**Internal Transfer Process Flow**

**(only for HCA’s and Band 5 Staff Nurses)**

**Notes:**

1. In order to be eligible to enter the ITP the employee must meet a number of criteria. These are as follows;
   1. The employee must have a minimum of 6 months employment with the Trust and must have successfully completed their Probationary Period.
   2. The employee must not be any Amber or Red triggers for absence.
   3. The employee must not have any live warnings or sanctions on file and must not currently be subject to conduct or performance improvement plans.
2. If there are no vacancies in the area in which the employee wishes to work at the time of enquiry, the destination line manager must record the enquiry and should a vacancy arise within 3 months the destination must contact the employee to ascertain if they are still interested in transferring (subject to still meeting the criteria as outlined in point 1).
3. Employees can only utilise the ITP once in a rolling 12 month period.

On agreed transfer date employee commences work in new area and process is complete.

Recruitment / Payroll / eRoster receive electronic change note and action accordingly making amendments where required. Recruitment Team file ITP form in the Employees personal file.

Once a transfer date has been agreed, the destination manager completes an electronic change note and both managers sign the ITP form Part C. The employee then sends the ITP form to Recruitment for filing. Current Line Manager commences Recruitment process to replace transferring employee.

Employee identifies the new ward / area in which they would like to work and contacts the manager of that area to discuss vacancies and opportunities. If vacancies exist then the manager of the destination area contacts the existing line manager to agree a date of transfer and completes ITP form Part B.

Employee informs current line manager that they would like to commence the Internal Transfer Process (ITP) and completes Part A of the ITP form. Current Line Manager signs Part A to approve start of process.