

Staff Internal Transfer Policy

W18

Additionally refer to:

- W23 Flexible Working Policy
 - W7 Disciplinary Policy
- W10 Employee Performance Management Policy & Procedure
- W22 Employee Wellbeing & Attendance Management Policy

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The Staff Internal Transfer Policy aims to allow staff who wish to work in an alternative work area an ability to transfer in the most efficient and effective way. This reduces the time taken for suitable staff to move to a new area (where a vacancy exists) and reduces the administrative burden on both the individual wishing to move and on our recruitment teams.

The benefits of this are that it helps retain people in our Trust who wish to move to an alternative work area, without the need for them to seek employment outside of the Trust or resign from their current role.

The policy sets out the key criteria for the transfer to take place, the process for implementation and the way in which staff may appeal any decision should a transfer not be agreed. This includes the following key stages of the process:

1. A vacancy must exist in the receiving area.
2. Staff member discusses the proposed transfer with their own line manager and the receiving line manager.
3. Decision made and if agreed the transfer will take place within 4 weeks.

1.0 Introduction:

1.1 Feedback from 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 and role but in a different area within the Trust.

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. This will aid staff retention, whilst also offering staff an opportunity to develop their career at SaTH 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 SaTH 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 vacancy.

2.2 In certain circumstances this guideline can be used for staff electing to move to a different area at a lower band to gain experience in that specialty / department. This policy is not to be used to deploy staff for health reasons. Please see redeployment policy for this purpose.

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

2.4 The procedure – excludes workers who are engaged via staff bank/ agency or employees who are on fixed term contracts.

3.0 Accountabilities

3.1 Directors of People and OD will be responsible for ensuring this procedure is fairly and consistently applied within their areas of responsibility in the Trust.

3.2 Service Managers are responsible for communicating the procedure to all their teams and for reviewing the application and ensuring consistent and equitable assessment when deciding whether to either approve or decline any request from the current line manager to extend the notice period for transferring staff.

3.3 Department Managers are responsible for incorporating retention discussions with their staff; making their staff aware of the procedure and supporting the timely implementation of the process as part of career discussions.

3.4 The Recruitment team will be responsible for checking ESR to ensure that relevant pre-employment checks such as Right to work, DBS, Occupational Health are held on ESR. This will not delay transfer of the employee.

3.5 The Recruitment team will be responsible processing the change form for ESR and change letter. Employees will be responsible for discussing the application request with their line manager and submitting their request.

3.6 Employees are responsible for ensuring their mandatory training is up to date.

4.0 Criteria for Transfer

4.1 A vacancy must exist in the receiving area.

4.2 Staff will have a minimum of 6 months in post (Registered staff 6 months post registration experience and have completed a preceptorship programme), and have had a recent Performance Development Review.

4.3 The staff member must have discussed the proposed transfer with their own line manager and the receiving line manager. The timing of the transfer must be negotiated and agreed between the current and receiving line manager, but it is expected that the transfer would take place within a 4 week period.

4.4 All transfers and requests for transfer should be approved by the Heads of Nursing (HONs) / equivalent / department manager or their delegated deputy for both areas.

4.5 Any reasonable adjustments or flexible working agreements must be fully declared and agreed by the receiving manager prior to the transfer being agreed.

5.0 Exclusions

5.1 A member of staff cannot transfer, 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.

5.2 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

5.3 Any discussions regarding staff working as part of a rotation programme must be addressed through the Rotation Programme rather than handled under this policy.

5.4 A specialist area where there is potential for many staff to be interested in the opportunity should advertise their post as per recruitment guidance.

