

My Health and Wellbeing Passport

*Helping you manage your own
wellbeing while looking after others*





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Introduction

The purpose of your 'My Health and Wellbeing Passport' is to support you to bring your whole self to work. It is recognised that there are many factors that make up every member of staff and that each of us have different individual needs.

Worcestershire Acute Hospitals NHS Trust would like to support all staff to feel confident to bring their whole self to work and know that they will be supported in all aspects of their health and wellbeing, whether this relates to their working life or personal life.

This Health and Wellbeing Passport is intended to help you to reflect your individual needs

and support you to undertake your role effectively within a supportive environment where your diversity is celebrated. It can be used by any member of staff who feels that they need support at work in relation to their wellbeing.

For example, a member of staff who has a disability or long-term condition, someone who has caring responsibilities outside of work, parents with children or those who observe religious festivals or celebrations such as Ramadan.

You can ask your line manager to support you to complete your Health and Wellbeing Passport or your manager may suggest this to you if they feel it could benefit your health and wellbeing. You can also transport this passport with you if you move to a different role within the Trust or if you have a new line manager. This passport should be reviewed regularly with your line manager to ensure that the

support in place continues to meet your needs. The review should be at least annually but may be more often than this if you need more regular support or if your needs change. Any changes should be recorded in Section 11.

There is no requirement to complete all sections of the Health and Wellbeing Passport as you may find that some sections are not relevant to you.

This is your Health and Wellbeing Passport and should be something that you find helpful and that makes a positive difference to your health and wellbeing. If at any time you feel that further support is required, please speak to your line manager who will review your passport jointly with you. You can also find a list of other contacts within this passport that you may find helpful.

If you need any help and support with completing your Health and Wellbeing Passport, please contact wah-tr.healthandwellbeing@nhs.net.

Please remember to download and save a local copy before filling it in.

1. My Personal Details

Name	
Job Title	
Employee Number	
Team/Department	
Directorate	
Name of Line Manager	

2. Confidentiality Agreement

The information held in this Health and Wellbeing Passport is **confidential and will not be shared with any other party without your written consent**. You are the owner of your Health and Wellbeing Passport and given the confidential nature, you should hold a copy of the passport personally and can share with your line manager as needed. You should agree with your line manager who, if anyone, should have access to your passport and where it should be stored.

Employee's Signature:	
Date:	
Line Manager's Signature:	
Date:	

3. My Personal Circumstances

Please use this space to give a description of your personal circumstances. This can include anything that has an impact on your life inside or outside of work. For example, your disability, long-term health condition, menopause, religion, gender reassignment, caring or childcare commitments.

A large, empty rectangular box with a thin black border, intended for the user to provide a detailed description of their personal circumstances. The box is currently blank.

Please use this space to **describe how your personal circumstances may impact your health and wellbeing at work**. You may wish to include details here of who should be contacted if you become unwell at work, for example if you suffer with migraines or epilepsy and suddenly become unwell at work and may not be able to make your way home without additional support.

4. Disability/Long Term Health Condition(s)

What is the nature of your disability, neurodiversity or long-term health condition?

This could include the nature of any health issues/when you were diagnosed/day-to-day symptoms/what is a good day and a bad day/how you manage them/if your condition fluctuates how often are episodes/what are triggers/ any existing aids or equipment/ how your health impacts on your mood/ do you experience pain/any side effects of treatments.

Is your disability/health condition long-term or expected to improve/deteriorate?

Are there any Occupational Health/Access to Work Recommendations? (it may be useful to refer to any appropriate reports)

What support/reasonable adjustments would benefit you at work?
Would you like to discuss possible support options? e.g. flexible hours, reduced hours, equipment, change of duties?

5. Reasonable Adjustments

Reasonable adjustments are changes made by the Trust to remove or reduce a disadvantage related to your disability. This might include making changes to the workplace, finding a different way to do something, changing your working arrangements or providing you with equipment, services or support. Reasonable adjustments are specific to you as an individual and can cover any area of work.

