

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?	Cardiff and Vale University Health Board (UHB) policy and procedure on Prescribing to Staff
2.	Policy Aims and Brief Description - what are its aims? Give a brief description of the Policy (The What, Why and How?)	The aim of the policy and procedure is to: ensure a fair and consistent approach to staff who may require a prescription. This policy is an update on the policy originally approved in September 2003.
3.	Who Owns/Defines the Policy? - who is responsible for the Policy/work?	<p>The Medical director has ultimate responsibility for prescribing and medicines management within the UHB; however responsibility for many aspects of the management of these guidelines has been devolved down as follows:</p> <ul style="list-style-type: none"> • Medical staff and other prescribers • Director of pharmacy and medicines management • Clinical Directors and Divisional Directors
4.	Who is Involved in undertaking this EqlA? - who are the key contributors to the EqlA and what are their roles in the process?	The EqlA was undertaken through the UHB Medicines Management Group. Members of this multiprofessional group have consulted widely and the opinions of all affected staff groups incorporated

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?	<ul style="list-style-type: none"> • Not applicable
6.	Stakeholders - Who is involved with or affected by this Policy?	<p>Implementation of the policy will involve the following:</p> <ul style="list-style-type: none"> • UHB staff • Medical staff and other prescribers • Pharmacy and Medicines Management Directorate • Occupational Health Service
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.	Engagement of relevant key stakeholders in each case

Equality Strand	Evidence Gathered	Does the evidence apply to the following with regard to this Policy/work? Tick as appropriate.									
Race	No evidence An internet search using search terms “equality impact” and prescribing for staff” undertaken on 15 th February 2013 and repeated on 28 th February 2013 identified no documents. There have been no internal concerns or complaints raised on the subject.	Eliminating Discrimination and Eliminating Harassment	Y	Promoting Equality of Opportunity	Y	Promoting Good Relations and Positive Attitudes	Y	Encouraging participation in Public Life	Y	Take account of difference even if it involves treating some individuals more favourably*	
Disability	No evidence- see above		Y		Y		Y				Y
Gender	No evidence- see above		Y		Y		Y		Y		
Sexual Orientation	No evidence- see above		Y		Y		Y		Y		
Age	No evidence- see above		Y		Y		Y		Y		
Religion or Belief	No evidence- see above										
Welsh Language	No evidence but we would make the policy available in Welsh if requested										
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	Cardiff and Vale UHB is committed to ensuring that, as far as is reasonably practical, the way we treat our staff reflects their individual needs and does not discriminate against them either as an individual or a group. These										

	guidelines reflect the rights of staff to respect, privacy and family life; and to make an informed choice about the options available to them whilst being treated in a dignified manner.
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*** This column relates only to Disability due to the specific requirement in the Equality Act 2010 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

Policy Title:	Cardiff and Vale University Health Board (UHB) policy and procedure on Prescribing for Staff
Organisation:	Cardiff and Vale University Health Board (UHB)
Name: Title: Department:	Darrell Baker Service Director Pharmacy and Medicines Management
Summary of Assessment:	There is no evidence of any impact since the policy is consistent and applies to any staff member that might require a prescription in Cardiff and Vale UHB

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?	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?	N/A				

3. Justification: For when a policy may have adverse impact on certain groups, but there is good reason not to mitigate.	No adverse impact identified				
4. Describe any mitigating actions taken?	N/A				
5. Provide details of any actions planned or taken to promote equality .	Copies will be made available in alternative formats if required	Cardiff & Vale UHB are committed to the equality agenda/legislation. To ensure that are policies are accessible to all	Staff will be primary benefit which will impact positively on their families, carers as applicable .	Pharmacy staff will promote equality as part of implementation of this policy and procedure	As required

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Date:	1/8/12
Monitoring Arrangements:	UHB Pharmacy and Medicines Management Directorate will monitor adherence to the policy.
Review Date:	The policy will be reviewed three years after the date of approval
Signature of all Parties:	