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| **Equality Impact Analysis: Insert title of service/function here** | |
| **Policy / Project / Function:** | 360 Care Non Obstetric Ultrasound Service |
| **Date of Analysis:** | May 2016 |
| **Analysis Rating:**    (See Completion Notes) | Red Red Amber Green  Amber  **✔** |
| **Type of Analysis Performed:**    Please Tick ✔ | Systematic Policy Analysis    Consultation    Meeting ✔  Other |
| **Please list any other policies**  **that are related to or referred**  **to as part of this analysis** | * Equality and Diversity – Statement of Commitment * Equality and Diversity – Policy |
| **Who does the policy, project or**  **function affect ?**    Please Tick ✔ | Employees    Service Users ✔    Applicants  Members of the Public  Other (List Below) |

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| **Equality Impact Analysis:** | |
| **What are the aims and intended**  **effects of this policy, project or**  **function ?** | To provide equality of care for all patients/staff who are referred to our service and to pay “due regard” to the need to:   * Eliminate discrimination, bullying, harassment and victimisation * Advance equality of opportunity between persons who share a relevant protected characteristic and those who do not share it * Foster good relations between persons who share a relevant characteristic and those who do not share it |
| **Is any Equality Data available**  **relating to the use or**  **implementation of this policy,**  **project or function ?**    (See Completion notes) | Yes **✔**    No  Where you have answered yes, please incorporate this data when performing the *Equality Impact Assessment Test* (the next section of this document). |
| **List any Consultation e.g. with**  **employees, service users,**  **Unions or members of the**  **public that has taken place in**  **the development or**  **implementation of this policy,**  **project or function** | Carol Melton, Lead Sonographer  Liz Bowles, Senior Sonograher  Derek Airey, Business Manager,  Anne Redding, Administrator  Zoe Haslam, Receptionist/Admin Assisstant  Kim Hall, Practice Manager, Raj Medical Centre  Rachel Everitt, Practice Manager Wybers Surgery  Marie Carter, Clinical Director, The Roxton Practice  Lynne Dowle, Community Matron |
| **Financial Analysis**    If applicable, state any relevant cost implications  (e.g. expenses, returns or savings) as a direct result  of the implementation of this policy, project or  function | **Costs (£m) \*There are no cost implications**  Implementation £  Projected Returns £  Projected Savings £ |

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| **Equality Impact Assessment Test:** | | | | |
| **What impact will the implementation of this policy, project or function have on employees, service**  **users or other people who share characteristics protected by *The Equality Act 2010* ?** | | | | |
| **Protected**  **Characteristic:** | **Neutral**  **Impact:** | **Positive**  **Impact:** | **Negative**  **Impact:** | **Evidence of impact and if applicable, justification**  **where a *Genuine Determining Reason* exists** |
| **Age** |  | **✔** |  | * The service is limited to patients aged 18 or over * The referral letter records the date of birth * Mental capacity related to age |
| **Disability**  (Mental and Physical) |  | **✔** |  | * The service is based on the ground floor of the PCC and there is ample free parking for patients with a disability * The service is wheelchair accessible i.e. doors are wide enough for a wheelchair, an accessible toilet is available * We provide an electric couch for ease of access to the scanner * There is a protocol in place for booking language interpreters and other forms of communication support i.e. sign language support, Patients with ADHD or Autism, this requires appropriate information at the point of referral * For patients with learning difficulties staff are aware there are various types of disability and will take time to ensure the patient understands the procedure and will liaise with carers as appropriate * Extra time will be allowed for appointments if required. * Large print options are available * There are hearing loops throughout the PCC. |
| **Race**  (All Racial Groups) |  | **✔** |  | * The referral letter indicates if the patient requires an interpreter. * There is a protocol in place for booking and cancelling interpreters * If an interpreter will be required staff will allow extra time for the appointment * Staff can change appointments to accommodate religious festivals or other requirements as necessary Inc. outside normal hours. * A prayer room can be made available if required. |
| **Sex (Gender)**  (Men and Women) |  | **✔** |  | * Systmone (our Clinical system) records gender data however the data is not routinely analysed. * We are able to accommodate requests for same sex sonographers * Chaperoning is available if required * For transgender patients, staff would ask how they wished to be addressed. |
| **Transgender/gender reassignment** | **✔** |  |  | * For transgender patients staff ask how they wished to be addressed * Additional training on TGR is to be arranged. |
| **Marriage and civil partnership** |  | **✔** |  | * Staff are aware of the Civil Partnership act 2004 and the Marriage (same sex couples) Act 2013. * Staff are aware of the importance of using appropriate terminology |
| **Pregnancy and**  **Maternity** |  | **✔** |  | * The service we provide is Non Obstetric Ultra Sound consequently we do not provide a service related to the pregnancy however Maternity Patients may be referred for Non Obstetric Scans. |
| **Religion or Belief (or lack of)** |  | **✔** |  | * Staff have an awareness of religion and beliefs as set out in   “Religion or Belief “ A Practical Guide for the NHS published by the DH   * Staff can change appointments to accommodate religious festivals or other requirements as necessary. * A prayer room can be made available if required. |
| **Sexual Orientation**  (Heterosexual, Homosexual  and Bisexual) |  | **✔** |  | * Staff are aware of the Civil Partnership act 2004 and the Marriage (same sex couples) Act 2013. * Staff are aware of the importance of using appropriate terminology * Staff have an awareness of sexual orientation as set out in   “Sexual Orientation “ A Guide for the NHS published by Stonewall |

