



DOCUMENT TYPE: Standard Operating Procedure		UNIQUE IDENTIFIER: SOP-03	
DOCUMENT TITLE: General Skull Base Referral Pathway		VERSION NUMBER: 1	
		STATUS: Draft	
SCOPE: Trust wide		CLASSIFICATION: Departmental	
AUTHOR: Gareth Roberts	JOB TITLE: Consultant Neurosurgery	DIVISION: Medicine	DEPARTMENT: Neurosurgery
REPLACES: N/a		HEAD OF DEPARTMENT: David Shakespeare	
VALIDATED BY: Division of Medicine		DATE: 06 March 2018	
RATIFIED BY: Procedural Documents Ratification Group		DATE: 06 March 2018	
(NOTE: Review dates may alter if any significant changes are made).		REVIEW DATE: Click here to enter a date.	
WHICH PRINCIPLES OF THE NHS CONSTITUTION APPLY? Click here for guidance on Principles	Tick those which apply	WHICH STAFF PLEDGES OF THE NHS CONSTITUTION APPLY? Click here for guidance on Pledges	Tick those which apply
1. <u>The NHS provides a comprehensive service, available to all.</u>	<input type="checkbox"/>	1. <u>Provide a positive working environment for staff and to promote supportive, open cultures that help staff do their job to the best of their ability.</u>	<input type="checkbox"/>
2. <u>Access to NHS services is based on clinical need, not an individual's ability to pay.</u>	<input checked="" type="checkbox"/>	2. <u>Provide all staff with clear roles and responsibilities and rewarding jobs for teams and individuals that make a difference to patients, their families and carers and communities.</u>	<input checked="" type="checkbox"/>
3. <u>The NHS aspires to the highest standards of excellent and professionalism.</u>	<input checked="" type="checkbox"/>	3. <u>Provide all staff with personal development, access to appropriate education and training for their jobs, and line management support to enable them to fulfil their potential.</u>	<input type="checkbox"/>
4. <u>The patient will be at the heart of everything the NHS does.</u>	<input type="checkbox"/>	4. <u>Provide support and opportunities for staff to maintain their health, wellbeing and safety.</u>	<input type="checkbox"/>
5. <u>The NHS works across organisational boundaries.</u>	<input checked="" type="checkbox"/>	5. <u>Engage staff in decisions that affect them and the services they provide, individually, through</u>	<input type="checkbox"/>
6. <u>The NHS is committed to providing best value for taxpayers' money.</u>	<input type="checkbox"/>		
7. <u>The NHS is accountable to the public, communities and patients that it serves.</u>	<input type="checkbox"/>		

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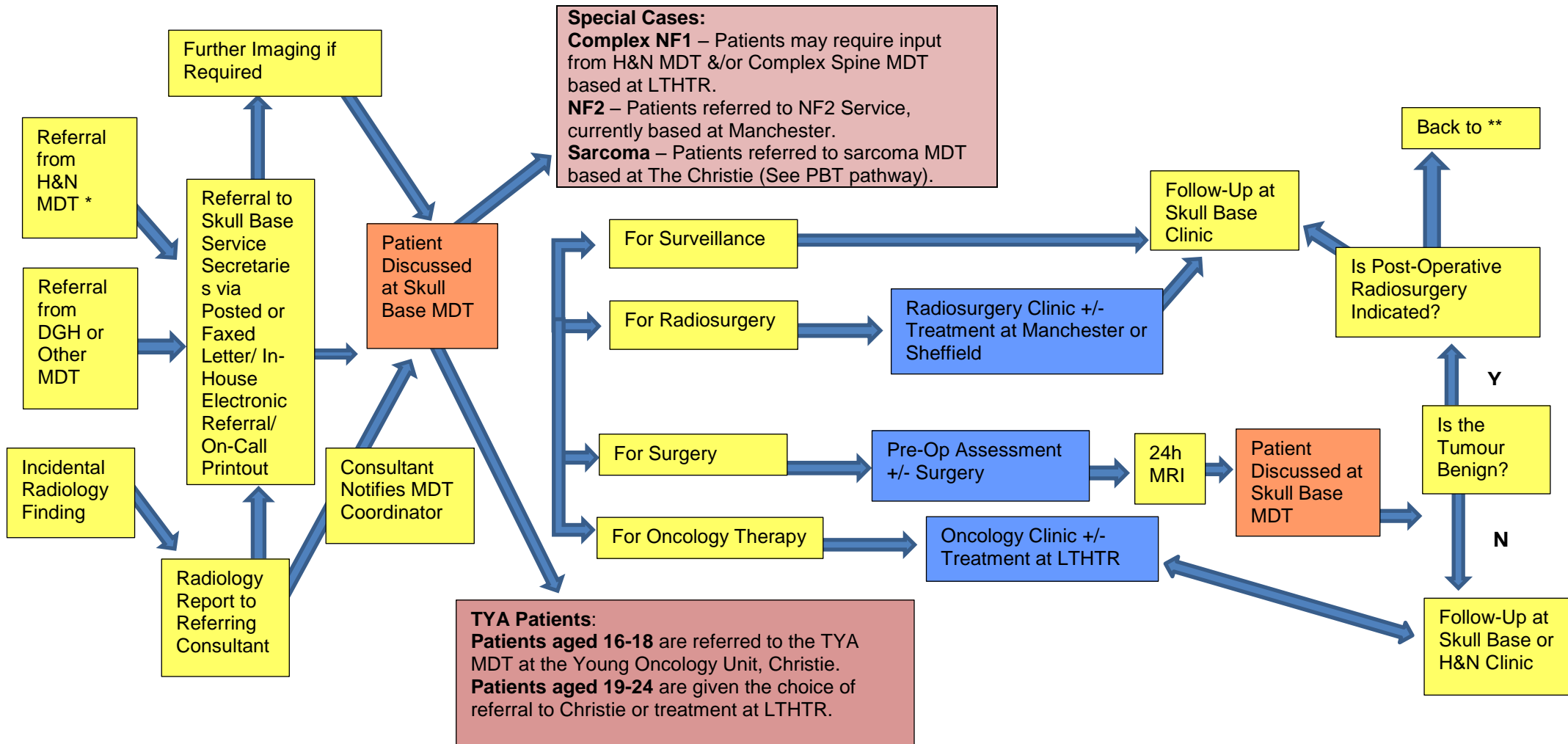
		<p><u>representative organisations and through local partnership working arrangements. All staff will be empowered to put forward ways to deliver better and safer services for patients and their families.</u></p> <p><u>6. To have a process for staff to raise an internal grievance.</u></p> <p><u>7. Encourage and support all staff in raising concerns at the earliest reasonable opportunity about safety, malpractice or wrongdoing at work, responding to and, where necessary, investigating the concerns raised and acting consistently with the Employment Rights Act 1996.</u></p>	<input type="checkbox"/> <input type="checkbox"/>
<p>WHICH AIMS OF THE TRUST APPLY? Click here for Aims</p> <p>1. To offer excellent health care and treatment to our local communities. 2. To provide a range of the highest standard of specialised services to patients in Lancashire and South Cumbria. 3. To drive innovation through world-class education, teaching and research.</p>	<p>Tick those which apply</p> <p>√ √ <input type="checkbox"/></p>	<p>WHICH AMBITIONS OF THE TRUST APPLY? Click here for Ambitions</p> <p>1. Consistently deliver excellent care. 2. Great place to work. 3. Deliver value for money. 4. Fit for the future.</p>	<p>Tick those which apply</p> <p>√ <input type="checkbox"/> √ √</p>

