



Equality and Disability Action Plan 2018-2023

Northern Ireland Medical &
Dental training Agency

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We will consider any request for this document in another format or language.

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Introduction

Alistair Joynes (Chair) and Keith Gardiner (Chief Executive), NIMDTA, are committed to promoting Equality and Good Relations.

For people with a Disability, we recognise that we have to do more to promote positive attitudes and to encourage their participation in public life.

We want to make sure we do this in a way that makes a difference to people. We will put in place what is necessary to do so. This includes people, time and money. Where it is right to do so, we will include actions from this plan in the yearly plans we develop for the organisation as a whole. These are called 'corporate' or 'business' plans.

We will also put everything in place in the organisation to make sure that we do what we have to under the law. This includes making one person responsible overall for making sure we do what we say we are going to do in our Equality and Disability Action Plan.

We will make sure we let our staff know of what is in our plan. We will also train our staff and help them understand what they need to do.

The person in our organisation who is responsible for making sure that we do what we have promised to do is:

Roisin Campbell

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Who we are and what we do

Northern Ireland Medical and Dental Training Agency is part of Health and Social Care in Northern Ireland.

We were set up in April 2004.

We do things like:

- The recruitment, selection and allocation of doctors and dentists to training posts in Northern Ireland;
- The quality management of the delivery of postgraduate medical and dental education in Northern Ireland;
- Organising and funding educational events,
- Managing regional budgets for salaries and training of junior doctors and dentists;
- Providing careers advice, mentoring and coaching to doctors and dentists in training;
- Providing DoH with advice on postgraduate medical and dental training.

How people can be involved in our work

There are a number of ways in which people can be involved in the work of the Northern Ireland Medical and Dental Training Agency

- As Members of our Board

In conjunction with the Public Appointments Unit, we appoint members of the Public to sit on our Board.

- As Lay Representatives

We hold recruitment exercises in order to appoint members of the Public to help with, and offer insight into, important aspects of our work such as visits to training environments, the recruitment of doctors and dentists in training, and assessment of junior doctors and dentists progression.

What the law says

NIMDTA has to follow the law under **Section 75 of the Northern Ireland Act 1998**. It says that in our work we have to promote Equality and Good Relations. We have to treat people fairly and based on their needs and to make things better for staff and people who use our services. It also says that we have to build better relationships between different groups of people.

There are nine different equality groups that the law requires us to look at:

- Gender (and gender identities)
- Age
- Religion
- Political opinion
- Ethnicity
- Disability
- Sexual orientation
- Marital status
- Having dependants or not.

There are three good relations groups we need to consider:

- Religion
- Political opinion
- Ethnicity.

We also have to follow the law under the **Disability Discrimination (Northern Ireland) Order 2006**, which says that we have to:

- promote positive attitudes towards Disabled people and
- encourage participation by Disabled people in public life.

This includes people with any type of disability, whether for example, physical disabilities; sensory disabilities; autism; learning disabilities; mental health conditions; or conditions that are long-term. Some of these disabilities may be hidden, others may be visible.

Both pieces of legislation require us to develop an action plan: an Equality Action Plan and a Disability Action Plan. We have to send

these plans to the Equality Commission for Northern Ireland and then report every year on what we have done.

How we reviewed our last plans and developed these new plans

In starting off to develop these plans we looked at what we have done so far to promote Equality and Good relations, to promote positive attitudes towards disabled people and to encourage their participation in public life.

We asked all teams in our organisation to think through the following questions:

- What has worked well?
- What hasn't worked well?
- What lessons have we learned?
- Did we do what we said we would do?
- Has this made a difference for people in the way we thought it would?

For the new plans, we asked them to consider two questions:

- In your area of work, what are the key issues for people in the equality groupings?
- What can you do to address these issues?

We encouraged our staff to look at a range of sources of information such as:

- new research or data
- equality screening exercises that have been completed
- their professional experience and knowledge
- issues raised in consultations or through other engagement with staff and service users.

