



Role Description

Job Title:	Patient Safety Partner (PSP)
Base:	Salisbury NHS Foundation Trust – Salisbury District Hospital, Odstock Road, Salisbury, SP2 8BJ
Commitment:	Approximately 8 - 10hours per month
Arrangement type:	Voluntary with travel expenses
Reporting to:	Head of Patient Experience

Our Values

Our values are at the heart of everything we do. You can expect to see them in the way we act and the way we treat each other. Our values make us who we are.

Person Centred and Safe

Our focus is on delivering high quality, safe and person focussed care through teamwork and continuous improvement

Professional

We will be open and honest, efficient and act as role models for our teams and our communities.





involvement in patient safety improvement projects – these are identified through our various patient safety workstreams and have flexibility to be aligned with individuals' areas of interest or experience as service users working with organisation boards to consider how to improve safety, this would mean attending our Clinical Governance Committee and accompanying members of our executive and quality teams on Board Safety Walks. participation in investigation oversight groups such as our Clinical Risk Group (CRG) and involvement with





Organisation chart

The PSP will report directly to the Head of Patient Experience, they will hold regular one-to-ones to review the role and support the role-holder on a day-to-day basis.

The PSP will have also key relationships with the Head of Patient Safety who they will work with to identify workstreams for involvement or key areas of interest.

The PSP will also be linked with the Volunteering Services Manager for compliance with the volunteering policy. As demonstrated below:

Remuneration and expenses

This is a voluntary role and no payment will be exchanged for commitment or for services provided. The PSP will be entitled to free car parking on site and travel expenses in line with our Volunteering Policy.

PSP commitment principles

The role of the Patient Safety Partner (PSP) is vital in assuring our commitment to the Patient Safety Strategy. In order for this role to be successful the role-holder will need to be able to demonstrate a consistent commitment. This will be key to embedding this new role, building relationships within the organisation and understanding the governance structures and processes within it.

As the role is new and developing, aspects of this may be subject to change including the level of commitment needed. This will be adjusted in consultation and in agreement with the role-







Further training will be available to PSP's to support them to be effective in their role as this develops.

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 role description.

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 local PSP networks as these develop to receive peer support and share learning.

Communication

Report any safety incidents to staff.

Ensure that patient confidentiality is always maintained.

Trust Policies and Procedures

The post holder is required to comply with Trust Policies, Procedures and Standards at all times.

Confidentiality

Patient Safety Partners are required to maintain the confidentiality of information regarding patients, staff and other health service business in accordance with the Caldicott Guidelines and Data Protection Act and Children's Act and all other relevant legislation as appropriate.

Risk Management

Patient Safety Partners have a responsibility to report any risks and clinical and non-clinical accidents and incidents promptly and consistently.





Patient Safety Partners must be aware of their responsibilities under the Health and Safety at Work Act 1974 and must ensure that the agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors to the Trust.

Equal Opportunities

The trust is positively committed to the promotion and management of diversity and equality of opportunity.

Conflicts Of Interest

The Trust is responsible for ensuring the service provided for patients in its care meets the highest standards. Equally, it is responsible for ensuring that staff do not abuse their official position for personal gain or to benefit their family or friends.

The Trust standing orders require employees to declare any interest, direct or indirect, with contracts involving the Local Health Community.

Staff are not allowed to further their private interests in the course of their NHSo ti..64 96.8 4



Role Review

As this is a new role, we would be looking to review this role description with the post holder within the first 6 months. Changes made would be done so in consultation with the role holder.

Additional Information

Role-holders must take responsibility to ensure that they are aware of and adhere to all the relevant Trust policies, procedures and guidelines relating to their arrangement.

This post will be subject to an enhanced disclosure check with the Disclosure and Barring Service. For more information regarding the DBS please access the following web site, www.gov.uk/disclosure-barring-service-check.

