



EQUALITY SCREENING TEMPLATE

For information (evidence, data, research etc.) on the Section 75 equality groups see the Equality Portal - [Screening Resources & Evidence](#).

(1) INFORMATION ABOUT THE POLICY OR DECISION

1.1 Title of policy (incl. doc. reference number) or decision :

EQUIPMENT AND MEDICAL DEVICE MANAGEMENT POLICY

1.2 Description of policy or decision

- **what is it trying to achieve? (aims and objectives)**
- **how will this be achieved? (key elements)**
- **what are the key constraints? (for example financial, legislative or other)**

NIBTS collect, test, process, store and distribute blood and blood products and in addition provide a regional antenatal testing service and blood group reference laboratory service. Various pieces of equipment are used in the delivery of these functions.

Blood collection, testing, processing, storage and distribution is regulated under the Blood Safety and Quality Regulations incorporating the Good Practice Guidelines. The Antenatal Testing Service and Blood Group Reference Service must meet the requirements of ISO 15189.

A wide variety of equipment is used in the various aspects of the service listed above with much of this equipment considered critical to the delivery of safe and effective blood and blood products and testing services.

This policy aims to ensure that equipment/medical devices purchased by NIBTS is:

- Qualified, calibrated, and maintained to suit its intended purpose.
- Has operating instructions available.
- Has any hazards to donors, personnel and blood components identified and minimised and documented by performing a Health & Safety risk assessment.
- Is used in areas set up to assist the work flow and prevent mix ups. Areas should have enough space to safely operate equipment and allow staff to move around safely.
- Located and used in an area where environmental conditions are suitable for the equipment/medical device being utilised e.g. temperature/humidity.
- Only used with reagents and materials from approved suppliers which meet the documented requirements and specifications.



NIBTS aim to meet the above objectives by ensuring where appropriate user requirement specifications are sufficiently detailed and progressed via a competitive tendering process, purchase of CE marked equipment, qualification of equipment prior to live usage including consideration of health and safety risk and environmental constraints and ensuring staff are adequately trained in the use of the purchased equipment.

The main constraints regarding delivery of the above aims are financial and legislative.

1.3 Main stakeholders affected (internal and external)

For example staff, actual or potential service users, other public sector organisations, voluntary and community groups, trade unions or professional organisations or private sector organisations or others

NIBTS Staff

1.4 Other policies or decisions with a bearing on this policy or decision

- **what are they?**
- **who owns them?**

SOP GL:004 Equipment Criticality

SOP GL:006 Equipment Maintenance

SOP GL:007 Equipment Log Preparation

SOP GL:009 Purchasing/Leasing GxP Equipment, Purchasing Reagents, Consumables and Setting Up Maintenance Contracts

SOP GL:010 Disposal of GxP Equipment

SOP QA:100 Management Of Safety/ Hazard Notices Received At NIBTS

SOP VL:001 Non IS Validation Procedure

SOP VL:028 Annual Equipment Revalidation/Requalification.

POL HP:005 Use of Work Equipment Policy

The above SOPs and Policies are owned by NIBTS and aim to provide further detail regarding the management of equipment and medical devices.



(2) CONSIDERATION OF EQUALITY AND GOOD RELATIONS ISSUES AND EVIDENCE USED

2.1 Data gathering

What information did you use to inform this equality screening? For example previous consultations, statistics, research, Equality Impact Assessments (EQIAs), complaints. Provide details of how you involved stakeholders, views of colleagues, service users, staff side or other stakeholders.

NIBTS Staff Data

2.2 Quantitative Data

Who is affected by the policy or decision? Please provide a statistical profile. Note if policy affects both staff and service users, please provide profile for both.

provide prompt for both:

Category	What is the makeup of the affected group? (%) Are there any issues or problems? For example, a lower uptake that needs to be addressed or greater involvement of a particular group?														
Gender	NIBTS Staff Data: 69% female, 31% male														
Age	NIBTS Staff Data: <table><tr><th>Age Group</th><th>%</th></tr><tr><td>16-24</td><td>6%</td></tr><tr><td>25-34</td><td>20%</td></tr><tr><td>35-44</td><td>24%</td></tr><tr><td>45-54</td><td>27%</td></tr><tr><td>55-64</td><td>22%</td></tr><tr><td>>=65</td><td>1%</td></tr></table>	Age Group	%	16-24	6%	25-34	20%	35-44	24%	45-54	27%	55-64	22%	>=65	1%
Age Group	%														
16-24	6%														
25-34	20%														
35-44	24%														
45-54	27%														
55-64	22%														
>=65	1%														
Religion	NIBTS Staff Data: 41% Catholic 44% Protestant 7% Neither 8% Not determined														
Political Opinion	NIBST Staff Data: 11% Broadly Nationalist 10% Broadly Unionist 14% Other 65% No answer														



Marital Status	NIBTS Staff Data: 9% Unknown 32% Single 56% Married / Civil Partnership 1% Divorced 0.5% Widowed 1.5% Separated
Dependent Status	NIBTS Staff Data: 29% Staff with dependents 30% Staff without dependants 41% Not assigned
Disability	NIBTS Staff Data: 60% No Disability 3% With Disability 37% Not Assigned
Ethnicity	NIBTS Staff Data: 75% White Less than 1% Pakistani 1 % Other 23% Not Assigned
Sexual Orientation	NIBTS Staff Data: 54% Someone of the opposite sex 2.5% Someone of the same sex 0.5% Both sexes 5% Do not wish to answer 38% Not assigned



2.3 Qualitative Data

What are the different needs, experiences and priorities of each of the categories in relation to this policy or decision and what equality issues emerge from this? Note if policy affects both staff and service users, please discuss issues for both.

