

Part A: Preparation and Assessment of Relevance and Priority

Part A is a three step process which will help you to prioritise work and prepare for EqIA.

Step 1 - Preparation:
identify the title of the Policy/function/strategy, the main aims and the key contributors
(see **Form 1**)



Step 2 - Gather Evidence:
collect, but do not analyse information at this stage - just see what evidence is available
(see **Form 2**)



Step 3 - Assessment of Relevance and Priority:
determine whether or not the evidence demonstrates high, medium, low, or no relevance and priority across the core dimensions of the equality duties, by each of the equality strands
(see **Form 3**)

Form 1: Preparation

Part A must be completed at the beginning of a Policy/function/strategy development or review, and for every such occurrence. (Refer to the Step-by-Step Guide for additional information).

Step 1 - Preparation		
1.	Title of Policy - what are you equality impact assessing?	Policy for the Management of Medical Equipment
2.	Policy Aims and Brief Description - what are its aims? Give a brief description of the Policy (The What, Why and How?)	<p>The aim of this policy is to provide a clear framework within which the UHB can;</p> <ul style="list-style-type: none"> Effectively and actively manage its MEDICAL EQUIPMENT so as to reduce risk. Meet its legal obligations under Health and Safety Legislation Meet its governance obligations, both clinical and financial Respond to the requirements of the Standard 16 Demonstrate that it is taking account of MHRA guidance.
3.	Who Owns/Defines the Policy? - who is responsible for the Policy/work?	Clinical Engineering own the Policy for the UHB, with responsibility being the Head of Clinical Engineering in conjunction with Executive Lead and Medical Equipment Management Group.
4.	Who is Involved in undertaking this EqIA? - who are the key contributors to the EqIA and what are their roles in the process?	Head of Clinical Engineering

Step 1 - Preparation

5.	Other Policies - Describe where this Policy/work fits in a wider context. Is it related to any other policies/activities that could be included in this EqIA?	The Policy fits into the work carried out by the Medical Equipment Management Group (MEMG) and conforming to:- Healthcare Standards for Wales, Standard 16.
6.	Stakeholders - Who is involved with or affected by this Policy?	All staff involved with Medical Equipment are affected by this Policy. All those within the UHB dealing with selection through procurement, commissioning, training, use, maintenance, repair, upgrade, decommissioning and final disposal.
7.	What factors may contribute to the outcomes of the Policy? What factors may detract from the outcomes? These could be internal or external factors.	Financial restrictions regarding the purchasing and replacement of Medical Equipment will have an impact on the outcome of the Policy. External factors would relate to MHRA guidelines which would affect how we govern and manage Medical Equipment.

Form 2: Evidence Gathering

Equality Strand	Evidence Gathered	Does the evidence apply to the following with regard to this Policy/work? Tick as appropriate.									
Race	A Google search was carried out on 27/09/2011. No documented evidence was found from this search that there are any statements, conditions, rules or requirements which could potentially exclude, or where applied, could cause an adverse impact against any group of individuals in respect of race/disability/gender etc as applicable to the strands below.	Eliminating Discrimination and Eliminating Harassment	X	X	Promoting Good Relations and Positive Attitudes	X	X	Take account of difference even if it involves treating some individuals more favourably*			
Disability	No evidence		X	X		X	X		X	X	X
Gender	No evidence		X	X		X	X		X	X	
Sexual Orientation	No evidence		X	X		X	X		X	X	
Age	No evidence		X	X		X	X		X	X	
Religion or Belief	No evidence		X	X		X	X		X	X	
Welsh Language	No evidence		x	x		x	x		x	x	
<p>People have a human right to: life; not to be tortured or treated in a degrading way; to be free from slavery or forced labour; to liberty; to a fair trial; not to be punished without legal authority; to respect for private and family life, home and correspondence; to freedom of thought, conscience and religion; to freedom of expression and of assembly; to marry and found a family and to not be discriminated against in relation to any of the rights contained in the European Convention.</p>											

