



Feidhmeannacht na Seirbhíse Sláinte  
Health Service Executive



## National Ambulance Service (NAS)

### Workforce Support Policy Interim Staff Transfers (Officers)

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<b>Revision number</b>	<b>2</b>	<b>Document approved by</b>	<b>NAS Leadership Team</b>
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## **1.0 POLICY**

- 1.1 When a staff member joins the HSE's National Ambulance Service initially, the exigencies of the Service dictate that temporary or permanent assignments may be at a location that is not the closest to the staff member's normal place of residence. However, the HSE's National Ambulance Service endeavours to facilitate all eligible staff taking into consideration the location of their normal place of residence, wherever and whenever possible.

## **2.0 PURPOSE**

- 2.1 To establish a mechanism whereby eligible staff may apply for a transfer to a location of their choice, in an open, transparent, fair and timely manner.
- 2.2 To establish a fair and consistent means of balancing staff preferences with the operational needs of service provision.
- 2.3 To contribute to improving the quality of work life for all staff by reducing commuting time to work wherever possible.
- 2.4 To ensure compatibility of National Ambulance Service operational processes with those corporate processes established by the Human Resources function.

## **3.0 SCOPE**

- 3.1 This policy applies to Officer Grades (Grade Code 6122 / or Former HB Grade Code) only, employed by the HSE in the National Ambulance Service who satisfactorily completed their probationary period.
- 3.2 This policy applies to all permanent vacancies which become available for filling on a permanent basis.
- 3.3 Posts available for filling on a temporary or acting up basis are not considered transfers and are not covered.
- 3.4 Re-assignment is not covered by this policy;
- 3.5 This policy does not apply to re-deployments (under PSA) promotions or application for demotion, i.e. movement between grades.
- 3.6 This policy supersedes any pre-existing Local/Area policy and/or agreement with effect from the date of approval by the Director.
- 3.7 All transfer activity must be in line with the Employment Equality Act 1998 and 2004.
- 3.8 National transfers must be in line with the processes of the Central Processing Unit, Ambulance HR, Kilkenny.
- 3.9 This policy recognises and takes into account the ongoing requirements to continue with the external recruitment process and interim placements of staff, and in this regard it may not always be possible to ensure transfers will take precedence. Transfers on compassionate grounds/exceptional circumstances are not encompassed by this policy.
- 3.10 The NAS reserves the right to refuse any transfer.
  - A. On the grounds of operational need.
  - B. If you are currently actively progressing through a stage of the disciplinary process, you may only transfer when a particular stage of the disciplinary process has come to a close i.e. if you are in a middle of a stage of a disciplinary action you may not transfer. If a sanction has been applied as a result of that part of the disciplinary process being closed then the employee may transfer.
- 3.11 Any transfers facilitated through this policy will require the staff member to be paid through NAS Central Payroll.
- 3.12 This policy allows for Area, Divisional and interdivisional transfers. It is grade and / or qualification specific. The HSE / NAS will determine the description of the vacant position. e.g. Education and Competency Officer / Operations Resource Manager.

**Note :** Currently within the NAS there are a number of variations on the substantive Ambulance Officer grade code 6122:

- Ambulance Officer (Operations Resource Manager)
- Ambulance Officer (Quality, Safety and Risk Manager)
- Ambulance Officer (Fleet, Logistics and Estate Manager)
- Ambulance Officer (Control Manager)
- Ambulance Officer (Education and Competency Assurance Officer).

Eligibility Criteria for Ambulance Officer (Operations Resource Manager), Ambulance Officer (Quality, Safety and Risk Manager) and Ambulance Officer (Fleet, Logistics and Estate Manager) are the generally the same, However If an Officer has requested to transfer to a different role i.e. Operations Resource Manager to Quality, Safety and Risk Manager a skills matching exercise may be required.

Ambulance Officer (Education and Competency Assurance Officer) eligibility differs as an Advanced Paramedic qualification is required and the Ambulance Officer (Control Manager) specifies “experience working in an Ambulance Control Centre environment”. If an Officer has requested to transfer to a different role i.e. Operations Resource Manager to Education and Competency Assurance Officer or Control Manager a skills matching exercise will be required.

In order to be eligible for consideration of transfer request, applicants must have met the eligibility criteria set out for the vacant post.