Please use this space to record any reasonable adjustments that you have discussed and agreed with your line manager (what is practical, reasonable and likely to be effective). Detail clearly each adjustment and who will do what.

If you are unsure about how to take an action forward, detail who will look into it and by when.

If your line manager has not been able to agree an adjustment, they should provide you with information about the reason this cannot be supported and this should be documented below.

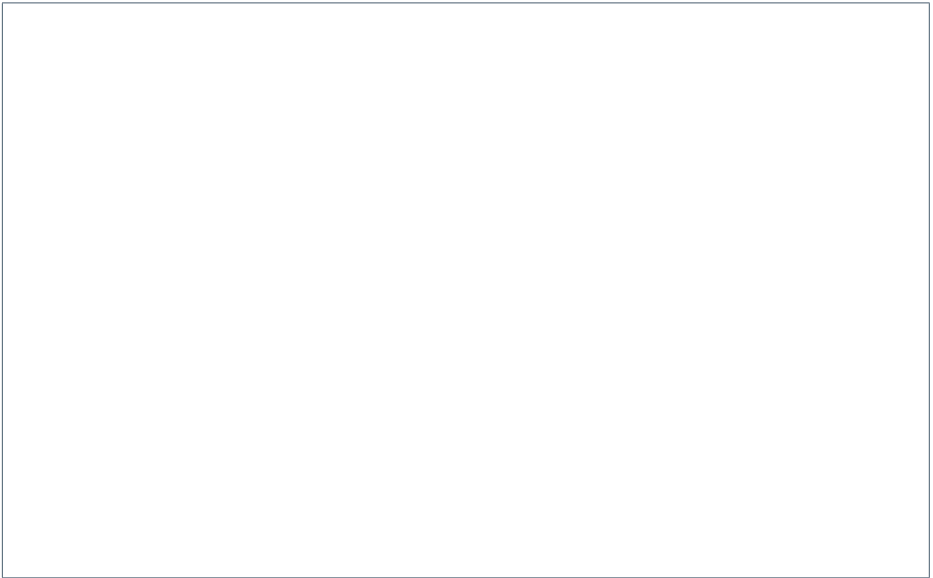
Suggested Reasonable Adjustment	Responsibility (who will do what)	Date Agreed

NB: if flexible working is agreed as a reasonable adjustment, the flexible working application process must also be completed. [You can access the flexible working policy and toolkit and additional resources here.](#)

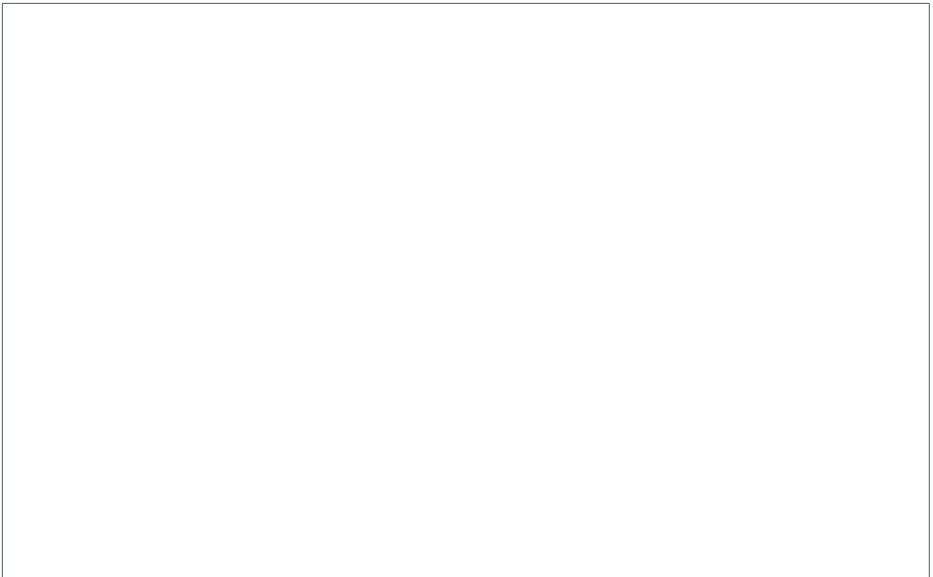
What information, if any, needs to be shared with your team to support the agreed adjustments to be implemented? You should agree what information will be shared and who it will be shared with.

