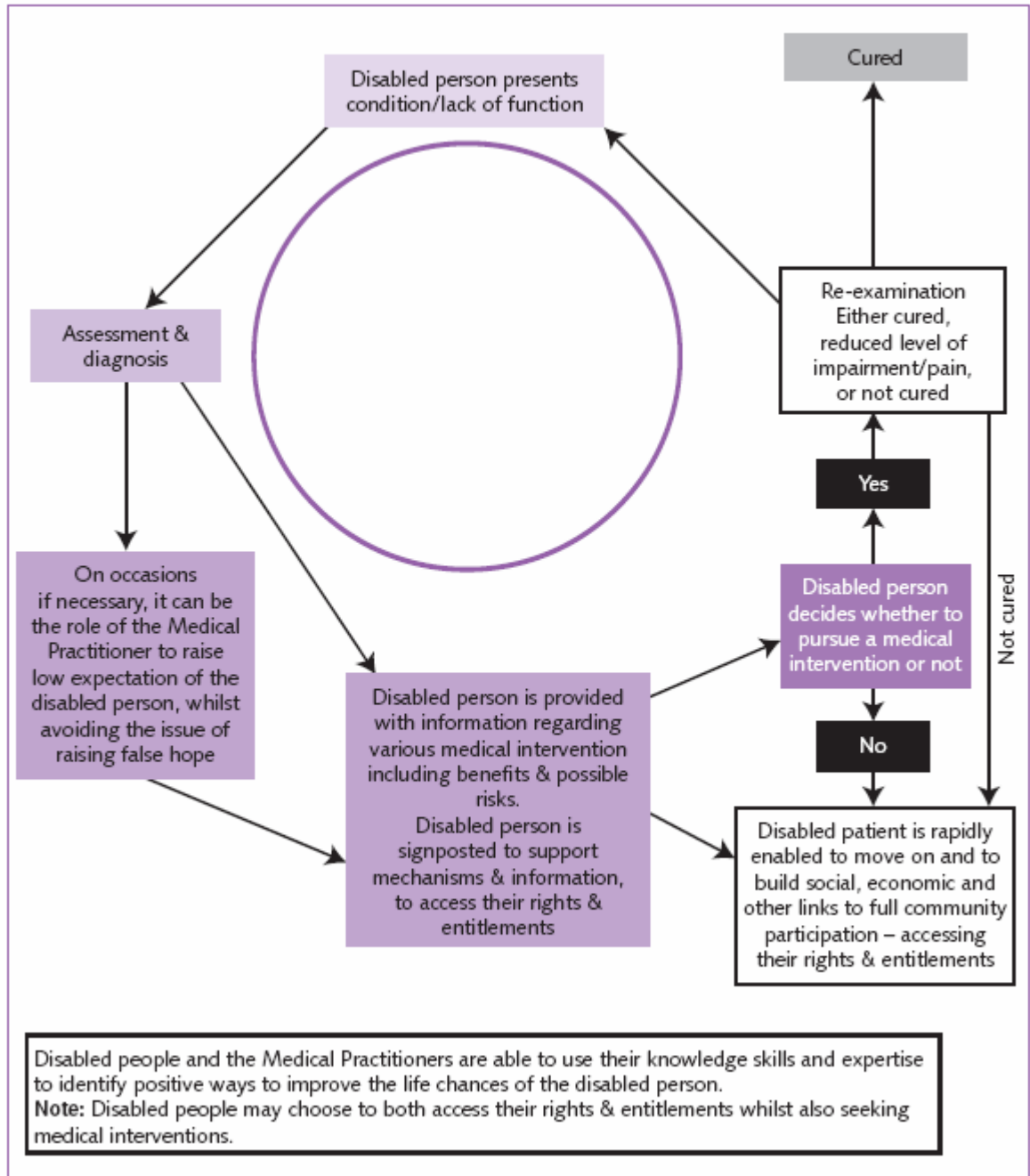


## APPENDIX 2

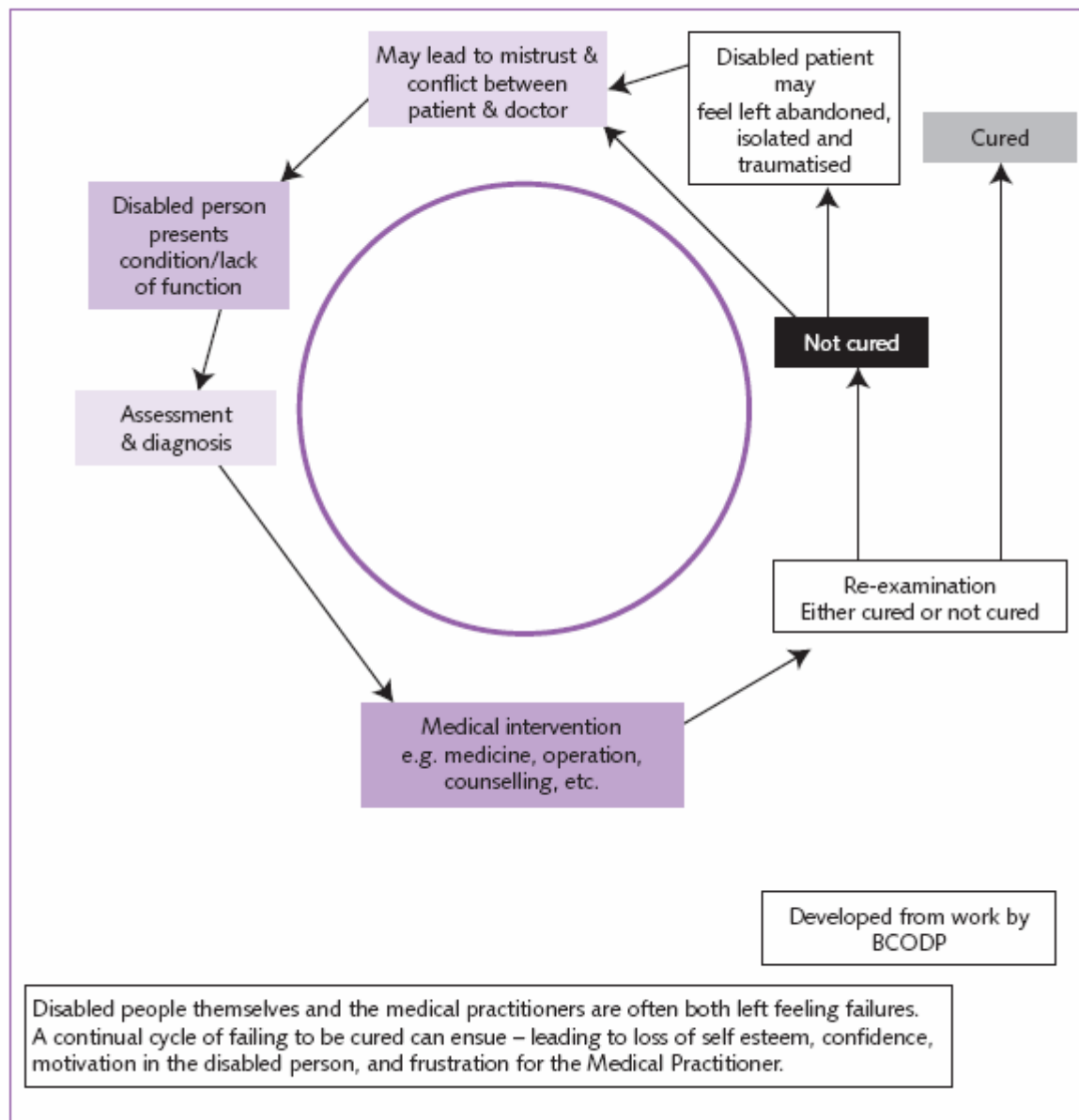
### Worksheet 1 – The Social Model of Disability

#### Social Model Applied to Medical Service – Cycle



## APPENDIX 2 - contd

### Traditional Model Applied to Medical Services – Cycle



## APPENDIX 3

### Feedback from Sonali Gardens Day Centre Forum on Disability Equality Scheme – 22 November 2006

<i>Problems/Issues</i>	<i>Action taken or planned</i>
<b>EMPLOYMENT</b>	
Poor employment opportunities for people with learning difficulties	Work with Tower Project and better monitoring of staff to see how successful this work is being in getting people with learning difficulties into work
<b>GENERAL ISSUES</b>	
Financial problems	CAB advice worker
Cleanliness in the hospital not good enough	Cleaner wards and clinic areas
Food- good Halal food	Nurses should monitor food brought in more closely especially for diabetic patients
Wards need to be clean, well organised, not too many visitors or children on the ward	Things have improved recently – these improvements must continue and be maintained
Anxiety and lack of understanding for people with learning difficulties in acute setting	Staff to identify patients who are 'lost' and not understanding and call in help from local learning difficulties support services
<b>INFORMATION AND INVOLVEMENT</b>	
Information should be more accessible to people with learning difficulties and non-English speakers	Translated information Work with community groups to improve the process for people with learning difficulties speak for themselves and get more involved
<b>TRANSPORT</b>	
No clear pick up point for taxis to collect patients	More information required
Parking especially at Barts	Advice on how to get a disability parking permit More information on parking at the hospital
Patient transport not always arranged satisfactorily	Patients able to contact the service more easily to check arrangements and make changes
<b>FACILITIES AND PHYSICAL ACCESS</b>	
Front entrance difficult access for people with disabilities	Improve front entrance and layout
Lifts not working sometimes	Seek further information
Don't always know where disabled toilets are and not everyone has a 'key' to access the toilets	Better signposting of disabled toilets

