

NHS Greater Glasgow and Clyde  
Equality Impact Assessment Tool For Frontline Patient Services

It is essential to follow the EQIA Guidance in completing this form

**Name of Current Service/Service Development/Service Redesign:**

Sterile Services Department, Greenock.

Please tick box to indicate if this is a :Current Service  Service Development  Service Redesign

**Brief description of the above: (Please include if this is part of a Board-wide service or is locally determined).**

The Sterile Services Department is responsible for preparing sterile instruments. This involves the sterilisation of surgical and medical instrumentation. These instruments come from different areas of healthcare including operating theatres, clinics, accident and emergency departments and wards. These tasks include dismantling contaminated devices, reassembling them and examining them under a microscope or magnifier before they can be sterilised. Once the equipment has been sterilised, it has to be repackaged and appropriately labelled before it is used. Very strict procedures have to be followed to minimise the chances of infection.

The Service has no patient contact and therefore featured on policies relevant to the department.

**Who is the lead reviewer and where based?**

Phyllis Watt, Sterile Services Department, 1 Wren Road, Greenock.

**Please list the staff groupings of all those involved in carrying out this EQIA  
(when non-NHS staff are involved please record their organisation or reason for inclusion):**

Sterile Services Manager; Supervisor; Estates Technician; 4 Sterile Services Technicians; Quality Co-ordinator; Equality and Diversity Assistant.

## Impact Assessment – Equality Categories

Equality Category	Existing Good Practice	Remaining Negative Impact
<b>Gender</b>	<ul style="list-style-type: none"> <li>• Staff have participated in the staff survey which monitors gender.</li> <li>• New staff are asked to complete the monitoring section on the start form at home.</li> <li>• Staff are aware of NHS Greater Glasgow and Clyde’s Family Friendly Policies (e.g. Carers Leave, Parental Leave)</li> <li>• Staff are aware of NHS Greater Glasgow and Clyde’s Grievance Policy and Procedures.</li> <li>• Separate changing facilities are available for staff.</li> <li>• There are full time and part time posts.</li> <li>• Staff are aware of the bullying and harassment policy.</li> <li>• Staff have recently attended Equality and Diversity Training.</li> <li>• StaffNews, the Team Brief and any new policies are displayed on the noticeboard for staff to read.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff do not have access to the intranet and are reliant upon StaffNews, the Team Brief and any new policies being put on the staff noticeboard.</li> </ul>
<b>Ethnicity</b>	<ul style="list-style-type: none"> <li>• Staff have participated in the staff survey which monitors ethnicity.</li> <li>• New staff are asked to complete the monitoring section on the start form.</li> <li>• Staff are aware of NHS Greater Glasgow and Clyde’s Grievance Policy and Procedures.</li> <li>• Staff are aware of the bullying and harassment policy.</li> <li>• Staff have recently attended Equality and Diversity Training.</li> <li>• StaffNews, the Team Brief and any new policies are displayed on the noticeboard for staff to read.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff do not have access to the intranet and are reliant upon StaffNews, the Team Brief and any new policies being put on the staff noticeboard.</li> </ul>
<b>Disability</b>	<ul style="list-style-type: none"> <li>• Staff have recently attended Equality and Diversity Training.</li> <li>• Staff have participated in the staff survey which monitors</li> </ul>	<ul style="list-style-type: none"> <li>• Staff do not have access to the intranet and are reliant upon</li> </ul>

