

# EQIA – Standard Impact Assessment (Form 1)

## EQIA Document Control

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<b>Date published</b>	
<b>EQIA approved</b>	

**EQIA – Standard Impact Assessment (Form 1)**

**Question 1:**

Which Service, Dept, Group or Committee is responsible for carrying out the Standard Impact Assessment?

<b>Name</b>	HEPMA Programme Board
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**Question 2:**

Lead Assessor's contact details

<b>Name</b>		<b>Tel. No</b>	
<b>Job Title:</b>		<b>Ext:</b>	
<b>Department</b>		<b>Email</b>	

**Question 3:**

Title of Document / Policy (please include the Policy number) / Proposed Change (project or initiative)

Hospital Electronic Prescribing Medicines Administration (HEPMA)
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**Question 4**

Define the work– is it?                      N= New, R= Review / Redesign

<b>Policy</b>	<b>N</b>	<b>Procedure</b>	<b>R</b>	<b>Guideline</b>		<b>Project</b>	<b>N</b>
<b>Strategy</b>	<b>N</b>	<b>Protocol</b>	<b>R</b>	<b>Service</b>	<b>N</b>		
<b>Other?</b>	<b>(Please describe)</b>						

**Question 5**

**Briefly outline the aim and the purpose of the work that is being screened for Adverse Impact.**

<b>Aim</b>	<p>The primary aims of (HEPMA) are to:</p> <ul style="list-style-type: none"> <li>• Significantly improve patient safety and quality of care</li> <li>• Remove paper-based processes from prescribing and medicines administration</li> <li>• Improve our medicines management processes and enhance medicines optimisation.</li> <li>• Enable greater control over what is prescribed, how it is prescribed and how it is administered.</li> <li>• Enable monitoring and feedback to reduce variation, minimise inefficiency and improve quality.</li> </ul>
<b>Purpose</b>	<p>HEPMA will combine three functions to provide all clinical staff with an integrated view of a patient's medication history, through: electronic communication of a prescription or medicine order aiding the choice, administration and supply of a medicine and through knowledge and decision support providing a robust audit trail for the entire medicines use process.</p>

### Question 6

**Is this a new development? (Please tick)**

Yes	✓	No	
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### Question 7

**If yes, is this proposal/ decision strategically important or not, please describe below?**

<p>Implementation of HEPMA across Scotland would be a major achievement towards improving the quality of health care in Scotland. This is clear from the fact that it would be a key step towards meeting the NHS Scotland quality ambitions, of preventing harm and providing the most appropriate treatment. However, digitising hospital medication records has an additional benefit as it would also greatly improve communication, allowing us to take better account of each individual patient's response to treatment and facilitate shared decision making.</p> <p>Implementation of HEPMA would help realise the aims of several key Scottish Government policies. These include:</p> <ul style="list-style-type: none"> <li>• National Clinical Strategy</li> </ul>
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- Digital Health and Care Strategy
- Closing the Loop
- Prescription for Excellence

The aims of NHS Fife's Clinical and Digital & Information Strategies will also be achieved.

Investment in HEPMA on a national and local level will aid in the delivery of safe, effective person-centred pharmaceutical care beyond hospitals alone, and support the electronic capture of prescribing data and sharing of information on patients' medicines within and between care settings.

### Question 8:

What is the scope for this EQIA? (Please tick\*)

NHS Fife (all)	✓	NHS Fife (Acute)		NHS Fife (Corporate)	
HSCP West Division		HSCP East Division		HSCP Fife wide Division	
*Service specific? Name			*Discipline specific? Name		

### Question 9:

Who is it intended to benefit?-CYP Children and Young People

Staff	✓	Service Users including CYP	✓	Public Including CYP	✓
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### Question 10:

Identifying the Impacts

Consider any potential Impacts on the Protected Characteristic Groups, and Children and Young People etc and the relevance of policy/ change to each group is described as:

**H- High Relevance, M = Medium Relevance or L= Low relevance**

### Equality Impact Assessment Matrix

Protected Characteristic	Positive Impact	No Impact	Adverse Impact
High Relevance	NO Full EQIA required	NO Full EQIA required	Full EQIA required – Action Plan required
Medium Relevance	NO Full EQIA required	NO Full EQIA required	Full EQIA required – Action Plan required
Low Relevance	NO Full EQIA required	NO Full EQIA required	EQIA may be required – discuss with Equality and Participation Co-ordinator as you may be able to address these Impacts immediately.



