

**Patient Safety Incident Response Plan 2024-26
and Patient Safety Incident Framework Policy**

**Trust Board
28 March 2024**

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| Presented for: | Authorisation |
| Presented by: | Magnus Harrison, Chief Medical Officer |
| Author: | Lucy Atkin, Head of Quality Governance |
| Previous Committees: | Quality Assurance Committee 22 February 2024, Patient Safety Incident Response Framework Programme Board |

| Our Annual Commitments for 2023/24 are: | |
|--|---|
| Effectively develop and deploy new assets (buildings, equipment, IT) | |
| Reduce healthcare associated infections | ✓ |
| Improve staff retention | ✓ |
| Deliver the financial plan | |
| Reduce average length of stay by 0.5 days per patient | |
| Achieve the Access Targets for Patients | |
| Support a culture of research | ✓ |

| Risk Appetite Framework | | | | |
|--------------------------------|------------|---|------------------------------|----------------|
| Level 1 Risk | (✓) | Level 2 Risks | (Risk Appetite Scale) | Impact |
| Workforce Risk | ✓ | Workforce Retention Risk - We will deliver safe and effective patient care, through supporting the training, development and H&WB of our staff to retain the appropriate level of resource to continue to meet the patient demand for our clinical services | Cautious | Moving Towards |
| Operational Risk | | | | |
| Clinical Risk | ✓ | Patient Safety & Outcomes Risk - We will provide high quality services to patients and manage risks that could limit the ability to achieve safe and effective care for our patients. | Minimal | Moving Towards |
| Financial Risk | | | | |
| External Risk | ✓ | Partnership Working Risk - We will maintain well-established stakeholder partnerships which will mitigate the threats to the achievement of the organisation's strategic goals. | Open | Moving Towards |

| Key points | |
|--|---------------|
| 1. As part of NHS England's transition to Patient Safety Incident Response Framework (PSIRF) all Trusts are required to implement a Patient Safety Incident Response Plan (PSIRP) and a PSIRF policy. | Information |
| 2. The Patient Safety Incident Response Plan 2024-26 has been developed by the Trust PSIRF Programme Board in three stages; data analysis, engagement and stakeholder consultation. | Information |
| 3. The PSIRF Policy supports the requirements of the PSIRF and sets out the Trust approach to developing and maintaining effective systems and processes for responding to patient safety incidents for the purpose of learning and improving patient safety. | Information |
| 4. The Patient Safety Incident Response Plan 2024-26 and Patient Safety Incident Response Framework Policy have been reviewed and endorsed by the Quality Assurance Committee. Following authorisation by Trust Board both documents will be approved by the Leeds Health and Care Partnership as per NHS England process. | Information |
| 5. The Trust Board are asked to review and authorise: <ul style="list-style-type: none"> • Patient Safety Incident Response Plan 2024-26 • Patient Safety Incident Response Framework Policy V1 | Authorisation |

1. Summary

The Patient Safety Incident Response Framework (PSIRF) was set out in the NHS Patient Safety Strategy when it was published in July 2019. As an early adopter of PSIRF the Trust launched its first Patient Safety Incident Response Plan (PSIRP) on 1 April 2022. The first plan included details of how the Trust will implement, respond and report against PSIRF and the agreed local and national priorities. As part of NHS England's transition to PSIRF all Trusts are required to implement a plan and a PSIRF policy.

The Patient Safety Incident Response Plan 2024-26 has been developed by the Trust PSIRF Programme Board in three stages, data analysis, engagement and consultation.

The Patient Safety Incident Response Framework Policy supports the requirements of the Patient Safety Incident Response Framework (PSIRF) and sets out Leeds Teaching Hospitals NHS Trust approach to developing and maintaining effective systems and processes for responding to patient safety incidents for the purpose of learning and improving patient safety.

There is a requirement for the Plan and Policy to be endorsed by the Quality Assurance Committee, authorised by the Trust Board and approved by Leeds Health and Care Partnership. The Patient Safety Incident Response Plan 2024-26 and Patient Safety Incident Response Framework Policy were reviewed and endorsed by the Quality Assurance Committee at the meeting on 22 February 2024. A draft of the plan and policy have been submitted to the Leeds Health and Care Partnership for initial review.

A communication plan has been developed in order to share the revised plan and new policy throughout the Trust following its publication on 1 April 2024. A PSIRP on a page is

also being developed as a simple reference guide which will support engagement with patients, staff and stakeholders.

2. Background

In August 2022 NHS England launched the Patient Safety Incident Response Framework (PSIRF). The PSIRF sets out the NHS's approach to developing and maintaining effective systems and processes for responding to patient safety incidents for the purpose of learning and improving patient safety.

The PSIRF replaces the Serious Incident Framework (SIF) (2015) and makes no distinction between 'patient safety incidents' and 'Serious Incidents'. It removes the 'Serious Incidents' classification and the threshold for this. Instead, the PSIRF promotes a proportionate approach to responding to patient safety incidents by ensuring resources allocated to learning are balanced with those needed to deliver improvement.

The principles and practices within the PSIRF embody all aspects of the NHS Patient Safety Strategy and wider initiatives under the strategy, including the introduction of patient safety specialists, development of a national patient safety syllabus, development of the involving patients in patient safety framework and introduction of the Learn from Patient Safety Events service. The NHS Patient Safety Strategy (2019) provides the overarching framework and supports the NHS Long Term Plan.

The Trust were one of 17 early adopters that supported NHS England to test the introductory version of the PSIRF alongside commissioners and NHS England regional leads. An independent evaluation of the early adopter programme found widespread support for the PSIRF; all recommendations from this were carefully considered by the National Patient Safety Team when revising PSIRF documents.

