

1. Introduction

- 1.1 This guideline details the process for the internal transfer process for Band 5 Registered Nurses (RN), Nursing Associates (NA), Health Care Assistants (HCA), Midwives (MW), Maternity Support Workers (MSW) and Maternity Care Assistants (MCA) that are registered through Staff Bank to become substantive staff members.
- 1.2 Staff currently working through the University Hospitals of Leicester NHS Trust (UHL) Staff Bank in a Band 5 RN, Band 4 NA, HCA, Band 5/6 MW, Band 3 MSW and Band 2 MCA post can now move to a substantive role via a less formal recruitment process which does not require staff to apply through our external nursing adverts.
- 1.3 This guideline supports 'like for like' transfer for nursing staff only, this does not support transfers for other ward support staff.

2. Scope

- 2.1 This guideline applies to the following staff groups:
 - a) Band 5 RN, Band 4 NA Band 2 HCAs, MW, MSW and MCA registered with UHL Staff Bank who have worked for a minimum of three months or when they have completed preceptorship/HCA certificate (whichever comes first).
 - b) Ward Sisters and Matrons who manage Band 5 RN, Band 4 NA or HCAs, MW, MSW and MCA vacancies and list as available for this process on INsite

3. Guideline Statements

- 3.1 Every month a summary of the Band 5 Nursing, Band 4 NA and HCA, MW, MSW and MCA vacancies for each of the Clinical Management Groups, split by Speciality and/or Ward area will be placed on INsite along with this guidance for employees wishing to apply (see link in section 6)
- 3.2 Staff must discuss with the Ward Manager/Matron for the post they are interested in, complete an expression of interest form (see Appendix 1) and submit this to the Staff Bank Management Team. The Expression of Interest form must be completed with the following:
 - a) Why the staff member wishes to be considered for the role
 - b) The transferable skills they will take to the new role
 - c) Confirmation that they have discussed their application with the proposed transfer ward Manager/Matron. This is essential as the transfer request must be forwarded by the ward manager/matron to the Staff Bank Management Team to confirm their support for the Bank worker transferring to their area.
 - d) Declaration that they are up to date with all the requirements for Revalidation

- e) Declaration that they are up to date with all essential to job role and UHL statutory training requirements
- f) Detail all pre booked holidays that has been discussed and confirmed with the Ward Manager/Matron

- 3.3 Staff cannot apply for a transfer if they have a 12-month sickness target or performance management programme in place with Staff Bank unless agreed by the bank manager in exceptional circumstances in conjunction with the recruiting line manager.
- 3.4 Staff do not need to find another member of staff to 'job swap'/job transfer with, they are applying for a vacancy in the area they wish to move to without having to have an interview.
- 3.5 Staff can speak to nurse bank team leader, CMG Heads of Nursing, the Learning and OD team or the Corporate nursing team about career progression.
- 3.6 Once a member of staff has moved from substantive to bank through the internal transfer process, it is expected that they stay in this new clinical area for 6 months before seeking to move again to another post through the internal transfer process. If there are extenuating circumstances the bank staff member can have a conversation with the CMG/Corporate Head of Nursing.
- 3.7 Applications from Bank staff are welcome through bank to substantive Internal transfer process providing they meet the following Essential criteria:
 - They must be up to date with all Essential to job role and UHL Statutory & Mandatory training requirements. This information will be confirmed by the Staff Bank management team through training platform reports.
 - They must have no live warnings or investigations on their personal file i.e. sickness or performance. This will be confirmed by the Staff Bank management team following review of the staff's records.
 - They are not currently in a formal performance management process; this will be confirmed by the Staff Bank management team following review of the staff's records.

3.8 Threshold Agreement

If the current ward is already supporting internal transfers or have staff in the process of leaving, the transfer may be delayed. However, the transfer will take place as soon as possible after a request to move.

3.9 How will the selection process work?

- a) In the event of one applicant for a post, an informal discussion will be held between the staff member and the Ward Manager/Matron. If, however, there are two or more applicants for one post a more formal interview will be required to ensure a fair and equitable process within a 28 day period.
- b) If the potential candidate is registered with UHL Bank only then the substantive manager must contact the Nurse Bank Manager / Service manager and forward the staff's Internal Transfer form and request verification that the member of staff meets all of the essential criteria and is up to date with Professional Registration & Revalidation requirements.
- c) A new Disclosure and Barring Service check is not required where an existing member of staff moves job and their roles and responsibilities have not changed unless they have never had a DBS check, or one is not recorded for the staff in ESR. It is the responsibility of the substantive manager to check and arrange for this if required. A risk assessment can be done in the interim if the staff member wants to start before this has happened. The policy can be found here; <http://insitetogether.xuhl-tr.nhs.uk/pag/pagdocuments/Disclosure%20and%20Barring%20Service%20UHL%20Policy.pdf>
- d) If a DBS check is not recorded within ESR then a new check will be required and the costs of this paid through the CMG budget.
- e) Additional checks for the substantive post may be required – such as Occupational Health Exposure Prone Invasive Procedure checks for theatres. This is not routinely required for Bank staff so departmental managers must refer the worker to Occupational Health if this is a requirement in their area.
- f) Recruiting managers must inform HR Recruitment Services of the new starter and request that a Trust contract is prepared and issued to the successful candidate. This is essential as a Bank worker does not have a contract of employment but a Bank Worker agreement that constitutes no mutuality of obligation in employment legislation.
- g) If Bank staff wish to keep their Bank post it is important that HR paperwork requests an **additional post** and not a replacement swap. The staff's decision should be referred to on the application form.

