



Western Health
and Social Care Trust

Draft Equality Screening Report

1 October 2023 – 31 December 2023

This document can be made available
in alternative formats on request

Introduction

The Western Health and Social Care Trust (WHSCT) must consider by law, Section 75 of the Northern Ireland Act 1998, how we promote equality and remove discrimination for people who use our services and for members of staff. Our obligations are set out in our Equality Scheme. The 9 groups that are specified in the Equality Scheme are:

Black and Minority Ethnic People	Different Marital Status e.g. Single, Married, Divorced, Civil Partnership, Widowed	Disabled People
Carers	Different Political Opinions	Men and Women
Different Ages - Young People/Older People	Different Religious Beliefs	People who are Lesbian, Gay or Bisexual

We also have to consider how we can promote good relations between people with different religious beliefs, political opinions or racial group (including people from the Travelling Community).

Within the Equality Scheme, the Trust gives a commitment to apply equality screening processes to all new and revised policies/proposals and, where necessary, to subject new policies/proposals to a full equality impact assessment. This process helps us to:

- assess the impact/consequences of our decisions on the people within the 9 equality groups;
- consider how we might better meet their needs (promote equality of opportunity);
- reduce any negative impacts/consequences (mitigating actions).

The Trust is required to have evidence that the following questions have been considered in relation to all policy development, strategic planning and general decision making:

- What is the likely impact on equality of opportunity for those affected by this policy/proposal, for each of the Section 75 categories? (minor/major/none)
- Are there opportunities to better promote equality of opportunity for people within the Section 75 categories?

- To what extent is the policy/proposal likely to impact on good relations, between people of a different religious belief, political opinion or racial group? (minor/major/none)
- Are there opportunities to better promote good relations between people of a different religious belief, political opinion or racial group?

(From 'Section 75 of the NI Act: A Guide for Public Authorities': ECNI).

The Trust's Equality Screening process provides this evidence.

If it is decided that a policy/proposal is likely to have major issues relating to equality, it is then necessary to consider carrying out a more detailed exercise called a full Equality Impact Assessment (EQIA).

Equality screening for all the policies/initiatives detailed has highlighted the need to ensure that information relating to them/the service is made available, throughout, to support those service users/families/carers who do not have English as a first language, including the use of foreign language interpreters and written translations etc., in line with Trust guidelines. In addition, service users, their families, carers or staff who require additional communication support including e.g. provision of information in Braille, sign language interpreters, large font or audio, will be provided with this.

Should you wish to obtain a copy of any of the policies and/or screening forms referred to in this document, or require them in an alternative format, please contact:

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Western Health and Social Care Trust: Screening Outcomes for the Period 1 October 2023 – 31 December 2023

Acute			
Title of Policy and Description	Outcome of Equality Screening	Reason for Outcome	Date Compl'd
<p>Development and Refinement of a Replicable Model for Medicines Optimisation in Older Patient with Cancer (MOOC) (Click here to view Equality Screening form) The North West Regional Cancer Centre (NWRCC) Pharmacy team is introducing a new medicines optimisation review service for older people (≥65 years) diagnosed with cancer who are already taking multiple medications for one or more long-term conditions. The medicines optimisation service starts immediately before they begin chemotherapy with case management and follow-up during their treatment as needed.</p> <p>The service is designed for older people taking multiple medications where the risk of adverse drug events and poor adherence to treatment is raised. Where a significant issue is identified related to the taking of multiple medications, and the patient is under 65 years of age, the service will be offered to them.</p> <p>Eligible service users will initially be contacted by the Macmillan Medicines Optimisation Technician via telephone and advised about the availability of the service. Both written and verbal information</p>	<p>Green: No Impact: A full EQIA is not recommended.</p>	<p>The introduction of the (MOOC) service will have a positive impact on older cancer patients attending the NWRCC for chemotherapy treatments.</p> <p>A multidisciplinary steering group has been established ensuring information about all aspects of the service is cascaded and communicated to stakeholders, service users, and trust staff. Availability and logistics of the service will be communicated to trust staff by the medicines optimisation pharmacy team at multidisciplinary team meetings. A dedicated folder for the service will be established on the Western Trust SharePoint/intranet.</p> <p>Some needs have been identified in relation to disability, ethnicity, and rurality. All reasonable adjustments will be made for staff/service users with a disability. Mitigating actions include the provision of individual adherence assessment and personalised aids; the provision of interpreters; written material amended to achieve service user understanding; later appointments for those who live in rural areas/long distances from the clinic; and the option to attend clinics virtually where the</p>	<p>24/11/23</p>

