
Guidelines for Nursing Staff Transfer Process

TRANSFER PROCESS – INTERNAL STAFF SAME GRADE

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1.0 Introduction:

- 1.1 Feedback from nursing staff leaving the Trust and internal movement at assessment centres has highlighted a need to simplify the process for staff wishing to explore internal opportunities that are available at the same grade but in a different area within the Trust. This applies to both registered and unregistered staff.
- 1.2 It is accepted and expected that staff may wish to develop their career after a period of consolidation and move to either a new specialty area or another area of work. In order to aid staff retention, whilst also offering staff an opportunity to develop their career at GSTT an internal staff transfer scheme is required.
- 1.3 The focus of interviewing at recruitment Open Days/Assessment centres is on staff who are currently external to the Trust. The Open Day elements can be used as an opportunity for internal staff to explore what opportunities may be available in another area prior to making a decision but an interview process is not necessary or appropriate for staff who are currently successfully employed by GSTT who wish to move to an alternative area at the same Band.

2.0 Scope:

- 2.1 The scope of this guideline is to outline the process for staff members wishing to transfer to a different area/specialty at the same grade. This is applicable to areas who have a rolling vacancy rate and fill posts using generic advertising and assessment centres.
- 2.2 This guideline is recognised to have limits in areas/bands who have high demand for vacant positions e.g. A&E, Critical Care however requests can be considered on an individual bases by the HoNs/Deputies. These areas are also covered under the Talent Pool scheme and this may be more appropriate.
- 2.3 In certain circumstances this guideline can be used for staff electing to move to a different area at a lower grade in order to gain experience in that specialty
- 2.4 It is expected that all areas support the transfer scheme offering opportunities to staff who may wish to work in another area.

3.0 Minimum Criteria for Transfer

- 3.1 A vacancy must exist in the receiving area
- 3.2 Registered Staff will have a minimum of 6 months post registration experience and have completed a preceptorship programme, Trust competencies and have had a recent Performance Development Review
- 3.3 Staff new to the Trust or new to the area will have worked in their current area for a minimum of 6 months
- 3.4 The staff member must have discussed the proposed transfer with their own line manager and the receiving line manager.
- 3.5 All transfers and requests for transfer should be approved by the Heads of Nursing (HONS) or their delegated deputy for both areas

- 3.6 Any reasonable adjustments or flexible working agreements must be fully declared and agreed by the receiving manager prior to the transfer being agreed
- 3.7 The timing of the transfer must be negotiated and agreed between the current and receiving line manager. In some circumstances, it may be necessary for the member of staff transferring, to work their notice period in order to ensure that the service is not detrimentally affected by the transfer and to enable the current manager to fill the vacant post or make suitable arrangements to cover their service.

