HEE (East Midlands) process for supporting trainees with a disability based on the GMC's 'Welcomed and Valued' guidance

Sharing information By 2 weeks Establishing the support network STEP for Foundation PSW Case Manager with agreement of trainee, alerts employer PSW team made aware of trainee with a disability Recruitment and specialty school, and draws together trainee support Nominated PSW Case Manager meets with the trainee to attain network using established contacts in depth understanding of their disability and how it might affect Self-referral **Employer** their training Case is logged and trainee made aware of support process Careers support Exam support HEE commissioned Neurodiversity including those who likely to be part of the support network assessment support PSW Case Manager offers provider support as needed Counselling Coaching College/Faculty **PSW** disability **Employer Training** 5 6 **Employer/OH** Sharing information By 3 weeks support resources support and programme **PSW** specialist OH assessment of assessment of Appropriate sharing of information in order to optimise support, opinion if indicated Trainee meeting/s Access to work reasonable reasonable is agreed with the trainee and key contacts with HR assessment adjustments adjustments **PSW** disability support resources

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By 6 weeks

7 Case conference/joint meeting

 Organised by the PSW Case Manager with the support network to reach a shared agreement for optimising support based on information from the employer and training programme. This may be a remote meeting involving the trainee

8 Action plan

Action plan is developed in association with the trainee and communicated to employer and specialty school within agreed confidentiality arrangements

- Confirm any reasonable adjustments by the training programme
- Confirm support for trainee in the workplace with any reasonable adjustments

Monitoring and review by PSWCM

- Ensure that any Access to Work request has been actioned/received
- Check with trainee/employer that adjustments are/ have been put in place by 4 weeks
- Receive and act on information received from trainee/trainer/employer
- Advise trainee on seeking supportive guidance from the College/faculty
- Case conference for review if needed
- Continue contact with trainee at 2 monthly intervals
- Ascertain likely next training placement

Anticipated
move in

alerts employer at next placement that a trainee with a disability will be joining them.

Notify of any reasonable

training

location

 Notify of any reasonable adjustments from current employer

PSW Case manager

 Advise on new Access to Work assessment after discussing with employer

* Numbering indicates steps described in 'Welcomed and valued'.