

**Office Use Only**

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| Submission Date: | *25/2/15* |
| Approved By: | *SC* |
| Full EIA needed: | No |

**Equality Impact Assessment – Policies, SOP’s and Services not undergoing re-design**

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| **1** | **Name of the Policy/SOP/Service** | Tracheostomy care |
| **2** | **Department/Business Group** |  |
| **3** | **Details of the Person responsible for the EIA** | **Name:****Job Title:****Contact Details:** | Ms s. khwajaEnt consultantExt 4035 |
| **4** | **What are the main aims and objectives of the Policy/SOP/Service?** | To provide guidance in the safe care and management of patients with tracheostomies laryngectomies who are seen in Stepping Hill Hospital. |

**For the following question, please use the EIA Guidance document for reference:**

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| **5** | **A) IMPACT****Is the policy/SOP/Service likely to have a differential impact on any of the protected characteristics? If so, is this impact likely to be positive or negative?** **Consider:*** Does the policy/SOP apply to all or does it exclude individuals with a particular protected characteristic e.g. females, older people etc?
* What does existing evidence show? E.g. consultation from different groups, demographic data, questionnaires, equality monitoring data, analysis of complaints. Are individuals from one particular group accessing the policy /SOP /Service more/less than expected?
 | **B) MITIGATION****Can any potential negative impact be justified? If not, how will you mitigate any negative impacts?*** Think about reasonable adjustment and/or positive action
* Consider how you would measure and monitor the impact going forward e.g. equality monitoring data, analysis of complaints.
* Assign a responsible lead.
* Designate a timescale to monitor the impacts.
* Re-visit after the designated time period to check for improvement.

**Lead** |
| **Age** | The tracheostomy guidance will highlight the need to be more vigilant with elderly patients who will find it difficult to self manage a tracheostomy due to reduced physical dexterity or reduced vision. |  |  |
| **Carers / People with caring responsibilities** | Carers of patients who either have a tracheostomy or laryngectomy are recognised as being integral in the training and management of the tracheostomy or laryngectomy with the patient. |  |  |
| **Disability** | The tracheostomy guidance will highlight the need to be more vigilant with patients who will find it difficult to self manage a tracheostomy due to reduced physical dexterity or reduced vision or reduced mental capacity. |  |  |
| **Race / Ethnicity** | NA |  |  |
| **Gender**  | NA |  |  |
| **Gender Reassignment**  | NA |  |  |
| **Marriage & Civil Partnership** | NA |  |  |
| **Pregnancy & Maternity** | NA |  |  |
| **Religion & Belief** | NA |  |  |
| **Sexual Orientation** | NA |  |  |
| **General Comments across all equality strands** | NA |  |  |

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| **EIA Sign-Off** | **Your completed EIA should be sent to Sue Clark , Equality and Diversity Manager for approval and publication:**Susan.clark@stockport.nhs.uk**0161 419 4784** |