



**Purple Network**  
CUH staff network

**NHS**  
Cambridge  
University Hospitals  
NHS Foundation Trust

# Purple Passport: Guidance for Individuals

## A tool to support health and wellbeing at work

The Purple Passport has been developed in collaboration with the CUH Purple Staff Network as part of the CUH commitment to ensure all staff feel included, supported and confident to be themselves at work.

### What is the Purple Passport?

The Purple Passport is a tool to support health and wellbeing at work. It provides space for you to record any information you would like to share about a visible or hidden disability, physical, neuro-diverse or mental health condition and anything you need in the workplace to support you to perform your role.

This is your passport, which you own and can take with you as you move through different roles within CUH and the wider NHS.

The passport aims to facilitate an open and honest conversation between you and your line manager about your health and wellbeing. This helps create a shared understanding of any health concerns, issues affecting work and any adjustments that are needed. Any information you share will be kept confidential and not made available to anyone else without your permission.

Using the passport is completely voluntary, and you can choose how much information you want to share. You should review the information in the passport with your line manager at least annually, in an appraisal or 1:1, to ensure that you are receiving the best possible support.

The Purple Passport is not a legal document, although it does help CUH meet its legal obligations to our staff as outlined in the Equality Act 2010. While it complements other Workforce policies, the passport does not replace or reduce any other policies or processes. The Purple Passport does not replace the Covid-19 risk assessment but can help facilitate a more in-depth conversation about a health condition or disability.

Guidance for managers on how to use the passport is available [here](#).

If you have any questions about how to use the passport, please [contact the Equality, Diversity and Inclusion team](#).

## Who can use the Purple Passport?

The Purple Passport has been designed to be used by any member of staff who has a visible or hidden disability, physical, neuro-diverse or mental health condition. This includes many fluctuating or progressive health conditions, sensory impairments, learning differences and difficulties and neuro-diverse conditions<sup>1</sup>.

You do not have to have a formal diagnosis to be able to use the Purple Passport as a tool to facilitate a conversation with your line manager. You can choose to use the passport at any stage in your time at CUH.

## Preparing to use the Purple Passport

Be confident! You are the expert on you and how your health condition or disability impacts you. Your line manager may not know much about your health condition or disability and may feel awkward about not knowing; you can expect them to listen and support you with any adjustments you may need.

You can start using the Purple Passport at any time. Ask your manager if you can schedule a 1:1 and let them know you would like to use the Purple Passport. You can share the [Guidance for Managers](#) with them in advance.

Take some time to think through what you want to say – maybe have a practice with a trusted friend or colleague first. Make some notes for each section of the passport. You will want to be able to describe some things briefly so that you can focus on the impact and actions needed.

Consider how much information you would like to share with your line manager. There may be aspects of your health condition or disability that don't usually affect work which could still be useful for your manager to know in case you become unwell at work, or to help them understand you better as an individual. You might also want to think about whether you would like to share any information with other colleagues or team members.

Be clear about what you would like from the conversation, and any changes or adjustments that are needed to support you to perform your role.

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<sup>1</sup> Under the Equality Act 2010, someone is Disabled if they have a physical or mental impairment that has a substantial negative affect on their ability to do normal daily activities and lasts longer than 12 months. This includes many fluctuating and progressive conditions, visible and hidden disabilities, physical and mental health conditions.

Many people who fall under this legal definition don't consider themselves to be 'disabled' or may use different language to describe themselves.

Find out more about disability [here](#).

## After the conversation

Keep a copy of your Purple Passport and action plan in a safe place.

Take some time to reflect on how the conversation went and whether you said everything you wanted to say. If you have further information to add or you would like to ask any questions, you can do this at the four week review, at regular 1:1s or in between.

Don't be afraid to prompt your manager to progress any actions within the agreed timescales, although do be understanding that some things may take time and won't happen immediately. Be active on your own behalf and take ownership of any changes you can make.

Many health conditions and disabilities change and fluctuate over time. You can come back to your Purple Passport at any time if anything changes with your health condition or disability that you would like to share with your manager.

If at any time you change roles or have a new line manager, you can take the passport with you to start a conversation with your new manager, evidence what has been agreed and ensure any adjustments you need at work continue to be implemented.