Relevant Protected Characteristics	Employees	Applies to
<b>Age</b> - including children and young people	L	LR/PI
<b>Disability</b> - including people with mental health difficulties	L	LR/PI
<b>Race</b> - black and ethnic people including Gypsy Travellers, racism by cast	L	LR/PI

<b>Sex</b> - women and men	L	LR/PI
<b>Sexual orientation</b> - lesbian, gay or bisexual	L	LR/PI
<b>Religion and Belief</b>	L	LR/PI
<b>Gender Reassignment – transitioning pre and post transition</b>	L	LR/PI
<b>Pregnancy and Maternity –mainly applicable to staff and work force policy</b>	L	LR/PI
<b>Marriage and Civil Partnership</b>	L	LR/PI
<b>Fairer (Scotland) Duty 2018 – Assessing impacts on socio-economic disadvantage and/or inequalities of outcome</b>	<b>Yes</b>	<b>No</b>
	Please tick	Please tick
<b>Is this a proposal / decision strategically important?</b>		✓

**If yes, please complete what was discussed?**

1.	What evidence do you have about socio-economic disadvantage and inequality of outcome in relation to this issue/ decision? (How have people who are affected socially and economically	<b>N/A</b>
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	affected?)	
2.	Have you discussed at a strategic level what the main impacts will be of the issue/ decision?	N/A
3.	Have you considered ways of reducing those impacts? Who will you work with to address these issues?	N/A

<b>Children and Young People (Scotland) Act 2014</b>	<b>Yes</b>	<b>No</b>
Have you considered completing a Participation of Children & Young People Template?   Fife Children's Services E&P Framework  CRWIA & Engagement and Part  <b>Is this a proposal / decision strategically important?</b>	Please tick	Please tick  ✓

1.	What evidence do you have about Children and Young people, possible disadvantage and inequality of outcome in relation to this issue/ decision?	N/A
2.	Have you discussed at a strategic level what the main impacts will be of the issue/ decision?	N/A
3.	Have you considered ways of reducing those impacts?	N/A

### Question 11:

**Have you consulted with staff, public, service users, children and young people and others to help assess for Impacts?  
(Please tick)**

Yes		No	✓
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If yes, **who** was involved and **how** were they involved? If not, why not, was this necessary as it is just a refresh of existing policy or guidance already in place for example?

**Who?**

N/A

**How?**

N/A

### Question 12:

If necessary- please include in brief evidence or relevant information that has influenced the decisions being made (this could include demographic profiles, audits, research, published evidence, and health needs assessment, work based on national guidance or legislative requirements etc) . Any evidence /data that support's your assessment can be inserted into the box below.

**Please enter evidence/data links :**

There has been no decision made in relation to EQIA. However, this project is expected to be low risk in relation to Equality and Diversity Impact. HEMPA has been successfully implemented in other Health Board areas in Scotland, with no evidence of any Equality and Diversity impact.



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### Question 13:

#### Meeting the Public Sector Duty as part of the Equality Impact Assessment

Please provide a rationale to support the results of the Standard Impact Assessment, in that due consideration has been given to:

- **Eliminate unlawful discrimination, harassment and victimisation**
- **Advance equality of opportunity between different groups; and**
- **Foster good relations between different groups**

What we must do	Provide a description or summary of how this has been achieved
<b>Eliminate discrimination</b>	As an organisation that embraces diversity, none of the 9 protected groups will be adversely affected by the implementation of HEPMA. The transition of moving from paper to electronic prescribing (which will occur over a three year period) will have a positive impact on all of the people in Fife, as it will significantly improve patient safety and quality of care.
<b>Advance equality of opportunity</b>	
<b>Foster good relations</b>	

### Question 14:

Has your assessment been able to demonstrate the following?

<b>Positive Impact</b>	✓
<b>No Impact</b>	
<b>Adverse Impact</b>	

If you have identified that a full EQIA is required then you will need to ensure that you have in place, either a working group or a means to address the results of the Impact Assessment and any adverse outcomes at your meetings or as a separate arrangement.

**Contact Equality and Human Rights Lead Officer for support**

**Prepare for this in advance;** bring any information, plans, surveys or reports to the meeting. You should make contact with patient relations to request community and public representation, and then contact the Scottish Health Council for further support with participation and engagement.

To be completed by Lead Assessor	
Name	
Email	
Telephone ( ext)	
Signature	
Date	

Return to Equality and Human Rights Lead Officer at  
[Fife-UHB.equalityandhumanrights@nhs.net](mailto:Fife-UHB.equalityandhumanrights@nhs.net)