Problem with access for people with mobility problems in some hospital office and meeting room accommodation	Access audit
Need to ensure signage is up to date during the building work	Take down old signs and put up new or temporary sign to help people find their way around the site as changes occur
<b>COMMUNITY AND PRIMARY CARE</b>	
Mobile dentist service not responding to calls	Refer to PCT
Access services in the community e.g. better equipment at Sonali Gardens for exercise and physiotherapy	Feedback to PCT and Therapists
Problems with GPs	Refer to PCT

## BARTS AND THE LONDON NHS TRUST

### DISABILITY EQUALITY SCHEME 2006-2009

#### **APPENDIX 4: TABLE OF POLICIES**

Key: Categorised for degree of relevance for disability equality

Low
Medium
High

Policy Number	Title	Status
BLT/GUI/12306/TOF	Writing Approval & Dissemination of Trust Core Policies and Guidelines	Approved

#### **2 CORPORATE VOLUME 1 - CORPORATE DEVELOPMENT**

BLT/POL/16104/TOF	Commercial Representatives & Sponsorship (including external company sponsorship for research, training, gifts and hospitality)	Approved
BLT/POL/07905/TOF	Data Protection	Approved
BLT/POL/28104/COR	Data Quality	Approved
BLT/POL/00502/TOF	Donations and Gifts in Wards & Departments - Handling & Management of	Approved
BLT/POL/27204/COR	Dress code for all staff who do not wear a uniform	Approved
BLT/POL/08003/COR	Filming Protocol	Approved
BLT/POL/28805/COR	Freedom of Information	Approved
BLT/POL/28204/COR	Health Record Management	Approved
BLT/GUI/20705/COR	Helplines – Guidance on Setting up a Trust Helpline	Approved
BLT/POL/00102/TOF	Hospitality Expenditure	Approved
BLT/POL/02206/COR	Information Security	Approved
BLT/POL/29605/COR	Information Governance	Approved
BLT/POL/03706/COR	Loaned Assets and Equipment	Approved
BLT/POL/08103/COR	Media Confidentiality	Approved

BLT/POL/08203/COR	Media Protocol	Approved
BLT/POL/06206/COR	Mobile Phones, Use of	Approved
BLT/POL/10004/RM	No Smoking	Approved
BLT/POL/22002/TOF	Professional & Product Liability	Approved
BLT/POL/01606/COR	Records Retention and Disposal	Approved
BLT/POL/01805/COR	Fraud & Corruption	Approved
BLT/POL/29105/TOF	Service Level Agreements & Recharges	Approved
BLT/POL/16100/TOF	Sponsorship - Code of Practice	Approved
BLT/POL/03602/COR	Standards of Business Conduct	Approved
BLT/POL/05202/COR	Standing Orders of the Trust Board	Approved
BLT/GUI/22903/TOF	Tendering for Goods & Services	Approved
BLT/POL/11604/COR	Uniform Policy for all staff	Approved

### CORPORATE VOLUME 1 - FACILITIES/RISK MANAGEMENT

BLT/POL/02700/RM	Car Parking	Approved
BLT/POL/20201/RM	Electrical Portable Appliance Testing – Non-Clinical & Non-Laboratory Equipment	Approved
BLT/POL/20501/RM	Electrical Portable Appliance Testing – Clinical & Laboratory Equipment	Approved
BLT/POL/27404/RM	Environmental	Approved
BLT/POL/02003/RM	Fire	Approved
BLT/POL/00403/RM	Health & Safety	under review
BLT/POL/20906/RM	C) <u>Incident Reporting</u>	Approved
BLT/POL/02504/RM	Laser Safety	Approved
BLT/POL/09001/RM	D) <u>Managing Aggression</u>	under review
BLT/POL/00203/RM	Missing Patient Guidelines / Procedure	Approved
BLT/POL/01903/RM	Patients' Property	Approved
BLT/POL/21004/RM	Risk Management Strategy & Policy	Approved
BLT/POL/05401/RM	Security Policy (incorporating ID Badges)	under review
BLT/POL/24103/FAC	Space Allocation	Approved
BLT/POL/20303/FAC	Signage, Temporary	Approved
BLT/POL/06301/RM	Telephones lines for personal calls and internet, Use of Trust	Approved
BLT/POL/22405/FAC	Transport (including Non Emergency Patient Transport)	Approved
BLT/POL/01402/RM	Waste Disposal	Approved

