

****Completed and Signed Screening Templates are public documents posted on the Trust’s website****

- All policies / proposals require an equality screening
- Policy / Proposal authors / decision makers are responsible for Equality Screenings

Section 1: Information about the Policy / Proposal							
(1.1) Name of the policy/proposal	Radiotherapy Department Quality Policy Manual						
(1.2) Status of policy/proposal <i>(please underline)</i>	New		Existing		Revised		
(1.3) Department/Service Group: <i>(please underline)</i>	Corporate Services Group <i>(Please specify)</i>	Nursing and User Experience	Un-scheduled and Acute Care	<u>Surgery & Specialist Services</u>	Specialist Hospitals & Women’s Health	Children’s Community Services	Adult Social & Primary Care
(1.4) Description of the policy/ proposal? State the aims and objectives/key elements of the policy/proposal. Detail the changes the policy/proposal will introduce. How will the policy/proposal be communicated to staff /service users? Describe how the policy/proposal will be rolled out/put into practice e.g. will there be changes in working patterns / changes to how services will be delivered etc.	<p>Background: This Quality Policy Manual is applicable to all clinicians, radiographers, medical staff, radiotherapy helpers, and support staff working within the Radiotherapy Department. Radiotherapy outpatient nursing and ward care for inpatients, is outside the scope of this manual. Activities carried out by the Radiotherapy Physics Service are covered within their own explicit Quality Management System.</p> <p>Scope: This Quality Policy Manual is applicable to all clinicians, radiographers, radiotherapy helpers, and support staff working within the Radiotherapy Department. The activities carried out by the Radiotherapy Physics Service are covered within their own explicit QMS. Ward care for inpatients and the Radiotherapy Outpatient Nursing Department is outside the scope of this Quality Policy Manual.</p> <p>This Quality Policy Manual is based on the British Standard version of BS EN ISO 9001:2015.</p>						

Purpose: The Quality Policy Manual details the Radiotherapy Department's Quality Policy and the structure of the Quality Management System (QMS).
The Quality Manual has several purposes:

- a means to communicate the vision, values, policies and objectives of the organisation,
- a means of showing how the system has been designed,
- a means of showing linkages between processes,
- a means of showing individual responsibilities,
- a training aid,
- a means of demonstrating compliance with external standards and regulations e.g. (ISO 9001:2015) and IR(ME)R.

Objectives: The objectives of the Quality Policy Manual are as follows:

- To define the scope of the QMS
- To reference the documented procedures established for the QMS,
- To provide a description of the interaction between the processes of the QMS.

There is a requirement that this policy is implemented by the Radiotherapy Department (BHSCT). All entitled referrers, operators and practitioners working within the Radiotherapy Department BHSCT must make themselves familiar with this manual and follow it at all times.

The overall responsibility for ensuring that robust procedures under IR(ME)R exist for the safe delivery of radiotherapy lies with the Chief Executive. The Chief Executive through the Executive Team nominates the Chair of the Radiation Protection Committee, who is responsible for establishing Employers Procedures for medical exposure to ionising radiation as required by IR(ME)R.

As part of implementation, the guideline will be reviewed annually.

Internal and external issues will be identified and reviewed through internal audit, customer feedback and correspondence from within and outside the Trust. Issues will be captured on the

