

Project Team Membership and Roles

Member	Role
Project Lead	<p>An influential clinician who is well networked, credible, respected and has a national and local connections and a strategic view. The leader should also be interested or experienced in handover or safety and quality initiatives. Their role is to coordinate and be a reference point for team members, they are NOT solely responsible for implementation.</p> <p>* Dependant on support of project</p>
Project Manager	A persistent and respected project manager to drive the change day to day.
Patient/Consumer	Bring an understanding of patient experience and perspective. Can provide advice on ways to engage patients and carers in implementation.
Champions/opinion leaders	Bring an understanding of the environment and have established working relationships with staff. Role is to support staff engagement and empowerment and should include champions from all disciplines e.g. allied health, nursing, medicine, cleaning services, catering services, and clerical staff.
Senior executive	Guide the team through organisational policy and establish organisational support.
Education experience	Provide education and training to clinicians implementing the handover improvement process.
Quality/Safety	Provide advice regarding processes for audit and measure, quality improvement methodologies, accreditation requirements, and project management.