

# WORK SUPPORT ROUTE GUIDE

## ENGLAND

A resource for health professionals to guide people living with cancer who are in employment or on long-term sick leave, self-employed or out of work and want to discuss work options.



**WE ARE  
MACMILLAN.  
CANCER SUPPORT**

# HOW TO USE THIS TOOL

This tool has been developed for health professionals, to help you have conversations about work with people living with cancer.

Talking about employment and benefits with your patients is important for their health and wellbeing. But we understand that work might not be your field of expertise.

We have created a series of questions to help you to give your patient the right support and information, whether they are in employment, out of work, or self-employed.

Start by asking your patient **'Which of these best describes your current employment status?'**

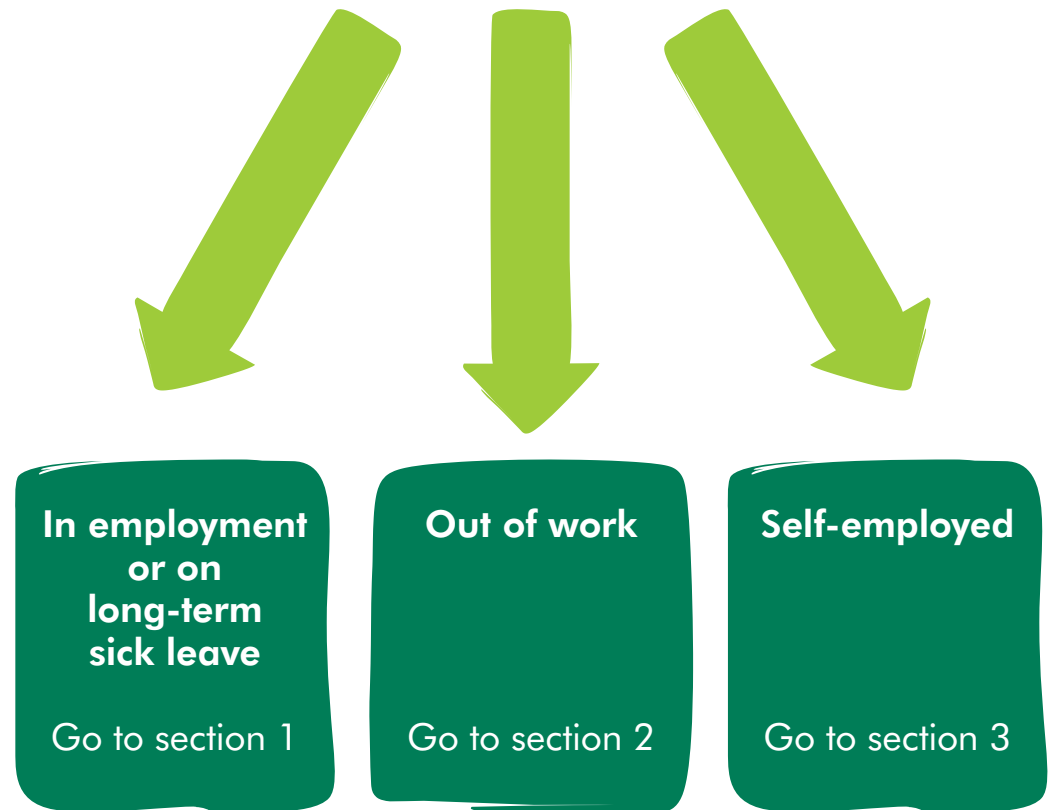
The answer your patient gives will lead you to one of 3 sections opposite.

Once you're on the relevant page, follow the flow to guide your patient.

At the end, you can give them a copy of 'Useful contact details' for that section to take away with them.

# GETTING STARTED

**'Which of these best describes your current employment status?'**





# WORK SUPPORT ROUTE GUIDE ENGLAND

## In employment or on long-term sick leave

Work is good for health and well-being. This section will help you to support your patient to stay in work, or return to work after their cancer treatment.

Print out a copy of **'In employment or on long-term sick leave'** and go through the questions with your patient. The answers your patient gives will lead you to the next question.

Follow the flow. Your patient will be signposted to the right information according to how they answer each question.

At the end, you can give a copy of **'Useful contact details'** to your patient.



# I. In employment or on long-term sick leave

Do you want to return to, or stay in your current job?

Yes

No

## Change career

If you want to change your job you can talk to the careers advice service at National Careers Service. They can offer you practical help with updating your CV, interview tips and where to find work.

## Retirement

Early retirement may be an option for someone who is on an occupational pension scheme. You can also speak to an independent financial adviser.

Are you aware of your legal rights at work following your diagnosis?

Yes

No

If your employer knows that you have been diagnosed with cancer, you are protected at work under the Equality Act. This means that your employer can not discriminate against you because of your cancer, and is legally obliged to make reasonable adjustments to help you do your job. You can ask for flexible working arrangements, for example shorter hours or phased return to work.

