

HEALTH PASSPORT FREQUENTLY ASKED QUESTIONS

1.0 WHO IS THE PASSPORT FOR?

- 1.1 The health passport is designed by NHS Health Education England and primarily aimed at staff that have a disability (long term health condition (physical or mental) which has a substantial impact on their day-to-day activities). However, the health passport is designed to be a flexible tool and could be used in a range of circumstances; for example recording workplace adjustments for those with temporary debilitating injuries or illnesses.
- 1.2 This document is supported by the Trust's Work Life Balance policy and Access to Work guidance for employee's and manager's available on StaffNet.

2.0 WHY SHOULD I USE A HEALTH PASSPORT?

- 2.1 A health passport is a supportive tool and provides both staff and managers with a number of benefits, including:
- The passport has been structured in a way to encourage a thorough and open conversation about health issues, impacts at work and reasonable/workplace adjustments that can be made to either overcome or mitigate any issues experienced.
 - For staff that have multiple managers (e.g. they work in multiple teams etc.), it can help the member of staff clearly communicate their individual issues and needs to those they report to. The passport can prevent the member of staff having conversations about their health multiple times with different managers.
 - The health passport can provide a timeline for both staff and managers about the types of reasonable/workplace adjustments that have been made.
 - The health passport can act as a prompt to review health conditions and the effectiveness of reasonable/workplace adjustments.

3.0 IS THE HEALTH PASSPORT COMPULSORY FOR THOSE WITH HEALTH CONDITIONS?

- 3.1 The health passport is not compulsory and it is up to the member of staff if they want to use it. Managers can encourage staff to use a health passport, but they will not force a member of staff to use one.

4.0 WHO OWNS THE HEALTH PASSPORT?

- 4.1 The passport belongs to the member of staff and they are free to share the entire or parts of the passport with whom they may wish to. If a member of staff does not have somewhere to securely store their passport, their manager should help identify somewhere.

6.0 WHAT ARE THE MAIN RESPONSIBILITIES OF THE HEALTH PASSPORT?

Staff	Manager
<ul style="list-style-type: none"> Engage in open and frank conversations with their manager(s). If you are disabled consider updating your ESR staff record to reflect this. Administration of the passport (if you are able to complete). Safe storage which protects your confidentiality. 	<ul style="list-style-type: none"> After the initial meeting, set an appropriate review cycle to discuss health issues and reasonable/workplace adjustments with your member of staff. Ensure appropriate referrals to support services are made e.g. Occupational Health, Counselling and Access to Work, etc. Support the member of staff to complete, maintain and update their health passports. Be prepared to fund reasonable/workplace adjustments for the member of staff. Be prepared to consider a range of different flexible working requests for health reasons. Complete the anonymised health passport return.

7.0 SHOULD THE HEALTH PASSPORT BE ELECTRONIC OR PAPER COPY?

7.1 Ideally the health passport would be electronic, as this makes it easier to update and maintain. For members of staff that do not have access to a computer at work, their manager could complete the passport and print it off for both the staff member and manager to sign and date.

8.0 WHY DO MANAGERS NEED TO COMPLETE AN ANONYMIASED HEALTH PASSPORT RETURN?

8.1 One way we can make sure that we are supporting staff with disabilities and health conditions is to make sure the health passport is effective and everyone is accessing the appropriate level of support.

8.2 Collecting this data also gives us a better understanding of the needs of staff and identifies things the organisation needs to do to improve working conditions for staff with disabilities.

8.3 The anonymous Returns Form is a simple and quick form to complete for monitoring purposes which includes:

- The Directorate the staff member works in e.g. Corporate, Surgery, etc.
- The staff group the staff member works in e.g. admin and clerical, nursing and midwifery, medical and dental etc.
- If this is a new or reviewed/amended health passport
- Have reasonable/workplace adjustments been identified e.g. Yes or No
- Has an application to Access to Work been made e.g. Yes or No

- Has a date to review the health passport been set e.g. Yes or No

8.4 Managers should show the member of staff the Returns Form, if there is any information that they do not feel comfortable sharing this should be omitted from the return. ***Please note the fields that are underlined in the return form are mandatory and is the minimum information that should be collected.***

8.5 Once the form is completed, click the button named “click here to send form by email” which will be automatically emailed to: wshnt.equality@nhs.net

8.6 Click the button named “Save As” to save a copy or click “Print” to print a copy of the Returns Form.

9.0 WHERE CAN I GO FOR FURTHER HELP?

9.1 You can contact the following departments for further information:

- Equality, Diversity and Inclusion Team: wshnt.equality@nhs.net
- Employee Relations HR Advice Line: wshnt.hradvice@nhs.net
- Counselling service, St. Richards: wshnt.staffcounselling-strichards@nhs.net 01243 831624 ext 31624, or Worthing and Southlands Hospitals 01903 205111 ext. 85356, wshnt.staffcounselling-worthing@nhs.net
- Disabled Staff Network: wshnt.disabilityforum@nhs.net

10.0 APPENDICES

10.1 Appendix 1 - Access to work - Employee guidance



Access to Work -
Employee Guidance M

10.2 Appendix 2 - Access to work guidance - Managers



Access to Work
Guidance - Managers

10.3 Appendix 3 - Mental Health Guidance for Managers



Mental Health
Guidance for Manage