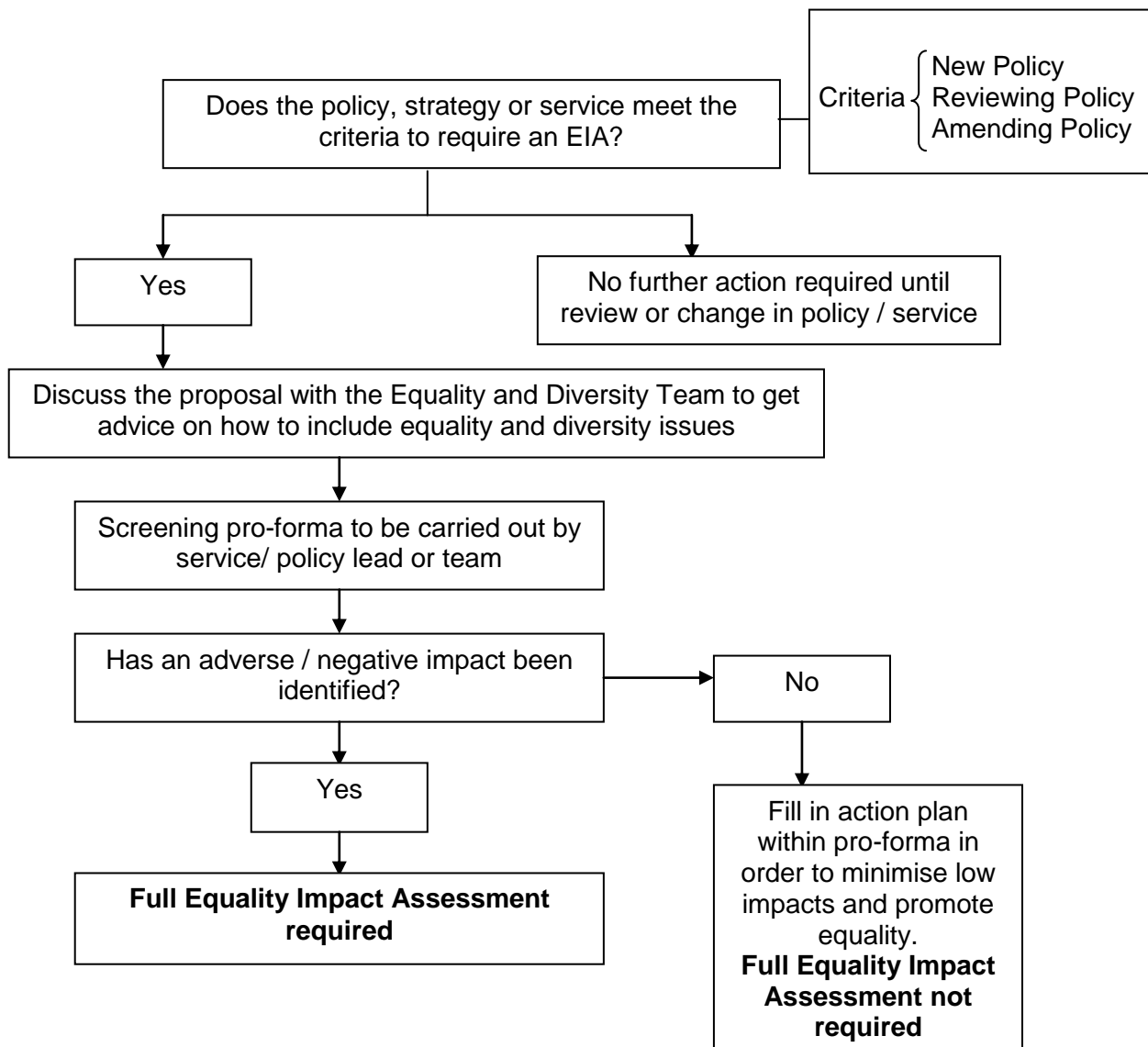


Wolverhampton City PCT Equality Impact Assessment Initial Screening Pro-forma Clinical Function or Process

Equality Impact Assessment Process Chart Screening Process



If you require this document in a different format, e.g., larger print, please contact the Equality and Diversity Department on 01902 444014 or e-mail equality.diversity@wolvespct.nhs.uk

N.B If a member of staff is unsure about any stage of the EIA process then the EIA guidance handbook should be referred to or contact the Equality and Diversity Department.

