

## Patient information factsheet

# Multiple sclerosis (MS) and work

## Useful resources for people with MS and their employers

This factsheet contains some useful work-related resources for people with MS and their employers.

Returning to work	
<b>Jobcentre Plus</b> Provides a range of services to help people find and stay in work, including support with: <ul style="list-style-type: none"> <li>• work preparation</li> <li>• interview coaching</li> <li>• confidence building</li> <li>• gaining new skills for a job</li> </ul>	Website: <a href="http://www.gov.uk/contact-jobcentre-plus">www.gov.uk/contact-jobcentre-plus</a>
<b>Returner toolkit: helping you back to work</b> Guidance for people looking to return to work after a long absence.	Website: <a href="http://www.gov.uk/government/publications/returner-toolkit-helping-you-back-to-work">www.gov.uk/government/publications/returner-toolkit-helping-you-back-to-work</a>
<b>Scope</b> Offers a 'Support to Work' programme which provides free online and telephone support for disabled people who are looking for paid work in England, Scotland, or Wales.  The programme can support people with: <ul style="list-style-type: none"> <li>• time management</li> <li>• confidence building</li> <li>• CV writing</li> <li>• preparing for interviews</li> </ul>	Website: <a href="http://www.scope.org.uk/advice-and-support/finding-jobs">www.scope.org.uk/advice-and-support/finding-jobs</a>  Website: <a href="http://www.scope.org.uk/employment-services">www.scope.org.uk/employment-services</a>
<b>National Careers Service</b> Offers careers information, advice and guidance. The service can help you: <ul style="list-style-type: none"> <li>• learn about careers of interest</li> <li>• discover strengths and skills</li> <li>• start your search to find courses or the right job for you</li> <li>• apply for jobs (including support with CV writing and interviews)</li> </ul>	Telephone: <b>0800 100 900</b> Website: <a href="http://nationalcareers.service.gov.uk">nationalcareers.service.gov.uk</a>

# Patient information factsheet

## Returning to work

### Doit Life

The UK's largest volunteer network. It shows current volunteering opportunities that could help you get back to work.

Website: [www.doit.life](http://www.doit.life)

## MS and work

### Workplace adjustment agreement

This tool directs discussions between employer and employee regarding symptoms and reasonable adjustments.

It also helps to keep a record of what is agreed, minimising renegotiations on reasonable adjustments every time the employee changes jobs, is relocated or is assigned a new manager within the organisation.

Website:

[www.mssociety.org.uk/living-with-ms/resources-and-publications/publications-search/workplace-adjustment-agreement](http://www.mssociety.org.uk/living-with-ms/resources-and-publications/publications-search/workplace-adjustment-agreement)

### Work toolkit (employee and employer)

The **employee** toolkit contains:

- an information booklet called 'Work and MS: an employee's guide'
- a 'Telling your employer decision sheet'

The **employer** toolkit contains a booklet called 'MS in the workplace: an employer's guide'.

There are also a number of other resources available for employees and employers to manage MS at work together.

Website:

[www.mssociety.org.uk/living-with-ms/working-and-ms/work-toolkit](http://www.mssociety.org.uk/living-with-ms/working-and-ms/work-toolkit)

## Practical support

### Benefits and Work

Offers advice on benefits.

Website: [www.benefitsandwork.co.uk](http://www.benefitsandwork.co.uk)

### Turn2us

Provides information and support to people facing financial insecurity.

Website: [www.turn2us.org.uk](http://www.turn2us.org.uk)

### MS Benefits Advice Service (MS Society)

Offers free advice to people affected by MS in England, Wales, Northern Ireland and Scotland.

Telephone: 0808 800 8000

Email: [msbenefitsadvice@dls.org.uk](mailto:msbenefitsadvice@dls.org.uk)

Website: [www.mssociety.org.uk/authors/ms-benefits-advisers](http://www.mssociety.org.uk/authors/ms-benefits-advisers)

### AbilityNet

A UK charity that provides IT accessibility information, support and resources.

