



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.	Title of Policy	Thromboprophylaxis Policy for Adult Inpatients (version 1)
2.	Policy Aims and Brief Description	<p>The aim of the policy is to ensure that health care providers have an understanding of their role to prevent thromboprophylaxis when admitted to hospital.</p> <p>The objectives are:</p> <ul style="list-style-type: none"> ▪ To ensure that all patients are risk assessed for their risk of Thrombosis within 24 hours of admission ▪ To ensure that all a patients who have been identified as 'at risk' are prescribed with appropriate treatment. ▪ Provide guidance on apropritate forms of Thromboprophylaxis ▪ Provide Risk Assesement Tool to identify at risk patients
3.	Who Owns/Defines the Policy?	Chief Executive Executive Nurse Director Medical Director Medical and non medical Staff across the UHB
4.	Who is Involved in undertaking this EqlA?	Cari Randall, Graduate Trainee has led the EQiA and shared the response with the Thrombosis and Anticoagulation Group
5.	Other Policies	<p>This policy should be used in conjunction with several policies within the UHB including:</p> <ul style="list-style-type: none"> • <i>Patient Identification Policy</i> • <i>Anticoagulation Policy</i> • <i>Medicines Management Policy</i> • <i>Making decisions on individual requests for treatment</i> • <i>Patient Hand over Policy</i>

Step 1 - Preparation

- *Single Nurse Administration of Drugs in Hospital*
- *Writing Prescriptions Policy*

6. **Stakeholders**

This policy applies to all health care providers, including those on honorary contracts, working at all locations in Cardiff & Vale University Health Board.

The principles of this policy applies to patients, carers and health care providers.

7. **What factors may contribute to the outcomes of the Policy? What factors may detract from the outcomes?**

The policy will be available on the University Health Board intranet site and Clinical Portal.

Awareness of Thrombosis for patients and carers is raised through displays on the various plasma screens across University Hospital Wales.

Patients have the right to request a risk assessment; this concept is promoted by Lifeblood charity.

