



Subject: Transfer Procedure: PRN Pool (RN's only)
Same Unit or Another Department

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1. Complete on-line **Application** for position # **50008881** @ <http://nurses.uams.edu/>.
2. Request transfer acknowledgment to be sent by the Clinical Services/Clinic Manager to NurseRecruitment@uams.edu.
3. Request Clinical Services/Clinic Manager to initiate *online* **Employee Separation Process**
 - *'Employee Transitions Regular to Temp'* for transfer to **same unit** or
 - *'Employee Transferring: Department/Unit'* for transfer **off unit**
- A. Employee responsible to provide to Clinical Services/Clinic Manager:
 - a. Current address
 - b. W2 address
 - c. Secondary non-UAMS email address to receive communication from Nursing Business Office for final check r/t Vacation/Holiday
 - d. Repayment of Funds > Contact Nursing Business Office, 7B, Central Hospital (501-686-7179) if on contract for:
 - i. Educational Commitment
 - ii. Loan Assistance or Loan Payback
 - e. Last Day to Work
- B. Employee responsible to also provide if transferring **off unit**:
 - a. thru e. above plus
 - b. Keys
 - c. Equipment
 - d. Exit Interview Survey located @ <http://nurses.uams.edu> > Resource Tab > Exit Interview (must be completed on UAMS computer).
4. Annual competencies are required to be current. Check status by logging onto <http://cped.uams.edu/> (see Helpful links to right of page > Training Tracker).
5. Contact the Nurse Recruitment Office **BEFORE** your last working day to verify your PRN application was received and approved. Failure to secure a transfer by last working day will result in termination verses transfer.