

Health Passport



**"It's not our
disabilities, it's
our abilities that
count."**

Chris Burke
@lifehackquotes

Welcome to your Health Passport

This is your health passport, which you own and take with you as you move through roles within University Hospitals NHS Foundation Trust.

The passport is for employees who require support with a physical or mental health condition. You are disabled under the Equality Act 2010 if you have a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on your ability to do normal daily activities. More information is available here:

<https://www.gov.uk/definition-of-disability-under-equality-act-2010>

The passport is a place where you can store any information you would like made known about a disability, long term health condition, mental health issue or learning disability.

You can use this passport to share confidential information with your line manager about your health and any assistance you need at work to enable you to carry out your role.

For example, this could be:

- a different start and finish time
- ways of communicating at work
- more regular breaks at work

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- a specific adjusted seat at your desk
- modifications to your desk
- any health or wellbeing related appointments you regularly need to attend which maybe in working hours to enable you to stay well at work
- new or adapted equipment to carry out your normal role

These work place adjustments and support may be those you need all the time, or they may need to be in place to accommodate fluctuations in your health. A Health Passport gives you an opportunity to provide details about yourself and your preferences in the workplace:

- Certain details to know about my health condition or disability
 - Things that support me to do my role
- Information that can be shared with my team
- My personal evacuation plan

You can keep the information within your health passport up to date when you need to. Any changes are to be discussed with your line manager, and then recorded in the passport.

Top tip: this document is to help you start a conversation with your Manager, focusing on what you can do and the support you need to enable you to continue to come to work.

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We are **caring** **one team** **listening to understand** **open and honest** **always improving** **inclusive**

Your name	
Department	
Job Title	
Who to contact in an emergency	
Line Manager	

Has an Occupational Health Referral been made?	<input type="checkbox"/> Not Required	<input type="checkbox"/> No – but identified as a requirement	<input type="checkbox"/> Yes – referral pending
	<input type="checkbox"/> Yes – pending assessment	<input type="checkbox"/> Yes assessment completed	
Has the Occupational Health report been received?	<input type="checkbox"/> Not required	<input type="checkbox"/> No – pending	<input type="checkbox"/> Yes
Is your disability status up to date on ESR?	<input type="checkbox"/> Yes		<input type="checkbox"/> No It is recommended for you to update your ESR record so that we form a better understanding of our colleagues' needs. The toolkit gives more information on why this is important for you.

Certain details to know about my health condition or disability.....

For example:

- Any tasks you need help with or cannot do easily
- Any tasks which may take longer for you to carry out
- Any diagnosis you feel would be helpful for your manager to know
- Any information regarding medication or interventions that you feel are relevant to your work i.e. fluctuations in conditions or symptoms

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Things that support me to do my job....

Include information that helps you to access your role and makes your time easier at work. This could be adjustments or support that you have or need in place to support you whether all the time or as conditions fluctuate

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Additional Information

If any, what information about your condition and adjustments should be shared with the team and how? (e.g. allergies, reactions, when you might feel in pain, fatigued, anxious)

My Personal Emergency Plan....

Do you have a physical or mental health condition that will affect your ability to leave the building safely in an emergency? What assistance is required?

The way forward...

Use this section to detail what actions have been agreed between you and your line manager and agreed timescales.

This could be:

- acknowledging your request for support in writing withindays
- agreeing regular meetings/reviews to ensure the support and/or adjustments are working
- keeping you updated on progress of actions or purchase of equipment

Action	To be completed by (date)	Agreed (initials)

Keep your health passport up to date....

Review date	What changes are there and why?	Your initials	Line Manager initials

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Who are The Pro Ability Network?

The **ProAbility Network** aims to support and develop our staff with diverse abilities to reach their full potential.

Our group is for people with physical disabilities, long-term health conditions and mental health challenges.

We aim to:

- Create a sense of safety and openness with our diverse workforce
- Understand the personal stories and organisational barriers from those living with physical disabilities, long-term health conditions and mental health challenges

Find out more

Find out more about us on our intranet page or via the UHD App .

Get in touch

If you'd like to find out more about the network or need some support please get in touch, we are here to help:

pro-ability.network@uhd.nhs.uk

What do you think of this passport?

Your feedback, suggestions, and stories of using the Health Passport are welcomed.

- Email: organisational.development@uhd.nhs.uk