Form 2: Evidence Gathering

Equality Strand	Evidence Gathered	Does the evidence apply to the following with regard to this Policy/work? Tick as appropriate.
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<p>Race</p>	<p>Hampshire Hospitals NHS Foundation Trust 'Initial Equality Impact Assessment Screening Template' (2008)</p> <p>Hampshire Community Health Centre 'Venous Thromboprophylaxis (VT) Policy' (2010)</p> <p>Royal United Hospital Bath NHS Trust 'Venous Thromboembolism Prophylaxis Policy' (2011)</p> <p>Wiltshire Community Health Services Maternity Services 'Thromboprophylaxis in Pregnancy, labour and the puerperium' (2010)</p> <p>South Warwickshire General Hospital NHS Trust 'Equality Impact Assessment PaperWork' (2008)</p> <p>Southampton University Hospitals NHS Trust 'Equality Impact Assessment Tool'</p> <p>Worcestershire NHS Primary Care Trust 'Thromboprophylaxis in Adult General Medical Patients – Guidelines for Management' (2010)</p> <p>Ealing Hospital NHS Trust 'Thromboprophylaxis, Anticoagulation and ACs Guidelines (Adult) Equality Impact Assessment' (2011)</p> <p>Swindon NHS Trust 'Venous Thromboembolism (VTE) Risk Assessment Procedure' (2010)</p> <p>Kettering General Hospital NHS Foundation Trust 'Thromboprophylaxis Policy for Surgery adult inpatients and Day case patients' (2010)</p> <p>Doncaster and Bassetlaw Hospital NHS Trust 'Equality Impact Assessment – initial Screening'</p> <p>Google searches 09-10 January 2012 on Thromboprophylaxis Policy & Thromboprophylaxis Policy Equality Impact Assessment.</p> <p>Hard copies of this Google search will be kept as evidence.</p>	<p>Eliminating Discrimination and Eliminating Harassment</p>	<p>✓</p>	<p>Promoting Equality of Opportunity</p>	<p>✓</p>	<p>Promoting Good Relations and Positive Attitudes</p>	<p>✓</p>	<p>Encouraging participation in Public Life</p>	<p>✓</p>	<p>Take account of difference even if it involves treating some individuals more favourably*</p>	
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Disability	<p>Hampshire Hospitals NHS Foundation Trust 'Initial Equality Impact Assessment Screening Template' (2008)</p> <p>Hampshire Community Health Centre 'Venous Thromboprophylaxis (VT) Policy' (2010)</p> <p>Royal United Hospital Bath NHS Trust 'Venous Thromboembolism Prophylaxis Policy' (2011)</p> <p>Wiltshire Community Health Services Maternity Services 'Thromboprophylaxis in Pregnancy, labour and the puerperium' (2010)</p> <p>South Warwickshire General Hospital NHS Trust 'Equality Impact Assessment PaperWork' (2008)</p> <p>Southampton University Hospitals NHS Trust 'Equality Impact Assessment Tool'</p> <p>Worcestershire NHS Primary Care Trust 'Thromboprophylaxis in Adult General Medical Patients – Guidelines for Management' (2010)</p> <p>Ealing Hospital NHS Trust 'Thromboprophylaxis, Anticoagulation and ACs Guidelines (Adult) Equality Impact Assessment' (2011)</p> <p>Swindon NHS Trust 'Venous Thromboembolism (VTE) Risk Assessment Procedure' (2010)</p> <p>Kettering General Hospital NHS Foundation Trust 'Thromboprophylaxis Policy for Surgery adult inpatients and Day case patients' (2010)</p> <p>Doncaster and Bassetlaw Hospital NHS Trust 'Equality Impact Assessment – initial Screening'</p> <p>Google searches 09-10 January 2012 on Thromboprophylaxis Policy & Thromboprophylaxis Policy Equality Impact Assessment.</p> <p>Hard copies of this Google search will be kept as evidence.</p>		√		√		√		√		√
