

Equality Impact Assessment (EIA) Register

For the Period 1.4.2024 – 31.3.2025

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An Equality Impact Assessment (EIA) is a way of systematically and thoroughly assessing, and consulting on, the effects that a service or policy is likely to have on people from different characteristic groups.

The main purpose of an EIA is to pre-empt the possibility that any existing or proposed policy could affect some groups unfavourably. If appropriate, steps are taken to avoid this happening. EIA's are an ongoing process which is embedded in the Trust's policy development processes. All the policies listed below have received an initial screening as a minimum requirement. Existing policies will have an EIA on review.

	Policy No. (if applicable)	Name of policy, strategy, procedure or area being assessed	Aim of policy	Accountable Director	Responsible person, dept, or assessment carried out by [Title]	Date of Completion
1	OP17	Preceptorship Policy	This document will explain how the Trust is meeting the Preceptorship standards set by Health Education England (HEE, 2015) in Appendix. This also will provide all registered healthcare staff with the specifications of the approach, structure, and delivery method of the RWT Preceptorship Programme.	Chief Nursing Officer	Preceptorship Lead	April 2024
2	IP06	Prevention and Control of Clostridium difficile Diarrhoea	This policy will be implemented to reduce the risk of Clostridioides difficile infection (CDI) using a health- economy approach, when a single case or period of increased incidence of CDI is confirmed or suspected or when an outbreak of CDI is suspected. It contains attachments detailing specific management and preventative actions to take relating to CDI related deaths or clusters.	Chief Nursing Officer	Infection Prevention Nurse	April 2024

3	SOP13	Maintaining Professional Registration Procedure	The purpose of this procedure is to provide a robust framework that provides ongoing assurance that all employees maintain their registration and have not been removed or cautioned by their professional registration body for misconduct whilst employed by the Trust	Chief People Officer	Resourcing Manager	April 2024
4	HS10	Waste Management Policy	The Policy has been developed to address and implement the requirements of all prevailing legislation, regulations, best practice guidelines, sustainability and to formulate a framework for a Trust wide set of procedures (See Attachments 1, 2 and 3), covering the safe management of all categories of waste i.e. controlled, infectious, hazardous, domestic (including recyclable materials where appropriate) and radioactive waste and to clearly identify where responsibility lies at any point within the waste cycle from production to final disposal	Chief Operating Officer	Waste Services Manager	April 2024
5	OP67	Patient Escort Policy	The purpose of this policy is to ensure that adult patients are safely transferred between departments internally within the hospital without compromising their condition, ensuring that appropriate personnel to escort them and equipment is identified.	Chief Nursing Officer	Matron for Capacity and Patient Flow	April 2024
6	CP19	Mental Capacity Act (2005) Policy	The purpose of this policy is to ensure that adult patients are safely transferred between departments internally within the hospital without compromising their condition, ensuring that appropriate personnel to escort them and equipment is identified.	Chief Nursing Officer	Safeguarding Adult Lead	April 2024
7	SOP10	Internal Transfer Scheme for Registered Nurses and Unregistered Healthcare Workers Procedure	The procedure is designed to facilitate internal movement of registered and unregistered nursing employees where it is mutually beneficial, supports staff engagement and long term workforce planning	Chief People Officer	Resourcing Manager	April 2024
8	PRT04	Respiratory Illnesses Protocol	This protocol aims to reduce the spread of respiratory viruses such as seasonal, avian, pandemic influenza, respiratory syncytial virus (RSV) and severe acute respiratory syndromes (SARS)	Chief Nursing Officer	Senior Matron Infection Prevention	April 2024

