

EQUALITY IMPACT ASSESSMENT –GUIDANCE NOTES

Introduction

The Trust has a legal requirement not to discriminate in the delivery of their services or in employment on grounds of, race, disability, gender and age; this is identified in the Race relations (Amendment) Act 2000, Disability Discrimination Act 2005, Equality Act 2006 and Employment Equality (Age) regulations 2006.

What is an Equality Impact Assessment?

An Equality Impact Assessment (EQI) is a process of systematically analyzing a proposed policy, service development or function to identify an adverse or positive effect it has on differing groups in the Trust and communities.

Who needs to undertake an assessment?

The Trust expects all managers in collaboration with the multi disciplinary team and public if applicable to undertake assessments for policies and service developments for their specific areas of responsibility.

All existing as well as new introductions of services, service redesign and policy require an impact assessment completing and publishing.

Step 1 - Screening for policy for relevance to Diversity

Purpose –to find out whether a full impact assessment is necessary.

‘Ask’ whether this policy or service development will have any relevance or impact on patients, users and staff depending upon their race, ethnicity, age, gender, disability, sexually, faith or belief.

Use evidence to establish relevance such as – Trust data on Ethnicity, complaints, workforce data, public health evidence, and patient or staff surveys.

Staff should also refer to the Trusts Race Equality Scheme, Disability Scheme and Gender Scheme and associated action plans.

Check that the policy or service development could:

- a) Eliminate unlawful discrimination
- b) Promote equal opportunities
- c) Promote good community relations

If there is no relevance to diversity or to any specific group/individuals then the process ends at this stage and a copy of the Screening/Initial Assessment document to be forwarded to Ms T McErlain –Burns.

Step 2 –Intermediate Assessment

If there is a yes answer to any of the questions on the initial screening form and if further evidence or clarification on research is required then complete the Intermediate assessment section, ensure the further/expanded information is added to the policy/Service development document, then forward the completed form to Ms T McErlain -Burns.

Step 3 –Full Impact Assessment

The full assessment builds on the information already identified in step 1 and 2; it also includes consultation with stakeholders who are most likely to be affected by the changes.

To identify the adverse or positive impact of the service development, redesign and policy.

To produce an action plan to identify changes required to ensure issues addressed.

All full impact assessments are to be published in conjunction with the policy on the Trust Internet/intranet and a copy forwarded to the Equality Board c/o PA to Chief Nurse.

Classification of a policy/Service development

All Policy/Service development Documentation should have recorded on the front sheet whether the EQI is:

Positive –Promotes equality, Eliminates unlawfully discrimination, Promotes good relations.

Neutral –Neither promotes or impacts adversely

Negative – Adversely effects equality and Diversity, possibility of unlawful discrimination.

EQUALITY IMPACT ASSESSMENT FORM

INITIAL ASSESSMENT/SCREENING

An impact assessment is a way of finding out whether an existing or proposed policy affects different groups of people in different ways and whether there is adverse impact on a group.

This form is to be used for new and existing policies and service developments, where a question is not applicable to your assessment, please indicate.

Managers Name Wilma Paton	Directorate Group 4
Policy Title Guidelines for the Prevention and Management of Refeeding Syndrome	
Policy Statement To define refeeding syndrome and highlight it's prevalence in practice. To provide health professionals with guidance on how to identify at risk patients and recommend "best practice" for prevention and treatment of this condition in line with NICE recommendations	
Which groups does the policy benefit All adult patients due to commence nutritional support, particularly enteral and parenteral feeding All dietetic, nursing, medical, biochemistry and pharmacy staff involved in the care and management of these patients	
Related polices that may be affected by changes Adult Parenteral Nutrition including Prescribing Guidelines Guidelines for the Insertion of a Fine-bore Naso-gastric Feeding Tube, Ongoing Patient Care and Management/Insertion of Nasal Bridles (Adults) Percutaneous Endoscopic Gastrostomy (PEG) Guidelines for the Insertion and Management (Adults)	
Names of staff and public (if applicable) who participated in the assessment, date of assessment Catriona Gentleman (Dietetic Group Co-ordinator) 17th November 2009	

Indicate Y or N in each Box below in answer to following questions/statements

	AGE	DISABILITY	RACE	RELIGION & BELIEF	GENDER	SEXUAL ORIENTATION
Do different groups have different needs, experiences, issues and priorities in relation to the policy.	Y	N	N	N	N	N
Is there potential for, or evidence that the policy will promote equality of opportunity for all.	N	Y	Y	Y	Y	Y
Is there potential for, or evidence that, the policy will affect Different population groups differently (including possible discrimination against certain groups)	Y	N	N	N	N	N
Is there public concern in the policy area about actual, received or potential discrimination against a particular population or groups	N	N	N	N	N	N
Is there doubt about answers to any of the above questions	N	N	N	N	N	N

If the answer to any of the above is 'yes' an Intermediate assessment in the relevant area(s) is required.

