

Public Health Nurses Transfer Policy

1.0 Purpose

The purpose of this policy is to give effect to the Labour Relations Commission [LRC] proposals of the 23rd July 2014, to the HSE and INMO, to establish a transfer panel for Public Health Nurses [PHNs] on or before 1st April 2015.

2.0 Policy

The Policy will make the following provisions:

- It will replace any existing local or regional system used to fill vacant PHN posts.
- It will provide an open, fair and transparent mechanism to allow PHNs transfer to a location of their choice, balanced with the operational needs of service provision.
- All transfers will be subject to the availability of posts and the exigencies of the service.
- It will incorporate rules relating to the assimilation of those remaining on the 2011 Recruitment Panel; 2014 graduates whose clinical placements were outside Dublin but accepted posts in the Greater Dublin area; 2014 graduates not yet appointed as PHN's; applications for transfer from staff received prior to 31st March 2015 and held locally or regionally, subject to the provision of documentary evidence of the date of application.

2.1 Scope of the policy

The policy applies to:

- 2014 PHN graduates whose clinical placements were outside Dublin but who accepted posts in the Greater Dublin area; PHN's who applied for a transfer either through a local or regional office, prior to 31st March 2015 and where there is documentary evidence that their name has been entered on such a panel; those assimilated from the 2011 National Recruitment Panel; 2014 PHN graduates, working in the system in posts other than permanent PHN posts; 2014 PHN graduates who have not been appointed to any post; and to all other PHNs who hold a permanent contract of employment, including a contract of indefinite duration, with the HSE who
 - have successfully completed their probationary period
 - have been in their current area of assignment for a minimum period of 18 months
- all posts that are approved for filling on a permanent basis

The policy does not apply to:

- Transfers on compassionate grounds/exceptional circumstances – these should be dealt with on a case by case basis through the relevant Human Resources department
- Posts approved for filling on a temporary basis
- Re-deployments under public service agreements
- Movement between grades

2.2 General Principles under pinning the policy

- The Policy supersedes any pre-existing local / regional agreements or panels
- Transfers will only be on a grade to grade basis.
- An appropriate level of experience must be maintained within each location in order to facilitate the ongoing delivery of services.
- The primary consideration will be to improve service delivery by facilitating staff transfers to desired locations within the HSE.
- Every effort will be made to facilitate the transfer of staff to their specified work location in a fair and manageable manner.
- The existence of this policy does not detract from a manager's right to assign staff within their area of responsibility.
- There may be no handover period between PHNs transferring within the organisation, i.e. replacement staff will not start until the previous incumbent has left. Normal clinical handover criteria will continue to apply.
- Any appeal concerning transfers will be dealt with under the HSE's Grievance Procedure.
- The HSE reserves the right to refuse a transfer
 - On the basis of service need and in accordance with the Employment Control Framework.
 - If a transferee is in the middle of a stage of an active disciplinary process [stages 1-4] they may not transfer. They may transfer if they are between stages or have lodged an appeal against the outcome of a disciplinary process.
- Where staff are employed on National Standard Terms and Conditions these will continue to apply on transfer. In all other cases the terms and conditions at the receiving location will apply.

3.0 Existing Transfer Panels / Local or Regional Agreements

No additions or amendments may be made to existing local panels and no further local or regional agreements may be made, as soon as this policy comes into effect.

4.0 Administration of the PHN Transfer Panel

National Personnel Records Services [NPRS] will administer the panel, using a database maintained within NPRS, and will, in conjunction with National Recruitment Services [NRS], co-ordinate between PHNs, and Nursing Services Managers to process requests under the PHN Transfer Policy.

NPRS will provide control and central visibility of PHN transfers ensuring standardization of process, monitoring and reporting on compliance.

5.0 Operation of the PHN Transfer Panel

- All PHN vacant posts, approved for filling, will be offered in the first instance to the transfer panel.
- Staff accepting a transfer must be released from their current post in accordance with HSE HR Circular 001/2015
- When an approved post is filled from the Transfer Panel there is no automatic backfill of the position, however, the vacancy will be filled in accordance with the Employment Control Framework.
- If the transfer panel is exhausted or if transfers may not be permitted as per paragraph 2.2 above any remaining posts will be filled through the national recruitment process.
- Applicants must specify the location they wish to transfer to at application stage and they may remain on the panel until they are offered a transfer to that location.
- Once offered a transfer to the specified location their name will be removed from the list. They may apply for another transfer after a period of 2 years has elapsed.
- Should they accept an offer to a different location they will retain their place on the panel and continue to receive transfer offers.
- Should a panellist, having expressed an interest in a post, subsequently decline the offer, their name will be moved to the end of the transfer panel.

6.0 Placement on the PHN transfer panel

- The 2014 PHN Graduates whose clinical placements were outside Dublin but who accepted posts in the Greater Dublin area [max 8] will be given priority on the National Transfer Panel and placed in the order of merit they achieved on the Student PHN Sponsorship Programme Panel.
- Applicants for transfer, who can provide documentary evidence that their name was included on local or regional transfer lists prior to 16th September, 2011, i.e. the date the 2011 National PHN Recruitment Panel [2011 panel] was created, will be placed next on the panel;
- They will be followed by the remaining candidates on the 2011 panel. Placement will be by order of merit on that panel.
- Applicants for transfer, who can provide documentary evidence that their name was included on local or regional transfer lists from the 16th September, 2011 and before all 2014 Graduates were eligible for registration i.e. up to 20th September, 2014, will be placed next by date of application
- The 2014 PHN Graduates who accepted posts other than permanent PHN posts or who are not yet appointed to PHN posts will follow in the order of merit they achieved on the Student PHN Sponsorship Programme Panel.
- Remaining applicants on local or regional transfer lists up to and including the 31st March 2015, who can provide documentary evidence of same, will be placed next on the panel.
- Subsequently, the date of application for transfer will be used to determine placement on the PHN transfer panel for all other panellists.
- If more than one application is received on the same date the following placement criteria will apply:
 1. Year of Qualification as a PHN
 2. Length of service of PHN as a registered nurse [first internationally recognised qualification]
 3. If application date and length of service is the same for more than one applicant their placement on the Student PHN Sponsorship Programme Panel will determine their placement on the transfer panel.

7.0 Transfer Offers

- All panellists will be notified by text or email when a request to fill a PHN post is received. All available information regarding the post will be included in the notification.
- Panellists will be required to indicate their interest in the post within a specified timeframe.
- On receipt of expressions of interest the post will be offered to the highest placed panellist.
- Should a panellist, having expressed an interest in a post, subsequently decline the offer, their name will be moved to the end of the transfer panel.

8.0 Policy Review

The continued operation, or otherwise, of this policy will be reviewed from quarter 3 2015, in light of the HSE's move to the Community Health Organisations model, and other developments nationally in relation to Workforce Planning, and to ensure it continues to be fit for purpose.

9.0 Queries

Queries regarding applications and the operation of the transfer panel should be directed to NPRS as follows:-

Email: nprs.phn@hse.ie

Phone: 1850 77 62 87

Post: PHN Transfers, HSE HBS, NPRS, 20-23 Merchants Quay, Dublin 8

Answers to frequently asked questions will be published on the HSE website in due course.

References

LRC Proposals of 23rd July 2014 following a conciliation conference between the INMO and the HSE

National Ambulance Policy November 2014.

National Transfer Policy for Management Administrative Staff

HSE Employment Control Framework

HSE HR Circular 001/2015 – Post Recruitment Release Arrangements