

## INTERNAL TRANSFER SCHEME

		POLICY		
Reference	HR 0046			
Approving Body	Nursing, Midwifery and AHP Committee. People and Inclusion Cabinet			
Date Approved	01/08/2024			
For publication to external SFH website	<b>Positive confirmation received from the approving body that the content does not risk the safety of patients or the public:</b>			
	<b>YES</b>	<b>NO</b>	<b>N/A</b>	
	X			
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## 1.0 INTRODUCTION

Sherwood Forest Hospitals NHS Foundation Trust (The Trust) are aware of the national and local challenges to the recruitment and retention of experienced and skilled nursing staff. To help support the retention of band 2 and 3 Health Care Support Workers (HCSW's), Health Care Assistants (HCA's), band 4 Nursing Associates (NA's) and band 5 Registered Nurses (RN's) the introduction of an Internal Transfer scheme (ITS) is deemed appropriate.

- 1.1 The Trust recognises that there are many reasons why staff may choose to leave, however feedback collected from nurse exit interview questionnaires highlighted a lack of opportunities for career progression and personal development, contributed to some staff members decision to leave.
- 1.2 It is accepted that nurses may wish to develop their career after a period of consolidation and move to a new specialty area. To aid the retention of nurses at the Trust staff members will be offered an opportunity to develop their career by using an Internal Transfer Scheme.
- 1.3 Internal Transfer Schemes are recognised nursing retention strategies that have; contributed to reducing vacancy rates; staff turnover; and have allowed employees to map their own career pathway in other NHS Trusts. The scheme allows for staff to apply internally for a fast-track, sideways transfer to another ward, department, or speciality.
- 1.4 In 2020 following a questionnaire to band 5 RN's it was identified that 48% of respondents had considered working in a different department or ward at the Trust and 37.5% of respondents stated they would be interested in applying via an Internal Transfer Scheme if one was in place. The respondents who replied 'yes' for being interested in the scheme, also stated they were more likely to stay at the Trust if the scheme was available.
- 1.5 The Internal Transfer Scheme was trialled between June 2021 and December 2021 for band 5 RN's. Positive feedback was received from transferees and ward/department leaders. In February 2022 it was agreed for the scheme to be rolled out permanently within the Trust and that band 2 HCSW's / HCA's could be included. In May 2024 it was decided that this could be further extended to include band 3 HCSW's /HCA's and band 4 NA's.

## 2.0 POLICY STATEMENT

An Internal Transfer Scheme allowing band 2 and 3 HCSW's / HCA's, band 4 NA's and band 5 RN's provides them with an opportunity to register their interest in transferring to another post at the Trust with the same substantive band.

- 2.1 The key aim of the scheme is to provide a centrally managed approach to assist the internal transfer of band 2 and 3 HCSW's / HCA's, band 4 NA's and band 5 RN's into identified vacancies, which could;
- a) aid the retention of staff with valued skills and experience and
  - b) reduce the length of time it takes to recruit into a post.

### 3.0 DEFINITIONS/ ABBREVIATIONS

ESR	Electronic Staff Record
HCSW's	Health Care Support Workers
HCA's	Health Care Assistants
Internal Transfer Leads	Author and Sponsor of Internal Transfer Policy
NA's	Nursing Associates
Preceptorship	A newly qualified nurse who upon commencing post undergoes a structured programme of supported learning in their practice environment.
RN's	Registered Nurses
Staff	Refers to all those working within the Trust whether on a paid or voluntary basis. It includes those with honorary contracts, those employed by other Trusts and agencies, contractors working on the hospital sites and students undertaking placement anywhere within the Trust's sphere of operation.
The Trust	Refers to Sherwood Forest Hospitals National Health Service Foundation Trust and in particular the hospitals where the Trust has responsibility for patient care which includes inpatient and outpatient care at King's Mill, Newark and Mansfield Community.
TRAC	Recruitment Management System

### 4.0 ROLES AND RESPONSIBILITIES

- 4.1 The Leads for the Internal Transfer Scheme are a Practice Development Matron and an Associate Director of Nursing.
- 4.2 **The Leads** have the overall responsibility of the implementation, management and monitoring the effectiveness of the Internal Transfer Scheme as detailed in the procedure below.

