



STAFF NOTICE

MEETING OF OPERATIONAL TRANSFER PANEL

The next Operational Transfer Panel is due to meet on **Tuesday 1st June 2021.**

Staff who wish to be considered for a transfer within the Operations Directorate should have their request form completed and emailed to ***ops.transfer@nias.hscni.net*** by **10:00hrs Tuesday 25th May 2021.** Requests received after this date will not be considered and will be placed on the Transfer Register until the next meeting. Similarly, staff who no longer wish to be considered for a transfer should withdraw their request using the appropriate form by **10:00hrs Tuesday 25th May 2021.**

1. Only **ONE** station/department can be requested.
2. Transfers will only be considered on the date the Transfer Panel meet.
3. A transfer granted **CANNOT be refused.**
4. A transfer request can only be made at the current grade* of the applicant (*students studying at RATC can request a transfer from their allocated station at their new grade).
5. Staff can only request a transfer to a location that exists.
6. Staff will **NOT** be contacted by managers to ascertain if they wish to accept a transfer.
7. It will automatically be assumed by the Panel that if a member of staff has not withdrawn their transfer request by the date specified above, that the employee wishes to be considered for a transfer.
8. Should an employee change grade, e.g., ACA/EMT/P.I.T to Paramedic, a new transfer request will need to be submitted. The transfer request at the previous grade will not be considered by the Panel.

PLEASE NOTE: Any member of staff wishing to submit/remove a transfer must use the appropriate form and email it to ***ops.transfer@nias.hscni.net***. No other form or e-mail will be accepted. Transfer requests/withdrawals received on old forms or in letter form will not be considered by the Panel.

Neil Duncan, Area Manager

Chair of the Transfer Panel, June 2021



NIAS Standard Operating Procedure

Requesting a Voluntary Transfer

SOP Reference:	Ops/01/024	Version:	1.4
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With effect from:	8th March 2019	Review Date:	1st March 2020
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Also refer to:	NIAS Voluntary Transfer Policy
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Superseded SOP:	NIAS Voluntary Transfer Procedure January 2010
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For Action:	Resource Manager All Operational Staff (N)EAC
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For Information:	ASAMs, all Operational Managers, Clinical Training Manager
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	Name	Position
Author:	Mark Cochrane	Area Manager

Date	Version	Description	Approved By
01.2010	1.0	Original document	
31.10.2018	1.1	Review document	
07.12.2018	1.2	Following comments from Ops	
07.12.2018	1.3	Following comments from HR	
20.02.2019	1.4	Ops JCG	B Snoddy, Asst Dir Ops (Performance)

Purpose:

To ensure a consistent approach in relation to the Voluntary Transfer Process for Operational Staff

To provide guidance to staff on how to progress a request for a voluntary transfer

Responsibilities:

The overall responsibility for the management of operational transfers rests with the Operations Directorate who will oversee the effective implementation of the Voluntary Transfer Procedure for Operational Staff, and any associated administrative processes

The Human Resources Department is responsible for advising on the provisions within this procedure to ensure compliance with employment legislation, best practice HR principles and DHSPSS guidelines

Managers, HR staff and Trade Union representatives are responsible for providing advice and guidance to employees on the application of this policy and procedure

The Resource Centre Manager will maintain a register of transfer requests from individual members of staff

Process:

Staff who wish to be considered for a voluntary transfer should note the following procedure

1. Submit your request by completing form VTP01 and forward to ops.transfer@nias.hscni.net
2. You may specify only one Station to which you wish to transfer
3. Your transfer requests may be submitted at any time but will only be considered by the Transfer Panel if it has been received before the advertised closing date
4. Your transfer request will be acknowledged via email by the Resource Manager using form VTP02. If you have not received an acknowledgement within ten working days you should contact the Resource Manager
5. Your transfer request will go 'live' from either

- a. the date it is received by the Resource Manager or
- b. the date on which you commence the classroom element of a training course

whichever is the later.

All transfers will remain 'live' until they are either approved or removed at the request of the member of staff

6. Your name will be added to the transfer list appropriate to your grade/potential grade
7. The Transfer List for each grade will be maintained in chronological order from the date and time your transfer request is received at ops.transfer@nias.hscni.net. For students submitting a transfer request, should no differential exist between two or more members of staff, then your place on the Transfer List will be determined by your place on the ranking order established as part of the selection procedure
8. If you wish to withdraw your transfer request, you must complete form VTP03 and forward to ops.transfer@nias.hscni.net. Withdrawal requests must be received by the notified closing date of the Transfer Panel meeting
9. Once your transfer has been approved by the Transfer Panel, it cannot be refused
10. You will receive written confirmation of the outcome of your transfer request following each meeting of the Transfer Panel
 - a. Where, by local agreement, a member of staff can be released before the agreed date, for the purposes of seniority, the effective date will remain as determined by the Transfer Panel
 - b. Where the release of a member of staff is delayed due to operational pressures, for seniority purposes the effective date of transfer will remain as determined by the Transfer Panel. The member of staff will be entitled to any additional costs accrued as a result eg mileage and travel time

Further Information/Documentation:

Forms VTP01 and VTP03 can all be downloaded from Sharepoint

A copy of NIAS Voluntary Transfer Policy can be viewed on Sharepoint

Review of this SOP:

This SOP will be reviewed annually or more frequently if a significant change occurs.