

AGENDA

RESIDENT/ SUPERVISOR MEETING

1. Review of the minutes of last resident/ supervisor meeting and matters arising (if applicable)
2. Discuss feedback from the Education Committee on the last Annual Progress Report (comment on issues noted and action taken)
3. Review of the activities undertaken by the resident (i.e. formally go through the resident logbook) related to the Curriculum clusters noting improvements and issues that have arisen (e.g. what are gaps in the residents' syllabus/ training? How can these be resolved? Are there any other training opportunities available?)
 - Part I – Core Curriculum
 - Part II - Specialty
 - Part III – Advance subjects
 - Part IV – Research project/s
 - Part V – Electives
 - Opportunities to reach out to other residents (i.e. resident meetings, joint journal clubs, joint publications, or other occasions for an exchange of learning opportunities among residents).
4. Discuss progress on the research project/s in relation to the publications necessary to fulfil the requirement of the Credentials Committee to be allowed to sit the ECVPH Board Examination.
 - How is paper publication developing?
 - What work is in the pipeline?
 - Will it be completed by the end of the residency?
5. Discuss potential conferences the resident could present at and relevant deadlines for abstract submission (i.e. ECVPH Scientific Conference).
6. Discuss preparation and progress on exams preparation (i.e., preparation study plan, engagement in study groups, etc).
7. Discuss any changes in personal circumstances that needs to be flagged as it may impact the residency (i.e. parental leave, long time sick leave, sick family member, change of job or unexpected increased workload, etc...)
 - Does the Education Committee need to be informed?
 - Will the resident still be on track to finish the residency as planned?
8. Agree the action points and the changes to the residency for next year, if applicable.
 - Future career aspirations, planning, and preparation.
9. Set the date of the next meeting
10. Any other business