

Equality Impact Assessment Procedure Template

1. Initial Screening Process

1.1 Title of the policy/procedure/function/service	
Clinical Coding Policy and Procedures Manual	
1.2 Directorate/Department	
Finance and Information Directorate	
1.2 Name of the person responsible for this Equality Impact Assessment	
Monika Wiek-Cohen, Head of Clinical Coding	
1.3 Date of Completion	
11 th May 2010	
1.4 Aims and Purpose of this policy/procedure/function/service	
This policy outlines the need for prompt and accurately coded data and has been produced with the intention of promoting good practice and consistency of clinical coding at Chelsea and Westminster Hospital NHS Foundation Trust. It has also been designed to incorporate the requirements of the Information Quality Assurance programme to ensure information produced during the coding process is accurate and adheres to local and national policies, and meets the requirements of Payment by Results (PbR).	
1.5 Is this a new or existing policy/procedure/function/service	
Existing	
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>	

What is the summary of the available evidence?

The manual provides guidance for members of the clinical coding team on how to capture patient information for clinical coding purpose; and to ensure compliance and clarification of individual clinical coding process. Therefore it has a low impact on equality groups.

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	N/A	N/A
Disability	N/A	N/A
Gender/Sex	N/A	N/A
Religion/Belief	N/A	N/A
Sexual Orientation	N/A	N/A
Age	N/A	N/A
Human Rights	N/A	N/A

If further evidence is required to complete this section, take steps to obtain to **before** 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.

1.10 Full Equality Impact Assessment required. Continue to Section 2 below.

3. Action Plan

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

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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.

The manual is reviewed on a regular basis to ensure that it is in line with current NHS directives.

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.