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 EqIA.

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** - what are you equality impact assessing?	Policy For Parenteral Infusion Pumps
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 is to:- • reduce the risk to patients and staff from clinical errors in the use of infusion devices • Assist staff in identifying their roles and responsibilities as to selection, training and the lifetime management of equipment used for parenteral infusions • Meet the UHB requirements under Standard 16 of the Healthcare Standards for Wales.
3.	**Who Owns/Defines the Policy?** - who is responsible for the Policy/work?	*Medical Director*

Step 1 - Preparation		
4.	**Who is Involved in undertaking this EqIA? -** who are the key contributors to the EqIA and what are their roles in the process?	Medical Equipment Training Officer
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?	• Healthcare Standards for Wales – Standard 16 • Policy for the Management of Medical Equipment
6.	**Stakeholders** - Who is involved with or affected by this Policy?	The policy applies to all employees of Cardiff and Vale UHB who use or manage parenteral infusion devices. In the case where clinical staff have authorised self medication adequate training and documentation is provided the patients. The decision for patients to self medicate is a based upon specific clinical requirements and is individually risk assessed.
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.	All employees who use parenteral infusion devices must understand the role they have to play in managing these high risk devices for patient care. Compliance with the policy will deliver a much reduced risk to patients, staff and the UHB.

Form 2: Evidence Gathering

Equality Strand	Evidence Gathered	Does the evidence apply to the following with regard to this Policy/work? Tick as appropriate.											
		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*	
Race	No Evidence An internet search of the topic of "Policy For Parenteral Infusion Pumps" was conducted on 20/9/2011. No documented evidence was found from this search to suggest that there are any statements, conditions, rules or requirements which could potentially exclude or, where applied, could cause an adverse impact against any group of individuals in respect of race/disability/gender etc as applicable to below strands. In addition colleagues in the All Wales Infusion Device Training Group reported no evidence to the contrary.		X		X		X		X		
Disability	No Evidence		X		X		X		X		√
Gender	No Evidence		X		X		X		X		
Sexual Orientation	No Evidence		X		X		X		X		
Age	No Evidence		X		X		X		X		
Religion or Belief	No Evidence		x		x		X		X		

Welsh Language	**Section 9.4.2 of policy**		**Y**		**Y**		**Y**		**Y**		
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	This policy applies to all employees who use parenteral infusion devices and outlines specific roles and responsibilities where appropriate. Employees must ensure that they take appropriate action in their use and management of parenteral infusion devices and ensure that any actions identified ensure that any risks that the organisation faces with regard to the Human Rights act, particularly in terms of prohibition of discrimination are appropriately identified and mitigated.										

*** 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	**2**	**1**	**2**
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:	Policy For Parenteral Infusion Pumps
Organisation:	Cardiff and Vale University Health Board
Name: **Title:** **Department:**	Stephen Keay Medical Equipment Training Officer Clinical Engineering
Summary of Assessment:	The Parenteral Infusion Devices Policy is designed to reduce the risk of harm to patients, staff and the UHB reputation. The majority of the document has a neutral effect on all employees and patients with the exception of Welsh Language clients (section 9.4.2).
Decision to Proceed to Part B Equality Impact Assessment:	~~**Yes**~~**/No** **Please record reason(s) for decision** The decision has been based on the assessment that there is a low or medium positive impact on any groups in respect of age, gender, race, disability, sexual orientation, Welsh language, religion or belief, transgender or other protected characteristics.

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?	None				
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.	N/A				
4. Describe any **mitigating actions** taken?	N/A				
5. Provide details of any actions planned or taken to **promote equality**.	When special user guides are produced for patients / carers they must comply with the Policy for the Production of Written Information for Service Users and in particular the UHB Welsh Language **S**cheme. The Single Equality Scheme- FAIR CARE also allows for translation in other languages and formats if when required.	To meet staff or patient need.	Staff, patients, carers and the UHB reputation.	These special user guides are usually clinical in nature. The responsibility for producing these documents is that of the patient's clinical area.	As required by the individual staff member, patient or carer.

Date:	9th September 2011
Monitoring Arrangements:	Policy to be reviewed in 3 years. Effectiveness of the policy and impact assessed via a number of means such as clinical audits, incident reporting and discussion at various UHB groups.
Review Date:	TBA – 3 years from approval date

Signature of all Parties:	Stephen Keay, Medical Equipment Training Officer.