### 3 CORPORATE VOLUME 2 – FINANCE

BLT/POL/09103/FIN	E) <u>Budget Management</u>	Approved
BLT/POL/09300/FIN	Cash Handling	Approved
BLT/POL/02800/FIN	<i>Compensation to GPs Serving on Trust Committees - Withdrawn</i>	<i>Withdrawn</i>
BLT/POL/06104/FIN	Financial Year End	Approved
BLT/POL/05904/FIN	Income	Approved
BLT/POL/05800/FIN	Non-Pay Expenditure	Approved

BLT/POL/03800/FIN	Paymaster Services	Approved
BLT/POL/06000/FIN	Recording & Disposal of Fixed Assets	Approved
BLT/POL/05102/FIN	Standing Financial Instructions	under review

#### 4 CORPORATE VOLUME 2 - HUMAN RESOURCES - GENERAL

BLT/POL/04803/HR	Alert Letters, Policy for the Issue of	Approved
BLT/POL/29205/HR	Annual Leave	Approved
BLT/POL/29405/HR	Appraisal & Gateway, including Knowledge & Skills Framework	Approved
BLT/POL/06504/HR	Capability Procedure	Approved
BLT/POL/16304/HR	Capability Procedure for Senior Officers	Approved
BLT/POL/06605/HR	Disciplinary Policy Procedure & Rules	Approved
BLT/POL/09506/HR	F) <u>Equal Opportunities Policy</u>	Approved
BLT/POL/04204/HR	Excess Travel, Relocation of Normal Work Base	Approved
BLT/POL/22205/HR	Fixed Term Contracts	Approved
BLT/POL/06702/HR	Grievance Procedure	Approved
BLT/POL/16205/HR	Grievance Procedure for Senior Officers	Approved
BLT/POL/09603/HR	G) <u>Harassment &amp; Bullying Amongst Staff, Procedure for Dealing with</u>	Approved
BLT/POL/20801/NTQ	Health Care Support Workers	Approved
BLT/POL/06805/HR	Health & Attendance – Management of (including handbook)	Approved
BLT/POL/23104/HR	H) <u>Honorary Contracts</u>	Approved
BLT/GUI/29405/HR	I) <u>Induction, Staff</u>	Approved
BLT/POL/09705/HR	J) <u>Job Security, Staff Affected by Change</u>	Approved
BLT/POL/06900/HR	Joint Staffside Recognition & Procedural Agreement	Approved
BLT/POL/26805/HR	Mediation Protocol, Resolving Differences in the Workplace	Approved
BLT/POL/22302/FAC	On-site Residential Accommodation Allocation	Approved
BLT/POL/05503/HR	K) <u>Professional Registration for Clinical Practitioners</u>	Approved
BLT/POL/09901/HR	L) <u>*Relocation Expenses Policy - withdrawn</u>	Withdrawn
BLT/POL/30606/HR	M) <u>Recruitment and Retention Premia</u>	Approved
BLT/POL/23306/HR	N) <u>Retirement Age, Working Beyond Contractual or Normal</u>	Approved
BLT/POL/05003/HR	Whistleblowing, Raising Concerns	Approved
BLT/POL/21102/T&D	Work Experience Placements	Approved

#### CORPORATE VOLUME 2 - EMPLOYEE FRIENDLY POLICIES

BLT/POL/07100/HR	Career Break Scheme	Approved
BLT/POL/*****/HR	Flexible Working	Under development
BLT/POL/07300/HR	Job Sharing	Approved
BLT/POL/07503/HR	Parental Leave Policy (including maternity, paternity, unpaid parental and adoption leave)	Approved
BLT/POL/07204/HR	Special Leave	Approved
BLT/POL/07400/HR	Term Time Working	Approved

#### CORPORATE VOLUME 2 - HR MEDICAL

BLT/POL/04705/HR	Disciplinary Policy for Non-Training Grade Medical & Dental Staff	Approved
BLT/POL/01304/HR	Exclusion from Work of Medical & Dental Staff	Approved
BLT/GUI/20405/HR	O) <u>Consultant Leave – Guidance</u>	Approved
<b>BLT/POL/23703/MDR</b>	P) <u>Retiring Consultants, Titles for</u>	Approved

