ESSEX PARTNERSHIP UNIVERSITY NHS FOUNDATION TRUST

NURSING INTERNAL TRANSFER SCHEME PROCEDURAL GUIDE

1.0 INTRODUCTION

1.1 Essex Partnership University NHS Foundation Trust is committed to the development and support of its staff and their chosen career pathways. It is recognised and expected that staff may wish to develop their career after a period of consolidation and move into a new area of specialty.

1.2 To support staff retention whilst also offering staff the opportunity to develop their career at EPUT, an internal staff transfer scheme is required, thus highlighting a need to simplify the process for staff wishing to explore internal opportunities at the same band.

2.0 SCOPE

2.1 This procedural guide sets out the process that managers and employees must follow when making and considering an application for the internal transfer scheme.

2.2 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.

2.3 It is expected that all areas support the transfer scheme offering opportunities to staff who may wish to work in another area.

3.0 BENEFITS OF THE SCHEME

3.1 For the Transferor:

- The opportunity for wider career and professional development
- To gain experience in different clinical areas/specialties
- To gain new skills and knowledge of different specialties
- Faster transfer times and reduced duplicated application processes

3.2 For the Organisation:

- Retention of band 5 and 6 nursing staff
- Improved staff motivation, job satisfaction and effective performance of nursing staff
4.0 MINIMUM ELIGIBILITY CRITERIA

4.1 This scheme currently applies to all band 5 and 6 nursing staff, subject to the following criteria;

- A vacancy must exist in the receiving area
- The vacancy should be at the same grade or lower
- The nurse must be an employee, not a temporary worker. Temporary workers wishing to transfer to substantive employment should contact epunft.recruitment.adverts@nhs.net.
- The staff nurse must have been employed by the Trust in their current role for a minimum of 6 months at the time of application.
- Successfully completed their probation period.
- The staff nurse must have discussed the proposed transfer with their line manager.
- Band 5 nurses with less than 1 years’ experience will need to evidence that they have completed preceptorship and competency program.

5.0 EXCLUSIONS

5.1 An employee should not 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. Depending on the circumstances of any employee under the following formal processes directors of services will have to review the request and agree/disagree depending on the reasons/concerns.

5.2 If the service needs are going to be compromised and the patient safety will be at risk.

5.3 If the individual has not met the minimum eligibility criteria.

6.0 APPLICATION PROCESS

6.1 The employee should arrange to meet with their line manager to discuss the transfer.

6.2 The employee should identify a service area and ward in which they wish to apply for transfer and arrange a meeting with the ward/unit manager of that area to discuss their interest in transferring and the availability of any vacancies. HR can support with obtaining suitable contact details.

6.3 Following the discussion with both managers and the confirmation of available vacancies, the employee wishing to transfer should complete the internal transfer scheme application under the internal transfers scheme page of the Trust INPUT page by submitting to their line manager for approval and authorisation.

6.4 If the receiving ward has no current live vacancies but the employee wishes for their application to be logged and considered for future vacancies they should still complete an application and follow the below steps.
6.5 It will be the current line manager’s responsibility to ensure that the staff member has met the minimum eligibility criteria and is not currently subject to any of the exclusions before they authorise a possible transfer.

6.6 If the application form cannot be approved by the line manager because the individual does not meet the eligibility criteria the manager will need to inform the individual in writing and give the reason why they cannot process their application form within 10 working days of receiving it.

6.7 The line manager will then send the forms directly to the ward/department manager of choice. On receipt of this, if there are no current vacancies then the receiving manager should log the transfer request locally for a minimum of 6 months until a vacancy arises and send a copy of the application to [email protected]. The receiving manager should acknowledge receipt of the transfer application and advise the employee if there are no current vacancies. At the time that a vacancy becomes available, the receiving manager should make contact with the individual to discuss if they are still interested in transferring. The HR team will also cross check the weekly IVB and transfer request log and raise with managers where appropriate.

6.8 In the same way that a manager would consider an application form and a reference, the receiving manager considers the request for a transfer and either supports the application or not. The decision should be clearly indicated on the transfer application form. Where the answer by the potential manager is not to support the application, clear indication should be given. This should include advice about gaps in training and experience that may be addressed to facilitate placement at a later date. The receiving manager should arrange a meeting to provide feedback to the individual.

6.9 If the employee has no experience working on the ward they are interested in transferring to they should consider undertaking bank shifts on that specific ward. This will help gain experience and knowledge to support transfer in the future.

6.10 If the transfer has been approved by both managers the receiving manager must send a copy of the completed transfer application form to [email protected].

6.11 On receipt of the application form, the resourcing team will assess whether a DBS or occupational health clearance will be required prior to transferring.

6.12 A member of the resourcing team will email the transferring and receiving manager to confirm clearance of any checks required. The transferring and receiving managers should inform the employee and agree the transfer date. The Trust’s contractual notice periods will still apply but once a request for transfer has been approved, the notice period may be negotiated from that time if feasible. All annual leave needs to be up to date prior to transfer unless explicit agreement from receiving manger.

6.13 Once a transfer date has been agreed the receiving manager must complete the staff change form and send to the ESR team. [email protected]
7.0 PRE-EMPLOYMENT CHECKS

7.1 Pre-employment checks will be minimal to avoid duplicating data as the transferee is already an existing employee of the Trust.

7.2 An occupational health re-check is not required unless it is deemed necessary due to a change in the role. All transferring staff will be required to complete and internal health questionnaire prior to transferring to provide assurance there has been no changes since their last occupational health clearance.

7.3 A DBS re-check is not required unless there is a change to the level of the check required from the previous post as a result of moving areas. If there is a change of level required the resourcing team will be in contact with the individual to complete this.

8.0 REJECTION OF APPLICATION TO TRANSFER

8.1 If an application for internal transfer is rejected by either the transferring or receiving manager, they should hold a meeting with the employee to fully explain the rationale for not supporting the application as per section 6. The rationale not to support a transfer should be based on the employee’s ability to meet the eligible criteria and/or the impact on service provision at the time of the request.

8.2 If an employee feels that their application has been rejected unfairly, they must set out their concerns in writing to the Head of Resourcing. There is no appeal process in place.
9.0 PROCESS FLOW CHART

Employee expresses interest to internally transfer and arranges discussion with current manager

Employee identifies service area of interest and arranges to meet with relevant manager of that area/ward to discuss interest seeking guidance from HR where required

Employee completes transfer application form and submits to current manager

Current Manager reviews application and authorises transfer application form confirming if the employee is eligible

After authorisation application is forwarded on to the receiving manager

Receiving manager reviews the transfer application form and decides whether to support the transfer or not

The receiving manager must send a copy of the transfer application form to the epunft.retention@nhs.net inbox. The resourcing team will assess if the transfer requires additional pre-employment checks

Following clearance of any checks needed and agreement over the date of transfer, the receiving manager must complete the relevant change form and submit to

Receiving manager should arrange a feedback meeting with the individual to address the reasons for refusal and identify gaps in training or experience that may be addressed to facilitate transfer at later date and retain the application for transfer for a minimum of 6 months for consideration

Individual not currently eligible to transfer – manager to notify employee and explain reasons why

Individual can apply to transfer again at a later date when eligible