# Appendix 2: Checklist for PSP involvement

Any organisation that is serious about involving PSPs in patient safety should carry out some basic planning and preparation before recruiting PSPs. This is a checklist of the policies and documents you should have in place.

| **Policy/procedure/document** | **Completed** |
| --- | --- |
| PSP policy |  |
| PSP role description |  |
| PSP expenses policy |  |
| Equality and diversity statement (including recruitment of ex-offenders) |  |
| Confidentiality policy |  |
| Data protection statement (ensure this covers data collected on PSPs) |  |
| Health and safety (PSPs will need information and training on health and safety) |  |
| Safeguarding policy (safeguarding is everyone’s business. PSPs need to know about your policy. It should cover activities undertaken by PSPs to protect patients and the PSPs) |  |
| Insurance provision for PSPs (check with your provider that PSPs are covered) |  |
| Problem-solving procedure for PSPs (any grievance process written for staff will not be suitable) |  |
| **When organisations have more time to develop their PSP policy and/or handbook, they should add the following:** | |
| Recruitment and selection procedure |  |
| Patient safety partner agreement (if appropriate) |  |
| Induction and training checklist and content |  |
| Support and supervision information |  |
| |  |  | | --- | --- | | Monitoring and evaluation information |  | |  |
| |  |  | | --- | --- | | Procedure for recognition of patient safety partners |  | |  |