Continue

Have you spoken to your employer about staying in work during treatment or returning to work?

Yes

No

Your first step is to talk to your employer. Decide how you want to approach this. Would you prefer to talk over the phone, or send an email? Who is the best person to contact?

If you're not sure what to say, you could talk it through with the Macmillan Support Line advisers, or perhaps a relative or friend.

Continue

Have you and your employer agreed a return to work plan?

Yes

No

A return to work plan can help you and your employer agree on how you will manage when you do go back to work. This might include a phased return, flexible working hours, or adjustments to your job or workplace.

For advice and practical support, talk to the Disability Employment Adviser (DEA) at your local Jobcentre Plus.

Continue

Do you know where to find further information and advice?

No

If cancer affects the way you do your job, you can get advice, guidance and financial support through a government scheme called Access to Work. For example, they can fund equipment and transport to work. You can talk to your Disability Employment Adviser (DEA) at your local Jobcentre Plus or you can also contact the Macmillan Support Line advisers.

## Don't forget to give your patient a copy of the useful contact sheet.

Once you're back at work, you might still have bad days. Don't face them alone. The Macmillan team is with you every step of the way. For information, help, or if you just want a chat, call the Macmillan Support Line on **0808 808 00 00**. Monday to Friday, 9am–8pm. Or visit **macmillan.org.uk**

# I. In employment or on long-term sick leave – Useful contact details England

## Careers advice

**National Careers Service** can help you make an action plan with achievable targets to support you back to work. They have tools and resources you need to support your next career step.

Contact them on **0800 100 900**, or go to **nationalcareersservice.direct.gov.uk**

## Retirement

Find out more about early retirement, and what it means to you financially, by visiting **moneyadviceservice.org.uk**

## Work advice

**Access to work** can help you if your health affects the way you do your job. They can give you and your employer advice and support with extra costs which may arise because of your needs, such as equipment you need at work or help with paying for travel costs.

Go to **direct.gov.uk/accesstowork**  
**direct.gov.uk/employment**

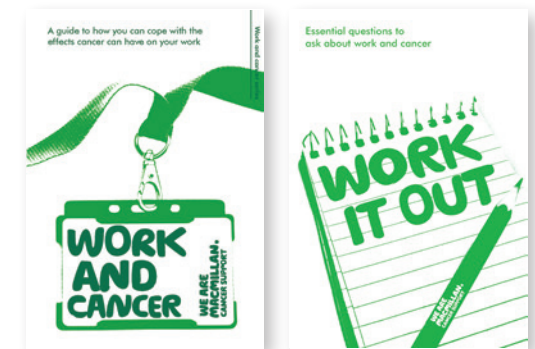
You can find your **Disability Employment Advisor (DEA)** at your local Job Centre Plus. You can search for a job centre nearest to you at **jobseekers.direct.gov.uk**

## Macmillan

Macmillan Support Line.  
Call **0808 808 00 00**  
Monday to Friday, 9am–8pm.  
Our information and support centres are located all across the country. To find a centre near you, go to **macmillan.org.uk/howwecanhelp**

Speak to a Macmillan benefits adviser on **0808 808 00 00**. If you'd prefer to speak to someone in person, find your nearest Macmillan benefits adviser at **macmillan.org.uk/benefitsadvisers**

For free Macmillan booklets on work and cancer, go to **be.macmillan.org.uk**.



# 2.

# WORK SUPPORT ROUTE GUIDE ENGLAND

## Out of work

If your patient is out of work and needs support to go back to work, this route guide aims to support this decision.

Print out a copy of '**Out of work**' and go through the questions with your patient. The answers your patient gives will lead you to the next question.

Follow the flow. Your patient will be signposted to the right information according to how they answer each question.

At the end, you can give a copy of 'Useful contact details' to your patient.



## 2. Out of work

Are you ready to start looking for work?



### Same career

It might have been a while since you filled out an application form, or had an interview, and you might not know where to start. Your local Jobcentre Plus is there to guide you through the process. Once you've registered with them, you will be introduced to a personal adviser, who will support you to find a job. If you are entitled to claim Jobseeker's Allowance, your adviser can also help you fill out the forms.

You might also want to register with a few recruitment agencies. There are plenty on the high street, or you can find some of the bigger ones online.

### Change career

If you want to change your career, talk to the careers advice service at the National Careers Service. They can offer you practical help with updating your CV, interview tips and where to find work.

Have you considered volunteering? For more information go to useful contacts in this section.



Are you worried about going back to work?



When you've had a cancer diagnosis, it can take a long time to feel like yourself again. You might still feel physically unwell. Or perhaps you feel fine, but lack the confidence to return to work.

Talk to a healthcare professional or an adviser at your local Macmillan cancer information centre. They can suggest ways to improve your confidence, such as counselling or a self-management programme.



