

## Equality Impact Assessments Completed 08-09

N o.	Date	Name of policy	Aim of policy	Name of Accountable Director [TITLE]	Name of Responsible person/people [TITLE]
1	Nov 2008	<b>Claims Management Policy &amp; Procedure</b>	The PCT in conjunction with NHSLA seek to ensure that all categories of claim against the organisation is handled via a structured process established within the Estate Regulation Team. The principle purpose will be to recognise the 3 types of claims that may arise and the arrangements for handling them effectively.	Director of Finance	Risk Management Committee/N Nisbet
2	Nov 2008	<b>Policy for the Prevention &amp; Management of Slips Trips &amp; Falls</b>	The purpose of this policy is to introduce trust wide practical guidance that will enable the prevention and management of slips/trips/falls that may potentially affect employees/service users or visitors.	Director of Finance	Risk Management Committee/N Nisbet
3	Nov 2008	<b>Lone Working Policy</b>	To highlight the associated risks concerning lone working, not only in a community setting but all general working throughout the PCT. The aim of this document is to highlight safety measures and precautions that can be taken by staff whilst carrying out Trust business.	Director of Finance	Health & Safety Committee/N Nisbet
4	Dec 2008	<b>Medicines Management Policy</b>	Management of prescriptions within Wolverhampton Addiction Services	Lesley Shaw, Director of Mental Health	Malcolm Bateman, Addiction Nurse. Bridget Fitzsimon, Team Manager
5	Dec 2008	<b>Boundary Management and Incident Policy</b>	Enhance Staff and client Safety	Lesley Shaw, Director of Mental Health	Malcolm Bateman, Nurse Specialist
6	Dec 2008	<b>Risk Management Forum</b>	Provides a framework for the processes relating to high risk cases, incidents or issues requiring a risk management decision.	Lesley Shaw, Director of Mental Health	Malcolm Bateman, Nurse Specialist. Bridget Fitzsimon, Team Manager
7	Dec 2008	<b>Clinical practice guidelines for Non Medical Prescribing (NMP)</b>	Enables safe and effective specialist prescribing interventions by registered Non Medical Prescribers (NMP) practising within the field of substance and Alcohol Misuse within Wolverhampton	Lesley Shaw, Director of Mental Health	Malcolm Bateman, Nurse Specialist. Bridget Fitzsimon, Team Manager
8	Jan	<b>Management of</b>	To provide an overview of commissioning proposals for management of	Director of	Senior Programme

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	2009	<b>Long Term Conditions Commissioning Strategy</b>	specific long term conditions ( coronary heart disease, diabetes , asthma, chronic obstructive pulmonary disease and arthritis)	Commissioning	Manager
9	Feb 2009	<b>M7 Capillary blood glucose measurement using the patients own electronic blood glucose meter</b>	To instruct clinical staff on the standard procedure for capillary blood glucose measurement	Jeanette Wilding Director of Nursing	Mel Baker Community Practice Teacher
10	Sept 2009	<b>Policy and procedure for the development of patient information</b>	To quality assure patient information provision and development across the PCT	Assistant Chief Executive	PALS Co-ordinator
11	Oct 2009	<b>T10 Clinical Practice for Oral Care for the Dependant Patient</b>	To ensure standardised clinical care and instruct staff on the correct evidence based practice for oral care	Jeanette Wilding Director of Nursing, Healthcare Governance and Infection Prevention	Community Practice Teachers
12	Oct 2009	<b>D24 Clinical Practice for the insertion of an intravenous cannula-BD SAF-T Intima</b>	To ensure standardised clinical care and instruct staff on the correct evidence based practice for oral care	Jeanette Wilding Director of Nursing, Healthcare Governance and Infection Prevention	Community Practice Teachers
13	Oct 2009	<b>B12 Urinalysis using Bayer reagent strips</b>	To instruct clinical staff on the standard procedure for using Bayer reagent strips	Jeanette Wilding Director of Nursing	Mel Baker Community Practice Teacher
14	Oct 2009	<b>Disciplinary Policy</b>		Director of Workforce	Policy Development Group/ HR

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15	Oct 2009	<b>Grievance Policy</b>		Director of Workforce	Policy Development Group/ HR
16	Oct 2009	<b>T21 Clinical practice for measuring a temperature using battery operated tympanic thermometer</b>	To instruct clinical staff on the standard procedure for measuring a temperature.	Jeanette Wilding Director of Nursing	Mel Baker Community Practice Teacher
17	Oct 2009	<b>D27 Administration of medication via nebulizer/compressor machine</b>	To instruct clinical staff on the standard procedure for administering medication via nebulizer/compressor machine	Jeanette Wilding Director of Nursing	Mel Baker Community Practice Teacher
18	Oct 2009	<b>D28 Administration of metered dose inhaled medication via spacer device</b>	To instruct clinical staff on the standard procedure for administration of inhaled medication	Jeanette Wilding Director of Nursing	Mel Baker Community Practice Teacher
19	Oct 2009	<b>M3 Preloading of insulin syringe(s) by the District Nurse for the patient to self administer later on the same day or as a 7 day draw up for daily or twice daily doses</b>	To instruct clinical staff on the standard procedure for drawing up insulin doses	Jeanette Wilding Director of Nursing	Mel Baker Community Practice Teacher