about what is involved will be provided. They will then be given time to consider participation.		service user has access to stable internet and a computer/suitable handheld device.	
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Finance			
Title of Policy and Description	Outcome of Equality Screening	Reason for Outcome	Date Compl'd
<p>Cash Handling Procedures (Click here to view Equality Screening form) The procedure is a reference point for all staff who deal with petty cash floats on an administrative or approval process. Staff should comply with the procedure in a manner commensurate with their role and responsibilities within the Trust. The procedures state that it is the responsibility of senior officers to carry out regular spot checks to ensure that procedures are being adhered to, and the facility manager(s)/supervisor(s) are responsible for ensuring that all staff handling cash are fully conversant with these procedures.</p>	<p>Green: No Impact: A full EQIA is not recommended</p>	<p>The Cash handling Procedures are an operational guide for staff only in relation to managing petty cash floats.</p> <p>The guidance will be distributed via the Staff Intranet and Trust Communications. In addition, should staff require further information, sessions will be arranged to explain the guidelines.</p>	<p>30/10/2023</p>
<p>Fraud Policy (Click here to view Equality Screening form) The purpose of this document is to set out the Trust's position on fraud and thereby set the context for the ongoing efforts to reduce fraud to the lowest possible level.</p> <p>This policy is for the attention of all staff within the organization, particularly line managers, who need to be aware of their responsibilities in, not only minimising fraud, but also ensuring that all incidents of suspected or actual fraud is reported to the Fraud</p>	<p>Green: No Impact: A full EQIA is not recommended</p>	<p>The policy outlines steps which should be taken in reporting fraud.</p> <p>The policy will be sent to staff via a Trust communication and will be available on the Intranet.</p>	<p>30/10/2023</p>

<p>Liaison Officer (FLO) within the Trust, for onward reporting to Business Services Organisation Counter Fraud Services (CFS).</p> <p>The Trust has a mandatory responsibility to report all cases of suspected or actual fraud against the Trust to CFS. Cases involving a suspicion of financial abuse against persons receiving services, including residential or other accommodation, provided or secured by the Trust, will be treated as fraud and will also be reported. CFS, on behalf of DoH, maintain a database of all reported cases and undertake a monitoring function to develop and analyse emerging trends in fraudulent activity and share lessons learned, to encourage good practice across the HSC.</p>			
<p>Secondary Care Patient Questionnaire V2 and Supporting Documentation Booklet (Click here to view Equality Screening form)</p> <p>The Secondary Care Patient Questionnaire is a form used to collect information required from patients to assist the Trust with assessing their entitlement to healthcare. Eligibility to receive publicly-funded health care in Northern Ireland is based on ordinary residence. A person will be ordinarily resident here when that residence is lawful, voluntary, and for a settled purpose as part of the regular order of their life.</p> <p>The aim of the Secondary Care Patient Questionnaire is to gather all the information required by the Trust to assess a patient's entitlement to access Trust Services and to identify patients who may be required to pay for their</p>	<p>AMBER: Minor equality issues/impact: actions identified</p>	<p>The form has been amended in line with the current regulations and measures have been taken to ensure that no group is impacted in relation to their equality of opportunity.</p> <p>Service users who require assessments will receive these documents. The recipients will receive them via email or postal mail. Additionally, each document will be available on the Trust's website.</p> <p>Regular awareness training is provided to Western Trust Reception staff by the Access to Healthcare team to help identify and sign post service users to the team. This awareness training is provided specifically to those staff who have responsibility for registering patients. Patients identified as visitors or those who do not have a Northern Ireland General Practitioner or</p>	<p>09/11/23</p>

