

Maternity Leave Factsheet for GP Trainees

As there will now be a break in your training programme, we will need to review your placements both in hospital and General Practice. We will do our best to accommodate you with a rotation similar to the one you were previously following, but please be aware that there may be changes to some of your posts. We will ensure that you are kept informed of your rotations with at least 12 weeks' notice as required by the Code of Practice. If you have any queries or concerns about your placements, please contact your Programme Director or the GP Programme Manager.

There are a number of actions for you to undertake in preparation for and during your maternity leave:

Who should I tell about my maternity leave?

Please contact the following people to inform them of your expected dates of leave:

- **GP Programme Manager** at Health Education England, Wessex Ysabel Hensford (gp.wx@hee.nhs.uk)
- **Patch Office Manager** - <https://wessex.hee.nhs.uk/general-practice/contacts/>
- **Human Resources Department/Medical Staffing/Medical Education whichever applicable to individual Trust notified to you at the time of offer of employment** (Programme Lead Employer Hospital Trust) giving appropriate notice as set out in [NHS Employers Terms and Conditions](#) Placement provider for current and next placement

Pay and Contracts

- Your Programme Lead Employer HR department can give you information about your maternity pay. You should also notify your future placement.
- If your employment contract with your current employer is due to end less than 11 weeks before the start of your maternity leave, it may need to be extended to cover your maternity leave to ensure that you receive maternity pay as appropriate. If this would apply to you, please discuss this with your employer and Ysabel Hensford at the earliest opportunity (gp.wx@hee.nhs.uk)
- Once you have informed the GP School at Health Education England, Wessex and your local Patch Office of the dates of your maternity leave, we will share this information with your Programme Director and HR administrators at your employing Hospital Trust or your training practice. It is however still your responsibility to give your employers appropriate formal notice of your maternity leave according to NHS Employers guidance and your contract of employment.

Portfolio, ARCP and Revalidation

- Ensure your Portfolio is amended to state when you will be on maternity leave – the Patch Office will do this for you. If you have any queries related to the Portfolio please email your Patch Office Manager. <https://wessex.hee.nhs.uk/general-practice/contacts/>
- All trainees must complete a Form R every 12 months. This requirement continues during maternity leave. The Revalidation and Accreditation Team will contact you to request the form if required.
- You must complete an Educational Supervisor's Review every 6 months during your training whether you are a full or less than full time trainee.

Health Education England

- Before you start your maternity leave, you may find it helpful to ensure that the evidence including all assessments in your Portfolio is up to date and arrange with your Educational Supervisor to complete an ESR to cover the period in training up to the start of your maternity leave. An ESR should not usually cover more than 6 months, but the RCGP will allow an ESR to cover a slightly longer period (8 months maximum) where maternity leave or less than full time training make a 6 month review impractical.
- If you are in a hospital post, you must arrange for a Clinical Supervisors Report to be completed to cover that post up to the start of maternity leave, however short this training time is.
- During your maternity you will have an ARCP, if it is due, however this will only cover and need an up to date Form R which is recorded on the ARCP certificate as N2 Outcome.
- You will not need to have an out of programme Educational Supervisors Review during this period.

If you have questions about the ARCP process, Revalidation, or Form R, please contact the Revalidation and Accreditation Team at Health Education England, Wessex (accreditation.wx@hee.nhs.uk).

If you have any questions about the timing of your ARCP please contact GP team, at Health Education England, Wessex (gp.wx@hee.nhs.uk)

Annual Leave and Keep In Touch Days

- Annual Leave – Plans for taking annual leave to which you are already entitled should be discussed with your current and future employers. You will continue to accrue annual leave whilst you are on maternity leave and this accrued leave is usually taken in a block at the end of your maternity leave. Health Education England, Wessex does not support using accrued leave to work in effect less than full time after maternity leave. The annual leave that is accrued while you are on maternity leave does not count towards your training time which will recommence from when you actually return to work.
- Keep in Touch (KIT) days allow you to work up to 10 days during your maternity leave under your contract of employment without losing your SMP/MA entitlement. They can include training days and other activity that allow the employee to keep in touch with the workplace. You may be paid your basic pay during these days (less your maternity pay), although this is only if prior agreement has been made with your Programme Lead Employer if they offer the scheme. Please note there is no central Deanery funding for KIT days. You will also need to ensure you have appropriate medical indemnity if you are seeing patients. Please remember KIT days should be taken before the accrued leave commences as you cannot claim for payment when you are already being paid for leave.

GMC registration and Medical Defence

- You must maintain your GMC registration with a licence to practise whilst on maternity leave.
- You must ensure that you have the appropriate level of medical defence including the enhanced cover required if working in General Practice in place for your return to work.

Returning to work

- You must stay in touch with your Programme Lead Employer, HEE Wessex and your Patch Office Manager to let us know in advance of your intended return dates or any changes to your plans so that we can plan for your placement on return to work. Please note that as you will be out of synch with your training year colleagues, it may be necessary to change your allocated posts that occur after your maternity leave as explained above.

Health Education England

- If you wish to return to work Less Than Full Time you must complete an application for LTFT and send it to LTFT.WX@hee.nhs.uk for approval by the Associate Dean. You should apply at least 16 weeks before the start of your post. If you are already LTFT but wish to change your working percentage, you will need to apply to change percentage, at least 16 weeks before the start of your post. The application forms and guidance for LTFT can be downloaded from: <https://wessex.hee.nhs.uk/trainee-information/trainee-journey/less-than-full-time-training/>
- If you are not already on the National Medical Performers' List and due to start in a practice, HEE Wessex will submit your application to be on this for you return to work.
- Supported Return to Training (SuppoRTT): You must meet with your Educational Supervisor or Training Programme Director approximately 12 weeks before your anticipated return date, and complete a pre return to training form - https://healtheducationyh.onlinesurveys.ac.uk/wessex_supportt_returnform
- More information with supported return to training can be found here - <https://wessex.hee.nhs.uk/trainee-information/trainee-journey/supported-return-to-training/>

Other Resources

- Please see Health Education England Wessex website for information on maternity, paternity and adoption leave <https://wessex.hee.nhs.uk/trainee-information/employment-matters/>
- Please see General Maternity Guidance for rotational Junior Doctors in Training (June 2013) which is available at: <http://www.nhsemployers.org/Aboutus/Publications/Pages/Publications.aspx>

Please complete all of the above promptly to ensure that all of the arrangements for your maternity leave and return to work are in place. Please keep us updated with any changes to your plans throughout your pregnancy and maternity leave and do not hesitate to contact us if you have any queries.

GP School, Health Education England, Wessex
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