



Feidhmeannacht na Seirbhíse Sláinte
Health Service Executive



Workforce Support Policy Staff Transfers

National Ambulance Service (NAS)

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1. 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. 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 a smooth process to meet operational service needs and those of our staff.
- 2.5. The policy document will be reviewed annually as Regional Structures evolve

3. SCOPE

- 3.1. This policy applies to permanent Paramedics, Paramedic Supervisors and Emergency Medical Technicians (ICO) and encompasses all student paramedics in their 3rd year of training, who have successfully completed their internship, excluding all other grades of staff employed by the HSE in the National Ambulance Service.
- 3.2. This policy applies to all permanent approved vacancies which become available for filling.
- 3.3. This policy does not apply to re-deployments (under PSA) promotions or application for demotion, i.e. movement between grades.
- 3.4. This policy supersedes any pre-existing Local/Area policy and/or agreement with effect from the date of approval by the Director.
- 3.5. All transfer activity must be in line with the Employment Equality Act 1998 and 2004.
- 3.6. All transfers must be in line with the processes of the NAS HR Tullamore.
- 3.7. This policy recognises and takes into account the ongoing requirements to continue with the external recruitment process and interim placements of newly qualified staff, and in this regard it may not always be possible to ensure transfers will take precedence.
- 3.8. Transfers on compassionate grounds/exceptional circumstances (see Appendix III) are encompassed by this policy as follows:
 - 3.8.1. They are of a temporary nature for the duration of the personal/family circumstance.
 - 3.8.2. Each application may be considered on an individual basis by the oversight group.
 - 3.8.3. The Oversight group will be made up of the following representatives: NAS Employee Relations Manager, NAS HR, Delegated Representatives from IARC.

- 3.8.4. Applications should be made through NAS HR at NASHR@hse.ie or by post to National Ambulance Service, HR & Payroll Unit 2nd Floor, Unit 5, Clonminch, Hi Technology Park, Tullamore Offaly, R35 A2Y4
- 3.8.5. Such applications cannot be used to attempt to inappropriately circumvent this policy.
- 3.9. 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 a disciplinary process, you may only transfer when a result has been issued
- 3.10. All transfers facilitated through this policy will require the staff member to be paid through NAS Central Payroll Tullamore.
- 3.11. All staff who are offered a transfer under this policy will have 72 hours to accept or reject the offer. An exception to the deadline will be made due to leave, in consultation with the oversight group as and when appropriate.
- 3.12. NAS reserves the right to contact staff members in any form of leave to facilitate the transfer process.
- 3.13. This policy allows for Regional & Interregional transfer's, grade and or qualification specific i.e. Paramedic to Paramedic.
- 3.14. The HSE/NAS will determine the clinical level of the vacant position e.g. Advanced Paramedic/Paramedic. The change in a roster line description e.g. Paramedic Line to Advanced Paramedic shall only occur after a rostered line has become vacant.
- 3.15. The transfer list will be live for a 6-month period. The application process will be open for 4 weeks.
- 3.16. All approved transfers will require that the staff member is released by operations management no later than 6 weeks after the staff member has accepted the transfer unless 3.9 has been evoked.
- 3.17. If a new station/location become available, communication will be issued by NASHR informing all staff of an opportunity to express an interest in this new station/location

4. 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
- D. National Financial Regulations

5. GLOSSARY OF TERMS AND DEFINITIONS

- 5.1. Placement on the Transfer Panel - Applicants will be placed on a transfer list from which vacancies may be filled. The following criteria will determine the order of transfer offer.

1st Criteria – Length of Service for staff qualifying

- The commencement date of employment in NAS (including former Health Boards Ambulance Service) is used to determine length of service.

- It is only continuous service that is reckonable
- A break in service is defined as a period of unpaid absence for more than six months (excluding statutory leave e.g. maternity leave and other relevant statutory leave).
- Staff returning from a break in service and/or career break will have a new commencement date applied.
- If two or more staff have the same commencement date, the 2nd criteria will apply.

