

## Equality Impact Assessment (EIA) Stage 1

<b>Policy or Service being Assessed:</b>		
<ul style="list-style-type: none"> <li>ADMISSION, TRANSFER AND DISCHARGE POLICY (clinical )</li> </ul>		
<b>Lead Person:</b>		
<ul style="list-style-type: none"> <li>Deputy Director of Nursing</li> </ul>		
<b>Person(s) responsible for carrying out the assessment (if not the Lead Person).</b>		
<ul style="list-style-type: none"> <li>Deputy Director of Nursing</li> <li>Head of PPI / Equality</li> </ul>		
<b>1. Is this a new or existing policy or service?</b>	<b>New</b>	<b>Existing:</b> ✓ Reviewed
<b>2. What is the expected outcome of the service / policy? (E.g. aims, objectives and purposes of the service / policy, standards for practice).</b>		
<p>North Staffordshire Combined Healthcare NHS Trust recognises that admission to services may be a traumatic event for patients, family and carers. This policy aims to ensure the implementation of effective care pathways between community mental health teams and in-patient services, and enables staff to help people in the most appropriate way.</p> <p>This policy sets out the various issues that need to be considered when admitting a patient and their subsequent discharge or transfer of care. Each element is discussed separately.</p>		
<b>3. Does this policy / service link to others? If yes please state link below:</b>		
<b>Yes: <u>ASSOCIATED POLICY AND PROCEDURAL DOCUMENTATION</u></b>		
<p>This policy should be read in conjunction with the following Trust policies and documents:</p> <ul style="list-style-type: none"> <li>Care programme Approach (CPA) Policy and Guidance</li> <li>Staffordshire and Stoke on Trent Joint Operational Policy Implementing Care Co-ordination for adults of Working Age.</li> <li>Clinical Risk Assessment &amp; Management Policy.</li> </ul>		

- Procedure for Transferring Detained Patients.
- Procedure for Section 117 After-care under the Mental Health Act 1983.
- Protocol for 7-day follow up after Discharge from Psychiatric Inpatient care or Home Treatment/Crisis Resolution Services.
- Policy and Guidelines for the Safe and Secure Handling of Medicines (Medicines Policy).
- Transfer of Consultant at Patient's Request: Policy and Guidance
- Procedure for Section 25 (Supervised Discharge).
- Learning Disability Transfer and Discharge Policies
- North Staffordshire Health and Social Care Monitoring Protocol of Delayed Transfers of Care in Non Acute Beds
- Child Protection/Safeguarding Policy Statement.
- Record keeping Policy
- Staffordshire and Stoke on Trent Safeguarding Adult Partnership Policy and Procedure.
- Policy for the Management of Medically Fit Patients Refusing Discharge.

#### **4. Who is intended to benefit from the policy / service? In what way?**

The policy provide patients, their family, carers and Trust staff with a framework for enabling timely, safe and appropriate admission to, transfer and discharge from in-patient or community settings.

The policy sets out standards of practice in relation to admission, care planning and discharge, outlining clear, individual and patient roles and responsibilities.

The overall purpose of the policy is to minimise variation in patient experience and the occurrence of 'Delayed Discharge'. The policy provides guidance for the effective transfer of patients from one clinical area to another, both within and outside of the Trust.

#### **5. How is the policy / service to be put into practice? Who is responsible?**

Section 3 of the policy clearly defines roles and responsibilities from Trust Chief Executive to all clinical staff.

#### **6. How and where is information about the policy / service publicised? Example on the Trust intra net, and the internet/portal.**

The Policy will be accessible via the Trust's intra net and Portal.

#### **7. What regular consultation do you carry out with difference communities and groups re the policy / service?**

A copy of this policy will be filed on the intra-net in the Clinical Policy Folder.