Wolverhampton City PCT Equality Impact Assessment Initial Screening Pro-forma Clinical Function or Process

Completion Guidance: Please ensure that all the questions on the pro-forma are completed and that written evidence is provided. Should you have any problems when filling out the pro-forma then please contact the Equality and Diversity Department.

If you require this document in a different format, e.g., larger print, please contact the Equality and Diversity Department on 01902 444014 or e-mail equality.diversity@wolvespct.nhs.uk

* Policy includes; strategies, procedures, functions, guidance and guidelines

Name of policy *	
Aim of policy *	
Name of Accountable Director [TITLE]	
Name of Responsible person/people [TITLE]	

1. What service / functions are you responsible for?	
1 a. What geographical patch are you responsible for?	
1b. Do you receive information on ethnicity, age, gender, disability, sexual orientation, transgender or religion and belief of the residents in the geographical area you are responsible for? Please list the information you receive	y/n
2. Do you currently monitor the service / function by ethnicity, age, gender, disability, sexual orientation, transgender or religion and belief? Please state by which equality and by which system	y/n
REFERRAL STAGE	
3. How are people referred to your function / service? Please explain fully	

Wolverhampton City PCT Equality Impact Assessment Initial Screening Pro-forma Clinical Function or Process

<p>4. Could the method/s of referral used have an adverse impact on people from different equality target groups? Y/N if yes please state what level of impact</p> <p>Low Level – Impact can be rectified by small actions being taken High level/adverse impact – Impact cannot be rectified without significant changes to the policy or strategy</p>	Ethnicity		High		Low	
	Disability		High		Low	
	Gender		High		Low	
	Age		High		Low	
	Sexual Orientation		High		Low	
	Religion or Belief		High		Low	
	Transgender		High		Low	
5. What evidence do you have to support your judgement in Question 4? Please explain fully						
ASSESSMENT STAGE						
6. How are people assessed to use the function / service or receive treatment? Please explain fully						
<p>7. Could the methods used have a level of impact on people from different equality target groups? Y/N if yes please state what level of impact</p> <p>Low Level – Impact can be rectified by small actions being taken High level/adverse impact – Impact cannot be rectified without significant changes to the policy or strategy</p>	Ethnicity		High		Low	
	Disability		High		Low	
	Gender		High		Low	
	Age		High		Low	
	Sexual Orientation		High		Low	
	Religion or Belief		High		Low	
	Transgender		High		Low	
8 What evidence do you have to support your judgement in Question 7? Please explain fully						

Wolverhampton City PCT Equality Impact Assessment Initial Screening Pro-forma Clinical Function or Process

FUNCTION/SERVICE/TREATMENT STAGE						
9. How, when and where is your function / service or treatment provided? Please explain fully						
10. Could the methods described have an adverse impact on people from different equality target groups? Y/N if yes please state what level of impact Low Level – Impact can be rectified by small actions being taken High level/adverse impact – Impact cannot be rectified without significant changes to the policy or strategy	Ethnicity		High		Low	
	Disability		High		Low	
	Gender		High		Low	
	Age		High		Low	
	Sexual Orientation		High		Low	
	Religion or Belief		High		Low	
	Transgender		High		Low	
11. What evidence do you have to support your judgment in Question 10? Please explain fully						

Action Plan

Function / Service	Equality Strand	Action	Timescale	Lead manager

Wolverhampton City PCT Equality Impact Assessment Initial Screening Pro-forma Clinical Function or Process

Guidance notes for managers completing Equality Impact Assessments – Clinical Policy and Strategy

Question 1

The question asks you to confirm the service/ function you are responsible for.

Question 1a

This question is asking you to confirm the geographical area that your service / functions cover this could be a Health Ward, Hub or locality, Local Area Group, Zest Area, cluster or city wide.

Question 1b

This question is asking you to confirm if you receive any information that provides you with a breakdown about the make up of the population of the area that you provide your service.

Question 2

This question is asking you to confirm if you monitor the ethnicity, age, gender, disability, sexual orientation, transgender and religion and belief of the patients that are coming into the service. Please state here by which equality strand and also by which system or method. An example could be ethnicity is collected by the Lorenzo system using the 16 + 1 census categories.

