

## Pilot Site Steering Group Membership

### **Membership Ideas**

- Champion – Chairperson (if Director level)
- Board/senior organisation representative
- HR representative
- Workforce planner
- Practice Educator
- NVQ Lead representative
- Appropriate clinical/ service leaders
- Staff side representative
- Training Department representative
- Communication Manager – ad hoc as required
- Finance Lead
- Patient representative (as appropriate)
- UCLan representative
- Trainee Assistant Practitioner
- SHA AP Project Manager

### **Frequency**

- Monthly initially
- Bi-monthly once trainees recruited

### **Management and Reporting Issues**

Suggest the minutes of meetings and information is taken to other relevant forums and disseminated within the organisation, e.g.

- **Human Resources Forum**
- **Operational Management or Educational Forum**
- **Report to Trust Board on progress**
- **Directorate/ Divisional Forums**
- **Heads of Department meetings**
- **Joint staff meetings**