3.10 Will Bank staff be able to apply via the bulk Trust wide adverts?

The aim of this process is to ensure that the bulk recruitment campaigns focus on attracting new staff to the Trust.

Bank staff applicants will be redirected to the Internal bank to substantive Transfer process.

4. Education and Training

- 4.1 There are no training requirements for the implementation of this guideline
- 4.2 Advice regarding the process for Bank staff can be sought from the Nurse Bank Manager, Service Manager or Staff Bank Recruitment Team

5. Monitoring and Audit Criteria

Element to be Monitored	Lead	Method	Frequency	Reporting arrangements
Vacancy data showing numbers of Internal Transfers	HON for Recruitment retention and pastoral care	Monthly vacancy return	Monthly	Monthly Nursing Workforce group

6. Supporting Documents and Key References

Go to our website <https://www.leicestershospitals.nhs.uk/aboutus/work-for-us/current-vacancies/>

7. Key Words

Bank staff, Bank, Internal transfer, job swap, vacancies, HCA, Registered Nurse, Midwife, Maternity Support Worker, Maternity Care Assistant

DEVELOPMENT AND APPROVAL RECORD FOR THIS DOCUMENT

Author / Lead Officer: Patricia Hinds/ Anna Duke		Job Title: Nurse Bank Manager/ HON R&RPC	
Approved by: Policy and Guideline Committee		Date Originally Approved: 16 October 2020	
Latest Approval Date: 27 Oct 2023 PGC		Next Review Date: February 2027	
Version No:	Details of Changes made during review:		
V1	New guideline specific to Bank staff only (Originally included with Trust wide document for Internal Transfers for all Band 2 & 5 nursing staff created 15 th January 2016)		
V2	Clarification of requesting manager requirements for employment checks		
V3	<p>Guideline for RN, NA and HCA Internal Job Transfers was approved at PGC subject to some amendments:-</p> <ul style="list-style-type: none"> • Clarify the title, to be “Guideline for RN, NA and HCA Internal Job Transfers to Substantive Posts in UHL”, and also include bank Midwives and Maternity Care Assistants in both the title and scope; • Refer to pre-booked holidays rather than pre-booked annual leave in paragraph 3.2(f), as bank staff are not entitled to “annual leave”; • Refer to ‘a request to move’ rather than ‘your request to move’ in the last line of paragraph 3.8; • Insert the currently-missing word at the end of paragraph 3.9(f); • Refer to HR Recruitment Services (rather than ‘HR’) in the first line of paragraph 3.9(g); • Remove the legal liability section 6, as this is no longer required in the Trust guideline format, and • Remove any page gaps/blanks. 		

Appendix 1:

Internal Band 5 and HCA Internal Transfer Expression of Interest Form for Bank Nursing Staff			
Name:		Requested Ward / Work Area for transfer:	
Current Bank Role & Banding		Vacancy Role Title & Band being applied for	
Contact Email Address		Please provide dates of any planned annual leave	From/ to date
Name and contact details of ward manager / matron for requested area:		Have you discussed your application for this role with the manager/matron?	Yes / No
Do you have any flexible working needs. Holiday plans	Yes / No If Yes, please provide details below	Do you have a live complaint/investigation/restriction in place with Staff Bank that you are aware of?	Yes / No
Are you up to date with all professional requirements for your role, i.e. Revalidation, training etc.	Yes/No	I understand that I may need a DBS check and agree to fund this* *£38.00 enhanced DBS check	Staff Signature:
If successful, do you wish to keep your Bank post and continue to work through Bank?	Yes / No	HCA's only: Have you completed the Care Certificate?	Yes / No

Please list previous Nursing roles, experience and skills below:

Why do you wish to be considered for the role?

What transferable skills you will bring to the role?

Any other information you wish to provide in support of your application.

Next Steps

Once completed please provide this form to the ward manager or matron of the area so they can discuss this with you.

If you are successful the ward manager or matron of the area must forward this form to StaffBankManagement@uhl-tr.nhs.uk to confirm their agreement with this request.

Once received by the manager, the information enclosed will be checked and an outcome response sent to you and the supporting manager.