

Factsheet

Dyslexia Awareness factsheet for NHSBT employees

The aim of this factsheet is to raise awareness of dyslexia and the support and initiatives on offer to all colleagues in NHSBT to help them if they have dyslexia or to help them work more sensitively and effectively with colleagues who have dyslexia.

For more information, please see [Dyslexia Support in the Workplace](#).

What is Dyslexia?

Dyslexia is a neurological problem of genetic origin which affects 1 in 10 individuals. Dyslexia has no reflection on intelligence and everyone's dyslexia is different. People with dyslexia may have some difficulties with reading (words move), writing (leaving words out) spelling and numeracy (dyscalculia). Those with dyslexia can have other strengths and abilities and tend to be original 'outside the box' thinkers, creative, entrepreneurial and good communicators.

People with dyslexia have many coping strategies that they have learnt through their life and are very successful. However, when the workplace changes or the work and individuals with dyslexia are asked to do more reading or writing (especially under pressure), performance could decline. Dyslexia is a non-visible disability and staff should discuss support through reasonable adjustments with their Line Manager.

Someone with dyslexia may have difficulties with the following:

- Short term memory including names (may take longer to pick up new processes/procedures)
- Can get information overload
- Difficulty in reading (comprehending what is actually required)
- Difficulty in writing (takes longer to write an email or report as someone with dyslexia needs to be totally happy with the content)
- Spelling
- Use of the telephone (the use of teleconferencing would not be a preferred method for meetings)
- Multi choice questionnaires
- Concentrating when tired
- Continually working under pressure
- Coping with interruptions

- Working in a noisy environment especially when need for total concentration is required
- Appointments and deadlines
- Time Management (however can overcompensate by being regimented about time keeping)
- Reversing numbers
- Directional difficulties.

If you recognise having one or more of the above difficulties that does not mean that you are dyslexic.

Getting help

If an employee is struggling with performance or other issues in their job which may be a result of dyslexic difficulties, they would be advised to arrange a confidential meeting with an appropriate person in their organisation their Line Manager or local HR advisor. If this is not possible then contact Abina Bastin, Learning and Development Consultant (80658). Appropriate assessments should be arranged to determine how staff can be best supported. There may be a number of effective 'reasonable adjustments' which can be put in place to help.

Implementing Reasonable Adjustments will not be an overnight remedy. Depending on the nature of the dyslexia and the job specification, it may take a few months before a review of performance may be undertaken.

For **carers** and anyone else who has anxieties about family, relationships, personal or financial matters we have our fantastic free confidential **Employee Assistance Programme, Employee Care managed by Capita independently from NHSBT**. You can telephone 0800 716017 to speak to someone and you can access a wealth of information on line. Please visit www.employeecare.com. To log in all you need to do is type the pin code 72992 into both the access code and password boxes. This is an incredibly valuable benefit to all staff and it's free to you as NHSBT employees!

OH Assist are the provider of our occupational health programme that includes:

www.ohportal.co.uk – online portal with a wealth of information on healthy lifestyles. To access this you will need to request for an account to be set up by emailing the [Health and Safety team](#). A user guide for the OH Assist portal can be found by clicking [here](#).

OH Assist helpline – call **0845 601 8029** and OH experts will support you on all types of issues including health-related absences. OH Assist can also be contacted by email using nhsbt@ohassist.com.

Sharpsline – call **0845 371 0572** if you had a needle stick injury or contact with blood and require assistance. To download the Sharps poster, please [click here](#).

Details of Occupational Health services provided by OH Assist to NHSBT can be found by clicking [here](#).

In addition OH Assist also offer pre-employment placement service, an immunisation programme, wellness clinics and physiotherapy services.

Details regarding these services are available by contacting the OH Assist helpline.

Dyslexia is covered under the law (The law is now the Equality Act 2010)

A disabled person is defined as having “a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities.” Substantial is defined as ‘more than trivial’.”

Find out more

See NHSBT's guide to Dyslexia Support in the Workplace http://nhsbtweb/userfiles/14_02_10%20-%20%5b1%5b%2025266%20Dyslexia%20Support%20in%20the%20Workplace.pdf

BDA (British Dyslexia Association)
<http://www.bdadyslexia.org.uk/>