- 4.3 **The Employee** wishing to transfer has the responsibility of correctly identifying they are eligible for the Internal Transfer Scheme prior to applying, have their manager's approval, and have completed the correct paperwork.
- 4.4 **The Line Manager/Team Leader** of the employee wishing to apply for the transfer is expected to complete their section of the employees' Internal Transfer Request Form. They also have the responsibility of liaising with the Recruiting Manager to organise a release date in a timely manner, when an offer has been given. The Recruiting Manager must add the vacancy on Trac. A note should be added to say it is for the Internal Transfer Scheme and advertising scope restricted should be selected. The advert will remain hidden and available for staff members on the Internal Transfer list.
- 4.5 **The Recruiting Manager** is the Ward or Department leader that is looking to recruit into a vacancy in their area. They have the responsibility of liaising with the Internal Transfer Scheme Leads, arranging a transfer meeting with the employee that wishes to transfer to their area, or arrange a formal interview if more than one candidate has applied. In addition, the Recruiting Manager will need to inform the Human Resources Recruitment Team where an employee transfer has been agreed and complete a change form.
- 4.6 **The HR Recruitment Team** will be responsible for uploading the offer on Trac and carrying out the usual employment checks for internal candidates as necessary. They will then need to update the employee's Electronic Staff Record (ESR).

## 5.0 PROCEDURE DETAILS

- 5.1 If employees are interested in becoming registered in the Internal Transfer Scheme, they must:
- Be either a band 2 or 3 HCSW/HCA, band 4 NA or a band 5 RN working for The Trust
  - Have been working in their current post for a minimum of 6 months
  - Have completed their preceptorship if newly qualified (band 4 NA or band 5 RN only)
  - Have completed the Care Certificate (applicable to band 2 or 3 HCSWs/HCAs employed by the Trust (since 2015))
  - Have had an appraisal in the last 12 months
  - Have agreement, approval, and support from their current Line Manager/Team Leader.

- 5.1.2 Expressions of interest from staff under formal investigation, a formal capability procedure or live disciplinary warning, will be subject to discussion by the Matron and HR Business Partner.
- 5.1.3 The Internal Transfer Scheme is open to all eligible staff seeking a sideways transfer.
- 5.1.4 Transfers would be on a permanent basis to the new area.
- 5.1.5 There is no expectation that a vacancy in the receiving area would have to be advertised prior to a transfer being arranged.
- 5.1.6 A process flowchart can be found in Appendix A.
- 5.1.7 A guidance flowchart for Recruiting Managers on how they can use the Internal Transfer Scheme to fill vacancies can be found in Appendix B.
- 5.1.8 Staff members are required to register their interest via a transfer request form (see Appendix C).
- 5.1.9 For a transfer to be considered, all fields of the application form need to be completed by the employee and their Line Manager. It is recommended that the employee keeps a copy of the form for reference purposes.
- 5.1.10 The transfer request form is accessible on the Trust's Intranet page. For further information on the process please contact the Lead for the Internal Transfer Scheme via email: [sfh-tr.internaltransferscheme@nhs.net](mailto:sfh-tr.internaltransferscheme@nhs.net).
- 5.1.11 Once complete, the transfer request form should be forward to the Lead via email to [sfh-tr.internaltransferscheme@nhs.net](mailto:sfh-tr.internaltransferscheme@nhs.net). The employee should copy their Line Manager into the email.
- 5.1.12 The Lead for the Internal Transfer Scheme will review the supporting statement provided on the request form and will consider if the reason for transfer falls under the remit of a Redeployment using the guidance in the Redeployment Document Guidance. Advice will be gained from HR Recruitment Team and fed back to the Line Manager / Team Leader to further discuss with the HR Recruitment Team
- 5.1.13 Applications received from staff will be registered and an acknowledgement will be sent to the employee and their Line Manager. Requests received will then be matched with the vacant areas.
- 5.1.14 If the receiving area(s) of preference do not have a vacancy at the time of submission, then the application will be kept on electronic record. The employee can however amend their area of interest at any time whilst registered.