### CORPORATE VOLUME 2 – OCCUPATIONAL HEALTH

BLT/POL/09402/OCC	Q) <u>Alcohol Policy for Staff</u>	Approved
BLT/POL/19002/OCC	R) <u>Bloodborne Virus &amp; Employment</u>	Approved
BLT/POL/08901/OCC	Disability & Employment	Approved
BLT/POL/15801/OCC	First Aid At Work	Approved
BLT/POL/27704/OCC	Hepatitis C Infected Healthcare Workers	Approved
BLT/POL/08504/OCC	Manual Handling Policy	Approved
BLT/POL/08401/OCC	Mental Health Policy – Staff	Approved
BLT/POL/22102/OCC	S) <u>Mothers – New &amp; Expectant</u>	Approved
BLT/POL/15901/OCC	Substance Misuse by Staff – Suspected	Approved
BLT/POL/23403/OCC	Tuberculosis in Staff, Control of	Approved
BLT/POL/26403/OCC	Varicello Zoster Virus (Chickenpox & Shingles), Control of	Approved

### CORPORATE VOLUME 2 - ICT

BLT/POL/02406/ICT	Email, Use of the Trust	Approved
BLT/POL/07602/IMT	Personal Computer Support Standards	Approved

### **5 CLINICAL/OPERATIONAL VOLUME 3 – GENERAL**

BLT/POL/10805/MED	T) <u>Advance Directives (Living Wills)</u>	Approved
BLT/POL/26604/OPS	Cancellation of Elective Admissions for Non Clinical Reasons	Approved
BLT/POL/04004/OPS	Catherine Gladstone Lounge (departure and inpatient waiting area)	Approved
BLT/POL/01299/WAC	Child Protection	Approved
BLT/POL/01003/NQA	Children and Adolescents, Standards of Care for	Approved
BLT/POL/06400/WAC	Children, Substantial Access to - Staff Police Checks	Approved
BLT/POL/00602/MED	Clinical Confidentiality	Approved
BLT/POL/22603/NT	Clinical Equipment Libraries – Operational Policy	Approved
BLT/POL/01599/R&D	Clinical Trials Compensation	Approved
BLT/POL/00706/N&Q	Complaints	Approved
BLT/POL/21502/MED	U) <u>Cremation Administration</u>	Approved
BLT/POL/13303/NQA	V) <u>Cytotoxic Drugs – Safe Handling, Administration &amp; Prescribing</u>	Approved
BLT/POL/11302/NQA	W) <u>Defibrillation</u>	Approved
BLT/POL/10601/NTQ	X) <u>Dignity, Privacy &amp; Respect</u>	Approved

BLT/POL/03404/MED	Do Not Attempt Resuscitation	Approved
BLT/POL/03500/NQA	Health Advocacy & Language Support Policy	Approved
BLT/POL/00903/MED	Health Records and Elective Surgery	Approved
BLT/POL/13402/NTQ	Y) Illegal Possession, Use or Supply of Substances thought to be controlled drugs – Patients & Visitors	Approved
BLT/POL/15101/NQA	Z) Information Issue to Patients and Carers – Procedure for	Approved
BLT/POL/00305/OPS	Integrated Waiting List	Approved
BLT/POL/04300/MED	Maintaining Medical Excellence	Approved
BLT/POL/12602/M&E	AA) Major Incident Plan	Approved
BLT/POL/03302/NQA	Management of Extra Beds on Wards	Approved
BLT/POL/23803/CSS	Medical Equipment Management	Approved
BLT/POL/01106/MED	Medical Illustration Code of Practice	Approved
BLT/POL/02100/NQA	Mental Health Act	Approved
BLT/POL/09202/NT	BB) Named Nurse	Approved
BLT/POL/21203/N&T	CC) Nil By Mouth	Approved
BLT/POL/12402/PATH	DD) Point of Care Testing	Approved
BLT/POL/03906/D&T	Radiation Safety	Approved
BLT/GUI/29905/N&Q	Radiotherapy Skin Care	Approved
BLT/POL/01706/N&Q	Serious Untoward Incident Policy & Procedure	Approved
BLT/POL/05300/NQA	Tracheostomy	Approved
BLT/POL/101**/M&E	Trauma Tertiary Referrals	under development
BLT/POL/02604/NQA	Vexatious or Habitual Complaints	Approved
BLT/POL/13105/NTQ	Violent & Abusive Patients (Procedure for Care) Adult Patients	Approved
BLT/POL/23302/WC	Violent & Abusive Patients & Carers (Procedure for Care) - Patients under 18 years	Approved
BLT/POL/24003/N&T	Violent & Abusive Visitors, Management of	Approved
BLT/POL/23202/NT	Visiting times to Adult Wards and Departments - Guidelines	Approved
BLT/POL/24204/MED	Withdrawal of Life Preserving/Sustaining Treatment	Approved

