

## **National Public Health Nurse Transfer Policy**

### **Frequently Asked Questions**

**1<sup>st</sup> April, 2015.**

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**The following “Frequently Asked Questions” aim to help you to understand the National Public Health Nurse Transfer Policy and how it may affect you. They do not however, cover all the aspects of the Policy and are not in any way a legal interpretation of the regulations. If you require further information about any of the following or have any further questions please contact your local HR department or National Personnel Records Services [NPRS] at [nprs.phn@hse.ie](mailto:nprs.phn@hse.ie) .**

#### **WHO CAN APPLY FOR A TRANSFER**

##### **1. Who can apply for a transfer?**

Public Health Nurses of the HSE who have a Permanent Contract of Employment including a contract of an indefinite duration who have successfully completed their probationary period and have been in their current area of assignment for a minimum period of 18 months.

##### **2. Who cannot apply for a transfer?**

The policy does not apply to the following:

- Public Health Nurses in temporary posts.
- Public Health Nurses requesting transfers on compassionate grounds/exceptional circumstances cannot apply to the National PHN Transfer Panel. These should be dealt with on a case by case basis through the relevant Human Resources department
- Re-deployments under public service agreements
- Movement between grades

##### **3. Can I Transfer if I work flexible hours?**

Yes, you can apply for a transfer however the receiving location may not be able to facilitate the same arrangements you currently have

**4. Can I apply for a transfer if I am on Job share and wish to continue doing so?**

Yes, you can apply for a transfer however the receiving location may not be able to facilitate the same arrangements you currently have.

**5. Can I apply for a Transfer if I am on Maternity leave?**

Yes, this does not affect your ability to apply for a National PHN Transfer.

**6. Can Temporary Public Health Nurses or those with a fixed purpose or fixed duration contracts apply for a National PHN Transfer?**

No, only Public Health Nurses with a contract of Indefinite duration previously referred to as a permanent Contract can apply.

**7. Can I apply to go onto the National PHN Transfer Panel if I am currently on a Career break**

Yes you are able to apply for a National PHN Transfer as long as you are in your current post for a period of 18 months prior to going on a Career Break.

**8. Can I transfer if I am undergoing Disciplinary Action?**

If a transferee is in the middle of a stage of an active disciplinary process [stages 1-4] they may not transfer. They may transfer if they are between stages or have lodged an appeal against the outcome of a disciplinary process.

**9. What happens if I wish to transfer on medical/compassionate grounds?**

Transfers on compassionate grounds/exceptional circumstances are not within the scope of this policy and should be dealt with on a case by case basis through local HR. However, you are still eligible to apply for a transfer to the National PHN Transfer panel if you wish.

**APPLYING FOR A TRANSFER**

**10. How do I apply for a transfer?**

You can apply by letter to PHN Transfers, National Personnel Records, 20 – 23 Merchants Quay, Dublin 8, or email to [nprs.phn@hse.ie](mailto:nprs.phn@hse.ie)

**11. How many transfer counties can I select?**

You must specify one Location/County that you wish to transfer to. Your name will remain on the transfer list until you have been offered a post in that location/county.

**12. Where can I transfer to?**

You can apply for a Transfer to any HSE, Public Health Nurse post in the Republic of Ireland.

**13. What happens if I am already on a local transfer panel?**

Public Health Nurses who applied for a transfer either through a local or regional office prior to 31<sup>st</sup> March 2015 and where there is documentary evidence that their name has been entered on such a panel have been assimilated onto the National PHN Transfer Panel. There is no need to reapply.

**14. What will determine my place on the National PHN Transfer panel?**

Following the assimilation of certain staff onto the panel as recommended by the Labour Relations Commission, the date of application for transfer will be used to determine your placement on the PHN transfer panel.

If more than one application is received on the same date the following placement criteria will apply:

- a. Year of Qualification
- b. Length of service of PHN as a registered nurse
- c. If application date and length of service is the same for more than one applicant their placement on the Student PHN Sponsorship Programme Panel will determine their placement on the transfer panel.

**15. Who do I have to inform about my intention to transfer?**

You should inform your Line Manager of your wish to transfer. In addition, on receipt of your completed application NPRS will advise your Line Manager of your request to Transfer.

