

## Patient Safety Principles Toolkit

The Patient Safety Principles act as a guide for leaders at all levels on how to design and deliver safer care for patients and reduce avoidable harm, in a just and learning culture. The principles provide a clear framework for planning, decision-making, and working collaboratively with patients as partners. This toolkit will help you and your organisation to embed the Patient Safety Principles into your business as usual.

The Patient Safety Principles are:

- **Create a culture of safety**
- **Put patients at the heart of everything**
- **Treat people equitably**
- **Identify and act on inequalities**
- **Identify and mitigate risks**
- **Be transparent and accountable**
- **Use information and data to drive improved care and outcomes**

When thinking about how we can embed the Patient Safety Principles, we can consider

- Ourselves as individuals
- Our teams
- Our organisation and the health system we are working in

### **Ourselves**

- Think about small steps that you can make so that when you are faced with tough choices you are able to use the principles as a guide to decision making and when using the Principles for annual reviews or appraisals – see Annex 1.

### **Our teams**

- Discussing the Principles at a team meeting

Add the Patient Safety Principles to a team meeting agenda so you can have a conversation with your team. What do they mean to you as a team, how are you able to follow these, what are the barriers to following them, and what difference would it make to you and your patients and service users if they were followed all the time by everyone.

- Consider inviting people to your team meeting for a conversation about the Patient Safety Principles. Within your organisation there may be patient representatives, people with lived experience, champions, and ambassadors as well as professionals who may be able to help you think about individual principles: some examples are in the table below:

1	<b>Create a culture of safety</b>	Patient Safety Specialist Human Factors experts
2	<b>Put patients at the heart of everything</b>	Head of Patient Experience, PALS and Complaints team Local Healthwatch Maternity Voice Partnerships
3	<b>Treat people equitably</b>	Patient and community panels People with lived experience
4	<b>Identify and act on inequalities</b>	Core20Plus5 Ambassadors WRES Ambassadors
5	<b>Identify and mitigate risks</b>	Company Secretary Freedom to Speak Up Guardian Medicine Safety Officer Medical Devices Safety Officer
6	<b>Be transparent and accountable</b>	Complaints team Compliance team
7	<b>Use information and data to drive improved care and outcomes</b>	Caldicott Guardian Chief information officer

## Our organisation

If you have a senior leadership role in your organisation, you may want to incorporate the Patient Safety Principles into the following areas:

- staff induction
- staff training and organisational development
- annual appraisals
- Board development sessions
- CEO communication
- Patient Safety Partner meetings.

Please visit the Patient Safety Commissioners website [www.patientsafetycommissioner.org.uk](http://www.patientsafetycommissioner.org.uk) for more information, communications materials and a printable poster.

## Annex 1

Patient Safety Principles structured reflective template for Revalidation.

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<b>Name</b>
<b>Registration number</b>
<b>Reflections on the Patient Safety Principles</b>
Ways that I am able to follow these principles in my work
Barriers to following these principles in my work

Further learning needs have I identified that I might include in my PDP for next year