### CLINICAL/OPERATIONAL VOLUME 3 - CONSENT POLICIES

BLT/POL/03200/MED	Consent of Patients to Participate in Medical & Dental Education	Approved
BLT/POL/10906/MDR	EE) <u>Consent to Examination and Treatment of Adult Patients</u>	Approved
BLT/POL/04500/WAC	Consent to Treatment for Children	Approved

### CLINICAL/OPERATIONAL VOLUME 3 – PHARMACY

BLT/POL/30706/PHA	FF) Allergies, Identification and Documentation of (Medication and Severe Adverse Drug Reactions)	Approved
BLT/GUI/28705/PHA	GG) Chemotherapy, Out of Hours at the Royal London Hospital	Approved
BLT/POL/21906/PHA	HH) Intrathecal Cytotoxic Injections – Policy for Prescribing, Dispensing, supply and administration	Approved
BLT/POL/02906/PHA	New Medicines, Contrast Media and Blood Products	Approved

BLT/POL/28404/PHA	Non-Medical prescribing (including supplementary prescribing and extended nurse prescribing)	Approved
BLT/POL/22706/PHA	II) Potassium Containing Injectables, Safe and Secure Handling of Strong	Approved
BLT/POL/12905/PHA	JJ) Self Administration of Medicines	Approved

**CLINICAL/OPERATIONAL VOLUME 4 - CLINICAL PRACTICE MANUAL**

BLT/GUI/20101/CSS	KK) Admission to & Discharge from Intensive Care and High Dependency Units	Approved
BLT/POL/11001/NTQ	LL) Bed & Safety Sides Guidelines	Approved
BLT/POL/05603/NT	Bereavement including Last Offices Policy	Approved
BLT/POL/11106/NTQ	MM) Blood Transfusion	Approved
BLT/POL/21803/MDR	NN) Blood Transfusion, Clients Refusing including Jehovah's Witnesses	Approved
BLT/POL/11405/N&Q	OO) Complementary Therapies, Policy for the use by Nurses	Approved
BLT/POL/11201/NTQ	Death – Confirmation of Expected Death	Approved
BLT/POL/04404/NTQ	Discharge Planning	Approved
BLT/POL/28004/N&Q	PP) Inadequate Care, Vulnerable Adults (Protection of)	Approved
BLT/POL/12704/NTQ	QQ) Intravenous Drugs (Peripheral)	Approved
BLT/POL/13501/NTQ	Medication Incidents – Nursing Management of	Approved
BLT/POL/13000/PHA	RR) Medicines - Storage and Administration of	Approved
BLT/POL/28605/HCG	SS) New Clinical Interventions, Procedures & Techniques	Approved
BLT/GUI/28504/HCG	TT) Nurse Led Discharge	Approved
BLT/POL/08805/NTQ	UU) Nursing Documentation	Approved
BLT/POL/16703/NQA	VV) Nutrition Support for Adults	Approved
BLT/POL/27904/N&Q	Out of Hours, Communicating with Doctors	Approved
BLT/POL/00802(A)/NT	Patient Group Directions - Trust Wide (Previously Nurse Administration According to Protocol – NAAP)	Approved
BLT/POL/00802(B)/NT	Patient Group Directions - Specialist Nurses working in Specialist Areas	Approved
BLT/POL/03105/NQA	Patient Identification and Red Alert Bands	Approved
BLT/POL/11501/NQA	WW) Pressure Sore Prevention and Management	Approved
BLT/POL/24304/N&Q	Resuscitation Attempts, Presence of Relatives At	Approved
BLT/POL/16802/NQA	Resuscitation Training	Approved
BLT/POL/10301/NTQ	XX) Scope of Nursing Practice	Approved
BLT/POL/22502/NT	YY) Syringe Drivers – Policy for the use of in the administration of subcutaneous infusion for symptom control in palliative care	Approved
BLT/POL/15205/NTQ	ZZ) Transfer of Patients between Wards Departments and Hospitals	Approved
BLT/POL/21301/NTQ	AAA) Wound Management – Guidelines for	Approved
BLT/POL/21403/NTQ	BBB) X-ray examination – Nurse request for	Approved

