

## Delivering Same-Sex Accommodation Provider DSSA Self Declaration Checklist

	<b>Patient Experience</b>	<b>Evidence</b>
1	Patient experience of SSA has been measured on three separate occasions to demonstrate progress and submitted to SHA as requested	Submitted information to SHAs/PCTs
2	There is an on-going process in place to continue to measure patient experience of SSA with reports to be submitted to the Board	Results of patient experience surveys Timescales for improvement Reports to the Board Delivery Plan
3	There is a process to track other mechanisms for determining patient experience of DSSA, e.g. through patient complaints/comments, PALs, LinKs	Operational plans Reports to the Board Delivery Plan
4	Information leaflets for patients on DSSA are available and used by staff in discussions.	Patient experience surveys, Leaflets/posters Communication to patients
	<b>Estates</b>	
5	P&D fund allocation spent and projects completed	Report to SHA & PCTs
6	Estate able to support virtual elimination of MSA	Estates Survey
7	Delivery of SSA is assured in planning of any new or refurbished capital development schemes	Trust DSSA Policy Reports to the Board Delivery Plan
	<b>Systems &amp; Processes</b>	
8	Assurance to the Board and monthly PCT reporting including a system of tracking all occurrences of mixing, whether clinically justified or not.	Reports to the Board Included in dashboard Policy/procedure in place Providers report Delivery Plan
9	Where there are rare occurrences for non-clinical reasons, a process exists to investigate reason, take prompt action and take remedial actions as required to prevent future occurrence	Process e.g. MSA, Root Cause Analysis in place, used by staff Delivery Plan
10	Relevant Trust policies refer to requirement to DSSA and privacy and dignity	Policies Delivery Plan

11	<p>The Trust can demonstrate the virtual elimination of MSA in:</p> <p style="text-align: center;">Wards Assessment Units Day facilities</p> <p>Patients do not share sleeping accommodation or toilet facilities with members of opposite sex</p>	<p>Reports showing virtually no occurrences in these areas Delivery Plan</p>
	<b>Staff Culture</b>	
12	The Board demonstrates a commitment to on-going delivery of SSA	<p>Stated in Board reports Declaration on website Delivery Plan</p>
13	The Trust has articulated its intent to deliver care with privacy and dignity within which delivering same sex accommodation is an integral component	<p>Articulated within strategic goals, business plan, on website Delivery Plan Included in staff induction training</p>
14	The Trust believes that delivering SSA should be the norm. Mixing will only occur by exception for reasons of clinical justification or patient choice	<p>Evidence of language that mix sex accommodation is the rare exception and not a normal occurrence Delivery Plan</p>
15	If mixing does occur, staff attempt to rectify the situation as soon as possible, whilst safeguarding the individuals dignity and keeping the patient informed about; why the situation occurred and what is being done to address it (with indication of timescales)	<p>Rectification actions and good communication around same sex occurrences are demonstrated in local feedback mechanisms (eg RCA, discharge questionnaires). Paragraph on remedial action included in policy</p>