**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.

|  |
| --- |
| **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):** |