6. My Personal Wellbeing Action Plan

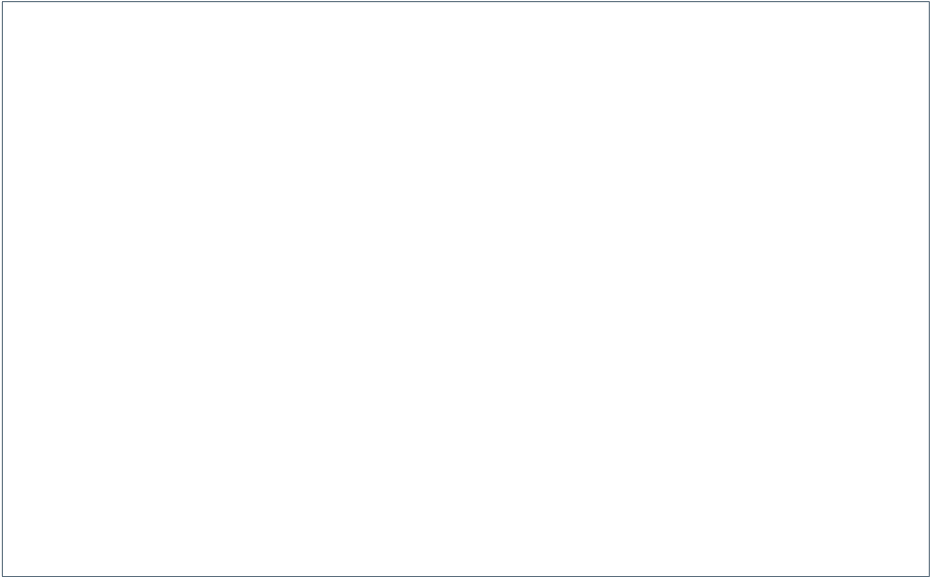
How do you feel when you are at your best?

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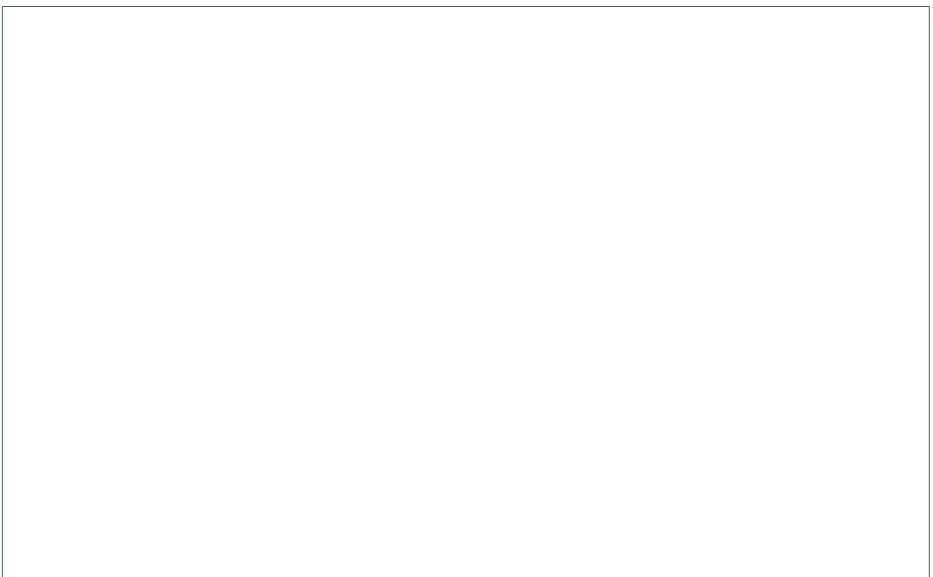
How do you feel when your wellbeing is drained?