9	HR22	Staff Dress Code and Uniform Policy	<p>This policy sets out the expectations of the Trust in relation to corporate dress code and wearing of Trust uniforms. The Trust considers that the way employees dress and their appearance is of significant importance in portraying a professional image to all users of its service, whether patients, visitors, clients or colleagues.</p> <p>The Dress Code and Uniform Policy is necessary in order to:</p> <ol style="list-style-type: none"> Maximise infection prevention Minimise the risk of injury to patients Comply with Health and Safety Regulations Provide a Corporate image Enhance Trust security arrangements Comply with Food and Safety Legislation 	Group Chief People Officer	Divisional HR Manager	April 2024
10	SOP08	Engagement of Temporary Workers Procedure	<p>The purpose of this procedure is intended to provide guidance to all manager engaging temporary workers either agency or bank. Enabling the Trust to respond to staffing difficulties consistently and to be compliant with to NHSE rules regarding agency usage and IR35 Regulations, ensuring financial rigor.</p> <p>This procedure does not apply to The Royal Wolverhampton NHS Trust employees and other staff when SLAs, Honorary Contracts or Letter of Authorities).</p>	Group Chief People Officer	Head of Resourcing	May 2024
11	CP65	The Safe Management of Sharps, Swabs, Instruments, Needles and other Accountable items used during surgical and interventional procedures within the Royal Wolverhampton NHS Trust	<p>This policy describes the measures that must be used for the safe management of sharps during invasive procedures and for checking recording of swabs, instruments, needles, and other accountable items. The policy describes the correct procedures when discrepancies occur. In addition, it has been developed to ensure that staff do not breach their duty of care and are aware of their own and each other's individual responsibility and accountability for counts during a surgical / interventional procedure.</p>	Chief Medical Officer	Matron, Critical Care Services Directorate,	May 2024
12	OP100	The use of safety checklists for patients undergoing surgical and	<p>This policy defines the safety checks that must be used to improve the safety of patients undergoing surgery in operating theatres and the safety of patients undergoing interventional and surgical procedures outside the operating theatres. This will</p>	Chief Medical Officer	PDP Theatres	May 2024

		interventional procedures	apply to appropriate inpatient, day case and outpatient procedures.			
13	OP03	Cancer Operational Policy	This policy sets out The Royal Wolverhampton NHS Trust (RWT) operational policy for the management of cancer pathways and associated clinical and non-clinical information required in association with patient whom a referral is made with a suspicion of cancer through to the treatment for cancer. It details how the organisation will approach the management of patients to optimise access and ensure a high quality of care is provided including compliance with the national Cancer Waiting Times (CWT) targets, Cancer Outcome Service Database (COSD).The overall purpose of the policy is to give a consistent approach to the management of cancer waiting times and associated information across the organisation.	Chief Operating Officer	Head of Cancer Services	May 2024
14	HR25	Expenses Policy	The purpose of this policy document is to set out the Trust's policy on the reimbursement of expenses incurred by staff when on Trust business away from their normal place of work. The expenses covered by this policy are: <ul style="list-style-type: none"> • Travel Expenses for official journeys (mileage, public transport, taxi fares) • Subsistence Allowances • Training/Study Leave Expenses • Telephone Expenses 	Chief Financial Officer	Head of Financial Governance and Transactions	June 2024
15	MP11	1 Covid-19 Vaccine Handling and Management Policy	The objectives of this policy are as follows. Medical Director To ensure that all staff involved in delivery of the vaccination programme are aware of, and adhere to, correct procedures for the ordering, receipt, storage and administration of the product. To ensure that the physical and biochemical integrity and sterility of all vaccines and related medicines is maintained. To ensure that all staff involved in delivery of the vaccination programme are aware of the relevant characteristics of COVID-19 vaccines and the implications this has for vaccine efficacy and patient safety. To provide assurance that vaccine safety, sterility, quality and efficacy are protected. To define key roles and responsibilities needed to deliver this assurance.	Medical Director	Clinical Director of Pharmacy	June 2024

			To ensure that all staff understand their critical roles and responsibilities in delivering these objectives.			
16	OP06	Media Relations Policy	This policy outlines the procedures for handling the media and what staff must do if they are approached by the media or are involved in a situation that will attract media attention. It applies to all staff employed by the Trust, including students, volunteer workers, contractors, temporary staff and those seconded to the Trust	Group Director of Communications and Stakeholder Engagement	Head of Communications	June 2024
17	MP03 -	Medicines Reconciliation	The purpose of this policy is to guide all clinical staff when carrying out medicines reconciliation processes for patients. It also reduces the risk to patients of medicines errors and complies with the Medicines Reconciliation section of the March 2015 NICE guidance for Medicines Optimisation (1). Admission to hospital provides an opportunity to make appropriate changes to medication, however the process of medicines review is beyond the scope of this policy	Chief Medical Officer	Assistant Director of Pharmacy – Clinical Services	June 2024
18	PRT02	Inclement Weather Protocol	There are occasions when inclement conditions may necessitate managers considering some alterations to normal working patterns. This protocol will assist in determining the most appropriate way to handle such situations; the following guidelines are provided	Chief People Officer	HR Manager	June 2024
19	CP53	Safeguarding Adults Policy	The purpose of the Safeguarding Adults at Risk policy is to promote and develop a culture that values and protects the rights of RWT service users to live free from harm abuse or neglect. All aspects of this document regarding potential Conflicts of Interest should refer first to the OP109 - Conflicts of Interest Policy. In adhering to this Policy, all applicable aspects of the Conflicts of Interest Policy must be considered and addressed. In the case of any inconsistency, the Conflict-of-Interest Policy is to be considered the primary and overriding Policy	Chief Nursing Officer	Named Nurse for Safeguarding Adults.	July 2024
20	OP110	PREVENT Policy	The Prevent Statutory Duty issued under section 26 of the Counter-Terrorism and Security Act 2015 places a duty on certain bodies (“specified authorities” listed in Schedule 6 to the Act) including the health sector, in the exercise of their functions to have “due regard to the need to prevent people from being	Chief Nursing Officer	Named Nurse, Safeguarding Children	July 2024

