

PROCESS FOR EXISTING LINE MANAGER

Nurse discusses opportunity of a transfer to new Specialty/Department with current line manager. If eligible, Nurse completes Part I Transfer Request Form (TRF)



Complete Part II of TRF and email to the Nurse Resourcing Team within 7 days of receipt

Successful



Agree transfer date with Appointing Manager via the Nurse Resourcing Team



Not Successful

Support Nurse with any development identified from interview feedback



Release Nurse within 8 weeks



Transfer ESR Record to new Line Manager