



## **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?	Infection control procedure for Viral Gastroenteritis (Norovirus) in University Health Board Hospitals.
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>In order to prevent the possible spread of viral gastroenteritis amongst patients and staff, it is recognised that the UHB requires a procedural document to ensure effective management of infection. This is especially necessary in the case of an infectious incident/outbreak, as detailed in the Infection Control Procedure for Infectious Incidents and Outbreaks 2008.</p> <p>The Procedure provides a structure and appropriate advice to staff for the management of viral gastroenteritis at all UHB hospitals.</p>
3.	<b>Who Owns/Defines the Policy?</b> - who is responsible for the Policy/work?	The IPC, Virology and Microbiology Teams.
4.	<b>Who is Involved in undertaking this EqIA?</b> - who are the key contributors to the EqIA and what are their roles in the process?	The IPC Team.
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?	No

### Step 1 – Preparation

6.	<b>Stakeholders</b> - Who is involved with or affected by this Policy?	Secondary Care in UHB.
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.	The necessary resources for the management, training, risk assessment, monitoring and auditing for Viral Gastroenteritis are already in place and the implementation of this procedure will not entail additional expenditure.

## Form 2: Evidence Gathering

As there is no evidence

Equality Strand	Evidence Gathered	Does the evidence apply to the following with regard to this Policy/work? Tick as appropriate.									
Race	No evidence found.	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 found.		✓		✓		✓		✓		✓
Gender	No evidence found.		✓		✓		✓		✓		
Sexual Orientation	No evidence found.		✓		✓		✓		✓		
Age	No evidence found.		✓		✓		✓		✓		
Religion or Belief	No evidence found.		✓		✓		✓		✓		
Welsh Language	This procedure has not been translated into the Welsh language.	x	x	x	x						
<b>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.</b>											
Human Rights	<p>Patients have the intervention explained to them and that no individual is treated in an inhumane manner. The policy takes account of the rights of the individual to make decisions about their lives and thus the intervention underpins the spirit of the Act.</p> <p>This procedure takes into account that due regard to legal and ethical principles are considered as part of patient care. Verbal consent and best interests decision will also be considered. This is the responsibility of the clinical team</p>										

	responsible for the patient.
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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 (N)
Disability	1	0	0 (N)
Gender	1	0	0 (N)
Sexual Orientation	1	0	0 (N)
Age	1	0	0 (N)
Religion or Belief	1	0	0 (N)
Welsh Language	1	-1	-1 (L)
Human Rights	1	0	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

<b>Policy Title:</b>	Infection control procedure for Viral Gastroenteritis (Norovirus) in University Health Board Hospitals.
<b>Organisation:</b>	Cardiff and Vale ULHB
<b>Name:</b> <b>Title:</b> <b>Department:</b>	Siân Rowlands Clinical Governance Manager Primary Care Quality and Patient Safety
<b>Summary of Assessment:</b>	The Procedure is in English and therefore has a low impact on the Welsh Language. On the whole, the assessment has a no impact (N) score on 7 of the strands. There is some evidence on equality impact assessments on infection control for Viral Gastroenteritis. Google search dated 17.10.2011 showed several equality impact assessments on Viral Gastroenteritis procedures, all finding no impact.
<b>Decision to Proceed to Part B Equality Impact Assessment:</b>	<b>No</b> Decision taken on the basis that the Procedure is consistent for the group that it is targeted for.

## 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.

	<b>Action(s) proposed or taken</b>	<b>Reasons for action(s)</b>	<b>Who will benefit?</b>	<b>Who is responsible for this action(s)?</b>	<b>Timescale</b>
1. What <b>changes</b> have been made as a result of the EqIA?	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 <b>mitigate</b> these impacts?	N/A	N/A	N/A	N/A	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	N/A	N/A	N/A	N/A
4. Describe any <b>mitigating actions</b> taken?	N/A	N/A	N/A	N/A	N/A
5. Provide details of any actions planned or taken to <b>promote equality</b> .	N/A	N/A	N/A	N/A	N/A

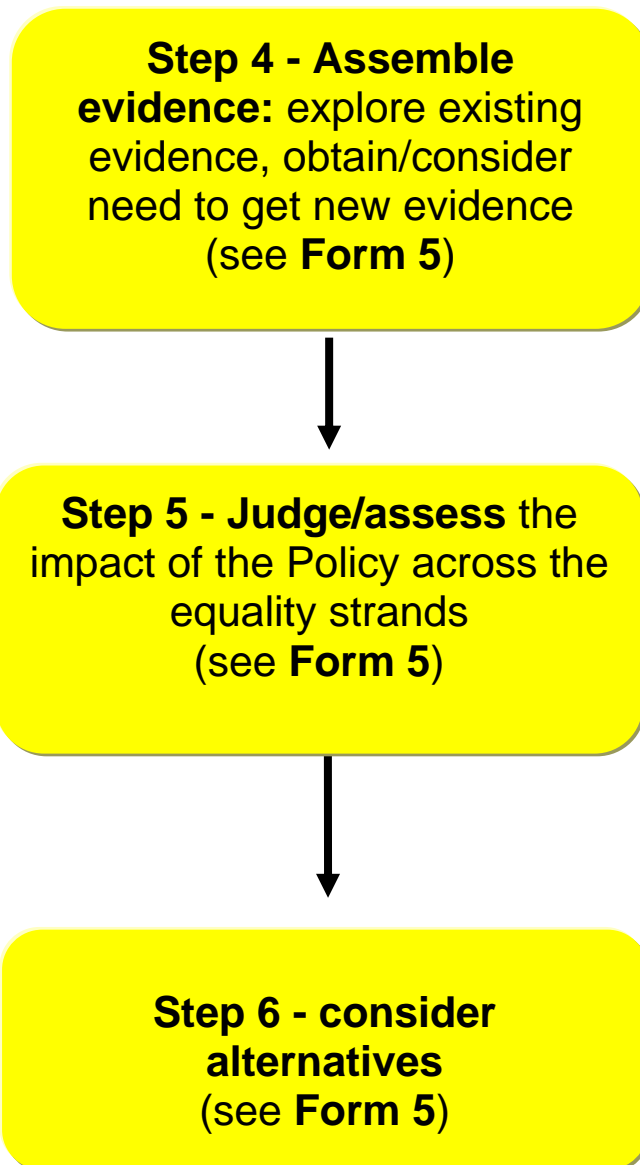
<b>Date:</b>	17 October 2011
<b>Monitoring Arrangements:</b>	<p>This procedure will be reviewed every three years or sooner if the national guidelines are updated.</p> <p>Audit of compliance with the procedural document, will be carried out by the Infection Prevention and Control Department, as part of their procedural audit programme.</p>
<b>Review Date:</b>	Provisional date 14 July 2014.

