

# PROCESS FOR NURSE RESOURCING TEAM

Acknowledge transfer requests and update Transfer Request Register (TRR)



Liaise with Appointing Manager re: vacancies & requests



Requests received will be matched with current vacancies

**Vacancy Exists**



Email transfer request to the AM who will arrange Transfer Request Meeting (TRM)

**No Vacancy**



Contact Nurse to ascertain if they want to remain on TRR for 6 months (Max)

**Successful**



AM completes and returns Transfer Request Agreement Form



Liaise with current Line Manager and AM to agree transfer date



Undertake employment checks as appropriate



Confirm transfer in writing

**Not Successful**

