

 <p>Feidhmeannacht na Seirbhíse Sláinte Health Service Executive</p>	<p>Health Service Executive</p> <p>Policy</p>	<p>Date: 02/04 / 2007</p>
<p>Policy Title: National Transfer Policy- Pilot Scheme</p>		

1.0 Purpose

The purpose of this policy is to give effect, on a pilot basis, to the HSE/Impact agreement on the National Transfer Policy.

2.0 Policy

The Policy will provide a mechanism to allow for the central receipt of applications for County to County, Grade to Grade Transfers, on a pilot basis for an initial 12 month period from April 2007 to March 2008. National Transfer requests will be considered on a ratio basis in conjunction with current panels and open competitions. All transfers are subject to availability.

On transfer there will be no change in the terms and conditions for individuals currently on the National Standard Terms and Conditions. Individuals not on the National Standard Terms and Conditions will be transferred on the Terms and Conditions currently applied at the receiving location. Any costs in relation to relocation will be borne by the employee.

Employees who transfer to a new location will be required to participate in the induction programme. Appropriate training will also be provided in the new location.

2.1 Scope of the policy

The policy is applicable initially to Management and Administration / Clerical staff who,

- Hold a permanent contract of employment including a contract of indefinite duration with the HSE and have successfully completed their probation period,
- Have been in their substantive grade and for a minimum period of 12 months

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Note; Once you have applied for a transfer and that transfer has been effected you cannot apply for another transfer for 12 months

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 HR.

2.2 General Principles under pinning the policy

- Transfers will only be on a grade to grade basis
- An appropriate level of experience and skill mix will be maintained within each location in order to facilitate the ongoing delivery of services.
- In the case of specialist posts the staff member must meet the agreed prescribed specialist qualifications for the specialist post as advertised.
- The primary consideration would be to improve service delivery by facilitating staff transfers to desired locations within the HSE.
- Every effort will be made to facilitate the preference of staff to transfer to their desired work location in a fair and manageable manner.
- The existence of this policy does not detract from a manager's right to assign staff within their area of responsibility.
- Transferees will take up their post within the time lines established by HR Circular 019/2006
- Any appeal concerning transfers will be dealt with under the HSE's Grievance Procedure.

2.3 Existing Transfer Panels

2.3.1 Inter-county panels No additions or amendments can be made to existing inter county transfer panels on or after the 1st April. After this date inter county transfers can be made using such frozen local panels until they become exhausted.

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2.3.2 Intra-county panels. Requests for transfer within a county are not covered by the National Transfer Policy. Such requests will continue to be managed locally and existing panels for intra-county transfers are not affected by the National Transfer Policy.

3.0 Operation of the policy

The National Transfer Database will be managed by a Central Transfer Processing Unit (CTPU) in Manorhamilton. The CTPU will provide the central administration and co-ordination between employees and line Managers /HR to process requests under the National Transfer Policy via a single register (standalone database) maintained within the (CTPU).

The CTPU will provide control and central visibility of National Transfers ensuring standardization of process, validation by monitoring and reporting on compliance, providing regular reports on the implementation of the policy and issue as they arise to the Steering Group and Advisory Panel.

4.0 Frequency of Review

The operation of this policy will be reviewed by the Steering Group/Advisory Panel at regular intervals during the pilot period and amended as required. The policy will be formally reviewed at the end of the pilot.

5.0 Method used to review operation of the Policy

The operation of this policy will be monitored by a Steering Group and an Advisory Panel. These groupings are joint Union/HSE structures.

The Advisory Panel will act as an escalation point for the CTPU, advising on specific issues that cannot be resolved by the unit. The panel will also receive detailed reports on a regular basis concerning the implementation of the Policy.

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The Panel will refer issues to the Steering Group as and when appropriate.

The Steering Group will assist in the implementation of the National Transfer Policy providing a forum to resolve any issues as they may develop. The steering Group will inform HR as to policy implementation.

6.0 References

Framework Agreement between HSE and IMPACT, 23rd December 2004

HR Circular 019/2006



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7.0 Appendices

Appendix 1 Application Form



Feidhmeannacht na Seirbhíse Sláinte
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National Transfer Request Application Form - NTR1

* Denotes Required Information

Please note that your line manager will be notified of this transfer request and your probation period will be checked and verified.

Employee Details

* PPS Number: <input type="text"/>	* Payee Number: <input type="text"/>
* First Name: <input type="text"/>	* Last Name: <input type="text"/>
* Current Job Category: <input type="text" value="Management/Admin/ICT"/>	* Current Position Title: <input type="text"/>
* Current Substantive Grade: <input type="text" value="Select Grade"/>	* Current Substantive Grade Commencement Date: <input type="text" value="(dd/mm/yyyy)"/>
* Correspondence Address 1: <input type="text"/>	Landline: <input type="text"/>
* Address 2: <input type="text"/>	Mobile: <input type="text"/>
Address 3: <input type="text"/>	Email Address: <input type="text"/>
Address 4: <input type="text"/>	* Preferred Method of Contact: <input type="text" value="Select Method"/>
* County: <input type="text"/>	Specify Skills: <input type="text"/>

Work Location Details

* Current HSE Area: <input type="text" value="Select Area"/>	* Current County: <input type="text" value="Select County"/>
* Current Department: <input type="text"/>	* Address 1: <input type="text"/>
* Head of Department: <input type="text"/>	* Address 2: <input type="text"/>
* Telephone: <input type="text"/>	Address 3: <input type="text"/>
	Address 4: <input type="text"/>

Transfer Locations (Note: Transfer locations listed below are NOT in order of preference and in the event that more than 6 transfer locations are required, please contact the [Central Transfer Processing Unit](#))

* Transfer Location: <input type="text" value="Select Location"/>	Transfer Location: <input type="text" value="Select Location"/>
Transfer Location: <input type="text" value="Select Location"/>	Transfer Location: <input type="text" value="Select Location"/>
Transfer Location: <input type="text" value="Select Location"/>	Transfer Location: <input type="text" value="Select Location"/>

IMPORTANT! I hereby declare that I have been in my substantive grade for a minimum of 12 months and to the best of my knowledge and belief, the information I have provided is both true and accurate.