/a	n/a	n/a	n/a	n/a
<b>Profile of any training available and who has taken it up</b>	n/a	n/a	n/a	n/a	n/a	n/a
<b>[Other relevant areas]</b>						

Based on the above:

<b>What are the gaps in information required?</b>	None
<b>Do you have information on the profile of</b>	Via Oasis and ward reports of affected patients when

<b>the local population (where relevant) or of the patient group or target group affected by the policy/service? Or do you know how to access this</b> (this may be held corporately)?	closure of ward/dept deemed necessary.
<b>What steps need to be taken to address any of the above?</b>	None

### Section 3 - Broad Needs Analysis of the Policy or Service Area

*Please set out your understanding of the needs of your service users and any barriers to having these needs met and any barriers to accessing/delivering your service.*

<b>Does the customer profile of your service reflect the local population (where relevant) or the target group for the service/policy?</b> (You may wish to refer to information held corporately by the Trust that has been drawn from census data).	Yes
<b>How are people from each equality group reflected in the policy/take-up of services? Is there any under or over representation by certain groups? Are there any known explanations for this?</b>	Admissions policy Single sex policy
Are staff trained in equality awareness and cultural awareness relevant to the needs of your service user group? (Where staff are the 'user group', are managers trained)?	Yes
<b>Are there any factors about the policy or the way the service is delivered that could have an equalities impact? Consider referral routes; physical access; translation and interpreting services etc.</b>	Closure of ward/department may mean hosting patients in other areas that are not so well equipped for patients with disabilities and may mean male and female patients are nursed in mix sex accommodation temporarily.
<b>What methods do you use to ensure that people from diverse groups and communities are reflected in the policy/have access to the service?</b>	N/a
<b>Are there any measures in place, if appropriate, to ensure that traditionally excluded communities (e.g. minority ethnic groups, people with learning disabilities etc) are not excluded from the policy/have access to the service?</b>	N/a

<b>Has the policy/service been subject to any complaints, which involve equality issues?</b>	No
<b>What relevant consultation exercises have been carried out over the last two years and/or are planned in the near future? (e.g. Patient Forums, community groups, special interest groups etc)</b>  (You may need to consult with groups as part of this assessment or as part of the action plan arising from the assessment)	Review of existing policy by matron group.
<b>Were there/are there any implications for equalities groups arising from these consultations?</b>	No

#### Section 4 - Assessment

Based on the information you have gathered above:

	Age	Disability	Ethnicity/ Race	Faith	Gender/ Gender identity	Sexual orientation
<b>Have you identified any differential impacts of the policy / service on any of the equality groups?</b>	No	Yes	No	No	Yes	No
<b>Have you identified any good practice in promoting equality?</b>	No	No	No	No	No	No
<b>In what way does the policy/ service work to eliminate discrimination?</b>	<p>Only utilise policy when circumstances dictate need.</p> <p>Single sex will be maintained as far as possible in circumstances.</p>					
<b>How does the policy / service promote equal opportunities?</b>	n/a	n/a	n/a	n/a	n/a	n/a
<b>How does the</b>	n/a	n/a	n/a	n/a	n/a	n/a

policy / service contribute to better community cohesion and good community relations?						
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Are there are groups other than the six 'equality groups' already considered that may be adversely affected by the policy?	No
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### Section 5 - Adverse Impact and recommended actions

Based on the above analysis:

What if any, are the main areas where adverse impact has been identified/requiring improvement?	Possible mixed sex environment. Possible poorly equipped areas for patients with disabilities.
Does the adverse impact amount to potential or actual discrimination? (If Yes, or you are not sure, please refer to your line manager or to Human Resources Dept for further advice and guidance.	Potential discrimination.
	<b>ACTION PLAN</b>
<b>What measures that can be taken to remove or minimise any adverse impact identified or how adverse impact could be avoided in the future?</b> Please list the specific actions and timescales for progressing these measures.	Avoid ward/department closures. Risk assess contingency plans when closure need identified.
<b>What areas of good practice have been identified through the EIA process that could be replicated elsewhere?</b>	Avoidance of ward closures. Use of risk assessments.

### Section 6 - Monitoring and Review of policy

The results of the EIA and action plan should be sent to the Medical Service Head, Matron or Head of Department as appropriate, so it can inform service planning and development.	Date sent: 28.3.11
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Each policy/service has to be reviewed for equality impact every three years.	Date for next review: April 2014

**Section 7 – Signing off**

Does this policy or service need to be referred for further assessment/legal advice?  If Yes, please state what date your line manager and HR manager have been notified.	No  Date:

**Lead officer** completing the assessment:

Name: Julie Pain

**Head of Service, Matron or Head of Department** to sign off the assessment:

Name:

Signed:

Date:

**Section 8 –Publishing the results**

**We have a specific statutory duty to publish the results of EIAs and to have available results of the EIA and monitoring of any actions agreed.** This will include access to the assessment via the Trust’s website. As well as sending your completed EIA to your Head of Service, Matron or Head of Department **please also send it to:**

**Liz Abbiss, Head of Communications, Trust HQ.**

**Date sent: 28.3.11**

Thank you.