

LEEDS TEACHING HOSPITALS NHS TRUST
Race Equality Scheme 2005 –2008

Functions and Policies

Below are listed the Trust functions and policies with a rating for their relevance to performing the statutory general duty which is:

“To eliminate racial discrimination and to promote equality of opportunity and good relations between people of different racial groups.”

Relevance

For the purposes of the Race Relations Act, ‘relevance’ means 'having implications for' (or affecting) the general duty. A function or a policy will be relevant to race equality, if it has, or could have, implications for promoting race equality. Relevance is about how far a function or policy affects people - as members of the public and as employees of the authority.

Racial group

A group of people defined by race, colour, nationality and ethnic or national origins. All racial groups are protected from unlawful racial discrimination

The functions are to be assessed against the three areas of the General Duty:

- 1) **Eliminate unlawful racial discrimination**- no service provider or member of staff is subject to less favourable treatment based on racial grounds (i.e. Colour , ethnic origin, race etc.).
- 2) **Promote equality of opportunity for all**- everyone has an equal chance to service provision and employment opportunities in your organisation.
- 3) **Promote good relations between different racial groups**- no one group is seen to have less favourable treatment and that all racial groups have equal access to services, **employment and funding opportunities.**

The ratings are based on a scale of 0 to 3 where:

- 0 = no relevance
- 1 = a little relevance
- 2 = some relevance
- 3 = very relevant

Wherever a function is provided directly for and to patients or it is a function with significant impact on patients/public, it has been assessed as very relevant to the general duty because there is always the potential that these functions could be delivered in discriminatory ways

| Function/Policy/Strategy and associated guidance | Relevance to the duty |
|---|------------------------------|
| NURSING DIRECTORATE | |
| FUNCTIONS: | |
| Chaplaincy | 3 |
| Patient & Public Involvement | 3 |

| Function/Policy/Strategy and associated guidance | Relevance to the duty |
|--|------------------------------|
| Patient Advice and Liaison Service (PALS) | 3 |
| Equality and Diversity (service provision) | 3 |
| Complaints | 3 |
| Interpreting Service | 3 |
| Occupational Health | 3 |
| Education and Training dept | 3 |
| Voluntary Services | 2 |
| POLICY/STRATEGY/GUIDANCE: | |
| Equality and Diversity Strategy | 3 |
| Interpreting Strategy and protocol | 3 |
| Equal Access Reference Guide | 3 |
| Patient and Public Involvement Strategy | 3 |
| Complaints Policy and Guidance | 3 |
| Staff Development Policy | 3 |
| Documentation Guidelines | 3 |
| Patient Identification Policy | 3 |
| Chaperone Policy | 3 |
| Bereavement Standards | 3 |
| Use of Electro-Surgical Equipment (Diathermy) | 3 |
| Enteral tube feeding policy | |
| Positive Identification of Patients Policy | 3 |
| Patient group direction policy | |
| Patients' property, money and valuables policy and procedures for clinically based staff | 1 |
| Policy for the use of protective restraint | |
| Resuscitation Policy | 3 |
| Wards and department duty rotas policy | 1 |
| Scope of professional practice policy | |
| Checking of swabs, needles and instruments policy | 0 |
| Clinical Guidelines | |
| Trust Guidelines for the Standards of Practice for Hospital Chaplains (Proposed) | 3 |
| MEDICAL DIRECTORATE | |
| FUNCTIONS: | |
| Quality Improvement | 1 |
| Risk Management | 1 |
| Medical Education | 3 |
| Leeds Health Pathways | 1 |
| Research & Development | 2 |

