

SafeCare Live – Finalise Duty

1

From the Assignment Count panel select the shift where duties are to be **finalised**.

February 2021 Today Darby Ward
CHPPD Required 0 / Actual 0 Daily Cost £0
E 0-0 D 0-0 L 0-0 N 0-0
Now - Early — 07:00 - 15:00
Retrieved: 3m ago
Add professional judgement Add red flag

2

Scroll down the landing page to the rostered staff and select the **Change** button.

Rostered Staff — Early
INCLUDED IN SAFECARE CALCULATION
Change
Attend Name In charge Time adj Grade Bank / agency
Genalyn Davies Band 5 RN
Anila Phillips Band 5 RN
Helen Richard Band 7 RN

3

Scroll to the right of the screen, SafeCare will display the **Finalised** column.

INCLUDED IN SAFECARE CALCULATION Save
Name Team Activity Location Redeployed from Notes Finalised
Genalyn Davies
Anila Phillips
Helen Richard
Emma Louise Olive HCA
Save

4

To finalise each duty, click the **Finalise** icon.

Click **Save** to save the changes. Optima will be updated with the finalised duties.

Save
Finalised
Lock icons

Back
I am an authorised signatory for my ward/department. I approve these shift(s) have been undertaken/completed and are accurate for payment. I understand that if I provide false information this may result in disciplinary action, and I may be liable for prosecution.
Finalise
Save

Finalisations on SafeCare should be actioned at the end of each shift.