#### **4.0 LEGISLATION/OTHER RELATED POLICIES**

- A. Protection of Employees (Fixed Term Work) Act 2003
- B. Employment Equality Act 1998 and 2004
- C. HSE Terms and Conditions of Employment

#### **5.0 GLOSSARY OF TERMS AND DEFINITIONS**

##### **5.1 Operation Of the Transfer Process**

- Expression of interest is sent to all current permanent Ambulance Officers grade code 6122, EOI to include Job Specification and Eligibility criteria, seeking expressions by application with CV.
- Expressions received meeting the relevant criteria are considered on the basis of Seniority and Suitability:
  - Seniority- start date as Ambulance Officer, if two or more applicants have the same start date we move to:
  - Suitability- a relevant skills matching exercise is completed.
- Should no expression of interest be received for the filling of the vacancy we would move to fill from the relevant National Recruitment Service Panel.

The following criteria will determine the order of placement offers:

1<sup>st</sup> Selection Criteria – Length of Service for staff qualifying.

**Length of service**- Staff with a commencement date of paid employment with the Ambulance Service (including former Health Boards Ambulance Service) at the Ambulance Officer Grade. This commencement date will be held as relevant for applying for a transfer within their current grade, subject to a skills matching process as per 3.12 above. It is only continuous service that is reckonable. Break of service is applicable to those whom have a block break of over six months. Staff recruited on return from break of service and career break will have their new start date reckonable.

**Suitability- a relevant skills matching exercise is completed at this stage.**

If two or more staff have the same start date as per criteria set out herein move to 2<sup>nd</sup> Criteria.

2<sup>nd</sup> Selection Criteria – **Date of Panel:**

(If two or more staff has the same Start date and Suitability Criteria (*Criteria 1*))

**Date of Recruitment Panel:** This is the date of the panel which the staff member was recruited into the National Ambulance Service (Including former Health Boards Ambulance Service). – Note It may not be possible to establish the details of old recruitment panels.

3<sup>rd</sup> Selection Criteria – **Placement Point of Panel** (Number)

**Point of Panel** -If two or more staff are equal as a result of the 2<sup>nd</sup> criteria, we will move to selection based on the point placement on the original recruitment panel. The highest placement will take preference. A panel placement of 1 will take precedence descending.

**5.2** The criteria applied will be operated in the context of the following:

- The decision to transfer any staff member will be at the discretion of the HSE / National Ambulance Service.
- The requirement for a particular skill mix or qualification will inform any decision to transfer any member of staff. This includes the requirement for Paramedic / Advanced Paramedics, EMT's or Qualifications the HSE/NAS deem a requirement for any post in any Station, Area or Division.
- The Officer Transferring must complete an exit interview with their line manager. This exit interview will ensure that all outstanding work related issues and tasks are completed satisfactorily.

## **6.0 ROLES AND RESPONSIBILITIES**

6.1 Operations Performance Managers are responsible for promoting this policy in their relevant NAS Area.

6.2 Implementation of this policy through the operation of Appendices II & III and the processing of applications is the responsibility of the Central Processing Unit, Ambulance HR, Kilkenny.

6.3 Line Managers are responsible for dealing with any staff queries.

6.4 All employees are responsible for adherence to the relevant parts of this policy.

## 7.0 PROCEDURES

### 7.1 INTER DIVISIONAL TRANSFERS

7.1.1 All Staff Transfer requests will be dealt with in a uniform manner and will operate in line with Standard Operating Procedure – Staff Transfers.

### 7.2 CANVASSING

7.2.1 Where a staff member seeks to use influence to secure a transfer in a manner that is inconsistent with this policy, then that application will not be processed.

7.2.2 If any employee has evidence to suggest the transfer Procedures or Policy has not been followed in respect of their own application for transfer, they should use the Grievance Procedure beginning with the informal stage.

7.2.3 Line Managers should avoid implementing the transfer procedures in relation to a disputed position pending the outcome of any grievance wherever possible

## 8.0 IMPLEMENTATION PLAN

8.1 This Policy will be circulated electronically to all Managers, all Supervisors and Staff.

8.2 This Policy will be available in electronic format in each Ambulance Station and Ambulance Control for ease of retrieval and reference

8.3 Each Operational Support and Resilience Manager will ensure that the Manager/Supervisor responsible for updating Policies and Procedures will return the Confirmation Form to NAS Headquarters to confirm document circulation to all staff

## 9.0 REVISION AND AUDIT

9.1 This Policy will remain under constant review and may be subject to change to facilitate any changes/developments in service requirements.

