



[DN. LA xxx]

**Equality Impact Assessment (EIA) Template**

This tool is designed to help you to identify whether any activities that we are planning raise any equality issues, and if so, to plan action that will maximise the opportunity for promoting equality and inclusion and minimise or justify any likely negative impact. Please refer to the EIA Guidance notes for further assistance.

Name of Policy, Procedure, Programme, Function, Service or Strategy being assessed:

Managing Patient Confidentiality when dealing with the Media

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Project Team:  
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Date EIA Completed:  
01-03-2010

Description and Aims of Policy, Procedure, Programme, Function, Service or Strategy:

This procedure aims to enable staff:

1. to deal confidently with the media within NHS and DH guidelines on patient confidentiality
2. to differentiate between anonymised and patient-identifiable information
3. to understand when and how to release information with a patient's consent
4. to understand when and how to release information without a patient's consent (anonymised information)
5. to understand when and how to confirm details to the media without a patient's consent.

Date of Issue:	Review Date:
Authorised By:	To Be Reviewed by:
Index No:	



Please list the key stakeholders including trade union representation:

NHS, Department of Health, trade unions, staff, patients, and media.

Please summarise the evidence or data you have used:

This is an existing procedure which has been brought up to date. Checks have been made to ensure that the procedure is in line with current NHS and Department of Health guidelines surrounding the protection of patient confidentiality when dealing with the media.

Please summarise below including any hyperlinks or references to consultation documents / events where appropriate:

Confidentiality: NHS Code of Practice (Nov 2003)  
 Health and Social Care Act (2001)  
 TP/009 - Access to Health Records, Disclosure of Patient Information; Protection and Use of Patient Information  
 TP/014 - Procedure for Ambulance Observers

Using the [initial screening grid](#):

Does the evidence gathered show that there is or likely to be a significant impact on individuals / group in relation to the following? If so please indicate:

Equality Group	Assessment of Impact: based on the information gathered in the “ <a href="#">initial screening grid</a> ”		Legal and Justifiable?
	Positive Impact	Negative Impact	
Age	N/A	N/A	YES
Gender	N/A	N/A	YES
Race or Ethnicity	N/A	N/A	YES
Sexual Orientation	N/A	N/A	YES
Religion or belief	N/A	N/A	YES
Disability	N/A	N/A	YES
Human Rights	YES	NO	YES
Economic Deprivation	N/A	N/A	YES

If there is no evidence, please say how you will obtain this:

Decisions and/or Recommendations (including supporting rationale)

Methods and Outcome of Consultation.

The revised policy was shown to Staff-side.

Monitoring and Review Arrangements (All policies have to be reviewed at least every three years)

Procedure to be reviewed in three years' time.

Ongoing monitoring of any developments in regard to protecting patient confidentiality.

Checks to take place to ensure that staff are protecting patient confidentiality when responding to media enquiries.

**Initial Screening Grid EqIA Template** (Please refer to step 3 of the EIA guide)

Equality Area	Key Equalities Legislation / Policy Please refer to Appx II of the guidance notes	Is this policy or service RELEVANT to this equality area? YES / NO	Assessment of Potential Impact & proportionality: HIGH, MEDIUM, LOW or NOT KNOWN		Rationale of Assessment
			Positive	Negative	
Gender	Sex Discrimination Act 1975 Equal Pay Act 1970 Equality Act 2006 Gender Recognition Act 2004	NO	N/A	N/A	Beyond stating – under appropriate circumstances – whether a patient is male or female, this policy has no impact upon gender issues.
Race or Ethnicity	Race Relations Act 1976 Race Relations (Amendment) Act 2000	NO	N/A	N/A	As race/ethnicity of patients is never disclosed when responding to media enquiries, this policy has no relevance to race/ethnicity issues.
Disability	Disability Discrimination Act 1995 and 2005	NO	N/A	N/A	As a disability is never disclosed when responding to media enquiries, this policy has no relevance to disability issues.
Age	<a href="#">Age Regulations 2006</a>	NO	N/A	N/A	Beyond stating – under appropriate circumstances – what a patient's name is, this policy has no relevance to age issues.
Sexual orientation	Equality Act 2006 The Civil Partnership Act 2004 Employment Regulations 2003	NO	N/A	N/A	A person's sexual orientation has no relevance to responding to media enquiries as it is not something which would ever be disclosed.
Religion or belief	Employment Regulations 2003 Equality Act 2006	NO	N/A	N/A	Religion or belief has no relevance to responding to media enquiries as it is not something which would ever be disclosed.

Human Rights	Human Rights Act 1998 (relevant articles)	YES	HIGH	LOW	This procedure protects the human rights of patients by safeguarding their right to confidentiality with regards to medical treatment they may receive from staff.
Economic Deprivation	Neighbourhood Renewal Strategy Tackling Health Inequalities LAS Local Area Agreement	NO	N/A	N/A	No impact on this equality area

## Impact Grid EqIA Template

(Please refer to steps 4, 5, and 6 of the EIA guide)

Relevant Equality Area	Please describe what the key points of your research and consultation:	Does the policy, service, function & strategy or its implementation:			Key issues for action (These will form the basis of your action plan)
		Breach equalities legislation? (Please tick & describe why)	Prevent discrimination or inequality?	Promote race equality & good race relations?	
Gender	Beyond stating – under appropriate circumstances – whether a patient is male or female, this policy has no impact upon gender issues.	N		N/A	N/A
Race or Ethnicity	As race/ethnicity of patients is never disclosed when responding to media enquiries, this policy has no relevance to race/ethnicity issues.	N		N/A	N/A
Disability	As a disability is never disclosed when responding to media enquiries, this policy has no relevance to disability issues.	N		N/A	N/A
Age	Beyond stating – under appropriate circumstances – what a patient's name is, this policy has no relevance to age issues.	N		N/A	N/A
Sexual orientation	A person's sexual orientation has no relevance to responding to media enquiries as it is not something which	N		N/A	N/A

	would ever be disclosed..					
Religion or belief	Religion or belief has no relevance to responding to media enquiries as it is not something which would ever be disclosed.	N		N/A	N/A	N/A
Human Rights	This procedure protects the human rights of patients by safeguarding their right to confidentiality with regards to medical treatment they may receive from staff.	N		N/A	N/A	Monitoring needs to take place of responses to media enquiries to ensure that confidentiality is being maintained by those providing responses to the media.
Economic Deprivation	No impact on this equality area	N		N/A	N/A	N/A

### Action Plan EqIA Template

(Please refer to steps 7, 8, and 9 of the EIA guide)

<b>Name of Policy or Service:</b>							
<b>Equality groups or communities affected</b>	<b>Issue identified</b>	<b>Action to be taken</b> (Please give as much detail as possible)	<b>By When</b> (enter a date)	<b>Responsible Person &amp; department</b>	<b>Expected Outcome</b>	<b>Monitoring Arrangements</b>	<b>Data Required</b>
All patients	Better monitoring of responses given to the media is needed to ensure	System for auditing media enquiries to be introduced, and	July 2011	Tim Edmonds, Communications	Communications staff are trained to protect patient confidentiality when	Audit of a sample of calls from all communications	Access to communications media





