

## APPENDIX 1 - INITIAL SCREENING TOOL

**Title of policy/service/function/procedure/programme/ or strategy being assessed:**

TP/082 Paramedic Practice Assessment Policy

(Please remember that even informal policies & procedures need to be equality analysed.)

**Is it new** ✓ **or revised**

(If revised, please attach a copy of the original Equality Analysis.)

**Senior Manager Responsible** Patrick Billups (on behalf of Gill Heuchan)

**Department** Education & Development

**Section** Clinical Training

**EQUALITY ANALYSIS SCREENING TEAM** (Please enter below the names of the project team members who carried out this initial screening with you and their role in the screening (e.g. team colleague or critical friend)).

| Name            | Department                 | Role                                     |
|-----------------|----------------------------|--|
| Janice Markey   | Equality & Inclusion       | Equality & Inclusion Mgr/Critical Friend |
| Peter Hannell   | A&E Operations (West Area) | Paramedic/Staff Rep'/Critical Friend     |
| Ian Bullamore   | Education & Development    | Practice Learning Manager (West Area)    |
| Gary Ralph      | Education & Development    | Practice Learning Manager (East Area)    |
| Patrick Billups | Education & Development    | Education Governance Manager             |
|                 |                            |  |

**Date of screening**

11<sup>th</sup> July 2011

**Please summarise below the aims and objectives of this policy/service/function etc. including any intended outcomes.**

This policy has been developed to provide a framework for the assessment and reassessment (where indicated) of Student Paramedics (SP's) in order to support their progress during the Gateway 2 stage of the Student Paramedic programme.

To define the educational requirements expected of Student Paramedics at Gateway 2.

To provide a policy that instructs and informs the student, education department and other relevant members of staff in order that they can provide a consistent approach to the assessment of Gateway 2 students.

**Please state below who is intended to benefit from this policy/service/function etc. and in what way.**

Student Paramedics – the assessment (and reassessment) policy will provide clear guidance and transparency for all elements of the Gateway 2 assessment process. It will also ensure that students are fully aware of the Trust's requirements in achieving a successful outcome from Gateway 2, thereby enabling progression into the final phase of the Student Paramedic programme.

Patients - service users will have the assurance that the LAS has appropriately trained and assessed staff.

Organisation - All stakeholders can be assured that the standards set by the LAS are compliant with best practice, as well as those of the awarding and regulatory bodies.

**Please state in the table below whether the policy/service/function etc. could have any potential impact on anyone from a “protected characteristic” group, whether service users, staff or other stakeholders**

| <b>“Protected Characteristic Group”</b> | <b>Is there likely to be a positive or neutral impact in regard to:</b> | <b>If the impact is adverse, can this be justified on the grounds of promoting equality of opportunity for a “protected characteristic” group or for another reason?</b>                 |
|---|---|--|
| <b>Age</b>                              | No adverse impact identified  | The Policy is intended to be flexible to take account of people’s diverse and differing circumstances.   |
| <b>Disability</b>                       | No adverse impact identified  | The Policy will have a positive impact on disabled staff e.g. dyslexia and those with physical disabilities where the provision of reasonable adjustments has been successfully applied. |
| <b>Gender Reassignment</b>              | No adverse impact identified  |  |
| <b>Marriage and Civil Partnership</b>   | No adverse impact identified  |  |
| <b>Pregnancy and Maternity</b>          | No adverse impact identified  | Reasonable adjustments will be provided wherever possible for women who become pregnant.   |
| <b>Race</b>                             | No adverse impact identified  |  |
| <b>Religion or Belief</b>               | No adverse impact identified  |  |
| <b>Sex</b>                              | No adverse impact identified  |  |
| <b>Sexual Orientation</b>               | No adverse impact identified  |  |

**Can the policy/service/function etc. be used to advance equality and foster good relations, including for example, participation in public life? If so, how?**

(Not applicable)

**Please provide and summarise below any relevant evidence for your declaration above, including any engagement activities – this could include for example the results of specific consultations, complaints or compliments, customer satisfaction or other surveys, service monitoring and take-up, comments from stakeholders and demographic data.**

This is a new policy. Monitoring is regularly undertaken and held under constant review by the Clinical Education Steering Group, and through consultation with the Trade Unions via the Education Sub Group. Both groups meet formally on a bi-monthly basis.

**Are there any gaps in the evidence you have which make it difficult for you to determine whether there would be an adverse impact?**

No  Yes

**If yes, please state below how you intend to acquire this evidence and your timescales for doing so.**

*Additional information:*

Plans are being developed to introduce the LA310i 'Equalities Monitoring Tool' as an integral feature on all training courses and events delivered by the Department of Education & Development. We intend to utilise the Oracle Learning Management (OLM) system for all related data capture purposes, although this is not scheduled for LAS introduction until late 2011. However, the requirement will be added to the Project Plan, and managed in line with the broader development of OLM within the organisation.

**You must complete a full Equality Analysis if you have identified a positive or negative potential impact for any “protected characteristic” group, which is not legal or justifiable or if you have identified any gaps in evidence which make it difficult for you to determine whether there would be adverse impact. Please insert below any issues you have identified/recommendations for the full Equality Analysis.**

(Not applicable)

**If you have only identified a neutral or positive impact on any “protected characteristic” group then no further action is required, other than having your Director sign off this form, a copy stored on the shared drive and sent to Communications for publication on the Trust’s website.**

**Name of Director: Caron Hitchen**

**Signature:**

A handwritten signature in black ink, appearing to read 'C. Hitchen', written over a light grey rectangular background.

**Date: 15 September 2011**