9.2 NAS, in conjunction with the Corporate Employee Relations and HR Shared Services, will review the effectiveness of this Procedure and propose amendments were deemed necessary.

**Revision History:** (This captures any changes that are made to a SOP when it has been revised. This may be placed at the back or close to the front of the document according to local preference.)

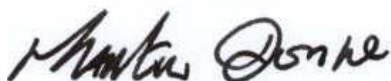
No	Revision No	Date	Section Amended	Approved by

## 10.0 APPENDICES

**Appendix I** – Eligibility Criteria for Individual Grades/Groups

**Appendix II** – Frequently Asked Questions

## 12.0 Signatures of Approval:



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National Ambulance Director  
On Behalf of the National Ambulance Service

**Date:** 3<sup>rd</sup> January 2017

## APPENDIX I

### ELIGIBILITY CRITERIA FOR INDIVIDUAL GRADES/GROUPS

Grade Code Ambulance Officer (6122) Specific Criteria Dependant on Current Job Specification and Job Description.

## APPENDIX II

The following “Frequently Asked Questions” aim to help you to understand Policy – NASWS026 - Staff Transfers and how it may affect you.

[Who can apply for a Transfer](#)  
[Applying for a Transfer](#)  
[Once a Transfer Offer is made](#)

### Who can apply for a Transfer

#### **Q1) Who can apply for a transfer?**

A1) Officer Grades (grade Code 6122) who have a Permanent Contract of Employment including a contract of an Indefinite duration and are not in their probationary period.

#### **Q2) What grades of staff can transfer within the HSE?**

A2) Refer to Appendix II

#### **Q3) Can I transfer at another Grade or function other than my own?**

A3) Transfers are undertaken on a Grade to Grade basis only. The NAS / HSE will determine the skills mix in that regard. Reference 3.12 Above.

#### **Q4) Where can I transfer to?**

A4) This policy allows for transfers to where there is a vacant Ambulance Officer position.

#### **Q5) Can I transfer if I work flexible hours?**

A5) Yes, you can apply for a transfer however the receiving location may not be able to facilitate the same arrangements you currently have.

#### **Q6) Can I apply for a transfer if I am on Job share and wish to continue doing so?**

A6) Yes, you can apply for a transfer however the receiving location may not be able to facilitate the same arrangements you currently have

#### **Q7) Can I apply for a transfer if I am on Maternity leave and or other statutory leaves?**

A7) Yes, this does not affect your ability to apply for a Transfer.



## **Applying for a Transfer**

### **Q8) How do I apply for a transfer?**

A8) This will be on an Expression Of Interest, when the need arises.

### **Q9) How long will it take for my transfer to come through?**

A9) There is no specific time frame for a Transfer to be offered to an employee.

## **Once a Transfer Offer is made**

### **Q10) Will I receive induction in my new post?**

A10) Induction where relevant will be provided for the employee as part of the transfer process.

### **Q11) Can I take my current terms and conditions with me to my new post?**

A11) If you are currently on National Standard Terms and Conditions these will continue to apply on transfer, if not you will be transferred on National Standard Terms and Conditions.

### **Q12) Will the HSE refund any expenses incurred due to my transfer taking place?**

A12) Any expenses incurred due to a transfer being considered or accepted will be borne by the Employee.

### **Q13) Once my transfer has been agreed, how long will it take to be released from my current position?**

A13) All parties involved in the transfer will work to support the transfer taking place within a National standard of six weeks, subject to any backfilling requirements

### **Q14) If following discussions with the receiving Line Manager, I accept the transfer offer can I change my mind at a later stage in the process and refuse the transfer?**

A14) No.

### **Q15) What happens if I wish to transfer on compassionate grounds?**

A15) Transfers on compassionate grounds/exceptional circumstances are encompassed by (3.9 Above)

### **Q16) Can Temporary employees or those with a fixed purpose or fixed duration contract apply for a transfer?**

A16) No, only employees with a Contract of Indefinite Duration previously referred to as a Permanent Contract can apply for a transfer.

**Q17) Can I apply for a transfer if I am currently on a Career break?**

A17) Yes you are able to apply for a transfer as long as you were substantive in your Grade prior to going on a Career Break Note selection criteria.

