

Equality and Diversity - Policy Screening Checklist

Policy/Service Title: Medicines Policy	Directorate: Pharmacy
Name of person/s auditing/developing/authoring a policy/service: Tania Carruthers	

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				
1.2 Gender (Male, Female and Transsexual)?		X				
1.3 Disability?		X				
1.4 Race or Ethnicity?		X				
1.5 Religious, Spiritual belief (including other belief)?		X				
1.6 Sexual Orientation?		X				
1.7 Human Rights: Freedom of Information/Data Protection		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				
2.2 Gender (Male, Female and Transsexual)?		X				
2.3 Disability?		X				
2.4 Race or Ethnicity?		X				
2.5 Religious, Spiritual belief (including other belief)?		X				
2.6 Sexual Orientation?		X				
2.7 Human Rights: Freedom of Information/Data Protection		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 = 0

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				
3.2 Gender (Male, Female and Transsexual)?		X				
3.3 Disability?	X		X			X
3.4 Race or Ethnicity?	X		X			X
3.5 Religious, Spiritual belief (including other belief)?		X				
3.6 Sexual Orientation?		X				
3.7 Human Rights: Freedom of Information/Data Protection	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				
4.2 Gender (Male, Female and Transsexual)?		X				
4.3 Disability?	X		X			X
4.4 Race or Ethnicity?	X		X			X
4.5 Religious, Spiritual belief (including other belief)?		X				
4.6 Sexual Orientation?		X				
4.7 Human Rights: Freedom of Information/Data Protection	X		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 = 3						

Signatures of authors / auditors: Tania Carruthers,
Date of signing: 15/3/11

Equality and Diversity – Review Plan

Directorate: Pharmacy

Responsible Manager: Tania Carruthers

Name of Person Undertaking the Review: Tania Carruthers

The second part of the impact assessment is to complete this review plan. This should be used to identify when the review will take place and who should be involved. The plan will form part of the quarterly Governance Performance Reviews.

Service/Policy:	What steps would you take to ensure the policy/service is not discriminative:	Completed by:
Medicines Policy	Consider the statements outlined above in the EIA when the policy is amended at a future time.	T Carruthers

When completed please return this assessment and review plan to our Trust Equality and Diversity Lead; Pamela Chandler or Jane Turvey.

Signed by Responsible Manager:

Tania Carruthers

Date:

15/3/11

Equality Action Plan/Report

Directorate: Pharmacy

Service/Policy: Medicines policy

Responsible Manager: Tania Carruthers

Name of Person Developing the Action Plan: Tania Carruthers

Consultation Group(s): Nursing/pharmacy staff

Review Date: October 2012

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

Action:	Lead:	Timescale:
Improve /increased consultation Staff need to be aware of patient communication relation to disability, race/ethnicity. These are Human Rights	Tania Carruthers (E & D promote and training dates)	30/3/11
Training/Awareness Raising/Learning Disability and Human Rights training is recommended for all staff to increase their knowledge understanding of individual patients who may not be able to communicate without appropriate support e.g. interpreting/sign language etc	Tania Carruthers (E & D promote and training dates)	30/3/11
If risk identified, add to risk register. Complete an Incident Form where appropriate.	Nil identified	

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:

Tania Carruthers

Date:

15/3/11