3. Development of our Patient Safety Incident Response Plan 2024-26 and PSIRF Policy

As an early adopter of PSIRF the Trust launched its first Patient Safety Incident Response Plan on 1 April 2022. The first plan included details of how the Trust will implement, respond and report against PSIRF and the agreed local and national priorities. As part of NHS England's transition to PSIRF all Trusts are required to implement a plan and a PSIRF policy. For those that weren't early adopters they were expected to transition to PSIRF within 12 months of its publication, and transition should be completed by Autumn 2023.

3.1 Patient Safety Incident Response Plan 2024-26

In Autumn 2023 as part of our Patient Safety Incident Response Framework (PSIRF) journey, a refresh of our Patient Safety Incident Response Plan (PSIRP) was commenced.

The PSIRF Programme Board agreed the plan would be for the time period of April 2024 – March 2026, which was a reflective timescale utilised by other organisations. In order to achieve endorsement at Quality Assurance Committee (QAC) in February 2024 and authorisation at Trust Board in March 2024 and approval by Leeds Health and Care Partnership a project plan was established with engagement dates.

The approach to developing the new plan was in three stages:

- **Data analysis** - In order to define our patient safety event profile and identify priorities for 2024-2026 a review and thematic analysis of a range of internal and external qualitative and quantitative data sources was completed;
- **Engagement** – In November 2023 an engagement event was held with subject matter experts and staff (corporate and clinical) to understand what worries them, where there are opportunities to learn, how should we respond proportionately and how should we share learning;
- **Consultation** - In December 2023 an engagement event was held with stakeholders to consult on our draft local priorities. The event was hosted by the Chief Medical Officer and Patient Safety Team and attended by representatives from the Integrated Care Board, HealthWatch, Trust Board, Patient Safety Partners, Get Me Better Champions and patient representatives. The draft plan was also shared with CQC.

The event provided opportunity to ask stakeholders 'What matters most to them for the people they represent and as potential patients if a patient safety event was to happen'. This provided valuable insight in to building on our approach to engaging with patients and their families, which will inform our future work. At the event attendees were asked to endorse local priorities. The response was positive and provided key feedback to be considered in the final plan.

Our plan sets out how Leeds Teaching Hospital NHS Trust intends to respond to patient safety incidents during 2024-26. The plan is not a permanent set of rules that cannot be changed. We will remain flexible and consider the specific circumstances in which each patient safety incident occurred and the needs of those affected, as well as the plan.

3.2 Patient Safety Incident Response Framework Policy

The Patient Safety Incident Response Framework Policy supports the requirements of the Patient Safety Incident Response Framework (PSIRF) and sets out Leeds Teaching Hospitals NHS Trust approach to developing and maintaining effective systems and processes for responding to patient safety incidents for the purpose of learning and improving patient safety.

The PSIRF advocates a co-ordinated and data-driven response to patient safety incidents. It embeds patient safety incident response within a wider system of improvement and prompts a significant cultural shift towards systematic patient safety management.

This policy supports development and maintenance of an effective patient safety incident response system that integrates the four key aims of the PSIRF:

- compassionate engagement and involvement of those affected by patient safety incidents
- application of a range of system-based approaches to learning from patient safety incidents
- considered and proportionate responses to patient safety incidents and safety issues supportive oversight focused on strengthening response system functioning and improvement.

4. Financial Implications

There are no financial implications of approval of the Patient Safety Incident Response Plan 2024-26 or the Patient Safety Incident Response Framework.

The requirement within PSIRF of investigators meeting a minimum training standard and the delivery of patient safety training is still being developed and may incur additional costs, however, this also presents an opportunity to income generate.

5. Risk

The Quality Assurance Committee provides assurance oversight of the Trust's most significant risks, which cover the Level 1 risk categories (see summary on front sheet). Following discussion at the Quality Assurance Committee meeting there were no material changes to the risk appetite statements related to the Level 2 risk categories and the Trust continues to operate within the risk appetite for the Level 1 risk categories set by the Board.

6. Communication and Involvement

In December 2023 an engagement event was held with stakeholders to present our draft local priorities. The event was hosted by the Chief Medical Officer and Patient Safety Team and attended by representatives from the Integrated Care Board, HealthWatch, Trust Board, Patient Safety Partners, Get Me Better Champions and patients. The draft plan was also shared with CQC.

The PSIRF is a contractual requirement under the NHS Standard Contract and is mandatory for services provided under that contract. The Trust PSIRF will be approved by the NHS West Yorkshire Integrated Care Board (Leeds based).

The Trust PSIRP and PSIRF Policy will be available on the Trust external website from 1 April 2024.

A communication plan has been developed in order to share the revised plan and new policy throughout the Trust following its publication on 1 April 2024

7. Equality Analysis

An equality analysis is not required for this paper. However, section 5 of the PSIRF policy outlines how the Trust will address health inequalities.

8. Publication Under Freedom of Information Act

This paper is exempt from publication under Section 22 of the Freedom of Information Act 2000, as it contains information which is in draft format and may not reflect the organisation's final decision. However, on approval both documents will be public documents and available on the Trust internet.

9. Recommendation

The Trust Board are asked to review and authorise:

- Patient Safety Incident Response Plan 2024-26
- Patient Safety Incident Response Framework Policy V1

10. Supporting Information

The following papers make up this report:

12.1 (iv) Appendix A Patient Safety Incident Response Plan 2024-26 V0.5

12.1 (iv) Appendix B Patient Safety Incident Response Framework Policy V0.5

Lucy Atkin
Head of Quality Governance
29 February 2024