

# EQUALITY IMPACT ASSESSMENT

Care Group / Corporate Services:

Trust wide

Name of Service/Title of Policy or Strategy, Name of Event:

Healthcare Record Keeping Policy

Equality Impact Assessment Undertaken by:

David Smith / Steven Taylor

Service:

☐

Policy:

☒

Event:

☐

Strategy:

☐

Date undertaken:

28/7/22

## Questions

### 1. What are the main aims and purposes of the Policy / Service / Event or Strategy?

The aim of this policy is to ensure that all healthcare records generated by health employees are contemporaneous, accurately reflect high standard patient care and support the delivery of evidence-based practice.

This policy outlines the roles, responsibilities, and accountability of Trust employees in complying with guidance, legislation, and best practice for keeping records.

### 2. Who is involved in delivering the service, implementing the policy or strategy / organising the event? (i.e., partnerships, stakeholders or agencies)

This policy applies to:

- All employees working for or on behalf of the Trust, including contracted third parties, agency employees, locums, students/trainees, secondees, employees from partner organisations with approved access, visiting employees, researchers, companies providing other services to the Trust e.g., IT and all volunteers.
- Any Trust healthcare records held, maintained, and managed by third parties under contract to the Trust.

For further information about responsibilities, accountabilities and duties of all employees, please see appendix 1 in the policy.

### 3. What information / data or experience can you draw on to provide an indication of the potential inclusive / exclusive results of delivering this service or event / implementing the policy or strategy to different groups of people and the different needs of people with protected characteristics in relation to this policy / service / event or strategy?

Engagement with Equality, Diversity and Inclusion Lead for Health and Wellbeing lead. Policy created in new Trust layout and formatted for accessibility in line with the [Accessible Information Standard](#).

Please complete the following table in reference to the impact checklist, your own consultations and impact research suggestions.

Protected Characteristics	Positive Impact	Neutral Impact	Negative Impact	Evidence for Impact
Age	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All age approach
Disability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Gender reassignment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Marriage and civil partnership	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Pregnancy and maternity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Religion or belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Sex	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Sexual Orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Disadvantaged groups	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Carers	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

**4. What positive impacts are there for this policy / service / event or strategy to better meet the needs of people with protected characteristics?**

- Promotes equality
- Promotes good relations between different groups
- Ensures that record keeping standards are inclusive and cater to the needs of the local population

***If there are no negative impacts skip to point 7.***

**5. What action would be needed to ensure the policy / service / event or strategy overcomes:**

- Discriminatory negative impacts
- Exclusion

Failure to meet the needs of people from across the protected characteristics and opportunities for promoting equality and inclusion are maximised.

**6. Recommended steps to avoid discrimination and ensure opportunities for promoting equality and inclusion are maximised.**

Impact identified	Action required/explanation if none taken	Lead responsible for overseeing actions	Timescales	Costs (where applicable)

**7. What arrangements are going to be made to monitor and review the adverse impact in the future?**

How the equality impact of the service/event/policy/strategy will be monitored	
Frequency of monitoring	
How the monitoring results will be used and where they will be published;	
Who will be responsible for reviewing monitoring results and initiating further action where required	
Any changes that have been made to remove or reduce any negative impacts as a result of conducting the equality impact assessment?	
Any action points should be included in Care Group / Corporate action plans, with monitoring and review processes.	

**8. Is further work / consultation required? If yes, please explain how this is to be carried out and the time frame for completion.**

Yes ☐ No ☒

The Equality Impact Assessment will be reviewed in line with changes to services, client or staff groups, legislation or policy review.

**Name of lead:**

Steven Taylor

**Head of service:**

David Smith

**Designation:**

Information Quality Manager

**Signature:**

*D H Smith*

**Signature:**

**Date:**



28/7/22

*Once completed and signed by your head of service if it's a policy please send a copy to please send to the Policy Review Panel, or anything else to the Equality Workstream.*