



### Initial Screening Tool

Title of policy/service/function/procedure/ programme/ or strategy being assessed: TP/034 Being Open Policy

Is it new  or revised

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

Senior Manager Responsible John Wilkins

Department Governance and Compliance Team

Section

### Equality Impact Assessment Screening Team

Name	Department	Role
Stephen Moore	Governance and Compliance Team	Head of Records Management and Business Continuity
John Wilkins	Governance and Compliance Team	Head of Governance
Jonathan Nevison	Programme & Project Management Office	Programme Manager (Critical friend)
Victoria Smith	Governance and Compliance Team	Records Manager (Temp)

Date of screening 26/08/2010

Title: Equality Impact Assessment Guidance and Form	Version: 3.0
Date: 16/03/2010	Owner: Equality and Inclusion



# London Ambulance Service

NHS Trust



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

1. To ensure that patients, their families and carers, and staff all feel supported when patient safety events occur and mistakes are made.
2. To improve the quality and consistency of communication with patients, their families and carers when patient safety events occur, so that they promptly receive the information they need to enable them to understand what happened; that a meaningful apology is offered; and they are informed of the action the organisation will take to try and ensure that a similar type of patient safety event does not recur.
3. To provide clear information to staff on what they do when they are involved and the support available to them to cope with the consequences of what happened and to communicate with patients, their families and carers effectively.

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

Trust – benefits through openness and clarity as an organisation, and provides a defined process for ensuring that the Trust is being open when handling patient incidents and identifying the lessons learned.

Staff – empowers staff to feel more confident in their approach to patients.


Patients – openness provides particular benefits to patients giving them assurance that the Trust will approach the resolution of the incident in a fully transparent manner and will learn from any mistakes.

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Please state in the table below whether the policy/service/function etc. could have any potential impact on any of the equality strand groups, whether service users, staff or other stakeholders

Equality Strand Group	Is there likely to be a positive or neutral impact in regard to:	If the impact is adverse, can this be justified on the grounds of promoting equality of opportunity for an equality strand group or for another reason?
Age	Neutral	
Disability	Neutral	
Gender	Neutral	
Race	Neutral	
Religion or Belief	Neutral	
Sexual Orientation	Neutral	

Please provide and summarise below any relevant evidence for your declaration above – 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.

No complaints have been received by PED relating to the effect of this policy on the treatment of the equality strand groups.

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

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

N/A

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If you have identified a positive or negative potential impact for any equality strand group, which is not legal or justifiable, then you must complete a full Equality Impact Assessment. Please insert below any issues you have identified/recommendations for the full Equality Impact Assessment.

Meeting with patients/ carers – are the needs of the patient/carer taken into consideration when meetings are arranged. s

If you have only identified a neutral or positive impact on any equality strand 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: Sandra Adams

Signature:

Date:

21/03/10

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