

2016 Trolley Cot Procurement Programme

- Equality Impact Assessment-

Equality Impact Assessment is concerned with anticipating and identifying the equality consequences of particular policy / service initiative and ensuring that as far as possible any negative consequences for a particular group or sector of the community are eliminated, minimised or counterbalanced by other measures.

1. Introduction

The aim of the ambulance trolley cot procurement project is to establish a framework for the supply of effective, safe and affordable cots for operational use over an anticipated service life of ten years. The framework must allow cots to be selected in partnership with all stakeholders throughout the contract duration to align with the Scottish Ambulance 2020 vision and beyond.

Objectives

- Meet the needs of patients
- Meet the needs of clinical care and clinicians
- Provide safe and legally compliant trolley cots for transporting patients across different terrains and safely securing in vehicles
- Provide a environment suited to maintaining infection control standards
- Provide best value, reliability and durability
- Ensure meaningful engagement with all the relevant stakeholders
- Seek flexible contractual arrangements that are responsive to changing models of health care delivery

There are three phases of this project -

- Initial engagement with stakeholders to identify a base specification and projected trolley cot numbers for tender.
- Procurement process and tender response evaluation for Board approval.
- Specification development engaging key stakeholders for final build approval.

In recognition of the importance of these cots in patient care, staff working environment and the patient experience, stakeholder engagement through a working group including key stakeholders will set the final build specification with the successful supplier, monitor build specification compliance and

Doc: 2017-07-27 PTS conversion contract award	Page 1	Author: Director of Finance and Logistics
Date: 2017-07-27	Version 1.0	Review Date: -

continue throughout the introduction of vehicles into service commencing mid 2016 and throughout the duration of the contract.

2. Evidence

The Scottish Ambulance Service National Vehicle Design and Equipment Group include representatives of key stakeholders that meet regularly to consider current and future vehicle and equipment needs. Through this group, the design and procurement priorities are identified at a high level with subgroups of the main stakeholders taking specific projects forward.

The National Vehicle Design and Equipment Group established an Engagement Event on August 24th 2016 specifically engaging with key stakeholders including Operational staff & staff-side representatives, Procurement, Health & Safety, Ergonomics, Infection Control, Training and Fleet and. A full summary of the event can be found on @SAS. It was identified that the needs of patients in respect of the use of trolley cots must be benchmarked – and the different products measured against it. Previous contracts and quantified pressure mapping in respect of mattress properties provided by Ferno provide us with good knowledge of their products. Less was/is known about the Stryker products.

One of the three open questions on the questionnaire completed by staff during the operational trials of the Stryker TL cot specifically sought feedback from patients in respect of comfort, and three of the closed questions required crew to score how the cot design might help or hinder lateral transfers (to/from beds and chairs) of dependant and/or petite patients.

3. Assessment of impact

Based on feedback from crew and observation made by the Service's Ergonomics Adviser both during operational observations and discussion with Service users a completed Equality Impact Assessment Report is attached (**Appendix 1**)

Key areas

1. Access on and off trolley cot for patients with differing limb power, control and degrees of sitting balance – requiring a range of levels of support.
2. Access on and off trolleys for patients of different height and build (morphology)
3. Comfort of a range of patients during long transfers – including support for those with limb loss, joint restriction, limited sitting balance or neck control
4. Ensuring the designs do not cause either superficial skin damage- or

Doc: trolley cot award	Page 2	Author: Director of Finance and Logistics
Date:	Version	Review Date: -

compromise the viability of deeper tissues due to avoidable pressure points.

5. Safety of staff and patients in the vehicle while stationary' when the cot is being moved along various terrain or secured in a vehicle
6. Ensuring there are no avoidable pinch points either on the trolley cot or where it locates within the vehicle– or if unavoidable then are clearly marked with a suitably low risk assessment outcome.

4. Recommendations

1. The chosen trolley cot for each Lot reflects a balanced approach to the needs of both crew and patients.

Action Graham Forman/NVDEG

2. Ensure the Scottish Ambulance Service strategy team involvement in NVDEG working groups to integrate emerging strategy from the 2020 vision into vehicle and equipment design.

Action Andrew Fuller – NVDEG Chair.

Doc: trolley cot award	Page 3	Author: Director of Finance and Logistics
Date:	Version	Review Date: -



Equality Impact: Screening and Assessment Form – Appendix 1

Section 1: Policy details - policy is shorthand for any activity of the organisation and could include strategies, criteria, provisions, functions, practices and activities including the delivery of our service.	
a. Name of policy or practice (list also any linked policies or decisions)	Procurement of (patient) trolley cots for use in Accident & Emergency vehicles, and Patient Transport Services.
b. Name of department	Health & Safety on behalf of Fleet Services& Procurement Dept.
c. Name of Lead	Graham Forman
d. Equality Impact Assessment Team [names, job roles]	Graham Forman - Scottish Ambulance Service Ergonomics Advisor Colin Crookston – Scottish Ambulance Service – Patient Safety Manager Contribution from the Engagement Event participants
e. Date of assessment	14 th December, 2016
f. Who are the main target groups / who will be affected by the policy?	Patients (all groups), Operational Staff, Support Service Staff
g. What are the intended outcomes / purpose of the policy?	The design, procurement and introduction of effective, safe, reliable and affordable ambulance trolley cots for an anticipated operational life of 10 years.
h. Is the policy relevant to the General Duty to eliminate discrimination? advance equality of	Yes - fully relevant