## Your responsibilities and your line manager's responsibilities

You	Your line manager
Acknowledge awkwardness – your manager may not know much about your health condition or disability and may be nervous about saying the 'wrong thing'. You will be more experienced than them and can help them understand.	Be kind and compassionate, making sure the meeting is safe and supportive. Listen well to what your colleague is telling you and respect that they know themselves and have expertise in their health condition or disability.
Appreciate that this may be a new experience for your line manager – acknowledge their efforts.	Encourage feedback from your colleague and respond to it, using that feedback to make improvements.
Work with your line manager to implement any adjustments. Make any changes you can without needing permission.	Give energy and time to develop relationships within your team.
Be clear about what you need. Actively seek the support you require and take personal responsibility.	Carry out any agreed actions and fulfil commitments made to your colleague. Don't pretend to have all the answers – actively seek further support where needed.
Acknowledge that your manager may have limited understanding, and that it will take time to develop a shared understanding.	Show sensitivity to the needs of others. Encourage colleagues to talk openly and share concerns.
Encourage open conversations – this is a partnership and you are both working towards the same outcome.	Value the perspectives of everyone in your team, recognising that everyone has different strengths and needs. Enact policies, procedures and processes fairly and keep information shared with you confidential.

## Step by step – how to complete the Purple Passport

### About you

Use this section to complete some basic details about yourself, including what you prefer to be called and which pronouns you use (for example: he/him, she/her, they/them, xe/xem).

You may wish to nominate a trusted contact at work, a colleague who can support you as you discuss your disability or health condition with your line manager. This isn't mandatory so only add details if you would find it helpful.

### Things to know about my health condition or disability

You can choose how much information you are comfortable to share here and we would encourage an open and honest conversation. The more information you share, the greater an understanding your line manager will have to be able to support you.

Use the questions as prompts for things you may wish to tell your manager about your health condition or disability, and don't be afraid to include information that isn't covered by the questions. If your health condition or disability fluctuates or is degenerative, consider if and when you might need further assessment and adjustments.

### On a good day / On a bad day

Use this section to describe how your health condition or disability affects you on a 'good day' and what this might look like, and how it affects you on a 'bad day' and what this might look like.

### Things I find helpful

This section gives space for you to tell your manager how you work best and what adjustments you might need. You can use the bullet points as prompts.

### If I become unwell

It can be helpful for colleagues to know and understand the first signs of you becoming unwell if this is related to your health condition or disability, and how they can help. You can use the bullet points as prompts.

### In the event of an emergency evacuation

If you have a health condition or disability that means you have a Personal Emergency Evacuation Plan (PEEP), use this space to add in details.

### Information I would like to share with the team

Consider whether you would like to share any information about your health condition or disability with other colleagues beyond your line manager. This is your choice and your line manager will keep any information you have shared with them confidential unless you have explicitly agreed otherwise.

### Additional information

This section includes some prompts about:

- Whether you have been referred to Occupational Health, and the status of this if this is needed
- Whether you are currently under the care of a specialist and if you need time off to attend appointments during normal working hours
- Whether a display screen assessment has been carried out

- Whether you have updated your health condition or disability information on MyESR. This helps us have a much better understanding of the CUH workforce and whether our systems and processes are fair. This information allows us to identify trends and spot gaps in how we work together, and take targeted action to meet the diverse needs of our staff. You can read more about why we ask staff to update their MyESR record and instructions for how to do it [here](#).
- Space to include anything that hasn't been covered so far that you would like to share.

### Action plan

Use this table to identify actions that need to be taken to ensure you have the right support and adjustments in place for you to perform your role, or for any next steps as agreed between you and your line manager. Example action plans are available on pages 6 and 7, and a list of example adjustments is on page 8. This list is not exhaustive and can be used to prompt ideas of the kinds of adjustments that may be possible.

### Confirmation and agreement

It's important that there is a written record of the conversation you've had with your line manager and any actions that have been agreed to ensure that you receive the right support and adjustments to perform your role. With your agreement, a copy of your passport will be kept on your personal file.

Your manager should log that you have a Purple Passport by assigning it as a skill on Health Roster. This allows the Workforce team to review how widely the Purple Passport is being used, without seeing any details of individual passports. You may occasionally be contacted by someone in the Equality, Diversity and Inclusion team for feedback to help us evaluate the impact of the Purple Passport for staff. No details of any health conditions or disabilities will be visible on Health Roster – these will be kept confidential between you and your line manager.

### Reviews and updates

Use this section to record any updates or changes that you make to your Purple Passport as you review it with your line manager. The passport should be reviewed four weeks after the initial conversation, and then at least annually as part of the appraisal process or a 1:1

## Example action plan #1

Mary is a nurse with dyslexia. Learning new information or processes is more difficult where the learning period is disjointed or interrupted. When new equipment is purchased for the clinic, she experiences high levels of anxiety worrying about patient care, and the busy nature of outpatients clinic makes it harder for her to feel competent. She had a lot of difficulty as a student nurse being able to learn how to operate equipment, and wants to make sure her new ward is clear about providing her the opportunity to become fully competent with new equipment as quickly as possible.