We also learned from what we heard when we:

- held coffee mornings to talk with staff about issues important to those who have a disability and those who care for somebody who has a disability
- ran a survey with staff to find out what they think an Employer of Choice for people who have a disability or those who care for somebody with a disability looks like

- spoke with the members of our staff disability network to find out what we should do to promote equality for those who have a disability and those who care for somebody who has a disability
- together with our colleagues in the Health and Social Care Trusts ran an engagement event with people from different equality groupings to find out what they think we could do to better promote equality.

We also read up on what the Equality Commission says would be good to do. All this helped us think about what else we could do to make a difference.

We then consulted publicly on our draft plans. When we started the consultation we informed all consultees on our consultation list of the details of the consultation and how people could engage with us directly or by responding in writing. We invited consultees to attend one or two consultation events, one in Belfast and one in Derry/Londonderry. In addition, we offered to meet in person with anyone preferring to do so.

We engaged closely with Tapestry, our Disability Staff Network, in the development of our Disability Action Plans. We likewise drew on our learning from a survey that we carried out with staff who have a disability or who care for somebody who has a disability. The survey focused on what would make an organisation an Employer of Choice for them.

What we have done so far

This is some of what we have done to promote equality.

- We produced a signposting resource for our staff. It provides information on support networks in the community for people from each of the nine equality groups. We update this resource every year.
- We put in place an Accessible Formats Policy; this policy relates to all of the nine equality groups including age, gender, disability, ethnicity, sexual orientation, political opinion, dependants, religion and marital status. It addresses specific needs in relation to sensory impairment, learning disability, sexual orientation, older people, younger people,

translation and interpreting for minority ethnic groups and more general literacy levels that are of particular importance.

- This is some of what we have done to promote positive attitudes towards Disabled people and encourage the participation of Disabled people in public life.
- We encourage Doctors and Dentists in our training programmes to declare their Disability and to seek support through our Professional Support Department.
- We encourage our employees with a Disability to talk openly with their line manager about the adjustments required (if any) and we train our line managers to be supportive and encouraging for their staff.

Promoting positive attitudes towards disabled people

- To date, we have held seven disability awareness days for our staff. Each looked at different disabilities: Epilepsy, Sight loss and blindness, Depression, Hearing loss and deafness, Learning disabilities, Cancer, and Arthritis and Musculoskeletal conditions.
- We developed an e-learning resource on Disability. It is available to all Health and Social Care staff. All our staff have been asked to complete the programme at induction.
- We include the disability duties in all Equality Awareness and Equality Screening Training that the BSO Equality Unit delivers.
- We have delivered training sessions on mental health awareness to our staff, including on mental health first aid, mindfulness and managing stress; and courses for staff who are carers.
- We developed a staff resource on disability etiquette, a resource and checklist on how to positively portray people with a disability in their work.
- We have checked our website to make sure it is accessible.

Encourage the participation of disabled people in public life

- We participate in a disability work placement scheme together with our Health and Social Care partner organisations. So far, the Scheme has provided between 5 and 15 placements for people with a disability in our organisations every year.
- We have developed standards and guidance for the involvement of people with a disability and a checklist for organising inclusive meetings.
- We have put in place a process for publishing screening templates as soon as they are completed. A disability organisation had suggested that we do so. We do the same for publishing the quarterly screening reports.
- We developed a resource for line managers on reasonable adjustments for staff with a disability.
- We set up a disability network for our staff. Part of the role of this network is to raise disability issues with decision makers in our organisation.

What we have learned so far

Monitoring

Even with proactive encouragement, our staff seem reluctant to declare their disability. So we need to keep working on this, including trying to find out why staff do not declare their disability. We will work closely with our disability staff network on this.

Placements

We evaluated our placement scheme each year and made changes in the next year's scheme to improve the experience for participants. We will carry this learning into our new plan. Managers and staff who have been involved in the scheme to date have told us that they have gained a better understanding of disabilities through working side by side a person who has a disability. Many have been impressed by the attitude and performance of the individual on placement.

Awareness Days

We have found that attendance at awareness events is greatest when the subject is most relevant to staff. This can be because they have the condition themselves or they know or work with someone who has the condition. We will continue to ask staff which areas relating to disability they would like more information on.

