

Dudley Group of Hospitals: Equality Impact Assessment

Step 2 - Screening Tool

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

1. Name of lead	Sharon Phillips
Contact number & email	3418
Directorate or Department and Team	Nursing
2. Name of service or policy	Policy for the reporting and management of incidents including serious incidents (si's)
Is this a new or existing piece of work?	New
3. Target audience e.g. patients and public; NHS staff; professional health organisations; voluntary organisation; internal staff	Internal Staff
4. What are the aims of the service/policy?	To communicate the Trust systems for reporting and management of incidents
5. Does any part of this service/policy have a <i>positive impact</i> on our duty to promote good race relations, eliminate discrimination and promote equality based on a person's age, disability, ethnic origin, gender, religion/belief or sexual orientation? If No, please provide brief reasons.	No – the systems described apply to all staff of whatever background and belief
6. Could any part of this service/policy have an adverse impact on our duty to promote good race relations eliminate discrimination and promote equality based on a person's age, disability, ethnic origin, gender, religion/belief or sexual orientation? If No, please provide brief reasons.	No – the systems described apply to all staff of whatever background and belief

<p>7. Are there any factors that could lead to differential take-up, outcomes or satisfaction levels based on people's age, disability, ethnic origin, gender, religion/belief or sexual orientation? If No, please provide brief reasons.</p>	<p>No – the systems described apply to all staff of whatever background and belief</p>

If you have answered yes to any of questions 5-7, 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: Sharon Phillips

Job Title: Risk and Standards Manager

Date sent to Head of Service, Matron or Head of department: Oct 10

Date sent to Head of Communications, Trust HQ: Oct 10

For advice relating to completion of this screening, please contact Human Resources on 456111, ext 3251