



## **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 EqlA.

**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.	<b>Title of Policy</b> - what are you equality impact assessing?	Point of Care Testing Policy
2.	<b>Policy Aims and Brief Description</b> - what are its aims? Give a brief description of the Policy (The What, Why and How?)	<p>To ensure the efficient, effective and consistent Management of testing carried out in non-laboratory areas.</p> <p>To assure the quality and safety of diagnosis and treatment to patients receiving point of care testing (POCT), and reduce the risk to the UHB and to patients arising from POCT.</p> <p>To ensure that all POCT is carried to the same standards with adequate and documented training, quality control, quality assurance and audit in all areas of the UHB.</p> <p>To ensure that all POCT carried out by the UHB meets the standards and guidelines of the MHRA, WAG and ISO 22870.</p> <p>To ensure that the conduct of POCT in the UHB enables the UHB laboratories to maintain their accreditation to the standards set by Clinical Pathology Accreditation UK or other accrediting bodies.</p>
3.	<b>Who Owns/Defines the Policy?</b> - who is responsible for the Policy/work?	Chair of the Point of Care Testing Group
4.	<b>Who is Involved in undertaking this EqlA?</b> - who are the key contributors to the EqlA and what are their roles in the process?	<p>POCT lead for UHB</p> <p>POCT Group</p>

## Step 1 - Preparation

5.	<b>Other Policies</b> - 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?	This Policy covers the management of POCT across the UHB in its widest sense. It will be supported by other policies (e.g. health and safety policies, IM&T strategies) and specific operating procedures .
6.	<b>Stakeholders</b> - Who is involved with or affected by this Policy?	UHB wide, staff conducting point of care testing, patients, other health community partners
7.	<b>What factors may contribute to the outcomes of the Policy? What factors may detract from the outcomes?</b> These could be internal or external factors.	Principle factors are awareness, understanding of and compliance with the Policy. Compliance with the Policy will deliver expected outcomes.

## 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	No evidence	Eliminating Discrimination and Eliminating Harassment			Promoting Equality of Opportunity		Promoting Good Relations and Positive Attitudes		Encouraging participation in Public Life		Take account of difference even if it involves treating some individuals more favourably*	
Disability	No evidence											
Gender	No evidence											
Sexual Orientation	No evidence											
Age	No evidence											
Religion or Belief	No evidence											
Welsh Language	No evidence											
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.												
Human Rights	No evidence											

\* 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

**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

<b>Policy Title:</b>	Point of Care Testing Policy
<b>Organisation:</b>	Cardiff and Vale UHB
<b>Name:</b> <b>Title:</b> <b>Department:</b>	Annette Thomas Director (POCT Lead) WEQAS Quality Laboratory
<b>Summary of Assessment:</b>	There is no evidence of any impact as the policy applies to all Point of care testing carried out by all employees within the UHB for all patients.
<b>Decision to Proceed to Part B Equality Impact Assessment:</b>	<b>No</b> <b>Potential impact score of 0, no relevance across the equality strands.</b>

## 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 <b>changes</b> have been made as a result of the EqIA?	N/A				
2. Where a Policy may have differential impact on certain groups, state what arrangements are in place or are proposed to <b>mitigate</b> these impacts?	N/A				

3. <b>Justification:</b> For when a policy may have adverse impact on certain groups, but there is good reason not to mitigate.	N/A				
4. Describe any <b>mitigating actions</b> taken?	N/A				
5. Provide details of any actions planned or taken to <b>promote equality</b> .	N/A				



<b>Date:</b>	9 <sup>th</sup> June 2011
<b>Monitoring Arrangements:</b>	<p>Policy to be reviewed in 2 years. Point of Care Team will monitor compliance and report to the Point of Care Group quarterly.</p> <p>Effectiveness of Policy and impact assessed via a number of means e.g. Internal Audits, External Quality Assessment, lessons from incidents, complaints and claims, risk assessment review.</p>
<b>Review Date:</b>	June 2013
<b>Signature of all Parties:</b>	Annette Thomas