**Gateshead Health NHSFT**



**Menopause Passport**

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| **Name of employee** |  |
| **Name of line manager** |  |
| **Date of agreement** |  |
| **Review date** *This is designed to be a ‘live’ document, to be reviewed periodically and when circumstances change* |  |

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What is the Menopause Passport?

The menopause passport has been designed to give staff an opportunity to discuss how the menopause is impacting them at work. It also gives managers an opportunity to ask questions and for the correct support and adjustments to be put in place.

The menopause passport can follow a member of staff between roles in the Trust and remain valid when managers change. The passport should be review and updated when necessary, to capture any changing needs for the staff member, which may evolve due to time or circumstance. The passport should be signed by both the staff member and the manager to acknowledge they both agree to the document.

Around three quarters of #TeamGateshead colleagues are likely to experience symptoms of menopause at some point. Gateshead Health is committed to the wellbeing of its staff and aims to create an environment where those who experience symptoms of menopause feel confident enough to raise issues and lean on the organisation and their line manager to help in managing them where reasonably possible.

Menopause itself is not a disability; however for some people menopausal symptoms are severe which may constitute as disabilities, triggering the obligation to make reasonable adjustments and protection from less favourable treatment under the Equality Act 2010. Menopause is largely covered under four protected characteristics: age, sex, gender reassignment and disability. Staff are also able to record menopause as a reason for absence on ESR. For more information about reasonable adjustments please visit <https://www.balancegateshead.com/self-care/menopause/>.

Many women naturally experience reduced fertility when they are about 40 years old. They may start getting irregular menstrual periods as they transition to menopause. Symptoms that are assumed to be caused by menopause could in fact be masking other conditions. A person should contact their GP if they are experiencing menopause-like symptoms.

**How to complete the Menopause Passport**

Meetings about the menopause passport and its contents can be as often as needed and agreed by both staff member and the manager. However, menopause symptoms can change. If support is needed before the next arranged meeting, staff should contact their manager for their passport to be reviewed and adapted, to ensure their needs through their menopause journey are being met. The passport should be signed by both the staff member and the manager to acknowledge any changes and both should agree to the revised document. Before any meeting, you should:

* **Prepare –** take some time to think about what you would like to include in the passport and discuss. Keep a diary of your menopause symptoms, how they are affecting you at work and what you are doing to manage them – and consider how you would like your manager to support you on your menopause journey if possible. You do not need to include anything specific, but we would encourage you to make this an open and honest conversation.
* **Arrange a meeting** - Arrange an appropriate time to meet, allowing enough time for the conversation. We would recommend:

	+ Finding a room that will keep your conversation confidential. You may wish to contact the health and wellbeing team for use of the Listening Space if needed
	+ Speaking openly and honestly
	+ Exploring the best ways that support could be offered, and remaining considerate to what is reasonable, fair and possible
	+ Agreeing on any actions or adjustments and how to implement them, and recording this within the passport document
	+ Arranging a follow-up meeting if needed
* **The meeting –** the purpose of this meeting is for your manager to understand your symptoms. This will allow your manager (and potentially your colleagues) to support you moving forward. All parties should attend the meeting with an open mind. If at any point it becomes obvious that more information or advice from another source be useful, the meeting can be paused to do this and re-arranged to complete the Menopause Passport once this information has been received.

**Menopause Passport**

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| **Information about you** |
| Name: |  |
| Job Title: |  |
| Department/ Business Unit: |  |
| Work location: |  |
| Name of line Manager: |  |
| Work e-mail address: |  |
| Work telephone number: |  |
| Normal working hours and pattern: |  |

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| **How does the menopause impact you at work?** This could include anything that matters to you, which you think we should be aware of, such as: other health conditions or personal circumstances. You may want to include your menopause symptoms, include nature, frequency, duration, time of day and severity and impact on quality of life, and what is a trigger for you at work.  |
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| **Additional Information** It may be useful to refer any appropriate reports for example from Occupational Health or a GP.  |
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| **What do you think would benefit you at work?** Consider the reasonable changes that might be able to support you in managing your symptoms e.g. uniform, hours, breaks, environment, equipment, duties etc  |
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| **The ways forward** Consider any practical and reasonable adjustments that are likely to be effective. Detail clearly each action 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.  |
| Action | Date/Responsibility |
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| **Sharing with your team**Consider what information you would prefer to be shared with your colleagues – bearing in mind that this may help them to support you in managing symptoms too. |
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| **Further information**Have you any suggestions as to how the impact of any agreed support/changes you would like on the organisation could be reduced? What would you like specifically? |
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| Would you like more information on sources of internal/external support? |
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**Use this section to record any actions and support which have been agreed by your manager and the organisation.**

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| --- | --- |
| Date of meeting |  |
| Name of line manager |  |
| Any other attendees |  |

**Agreed actions/ support**

|  |  |
| --- | --- |
| **1** |  |
| **2** |  |
| **3** |  |
| **4** |  |

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| --- | --- |
| Start date for implementation of support |  |
| Review Date |  |
| **I consent to my line manager keeping a copy of this menopause passport on my personal file** |
| Signature of employee |  |
| Signature of line manager |  |