

Equality and Diversity - Policy Screening Checklist

Policy/Service Title: <i>Managing the risks of loose ampoules of medication</i>	Directorate: <i>Pharmacy</i>
Name of person/s auditing/developing/authoring a policy/service: <i>Tania Carruthers, Director of Pharmacy</i> <i>Niall Poole, Deputy Director of Pharmacy (Governance)</i>	
Aims/Objectives of policy/service:	

Policy Content:

- For each of the following check the policy/service is sensitive to people of different age, ethnicity, gender, disability, religion or belief, and sexual orientation?
- The checklists below will help you to see any strengths and/or highlight improvements required to ensure that the policy/service is compliant with equality legislation.

1. Check for DIRECT discrimination against any group of SERVICE USERS:							
Question: Does your policy/service contain any statements/functions which may exclude people from using the services who otherwise meet the criteria under the grounds of:		Response		Action required		Resource implication	
		Yes	No	Yes	No	Yes	No
1.1	Age?		X		X		
1.2	Gender (Male, Female and Transsexual)?		X		X		
1.3	Disability?		X		X		
1.4	Race or Ethnicity?		X		X		
1.5	Religious, Spiritual belief (including other belief)?		X		X		
1.6	Sexual Orientation?		X		X		
1.7	Human Rights: Freedom of Information/Data Protection		X		X		
If yes is answered to any of the above items the policy/service may be considered discriminatory and requires review and further work to ensure compliance with legislation.							

2. Check for INDIRECT discrimination against any group of SERVICE USERS:							
Question: Does your policy/service contain any statements/functions which may exclude employees from operating the under the grounds of:		Response		Action required		Resource implication	
		Yes	No	Yes	No	Yes	No
2.1	Age?		X		X		
2.2	Gender (Male, Female and Transsexual)?		X		X		
2.3	Disability?		X		X		
2.4	Race or Ethnicity?		X		X		
2.5	Religious, Spiritual belief (including other belief)?		X		X		
2.6	Sexual Orientation?		X		X		
2.7	Human Rights: Freedom of Information/Data Protection		X		X		

If yes is answered to any of the above items the policy/service may be considered discriminatory and requires review and further work to ensure compliance with legislation.

TOTAL NUMBER OF ITEMS ANSWERED 'YES' INDICATING DIRECT DISCRIMINATION =

3. Check for DIRECT discrimination against any group relating to EMPLOYEES:

	Question: Does your policy/service contain any conditions or requirements which are applied equally to everyone, but disadvantage particular persons' because they cannot comply due to:	Response		Action required		Resource implication	
		Yes	No	Yes	No	Yes	No
3.1	Age?		X		X		
3.2	Gender (Male, Female and Transsexual)?		X		X		
3.3	Disability?		X		X		
3.4	Race or Ethnicity?		X		X		
3.5	Religious, Spiritual belief (including other belief)?		X		X		
3.6	Sexual Orientation?		X		X		
3.7	Human Rights: Freedom of Information/Data Protection		X		X		

If yes is answered to any of the above items the policy/service may be considered discriminatory and requires review and further work to ensure compliance with legislation.

4. Check for INDIRECT discrimination against any group relating to EMPLOYEES:

	Question: Does your policy/service contain any statements which may exclude employees from operating the under the grounds of:	Response		Action required		Resource implication	
		Yes	No	Yes	No	Yes	No
4.1	Age?		X		X		
4.2	Gender (Male, Female and Transsexual)?		X		X		
4.3	Disability?		X		X		
4.4	Race or Ethnicity?		X		X		
4.5	Religious, Spiritual belief (including other belief)?		X		X		
4.6	Sexual Orientation?		X		X		
4.7	Human Rights: Freedom of Information/Data Protection		X		X		

If yes is answered to any of the above items the policy/service may be considered discriminatory and requires review and further work to ensure compliance with legislation.

TOTAL NUMBER OF ITEMS ANSWERED 'YES' INDICATING INDIRECT DISCRIMINATION = None

Signatures of authors / auditors:

Date of signing:

Equality Action Plan/Report

Directorate:
Service/Policy:
Responsible Manager:
Name of Person Developing the Action Plan:
Consultation Group(s):
Review Date:

The above service/policy has been reviewed and the following actions identified and prioritised.
 All identified actions must be completed by: _____

Action:	Lead:	Timescale:
Rewriting policies or procedures		N/A
Stopping or introducing a new policy or service		N/A
Improve /increased consultation		N/A
A different approach to how that service is managed or delivered		N/A
Increase in partnership working		N/A
Monitoring		N/A
Training/Awareness Raising/Learning		N/A
Positive action		N/A
Reviewing supplier profiles/procurement arrangements		N/A
A rethink as to how things are publicised		N/A
Review date of policy/service and EIA: this information will form part of the Governance Performance Reviews		N/A
If risk identified, add to risk register. Complete an Incident Form where appropriate.		N/A

When completed please return this action plan to the Trust Equality and Diversity Lead; Pamela Chandler or Jane Turvey. The plan will form part of the quarterly Governance Performance Reviews.

Signed by Responsible Manager: Date: