



CIEH Rapid Desktop Health Impact Assessment (HIA) Competency Course

Pre Course Preparation and Assignment Details

Pre-course reading:

Please take time to read the attached documents. The first introduces the concept of the wider/social determinants of health, which are important to understanding the context for HIA. The second is an example of presenting the process and findings from a Rapid Desktop HIA.

- <https://www.health.org.uk/publication/what-makes-us-healthy>



What-makes-us-healthy-quick-guide.pdf

<https://dash.harvard.edu/bitstream/handle/1/12785830/4143846.pdf?sequence=1>



case study desk top example.pdf

Pre-course preparation

To support you in completing your assignment it is helpful to identify the topic/project you will be using within your assignment **prior** to attending Day 1. On Day 1 there will be an opportunity to undertake a short screening and scoping for your HIA which will help to identify what you will need to do and the sources of evidence required to get you started on your rapid desktop assessment and report. You can use this time to ask questions and gain clarity on the task.

Things to consider for the assignment:

- The assignment will be beneficial if it is a discreet piece of work with well-defined boundaries.
- If a more complex piece of work is identified, you may find it helpful to drill down to a specific focus or element of this.
- The assignment will be beneficial if it is work you are directly involved in. This will add value, tighten the focus and provide access to relevant data and evidence.
- Once chosen, you need to identify your sources of evidence, potential stakeholders, provide focus for your literature search and community profile data to be accessed.

The project/policy/programme can be:

- One that you have been involved in delivering and/or completed (**retrospective HIA**). It will provide the opportunity to assess the project from a different perspective. The advantages of

this approach will be the knowledge and understanding that you have of the policy context, local background, stakeholders involved and range and sources of evidence.

- One you are involved in currently which has reached a point that a **concurrent** assessment may be helpful (review). Again, you will be familiar with the aims, the stakeholders involved, policy, evidence and activity to date. The HIA may be helpful in informing any future decisions, provision or direction.
- A tentative or developing project; the implementation of a new project; or planning for the implementation of a new policy or plan, **prospective**. Undertaking the Rapid Desktop HIA at this stage will support your planning and inform decision-making, strengthen the implementation and address any unintended consequences.

Examples of projects:

Previous competency course attendees have used a diverse range of projects for their assignments. The topics covered have included:

- Housing - new developments, Additional Licensing Schemes, energy efficiency, improvement programmes
- Transport - Road improvement, Community transport schemes, active travel
- Services/policies, new, reconfiguration, closure of local services, implementation of a new policy
- Redevelopment of contaminated land
- School modernising projects - redevelopment, closures, mergers
- Minerals- extension of existing quarrying or mining activities
- Regeneration developments i.e Town Centres
- Planning - LDP's, Supplementary Planning Guidance, development applications

The Assignment

Part One

Delegates are required to undertake a **rapid desktop** HIA and submit a short report. Submission of the assignment is in 2 parts:

- Optional pre-submission 4 weeks following Day 1 to enable feedback and comments from assessors to aid learning followed by a further 2 weeks to revise/complete the report.
- final submission 8 weeks following Day 1

You are expected to use the methodology, format and tools as outlined in WHIASU's 'Health Impact Assessment: A Practical Guide' (WHIASU, 2012) to complete this assignment

https://whiasu.publichealthnetwork.cymru/files/1415/0710/5107/HIA_Tool_Kit_V2_WEB.pdf

The maximum word count for the assignment is 5,000 words. This includes the main body of the text including headings and titles. It excludes any title page or contents page, tables, appendices and references.

It must be correctly referenced throughout; appropriateness of referencing will be one of the factors considered by the assessors.

The Rapid Desktop HIA must be your own work. Joint or plagiarised work is not acceptable and will be rejected.

The assignment will be assessed using the WHIASU *Quality Assurance Review Framework for HIA*.

The focus of the assignment assessment includes:

- Process followed in carrying out HIA
- Content and interpretation of the evidence gathered
- Explanation and narrative
- Conclusion

We recognise that this will be, for most of you, the first time that you have attempted a HIA and this will be taken into account and the marking will reflect this. However, between both the report and presentation we will assess that you have demonstrated an understanding of the process of undertaking an HIA and applied the principles and values that are specific to HIA.

Things to consider before undertaking the rapid desk top HIA:

- Appropriateness
- Achievability and the feasibility of completing it
- Timing and Resources
- Evidence available

Day 2 Part Two

On day 2 of the course, you are required to deliver a short PowerPoint presentation to the assessors. This must be 5 - 6 slides ONLY and describe your experience and reflection of completing the rapid desktop HIA. This will focus more on the process of undertaking your HIA rather than the actual findings within the HIA.

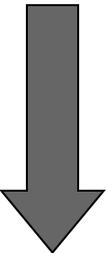
One slide should focus on the HIA principle of participation. Participation is a key principle within HIA and whilst you should have considered community perspectives and knowledge in the HIA from the evidence you collected, WHIASU recognise that given the time line for completion it may not have been possible to undertake a full participatory approach to this element. Explanation of how this would be considered and applied in future HIA will complement your other reflections.

The presentation should address the following:

1. Any problems/limitations encountered whilst completing the HIA (This could include reflections on your skills audit that has identified gaps in knowledge or areas for development)
2. Any benefits from undertaking HIA's
3. A description of how the application of HIA methodology will inform/ influence/contribute to your organisations and partners work, decision making and reporting processes?
4. Your approach to community participation for future HIA's
5. AND a final conclusion about your experience of undertaking the HIA

Time line for the Assignment

All assignments should be submitted by 5pm on submission dates highlighted below.

	Time line	Outline
	Day 1	Full day attendance by all delegates
	4 weeks	Pre-submission of assignment
	6 weeks	Feedback and comments from assessors returned to delegates (participants will have 2 weeks to make revisions)
	8 weeks	Final submission of assignment following revisions
	10 weeks	Day 2 review and reflections
	11-12weeks	Final feedback and results sent to delegates

Send your completed HIA assignment to:
Liz Green at Liz.Green@wales.nhs.uk
Nerys Edmonds nerys.s.edmonds@wales.nhs.uk
Lee Parry-Williams lee.parrywilliams@wales.nhs.uk

Submissions sent after that date will not be accepted. Submissions will be acknowledged by email ONLY if requested.

It must be sent in PDF format and include your name, title and the name of the course. Please save with your name in document title.

The PowerPoint presentations for Day 2 to be sent via email 2 days prior to Day 2 to WHIASU or can be brought with you on your own device. Please note PHW laptops are not compatible with memory sticks. If not possible to send please bring slide handouts to share.

Certification

If the assessors are satisfied with the competency demonstrated through both part one and part two the successful delegate will be issued with a certificate of Competence for Rapid (Desktop) HIA. The assessor's decision is final.

Delegates whose assignment does not meet the required standard will be issued with a Certificate of Attendance for day 1 and 2.

Unsuccessful delegates may be offered an opportunity to resubmit their HIA assignment.

Lee Parry-Williams, Liz Green and Nerys Edmonds

WHIASU/PHW

Revised August 2019