	<p>disability.</p> <ul style="list-style-type: none"> <li>• New staff are asked to complete the monitoring section on the start form at home.</li> <li>• Staff are aware of NHS Greater Glasgow and Clyde's Grievance Policy and Procedures.</li> <li>• Staff are aware of the bullying and harassment policy.</li> <li>• NHS Greater Glasgow and Clyde has the double tick symbol which means that a candidate who is disabled and meets the minimum criteria are guaranteed an interview.</li> <li>• StaffNews, the Team Brief and any new policies are displayed on the noticeboard for staff to read.</li> <li>• Staff were aware of the Disability Discrimination Act.</li> <li>• There is disabled parking outside the department.</li> <li>• There is ramp access to the main entrance.</li> <li>• There are disabled toilets within the department.</li> <li>• There is a lift within the department.</li> <li>• Return to work interviews are conducted in line with NHS Greater Glasgow and Clyde's Attendance Management Policy.</li> <li>• If a member of staff's health status changed, the manager would liaise with Occupational Health for advice and support.</li> </ul>	<p>StaffNews, the Team Brief and any new policies being put on the staff noticeboard.</p>
<p><b>Sexual Orientation</b></p>	<ul style="list-style-type: none"> <li>• Staff have recently attended Equality and Diversity Training.</li> <li>• Staff have participated in the staff survey which monitors sexual orientation.</li> <li>• New staff are asked to complete the monitoring section on the start form at home.</li> <li>• Staff are aware of NHS Greater Glasgow and Clyde's Grievance Policy and Procedures.</li> <li>• Staff are aware of the bullying and harassment policy.</li> <li>• StaffNews, the Team Brief and any new policies are displayed on the noticeboard for staff to read.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff do not have access to the intranet and are reliant upon StaffNews, the Team Brief and any new policies being put on the staff noticeboard.</li> </ul>

<b>Religion and belief</b>	<ul style="list-style-type: none"> <li>• Staff have recently attended Equality and Diversity Training.</li> <li>• Staff have access to a Religions and Cultures Manual.</li> <li>• A room can be made available if a member of staff wished to pray.</li> <li>• StaffNews, the Team Brief and any new policies are displayed on the noticeboard for staff to read.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff do not have access to the intranet and are reliant upon StaffNews, the Team Brief and any new policies being put on the staff noticeboard.</li> </ul>
<b>Age (Children/Young People/Older People)</b>	<ul style="list-style-type: none"> <li>• Staff have recently attended Equality and Diversity Training.</li> <li>• The Department complies with NHS Greater Glasgow and Clyde's Retirement Policy and the Phased Retiral Policy.</li> <li>• Staff have participated in the staff survey which monitors age.</li> <li>• New staff are asked to complete the monitoring section on the start form at home.</li> <li>• Staff are aware of NHS Greater Glasgow and Clyde's Grievance Policy and Procedures.</li> <li>• Staff are aware of the bullying and harassment policy.</li> <li>• Staff can work past retirement age if they want too.</li> <li>• StaffNews, the Team Brief and any new policies are displayed on the noticeboard for staff to read.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff do not have access to the intranet and are reliant upon StaffNews, the Team Brief and any new policies being put on the staff noticeboard.</li> </ul>
<b>Social Class/Socio-Economic Status</b>	<ul style="list-style-type: none"> <li>• Staff were made aware of the Child Care Voucher System via StaffNews.</li> <li>• StaffNews, the Team Brief and any new policies are displayed on the noticeboard for staff to read.</li> </ul>	<ul style="list-style-type: none"> <li>• No negative impact identified.</li> </ul>
<b>Additional marginalisation</b>	<ul style="list-style-type: none"> <li>• No issues identified.</li> </ul>	<ul style="list-style-type: none"> <li>• No negative impact identified.</li> </ul>

Actions	Date for completion	Who is responsible?(initials)
<b>Cross Cutting Actions</b>		
<b>Specific Actions</b> Investigate the possibility of staff being able to access the intranet.	November 2009	P Watt

**Ongoing 6 Monthly Review**      **Please write your 6 monthly EQIA review date:**

April 2010
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**Lead Reviewer:**    **Name:**        **Phyllis Watt**  
**Sign Off:**         **Job Title**    **SSD Manager**  
                              **Signature**    *Phyllis Watt*  
                              **Date:**        **25/08/09**

Please email copy of the completed EQIA form to [irene.mackenzie@ggc.scot.nhs.uk](mailto:irene.mackenzie@ggc.scot.nhs.uk)

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