

Ongoing workplace support

Ongoing conversations

It's important to have both early and ongoing conversations with new starters regarding their needs. Ensuring you understand any adaptations or necessary equipment will help them settle in quickly and thrive in their new role. Ask the individual if they'd welcome a conversation with yourself and teams such as IT, HR, occupational health and estates in advance to ensure that you enable the best workplace experience for them. In these meetings the individual can explain their needs, and the relevant team can explain what is available to assist them.

Ensure that the individual knows how to join any staff networks should they wish too. Having a network can provide an opportunity for peer support to staff with specific characteristics. It's also a useful vehicle to ensuring that staff voices are heard on organisation-wide issues.

We have two videos of deputy CEO and director of people, Emma Wood, filmed at Gloucester Hospitals NHS Foundation Trust.

In the first video from Emma, she talks about why it's vital to have ongoing conversations with disabled staff to ensure they feel valued at work.

Occupational Health

The occupational health (OH) department or provider can support the individual by assessing the workplace needs of staff and make recommendations.

HR

The support that your HR department can offer could include explaining how, when and why to refer someone you line manage to occupational health, line management skills, or disability awareness training.

HR can also provide more general training to all members of staff about specific disabilities or about changes everyone could make to support disabled members of staff/ staff with LDD.

Further workplace support

Your HR department may be able to provide specific support such as upskilling you to leave a message on a textphone for someone who uses that method of communication.

HR can also help to create a workplace passport. This document contains key information about an individual that they can take with them if they move between teams or departments throughout their career. This could include information about their disability or LDD, their current support package including any adjustments, and information about their communication and learning style.

This resource can be helpful for staff working within the NHS as staff often move between organisations. Using a workplace passport system is low cost and can reduce stress, administrative work and duplication for both the staff members and their line manager.