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<p>Gender</p>	<p>Hampshire Hospitals NHS Foundation Trust 'Initial Equality Impact Assessment Screening Template' (2008)</p> <p>Hampshire Community Health Centre 'Venous Thromboprophylaxis (VT) Policy' (2010)</p> <p>Royal United Hospital Bath NHS Trust 'Venous Thromboembolism Prophylaxis Policy' (2011)</p> <p>Wiltshire Community Health Services Maternity Services 'Thromboprophylaxis in Pregnancy, labour and the puerperium' (2010)</p> <p>South Warwickshire General Hospital NHS Trust 'Equality Impact Assessment PaperWork' (2008)</p> <p>Southampton University Hospitals NHS Trust 'Equality Impact Assessment Tool'</p> <p>Worcestershire NHS Primary Care Trust 'Thromboprophylaxis in Adult General Medical Patients – Guidelines for Management' (2010)</p> <p>Ealing Hospital NHS Trust 'Thromboprophylaxis, Anticoagulation and ACs Guidelines (Adult) Equality Impact Assessment' (2011)</p> <p>Swindon NHS Trust 'Venous Thromboembolism (VTE) Risk Assessment Procedure' (2010)</p> <p>Kettering General Hospital NHS Foundation Trust 'Thromboprophylaxis Policy for Surgery adult inpatients and Day case patients' (2010)</p> <p>Doncaster and Bassetlaw Hospital NHS Trust 'Equality Impact Assessment – initial Screening'</p> <p>Google searches 09-10 January 2012 on Thromboprophylaxis Policy & Thromboprophylaxis Policy Equality Impact Assessment.</p> <p>Hard copies of this Google search will be kept as evidence.</p>		√		√		√		√		
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Sexual Orientation	<p>Hampshire Hospitals NHS Foundation Trust 'Initial Equality Impact Assessment Screening Template' (2008)</p> <p>Hampshire Community Health Centre 'Venous Thromboprophylaxis (VT) Policy' (2010)</p> <p>Royal United Hospital Bath NHS Trust 'Venous Thromboembolism Prophylaxis Policy' (2011)</p> <p>Wiltshire Community Health Services Maternity Services 'Thromboprophylaxis in Pregnancy, labour and the puerperium' (2010)</p> <p>South Warwickshire General Hospital NHS Trust 'Equality Impact Assessment PaperWork' (2008)</p> <p>Southampton University Hospitals NHS Trust 'Equality Impact Assessment Tool'</p> <p>Worcestershire NHS Primary Care Trust 'Thromboprophylaxis in Adult General Medical Patients – Guidelines for Management' (2010)</p> <p>Ealing Hospital NHS Trust 'Thromboprophylaxis, Anticoagulation and ACs Guidelines (Adult) Equality Impact Assessment' (2011)</p> <p>Swindon NHS Trust 'Venous Thromboembolism (VTE) Risk Assessment Procedure' (2010)</p> <p>Kettering General Hospital NHS Foundation Trust 'Thromboprophylaxis Policy for Surgery adult inpatients and Day case patients' (2010)</p> <p>Doncaster and Bassetlaw Hospital NHS Trust 'Equality Impact Assessment – initial Screening'</p> <p>Google searches 09-10 January 2012 on Thromboprophylaxis Policy & Thromboprophylaxis Policy Equality Impact Assessment.</p> <p>Hard copies of this Google search will be kept as evidence.</p>		√		√		√		√		
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Age	<p>Hampshire Hospitals NHS Foundation Trust ‘Initial Equality Impact Assessment Screening Template’ (2008)</p> <p>Hampshire Community Health Centre ‘Venous Thromboprophylaxis (VT) Policy’ (2010)</p> <p>Royal United Hospital Bath NHS Trust ‘Venous Thromboembolism Prophylaxis Policy’ (2011)</p> <p>Wiltshire Community Health Services Maternity Services ‘Thromboprophylaxis in Pregnancy, labour and the puerperium’ (2010)</p> <p>South Warwickshire General Hospital NHS Trust ‘Equality Impact Assessment PaperWork’ (2008)</p> <p>Southampton University Hospitals NHS Trust ‘Equality Impact Assessment Tool’</p> <p>Worcestershire NHS Primary Care Trust ‘Thromboprophylaxis in Adult General Medical Patients – Guidelines for Management’ (2010)</p> <p>Ealing Hospital NHS Trust ‘Thromboprophylaxis, Anticoagulation and ACs Guidelines (Adult) Equality Impact Assessment’ (2011)</p> <p>Swindon NHS Trust ‘Venous Thromboembolism (VTE) Risk Assessment Procedure’ (2010)</p> <p>Kettering General Hospital NHS Foundation Trust ‘Thromboprophylaxis Policy for Surgery adult inpatients and Day case patients’ (2010)</p> <p>Doncaster and Bassetlaw Hospital NHS Trust ‘Equality Impact Assessment – initial Screening’</p> <p>Google searches 09-10 January 2012 on Thromboprophylaxis Policy & Thromboprophylaxis Policy Equality Impact Assessment.</p> <p>Hard copies of this Google search will be kept as evidence.</p>		√				√		√		

