



Kent and Medway

NHS and Social Care Partnership Trust

Information Governance & Records Management Department

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Dear [REDACTED]

Request for Information

I write further to your request FOI ID 34514 under the Freedom of Information Act 2000 regarding:-

Patient Safety Team structure

Your request is set out below:

Please could you let me know how many colleagues you have in the Patient Safety Team, their grades and job roles?

Also, do you have "champions" or similar roles within your Directorates who are paid additional money for these roles or are they just an addendum to their role?

Please find attached the current Patient Safety team structure, the team are planning a restructure so I have also attached the proposed team structure chart.

Head of Patient Safety – overall responsibility for roles below. Reports to Committees, Board, meetings, determines trends and themes. Also provides training on investigation and Duty of Candour.

SI and Complaints team – they investigate all STEIS cases (including trends and themed cases). The manager has overall responsibility for functioning of the team. The Band 5 ensures no cases breach and supports investigators. The band 3 is the administrator for the team. They complete any investigation required (complex or death complaints, pull together safeguarding findings). Money was provided by care groups to ensure good quality investigations completed in a timely manner.

Currently the Mortality Review Manager focuses on deaths, but suicide is coming under her remit and the band is changing from a 6 to 7. The role is responsible for suicide themed work, completing 72 hour reports for CQC, mortality, SJR processes, zero suicide strategy and NCISH work, and works closely with the Suicide Prevention Trainer. The trainer provides training across the Trust in suicide prevention.

We are planning a deputy for the Mortality Review Manager (either a 3 or 4 to administrate for mortality and suicide).

We are proud to be smoke free

Trust Chair – Dr Jackie Craissati
Chief Executive – Helen Greatorex

We have a new job – band 5 Patient Safety and Learning Coordinator, who supports completion of 72 hour reports, minutes of the Duty of Candour Panel and Serious incident Panel, manages a learning across the Trust meeting (name to be devised), and produces learning events across the trust. We have a part time band 3 to support that role.

The Patient Safety Manager will be a changed role who manages the Datix team (an Administrator, Support Assistant and Assistant who manage the Datix system and pull data reports for the team and others) and the Patient Experience analyst (who manages the survey and pulls data relating to patient experience), provides Duty of candour training, challenges at the Serious Incident Panel, reviews records and produces initial reports relating to high profile cases e.g. Never Events, homicides, leads on Trust-wide action plans, completes board briefings on high profile cases, produces a monthly CQC work) and supports the implementation of PSIRF. The role will also ‘manage’ two patient safety partners (paid 2 days/month maximum) in line with NHSE requirements.

I confirm that the information above completes your request under the Freedom of Information Act 2000. I am also pleased to confirm that no charge will be made for this request.

If you have any questions or concerns or are unhappy with the response provided or the service you have received you can write to the Head of Information Governance at the address on top of this letter. If you are not content with the outcome of your complaint, you may apply directly to the Information Commissioner for a decision.

Yours Sincerely

On Behalf of
The Information Governance Department