**CAHPR Draft Hub Leader Guidelines**

These guidelines have been developed to help clarify the role of Hub Leader.

**Running a CAHPR Hub**

1. Develop a team of co Hub Leaders (up to three) and Hub facilitators (up to six). Each member of the team should have a specific role as well as feeding into team discussions. The team should include as wide a range of AHPs as possible.
2. Discuss and negotiate with Hub Leaders and Facilitators’ managers time for CAHPR hub activities.
3. Develop a full contact list of all clinicians (NHS, private and academics as well as students who are interested in being part of the Hub). Also ensure that all potential Hub members are knowledgeable about CAHPR and the Hub.
4. Explore local and regional needs in relation to research and research related activities. Utilise these to plan Hub activities linking strongly with CAHPR strategic priorities.

**Reporting**

1. The Hub Leader is responsible for annual reporting to the Director of CAHPR and the Strategy Committee about activities and funding expenditure. Templates are provided to help gather relevant information.
2. Each Hub Leader should have one catch up session per year with the CAHPR Director, the Chair of the Strategy Committee and CAHPR Support Officer. They should also utilise this expertise as necessary throughout the year.

**Links**

1. Link with other hubs as appropriate to share expertise and activities. This can be through a formal funding bid to work in partnership or sharing learning at Regional Hub Forum meetings.
2. The Hub leadership team should be active and strong advocates for CAHPR in their region and locality.
3. The Hub Leaders and team are expected to form strong and practical connections with the following:
   1. local and regional RDS, CLAHRC, AHSN
   2. research and development leads in local and regional NHS trusts
   3. local AHP managers at all levels but particularly middle and senior managers (some of whom of course may not be AHPs. But the more interaction with all managers the better).
   4. local organisations e.g. charities other health professional groups as appropriate