<b>CLINICAL/OPERATIONAL VOLUME 5 - INFECTION CONTROL MANUAL</b>		
BLT/POL/17204/IC	1. Cleaning, Disinfection and Sterilisation IC Pol 1	Approved
BLT/POL/17304/IC	2. Inoculation & Other Contamination Incidents, Management of IC Pol 2	Approved
BLT/POL/26303/IC	CCC) 3. Control of Food Poisoning and Communicable Diseases IC Pol 3	Approved
BLT/POL/24803/IC	DDD) 4. Infectious Diseases, Control (Isolation Policy) IC Pol 4	Approved
BLT/POL/24703/IC	EEE) 5. Isolation Cleaning (and the cleaning of equipment in isolation facilities) IC Pol 5	Approved
BLT/POL/24603/IC	FFF) 6. Used and Soiled Laundry Disposal IC Pol 6	Approved
BLT/POL/26403/IC	GGG) 7. Control of Varicella Zoster Virus (chickenpox and shingles) IC Pol 7	Approved
BLT/POL/26503/IC	HHH) 8. Waste Disposal IC Pol 8	Approved
BLT/POL/24503/IC	9. Policy for the Control of Infestation IC Pol 9	Approved
BLT/POL/24903/IC	10. Collection of Specimens for Bacteriological and Virological Investigation IC Pol 10	Approved
BLT/POL/25403/IC	III) 11. Control of Infectious Diarrhoea IC Pol 11	Approved
BLT/POL/25503/IC	JJJ) 12. Control of Antibiotic-Resistant Coliform Colonisation IC Pol 12	Approved
BLT/POL/25603/IC	KKK) 13. Food Hygiene in Clinical Areas IC Pol 13	Approved
BLT/POL/25103/IC	LLL) 14. Management of Invasive Meningococcal and Haemophilus Influenzae type B Disease IC Pol 14	Approved
BLT/POL/18604/IC	15. Tuberculosis (TB), Management & Control of IC Pol 15	Approved
BLT/POL/25203/IC	MMM) 16. Notification of Infectious Diseases IC Pol 16	Approved
BLT/POL/25303/IC	NNN) 17. Control of MRSA IC Pol 17	Approved
BLT/POL/25703/IC	OOO) 18. Safe Use and Disposal of Sharps IC Pol 18	Approved
BLT/POL/25803/IC	PPP) 19. Prevention of Exposure with Blood-borne Pathogens (Hepatitis B, Hepatitis C, HIV) IC Pol 19	Approved
BLT/POL/25903/IC	QQQ) 20. Use and Disposal of Protective Clothing IC Pol 20	Approved
BLT/POL/26003/IC	RRR) 21. Procedure following Death of a Patient with an Infectious Condition IC Pol 21	Approved
BLT/POL/19304/IC	22. Hand Hygiene IC Pol 22 (hand washing, cleaning)	Approved
BLT/POL/194**/IC	23. Policy for the Safe Handling of body Fluid Spillages.	under development
BLT/POL/19504/IC	24. Respiratory Therapy Equipment, Management of IC Pol 24	Approved
BLT/POL/25004/IC	25. Infection Control in Operating Theatres IC pol 25	Approved
BLT/POL/19704/IC	26. Patients with Infections or Infectious Diseases Visiting Outpatients and Specialist Departments IC Pol 26	Approved
BLT/POL/19804/IC	27. Viral Haemorrhagic Fevers, Management of IC Pol 27	Approved
BLT/POL/26104/IC	SSS) 28. Management of Patients with, or Suspected of Having, Creutzfeldt-Jakob Disease or any Transmissible Spongiform Encephalopathy (TSE) IC pol 28	Approved
BLT/POL/20004/IC	29. Vancomycin Resistant Enterococci (VRE), Control of IC Pol 29	Approved

BLT/POL/26203/IC	TTT)	<u>30. Management of Anthrax, Botulinum Toxin, Plague or Smallpox IC Pol 30</u>	Approved
BLT/POL/28304/IC	UUU)	<u>32. Biomedical Devices, Safe Use of IC Pol 32</u>	Approved


## APPENDIX 1

### Disability Equality Scheme 2006 – 2009: Action Plan

Strategic objective	Key Actions	Timetable and lead	Measurable Outcome	Resource implications
<b>Establish a structure for implementing the DES, monitoring progress and for reporting and review</b>	Ensure Disability Equality Scheme is a key aspect of the responsibility of the E&D Steering Group reporting to Trust Board twice yearly	Deputy Director of HR March 2007	Terms of reference, agendas and reports of the E&D Steering Group reflect the priorities of the DES	Already identified as part of E&D Strategy
	Establish local Directorate based disability equality link persons who can act as a local resource and help disseminate best practice throughout the organisation	Equality and Diversity Manager March 2007	Directorate leads nominated and briefed	Setting up this arrangement will be part of the work programme of the E&D Manager. Time for disability leads to operate and develop their skills will be required
<b>To improve access to jobs in the Trust for people with disability who are currently under represented</b>	To create employment opportunities for disabled people through ACE and all other networks e.g. Access to Work, RNIB, Association for the Deaf	Head of Recruitment Services March 2007	Number of people with disabilities interviewed; ACE Project Board; Monthly monitoring reports from private providers of the new	This work is on-going. Resources are covered under the ACE Project

