If you would like to be considered for a new Department /Speciality at the same level, please follow the steps below.

1. Do you meet the eligibility criteria; **and**
2. Have you got agreement, approval and support from your current Sister/Senior Nurse?

Yes to Both ⬇   **No; or Yes to One** ⬇

Complete Part I of Transfer Request Form (TRF) and pass to your Ward Sister/Charge Nurse/Senior Nurse for completion & submission to the Nurse Resourcing Team (NRT)	Unable to Request a Transfer at this time

⬇

The Nurse Resourcing Team will acknowledge receipt and will enter your request on the Transfer Request Register (TRR)

⬇

Your request will be matched against current vacancies by the Nurse Resourcing Team

Vacancy Exists ⬇   **No Vacancy** ⬇

Transfer Form will be sent to the Appointing Manager who will arrange a Transfer Request Meeting (TRM)	Your request will be recorded for 6 months (Maximum)

⬇

Please go to Page 2

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Successful

Not Successful

Successful	Not Successful
Appointing Manager offers the role & if accepted informs Nurse's line manager. Nurse also informs line manager.	Appointing Manager informs Nurse and feedback is offered
NRT will liaise with existing Line Manager and prospective Line Manager to agree transfer date and complete appropriate checks	NRT will contact Nurse to see whether they want to remain on the TRR
Nurse released in a timely manner, no later than 8 weeks from the date the role is accepted.	Any development needs identified from the interview feedback will be taken forward by Nurse and Line Manager
Once transfer date agreed, NRT will confirm transfer in writing	
12 weeks after commencement in new role, a 'Review Meeting' will be conducted	
6 Month' Final Review Meeting	

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