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**What are the warning signs for a drop in your wellbeing?
What might other people notice?**



What things do you do to maintain/enhance your health and wellbeing?



What additional support would be helpful to maintain/enhance your health and wellbeing?

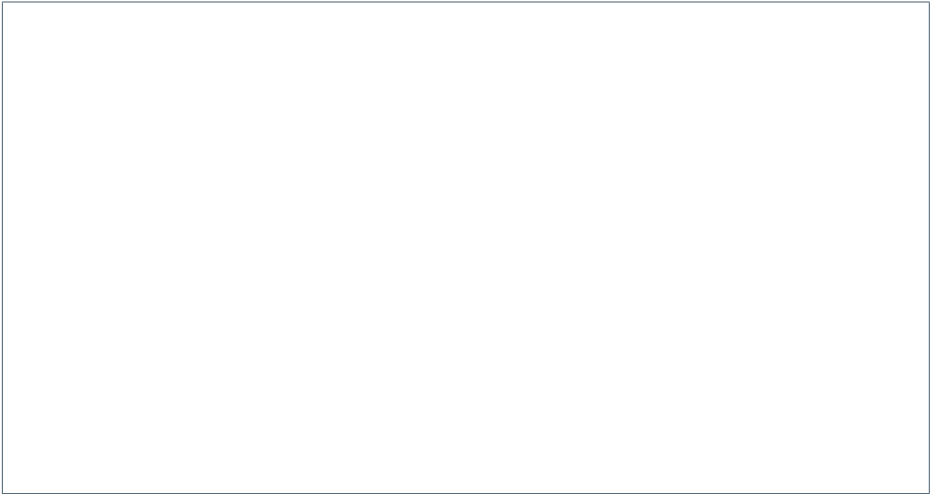


You may find that a Wellbeing Conversation with your Line Manager or a trained Facilitator would be helpful to discuss this further. [You can find out more about Wellbeing Conversations here.](#)

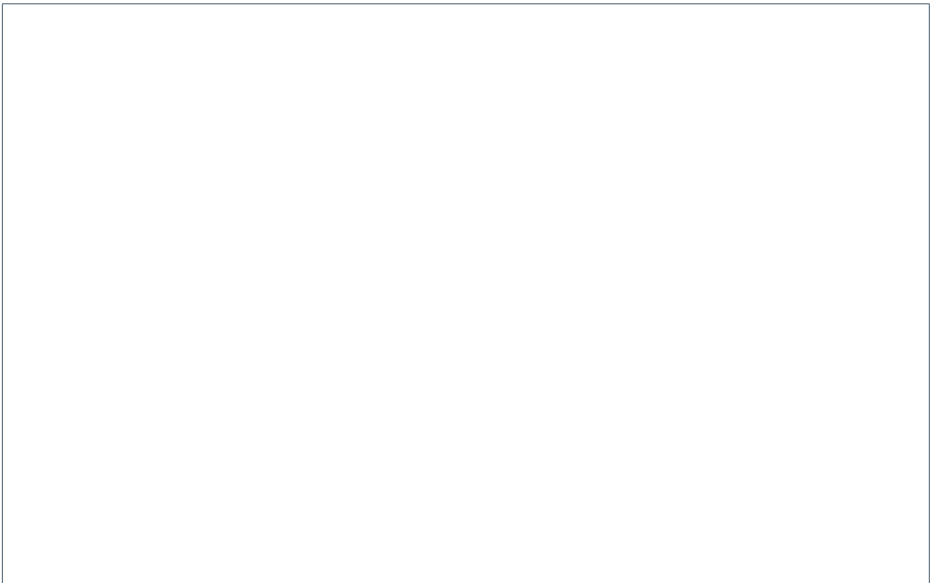
7. My Caring Responsibilities

Please use this space to give a brief description of your caring responsibilities. For example, who you are a carer for? If appropriate, how long have you been a carer? Do you currently have any additional support in your caring role? How do you expect your caring role (and its impact) could change in the future?

