

1. Introduction & Who Guideline applies to

- 1.1 This guideline details the process for the internal job transfer process for Band 5 Registered Nurses (RN), Nursing Associates (NA) and Health Care Assistants (HCA) .(previously known as job swap)
- 1.2 Staff currently working at the University Hospitals of Leicester NHS Trust (UHL) in a Band 5 RN, Band 4 NA or HCA post can move between roles, via a less formal recruitment process which does not require staff to apply through our external nursing adverts.
- 1.3 This guideline supports 'like for like' transfer for nursing staff only, this does not support transfers for other ward support staff.
- 1.4 This guideline applies to the following staff groups:
 - a) Band 5 RN, Band 4 NA and Band 2 HCAs.
 - b) Ward Sisters and Matrons who manage Band 5 RN, Band 4 NA or HCAs vacancies and list as available for this process on INsite

2. Guideline Standards and Procedures

- 2.1 Every month a summary of the Band 5 Nursing, Band 4 NA and HCA vacancies for each of the Clinical Management Groups, split by Specialism and/or Ward area will be placed on INsite along with this guidance for employees wishing to apply (see link in section 5)
- 2.2 Staff must discuss with the Ward Manager/Matron for the post they are interested in, complete an expression of interest form (see Appendix 1) and submit this to their line manager. The Expression of Interest form must be completed with the following:
 - a) Why the staff member wishes to be considered for the role
 - b) The transferable skills they will take to the new role
 - c) Confirmation that they have discussed their application with the proposed transfer ward Manager/Matron.
 - d) Declaration that they are up to date with all the requirements for Revalidation
 - e) Declaration that they are up to date with all essential to job role and UHL statutory training requirements
 - f) Detail all pre booked Annual Leave that has been discussed and confirmed with the ward manager/matron
- 2.3 Staff cannot apply for a transfer if they have a sickness or attendance target unless agreed by their manager under exceptional circumstances.
- 2.4 Staff cannot apply for transfer if they have a performance management programme in place unless agreed by their manager under exceptional circumstances.

- 2.5 Staff do not need to find another member of staff to 'job swap'/job transfer with, they are applying for a vacancy in the area they wish to move to. While this is a formal process, the candidate will not be required to interview for the role.
- 2.6 Staff can speak to their Matron or learning and Organisational development lead for further career advice.

Once a member of staff has moved to their new area through the internal transfer process, it is expected that they stay in this new clinical area for 6 months before seeking to move again to another post through the internal transfer process unless agreed by their line manager in extenuating circumstances.

2.7 **Threshold Agreement**

If the current ward is already supporting internal transfers or have staff in the process of leaving, the transfer may be delayed. However, the transfer will take place as soon as possible from the date of your request to move.

2.8 How the selection process will work

- In the event of one applicant for a post, an informal discussion will be held between the staff member and the ward manager/matron. If there are two or more applicants for one post a more formal interview will be required to ensure a fair and equitable process.
- A new Disclosure and Barring Service check is not required where an existing member of staff moves job and their roles and responsibilities have not changed unless they have never had a DBS check or one is not recorded for the staff in ESR. This information can usually be checked in Health roster as well as in HR. The DBS policy can be found here; <http://insitotogether.xuhl-tr.nhs.uk/pag/pagdocuments/Disclosure%20and%20Barring%20Service%20UHL%20Policy.pdf>
- Additional checks for the post may be required – such as Occupational Health EPIP checks for theatres. This is not routinely required for staff so departmental managers must refer the worker to Occupational Health if this is a requirement in their area.

3 **Education and Training**

- 3.1 There are no training requirements for the implementation of this guideline

4 **Monitoring Compliance**

4.1 Vacancy monitoring

| Element to be Monitored | Lead | Method | Frequency | Reporting arrangements |
|--|---|------------------------|-----------|------------------------------------|
| Vacancy data showing numbers of Internal Transfers | Head of Nursing for Recruitment, retention and pastoral care. | Monthly vacancy return | Monthly | Bi-Monthly Nursing Workforce group |

4.2 Legal Liability Guideline Statement

Guidelines or Procedures issued and approved by the Trust are considered to represent best practice. Staff may only exceptionally depart from any relevant Trust guidelines or Procedures and always only providing that such departure is confined to the specific needs of individual circumstances. In healthcare delivery such departure shall only be undertaken where, in the judgement of the responsible healthcare professional' it is fully appropriate and justifiable - such decision to be fully recorded in the patient's notes

5 Supporting Documents and Key References

Go to our website <https://www.leicestershospitals.nhs.uk/aboutus/work-for-us/current-vacancies/>

6 Key Words

Internal transfer, job swap, vacancies, HCA, Registered Nurse, Nursing Associate

| CONTACT AND REVIEW DETAILS | |
|---|--|
| Guideline Lead Anna Duke Head of Nursing Recruitment, Retention and Pastoral Care | Executive Lead Julie Hogg Chief Nurse. |
| Details of Changes made during review: <ul style="list-style-type: none">• Guideline template updated to latest version• Addition of team leaders to Bank team members to provide advice• Updated frequency of Nursing Workforce meetings to bi-monthly• Number of eligible hours worked in requested area added to reference form (Appendix 2)• Exception criteria added for Bank worker that meets all criteria other than required minimum ward department hours worked (Section 2.7)• Addition of dropdown response boxes for easier completion• Updated DBS charge quoted in the application form | |

Appendix 1:

| Internal Band 5, Band 4 and HCA Internal Transfer Expression of Interest Form | | | |
|---|---|---|------------------|
| Name: | | Requested Ward / Work Area for transfer: | |
| Current Role & Banding | | Vacancy Role Title & Band being applied for | |
| Contact Email Address | | Please provide dates of any planned annual leave | |
| Name and contact details of ward manager / matron for requested area: | | Have you discussed your application for this role with the manager/matron? | Choose an item. |
| Do you have any restrictions to your work pattern i.e. planned annual leave, shifts you are unable to work? | Choose an item. If Yes, please provide details | Do you have a live complaint/investigation/restriction in place with Staff Bank that you are aware of? | Choose an item. |
| Are you up to date with all professional requirements for your role, i.e. Revalidation, training etc. | Choose an item. | I understand that I may need a DBS check and agree to fund this* <small>*£40.00 charge for enhanced DBS check at time of policy review</small> | Staff Signature: |
| | Choose an item. | HCA's only: Have you completed the Care Certificate? | Choose an item. |
| Please list previous Nursing roles, experience, and skills below: | | | |
| | | | |

Why do you wish to be considered for the role?

What transferable skills you will bring to the role?

Any other information you wish to provide in support of your application.

Next Steps

Once completed please provide this form to the ward manager or matron of the area so they can discuss this with you.

Once received by the manager, the information enclosed will be checked and an outcome response sent to you and the supporting manager.