	<p>BHSCT risk register, highlighted in the Radiotherapy Quality Report and discussed at Management Review.</p> <p>Annually the management review team will review and update the SWOT analysis (Strengths, Weaknesses, Threats and Opportunities) which determines the internal and external issues that are relevant to our strategic direction and that affect our ability to achieve the objectives of the Quality Management System.</p> <p>Dissemination: This Quality Manual is applicable to all clinicians, radiographers, radiotherapy helpers, and support staff working within Radiotherapy. It is available in the QA Office in the Radiotherapy Department and on the BHSCT Loop.</p>
<p>(1.5) Who owns the policy/proposal? Where does it originate? For example: DoH / HSCB</p>	<p>Director, Surgery & Specialist Services, BHSCT.</p>
<p>(1.6) Who are the main stakeholders affected (Internal and External)? For example: actual or potential service users, carers, staff, other public sector organisations, trade unions, professional bodies, independent, voluntary or community sector or others.</p>	<p>Stakeholders include: Applicable to all clinicians, radiographers, radiotherapy helpers, and support staff working within the Radiotherapy Department, BHSCT.</p> <ul style="list-style-type: none"> • Employees: Radiographers, Consultants, Radiotherapy Physics, Students, Volunteers, Administrative Staff, Senior Managers • Customers: Patients/carers, University of Ulster • Suppliers: Equipment Suppliers, MES, Radiotherapy Physics, NIAS, Anaesthetics, BHSCT Information Technology, CIVERT • Regulators: RQIA, CHKS, SPPG, DOH, Society of Radiographers, HCPC, Trust requirements and standards • Commissioners • Charitable groups: Friends of the Cancer Centre, Macmillan, Cancer Research UK

	<ul style="list-style-type: none"> • WHSCT and other Trusts
<p>(1.7) Provide details of how you involved stakeholders, views of colleagues, service users, staff side or other stakeholders when screening this policy/proposal.</p>	<p>Management Review Process.</p> <ul style="list-style-type: none"> • Oncology Patient Safety Meetings • Radiotherapy Development Meeting • Senior Staff Meeting • Management Review Meetings. <p>The Quality Policy Manual is a joint piece of work involving Radiographers, Consultant Oncologists and Senior Managers and approval sought at the Oncology Governance Meeting.</p> <p>Clinical Oncology (Medical) and Therapeutic Radiography teams for Radiotherapy BHSCT were consulted in the review of this policy.</p>
<p>(1.8) Other policies/strategies with a bearing on this policy/proposal For example: internal or regional policies</p>	<p>This policy should be read in conjunction with the following:</p> <p>Evidence base/references:</p> <ol style="list-style-type: none"> 1. International Standard ISO 9001:2015, Quality management systems 2. IR(ME)R Regulations 3. Corporate Management Plan 2021-2024 4. Radiotherapy Service Strategy 2020-2025 5. http://intranet.belfasttrust.local/Documents/2016/June/Making%20Communication%20Accessible.pdf 6. Delivering Together - Health Ministers Vision 7. New Directions 2 8. Integrated Governance and Assurance Framework 9. Belfast Trust Risk Management Strategy 2020-2021 10. Division of Cancer and Specialist Services Management Plans 23-24 11. Radiotherapy Department Objectives 2023-2024 12. BHSCT Health and Safety Policy 13. BHSCT ICT Policy

	<p>Statutory and Legislative Requirements and Guidance Documents</p> <ul style="list-style-type: none"> • IR(ME)R NI 2018 The Department of Health Social Services and Public Safety Ionising Radiation (Medical Exposures) Regulations (NI) 2018 • Manual of Cancer Services Standards. April 2013 • Management of unscheduled interruptions in radiotherapy, Departmental Protocol, QA Office. • BHSCT Policies and Procedures BHSCT Intranet. • The Royal College of Radiologists, Society and College of Radiographers, Institute of Physics and Engineering in Medicine. Ionising Radiation (Medical Exposure) Regulations: Implications for clinical practice in radiotherapy. Guidance from the Radiotherapy Board June 2020. • The Royal College of Radiologists, Society and College of Radiographers, Institute of Physics and Engineering in Medicine, NPSA, British Institute of Radiology. Towards Safer Radiotherapy. London. The Royal College of Radiologists April 2008. • The Royal College of Radiologists, Society and College of Radiographers, Institute of Physics and Engineering in Medicine. On target: ensuring geometric accuracy in radiotherapy. London: The Royal College of Radiologists November 2008. • The Royal College of Radiologists, Society and College of Radiographers, Institute of Physics and Engineering in Medicine. On target 2: updated guidance for image-guided radiotherapy. Radiotherapy Board
<p>(1.9) Are there any factors that could contribute to/detract from the intended aim/outcome of the policy/proposal? For example: Financial, legislative</p>	<p>BHSCT is committed to the full implementation of the Quality Policy Manual for Radiotherapy and through regular monitoring, it is anticipated that the aims and objectives of the Quality Policy Manual will be fully realised and any factors that could detract from those aims and objectives will be minimised/avoided.</p>

Section 2: Classification of the Policy / Proposal

- The purpose of this Section is to consider the policy/proposal in terms of its **relevance** and likely **impact (actual/potential)** on **equality of opportunity, disability duties, good relations and human rights**.
- To **determine the impact (actual and potential)** of a policy/procedure on **equality of opportunity, disability duties, good relations and human rights** please **complete the screening questions at 2.1 – 2.6**.

