

## UHB Staff Disability & Neurodivergence Passport Guidance Document

### Contents

<a href="#"><u>Introduction</u></a>	Page 2
<a href="#"><u>What is a disability and neurodivergence passport?</u></a>	Page 3
<a href="#"><u>How to complete</u></a>	Page 4
<a href="#"><u>Agreeing Reasonable Adjustments</u></a>	Page 6
<a href="#"><u>Share your Disability</u></a>	Page 7
<a href="#"><u>Further information &amp; Resources</u></a>	Page 8

Within this document, the terms disability and disabled are used. This is always intended to include those who;

- have a long-term health condition
- are neurodiverse
- have a physical condition
- have a mental health condition

The Trust is aware that not everyone would describe themselves as being disabled or having a disability, and that this may be especially true for Neurodiverse staff.

It will be helpful to use this document alongside the [guidelines for implementing workplace adjustments for disabled staff or staff with long term health conditions.](#)

## Introduction

Disabled staff are the experts in how their disability impacts them whilst at work. Line managers should seek to understand this impact and explore what reasonable adjustments they can put in place to reduce this impact. Research has shown that reasonable adjustments succeed when supported by colleagues and managers.

Disabled staff do not have to complete a Disability and Neurodivergence Passport, it is an additional level of support and agreement that can be put in place if staff wish to use it.

This document should be treated as confidential and only shared with agreement of the colleague who has completed it.

**Under the Equality Act 2010, you are considered disabled if you have a physical or mental impairment that has a ‘substantial’ and ‘long-term’ impact on your ability to carry out normal daily activities.**

- **substantial means more than minor or trivial, e.g. it takes much longer than it usually would to complete a daily task like getting dressed**
- **long-term means 12 months or more, e.g. a breathing condition that develops as a result of a lung infection**

**Certain conditions, such as HIV infection, cancer, or Multiple Sclerosis, automatically meet this definition from the day of diagnosis.**

Workplace adjustments are anything that removes barriers that a disabled person may face in the workplace. There is no definitive list of

adjustments, as everyone's needs are different, many adjustments will be free or inexpensive to implement. Where there is a cost, the Trust's central pathway for implementing workplace adjustments may be able to support.

**The adjustments themselves can vary between individuals, but could include some of the below, but please note this is not an exhaustive list.**

- **physical – such as desks, headsets, automatic doors or altered lighting**
- **signposting – to additional support inside and outside of the Trust**
- **social – such as shift patterns, working from home or working nearer to home**
- **software – that could support with reading, writing or planning**
- **training– such as coping strategy training, or group training to educate colleagues and bust myths**

### **What is a Disability and Neurodivergence Passport?**

A Disability and Neurodivergence Passport allows;

- colleagues to discuss their disability frankly;
- colleagues to fully explain their disability to those that most need to know;

- managers to understand the best ways that they can support their colleague and agree any reasonable adjustments;
- managers to ask relevant questions;
- and everyone involved to build a relationship based on trust and respect.

The Disability and Neurodivergence Passport can follow a member of staff between roles in the Trust, stay valid when managers change and should be updated if the staff member's needs or role has changed. It is best practice to review at least annually.

The passport should be signed by both the staff member and the manager to acknowledge that both agree to the document.

### **How to complete**

This document should be completed in advance by a member of staff and then discussed with their line manager. Either can request this, but the staff member has the final say if they wish to complete a Disability and Neurodivergence Passport.

The colleague completing this passport should include as much information as possible. The more details that can be shared, the better a line manager will understand how a disability impacts staff in the workplace.

Take the time to contact Occupational Health or Access to Work if their recommendations would help, but these are not mandatory.

Once complete, the member of staff and manager should arrange a meeting to review and discuss. This would usually only include the member of staff and their line manager, unless there were a specific requirement for others to be included. Ensure the meeting takes place in a private location. Everyone may wish to better understand workplace adjustments and appropriate policies beforehand.

**It is important to consider communication preferences during this process. This could include;**

- **completing as a written form**
- **verbally discussing**
- **making an audio recording in advance**
- **a face-to-face conversation**
- **an online conversation**

**The important thing is to understand the impact of a disability in the most accessible way that works for everyone.**

During the meeting, managers and colleagues are both there to better understand the impact of a disability and what adjustments or support can be implemented. Making time to have this conversation will benefit both of you, the wider team, the organisation and ultimately our patients. All parties should leave any presumptions at the door and come with an open mind.

**If at any point it becomes obvious that more information or advice would be useful, the meeting can be paused to do this. It may be useful to discuss;**

- **confidentiality – where will the Disability and Neurodivergence Passport be stored and who will it be shared**

**with. Some colleagues are happy to share this information widely, and some would prefer this to be kept between themselves and their manager.**

- **terms- is everyone clear about terms being used or should they be clarified.**
- **when will the Disability and Neurodivergence Passport be reviewed?**

## **Agreeing Workplace Adjustments**

When deciding if an adjustment is reasonable, an objective review of what is possible should be made. Where an adjustment cannot be supported, it is important to consider if there are any alternative suggestions which could be considered.

Experts can make recommendations as to what is likely to support a disabled member of staff in the workplace, but it is the line manager who must evaluate if these recommendations would be effective and reasonable considering the working area and job role.

**When discussing workplace adjustments, use the following criteria;**

- **how effective the change will be in removing, reducing or preventing the disadvantage?**
- **the practicality of making the adjustment (how long will it take, is training required)**
- **the cost of the adjustment**
- **employer's resource and size**
- **disruption**
- **risk (to others)**

Most workplace adjustments are free or can be low cost and implemented quickly by having an open conversation. Support can be requested from [workplaceadjustments@uhb.nhs.uk](mailto:workplaceadjustments@uhb.nhs.uk)

If adjustments have been implemented, these should be reviewed regularly to ensure they work for all involved and are having the intended impact.

If an agreement cannot be reached about adjustments, information about next steps can be found in section 8 of the [guidelines for implementing workplace adjustments for disabled staff or staff with long term health conditions](#).

Once a Disability Passport has been completed, we ask staff to complete [this form](#). This helps the Trust to understand how well used this document is at UHB. The form is confidential and does not ask for your name.

## **Share Your Disability**

At UHB, we encourage all staff to share their disability status and bring their whole self to work. Keeping your records up to date helps us better understand and support colleagues, creating a more inclusive workplace where everyone can thrive.

You do not need a formal diagnosis or to be registered as disabled to share your disability. If you identify as having a disability based on the definition at the top of this document, you are encouraged to do so.

You can update your disability status by logging into ESR or by scanning the QR code or clicking the link below. The data entered in this form will be used to update your ESR profile. This is confidential and you can hear from colleagues who have shared their disability [by clicking here](#) or searching for the Inclusion pages on the intranet.



[Share your disability status – Fill in form](#)

If you would like to learn more about the support available for disabled colleagues you can email [inclusion@uhb.nhs.uk](mailto:inclusion@uhb.nhs.uk)

### **Further Information and Resources**

**Inclusion Team:** Access to Work guides, details about reasonable adjustments, disability leave and additional support [Equality Diversity and Inclusion - Home](#)

**HR:** [HR - Home](#)

**Management Essential Toolkit:** [Management Essentials Toolkit - Home](#)

**Occupational Health:** [Occupational Health - Home](#)

**Staff Networks:** [Staff Networks](#)

**Wellbeing:** [Wellbeing@uhb.nhs.uk](mailto:Wellbeing@uhb.nhs.uk)

**Workplace Adjustments Officer–** [workplaceadjustments@uhb.nhs.uk](mailto:workplaceadjustments@uhb.nhs.uk)