- 5.1.15 Where an area has a vacancy, the employee's application form will be sent to the Recruiting Manager and a transfer meeting will be facilitated. If there is more than one person interested in transferring to that area, a competitive interview will need to be arranged by the Recruiting Manager.
- 5.1.16 All employees registered for a particular area will be considered equally at the time the vacancy arises, regardless of the date the employee was recorded on the transfer register.
- 5.1.17 The Recruiting Manger will feedback to the employee and Internal Transfer Scheme Lead, informing them of the outcome.
- 5.1.18 Where the transfer has been agreed, the employee should inform their Line Manager. The Recruiting Manager should inform the HR Recruitment Team of the Internal Transfer and MUST add the vacancy to Trac and wait for authorisation and approval from the HR Recruitment Team before arranging a transfer date for the employee to transfer.
- 5.1.19 Once approved by the HR Recruitment Team, the Recruiting Manager and Line Manager should agree on a transfer date. Staff should be released in a timely manner where possible, but in any event no later than 8 weeks from the date the transfer had been initially agreed. A vacancy rate of 20% or more would mean that a transfer will only be able to go ahead when a local agreement is made.
- 5.1.20 Recruitment Managers can explore the transfer register via the Lead for the Internal Transfer Scheme at any point should they have a vacancy.
- 5.1.21 If an individual is unsuccessful, an explanation as to why they are not suitable needs to be provided by the Recruiting Manager to the employee and the Internal Transfer Lead. Refusal relating to formal or informal management or improvement notices for any matter (including conduct, sickness/ill health, attendance or performance under any Trust policies will be discussed further with HR Business Partners and Matron for that area.
- 5.1.22 In the event that the internal transfer is refused, and the employee believes the refusal to be unfair, then the employee should refer to the Trust's Grievance Policy.

## **5.2 Actioning A Request**

- 5.2.1 The Recruiting Manager will need to communicate the outcome of any matching process/interview assessment with the Internal Transfer Scheme Lead and the HR Recruitment Team. The HR Recruitment Team will then check that the employee meets the eligible criteria for the Internal Transfer Scheme. Any discrepancies will be communicated back to the Recruiting Manager.



- 5.2.2 The Recruiting Manager must add the vacancy on Trac. A note should be added to say it is for the Internal Transfer Scheme and advertising scope restricted should be selected. The advert will remain hidden and available for staff members on the Internal Transfer list. The Recruiting Manager MUST WAIT for authorisation from the HR Recruitment Team before arranging a transfer.
- 5.2.3 The HR recruitment team will be responsible for uploading the offer on Trac and carrying out the usual employment checks for internal candidates as necessary.
- 5.2.4 The new Line Manager will be responsible for completing a change form.
- 5.2.5 HR will ensure that the employees ESR record is updated, and the budget statements are correct.

### **5.3 Employment Checks**

- 5.3.1 Pre-employment checks will be minimal to avoid duplicating data as the transferee is already an existing employee of the Trust.
- 5.3.2 An Occupational Health re-check may be required if there is a change to the Exposure Prone Procedures that the staff member may be expected to undertake, in their new area of work.
- 5.3.3 A DBS re-check is not required unless there is a change to the level of check required from the previous post because of moving areas. In the case where a verification check and/or Disclosing and Barring Check (DBS) needs completing, the staff member must provide the relevant evidence as requested by HR. The transfer should not go ahead until the outcome of these checks has been received.

