



**NHS**

**University Hospitals of  
Derby and Burton**  
NHS Foundation Trust

my   
*health*  
& wellbeing  
plan



EXCEPTIONAL  
*Care Together* 

Your Work Life • Your Support • Your Health & Wellbeing

## INTRODUCTION

Many things might affect how you feel at work like your workload, how much control you have in your job, the general environment and whether you get on well with your team. Lack of sleep, money worries, health issues, caring and childcare responsibilities, and other issues not related to work might also affect you. The health and wellbeing of everyone of us at UHDB is important, and so we have created this plan to support us to be as healthy and well as we can be by helping us to think about WHAT support we might need and HOW we are going to access this going forwards.

My Health and Wellbeing Plan provides guidance across the following 6 areas:

1. **H**Health and Wellbeing Assessments
2. **E**ngagement and Support of Others
3. **A**ccessing Support
4. **L**ife / Work Balance
5. **T**ime to Talk – Wellbeing Conversations
6. **H**elp to be as Healthy as I can be

Everyone should have the opportunity of supportive on-going conversations about their wellbeing. You might find this plan useful when you have conversations with your line manager for example, in 1-1's, appraisals, or if you experience a health issue. You might find this plan useful to help you identify what you want to discuss and what you feel the most appropriate sources of support might be, alongside any previous risk assessments or one-to-ones you have had.

Wellbeing Champions, Freedom to speak up champions, Chaplaincy, staff networks and staff forum alongside other colleagues in supportive roles can also support you with your plan, and you should share as much or as little of it as you feel comfortable to help you get the support you require.

We encourage you through this plan to consider changes you might wish to make to support your health and wellbeing, and signpost those that can support you to get the most appropriate guidance and resources. If your health and wellbeing is impacting you at work, we strongly encourage you to discuss your plan with your line manager.

## SUMMARY

### Health & Wellbeing Assessments

Understand and reflect your own health and wellbeing by completing self assessments such as those in this plan, seeking advice from reputable sources e.g. [www.people.nhs.uk](http://www.people.nhs.uk), your pharmacy/GP and occupational health.

### Engagement of Others

When you and your manager meet for one-to-one's, it can be helpful to consider '**what do I want my colleagues to know about my wellbeing**' and '**what would I like my manager/colleagues to do if they notice an impact on my wellbeing**'. The questions and resources that are contained in this plan are designed to help you reflect on your wellbeing and consider where you can access support.

If you are unwell and absent from work, you and your manager will keep in touch to check how you are doing and if you need any support. The wellbeing team can also support you with your questions, and you can email them at [uhdb.gethealthystayhealthy@nhs.net](mailto:uhdb.gethealthystayhealthy@nhs.net).

### Accessing Support

There are a range of resources available via the Wellbeing Team and our NHS partners on the wellbeing pages <https://neti.uhdb.nhs.uk/your-wellbeing> If you are away from site without access to this network, your line manger can support accessing and providing these resources. Consider what support might be beneficial to your health and wellbeing and any adjustments that would help you at work. Examples of adjustments could include: change of shift patterns, change of contracted hours, change of work location, redeployment to an alternative role, adjustment of sickness absence triggers, use of assistive technology/equipment, adjusted start and finish times, additional unpaid leave, and a phased return to work.

Adjustments can be recommended by Occupational Health, your GP, or suggested by you and your manager.

### Life / Work Balance

Think about what things you do regularly to keep yourself well. Making positive changes to your lifestyle can set the best foundations for a good quality of life, reduce the risk of future illness and help with recovery. Everyone should feel comfortable bringing their whole-self to work!

## Time to Talk – Wellbeing Conversations

Once you have reflected on your health and wellbeing, it may be helpful to consider what steps you are going to take next. Conversations about your wellbeing at work should be ongoing if you want them to be, whether that be with your work-family and friends, line manager, or support teams and advocates from across the trust, such as Wellbeing Champions, Speak up Guardian, Chaplaincy and HR. This action plan is designed to help you with those conversations, recognising that reaching out for support can sometimes feel uncomfortable. **Remember, it is okay, to not be okay.** Confidential, impartial support is also available via our Employee Assistance Programme, and you can share as little or as much of the plan as you feel appropriate.

## Help to be as Healthy as I can be

There are a range of opportunities that you can take (both internal and external to UHDB) to support your health and wellbeing. See the latest “Your support” poster for more information. Some of the key things to consider are: diet and nutrition, exercise, hydration, alcohol awareness, smoking cessation and sleep. For more information on all of these, visit the Wellbeing pages on Net-I <https://neti.uhdb.nhs.uk/your-wellbeing>

**Eye tests**- The Trust will pay for eye testing at the Trust’s chosen optician, for colleagues who are identified as display screen equipment users. Your manager will check if you are eligible.

