

# EQIA – Standard Impact Assessment (Form 1)

## EQIA Document Control

<b>Date started</b>	4 <sup>th</sup> October 2018
<b>Date completed</b>	4th December 2018
<b>Date published</b>	5th December 2018
<b>EQIA approved</b>	4th December 2018

## 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 - Cancer Improvement Services Workstream
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Question 2:

**Lead Assessor's contact details**

Name	Dr Rob Cargill	Tel. No	01592 643355
Job Title:	Associate Medical Director	Ext:	Ext 28366
Department	Acute Services Division	Email	robert.cargill@nhs.net

Question 3:

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

Cancer Services Improvement Plan
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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.**

<b>Aim</b>	As part of the Site Optimisation Programme, maximise Cancer Services to minimise delays in process and enhance patient experience.
<b>Purpose</b>	As part of NHS Fife's Clinical Strategy, the purpose of the Cancer, Palliative Care and Care in the Last Days of Life workstream was to consider and assess service provision, pathways of care and evidence based best practice, emerging models of care and to undertake horizon scanning to inform the future delivery of safe, effective, sustainable care for the people of Fife.

**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?**

Cancer Services 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
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**Question 8:**

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

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

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

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.

<p><b>Please enter evidence/data links</b></p> <p>NHS Fife's Clinical Strategy</p> <p><a href="https://www.nhsfife.org/weborgs/nhs/uploadfiles/publications/c64_CS-Final.pdf">https://www.nhsfife.org/weborgs/nhs/uploadfiles/publications/c64_CS-Final.pdf</a></p>
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**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.**

<b>What we must do</b>	<b>Provide a description or summary of how this has been achieved</b>
<b>Eliminate discrimination</b>	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.
<b>Advance equality of opportunity</b>	
<b>Foster good relations</b>	

**Question 14:**

**Has your assessment been able to demonstrate the following?**

<b>Positive Impact</b>	X
<b>No Impact</b>	
<b>Adverse Impact</b>	

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**

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<b>Telephone ( ext)</b>	28366
<b>Signature</b>	<i>Rose Carron</i>

**To be completed by Equality and Participation Co-ordinator**

<b>EQIA checked by</b>	Shirley Ballingall
<b>Date</b>	4th December 2018
<b>Comments</b>	
<b>Date EQIA published:</b>	5th December 2018