

MATERNITY LEAVE NOTIFICATION FORM – GENERAL PRACTICE TRAINEES

Section 1 (To be completed by the Trainee)			
Name		Training Number	WMD/
GMC No		Date of Birth [dd/mm/yy]	
E-mail address & Telephone			
Home Address			
Educational Supervisor			
Educational Supervisor's E-mail & Telephone			
Training Programme Director (TPD)			
Training Programme Director's (TPD) E-mail & Telephone			
Area Programme Director (APD)			
Programme / Area Name (eg Black Country, Birmingham etc)			
Current ST Year (eg ST1, 2 etc)		Provisional CCT Date [dd/mm/yy]	

Section 2 Notification of Maternity Leave (To be completed by Trainee)			
1. I confirm I have discussed my maternity leave with my Educational Supervisor	Tick <input type="checkbox"/>		
2. I confirm that I have discussed my maternity leave with my employer	Tick <input type="checkbox"/>		
3. Proposed start date for maternity leave and (optional) end date [dd/mm/yy]	[start]	[end]	
<i>The Area Programme Director requests that maternity leave notifications are received by the 15th week of EDD</i>			
4. Month of your ARCP (this might be during your maternity leave)			
5. Date of your next Educational Supervisor's review [dd/mm/yy]: (you should arrange a review BEFORE you go on maternity leave)			
Please list your planned future posts (hospital and GP) to the end of training:	Start [dd/mm/yy]	End [dd/mm/yy]	

Section 3 (To be completed by the TPD)		Signatures to be obtained by the Trainee
Training Programme Director Name:		[Please print]
Signature:	Date:	

Section 4 (To be completed by the Trainee)

I am notifying the Area Director of my maternity leave and I understand that:

- a) I will need to liaise closely with my Training Programme Director so that my re-entry into the clinical programme can be facilitated. I am aware that should I wish to return to work early, I must give at least 8 weeks notice of the date that I intend to return to the clinical programme and that the placement will depend on availability at that time. I understand that I may have to wait for a placement.
- b) All future employers / posts that could be affected by the maternity leave have been notified.
- c) If I claim maternity leave and pay in accordance with Agenda for Change provisions and I fail to return to work or do not complete the three month return period, I will be required to refund the occupational monies received in respect of this leave.
- d) If I am a member of the NHS Pension Scheme, pension contributions must be paid for both paid and unpaid maternity and I am responsible for making arrangements with the Pensions Agency for this through a local Pensions Advisor.

Trainee Signature:	Date:
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DATA PROTECTION ACTION

The information you provide on this form will be used by the West Midlands Deanery for the purpose of your maternity leave. The information will be stored on your records within the Deanery and will not be shared with other organisations without your permission. Your data will be treated with sensitivity and confidentiality at all times.

RETURNING YOUR MATERNITY NOTIFICATION FORM

Please send this completed form to your Area Programme Director (see below for contact details)

For Area Programme Director Use Only**Section 5 (To be completed by the Area Director)**

Area Programme Director Name:	
Signature:	Date:
Entered on Intrepid	Date:
E-Portfolio updated	Date:

Area Programme Director Contact Details

PAN Birmingham – Dr Andrew Carson
 Victoria Road Health Centre
 229 – 233 Victoria Road
 Aston
 Birmingham
 B6 5HP

Black Country – Dr Tony Robinson
 Clinical Education Centre
 1st Floor, C Block
 Russells Hall Hospital
 Pensnett Road
 Dudley
 DY1 2HQ

Coventry & Warwickshire – Dr Kathi Wheatley
 c/o Bianca Mahoney
 Royal College of General Practitioners
 Midlands Faculty Office
 Birmingham Road Research Park
 97 Vincent Drive
 Birmingham
 B15 2SQ

Hereford & Worcestershire – Dr Vic Schrieber
 c/o Kate Faulkner-Elliott
 Royal College of General Practitioners
 Midlands Faculty Office
 Birmingham Road Research Park
 97 Vincent Drive
 Birmingham
 B15 2SQ

Staffordshire & Shropshire – Dr Amjad Khan
 Room 1.54 Medical School
 Keele University
 Staffs
 ST5 5BG