Human Rights	The Policy applies to all Employees in the overall management of Medical Equipment and their specific roles and responsibilities where appropriate. Employees must ensure that they take appropriate action in the use of Medical Equipment in a consistent manner and that staff are respected ensuring any actions identified are accessed with regard to the Human Rights Act.
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*** This column relates only to Disability due to the specific requirement in the DDA 2005 to treat disabled people more favourably to achieve equal outcomes. This is not applicable to the other equality strands.**

Form 3: Assessment of Relevance and Priority

Equality Strand	Evidence: Existing evidence to suggest some groups affected. Gathered from Step 2. (See Scoring Chart A)	Potential Impact: Nature, profile, scale, cost, numbers affected, significance. Insert one overall score (See Scoring Chart B)	Decision: Multiply 'evidence' score by 'potential impact' score. (See Scoring Chart C)
Race	1	0	0
Disability	1	0	0
Gender	1	0	0
Sexual Orientation	1	0	0
Age	1	0	0
Religion or Belief	1	0	0
Welsh Language	1	0	0
Human Rights	1	0	0

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Scoring Chart A: Evidence Available

3	Existing data/research
2	Anecdotal/awareness data only
1	No evidence or suggestion

Scoring Chart B: Potential Impact

-3	High negative
-2	Medium negative
-1	Low negative
0	No impact
+1	Low positive
+2	Medium positive
+3	High positive

Scoring Chart C: Impact Decision

-6 to -9	High Impact (H)
-3 to -5	Medium Impact (M)
-1 to -2	Low Impact (L)
0	No Impact (N)
1 to 9	Positive Impact (P)

FORM 4: (Part A) Outcome Report

Policy Title:	Policy for Management of Medical Equipment
Organisation:	Cardiff and Vale University Health Board
Name:	Tony Powell
Title:	Head of Clinical Engineering
Department:	Clinical Engineering
Summary of Assessment:	On assessment there is no evidence to suggest any Groups are affected by this Policy. The Policy has a neutral effect on all UHB employees.
Decision to Proceed to Part B Equality Impact Assessment:	<p>Yes/No</p> <p>Please record reason(s) for decision</p> <p>The decision is based on the assessment concluding low impact on any groups in respect to race, disability, gender, orientation, age, religion or belief, welsh language or human rights.</p>

Action Plan

You are advised to use the template below to detail any actions that are planned following the completion of Part A or Part B of the EqIA Toolkit. You should include any remedial changes that have been made to reduce or eliminate the effects of potential or actual adverse impact, as well as any arrangements to collect data or undertake further research.

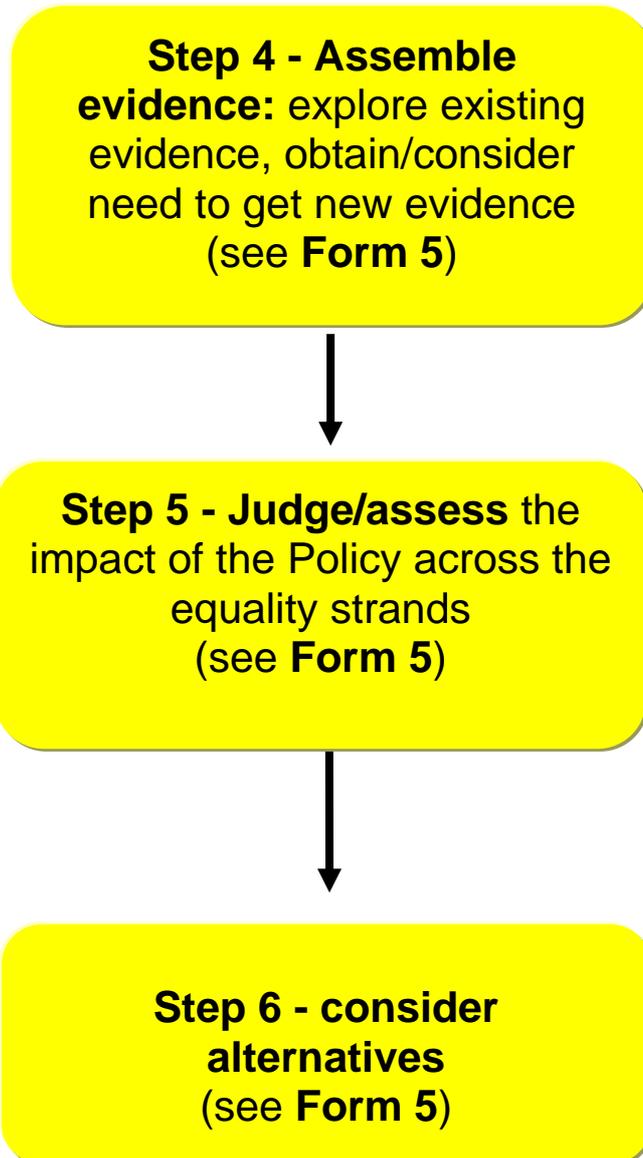
	Action(s) proposed or taken	Reasons for action(s)	Who will benefit?	Who is responsible for this action(s)?	Timescale
1. What changes have been made as a result of the EqIA?					
2. Where a Policy may have differential impact on certain groups, state what arrangements are in place or are proposed to mitigate these impacts?					

