

SOP10

Internal Transfer Procedure for Registered Nurses and Unregistered Healthcare Workers

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Attachments

[Attachment 1 Application form](#)

[Attachment 2 Process flow](#)

1.0 Statement

The Trust recognises that throughout employment, registered and unregistered nurses may choose to move from one area of the Trust to another; this can be mutually beneficial to both the individual and the organisation. The procedure is designed to facilitate internal movement of registered and unregistered nursing employees where it is mutually beneficial, supports staff engagement and long-term workforce planning.

This procedure is applicable to all registered and unregistered nursing employees in a permanent position. It but cannot be used to transfer to a higher banded post or specialist/bespoke role (e.g. CNS) as this must involve an equality based competitive process. It can however be used to transfer to a lower banded position (pay protection would not apply in such a circumstance). There is an expectation that the process should take no longer than 6 weeks to complete.

2.0 Definitions

Employee - an individual who has entered into or works under a contract of employment. The procedure excludes workers who are engaged via staff bank/ agency or employees who are on fixed term contracts.

3.0 Accountabilities

- 3.1 The Director Sponsor will be accountable for revisions of this procedure that are necessary from time to time as a result of changes in the law or in the light of experience when applying the procedure. Any revisions will be agreed through the Trust's relevant sub group.
- 3.2 Deputy Chief Operating Officers and Heads of Nursing/Midwifery will be responsible for ensuring this procedure is fairly and consistently applied within their areas of responsibility in the Trust.
- 3.3 Heads of Nursing/Midwifery are responsible for communicating the procedure to relevant Matrons and if issues occur they will lead the review process and make the final decision regarding outcome of the request.
- 3.4 Matrons 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.
- 3.5 Senior Sisters / Charge Nurses 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 development discussions.
- 3.6 The General Resourcing 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.

- 3.7** The General Resourcing Team will be responsible processing the change form for ESR and change letter.
- 3.8** Employees will be responsible for discussing the application with their line manager and submitting their request.
- 3.9** Employees are responsible for ensuring their mandatory training is up to date.

4.0 Procedure detail

This procedure is applicable to all registered and unregistered nursing employees in a permanent position who are looking to transfer or change departments. The job title/role must be the same and of equivalent, or lower banding.

- The employee will complete the internal transfer application form ([attachment 1](#)).
- The employee will give the completed transfer application form to their current line manager for them to complete the management section.
- The current line manager completes the form and returns it to the employee.
- Feedback will be given to the staff member by their current line manager if the application is not supported by them. The reasons for declining must be documented.
- The completed transfer application form is then sent to General Resourcing Team whether the employee is supported to proceed or not.
- General Resourcing Team will maintain a centralised transfer log.
- General Resourcing Team will check all current vacancies and new VCPs for potential matches.
- General Resourcing Team will inform the receiving manager of relevant applications.
- The receiving manager will consider all applications; if more than one internal transfer application is received for a specific vacancy then a short interview process with the receiving manager will be required.
- The current and receiving managers will confirm the transfer date, which will be no longer than 4 week notice period and inform General Resourcing Team. If the current line manager wishes to extend notice period this needs to be approved by Matron.
- General Resourcing Team will provide written confirmation to the applicant of the variation to their contract and start date.
- If no vacancy exists in the area the transferee requires, the application will be held in General Resourcing Team database and the employee will be informed that no

current vacancy exists. The employee can then identify alternative areas of interest. If no current vacancy exists in all areas of interest, the application will be kept on file for 3 months at which time it will be removed from the live database;

- The review/escalation process will be led by the Heads of Nursing/Midwifery:
 - Employees can request a review if they do not consider they are being supported by current line manager;
 - Receiving manager or employee can request a review if an extended notice period is applied.

5.0 Financial Risk Assessment

1	Does the implementation of this policy require any additional Capital resources	No
2	Does the implementation revenue resources of this policy require additional	No
3	Doe the implementation of this policy require additional manpower	No
4	Does the implementation of this policy release any manpower costs through a change in practice	No
5	Are there additional staff training costs associated with implementing this policy which cannot be delivered through current training programmes or allocated training times for staff	No
	Other comments	

6.0 Equality Impact Assessment

An equality analysis has been carried out and it indicates that:

Tick	Options
	A. There is no impact in relation to Personal Protected Characteristics as defined by the Equality Act 2010.

7.0 Maintenance

The procedure will be reviewed every three years or earlier by the Deputy Head or Head of Resourcing to include any legislative updates or changes. The Operational Workforce Group, Nursing Workforce Oversight Group or People Committee will be utilised for any considerations.

8.0 Communication and Training

Procedure will be published and available on the intranet. Heads of Nursing and Senior Matrons or Matrons will be made aware responsible for the communication of this policy to their staff.

