

Form 1: Preparation

Part A must be completed at the beginning of a Policy/function/strategy development or review, and for every such occurrence. (Refer to the Step-by-Step Guide for additional information).

Step 1 - Preparation		
1.	Title of Policy - what are you equality impact assessing?	Pre and post registration nursing student placement policy
2.	Policy Aims and Brief Description - what are its aims? Give a brief description of the Policy (The What, Why and How?)	<p>The purpose of this policy and the supporting procedures is to provide a framework of guidance for managers and to promote best practice and safeguard our staff and patients.</p> <p>Perceived benefits include Nursing governance infrastructure to co-ordinate all nursing placement requests. To ensure clear lines of supervisory responsibility and all necessary pre-checks are undertaken.</p>
3.	Who Owns/Defines the Policy? - who is responsible for the Policy/work?	<p>The Policy was developed by the Recruitment Nurse Advisor and Head of Nurse Education. This version was subsequently reviewed by the Recruitment Nurse Advisor and HR Policy and Compliance Officer Director of Workforce and OD Director of Nursing, Assistant Director of Nursing</p> <p>The Policy was received by the Employment Policy Sub Group and Local Partnership Forum prior to ratification by the Workforce and OD Committee</p>

Step 1 - Preparation

4.	Who is Involved in undertaking this EqlA? - who are the key contributors to the EqlA and what are their roles in the process?	Kath Elias, Recruitment Nurse Advisor Rachel Pressley, HR Policy and Compliance Officer
5.	Other Policies - Describe where this Policy/work fits in a wider context. Is it related to any other policies/activities that could be included in this EqlA?	Preceptorship and clinical supervision Recruitment and Selection Policy Work experience guidelines Statutory registration Policy Standards for Student Nurse Supervision Guidelines, NMC, 2006
6.	Stakeholders - Who is involved with or affected by this Policy?	All senior nursing staff within the UHB including divisional nurses, senior nurses, ward sister/charge nurses and senior staff nurses. All nursing staff, recruitment, and practice educators. Pre and post registration nurses seeking a placement within the UHB Recruitment Nurse Advisor
7.	What factors may contribute to the outcomes of the Policy? What factors may detract from the outcomes? These could be internal or external factors.	Availability of placements within the UHB Arrangements with local universities Number of nurses seeking placements Awareness of the Policy

Form 2: Evidence Gathering

Equality Strand	Evidence Gathered	Does the evidence apply to the following with regard to this Policy/work? Tick as appropriate.										
Race	The Equality Act 2010 requires that we do not discriminate in the provision of goods and services, this would include the provision nursing visits and observational/post reg placements.	Eliminating Discrimination and Eliminating Harassment	✓	Promoting Equality of Opportunity	✓	Promoting Good Relations and Positive Attitudes	✓	Encouraging participation in Public Life	✓	Take account of difference even if it involves treating some individuals more favourably*		
Disability	The Equality Act 2010 requires that we do not discriminate in the provision of goods and services, this would include the provision nursing visits and observational/post reg placements.		✓		✓		✓		✓		✓	✓
Gender	The Equality Act 2010 requires that we do not discriminate in the provision of goods and services, this would include the provision nursing visits and observational/post reg placements.		✓		✓		✓		✓		✓	✓
Sexual Orientation	The Equality Act 2010 requires that we do not discriminate in the provision of goods and services, this would include the provision nursing visits and observational/post reg placements.		✓		✓		✓		✓		✓	✓
Age	The Equality Act 2010 requires that we do not discriminate in the provision of goods and services, this would include the provision nursing visits and observational/post reg placements.		✓		✓		✓		✓		✓	✓
Religion or Belief	The Equality Act 2010 requires that we do not discriminate in the provision of goods and services, this would include the provision nursing visits and observational/post reg placements.		✓		✓		✓		✓		✓	✓
Welsh Language	No evidence found		✓		✓		✓		✓		✓	✓
People have a human right to: life; not to be tortured or treated in a degrading way; to be free from slavery or forced labour; to liberty; to a fair trial; not to be punished without legal authority; to respect for private and family life, home and correspondence; to freedom of thought, conscience and religion; to freedom of expression and of assembly; to marry and found a family and to not be discriminated against in relation to any of the rights contained in the European Convention.												
Human Rights	This Policy and our organisation adhere to the 5 key principles of the Human Rights Act i.e. Fairness, Respect, Equality, Dignity and Autonomy (FREDA). Cardiff and Vale UHB welcomes and recognises diversity in terms of gender, religions, ethnicity, disabilities and cultures. A sensitive approach will be taken if this affects the needs of individuals seeking nursing visits and observational/post registration placements.											