Screening Questions	Yes	No
(2.1) Is there an impact on Equality of Opportunity for those affected by this policy, for each of the S75* equality categories?		X
(2.2) Are there better opportunities to promote equality of opportunity for people within the S75 categories?		X
(2.3) Does the policy impact upon Good Relations between people of a different religious belief, political opinion or racial group?		X
(2.4) Are there opportunities to better promote good relations between people of a different religious belief, political opinion or racial group?		X
(2.5) Are there opportunities to encourage Disabled People to participate in public life and promote positive attitudes toward disabled people? (Disability Duties)		X
(2.6) Does the policy/proposal impact on Human Rights ?		X
*S75 equality categories include : Age, Dependent Status, Disability, Gender, Marital Status Ethnicity, Religion, Political Opinion and Sexual Orientation.		

Screening Statement

- If you have answered **Yes** to **any** of the above questions complete **Sections 3 - 9. OR**
- If you have answered **No** to **all** of the above questions the policy may be **screened out** - go to **Screening Statement** at **2.7**.

N.B: All Staff must complete their **mandatory equality, good relations and human rights training** once every five years. This can be booked via HRPTS or completed online at www.hsclearning.com. The online programme is called 'Making a Difference'. Belfast Trust Staff can also access a suite of equality and diversity training including: disability awareness, human rights and embracing diversity in HSC – please contact Lesley.Jamieson@belfasttrust.hscni.net for more information.

(2.7) Screening Statement :

This policy / proposal is '**screened out**' on the basis that: (please tick)

- It is a purely clinical or technical nature and has **no relevance** or **impact (actual / potential)** in terms of **equality of opportunity, disability duties, good relations and human rights**.
- It aims to standardise practice and / or achieve best practice based on current evidence.
- Reasonable adjustments** will be made for patients/service users as required including any information e.g. leaflets / letters in accessible/alternative formats

NB: Accessible/ Alternative formats can include, for example, information in easy to read formats or audio formats when the patient/service user has a learning disability or is visually impaired. For advice on making information accessible and inclusive for disabled patients/service users, click [Making Communication Accessible guidance](#). In addition, if a patient/service user does not speak English as his/her first language, an interpreter / sign language interpreter should be provided and written information should be translated as appropriate.

Any other reasons: Please detail.

Approved Lead Officer: Position: Date:	Oonagh Maguire / Una McElroy QA Radiographers 25.10.2023	Countersigned by*: Planning & Equality Team: Date:	
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Please sign / date and forward to the Equality and Planning Team for consideration - Lesley.Jamieson@belfasttrust.hscni.net.

***Equality screenings are completed with information provided by the policy / proposal author subject to advice and assistance provided by the Trust’s Equality Managers.**

Section 3: Consideration of Equality and Good Relations Issues and Evidence Used

This section records the quantitative and qualitative data you have used to consider equality and good relations issues including:

- The assessment of impact on staff and service users
- The identification of mitigation factors to reduce/remove any adverse impact
- Opportunities to better promote equality of opportunity

Evidence to help inform the screening process may be quantitative and qualitative. For example: previous consultations and equality impact assessments (eqias), statistics, research, complaints, feedback, referrals, grievances, inspection reports, focus groups, user groups etc.

