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**Name of Policy**

**Date Approved**

**Document Profile**

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| **Title** |  |
| **Author** |  |
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| **Date approved by Organisational Governance Approval Group** |  |
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**Version Control/Changes Made**

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| **Date** | **Version** | **Summary of changes** | **Author** |
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Highlighted areas are guides to help with the policy, please remove from final policy.

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# INTRODUCTION

## Rationale

*State why this document is necessary. Could include reference to relevant documents, statutory requirements or other recommendations. Also could include underpinning beliefs on which the document is based*

## Scope

*Who does this document apply to? What is included and what is outside the scope of the policy?*

## Role and Responsibilities

*Brief description of relevant key roles and their responsibilities*

# POLICY

*Statement of what is to be achieved*

To add another sub-heading, press the return key. Some policies may not require sub-headings Remove what isn’t required.

## Sub-heading

## Sub-heading

## Sub-heading

# PROCEDURE

*Step by step description of how the policy will be done.*

*Inclusion of flow charts etc. are helpful here*

## Sub-heading

## Sub-heading

## Sub-heading

# MONITORING COMPLIANCE

*How will the policy’s effectiveness in practice be monitored?*

# CONSULTATION PROCESS

*Identify who has been involved and when including service users and partner agencies*

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# EQUALITY IMPACT STATEMENT

Family Nursing & Home Care is committed to ensuring that, as far as is reasonably practicable, the way services are provided to the public and the way staff are treated reflects their individual needs and does not discriminate against individuals or groups on any grounds.

This policy document forms part of a commitment to create a positive culture of respect for all individuals including staff, patients, their families and carers as well as community partners. The intention is to identify, remove or minimise discriminatory practice in the areas of race, disability, gender, sexual orientation, age and ‘religion, belief, faith and spirituality’ as well as to promote positive practice and value the diversity of all individuals and communities.

The Family Nursing & Home Care values underpin everything done in the name of the organisation. They are manifest in the behaviours employees display. The organisation is committed to promoting a culture founded on these values.

**Always:**

* Putting patients first
* Keeping people safe
* Have courage and commitment to do the right thing
* Be accountable, take responsibility and own your actions
* Listen actively
* Check for understanding when you communicate
* Be respectful and treat people with dignity
* Work as a team

This policy should be read and implemented with the Organisational Values in mind at all times. See overleaf/below for the Equality Impact Assessment for this policy.

## EQUALITY IMPACT SCREENING TOOL

|  |
| --- |
| **Stage 1 - Screening**  |
| Title of Procedural Document:  |
| Date of Assessment |  | Responsible Department |  |
| Completed by |  | Job Title |  |
| **Does the policy/function affect one group less or more favourably than another on the basis of**: |
|  | **Yes/No** | **Comments** |
| Age |  |  |
| Disability*(Learning disability; physical disability; sensory impairment and/or mental health problems e.g. dementia)* |  |  |
| Ethnic Origin *(including hard to reach groups)* |  |  |
| Gender reassignment |  |  |
| Pregnancy or Maternity |  |  |
| Race |  |  |
| Sex |  |  |
| Religion and Belief |  |  |
| Sexual Orientation |  |  |
| **If the answer to all of the above questions is NO, the Equality Impact Assessment is complete. If YES, a full impact assessment is required: go on to stage 2.** |
| **Stage 2 – Full Impact Assessment** |
| **What is the impact** | **Level of Impact** | **Mitigating Actions****(what needs to be done to minimise / remove the impact)** | **Responsible Officer** |
|  |  |  |  |
| **Monitoring of Actions** |
| The monitoring of actions to mitigate any impact will be undertaken at the appropriate level |

# IMPLEMENTATION PLAN

*A summary of how the document will be implemented with time frames – add any additional, specific implementation requirements*

|  |  |  |
| --- | --- | --- |
| **Action** | **Responsible Person** | **Planned timeline** |
| Policy to be uploaded to the Procedural Document Library | Education and Development Administrator | Within 2 weeks following ratification |
| Email to all staff  | Education and Development Administrator | Within 2 weeks following ratification |
| Upload policy (+/- assessment tool) to Virtual College and allocate to relevant staff | Education and Development Department | Within 2 weeks following ratification |
| Relevant staff to sign (via Virtual College) that they have read and understood policy. | All staff notified via Virtual College. | Within 2 months of notification |
|  |  |  |
|  |  |  |

# GLOSSARY OF TERMS

*Glossary consisting of definitions of technical or specialised terminology used within the document.*

# REFERENCES

*Documents referred to in the document.*

*Use Harvard convention* [*https://www.ukessays.com/referencing/harvard/*](https://www.ukessays.com/referencing/harvard/)

# APPENDICES

*Additional material needed to support the document*

## Appendix 1

## Appendix 2