

Appendix B - Practice Manager Engagement Action Plan

Action	Person responsible	Date to be achieved by
SE to attend all ARCH/AAWC PM meetings	Sarah Ellett (SE)	November 2011
JO to attend all ARCH/AAWC PM meetings	Jodie Olliver (JO)	November 2011
'Who's who' directory to be completed and distributed	Michaela Hawkes	December 2011
Regular meetings with WSPMA representatives	Sarah Ellett	January 2012
WSPMA funding decision	Sarah Ellett	March 2012
Closer working with estates team to ensure better access for PMs to support and advice	Tina Tompkins	January 2012
Increased involvement of PMs at Strategic meetings	Sarah Ellett	April 2012
Liaising with NHS Cluster to ensure support for primary care development issues such as workforce planning, premises etc		
Contributing to education/information sessions for PMs	Sarah Ellett	January 2012