			drawn into terrorism.” This policy is applicable to all Trust staff members			
21	IP01	Hand Hygiene Policy	This policy aims to define to all staff the expected standards for hand hygiene to deliver safe care and comply with the Health and Social Care Act (2012): Code of Practice for the Prevention and Control of Infection (2012).	Chief Nursing Officer	Senior Infection Prevention Nurse	July 2024
22	MP09	ePMA Policy	The electronic Prescribing and Medicines Administration (ePMA) Policy outlines how the ePMA system must be used within the Trust. It provides an electronic system for prescribing, clinical checking, supplying, and administering medication. The system must enable the Trust to reduce the risk of medication errors. The ePMA system also provides a Decision Support System (DSS) to aid safer prescribing and administration	Chief Medical Officer	Digital Lead Pharmacist & Director of Pharmacy	July 2024
23	CP11	Resuscitation Policy	The purpose of the policy is to provide direction and guidance for the planning and implementation of a high-quality and robust resuscitation service to the organisation. The strategy for resuscitation incorporates the current published guidelines for resuscitation (Resuscitation Council UK 2021)	Chief Medical Officer	Resuscitation Group	July 2024
24	OP52	Patient Identification Policy for Adults and Paediatric Inpatients and Day Case Units	The safety of many treatments and activities within the Trust depends on ensuring that correct patient identity has been established. This policy has been developed to provide guidance for ensuring that staff can correctly identify patients prior to the delivery of any care episode or intervention.	Chief Nursing Officer	Senior Adult Matron- Adult Community Services Group	July 2024
25	SOP33	The Verification Process to Ensure that the Correct Patient is Discharged to the Correct Destination	his Standard Operating Procedure (SOP) defines the process that is to be followed to ensure that the correct patient is discharged to the correct destination.	Chief Nursing Officer	Senior Matron Capacity and Patient Flow	August 2024
26	OP28	Management of Prisoner Attendance Policy	The purpose of this Policy is to ensure: The maintenance of high standard of security for all Wards and Departments of the Trust; That under no circumstances will the personal safety and well-being of all parties be compromised. A standardised approach to the management of prisoners who are onsite receiving Clinical Care.	Chief Operating Officer	Trust Security Manger /LSMS	August 2024

27	HR48	Workplace Health and Wellbeing Policy	This policy forms part of the Trust's arrangements to: Support the good health of staff; Support the wellbeing of staff; Support and develop the Trust health and wellbeing approach across RWT; Provide guidance to managers to enable them to support staff; Provide guidance and signposting to employees to support self-management of their health and wellbeing.	Director of Operational Human Resources and Organisational Development	Deputy Director of Operational Human Resources and Organisational Development	August 2024
28	CP42	Prevention and Management of Adult and Paediatric Inpatient Falls Policy	To ensure compliance with evidence based best practice, guidance and national regulations as determined by the Royal College of Physicians, National Institute for Health Care Excellence, MHRA, NPSA, NHS Patient Safety Strategy, PSIRF, NHSI, NAIF and NHS Resolution to reduce the number of avoidable inpatient falls to improve patient safety, and quality of care, reduce harm to patients, improve outcomes and facilitate continual learning and improvements in practice. To provide access to advice and guidance for all staff on the correct practice and procedures in the prevention and management of inpatient falls.	Chief Nursing Officer	Senior Sister - Quality	August 2024
29	OP05	Adult Safeguarding Supervision Policy	This document outlines the process and expectations of supervisors and supervisees and provides documentation for the recording of supervision in safeguarding cases.	Chief Nursing Officer	Safeguarding Adults Lead	September 2024
30	OP103	Electronic Rostering Policy	This policy covers the standards required for the effective utilisation and management of the Trust's workforce through efficient electronic rostering.	Chief People Officer	E-Rostering Manager	September 2024
31	IP19	Blood and Body Fluid Spillage Management	This policy provides guidance on the management of blood and/or body fluid spillage. This poses a potential risk of infection, particularly to those who may be exposed while providing health care. The Trust is committed to reducing and managing this risk, ensuring effective and safe practice. This policy provides guidance on the management of blood and/or body fluid spillage.	Chief Nursing Officer	Infection Prevention Team	September 2024
32	IP09	Glove Policy	In recent years concern among health care workers and the general public, with regard to the hazards and modes of transmission of various pathogens, has led to the increased use of barriers against infection, with gloves forming a primary method of protection. This policy provides guidance for all staff	Chief Nursing Officer	Infection Prevention Team	September 2024

