

How to use the NHS Staff Passport

The NHS Staff Passport has been designed to be easy to use by both members of staff and those advising members of staff such as HR advisers or trade union officers.

To use the Staff Passport you need to follow the steps set out below.

Getting started

Firstly, you need to know what kind of transfer is involved.

Are you moving from one part of the NHS to another or from the NHS to another organisation such as a local authority or a private sector provider?

If you are not sure then check our examples of transfer pages which can be accessed from the menu on the bottom of the transfer page or by clicking the links on the right-hand side of the page. If you are unsure then you should speak to your line manager, HR adviser or trade union representative.

Once you know the kind of transfer then you simply need to click on the image on the 'What kind of transfer?' page that relates to the kind of transfer that you making.

This will then take you to the information page where you kind find out how your transfer will affect the following:

- Your pay and terms and conditions
- Your pension
- Staff engagement and partnership working
- HR policies and practices
- Education and training

Printing information

The staff passport allows you to print a paper copy with a summary of the information so that you can keep it for future reference. If you would prefer to print off a copy of the information rather than using the web version then simply go straight to our print information page.

Further advice for line managers, HR advisers and trade union representatives

Throughout the toolkit we advise staff to seek advice from their own employers and representatives locally. We also suggest that the toolkit is used to help employers and staff representatives to explain the implications of transfer to staff in their own organisations. This area of the site provides supporting information specifically for employers and staff representatives.