## **6.0 APPROVAL**

- 6.1 Following consultation (as per front sheet), this policy has been approved by the Trust's Nursing, Midwifery and Allied Health Professional Board.

## 7.0 MONITORING COMPLIANCE AND EFFECTIVENESS

<b>Minimum Requirement to be Monitored</b>  <b>(WHAT – element of compliance or effectiveness within the document will be monitored)</b>	<b>Responsible Individual</b>  <b>(WHO – is going to monitor this element)</b>	<b>Process for Monitoring e.g., Audit</b>  <b>(HOW – will this element be monitored (method used))</b>	<b>Frequency of Monitoring</b>  <b>(WHEN – will this element be monitored (frequency/ how often))</b>	<b>Responsible Individual or Committee/ Group for Review of Results</b> <b>(WHERE – Which individual/ committee or group will this be reported to, in what format (eg verbal, formal report etc) and by who)</b>
The number of employees who register their interest in the scheme, number of transfers facilitated, the average length of time it takes for an employee to transfer into a vacancy using the scheme	Lead for Internal Transfer scheme	Collection of data by Internal Transfer Lead	Yearly	Sponsor for Internal Transfer Scheme
Individual feedback from the employees and Line Mangers who have engaged with the scheme.	Lead for Internal Transfer Scheme, HR Business Team	Collection of feedback by Internal Transfer Lead and HR Business Team using questionnaires and exit interviews as required		

## 8.0 TRAINING AND IMPLEMENTATION

8.1 Information about the Internal Transfer Scheme will be shared via staff bulletins, the Trust intranet and recruiting managers forums.

## 9.0 IMPACT ASSESSMENTS

The Trust is committed to ensuring that none of its policies, procedures and guidelines discriminate against individuals directly or indirectly based on gender, colour, race, nationality, ethnic or national origins, age, sexual orientation, marital status, disability, religion, beliefs, political affiliation, trade union membership and social and employment status.

- This document has been subject to an Equality Impact Assessment, see completed form Appendix D.
- This document is not subject to an Environmental Impact Assessment

## 10.0 EVIDENCE BASE (Relevant Legislation/ National Guidance) AND RELATED SFHFT DOCUMENTS

### 10.1 Evidence Base:

UCLH-June-2018-final.pdf (nhsemployers.org) -Szeremeta, L., Shamash, N. (2018) Improving staff retention and career progression. Nursing Times, 112 (18), 18-20. Available from Improving staff retention and career progression - PubMed (nih.gov).  
[Streamlining internal transfers for nurses | NHS Employers](#)

### 10.2 Related SFHFT Documents:

Recruitment and Selection Policy - [hr-0022-recruitment-and-selection-policy-dec-2023-v4.pdf \(sfh-tr.nhs.uk\)](#)

[Redeployment Guidance Document - https://sfhnet.notts.nhs.uk/content/showcontent.aspx?contentid=61511](#)

Grievance Policy [Human Resources - Sherwood Forest Hospitals \(sfh-tr.nhs.uk\)](#)

