

## Checklist for a Staff Physician preparing for maternity leave:

*\*adapted and edited from Dr. Meaghan Alexander \**

- At the office:
  - Notify office manager of intended leave dates
  - Discuss with secretaries/MOA anticipated changes to schedule in weeks prior to birth (i.e. changes in hours/lighter offices/etc. etc.) and planned work stop date
  - Write checks in advance for office rent/expenses if possible so you don't have to do this while on leave
  - If you do not have a locum using your EMR in your absence, notify EMR company of your upcoming leave to see if there is a discounted rate while on leave
  - If in solo practice and do not have a locum, see if you can suspend any other office-related expenses (i.e. cleaning services) or reduce them in your absence, and set your answering service to reflect your absence and anticipated date of return
  - If submitting own billings, notify billing agent/company to suspend account for duration of leave
- Hire locum
  - Draw up and agree upon contract, request OMA legal review of contract
  - Ensure locum has insurance coverage to protect against any liability in case of patient injury in office (i.e. slip-and-fall injuries on the property) above and beyond CMPA coverage
  - Show locum around office, explain office protocols etc. and make sure they have a log-in set up for the EMR well in advance of your due date just in case
  - Create a small notice for front desk that advises patients of your planned leave, and of the availability of a locum while you are away
  - If using any HFO locum days to cover locum costs, submit dates to have pre-approved
- Notify hospital of intended leave dates
  - Suspend parking pass
  - Ask hospital administrator/department admin to send out memo of your planned leave to be distributed to your department
  - Notify IT of planned absence so accounts are not suspended due to non-use
  - Arrange for backup of call with a colleague if doing call late into your pregnancy in case of unexpected early delivery
- Notify colleagues of planned absence

- Send memo to colleagues who would typically refer to you notifying of your planned leave and planned date of return
- Notify municipality/other stakeholders of planned leave (if you have a return-of-service agreement)
- Notify Ministry contact of leave dates for Northern and Rural Recruitment and Retention Incentive (NRRRI) and other incentives
- Notify CFPC/Royal College of planned leave dates for partial refund of fees
- Change CMPA coverage
  - Can call in advance if scheduled c-section/leave to let them know when you'd like your coverage to change
  - Can also dictate date of return at that time so that coverage automatically resumes when you plan to return
- Notify Practice Based Small Group (PBSG) Learning Program of anticipated leave to stop new modules and recoup cost if able
- Notify provincial association of intended leave dates to recoup partial annual membership payment
- If in teaching/academic/research position, notify medical school/residency program of planned absence and advise will be unable to take students for dates of planned leave
- In weeks leading up to birth
  - Ask for a prescription for APNO cream if planning to breastfeed to bring with you to hospital/have on hand
  - Ask for a prescription for breast pump.
    - If on OPIP health plan, submit receipt and Rx to have \$300 of cost of pump covered (in Ontario)*
  - Ask for prescription for pelvic physiotherapy (if your insurance requires) and book pelvic physiotherapist for 6 weeks post-partum (<https://pelvichealthsolutions.ca/>)
  - Bring insurance info to hospital during preadmission clinic/when you check in to give birth in case the cost of your semi-private or private room is covered
  - Set email response to “away on maternity leave” message
  - Book your newborn photographer (if you're planning on having pictures done!)
  - Book pelvic physio for 6 weeks post-partum
  - Pick up whatever other over-the-counter things you think you might need post-delivery (i.e. ingredients for frozen pads, Tylenol/Advil, etc.)
  - Buy/make more snacks you can eat one-handed
  - If you've had complications in your pregnancy (or delivery) that necessitated you being off work earlier, be sure to file the appropriate EI application (if applicable) and/or insurance claim

- After birth
  - Email your insurance provider to add your newborn to your insurance
    - Review current policies to make sure you have enough disability coverage etc. for a new dependent
  - Update your will
  - Register your child's birth to get:
    - Birth certificate (remember to get long-form version to make applying for passport easier, especially if your last name differs from your partner's)
    - SIN
    - Health card
  - You will need to apply for parental leave on the Service Canada website
    - ensure that if you are the birthing parent - you apply for maternity leave, if you are not the birthing parent - you apply for parental leave