

The State Hospital Equality Impact Assessment (EQIA)

You should read the guidance document prior to completing this template.

Please note, the EQIA should be proportionate to the significance and coverage of the policy and should take cognisance of the nature of the environment and patient group.

Step 1: Screening to determine if the policy requires a detailed EQIA

Name of the policy: Induction Policy (HR44)	
Directorate: HR	Date: 23/6/21
Designation(s) of author(s): Training & Professional Development Manager	
Type:	
Strategy <input type="checkbox"/> Policy <input checked="" type="checkbox"/> Protocol <input type="checkbox"/> Project <input type="checkbox"/> *Other <input type="checkbox"/> (*please provide details)	
New <input type="checkbox"/> update to existing policy <input checked="" type="checkbox"/> *replacement <input type="checkbox"/> (*please advise what this policy is replacing)	
1. What are the main aims and outcomes of the policy and how do these fit in with the wider aims of the organisation, legislation and national drivers?	
<p style="text-align: center;">Aim(s) / Outcome(s)</p> <p>This policy aims to ensure that a structured, formal and relevant induction is provided for all new staff.</p>	<p style="text-align: center;">Wider Aim(s)</p> <p>Having a robust and structured induction process in place will help to ensure organisational compliance with health and safety and equalities legislation and the NHS Scotland Staff Governance Standards. It will also help to maintain standards and support the delivery of safe, effective and high quality services and patient care.</p>
2. Please identify the scope of the policy	
Forensic Network wide <input type="checkbox"/> Hospital wide <input checked="" type="checkbox"/> Service specific <input type="checkbox"/> Discipline specific <input type="checkbox"/> *Other <input type="checkbox"/> (*please provide details)	

3. Who are the key stakeholders potentially affected by the policy? Will the policy impact on these groups in a positive and/or negative and/or neutral way? Why do you say this?

Stakeholder(s)	Impact	Rationale
Staff	Positive	<p>Effective induction is vital for the integration of new staff and investment in a robust period of induction is crucial to achieving a motivated, competent and engaged workforce.</p> <p>This policy will promote consistency of practice and ensure that a comprehensive induction is provided for all new staff, including staff returning to work following an extended period of absence or a change of role.</p> <p>The induction process will help to ensure that staff understand their role within the organisation and are provided with the core information, training and support they require to perform their role in a safe and effective manner.</p>
Patients	Positive	<p>Having a robust and structured induction process will help to ensure that staff have the knowledge and skills required to maintain a safe and secure environment and support delivery of high quality patient care. Patient care is likely to be enhanced as a result of this.</p>
Carers	Positive	<p>Provides reassurance that staff are equipped with the knowledge and skills required to maintain a safe and secure environment and deliver high quality patient care.</p>

4. Is a collaborative assessment with external partners required? No

5. Specifically, in relation to the protected characteristics, please identify whether the policy impacts positively, negatively and / or neutrally on these groups, providing rationale in support of your decision. Please also describe any identified inequality and indicate practice in place which mitigates aspects of the policy contributing to any adverse impact or inequality.

Protected Characteristic	Positive X	Adverse/Negative X	Neutral X	Identified impact / inequality and rationale, including mitigating practice where appropriate
Age	X			This policy applies to all new staff employed on a substantive basis within the State Hospital, whether full-time, part-time, permanent or fixed term. This ensures that no age groups are disadvantaged and all staff have access to the same induction training and support.
Disability	X			The induction guidance supports a tailored approach to delivery of the induction content to accommodate any additional support needs associated with a disability (e.g. visual or auditory impairments, dyslexia or other learning difficulties, etc).

Gender	X			This policy applies to all new staff employed on a substantive basis within the State Hospital, whether full-time, part-time, permanent or fixed term. This ensures that part-time workers (who are predominantly women) are not disadvantaged.
Gender Reassignment			X	
Marriage and Civil Partnership			X	
Pregnancy and Maternity	X			The induction guidance supports a flexible approach to scheduling corporate induction, to enable employees to breastfeed and/or to express milk.
Race/Ethnicity	X			The induction guidance supports a tailored approach to delivery of the induction content to accommodate any barriers to understanding e.g. language.

Religion and or Belief	X			The induction guidance supports a tailored approach to the scheduling of corporate induction sessions to accommodate the needs of staff for whom the organisation has committed to protecting time for religious/faith related practice at specific times e.g. Juma Prayers.
Sexual Orientation			X	

6. Thinking about the key stakeholders you have identified in no. 3, please explain how the policy supports the organisation to eliminate any potential unlawful discrimination, harassment and victimisation of these groups, promoting equality of opportunity and fostering good relationships between all stakeholders.

This policy applies equally to all new staff employed on a substantive basis within the State Hospital, whether full-time, part-time, permanent or fixed term. The policy will ensure consistency in relation to the induction process across all staff groups and helps to ensure that individuals are not disadvantaged due to any of the protected characteristics. Implementation of the policy will be monitored to ensure it is being applied in consistently and equitably for all new staff.

The policy will help to ensure that new staff have the core knowledge and skills required for their role and will provide managers with an opportunity to define performance standards and expectations and foster good working relationships and working practices.

The induction process can help to ensure a smooth transition into the workplace. It can assist new staff to settle into their new role and become productive and efficient members of staff within a shorter period of time, creates a positive impression of the organisation, supports staff retention, and facilitates delivery of high quality services and patient care. Having a robust and structured induction process will also provide reassurance for patients and carers that staff have the knowledge and skills required to maintain a safe and secure environment and deliver high quality patient care.

7. Thinking about the key stakeholders you have identified in no. 3, please identify potential inequalities of outcome which may arise in relation to socio-economic disadvantage (low income), including material deprivation.

None identified.

Please discuss with the Service Lead / Director and complete below to indicate this person is in agreement with your findings.

Service Lead / Director Designation: HR Director (Interim)

Date: 23 / 06 / 2021

Then forward this screening document and your policy document to the Person Centred Improvement Lead for approval.

Approved by Person Centred Improvement Lead

Date: 06/07/2021

Comments

No requirement for detailed EQIA.

Detailed EQIA required. Please contact Person Centred Improvement Lead for advice / support

Date: / /

Following consultation, this EQIA should be attached to the policy document and included within the paperwork for consideration by the Policy Approval Group (PAG) prior to implementation. If any changes to the EQIA are required as a result of feedback from the consultation, please contact the Person Centred Improvement Lead.

Please note, as policy and EQIA documents are within the public domain, via the Hospital's website (unless identified by the PAG as sensitive information), content should not include the names of any stakeholders and/or include any information which would identify individuals.