Would you like to know more about financial support and benefits that you may be entitled to?



Your local Jobcentre Plus can put together a programme to help you gradually come off benefits and get back to work. You may be entitled to certain credits or benefits once you start work. These include Job Grants, tax credits and help with interview expenses.

You can also talk through it with one of Macmillan's benefits advisers, either face-to-face, online or over the phone.



### Don't forget to give your patient a copy of the useful contact sheet.

Once you're back at work, you might still have bad days. Don't face them alone. The Macmillan team is with you every step of the way. For information, help, or if you just want a chat, call the Macmillan Support Line on **0808 808 00 00**. Monday to Friday, 9am–8pm. Or visit [macmillan.org.uk](http://macmillan.org.uk)

## 2. Out of work – Useful contact details England

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Contact them on **0800 100 900**, or go to **nationalcareersservice.direct.gov.uk**

### Volunteering

Find a role that's right for you go to **voluntaryworker.co.uk**

### Work advice

**Access to work** can help you if your health affects the way you do your job. They can give you and your employer advice and support with extra costs which may arise because of your needs, such as equipment you need at work or help with paying for travel costs.

Go to **direct.gov.uk/accesstowork**  
**direct.gov.uk/employment**

You can find your **Disability Employment Advisor (DEA)** at your local Job Centre Plus. You can search for a job centre nearest to you at **jobseekers.direct.gov.uk**

### Financial support and benefits

Go to **direct.gov.uk/moneytaxandbenefits**

**Money advice service** provide unbiased money advice to help people make informed choices such as mortgage payments, loans, insurance or debt management  
**moneyadvice.service.org.uk**

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Or find us online at **macmillan.org.uk/financialissues**. You might also want to look through our Benefits made clear guide at **macmillan.org.uk/benefitsmadeclar**

For free Macmillan booklets on work and cancer, go to **be.macmillan.org.uk**.



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# 3.

# WORK SUPPORT ROUTE GUIDE ENGLAND

## Self-employed

There is a great sense of achievement and satisfaction being self-employed. Your patient maybe concerned that having cancer could lead to starting over again or closing down the business. This route guide can help to discuss options to stay self employed or think about other options.

Print out a copy of **'Self-employed'** and go through the questions with your patient. The answers your patient gives will lead you to the next question.

Follow the flow. Your patient will be signposted to the right information according to how they answer each question.

At the end, you can give a copy of **'Useful contact details'** to your patient.



### 3. Self-employed

Are you happy to stay self-employed?



If you are returning to work, you might have to build up your business again. This can put pressure on you at a time when you may still be feeling unwell. Cancer self-management programmes or rehabilitation services, such as physiotherapy or occupational therapy, may help you to cope.

Macmillan's booklet Self-employment and cancer has lots of advice about managing your workload, and your finances. You can order it from [be.macmillan](mailto:be.macmillan), or call the Macmillan Support Line.



Would you like advice on changing your career, volunteering, or early retirement?



#### Change career

If you want to change your career, talk to the careers advice service at National Careers Service. They can offer you practical help with updating your CV, interview tips and where to find work.

#### Volunteering

Volunteering offers a chance to learn new skills, get active or gain experience to add to your CV. For more information contact Voluntary worker.

#### Retirement

Find out more about early retirement, and what it means to you financially, by visiting the Money Advice Service. You can also speak to an independent financial adviser.



Would you like to know more about financial support and benefits that you may be entitled to?



Get in touch with Macmillan's benefits advisers, either face-to-face, or over the phone, or find them online. You might also want to look through their interactive guide called Benefits Made Clear.

If cancer affects the way you do your job, you could get advice and support through a government scheme called Access to Work. You can apply for Access to Work funding if you are self-employed, or you can have a chat with the Disability Employment Adviser (DEA) at your local Jobcentre Plus. Another useful website is Businesslink, where you can find professional and financial help. For information on mortgage payments, loans and insurance take a look at our useful contacts list at the end of this section. If you have a personal insurance policy, you should also contact your insurers. You may be able to make a claim to support yourself while you get back to work.

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**Businesslink** provide professional and financial advice go to **businesslink.gov.uk**

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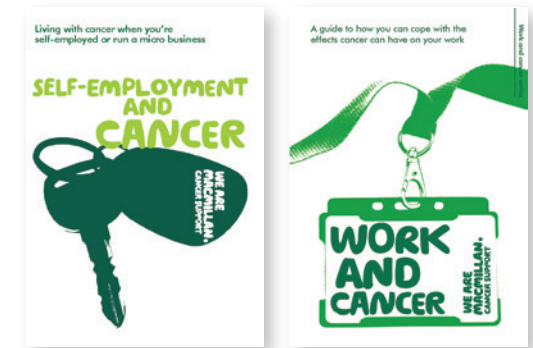
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