

EQIA – Standard Impact Assessment (Form 1)

EQIA Document Control

Date started	14/05/18
Date completed	14/06/18
Date published	30/06/2018
EQIA approved	15/06/2018



EQIA – Standard Impact Assessment (Form 1)

Question 1:

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

Name	Major Change Immunisation Programme Group
-------------	---

Question 2:

Lead Assessor's contact details

Name	Fiona Duff	Tel. No	01383 565180
Job Title:	Immunisation BCM	Ext:	35180
Department	Children's Service	Email	f.duff@nhs.net

Question 3:

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

Fife-Wide Immunisation Procedure FWP-IM-01
--

Question 4

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

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

Question 5

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

Aim	To reduce incidence of disease and outbreak by vaccinating individuals in a safe and timely manner against preventable disease.
Purpose	To ensure all staff administering vaccinations have the appropriate competencies and knowledge to do so.

Question 6

Is this a new development? (Please tick)

Yes		No	✓
-----	--	----	---

Question 7

If yes, what is it replacing or changing?

--

Question 8:

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

NHS Fife (all)		NHS Fife (Acute)		NHS Fife (Corporate)	
HSCP West Division		HSCP East Division		HSCP Fife wide Division	✓
*Service specific? Name			*Discipline specific? Name		

Question 9:

Who is it intended to benefit?

Staff	✓	Service Users /Patients	✓	Public	
-------	---	-------------------------	---	--------	--

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	Equality group
Age - children and young people, older people		H
Disability - including people with mental health difficulties		L
Race - black and ethnic people including gypsy travellers		H

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 :

Legislative changes to the GMS contract are directing the current travel of vaccination delivery.

<https://beta.gov.scot/publications/2018-gms-contract-scotland/.../00527530.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	No distinction will be made against any characteristic other than to offer positive additional input where there is need. Examples would be: Community Language leaflets and advice sheets available. Advice available nationally on any religion or belief issues with Immunisation products,etc

Advance equality of opportunity	Vaccination availability will be standardised removing risk of gaps within the service. However individual circumstance and need will be able to be responded to ensuring that all individuals will be offered the opportunity for vaccination that meets their personal need and circumstance.
Foster good relations	Consistent standard of delivery across all cohorts within all immunisation programmes.

Question 14:

Has your assessment been able to demonstrate the following?

Positive Impact	√
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 Equality and Participation Co-ordinator

EQIA checked by: Shirley Ballingall

Date: 15/06/2018

Comments:

Date EQIA published: by 30/06/2018