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## CapitalNurse Career Clinics and Internal Transfers

### Best Practice Model

#### What is a career clinic?

A career clinic provides an opportunity for a member of staff to access a coaching conversation to explore opportunities for development, career moves and transitions.

#### What is an internal transfer opportunity?

An internal transfer provides a member of staff with the opportunity to move within an organisation without completing a lengthy application process. It can be one of the outcomes of a career clinic.

#### Who are career clinics intended for?

All nursing staff including:

- Bands 2-4 healthcare assistants and support workers
- Band 4 registered nursing associates
- Bands 5-8 registered nursing staff

Additionally, may include:

- Nursing students
- Other staff interested in moving to nursing roles

#### Pre-requisites

- Minimum of six months' experience in current role and no ongoing HR issues.
- Completion of questionnaire prior to meeting is recommended and adds value.

#### Frequency of career clinics

This should be determined by the organisation based on size and resources available. Career clinics should be available upon request.

#### Management of career clinics

Career clinic lead with responsibility for managing the scheme with input from others including practice educators / practice facilitators / career coaches

#### Promotion

Promotion depends on setting and could include:

- Email
- Intranet
- Printed flyers in clinical settings / lifts / corridors
- Career days or events
- Appraisals

- Visit to clinical areas
- Preceptorship and other study days
- Team / department meetings
- Senior nurse forums
- Team brief – cascade system

## Process

This will depend on organisation. Best practice includes:

- Charter to establish expectations and responsibilities
- Preparation material (i.e. SLOT) sent to individual which should be returned prior to the coaching session.
- Delegate to bring along relevant information to career clinic
- Career clinic with individual – individual to explore opportunities and evaluate options
- Follow-up email / telephone call two weeks later
- Follow up six months later to evaluate

## Roles & Responsibilities

- All preparatory documentation completed by the individual is confidential and used only for the purpose of the career conversation
- Career conversation is confidential
- Career coaches or facilitators should not be involved in HR matters
- Career decision and associated actions remain the responsibility of the individual nurse

## Preparation for individual

- Completion of questionnaire prior to coaching session to assess strengths, learning needs and develop self-awareness
- Checklist of information to bring (CapitalNurse Career Framework)
- Willingness to participate in process and assume responsibility for exploring options and taking further
- Delegates to verbalise/sign an agreement to participate and own the process

## Preparation for facilitator

- Knowledge of process and progression routes
- Knowledge of roles (job descriptions and person specifications) and bandings
- Awareness of opportunities within organisation and external (if appropriate)
- Understanding of how to facilitate a career conversation

## Evaluation

Best practice would include evaluation after six months and metrics could include:

- Applications received and level of interest
- Conversations conducted
- Internal transfers (as a result of career clinic) with percentage
- External transfers (as above)
- Staff staying in own role
- Staff staying in own department in different role
- Staff leaving organisation (with destination)

- Staff leaving nursing
- Job satisfaction (assessed at outset and after six months)