

Modified Emergency Operations and EOC Transfer Process
(Non-road staff and DLOs)



Managing the processes for non-road staff and DLO transfers within the Trust

Principles

This process sets out a structured and consistent approach to Internal Transfers within the East of England Ambulance Service NHS Trust (the Trust) and outlines the procedure which will be utilised.

This process applies to non-road staff and DLOs employed within Emergency Operations and EOCs as set out below.

This process does not apply to:

- Internal transfers which take effect as a result of organisational change. These will be managed under the provisions of the Trust's Change Management, Redundancy and Redeployment Policy;
- Applications for increasing or decreasing contracted working hours. These will be managed through the Trust's Flexible Working Arrangements Policy. However an employee may make a flexible application to increase contracted hours to full time subject to a transfer and therefore at the point which this is agreed the employee will be able to apply for a transfer and await vacancy to fulfil the application. Their hours will only be changed when the transfer takes place and these will be managed under the Flexible Working Arrangements Policy for initial acceptance and subsequently under this process once the former has been agreed.
- Anybody eligible to transfer under the road staff transfer processes (this includes Station Supervisor, ECP, Senior Paramedic, Paramedic, QSAPs, SAP, Senior EMT, EMT, ECA and HCRT roles.)

This document serves as a framework for the basic principles which the organisation will work within. Managers have the freedom to use the process to help form the basis of their decision and allow employees to understand the process, their responsibilities and required actions.

There may be occasions whereby exceptional circumstances, for example conflict resolution outcomes, disciplinary sanctions, or specific personal circumstances take precedence over this process.

Eligibility

To be eligible to apply for an internal transfer, the individual must be requesting a transfer to a post comparable to their **substantive** post which meets the criteria set below:

- Is on the same Agenda for Change Band 1-7 inclusive (or equivalent Trust Grade) and the same contractual hours.
- Staff must have the same or broadly similar job description and person specification at the time of application onto the transfer list.

Movements of all managerial roles of Agenda for Change pay band 8a and higher (or equivalent Trust grade) will not occur under this process but via the Trusts appropriate processes.

Transfer choices

This process enables you to do the following:-

- Submit a maximum of three requests to transfer to a different area or EOC.
- You may state a specific station or SLM area, but if you do so it may restrict the offers you are likely to receive.
- If you decline an offer your transfer request will be removed from the list.

	List
Administered by	Trust Transfer Group/HR Services
Maximum transfer requests allowed on list at any one time	3 (if more than three are submitted the last one received will be accepted and another will need to be cancelled)
Transfer scope	Transfer to any area within the Trust.
How transfer will be communicated	Via indicated preference on application for personal email address or Trust e-mail. These details must be kept up to date by the applicant. N.B Please see below regarding arrangements for telephone contact.
Window for decision once transfer is offered	Within 5 days from contact being made the applicant must reply electronically to the offer email address confirming whether they accept or decline the offer. Failure to reply will result in applications being considered declined by the applicant.

Please remember that by accepting any internal transfer, your contract of employment will be **permanently** changed. This means that you will not have an automatic right to revert back to your previous working arrangements. Please ensure you seek advice prior to making an internal transfer offer if you are, in any way unsure, of what this means.

Process

If you wish to make an application you should complete the form found in the appendix, (or available on the intranet), and email it to HR Services.

Impact on you:

- Once you have been offered a transfer, you will be removed from the list for that area. This means that if you decide the offer is not for you but you want to remain on the list, you will need to submit another application and go to the bottom of the list again.
- You can only have 3 transfer requests in place at any onetime under this process. Make sure you review this from time to time to check that they are still valid and that your provided contact details are still correct
- The Transfer listing will be published on the Trust intranet and updated on a monthly basis so all staff will be able to see where their application is in order of priority. The listing will include staff names and requested transfer details. If for an exceptional reason you do not wish your details to be published this should be discussed with HR Services.
- You must update any changes to your employment status on your existing transfer. Failure to do so may result in you being offered a transfer you are unable to accept and therefore invalidate your application due to the change in your employment status.
- The transfer process does not guarantee a place on any particular team or rota. This will be confirmed with you prior to transfer.

