**Application information pack for Patient Safety Partners in the National Patient Safety Team**

**Key Dates**

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| --- | --- |
| Applications close  | 27th January 2022 |
| Interviews | 14th February 2022 |

 **Introduction**

Thank you for your interest in becoming a Patient Safety Partner.

Please read this application information pack before completing the application form for this role, to ensure you fully understand the application process, and to determine whether you have the skills and time to become a Patient Safety Partner.

**Background**

The National Patient Safety Team in NHS England and NHS Improvement are looking to recruit enthusiastic individuals as Patient Safety Partners (PSPs) who are committed to supporting the planning and delivery of national patient safety objectives.

Patient safety is the avoidance of unintended or unexpected harm to people during the provision of health care. The National Patient Safety Team leads a range of initiatives and operate systems to gain a better understanding of what goes wrong in healthcare. We also support providers to minimise patient safety incidents and drive improvements in safety and quality. Patients should be treated in a safe environment and protected from avoidable harm.

PSPs are patients, carers, family members or other lay people (including NHS staff from another organisation working in a lay capacity) who are recruited to work in partnership with staff to influence and improve the governance and leadership of safety within an NHS organisation.

PSPs provide a different perspective on patient safety and support effective safety governance at all levels in the organisation. They act as ‘knowledge brokers’, bringing insight as lay people to integral parts of the NHS, or can have experience of avoidable harm and can therefore help inform learning and holistic safety solutions that cross organisational boundaries.

Applicants

* Should hold an interest in patient safety
* Should not have held a PSP role for more than 8 continuous years before commencing this one

This is an exciting opportunity to bring your interest, experience and skills to shape the safety of patients across the NHS.

**The role of PSPs**

As a PSP, your role in the National Patient Safety Team may include

* Membership of panels with an advisory role in delivering the National Patient Safety Agenda
* Membership of multiprofessional committees, giving oversight and direction to the National Patient Safety Agenda
* Working in groups tasked with developing National Patient Safety Programmes
* Contributing key perspectives as a lay person, service user or patient to the development and implementation of the work
* Supporting the National Patient Safety Team to make decisions which take into account the diverse needs and experiences of the public
* Involvement in Interview panels for patient safety-related recruitment

If you would like more information or have any questions about the role, contact [patientsafetyenquiries@nhs.net](file:///%5C%5Cims.gov.uk%5CHomeDrive%5CUsers%5CSMohammed%5CData%5CDesktop%5CWork%5CPSP%20implementation%5CRecruitment%20pack%5Cpatientsafetyenquiries%40nhs.net)

**Person specification**

PSPs bring a range of knowledge and experience and we aim to ensure a number of perspectives are included in governance and decision-making processes. The following specifications are not essential, but help new PSPs to be well prepared for the core elements of the role

Knowledge

* Understanding of and broad interest in patient safety
* Awareness of NHS England policy and procedures (training will be provided if necessary)
	+ Confidentiality
	+ Safeguarding
	+ Equality & Diversity

Skills

* Ability to communicate well in writing and read comprehensive reports
* Confidence to communicate with senior leaders about strategic issues, as an advocate for patient safety
* Sound judgement and an ability to be objective
* Ability to plan and prepare for meetings and undertake any other activities required as part of the role
* Ability to understand and evaluate a range of information and evidence

Experience

* Interaction with multiple stakeholders at all levels of the health system
* Experience of working in partnership with healthcare organisations and/or national programmes
* Experience of championing health improvements

It is possible that the role of PSPs may evolve over time. Any amendments will be made in consultation and agreement with the PSP.

**Time commitment**

The time committed by PSPs is flexible, with any one involvement activity normally taking up to 4 hours of involvement activity per month, with additional time commitment at the commencement of the role for training and induction. Length of tenure is 4 years, with an opportunity to reapply if appropriate. Total tenure should not exceed 8 years within a 20 year period.

**Expenses and remuneration**

PSPs are in senior expert adviser roles that demonstrate strategic and accountable leadership and decision-making activity. This post is a role 4 position and activities that fall under this role remit will attract an involvement payment at a rate of £150 per day or £75 per half day. This is paid directly into your bank account. Payments will be subject to statutory deductions including tax and national insurance (NI), although this will be dependent on individuals’ earnings and tax code.

If you are in receipt of state benefits, you should seek advice from the relevant agency, for example JobCentre Plus, ideally in advance of applying and certainly before accepting an offer of a role which attracts an involvement payment, even if you intend to decline the payment.

**Training & support for PSPs**

New PSPs will receive induction sessions on work of the National Patient Safety Team and the role of PSPs. We may also require training to be undertaken in the following areas, with additional support in place:

* information governance
* equality and diversity

There are a range of learning and development opportunities available to PSPs. These will be shared throughout the time in post. Continued training and development opportunities are also available via the NHS Involvement Hub.

