

## 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>	Patient Identification Policy (UHB V1)
2.	<b>Policy Aims and Brief Description</b>	<p>Misidentification is recognised as a wide spread problem across NHS organisation in both England and Wales. The consequences of misidentification are often underestimated by clinical staff.</p> <p>The aim of this policy is to ensure that health care providers have an understanding of their role when examining, prescribing or giving an intervention to a patient.</p> <p>The objectives are:</p> <ul style="list-style-type: none"> <li>▪ To ensure a process of checking patient's ID is undertaken</li> </ul>
3.	<b>Who Owns/Defines the Policy?</b>	Chief Executive Executive Nurse Director Medical Director Medical and non medical Staff across the UHB
4.	<b>Who is Involved in undertaking this EqIA?</b>	Cari Randall, Graduate Trainee and Project Support Officer has led the EQiA and shared the response with the Patient ID Project Group.
5.	<b>Other Policies</b>	<p>This policy should be used in conjunction with several policies within the UHB including:</p> <ul style="list-style-type: none"> <li>• Latex Policy</li> <li>• Blood Transfusion Policy</li> <li>• Major Incident Policy</li> <li>• Procedures for the Identification of Deceased Patients</li> </ul>

**Step 1 - Preparation**

		<ul style="list-style-type: none"><li>• Drug administration policy</li><li>• Medicines Management Policy</li><li>• Maternity Services Guidelines</li><li>• Neonatal Services Guidelines</li><li>• Mental Health Service Guidelines</li><li>• Equality, Diversity and Human Rights Policy</li></ul>
6.	<b>Stakeholders</b>	<p>The Strategy and Framework potentially affects a wide range of Departments and services working with volunteers within the Cardiff and Vale UHB.</p> <p>This policy applies to all health care providers, including those on honorary contracts, working at all locations in Cardiff &amp; Vale UHB.</p> <p>The principles of this policy apply to patients, carers and health care providers.</p>
7.	<b>What factors may contribute to the outcomes of the Policy? What factors may detract from the outcomes?</b>	<p>The UHB is committed to ensuring a safe and consistent method of positively identifying patients is developed within the UHB, this could involve using electronically generated wristbands for patients.</p> <p>The UHB is committed to ensuring that appropriate roles for staff are developed to ensure positive patient identification.</p> <p>The UHB is committed to ensuring that the producers stated in the policy are put into action.</p> <p>The UHB takes account of the training needs that may be required for members of staff.</p>

## 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><b>Race</b></p>	<p>National Patient Safety Agency (NPSA): Report Guidelines on standardising Patient Wristbands (2009)</p> <p>Cardiff and Vale NHS Trust 'Patient ID Policy' (2004)</p> <p>Royal Free Hampstead NHS Trust 'Patient ID Policy' (2008)</p> <p>Heart of Birmingham Primary Care Teaching Trust 'Patient ID Policy' (2009)</p> <p>Heart of Birmingham Primary Care Teaching Trust 'Patient ID Equality Impact Assessment' (2009)</p> <p>Walsall NHS Trust 'Patient Identification Policy' (2009)</p> <p>Tameside Hospital NHS Trust 'Patient Identification Policy' (2010)</p> <p>Barking, Havering and Redbridge Hospitals NHS Trust ' Equality Monitoring and Impact Assessment' (2008)</p> <p>Airdale NHS trust 'Equality Impact Assessment- initial assessment form' (2008)</p> <p>Google searches 10-13 October 2011 on Equality Impact Assessment Patient Identification Policy and Patient Identification Policy</p> <p>Hard copies of this Google search will be kept as evidence.</p>	<p><b>Eliminating Discrimination and Eliminating Harassment</b></p>	<p>✓</p>	<p><b>Promoting Equality of Opportunity</b></p>	<p>✓</p>	<p><b>Promoting Good Relations and Positive Attitudes</b></p>	<p>✓</p>	<p><b>Encouraging participation in Public Life</b></p>		<p><b>Take account of difference even if it involves treating some individuals more favourably*</b></p>	
<p><b>Disability</b></p>	<p>National Patient Safety Agency (NPSA): Report Guidelines on standardising Patient Wristbands</p>		<p>✓</p>		<p>✓</p>		<p>✓</p>				

