

EQIA – Standard Impact Assessment (Form 1)

EQIA Document Control

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EQIA – Standard Impact Assessment (Form 1)

Question 1:

Which Service, Group or Committee is responsible for carrying out the Standard Impact Assessment?

Name	Site Optimisation Programme –Site Management Workstream
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Question 2:

Lead Assessor's contact details

Name	Val Hatch	Tel. No	01592 643355
Job Title:	General Manager, Emergency Care Directorate	Ext:	29062
Department	Acute Service Division	Email	Val.hatch@nhs.net

Question 3:

Title of Document / Policy (please include the Policy number) / Proposed Change (project or initiative)

Site Management Project Plan

Question 4

Define the work– is it? N= New, R= Review / Redesign

Policy	Procedure (inc SOPs)	Guideline	Project	R
Strategy	Protocol	Service		
Other?	(Please describe)			

Question 5

Briefly outline the aim and the purpose of the work that is being screened for Adverse Equality Impact.

Aim	Establish Site Management Team including systems and processes for escalation, EDD and discharge lounge by October 2018
Purpose	<ul style="list-style-type: none"> To ensure better colocation of clinical services To reduce movement of patients around the hospital Fulfilling our commitment to ensure that we are continuously improving our patient experience

Question 6

Is this a new development? (Please tick)

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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Question 7

If yes, is this proposal/ decision strategically important or not, please describe below?

Site Management is a workstream of the Site Optimisation programme, the strategic transformation plan for the Acute Services Division to improve our service delivery in line with NHS Fife's Clinical Strategy

Question 8:

What is the scope for this EQIA? (Please tick*)

NHS Fife (all)	<input type="checkbox"/>	NHS Fife (Acute)	<input checked="" type="checkbox"/>	NHS Fife (Corporate)	<input type="checkbox"/>
HSCP West Division	<input type="checkbox"/>	HSCP East Division	<input type="checkbox"/>	HSCP Fife wide Division	<input type="checkbox"/>
*Service specific? Name			*Discipline specific? Name		

Question 9:

Who is it intended to benefit?

Staff	✓	Service Users	✓	Public	✓
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Question 10:

Identifying the Impacts

Consider any potential Impacts on the Protected Characteristic Groups, etc and the relevance of policy/ change to each group is described as:

H- High Relevance, M = Medium Relevance or L= Low relevance

Equality Impact Assessment Matrix

Protected Characteristic	Positive Impact	No Impact	Adverse Impact
High Relevance	NO Full EQIA required	NO Full EQIA required	Full EQIA required – Action Plan required
Medium Relevance	NO Full EQIA required	NO Full EQIA required	Full EQIA required – Action Plan required
Low Relevance	NO Full EQIA required	NO Full EQIA required	EQIA may be required – discuss with Equality and Participation Co-ordinator as you may be able to address these Impacts immediately.

Relevant Protected Characteristics	Employees	Applies to
Age - children and young people, older people	L	LR/PI
Disability - including people with mental health difficulties	L	LR/PI
Race - black and ethnic people including gypsy travellers	L	LR/PI
Sex - women and men	L	LR/PI
Sexual orientation - lesbian, gay or bisexual	L	LR/PI
Religion and Belief	L	LR/PI
Gender Reassignment	L	LR/PI
Pregnancy and Maternity	L	LR/PI
Marriage and Civil Partnership	L	LR/PI
Fairer (Scotland) Duty 2018 – Assessing impacts on socio-economic disadvantage and/or inequalities of outcome	Yes	No
	Please tick	Please tick
Is this proposal / decision strategically important?		

If yes, please complete

What was discussed?

1.	What evidence do you have about socio-economic disadvantage and inequality of outcome in relation to this issue/ decision?	N/A
2.	Have you discussed at a strategic level what the main impacts will be of the issue/ decision?	N/A
3.	Have you considered ways of reducing those impacts?	N/A

Question 11:

Have you consulted with staff, public, service users, others to help assess for Impacts?
(Please tick)

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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If yes, who was involved and how were they involved? If not, why not, was this necessary as it is just a refresh of existing policy or guidance already in place for example?

Who?

General Managers, Clinical Services Manager (H&SCP), Improvement Coordinator USC, Capacity Manager, Head of Estates, Consultants , Staff Side, Clinical Nurse Managers (PC and EC), Portfolio Manager, Health Intelligence Lead, Service Managers (PC and EC), Clinical Director, Infection Control Manager, Lab Service Manager, Clinical Lead, Theatre Manager, Service Managers (PC and EC), Heads of Nursing , Chief Operating Officer, Radiology Service Manager, Nurse Consultants, Associate Nurse Director, Pharmacists, Senior Charge Nurses, Cancer Services Nurse, Cancer Services Improvement Manager, Clinical Oncologist, eHealth, Project Support, Public

How?

Through membership of project team, safety huddles/briefs, pop up sessions within wards/depts., Communications Plans (internal and external), Public consultation and engagement (In line with Clinical Strategy preparation)

Question 12:

If necessary- please include in brief evidence or relevant information that has influenced the decisions being made (this could include demographic profiles, audits, research, published evidence, and health needs assessment, work based on national guidance or legislative requirements etc) . Any evidence /data that support's your assessment can be inserted into the box below.

Please enter evidence/data links

NHS Fife's Clinical Strategy

https://www.nhsfife.org/weborgs/nhs/uploadfiles/publications/c64_CS-Final.pdf

Question 13:

Meeting the Public Duty for Equality Impact Assessment

Please provide a rationale to support the results of the Standard Impact Assessment, in that due consideration has been given to:

- **Eliminate unlawful discrimination, harassment and victimisation**
- **Advance equality of opportunity between different groups; and**
- **Foster good relations between different groups**

What we must do	Provide a description or summary of how this has been achieved
Eliminate discrimination	Being an organisation that embraces diversity, none of the 9 protected groups will be adversely affected by any of the changes being made. Any moves (which will occur over a three year period) will have a positive impact on all of the people in Fife and have been driven by the recommendations made by the people of Fife.
Advance equality of opportunity	
Foster good relations	


Question 14:

Has your assessment been able to demonstrate the following?

Positive Impact	X
No Impact	
Adverse Impact	

If you have identified that a Full EQIA is required then you will need to ensure that you have in place, either a working group or a means to address the results of the Adverse Impact Assessment at one of your meetings or as a separate arrangement. **Prepare for this in advance**; bring any information or reports to the meeting, make contact with community groups or other organisations that you would like to have involved or to check your policy/program or service change etc.

To be completed by Accountable Officer in Organisation

Name	VAL HATCH
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Telephone (ext)	01383-623623 Ext 29395
Signature	

To be completed by Equality and Participation Co-ordinator

EQIA checked by	Shirley Ballingall
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Comments	
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