

Equality Impact Assessment

Section A: Assessment	
Name of Policy	SWAB INSTRUMENT AND SHARPS COUNT POLICY AND PROCEDURE
Person/persons conducting this assessment with Contact Details	Barbara Jones Perioperative Care Directorate Education Lead – 02920 745537
Date	8 th April 2021

1. The Procedure

Is this a new or existing procedure?

Existing – this is version 3 of the procedure. Version 2 was approved in July 2016.

What is the purpose of the procedure?

The overriding principle for the count is that all swabs, instruments and sharps must be accounted for at all times during an invasive surgical procedure in any setting, to prevent foreign body retention and subsequent injury to the patient.

The overall aim of this policy is to ensure that all swabs, needles and instruments are accounted for at all times

How do the aims of the procedure fit in with corporate priorities? i.e. Corporate Plan

The UHB is committed to ensuring patient safety and recognises that the peri-operative period poses a high risk to the patient. It is the intention of this policy to identify good clinical practice within the peri-operative environment and to ensure the health and safety of patients throughout their journey within this environment. To reduce the incident of a “never event” and promote engagement in the World Health Organisation (WHO) checklist process.

This Procedure is linked with the following documents:

- Health and Safety Policy
- Waste Management Policy
- Risk Assessment and Risk Management Procedure
- Risk Management Policy
- Incident Reporting and Investigation Procedure
- Management of a Throat Pack Policy and Procedure

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Who will benefit from the procedure?

This policy and procedure will benefit all staff and patients in ensuring adequate arrangements are in place to manage the risks associated with management of swabs, instruments and sharps.

What outcomes are wanted from this procedure?

- To prevent foreign body retention and subsequent injury/harm to the patient.

Are there any factors that might prevent outcomes being achieved? (e.g. Training/practice/culture/human or financial resources)

Contributory factors may include

- Adequate training provision
- Safe Systems of working

To address these factors we have put in place the following:

- Cardiff and Vale UHB is a teaching hospital and therefore supports the placement of students in the peri-operative environment. During their placement in the department they will have supernumerary status and will not be asked to participate in the count.
- During the orientation/induction programme for all new peri-operative staff, an introduction and a copy of the UHB Policy and Procedure for Swabs, Instruments and Sharps Count will be given to individuals by a member of the peri-operative education team. All new peri-operative staff, including healthcare assistants/support workers, will undertake the 'in-house' training programme, which leads to the competence required in the induction booklet.
- Additional training and department meetings will be used to update peri-operative staff with regards to the any changes in practice and the principles of best-practice in swab, instrument and needle checking, during quality and safety sessions.

The outcome of the policy and procedure can be affected detrimentally by any of the above not being in place.

2. Data Collection

What qualitative data do you have about the policy relating to equalities groups (e.g. monitoring data on proportions of service users compared to proportions in the population)?

There was no specific equalities data available.

What quantitative data do you have on the different groups (e.g. findings from discussion groups, information from comparator authorities)?

Data was collected relating to the ethnicity of our staff.

Please indicate the source of the data gathered? (e.g. Concerns/Service/Department/Team/Other)

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Reference was made to the Equality Impact Assessment undertaken for the Recruitment and Selection Policy, which had gathered data from the workforce profile of the Cardiff and Vale UHB and information was obtained from NHS Jobs.

What gaps in data have you identified? (Please put actions to address this in your action plan?)

Not applicable.

The following documents were referenced when undertaking this Equality Impact Assessment.

Cardiff and Vale University Health Board, November 2013, *Recruitment and Selection Policy Equality Impact Assessment*,
<http://www.cardiffandvaleuhb.wales.nhs.uk/opendoc/238805>

3. Impact

Please answer the following

Consider the information gathered in section 2 above of this assessment form, comparing monitoring information with census data as appropriate (see www.ons.gov.uk Office National Statistics website) and considering any other earlier research or consultation. You should also look at the guidance in Appendix 1 with regard to the protected characteristics **stating the impact and giving the key reasons for your decision.**

Do you think that the policy impacts on people because of their age?
 (This includes children and young people up to 18 and older people)

No

Do you think that the policy impacts on people because of their caring responsibilities?

No

Do you think that the policy impacts on people because of their disability? (This includes Visual impairment, hearing impairment, physically disabled, Learning disability, some mental health issues, HIV positive, multiple sclerosis, cancer, diabetes and epilepsy.)

No

Do you think that the policy impacts on people because of Gender reassignment? (This includes Trans transgender and transvestites)

No

Do you think that the policy impacts on people because of their being

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married or in a civil partnership?

No

Do you think that the policy impacts on people because of their being pregnant or just having had a baby?

No

Do you think that the policy impacts on people because of their race? (This includes colour, nationality and citizenship or ethnic or national origin such as Gypsy and Traveller Communities.)

No

Do you think that the policy impacts on people because of their religion, belief or non-belief? (Religious groups cover a wide range of groupings the most of which are Buddhist, Christians, Hindus, Jews, Muslims, and Sikhs. Consider these categories individually and collectively when considering impacts)

No

Do you think that the policy impacts on men and woman in different ways?

No

Do you think that the policy impacts on people because of their sexual orientation? (This includes Gay men, heterosexuals, lesbians and bisexuals)

No

Do you think that the policy impacts on people because of their Welsh language?

No

4. Summary.

This policy and procedure aims to implement actions that will minimize the risk of foreign body retention and subsequent injury/harm to the patient.

Impact expected to be **neutral**. The supporting procedure seeks to address any issues regarding language and disability.

5. Report, publication and Review

Please record details of the report or file note which records the outcome of the EQIA together with any actions / recommendations being pursued (date, type of report etc)

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Please record details of where and when EQIA results will be published On UHB intranet and internet site	
Please record below when the EQIA will be subject to review. 3 years after approval of procedure, or earlier if required by changes to legislation or best practice	
Name of person completing	Barbara Jones
Signed	Barbara Jones
Date	08/04/2021
Name of Responsible Executive/Clinical Board Director Authorising Assessment and Action Plan for publication	Medical Director Quality Safety and Experience Committee
Signed	Date