**Employee Assistance Programme** - a 24 hour a day, seven days a week free confidential counselling, advice and support service which includes: Counselling and Emotional Support, Legal and Tax Advice, Debt and Everyday Matters, Family Care and Management Guidance. You can access the EAP by visiting [www.well-online.co.uk](http://www.well-online.co.uk) using the login: DTLogin and the password: wellbeing. Call 0800 085 1376 or use the Text Relay service 18001 0800 085 1376, or email [assist@cic-eap.co.uk](mailto:assist@cic-eap.co.uk). You can also ‘Live chat’ with CiC by visiting the Net-i wellbeing pages or logging into Well-online

**Exercise Classes** - You can find more information about the dates, times and cost on the Trust’s Intranet pages here: <https://neti.uhdb.nhs.uk/wb-physical-access-to-exercise>

**Stress Awareness Training** – search ‘stress’ on Net-I to book or visit <https://neti.uhdb.nhs.uk/wb-emotional-stress>

**Coaching/Mentoring** - You can apply for a coach or mentor via the Intranet or by emailing [uhdb.coachingandmentoring@nhs.net](mailto:uhdb.coachingandmentoring@nhs.net)

**Mediation** - To book an appointment or to find out more about mediation email [uhdb.getthehealthystayhealthy@nhs.net](mailto:uhdb.getthehealthystayhealthy@nhs.net)

**Financial Wellbeing** – We have some resources on net-I to help you with your financial wellbeing here: <https://neti.uhdb.nhs.uk/coronavirus-caringforyourself-wellbeinginfo>

**Access to Work** - You can contact Access to Work for help to pay for particular adjustments to help you to do your job. [www.gov.uk/access-to-work](http://www.gov.uk/access-to-work)

**Wellbeing Champion** – you can contact a wellbeing champion in your area for more support, or become a champion yourself! See <https://neti.uhdb.nhs.uk/your-wellbeing-wellbeing-champions>

**Staff-Forum and Staff Networks** – you can join the staff-forum and there are a number of staff networks for you to get involved in and contribute to. Search these on Net-i for the most up to date information

# 1. HEALTH & WELLBEING ASSESSMENTS

## The Wellbeing Wheel – Self-Assessment

This self-assessment of your general wellbeing might help you to identify where changing things could make a difference. Look at the statements and record your score on the wheel about how satisfied you are with each of the different areas of your wellbeing.

### Physical Health & Wellbeing

Consider your exercise, nutrition, and health habits:

- Do you eat a balanced nutritional diet?
- Do you exercise regularly - 3 times a week?
- Do you use alcohol in moderation and a non-smoker?
- Are you generally free from illness?
- Are you a healthy weight for your height?

### Emotional Health & Wellbeing

Consider your feelings and reactions:

- Are you able to label your feelings?
- Do you have positive thoughts?
- Can you console yourself in times of trouble?
- Do you adapt to change easily?
- Do you feel able to cope if you experience something difficult?

### Intellectual Health & Wellbeing

Consider your approach to learning:

- Do you continue to learn new things?
- Do you have hobbies and find time to do these?
- Do you commit time and energy to your own development?
- Are you satisfied with your educational plan or vocation?
- Do you have intellectual goals e.g. learning new skills, qualifications?

### Social Health & Wellbeing

Consider your relationships with others:

- Are you able to resolve conflict?
- Are you aware of the feelings of others?
- Do you have satisfying social interaction with others?
- Do you have a close trusting relationship with a few people?
- Are you aware of and able to set your own and others boundaries?

### Financial Health & Wellbeing

Consider your financial welfare and its impact:

- Do you use money positively e.g. avoid excessive gambling/amass goods?
- Do you have the right level of financial support and the advice you need?
- Do you have financial plans for the future?
- Do you have a balance between work and other aspects of my life?
- Is your health affected by the financial situation of you or your family?

### Spiritual Health & Wellbeing

Consider what is important to you with regards personal growth:

- Do you have a sense of meaning/purpose in your life?
- Do you trust others and are able to forgive yourself?
- Do you have a general sense of serenity and satisfaction with your beliefs?
- Do you have principles, ethics or morals that guide your behaviours?
- Do you practice meditation, pray, or take time to just relax?

Use each segment of the wheel to indicate a score out of ten for how satisfied you are with your health and wellbeing. The statements above can guide this.