* This column relates only to Disability due to the specific requirement in the DDA 2005 to treat disabled people more favourably to achieve equal outcomes. This is not applicable to the other equality strands.

Form 3: Assessment of Relevance and Priority

Equality Strand	Evidence: Existing evidence to suggest some groups affected. Gathered from Step 2. (See Scoring Chart A)	Potential Impact: Nature, profile, scale, cost, numbers affected, significance. Insert one overall score (See Scoring Chart B)	Decision: Multiply 'evidence' score by 'potential impact' score. (See Scoring Chart C)
Race	1	0	No impact
Disability	1	0	No impact
Gender	1	0	No impact
Sexual Orientation	1	0	No impact
Age	1	0	No impact
Religion or Belief	1	0	No impact
Welsh Language	1	0	No impact
Human Rights	1	0	No impact

Scoring Chart A: Evidence Available

3	Existing data/research
2	Anecdotal/awareness data only
1	No evidence or suggestion

Scoring Chart B: Potential Impact

-3	High negative
-2	Medium negative
-1	Low negative
0	No impact
+1	Low positive
+2	Medium positive
+3	High positive

Scoring Chart C: Impact Decision

-6 to -9	High Impact (H)
-3 to -5	Medium Impact (M)
-1 to -2	Low Impact (L)
0	No Impact (N)
1 to 9	Positive Impact (P)

FORM 4: (Part A) Outcome Report

Policy Title:	Pre and post registration nursing student placement policy
Organisation:	Cardiff and Vale UHB
Name: Title: Department:	Kath Elias Recruitment Nurse Advisor
Summary of Assessment:	<p>By defining the terms of nursing placements, visits, observations and placements, establishing effective support mechanisms to enable the supervision in clinical practice to be undertaken and allowing for the effective effective evaluation of clinical placements, this Policy supports an equitable approach for all nursing placement requests within the organisation.</p> <p>From an equalities perspective no impact has been found because all expressions of interest in nursing visits and observational/post registration placements are treated in the same way.</p>
Decision to Proceed to Part B Equality Impact Assessment:	<p style="text-align: center;">No</p> <p style="text-align: center;">Please record reason(s) for decision</p> <p>Decision taken based on the fact that the policy is consistent and applies to everyone who expresses and interest in a nursing visits or observational/post registration placement within the organisation.</p>

Action Plan

You are advised to use the template below to detail any actions that are planned following the completion of Part A or Part B of the EqlA Toolkit. You should include any remedial changes that have been made to reduce or eliminate the effects of potential or actual adverse impact, as well as any arrangements to collect data or undertake further research.

	Action(s) proposed or taken	Reasons for action(s)	Who will benefit?	Who is responsible for this action(s)?	Timescale
1. What changes have been made as a result of the EqlA?	none				
2. Where a Policy may have differential impact on certain groups, state what arrangements are in place or are proposed to mitigate these impacts?	n/a				

3. Justification: For when a policy may have adverse impact on certain groups, but there is good reason not to mitigate.	n/a				
4. Describe any mitigating actions taken?	n/a				
5. Provide details of any actions planned or taken to promote equality .	The revised Policy will be publicised through the intranet and at the NMB. Divisional and other senior	To ensure that departments know about the Policy and do not make local, separate arrangements in response to	Individuals undertaken the placement, managers and others involved in supervision, patients and staff.	Recruitment Nurse Advisor	Following ratification

	nurses will be encouraged to ensure all qualified nurses are aware of the existence of the Policy and the processes to be followed.	requests for placements sent directly to the department			
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Date:	15 September 2011
Monitoring Arrangements:	<p>Placements are co-ordinated centrally and monitored informally on an ongoing basis.</p> <p>Students are asked to provide feedback on their placements.</p> <p>The Policy and EQIA will be reviewed three years after ratification by the Workforce and OD Committee, or earlier if required</p>
Review Date:	September 2014
Signature of all Parties:	<p>Kath Elias, Recruitment Nurse Advisor</p> <p>Rachel Pressley, HR Policy and Compliance Officer</p>