(3.1) Quantitative and Qualitative Data: Service Users

SERVICE USERS			
Equality Category	Service Users	Quantitative Data <i>(2011 Census Data unless otherwise stated)</i>	Qualitative Data (Needs, Experiences, Priorities)

		Belfast / Castlereagh population	Service users affected %	
1. Age	0-15 16-24 25-34 35-44 45-54 55-64 65+	22% 11% 12% 14% 14% 12% 15%		
2. Dependent Status	Caring for a child dependant older person/ person with a disability	12% of usually resident population provide unpaid care - 36% of whom are male and 64% are female		
3. Disability	Yes No	21% 79%		
4. Gender	Female Male	49% 51%		

5. Marital Status	Married/Civil P'ship Single Other/Not known	34.21% 46.6% 19.19%		
6. Race Ethnicity	White Black/Minority Ethnic	98% 2%		
7. Religion	Roman Catholic	41%		
	Presbyterian Church of Ireland Methodist Other Christian	42%		
	Buddhist Hindu Jewish Muslim Sikh Other None	17%		

<p>8. Political Opinion Based on Council seats on Belfast City Council, October 2017. Excludes Castlereagh</p>	<p>DUP SF SDLP UUP APNI Green PBP IND PUP</p>	<p>13 19 4 6 8 1 1 5 3</p> <p><i>Based on Council seats on Belfast City Council * Excludes Castlereagh</i></p>		
<p>9. Sexual Orientation</p>	<p>Opposite sex Same sex Same and Opposite sex Do not wish to answer /Not known</p>	<p>Estimated 6-10% of persons identify as lesbian, gay, bisexual</p> <p><i>Source: 2012 report by Disability Action & Rainbow Project</i></p>		

(3.3) Quantitative and Qualitative Data: Staff

This information will be provided together with analysis and advice by the Employment Equality Team in the Human Resources department.

Quantitative Data: For staff data please contact Martin McGrath on 028 95 048353 / martin.mcgrath@belfasttrust.hscni.net

Qualitative Data: Consideration will be given to the different needs, experiences and priorities of each of the categories in relation to the policy / proposal.

Should any equality / modernisation related issues arise they will be managed through the Organisational Change Framework. [Click here for Framework](#)

When organisational / policy change is necessary, regardless of whether it is a permanent or temporary change, the Trust is committed to treating staff fairly and equitably. Staff can be assured that the change process will be managed. This includes consultation with staff and the opportunity for staff to discuss in one to one meetings, any adverse equality impacts resulting in changes to their employment.

This framework also works alongside other Human Resources policies including for example the Disability and Reasonable Adjustment Framework, the Work Life Balance Policy and Procedure, the Recruitment and Selection Policy and Procedure and Agenda for Change Terms and Conditions Handbook.

Equality Category	Groups	Quantitative Data		Qualitative Data
		Belfast Trust workforce (@January 2019)	Staff affected by the Policy/Proposal %	

1. Age	16-24 25-34 35-44 45-54 55-64 65+	4% 24% 25% 26% 18% 3%		
2. Dependant Status	Dependants No Dependants Not known	20% 16% 64%		
3. Disability	Yes No Not known	2% 63% 35%		
4. Gender	Female Male	77% 23%		
5. Marital Status	Married/ Civil P'ship Single Other/ Not known	52% 32% 16%		

6. Race				
a) Ethnicity	BME White Not Known	4% 72% 25%		
b) Nationality	GB Irish Northern Irish Other Not known	18% 11% 2% 1% 68%		
7. Religion				
a) Community Background	Protestant Roman Catholic Neither	40% 49% 11%		
b) Religious Belief	Christian Other No religious belief Not known	28% 1% 9% 62%		

8. Political Opinion <i>* 2011 Assembly election</i>	Broadly Nationalist Broadly Unionist Other Do not wish to answer/ Unknown Not known	6% 7% 8% 79%		
9. Sexual Orientation	Opposite sex Same sex or both sexes Do not wish to answer	41% 2% 57%		

Section 4: Consideration of Impacts, Mitigation, Alternative Policies / Proposals

Given the **evidence** gathered in Section 3 please identify for each of the **nine equality categories** the level of **impact, mitigation measures and alternative policies / proposals** that better **promote equality of opportunity**.