Training

We have found that our e-learning training on Disability is a really useful resource to train our large numbers of staff. We have also found that sometimes we need to run specific training courses, for example on autism awareness or deaf awareness when the need is identified. We will continue to take this approach of a combination of e-learning and classroom based training. People have told us that they take away a lot from sessions that are delivered by people with a disability themselves.

What is in the new plans

There are two separate tables below. The first table lists all the actions that we will do to promote equality and good relations. This is our Equality Action Plan. The second table describes what we will do to promote positive attitudes towards people with a disability and to encourage their participation in public life. This is our Disability Action Plan. In both plans we also say what difference we hope to make and when we will do these actions.

How we will monitor

Every year we write up what we have done. We also explain when we haven't done something. We send this report to the Equality Commission. We also publish this report on our website:

<http://www.nimmdta.gov.uk/>

We have a look at the plans every year to see whether we need to make any changes to them. If we need to, we write those changes into the plans. Before we make any big changes we talk to people in the equality groupings to see what they think.

When we finish an action we take it off the plans for the next year. That way we will keep our plans up to date. They will show what we still have to do.

After five years we will look at our plans again to see how we have done. We will also see what else we could do.

Whenever we develop or look at our plans we will invite people who have a disability to help us.

The plans are also available on our website:

<http://www.nimmdta.gov.uk/>

We send our plans to all organisations and individuals on our consultation list when we have finalised them and also when we have made major changes to them.

To find out whether what we do makes a difference, we will do a number of things, for example:

- For training and awareness events, we ask our staff about what learning they are taking away with them and what they may do differently as a result of what they have learned.
- We do a survey with people from a particular equality group after we have delivered an action targeted at them to ask whether they feel better supported as a result.
- We check summary figures to see whether, for example, more people from a particular under-represented group are availing of a service after promoting it to them specifically.

You can find further information on how we will monitor each action in the plans themselves.

**Equality Action Plan 2018-2023:
What we will do to promote equality and good relations**

Action Point	Intended Outcome	Performance Indicator and Target	By Whom/ When
<p>Carers</p> <p>1. Promote information for staff who are carers on available policies and measures that might meet their needs; including sign-posting to relevant support organisations.</p>	<p>Staff who are carers feel more supported in the workplace</p>	<p>Sickness absence of carers reduced</p> <p>Retention of staff who are carers</p>	<p>BSO HR with support by Equality Unit</p> <p>2018/19</p>
<p>Gender Identity</p> <p>2. Deliver awareness and training initiatives to relevant staff as part of the roll-out of the Gender Identity and Expression Employment Policy</p>	<p>Staff who identify as transgender and non-binary feel more supported in the workplace</p>	<p>90% of relevant staff have been trained on Gender Identity and the new Expression Employment Policy</p>	<p>BSO HR with support by Equality Unit</p> <p>March 2020</p>

<p>Training</p> <p>3. Making a Difference – e-learning</p> <ul style="list-style-type: none"> • Add module to suite of mandatory training for all staff • Deliver on training targets 	<p>Increased staff awareness of equality and human rights.</p>	<p>Making a Difference e-learning included in mandatory training for staff</p> <p>90% of staff have completed the e-learning module</p>	<p>BSO HR with support by Equality Unit</p> <p>Q4 2018/19</p> <p>Annually</p>
<p>Training</p> <p>4. We will review our Equality Training Programme for Doctors and Dentists who manage the Postgraduate training programmes to ensure that it covers relevant legislation.</p>	<p>Increased awareness for Educators in relation to the legislation and their role.</p>	<p>Mandatory Training for all Educator staff who manage and recruit to Postgraduate Medical and Dental Training Programmes in Northern Ireland.</p>	<p>NIMDTA Professional Support Department</p> <p>2018/19</p>

<p>Domestic Violence</p> <p>5. Undertake awareness raising relating to new support mechanisms (developed by BSO) to support staff with experience of domestic violence</p>	<p>Staff with experience of domestic violence are better supported</p>	<p>Awareness raising undertaken with 100% of staff</p>	<p>BSO HR with support by Equality Unit March 2020</p>
<p>6. Staff Health and Well Being</p> <p>We will produce a Health and Well Being Strategy and action plan.</p> <p>We will provide a staff development programme which will focus on Health and Well Being</p>	<p>NIMDTA provides support to staff in achieving Well Being.</p>	<p>Encourage staff through programmes of training to take steps towards their well-being.</p>	<p>NIMDTA March 2018</p>

