

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?	Cardiff and Vale University Health Board (UHB) policy for management of parenteral cytotoxic chemotherapy
2.	Policy Aims and Brief Description - what are its aims? Give a brief description of the Policy (The What, Why and How?)	<p>The aims of these guidelines are to:</p> <ul style="list-style-type: none">• Ensure that parenteral cytotoxic chemotherapy is administered safely and that the organisation is compliant with national guidance.• Provide information on the key elements of parenteral cytotoxic chemotherapy• Provide managers with the appropriate guidance on all elements related to the safe administration to cytotoxic chemotherapy. <p>In order to:</p> <ul style="list-style-type: none">• Ensure the safe administration of parenteral chemotherapy in the UHB• Ensure compliance with national guidelines• Provide guidance to UHB staff about their responsibilities with regard to the use of parenteral cytotoxic chemotherapy in the UHB

Step 1 – Preparation

3.	Who Owns/Defines the Policy? - who is responsible for the Policy/work?	<p>The Medical director has ultimate responsibility for parenteral chemotherapy issues within the UHB; however responsibility for many aspects of the management of these guidelines has been devolved down as follows:</p> <ul style="list-style-type: none">• Medical staff• Director of pharmacy and medicines management• UHB Cytotoxic chemotherapy group• Specialist pharmacists• Chemotherapy Nurse Specialists• Senior Nurses/Clinical Managers
4.	Who is Involved in undertaking this EqIA? - who are the key contributors to the EqIA and what are their roles in the process?	<p>The EqIA was undertaken by the UHB Cytotoxic chemotherapy group.</p>
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 EqIA?	<ul style="list-style-type: none">• Dept of Health standards for cancer services• Health and Safety executive guidance on the safe handling of cytotoxic drugs• Environmental protection act• National guidance on the safe administration of intrathecal chemotherapy• Hazardous waste regulations• Equality and Human Rights Policy

Step 1 – Preparation

6.	Stakeholders - Who is involved with or affected by this Policy?	<p>The UHB is committed to ensuring that parenteral cytotoxic chemotherapy is administered safely and the organisation is compliant with national guidance</p> <p>Implementation of these guidelines will involve the following:</p> <ul style="list-style-type: none">• Medical staff• Pharmacy/Sterile Production Services• Chemotherapy Nurse Specialists• Senior nurses/Clinical Managers
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.	<p>Contributory factors include:</p> <ul style="list-style-type: none">• Facilities available• Staff training to ensure all staff are aware of the risks and options available to them• Adequate trained staff levels• Management of waste materials <p>The outcome of these guidelines may be adversely affected by any of the above factors not being in place.</p>

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	No evidence	Eliminating Discrimination and Eliminating Harassment	Y	Promoting Equality of Opportunity	Y	Promoting Good Relations and Positive Attitudes	Y	Encouraging participation in Public Life	Y	Take account of difference even if it involves treating some individuals more favourably*	
Disability	No evidence		Y		Y		Y				Y
Gender	No evidence		Y		Y		Y		Y		
Sexual Orientation	No evidence		Y		Y		Y		Y		
Age	No evidence		Y		Y		Y		Y		
Religion or Belief	No evidence										
Welsh Language	No evidence but we would make the policy available in Welsh if requested										
<p>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.</p>											
Human Rights	<p>Cardiff and Vale UHB is committed to ensuring that, as far as is reasonably practical, the way we treat our staff reflects their individual needs and does not discriminate against them either as an individual or a group. These guidelines reflect the rights of staff to respect, privacy and family life; and to make an informed choice about the</p>										

	options available to them whilst being treated in a dignified manner.
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*** 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	0
Disability	1	0	0
Gender	1	0	0
Sexual Orientation	1	0	0
Age	1	0	0
Religion or Belief	1	0	0
Welsh Language	1	0	0
Human Rights	1	0	0

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:	Cardiff and Vale University Health Board (UHB) policy for management of parenteral cytotoxic chemotherapy
Organisation:	Cardiff and Vale University Health Board (UHB)
Name: Title: Department:	Eurig Jenkins Lead pharmacist paediatric oncology Pharmacy
Summary of Assessment:	There is no evidence of any impact since the policy is consistent and applies to everyone that receives parenteral chemotherapy as part of their treatment in Cardiff and Vale UHB

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?	N/A				
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.	No adverse impact identified				
4. Describe any mitigating actions taken?	N/A				
5. Provide details of any actions planned or taken to promote equality .	N/A				

Date:	25/7/12
Monitoring Arrangements:	The policy will be reviewed three years after the date of approval
Review Date:	October 2015
Signature of all Parties:	<p>Mr E L Jenkins lead pharmacist paediatric oncology</p> <p>Mr Paul Spark Principal pharmacist technical services</p>