



DISABILITY PASSPORT

NHS Lothian

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Contents

1.0 Reasonable Adjustments Guidance	2
The disability passport guidance and agreement should be used to formalise the requirements of the above guidance.	2
1.2 What is a disability?	2
In order to promote best practice and to avoid any potential discrimination, it is sensible not to make a judgement about whether someone falls within the statutory definition of disability, but instead focus on meeting the needs of each employee.....	2
2.0 What is a disability passport?	2
3.0 Purpose of the Passport	3
4.0 Completion of the Passport	3
4.1 Section 1: About the disability	3
4.2 Section 2: Occupational Health Recommendations	4
4.3 Section 3: What adjustments would support the employee fulfilling their role? 4	
4.4 Section 4: Adjustments agreed	4
4.5 Section 5: Sharing with the team.....	5
4.6 Review	5
5.0 Changes to role/ manager/ location etc.	5
6.0 Storage of the Passport	5
Disability Passport - STRICTLY CONFIDENTIAL	6
Disability passport review record.....	7
Resources	8

1.0 Reasonable Adjustments Guidance

1.1 This document should be used in conjunction with the [NHS Lothian Reasonable Adjustment Guidance](#). The guidance includes information on:

- What is a disability?
- What does the law require?
- Implementing reasonable adjustments

The disability passport guidance and agreement should be used to formalise the requirements of the above guidance.

1.2 What is a disability?

Under the Equality Act 2010, a disabled person means someone who has a disability. Disability is defined in the Equality Act 2010 as being 'a physical or mental impairment' which has a substantial and long-term adverse effect on someone's ability to carry out normal day to day activities. In the Act, 'substantial' means more than minor or trivial. In addition, some long-term conditions, e.g., people who have cancer, HIV and multiple sclerosis, are considered to be disabled people under the Act from the point of diagnosis.

Progressive conditions and those with fluctuating or recurring effects can also be considered disabilities depending on their impact. Examples of progressive conditions include motor neurone disease, muscular dystrophy, and forms of dementia. Examples of conditions with fluctuating or recurring effects include rheumatoid arthritis, myalgic encephalitis (ME), chronic fatigue syndrome (CFS), fibromyalgia, epilepsy, and mental health conditions such as depression, bipolar disorder, and obsessive-compulsive disorder.

Neurological differences will often also meet the definition of disability under the Equality Act 2010. These differences can include, but are not limited to, people with Dyspraxia, Dyslexia, Attention Deficit Hyperactivity Disorder (ADHD), Dyscalculia, Autistic Spectrum, Tourette Syndrome, and others.

The list of conditions that are automatically considered a disability is constantly being added to over time. For additional guidance on disability, please see [Schedule 1 of the Equality Act 2010](#).

In order to promote best practice and to avoid any potential discrimination, it is sensible not to make a judgement about whether someone falls within the statutory definition of disability, but instead focus on meeting the needs of each employee

2.0 What is a disability passport?

NHS Lothian values its disabled employees and recognises that they bring a wealth of knowledge and experience to the organisation. The disability passport is intended to guide a conversation to find the best ways to reduce barriers and enable staff to thrive in their roles.

A disability passport is a document completed by a disabled employee and their line manager. It provides a framework within which to discuss the employee's health and what changes/adjustments can be made at work to assist them. Once these changes have been agreed the document is signed by both parties to indicate that the adjustments will be made and upheld. This means that if the employee's line manager changes, they do not have to explain their requirements again and that the current arrangements will not be withdrawn.

3.0 Purpose of the Passport

3.1 The purpose of this passport is to:

- make sure that everyone is clear and has a record of what adjustments have been agreed
- reduce the need to reassess adjustments every time there is a change in job, location, or manager (except where the employee's circumstances have changed)
- provide the employee and their manager with the basis for future conversations about adjustments, including their ongoing effectiveness.

3.2 The passport could also be used to record in one place:

- Changes in behaviour for managers and colleagues to look out for that may indicate that someone's health, wellbeing or condition is declining, or an episode of poorer health or wellbeing is beginning.
- Situations and things that can impact the disability or condition and how these can be minimised.
- Recommendations from occupational health or vocational rehabilitation (if applicable).

4.0 Completion of the Passport

The passport should be completed through a discussion between the employee and their line manager.

4.1 Section 1: About the disability

The employee can choose to share as much information as they are comfortable with. It is not compulsory to share any specific information, but it might help the line manager to understand the disability. Information shared could include:

- the nature of the condition or impairment, including the medical name if applicable
- how long the disability has been present

- daily symptoms and how they are managed – what does a good day look like? What does a bad day look like?
- for fluctuating conditions, how often does the employee have flare-ups and their triggers
- existing aids or equipment (e.g., parking, mobility aids)
- any side effects of treatment
- impacts on emotional wellbeing
- specific tasks or environments in the that make it difficult for the employee to participate or carry out their job

4.2 Section 2: Occupational Health Recommendations

If Occupational Health have already been consulted and they have advised on appropriate adjustments, these should be documented here.

4.3 Section 3: What adjustments would support the employee fulfilling their role?

The employee should complete this section, this could cover equipment (software or hardware), changes in hours or breaks, or staff awareness training. The [Reasonable Adjustments Guidance](#) has a non-exhaustive list of suggestions.

