

South East Coast Ambulance Service NHS Foundation Trust

Equality Analysis Record

The EA Record below must be completed by the EA Lead, who will be the document owner / author. The EA Record will inform the final decision by the EA checkpoint for approval.

| | | | |
|------------------------------|---|-------------------|-----------------|
| Name of EA Lead and role | Andy Collen, Clinical Development Manager | | |
| Directorate | Clinical Operations | Date of analysis: | 21-24 June 2013 |
| What is being analysed? | Scope of Practice and Clinical Standards Policy | | |
| Aim(s) of this piece of work | <p>This policy defines the scope and limits of practice of our clinical staff and sets out the minimum standards required at a corporate, professional and regulatory level.</p> <p>The expected outcome is that staff practice to prescribed levels of care for their patients.</p> <p>All patients we attend are ultimately affected by the Scope of Practice and Clinical Standards Policy, as are all our clinical staff.</p> | | |

Summary of the decision:

- | | |
|---|--|
| <ul style="list-style-type: none"> • Aims and objectives • Key actions • Expected outcomes | <ul style="list-style-type: none"> • Who will be affected and how? • How many people will be affected? |
|---|--|

Aims

The Trust strives to deliver high quality care and this document contributes to the maintenance of the standards we set ourselves and those that are required contractually or from national performance standards.

We also strive to minimise adverse events and examples of where standards of care do meet expectation. This document will define clearly those standards for staff.

Objectives

To deliver a document which clearly states and defines the boundaries of care and treatment delivered by Trust staff.

Minimise clinical error by ensuring staff work within their scope and competency, and to prescribed care quality standards.

This policy is intended for all Clinical Staff.

Information and research:

- Outline the information and research that has informed the decision.
- Include sources and key findings.
- Include information on how the decision will affect people with different protected characteristics.

Consultation identified that there is a requirement for cultural awareness training at all levels throughout the organisation.

The policy has drawn on the following sources to develop the scope and limits of practice:

- Joint Royal Colleges Ambulance Liaison Committee (JRCALC)
- Institute of Health Care Development paramedic manual, IHCD 2007
- Institute of Health Care Development technician manual, IHCD 1999
- Health Care and Professions Council standards of proficiency: paramedics, HCPC 2007
- Nursing and Midwifery Council: Standards of proficiency
- General Medical Council: Standards Guidance for Doctors

Consultation and Involvement:

- Has there been specific consultation on this decision?
- What were the results of the consultation?
- Did the consultation analysis reveal any difference in views across the protected characteristics?
- Can any conclusions be drawn from the analysis on how the decision will affect people with different protected characteristics?

Please give a summary below to describe who you consulted and involved in the EA, when and how. Please also list any existing guidance or documentation referred to.

Members of the Trust's Inclusion Hub Advisory Group (IHAG) were asked to review the policy and provide feedback in relation to the impact it has on people with protected characteristics. IHAG did not identify any negative impacts for individual groups.

No adverse impact has been identified for people with protected characteristics; however there is a requirement to ensure that all practitioners (including volunteers) receive cultural awareness training, which is in the process of being made more robust through liaison between Learning and Development, members of the Inclusion Hub Advisory Group (IHAG) and the Inclusion Manager. (It is not permissible to make provision within any Trust document for something which is not actually in place.)

It is **recommended:**

1. That the section 4.7 of the policy be amended as follows:

This policy embraces diversity, dignity and inclusion in line with emerging Human Rights guidance. The Trust recognises, acknowledges and values differences across all people and their backgrounds. The Trust will treat everyone with courtesy and consideration to ensure that no-one is belittled, excluded or disadvantaged in any way, shape or form.

The Trust recognises, acknowledges and values differences across all people and their backgrounds. The Trust can't do this surely - it is the staff and you are right the Trust can only assure this by providing the relevant training.

The Trust will treat everyone with courtesy and consideration to ensure that no-one is belittled, excluded or disadvantaged in any way, shape or form.

2. That the policy be updated to reflect:
- All practitioners (including volunteers) will receive cultural awareness training as specified either within the Training Needs Analysis or through the Training and Education Development Process; and, if applicable, as part of their external qualification process.
3. In Section 11 – Associated Documentation add references to:
- Training and Education Development Procedure and processes

| Is the decision relevant to the aims of the equality duty? Does it: | Yes/No |
|---|---------------|
| 1. Eliminate discrimination, harassment and victimisation? | Yes |
| 2. Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it? | Yes |
| 3. Foster good relations between persons who share a relevant protected characteristic and persons who do not share it? | Yes |

Assess the relevance of the decision to people with different protected characteristics and assess the impact of the decision on people with different protected characteristics. When assessing relevance and impact, make it clear who the assessment applies to within the protected characteristic category. For example, a decision may have high relevance for young people but low relevance for older people; it may have a positive impact on women but a neutral impact on men.

| Protected characteristic | Relevance to decision High/Medium/Low/None | Impact of decision Positive/Negative/Neutral |
|---------------------------------|---|---|
| Age | None | Neutral |
| Disability | None | Neutral |
| Gender reassignment | None | Neutral |
| Marriage and civil partnership | None | Neutral |
| Pregnancy and maternity | None | Neutral |
| Race | None | Neutral |
| Religion or belief | None | Neutral |
| Sex | None | Neutral |
| Sexual orientation | None | Neutral |
| Human Rights | Relevance to decision High/Medium/Low/None | Impact of decision Positive/Negative/Neutral |
| | None | Neutral |

| Mitigating negative impact: | Yes/No |
|---|---------------|
| Have any negative impacts been identified? If yes, an Equality Analysis Action Plan must be completed and attached to the EA Record. A template for the action plan is available in the Equality Analysis Guidance on the Trust's website. | Yes |

Conclusion:

- Consider how due regard has been given had to the equality duty, from start to finish.

- There should be no unlawful discrimination arising from the decision.
- Advise on the overall equality implications that should be taken into account in the final decision, considering relevance and impact.

This EA has been carried out on an existing document. The document ensures that practitioners do not act outside of the scope of practice and do not therefore act in a way that disadvantages any person, taking into account protected characteristics, infringes on human rights, or leads to the wrong treatment by an unqualified practitioner. It also sets out the consequences for acting outside of the scope of practice, to ensure learning and the on-going delivery of the best service and treatment.

Consultation has taken place on the policy and identified no adverse impact on people with protected characteristics and no infringements on human rights. No unlawful discrimination has been identified.

An EA Action Plan has been developed in order to ensure that practitioners (including volunteers) receive cultural awareness training. Consultation identified the need to be assured that this will take place; ensuring awareness is raised and is fit for purpose for whoever the policy pertains to.

Once approved by the EA Checkpoint, this EA Record and, if appropriate, EA Action Plan must be attached to any Board, Committee or Working Group document relating to the decision.

EA Approval

| | |
|--|--|
| EA checkpoint | Jo Byers, Operational Business Development Lead |
| Outcome / Decision | EA Completed. |
| Reason for decision | No adverse impact on people with protected characteristics; or on human rights. Due regard has been given. With regard to delivering cultural awareness training, an EA Action Plan has been submitted to ensure this is addressed to minimise/mitigate the impact. |
| If approved: I have reviewed this Equality Analysis and to the best of my knowledge it and the document it relates to are non-discriminatory and support the aims of the Equality Act 2010. | |
| Signed:  | Date: 25/06/2013 |