

## Equality Impact Assessment (EIA)

### Stage 1: Screening Assessment

<b>Name of Policy or Service being assessed:</b>	Admission Discharge Transfer Policy
<b>Policy Lead:</b>	Maria Nelligan-Director of Nursing
<b>Person(s) responsible for completing the assessment (if not the Policy Lead):</b>	Carol Sylvester-Deputy Director of Nursing

The Equality Impact Assessment is a written record that demonstrates that the policy lead has shown *due regard* with respect to the characteristics protected by the Equality Act 2010 to the need to:-

- i. **eliminate unlawful discrimination,**
- ii. **advance equality of opportunity,** and
- iii. **foster good relations** between persons with different characteristics

1. Is this a new or existing policy or new or existing service?	Existing
2. What is the aim of the policy/ service? <i>ie. to ensure the Trust meets best practice for ....</i>	To provide clear, safe and consistent processes relating to in patient admission, transfer and discharge
3. What is the expected outcome of the policy/ service? (e.g. objectives and purposes of the policy/ service, standards for practice).	To provide clear guidance relating to the admission to inpatient services, transfer to another inpatient setting and discharge from hospital
4. Does this policy/ service link to others? If yes please state link:	Not directly
5. Who is intended to benefit from the policy/ service? In what way? <i>ie. all staff and service users</i>	All service users and staff
5. How is the policy/ service to be put into practice? Who is responsible?	Ward Managers
6. How and where is information about the policy/ service publicised? <i>ie. on the Trust intranet, and the internet/portal.</i>	Trust Intranet
7. What regular consultation do you carry out with different communities and groups re the policy/ service?	This policy follows the required standards for patient admission and therefore has not been circulated for patient consultation

<p><b>8. Equality Strands</b> Are there concerns that the policy / service could have an adverse impact on:-</p>	<p><u><b>YES/</b></u> <u><b>NO</b></u></p>	<p><b>If YES, please state evidence (either presumed or otherwise).</b></p> <p>Please also include other relevant comments and considerations in relation to each protected characteristic area and this particular policy/service/development.</p>
<ul style="list-style-type: none"> <li>• <b>Age</b> (eg consider impact on younger people/ older people)</li> </ul>	<p>Yes</p>	<p>Age appropriate consideration and decisions to be made about admission placement and in relation to transfer or discharge. This is likely to involve discussion with the service user and with their family/parent/carer(s) as may be appropriate.</p> <p>Particular consideration is required in making decisions relating to transition between child and adult services.</p> <p>Development and education needs will need to be considered when planning care for children and young people.</p> <p>Careful and sensitive planning of discharge is particularly important in relation to older people in relation to lack of capacity to return home / care for self.</p>
<ul style="list-style-type: none"> <li>• <b>Disability</b> (remember to consider physical, mental and sensory impairments)</li> </ul>	<p>Yes</p>	<p>Appropriate consideration and decisions to be made about support or adjustments for any physical, mental and/or sensory impairment relevant to admission/discharge/ transfer</p>
<ul style="list-style-type: none"> <li>• <b>Sex/Gender</b> (any particular impact on males, females, also consider impact on those responsible for childcare)</li> </ul>	<p>Yes</p>	<p>Appropriate consideration and decisions to be made in relation to service user gender in relation to admission, transfer and discharge.</p> <p>Also consideration for visiting by any family members / children as appropriate</p>
<ul style="list-style-type: none"> <li>• <b>Gender reassignment</b> (ie impact on people who identify as trans or non-binary)</li> </ul>	<p>Yes</p>	<p>Appropriate consideration and decisions to be made in relation to service placement and ensuring a safe, dignified and comfortable environment for care in relation to admission, transfer and discharge. This will require discussion with the service user and appropriate sensitivity and support.</p>
<ul style="list-style-type: none"> <li>• <b>Race / ethnicity / ethnic communities / cultural groups</b></li> </ul>	<p>Yes</p>	<p>Appropriate consideration and decisions to be made about service user's cultural, ethnic, national etc background including planning for any issues such as any language needs, dietary needs or preferences, any religious observance needs (see later), any other customs or cultural preferences.</p>

