

## GP Trainee Maternity Leave

1. Inform your current employer, Mandy Price (Severn Deanery, Frenchay) and Hardeep Basan (School of General Practice, Frenchay) [hardeep.basan@southwest.nhs.uk](mailto:hardeep.basan@southwest.nhs.uk)
2. Hardeep Basan will ask you to fill in a PAY2 form re your change in circumstance and will send you the link to the form.
3. You will also need to find out your new 'completion date' i.e. when you will finish your GP registrar training. To do this you will need to contact the Certification Unit at the RCGP. Tel 02031708230, [certification@rcgp.org.uk](mailto:certification@rcgp.org.uk). If you came into GP training part of the way through and are using other hospital jobs to count, they will ask you to send your VTR2 forms.
4. If you have not been at your current employer for long enough when you go off on maternity leave they will not pay you your statutory maternity pay. Instead, you need to contact the Job Centre Plus who will pay it, tel 08456088780. (They also have quite a useful website.) They will send you some forms which you need to return with your MATB (which you get from your midwife) and your SMP1 form (which you get from your employer-confirming that they will not be paying you statutory maternity pay).
5. Decide whether to suspend your RCGP membership. If you do, you are not able to access your eportfolio while you're off. Alternatively, you can go on to a special maternity leave reduced rate of £115 (rather than full rate £197 at time of writing). RCGP Tel 08454564041.
6. Inform the GMC. They informed me that if one comes off the register all together and then reapplies the following year, they can not guarantee that you will be allowed straight back on and that it involves a lot of forms, references etc. To start with you would need to fill in a voluntary erasure and employee's declaration form (via GMC website: registration for doctors; fees). Alternatively, you can fill in a low income discount form so pay £190 instead of £390 for the year's membership.
7. Inform MPS/MDU/BMA.