If you require any access support or reasonable adjustments, please let us know so we can discuss how best to support you.

**How to apply**

Please complete and return the following accompanying documents:

* Application form
* Equal opportunity monitoring form

If you would like support to enable you to apply for this role, and/or information in another format please contact us at [patientsafetyenquiries@nhs.net](file:///C%3A%5CUsers%5CJoan.Russell%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5CFWERDNM3%5Cpatientsafetyenquiries%40nhs.net)

NHS England and Improvement values and promotes diversity and is committed to equality of opportunity for all. To help us understand if we are achieving this, we ask you to fill out an equal opportunity monitoring form as part of the application process.

Please return these documents by email to [patientsafetyenquiries@nhs.net](file:///%5C%5Cims.gov.uk%5CHomeDrive%5CUsers%5CSMohammed%5CData%5CDesktop%5CWork%5CPSP%20implementation%5CRecruitment%20pack%5Cpatientsafetyenquiries%40nhs.net)

**The application process**

Once we receive your application, the steps will be as follows:

1. We will acknowledge receipt of your application form via email (unless otherwise specified). If you do not receive an acknowledgement within 7 working days, please get in touch.
2. Applications will be shortlisted by a panel
3. Applications will be assessed against the person specification. Selection will be made on the basis of the content of the application form.
4. Interviews will take place via Microsoft Teams. The interview is an opportunity to share more information about your experience and application, as well as to ask questions to the panel about the role.
5. There may be a skills assessment in addition to the interview. no prior knowledge or experience is required, and the relevant information will be shared in advance.
6. Please note that two references will be taken up for successful applicants before involvement can commence.
7. All applications will receive a successful or unsuccessful notification. The successful notifications will include information about next steps.

**Application form for Patient Safety Partners in the National Patient Safety Team**

Thank you for your interest in becoming a Patient Safety Partner (PSP).

Please read the application information pack before completing this form, to ensure you fully understand the role and application process to become a PSP in the national patient safety team.

Please submit only one application form for each person applying. You can either apply yourself, or on behalf of another person (with their agreement).

Please note the closing date for all applications is <insert closing date>.

|  |
| --- |
| **About you** |
| Full name: |  |
| Preferred name: |  |
| Are you aged 18 or over? Yes / No |  |
| Address: |  |
| Postcode: |  |
| Daytime contact telephone number: |  |
| Mobile telephone number: |  |
| Email address: |  |
| Please select the option that best applies to you. I am a: | ☐ Patient or health service user (current or previously)☐ Carer of a patient currently / previously using health services☐ Other (please state) |
| Do you have any additional needs or require additional support to enable you to participate? Yes / No (delete as applicable). If yes please explain. |  |
| Are you able to use telephone, email and the internet to communicate and take part in meetings? |  |
| We want to make our meetings as inclusive as possible so please let us know if you have any training or support needs. Yes / No (delete as applicable). Comments: |  |
| Have you previously held a Patient Involvement role in the NHS? If yes, please state the number of years |  |
| **Skills and experience** |
| You should refer to information provided in the application information pack before completing this section. |
| Please tell us why you would like to apply for the role of patient safety partner in the National Patient Safety Team (we suggest you do this in about 200 words). |  |
| Please tell us about any organisations or networks relevant to health and care services and/or patient safety that you have an interest in or are a part of (we suggest you do this in about 200 words). |  |
| Please tell us your experience of giving a public involvement / patient / carer / voluntary sector perspective (we suggest you do this in about 150 words). |  |
| Please tell us about any other relevant experience or skills you have which would support your application (we suggest you do this in about 150 words). |  |
| **References** |
| Please provide us with two references. Your referee should be someone who can comment on your suitability and experience/skills related to the role OR be someone who knows you and can comment on your interest in this area of work.Please include the name, job title, address, telephone number and email address of both of your referees. |
| Reference 1 |  |
| Reference 2 |  |

Thank you for your application.

Please return your completed application form, along with the Equal Opportunities Monitoring Form to [patientsafetyenquiries@nhs.net](file:///%5C%5Cims.gov.uk%5CHomeDrive%5CUsers%5CSMohammed%5CData%5CDesktop%5CWork%5CPSP%20implementation%5CRecruitment%20pack%5Cpatientsafetyenquiries%40nhs.net)

**Patient Safety Partner (PSP) Equal Opportunities Monitoring Form**

**Why we are asking you to complete this form**

NHS England and NHS Improvement are committed to promoting equality and eliminating unlawful discrimination, and we are aiming to achieve diversity in the range of people we involve. You do not have to answer these questions, and we understand that some of this information is personal and sensitive in nature. However, gathering this data helps us to understand if we are involving different groups of people, and to make improvements if some groups are not represented.

