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| **Quality Impact Assessment – 1st stage screening** |  |

**Scheme Overview:**

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| --- | --- |
| **Scheme Name** |  |
| **Scheme Description**  *Note: What is the schemes purpose & how does it align to strategy of the ICB.* |  |
| **Current State**  *Note: Describe current strategy, policy, service or function that is in place* |  |
| **Future state:**  *Note: Describe how the future situation will look whilst articulating the aims of the proposed change* |  |
| **Scheme Start Date** | Click or tap to enter a date. |
| **Scheme Completion Date** | Click or tap to enter a date. |

**Who:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Service** | Click or tap here to enter text. | | |
| **Impact Assessment Author** | Click or tap here to enter text. | **Job Title** | Click or tap here to enter text. |
| **Senior Responsible Officer** | Click or tap here to enter text. | **Job Title** | Click or tap here to enter text. |
| **Project Lead** | Click or tap here to enter text. | **Job Title** | Click or tap here to enter text. |

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| **Quality Impact Assessment (QIA) – scheme impact and mitigating actions** | | | | | | | |  | | | |
|  |  | | | | | | | | | | | |
|  | **Scheme Impact** | | **As-Is Risk Rating** | | | **Addressing the Risks** | | | **To-Be Risk Rating** | | | |
|  | **What will the positive impact of this scheme be in this area?**  *Summarise the positive impacts of the project on the five areas below.* | **What will the negative impact of this scheme be in this area?**  *Summarise the negative impacts of the project on the five areas below.* | **Consequence** | **Likelihood** | **Risk Score (C x L)** | **Mitigating Actions**  *Where there is a negative impact what actions are you taking to negate / reduce / address this?* | **Date of  Action** | | **Residual Consequence** | **Residual Likelihood Score** | **Residual Risk Score (C x L)** | |
| **Patient Safety** | * Click or tap here to enter text. | Click or tap here to enter text. | 1 | 1 | 1 | Click or tap here to enter text. | Click or tap to enter a date. | | 1 | 1 | 1 | |
| **Clinical Effectiveness** | * Click or tap here to enter text. | Click or tap here to enter text. | 1 | 1 | 1 | Click or tap here to enter text. | Click or tap to enter a date. | | 1 | 1 | 1 | |
| **Patient Experience** | * Click or tap here to enter text. | Click or tap here to enter text. | 1 | 1 | 1 | Click or tap here to enter text. | Click or tap to enter a date. | | 1 | 1 | 1 | |
| **Staff  Experience** | * Click or tap here to enter text. | Click or tap here to enter text. | 1 | 1 | 1 | Click or tap here to enter text. | Click or tap to enter a date. | | 1 | 1 | 1 | |
| **Targets / Performance** | * Click or tap here to enter text. | Click or tap here to enter text. | 1 | 1 | 1 | Click or tap here to enter text. | Click or tap to enter a date. | | 1 | 1 | 1 | |
|  | **Maximum Risk Score** | | 1 | 1 | 1 | **Maximum Risk Score** | | | 1 | 1 | 1 | |
|  | | | | | | | | | | | | |

**Guidance Purpose of the Quality Impact Assessment**

This Quality Impact Assessment will be used to assess and document the quality impact of commissioning decisions, business cases, projects and other business plans and to assess a change. For example, a change may be made to a strategy, policy, procedure, service, or function.

Please read the Quality Impact Assessment policy. This provides guidance on how to proceed with other essential impact assessments linked to this policy.

In addition to taking account of the quality impact for patients, carers staff and others, this tool will measure the potential for any controversy or reputational risks and subsequent impact for the ICB and public confidence.

Please identify if this is a new QIA or a review of an existing QIA.

**Completing a 2nd stage Quality Impact Assessment**

The 2nd stage impact assessment is required upon completion of first stage assessment having identified potential negative impacts. In doing so, the identified impacts require further assessment of the potential risks associated to the desired change.

This template is consistent with first stage tool and requires further assessment based on the identified negative risks under the following domains:

* Impact of Patient Safety
* Impact on Clinical Effectiveness
* Impact on Patient Experience, carers and other stakeholders
* Impact on staff / workforce
* Involvement, Engagement and Controversy

The document requests you to simultaneously consider and identify each of the specified negative risks that have been identified through the first stage assessment. To aid a thorough review, further granularity is provided against each domain to support appropriate risk management and identification of required mitigations.

Highlighted negative impacts and identified mitigations should be scored using standardised risk framework scoring, provided below:

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| --- | --- | --- | --- | --- | --- | --- |
| Using the appropriate score for Consequence (1-5) multiplied by the appropriate score for Likelihood (1-5) follow the table below to obtain the overall Incident / Risk severity rating | | | | | | |
|  | | Likelihood | | | | |
| 1 (Rare) | 2 (Unlikely) | 3 (Possible) | 4 (Likely) | 5 (Almost Certain) |
| Consequence | 5 (Catastrophic) | 5 (Moderate) | 10 (High) | 15 (Extreme) | 20 (Extreme) | 25 (Extreme) |
| 4 (Major) | 4 (Moderate) | 8 (Moderate) | 12 (High) | 16 (Extreme) | 20 (Extreme) |
| 3 (Moderate) | 3 (Low) | 6 (Moderate) | 9 (High) | 12 (High) | 15 (Extreme) |
| 2 (Minor) | 2 (Low) | 4 (Moderate) | 6 (Moderate) | 8 (Moderate) | 10 (High) |
| 1 (Negligible) | 1 (Low) | 2 (Low) | 3 (Low) | 4 (Moderate) | 5 (Moderate) |

**Levelling up – levelling down**

Prior to scoring specific negative impacts that are identified, it is important to consider if the suggested proposal will mean a levelling up. This is targeting one area and allocating additional resources, service provisions, finances and so on. This can be a positive move forward when there is a need to improve health outcomes and if resource is appropriately managed.

If the proposal indicates a levelling down, by removing or diverting resource from other areas where a) they are still needed, b) will be needed in future or c) by introducing any measures that will impact other service provision, please describe.

**Identification of mitigations**

By assessing the intended change and subsequent outcomes an understanding of the potential risks will be highlighted. Against these risks it is important ascertain what mitigating actions can be put in place to effectively manage these in the future. In doing so, repeating the risk scoring exercise will help determine if there is a reduced level of risk with future actions you intend to put in place.