

APPENDIX 2

ASHFORD & ST. PETER'S HOSPITAL NHS TRUST

Equality Impact Assessment Summary

Name: Andrew Moth

Policy/Service: Policy on the retention of radiology transitory record

Background

- Description of the aims of the policy
- Context in which the policy operates
- Who was involved in the Equality Impact Assessment

To be clear about what is meant by a transitory record.
To state how long transitory records are kept with a list of exceptions.
Images are now stored on PACS but historical transitory records are stored in a film library. A mechanism for specified records not to be destroyed is in place. This is still considered necessary.

The policy is relevant to all clinicians and health providers.

The Equality Impact Assessment tool has been reviewed by Andrew Moth (operations manager, imaging) in consultation with Sarah Johnston (Head Of Quality & Integrated Governance) and Dr Jonathan Glover (acting clinical director, imaging).

Methodology

- A brief account of how the likely effects of the policy was assessed (to include race and ethnic origin, disability, gender, culture, religion or belief, sexual orientation, age)
- The data sources and any other information used
- The consultation that was carried out (who, why and how?)

The policy does not discriminate in terms of race, ethnic origin, disability, gender, culture, religion and sexual orientation. It is a statutory requirement that children's records are retained to the age of 25 and mammograms for 7 years.

Consultation was carried out when the policy was compiled. There are no changes.

Key Findings

- Describe the results of the assessment
- Identify if there is adverse or a potentially adverse impacts for any equalities groups

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There are no adverse or potentially adverse impacts in this policy.

Conclusion

- Provide a summary of the overall conclusions

This policy has been discussed with Sarah Johnston. There are no foreseeable equality issues.

Recommendations

- State recommended changes to the proposed policy as a result of the impact assessment
- Where it has not been possible to amend the policy, provide the detail of any actions that have been identified
- Describe the plans for reviewing the assessment

No changes are proposed.

The assessment should be reviewed in **3 years**.

Guidance on Equalities Groups

<p>Race and Ethnic origin (includes gypsies and travellers) (consider communication, access to information on services and employment, and ease of access to services and employment)</p>	<p>Religion or belief (include dress, individual care needs, family relationships, dietary requirements and spiritual needs for consideration)</p>
<p>Disability (consider communication issues, access to employment and services, whether individual care needs are being met and whether the policy promotes the involvement of disabled people)</p>	<p>Sexual orientation including lesbian, gay and bisexual people (consider whether the policy/service promotes a culture of openness and takes account of individual needs)</p>
<p>Gender (consider care needs and employment issues, identify and remove or justify terms which are gender specific)</p>	<p>Age (consider any barriers to accessing services or employment, identify and remove or justify terms which could be ageist, for example, using titles of senior or junior)</p>
<p>Culture (consider dietary requirements, family relationships and individual care needs)</p>	<p>Social class (consider ability to access services and information, for example, is information provided in plain English?)</p>