

1. Preparation & resource assessment

ESTABLISH RESOURCE ALLOCATION
Operational resource requirements for CRC/NPS known

ESTABLISH ASSIGNMENT METHOD
Compare current staffing against CRC/NPS requirements

AUTOMATIC ASSIGNMENT
Function only occurs in either CRC or NPS

EXPRESSION OF INTEREST (Eoi)
Applies when staff not automatically assigned

Assign to NPS/CRC based on function

EXPRESSING AN INTEREST
Ask Staff for preferred assignment

Expressions of interest match resource requirement in CRC/NPS

Expressions of interest do not match resource requirement in CRC/NPS

Assign to CRC/NPS based on Eoi

Eoi for under-subscribed posts assigned to CRC/NPS/Location

For over-subscribed posts in CRC/NPS/Location data sift step needs to take place

DATA SIFT
Gather data in rank order based on caseload risk data/agreed matrix criteria

Assign to CRC/NPS/Location based on caseload risk data/agreed matrix criteria and % split

2. Assignment Methodology

3. Notification/Appeals

APPROVAL
Final assurance, Trust Senior Management to approve

Notify staff in writing of outcome

Appeal

Agreed process followed

Assignment Process Concluded