

Equality Impact Assessment Procedure

1. Initial Screening Process

1.1 Title of the policy/procedure/function/service	
Procedure for checking professional registrations	
1.2 Directorate/Department	
Human Resources	
1.2 Name of the person responsible for this Equality Impact Assessment	
Alison Heeralall and Priti Bhatt	
1.3 Date of Completion	
December 2008	
1.4 Aims and Purpose of this policy/procedure/function/service	
The purpose of registration check is to ensure that a prospective/existing employee is recognised by the appropriate regulatory body to undertake the job/duties they have applied for or been appointed to.	
1.6 Is this a new or existing policy/procedure/function/service	
Existing policy	
1.7 Examination of Available Evidence – Tick evidence used (where applicable)	
<i>Census Data for UK (available on www.statistics.gov.uk/)</i>	<input type="checkbox"/>
<i>Census Data for London</i>	<input type="checkbox"/>
<i>Census Data for Local Authority Area e.g. Wandsworth or Westminster</i>	<input type="checkbox"/>
<i>Trust Workforce Data e.g Workforce report or staff survey</i>	<input checked="" 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>	
NHS Employers – NHS Employment Check Standards	
What is the summary of the available evidence?	
It is both a statutory and contractual requirement that staff employed by the Trust are registered with the appropriate professional regulatory body e.g. NMC, GMC. This procedure is in line with NHS Employers – NHS Employment Check Standards and also applies to all prospective employees, volunteers, students, trainees, contractors, agency and temporary staff in clinical and non-clinical roles. Workforce information data is produced regularly to show when professional registrations will lapse so that this can be monitored by HR and Line Managers	

Support: If you wish to discuss an EIA or require support with any part of the process, please contact Priti Bhatt priti.bhatt@chelwest.nhs.uk Tel: 0208 746 8926

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 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.		<input checked="" type="checkbox"/>
1.10 Full Equality Impact Assessment required. Continue to Section 2 below.		<input type="checkbox"/>

3. Action Plan

<p>3.1 Summary of recommendations for improvement (<i>Recommendations should be SMART – specific, measurable, achievable, realistic and timely</i>).</p>

4. Stakeholder Involvement and Consultation

<p>4.1 Describe stakeholder involvement and consultation in the Equality Impact Assessment.</p>

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.

Adverse impact is low although the policy will be reviewed annually and any national changes will be implemented accordingly.

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.