



**Initial Screening Tool**

Title of policy/service/function/procedure/ programme/ or strategy being assessed: OP14 Managing the Conveyance of Patients Policy and Procedure

Is it new  or revised

**(If revised, please attach a copy of the original Equality Impact Assessment.)**

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Department Medical Directorate  
Section

**Equality Impact Assessment Screening Team**

Name	Department	Role
David Whitmore	Medical Directorate	Principal Author / Reviewer
Neil Scott	Medical Directorate / Clinical Support Desk	Adviser
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Mark Faulkner	Medical Directorate	Adviser
Fionna Moore	Medical Directorate	Adviser

Date of screening Between December 2009 and April 2010 as the revised policies were amalgamated and altered

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

The London Ambulance Service attends a diverse range of patients, often in unique and demanding circumstances. This procedure aims to capture the entire patient journey from the point a resource arrives on scene to the point of discharge from ambulance service care. The actions we take to provide care are crucial in providing patients with a timely and appropriate experience. In order to provide fluid care we need to maintain close working relationships with partner agencies and care givers.

#### **Objectives**

1. To ensure that staff are appropriately advised of the action to be taken on scene.
2. To improve communication between LAS staff and professional colleagues
3. To help ensure that all patients who are conveyed by the LAS receive optimum care during their journey based upon their clinical condition, safeguarding the interests of both patient and staff
4. To help ensure that all patients attended by the LAS are offered conveyance to a destination most suited to their clinical needs.
5. To minimise risks that can occur whilst on scene.
6. To ensure that adequate support is available for staff to call upon when working in vulnerable situations.
7. To ensure that staff are appropriately informed of the action to be taken on scene
8. To provide clarity for both LAS and hospital staff of their role in the hand over of a patient, ensuring the provision of seamless patient care.
9. To ensure the patient is handed over in a safe and timely manner within the 20 minute LAS hospital handover time standard.
10. To help ensure that patients who are not conveyed for any reason are offered appropriate care and advice based upon their clinical needs, safeguarding the interests of both patient and staff.

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- 11. To identify when responsibility for the patient transfers from the LAS to another responsible person or agency.
- 12. To ensure that staff are appropriately informed in the recognition of life extinct procedure and the management of deceased patients.

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

This policy is for the guidance and use of LAS staff and managers. It is an overview of staff’s responsibilities towards patients, carers and other agencies that staff may interact with. It references other policies that also interact with this policy.

Please state in the table below whether the policy/service/function etc. could have any potential impact on any of the equality strand groups, whether service users, staff or other stakeholders

Equality Strand Group	Is there likely to be a positive or neutral impact in regard to:	If the impact is adverse, can this be justified on the grounds of promoting equality of opportunity for an equality strand group or for another reason?
Age	Neutral	
Disability	Neutral	
Gender	Neutral	
Race	Neutral	
Religion or Belief	Neutral	
Sexual Orientation	Neutral	

Please provide and summarise below any relevant evidence for your declaration above – 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.

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This policy has been formed by amalgamating four other policies and editing out duplication and slight differences in advice that existed between the four pre-existing policies.

The author and reviewers are satisfied that no further EQIA action need be taken.

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** ✓

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

If you have identified a positive or negative potential impact for any equality strand group, which is not legal or justifiable, then you must complete a full Equality Impact Assessment. Please insert below any issues you have identified/recommendations for the full Equality Impact Assessment.

If you have only identified a neutral or positive impact on any equality strand 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.

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A handwritten signature in black ink, appearing to read 'Fionna Moore', with a long horizontal flourish underneath.

Name of Director: Fionna Moore

Signature:

Date: 13<sup>th</sup> April 2010

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