<p>3. Justification: For when a policy may have adverse impact on certain groups, but there is good reason not to mitigate.</p>					
<p>4. Describe any mitigating actions taken?</p>					
<p>5. Provide details of any action planned or taken to promote equality.</p>	<p>When requests are made for alternative formats in particular regard to disability or the UHB Welsh Language Scheme our Single Equality Scheme – FAIR CARE allows for and encourages translation in other languages and formats.</p>	<p>To meet staff or patient need</p>	<p>Staff, patients, carers and the UHB reputation.</p>	<p>Head of Clinical Engineering.</p>	<p>As required by the individual staff member, patient or carer.</p>

Date:	13 th September 2011
Monitoring Arrangements:	Policy to be reviewed on a 3 yearly basis. Policy to be monitored through Medical Equipment Management Group on a regular basis.
Review Date:	3 years from approval date.
Signature of all Parties:	<i>A. Powell</i> Anthony Powell, Head of Clinical Engineering.

Part B: Equality Impact Assessment

Part B has three steps:



Form 5: Equality Impact Assessment

Step 4 - Assemble evidence		
1.	Do you have adequate information? Refer to Form 2 (Part A, Step 2: <i>Evidence Gathering</i>) If not, can the Policy go ahead during this process?	
2.	Does the evidence relate to all strands? (please explain)	
3.	What additional information is required?	
4.	State which representative bodies of relevant groups you will liaise with for support. Is the information representative?	

Step 5 - Judge/assess the impact of the policy across the equality strands

Detail below whether you have identified any positive, adverse or differential effect for any of the following strands:

