

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 use of Antimicrobial Agents in Cardiff and Vale University Health Board
2.	Policy Aims and Brief Description - what are its aims? Give a brief description of the Policy (The What, Why and How?)	<p>To provide a structure and appropriate advice to staff to ensure that robust arrangements are in place for the optimal use and management of antimicrobial agents at all Cardiff and Vale UHB locations while minimizing damage associated with inappropriate antimicrobial prescribing.</p> <p>The Policy describes how antimicrobial guidance will exist and will be created at different levels; the policy advises on how to correctly prescribe/review antimicrobials and highlight roles and responsibilities for update and implementation of the guidance</p>
3.	Who Owns/Defines the Policy? - who is responsible for the Policy/work?	Medical Director
4.	Who is Involved in undertaking this EqIA? - who are the key contributors to the EqIA and what are their roles in the process?	The CAVUHB Antimicrobial Management Group
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?	<p>Yes</p> <p>In the document released by the Welsh Government in December 2011: "Commitment to Purpose: Eliminating Preventable Healthcare Associated Infections (HCAIs)", actions at national and local level are set out under five core commitments. In the leadership section it is advised that leadership should be strengthened to improve antimicrobial stewardship and in the improving quality and safety of care section it is recommended that</p>

Step 1 - Preparation

		antimicrobial stewardship should be embedded in every day activities, including more prudent and effective antimicrobial prescribing. Also the Document released by the Department of Health in November 2011: "Antimicrobial Stewardship: Start smart then focus" emphasizes the necessity for procedures to be in place to ensure prudent prescribing and antimicrobial stewardship.
6.	Stakeholders - Who is involved with or affected by this Policy?	Everyone supplying, prescribing, administering and receiving anti microbials in Primary or Secondary care in CAVUHB
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.	<p>The formalization of an antimicrobial management team, with a leading Antimicrobial pharmacist may contribute to the outcomes by identifying and possibly providing the necessary resources for the education, training, monitoring, auditing and reporting on antimicrobial use.</p> <p>Pharmacy stocking provision and individual patient factors may contribute to the outcomes of the Policy and lack of compliance.</p>

	<p>available to explain procedures /information provided on request.</p> <p>For People with mental health needs the policy, which advises on better practice when prescribing antimicrobials, will be implicitly discussed when the evaluation regarding capacity to consent to treatment will be made.</p> <p>Different formats will be met on request.</p> <p>The list is not exhaustive but is a demonstrative representation. A full list would be provided on request.</p>										
<p>Gender</p>	<p>A Google search took place on 3rd April 2013 on this policy for all the strands. There is no evidence gathered to suggest that there will be any impact on people from this group. The list is not exhaustive but is a demonstrative representation.</p> <p>www.devonpct.nhs.uk/...policies/CLIN%2039%20Antimicrobial%20Policy%20EINA%20July%202010.pdf</p> <p>www.rcht.nhs.uk/DocumentsLibrary/.../Clinical/.../StopReviewDatePolicy.pdf</p> <p>www.rcht.nhs.uk/DocumentsLibrary/.../Clinical/.../AntimicrobialPolicy.pdf</p> <p>www.wales.nhs.uk/.../&CE8439D9-CFA6-720A-3BA7940CBFE117F3</p> <p>A full list would be provided on request.</p>	✓		✓		✓		✓			
<p>Sexual Orientation</p>	<p>A Google search took place on 3rd April 2013 on this policy for all the strands. There is no evidence gathered to suggest that there will be any impact on people from this group. The list is not exhaustive but is a demonstrative representation.</p> <p>www.devonpct.nhs.uk/...policies/CLIN%2039%20Antimicrobial%20Policy%20EINA%20July%202010.pdf</p> <p>www.rcht.nhs.uk/DocumentsLibrary/.../Clinical/.../StopReviewDatePolicy.pdf</p> <p>www.rcht.nhs.uk/DocumentsLibrary/.../Clinical/.../Antimicrobial</p>	✓		✓		✓		✓			