The policy has been consulted on with the following groups:

<ul style="list-style-type: none"> <li>Period of 12 week consultation via the Trust intra net</li> <li>Review at the Trusts Quality and Information Governance Committee</li> </ul>		
<b>8. Are there concerns that the policy / service could have an adverse impact because of:</b>	<b>Yes:</b>	<b>No:</b>
<b>Age</b>	<b>Yes</b>	<b>No</b> ✓
<p>If YES to the above please state evidence (either presumed or otherwise)</p> <p><b>The policy makes specific reference to the following two groups in line with statutory regulation:</b></p> <p><b>Children under the Age of 18 years.</b>  Section 131A of the Mental Health Act (MHA) 1983 ensures that patients under the age of 18 years are treated for their mental disorder, in an environment in hospital suitable for their age, the purpose of which is to prevent inappropriate admission of children and young people to adult psychiatric wards, whether detained under the Act or admitted informally.  Reference is made to the referring to the Trust Protocol for the Admission of Young Persons under the Age of 18 to Adult Mental Health Services – March 2010).</p> <p><b>Admission to Older People’s In-patient and Community Mental Health Services</b>  Mental Health services for older people over age 65years are provided by specialist Older person’s teams. Although services are largely for people over the age of 65years, admission may be offered to younger people depending upon their individual needs.</p> <p>The policy also includes specific reference to meeting the needs of the individual prior to discharge from hospital: This includes equality strands.</p> <p><i>“The Department of Health (DH) requires that, before patients are discharged from hospital, the Trust should ensure that proper arrangements have been made for their return home. The CPA is the process by which all patients have their care needs assessed, planned and implemented and the planning process involves a range of mental health professional staff, the patient, carers and other key people as appropriate”.</i></p>		
<b>Disability</b>	<b>Yes</b>	<b>No</b>
If YES to the above please state evidence (either presumed or otherwise)		✓
<b>Gender</b>		
If YES to the above please state evidence (either presumed or otherwise)		✓
<b>Ethnicity</b>	<b>Yes</b>	<b>No</b>

If YES to the above please state evidence (either presumed or otherwise)		✓
<b>Sexual Orientation</b>	Yes	No
If YES to the above please state evidence (either presumed or otherwise)		✓
<b>Religion / Belief</b>	Yes	No
If YES to one or more of the above please state evidence (either presumed or otherwise) do you have for this?		✓
<b>Do the differences amount to discrimination and the potential for adverse impact in this policy? NO</b>		
<b>9. If YES could it still be justifiable e.g. on grounds of promoting equality of opportunity for one group? Or any other reason</b> i.e. Indirect discrimination can be justifiable sometimes when a service is being provided for a particular target group e.g. Asian women's breast screening, Gay men's sexual health clinic, gender specific services /environments	Yes:	No:
<b>If YES, please give reasons:</b>	Yes ✓ Please see text in age box above.	No
<b>10. Do you think this policy / service specifically contributes to promoting equality and diversity in North Staffordshire? If so, in what way? Please note any examples of good practice</b>		
<p>No, the policy provides a framework of detailed guidance, procedures and useful information for staff to work to in respect of:</p> <ul style="list-style-type: none"> <li>• Admission to Adult In-Patient &amp; Community Mental Health Services</li> <li>• Planning &amp; Managing Patients Leave from</li> <li>• Inpatient Services</li> <li>• Principles Governing Discharge</li> <li>• Discharge Planning Meeting</li> <li>• Day of Discharge</li> <li>• Discharge Against Medical Advice</li> <li>• Discharge In Patients Absence</li> <li>• Delayed Discharges</li> <li>• Transfer of Patients</li> </ul>		

<b>11. Should there now be a Full Impact Assessment and if so, what are the reasons for this?</b>	No, this is not required
<b>12. Date on which full assessment to be completed by.</b>	<b>N/A</b>

**Signed (Lead Assessors) ...Val Stronach**

**Date: 20 August 2010**

**Review Date:** This policy will be reviewed every 3 years or sooner should new legislation/guidance be released. The equality Impact assessment will be reviewed in line with policy review.