<p>Religion or Belief</p>	<p>Hampshire Hospitals NHS Foundation Trust 'Initial Equality Impact Assessment Screening Template' (2008)</p> <p>Hampshire Community Health Centre 'Venous Thromboprophylaxis (VT) Policy' (2010)</p> <p>Royal United Hospital Bath NHS Trust 'Venous Thromboembolism Prophylaxis Policy' (2011)</p> <p>Wiltshire Community Health Services Maternity Services 'Thromboprophylaxis in Pregnancy, labour and the puerperium' (2010)</p> <p>South Warwickshire General Hospital NHS Trust 'Equality Impact Assessment PaperWork' (2008)</p> <p>Southampton University Hospitals NHS Trust 'Equality Impact Assessment Tool'</p> <p>Worcestershire NHS Primary Care Trust 'Thromboprophylaxis in Adult General Medical Patients – Guidelines for Management' (2010)</p> <p>Ealing Hospital NHS Trust 'Thromboprophylaxis, Anticoagulation and ACs Guidelines (Adult) Equality Impact Assessment' (2011)</p> <p>Swindon NHS Trust 'Venous Thromboembolism (VTE) Risk Assessment Procedure' (2010)</p> <p>Kettering General Hospital NHS Foundation Trust 'Thromboprophylaxis Policy for Surgery adult inpatients and Day case patients' (2010)</p> <p>Doncaster and Bassetlaw Hospital NHS Trust 'Equality Impact Assessment – initial Screening'</p> <p>Google searches 09-10 January 2012 on Thromboprophylaxis Policy & Thromboprophylaxis Policy Equality Impact Assessment.</p>		√		√		√		√		
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	Hard copies of this Google search will be kept as evidence.									
Welsh Language	<p>Hampshire Hospitals NHS Foundation Trust 'Initial Equality Impact Assessment Screening Template' (2008)</p> <p>Hampshire Community Health Centre 'Venous Thromboprophylaxis (VT) Policy' (2010)</p> <p>Royal United Hospital Bath NHS Trust 'Venous Thromboembolism Prophylaxis Policy' (2011)</p> <p>Wiltshire Community Health Services Maternity Services 'Thromboprophylaxis in Pregnancy, labour and the puerperium' (2010)</p> <p>South Warwickshire General Hospital NHS Trust 'Equality Impact Assessment PaperWork' (2008)</p> <p>Southampton University Hospitals NHS Trust 'Equality Impact Assessment Tool'</p> <p>Worcestershire NHS Primary Care Trust 'Thromboprophylaxis in Adult General Medical Patients – Guidelines for Management' (2010)</p> <p>Ealing Hospital NHS Trust 'Thromboprophylaxis, Anticoagulation and ACs Guidelines (Adult) Equality Impact Assessment' (2011)</p> <p>Swindon NHS Trust 'Venous Thromboembolism (VTE) Risk Assessment Procedure' (2010)</p> <p>Kettering General Hospital NHS Foundation Trust 'Thromboprophylaxis Policy for Surgery adult inpatients and Day case patients' (2010)</p> <p>Doncaster and Bassetlaw Hospital NHS Trust 'Equality Impact Assessment – initial Screening'</p> <p>Google searches 09-10 January 2012 on Thromboprophylaxis Policy & Thromboprophylaxis Policy Equality Impact Assessment.</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.

