

Employment adjustments (example)

Use these suggestions to start a conversation with your employer about that can help you in the workplace.

These are possible adjustments, they are not exhaustive and not all will apply to you.

Your employer is only obliged to make reasonable adjustments in certain circumstances, but you can use this list to help you agree adjustments.

Use the blank *Employment adjustments (individual)* sheet to record those which are relevant to you, plus any other adjustments that you and your employer agree.

Physical

Fatigue

- Phased return to work
- Part-time and/or adjusted hours (e.g. travel at quieter times; plan work around times when you have more energy)
- Place to go and rest when needed (e.g. first aid room or other comfortable place)
- Extra breaks
- Move to lighter duties (possibly only temporarily)
- Working from home

Mobility

- Desk/workspace on ground floor
- Reserved parking space near to entrance
- Ensuring suitable access (if using crutches or a wheelchair, or you have difficulty with stairs/walking any distance)
- Planned emergency evacuation procedure

Balance

- Duties that don't involve much standing
- Handrails in corridors, etc.
- HSE (Health & Safety Executive) considerations

Co-ordination

- Extra time to complete tasks involving co-ordination
- Record work onto voice recorder/ voice-activated software rather than type
- Use of laptop rather than pen and paper
- Change of duties to avoid tasks involving co-ordination

Visual

- Written information given in larger print
- Optical devices, such as magnifiers, binoculars
- Improved lighting around workspace
- Use of iPads and other devices that allow text size to be increased
- Speech/reading software, plus headphones

Auditory

- Quieter place to work
- Written instructions
- Textphones

Cognitive

Attention/concentration

- Break down tasks and allow completion in small, manageable chunks
- Use of clocks/timers
- Move workspace to quieter area
- Set realistic targets

Communication difficulties

- Use short, concise repeated instructions
- Be given extra time to respond
- Use of iPad to write down questions/answers

Memory/learning

- Repeat, write down or record instructions
- Break down task into small, manageable chunks
- Use memory aids
(e.g. reminders on mobile phone, camera on mobile phone)
- Ensure feel comfortable in asking for help

Processing speed

- Give extra time to understand and respond
- Write down instructions in single steps
- Provide templates and examples
- Reduce the number of tasks

Reasoning/problem solving

- Explain ideas in a concrete way
- Give analogies/examples

Planning/organisational skills

- Make use of clocks, alarms, mobiles
- Use colour coding to separate tasks/parts of tasks
- Use checklists with time estimate for each step

Physiological

Seizures NB can be 'vacant episodes'

- Staff training in handling seizures (relevant people)
- Separate, private area if you feel a seizure coming on
- Buddy to stay with you during a seizure and to time the seizure

Personal facilities

- Providing an accessible toilet
- Providing a desk/workspace near to the toilet

Changes in appearance

(e.g. due to skin changes, weight gain, hair loss, surgery scars)

- Working alongside someone else temporarily to build up your confidence (if your job involves dealing with the public)
- Counselling to help you adjust to the change in appearance
- Changing duties if you are uncomfortable with face-to-face meetings with clients or the public

Personal facilities

- Providing an accessible toilet
- Providing a desk/workspace near to the toilet
- Providing a shower

Temperature regulation

- Relaxation of dress code
- Colleagues aware of room temperature and the need to open/close window or turn air conditioning on/off, as appropriate
- Desk/workspace away from window
- Breaks to take medication

Pain/peripheral neuropathy

- Extra time to complete tasks involving writing/typing or holding things
- Place to go to relax, when needed

Psychological/social

Mental health/psychological

- Employee assistance programme (if provided)
- Professional counselling
- Trusted buddy to talk to

Behaviour/personality changes

- Ensure workspace is in a calm environment
- Separate area to go and cool off if needed
- Identify triggers and try to avoid them
- Regular sessions with employee assistance programme (if provided) or professional counsellor

Social

- Plan if, when, how and what to tell colleagues
(with full involvement and agreement of employee)
- Raise awareness of side-effects amongst colleagues (with employee's permission)
- Provide necessary training (e.g. in seizure management)
- Maintenance of contact when not in work
(if that is what employee wants, and on their terms)

Other

- Time off for medical appointments and treatment
- Changing performance targets
- Working from home
(e.g. if treatment, such as chemotherapy, means you are at greater risk of catching infections)
- Help with transport
- Access to Work scheme
(see *Employment resources*, part of this Employment 'pack')
- Support worker to help you in the workplace
- Special aids and equipment
- Private area to take medications
- Occupational health assessment (if provided) to create a return-to-work plan
- Changing job description to remove tasks that you would find difficult (maybe temporarily)
- Focus on strengths (what you can do, rather than what you can't)
- Planning for work events/training

If you are concerned about finances, see our [Financial Support web page](#) and factsheet thebraintumourcharity.org/financial-support or speak to our **Benefit Adviser**.

Telephone Benefits Advice Clinic

The Brain Tumour Charity runs a telephone benefits advice clinic with a benefits adviser from Citizens Advice.

Tuesdays, 9.30am - 4.00pm

Contact our **Information and Support Line (0808 800 0004)** to make an appointment.