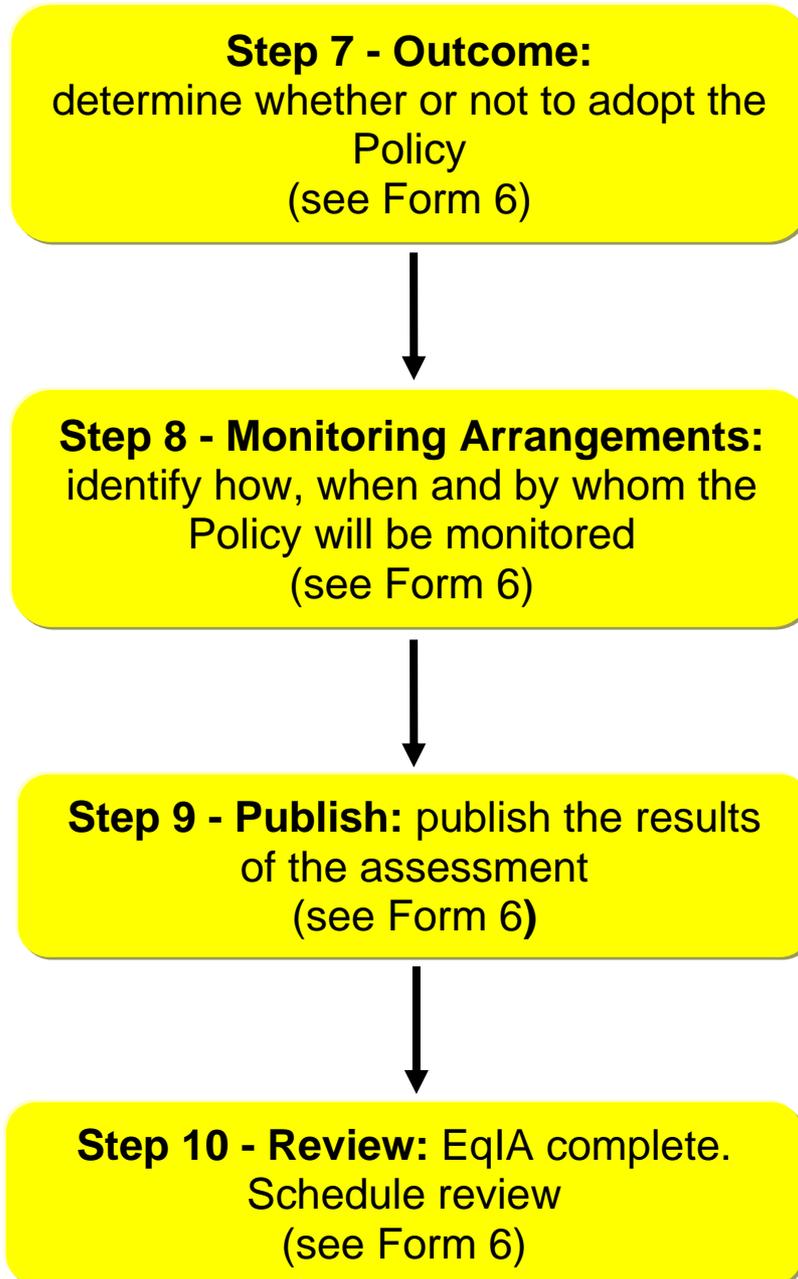
EQUALITY STRAND/GROUP					
		Adverse	Differential	Positive	Comments
Age					
Disability					
Gender					
Race					
Religion or Belief					
Sexual Orientation					
Welsh Language					
Human Rights					

Step 6 - Consider Alternatives

6.	Describe any mitigating actions taken to reduce adverse impact.				
7.	Is there a handling strategy for any unavoidable but not unlawful negative impacts that cannot be mitigated?				
8.	Describe actions taken to maximise the opportunity to promote equality i.e. changes to the Policy, regulation, guidance, communication, monitoring or review				
9.	What changes have been made as a result of the equality impact assessment?				

Part C: Outcome, Monitoring, Publication and Review

Part C is a four step process as follows:



Form 6: Outcome, Monitoring, Publication and Review

Step 7 - Outcome: determine whether to adopt the policy or not		
1.	Will the policy be adopted?	
2.	If No please give reasons and any alternative action(s) agreed: (If the policy is not to be adopted please proceed to step 9).	
Step 8 - Monitoring arrangements: identify how, when and by whom the policy will be monitored.		
3.	How will the policy be monitored?	
4.	What monitoring data will be collected?	

5.	How will this data be collected?	
6.	When will the monitoring data be analysed?	
7.	Who will analyse the data?	
Step 9 - Publish the results of the assessment		
8.	What changes have been made?	
9.	Describe any mitigating actions taken Provide details of any actions taken to promote equality	

10.	Describe the arrangements for publishing the EQIA Outcome Report	
Step 10 - Schedule review		
11.	When will the policy be subject to a further review?	