2nd Criteria – Date of Recruitment Panel:

- This is the date of the recruitment panel which the staff member was recruited into the NAS (Including former Health Board panels). See Appendix IV for sample letter
- Where it is not possible to establish the details of old recruitment panels, the application will be considered by the oversight group

3rd Criteria – Panel Number

- If two or more staff are equal as a result of the 2nd criteria, their interview result panel number will determine their seniority on the transfer list. A panel placement of 1 will take precedence in descending order. See Appendix IV for sample Interview panel place NRS letter

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 NAS
- The requirement for a particular skill mix/set or qualification will inform any decision to transfer any member of staff. This includes the requirement for Paramedics or Advanced Paramedics (Rostered or Non Rostered), in any station, area or division.
- All applicants will remain on the transfer list until they are offered their 1st preference placement. Once the 1st preference has been accepted or declined they will be removed from the transfer list. In the event of a person accepting or declining their 1st preference on the transfer list they are ineligible for transfer for the next 12 months. The staff member can still apply during the 12 months for re-entry onto the national transfer database but will remain inactive. This does not preclude NAS from filling vacancies from the active national transfer database as the need arises.
- If you accept/decline a higher preference all lower preferences will be removed – e.g. if you have 8 preferences and you are offered your 6th and accept, your 7th and 8th preferences will be removed.
- In the event of a person accepting a promotion, they should be assigned to that station for 6 months and are ineligible for transfer for those 6 months. The staff member can still apply during the 6 months for a transfer on the national transfer database but will remain inactive. This does not preclude NAS from filling vacancies from the active national transfer database as the need arises.

6. ROLES AND RESPONSIBILITIES

- 6.1. All managers are responsible for promoting this policy in their relevant NAS Area.
- 6.2. Implementation of this policy through the operation of 3.0 and the processing of applications is the responsibility of the NAS HR Tullamore.
- 6.3. Line Managers and Supervisors are responsible for dealing with any staff queries.
- 6.4. All employees are responsible for adherence to this policy.
- 6.5. The decision to instigate a transfer lies with operational management.

7. PROCEDURES

- 7.1. 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. If any employee has evidence to suggest the transfer policy has not been followed in respect of their own application for transfer, they should contact NAS HR in first instance. If the matter is unresolved then the employee should use the grievance procedure, beginning with the informal stage.
- 7.3. Line Managers should avoid implementing the transfer policy in relation to a disputed position, pending the outcome of any grievance wherever possible.
- 7.4. Any transfers facilitated through this policy will require the staff member to be paid through NAS Central Payroll, Tullamore and adopt the HSE national standards terms and conditions of employment.

8. IMPLEMENTATION PLAN

- 8.1. This policy will be circulated electronically to all managers, supervisors and staff on all forms of statutory leave
- 8.2. This policy will be available through your immediate Line Manager or from NAS HR.

9. REVISION AND AUDIT

- 9.1. This policy will remain under constant review and may be subject to change to facilitate any service developments.
- 9.2. NAS, in conjunction with HSE Corporate Employee Relations will review the effectiveness of this policy and propose amendments when deemed necessary.
- 9.3. Any amendment for review, will include consultation with the relevant trade unions

10. REFERENCES

- None applicable

11. APPENDICES

- **Appendix I** – Eligibility Criteria for Individual Grades/Groups
- **Appendix II** – Frequently Asked Questions
- **Appendix III** – Criteria Compassionate Grounds
- **Appendix IV** – Sample panel place NRS Letter
- **Appendix V** – List of applicable stations

12.APPENDIX I - ELIGIBILITY CRITERIA FOR INDIVIDUAL GRADES/GROUPS

Paramedic/Advanced Paramedic/Paramedic Supervisor Grades

- A. Be employed in a substantive post equivalent (same grade code) to the vacancy available for transfer.
- B. Hold the essential qualifications required for the post at the time that the vacancy is available for transfer
- C. Successfully complete any training required to competently fulfil the requirements of the vacancy available for transfer.
- D. Adhere to the formal application process.

Emergency Medical Technician (ICO)

- A. Be employed in a substantive post equivalent (same grade code) to the vacancy available for transfer.
- B. Hold the essential qualifications required for the post at the time that the vacancy is available for transfer.
- C. Successfully completed any training required to competently fulfil the requirements of the vacancy available for transfer.
- D. Adhere to the formal application process.

13. APPENDIX II – Frequently Asked Questions

The following “Frequently Asked Questions” aim to help you to understand Policy – NASWS015
- Staff Transfers and how it may affect you.

Who can apply for a Transfer?

1. Who can apply for a transfer?

This policy applies to permanent Paramedics, Paramedic Supervisors and Emergency Medical Technicians (ICO) and encompasses all student paramedics in their 3rd year of training, who have successfully completed their internship, excluding all other grades of staff employed by the HSE in the National Ambulance Service.