| Function/Policy/Strategy and associated guidance | Relevance to the duty |
|--|------------------------------|
| POLICY/STRATEGY/GUIDANCE | |
| Audit Strategy and Policy | 0 |
| Quality Strategy | 0 |
| Assurance Framework | 1 |
| Risk Management Strategy & Policy | 2 |
| Clinical Audit Strategy & Policy | 1 |
| Clinical Effectiveness Strategy | 0 |
| Research Governance Policy | 1 |
| Research & Development Strategy | 2 |
| Serious Untoward Incidents Policy | 1 |
| Reporting Incidents Procedure | 1 |
| Procedure for the Handling of Clinical Negligence, Property and Personal Injury Claims | 1 |
| New Interventional Procedures Policy | 0 |
| Procedure regarding Coroner's Inquests | 1 |
| Guidelines Policy | 0 |
| NICE Policy | 0 |
| PLANNING AND PERFORMANCE DIRECTORATE | |
| FUNCTIONS | |
| Strategic projects | 3 |
| Planning | 3 |
| Performance Improvement | 3 |
| Corporate Performance | 3 |
| Informatics | 1 |
| Informatics modernisation | 1 |
| Data Protection | 1 |
| Admin pathway management | 3 |
| Access Information & External Support | 1 |
| Health records | 3 |
| Patient access | 1 |
| Technical Support & Development | 0 |
| Clinical Information & Performance Information | 3 |
| Telecommunications | 0 |
| POLICY/STRAT/GUIDANCE | |
| Performance Management framework | 3 |
| | |

| Function/Policy/Strategy and associated guidance | Relevance to the duty |
|---|------------------------------|
| HUMAN RESOURCES DIRECTORATE | |
| FUNCTIONS | |
| HR Services | |
| POLICY/STRATEGY/GUIDANCE | |
| Recruitment Policy and Toolkits | 3 |
| Acute Services Reconfiguration – Staffing Issues | 2 |
| Adoption Leave Policy | 2 |
| Annual Leave Agreement | 2 |
| Appeals Procedure | 2 |
| Appraisals and Performance Management Policy | 3 |
| Attendance Management Policy | 3 |
| Career Break Policy | 2 |
| Disciplinary Procedure and Toolkit | 3 |
| Employee Incapability | 3 |
| Employee Relations | 3 |
| Employment References | 2 |
| Equality of Opportunity in Employment | 3 |
| Fair Blame | 2 |
| Flexible Working Hours Scheme | 3 |
| Grievance Policy – individual and group | 3 |
| Policy on Challenging Harassment in the Workplace | 3 |
| Hearing Staff Concerns Policy | 3 |
| Hepatitis B and employment | 3 |
| Induction Policy | 2 |
| Job Share Policy | 2 |
| Maternity Guidelines | 2 |
| Paternity Leave Policy | 2 |
| Pay protection | 2 |
| Procedure for handling re-grading applications | 3 |
| Professional Registration of Staff | 0 |
| Staff Redeployment | 3 |
| Relocation Expenses Support Policy | 2 |
| Secondment Policy | 2 |
| Security of Employment Policy | 3 |
| Special Leave Policy | 2 |
| Staff Development Policy, Implementation and Guidance | 3 |
| Staff Involvement Policy | 3 |
| Facilities for Staff Organisations | 0 |

| Function/Policy/Strategy and associated guidance | Relevance to the duty |
|---|------------------------------|
| Policy on Standards of Business Conduct | 3 |
| Term-time working | 2 |
| Policy on violence and aggression in the workplace | 3 |
| Work Experience and Visitors Policy | 3 |
| Working Time Guide | 0 |
| FINANCE DIRECTORATE | |
| | |
| FUNCTIONS | |
| Financial management | |
| Financial Services | |
| Internal Audit | |
| Service Agreements | |
| Supplies | |
| Strategic projects | |
| POLICY/STRATEGY/GUIDANCE | |
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| | |
| FACILITIES | |
| FUNCTIONS | |
| Estates: | |
| Bricklayers | 0 |
| Building Workshop | 0 |
| Craftsmen | 0 |
| Electricians | 0 |
| Engineers | 0 |
| Fitters | 0 |
| Gardening | 0 |
| Joiners | 0 |
| Maintenance | 0 |
| Painters | 0 |
| Plumbers | 0 |
| POLICY/STRATEGY/GUIDANCE | |
| | |
| Hotel Services: | |
| Domestic | 1 |
| Ward Housekeeping | 3 |
| POLICY/STRATEGY/GUIDANCE | |
| | |
| Catering | 3 |