**This Equality Impact Analysis was completed by:** Derek Airey following the meeting held on 27th April 2016

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| **Action Planning:** | | | | |
| **As a result of performing this analysis, what actions are proposed to remove or reduce any risks of**  **adverse outcomes identified on employees, service users or other people who share characteristics**  **protected by *The Equality Act 2010* ?** | | | | |
| **Identified Risk:** | **Recommended Actions:** | **Responsible Lead:** | **Completion Date:** | **Review Date:** |
| **No Risks identified** | **Annual review** | **Business Manager** |  | **May 2017** |
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| **Completion Notes:** | |
| **Analysis Ratings:** | After completing this document, rate the overall analysis as follows:  **Red:** As a result of performing the analysis, it is evident that a risk of discrimination exists (direct, indirect, unintentional or otherwise) to one or more of the nine groups of people who share *Protected Characteristics.* It is recommended that the use of the policy be suspended until further work or analysis is performed.  **Red Amber:** As a result of performing the analysis, it is evident that a risk of discrimination exists (direct, indirect, unintentional or otherwise) to one or more of the nine groups of people who share *Protected Characteristics.* However, a genuine determining reason may exist that could legitimise or justify the use of this policy and further professional advice should be taken.  **Amber:** As a result of performing the analysis, it is evident that a risk of discrimination (as described above) exists and this risk may be removed or reduced by implementing the actions detailed within the *Action Planning s*ection of this document.  **Green:** As a result of performing the analysis, the policy, project or function does not appear to have any adverse effects on people who share *Protected Characteristics* and no further actions are recommended at this stage. |
| **Equality Data:** | Equality data is internal or external information that may indicate how the activity being analysed can affect different groups of people who share the nine *Protected Characteristics* – referred to hereafter as *‘Equality Groups’.*  Examples of *Equality Data* include: (this list is not definitive)  1: Application success rates *Equality Groups*  2: Complaints by *Equality Groups*  3: Service usage and withdrawal of services by *Equality Groups*  4: Grievances or decisions upheld and dismissed by *Equality Groups* |
| **Legal Status:** | This document is designed to assist organisations in *“Identifying and eliminating unlawful Discrimination, Harassment and Victimisation”* as required by *The Equality Act Public Sector Duty 2011.* An Equality Impact Analysis is not, in itself, legally binding and should not be used as a substitute for legal or other professional advice. |
| ***Genuine***  ***Determining***  ***Reason*** | Certain discrimination may be capable of being justified on the grounds that:   1. *A genuine determining reason exists* 2. *The action is proportionate to the legitimate aims of the organisation*   Where this is identified, it is recommended that professional and legal advice is sought prior to completing an Equality Impact Analysis. |