## 11.0 APPENDICES

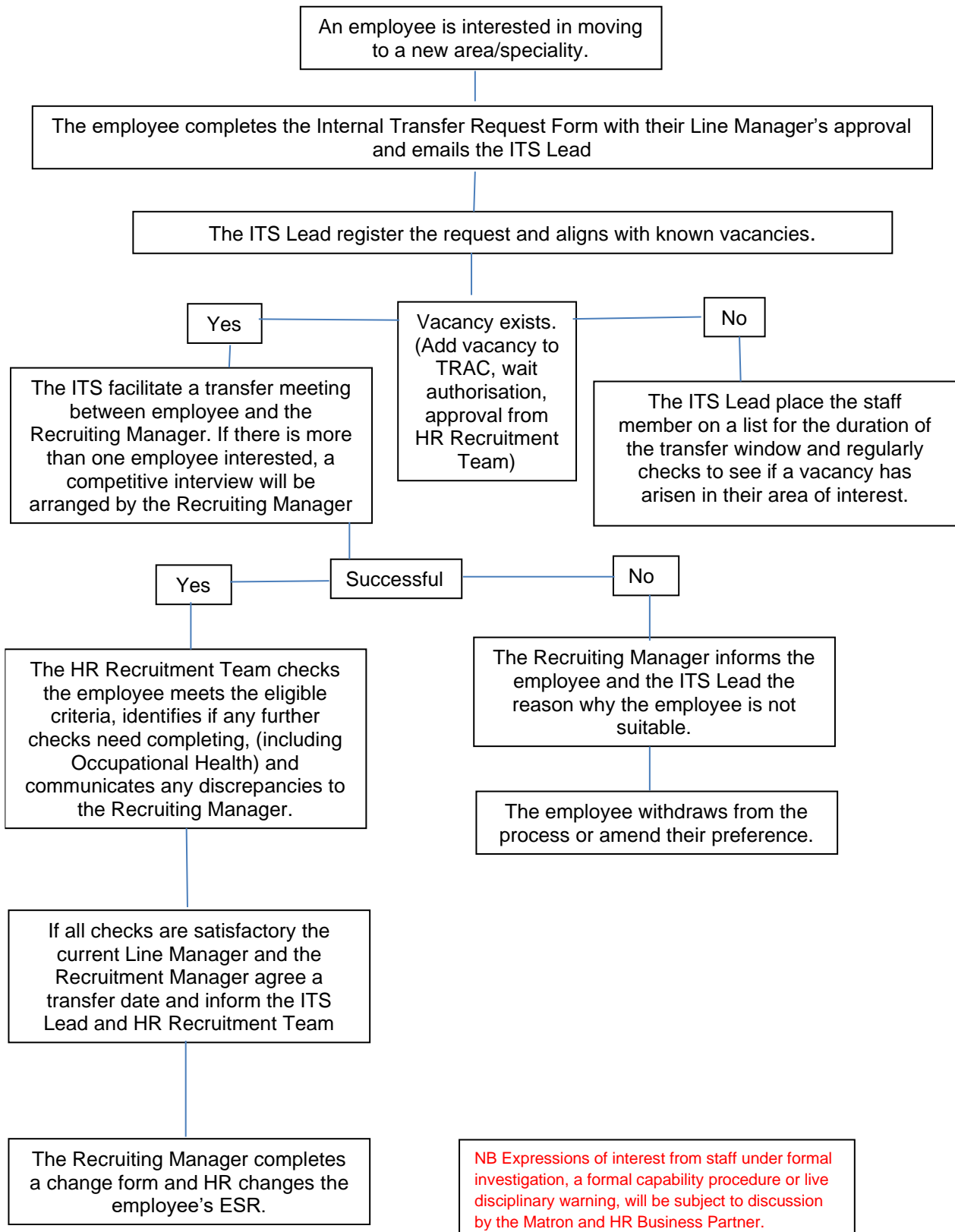
Appendix A - A Process Flowchart of the Internal Transfer Scheme

Appendix B - Guidance for Recruiting Managers on how they can use the Internal Transfer Scheme