<p>treatment and charge them accordingly. Due to changes relating to the UK exit from the European Union the form needs to be amended to ensure it is in line with new requirements.</p> <p>The Access to Healthcare assessment requires information gathering to determine a person's entitlement to access healthcare in Northern Ireland. This information may be considered personal or sensitive but is necessary to determine if a person's residence is lawful, voluntary, and for a settled purpose as part of the regular order of their life. Information may be redacted but sufficient information must be obtained to satisfy the assessment.</p>		<p>Health and Care Number are asked to complete an "undertaking to pay" form which states the service user may be chargeable. These forms are passed to the Access to Healthcare team for assessment of eligibility. The Access to Healthcare team will make contact with the patient by phone/email/in writing to determine possible exemptions to charges.</p> <p>WHSCCT Access to Healthcare staff have liaised with the following groups to arrange for further support and advice for service users on request:</p> <ul style="list-style-type: none"> • Advice NI • Migrant Centre NI 	
<p>Private Practice paying patients and fee paying services guide for staff V1.3 (Click here to view Equality Screening form)</p> <p>The Trust welcomes additional income generated from private/ paying patients and fee paying services, which makes a valuable contribution to the running costs of the hospitals. This guidance formalises and brings together a number of previous processes and applies to all private practice, paying patients and fee paying services including category 2 work performed by Trust employees.</p> <p>The purpose of this document is to standardise the manner in which private practice, private/paying patients and fee paying services are conducted within the Western Health and Social Care Trust and to improve the awareness of the responsibilities and</p>	<p>Green: No Impact: A full EQIA is not recommended</p>	<p>This document is to provide guidance to Staff with regards to private patients who elect to come to the WHSCCT for treatment, Paying patients, overseas visitors who pay for their treatment or, that may not be entitled to free NHS treatment and require an assessment using a questionnaire managed by the access to healthcare department. Following the assessment the patient may be required to pay for their treatment. The questionnaire/ form is a tool used to gather information on people wishing to access health services in Northern Ireland. The form has been amended in line with the current regulations and changes as a result of Brexit. Measures have been taken to ensure that no group is impacted in relation to their equality of opportunity.</p> <p>The Access to Healthcare assessment requires</p>	<p>30/11/2023</p>

