PROCESS FOR APPOINTING MANAGER (AM)

PAGE 1

Vacancy Identified



Follow agreed CB Approval Process

Successful





Not Successful

AM responsible for contacting Nurse Resourcing Team with vacancy details so that the Transfer Request Register (TRR) can be checked

Follow CB Process



Are there requests on the TRR for the dept/speciality where the vacancy exists?



Yes



Transfer Requests & current vacancies will be matched by the Nurse Resourcing Team

Follow normal process for advertising



When matched Transfer Request Forms (TRF) will be sent to the AM



AM arranges a Transfer Request Meeting (TRM) with the Nurse



AM conducts TRM in a timely manner



AM informs Nurse of outcome

PROCESS FOR APPOINTING MANAGER (AM)

PAGE 2

Successful



Not Successful



AM offers role and if accepted, informs Nurse's Line Manager & completes Transfer Request Agreement Form

AM informs Nurse and offers feedback



AM completes all documentation & sends to Nurse Resourcing Team within 5 working days



Nurse Resourcing Team will liaise with Line Manager and AM to agree transfer date & completes appropriate employment checks



Nurse released within an 8 week period



Once transfer date agreed, AM will complete Payroll Instruction Form (PIF)



Nurse Resourcing Team confirms transfer in writing.



12 Week Review Meeting



6 Month Review Meeting