**Maternity Checklist: List of Actions Points for Trainees**

When a trainee informs you they are pregnant, **they need to complete the following actions:**

1. Contact Sultana Parvez at the Deanery (via the trainee portal) with their EDD and date that they intend to start maternity leave - <https://lasepgmdesupport.hee.nhs.uk/support/home>. ​If their maternity leave date or return to work date should change for any reason, please inform Sultana, as the dates will need to be amended on Fourteen Fish.

1. Contact GP LEO (rf.leademployerservice@nhs.net) with their EDD and date that they intend to start their maternity leave (please ask them to copy Mandy Claret into this email - mandy.claret@nhs.net)
2. Inform the PD team they are pregnant and let their PD and Mandy know their thoughts on how much time they plan to take for maternity leave (6/9/12m) and whether they plan to return less than full time (and if so at what %) . We won't hold them to this, but it helps us with future planning and to ensure a placement is kept free for them at the appropriate time.
3. During the ESR prior to maternity leave, please discuss plans for return, keeping in touch (KIT) days and complete the pre-absence form below as needed

[Supported Return to Training | London (lpmde.ac.uk)](https://www.lpmde.ac.uk/professional-development/supported-return-training)

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1. If they are intending to come back less than full time, they will need to apply via the trainee portal and give at least 4 months notice: <https://lasepgmdesupport.hee.nhs.uk/support/home>
2. Please remind them that there is a WhatsApp group for LTFT trainees to discuss common issues and queries
3. Consider applying for Supported Return to Training, and if so complete their pre-return form with their supervisor:

[Apply for SuppoRTT | London (lpmde.ac.uk)](https://www.lpmde.ac.uk/professional-development/supported-return-training/apply-supportt)

1. It is helpful that any liaison with GP LEO is backed by an email to provide evidence of what was agreed.