	<p>(2009)</p> <p>Cardiff and Vale NHS Trust 'Patient ID Policy' (2004)</p> <p>Royal Free Hampstead NHS Trust 'Patient ID Policy' (2008)</p> <p>Heart of Birmingham Primary Care Teaching Trust 'Patient ID Policy' (2009)</p> <p>Heart of Birmingham Primary Care Teaching Trust 'Patient ID Equality Impact Assessment' (2009)</p> <p>Walsall NHS Trust 'Patient Identification Policy' (2009)</p> <p>Tameside Hospital NHS Trust 'Patient Identification Policy' (2010)</p> <p>Barking, Havering and Redbridge Hospitals NHS Trust ' Equality Monitoring and Impact Assessment' (2008)</p> <p>Airdale NHS trust 'Equality Impact Assessment-initial assessment form' (2008)</p> <p>Google searches 10-13 October 2011 on Equality Impact Assessment Patient Identification Policy and Patient Identification Policy</p> <p>Hard copies of this Google search will be kept as evidence</p>										
<p><b>Gender</b></p>	<p>National Patient Safety Agency (NPSA): Report Guidelines on standardising Patient Wristbands (2009)</p> <p>Cardiff and Vale NHS Trust 'Patient ID Policy'</p>		√		√		√				

	<p>(2004)</p> <p>Royal Free Hampstead NHS Trust 'Patient ID Policy' (2008)</p> <p>Heart of Birmingham Primary Care Teaching Trust 'Patient ID Policy' (2009)</p> <p>Heart of Birmingham Primary Care Teaching Trust 'Patient ID Equality Impact Assessment' (2009)</p> <p>Walsall NHS Trust 'Patient Identification Policy' (2009)</p> <p>Tameside Hospital NHS Trust 'Patient Identification Policy' (2010)</p> <p>Barking, Havering and Redbridge Hospitals NHS Trust ' Equality Monitoring and Impact Assessment' (2008)</p> <p>Airdale NHS trust 'Equality Impact Assessment- initial assessment form' (2008)</p> <p>Google searches 10-13 October 2011 on Equality Impact Assessment Patient Identification Policy and Patient Identification Policy</p> <p>Hard copies of this Google search will be kept as evidence</p>										
<p><b>Sexual Orientation</b></p>	<p>National Patient Safety Agency (NPSA): Report Guidelines on standardising Patient Wristbands (2009)</p> <p>Cardiff and Vale NHS Trust 'Patient ID Policy' (2004)</p> <p>Royal Free Hampstead NHS Trust 'Patient ID Policy'</p>		√		√		√				

	<p>(2008)</p> <p>Heart of Birmingham Primary Care Teaching Trust 'Patient ID Policy' (2009)</p> <p>Heart of Birmingham Primary Care Teaching Trust 'Patient ID Equality Impact Assessment' (2009)</p> <p>Walsall NHS Trust 'Patient Identification Policy' (2009)</p> <p>Tameside Hospital NHS Trust 'Patient Identification Policy' (2010)</p> <p>Barking, Havering and Redbridge Hospitals NHS Trust ' Equality Monitoring and Impact Assessment' (2008)</p> <p>Airdale NHS trust 'Equality Impact Assessment- initial assessment form' (2008)</p> <p>Google searches 10-13 October 2011 on Equality Impact Assessment Patient Identification Policy and Patient Identification Policy</p> <p>Hard copies of this Google search will be kept as evidence</p>										
<b>Age</b>	<p>National Patient Safety Agency (NPSA): Report Guidelines on standardising Patient Wristbands (2009)</p> <p>Cardiff and Vale NHS Trust 'Patient ID Policy' (2004)</p> <p>Royal Free Hampstead NHS Trust 'Patient ID Policy' (2008)</p> <p>Heart of Birmingham Primary Care Teaching Trust</p>		√			√					

	<p>'Patient ID Policy' (2009)</p> <p>Heart of Birmingham Primary Care Teaching Trust 'Patient ID Equality Impact Assessment' (2009)</p> <p>Walsall NHS Trust 'Patient Identification Policy' (2009)</p> <p>Tameside Hospital NHS Trust 'Patient Identification Policy' (2010)</p> <p>Barking, Havering and Redbridge Hospitals NHS Trust ' Equality Monitoring and Impact Assessment' (2008)</p> <p>Airdale NHS trust 'Equality Impact Assessment- initial assessment form' (2008)</p> <p>Google searches 10-13 October 2011 on Equality Impact Assessment Patient Identification Policy and Patient Identification Policy</p> <p>Hard copies of this Google search will be kept as evidence</p>										
<p><b>Religion or Belief</b></p>	<p>National Patient Safety Agency (NPSA): Report Guidelines on standardising Patient Wristbands (2009)</p> <p>Cardiff and Vale NHS Trust 'Patient ID Policy' (2004)</p> <p>Royal Free Hampstead NHS Trust 'Patient ID Policy' (2008)</p> <p>Heart of Birmingham Primary Care Teaching Trust 'Patient ID Policy' (2009)</p> <p>Heart of Birmingham Primary Care Teaching Trust</p>		√		√		√				

