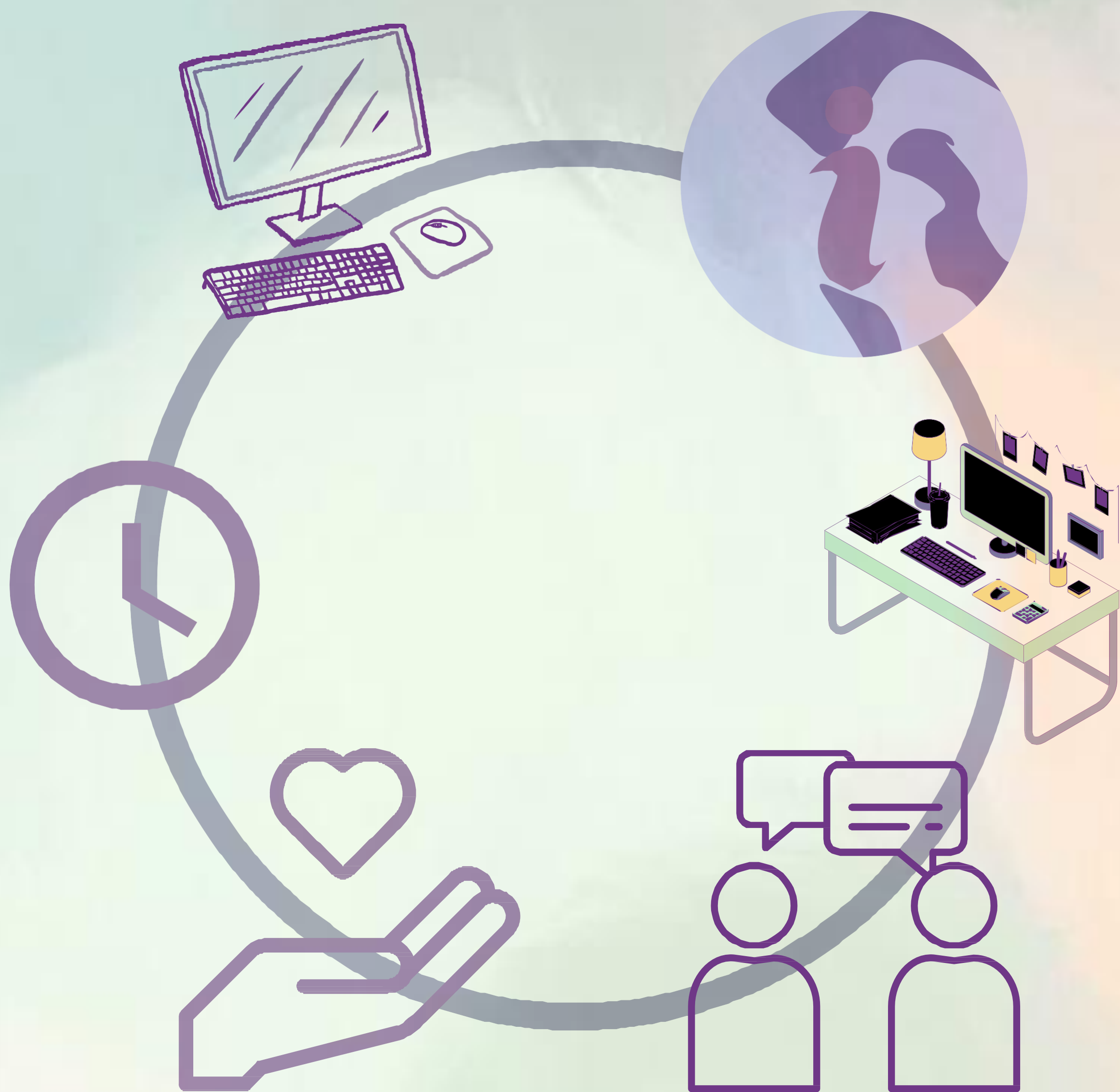




Health Passport

NHS

The Robert Jones and Agnes Hunt
Orthopaedic Hospital
NHS Foundation Trust

Health Passport.

Your Preferred Name:



Role:

Department:

How We Can Support—Where Reasonable

Our commitment is to offer support around the Health Passport initiative in ways that are both practical and considerate of individual circumstances.

Reasonable support may include:

- **Providing Clear Information:** Offering clear and accessible guidance to help you understand what a Health Passport is, how it functions, and what it means for you.
- **Assisting with Access:** Helping you with access or set up your Health Passport, whether that involves navigating an app, receiving a physical document, or answering related queries.
- **Respecting Privacy:** Ensuring all support respects confidentiality and comply with data protection standards, while explaining how personal information will be managed.
- **Accommodating Diverse Needs:** Being sensitive to unique situations, such as supporting those without smartphones, you with disabilities, or if you require information in different languages or formats.
- **Signposting Further Help:** Directing you to additional resources or specialist support, as needed, to ensure everyone can engage with the Health Passport system as seamlessly as possible.

The Health Passport represents an evolving approach to managing health and safety in our Trust. By offering support and thoughtful support where reasonably possible, we can help ensure that you feel informed, empowered, and included.