**Signature of all  
Parties:**

Siân Rowlands  
Clinical Governance Manager Primary Care  
Chair IPC Procedure Review Group

## 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 <b>Form 2</b> (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**

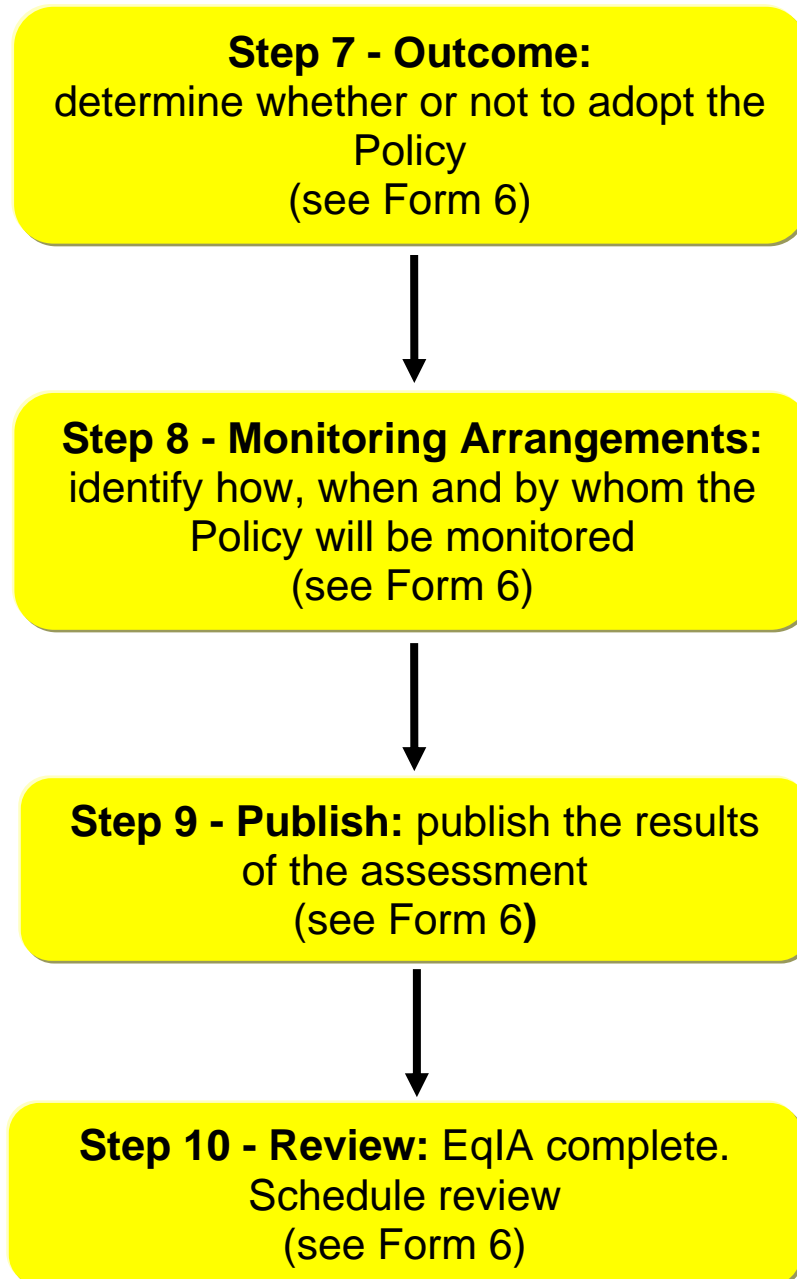
Detail below whether you have identified any positive, adverse or differential effect for any of the following strands:

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

<b>Step 7 - Outcome: determine whether to adopt the policy or not</b>		
1.	Will the policy be adopted?	
2.	If <b>No</b> please give reasons and any alternative action(s) agreed:  (If the policy is <b>not</b> to be adopted please proceed to step 9).	
<b>Step 8 - Monitoring arrangements: identify how, when and by whom the policy will be monitored.</b>		
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?	
<b>Step 9 - Publish the results of the assessment</b>		
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	
<b>Step 10 - Schedule review</b>		
11.	When will the policy be subject to a further review?	