

Specialty Registrar Maternity Guidelines

Key

GP Specialty Registrar action



NWSSP Workforce team action



Host action



Action	Notes
<ol style="list-style-type: none"> 1. GP Specialty Registrar (GPSR) notifies Educational Supervisor of pregnancy. 2. GPSR informs NWSSP Medical Workforce of their pregnancy. 	
<ol style="list-style-type: none"> 3. NWSSP Medical Workforce e-mails a copy of the Velindre Maternity Policy to the GPSR requesting for the document to completed and returned with MATB1 15 weeks before EWC 4. NWSSP Medical Workforce to inform the host organisation of the pregnancy 5. NWSSP Medical Workforce to inform the Wales Deanery of the pregnancy 	
<ol style="list-style-type: none"> 6. The host organisation to complete the expectant mothers risk assessment within Appendix D. Document retained by the host organisation and a copy sent to NWSSP 	<p><i>Any outcomes from the risk assessment to be actioned by host or discussed with NWSSP if needed (e.g. if occupational health referral is required)</i></p>
<ol style="list-style-type: none"> 7. GPSR completes & returns Appendix E to NWSSP Medical Workforce 8. Encloses MATB1 	<p><i>Original MATB1 form will be photocopied by HR and returned to GPSR.</i></p>
<ol style="list-style-type: none"> 9. On receipt of Appendix E, Medical Workforce will check dates and length of service in order to ensure the correct entitlement is given 	<p><i>Appendix B indicates the maternity pay entitlements</i></p>
<ol style="list-style-type: none"> 10. NWSSP Medical Workforce to send a letter to GPSR confirming maternity leave dates and pay entitlements. 11. NWSSP to advise on annual leave entitlements 12. Copy to be sent to host organisation and payroll department 13. Returns original MATB1 	
<ol style="list-style-type: none"> 14. GPSR to discuss and agree with host organisation when accrued annual leave will be taken 	