Doc: trolley cot award	Page 4	Author: Director of Finance and Logistics
Date:	Version	Review Date: -

opportunity? foster good relations?	
<p>If yes to any of the three needs complete all sections of the form (2- 7)</p> <p>If no to all of the three needs provide brief detail as to why this is the case and complete only section 7</p> <p>If don't know: complete sections 2 and 3 to help assess relevance</p>	

Section 2: Evidence, consultation and involvement			
Please list the available evidence used to assess the impact of this policy, including the sources listed below. Please also identify any gaps in evidence and what will be done to address this.			
a. Previous consultation / involvement with community, including individuals or groups or staff as relevant. Please outline details of any involvement / consultation, including dates carried out and protected characteristics			
Details of consultations - where, who was involved	Date	Key findings	Protected characteristics
NVDEG meetings/reviews (August study day). Crew seeking patient's views during transfers.	Quarterly	There is potential for compromised independent access onto/from cot, comfort ,risk of skin damage, the risks from falling from a height if inadequately secured – Design and use of equipment must reflect avoidance/control measures for the above risks. The forty point evaluation sheet used during	Age Disability Visual Impairment

Doc: trolley cot award	Page 5	Author: Director of Finance and Logistics
Date:	Version	Review Date: -

Review of patient complaints and staff incident forms to identify particular risks/reporting trends liable to prejudice specific user groups		study day and staff led questionnaire to identify possible hazards	height/morphology
NVDEG meetings/reviews	Quarterly	There is no distinction in service made for any groups.	Gender reassignment
NVDEG meetings/reviews	Quarterly	There is no distinction in service made for any groups.	Gender / sex
NVDEG meetings/reviews	Quarterly	There is no distinction in service made for any groups.	Marriage / civil partnership *
NVDEG meetings/reviews	Quarterly	There is no distinction in service made for any groups.	Pregnancy / maternity
NVDEG meetings/reviews	Quarterly	Potential for comprehension issues with English signage	Race
NVDEG meetings/reviews	Quarterly	There is no distinction in service made for any groups.	Religion / belief
NVDEG meetings/reviews	Quarterly	There is no distinction in service made for any groups.	Sexual orientation
NVDEG meetings/reviews	Quarterly	There is no distinction in service made for any	Cross cutting - e.g. health inequalities - people with poor

		groups.	<p>mental health, low incomes, involved in the criminal justice system, those with poor literacy, are homeless or those who live in rural areas.</p> <p>Other?</p>
--	--	---------	--

	Available evidence
b. Research and relevant information	<p>Patient complaints, feedback & engagement,</p> <p>Staff DATIX reports, feedback & engagement.</p> <p>Accident & Emergency Evaluation & specification event.</p> <p>Consultation with other NHS Ambulance Services through National Strategic Ambulance Fleet Group.</p>
c. Knowledge of policy lead	<p>29 years Chartered Physiotherapist</p> <p>Chartered Ergonomics and Human Factors Specialist</p> <p>Fellow of the Institute of Ergonomics and Human Factors</p> <p>Masters in Ergonomics</p> <p>Previous Service lead for tissue liability</p> <p>11 years experience as Service lead on patient handling –</p>

Doc: trolley cot award	Page 7	Author: Director of Finance and Logistics
Date:	Version	Review Date: -

	participant or lead in a range of crew and user centred safety projects (primarily the purchase of patient conveying equipment).
d. Equality monitoring information -- including service and employee information	
e. Feedback from service users, partner or other organisations as relevant	See Appendix B
f. Other	
g. Are there any gaps in evidence? Please indicate how these will be addressed	The Stryker cots have been in limited service since 2016 – a risk assessment and systems of work to protect patients and staff from injury have been published – and reviewed following any reported incidents. This is in line with longstanding arrangements to monitor potential risk with Ferno chairs. This will be an ongoing process.
Gaps identified	none
Measure to address these; give brief details. Further research? Consultation? Other	n/a
Note: specific actions relating to these measures can be listed at section 5	

Doc: trolley cot award	Page 8	Author: Director of Finance and Logistics
Date:	Version	Review Date: -

Doc: trolley cot award	Page 9	Author: Director of Finance and Logistics
Date:	Version	Review Date: -

Section 3: Analysis of positive and negative impacts

Please detail impacts in relation to the three needs specifying where the impact is in relation to a particular need - eliminating discrimination, advancing equality of opportunity and fostering good relations

