# Appendix 8: Patient safety partner induction checklist

* Introduction to the organisation or project.
* Why you are involving PSPs – use your PSP policy if you have one.
* Introduction to the PSP role.
* PSP policies and procedures – include any key organisational policies in the PSP handbook and refer to these in the PSP agreement.
* Introduce relevant staff and identify key point of contact.
* Training and supervision arrangements.
* Health and safety information – should include first aid, fire procedures, infection control, occupational health.
* Expenses procedures – it can be helpful to work through the expenses form.
* Standards of behaviour and dealing with difficult situations.
* General site induction, eg location of toilets, meeting rooms and refreshments.
* Security arrangements.
* Issue of ID badge.