9.0 Audit Process

Criterion	Lead	Monitoring method	Frequency	Committee/ Group
Review the procedure to ensure it complies with NHS standards.	Head of Resourcing		3 yearly	Trust Policy Group
Process for monitoring/receiving applications to provide assurances that process has been fairly and equitably assessed	Managers/ General Resourcing/	Application submitted	Annually	Operational Workforce Group
Verbal/written update provided to Senior Nursing Team over number of applications, outcomes, and any identifiable trend	Resourcing/ Deputy Resourcing Manager	General Resourcing centralized log	Quartey	Nursing Oversight Group and Attract and Retain Steering Group

10 References

Other relevant Trust Standard Operating Procedures and Policies including:

- ✓ [HR08 Recruitment and Selection Policy](#)
- ✓ [HR09 Employee Records Policy](#)
- ✓ [HR18 Appraisal Policy](#)

Part A - Document Control

Policy number and Policy version: 3.0	Policy Title Internal Transfer Procedure for Registered Nurses and Unregistered Healthcare Workers		Status: Final	Author: Resourcing Manager Director Sponsor: Chief People Officer
Version / Amendment History	Version	Date	Author	Reason
	1	March 2018	Senior HR Manager - Resourcing	Revised and Reassigned as a Procedure.
	2	February 2021	Resourcing Manager	Revised in line with review date
	3.0	February 2024	Resourcing Manager	Revised in line with review date. Reformatted attachment and included reference to Net hours balance due to Trust priorities.
Intended Recipients: All grades of nursing staff				
Consultation Group / Role Titles and Date: Initial procedure was reviewed at Joint Negotiating Committee and Local Negotiating Committees				
Name and date of Trust level group where reviewed			Trust Policy Group – April 2024	
Name and date of final approval committee			Trust Management Committee – April 2024	
Date of Procedure Issue			May 2024	
Review Date and Frequency			3 yearly – April 2027	
Training and Dissemination: Trust Intranet				
To be read in conjunction with: HR08 Recruitment and Selection Policy, HR9 Employee Records Policy, HR18 Appraisal Policy				

Initial Equality Impact Assessment (all policies): Completed Yes If you require this document in an alternative format e.g., larger print please contact Policy Management Officer	
Monitoring arrangements and Committee	Operational Workforce Group
Document summary/key issues covered. The process for permanent internal nursing staff to transfer departments into the equivalent or lower band job role	
Key words for intranet searching purposes	Internal Transfer, NMC

Attachment 1

Internal Transfer Request Form

Part 1 - Completed by the applicant	
Personal Details	
Name:	
Assignment number:	
Existing employer:	
Contracted hours:	
Email address:	
Home telephone / Mobile telephone:	
Current employment details:	
Job title:	
Band:	
Ward / Department:	
Name and contact number of supervising manager:	

Part 2 – Transfer Preferences	
<i>Please identify the areas/role/band you would like to move to, providing reasons for request to transfer, ranking them in order where more than 1 area is identified (maximum 3)</i>	
1:	
2:	
3:	

Declaration		
<i>I confirm that all my mandatory training is up to date and that I am not subject to any conduct/ competency/ disciplinary concerns.</i>		
Signed	Print Name	Date:

Part 3 - To be completed by Current Line Manager		
Mandatory training up to date:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>Provide reasons, if No:</i>		
Current net hours balance:		
Sickness / absence record in accordance with Trust policy:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>Provide details, if No:</i>		
Conduct / competence / disciplinary concerns:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>Provide details, if Yes:</i>		

Application Decision	
Approved <input type="checkbox"/> Declined <input type="checkbox"/>	
If declined, give reasons:	

Current Line Manager	
Signed:	Print Name:
Job Title:	Date:
Return completed forms to the General Resourcing Team: rwh-tr.staffresourcingteam@nhs.net	

Part 4 - To be completed by Receiving Manager	
Name:	
Email address:	
Ward / Department:	

Application Decision	
Approved <input type="checkbox"/> Declined <input type="checkbox"/>	
If declined, give reasons:	
Start date:	

Receiving Manager	
Signed:	Print Name:
Job Title:	Date:

If employee is transferred; please liaise with current line manager to receive personal file.

Return completed forms to the General Resourcing Team: rwh-tr.staffresourcingteam@nhs.net

Part 5 - To be completed General Resourcing	
Name:	
Assignment number:	
VCP number:	
Date Change form completed:	
Date Change letter completed:	

Attachment 2

Procedure Flow chart

Nurse or Health Care Assistant registers interest to join internal transfer scheme and submits application form to line manager

Application supported

Application not supported

Current line manager completes section of application

Current line manager completes section of application

Application form is forwarded to General Resourcing Team to capture details on database

Current line manager provides feedback to staff member as to why the application is not supported

General Resourcing Team will check all current vacancies and new VCPs for potential matches. And ensure pre-employment checks are held on ESR

Application form is forwarded to General Resourcing Team to capture details on database

Vacancy exists in area of interest – receiving manager reviews application if only one interested party they will then meet individual. If more than one person interested a short interview process will occur.

If no current vacancy, applicant will be requested to provide alternative areas and application will be held on database for 3 months

Staff member can request a review by Divisional Head of Nursing if they do not consider they are being supported by their line manager

Transfer agreed. Current and receiving manager confirm transfer date within 4 weeks