**PROGRESS REVIEW MEETING FORM**

A suggested form for progress review meetings:

* Keep a record of all review meetings
* ECT and induction tutor keep a copy
* Ensure key points are agreed between the induction tutor and the ECT
* Feed the key points into formal assessment meetings
* Record successes and achievements as well as areas for development
* Not all topics discussed will lead to objectives and actions.

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| **Record of Progress Review Meeting** | | | | | |
| **ECT:** | | **Induction Tutor:** | | | **Date:** |
| Objectives  reviewed | Evidence considered | | Key points discussed | Revised/new objectives and actions | |
|  |  | |  |  | |
| **Date for next meeting:** | | | **Signed (ECT):**  **Signed (Induction Tutor):** | | |