**Human
Rights**

It is the right of EVERY patient to receive the correct treatment; therefore ALL patients must be assessed for their risk of thrombosis within 24 hours of admission, as per NICE guidance.

*** 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	(N)
Disability	1	0	(N)
Gender	1	0	(N)
Sexual Orientation	1	0	(N)
Age	1	0	(N)
Religion or Belief	1	0	(N)
Welsh Language	1	0	(N)
Human Rights	1	0	(N)

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:	Thromboprophylaxis Policy For Adult Inpatients (version 1)
Organisation:	Cardiff and Vale University Health Board (UHB)
Name: Title: Department:	Cari Randall Graduate Trainee & Project Support Officer Patient Quality and Safety Team
Summary of Assessment:	This policy applies to ALL clinical staff across the UHB and carries with no impact on any equality standard.
Decision to Proceed to Part B Equality Impact Assessment:	No Due to the evidence suggesting a neutral or positive impact it is not necessary to proceed to Part B at this point. Any impact raised in the consultation would be dealt with within the action plan.

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 EqlA 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 EqlA?	n/a	n/a	n/a	n/a	n/a
2. Where a Policy may have differential impact on certain groups, state what arrangements are in place or are proposed to mitigate these impacts?	Consultation period for all staff in the UHB to comment on the proposed document	To ensure staff are aware of the revised policy and have the opportunity to make suggestions / comments	Staff Patients UHB	Professional Development Nurses, Senior Nurse for standards and professional regulations and Graduate Trainee.	There is no timescale as this will be responsive to individual need.

3. Justification: For when a policy may have adverse impact on certain groups, but there is good reason not to mitigate.	The policy guidelines are slightly different for patients who lack the capacity to correctly identify themselves	To ensure health and safety of all patients is protected	Staff Vulnerable patients	Inclusion in the Patient Identification Policy	There is no timescale as this will be responsive to individual need
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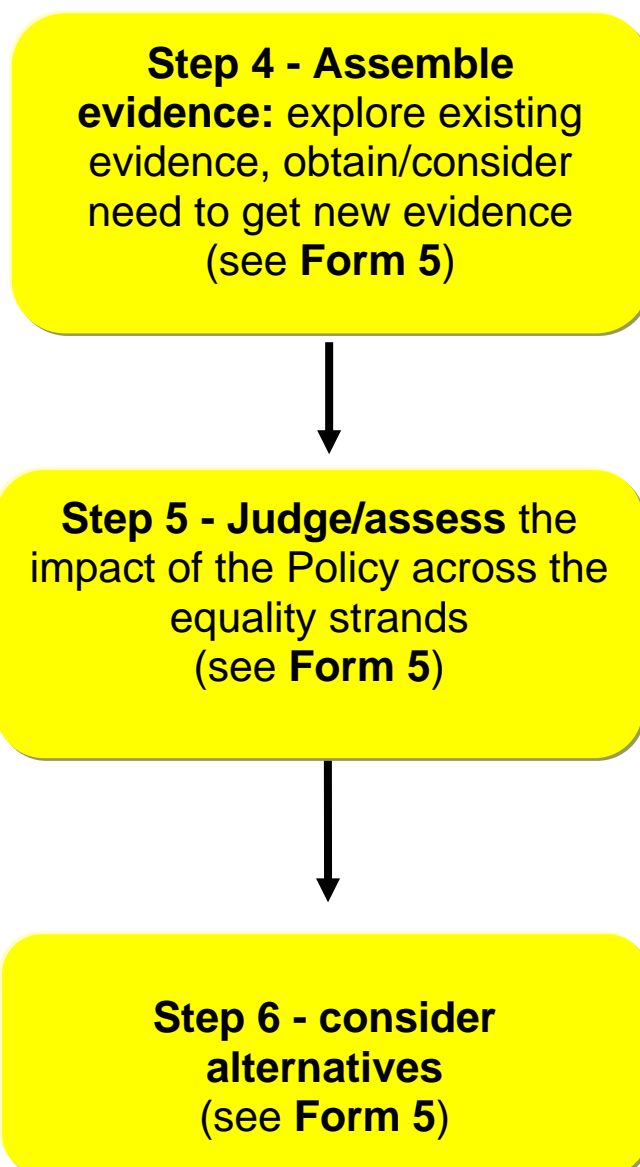
4. Describe any mitigating actions taken?	The policy has had an equality impact assessment undertaken to ensure fairness and consistency to all patients within the UHB.	n/a	n/a	n/a	There is no timescale as this will be responsive to individual need
5. Provide details of any actions planned or taken to promote equality .	We would provide copies of the document in alternative formats, including Welsh if required as via appropriate	The UHB want to be explicit about its commitment to the equality agenda/legislation. To ensure that are	Patients will be primary benefit which will impact positively on their families and/or patients as applicable	Appropriate staff and Managers	Already completed within the document There is no timescale as this will be responsive

