

EQIA Report For Evidence Note Process

Date: 17-Jul-08

Policy, Function or Output Details

Section One:		Ownership / Commitments	
1.1 Organisation: NHS Quality Improvement Scotland Including SIGN		1.2 Directorate: Guidance and Standards	
1.3 Person Responsible: Karen Ritchie		1.4 Unit: HSR&E	
1.5 Function Title: Evidence Note Process		1.6 Target Completion Date: 1-Apr-08	
1.7 What stage is it at? Ready to publish		1.8 Status: Replacement	
1.9 Partner Organisations			
This work has been developed : wholly by NHS QIS			
This EQIA report encompasses all versions/formats of the publication e.g. Patient Information leaflet, easy read leaflet etc.			
1.10 Background Knowledge			
What equality data are you aware of being available in relation to the subject matter? None			

Section Two:		The Function Background	
2.1	What is the purpose of this Function To describe the process of production of Evidence Notes.		
2.2	Which NHS QIS work themes does this relate to? Several themes Give details: Evidence Notes are written for projects which would fall under any of the NHS QIS themes.		
2.3	Who are the stakeholders? The HSR&E Unit, KST, medical writers, external contractors, and decision makers within NHSScotland.		
2.4	Who is it to benefit or affect? Health Service Research & Effectiveness Unit In what way? To have a common understanding of the process for evidence notes and assure their quality.		

Stage 1

Section Three:	Initial Checklist
Equality target groups	
Please check the relevant boxes, where it is anticipated that there will be a differential impact on the equality group (due to their membership of that equality group)	
Age: consider children, young people and older people	<input type="checkbox"/>
Disability eg. physical, sensory impairment and learning disability.	<input type="checkbox"/>
Gender: male, female, transgender and transsexual people	<input type="checkbox"/>
Race/ethnic groups including minorities eg. gypsy travellers, refugees & asylum seekers.	<input type="checkbox"/>
Religion or belief: religious or other groups with a recognised belief system	<input type="checkbox"/>
Sexual orientation eg. lesbian, gay, bisexual	<input type="checkbox"/>
Cross Cutting Strands	
People in poverty	<input type="checkbox"/>
Homeless people	<input type="checkbox"/>
Language or social origins issues	<input type="checkbox"/>
People in Criminal Justice System	<input type="checkbox"/>
People with mental health issues	<input type="checkbox"/>
Marital status including civil partnership	<input type="checkbox"/>

Section Four:	Initial Checklist - Summary Sheet
4.1	Have actual or potential differential positive impacts been identified for one or more equality target groups? No
4.2	Have actual or potential differential negative impacts been identified for one or more equality target groups? No
4.3	Additional information and evidence required: None
4.4	Assessment status: <ul style="list-style-type: none"> • Data collection was sufficient for the initial checking Yes • If not what can / should be done to improve it: • The assessor team's knowledge was appropriate for the initial checking Yes • If not give details and recommendations:
4.5	This has been subjected to EQIA before No Date: Give details of outcomes etc.
4.6	What efforts will be made/ have been made to include representatives from the relevant equality target groups as identified in Section 3? Not applicable.
4.7	How have they been/will they be involved in the development? Not applicable. Give details:
4.8	What research or consultation has been/requires to be carried out with regard to the impact on equality target groups as identified in Section 3? None.
Initial Checklist	Recommended actions and sign off
4.9	Further initial checking No If yes what should be undertaken?
4.10	Rapid impact assessment No If not what are the reasons? The evidence note process documents a set of internal procedures to produce a report which summarises published evidence on a particular topic. The format and accessibility of the report is covered by other NHS QIS policies, which are themselves subject to EQIA. Compliance is not an issue because no recommendations are made. Several individual evidence notes have already been through rapid impact assessment, and for the reasons

	just outlined, no adverse impacts were identified.
4.11	Full impact assessment No If not what are the reasons? No equality target groups have been identified as being differentially impacted by the evidence note process.
4.12	Recommendations summary: To publish the process
4.13	No further action is recommended and the conclusions of the initial checklist are accurate and comprehensive <input checked="" type="checkbox"/> If not give reasons:
Name:	Joanne Abbotts (Lead Assessor)

		Summary of Impact Assessment and sign off
Directorate	Guidance and Standards	Assessment dates
Assessors	1: Lead Health Service Researcher 2: Health Service Researcher 3: Health Service Researcher 4: Team support Administrator	Start: 17-Jul-08
		Finish: 17-Jul-08
I confirm this report is an accurate account of the EQIA findings for this Select <input checked="" type="checkbox"/>		
Name:	Joanne Abbotts (Lead Assessor)	Date: 17-Jul-08
Agreed by Manager/Head of Unit	Name/Job Title: Lesley Holdsworth / Head of HSR&E Unit	Date: 29-Jul-08
Quality approved	Name: Jeniffer Kibagendi (Equality and Diversity Officer)	Date: 25-Jul-08