**ONCE I AM ON THE TRANSFER PANEL**

**16. How long can I remain on the transfer panel?**

You will remain on the Transfer panel until you are offered a transfer to your specified location/county. Your name will then be removed from the panel. You may apply for another transfer after a period of 2 years has elapsed. You may also be removed from the panel if you notify NPRS of your wish to do so.

**17. What do I have to do to be removed from the transfer panel?**

If you wish to be removed from the National PHN Transfer Panel you will need to email NPRS at [nprs.phn@hse.ie](mailto:nprs.phn@hse.ie) or post a written request to National Personnel Records, 20 – 23 Merchants Quay, Dublin 8 expressing your wish to be removed.

**18. Can I still be reassigned by my Manager to a different area?**

Yes. The existence of this policy does not detract from a manager's right to assign staff within their area of responsibility.

**19. If I am reassigned by my manager can I still stay on my current placing on the National PHN Transfer Panel ?**

Yes. However, if you are moved to another County please inform NPRS at [nprs.phn@hse.ie](mailto:nprs.phn@hse.ie) so that they can update your details on the database.

**20. Can I remain on the National PHN Transfer Panel if I go on Career break?**

Yes you may remain on the National PHN Transfer panel. However if you are offered a Transfer you will be required to take up the duties of the position within four weeks of being offered the post.

**21. My current line manager has put various mechanisms in place to support my disability requirements and/or special needs, how do I ensure that these will be accommodated if I transfer?**

You are welcome to contact NPRS at any stage of the process with details of your disability requirements and/or special needs which will support you in fulfilling the duties of any future position. This will enable us to ensure that they can be considered once you have been offered a transfer.

**22. What do I do to change my contact details?**

Email NPRS at [nprs.phn@hse.ie](mailto:nprs.phn@hse.ie) or write to NPRS 20 – 23 Merchants Quay, Dublin 8 regarding the change in details and your record will be amended.

**23. How long will it take for my transfer to come through?**

There is no specific time frame for a Transfer to be offered to a Public Health Nurse as it is dependent upon your place on the panel and how often vacancies occur at your Grade within your specified location/County.

**24. Will the HSE consider National PHN Transfer requests for all vacancies?**

No, not always. An agreed number of approved PHN posts will be filled in the first instance, from the transfer panel.

**25. How can I deal with an appeal regarding my transfer application?**

Any appeal concerning transfers will be dealt with under the HSE's Grievance Procedure.

**ONCE A TRANSFER OFFER IS MADE**

**26. How will I be notified of a Transfer offer?**

All panelists will be notified by email or text when a request to fill a PHN post is received. All available information regarding the post will be included in the notification.

**27. How will the transfer process work?**

Panelists will be required to indicate their interest in the post within a specified timeframe. On receipt of expressions of interest the post will be offered to the highest placed panelist.

**28. What happens if I decline an offer of transfer?**

Should a panelist, having expressed an interest in a post, subsequently decline the offer, their name will be moved to the end of the transfer panel

**29. Will I receive training in my new post?**

Normal clinical handover criteria will continue to apply. There may be no handover period between PHNs transferring within the organisation, i.e. replacement staff will not start until the previous incumbent has left.

**30. Can my transfer offer be refused ?**

The HSE reserves the right to refuse a transfer on the basis of service need and in accordance with the Employment Control Framework.

**31. Can I take my current terms and conditions with me to my new post?**

If you are currently on National Standard Terms and Conditions these will continue to apply on Transfer, if not you will be transferred on the Terms and Conditions currently applied at the receiving location.

**32. Will the HSE refund any expenses incurred due to my Transfer taking place?**

Any expenses incurred due to a Transfer being considered or accepted will be borne by the Public Health Nurse.

**33. Once my transfer has been agreed how long will it take to be released from my current location?**

Staff accepting a transfer must be released from their current post in accordance with HSE HR Circular 001/2015. All parties involved in the Transfer will work to support the transfer taking place within a National standard of four weeks.

**34. When can I apply for another transfer?**

You will be able to apply for another National PHN Transfer once you have been in the position you have transferred to for a period of 2 years.

**35. Can I carry over annual leave when I transfer?**

Yes you can carry over annual leave to your new location. Your new line manager must be informed of the amount of leave being carried over and agreement reached for the taking of the leave based on service requirements.