	<p>'Patient ID Equality Impact Assessment' (2009)</p> <p>Walsall NHS Trust 'Patient Identification Policy' (2009)</p> <p>Tameside Hospital NHS Trust 'Patient Identification Policy' (2010)</p> <p>Barking, Havering and Redbridge Hospitals NHS Trust ' Equality Monitoring and Impact Assessment' (2008)</p> <p>Airdale NHS trust 'Equality Impact Assessment-initial assessment form' (2008)</p> <p>Google searches 10-13 October 2011 on Equality Impact Assessment Patient Identification Policy and Patient Identification Policy</p> <p>Hard copies of this Google search will be kept as evidence</p>										
<p><b>Welsh Language</b></p>	<p>National Patient Safety Agency (NPSA): Report Guidelines on standardising Patient Wristbands (2009)</p> <p>Cardiff and Vale NHS Trust 'Patient ID Policy' (2004)</p> <p>Royal Free Hampstead NHS Trust 'Patient ID Policy' (2008)</p> <p>Heart of Birmingham Primary Care Teaching Trust 'Patient ID Policy' (2009)</p> <p>Heart of Birmingham Primary Care Teaching Trust 'Patient ID Equality Impact Assessment' (2009)</p> <p>Walsall NHS Trust 'Patient Identification Policy'</p>		√		√		√				

	<p>(2009)</p> <p>Tameside Hospital NHS Trust 'Patient Identification Policy' (2010)</p> <p>Barking, Havering and Redbridge Hospitals NHS Trust ' Equality Monitoring and Impact Assessment' (2008)</p> <p>Airdale NHS trust 'Equality Impact Assessment- initial assessment form' (2008)</p> <p>Google searches 10-13 October 2011 on Equality Impact Assessment Patient Identification Policy and Patient Identification Policy</p> <p>Hard copies of this Google search will be kept as evidence</p>											
<p><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></p>												
<p><b>Human Rights</b></p>	<p><b>It is the right of EVERY patient to receive the correct treatment, therefore ALL patients must be correctly identified prior to any medical intervention being undertaken</b></p> <p><b>The policy was developed in response to NPSA guidance (NPSA, Nov 07 and July 07)</b></p>											

\* 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	2	0	(P)
Religion or Belief	2	+1	(P)
Welsh Language	2	+1	(P)
Human Rights	1	0	(P)

**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>	Patient Identification (ID) Policy
<b>Organisation:</b>	Cardiff and Vale University Health Board (UHB)
<b>Name:</b> <b>Title:</b> <b>Department:</b>	Cari Randall Graduate Trainee & Project Support Officer Patient Quality and Safety Team
<b>Summary of Assessment:</b>	<b>This policy applies to ALL clinical staff across the UHB and carries with it little or no impact on any equality standard.</b>
<b>Decision to Proceed to Part B Equality Impact Assessment:</b>	<b>No</b> <b>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.</b>

## 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?	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.

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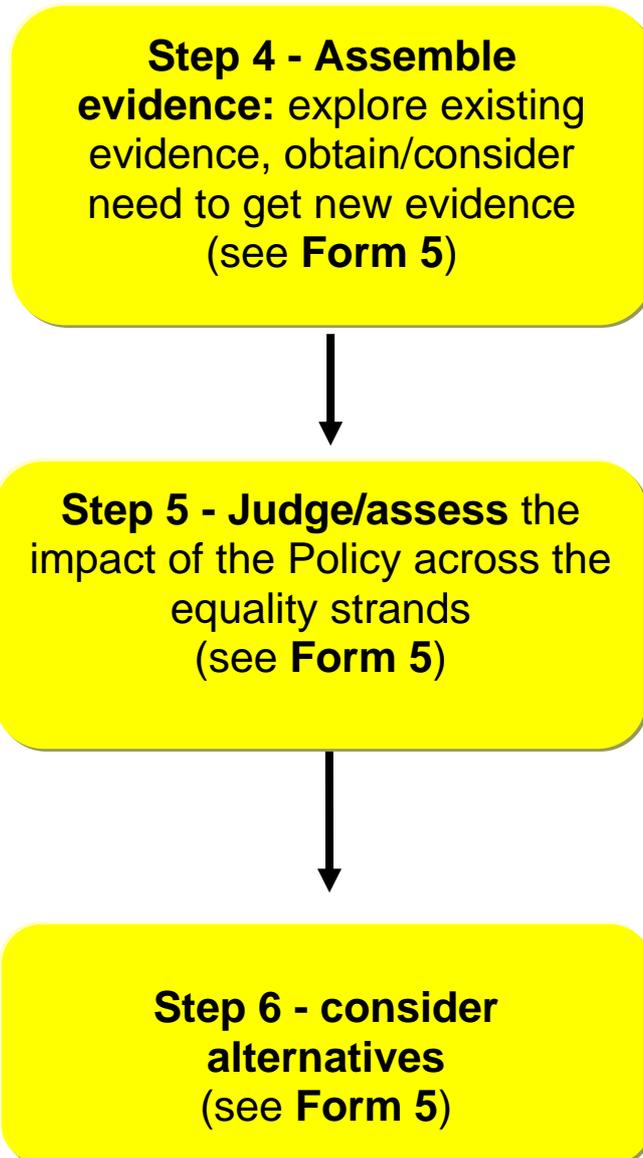
<p>4. Describe any <b>mitigating actions</b> taken?</p>	<p>The policy has had an equality impact assessment undertaken to ensure fairness and consistency to all patients within the UHB.</p>	<p>n/a</p>	<p>n/a</p>	<p>n/a</p>	<p>There is no timescale as this will be responsive to individual need</p>
<p>5.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