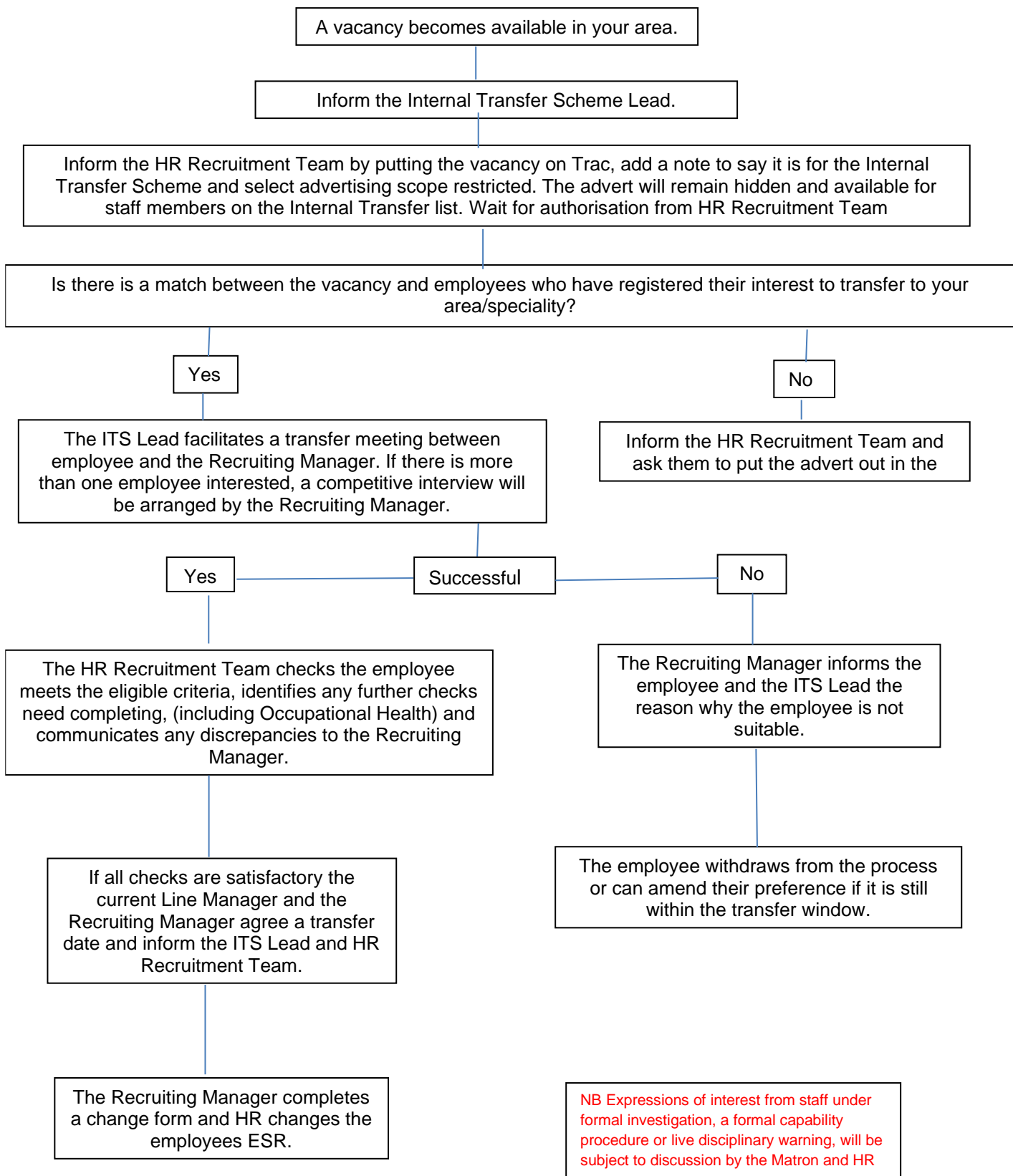
Appendix C - Internal Transfer Request Form

Appendix D – Equality Impact Assessment Form

## Appendix A: A Process Flow Chart of the Internal Transfer Scheme



## Appendix B: Guidance for Recruiting Managers on how they can use the Internal Transfer Scheme to fill vacancies.



## Appendix C- Internal Transfer Request Form

To qualify for an internal transfer, you will need to;

- Be either a band 2 or 3 HCSW/HCA, band 4 NA or a band 5 RN working for SFHFT
- Have been working in your current post for a minimum of 6 months
- Have completed your preceptorship if newly qualified (b5 nurses only)
- Have completed the Care Certificate (applicable to band 2 or 3 HCSWs/HCAs employed by SFHFT since 2015)
- Have had an appraisal in the last 12 months
- Have agreement, approval and support from their current Line Manager/Team Leader

This form must be completed in full by the staff member requesting to transfer. Once complete, please return it by email to the Internal Transfer Scheme Lead at:

[sfh-tr.internaltransferscheme@nhs.net](mailto:sfh-tr.internaltransferscheme@nhs.net). Please include your line manager in the email when returning your completed form.

