# Appendix 9: Patient safety partner regular one-to-one form

One-to-ones provide a regular opportunity for the PSP and their manager to discuss what the PSP has been involved in, how they are feeling, how they are performing, whether they need help with anything or are interested in getting involved in a particular area.

A copy of this form summarising one-to-one discussions will be shared with the PSP and held by their manager.

Name of PSP.............................................................. Date ........................................

Name of manager…………………………….

What has been going well?

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What has not?

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What training or support do you need?

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Are there any other areas of patient safety work that you’d be interested in getting involved in?

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Outputs from conversation (including any agreed actions)

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PSP signature………………………………………….

Manager’s signature…………………………………..