



Internal Career Development Scheme Band 5 Nurses (All Areas)

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1.0 Introduction

Cardiff & Vale University Health Board has implemented a career development scheme for Band 5 Nurses seeking an opportunity internally at the same band. Nursing staff can now forecast their career path through a transfer; allowing them to develop their clinical skills and knowledge whilst enhancing professional goals. In addition, duplicated efforts from all parties normally involved in a recruitment process will be eliminated in most cases or reduced (depending on specialty) and instead replaced with a streamlined and seamless process. In-line with the UHB's Recruitment and Selection Policy & Procedure and Equality, Diversity and Human Rights Policy, staff who apply for transfer should be treated equally and sensitively and with due regard to the relevant employment legislation in place.

2.0 Eligible Criteria

The transfer register is open to **all** UHB Band 5 Nurses that:

- Have a minimum of 6 months post registration experience;
- Have completed the Nursing and Midwifery Preceptorship Programme, UHB competencies and had a recent PADR;
- Have worked in their current area for a minimum of 6 months and have consolidated their experience;
- Have agreement, approval and support from current Ward Sister/Charge Nurse/Senior Nurse.

The transfer opportunity is open to all eligible Nurses seeking a transfer at the same level. Nurses are required to register their interest in a new specialty and where vacancies and criteria are met a transfer could be facilitated.

Please Note

- Where the Nurse is currently under informal/formal investigation (and/or an improvement plan) under any of the UHB policies (for any matter including conduct, capability, attendance or performance), an application should not be supported unless the reasons are authorised by the Director of Nursing for the respective Clinical Board along with the Head of HR Operations. In this situation, the Lead Nurse should complete the manager authorisation section of the application form.
- The transfer process is separate to the redeployment process. Staff on the redeployment register should contact their line manager and/or HR Operations Team if they need advice.

- **Bank 'Taster Opportunity'** - Before a request is considered or agreed, bank shifts can be offered on a desired ward/specialty as a means of previewing a specialty, whilst the Nurse receives pay. This will ensure that expectations are met by both the Nurse and the Ward Sister/Charge Nurse/Senior Nurse. The bank 'taster opportunity' will be valuable and beneficial to the Nurse, Ward Sister/Charge Nurse/Senior Nurse and/or Department and UHB.

It is strongly advised and widely encouraged that employees work a bank shift in the interested area prior or post application. For more information please refer to Appendix D.

3.0. Transfer Request Register (TRR)

When a vacancy arises following approval at the Clinical Board Vacancy Scrutiny Panel, Ward Sisters/Charge Nurses/Senior Nurses must contact the Nurse Resourcing Team via email Nurse.recruitment.cav@wales.nhs.uk to:

- Update them with the vacancy details;
- Allow them to check the Transfer Request Register (TRR).

If there are requests from Nurses to transfer to the speciality where the vacancy exists then the internal transfer process will need to be followed.

If there are no requests from Nurses to transfer to that speciality then the post can be advertised externally.

To ensure that the transfer request process runs smoothly, the Transfer Request Register (TRR) will be updated by the Nurse Resourcing Team as and when a request is received.

4.0 Requesting a Transfer

Nurses who want to be considered for a transfer to a new department/speciality will need to complete the Transfer Request Form (TRF - see appendix B).

The Transfer Request Form (TRF) can be accessed on the Workforce & OD Website or a copy can be obtained from your Sister/Charge Nurse/Senior Nurse.

In order for a transfer to be considered all fields of the request form need to be completed by both the Nurse and Ward Sister/Charge Nurse/Senior Nurse. It is recommended that the Nurse keeps a copy of the form for their records.

Nurses are required to complete Part 1 of the Transfer Request Form and select the department/specialty(s) of interest. The supporting statement should address why they want to transfer to the department/speciality(s) of interest. If the Nurse has an agreed flexible working arrangement/reasonable adjustments (set working days/shift patterns etc.) then this should be clearly stated on the form.

Once complete, the request form should be authorised by the Nurse's Ward Sister/Charge Nurse/Senior Nurse and then forwarded to the Nurse Resourcing Team at Nurse.recruitment.cav@wales.nhs.uk. If the Ward Sister/Charge Nurse/Senior Nurse is unavailable, the application form should be completed by the Lead Nurse. **Request forms will not be accepted if the form is incomplete and will be returned to the Nurse and Ward Sister/Charge Nurse/Senior Nurse.**

To ensure that the process is timely and the Nurse is not disadvantaged, the request should be actioned by the Ward Sister/Charge Nurse/Senior Nurse within 7 days of receipt of the form.

It is the responsibility of the Ward Sister/Charge Nurse/Senior Nurse to update the Nurse Resourcing Team should any of the information originally stated on the form change once the form has been submitted e.g. improvement notice issued, change of hours of work, set shift patterns, etc.

5.0 Consideration of Requests

Requests received will be recorded on the Transfer Request Register (TRR) and acknowledged by the Nurse Resourcing Team and will be sent to the Nurse and the line manager who approved the transfer request form.

Requests received will then be matched with current vacancies; this will be done by the Nurse Resourcing Team.