What impact do your caring responsibilities have on you at work e.g. time off for appointments, emergency time off, carer telephone time at work?



Is there any help and support that you need to help you to continue your caring and work role, for example flexible working, hybrid working, rolling carer days?



8. Work-Life Balance and Flexible Working

Please use this space to identify any relevant information regarding your work-life balance and your commitments outside of work that may have an impact on your working time/pattern.

Do you currently have any flexible working arrangement in place? If so, please set out the nature of your current flexible working arrangement and whether this fully supports your needs.

Is there any help and support you need to help you manage your work-life balance or flexible working needs?



If you need to make a formal flexible working request or need more information about flexible working following your discussion, [you can access the policy and toolkit and additional resources here.](#)

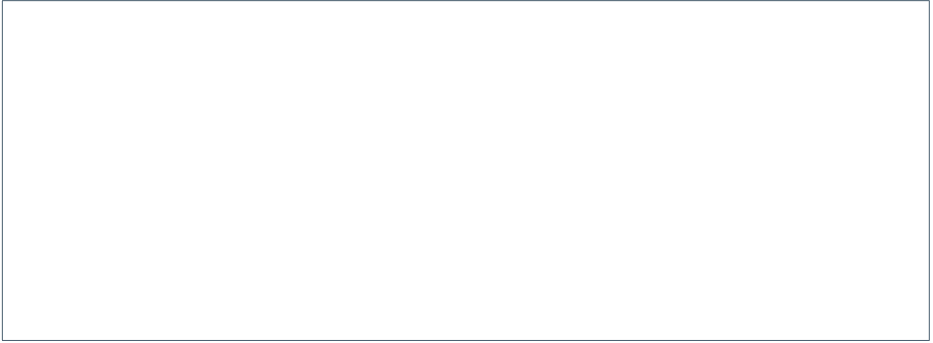
9. Financial Wellbeing

Financial Wellbeing is an important consideration when thinking about your overall health and wellbeing and it is important to address this alongside your physical, emotional and mental wellbeing. Your manager or the Trust cannot provide you with financial advice but they can give you guidance about services that can provide you with impartial advice on money and support you if money worries are affecting your health and wellbeing.

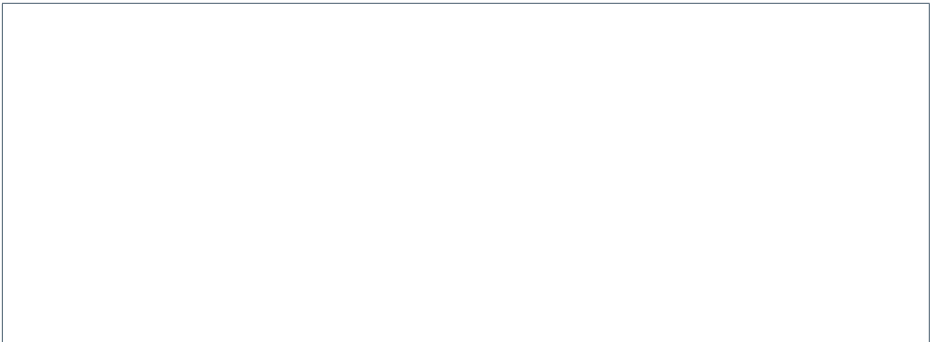
Please use this space to describe how you feel about your current financial wellbeing? It might help to think about financial wellbeing as feeling secure and in control of your finances. This can include being able to make the most of your money day-to-day whilst being able to deal with the unexpected and plan for the future.

Is there anything that you feel will impact your financial wellbeing in the next 12 months?

Do money worries have an impact on your wellbeing or your ability to do your job?

