

<b>Please refer to the guidance notes “How to carry out an Equality Impact Assessment”</b>	
Document Reference:	Document Title: Out of Hours Primary care Mobile Clinicians Standard Operating Guidelines (Norfolk)
Assessment Date: 15/4/08	Document Type: Standard Operating Guidelines
Responsible Director: Oskan Edwardson	Lead Manager: Gail Thurston

**Step 1: Identify main aims of policy**

Describe the main aim, objectives and intended outcomes of the proposed project/policy

Aim: The aim of this guideline is to inform the Medicom Call Centre dispatch staff of the Location of the clinicians when out visiting patients.
Objectives: To have the relevant information from all vehicles to know where they are in the county to allocate work. To be able to monitor staff for their safety.
Intended Outcomes: To allocate jobs more efficiently to the vehicle so that information can be passed to the nearest resource. To ensure the safety of Lone workers by monitoring the vehicles.

**Step 2: Collect and Analyse Information**

Has any previous work or research been done on equality issues in the area of the proposed project/policy? If so, what were they?

NO			
You should ask relevant questions in relation to all the strands equality & diversity, but information gathered should be relevant to your needs that will inform your decisions around the topic you are reviewing. If you identify a need for information that is not available you should consider and plan with the relevant others how this information could be obtained <sup>1</sup>			
Gender (including transgender)	Do you have enough information?	Yes	No
	What else do you need to know?		
Race	Do you have enough information?	Yes	No
	What else do you need to know?		
Disability	Do you have enough information?	Yes	No
	What else do you need to know? Are there any staff with disabilities that we should know that would affect the policy		
Sexual Orientation	Do you have enough information?	Yes	No
	What else do you need to know?		
Age	Do you have enough information?	Yes	No
	What else do you need to know?		
Religion & Belief	Do you have enough information?	Yes	No
	What else do you need to know?		

<sup>1</sup> Refer your need for information and proposal to the Equality & Diversity Steering Group using a copy of this page with your information before proceeding to ensure all similar requests can be coordinated

**Step 3: Identify the level of impact**

To help you think about this, you should complete the High, Medium, Low table and give reasons/comments for where:

- (a) The policy/strategy/project could have a positive impact on any of the equality target groups or contributes to promoting equality, equal opportunities and improving relations within equality target groups.
- (b) The policy/project/procedure could have a negative impact on any of the equality target groups, i.e. disadvantage them in any way. **If the impact is high, a full Equality Impact Assessment should be completed.**

Equality target	a. Positive impact			b. Negative impact			c. If NONE how did you evidence this?
	Low	None	High	Low	None	High	
Gender (including transgender)		√			√		Irrespective of gender, race, sexual orientation, all staff on duty will be protected by knowing their location and allocated work based upon that location and calls to attend. Where necessary support will be given to individuals who require reasonable adjustment with regard to any disability needs
Race		√			√		
Disability		√			√		
Sexual orientation		√			√		
Age		√			√		
Belief and Religion		√			√		Needs will be considered and accommodated as identified and appropriate to both parties

**Step 3<sup>a</sup>: Decide if policy is equality relevant**

Does the proposed project/policy have an explicit focus on inequalities, human rights and diversity? If so, how?

No

Is there a risk that the proposed project/policy may unintentionally mask or cause a negative impact on equality and diversity?

No

Is there a risk of adverse impact? If yes, please list the specific risks. If no, please explain the basis of your judgement.

This policy applies equally to all groups. Individual's needs would be accommodated as required.

**Step 3<sup>b</sup>: Record findings and produce action plan**

If there are any potential or actual risks, what action will be undertaken to mitigate the specified risks, or to minimise the adverse impact. Within what timescales will this be done, what are the implications on resources and who will be responsible?

Findings	Proposed action	Timescale	Implications on resources	Responsible lead
Some staff may require the guideline in a different format	Make staff aware they can have the guideline in a different format	ongoing	Staff time to provide the guideline in a different format.	Gail Thurston

Please state how the policy, procedure or process will be monitored for inequalities that may arise after the implementation:

The guidelines will be monitored so as to provide the correct level of cover for the OOH contract every 3 months. The guideline will also be monitored by staff feedback to note any adverse or positive impact on any of the target groups.

**Summary:**

On the basis of the information/evidence/consideration so far, do you believe that the proposed project/policy will have a positive or adverse impact on equality or diversity? (please circle one)

Positive Impact		Adverse Impact	

**Basis for your judgement:**  
 This guideline is not expected to have either positive or negative disproportionate impact on any of the target group's.

**Has a significant adverse impact been identified that requires a Full Equality Impact Assessment?**

	<b>Some Impact Identified</b> <small>Local Actions set out to resolve the impact <sup>2</sup></small>	<u>NO</u>
--	--	-----------

**Name of the project/policy lead completing this assessment:**

Name: Shirley Dermott	Job Title: Medicom Call Centre Manager
Signature:	Date: 15/4/08

*This form must accompany all policies and procedures when sent to Trust Board Committee or Group for approval the following summary should be the used as the covering front sheet*

<sup>2</sup> Please ensure that the arrangements for monitoring the implementation and outcomes are stated in the executive summary

<b>Executive Summary Page for Equality Impact Assessment:</b>	
Document Reference:	Document Title: Out of Hours Primary care Mobile Clinicians Standard Operating Guidelines (Norfolk)
Assessment Date: 15/4/08	Document Type: Standard Operating Guidelines
Responsible Director: Oskan Edwardson	Lead Manager: Gail Thurston
<b>Conclusion of Equality Impact Assessment:</b> This Standard Operating Guidelines is not expected to have either positive or negative disproportionate impact on any of the target groups. It is acknowledged that some people who need to access the guideline may need alternative formats. This will be noted in the guideline to offer alternatives under the DDA where reasonable adjustment is indicated.	
<b>Recommendations for Action Plan:</b> Ensure alternative formats are provided as required under the DDA. Ensure that accommodation is considered for religious and belief needs as identified.	
<b>Risks Identified:</b> The document is to be accessible to all staff, and unless alternative formats are offered and provided some staff will not have the opportunity to read and meet the expectations of the guideline	
<b>Approved by a member of the executive team:</b>	
<b>YES</b>	<b>NO</b>
Name:	Position:
Signature:	Date:
This whole document should be stored with the master document and a final approved electronic copy must be sent to the Equality & Diversity Lead at Bedford Office	