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**Template Registrar: Educational Supervisor 1:1 meeting agenda/checklist**

This is intended to be a template for 1:1 Educational Supervisor and registrar meetings. It can be amended or adapted as appropriate by supervisors and registrars to suit their needs and it is recognised that not all topics need to be discussed in each 1:1.

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|  | **Comments/notes** |
| Date of meeting |  |
| Health and wellbeing check including overall workload, excess hours |  |
| Review of actions from last minutes |  |
| Update on current work areas   * Progress * Deadlines * Comments and feedback |  |
| Feedback from supervisors to registrars on work areas |  |
| Review Learning Agreement:   * Check on track with Learning Outcomes agreed in LA * Learning Outcomes that would like to complete in near future |  |
| ARCP and portfolio (when appropriate) |  |
| Discussion of leave: upcoming annual leave and study leave; any recent sick leave |  |
| Feedback from registrar to supervisors on placement, work areas, training programme etc. |  |
| Other upcoming CPD opportunities |  |
| Planning for future placements (when appropriate) |  |
| Another other comments |  |
| Agreed actions for next meeting |  |
| Date of next meeting |  |