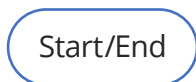**NHSScotland Workforce Redeployment Policy : flowchart**
This flowchart provides a summary and shows the order of the main steps in the policy process. It is designed to support the full content of the **NHSScotland Redeployment Policy**.

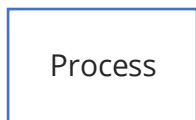## Flowchart symbols and their meaning

Start/end
This shape represents the start and end point of a system or process. It usually contains the word 'Start' or 'End'. A flowchart generally has one start point but can have multiple endpoints.

Flow line
A line with an arrow shows the direction of the flow through the flowchart.

Process
Can represent a single step or multiple steps within a larger process on the flowchart.

Decision
Sometimes a decision is needed before moving on to the next step in the process. This shape asks a 'yes' or 'no' question. The answer determines which arrow you follow out of the decision shape.

Outgoing off-page connector
This shape shows where the process continues on another page of the flowchart document. Click this shape to go to the page.

Incoming off-page connector
This shape shows the page you are currently viewing.

NHSScotland Redeployment Policy : flowchart

Start

Employee requires to be redeployed

↓

Employee completes the skills profile form

↓

Manager meets with employee

↓

Employee returns the skills profile form to manager

↓

Manager and employee complete the redeployment referal form

↓

Manager submits skills profile form and referral form to redeployment contact

↓

Redeployment contact discusses the submitted forms and the process with the employee → Redeployment contact matches employee based on:
- essential criteria
- prioritisation order

↓

Is there a potential match?

Yes → Redeployment contact advises employee of match and passes details to hiring manager

No → Employee returns to redeployment for their remaining time

Page 2

Redeployment contact alerts employee's manager

↓

Go to page 3

Page 3

Hiring manager confirms match?

No → Employee recieves feedback from hiring manager → **Go to page 2**

Yes ↓

Relevant employment checks caried out

4 week trial commences

Trial successful?

No → (Go to page 2)

Yes ↓

Employee confirmed into post

End