**Patient Safety Partner role description and personal specification**

**Role title**: Patient Safety Partner

**Reports to**: Associate Director Quality Improvement and Patient Safety

**Responsible to**: Director of Nursing and Quality

**Base/department**: Nursing and Quality

**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** – e.g. sitting on relevant committees which monitor the compliance of a provider to deliver safe healthcare, looking at how safety issues should be addressed, and providing appropriate challenge to ensure learning and change.

The role is also involved in the **development and implementation of relevant strategy and policy**.

The PSP should ensure that any committee/group they are a member of considers and prioritises the service user, patient, carer and family perspective. The PSP should also ensure they champion a diverse range of views.

Further detail on specific PSP roles (where there is a more specialised role in a subject matter or speciality) will be provided in individual task descriptions. These include the time commitment for specific roles and frequency of meetings.

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 clearly and in a way different people will understand, when writing reports
* Ability to use a technology in order to attend online meetings, access papers and manage emails.
* Ability to read and understand comprehensive reports
* Ability to understand and evaluate a range of information and evidence
* Confidence to communicate well verbally with senior health and care leaders about strategic issues, as an advocate for patient safety
* Ability to provide a patient, carer, or general public’s perspective on a range of healthcare safety matters
* Ability to put forward views on behalf of a community/groups of patients (not own opinion only)
* Experience of championing health and patient safety improvements; able to be a critical friend.
* Interaction with several different stakeholders at senior health management level
* Experience of working in partnership with healthcare organisations or programmes e.g. role as a patient advocate or working with an NHS organisation to improve services
* Sound judgement and an ability to be objective
* Personal integrity and commitment to openness, inclusiveness and high standards.

**Training**

PSPs will need to be trained in patient safety; this will be made available to you as part of your induction. Other training will also be required, and where possible and appropriate this training will be with staff. Mandatory training which is provided online 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 in a timely way.
* Self-sufficient in being organised, requiring minimal help from staff to remember meetings, ensure papers are read.
* 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.

**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 in a timely way and through correct channels
* Ensure that patient confidentiality is always maintained.

**Infection control**

* Adhere to the principles of hand hygiene when on NHS premises
* Ensure that visitors and staff adhere to the principles of hand hygiene and direct them to hand washing facilities where necessary.

**Equality and diversity**

* Understand individual patients’ needs; consideration for cultural and religious requirements, disabilities, and other protected characteristics
* Act in accordance with the Integrated Care Board’s policies and procedures.

**Health and safety**

* Report any environmental factors that may contravene health and safety requirements
* Adherence to relevant processes and procedures e.g. fire safety
* Attend induction and regular mandatory training.

**Due to the Integrated Care Board’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.**