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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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