| Function/Policy/Strategy and associated guidance | Relevance to the duty |
|---|------------------------------|
| Patient Catering Services | 3 |
| Staff/Visitor Catering Services | 3 |
| POLICY/STRATEGY/GUIDANCE | |
| Catering Strategy | 3 |
| Logistics | |
| Car Parking | 0 |
| Portering | 2 |
| Reception Services | 3 |
| Security | 3 |
| Transport | 0 |
| POLICY/STRATEGY/GUIDANCE | |
| | |
| Contracts/Trading Services: | |
| Crèche | 3 |
| Health & Fitness | 1 |
| Laundry | 0 |
| Medirest | 3 |
| PTS | 2 |
| Residences | 2 |
| Print Unit | 1 |
| POLICY/STRATEGY/GUIDANCE | |
| Crèche – operational procedures | 3 |
| Health & Fitness operational procedures | 2 |
| Print Unit operational procedures | 1 |
| Residences operational procedures | 2 |
| Laundry – external contract | |
| Medirest - external contract | |
| PTS – Service Level Agreement | |
| OPERATIONS DIRECTORATE 2 | |
| FUNCTIONS (CMT = Clinical Management Team) | |
| CMT - Cardiology | |
| Cardiology | 3 |
| POLICY/STRATEGY/GUIDANCE | |
| | |
| CMT - Cardiothoracic Surgery | |
| Cardiothoracic | 3 |
| Echocardiogram | 3 |
| Invasive | 3 |
| Non-Invasive | 3 |

| Function/Policy/Strategy and associated guidance | Relevance to the duty |
|---|------------------------------|
| POLICY/STRATEGY/GUIDANCE | |
| | |
| CMT – Children’s Services | |
| Children’s Surgery | 3 |
| Children’s Medicine | 3 |
| POLICY/STRATEGY/GUIDANCE | |
| | |
| CMT - Dental Institute | |
| Child Dental Health | 3 |
| Dental Public Health | 3 |
| Dental Surgery | 3 |
| Oral Biology | 3 |
| Radiology | 3 |
| Restorative Dentistry | 3 |
| POLICY/STRATEGY/GUIDANCE | |
| | |
| CMT – Medical Physics | |
| Clinical Engineering | 3 |
| Imaging | 3 |
| Radionuclides | 3 |
| Radiotherapy | 3 |
| Renal | 3 |
| POLICY/STRATEGY/GUIDANCE | |
| | |
| CMT – Non Surgical Oncology | |
| Clinical Haematology | 3 |
| Clinical Oncology | 3 |
| Medical Oncology | 3 |
| Palliative Care | 3 |
| POLICY/STRATEGY/GUIDANCE | |
| | |
| CMT – Obstetrics & Gynaecology | |
| Obstetrics | 3 |
| Gynaecology | 3 |
| RMU | 3 |
| POLICY/STRATEGY | |
| | |
| CMT - Pathology | |
| Clinical Biochemistry & Immunology | 3 |

| Function/Policy/Strategy and associated guidance | Relevance to the duty |
|---|------------------------------|
| Clinical Genetics | 3 |
| Haematology | 3 |
| Histopathology | 3 |
| Microbiology | 3 |
| POLICY/STRATEGY/GUIDANCE | |
| | |
| CMT - Pharmacy | |
| Pharmacy | 3 |
| Sterile Services | 0 |
| POLICY/STRATEGY/GUIDANCE | |
| | |
| CMT - Radiology | |
| CT | 3 |
| MRI | 3 |
| Nuclear Medicine | 3 |
| Radiography | 3 |
| POLICY/STRATEGY/GUIDANCE | |
| | |
| OPERATIONS DIRECTORATE 1 | |
| FUNCTIONS (CMT = Clinical Management Team) | |
| CMT - A&E | |
| A&E | 3 |
| Minor Injuries | 3 |
| Clinical Decisions Unit | 3 |
| POLICY/STRATEGY/GUIDANCE | |
| | |
| CMT – Acute Older People | |
| Older People's Services | 3 |
| Orthogeriatric Services | 3 |
| Stroke & Falls Services | 3 |
| POLICY/STRATEGY/GUIDANCE | |
| | 3 |
| CMT - Acute Medicine | |
| Clinical Immunology | 3 |
| Dermatology | 3 |
| Diabetes & Endocrinology | 3 |
| Infectious Diseases | 3 |
| Respiratory Medicine | 3 |
| Sexual Health | 3 |

