

## 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:	20 <sup>th</sup> August 2013
What is being analysed?	<b>Patient Data and Health Records Management Procedures</b>		
Aim(s) of this piece of work	This procedure describes the processes for managing health records within the Health Records Department specifically. This document is limited to those staff concerned with, or working within Health Records.		

#### Summary of the decision:

- Aims and objectives
- Key actions
- Expected outcomes
- Who will be affected and how?
- How many people will be affected?

#### • The aims of this procedure are:

- This procedure applies primarily to the Health Records team who sort, scan and validate health records created by clinical staff who make direct contact with patients on behalf of South East Coast Ambulance Service NHS Foundation Trust (the Trust). It also has implications for all Trust staff who require copies of completed health records for other purposes.
- The purpose of this document is to collate the range of procedural processes to ensure that all health records are delivered and accounted for immediately after completion; are sorted and prepared appropriately prior to scanning; are scanned, processed and validated to a high level of accuracy; and all internal requests for health records are dealt with in a timely and appropriate manner.

**This policy is intended for Health Records 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 has identified no issues

#### 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.

This document was reviewed at a document workshop attended by an EA Reference group.

No adverse impact has been identified for people with protected characteristics

<b>Is the decision relevant to the aims of the equality duty?</b> Does it:	<b>Yes/No</b>
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.

<b>Protected characteristic</b>	<b>Relevance to decision</b> High/Medium/Low/None	<b>Impact of decision</b> 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
<b>Human Rights</b>	<b>Relevance to decision</b> High/Medium/Low/None	<b>Impact of decision</b> Positive/Negative/Neutral
	None	Neutral

<b>Mitigating negative impact:</b>	<b>Yes/No</b>
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.	NO

<b>Conclusion:</b>
<ul style="list-style-type: none"> <li>• Consider how due regard has been given had to the equality duty, from start to finish.</li> <li>• There should be no unlawful discrimination arising from the decision.</li> </ul>

- Advise on the overall equality implications that should be taken into account in the final decision, considering relevance and impact.
- This procedure considers applies due regard to the duty towards equality. The procedure has been critiqued by an EA Reference group who have not identified any discrimination.
- 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.

<b>EA Approval</b>	
<b>EA checkpoint</b>	Jo Byers, Head of Operational Business Development
<b>Outcome / Decision</b>	Agree with Equality Analysis.
<b>Reason for decision</b>	No EA impact identified for protected groups.
<b>If approved:</b> 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.	
<b>Signed:</b> 	<b>Date:</b> 20/1/14