Any areas with a low score might be helpful for you to focus on and explore what support is available:

**Notes**

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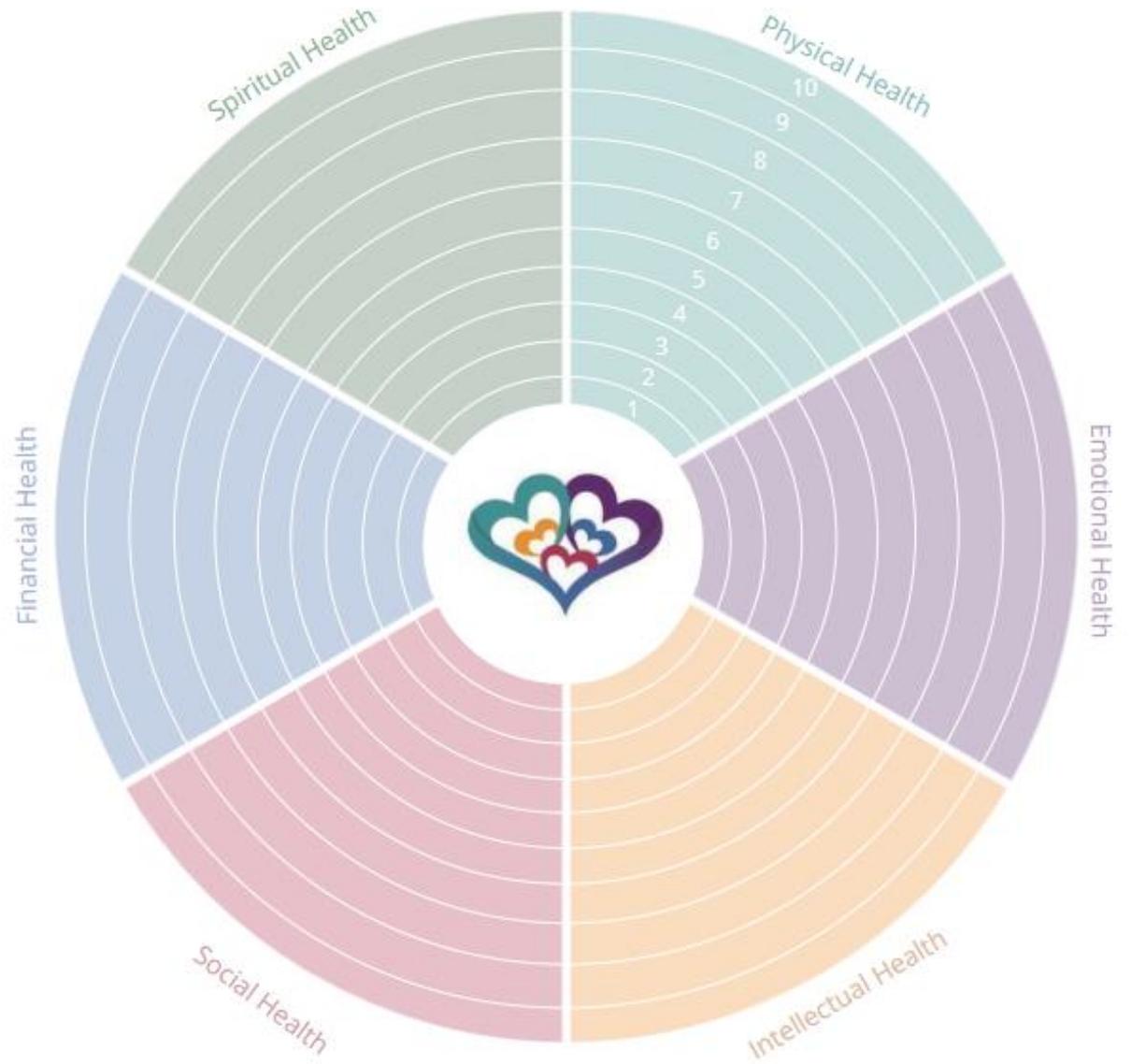
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## What Influences Me to Stay Well...

Below are a series of questions you can ask yourself to help identify where and how you could make changes to support both your physical and mental health.