			on the purchase, selection and safe practice for the use of disposable gloves.			
33	CP39	Criteria Led Discharge Policy	The purpose of the Policy is to provide a structure and process to support registered healthcare practitioners (Nurses, Pharmacists, and Allied Health Professionals) to discharge a patient based on criteria set by the Lead Clinician (LC). This Policy complies with NHS England (NHSE) guidance for Criteria Led Discharge (2021).	Chief Nursing Officer	Chief Allied Health Professional and Research Lead	October 2024
34	CP05	Transfer of patients between wards, departments, specialist Units and Other Hospitals	This policy identifies the Trust's expectations for the safe transfer of patients internally to other departments and externally to specialist units or other hospitals. It applies to all Royal Wolverhampton NHS Trust staff employed on a substantive or temporary contract, including Bank and Agency staff, who may be required at any time to undertake patient transfers internally and externally	Chief Nursing Officer	Clinical Director, Critical Care Services (Div 1)	October 2024
35	HS01	Management of Health and Safety Policy	The purpose of this policy is to ensure the Trust complies with the requirements of Health and Safety Legislation; notably the key elements of the Health and Safety at Work Act 1974 and Regulations made under the Act. The Trust must have in place clear lines of accountability and responsibility at all levels within the Trust and for all aspects of health and safety.	Group Director of Assurance	Health and Safety Manager	October 2024
36	GDL15	Digoxin Prescribing Regimen	Digoxin is a cardiac glycoside that increases the force of myocardial contraction and reduces conductivity within the atrioventricular node. Digoxin is used to manage atrial flutter/fibrillation and heart failure. It has a narrow therapeutic index, thus careful dosing and sometimes monitoring is necessary	Chief Medical Officer	Senior Pharmacist - Cardiac Service	November 2024
37	IP02	Preventing Infection Associated with the Built Environment	The objectives of this policy are: To ensure a risk assessment is undertaken for bespoke and routine Estates maintenance works across the organisation; To ensure that the risk assessment is reviewed at regular intervals, as indicated in Appendix 1, with infection prevention and project managers to ensure continued compliance and highlight any further risks; For robust project management of infection prevention issues in relation to demolitions, excavations, new builds and refurbishments; To adequately investigate any infections which	Chief Nursing Officer	Senior Matron, Infection.	November 2024

			are suspected to have arisen from Estates or development work across the organisation; To ensure building work adjacent to or in close proximity to the Trust sites are discussed with local authority in relation to probable risk to the safety of patients.			
38	OP09	Corporate Policy and Framework for the Governance of Partnership Agreements	This policy and framework are intended to ensure effective arrangements are put in place for the governance of partnerships.	Group Chief Strategy Officer	Group Company Secretary	November 2024
39	OP109	Conflicts of Interest Policy (RWT/WHT Combined Policy)	The Policy provides the instructions for declaration of: <ol style="list-style-type: none"> 1. Gifts 2. Hospitality 3. Outside employment 4. Shareholdings and other ownership interests 5. Patents 6. Loyalty interests 7. Donations to Charitable Trusts 8. Clinical private practice 9. Sponsored events 10. Sponsored research 11. Sponsored posts 12. No declared interests (Nil Return) 	Group Chief Financial Officer	Group Chief Strategy Officer	Group Company Secretary
40	HS26	Fire Safety Policy	This policy sets out how the Trust will comply and demonstrate its compliance with the requirements of fire safety legislation. It should be read in conjunction with the NHS PAM SH14 Safety Plan. This policy sets out the clear lines of accountability and responsibility at all levels within the organisation in respect of fire safety	Chief Operating Officer	Group Head of Fire Safety Services	November 2024
41	IP07	High Consequence Infectious Disease policy (HCID)	This policy directs what RWT staff should do on the identification, risk assessment, control of infection and options for isolation of High Consequence Infectious Disease (HCID) and viral haemorrhagic fever in the UK. This now includes isolation of VHF infection within a High-Level Isolation Unit (HLIU).	Chief Nursing Officer	Senior Infection Prevention Nurse	November 2024