Website: [www.abilitynet.org.uk](http://www.abilitynet.org.uk)

Support for employers	
<p><b>Occupational health (OH)</b></p> <ul style="list-style-type: none"> <li>• OH can advise on reasonable adjustments, redeployment, and medical retirement.</li> <li>• Some organisations have in-house OH, others have to outsource OH for assessments at an extra cost, and some employers can be reluctant to pay.</li> <li>• The government aims to ensure OH provision for all businesses. They plan to establish a clear pathway for employers to access OH and potentially a subsidy system (a framework where a government provides financial assistance) to support small or medium businesses in purchasing OH services.</li> </ul> <p>Referral process:</p> <ul style="list-style-type: none"> <li>• The employer should action the referral to OH.</li> <li>• The employee can request the employer to action the referral.</li> </ul>	<p>Website:  <a href="http://www.hse.gov.uk/health-surveillance/occupational-health/index.htm">www.hse.gov.uk/health-surveillance/occupational-health/index.htm</a></p> <p>Website:  <a href="http://www.acas.org.uk/using-occupational-health-at-work/using-occupational-health-to-help-someone-at-work">www.acas.org.uk/using-occupational-health-at-work/using-occupational-health-to-help-someone-at-work</a></p>
<p><b>Advisory, Conciliation and Arbitration Service (ACAS)</b></p> <ul style="list-style-type: none"> <li>• Provides employers and employees with free impartial advice on workplace rights, rules and best practice.</li> <li>• Offers letter templates.</li> <li>• Supports with dispute resolution.</li> </ul>	<p>You can self-refer online at:  <a href="http://www.acas.org.uk">www.acas.org.uk</a></p> <p>Helpline: <b>0300 123 1100</b> (Monday to Friday, 8am to 6pm)</p>
<p><b>Access to Work</b></p> <p>A government support scheme to keep people in work. The scheme includes support with:</p> <ul style="list-style-type: none"> <li>• travel</li> <li>• assessment and funding for specialist equipment</li> <li>• mental health</li> </ul> <p>The scheme applies to anyone who is self-employed or in part-time or full-time paid employment (excluding civil servants).</p>	<p>You can self-refer online at:  <a href="http://www.gov.uk/access-to-work">www.gov.uk/access-to-work</a></p>

Legal advice	
<b>Citizens Advice</b> Provides free legal support on a range of issues, including: <ul style="list-style-type: none"> <li>• benefits</li> <li>• housing</li> <li>• workplace rights (including unfair and wrongful dismissal, reasonable adjustments, discrimination and harassment)</li> </ul>	Website: <a href="http://www.citizensadvice.org.uk">www.citizensadvice.org.uk</a>  For people within the following postcodes: SO14 to SO19, SO30 to SO32, SO40, SO50 to SO53, your MS caseload worker is:  Jo Barrow Telephone: <b>07827 622269</b> Email: <a href="mailto:jbarrow@sotoncab.org.uk">jbarrow@sotoncab.org.uk</a>
<b>Southampton Advice and Representation Centre</b> A small local charity that offers free advice and support with: <ul style="list-style-type: none"> <li>• benefits</li> <li>• employment law</li> <li>• discrimination</li> </ul> <p><b>Please note that this service is only for residents of Southampton City.</b></p>	Telephone: <b>023 8043 1435</b> Email: <a href="mailto:admin@sarc.org.uk">admin@sarc.org.uk</a> Website: <a href="http://www.sarc.org.uk">www.sarc.org.uk</a>
<b>Disability Law Service</b> Provides free legal support on a range of issues, including: <ul style="list-style-type: none"> <li>• benefits</li> <li>• housing</li> <li>• workplace rights (including unfair and wrongful dismissal, reasonable adjustments, discrimination and harassment)</li> </ul>	Telephone: <b>020 7791 9800</b> Website: <a href="http://www.dls.org.uk/our-services/employment">www.dls.org.uk/our-services/employment</a>
<b>Trades Union Congress (TUC)</b> If a person has access to a union (an organisation of workers formed to protect and advance their rights and interests in the workplace) and has paid into a scheme, the union may be able to provide support by: <ul style="list-style-type: none"> <li>• attending work meetings</li> <li>• helping negotiate reasonable adjustments</li> <li>• discussing performance management</li> <li>• looking into any concerns about discrimination</li> </ul>	Website: <a href="http://www.tuc.org.uk/workplace-guidance">www.tuc.org.uk/workplace-guidance</a>

## Further information

For more information about MS, please visit:

Multiple Sclerosis Trust

Website: [www.mstrust.org.uk](http://www.mstrust.org.uk)

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MS Society

Website: [www.mssociety.org.uk](http://www.mssociety.org.uk)

Shift.ms

Website: <https://shift.ms>

## Contact us

If you have any further questions or concerns, please contact us.

UHS MS team

Telephone: **023 8120 6864** (Monday to Friday, 9am to 5pm)

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