<ul style="list-style-type: none"> <li>• <b>Pregnancy and maternity, including adoption</b> (ie impact during pregnancy and the 12 months after; including for both heterosexual and same sex couples)</li> </ul>	Yes	Appropriate consideration and decisions to be made in relation to admission, transfer or discharge of pregnant service users or those who are the parent or carer of an infant. This may include care planning for birth and post-natal care and arrangements where appropriate.
<ul style="list-style-type: none"> <li>• <b>Sexual Orientation</b> (impact on people who identify as lesbian, gay or bi – whether stated as ‘out’ or not)</li> </ul>	Yes	Appropriate consideration and decisions to be made in discussion with service user in relation to admission, transfer or discharge. Appropriate recognition of family arrangements and lifestyle as part of person-centred care. Ensuring appropriate visiting rights etc.
<ul style="list-style-type: none"> <li>• <b>Marriage and/or Civil Partnership</b> (including heterosexual and same sex marriage)</li> </ul>	Yes	Appropriate person-centred care planning and delivery in relation to spouse or civil partner visiting, communication etc as part of admission, transfer and discharge processes.
<ul style="list-style-type: none"> <li>• <b>Religion and/or Belief</b> (includes those with religion and /or belief and those with none)</li> </ul>	Yes	Appropriate consideration, discussion and decision making in conjunction with the service user in relation to religious and spiritual needs relating to admission, transfer or discharge.
<ul style="list-style-type: none"> <li>• <b>Other equality groups</b></li> </ul>	Yes	<p>May need to consider other issues as part of ensuring that we plan an appropriate care experience for the individual prior to admission, transfer and/or discharge. These issues may include issues such as:</p> <ul style="list-style-type: none"> <li>• safeguarding (eg child abuse, domestic abuse, modern day slavery)</li> <li>• immigration status and right to treatment under the NHS</li> <li>• lifestyle (eg travelling people, offending history, sex workers) housing / poverty related issues</li> </ul>

<p>9. Do any differences identified above amount to discrimination and the potential for adverse impact in this policy?</p>	<p>No – although careful consideration is needed to ensure that we avoid this. Appropriate person centred care planning and delivery is key to this, helping us to avoid any potential discrimination, whether conscious or unconscious.</p>
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<p>If YES could it still be justifiable e.g. on grounds of promoting equality of opportunity for one group? Or any other reason</p> <p>ie. Indirect discrimination can be justifiable sometimes when a service is being provided for a particular target group e.g. Asian women's breast screening, Gay men's sexual health clinic, gender specific services /environments</p>	N/A
<p>If YES, please give reasons:</p>	N/A
<p><b>10.</b> Do you think this policy / service specifically contributes to promoting equality, diversity and inclusion in North Staffordshire?</p> <p>If so, in what way?</p> <p>Please note any examples of good practice</p>	
<p><b>11.</b> What approaches will you take to get feedback on your assessment?</p>	Patient feedback via compliments, complaints, incidents

**In the case of a negative impact being identified above, please indicate any measures planned to mitigate against this by completing Stage 2, Full Impact Assessment as below:-**

**Stage 2: Full impact assessment**

What is the impact?	Mitigating actions	Monitoring of actions
n/a		

**Yes / No**

Do you need any additional assistance to help you carry out the full assessment?	n/a
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**GETTING FEEDBACK AND ADVICE**

Feedback should now be sought from the Diversity and Inclusion Lead by emailing them at [Diversity@northstaffs.nhs.uk](mailto:Diversity@northstaffs.nhs.uk)

**COMPLETED FORMS – Please forward to the Diversity and Inclusion Lead via email: [Diversity@northstaffs.nhs.uk](mailto:Diversity@northstaffs.nhs.uk)**

Telephone queries to: 0300 123 1535 ext 2814

**Signed (Policy Lead Assessor)** .....Carol Sylvester.....

**Date** .....14<sup>th</sup> December 2016.....

**What feedback / guidance was provided?**

Suggestions made for consideration as to the equality strands and their relevance in terms of person-centred care planning linked to admission, transfer and discharge.

**Counter-signed  
(Diversity & Inclusion Lead)**



**Lesley Faux**

**Date**

**24/02/17**