<i>You – Your physical health</i>		<i>You – Your psychological health</i>	
Do you do some form of exercise on a regular basis?	Y/N	Do you feel able to ask for & receive support from colleagues & managers?	Y/N
Do you eat what you would consider is a healthy balanced diet?	Y/N	Do you feel confident that you can assert yourself where necessary and feel heard?	Y/N
Do you drink plenty of fluids to keep hydrated e.g. water?	Y/N	Do you feel able to speak up?	Y/N
Do you Smoke or drink too much alcohol?	Y/N	Do you feel able to manage your own time and workload effectively?	Y/N
Do you sit for long periods, and if so, do you break up long stretches regularly with stretching and mobility?	Y/N	Do you experience joy in the workplace?	Y/N
Do you maintain good posture?	Y/N	Do you feel able to problem solve in the workplace?	Y/N
If you have no natural light/ window at your place of work do you get outside at least 2-3times a week?	Y/N	Are you able to plan ahead and balance busy times with rest & rejuvenation?	Y/N

## 2. ENGAGEMENT AND SUPPORT OF OTHERS

### My health and wellbeing concerns are...

Consider anything that can impact your wellbeing at work, such as particular physical or psychological concerns that you experience, health concerns, such as a condition, medication or a disability, your cultural and ethnic identity, family circumstances, financial pressure or relationships with others at work, and the intensity of your workload. Remember, the Health Plan is yours and it is up to you which elements you share with others.

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**The impact of my health and wellbeing concerns at work are...**

Consider if there are there any signs or symptoms you show, that your manager or colleagues may benefit from being aware of? For example, you may be quieter than usual on a bad day. Are there any tasks or duties in your role that you need help with, or cannot do easily, when you are feeling unwell? Do certain work practices, situations or processes cause you to feel stressed or anxious?

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**What is already in place to support you, and what work adjustments or support might help?**

What self-care are you going to start, stop or continue? Do you need any support from others at work? The reasonable adjustments section above may help you to think about this. Remember, adjustments are at the discretion of your manager, and will do our best to support you, where reasonable, and in line with the needs of the service.

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### 3. ACCESSING SUPPORT

There are a range of resources you can access to support your health and wellbeing. These are updated regularly to ensure they reflect the most up to date national and local services. For the latest version of the following documents ask your line manager for a copy, search for them on Net-i or email [uhdb.gethealthystayhealthy@nhs.net](mailto:uhdb.gethealthystayhealthy@nhs.net)

Take the time to reflect on these documents and consider which you may benefit from trying, which may have supported your wellbeing in the past, or which you want to find out more information about?

**The latest version of these support documents are available on Net-i**

**INSERT** – ‘YOUR Self-Care’ Document(s)

**INSERT** – ‘YOUR Support’ Document(s)

**INSERT** – ‘YOUR Activities’ Document(s)

## 4. LIFE / WORK BALANCE

### Staying Well...

You can promote your health and wellbeing by thinking about the things that are most important to you in your life outside of work. It's not always easy to juggle all the things going on in our lives, so consider what are the most important things in your life that you need to make time for?

**The things that are important to me, in my life  
outside of work:**

**The things I need to do every day or every week to  
keep me feeling healthy and well:**

## My Work First-Aid Kit...

What positive changes are you going to make? What support do you need and from who?

*My next steps are going to be:*

**At work I will...**

**At home I will...**

I will review my progress on \_\_\_\_\_ (date).

I will share my plans with \_\_\_\_\_ and ask for their support.

## 5. TIME TO TALK – WELLBEING CONVERSATIONS

You may wish to complete this page with your line manager if you have discussed your plan or elements of your plan and have agreed some next steps together. Wellbeing Champions can also support you to complete this.

Adjustment or next step	If adjustment, is it temporary or permanent? If temporary state review date.	Who is responsible?	Is additional support or equipment required?

Your signature

Date

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Your manager's signature

Date

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## 6. HELP TO BE AS HEALTHY AS I CAN BE

**My manager is:** \_\_\_\_\_ **Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**My local Wellbeing champion is:** \_\_\_\_\_

**My local Mental Health First Aider is:** \_\_\_\_\_

**I can also access support from:** \_\_\_\_\_

### **Occupational Health:**

01332 254747 [uhdb.occhealth@nhs.net](mailto:uhdb.occhealth@nhs.net)

### **Wellbeing Team:**

[uhdb.gethealthystayhealthy@nhs.net](mailto:uhdb.gethealthystayhealthy@nhs.net)

### **HR (Employee Relations Team):**

01332 7(86017)

### **Employee Assistance Programme:**

You can access the EAP by visiting [www.well-online.co.uk](http://www.well-online.co.uk) using the login: [DTLogin](#) and the password: [wellbeing](#).

You can also call 0800 085 1376 or use the Text Relay service 18001 0800 085 1376, or email [assist@cic-eap.co.uk](mailto:assist@cic-eap.co.uk).

### **Net-I (UHDB Intranet):**

<https://neti.uhdb.nhs.uk/your-wellbeing>