2. What grades of staff can transfer within the HSE?

Refer to Appendix I

3. Can I transfer to another Grade?

Transfers are undertaken on a grade to grade or function to function basis only. The HSE/NAS will determine the skills mix in that regard.

4. Where can I transfer to?

This policy allows for transfers to where there is an available vacant position (see list of stations and RRV's in Appendix V)

5. Can I transfer if I work flexible hours or job share?

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

6. Can I apply for a transfer if I am on Maternity leave and or other statutory leaves?

Yes, this does not affect your ability to apply for a transfer.

Applying for a Transfer

7. How do I apply for a transfer?

You can apply for a transfer by completing the transfer application form or Jot form link issued and submitting it to NAS HR Tullamore.

8. How many stations can I apply for?

You may only apply for a maximum of 10 stations

9. How long can I remain on the transfer list?

You can only remain on the transfer list until the new window opens to which you will be required to reapply

10. What do I have to do to be removed from the transfer list?

If you wish to be removed from the transfer list you will need to inform NAS HR, Tullamore in writing

11. What do I do to change my contact details on the transfer list?

If you wish to change your contact details you will email NAS HR of your new contact details.

12. What happens if I am promoted whilst on the transfer list?

In the case of being promoted, your original request for a transfer is no longer valid.

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

There is no specific time frame for a transfer to be offered.

14. Will the NAS always consider transfer requests for all vacancies?

Transfer requests will be considered for all vacancies, however, in the context of the Public Service Agreement, some positions may also be filled through re- deployment.

Once a Transfer Offer is made

15. 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 National Standard Terms and Conditions.

16. 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 the responsibility of the employee.

17. Once my transfer has been agreed, how long will it take to be released from my current position?

All parties involved in the transfer will work to support the transfer taking place within six weeks.

18. When can I apply for another transfer?

You can apply when the transfer window reopens. Refer to section 3.15

19. 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?

Once both parties have accepted a transfer offer, if you do not wish to progress with the transfer, you will be removed from the list and will need to re-apply

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

Transfers on compassionate grounds/exceptional circumstances are encompassed by this policy as set out in 3.9

21. Can I carry my leave when I transfer?

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

22. Can I transfer if I am undergoing Disciplinary Action?

All transfers are at the discretion of the NAS Senior Managers

23. 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?

Once a transfer has been agreed the details of the employee's disability/requirements will be conveyed to the appropriate line manager. You should however contact NAS HR to ensure that they are addressed.

24. Will I receive induction in my new post?

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

25. Who do I contact if I believe that another employee has been offered a transfer ahead of me? You can contact nashr@hse.ie

14. APPENDIX III - CRITERIA COMPASSIONATE GROUNDS

CRITERIA COMPASSIONATE GROUNDS

1. Staff may seek a temporary transfer on compassionate grounds to NAS HR and will be assessed by the NAS Oversight Group. (Refer to 3.8)
2. The granting of a temporary transfer is to cover the duration of the personal/family circumstance only and will be for an initial period of 3 months. Quarterly reviews will be carried out to approve any further extension to the arrangements.
3. The granting of a temporary transfer can only be considered where there is an approved vacancy
4. The granting of a temporary transfer can only be considered where the staff member is seeking to move more than 45km from their current work location
5. Relevant documentation must be provided in support of the application. Only specialist medical evidence will be accepted and considered for the purposes of supporting an application. All sensitive information is treated confidentially and is not disclosed to parties who are not involved in administering the transfer. Further documentation is to be submitted as circumstances change.
6. Applications are assessed on a case by case basis outside of the normal transfer process
7. Grounds for application:
 - a. Serious medical circumstances of an immediate family member
 - b. Immediate family member under palliative care
 - c. Registered carer of an immediate family member
 - d. Carer to a child or immediate family member with a disability
 - e. Change in family circumstances including marital or relationship separation resulting in hardship/change in child custody arrangements.
8. Immediate family includes:
 - a. A spouse (including a former spouse, a de facto spouse and a former de facto spouse) of the employee;
 - b. A child (including an adult child, an adopted child, a foster child, a step child or an ex-nuptial child), parent, grandparent, grandchild or sibling of the employee or spouse of the employee

15. APPENDIX IV – Sample NRS Panel Letter



Earcaíocht SGS
Seirbhísí Gnó Sláinte, AD
Services, HR
Aras Sláinte Chluainín
Cluainín Uí Ruairc
Co. Liatroma

HBS Recruit
Health Business

Aras Sláinte Chluainín
Manorhamilton
Co. Leitrim
Teil/Tel: 00353 (0)71 9820470
Faics/Fax: 00353
(0)719820598

PRIVATE & CONFIDENTIAL

Joe Soap
No1 Address Lane
Town
Co. County

Campaign: NRS096132 Student Paramedic National Recruitment Campaign
Candidate ID: NRS096132-001

Dear Joe,

I refer to your application and attendance at interview.