<p>7. Flexible Working</p> <p>We will review the flexible working arrangements for our staff to ensure that it continues to meet the needs of staff who may have be work longer.</p>	<p>Staff with caring responsibilities feel supported at work.</p>	<p>NIMDTA supports staff through flexible working.</p>	<p>NIMDTA March 2018</p>
<p>8. HR Policies</p> <p>We will review our HR Policies to ensure that they meet changes to legislation.</p>	<p>NIMDTA supports staff through its Human Resource policies.</p>	<p>Good practice in people management</p>	<p>NIMDTA March 2018</p>

Disability Action Plan 2018-2023:

What we will do to promote positive attitudes towards disabled people and encourage the participation of disabled people in public life

Action Point	Intended Outcome	Performance Indicator and Target	By Whom/ When
<p>Awareness Days</p> <p>1. Raise awareness of specific barriers faced by people with disabilities including through linking in with National Awareness Days or Weeks (such as Mind your Health Day)</p>	<p>Increased staff awareness of the range of disabilities and needs of disabled people</p>	<p>Two annual awareness days profiled >50% of staff participating in the evaluation indicate that they know more about people living with disabilities as a result of the awareness days</p>	<p>NIMDTA Annually</p>
<p>Placement Scheme</p> <p>2. Create and promote meaningful placement opportunities for people with disabilities in line with good practice and making use of voluntary expertise in this</p>	<p>NIMDTA will consider offering a disability placement under the disability placement scheme.</p>	<p>Consider offering a meaningful employment opportunity for 1 disabled person.</p>	<p>NIMDTA Annually</p>

area.			
<p>Tapestry</p> <p>3. Promote and encourage staff to participate in the disability staff network and support the network in the delivery of its action plan.</p>	<p>Staff with a disability feel more confident that their voice is heard in decision-making. Staff with a disability feel better supported.</p>	<p>Tapestry meeting notes indicate that actions to support staff have been delivered</p>	<p>NIMDTA Annually</p>
<p>Monitoring</p> <p>4. Encourage staff to declare that they have a disability or care for a person with a disability through awareness raising and providing guidance to staff on the importance of monitoring.</p> <p>Prompt staff to keep up to date their personal equality</p>	<p>More accurate data in place. Greater number of staff feel comfortable declaring they have a disability.</p>	<p>Increase in completion of disability monitoring information by staff to 90%</p> <p>Prompt issued to staff on a regular basis.</p>	<p>BSO HR with support by Equality Unit Annually</p>

monitoring records (via self-service on new Human Resources IT system)			
<p>5. Review our Junior Doctor and Dentist workforce annually to identify Doctors and Dentists who have a Disability.</p> <p>Encourage through our trainee Forum Doctors and Dentists to declare that they have a Disability.</p>	To examine the current provision of support for Junior Doctors and Dentists who have a Disability	Support for Disabled Junior Doctors and Dentists is appropriate for their needs.	NIMDTA Annually
<p>Training</p> <p>6. In collaboration with disabled people design, deliver and evaluate training for staff and Board Members on disability equality and disability legislation.</p>	Increased staff and Board Member awareness of the range of disabilities and needs.	All staff trained (general and bespoke) within 2 years through eLearning or interactive sessions and staff awareness initiatives delivered Training evaluation forms	NIMDTA Annually
5. Promote, encourage and identify opportunities for more engagement for	Better engagement by people with a disability	Annual review of progress to ECNI	NIMDTA Annually

people with a disability in key work areas			
6. Sign up to Mental Health Charter and Every Customer Counts	Staff with mental health conditions feel better supported in the workplace	Absence figures reduced Encourage staff to declare that they have a mental health condition	BSO HR with support by Equality Unit March 2020

Signed by:



Chair

Date: 26-04-18



Chief Executive

Date: 22/4/18



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