Equality and Diversity Policy

Oxford Deanery

Approved by the Deanery Executive Team:
August 2009

Review date: August 2010
Policy

Trainees should read and follow the appropriate policies regarding Equality and Diversity of the Trust in which they are employed. In conjunction and in addition trainees should also read and follow this policy.

Deanery staff should read and follow this policy in conjunction with the overarching South Central Strategic Health Authority HR Policy Number 18, “Equal Opportunities and Diversity Policy”, and the University of Oxford Integrated Equal Opportunities Policy which may be found on the Oxford University website at: [http://www.admin.ox.ac.uk/eop/policy/index.shtml](http://www.admin.ox.ac.uk/eop/policy/index.shtml). Other related SCSHA and Deanery policies concern Bullying and Harassment, Grievance, Disciplinary and Patient Safety (including Whistle Blowing guidance).

A) Purpose

The Oxford Deanery Equality and Diversity Policy has been developed to ensure we proactively develop a culture which is diverse, where individual differences are valued and respected and to further develop staff and trainees who reflect the communities we serve.

All reasonable steps will be taken to ensure there is no unlawful or unfair discrimination because of gender, sexual orientation, marital status, race, colour, nationality, ethnic origin, disability, religion, or age in respect of potential or existing employees, and contract workers. This is based on employment legislation enshrined in:

- The Equal Pay Act 1970 (updated 1983)
- The Sex Discrimination Act 1975 as amended by the Equality Act 2006
- The Race Relations Act 1976 and Race Relations (Amendment) Act 2000
- The Human Rights Act 1998
- Employment Act - Religion or Belief Regulations December 2003
- Employment Act - Sexual Orientation Regulations December 2003
- The Disability Discrimination Act 2005
- The Age Discrimination Act 2006
- Statutory Codes of Practice on sex discrimination, equal pay, race discrimination and disability discrimination.

This list is not exhaustive and might also include union activity and political parties.
B) Principles

The Deanery wants to have trainees, for whom it has a responsibility, and staff who are valued and whose diversity reflects the communities they serve. The Deanery is committed to the principles of the Commission for Equality and Human Rights (CEHR).

The Deanery wants staff and trainees to achieve their full potential in an environment where they are valued and treated with dignity and respect. An individual’s diversity will be viewed positively and, in recognising that everyone is different, the Deanery will value equally the unique contribution that individuals from different backgrounds can make.

The Deanery is committed to equal opportunities for all and aims to ensure that no trainee or member of staff, is discriminated against on the grounds of:

- gender, sexual orientation or gender reassignment
- part time working
- marital status
- pregnancy and maternity
- race, colour, nationality, national or ethnic origin
- disability
- religion
- age

Selection for employment, training and promotion will be based solely on objective and job related criteria.

If a member of staff has a disability or develops a disability during their time working with the Deanery, the Deanery will make reasonable adjustments to prevent them being placed at a substantial disadvantage in all aspects of employment including recruitment and selection, training, transfer, career development and retention.

If a trainee has a disability or develops a disability during their training, they will, if necessary, request assistance from their Director of Medical Education and the Trust by whom they are employed, in line with that Trust’s Equality and Diversity Policy and other Human Resources policies. If a trainee has a disability or develops a disability during their training and feels they are not getting sufficient support, the Deanery will offer them any necessary and additional advice and support.

The Deanery aims to resolve concerns raised by staff at an early stage. If a staff member feels they have been discriminated against, victimised or harassed on the grounds of
gender, sexual orientation, race, age or disability they should speak to their line manager or Human Resources Adviser.

The Deanery will, if necessary, support trainees to ensure their concerns or issues are resolved as soon as possible.

Equality and Diversity is implicit within all of the Deanery and South Central Strategic Health Authority policies.

C) Responsibilities

Members of Staff
All Deanery staff are expected to observe this policy, and the overarching policies of SCSHA and the University of Oxford, in their behaviour towards other staff, members of the public and stakeholders. In particular, they shall:

• support and implement the principles of the Policy
• report any incident or behaviour which contravenes this policy and not indirectly support unfair treatment by ignoring what is happening around them
• treat all staff, managers, patients, visitors and members of the public with dignity and respect.