	alPolicy.pdf www.wales.nhs.uk/.../CE8439D9-CFA6-720A-3BA7940CBFE117F3 A full list would be provided on request.								
Age	A Google search took place on 3rd April 2013 on this policy for all the strands. There is no evidence gathered to suggest that there will be any impact on people from this group. The list is not exhaustive but is a demonstrative representation. www.devonpct.nhs.uk/...policies/CLIN%2039%20Antimicrobial%20Policy%20EINA%20July%202010.pdf www.rcht.nhs.uk/DocumentsLibrary/.../Clinical/.../StopReviewDatePolicy.pdf www.rcht.nhs.uk/DocumentsLibrary/.../Clinical/.../AntimicrobialPolicy.pdf www.wales.nhs.uk/.../CE8439D9-CFA6-720A-3BA7940CBFE117F3 A full list would be provided on request.	✓	✓	✓	✓				
Religion or Belief	A Google search took place on 3rd April 2013 on this policy for all the strands. There is no evidence gathered to suggest that there will be any impact on people from this group. The list is not exhaustive but is a demonstrative representation. www.devonpct.nhs.uk/...policies/CLIN%2039%20Antimicrobial%20Policy%20EINA%20July%202010.pdf www.rcht.nhs.uk/DocumentsLibrary/.../Clinical/.../StopReviewDatePolicy.pdf www.rcht.nhs.uk/DocumentsLibrary/.../Clinical/.../AntimicrobialPolicy.pdf www.wales.nhs.uk/.../CE8439D9-CFA6-720A-3BA7940CBFE117F3 A full list would be provided on request.	✓	✓	✓	✓				
Welsh	This policy has not been translated into the Welsh	✓	✓	✓	✓				

Language	language. Welsh translation could be provided on request.													
<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	<p>The Policy adheres to all the articles of the Act. Patients have the intervention explained to them and that no individual is treated in an inhumane or degrading 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 policy 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 responsible for the patient.</p>													

*** 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	-1	-1 (L)
Disability	1	-1	-1 (L)
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

Policy Title:	Policy for the use of Antimicrobial Agents in Cardiff and Vale University Health Board
Organisation:	Cardiff and Vale UHB
Name: Title: Department:	Federica Faggian Chair CAVUHB Antimicrobial Management Group Medical Microbiology-Public Health Wales
Summary of Assessment:	On the whole, the assessment has a no (N) or low (L) impact score on the strands. It was noted that there would be a need to be mindful of communication and language issues on request.
Decision to Proceed to Part B Equality Impact Assessment:	No Decision taken on the basis that the assessment has a no (N) or low (L) impact on the strands. The Policy 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.

	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	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?	N/A	N/A	N/A	N/A	N/A

<p>3. Justification: For when a policy may have adverse impact on certain groups, but there is good reason not to mitigate.</p>	N/A	N/A	N/A	N/A	N/A
<p>4. Describe any mitigating actions taken?</p>	N/A	N/A	N/A	N/A	N/A
<p>5. Provide details of any actions planned or taken to promote equality.</p>	<p>An equality statement has been included in the document: The UHB may need to provide information in a range of formats, for example, Braille, Easy Read, Large Print, British Sign Language interpreting, or translation into a language other than English.</p>	<p>To demonstrate the UHB commitment to the equalities agenda. To ensure that staff realise the importance of providing patient information and the different types of formats which may be required</p>	<p>The patient, carers and their families</p>	<p>Medical Director</p>	<p>Upon individual request</p>

Date:	25 April 2013
Monitoring Arrangements:	<p>Audit of compliance with the policy document to be carried out regularly by the Directorates and Pharmacists with support from the Antimicrobial Management Team, when instituted, as part of their audit programme.</p> <p>Point of prevalence survey organized annually in collaboration with the Pharmacy Department and the Infection Prevention and Control Department.</p> <p>Antimicrobials Usage in Wales report produced annually in collaboration with the Welsh Antimicrobial Resistance Programme</p> <p>This policy will be reviewed every 3 years or sooner should any developments or changes in practice inform the Health Board otherwise.</p>
Review Date:	Provisional date April 2016.
Signature of all Parties:	Federica Faggian Chair of CAVUHB Antimicrobial Management Group