			hospitals programme;	
	Work with community partners to understand barriers to disabled people applying for jobs in the Trust	Regeneration Manager December 2007	Maintain relationship with existing partners	This work is ongoing and part of the role of the Regeneration Manager
	Monitor achievement against ACE targets, identifying and acting to remove any barriers to progress	ACE Project Board March 2007	Progress against ACE targets	This work is on-going and resources are part of the recruitment and selection process. Costs of reasonable adjustment are met through the local department budgets and Access to Work
	Carry out further work with organisations working with people with learning disabilities to identify suitable employment opportunities for people with learning disabilities	Regeneration Manager/Equality & Diversity Manager December 2007	Meet with at least one community organisation and report to the E&D Strategy Group	Factored into the work programme of the Regeneration Manager as part of his role with support from PPI
<b>Promote equality in the workplace</b>	To revise policy on employment and retention of People with Disability and provide clear guidance to managers	Head of Occupational Health January 2007	Revised policy agreed by PWG;	No new resource
	Develop system for collecting workforce data by disability	Equality & Diversity Manager/Workforce	System in place	Disability Network to assist with this task

		Planning March 2007		
	Monitor workforce to ensure staff with disability are being supported	All managers March 2007	Through appraisal process as measured in the staff survey Spot audit of appraisal forms	No new resources required. Accounted for within Learning & Development resources
	Conduct impact assessment to identify any potential discrimination and take action to remedy problems	Equality & Diversity Manager /Head of Patient & Public Involvement Directorate DES Leads December 2007	Three impact assessments conducted in first year	Within the scope of the equality leads roles with support from other relevant managers
	Ensure the Trust continues to meet criteria for Disability symbol	Equality & Diversity October 2007	Two Tick symbol awarded	No new resources
	Build a working environment free from bullying and harassment and which welcomes diversity	Deputy Director of HR March 2007	New policy and action plan agreed	No new resources
<b>Promote positive attitudes towards disabled people</b>	Conduct a communications plan to inform staff about the DES and promote the social model of disability as opposed to the traditional model and explain the differences	Equality & Diversity Manager /Head of Patient & Public Involvement Directorate DES Leads Communications team	Responses in staff survey	No new resources required

		February 2007		
	Training staff to be have greater awareness of the needs of people with disabilities and their responsibilities to meet these needs	Head of Learning & Development December 2007	All new staff to have completed equality and diversity e-learning within 3 months of starting	E-learning package on E&D already available. Time for staff to complete this programme
	Promote positive attitudes to disabled people and encourage good practice through regular events and communications	Equality & Diversity Manager /Head of Patient & Public Involvement December 2007	One trust-wide event and one article in LINK Responses in staff survey	Small event budget available
<b>Provide an accessible environment</b>	Conduct an access audit to identify priorities for action	Programme Director, New Hospital Development March 2007	Audit completed and action plan agreed	CPG will receive a report in December to secure funds for the audit
	Ensure disabled toilet facilities are kept in good order and well signposted	Acting PFI Performance Manager March 2007	Performance reporting in contract monitoring Recommendations on signage included in audit report	Contract monitoring
	Maintain good physical access during extensive building work for the new hospitals project	Programme Director, New Hospitals March 2007	Recommendations included in audit report	PFI contract monitoring

	Review the layout and feasibility of improving the front entrance at Royal London Hospital	Programme Director, New Hospitals March 2007	Recommendations included in audit report	Additional funding would be required to implement change
<b>Provide fair and equitable access to services for people with disabilities</b>	Develop detailed action plan	Director of Nursing & Quality April 2007	Action plan agreed by TEG	No new resources
	Monitor complaints about disability discrimination identifying themes and action plans as appropriate	Head of Patient Quality October 2007	Information included in quarterly Complaints reporting	No new resources
<b>Involve people with disabilities in the future development and implementation of DES and other Trust policies</b>	Use Positively Diverse guide on planning accessible events	Head of PPI July 2007	Checklist made available on intranet for all staff	Will be part of the work programme of PPI team
	Maintain and extend partnership working with voluntary sector in order to encourage participation	Head of PPI December 2007	People with disabilities are included in PPI programme and at least two special events to involve people with disabilities are convened	Part of the work programme of PPI team
	Provide patient information in accessible formats	Director of Communications October 2007	Meet milestones of leading edge patient information project	Patient information project resources