	Adjustments	Action required	Source (e.g. Occupational Health, Specialist, Self)	Importance (5 = very)	Time scale for completion	Person responsible	Additional comments
Learning Style	<b>When new equipment is purchased:</b> Mary will not be asked to operate new equipment until Steps 1 and then 2 have been completed in that order	1. Mary will have dedicated time away from the clinical area to read the manual of the new equipment	Self	5	Within 2 weeks of arrival of equipment.	Ward Manager	
		2. Mary will have a 1:1 learning from experienced staff support going through the steps of the new equipment	Self	4	Within 2 weeks of arrival of equipment.	Ward Manager	
		3. Mary will then be allocated at least 3 clinics where she is working with the new equipment only	Self	5	Within 4 weeks	Ward Manager	
		4. Mary needs to review her competence with the new equipment and confirm with supervisor	Self	3	End steps 1-3	Mary	

## Example action plan #2

Sanjay works in pharmacy and uses walking aids. Clear pathways to and from his work station are important, and there is a Health & Safety policy mandating clear pathways. However, high volume of deliveries means, in practice, there are often boxes on the floor as deliveries are not unpacked immediately. His manager is one of the worst offenders when accepting deliveries, and then leaving boxes on the floor for a period of time. Sanjay would like adjustments to happen ASAP.

	Adjustments	Action required	Source (e.g. Occupational Health, Specialist, Self)	Importance (5 = very)	Time scale for completion	Person responsible	Additional comments
Physical environment	<b>Walkways in pharmacy to be kept clear</b> I.e. deliveries will be unpacked immediately. The team need to be clear why this is important for everyone's health & safety	1. Discuss importance of Health & Safety policy and the impact on team members	Health and Safety policy	5	11/06/2018 To discuss at next team meeting	Team Leader	
		2. The pharmacy technician on call is responsible for unpacking all deliveries. This needs to go on the task list for on-call pharmacy technician	Department protocols	5		Team leader to action with team	
		3. A log of compliance needs to be kept and discussed with team leader	Department protocols, Health and Safety policy	3	Every day for 2 weeks	Pharmacy technician & Team leader	
		4. If there is still a large delay in unpacking to be discussed at next team meeting	Department protocols	4	Within 1 month of original meeting	Team leader	

## Example adjustments

This list is not intended to be exhaustive, only to give an idea of the kinds of adjustments that may be suitable. Individuals will know best what adjustments they need to be able to perform their role.

Category	Examples of adjustments to consider
Working hours	Hours worked Shift patterns Start and finish times Part-time or flexible working Remote working / working from home
Breaks	Frequency Duration Time of day taken Location and proximity of facilities
Physical environment	Noise Light Fresh air Headphones Location of desk Partition walls Storage of equipment Physical accessibility / trip hazards
Changes in tasks / duties	Reduction Reprioritisation Refocusing
Modification of processes or changes to accommodate different learning styles	Speed Complexity Environment
Equipment / Building structure	Furniture Hardware (IT equipment) Software (IT programmes)
Additional supervision	Mentoring Support Buddying
Training / progression	Refresher New skills
Style of communication	Social situations Face to face Telephone Email In meetings
Time for appointments (hospital, GP, therapist, counselling)	Time during normal working hours Cover of tasks / duties

You may wish to refer to other Trust documents such as the [Flexible Working Procedure](#), [Home Working Policy](#) and the [Equality, Diversity and Inclusion in Employment Policy](#).

## Additional information and support

If you have any questions about how to use the Purple Passport, please contact the Equality, Diversity and Inclusion team: [equality@addenbrookes.nhs.uk](mailto:equality@addenbrookes.nhs.uk)

[The CUH Purple Network](#) is for everyone with visible or hidden disabilities, physical, neuro-diverse or mental health conditions and allies to work together to promote inclusion for everyone at CUH. 'Allies' are people who take an active role in helping CUH become more inclusive for people from particular groups, even if they don't share those characteristics themselves.

Being a part of a staff network is a great way of ensuring your voice is heard, having an impact and being a part of positive change across the organisation, as well as being a safe space for staff to share concerns and support each other. Meetings are currently held virtually via Zoom, usually monthly at lunchtimes. CUH has agreed that staff can attend network meetings in work time, if agreed with your line manager and it can be managed operationally. However, if you can't get to the meetings, don't let this put you off! You can still be involved and keep in touch remotely, as several of our members do. Contact [equality@addenbrookes.nhs.uk](mailto:equality@addenbrookes.nhs.uk) to join the mailing list.

**If you have any concerns**, you can refer these to your manager's manager in the first instance.

You can also contact the Employee Relations team, Freedom to Speak Up guardian/listeners or your trade union representative and Occupational Health as well as the Equality, Diversity and Inclusion team.

**Specialist advice on workplace adjustments** or further advice, information and support can be accessed via:

Occupational Health team

Moving and Handling team

Mental Health First Aid lead – Claire Ward

[Health Assured](#)

[NHS People wellbeing support](#)

[Access to Work](#)