<p>obligations of staff. It applies to all staff within the Trust who have direct/indirect contact with private/paying patients and fee paying service. This document has been developed in line within the legislative framework and key principles described in the Management of Private Practice in Health Service Hospitals in Northern Ireland: A Handbook (2007); A Code of Conduct for Private Practice (2003); and Consultant Terms & Conditions of Service [NI] (2004).</p> <p>This guidance has been developed to fulfil the following objectives:</p> <ul style="list-style-type: none"> • Clarify for relevant staff the arrangements pertaining to private/paying patients and to give guidance relating to:- • Record keeping • Charging • Procedures • Responsibilities • Clarify charging arrangements when staff undertake fee paying services within the Trust. • Clarify charging arrangements for overseas visitors and non UK visitors. • Clarify the responsibilities of the Access to Healthcare Team. 		<p>information gathering to determine a person's entitlement to access healthcare in Northern Ireland. This information may be considered personal or sensitive but is necessary to determine if a person's residence is lawful, voluntary, and for a settled purpose as part of the regular order of their life. Information may be redacted but sufficient information must be obtained to satisfy the assessment.</p> <p>The document will be communicated via Trust Communication and will be available on the intranet. It will go to the Medical Director for distribution to Consultants</p>	
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Primary Care and Older People			
Title of Policy and Description	Outcome of Equality Screening	Reason for Outcome	Date Compl'd
<p>Western Health and Social Care Trust (WHSCT) Management of Locked Doors, Access and Egress Policy (Click here to view Equality Screening form) The policy provides guidance to all staff in relation to the management of locked doors, access and egress. The policy aims to enhance safety and security of all members of staff, service users, carers and members of the public</p>	<p>AMBER: Minor equality issues/impact: actions identified</p>	<p>The support and care needs of the Service Users and this policy applies to will be continually assessed and responded to so as to ensure that there are no negative consequences as a result of the policy. Staff will explain the policy and the reason for it to service users, visitors etc.</p> <p>A potential negative impact on Human Rights has been identified however actions will be followed and processes will be in place to deal with these issues and reduce any adverse impact. The Northern Ireland Human Rights Commission was consulted with during the development of this policy and they are satisfied that the policy does not infringe on a service user's human rights.</p> <p>Overall it is considered that the introduction of the policy will maintain a safe environment for the protection of the personal safety of both service users and staff within service user areas.</p> <p>The policy will be disseminated to staff by directors, via Trust Communication and be available onto the Trust's intranet.</p>	<p>06/12/23</p>

Performance and Service Improvement			
Title of Policy and Description	Outcome of Equality Screening	Reason for Outcome	Date Compl'd
<p>Environmental Waste Policy (Click here to view Equality Screening form) This policy is to detail how the Western Health and Social Care Trust (hereafter 'Trust') will strategically meet its obligations in respect of protection of the environment. The Trusts compliance with relevant legislation, guidance and government targets will ensure the health and well being of the community which it serves, and the Trust will do its utmost to contain the environmental impact of its activities to a practicable minimum consistent with maintaining its responsibilities in providing high quality health care.</p>	<p>Green: No Impact: A full EQIA is not recommended</p>	<p>The Continued following of this Policy will have a positive impact across the Trust and for the resident population. The policy will be communicated to staff. Ward areas have an Environmental log book which contains environmental paperwork including the policy and manual, checked during audits by Trust Environment officers. The Policy its scope and where to obtain copy is also covered in waste training sessions by Trust Environment officers. Policy will be going to all staff via Trust communication.</p>	<p>03/11/23</p>

Woman and Childrens			
Title of Policy and Description	Outcome of Equality Screening	Reason for Outcome	Date Compl'd
<p>Cessation of NI Children's Paediatric Care Nurse and use of Funding to recruit two Paediatric care Nurses in WSHCT (Click here to Equality Screening form) The Trust has had a contract with the Northern Ireland Children's Hospice (NICH) to support families of life-limited children with complex physical healthcare needs and to provide support for a child at end of life stage for a number of years. The most recent contract covered the period April 2018 to March 2022. Due to the current (NICH) Nurse retiring recently as well as</p>	<p>Green: No Impact: A full EQIA is not recommended</p>	<p>This proposal will see the continued delivery of a responsive palliative care service for children with complex physical healthcare needs and children who require end of life care in their own home. This is in line with the aims and objectives of the original contract with the NICH. The care will be provided by Trust employed staff as part of core work, providing greater flexibility and ensuring equity of service provision based on assessed need. A letter will be sent to the children/families</p>	<p>09/10/23</p>

<p>service provision changes within the NI Children’s Hospice, the NI Children’s Hospice will not be able to deliver the key working service to children and their families in line with the terms of the existing contract. Meetings have taken place with NICH staff to discuss the way forward and the decision has been taken to cease the contract and use the associated funding as well as additional funding to have two Paediatric Palliative Care Nurses within the Trust, one in the northern sector and one in the southern sector.</p>		<p>advising of the changes in this service and the relevant staff involved will be informed at team meetings and minutes of meeting shared.</p>	
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