SECTION A: PERSONAL DETAILS			
Title		First name (s)	
Surname/Family name		Date of Birth	dd/mm/yyyy
Home Address including postcode		Assignment number	
Contact email address		Contact telephone number	
Date qualified ( <b>nurse only</b> )		NMC pin and renewal date ( <b>nurse only</b> )	
Start date in the Trust	dd/mm/yyyy	Current job title	
Current ward/department		How long have you worked in your current role?	
Current working hours		Are there any restrictions to your working hours/shift patterns/days worked? If yes, please provide clear details of these restrictions.	<input type="checkbox"/> Yes <input type="checkbox"/> No

Please indicate the ward/areas/departments that you would consider a permanent transfer to below (no more than two).

**SECTION B: SUPPORTING STATEMENT**

Please outline your reason for requesting a transfer to your preferred wards/areas/departments

Have you had any previous experience of working in your area (s) of interest? YES  NO  If yes, please provide further information below:

Have you worked any bank shifts in the area (s) of interest? YES  NO  If yes, please provide further information below:

Is your Mandatory Training up to date? YES  NO

Have you completed the Care Certificate? **(This needs completing if you are a Band 2 or 3 HCSW/HCA and have been employed at SFH since 2015)** YES  NO  N/A

Have you discussed your application with your current line manager? YES  NO

Are you aware of any formal or informal disciplinary, fitness to practice or management proceedings?  
YES  NO  If yes, please provide further information below:

**SECTION C: EMPLOYEE DECLARATION**

I confirm that the information provided above is to the best of my knowledge, correct and complete. I understand and accept that if I withhold information or provide false or misleading information that this might result in my application being rejected. By submitting this form, I am joining the transfer register for a permanent sideways move at Sherwood Forest Hospitals NHS Foundation Trust. I understand that if there are no vacancies in my preferred area, that my application will be retained on the transfer register unless I withdraw my application.

Signature			
Print Name		Date	



SECTION D: LINE MANAGER'S APPROVAL (to be completed by the applicant's Line Manager)			
First name (s)		Surname/Family name	
Contact email address		Telephone number	
Job Title		Ward/department	
<p>Do you have any concerns about the employee's ability to fulfil all responsibilities as a Nurse or HCSW?</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>If yes, please provide further information below:</p>			
<p>Is the employee currently under any formal or informal management or improvement notices for any matter (including conduct, capability – sickness/ill health, attendance or performance) under any of the Trust policies?</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p><i>If yes, unable to proceed with internal transfer until further discussion with HR Business Partners and Matron.</i></p>			
<p>If applicable, has the employee completed their preceptorship period? YES <input type="checkbox"/> NO <input type="checkbox"/> N/A <input type="checkbox"/></p>			
<p>Has the employee had an appraisal in the last 12 months? YES <input type="checkbox"/> NO <input type="checkbox"/></p>			
<p>Please add any further comments that you consider to be relevant below.</p>			
<p>I confirm that the information provided in this form is to the best of my knowledge, correct and complete. Please note it is your responsibility to inform the Project Leads should anything above changes regarding the employee.</p>			
Line Manager's Signature			
Print Name		Date	

**Thank you for completing the Internal Transfer Request Form. Please email this form to the Project Leads at [sfh-tr.internaltransferscheme@nhs.net](mailto:sfh-tr.internaltransferscheme@nhs.net). Please include your Line Manager in the email.**

