

# Equality Impact Assessment

## 1. Initial Screening Process

1.1 Title of the policy/procedure/function/service Cancellation of Operations Policy	
1.2 Directorate/Department  Developed by the Clinical Support Directorate and applies to all Theatres across the Trust.	
1.3 Name of the person responsible for this Equality Impact Assessment Maarten Caspari, Acting General Manager Theatres	
1.4 Date of Completion 5 May 2010	
1.5 Aims and Purpose of this policy/procedure/function/service  To ensure that cancelled operations are minimised, that the decision to cancel is escalated to an appropriate level of management and that patients cancelled are rebooked within 14 days.	
1.6 Is this a new or existing policy/procedure/function/service New policy which replaces an existing procedure for managing the on the day cancellation of patients operations.	
1.7 Examination of Available Evidence – Tick evidence used	
<i>Census Data for UK</i>	<input type="checkbox"/>
<i>Census Data for London</i>	<input type="checkbox"/>
<i>Census Data for Local Authority Area</i>	<input type="checkbox"/>
<i>Trust Workforce Data</i>	<input type="checkbox"/>
<i>Trust Patient Data</i>	<input type="checkbox"/>
<i>National Patients Survey</i>	<input type="checkbox"/>
<i>Trust Patients Survey</i>	<input type="checkbox"/>
<i>Complaints Summaries</i>	<input type="checkbox"/>
<i>Other Internal Research/Survey/Consultation/Audit (please list)</i>	
<i>Other External Research/Survey/Consultation/Audit (please list)</i>  We reviewed policies from Imperial and discussed cancellation policies with Kings, and West Middlesex NHS Trusts. Each Trust or hospital had a similar policy although the operational mechanism varies from Trust to Trust.	
What is the summary of the available evidence?  The Trust recognises that the cancellation of a patients operation on the day of their surgery is cause for incredible frustration for patients and also places significant pressure on the Trust in terms of meeting the timeframes of a patient's pathway. To this end the policy is designed to ensure that the decision to cancel is made after all options for maintaining the surgery have been adopted and that the decision is made	

at a level of management seniority that ensures that such cancellations are minimised if at all possible. It also is designed to ensure that patients whose surgery is cancelled are rebooked as quickly as possible and within 14 days at the latest.

The implementation of this policy helps to increase access to healthcare for all patients. The policy is non discriminatory as it is designed to mitigate cancellation of any operations.

1.8 Does the evidence indicate that there is, or is the potential to be any significant impact on anyone or any group in relation to the following equality strands?

Strand	Yes/No/Insufficient Data	Justified Yes/No
Ethnicity/Race	No	
Disability	No	
Gender/Sex	No	
Religion/Belief	No	
Sexual Orientation	No	
Age	No	
Human Rights	No	
If further evidence is required to complete this section, take steps to obtain to <b>before</b> proceeding with the assessment. If the review of evidence indicates that there is a significant unjustified impact, a Full Equality Impact Assessment must be carried out.		
1.9 No further evidence Required. Skip to Section 5.		<input type="checkbox"/>
1.10 Full Equality Impact Assessment required. Continue to Section 2 below.		<input type="checkbox"/>

## 2. Full Equality Impact Assessment

2.1 Describe the aims of the parts of the policy causing concern?

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2.2 Who is intended to be affected by the policy?

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2.3 How does this policy fit with the Trust's wider aims?

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2.4 Describe how is this policy, service or function put into practice?

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### 2.5 Age: Testing of disproportionate or adverse impact

2.5a How are younger and older people reflected in the take-up of the service or in benefiting from the policy?

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2.5b Describe how the policy has a significant impact on younger and older people
2.5c Do any of the differences amount to an adverse impact or unlawful discrimination?
<b>2.6 Race: Testing of disproportionate or adverse impact</b>
2.6a How are people reflected in the take-up of the service or in benefiting from the policy in relation to ethnicity, race nationality or national origin?
2.6b Describe how the policy has a significant impact on people in relation to ethnicity, race nationality or national origin?
2.6c Do any of the differences amount to an adverse impact or unlawful discrimination?
<b>2.7 Religion or Belief: Testing of disproportionate or adverse impact</b>
2.7a How are people reflected in the take-up of the service or in benefiting from the policy or function in religion or belief? (including other philosophies, or those with no religious belief)
2.7b Describe how the policy has a significant impact on people in relation to religion or belief? (including other philosophies, or those with no religious belief)
2.7c Do any of the differences amount to an adverse impact or unlawful discrimination?
<b>2.8 Disability: Testing of disproportionate or adverse impact</b>
2.8a How are disabled people reflected in the take-up of the service or in benefiting from the policy or function?
2.8b Describe how the policy has a significant impact on disabled people?
2.8c Do any of the differences amount to an adverse impact or unlawful discrimination?
<b>2.9 Gender: Testing of disproportionate or adverse impact</b>

2.9a How are women/men/transgender people reflected in the take-up of the service or in benefiting from the policy or function?

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2.9b Describe how the policy has a significant impact on people because of their gender, sex (including gender reassignment) or because they are married or civil partners?

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2.9c Do any of the differences amount to an adverse impact or unlawful discrimination?

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**2.10 Sexual Orientation: Testing of disproportionate or adverse impact**

2.10a How are Lesbian, Gay and Bisexual people reflected in the take-up of the service or in benefiting from the policy or function?

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2.10b Describe how the policy has a significant impact on Lesbian, Gay and Bisexual people

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2.10c Do any of the differences amount to an adverse impact or unlawful discrimination?

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**2.11 Human Rights: testing of disproportionate or adverse impact**

2.11a Describe how the policy has a significant impact on Human Rights?

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2.11b Do any of the differences amount to an adverse impact or unlawful discrimination?

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**2.12 Equality of Opportunity**

Describe how the policy will promote equality of opportunity between different groups; including taking account of disabled people's disabilities, even where that involves treating disabled people more favourably than other persons.

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**2.13 Eliminating Discrimination**

Describe how the policy will eliminate unlawful discrimination – both direct and indirect.

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**2.14 Eliminating Harassment**

Describe how the policy will eliminate harassment of people for any reason.

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**2.15 Promoting Positive Attitudes**

Describe how the policy will promote positive attitudes towards others.

### **2.16 Promoting Participation**

Describe how the policy will encourage participation in public life.

## **3. Action Plan**

**3.1 Summary of recommendations for improvement** (*Recommendations should be SMART – specific, measurable, achievable, realistic and timely*).

## **4. Stakeholder Involvement and Consultation**

*4.1 Describe stakeholder involvement and consultation in the Equality Impact Assessment.*

## **5. Monitoring Arrangements**

5.1 Describe how the actions put into place to eliminate or reduce any unjustified negative impact will be monitored, including timeframes and accountability.

To be reviewed after 6 months of policy being implemented.

## **6. Completion**

**You should now:**

- Undertake formal consultation on your findings
- Make any amendments in response to the results of the consultation
- Publish your results (see guidance) and submit a copy to the Equality and Diversity Manager.