5.1 No Vacancy Exists

If the department/speciality(s) of preference does not have a vacancy at the time of submission then the request will be recorded on the Transfer Request Register (TRR) for a maximum of 6 months. The Nurse however can amend his/her department/speciality of interest at any time whilst registered by contacting the Nurse Resourcing Team.

5.2 Vacancy Exists

When a vacancy exists, the Nurse's request form will be sent to the Appointing Manager and a Transfer Request Meeting (TRM) will be arranged by the Appointing Manager.

All Nurses registered for a particular area will be considered equally at the time the vacancy arises, regardless of the date the Nurse's application was recorded on the

transfer request register providing that it is within the 6 month period. Nurses that have selected more than one area of interest will be contacted when a vacancy arises within any of the areas selected.

Where Nurses have specific preferences relating to working hours/shift patterns, they should be aware that this might limit their chances of a transfer. The Transfer Request Register (TRR) will be reviewed regularly by the Nurse Resourcing Team to ensure that Nurses do not remain on the register unnecessarily, if it is unlikely that their requested hours/shift pattern will be accommodated.

6.0 Transfer Request Meeting (TRM)

The purpose of the Transfer Request Meeting (TRM) is for the Nurse and the Appointing Manager to meet and discuss the role and specialty. It offers the Appointing Manager insight into the Nurse's clinical skills, experience and professional abilities and gives the Nurse an understanding of the career pathway and structured support available in a new setting. Job requirements and key objectives will also be discussed at the meeting and where applicable bank shifts can be offered as a 'taster' to what the role and specialty entails.

The Transfer Request Meeting (TRM) will be documented by the Appointing Manager in the normal way (assessment/scoring sheets), and they will inform the Nurse of the outcome, e.g. successful or unsuccessful.

6.1. Successful Transfer Request Meeting (TRM)

If the Nurse accepts the new role the Appointing Manager will complete the 'Transfer Request Agreement Form' (appendix C) and will inform the Nurse's line manager. All the documentation must be sent to the Nurse Resourcing Team at Nurse.recruitment.cav@wales.nhs.uk within 5 working days.

Following acceptance the Nurse should also inform his/her manager and discuss a prospective transfer date. The Nurse Resourcing Team will also liaise with both the existing Ward Sister/Charge Nurse/Senior Nurse and the prospective Ward Sister/Charge Nurse/Senior Nurse so that a transfer date can be agreed where the needs of both areas are met.

Nurses should be released in a timely manner where possible, but in any event no later than an 8 week timescale from the date the transfer had been accepted by the Nurse.

Once the transfer date has been agreed the Appointing Manager will need to complete a Payroll Instruction Form (PIF) and the Nurse Resourcing Team will write to the Nurse and Appointing Manager to confirm the transfer in writing.

Updating ESR – Prior to the transfer date the existing Ward Sister/Charge Nurse/Senior Nurse will amend the Nurse's ESR record to ensure that the Nurse's ESR record is released and the budget statements are correct.

6.2 Unsuccessful Transfer Request Meeting (TRM)

If the Nurse is not successful, they will be informed by the Appointing Manager and feedback will be offered. They will then be contacted by the Nurse Resourcing Team to ascertain whether they want to remain on the Transfer Request Register (TRR).

Any development needs that have been identified from the transfer request meeting, feedback will be taken forward by the Nurse and their line manager.

7.0 Employment Checks

Employment checks will be minimal as the Nurse is already an existing employee of the Health Board and will be co-ordinated by the Nurse Resourcing Team with support from the HR Operations Team.

- **Occupational Health** - the majority of employees will be able to complete a self declaration, with the exception of staff moving to roles where they are involved in Exposure Prone Procedures (EPP).
- **DBS** - a 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 or if the Nurse doesn't have a valid DBS on record.

8.0 Review Period (6 months)

The 'review period' can be a very beneficial process for both the Nurse and the line manager. When conducted well, it provides both parties with a core framework for outlining the role requirements in terms of performance, attendance and conduct.

The review period creates a forum between the line manager and Nurse within the first few months of transferring to set work objectives and goals for the Nurse and also to outline what is required of them to do well in their roles.

We want to give Nurses the best opportunity to succeed in their new roles and an essential element of helping them do this is for any concerns or issues to be raised as soon as possible. Regular feedback is therefore important throughout the review period. It will help the Nurse to understand more clearly what is expected of them as well as help them to maximise their potential and ability in their new area of work.

The review period will involve a series of review meetings which gives the Nurse the chance to discuss any training and development needs. For the line managers, the review meetings provide an opportunity to set work objectives and goals for the Nurse and also to outline what is required of them to do well in their roles.

Review Meetings

Review meetings should take place in the first 12 weeks from transfer date. If performance is deemed unsatisfactory at the first review meeting or at any time after the first review meeting then it is recommended that an optional review meeting is arranged. An action plan should be devised so that the Nurse can demonstrate a level of improvement required before the final review meeting.

At the end of the 6 month review period a meeting should be arranged to evaluate how well the Nurse is performing against expected and/or required standards. If there are still concerns then the line manager should follow the appropriate UHB Policy/Procedure, e.g. conduct, capability, attendance.