

Equality Impact Assessment (EIA)

Stage 1: Screening Assessment

Name of Policy or Service being assessed:	North Staffordshire Combined Healthcare NHS Trust Registration Authority (RA) Operational Policy and Process Guidance
Policy Lead:	Andrea Leese, Staffordshire and Shropshire Health Informatics Service
Person(s) responsible for completing the assessment (if not the Policy Lead):	n/a

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 Policy
2. What is the aim of the policy/ service? ie. to ensure the Trust meets best practice for	<ul style="list-style-type: none"> • All staff are aware of their responsibilities relating to the use of their own smartcard • Terms and Conditions of Smartcard Use • Security and Confidentiality • Information Stored on Smartcard • How to Use a Smartcard • Access the services required
3. What is the expected outcome of the policy/ service? (e.g. objectives and purposes of the policy/ service, standards for practice).	The purpose of this document is to provide operational and process guidance to local Registration Authorities on meeting the minimum national requirements in the HSCIC Registration Authority Policy. It is of paramount importance that patients are confident that their medical records are kept safe, secure and confidential in line with The Care Record Guarantee for England. To

	<p>achieve this objective all healthcare professionals/workers requiring access to 'Spine' enabled systems must be registered with a national digital identity, issued with an NHS Smartcard, and assigned an appropriate access control position according to their healthcare role.</p>
<p>4. Does this policy / service link to others? If yes please state link:</p>	<ul style="list-style-type: none"> • HSCIC Registration Authorities: Governance Arrangements for NHS Organisations • The Data Protection Act 1998 • The NHS Code of Practice – Confidentiality • The Care Record Guarantee • NHS Employers' Verification of Identity Checks'
<p>5. Who is intended to benefit from the policy / service? In what way? ie. all staff and service users</p>	<p>The document is aimed at RA Managers, RA Agents, Sponsors, HR personnel, Executive Management team, Board and those individuals responsible for the Information Governance framework for the organisation.</p>
<p>6. How is the policy / service to be put into practice? Who is responsible?</p>	<p>It is the responsibility of the RA Manager to ensure that the processes outlined in this policy document are implemented and that RA Personnel adhere to their responsibilities as RA Agents and RA sponsors. The RA Manager will undertake necessary reporting activities in order to monitor RA activity undertaken by the team on behalf of the Trust.</p>
<p>7. How and where is information about the policy / service publicised? ie. on the Trust intranet, and the internet/portal.</p>	<p>A copy of the policy is available on SID, it is reviewed by the Trust Information Governance Group which has representatives from all Directorates.</p>

Equality Strands Are there concerns that the policy/ service could have an adverse impact on:-		
	<u>YES</u>	<u>NO</u>
<ul style="list-style-type: none"> • Age 		√
If YES to the above please state evidence (either presumed or otherwise) (either presumed or otherwise)		
<ul style="list-style-type: none"> • Disability 		√
If YES to the above please state evidence (either presumed or otherwise)		
<ul style="list-style-type: none"> • Sex/Gender 		√
If YES to the above please state evidence (either presumed or otherwise)		
<ul style="list-style-type: none"> • Gender reassignment 		√
If YES to the above please state evidence (either presumed or otherwise)		
<ul style="list-style-type: none"> • Race / ethnicity / ethnic communities / cultural groups 		√
If YES to the above please state evidence (either presumed or otherwise)		
<ul style="list-style-type: none"> • Pregnancy and maternity 		√
If YES to the above please state evidence (either presumed or otherwise)		
<ul style="list-style-type: none"> • Sexual Orientation 		√
If YES to the above please state evidence (either presumed or otherwise)		
<ul style="list-style-type: none"> • Marriage and Civil Partnership 		√
If YES to the above please state evidence (either presumed or otherwise)		
<ul style="list-style-type: none"> • Religion / Belief 		√
If YES to the above please state evidence (either presumed or otherwise) do you have for this?	n/a	

8. Do any differences identified above amount to discrimination and the potential for adverse impact in this policy?	n/a
If YES could it still be justifiable e.g. on grounds of promoting equality of opportunity for one group? Or any other reason <i>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</i>	n/a
If YES, please give reasons:	n/a
9. Do you think this policy/ service specifically contributes to promoting equality, diversity and inclusion in North Staffordshire? If so, in what way? Please note any examples of good practice	No specific examples
10. What approaches will you take to get feedback on your assessment?	Not applicable. Policy wording dictated nationally.

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

Yes

No

Do you need any additional assistance to help you carry out the full assessment?		
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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

What feedback / guidance was provided?
Policy about ensuring good governance in relation to accessing and management of patient and staff data, NHS systems etc. Policy wording dictated nationally with no freedom to adjust approach at local level.

Signed (Policy Lead Assessor) ...Andrea Leese.....

Date ...29/02/2016.....

Counter-signed
(Diversity & Inclusion Lead) 
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Date 02/03/16.....

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