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 send to trainee, summary report written and sent to trainee, and with their permission, Case Manager
- Advises Julie Worthington that the assessment 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 assessment 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