Trainees
The Deanery expects all trainees to observe the Equality and Diversity policy of the Trust in which they are employed in their behaviour towards other staff in the Trust, members of the public and patients. In particular they shall:

• support and implement the principles of the Equal Opportunities Policy
• report any incident or behaviour which contravenes this policy and not indirectly support unfair treatment by ignoring what is happening around them
• treat all staff, managers, patients, visitors and members of the public with dignity and respect
• take the opportunity to undertake training in Equal Opportunities and Diversity where it is made available to them (this is often included in Trust induction programmes).

The Deanery
The Deanery has a responsibility for ensuring this policy, and the overarching policies of the SCSHA and the University of Oxford, are fairly and consistently applied to staff. It will ensure that:
• Staff are made aware of the contents and importance of observing the principles of Equality and Diversity
• they eliminate any unfair practices of which they are aware, whether or not a complaint has been made.
• any allegations of discriminatory behaviour or practices are properly investigated, all relevant documentation retained and, disciplinary action taken (where appropriate) in a non-discriminatory manner.
• managers are expected to be good role models of best practice for their staff.

Legal Liability
Individual members of staff can be held personally liable for acts of unlawful discrimination.
The SCSHA, of which the Deanery is a part, or the University of Oxford, which employs some of the Deanery staff, may be liable for any act of unlawful discrimination committed by its staff during the course of their employment, unless it can be proved that all reasonable and practicable steps had been taken to prevent such an act from occurring. The SCSHA and University, and hence the Deanery, has a primary legal and moral responsibility for ensuring that discrimination does not occur.

D) Implementation of this Policy

Training
Training in Equal Opportunities and Diversity is available in a number of different contexts:

• Online training (NESC link)
• Individual training sessions specifically aimed at E & D
• As part of the basic Educational Supervisor Training courses provided by the Deanery

The following staff involved in educational activities should all undertake and be certified for E & D training on a three yearly basis and regard this as a compulsory requirement of the post they hold:

• Postgraduate Deans
• Associate Postgraduate Deans
• Heads of Postgraduate/Foundation School(s)
• Members of Postgraduate School Boards
• Career Development Unit staff, including coaches and administrators
• Specialty Training Committee Chairs and members
• Training Programme Directors
• Foundation Training Programme Directors
• Directors of Medical Education
• District Clinical Tutors
• Associate/Deputy Directors/Tutors/Specialty Education Leads
• Educational Supervisors
• All members of ARCP or RITA panels
• All members of recruitment and appointment panels for postgraduate medical trainees
• All non-medical Deanery staff

Additionally, the Oxford Deanery strongly recommends that all staff involved in postgraduate medical education in any other capacity should also undertake and be certified for three yearly E & D training.

Monitoring

Compliance with the training requirements and the impact of this policy will be monitored annually:

• Using the Educational Supervisor registration component of the Deanery Approvals Process for quality management of training in the Postgraduate and Foundation Schools
• By recording the certification of E&D training of panel members at RITA, ARCP and appointments panels
• By collating records of attendance at Deanery-based training courses [the data will be held by the Deanery Quality Manager]
• By collecting equality monitoring data from all Deanery-led recruitment processes
• By comparing training outcomes and the outcomes of training progression at ARCP/RITA panels with ethnic monitoring data held on the Deanery Intrepid database
• By specifically monitoring the ethnicity data related to Career Development Unit referrals and RITA E / ARCP 3 outcomes from individual training programmes.

Currently, the responsibility for undertaking this monitoring lies with the Oxford Deanery Business Manager. They will produce an annual report on Equality and Diversity in the Oxford Deanery at the end of each Academic year. This report will be reviewed by a team of Lay Assessors before being made available on the Deanery website.

The Deanery will also be looking at introducing a named Equality and Diversity Lead, and formulating a policy for annual external review of Deanery Policies and processes, which will include a specific focus on Equality and Diversity, for the start of the 2009-10 Academic year.
ACKNOWLEDGEMENTS

This policy is adapted from similar guidance provided by the Wessex Deanery.

AUTHOR

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UPDATES

This policy will be reviewed on a two yearly basis. Any ongoing suggestions for modifying the policy in the interim period should be addressed to the author at davidmbailey@mac.com.