Protected characteristics	i. Eliminating discrimination	ii. Advancing equality of opportunity	iii. Fostering good relations
Age			
Positive impacts	<p>Recent cot design allows the units to shorten (assuming patient can tolerate semi-recumbent posture) considerably more than previous models – this allows greater access in confined spaces (e.g. corridor into bedroom, small lifts) therefore meaning a greater number of patients will have the option (where medically appropriate) to be transported on a trolley cot rather than on an ambulance chair. Apart from greater comfort this will also reduce the number of manual handling transfers they are subject to in order to transport them from bedside to the ambulance.</p> <p>The Service holds a range of paediatric harnesses which will secure infants- funding for a new extra small harness for smaller newborns is currently subject of a parallel workstream within the Scottish Ambulance Service.</p> <p>This will have a direct positive impact on (i) & (ii)</p>		
Negative impacts	<p>Certain models of cot have a slightly higher transport level which could impact on the ability of smaller patients self-transferring. This has been identified and be will be monitored. Corrective actions are engagement with manufacturer and in extremis swapping to a different trolley cot within the framework (likelihood very low).</p> <p>Certain models of cot do offer as great a level of pressure relief. These models have been</p>		

	<p>identified and their use identified. The Scottish Ambulance Service has already engaged with the manufacturer to look at dual density foam with a two-way stretch cover.</p> <p>These control measures will reduce possible negative impact in relation to (i) and (ii).</p>
Opportunities to enhance equality	None identified
Disability	
Positive impacts	As for Age
Negative impacts	As for Age
Opportunities to enhance equality	As for Age
Gender reassignment	n/a
Positive impacts	
Negative impacts	
Opportunities to enhance equality	
Gender / sex	n/a
Positive impacts	
Negative impacts	
Opportunities to enhance equality	

Marriage / civil partnership	n/a
Positive impacts	
Negative impacts	
Opportunities to enhance equality	
Pregnancy / maternity	n/a
Positive impacts	
Negative impacts	
Opportunities to enhance equality	
Race	
Positive impacts	
Negative impacts	
Opportunities to enhance equality	
Religion / belief	n/a
Positive impacts	
Negative impacts	
Opportunities to enhance equality	

Sexual orientation	n/a
Positive impacts	
Negative impacts	
Opportunities to enhance equality	
Cross cutting - e.g. health inequalities people with poor mental health, low incomes, involved in the criminal justice system, those with poor literacy, are homeless or those who live in rural areas. Other	This comes under the title 'other'. Bariatrics
Positive impacts	Two of the lots specifically address the requirement to ensure that the availability of trolley cot are able to accommodate larger framed patients
Negative impacts	None noted
Opportunities to enhance equality	None noted
Note: specific actions relating to these measures can be listed at section 5	

Section 4: Addressing impacts

Select which of the following apply to your policy and give a brief explanation - to be expanded in Section 5: Action plan

	Reasons
a. No major change - the EQIA shows that the policy is robust, there is no potential for discrimination or adverse impact and all opportunities to promote equality have been taken	The purpose of trolley cots is to convey patients with a wide range of needs in safety. The design of cots has evolved over many decades to meet these needs.
b. Adjust the policy – the EQIA identifies potential problems or missed opportunities and you are making adjustments or introducing new measures to the policy to remove barriers or promote equality or foster good relations	
c. Continue the development and implementation of the policy without adjustments – the EQIA identifies potential for adverse impact or missed opportunity to promote equality. Justifications for continuing without making changes must be clearly set out, these should be compelling and in line with the duty to have due regard. See option d. if you find unlawful discrimination. Before choosing this option you must contact the Equalities Manager to discuss	

Doc: trolley cot award	Page 14	Author: Director of Finance and Logistics
Date:	Version	Review Date: -


the implications.	
<p>d. Stop and remove the policy - there is actual or potential unlawful discrimination and these cannot be mitigated. The policy must be stopped and removed or changed. Before choosing this option you must contact the Equalities Manager to discuss the implications.</p>	

Section 5: Action plan

Please describe the action that will be taken following the assessment in order to reduce or remove any negative / adverse impacts, promote any positive impacts, or gather further information or evidence or further consultation

Action	Output	Outcome	Lead responsible	Date	Protected characteristic / cross cutting issue*
Ensure transfer heights, mattress designs or lack of suitable harnesses do not have a negative impact on patient groups.	Monitoring of patient complaints/ incident reports. Ongoing engagement with patient groups through NVDEG	Desired outcome is no impact noted	Ergonomics Adviser	November 2017	Disability/Age

* list which characteristic is relevant - age, disability, gender reassignment, gender / sex, marriage and civil partnership, pregnancy and maternity, race, religion / belief, sexual orientation or cross cutting issue e.g. poor mental health, illiteracy etc

Section 6: Monitoring and review			
Please detail the arrangements for review and monitoring of the policy			
		Details	
a. How will the policy be monitored? Provide dates as appropriate		User feedback – datix reports, patient complaints	
b. What equalities monitoring will be put in place?		None required	
c. When will the policy be reviewed? Provide a review date.		November 2017	
Section 7: Sign off Please provide signatures as appropriate			
Name of Lead	Title	Signature	Date
Graham Forman	Ergonomics Adviser		14 th December 2016
Completed form: copy of completed form to be retained by department and copy forwarded to Equalities Manager for publication on Service website			
Provide date this was sent	16 Feb 2017		