



Feidhmeannacht na Seirbhíse Sláinte
Health Service Executive



Workforce Support Policy Staff Transfers

National Ambulance Service (NAS)

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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 a smooth process to meet operational service needs and those of our staff.

3.0 SCOPE

- 3.1** This policy applies to all grades of permanent staff (excluding those staff employed in Clerical/Administrative posts and all Area Operations, Operational Performance Manager, Control Managers and Officer Grades) employed by the HSE in the National Ambulance Service.
- 3.2** This policy applies to all permanent vacancies which become available for filling on a permanent basis.
- 3.3** Re-assignment of un-rostered staff is not covered by this policy; however, un-rostered staff may apply for a transfer in the same way as any other staff member.
- 3.4** This policy does not apply to re-deployments (under PSA) promotions or application for demotion, i.e. movement between grades.
- 3.5** This policy supersedes any pre-existing Local/Area policy and/or agreement with effect from the date of approval by the Director.
- 3.6** All transfer activity must be in line with the Employment Equality Act 1998 and 2004.
- 3.7** National transfers must be in line with the processes of the NAS HR Tullamore.
- 3.8** 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.
- 3.9** Transfers on compassionate grounds/exceptional circumstances (see Appendix IV) are encompassed by this policy as follows:
- A. They are of a temporary nature for the duration of the personal/ family circumstance.
 - B. Each application may be considered on an individual basis by the oversight group.

- C. Applications should be made through NAS HR at NASHR@hse.ie or by post to National Ambulance Service, HR Department, Ambulance HQ, MRH Tullamore, Arden Road, Tullamore, Co. Offaly
- D. Such applications cannot be used to attempt to inappropriately circumvent 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 result has been issued.
- 3.11** All transfers facilitated through this policy will require the staff member to be paid through NAS Central Payroll Tullamore.
- 3.12** This policy allows for area, divisional and interdivisional transfers grade and or qualification specific i.e. Paramedic to Paramedic, Lead Supervisor to Lead Supervisor, Advanced Paramedic to Advanced Paramedic and Intermediate Care Operative to Intermediate Care Operative. The HSE/NAS will determine the description 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 roster line has become vacant.
- 3.13** All transfers applications are subject to dual purpose conditions.

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
- D. National Financial Regulations

5.0 GLOSSARY OF TERMS AND DEFINITIONS

5.1 Placement on the Transfer Panel

5.1.1 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

Commencement date of permanent employment with 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 maternity 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).
- It may not be possible to establish the details of old recruitment panels, if this is the case the applications 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 panel number will determine their seniority on the transfer list. A panel placement of 1 will take precedence in descending order.

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 or rank 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.
- 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.

6.0 **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 Appendices II & III 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.

7.0 **PROCEDURES**

7.1 **CANVASSING**

- 7.1.1 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.

- 7.1.2 If any employee has evidence to suggest the transfer policy has not been followed in respect of their own application for transfer, they should use the grievance procedure beginning with the informal stage.
- 7.1.3 Line Managers should avoid implementing the transfer policy in relation to a disputed position, pending the outcome of any grievance wherever possible.
- 7.2 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.

8.0 IMPLEMENTATION PLAN

- 8.1 This policy will be circulated electronically to all managers, supervisors and staff on all statutory leave
- 8.2 This policy will be available in electronic format in each Ambulance Station and National Emergency Operations Control Centre 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 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.

10.0 REFERENCES

- None applicable

11.0 APPENDICES

Appendix I - Policy Acknowledgement Form

Appendix II – Eligibility Criteria for Individual Grades/Groups

Appendix III – Frequently Asked Questions

Appendix IV – Criteria Compassionate Grounds



Feidhmeannacht na Seirbhíse Sláinte
Health Service Executive

Appendix I: Policy Acknowledgment Form

National Ambulance Service



Acknowledgement of receipt of Policy

Please print & return this acknowledgement sheet to the National Ambulance Service Headquarters (Author of the Policy) within 10 working days of receiving the document

Policy Name:

Author:

Policy Number:

Revision number:

Approval Date:

Please tick box as appropriate:

- A. I have received a copy of the **new** Policy as named above; I have informed all relevant staff of this document.

Or

- B. Note: Tick as appropriate within B
I have received a new version of the Policy above, I **have attached the previous version of this Policy to this acknowledgement sheet** and I have informed all relevant staff of the new version of this Policy.

Or

I have **destroyed the previous version of this Policy** and I have informed all relevant staff of the new version of this Policy.

Signed: _____ Date: _____

Please Print Name: _____

Please return to: **Insert Relevant AOM Area**

NASWS015 NAS Policy – Staff Transfers

APPENDIX II

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.

Intermediate Care Operative Grade

- 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.

APPENDIX III

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?

Employees of the HSE working in the NAS, excluding posts as outlined in 3.1 only who have a Permanent Contract of employment.

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

Refer to Appendix II

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.

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.

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

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.

Applying for a Transfer

8) How do I apply for a transfer?

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

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

You will remain on the transfer list until you are offered your 1st preference.

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 need to inform NAS HR Tullamore in writing regarding the change in 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. You must inform NAS HR Tullamore of your recent promotion and new grade. Refer to section 5.2.
- 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, subject to any backfilling requirements.
- 18) When can I apply for another transfer?**
You can apply when the transfer window reopens. Refer to section 5.2.
- 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 3.10 A to D.
- 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) Who is on the National Oversight Group?

The Oversight group will be made up of the following representatives: Rep from National Ambulance HR, Admin Support from National Ambulance HR, Delegated Representative from IARC/Ambulance Sector SIPTU, Rep from SIPTU, Rep from Area Operations Managers and NAS Deputy Director.

25) Will I receive induction in my new post?

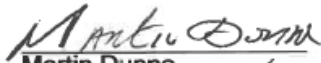
Induction where relevant will be provided for the employee as part of the transfer process.


APPENDIX IV

CRITERIA COMPASSIONATE GROUNDS

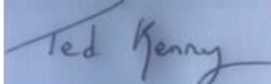
1. Staff may seek a temporary transfer on compassionate grounds to NAS HR and will be assessed by the NAS Oversight Group. (Refer to 3.10)
2. The granting of a temporary transfer is to cover the duration of the personal/family circumstance only and will be for an initial period of 3 months. Quarterly 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

NASWS015 NAS Policy- Staff Transfers Document revision 13 was signed under collective agreement on behalf of NAS and the IARC


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