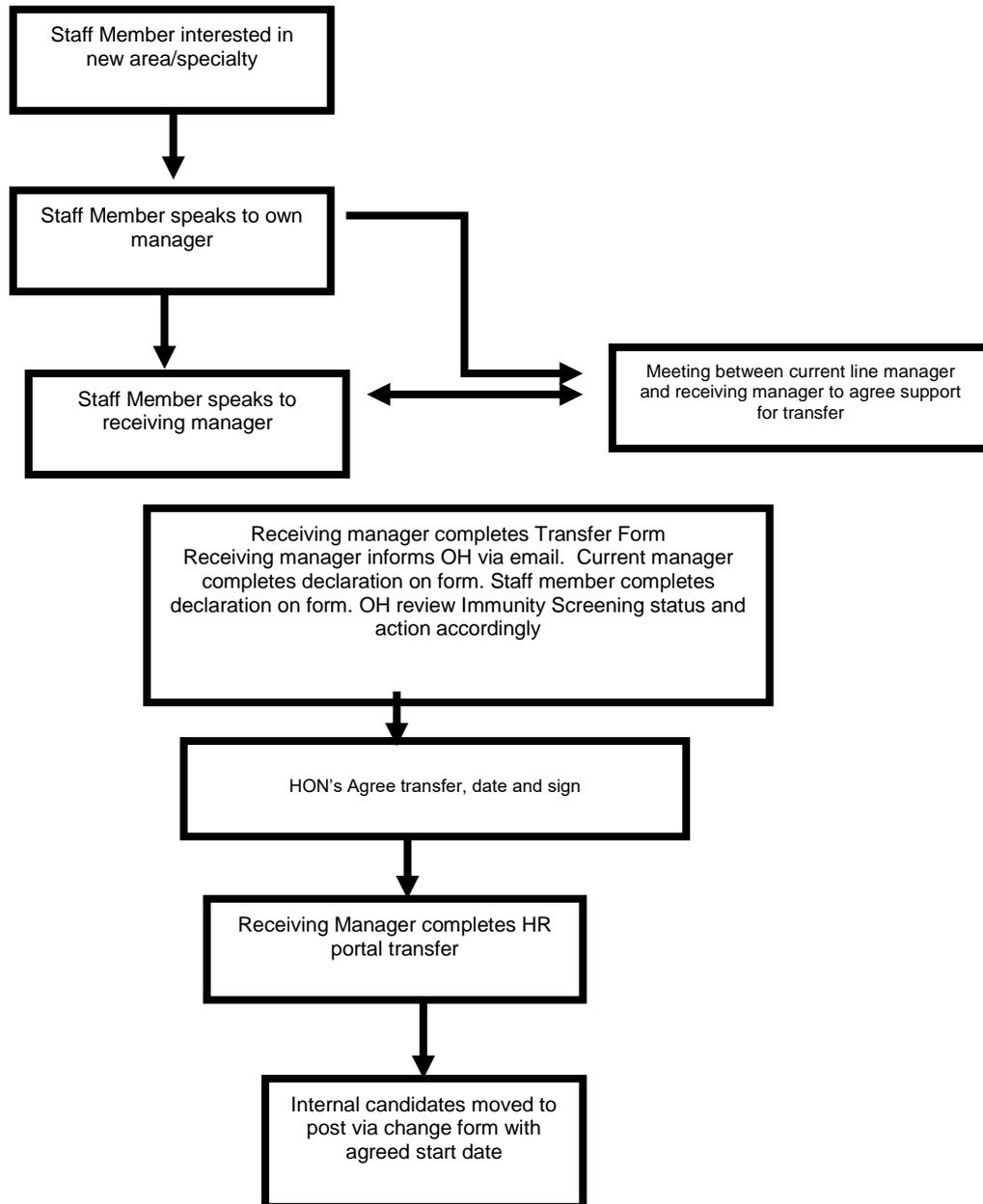
4.0 Exclusions

- 4.1 A member of staff cannot transfer, under these guidelines, to another area if they are under formal sickness, disciplinary or capability management. Any pre-existing warnings must have expired with relevant improvements demonstrated prior to any transfer
- 4.2 Any therapeutic transfer to support development or for another purpose must be agreed under the policy that the line manager is working within and the reason for transfer must be clearly outlined to the staff member concerned
- 4.3 Any discussions regarding rotation staff must be addressed through the Rotation Programme Managers rather than handled under this policy.
- 4.4 A specialist area where there is potential for many staff to be interested in the opportunity should advertise their post as per recruitment guidance.

5.0 Implementation

- 5.1 The transfer scheme provides a healthy and transparent way for staff to move with support from Ward Sisters/Charge Nurses
- 5.2 It is envisaged that transfers would be on a permanent basis to the new area.
- 5.3 It is recommended that the transfer process should take no longer than 12 weeks. Where the process is unavoidably longer, i.e. high demand area, clear communication regarding anticipated transfer time must be maintained.
- 5.4 There would be no expectation of staff to move or transfer.
- 5.5 There is no expectation that any vacancy in the receiving area would have to be advertised prior to a transfer being arranged.

6.0 Process (Flow Chart) -



7.0 Appeals

- 7.1 In the event of a transfer being declined, the reasons will be explained in full to the staff member by the decision making manager and followed up in writing.
- 7.2 Should the staff member remain unhappy with the reasons for declining he/she should outline their concerns and request for appeal to the Head of Nursing of the manager who made the original decision. This should be completed within 14 days of the decision being advised to the staff member. The Head of Nursing will then consider the request and appeal and make the final decision

8.0 Monitoring of Guideline

- 8.1 The guideline will be monitored for effectiveness through the Nursing and Midwifery Workforce Council and will be reviewed minimum of annually for efficacy and pertinence to the current workforce

Appendix A

TRANSFER PROCESS REQUEST

Please ensure that a copy is given to the Staff Member and a copy remains on their personal file

Staff Name Start Date in Trust /..../....

Assignment Number

Current ward.....

Request Transfer to.....

Current Manager

Declaration – I confirm thathas discussed this potential transfer with me. I confirm thatis not under any current formal sickness management, disciplinary investigation or capability management. I can support the transfer requested.

Name:

Sign.....Date /..../....

Receiving Manager

Declaration – I confirm thathas discussed this potential transfer with me. I have discussed any existing flexible working arrangements or reasonable adjustments required. I confirm I have a suitable vacancy and that OH have provided the relevant immunity clearance (if required).

Name.....

Sign

Transfer accepted

Staff Member

Declaration – Iconfirm that I have discussed this transfer with both managers. I confirm that I have discussed any flexible working arrangements or adjustments that I require with my new line manager. I also declare that I have no other declarations to make with regards to convictions pending or other matters which may bring my professional conduct into question

Signed

Receiving ward and transfer date agreed with line manager and receiving manager.

Yes / No Date / /

Outcome Destination.....

Current Head of Nursing/Deputy

Receiving Head of Nursing/Deputy

Name.....

Name.....

Signature.....

Signature.....

Change form completed on HR portal

Yes

Date.....

Signed.....

CHECK LIST	COMMENTS/TICK
Completed Preceptorship?	
Worked in current area 6 months or more?	
Minimum 6 months experience post qualification?	
No current formal sickness, disciplinary or capability management?	
Any pre-arranged annual leave discussed?	
Flexible working/reasonable adjustments discussed?	
Vacancy on receiving ward?	
All parties signed form?	
HON/Deputy Approved and Signed?	
HR Portal Transaction completed?	
Immunity clearance received from OH, if required?	

Appendix B

Occupational Health Internal Transfer Process

