

Adjust Duty Times

- In SafeCare, select the relevant shift from the top of the page.

June 2025 Today

Training Ward

CHPPD Required 7.5 / Actual 8.9 Daily Cost £0

Friday 20

Updated 17m ago (Auto refresh disabled)

SFC Training Ward 1
D 1-0 N 1-0

SFC Training Ward 2
D 1-0 N 1-0

Now - Early — 07:00 - 15:00

HOURS EXCESS: 0.4 hrs

MISSING SKILLS: -

MISSING CHARGE COVER: -

NURSE TO PATIENT RATIO: 1:4.6 Registered Nurse, 1:2.3 Overall

Retrieved: 1m ago
[Add professional judgement](#) [Add red flag](#)

- Select the relevant shift either from the *Rostered Staff* section or the *Unfilled Duties* section as required.

SFC Training Ward 2
D 1-0 N 1-0

SFC Training Ward 3
D 1-0

Training Ward
E 2-2 SCN 1-0
L 2-2 N 2*-1

Training Ward 01
E 0-0 SCN 0-0
L 0-0 N 0-0

Training Ward 02

Rostered Staff — Early

INCLUDED IN SAFECARE CALCULATION

Attend.	Name	In charge	Time adj	Grade	Bank / agency
✓	Merry Brandybuck			Band 5 RN	>
✓	Samwise Gamgee			Band 6 RN	>
✓	Bilbo Baggins			Band 3 HCSW	>
✓	Denethor Ecthelion			Band 3 HCSW	>

UNFILLED DUTIES

Requirement name	Adjusted time	Grade	Fulfillment type	Temp approved
RN		RN		>

- If the duty selected is from the *Rostered Staff* section (i.e. has already been assigned to an employee), Select **Adjust Duty Assignment Time**.

The screenshot shows the eRostering interface for Merry Brandybuck. On the left, a sidebar displays the date 'June 2025 Today' and a calendar view for Friday, June 20th. The main area shows a list of duties for 'SFC Training Ward 1' and 'SFC Training Ward 2'. The 'ACTIONS' section on the right lists several options: 'Unavailability', 'Redeploy Person', 'Adjust Duty Assignment Time', 'Create Additional Duty', and 'Cancel Duty'. The 'Adjust Duty Assignment Time' option is highlighted with a red box, and a hand icon indicates it is being selected.

- If the duty selected is from the *Unfilled Demand* section (i.e. has **NOT** been assigned to an employee), Select **Adjust Times** from the *Actions* section further down the page.

The screenshot shows the eRostering interface for SFC Training Ward 3. On the left, a sidebar displays the date 'June 2025 Today' and a calendar view for Friday, June 20th. The main area shows a list of duties for 'SFC Training Ward 3', 'Training Ward', 'Training Ward 01', and 'Training Ward 02'. The 'ACTIONS' section on the right lists several options: 'Find Person', 'Send to Bank', 'Create Additional Duty', 'Cancel Duty', 'Adjust Times', and 'Duty Note'. The 'Adjust Times' option is highlighted with a red box, and a hand icon indicates it is being selected.

- Enter the amended times into the required fields.

June 2025 Today

F S S M T W T

Friday 20

Updated 24m ago (Auto refresh disabled)

SFC Training Ward 1
D 1-0 N 1-0

SFC Training Ward 2
D 1-0 N 1-0

SFC Training Ward 3

< Back Adjust Duty Assignment Times

Start Time 07:45 ⌚ ✓

End Time 19:30 ⌚ ✓

Rest Time 01:00 ⌚ ✓

Split Demand No ✓

Send

- If the shift is to be split, so the remaining hours can be reassigned or sent to Bank, select **Yes** from the drop-down menu in the *Split Demand* field.

June 2025 Today

F S S M T W T

Friday 20

Updated 27m ago (Auto refresh disabled)

SFC Training Ward 1
D 1-0 N 1-0

SFC Training Ward 2
D 1-0 N 1-0

SFC Training Ward 3

< Back Adjust Duty Assignment Times

Start Time 07:45 ⌚ ✓

End Time 19:30 ⌚ ✓

Rest Time 01:00 ⌚ ✓

Split Demand Yes ✓

Yes

No

Send

NOTE: The **Split Demand** option will only be available for shifts which have already been assigned to an employee.

- Click **Send** to complete the action.

June 2025 Today

F S S M T W T

Friday 20

Updated 30m ago (Auto refresh disabled)

SFC Training Ward 1

D 1-0 N 1-0

SFC Training Ward 2

D 1-0 N 1-0

< Back

Adjust Duty Assignment Times

Start Time	07:30	🕒 ✓
End Time	17:30	🕒 ✓
Rest Time	01:00	🕒 ✓
Split Demand	Yes	✓

Send



- The adjusted times will now appear next to the shift and if the demand was split, the new shift will appear in the *Unfilled Demand* section with the adjusted times visible.

SFC Training Ward 1

D 1-0 N 1-0

SFC Training Ward 2

D 1-0 N 1-0

SFC Training Ward 3

D 1-0

Training Ward

E 1.5-2 L 1.5-2 SCN 1-0 N 2*-1

Training Ward 01

E 0-0 L 0-0 SCN 0-0 N 0-0

Training Ward 02

E 0-0 SCN 0-0

Rostered Staff – Early

INCLUDED IN SAFECARE CALCULATION

Attend.	Name	In charge	Time adj	Grade	Bank / agency
✓	Merry Brandybuck		07:00 - 17:30	Band 5 RN	>
✓	Samwise Gamgee			Band 6 RN	>
✓	Bilbo Baggins			Band 3 HCSW	>
✓	Denethor Ethelion			Band 3 HCSW	>

UNFILLED DUTIES

Requirement name	Adjusted time	Grade	Fulfillment type	Temp approved
RN		RN		>
RN	17:30 - 19:30	RN		>