

# 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.

<b>1. Name of lead</b>	Rachael Bailes
Contact number & email	Ex 3702 Rachael.Bailes@dgoh.nhs.uk
Directorate or Department and Team	HR Directorate. Learning and Development
<b>2. Name of service or policy</b>	Staff Induction Policy
Is this a new or existing piece of work?	Revision of existing policy
<b>3. Target audience</b> e.g. patients and public; NHS staff; professional health organisations; voluntary organisation; internal staff	NHS Staff (Internal)
<b>4. What are the aims of the service/ policy?</b> i.e. what does the policy or service hope to achieve?	The policy specifies the content of corporate and local induction along with the procedures to monitor compliance.
<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> <i>If No, please provide brief reasons.</i>	The policy does not have adverse impacts within the six strands of diversity, as the induction and local induction is specified by role, staff group and department and includes all staff.
<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?</b> <b>If No, please provide brief reasons.</b>	There are no reasons that could lead to different outcomes. Corporate induction, asks at the point of booking, to identify any adjustments required. Local induction is delivered by a nominated individual.

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: Rachael Bailes**

**Job Title: Senior Learning and Development Manager**

**Date sent to Head of Service, Matron or Head of department: October 2010**

**Date sent to Head of Communications, Trust HQ: October 2010**

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