| Function/Policy/Strategy and associated guidance | Relevance to the duty |
|---|------------------------------|
| POLICY/STRATEGY/GUIDANCE | |
| | |
| CMT – AHP’s, Smaller Hospitals & Outpatients | |
| Clinical Psychology | 3 |
| Dietetics | 3 |
| Medical Illustration | 3 |
| Occupational Therapy | 3 |
| Outpatients | 3 |
| Physiotherapy | 3 |
| Podiatry | 3 |
| Prosthetics, Orthotics & Wheelchairs | 3 |
| Speech & Language Services | 3 |
| POLICY/STRATEGY/GUIDANCE | |
| | 3 |
| CMT - ENT | |
| Audiology | 3 |
| ENT | 3 |
| Max Fax | 3 |
| Oral Surgery | 3 |
| POLICY/STRATEGY/GUIDANCE | |
| | |
| CMT – GI, Surgery & Medicine | |
| Endoscopy | 3 |
| Gastroenterology | 3 |
| GI Lower | 3 |
| GI Upper | 3 |
| Urology | 3 |
| General Surgery | 3 |
| POLICY/STRATEGY/GUIDANCE | |
| | |
| CMT – Inpatient Placement | |
| Inpatient Placement | 2 |
| POLICY/STRATEGY/GUIDANCE | |
| | |
| CMT – ITU/HDU | |
| General Adult Intensive Care | 3 |
| Surgical High Dependency Unit | 3 |
| POLICY/STRATEGY | |
| | |

| Function/Policy/Strategy and associated guidance | Relevance to the duty |
|---|------------------------------|
| CMT - Neurosciences | |
| Neurology | 3 |
| Neuro-Surgery | 3 |
| Neuro Physiology | 3 |
| Stroke Services | 3 |
| POLICY/STRATEGY/GUIDANCE | |
| | |
| CMT - Ophthalmology | |
| Medical Ophthalmology | 3 |
| Optometry | 3 |
| Orthoptics | 3 |
| Surgical Ophthalmology | 3 |
| POLICY/STRATEGY/GUIDANCE | |
| CMT – Plastic Surgery | |
| Plastic Surgery | 3 |
| POLICY/STRATEGY/GUIDANCE | |
| CMT – Renal Services | |
| Acute Renal Services | 3 |
| Chronic Renal Services | 3 |
| POLICY/STRATEGY/GUIDANCE | |
| CMT – Respiratory Medicine | |
| Respiratory Medicine | 3 |
| POLICY/STRATEGY/GUIDANCE | |
| CMT – Theatres etc | |
| Anaesthetics | 3 |
| Theatres | 3 |
| POLICY/STRATEGY/GUIDANCE | |
| Pain Management | 3 |
| | |
| CMT – Trauma & Orthopaedics & Rheumatology | |
| Trauma | 3 |
| Hands | 3 |
| Lower Limb | 3 |
| Paediatrics | 3 |
| Spinal | 3 |
| Trauma | 3 |
| Upper Limb | 3 |
| POLICY/STRATEGY/GUIDANCE | |
| | |

| Function/Policy/Strategy and associated guidance | Relevance to the duty |
|---|------------------------------|
| | |
| SPECIAL PROJECTS | |
| New Oncology Wing | 3 |
| POLICY/STRATEGY/GUIDANCE | |
| | |
| Making Leeds Better | 3 |
| POLICY/STRATEGY/GUIDANCE | |
| | |