<p>Does this document meet the requirements of the Equality Act 2010 in relation to Race, Religion and Belief, Age, Disability, Gender, Sexual Orientation, Gender Identity, Pregnancy & Maternity, Marriage and Civil Partnership, Carers, Human Rights and Social Economic Deprivation discrimination? Yes</p>
<p>Document for Public Display: No</p>
<p>Has an evidence search been completed? N/a If so, by whom? Click here to enter text. Date evidence search conducted: Click here to enter a date.</p>

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General Skull Base Referral Pathway

Indicator 005



* Patients with skull base tumours presenting to the H&N MDT should be discussed at the skull base MDT prior to any treatment decisions.

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Appendix 1

Equality, Diversity & Inclusion Impact Assessment Form

Department/Function	Neurosurgery			
Lead Assessor	Interim Director of Governance			
What is being assessed?	Introduction of SOP and guidelines			
Date of assessment				
What groups have you consulted with? Include details of involvement in the Equality Impact Assessment process.	Equality of Access to Health Group	<input type="checkbox"/>	Staff Side Colleagues	<input type="checkbox"/>
	Service Users	<input type="checkbox"/>	Staff Inclusion Network/s	<input type="checkbox"/>
	Personal Fair Diverse Champions	<input type="checkbox"/>	Other (Inc. external orgs)	<input type="checkbox"/>
	Please give details: Skull based Peer review is managed by an external assessment team.			

1) What is the impact on the following equality groups?

Positive:		Negative:		Neutral:	
<ul style="list-style-type: none"> ➤ Advance Equality of opportunity ➤ Foster good relations between different groups ➤ Address explicit needs of Equality target groups 		<ul style="list-style-type: none"> ➤ Unlawful discrimination, harassment and victimisation ➤ Failure to address explicit needs of Equality target groups 		<ul style="list-style-type: none"> ➤ It is quite acceptable for the assessment to come out as Neutral Impact. ➤ Be sure you can justify this decision with clear reasons and evidence if you are challenged 	
Equality Groups	Impact (Positive / Negative / Neutral)	Comments:			
		<ul style="list-style-type: none"> ➤ Provide brief description of the positive / negative impact identified benefits to the equality group. ➤ Is any impact identified intended or legal? 			
Race (All ethnic groups)	Neutral				
Disability (Including physical and mental impairments)	Neutral				
Sex	Neutral				
Gender reassignment	Neutral				
Religion or Belief (includes non belief)	Neutral				
Sexual orientation	Neutral				

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Age	Neutral	
Marriage and Civil Partnership	Neutral	
Pregnancy and maternity	Neutral	
Other (e.g. caring, human rights, social)	Neutral	

2) In what ways does any impact identified contribute to or hinder promoting equality and diversity across the organisation?	
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3) If your assessment identifies a negative impact on Equality Groups you must develop an action plan to avoid discrimination and ensure opportunities for promoting equality diversity and inclusion are maximised.	
➤ This should include where it has been identified that further work will be undertaken to further explore the impact on equality groups	
➤ This should be reviewed annually.	

ACTION PLAN SUMMARY		
Action	Lead	Timescale

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