

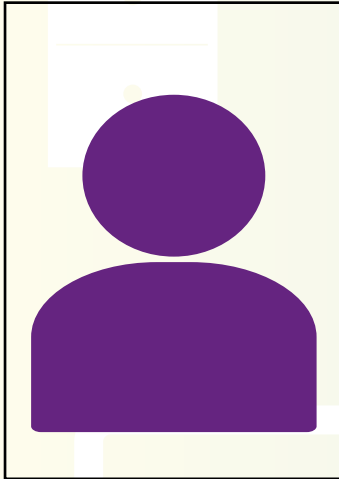


HEALTH PASSPORT

NHS
Health Education England

 **NHS Employers**
Part of the NHS Confederation

Health passport



The individual who owns this document:

Role:

Payroll/employee number:

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

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

You can use this passport to tell a new line manager about your health and anything you have in place in the workplace which enables 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
- a specific seat at your desk
- modifications to your desk
- any appointments you regularly need to attend to stay well at work.

These changes may be those you need all the time, or changes you have in place to accommodate fluctuations in your health. This passport contains four sections for you to provide details about yourself and your preferences in the workplace:

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

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 back page of the passport.

Things 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 work - these could be fluctuations in conditions or symptoms you would like your line manager to be aware of.



Things that help me to do my role

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

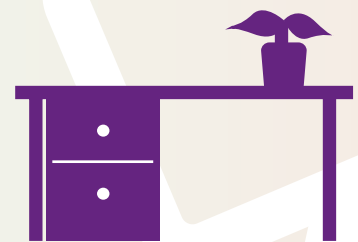
Time

What times of the day work best for you?



Space

What sort of space do you like working in?



Technology and equipment

What technology and equipment helps you at work?



Communicating at work

How do you like to be communicated with in the office and given tasks? For example, you may like to be emailed your work 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 or not having access to certain working arrangements. These could be difficult all the time or as conditions or symptoms fluctuate.

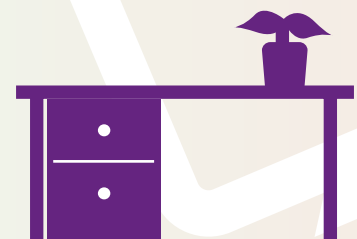
Time

What times of day do not work for you?



Space

What sort of space do you dislike working in?



Technology and equipment

What do you find difficult to use?



Communicating at work

Are there any methods of communication which are challenging for you or that you cannot use?



Additional information

Use this space to share any information not covered in the previous sections. You can also record the outcome of any discussions with your manager here.



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 sign it so both you and your manager can check that you have the latest version.

[illegible]