Intermediate Assessment

Identify extra information/research to clarify whether there is an adverse risk:
 These guidelines are based on NICE guidance relevant to those patients of 18 years of age or over. As no national guidance is available for patients below 18, this patient group is excluded from the guidance document

EQUALITY IMPACT ASSESSMENT FORM

FULL ASSESSMENT

It has been established that this policy/service development has relevance to diversity and could have an adverse impact on particular groups or individuals. Complete the form and identify steps to address any adverse/negative impact.

Title of Policy/Service Development
Guidelines for the Prevention and Management of Refeeding Syndrome (Adults)

Action	Outcomes/Key Findings
<p>State the aims, objectives and outcomes of the policy</p>	<p>This guideline is to promote the identification of patients at potential risk of developing refeeding syndrome, prior to the commencement of nutritional support, and to provide guidance in the nutritional and pharmaceutical management of these patients. This should decrease the number of patients potentially developing this syndrome by providing better management of those found to be at risk</p>
<p>How will this policy affect (staff/patients) from:</p> <ul style="list-style-type: none"> • Different Racial backgrounds • Disabled people • Age • Gender/transgender • Faith and belief • Sexuality <p>Describe the impact? Could the impact mean that some people will be excluded, marginalized, or unlawfully discriminated against? Are we unable to achieve equality? Is there justification for adverse impact or discrimination?</p>	<p>This guideline does not discriminate against any adult patient, regardless of age, race, religion, sexual orientation or disability. However, as there is no evidence based national guidance for those patients under 18 years of age, patients within this age bracket must be excluded from the document until such evidence becomes available</p>

What Key issues must be addressed to ensure this policy equitable	
<p>Consultation Identify stakeholders affected by policy/service development.</p> <p>Identify modifications needed in policy to reduce or eliminate adverse impact</p>	All stakeholders identified in section 18 of the guideline were contacted and their comments included. Following recommended alterations/additions, the guideline was taken to and passed by the Trust Drugs and Therapeutics Committee
Resource Implications linked to this policy	Appendix 3 has been designed to be printed off by staff as a daily guide when looking after patients. There may be a need for education sessions for relevant staff groups e.g. nurses, junior doctors
<p>Monitoring Arrangements What monitoring arrangements are required to check desired outcomes</p>	The guidelines will be audited (a minimum of annually) and reviewed within 2 years of publication

Identify the probability of adverse or beneficial effects

Risk of adverse effects on equality (tick to indicate one)

Highly likely to have adverse effect On equality	May possibly have adverse effect	Probably will not have adverse effect
HIGH RISK	MODERATE RISK	LOW RISK X

Potential for benefit (tick to indicate one)

Highly likely to promote equality of Opportunity and good relations	May have the potential to promote equality and good relations	Probably will not promote equality or good relations
High Potential - LOW RISK X	Moderate potential –MODERATE RISK	Low Potential –HIGH RISK

REF: Department of Health Single Equality Scheme 2006-09 Appendix 2 Equality Impact assessment tool

Final Conclusion:

Though this guideline excludes patients under the age of 18 years, this is due to a lack of appropriate national guidance. As soon as such guidance becomes available, these guidelines will be adjusted to reflect this. Until then, these guidelines are viewed as neutral, due to the fact that they do not discriminate against any adult patient treated within Mid Yorkshire Hospitals NHS Trust

Names of Staff/Public undertaking assessment

Date

Catrina Gentleman

17th November 2009

Managers' name: Wilma Paton

Action Plan

High Risk –Issues to be addressed in 1 year

Moderate Risk –Issues to be addressed within 2 years

Low risk –Issues to be addressed issues within 3 years

Action(s)	Named Lead	Timescale