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| Form number | **53.004F** | Version | **3.0** |
| Title | **Monitoring Visit Agenda Template** | | |

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| --- | --- | --- | --- |
|  | R&I Reference |  | |
|  | Protocol Title |  | |
|  | Principal Investigator |  | |
|  | Site Address |  | |
| Meeting Agenda | | | |
|  | | | |
|  | Participants | |  |
|  | Visit Date and time | |  |
|  | Remote/On-site visit: | |  |

**Agenda Items**

*EXAMPLE AGENDA TEXT*

* *Introduction*
* *Study protocol overview*
* *Patient pathway* 
  + *Patient access (e.g. referrals)*
  + *Study information for patients (i.e. PIS)*
  + *Enrolment/Informed consent process*
  + *Randomisation*
  + *Withdrawal*
* *CRF / Source data / Confidentiality*
* *Site resource*
* *Safety reporting*
* *Site file requirements*

*AOB*

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