	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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<b>Date:</b>	13-12-2011
<b>Monitoring Arrangements:</b>	The Patient Identification Policy will be reviewed every 3 years or when new information / guidelines are introduced to the National Health Service.
<b>Review Date:</b>	01-02-2015
<b>Signature of all Parties:</b>	Cari Randall13-12-2011

## 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 <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:

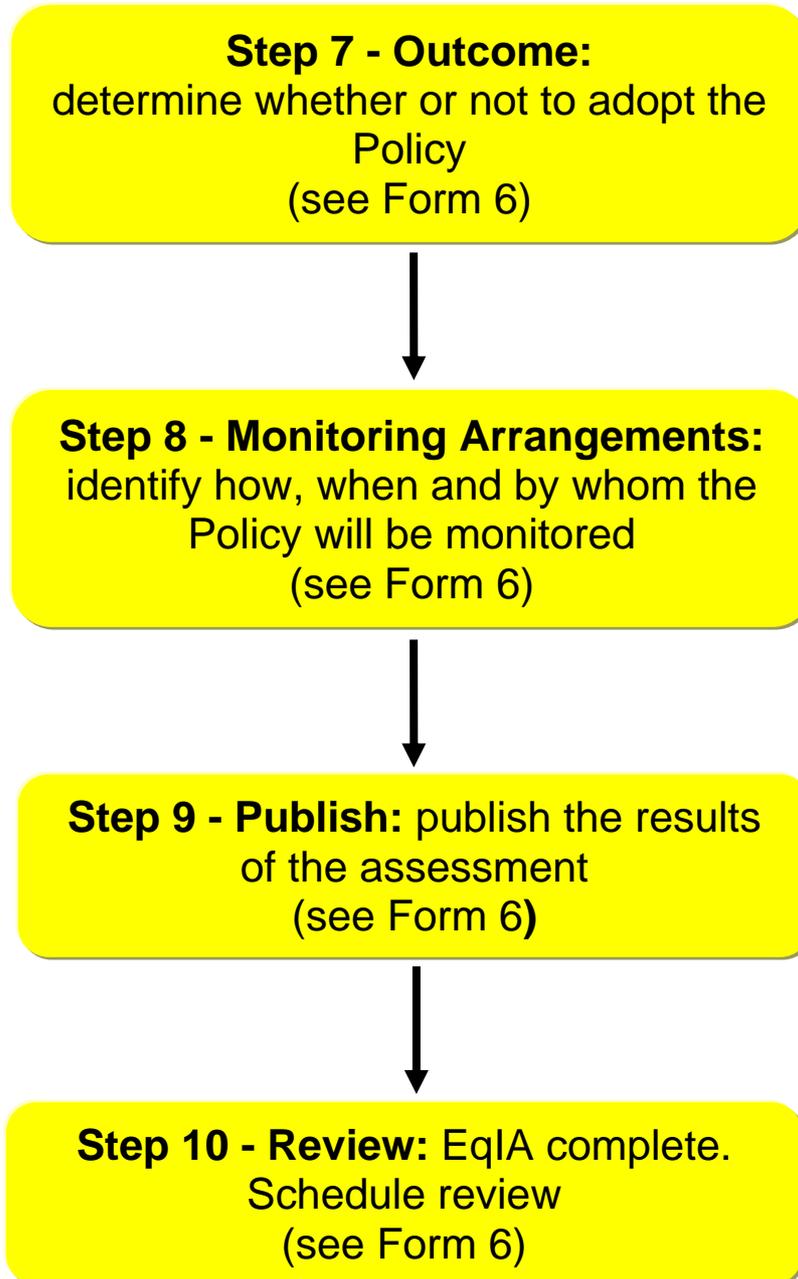
<b>EQUALITY STRAND/GROUP</b>					
		<b>Adverse</b>	<b>Differential</b>	<b>Positive</b>	<b>Comments</b>
<b>Age</b>					
<b>Disability</b>					
<b>Gender</b>					
<b>Race</b>					
<b>Religion or Belief</b>					
<b>Sexual Orientation</b>					
<b>Welsh Language</b>					
<b>Human Rights</b>					

**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 <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).	
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?	
<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?	