

## INITIAL SCREENING TOOL

**Title of policy/service/function/procedure/programme/ or strategy being assessed: TP/024 – Managing patient confidentiality when dealing with the media**

(Please remember that even informal policies & procedures need to be equality analysed.)

**Is it new**  **or revised**

(If revised, please attach a copy of the original Equality Analysis.)

**Senior Manager Responsible** Alex Bass and Anna Macarthur

**Department** Communications

**Section** Communications

**EQUALITY ANALYSIS SCREENING TEAM** (Please enter below the names of the project team members who carried out this initial screening with you and their role in the screening (e.g. team colleague or critical friend).

<b>Name</b>	<b>Department</b>	<b>Role</b>
Alex Bass	Communications	Communications Manager
Anna Macarthur	Communications	Communications Manager

Title: Equality Analysis Tool & Guidance	Version: 1.1
Date: 12/07/2011	Owner: Equality and Inclusion

Date of screening

3 May 2013

Please summarise below the aims and objectives of this policy/service/function etc. including any intended outcomes.

To protect patients' right to privacy and confidentiality when the Service deals with the media, working within existing NHS and Department of Health guidelines.

Please state below who is intended to benefit from this policy/service/function etc. and in what way.

All patients about who the media request information, either directly by name or their address, or as a result of their involvement in a newsworthy incident in a public place.

Please state in the table below whether the policy/service/function etc. could have any potential impact on anyone from a "protected characteristic" group, whether service users, staff or other stakeholders

<b>"Protected Characteristic Group"</b>	<b>Is there likely to be a positive or neutral impact in regard to:</b>	<b>If the impact is adverse, can this be justified on the grounds of promoting equality of opportunity for a "protected characteristic" group or for another reason?</b>
<b>Age</b>	Neutral	
<b>Disability</b>	Neutral	
<b>Gender Reassignment</b>	Neutral	
<b>Marriage and Civil Partnership (duty only applies to elimination of discrimination)</b>	Neutral	
<b>Pregnancy and</b>	Neutral	

Title: Equality Analysis Tool & Guidance

Version: 1.1

Date: 12/07/2011

Owner: Equality and Inclusion

<b>Maternity</b>		
<b>Race</b>	Neutral	
<b>Religion or Belief</b>	Neutral	
<b>Sex</b>	Neutral	
<b>Sexual Orientation</b>	Neutral	

**Can the policy/service/function etc. be used to advance equality and foster good relations, including for example, participation in public life? If so, how?**

We have given consideration to whether the policy could be used for this purpose, but have concluded that it relates primarily to day-to-day reactive media enquiries and issues, as opposed to a wider communications strategy which would cover more proactive and targeted work.

**Please provide and summarise below any relevant evidence for your declaration above, including any engagement activities – this could include for example the results of specific consultations, complaints or compliments, customer satisfaction or other surveys, service monitoring and take-up, comments from stakeholders and demographic data.**

The policy was initially developed, and since revised, in line with Department of Health guidelines around protecting patient confidentiality and information. It is limited to the use of factual information, including the fact that the majority of the protected characteristics are never disclosed. The only ones that are released without consent relate to a patient's age and sex, and then only when done in a way that will not lead to them being identified.

**Are there any gaps in the evidence you have which make it difficult for you to determine whether there would be an adverse impact?**

No  Yes

Title: Equality Analysis Tool & Guidance	Version: 1.1
Date: 12/07/2011	Owner: Equality and Inclusion

If yes, please state below how you intend to acquire this evidence and your timescales for doing so.

N/A

You must complete a full Equality Analysis if you have identified a positive or negative potential impact for any “protected characteristic” group, which is not legal or justifiable or if you have identified any gaps in evidence which make it difficult for you to determine whether there would be adverse impact. Please insert below any issues you have identified/recommendations for the full Equality Analysis.

N/A

If you have only identified a neutral or positive impact on any “protected characteristic” group then no further action is required, other than having your Director sign off this form, a copy stored on the shared drive and sent to Communications for publication on the Trust’s website

Name of Director: Angie Patton

Signature:



Date: 16 May 2013

Title: Equality Analysis Tool & Guidance	Version: 1.1
Date: 12/07/2011	Owner: Equality and Inclusion