

Staff of Black, Asian & Minority Ethnicity Background

We know you are doing everything you can to protect your workers during the COVID-19 pandemic. In-light of Public Health England issuing a recommendation for risk assessment of all Black, Asian and minority ethnic background NHS staff (BAME), we have prepared this guide to help you identify BAME staff members held in CoolCare.

It is not a compulsory requirement of Care Homes just now but advisory. CoolCare have prepared this guide to help you prepare for such a requirement and also to help you manage your risk. Statistics from the British Medical Association reported that 63% of Care workers who have died from COVID-19 were of a BAME background. Source - [BMA](#).

Keeping your COVID Status updated

CoolCare recently added functionality to enable you to record the COVID-19 status of your Staff and Residents where symptoms may be presented. This information is held on the resident and staff record. Our last communication regarding this feature explains this data is helping the ONS and PHE to understand the impact on capacity for NHS services. Anonymised data is fed in to the national data and you're helping to support such services as you maintain those records.

Even more important now, with the 'Track and Trace' phase of the pandemic, you are able to hold your own localised records of 'track and trace', protecting your staff and residents from the infection and adopting the isolation guidelines from the government [Isolating Guidelines](#) as soon as symptoms arise.

Identifying BAME Employees


Having the data to make informed decisions regarding your workforce will no doubt only strengthen those processes you have already put in place to contain the virus for the good of all.

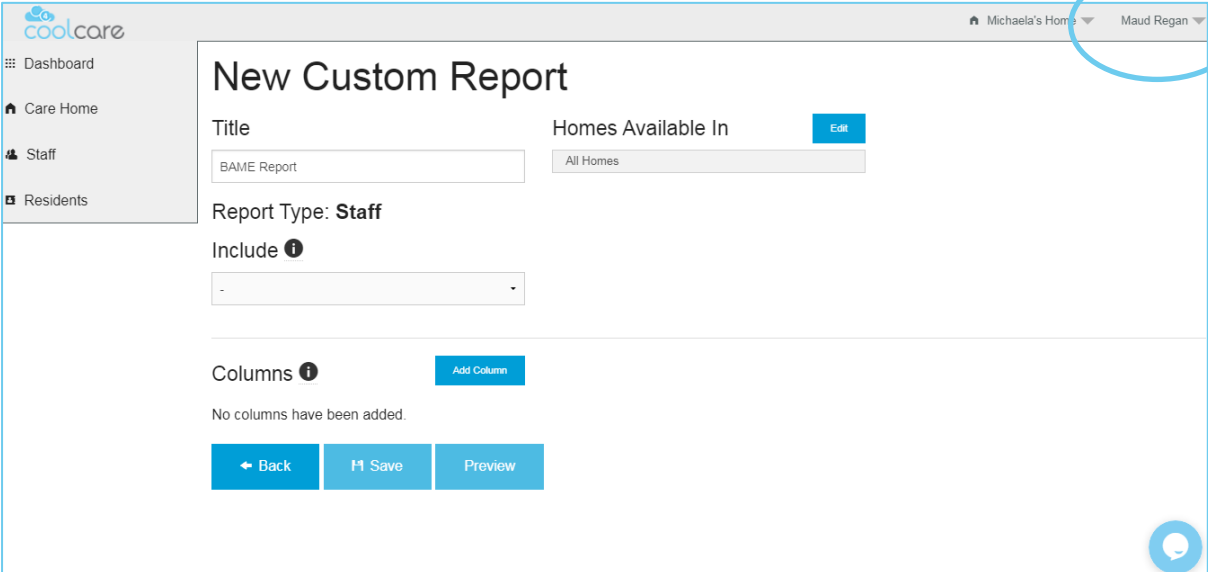
Using CoolCare, you can extract a report to understand your exposure with this higher risk category of employees, enabling you to assess your risk and make any necessary adjustments to protect your people.

Creating a custom report

From the Custom Report section of CoolCare, you can create a report to extract the information regarding the ethnicity of your employees.

Custom reports can be found from the Config Menu, this is located at the top right-hand corner (where your name is displayed)

- Click the Insert button 



- Enter a Title for the report
- Report Type, choose 'Staff' from the drop-down list
- Homes Available In – All Homes (or change to enable this report for specific homes)
- Click Add Column, type in the search bar '**Home Name**' to display the Home Name on your report
- Click Add Column, type in '**Full Name**'
- Add the following columns to your report:
 - Current Effective Default Position Name
 - COVID 19 Status
 - COVID 19 Status Last Updated
 - Ethnic Origin
- Filter – All leavers to return a list of only current staff members.

Columns ? Add Column

Drag columns to define the order they appear from top/left - bottom/right

- Home Name ×
- Full Name ×
- Currently Effective Default Position Name ×
- Covid 19 Status ×
- Covid 19 Status Last Updated ×
- Ethnic Origin ×

← Back Save Preview

Sort Records by

Home Name ▼ asc ▼

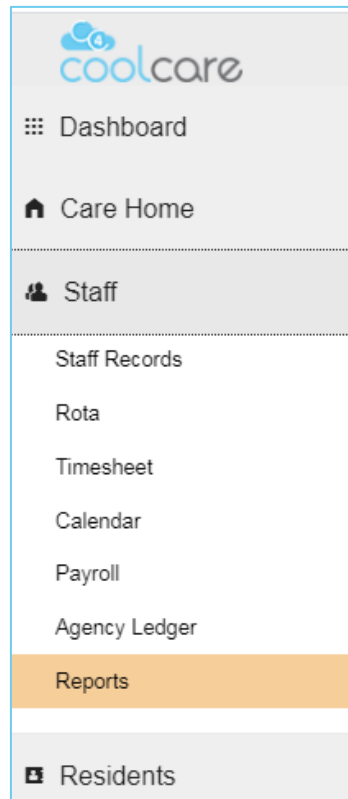
Filter Options

All Leavers ▼

- Click 'Preview' to review the report.
- Choose the '**Save**' button to save and create the report.

Running the report

The report can now be run from the Staff section of CoolCare



- Choose Reports

The custom reports for Staff are at the bottom of the window

- Click the PDF or XLS option to run the report.
 - PDF will output to a PDF version of the report
 - XLS will open in Excel

The results are correct as at the time the report is run.

BAME Employees					
Home Name	Full Name	Currently Effective Default Position Name	Covid 19 Status	Covid 19 Status Last Updated	Ethnic Origin
Michaela's Home	Miss Mary Smith	MR Carer			White British
Michaela's Home	Miss Julia Smith	MR Carer			White Other
Michaela's Home	Ms Jean Rogers	MR Carer			
Michaela's Home	Mr James Rogers	MR Carer			
Michaela's Home	Mr Pat Turner	MR Carer			
Michaela's Home	Mr Peter Turner	MR Carer			
Michaela's Home	Mrs Helen Crisp	MR Senior Carer			
Michaela's Home	Ms Gail Crisp	MR Senior Carer			
Michaela's Home	Mr Graham Henry	MR Management			
Michaela's Home	Ms Ginny Peters	MR Admin			
Michaela's Home	Ms Helen Hannah	MR Admin			
Michaela's Home	Mr Liam Andrews	MR Deputy Manager			
Michaela's Home	Mr Bob Harris	MR Domestic			
Michaela's Home	Mrs Eileen Fast	MR Domestic	No symptoms	14/05/2020 15:16:23	
Michaela's Home	Ms Ruby Hands	MR Carer			