

## Dudley Group NHS Foundation Trust: Equality Impact Assessment

### Step 2 - Screening Tool

Please complete the following when screening your policy or service for potential impact on equality groups.

<b>1. Name of lead</b>	Rachael Bailes
Contact number & email	<a href="mailto:Rachael.bailes@dgh.nhs.uk">Rachael.bailes@dgh.nhs.uk</a> 01384 456111 ext 1224
Directorate or Department and Team	Learning and Development, Human Resources
<b>2. Name of service or policy 2.1 Version</b>	Corporate and Local Induction Policy v4
Is this a new or existing piece of work?	Existing
<b>3. Target audience</b> e.g. patients and public; NHS staff; professional health organisations; voluntary organisation; internal staff	NHS Staff
<b>4. What are the aims of the service/ policy?</b> i.e. what does the policy or service hope to achieve?	The aim of the policy is to ensure there are robust arrangements in place to enable the new employee to feel welcomed and integrated into the Trust and to provide the opportunity for them to learn about the aims and culture of the organisation. The employee will gain clarity on policies and procedures relevant to their role. At Corporate Induction the new starter will receive initial orientation, safety training and information to be able to become quickly effective in their role. The Local Induction provides information and knowledge relevant to the specific working area and arrangements specific to the individual role.
<b>5. Does any part of this service or policy have the potential to have an adverse impact based on a person's age, disability, ethnic origin, gender, religion/belief or sexual orientation?</b>	No The policy will not have an adverse effect or impact relating to age, gender, ethnic origin, disability, religious belief or sexual orientation. The policy specifies Induction content

<i>If No, please provide brief reasons.</i>	for staff groups within the organisation.
<b>6. Are there any factors that could lead to different outcomes or satisfaction levels based on people's age, disability, ethnic origin, gender, religion/belief or sexual orientation? If No, please provide brief reasons.</b>	No The policy does not have an adverse effect on the duty of the Trust to promote good employee relations. All induction content is specified as per required by staff group in line with NHSLA and Quality Care Commission, therefore being available for all staff within the trust.

If you have answered yes to any of questions 5 or 6, you must now complete a full Equality Impact Assessment using the proforma provided by the Trust.

If you have answered No to all of the above questions, a full assessment is not required. Please complete the following sign-off section and send a copy of this screening to your Head of Service, Matron or Head of Department as appropriate **and** to Liz Abbiss, Head of Communications at Trust HQ.

**Name of person completing this screening:**  
**Rachel Andrew**

**Job Title:**  
**Mandatory and Governance Training Manager**

**Date sent to Head of Service, Matron or Head of department: 14.1.13**

**Date sent to Head of Communications, Trust HQ: 21.1.13**

For advice relating to completion of this screening, please contact Human Resources on 456111, ext 3807