

Job Title	Patient Safety Coordinator		
Agenda for change Band	6	Budgetary responsibility	Authorised signatory
Date Reviewed	08/10/2021	Management Responsibility	Day to day management of a team
Job Summary			
<ul style="list-style-type: none"> a) To co-ordinate risk and patient safety processes and systems across the Care Group effectively. b) Coordinate the preparation of any internal or external risk and patient safety assessments, reviews or inspections. c) Coordinate the investigation, monitoring and review of all incidents. d) Manage the clinical review of Serious Incidents Requiring Investigation (SIRI) processes. e) Work with the Education Team to ensure lessons from serious incidents are shared both within the Division and the Trust. f) Manage the process of policy and guideline management. g) Provide the Care group with support and advice on risk and patient safety management. 			
General Duties			
<ul style="list-style-type: none"> 1. Ensure the implementation of Trust Risk Strategies across the Care Group. 2. Lead on the promotion of the Risk Strategy to all staff. 3. Facilitate effective formal channels of communication relating to risk management to all staff within the Care Group. 4. Support the Matrons and Department managers to make effective risk assessments and risk management decisions. 5. Assist in the identification of risk and safety deficits and support the managers in the development of action plans. Monitor and review these plans accordingly. 6. To chair Care Group link nurse / local representative meetings and report outcomes to Clinical Governance Leads. 7. Effectively manage the clinical risk review process by facilitating the investigation and analysis of SIRI's. Liaise with the Trust Patient Safety Team. 8. Present cases to the Serious Incident Scrutiny Group (SISG) review group. 9. Analyse complex data from incidents, recognise an interpret trends. 			

10. Present information using a variety of media to senior managers, consultants and colleagues.
11. Produce reports as required on clinical risk management aspects, itemising information for each Care Group.
12. Produce quarterly and annual clinical risk management or patient safety reports for the Division and the Trust identifying trends and making recommendations for action.
13. As the Risk and Safety Coordinator collaborate with the Divisional Health & Safety representatives to implement and monitor policies and procedures to ensure the health, safety and security of all staff within the Care Groups.
14. Provide the Divisional Governance Manager with evidence required for CQC and other risk related assessments within the Division and the Trust as required.
15. Support both Care Group's in the implementation of actions and recommendations from patient safety related complaints and ensure lessons are learnt and shared.
16. Liaise with Trust Legal Services and the Trust Patient Support Services team to provide information as required in the preparation of potential litigation against the Trust and ensure lessons are learnt and shared.
17. Support clinical risk leads in the administration of the monthly Divisional Risk and Safety meetings or any other risk related meeting.
18. Participate in the Care Group Governance meetings as required.
19. Participate and report as requested to the Divisional Management Board.
20. Deputise for the Governance Manager as required.
21. To liaise with the Trust risk management leads.
22. To liaise and work collaboratively with other Divisional Risk and Patient Safety Coordinators.
23. To observe the Rules and Code of Conduct as lay down by the NMC, and in liaison with the Matrons and Clinical Leads ensure these are adhered to by all members of the Nursing teams.
24. To work within the Hospital policies, protocols and guidelines providing comments on policies, procedure or best practice.
25. To work with the Clinical leaders in the monitoring of standards of care.
26. To have due regard for patients' needs and recognise the demands placed upon professional colleagues in the pursuance of their duties and to assist them as required.
27. To maintain and develop their own professional competence and remain responsible for their mandatory/statutory training.
28. Assist with the orientation programmes which familiarise new members of staff with the organisational and clinical demands of the unit and teams.
29. Maintain a safe working environment as laid down by the Health and Safety at Work Act and the department's fire regulations. Ensure the proper reporting of all accidents and incidents in accordance with the Trusts requirements.

30. **Contribute to the development of the 'learning organisation'.**
31. **Contribute to the Mandatory Training of new administration and clerical, nursing and medical staff knowledge in risk management.**
32. **Support and promote the implementation of evidence-based practice.**
33. **Where applicable ensure that you remain up to date with current clinical practice and developments in line with the maintenance of your professional registration.**
34. Work in a clinical capacity to ensure that high standards of clinical practice are promoted. Act as a role model in the clinical environment.

Trust Values

All staff are expected to strive to make the Trust values 'what we do' – to inspire, develop and support every one of us to live our values, every patient, every colleague, every day.

Each post holder is expected to ensure they live the values of:



PATIENTS FIRST



WORKING TOGETHER



ALWAYS IMPROVING

These values are about us all helping each other to deliver great patient experience more consistently – involving people who use our services, their families, carers, staff, and partners in continuing to improve the experience people have using and delivering our services.

Person Specification

The purpose of this specification is to identify the attributes required by applicants to perform the duties in the job description. The specification will be used to shortlist applicants and to compare how well candidates match the agreed specification. It will also be used by potential candidates to understand expectations and identify how their skills, behaviours and experience will be assessed.

Skills and competencies
Ability to learn and assimilate information quickly
Data analysis
General IT skills
Influencing
Interpersonal skills
Leadership
Microsoft Office skills
Presentation skills
Teamwork
Working under pressure

Qualifications, knowledge and experience	
Essential	Desirable
Educated to degree level or able to demonstrate equivalence of work at graduate level	Teaching and Assessing Course
Risk and Safety qualification at post graduate diploma level or can demonstrate specialist knowledge and understanding of risk and safety management to an equivalent level	Root cause analysis training
Previous Clinical experience	Evidence of further education
Experience of clinical governance issues and management of AERS'	Registered ODP / Nurse with recent
Policy and guideline management experience	Training related to risk management
Understanding of Child Protection / Safeguarding	Clinical change management experience
Experience of setting and monitoring standards	Management activities in nursing
	Research and audit

Additional Information

This job description is designed to help post-holders understand what is expected of them in their role though, please note, it focuses upon the core requirements of the post. Other related duties within the employee's skills and abilities will be expected whenever reasonably instructed. The job description may be amended in consultation with the post-holder within the scope and general level of responsibility associated with the post. It is the post-holder's responsibility to ensure that they adhere to all Trust policies, procedures and guidelines relating to their employment, regardless of their position.

A job description does not constitute a 'term and condition of employment'. It is provided only as a guide to assist the employee in the performance of their job. The Trust is a fast-moving organisation and therefore changes in employees' duties may be necessary from time to time.

Safeguarding

The Trust is committed to safeguarding children, young people, and adults at risk within its care. As an employee you are accountable to ensure that you know how to respond when you are concerned for the safety of a child, young person, or adult at risk. The Trust will support you in this process by providing training, support, and advice. There is a Corporate Safeguarding Team who can be contacted for guidance, support, and safeguarding supervision. For children and adults, you should be aware of your responsibilities detailed in UHS policies and procedures and local safeguarding children and adult boards procedures.

Mental Capacity Act 2005

All staff are required to ensure knowledge regarding the Mental Capacity Act 2005 (MCA) at a level deemed essential for their role. The level of training required will be specified to members of staff and is dependent on their role. It is important that staff understand and comply with local policies and procedures relating to MCA to ensure the Trust can act in an individual's best interest when providing care. This helps to ensure ongoing adherence to our legal obligations and ensuring we put the needs of our patients first.

Job Reference – IJES00576