

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
Clinical Trials Medicines Policy	0
Managing Patients Own Medicines Policy	0
Medical Gases Policy	0
The Medicines Code Policy	0
The Concentrate Potassium Policy	0
The Symptomatic Relief Policy	0
The Unlicensed Use of Medicine Policy	0
The Patient Groups Direction Policy	0
The Yorkshire Cancer Network Adult Chemotherapy Extravasation 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

Function/Policy/Strategy and associated guidance	Relevance to the duty
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	
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	