



# Family Nursing & Home Care

**Name of Policy**

**Date Approved**

## Document Profile

<b>Document Registration</b>	Added following ratification
<b>Type</b>	Policy / Procedure / Guideline / SOP
<b>Title</b>	
<b>Author</b>	
<b>Category</b> clinical / corporate / education / Health & Safety / HR / Info Governance	
<b>Description</b>	
<b>Approval Route</b>	
<b>Approved by</b>	
<b>Date approved</b>	
<b>Review date</b>	1/3/5 years from approval
<b>Document Status</b>	This is a controlled document. Whilst this document may be printed, the electronic version posted on the intranet is the controlled copy. Any printed copies of this document are not controlled. As a controlled document, this document should not be saved onto local or network drives but should always be accessed from the intranet.

### Version control / changes made

Date	Version	Summary of changes made	Author

**CONTENTS**

1. INTRODUCTION .....	4
1.1 Rationale .....	4
1.2 Scope .....	4
1.3 Role and Responsibilities .....	4
2. POLICY .....	4
2.1 Sub Heading .....	4
2.2 Sub Heading .....	4
3. PROCEDURE .....	4
3.1 Sub Heading .....	4
3.2 Sub Heading .....	4
4. CONSULTATION PROCESS .....	4
5. IMPLEMENTATION PLAN .....	5
6. MONITORING COMPLIANCE .....	5
7. EQUALITY IMPACT STATEMENT .....	5
8. GLOSSARY OF TERMS .....	6
9. REFERENCES .....	6
10. APPENDIX .....	6
Appendix 1 .....	6
Equality Impact Screening Tool .....	6
10.1 Appendix 2 .....	7
10.3 Appendix 3 .....	7

## 1. INTRODUCTION

### 1.1 Rationale

State why this document is necessary. Include reference to relevant documents, statutory requirements or other recommendations. Include underpinning beliefs on which the document is based

### 1.2 Scope

Who this document applies to

### 1.3 Role and Responsibilities

Brief description of relevant key roles

## 2. POLICY

Statement of what is to be achieved

### 2.1 Sub Heading

### 2.2 Sub Heading

## 3. PROCEDURE

Step by step description of how the policy will be done.  
Inclusion of flow charts are helpful here

### 3.1 Sub Heading

### 3.2 Sub Heading

## 4. CONSULTATION PROCESS

Identify who has been involved and when including service users and partner agencies

Name	Title	Date

## 5. IMPLEMENTATION PLAN

A summary of how the document will be implemented with time frame

Action	Responsible Person	Planned timeline

## 6. MONITORING COMPLIANCE

How the effectiveness in practice will be monitored

## 7. EQUALITY IMPACT STATEMENT

A statement to show that the document does not discriminate against disadvantaged or vulnerable people

Family Nursing & Home Care is committed to ensuring that, as far as is reasonably practicable, the way services are provided to the public and the way staff are treated reflects their individual needs and does not discriminate against individuals or groups on any grounds.

This policy document forms part of a commitment to create a positive culture of respect for all individuals including staff, patients, their families and carers as well as community partners. The intention is to identify, remove or minimise discriminatory practice in the areas of race, disability, gender, sexual orientation, age and 'religion, belief, faith and spirituality' as well as to promote positive practice and value the diversity of all individuals and communities.

The Family Nursing & Home Care values underpin everything done in the name of the organisation. They are manifest in the behaviours employees display. The organisation is committed to promoting a culture founded on these values.

### Always:

- ✓ Putting patients first
- ✓ Keeping people safe
- ✓ Have courage and commitment to do the right thing
- ✓ Be accountable, take responsibility and own your actions
- ✓ Listen actively
- ✓ Check for understanding when you communicate
- ✓ Be respectful and treat people with dignity
- ✓ Work as a team

This policy should be read and implemented with the Organisational Values in mind at all times.

### Always:

- ✓ Putting patients first

- ✓ Keeping people safe
- ✓ Have courage and commitment to do the right thing
- ✓ Be accountable, take responsibility and own your actions
- ✓ Listen actively
- ✓ Check for understanding when you communicate
- ✓ Be respectful and treat people with dignity
- ✓ Work as a team

This policy should be read and implemented with the Organisational Values in mind at all times.

## 8. GLOSSARY OF TERMS

Glossary consisting of definitions of technical or specialised terminology used within the document

## 9. REFERENCES

Documents referred to in the document.

Use Harvard convention <https://www.ukessays.com/referencing/harvard/>

## 10. APPENDIX

Additional material needed to support the document

### Appendix 1 Equality Impact Screening Tool

To be completed and attached to any publication document when submitted for approval and ratification.

Stage 1 - Screening			
Title of Procedural Document:			
Date of Assessment		Responsible Department	
Name of person completing assessment		Job Title	
Does the policy/function affect one group less or more favourably than another on the basis of :			
	Yes/No	Comments	
• Age			
• Disability			

Learning disability; physical disability; sensory impairment and/or mental health problems e.g. dementia			
• Ethnic Origin (including gypsies and travelers)			
• Gender reassignment			
• Pregnancy or Maternity			
• Race			
• Sex			
• Religion and Belief			
• Sexual Orientation			
<b>If the answer to all of the above questions is NO, the EIA is complete. If YES, a full impact assessment is required: go on to stage 2, page 2</b>			
<b>Stage 2 – Full Impact Assessment</b>			
<b>What is the impact</b>	<b>Level of Impact</b>	<b>Mitigating Actions</b> (what needs to be done to minimise / remove the impact)	<b>Responsible Officer</b>
<b>Monitoring of Actions</b>			
The monitoring of actions to mitigate any impact will be undertaken at the appropriate level			

## 10.1 Appendix 2

## 10.3 Appendix 3