(4.1) SERVICE USERS

Equality Category	Level of Impact			Mitigation Measures and Alternative Policies or Actions that might lessen the severity of the equality impact (where Major or Minor Impact identified)
	Major	Minor	None	
Age				
Dependant Status				
Disability				

Gender				
Marital Status				
Race (Ethnicity)				
Religion				
Political Opinion				
Sexual Orientation				
Multiple Identity e.g. disabled minority ethnic people or young Protestant men.				
(4.2) STAFF				
Equality Category	Level of Impact			Mitigation Measures and Alternative Policies or Actions that might lessen the severity of the equality impact (where Major or Minor Impact identified)
	Major	Minor	None	
Age				
Dependant Status				
Disability				
Gender				

Marital Status					
Race	Ethnicity				
	Nationality				
Religion	Community Background				
	Religious Belief				
Political Opinion					
Sexual Orientation					
Multiple Identity e.g. female staff with caring responsibilities					

Section 5: Good Relations

Based on the **evidence** collected in Section 3 & 4:

- To what extent is the policy/proposal likely to **impact Good Relations** i.e. between people of different religious belief, political opinion or racial group?
- Are there any **additional measures** that could be suggested to ensure the policy or proposal **promotes Good Relations**?

Good Relations category	Level of impact			Mitigation Measures and Alternative Policies or Actions that might lessen the severity of the equality impact
	Major	Minor	None	

				(where Major or Minor Impact identified)
Religious belief				
Political opinion				
Racial group				

Section 6: Disability Duties	
<p>How does the policy / proposal:</p> <ul style="list-style-type: none"> • encourage disabled people to participate in public life <i>and</i> • promote positive attitudes towards disabled people? <p>Consider what other measures you could take to meet these duties.</p> <p><i>For example, have staff received disability equality training.</i></p>	

Section 7: Human Rights

Belfast Health and Social Care Trust is committed to providing the **highest attainable standard of health** within our resources.

Does the policy/proposal affect human rights in a positive or negative way?

Article	Positive impact	Negative impact (Human Right has been interfered with or restricted)	Neutral impact
A2: Right to life			
A3: Right to freedom from torture, inhuman or degrading treatment or punishment			
A4: Right to freedom from slavery, servitude & forced or compulsory labour			
A5: Right to liberty & security of person			
A6: Right to a fair & public trial within a reasonable time			
A7: Right to freedom from retrospective criminal law & no punishment without law			
A8: Right to respect for private & family life, home and correspondence.			
A9: Right to freedom of thought, conscience & religion			
A10: Right to freedom of expression			
A11: Right to freedom of assembly & association			
A12: Right to marry & found a family			
A14: Prohibition of discrimination in the enjoyment of the convention rights			
1st protocol Article 1 – Right to a peaceful enjoyment of possessions & protection of property			
1st protocol Article 2 – Right of access to education			
Please outline: any actions you will take to promote awareness of human rights and <ul style="list-style-type: none"> evidence that human rights have been taken into consideration in decision making 			

processes.	
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Section 8: Screening Decision			
(8.1) How would you categorise the impacts of this policy / proposal? (Please underline one category)	Major	Minor	None
	(Screened In for an Equality Impact Assessment)	(Screened Out with mitigation)	(Screened Out)
(8.2) If you have identified any impact, what mitigation have you considered to address this?			
(8.3) Do you consider the policy/proposal needs to be subjected to on-going screening ?	Yes	No	Reasons
(8.4) Do you think the policy/proposal should be subject to an Equality Impact Assessment (EQIA) ?	Yes	No	Reasons
NB: A full Equality Impact Assessment (EQIA) is usually confined to those policies or proposals considered to have <u>major</u> implications for equality of opportunity/good relations/human rights.			
Section 9: Monitoring			
(9.1) Please detail how you will monitor the effect of the			

<p>policy/proposal for impact in terms of equality of opportunity, good relations, disability duties and human rights?</p>	
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Please sign /date and forward to the Equality and Planning Team for consideration - Lesley.Jamieson@belfasttrust.hscni.net.

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Approved Lead Officer		Countersigned by:	
Position		Equality Manager	
Date		Employment Equality Manager	