	Single Equality and Welsh Language Schemes.	policies are accessible to all	Any individual making the request as well as the organisations reputation.		to individual need.
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Date:	13-10-2011
Monitoring Arrangements:	The Thromboprophylaxis Policy for Adult Inpatients will be reviewed every 3 years or when new information / guidelines are introduced to the National Health Service.
Review Date:	13-10-2014
Signature of all Parties:	Cari Randall13-10-2011

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

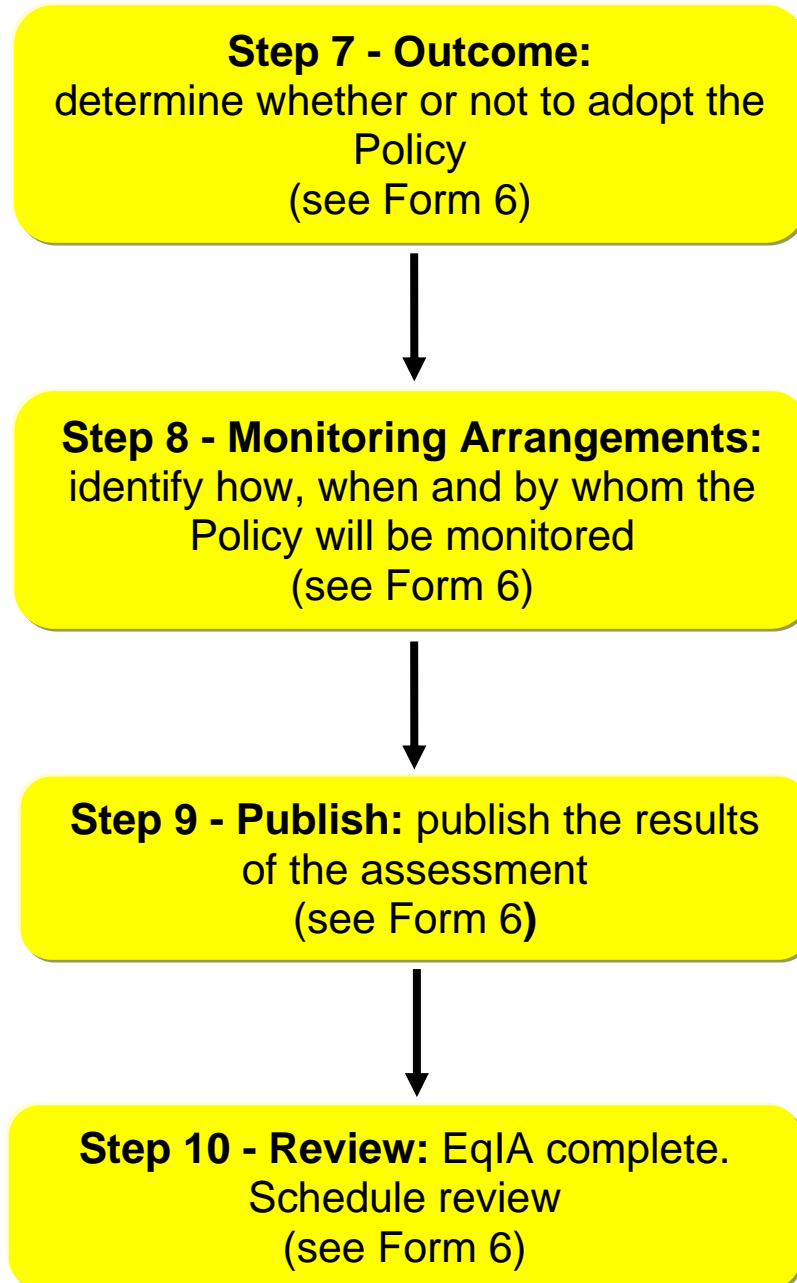
Detail below whether you have identified any positive, adverse or differential effect for any of the following strands:

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?	