# Appendix 5: Patient safety partner role description

**Role title**: Patient safety partner

**Reports to**:

**Responsible to**:

**Base/department**:

**Main purpose of role**

A patient safety partner (PSP) is actively involved in the design of safer healthcare at all levels in the organisation.

This includes roles in **safety governance** – eg sitting on relevant committees to support compliance monitoring and how safety issues should be addressed and providing appropriate challenge to ensure learning and change – and in the **development and implementation of relevant strategy and policy**.

The PSP should ensure that any committee/group of which they are a member considers and prioritises the service user, patient, carer and family perspective and champions a diversity of views.

Further detail on specific roles is provided in individual task descriptions. These include the time commitment for specific roles and frequency of meetings where appropriate

The PSP will need to comply with relevant policies and maintain strict confidentiality in respect to discussions and information when required.

**Skills and experience**

* Understanding of and broad interest in patient safety.
* Ability to communicate well in writing and read comprehensive reports.
* Ability to understand and evaluate a range of information and evidence.
* Confidence to communicate well verbally with senior leaders about strategic issues, as an advocate for patient safety.
* Ability to provide a patient, carer, or lay perspective and to put forward views on behalf of the wider community/groups of patients (not own opinion only).
* Experience of championing health improvements; able to be a critical friend.
* Interaction with multiple stakeholders at senior management level.
* Experience of working in partnership with healthcare organisations or programmes.
* Sound judgement and an ability to be objective.
* Personal integrity and commitment to openness, inclusiveness and high standards.

**Training**

Requirement to be trained in patient safety when needs are identified and training is available. Where possible and appropriate this training will be with staff. Mandatory training may also be required, including in one or more of the following:

* information governance
* equality and diversity
* safeguarding level 1.

**Planning and organising**

* Ability to plan time to prepare for meetings and undertake any other activities required as part of the role.
* To attend PSP support meetings and training events.

**Personal**

* Adhere to the principles of the PSP agreement.
* Inform relevant person if unable to attend meetings or undertake any other identified activities.
1. **Support to colleagues**
* Support and guide new PSPs where required.
* Take part in PSP networks to receive peer support and share learning.

**Communication**

* Report any safety incidents to staff.
* Ensure that patient confidentiality is always maintained.

**Infection control**

* Adhere to the principles of hand hygiene when entering and leaving ward areas.
* Ensure that visitors and staff adhere to the principles of hand hygiene and direct them to hand washing facilities where necessary.

**Equality and diversity**

* Have an understanding of individual patients’ needs; consideration for cultural and religious requirements.
* Act in accordance with trust’s policy and procedures.

**Health and safety**

* Report any environmental factors that may contravene health and safety requirements.
* Ensure that all work is carried out in line with trust policies and procedures.
* Attend induction and regular mandatory training.

**Due to the trust’s commitment to safety and continuous improvement, it is likely that the role will evolve over time. These duties will be subject to review; any amendments will be made in consultation and agreement with the PSP.**