

Equality Impact Assessment (EqIA) Screening Form

Step 1: Identifying Involvement

Policy or Service Being Assessed:

Clinical Supervision Policy for Nurses and Allied Health Professionals (Clinical Folder)

Service / Policy Lead/Manager: Deputy Director of Nursing

Individual's involved in carrying out the EqIA screening (should include the service lead / manager):

- Equality Lead
- Deputy Director of Nursing

Step 2: Identifying Service or Policy Aims

Is this a new or existing policy or service? Existing

What are the expected outcomes of the policy or service? e.g. aims, objectives and purposes of the service or policy.

This policy aims to specify the way in which supervision will support clinicians to deliver effective and appropriate treatments, backed by good ethical and supervisory support and within the framework of clinical governance (DOH, 2004).

Does the service or policy link to others? If yes please record and state how.

Legislative References / Statutory Requirements

- Professional Codes of Conduct and Standards
- Essence of care: patient focused benchmarks for clinical governance (DH 2003)
- The NHS Plan: A Plan for Investments (DH 2000)
- Health Professions Council – Standards of proficiency (2007)
- Human Rights Act (1998)
- Mental Health Act (1983)
- Children's Act (1983)
- Access to Health Records Act (1990)

Who is intended to benefit from the policy / service? In what way?

- All qualified Nursing Staff and AHPs - “regular, protected time for facilitated, in-depth reflection on clinical practice”, is widely regarded as an integral part of professional practice and vital for facilitating learning, supporting practice and encouraging professional growth”
- Service users – Department of health (2005) identified clinical supervision as “essential to underpin good practice”
- This policy is primarily aimed at all nursing staff and AHP’s, who will have access to informal and/or formal clinical supervision.

How will the service or policy be put into practice? Who is responsible?

The policy clearly defines roles and responsibilities including role of senior nurse/matron or equivalent, supervisor and supervisee responsibilities. There is a clear and detailed framework for staff to work within.

How and where is information about the service or policy publicised?

- Trust intra net and portal

Step 3 and 4: Carry out an Initial Screening Assessment of Likely Impact. (Consider existing data relevant to the service or policy, patterns or trends of patient activity or feedback received etc via audits, local and national surveys, questionnaires etc).

<p>Are there concerns that the service or policy could have an adverse impact on any of the following groups? If you record yes please state what level of impact: Low Level – Impact that can be rectified by small actions being taken High level/adverse impact - Impact cannot be rectified without significant changes to the policy or service.</p>	Yes:	No:
Age		✓
<p>If YES to the above please state at what level of impact (high or low) and record evidence (either presumed or otherwise)</p>		
Disability		✓
<p>If YES to the above please state at what</p>		

level of impact (high or low) and record evidence (either presumed or otherwise)		
Gender		✓
If YES to the above please state at what level of impact (high or low) and record evidence (either presumed or otherwise)		
Ethnicity		✓
If YES to the above please state at what level of impact (high or low) and record evidence (either presumed or otherwise)		
Sexual Orientation		✓
If YES to the above please state at what level of impact (high or low) and record evidence (either presumed or otherwise)		
Religion / Belief		✓
If YES to the above please state at what level of impact (high or low) and record evidence (either presumed or otherwise)		
<p>Do you think this policy / service specifically contributes to promoting equality and diversity.</p> <p>No, this is a framework for staff to work within with clear standards of practice and expectation, it is available to all clinical staff.</p>		

Step 5: Involve and Consult

Initial screening

Try to get some feedback on your initial screening assessment by involving people in the first place to complete and then get some feedback from others to comment on the outcome. Record involvement and feedback activity.

The policy will be available for a 12 week period of consultation

- Draft published on Trust intranet for 12 weeks, available to all staff to comment on
- JNCC
- Quality and Information Governance Committee

Full EqIA – formal consultation will be required. (Refer to the toolkit for guidance)

N/A

Formal Consultation

Have you involved and consulted with staff, service users and carers, representative groups etc to seek feedback on your assessment to date?

Please record involvement and consultation activity.

Step 6 and 7 : Decisions and or Recommendations:

Is an Equality action Plan Required to respond to any issues identified? (see appendix 4)

Should there now be a Full Impact Assessment and if so, what are the reasons for this?

Date on which full assessment to be completed by.

(see comment step 8, monitoring and review)

No

N/A

Step 8: Monitoring / Review

Reviewing and monitoring for any adverse impact is a crucial element of the process. Please record a planned review date.

The policy will be reviewed alongside the planned policy review. The policy will be subject to an audit of compliance after 1 year of issue, the EqiA will be reviewed as part of this process. Analysis of the policy audit will be broken down include staff demographic data to ensure equity of uptake by individual staff members and staff groups.

Step 9: Sign off / Approval by the Lead/Service Manager

Signed: V A Stronach (Head of Equality)

Date: 24/6/2010