**Q18) Will my increments be affected if I transfer whilst on a Career Break?**

A18) If you are on a career break and you accept a National Transfer, the effective date of your next increment will be delayed by the amount of time you were on career break before taking up your new post

**Q19) Can I transfer if I am undergoing Disciplinary Action?**

A19) If you are currently in the process of disciplinary action, you may only transfer when a particular stage of the disciplinary action has come to a close i.e. if you are in the middle of a stage of disciplinary action you may not transfer

**Q20) What happens if more than one employee applies for a National transfer at exactly the same time?**

A20) This is covered in the policy.

**Q21) A member of my staff is transferring to another Division. How do I ensure that the facilities we have put in place to support their disability requirements and/or special needs are in place in their new post?**

A21) Once a transfer has been agreed the employee's personnel file will be transferred to Midlands HR Department, all details relating to disability requirements and/or special needs should be included. You should however contact the HR Department in Kilkenny to ensure that they are addressed.

**Q23) Can I carry my leave when I transfer?**

A23) Yes you can carry your leave. Your new line manager must be informed of the amount of leave being carried an agreement reached for the taking of the leave based on service requirements.

**Document Control No. 1 (to be attached to Master Copy)**

**NASWS026 Workforce Support Policy – Staff Transfers (Officers)**

**Reviewer:** The purpose of this statement is to ensure that a Policy, Procedure, Protocol or Guideline (PPPG) proposed for implementation in the HSE is circulated to a peer reviewer (internal or external), in advance of approval of the PPPG. You are asked to sign this form to confirm to the committee developing this Policy or Procedure or Protocol or Guideline that you have reviewed and agreed the content and recommend the approval of the following Policy, Procedure, Protocol or Guideline:

**Title of Policy, Procedure, Protocol or Guideline:**

**NASWS026 Workforce Support Policy – Staff Transfers (Officers)**

I acknowledge the following:

- I have been provided with a copy of the Policy, Procedure, Protocol or Guideline described above.
- I have read Policy, Procedure, Protocol or Guideline document.
- I agree with the Policy, Procedure, Protocol or Guideline and recommend its approval by the committee developing the PPPG.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature (Block Capitals)

\_\_\_\_\_  
Date

**Please return this completed form to:**

**Name:** Niamh Murphy  
**Contact Details:** Corporate Office  
National Ambulance Service  
Rivers Building  
Tallaght Cross  
Dublin 24  
email [niamhf.murphy1@hse.ie](mailto:niamhf.murphy1@hse.ie)

**Document Control No. 2 (to be attached to Master Copy)**

**Key Stakeholders Review of Policy, Procedure, Protocol or  
Guidance Reviewer Statement**

**Reviewer:** The purpose of this statement is to ensure that a Policy, Procedure, Protocol or Guideline (PPPG) proposed for implementation in the HSE is circulated to Managers of Employees who have a stake in the PPPG, in advance of approval of the PPPG. You are asked to sign this form to confirm to the committee developing this Policy or Procedure or Protocol or Guideline that you have seen and agree to the following Policy, Procedure, Protocol or Guideline:

**Title of Policy, Procedure, Protocol or Guideline:**

**NASWS026 Workforce Support Policy – Staff Transfers (Officers)**

I acknowledge the following:

- I have been provided with a copy of the Policy, Procedure, Protocol or Guideline described above.
- I have read Policy, Procedure, Protocol or Guideline document.
- I agree with the Policy, Procedure, Protocol or Guideline and recommend its approval by the committee developing the PPPG.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature (Block Capitals)

\_\_\_\_\_  
Date

**Please return this completed form to:**

**Name:** Niamh Murphy  
**Contact Details:** Corporate Office  
National Ambulance Service  
Rivers Building  
Tallaght Cross  
Dublin 24  
email [niamhf.murphy1@hse.ie](mailto:niamhf.murphy1@hse.ie)

**Document Control No. 3 Signature Sheet:**  
*(to be attached to Master Copy)*

**Policy, Procedure, Protocol or Guideline:**

**NASWS026 Workforce Support Policy – Staff Transfers (Officers**

*I have read, understand and agree to adhere to the attached Policy, Procedure, Protocol or Guideline:*

<b>Print Name</b>	<b>Signature</b>	<b>Area of Work</b>	<b>Date</b>