For some significant adjustments relating to work pattern or location, the relevant NHSScotland Workforce Policy should be followed.

4.4 Section 4: Adjustments agreed

This is where all the discussions so far are summarised to explain what has been agreed as practicable, reasonable in the circumstances, and likely to be effective. Detail clearly each action and who will do what. If there is uncertainty about how to take an adjustment forward, detail who will look into this and when. Timescales for agreeing reasonable adjustments are outlined in paragraph 6.25 of the Reasonable Adjustments Guidance.

The manager responsible for arranging the reasonable adjustment will keep the employee informed of progress and any decisions being taken in respect of the situation. Employees should be aware that the manager may need to get additional advice (e.g., from Occupational Health, eHealth, Employee Relations or Access to Work) before any adjustments or changes can be agreed and implemented. However, this process should not be subject to any undue delays, and the employee should be consulted and kept informed of progress throughout.

Where requests for reasonable adjustments are made, this should be supported where possible and should only be refused for valid service or organisational reasons.

Funding should not be a barrier to making adjustments. In some situations funding may be available through [Access to Work](#). All possible funding avenues should be exhausted before an adjustment is denied due to cost. Managers are encouraged to seek advice from Employee Relations in such instances.

4.5 Section 5: Sharing with the team

Use this section to detail what can be shared and with whom. If any adjustments directly involve the employee's wider team (e.g. staff awareness training) then it will be easiest if they know why. However, it is up to the employee what is shared and with whom.

4.6 Review

This passport should be reviewed regularly (at least every twelve months, or sooner if there is any change to the employee's job or the effects of their disability) to check if the adjustments are still appropriate and effective. This is a good opportunity to check the progress of implementing adjustments and follow up as required. It is also a chance to assess how effective adjustments are once in place. If any adjustments no longer work, they can be removed, and other options should be considered.

5.0 Changes to role/ manager/ location etc.

If the employee changes their job role or has a new manager, the employee should provide them with a copy of the passport so that they understand what adjustments have been made.

If the employee remains in the same role and the effects of the disability remain the same, the new managers should accept the adjustments outlined in the passport.

If the effects of the disability change or if the employee moves to a new role, department, site, or there are other changes to the job which could mean that the adjustment may no longer be appropriate, then the adjustments should be reviewed straight away.

6.0 Storage of the Passport

The Disability Passport is a confidential document. Upon completion a copy should be provided to the employee and a copy retained securely on the employee's Personal File in accordance with NHS Lothian's Information Governance Guidance and GDPR legislation.

Disability Passport - STRICTLY CONFIDENTIAL

Disability Passport for (employee):	
Completed on:	
Completed with (Manager):	
Review date <i>(no more than 12 months from original meeting date):</i>	

1. About your disability

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2. Occupational Health recommendations - if applicable

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3. What adjustments do you need?

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4. Adjustments/actions agreed

Responsibility

Date put in place

4. Adjustments/actions agreed	Responsibility	Date put in place

5. Sharing with your team

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Employee signature:

Date:

dd/mm/yyyy

Manager signature:

Date:

dd/mm/yyyy

Disability passport review record

I believe there are changes in my condition/disability (and/or changes to my situation which impact on my condition/disability) that require the following changes to be made to the current agreed adjustments.

Reviewed adjustments/actions agreed	Responsibility	Date put in place

Sharing with your team

Employee signature:

Date:

dd/mm/yyyy

Manager signature:

Date:

dd/mm/yyyy

Date of next review: dd/mm/yy

Resources

NHS Lothian Disabled Employee Network –

<http://intranet.lothian.scot.nhs.uk/StaffRoom/StaffNetworks/DisabilityNetwork/Pages/default.aspx>

NHS Lothian Reasonable Adjustments guidance –

<http://intranet.lothian.scot.nhs.uk/HR/az/Documents/Reasonable%20Adjustments%20Guidance.pdf>

Lothian Work Support Services –

<https://services.nhslothian.scot/lothianworksupportservices/>

NHS Lothian Inclusive Learning Framework –

http://intranet.lothian.scot.nhs.uk/HR/About/ourservices/EducationandEmployeeDevelopment/Documents/Inclusive%20Learning%20Framework_APPROVED_NOV%202020.pdf

NHS Lothian Occupational Health –

<http://intranet.lothian.scot.nhs.uk/Directory/OccupationalHealthAndSafety/Pages/default.aspx>

NHS Lothian OH Dyslexia Pathway Guidance –

<http://intranet.lothian.scot.nhs.uk/Directory/OccupationalHealthAndSafety/Documents/FAQ/OHS%20Dyslexia%20Pathway%20Guidance%20April%202022%20Final.docx>

NB: Occupational Health is not able to provide assessments for dyslexia. The linked document has information about obtaining a diagnosis.

NHS Lothian Staff Support And Counselling –

<http://intranet.lothian.scot.nhs.uk/Directory/OccupationalHealthAndSafety/StaffSupportAndCounselling/Pages/default.aspx>

Access to Work – <https://www.gov.uk/access-to-work>

Equality and Human Rights Commission - In employment: Workplace adjustments –

<https://www.equalityhumanrights.com/en/multipage-guide/employment-workplace-adjustments>

[NES Trainee Development and Wellbeing Service -Trainee Development and Wellbeing Service \(nhs.scot\)](#)