Meeting Outline for Non-Birth Parents:

**Parental Wellness Advocate Instructions:** This is a suggested outline to make sure you all hit some highlights, but the session should be participant-driven! We recognize that some of the topics may be more relevant for first-time parents, so please feel free to modify or add topics (for example, managing new sibling adjustment, for those adding a subsequent child) to fit the needs of the participant!

Please do the following at the time of your first meeting:

1. Review available resources on the Parental Wellness Program website (see “Resources for All Faculty Parents”) to share with your participant. [https://www.massgeneral.org/faculty-development/resources/parental-wellness-program](https://www.massgeneral.org/faculty-development/resources/parental-wellness-program)
2. Set calendar reminders to check in with your participant periodically.
3. Please fill out the stipend request form immediately after each meeting: [https://redcap.partners.org/redcap/surveys/?s=4C87X4X8KMPMHDJM](https://redcap.partners.org/redcap/surveys/?s=4C87X4X8KMPMHDJM)

### Timeline of Meeting | Proposed content for each meeting
--- | ---
**Expectant phase (prior to leave)** | • General timeline of planning  
  - How much leave do you want to take?  
  - See “PWP one-page summary of BWPO/MGPO Parental Leave Policy”  
    - 8 weeks PO-paid bonding (full pay)  
    - 4 weeks state-paid bonding (partial pay)  
  - Check into make sure details of parental leave are confirmed  
    - Clinical coverage  
    - Research coverage/logistics  
    - Completing relevant paperwork  
    - Finalizing schedule adjustments  
    - Setting up Epic In-basket coverage  
    - Creating an Out-of-Office email message  
    - How to sign out pager  
• Childcare - What are your thoughts and preferences? Can discuss pros and cons based on personal experience - special recommendation to start searching early!  
  - Email [bwhwomenscareers@partners.org](mailto:bwhwomenscareers@partners.org) to sign up for MGB Nanny Network emails  
  - Support system and back-up childcare (hospital backup centers, care.com, etc.)  
• Signing up for an HSA v. FSA - plan early, take advantage of pre-tax dollars
| Early return to work (3-6 months) | • Finding a pediatrician  
|• Resources for baby supplies/equipment  
|• Suggest ways to support expectant birth parent (if applicable)  
|• Preparing for changes in research/clinical productivity  
|• Do you have a support system? Someone you can reach out to with questions?  
| | • Adjusting to work  
| | o Realistic goal setting and prioritization  
| | o Emotional aspects of being a working parent  
| | o Productivity concerns with new time constraints  
| | o Managing both home and work  
| | o Delegation at home and work  
| | • Identify any logistical hurdles/challenges  
| | o Time management – leaving on time?  
| | o Work adjusted  
| | o Work-related travel  
| | o Managing work interruptions due to childcare responsibilities (i.e., sick days)  
| One year | • Adjusting to new parenthood  
| | o Managing both home and work  
| | o Delegating work at home  
| | o Setting up your own “available” schedule and blocking time to be home  
| | o Managing email  
| | o Reviewing challenges and successes from early return to work period  
| | o Reflect on evolution of child from infant to toddlerhood  
| | • Goal setting  
| | o Defining “realistic” - different for each person  
| | o Mapping out the first year, and beyond  
| | o Finding balance/integration of work & home  
| | o Career advancement goals  
| | o How to say “no” or “not right now” without fearing you are losing out on an opportunity |