

Health Passport

The individual who owns this document:

Role:

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, or learning disability/difficulty.

How to use the passport

You can use the passport to tell a new line manager about your health and anything you have 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 back page of 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.

Things to know about my health condition or disability

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.

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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.



Time - what times of the day are you able to best work?

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Space – what sort of space do you like working in?

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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.



Technology and equipment – what technology and equipment helps you at work?

[illegible]

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 specific working arrangements.



Time – What times of day do not work for you?

[illegible]

Space – what sort of space do you dislike working in?

[illegible]



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.

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Technology and equipment- what do you find difficult to use?

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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.

Last updated (date)	Passport owner (signed)	Manager (signed)