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Is there any help and support you need to help you manage your financial wellbeing?

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[You can access more information via the Financial Wellbeing Hub here.](#)

10. Additional Information

Please use this space to share any other information that may be relevant to your health and wellbeing that hasn't been covered in the previous sections.

A large, empty rectangular box with a thin black border, intended for the user to provide additional information relevant to their health and wellbeing.

Further Support

You can access further information about the health and wellbeing support available for staff via the [Wellbeing Matters Hub](#).



Staff Health and Wellbeing Guardian

The Staff Health and Wellbeing Guardian is available to listen, offer guidance and ensure you know what support is available to help you improve and maintain your wellbeing at work.

You can contact the Staff Health and Wellbeing Guardian via wah-tr.healthandwellbeing@nhs.net

Wellbeing Conversation Facilitators

Wellbeing Conversations are genuine, caring, confidential and supportive discussions.

Your Manager/Team Leader should offer you regular Wellbeing Conversations, however we also have a number of independent, trained colleagues called Wellbeing Conversation Facilitators should you prefer to have a Wellbeing Conversation with someone of your choice.

You can contact any of the Wellbeing Conversation Facilitators directly and their details can be found on the [Wellbeing Conversations intranet page](#).

DAWN Staff Network

The DAWN Staff Network is for all colleagues with a disability or long-term health condition and their allies. The group provides a platform for disabled colleagues to be able to support one another, share work related experiences and influence future policy/practice. Please email wah-tr.wahstaffdisability@nhs.net if you would like to get involved and to find out more about the support available.

Faith and Spirituality Network

The Faith and Spirituality Network is a group of colleagues and allies from all faiths or no faith working together with the aim of creating a culture where the value of Spiritual care is an integral

part of healthcare. To find out more on the support this network provides or to get involved please contact our Chaplaincy Team on 01527 505723.

EmbRACE Staff Network

The EmbRACE Staff Network is an active network of colleagues and allies working together with the aim of helping create a culture where all staff and patients, regardless of their race or ethnicity, feel supported, cared for, and are treated with dignity, kindness and respect.

Please email wah-tr.embracenetwork@nhs.net if you would like to get involved and to find out more about the support available.

LGBTQ+ Staff Network

The network aims to provide LGBTQ+ colleagues and their allies with a voice to support the Trust Board and Executive to make positive changes to improve patient care and provide a psychologically safe and flourishing work environment. Please email wah-tr.lgbtqplusnetwork@nhs.net if you would like to get involved and to find out more about the support available.

Network of Staff Supporters (NOSS) Counselling Service

A caring and confidential service for all staff. A 24-hour helpline is also available.

☎ 01978 780479

TherapyServices@optimahealth.co.uk

Staff Psychological Wellbeing Service

The service provides a safe and confidential space for staff to check in with their psychological wellbeing and to discuss any additional support needed.

You can contact the service by emailing wah-tr.staffpsychological-wellbeingservice@nhs.net.





Occupational Health and Wellbeing Service

Occupational Health provides independent advice to both managers and employees on the health of individuals at work, the working environment, health risks associated with the workplace and any occupational implications.

You can contact the service by emailing wah-tr.OccupationalHealth@nhs.net or calling 01905 760693.

Chaplains

For spiritual, pastoral and religious care for staff. The Chaplaincy Team are available on 01905 760124 or 01527 505723.

Human Resources

HR are a confidential and safe team to speak to and can offer

guidance and information on other services, in addition to support. You can contact the HR Team by calling 01905 760410 ext. 38594 or emailing wah-tr.hrenquiries@nhs.net.

Trade Union Representatives

Trade union representatives can provide advice and support to their members. [Find your local Trade Union representative here.](#)

Freedom to Speak up Guardian

You can speak in confidence with the Freedom to Speak up Guardian, who will support you and ensure you are listened to and supported confidentially.

[The Freedom to Speak up Portal can be accessed here](#) or you can email wah-tr.freedomtospeakup@nhs.net.