

Transitional Arrangements

At present there are a number of different transfer systems operating across the Service and with the introduction of a single LAS Transfer Register it is necessary to merge these together to create the new Register.

The new arrangements were agreed at the A&E Sub Committee on the XXXXX and will operate from xx xxxx 2003 and all preparatory work needs to be completed before this time. All existing transfer requests will be “converted” into the new format and the revised arrangements will apply to all requests submitted after the XXXXXX.

Preparatory work

A lead manager will need to be identified for each Sector and this person will work closely with the Sector Representative to co-ordinate activities on behalf of the Sector. The following actions need to be completed:-

- All existing entries checked to ensure that the information held is correct i.e. skill level / grade, date of request current location etc. This will include confirming that individuals still wish to transfer.
- In Sectors where currently more than one request can be submitted, individuals will be asked to confirm the complex that they wish to transfer to.
- It will be necessary to translate “relief” seniority lists into transfer requests. For example where an individual is currently a relief attached to a complex and their date of joining the complex is used as the basis for their seniority for securing a core line, this will be translated into an entry on the transfer register for that complex.
- In situations where applying the above would result in multiple entries on the register for an individual, only one – the earliest date – should be carried forward.
- Disputes/ Appeals over the application of these transitional arrangements will be considered by a sub-group of the A&E Sub Committee (comprised of the seven Sector Representatives and Senior Resourcing Manager) for final adjudication.

Sectors must produce Complex lists detailing those awaiting transfer and showing name, skill / grade, date of request and any specific roster requested, by the XXXXXX.

LAS NHS TRUST
TRANSFER ARRANGEMENTS FOR OPERATIONAL A&E STAFF

The following arrangements apply to all Operational A&E staff and provides a standard process to allow staff to move from station to station across the Service.

General

An "A&E Transfer Register" will be established which records individual requests to transfer from one complex to another. This register will reside on the common server, be accessible for all to view and will be the basis upon which all moves into complexes take place. Managers operating these arrangements will aim to achieve permanent crews that consist of a Paramedic and Technician, will designate posts accordingly and operate the transfer systems to support this objective.

These arrangements operate on two levels - movements **within** complexes and movement **into** complexes. The Station Officer and Station Representatives will carry out all movements of core staff within complexes before accessing the Register. Once all internal complex moves have been completed, the LAS Transfer Register will then be used to fill any resulting vacancies.

When an individual on the Register is offered the opportunity to transfer to the complex of their choice, if they decline this offer, they will immediately be removed from the Register.

New staff posted from training will automatically be entered on the Register for the complex that they are initially posted to. Individuals who wish to move to another complex must submit an additional transfer request for the appropriate complex.

Attached to this document are examples of the various forms to be used by staff and managers to ensure that this process works satisfactorily, these are also available on the common server.

Transfer Register

A copy of the A&E Transfer Register will be held on the common server at X/.....LASTrans Reg. This can be accessed from any PC within the Service and will allow individuals to either view or print the waiting list for a particular complex or search for their name on the Register.

The Register will show those waiting to move to a particular complex, ranked in date of application order, with their name, date of request, skill level, current station, and the roster they wish to move to i.e. Core, Relief, or any .

It is vital that information on the register is accurate and up to date and individuals or Station Officers who notice any out of date (i.e. skill level or current station details) or incorrect information are asked to submit Form TR4 identifying what needs to be amended.

Transfer Requests

Anyone wishing to be entered on the A&E Transfer Register must submit Form TR1 to the Transfer Register Administrator based at Headquarters, Waterloo. In addition this may be sent by e-mail provided all the necessary information is included within the communication. Verbal requests will not be accepted. The transfer Register Administrator will send a letter of acknowledgement confirming the position on the register - Form TR3

Once a transfer request has been entered on the Register, individuals who wish to subsequently withdraw that request must submit Form TR2 - Transfer Withdrawal.

Under normal circumstances, individuals may only have one current transfer request on the register at any time. Subsequent requests will cancel and replace the existing entry on the register. However, special arrangements apply to new staff following their posting from training into operations.

Movements Within Complexes

All core line movements within complex will be carried out by the Station Officer in consultation with TU representative. When a vacancy occurs on a core line at any station within a complex the position will be advertised at that station and then within the complex and all local moves will be completed. This will include change of crew member, movement between main station and satellites and vice versa. Station Officers must ensure that wherever possible Paramedic posts are filled by Paramedics. The resulting vacancies will be filled by reference to the Transfer Register.

Movement into Complexes

Following the completion of local moves, the resulting vacancy will be filled by the next appropriately skilled person on the Transfer Register. The manager of the complex with the vacancy will contact the line manager of the person to transfer and agree a suitable date for the transfer to take place. Form TR5 must be completed so that the Register can be updated.

Relief Staff / New staff

In recognition of the fact that new staff are not able to determine where they are initially posted to following training, special arrangements apply for them. Individuals will be automatically credited with a transfer request for their current station. If they wish to move nearer home / elsewhere, they should submit a transfer request for the appropriate complex. These are the only circumstances in which someone can have two current requests recorded on the register.

Reviews of procedure

This procedure will be introduced on xx xxxxx xxxx and will be jointly reviewed on an annual basis at the A&E Sub Committee.

Date _____

**LAS NHS TRUST
TRANSFER WITHDRAWAL**

TR2

To Transfer Register Administrator, Waterloo

Details of transfer to be withdrawn from LAS Transfer Register

Surname _____

Forename(s) _____

Current station _____

I confirm that I wish the following entry in the LAS Transfer Register to be removed

Date of original request _____

Complex requested _____

Signed _____

Date _____

**LAS NHS TRUST
TRANSFER REQUEST ACKNOWLEDGEMENT**

TR3

To _____
_____ **Station**
_____ **Sector**

From **Transfer Register Administrator, Waterloo**

**The following entry has been made in the LAS Transfer Register
on your behalf**

Complex	Any roster	Name	Current station	Date
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Signed _____

Date _____

**LAS NHS TRUST
CONFIRMATION OF TRANSFER**

TR5

To **Transfer Register Administrator, Waterloo**

From **Station Officer**

_____ **Ambulance Station**

_____ **Sector**

Confirmation that transfer has been actioned

The following entry on the LAS Transfer Register has been actioned on the date shown and should therefore now be removed.

Complex _____

Name _____

Date of transfer _____

Signed _____

Date _____