

# Health Passport

This is your health passport, which you own and take with you as move through roles within the NHS.

The passport is where you can store information about a disability, long term health condition, mental health issue, learning difficulty or any health-related concerns which impact your daily life. Please note nonvisible and non-diagnosed conditions are also applicable for this purpose.

## How to use the passport

You can use the passport to tell a new line manager about your health and anything you need in the workplace which enables you to carry out your role. For example, this could be:

- different start and finish times
- regular breaks at work
- a specific seat at your desk
- modifications to your desk
- any appointments you regularly need to attend to stay well at work.

You own this passport. It should be held by yourself and your current line manager in the department you work in.

You can make changes to the information within the passport when you need to. These should be shared with your line manager, and then recorded on the passport.

## Information about you

The passport has three sections:

- Things my manager should know about my disability or health condition.
- Things that help me to do my role.
- Things to avoid or that make my work more difficult.

In each section there is a space for you to provide this information, which will help your current and future managers understand quickly and clearly the best way to support you at work.

## Employee Personal Details

Full Name

Job Title

Department/Location

## About my Health Condition

Include any useful information you would like your line manager or future line managers to know.

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 about
- Any information regarding medication or interventions that you feel are relevant to work.
- Any support you are already receiving e.g Occupational Health or Access to Work that may be relevant.

### **What my manager should know about my health condition or disability**

### **Things that help me do my role**

Note. Include information here about anything that helps you to access your role and makes your time at work easier. This could be reasonable adjustments you already have had put in place to support you.

### **Time – What times of the day are you able to your best work?**

**Space – What sort of space do you prefer to do you best work?**

**Communicating at Work – What types of communication help you to do your best work?** For example, you may prefer to write down your tasks to help you remember or prioritise.

### Things to avoid or that make my work more difficult

Use this space to say what makes your time at work difficult, such as specific shifts, environment, equipment or not having access to these things.

### **Time – What times of the day are you NOT able to do you best work?**

### **Space – What sort of space hinders your best work?**

**Technology and Equipment – What technology and equipment do you find difficult to use at work?**

**Communicating at Work – What types of communication do you find challenging or hinder your best work?** For example, you may find it difficult to prioritise verbal lists of tasks

## Keep your Passport up-to-date

You can record any changes to your condition or to your working environment in the passport. Please add the date and e-sign it so both you and your manager can check that you have the latest version.

Date Completed

(DD/MM/YYYY)

Employees (e-sign)

Line Manager (e-sign)