

## **Maternity Leave: what you need to do to ensure smooth progress through ARCP panels**

Preparation and communication are key:

- Inform your Educational supervisor, PD and patch administrator and Deanery ARCP Administration (currently [matthew.parker@wessex.hee.nhs.uk](mailto:matthew.parker@wessex.hee.nhs.uk)) that you are pregnant, when you expect to stop work and the date you think you would like to return to work
- Ideally, and I would strongly recommend, you should have an ARCP panel a few weeks before you go on maternity leave.
- Why? All your time in post to the point of maternity leave can then be certificated, out of programme panels can then be purely administrative and when you return to work you are starting afresh.
- To have an ARCP panel you need have an ESR, as you will be aware, in order for that to happen your eportfolio needs to be (pro rata) up to date with assessments, learning logs, PDP and a self rating. If you are in a hospital post please get a CSR before your review meeting – even if you have only been in post for a few weeks. The panel needs to see evidence of learning.
- Complete a Form R in time for the ARCP panel.

### Maternity leave with less than six weeks of training left on return to practice

Your eportfolio, including OOH and CPR certificate, needs to be 'ready for licensing' so that your Educational Supervisor can complete your ESR as if it was your final review – he/she needs to agree you are 'Competent for licensing' in all 12 competence areas and add a statement in the final ESR box that you are "ready for CCT and independent practice once the short period of training time remaining is complete".

You will still need to have another ARCP panel when you return from maternity leave, even if you only have one more week of training to complete. However, you may only need a very truncated ESR or not need to have one at all – PLEASE CHECK EDUCATOR NOTES / ARCP CERTIFICATE / DEANERY AFTER YOUR PRE-MATERNITY PANEL.

### During Maternity Leave

There are 'keep in touch days' (KIT) that can be very useful for visiting your surgery and meeting with your Educational Supervisor. This is normally unpaid and any funding would have to be agreed with the practice. There is no central reimbursement from the Deanery. You must also ensure that you have appropriate MPO cover and your GMC registration is up to date.

You can keep adding learning log entries while you are away from the surgery! Pregnancy, delivery, new baby, sleepless nights, breast feeding issues and experiencing the NHS from the other side are all occasions for fantastic learning that will contribute to making you a better doctor! Why not write some of it down?

### Finally

If you are away from practice for more than 12 months your training time may be extended, please see <http://www.cogped.org.uk/page.php?id=199> (Completion of Training Following Prolonged Periods of Absence from Training) and ensure you talk to your patch AD about this and keep the Deanery Admin team informed, it is determined on a case by case basis.

Good luck!

Dr Janet McGee  
AD with responsibility for ARCP