REFERRAL STAGE

Question 3

This question is asking you to confirm how people are referred to your service. This could be one of the following:

- ❖ self referral
- ❖ GP referral
- ❖ Consultant referral
- ❖ Referral following discharge from hospital

Wolverhampton City PCT

Equality Impact Assessment Initial Screening Pro-forma

Clinical Function or Process

Question 4

This question requires serious consideration given that you will need to determine if the method/s identified do they impact negatively on different equality target groups? The response could be No, however where you have said this evidence is needed to inform the organisation why there is no impact. If yes, then the level of impact and any identified issues will need to be stated so that we can begin to address them in the action plan.

Question 5

This question provides us with an opportunity to utilise the skills, knowledge and expertise of our partners such as The Wolverhampton Race Equality Partnership, Disability groups across the City, The Out for Good, evidence from complaints that may have been received about accessing the function / service. Also any local and national research may be used here.

ASSESSMENT STAGE

Question 6

This question is asking you what processes you use for assessing people to use the function / service or receive treatment. This could be one of the following:

- ❖ Eligibility criteria
- ❖ Treatment required
- ❖ No assessment

Question 7

This question requires serious consideration given that you will need to determine if the method/s identified do they impact negatively on equality target groups? The response could be No; however where you have said this evidence is needed to inform the organisation why there is no impact. If yes, then the level of impact and any identified issues will need to be stated so that we can begin to address them in the action plan.

Wolverhampton City PCT

Equality Impact Assessment Initial Screening Pro-forma

Clinical Function or Process

Question 8

This question provides us with an opportunity to utilise the skills, knowledge and expertise of our partners such as the Wolverhampton Race Equality Partnership, Disability groups across the City, Lesbian and Gay Foundation, evidence from complaints that may have been received about accessing the function / service. Also any local and national research may be used here.

FUNCTION/SERVICE/TREATMENT STAGE

Question 9

It would be useful to confirm locations for providing your function / service this could be:

- ❖ In a health centre / clinic
- ❖ In a patients home

It would be useful to confirm whether the function / services is provided on a daily basis or less and whether the function / service is provided 9-5 or out of hours.

Question 10

This question requires serious consideration given that you will need to determine of the method/s identified do they impact negatively on different racial groups? The response could be No, however where you have said this evidence is needed to inform the organisation why there is no impact. If yes, then the level of impact and any identified issues will need to be stated so that we can begin to address them in the action plan.

Question 11

This question provides us with an opportunity to utilise the skills, knowledge and expertise of our partners such as The Wolverhampton Race Equality Partnership, Disability groups across the City, The Out for Good, Black Strategic Networking Group, evidence from complaints that may have been received about accessing the function / service. Also any local and national research may be used here.

Wolverhampton City PCT Equality Impact Assessment Initial Screening Pro-forma Clinical Function or Process

Examples of negative / adverse impact

Listed below are a few examples for consideration: however as managers of the functions / services you will be best placed to highlight some of the issues faced when delivering a service or function. Please feedback any other examples that you feel others may also need to consider.

1. Appointment letters when distributed to patients are always written in English. This could have a negative / adverse impact on patients whose first language is not English they will not be able to understand the information received.
2. Appointment letters when distributed to patients do not take into consideration the needs of a disabled patient e.g. with sight impairment.
3. If the initial point of contact for a service / function is not able to respond to a patient whose first language is not English, this could have a negative or adverse impact on patients accessing the service / function.
4. If the initial point of contact is not able to respond to a patient who may have a disability, this could have a negative or adverse impact on patients accessing the service / function.
5. Assessment processes being carried out without taking into consideration cultural differences may result in a negative / adverse impact and patients not using a service / function.

**Wolverhampton City PCT
Equality Impact Assessment Initial Screening Pro-forma
Clinical Function or Process**

Additional Information

Please put in an additional information that you think may be relevant to the Equality Impact Assessment

Please send the completed template to Equality and Diversity Department, equality.diversity@wolvespct.nhs.uk tel 01902 444014, address; Wolverhampton City PCT, West Park Hospital, 10H Tettenhall Road, Wolverhampton. WV1 4SA.

**Wolverhampton City PCT
Equality Impact Assessment Initial Screening Pro-forma
Clinical Function or Process**