Expectations Regarding the Health Passport

The Health Passport is more than just a document; it is a dynamic tool for proactive health management and a testament to our collective responsibility to protect and support one another. To ensure the Health Passport is used effectively, the following expectations should be observed:

1. Timely and Accurate Completion

Everyone required to use a Health Passport must ensure that it is completed promptly and with accurate, up-to-date information. Incomplete or outdated records can lead to misunderstandings or delays in care, so it is essential to review and update your Health Passport regularly or whenever there is a change in your health status.

2. Respect for Privacy and Consent

All information within the Health Passport is confidential. Support staff and other authorised personnel must access and use the information only as necessary and in accordance with the individual's consent preferences. Training is provided to all relevant staff on data protection and privacy principles, ensuring compliance with legal and ethical standards.

3. Accessibility and Communication

The Health Passport should be accessible to those who need it, and support staff are available to help you fill out, understand, and update your information. If additional assistance is required, such as translation or alternative formats, we can arrange these accommodations to ensure the Health Passport is an empowering tool for everyone.

4. Collaboration and Proactive Support

We are expected to collaborate closely with you and your families (where appropriate), medical professionals, and other team members. You should use the Health Passport to anticipate needs, prevent emergencies, and provide tailored support, always with sensitivity and respect for your wishes.

5. Regular Review and Feedback

The Health Passport system is designed to evolve based on experience and feedback. You are encouraged to share your experiences and suggestions for improvement. We will periodically review processes and protocols to ensure the Health Passport continues to meet the needs of all parties involved.

6. Training and Continuous Improvement

Ongoing training is provided to support staff to ensure they remain proficient in using the Health Passport, understanding privacy obligations, and responding to emerging health and safety issues. You are encouraged to seek additional guidance whenever uncertain about procedures or best practices.

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

This is a confidential document only to be shared with the consent of the person named above.

The passport is a place where you can share 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 or existing line manager about your health and anything you have in place in the workplace which enables you to carry out your role.

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 access requirements in the workplace:

- | | |
|---|---|
| - About me and what to know. | - Things that help me to do my role. |
| - Technology & equipment. | - Communicating at work. |
| - How to identify when I need additional support. | - How can you tell I need additional support. |
| - What has worked in the past? | - Additional information. |
| - Keep your passport up to date. | |

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.

About me and what to know.

What is your condition/disability and how would you describe it? We want to know about YOU. Physical/Emotional/Social/Behavioural

Physical:

Emotional:

Social:

Behavioural:

Things that help me to do my role.

My skills: This is an opportunity to list your skills and abilities:



Time:

What times of the day work best for you?
For example, you might work better in the morning or prefer a later start time. You may also like to have a set lunch break time.

Space:

What sort of space do you like working in and are there any access requirements to support you?





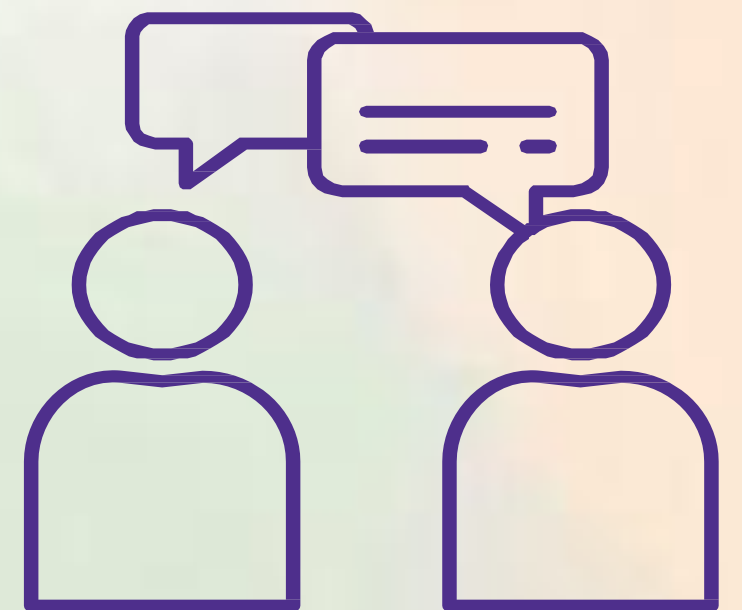
Technology and equipment.

What technology and equipment helps you at work?

Communicating at work.

How do you like to receive communication and tasks at work?

You can use this passport to record any changes in your needs, preferences, or working environment – whatever feels helpful to you.



For example, you may like to be emailed your work tasks to help you remember or priorities.

How to identify when I need additional support.

What challenges may impact my capabilities and potential? For example, loud noises, bright lights, sudden changes in work schedule, changes in medication and hospital appointments.



How can you tell I need additional support?

For example:

Signs: Tiredness, Quiet, Timing issues.

How to Help? Space, Smaller tasks, Time to talk.

What has worked in the past?

What has worked for you previously that offered the best working environment for you?

Additional Information.

This space is yours. You can use it to share anything else you'd like others to understand about you, in your own words. If you've had conversations with your manager or team and want to note anything helpful here, you're welcome to – but there's no pressure. This passport is for you, to help you be understood and support in a way that feels right.

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.

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