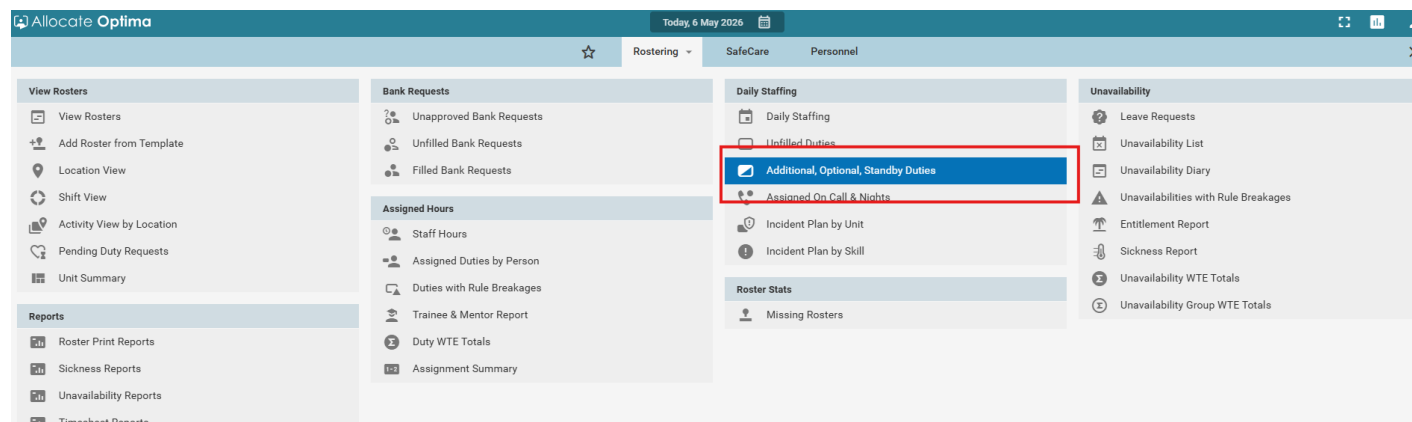




Additional, Optional, Standby Duties Report

This report will allow you to establish whether the demand template requires amendment.

To open click **Rostering > Daily staffing > Additional, Optional, Standby Duties**



The parameters that can be adjusted are **Unit, From Date, To Date, Duty Type or Shift Type**. Reports can be exported to excel using the **icon** or the **extract** button highlighted in red.



Allocate Optima Today, 6 May 2026

Rostering SafeCare Personnel

Additional, Optional, Standby Duties 15 Records

Unit Training Ward Duty Type All

From 01/04/2026 Shift Type Any

To 20/04/2026

Requirement Grade Type Category Requirement Grade Type Requirement Grade Any

Extract

Owning Unit Short Nam	Resourcing Unit S	Short Nam	Resource	Duty Type	Additional Duty Reason	Date	Actual Sta	Actual End	Work Time	Name	Grade	Fulfilment Type
Training Ward	Training Ward	LD	RN	Additional	Using up Staff Hours	17/09/2025	07:15	19:15	11.00	Long Day	Band 5 RN	Local
Training Ward	Training Ward	LD	RN	Additional	Unknown	30/10/2025	07:15	19:15	11.00	Long Day	Band 5 RN	Local
Training Ward	Training Ward	LD	HCSW	Optional		23/03/2026	07:00	19:30	11.50	Long Day	BANK Nursing Serv.B3	Local
Training Ward	Training Ward	LD	RN	Optional		25/03/2026	07:15	19:15	11.00	Long Day	Band 5 RN	Local
Training Ward	Training Ward	LD	RN	Optional		24/03/2026	07:00	16:15	8.25	Long Day	Band 5 RN	Local
Training Ward	Training Ward	LD	HCSW	Optional		26/03/2026	07:00	19:30	11.50	Long Day	BANK Nursing Serv.B3	Local
Training Ward	Training Ward	LD	HCSW	Optional		27/03/2026	07:15	19:15	11.00	Long Day	BANK Nursing Serv.B3	Local
Training Ward	Training Ward	LD	RN	Optional		01/04/2026	07:15	19:15	11.00	Long Day	Band 5 RN	Local
Training Ward	Training Ward	LD	RN	Optional		02/04/2026	08:00	19:30	10.50	Long Day	Band 5 RN	Local
Training Ward	Training Ward	N	HCSW	Optional		02/04/2026	19:15	07:15	11.00	Night	BANK Nursing Serv.B3	Local
Training Ward	Training Ward	N	RN	Optional		04/04/2026	19:00	07:30	11.50	Night	Band 5 RN	Local
Training Ward	Training Ward	LD	RN	Optional		03/04/2026	07:15	19:15	11.00	Long Day	Band 5 RN	Local
Training Ward	Training Ward	LD	RN	Optional		10/04/2026	07:00	19:30	11.50	Long Day	Band 5 RN	Local
Training Ward	Training Ward	LD	RN	Optional		16/04/2026	07:00	19:30	11.50	Long Day	Band 5 RN	Local
Training Ward	Training Ward	LD	RN	Optional		17/04/2026	07:00	19:30	11.50	Long Day	Band 5 RN	Local

An **Additional Duty** refers to an extra shift that is added on top of the originally planned rota when more staff are needed than expected. This usually happens when there is increased demand, such as a busy ward, a sudden rise in patient numbers, or a situation where staffing levels are considered unsafe. Instead of changing the existing schedule, managers create a new duty known as an **Additional Duty** which then appears in the system as an unfilled shift that staff can be assigned to

