

Equality Impact Assessment (EqIA) Screening Template

The Equality Impact Assessment Screening Template is a short exercise that involves looking at the overall proposal and deciding if it is relevant to the Public Sector Equality Duty, and other key areas.

The questions in the Screening Template below will help you to decide if the proposal is relevant to the Equality Act 2010 and whether a detailed EqIA is required. The key question is whether the proposal is likely to have an impact (either positive or negative) on any of the protected characteristics.

Quite often, the answer may not be obvious, and staff, service-user or provider information will need to be considered to make a preliminary judgment.

There is no one size fits all approach, but the screening process is designed to help fully consider the circumstances and to inform evidence based decisions.

Note: If the proposal is of a significant nature and it is apparent from the outset that a full Equality Impact Assessment (EqIA) will be required, then it is not necessary to complete the Screening Template and you can proceed to complete the full EqIA.

What to do:

In general, the following questions all feed into whether an EqIA is required:

- How many people is the proposal likely to affect?
- How significant is its impact?
- Does it relate to an area where there are known inequalities?

At this initial screening stage, the point is to try to assess obvious negative or positive impacts.

You will need to provide sufficient information within the template to justify the assessment of impact.

If a negative/adverse impact has been identified (actual or potential) during completion of the screening tool, a full EqIA must be undertaken.

If no negative / adverse impacts arise from the proposal, it is not necessary to undertake a full EqIA however, the decision and justification must be clearly recorded.

On completion of the Screening Template, staff should:

- Check that all sections of the template are fully completed
- Ensure that the Project/Policy owner has signed off the Screening Template
- Send a copy of the completed template along with the related policy to the Diversity & Inclusion Team for them to review – email this to Inclusion.hdd@wales.nhs.uk

Date of commencement of Screening Assessment:	16th May 2024
Screening conducted by (name and email address):	Ceri Griffiths Ceri.griffiths7@wales.nhs.uk
Title of programme, policy or project being screened:	1256 – Patient Boarding Protocol

Description of the programme/policy/project being screened (including key aims and objectives)

This document sets out the HDUHB’s Procedure for the implementation of the Patient Boarding Procedure, a process where suitably identified patients are moved from an emergency admission / assessment area to a receiving ward, with an identified discharge, prior to a bed being available on the receiving ward. The ward will then have one additional patient above its established operating capacity.

This Procedure is designed to support safety and quality across all areas, including wards, when the hospital is full by outlining the escalation plan. It also describes the mandated actions necessary when the emergency department (ED), as the main point of entry for emergency admissions, has more patients than it can potentially safely care for. The purpose of this Procedure is to support safe, accountable decision making when the decision is made to instigate the boarding of additional patients and outline the principles to be considered.

Evidence considered (including staff and population data, relevant research, expert and community knowledge etc.)

[489 - Emergency Pressures Escalation Policy](#)

<https://www.adss.cymru/en/blog/view/guidance-on-unscheduled-care-national-emergency-pressures-escalation-and-de-escalation-action-plan/fileAttachment> (updated version due 2024)

Assess which protected characteristics will potentially be affected by the proposal:

Group	Positive Impact	Negative Impact	No Impact
Age Is it likely to affect older and younger people in different ways or affect one age group and not another?		X	
Disability		X	

Those with a physical disability, learning disability, sensory loss or impairment, mental health conditions, long-term medical conditions such as diabetes			
Gender Reassignment Consider the potential impact on individuals who either: <ul style="list-style-type: none"> • Have undergone, intend to undergo or are currently undergoing gender reassignment. • Do not intend to undergo medical treatment but wish to live in a different gender from their gender at birth 			X
Marriage / Civil Partnership This also covers those who are not married or in a civil partnership.			X
Pregnancy and Maternity Maternity covers the period of 26 weeks after having a baby, whether or not they are on Maternity Leave			X
Race / Ethnicity People of a different race, nationality, colour, culture or ethnic origin including non-English / Welsh speakers, gypsies/travellers, asylum seekers and migrant workers.			X
Religion or Belief The term 'religion' includes a religious or philosophical belief.			X
Sex Consider whether those affected are mostly male or female and where it applies to both equally does it affect one differently to the other?			X
Sexual Orientation Whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes.			X

Consider the potential impacts of the programme/policy/project on the following wider determinants:

Additional Determinants	Positive Impact	Negative Impact	No Impact
<p>Armed Forces Community Consider members of the Armed Forces and their families, whose health needs may be impacted long after they have left the Armed Forces and returned to civilian life. Also consider their unique experiences when accessing and using day-to-day public and private services compared to the general population. It could be through ‘unfamiliarity with civilian life, or frequent moves around the country and the subsequent difficulties in maintaining support networks, for example, members of the Armed Forces can find accessing such goods and services challenging.’</p> <p>For a comprehensive guide to the Armed Forces Covenant Duty and supporting resource please see: Armed-Forces-Covenant-duty-statutory-guidance</p>			X
<p>Socio Economic Duty Consider those on low income, economically inactive, unemployed or unable to work due to ill-health. Also consider people living in areas known to exhibit poor economic and/or health indicators and individuals who are unable to access services and facilities. Food / fuel poverty and personal or household debt should also be considered.</p> <p>For a comprehensive guide to the Socio-Economic Duty in Wales and supporting resource please see: more-equal-wales-socio-economic-duty</p>			X
<p>Welsh Language Please note opportunities for persons to use the Welsh language and treating the Welsh language no less favourably than the English language.</p>			X

Summary of Potential Impacts Identified

Positive Impacts

The patient boarding protocol has been developed to improve patient flow through emergency departments and reduce delays with ambulance handovers where patients may be unable to be admitted into the emergency department due to lack of beds. By sharing the risk across the wider hospital system, patients needing to be admitted to ED will have more timely admissions and treatment.

Negative Impacts

While this protocol may impact on any person being admitted to an acute hospital or waiting discharge, patients more likely to be attending emergency departments including elderly and those with chronic disabilities may be disproportionately impacted. Patients due to be discharged are likely to be impacted most as it is this patient group who would be moved out of their hospital bed area to another area such as the discharge lounge or a non clinical space to enable the admission of an acutely unwell patient from ED to the ward area.

Has the screening identified any negative impacts?	Yes	No
---	-----	----

If yes, a full Equality Impact Assessment will need to be undertaken.		
--	--	--

If No negative impacts were identified, please give full justification here

Screening Completed by:	Name	
	Title	
	Contact details	
	Date	
Screening Authorised by: (Project / Policy Owner)	Name	
	Title	
	Contact details	
	Date	
Seen by Diversity & Inclusion Team:	Name	
	Title	
	Contact details	
	Date	