Professional Support Unit
Process Map for Dyslexia Cases

Case Manager

• Suspects dyslexia as both a relevant and important issue: following “CM guidance”
• Refers to Gail Alexander by email, attaching Form C
• Completes and sends Form D to Julie Worthington

Gail Alexander

• Advises Case Manager of alternate option or contacts trainee via email to arrange meeting (copy to the Case Manager and Julie Worthington)
• If contact received: Meeting arranged and takes place, full report written and sent to trainee, summary report written and sent to trainee, and with their permission, Case Manager
• Advises Julie Worthington that the coaching has been completed and attaches invoice
• If no contact received for 4 weeks: Informs Case Manager and Julie Worthington and case closed for non-engagement

Julie Worthington

• Logs case as active on the Professional Support Unit spreadsheet
• Sends Form D to the Deputy Deanery Business Manager
• If advised completed: logs number of sessions etc. and sends invoice to Deputy Deanery Business Manager
• If advised no contact: logs as closed for non-engagement

Deputy Deanery Business Manager

• Receives Form D and logs finance implications against trainee record on the PSU spreadsheet
• Receives Gail Alexander’s invoice(s) from Julie Worthington
• Records actual expenditure on PSU spreadsheet
Further Referral is made for dyslexia coaching

Case Manager
- Considers dyslexia coaching would be beneficial
- Refers to Gail Alexander via email
- Completes and sends Form D to Julie Worthington

Gail Alexander
- Contacts trainee via email to arrange meeting (copy to the Case Manager and Julie Worthington)
- If contact received: Coaching meetings arranged and take place, summary report written and sent to trainee, and with their permission, Case Manager
- Advises Julie Worthington that the coaching has been completed and attaches invoice
- If no contact received for 4 weeks: Informs Case Manager and Julie Worthington and case closed for non-engagement

Julie Worthington
- Logs case as active on the Professional Support Unit spreadsheet
- Sends Form D to the Deputy Deanery Business Manager
- If advised completed: logs number of sessions etc. and sends invoice to Deputy Deanery Business Manager
- If advised no contact: logs as closed for non-engagement

Deputy Deanery Business Manager
- Receives Form D and logs finance implications against trainee record on the PSU spreadsheet
- Receives Gail Alexander’s invoice(s) from Julie Worthington
- Records actual expenditure on PSU spreadsheet

For further information about dyslexia please refer to the [Wessex Deanery website](https://www.wessexdeanery.nhs.uk)