**Data protection**

The information you provide is anonymous and will not be stored with any identifying information about you. We may use anonymised statistics and data you have provided to inform discussions about how to improve the diversity of our PPV Partners and inclusivity of participation opportunities, but no information will be published or used in any way which allows any individual to be identified. All details are held in accordance with the Data Protection Act 2018.

The information that we are asking you to provide is informed by our duties under the Equality Act 2010, and includes information about your age, race, sex and sexual orientation.

If you have a question or concern about how we process your data, or you would like us to delete your data from our records, you can contact us by emailing patientsafetyenquiries@nhs.net

If you are unhappy with how we have handled your data, you also have a right to complain to the Information Commissioner’s Office (ICO).

NHS England's Privacy Notice describes how we use personal data and explains how you can contact us and invoke your rights as a data subject. We will process your information in accordance with the requirements of the Data Protection Act 2018.

If you would like this information in an alternative format, or would like help in completing the form, please contact Dr Sal Mohammed (salmaan.mohammed@nhs.net)

**Equal opportunities information**

|  |  |
| --- | --- |
| **What year were you born?** |  |
| **Are your day-to-day activities limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months (include any problems related to old age)?** |  |
| Yes, limited a little |  |
| Yes, limited a lot |  |
| No |  |
| Prefer not to say |  |
|  |  |
| **If you answered ‘yes’ to question 2, please indicate your disability:** |  |
| Vision (e.g. due to blindness or partial sight) |  |
| Hearing (e.g. due to deafness or partial hearing) |  |
| Mobility, such as difficulty walking short distances, climbing stairs, lifting and carrying objects |  |
| Learning or concentrating or remembering |  |
| Mental Health |  |
| Stamina or breathing difficulty |  |
| Social or behavioural issues (e.g. due to neuro diverse conditions such as Autism, Attention Deficit Disorder or Asperger’s Syndrome) |  |
| Other impairment |  |
| Prefer not to say |  |
|  |  |
|  |  |
| **What is your ethnic group?** |  |
| Choose one section from A to E, and then tick the appropriate box to indicate your ethnic group. |  |
| *A. White* |  |
| Welsh / English / Scottish / Northern Irish / British |  |
| Irish |  |
| Gypsy or Irish Traveller |  |
| Any other White background |  |
|  |  |
| *B. Mixed* |  |
| White and Black Caribbean |  |
| White and Black African |  |
| White and Asian |  |
| Any other mixed background |  |
|  |  |
| *C. Asian or Asian British* |  |
| Indian |  |
| Pakistani |  |
| Bangladeshi |  |
| Chinese |  |
| Any other Asian background |  |
|  |  |
| *D. Black or Black British* |  |
| Caribbean |  |
| African |  |
| Any other Black background |  |
|  |  |
| *E. Other ethnic group* |  |
| Arab |  |
| Any other |  |
|  |  |
| Prefer not to say |  |
|  |  |
| **Which of the following options best describes how you think of yourself?** |  |
| Woman (including trans woman) |  |
| Man (including trans man) |  |
| Non-binary |  |
| In another way |  |
| Prefer not to say |  |
|  |  |
|  |  |
| **Is your gender identity the same as the gender you were given at birth?** |  |
| Yes |  |
| No |  |
| Prefer not to say |  |
|  |  |
| **What is your legal marital or civil partnership status?** |  |
| Divorced |  |
| Formerly in a registered civil partnership which is now dissolved |  |
| In a registered civil partnership |  |
| Married |  |
| Never married and never registered a civil partnership |  |
| Separated, but still in a registered civil partnership |  |
| Separated, but still legally married |  |
| Surviving partner from a registered civil partnership |  |
| Widowed |  |
| Prefer not to say |  |
|  |  |
| **What is your religion?** |  |
| No religion |  |
| Atheist |  |
| Buddhist |  |
| Christian (including Church of England, Catholic, Protestant and all other Christian denominations) |  |
| Hindu |  |
| Jewish |  |
| Muslim |  |
| Sikh |  |
| Any other religion |  |
| Prefer not to say |  |
|  |  |
| **Which of the following options best describes how you think of yourself?** |  |
| Bisexual |  |
| Gay |  |
| Heterosexual / Straight |  |
| Lesbian |  |
| In another way |  |
| Prefer not to say |  |
|  |  |
| **Do you look after, or give any help or support to family members, friends, neighbours or others because of either long-term physical or mental ill-health / disability, or problems related to old age?** |  |
| No |  |
| Yes, 1-19 hours a week |  |
| Yes, 20-49 hours a week |  |
| Yes, 50 or more hours a week |  |
| Prefer not to say |  |

Thank you for completing these equal opportunity monitoring questions. Please return this together with your application form to [patientsafetyenquiries@nhs.net](file:///C%3A%5CUsers%5CJoan.Russell%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5CFWERDNM3%5Cpatientsafetyenquiries%40nhs.net)