6.0 Implementation

6.1 The transfer scheme provides a healthy and transparent way for staff to move with support from Line managers.

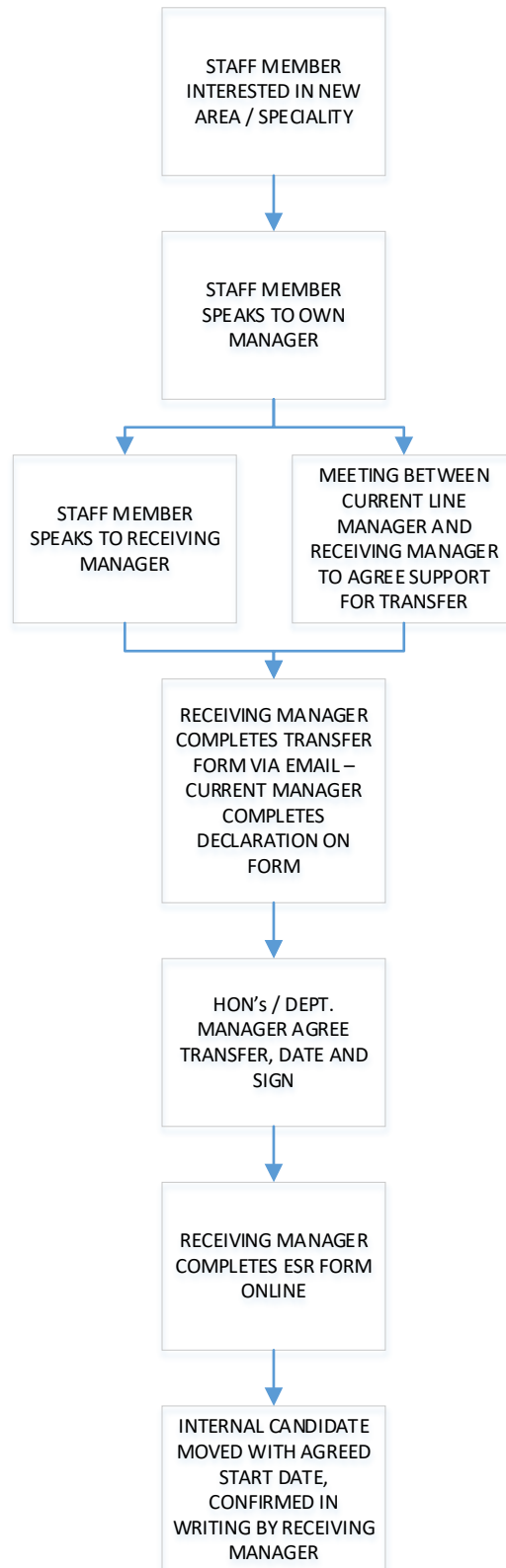
6.2 It is envisaged that transfers would be on a permanent basis to the new area. However, it may be beneficial for the individual to spend some time in the proposed transfer department. This will allow an opportunity to experience the area before applying for a transfer. This must be agreed between the lines managers of the area.

6.3 It is recommended that the transfer process should take no longer than 4 weeks. Where the process is unavoidably longer, i.e. high demand area, clear communication regarding anticipated transfer time must be maintained.

6.4 There is no expectation that any vacancy in the receiving area would have to be advertised prior to a transfer being arranged.

Internal Transfer

7.0 Process (Flow Chart) -



8.0 Appeals

8.1 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.

8.2 Should the staff member remain unhappy with the reasons for declining they have the right to raise a grievance at the appeal stage of the Trust's Grievance Policy.

9.0 Monitoring of Guideline

9.1 The guideline will be monitored for effectiveness through the Operational People Group 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 / department.....
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.

Name.....

Sign

Transfer accepted – Yes / No

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

Internal Transfer

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

Yes / No Date /..../....

Outcome Destination.....

Current Head of Nursing/Head of Department

Receiving Head of Nursing/Head of Department

Name.....

Name.....

Signature.....

Signature.....

Change form completed on HR portal

Yes

Date.....

Signed.....

Checklist

- Completed Perceptorship if applicable? Yes/No
- Worked in current area 6 months or more? Yes/No
- Minimum 6 months experience post qualification if applicable? Yes/No
- No current formal sickness, disciplinary or capability management? Yes/No
- Any pre-arrange annual leave discussed? Yes/No
- Flexible working/reasonable adjustments discussed? Yes/No
- Vacancy on receiving ward? Yes/No
- All parties signed form? Yes/No
- HON/Head of Department Approved and Signed? Yes/No
- ESR online form completed? Yes/No