APPLICATION PROCESS

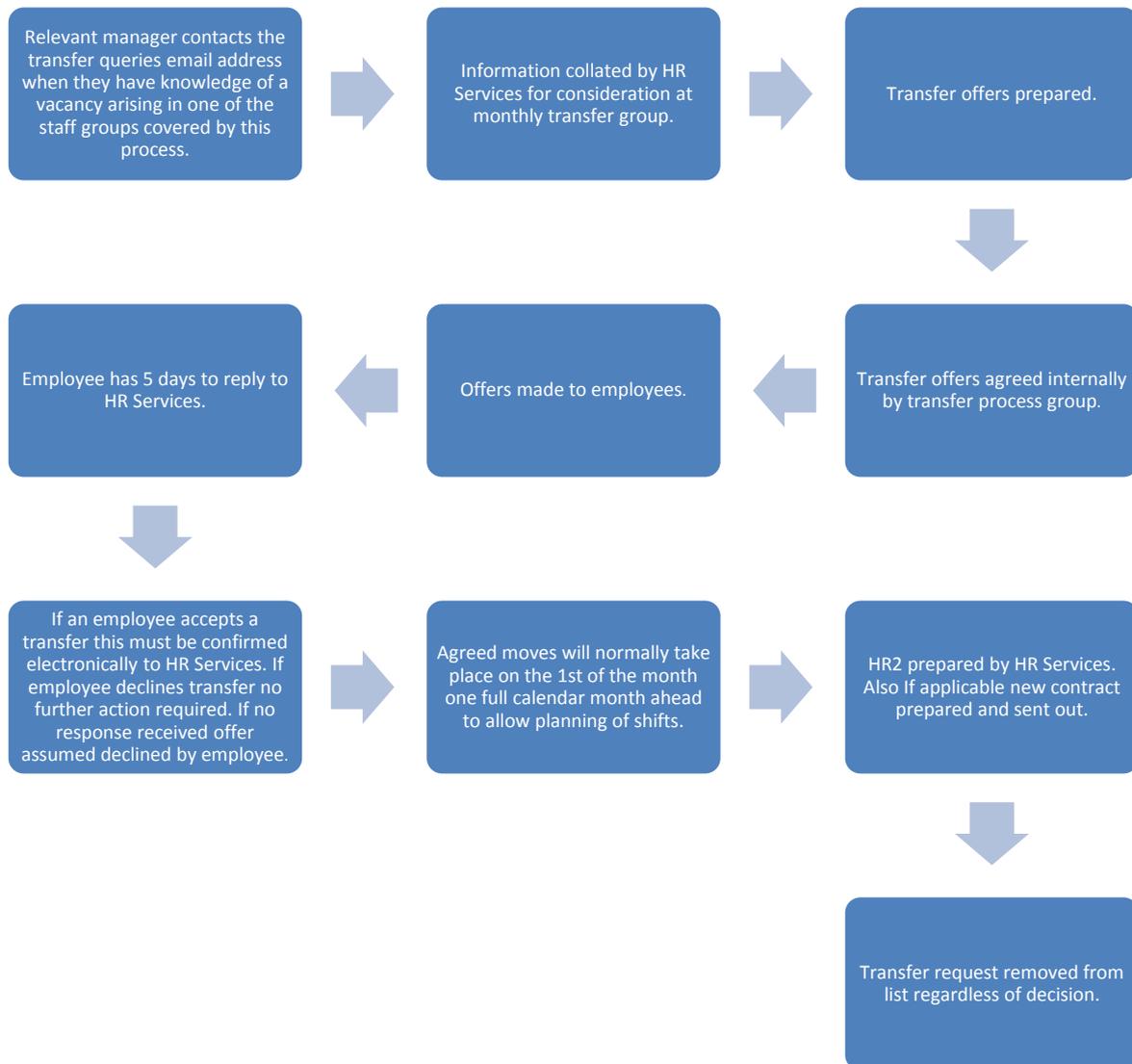
The flowchart below demonstrates how this will be managed.



WHO DO I SEND MY APPLICATION TO?

Applications should be sent to HR Services at HRServices@eastamb.nhs.uk

MONTHLY TRANSFER PROCESS



Vacancies will be confirmed to transfer.queries@eastamb.nhs.uk by the appropriate manager. Transfer group will review the vacancies to identify whether any offers can be made and update the relevant managers of any outstanding transfer requests on a monthly basis.

Any resulting offers will normally be made following the monthly transfer group meeting which takes place on the last Friday of each month. Offers will be made on the basis of a start date of 1st of the month after the next clear calendar month has been completed (an offer made in early March will have a start date of the 1st May). (N.B For vacancies that require immediate action arrangements will be made between the Transfer group and the relevant managers to agree a modified timeline.)

Employees will only have five days from receiving the transfer offer, it is important that you check your Trust and other identified e-mail accounts regularly during this time. It is the employee's responsibility to check their email accounts for transfer offers and failure to do so may result in offers being withdrawn or assumed declined.

Telephone Contact

For exceptional circumstance a courtesy telephone call can be requested to notify employees that an offer has been made. If you wish to use this service you should confirm this at the time of your application and detail the exceptional circumstances for consideration by HR Services. This is only a courtesy call and you should not rely on it as a reason not to check your emails on a regular basis. The lack of a courtesy call cannot be claimed as a reason an employee was not aware an offer of transfer had been made.

Process Review

This process will be reviewed as required.

Appendix 1 (only if not using an electronic version)

TRANSFER REQUEST

Full Name		Current Grade	
Assignment Number		Current Workplace and Area	
Job Title		E-Mail address	
Contracted hours			
Phone Number	<input type="checkbox"/> Please notify me via this number when a transfer is offered, in addition to sending an email. I accept that this cannot be relied upon to ensure I have received the offer		

Please detail your requests below:

	Please list you required Station, SLM area or Sector.
Request 1	
Request 2	
Request 3	

N.B- If on receipt of this form you will be exceeding the maximum amount of requests please notify us below of any previous requests you wish to cancel.

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<p>By sending this form you are confirming you have read and understand the Trust's Internal Transfer Process and wish to request an internal transfer as outlined above. The date of application will be accepted as the date your request is received electronically.</p>
