



Feidhmeannacht na Seirbhíse Sláinte
Health Service Executive



Notice NAS Staff

Re Staff Transfers (Policy NASWS 015)

This policy and application form is available online at
<http://www.hse.ie/eng/services/list/3/nas/educationcompetencyassurance/rptspoliciesandprocedures/workforcsupport.html>

Or from your line manager.

17th November 2017

All grades of staff encompassed under Staff Transfer Policy (NASWS015) are advised that the Transfer system will open for new applications and / or amendments to current preferences from Friday 17th November to 15th December 2017. One can submit by email to nashr@hse.ie or by post to address below to arrive **no later than 4pm on Friday, December 15th 2017**. Applications or amendments to preferences under the above policy **will not** be accepted after the closing date.

Applicants who were removed from the Transfer system and list (valid 1st Jun 17- 31st Dec 17) will need to reapply for inclusion on the next Transfer list (valid 1st Jan- 31st May 18).

Please note the following:

- If you have a previous application which you do not wish to amend preferences or any other details- **do not re-submit** a new form.
- If you wish to make an amendment to your current preferences- please submit a form and ensure amendment is ticked.
- If you wish to apply for the first time please submit a form and ensure first application is ticked.
- If you were removed from the last valid list (detailed above) please submit a form and ensure reactivation is ticked.
- Each applicant will receive a verification email with a screenshot of their transfer details that have been input from their application form, if you do not respond to this email, NAS HR understands the acceptance of the transfer details.

All Applicants will need to ensure that station preferences they have identified are current and up to date- if you wish to check your current preferences please email your query to nashr@hse.ie

Please ensure you only select a preference you intend to accept, as any refusal by a staff member to an offer of a preference will result in the staff member being removed entirely (all preferences) for the duration of the current Transfer list. You will also need to reapply on the next round. This has been agreed by Trade Union Representatives to facilitate a more streamlined process for all staff.

All Offers will be in accordance with the criteria set out in the policy. We intend to produce one list which will be valid for staff transfers from 1st Jan to 31st May 2018. Therefore no changes to preferences etc. will be valid or applied from 1st Jan 2018 to 31st May 2018.

Office of the Chief Ambulance Officer - H. R. | National Ambulance Service|Health Service Executive|Kilcreene Hospital|Kilkenny|Phone 0567785686 / 5655|Fax 056 7785679 | website address <http://www.hse.ie/go/ambulanceservice>

Oifig an tSeirbhís Náisiúnta Othar Charrana, Feidhmeannacht na Seirbhíse Sláinte, Ospidéal Cill Chriain, Cill Chainnigh, Fón 0567785686/ 5655|Facs 056 7785679| seoladh idirlíon: <http://www.hse.ie/go/ambulanceservice>