**APPENDIX D – EQUALITY IMPACT ASSESSMENT FORM (EQIA)**

<b>Name of service/policy/procedure being reviewed: Internal Transfer Scheme</b>			
<b>New or existing service/policy/procedure: Existing policy</b>			
<b>Date of Assessment: 18/07/2024</b>			
<b>For the service/policy/procedure and its implementation answer the questions a – c below against each characteristic (if relevant consider breaking the policy or implementation down into areas)</b>			
<b>Protected Characteristic</b>	<b>a) Using data and supporting information, what issues, needs or barriers could the protected characteristic groups' experience? For example, are there any known health inequality or access issues to consider?</b>	<b>b) What is already in place in the policy or its implementation to address any inequalities or barriers to access including under representation at clinics, screening?</b>	<b>c) Please state any barriers that still need to be addressed and any proposed actions to eliminate inequality</b>
<b>The area of policy or its implementation being assessed: Whole Policy review</b>			
<b>Race and Ethnicity</b>	In the event of a selection process being required, bias could result in colleagues not being offered a transfer opportunity.	Line Managers should be up to date with their Recruitment and Selection training. We have mandatory EDI training in place for all staff. Interview pack would be used to evidence a fair and equitable process for appointing the person to transfer.	None
<b>Gender</b>	In the event of a selection process being required, bias could result in colleagues not being offered a transfer opportunity.	Line Managers should be up to date with their Recruitment and Selection training. We have mandatory EDI training in place for all staff. Interview pack would be used to evidence a fair and equitable process for appointing the person to transfer.	None
<b>Age</b>	In the event of a selection process being required, bias could result in colleagues not being offered a transfer opportunity.	Line Managers should be up to date with their Recruitment and Selection training. We have mandatory EDI training in place for all staff.	None

<b>Religion / Belief</b>	In the event of a selection process being required, bias could result in colleagues not being offered a transfer opportunity.	Line Managers should be up to date with their Recruitment and Selection training. We have mandatory EDI training in place for all staff.	None
<b>Disability</b>	An applicant requesting a transfer could be subject to discrimination if they have a disability.	Line Managers should be aware of the Trust's reasonable adjustment guidance and ensure support is available wherever possible. We have mandatory EDI training in place for all staff. In the event a selection process is required, applicants should request support for the interview process via the recruitment team if adjustments are needed.	None
<b>Sexuality</b>	In the event of a selection process being required, bias could result in colleagues not being offered a transfer opportunity.	Line Managers should be up to date with their Recruitment and Selection training. We have mandatory EDI training in place for all staff.	None
<b>Pregnancy and Maternity</b>	Line manager may not wish to take a transfer request if an applicant is visibly pregnant or applying for a role during maternity leave or applying soon after returning from maternity leave.		None
<b>Gender Reassignment</b>	Unconscious or conscious bias resulting in a requestee not being considered or appointed in the event of multiple transfer requests.	Line Managers should be up to date with their Recruitment and Selection training. We have mandatory EDI training in place for all staff.	None
<b>Marriage and Civil Partnership</b>	None	None	None

<b>Socio-Economic Factors (i.e. living in a poorer neighbourhood / social deprivation)</b>	None	None	None
<b>What consultation with protected characteristic groups including patient groups have you carried out?</b> The Trust's People EDI Lead was consulted in the completion of this EqIA.			
<b>What data or information did you use in support of this EqIA?</b> The Trust's current Recruitment and Selection Policy was reviewed when undertaking the EqIA			
<b>As far as you are aware are there any Human Rights issues be taken into account such as arising from surveys, questionnaires, comments, concerns, complaints or compliments?</b> No			
<b>Level of impact</b> From the information provided above and following EQIA guidance document Guidance on how to complete an EIA ( <a href="#">click here</a> ), please indicate the perceived level of impact: Low Level of Impact For high or medium levels of impact, please forward a copy of this form to the HR Secretaries for inclusion at the next Diversity and Inclusivity meeting.			
<b>Name of Responsible Person undertaking this assessment:</b>			
<b>Signature: Alison Davidson</b>			
<b>Date: 18/07/24</b>			