**Patient Safety Partner – Role Description**

**Role Title**: Patient Safety Partner  
**Supported by:** Patient Safety Team

**Responsible to**: Head of Clinical Governance and Patient Safety

**Base/Department**: Nursing Directorate

**Main purpose of the role**

A Patient Safety Partner (PSP) is actively involved in the design of safer healthcare at all levels in the organisation.

At Leeds and York Partnership NHS Foundation Trust (LYPFT) as a PSP you will bring an essential service user, patient, carer, and family perspective to any committee/group you are involved in and any project you support. As a Partner you can draw on your own experience and with the training that we will provide to you, you will make a meaningful difference to patient care. 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. This could include roles in safety governance – for example attending meetings to support compliance monitoring and how safety issues should be addressed.

There will be a variety of roles that we can offer to candidates based on their skills and experience.

As a PSP working for LYPFT you will need to comply with relevant policies and maintain strict confidentiality in respect of discussions and information that has been shared with you.

**Skills and experience you could bring:**

1. Understanding of, and a broad interest in patient safety.

2. Ability to communicate well, both written and verbally and be able to read comprehensive reports.

3. Ability to understand and evaluate a range of information and evidence.

4. Confidence to communicate verbally with senior leaders, being an advocate for patient safety.

5. Ability to provide a patient, carer, or lay perspective and to put forward views on behalf of the wider community/groups of service users/patients. This can include your own lived experience to help LYPFT to improve safety and equality. We want Partners who can help us engage with all communities to ensure all voices are heard within LYPFT.

6. Interaction with multiple stakeholders at senior management level.

7. Willingness to work in partnership with healthcare organisations or programmes.

8. Sound judgement and an ability to be objective.

9. Personal integrity and commitment to openness, inclusiveness, and high standards.

**Training**

There will be an opportunity for you to be trained in the required patient safety training that LYPFT will provide. Where possible and appropriate, this training will be alongside other LYPFT staff. It is expected that the Patient Safety Partners will complete the following training, with more training made available as the role evolves.

Information governance

Equality and diversity

Safeguarding level 1 – adults and children

Patient Safety level 1

Engaging with Families and Cares

[NHS Patient Safety Syllabus training eLearning for healthcare (e-lfh.org.uk)](https://www.e-lfh.org.uk/programmes/patient-safety-syllabus-training/)

Health & Safety

Corporate Induction

**Planning and organising skills / experience**

Ability to plan time to prepare for meetings and undertake any other activities required as part of the role.

To attend relevant meetings for support and relevant training.

**Personal skills / experience**

Adhere to the principles of the PSP role in LYPFT, as described in the PSP policy and PSP agreement.

Inform the relevant person if you are 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 LYPFT colleagues.

Ensure that patient and staff confidentiality is always maintained.

**Infection control**

Adhere to the principles of hand hygiene, and personal protective equipment (PPE) when entering and leaving clinical areas.

Ensure that visitors and colleagues adhere to the principles of hand hygiene and direct them to hand washing facilities where necessary.

**Equality and Diversity**

Understand individual patient needs and have consideration for cultural and religious requirements.

Act in accordance with the Trust’s values and behaviours.

**Health and safety**

Report any environmental factors that may contravene health and safety requirements.

Ensure that all work is carried out in line with your agreement and PSP policy.

Attend induction and required 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.**

**Our values are integrity, simplicity, caring. They are integral to how we go about our business.**

**Personal Specification**

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| **Skills/Abilities/Experience** | **Criteria** |
| Ability to review, digest and comprehend a range of information and opinions. | Essential |
| Ability to plan and manage your own time. | Essential |
| Ability to reflect the different views and diversity of patients/users including those living with different conditions and from diverse backgrounds. | Essential |
| Ability to attend and actively contribute to workshops and other meetings, providing and being open to constructive challenge. | Essential |
| Confidence to communicate well, both verbally and written and be able to communicate with staff at all levels within the organisation. To act as an advocate for patient safety. | Essential |
| Experience of handling and communicating about potentially upsetting or emotional information. | Desirable |
| Self-awareness in managing difficult situations and be open to support if required. | Essential |
| Maintain confidentiality of sensitive/confidential information adhere to Data Protection Act (DPA) and General Data Protection Regulation (GDPR) requirements. | Essential |
| Ability to use a computer or handheld device with basic Microsoft software i.e., Outlook, Teams and Word. | Essential |
| Interaction with multiple stakeholders at senior management level. | Desirable |
| Experience of working in partnership with healthcare organisations or programmes. | Desirable |