

Equality Impact Assessment (EIA) Stage 1

<p>Policy or service being assessed: 7.01 Confidentiality Of Employee And Patient Records Policy</p>
<p>Lead Person: Lorraine Forrester</p>
<p>Person(s) responsible for carrying out the assessment (if not the Lead Person).</p>

<p>1. Is this a new or existing policy or service?</p>	<p>Existing policy</p>
<p>2. What is the expected outcome of the service / policy? (e.g. aims, objectives and purposes of the service / policy, standards for practice).</p>	<ul style="list-style-type: none"> • All staff are aware of their responsibilities relating to confidentiality
<p>3. Does this policy / service link to others? If yes please state link below:</p>	<ul style="list-style-type: none"> • Caldicott Principles • The Data Protection Act 1998 • The NHS Code of Practice – Confidentiality • The care Record Guarantee • DOH Records Management NHS Code of Practice • Information Security Management. NHS Code of Practice <p>Trust Policies:-</p> <ul style="list-style-type: none"> • Risk Management Policy No 4.18 • Incident Reporting Policy No 5.01 • Serious Incident Policy No 5.32 • Access to Health & Employee Records Policy No 7.02 • Records Management Policy No 7.07 • Information Governance Policy No 7.08 • Information Security & Data Protection Policy No

	7.03 • Safe Haven Policy 7.14	
4. Who is intended to benefit from the policy / service? In what way?	Everyone working for or with the NHS is bound by a legal duty of confidence to protect personal information they may come into contact with during the course of their work.	
5. How is the policy / service to be put into practice? Who is responsible?	The policy clearly identifies and provides a detailed framework to staff or their responsibilities to support the application of the policy.	
6. How and where is information about the policy / service publicised? Example on the Trust Staff Information desk.	The policy will be accessible via the Trust intranet (SID)	
7. What regular consultation do you carry out with different communities and groups re the policy / service?	A copy of the policy is available on SID, it is reviewed by the Trust Health Records Group which has representatives from all Directorates.	
8. Are there concerns that the policy / service could have an adverse impact because of:	<u>Yes</u>	<u>No</u>
Age		√
If YES to the above please state evidence (either presumed or otherwise)		
Disability		√
If YES to the above please state evidence (either presumed or otherwise)		
Gender		√
If YES to the above please state evidence (either presumed or otherwise)		
Ethnicity		√
If YES to the above please state evidence (either presumed or otherwise)		
Sexual Orientation		√
If YES to the above please state evidence (either presumed or otherwise)		

Religion / Belief		√
If YES to one or more of the above please state evidence (either presumed or otherwise) do you have for this?		
9. Do the differences amount to discrimination and the potential for adverse impact in this policy?		√
10. If YES could it still be justifiable e.g. on grounds of promoting equality of opportunity for one group? Or any other reason i.e. 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		
If YES, please give reasons:		
11. Do you think this policy / service specifically contributes to promoting equality and diversity in North Staffordshire? If so, in what way? Please note any examples of good practice	This policy is a factual and procedural document, providing detailed standards and framework for staff to work within in line with statutory legislation and standards in relation to confidentiality. Confidentiality is a fundamental to the NHS, both for patients and service users and for staff and cuts across all 'protected characteristic' groups.	
12. What approaches will you take to get feedback on your assessment?	Share with Diversity and Inclusion Lead.	
13. Will the assessment link to other mainstream service planning or review processes?	no	
14. Should there now be a Full Impact Assessment and if so, what are the reasons for this?	Not required	

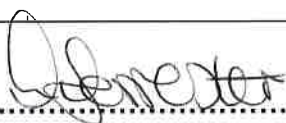
15. Date on which full assessment to be completed by.	Not required
16. What further data or information do you need to carry out a full assessment?	Not required
17. Do you need any additional assistance to help you carry out the full assessment?	Not required
18. Date of assessment:	13.5.16
Other points to consider at review	

GETTING FEEDBACK AND ADVICE

Feedback should now be sought from the Diversity and Inclusion Lead by emailing them at Diversity@northstaffs.nhs.uk

<p>What feedback / guidance was provided?</p> <p>This policy supports the need of all 'protected characteristics' groups (and others) for confidence in the fundamental right to confidentiality in relation to the Trust's roles in both the provision of health services and role as an employer.</p>
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Signed (Policy Lead Assessor)


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Date

13.5.16
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Counter-signed
(Diversity & Inclusion Lead)



Date

17th May 2016

COMPLETED FORMS – Please forward to the Diversity and Inclusion Lead via email: Diversity@northstaffs.nhs.uk
Telephone queries to: 0300 123 1535 ext 2814