Category	Needs and Experiences
Gender	No equality issues in regards to this policy have been identified.
Age	No equality issues in regards to this policy have been identified.
Religion	No equality issues in regards to this policy have been identified.
Political Opinion	No equality issues in regards to this policy have been identified.
Marital Status	No equality issues in regards to this policy have been identified.
Dependent Status	No equality issues in regards to this policy have been identified.
Disability	Issues relating to accessibility information fro people with disabilities are considered in our Accessible Formats Policy.
Ethnicity	Issues relating to accessible information for people whose first language is not English are considered in our Accessible Formats Policy.
Sexual Orientation	No equality issues in regards to this policy have been identified.



2.4 Multiple Identities

Are there any potential impacts of the policy or decision on people with multiple identities? For example; disabled minority ethnic people; disabled women; young Protestant men; and young lesbians, gay and bisexual people.

N/A

2.5 Making Changes

Based on the equality issues you identified in 2.2 and 2.3, what changes did you make or do you intend to make in relation to the policy or decision in order to promote equality of opportunity?

<i>In developing the policy or decision what did you do or change to address the equality issues you identified?</i>	<i>What do you intend to do in future to address the equality issues you identified?</i>



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2.6 Good Relations

What changes to the policy or decision – if any – or what additional measures would you suggest to ensure that it promotes good relations? (refer to guidance notes for guidance on impact)

<i>Group</i>	<i>Impact</i>	<i>Suggestions</i>
Religion		
Political Opinion		
Ethnicity		

(3) SHOULD THE POLICY OR DECISION BE SUBJECT TO A FULL EQUALITY IMPACT ASSESSMENT?

A full equality impact assessment (EQIA) is usually confined to those policies or decisions considered to have major implications for equality of opportunity.

How would you categorise the impacts of this decision or policy? (refer to guidance notes for guidance on impact)

Do you consider that this policy or decision needs to be subjected to a full equality impact assessment?

Please tick:

Major impact	
Minor impact	
No further impact	✓

Please tick:

Yes	
No	✓



Please give reasons for your decisions.

This is a technical policy; no equality impacts have been identified for any of the Section 75 groups.



(4) CONSIDERATION OF DISABILITY DUTIES

4.1 In what ways does the policy or decision encourage disabled people to participate in public life and what else could you do to do so?

<i>How does the policy or decision currently encourage disabled people to participate in public life?</i>	<i>What else could you do to encourage disabled people to participate in public life?</i>

4.2 In what ways does the policy or decision promote positive attitudes towards disabled people and what else could you do to do so?

<i>How does the policy or decision currently promote positive attitudes towards disabled people?</i>	<i>What else could you do to promote positive attitudes towards disabled people?</i>



(5) CONSIDERATION OF HUMAN RIGHTS

5.1 Does the policy or decision affect anyone's Human Rights? Complete for each of the articles

ARTICLE	Yes/No
Article 2 – Right to life	
Article 3 – Right to freedom from torture, inhuman or degrading treatment or punishment	
Article 4 – Right to freedom from slavery, servitude & forced or compulsory labour	
Article 5 – Right to liberty & security of person	
Article 6 – Right to a fair & public trial within a reasonable time	
Article 7 – Right to freedom from retrospective criminal law & no punishment without law	
Article 8 – Right to respect for private & family life, home and correspondence.	
Article 9 – Right to freedom of thought, conscience & religion	
Article 10 – Right to freedom of expression	
Article 11 – Right to freedom of assembly & association	
Article 12 – Right to marry & found a family	
Article 14 – Prohibition of discrimination in the enjoyment of the convention rights	
1 st protocol Article 1 – Right to a peaceful enjoyment of possessions & protection of property	
1 st protocol Article 2 – Right of access to education	

*If you have answered no to all of the above please move on to **Question 6** on monitoring*



5.2 If you have answered yes to any of the Articles in 5.1, does the policy or decision interfere with any of these rights? If so, what is the interference and who does it impact upon?

List the Article Number	Interfered with? Yes/No	What is the interference and who does it impact upon?	Does this raise legal issues?*
			Yes/No

** It is important to speak to your line manager on this and if necessary seek legal opinion to clarify this*

5.3 Outline any actions which could be taken to promote or raise awareness of human rights or to ensure compliance with the legislation in relation to the policy or decision.

**(6) MONITORING**

6.1 What data will you collect in the future in order to monitor the effect of the policy or decision on any of the categories (for equality of opportunity and good relations, disability duties and human rights)?

Equality & Good Relations	Disability Duties	Human Rights

Approved Lead Officer:

Angela Macauley

Position:

Quality & Regulatory Compliance
Manager

Date:

17.02.2020

Policy/Decision Screened by:

Angela Macauley

Please note that having completed the screening you are required by statute to publish the completed screening template, as per NIBTS equality scheme. If a consultee, including the Equality Commission, raises a concern about a screening decision based on supporting evidence, you will need to review the screening decision.

Please forward a copy of the completed screening template and policy/strategy to the HR Office for publishing.

If you require this document in an alternative format (such as large print, Braille, disk, audio file, audio cassette, Easy Read or in minority languages to meet the needs of those not fluent in English) please contact a member of the HR department.