42	CP08	Children and Young People in Care Policy	This policy provides guidance and support in relation to Children and Young People in care aimed at practitioners trust wide. It provides support for practitioners in completing statutory health assessments, outlines roles and responsibilities of the team, organisation and individuals working for the trust ensuring safe and effective standards of care are delivered for Children and Young People in Care.	Chief Nursing Officer	Authors: Matron for Children & Young People in Care Named Nurse Children & Young People in Care Named Doctor Children & Young People in Care	December 2024
43	MP15	FP10 Prescriptions Policy	The purpose of this policy is to ensure FP10 prescriptions are used in an appropriate and consistent manner within the Trust. The security and issuing of FP10 prescriptions laid out in the policy are to minimise the risk of prescription pads being lost, stolen or used in an unauthorised way.	Clinical Director of Pharmacy	Senior Pharmacist Medication Safety Officer	December 2024
44	CP60	Management of Pleural Diseases Policy	This policy supports clinicians involved with managing pleural diseases to deliver high standards of care. It is expected that implementation of this policy will ensure that patients diagnosed with pleural diseases are managed appropriately, safely and within acceptable timescales, to result in satisfactory clinical outcomes.	Chief Medical Officer	Consultant Respiratory Physician	December 2024
45	MP07	Non-Medical Prescribing Policy	This policy identifies the organisational systems and processes required to support non-medical prescribing in Royal Wolverhampton NHS Trust. It states the criteria for non-medical prescribing, identifies how practitioners can access training and maintain their necessary competencies.	Chief Nursing Officer	Assistant Director of Pharmacy – Quality and Governance	December 2024
46	SOP23	Survey Monkey SOP (RWT/WHT Combined SOP)	The Trust needs to undertake surveys as and when required, and to ensure they meet the required standards of good governance, data handling and security. The Trust has procured a license for access to and the use of Survey Monkey (henceforth referred to as 'Survey Monkey' or 'the product') to meet the governance, security and data handling requirements of such survey and data collection.	Group Director of Assurance	Group Company Secretary	December 2024

			This procedure describes the agreed and allowed process for undertaking such activity, access to and use of the product, and all requirements therein.			
47	HR29	On-Call Policy Policy – Agenda for Change (AfC)	This policy sets out the Trust’s local arrangements for the management and payment of on-call work and applies to the posts of all employees covered by the NHS AfC Terms and Conditions of Service.	Chief People Officer	Senior HR Manager	January 2025
48	GOP02	Patient Safety Incident Response Policy	This policy sets out The Royal Wolverhampton NHS Trust and Walsall Healthcare NHS Trust’s (‘The Group’) commitment, and approach, to deliver the principles and requirements of the new national Patient Safety Incident Response Framework (PSIRF).	Group Director of Assurance	Group Patient Safety Specialist	January 2025
49	IP11	Infection Prevention: Management of Patients affected by Common UK Parasites	To ensure the relevant action and management of patients with ectoparasitic infestation is undertaken and to prevent further spread of infestation.	Chief Nursing Officer	Infection Prevention Nurse	February 2025
50	SOP16	Standard Operating Procedure for Mattress and Cushion Care	This SOP is intended for all Royal Wolverhampton NHS Trust (RWT) staff who provide clinical care for patients or have responsibility for storage, movement, disposal and care of Trust mattresses and cushions. The term mattress applies to bed and trolley mattresses	Chief Nursing Officer	Senior Matron Infection Prevention	March 2025
51	CP67	Identification and Management of Female Genital Mutilation Policy (FGM)	The purpose of this policy is to reduce the risk of serious harm by offering early intervention in the lives of families affected by FGM. This document directs the consistent approach to managing cases of FGM within The Royal Wolverhampton NHS Trust (RWT). Effective pathways and a robust information sharing process between health and partner agencies are required to protect victims and girls from risk of significant harm.	Chief Nursing Officer	Named Nurse Safeguarding Children	March 2025
52	HR03	Disciplinary Policy	This policy and its associated attachments provide standards of behaviour and conduct to be adhered to by staff, as well as a framework in which to manage misconduct and gross misconduct.	Group Chief People Officer	Senior HR Manager	March 2025
53	SOP18	Overseas Visitors Policy	Process to follow for Trust staff when an overseas visitor attends for treatment.	Chief Financial Officer	Directorate Manager/ Financial Controller	February 2025