Interview Results

I am very pleased to inform you that you were recommended by the interview board. You have been awarded a place of No. 53 on the panel.

Please note that appeal outcomes of other selection process participants are not included in the formulation of order of merit at this stage.

Contact Details

Any contact in relation to vacancies will be sent to you by text and email. We have recorded your contact details as follows from your original application form:

Mobile telephone number: 353861234567

E-mail address: email@gmail.com,

It is very important to note that if the information provided above is incorrect or has changed since you completed your application form or changes in the future, then it is your responsibility to inform HBS Recruit. This means that if you have chosen to use your work mobile and email addresses you may receive communications that have a time deadline requirement while working away or on leave. We can accommodate one mobile number only, but we can accommodate multiple email addresses. Changes can only be sent to supportstaff@hse.ie.

All appointments from the national recruitment panel and existing local recruitment panels will be managed and implemented by HBS Recruit. Appointments will be subject to satisfactory references, Garda/Security clearance, medicals and other clearance requirements. All documentation required to process appointments will be sought by HBS Recruit.

Please find attached important information in relation to acceptance/refusal of posts and overseas security clearances.

Go Live Date

The panel is live from Friday 14th April 2022.

I would like to take this opportunity to thank you for attending the interview and to congratulate you.
Please find also enclosed your interview marking sheet for your information.

Yours faithfully

Jane Bloggs
Campaign Manager
HBS Recruit

16. APPENDIX V - Current HSE NAS Ambulance Stations

Dublin & North East (RHA-A)	Dublin & Midlands (RHA-B)	Dublin & South East (RHS – C)
Ardee *	Athlone	Arklow
Ardee RRV	Athy	
Castleblaney *	Birr	Clonmel
Cavan *	Dublin South Central *	Carlow
Drogheda	Edenderry	Cashel
Dundalk	Longford	Dungarvan
Dunshaughlin	Maynooth	Enniscorthy
Finglas	Mullingar *	Gorey
Monaghan	Naas	Kilkenny
Navan *	Portlaoise	Loughlinstown
Swords	Tallaght	Newcastle RRV
Trim RRV	Tullamore *	New Ross
Virginia	NASCCRS *	Tipperary
	Baltinglass	Waterford *
		Wexford
		Wicklow

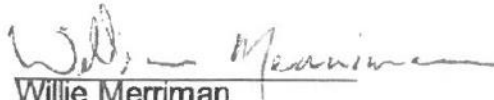
South West (RHA – D)	West & North West (RHA-F)	
Bantry *	Ballina	Loughrea
Bantry RRV	Ballinasloe	Manorhamilton
Caherciveen	Ballyshannon	Mulranny
Castletownbere	Belmullet	Roscommon *
Clonakilty	Boyle	Roscommon RRV
Cork *	Carndonagh	Sligo *
Dingle	Carraroe	Stranolar
Fermoy	Carrick on Shannon	Tuam
Kanturk	Castlebar *	Buncrana
Kenmare	Clifden	
Killarney	Donegal	
Listowel	Dungloe	
Macroom	Galway *	
Mallow	Killybegs	
Midleton	Letterkenny *	
Millstreet	Loughlynn	
Rathcoole		
Skibbereen		
Tralee *		
Youghal		

Mid West (RHA- E)
Ennis
Ennistymon
Kilrush
Limerick *
Nenagh
Nenagh RRV
Newcastlewest
Roscrea
Scariff
Thurles

*Emergency Medical Technician station options

NASWS015 NAS Policy – Staff Transfers

NASWS015 NAS Policy- Staff Transfers Document revision 14 was signed under collective agreement on behalf of NAS and the IARC


Willie Merriman
NAS Director of Operations

Date: 30/09/2024


Emily Mahon
Employee Relations Manager

Date: 30/09/2024


John McCamley
Sector Organiser
SIPTU Health Division

Date: 30/09/2024


Greg Lyons
Chairperson – IARC

Date: 30/09/2024