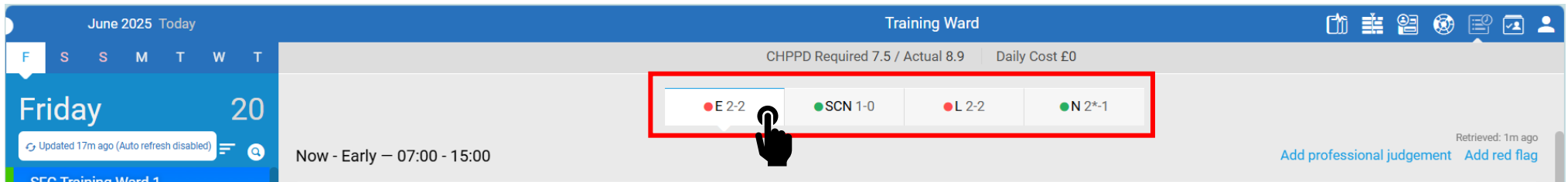


Attendance Monitoring & Adding Unavailabilities

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



June 2025 Today Training Ward

CHPPD Required 7.5 / Actual 8.9 Daily Cost £0

Friday 20

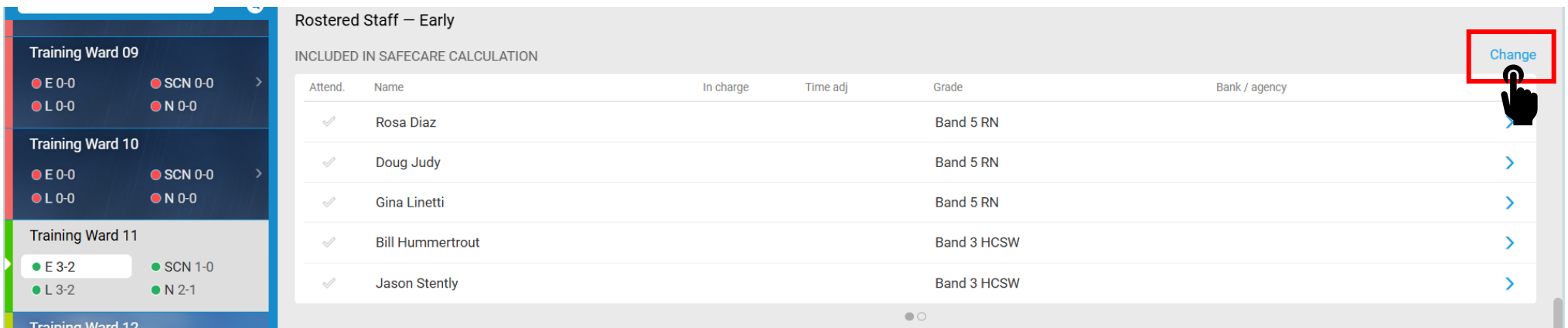
Updated 17m ago (Auto refresh disabled)

Now - Early — 07:00 - 15:00

Retrieved: 1m ago

Add professional judgement Add red flag

- Scroll down to the *Rostered Staff* section and click **Change** over the right-hand side.



Training Ward 09

Training Ward 10

Training Ward 11

Training Ward 12

Rostered Staff — Early

INCLUDED IN SAFECARE CALCULATION

Attend.	Name	In charge	Time adj	Grade	Bank / agency
✓	Rosa Diaz			Band 5 RN	
✓	Doug Judy			Band 5 RN	
✓	Gina Linetti			Band 5 RN	
✓	Bill Hummertout			Band 3 HCSW	
✓	Jason Stently			Band 3 HCSW	

Change

- Click on the ✓ icon to mark staff as attended, or the ? icon to mark them as not in attendance.

Training Ward 09

E 0-0

SCN 0-0

L 0-0

N 0-0

Training Ward 10

E 0-0

SCN 0-0

L 0-0

N 0-0

Training Ward 11

E 3-2

SCN 1-0

L 3-2

N 2-1

Rostered Staff – Early

INCLUDED IN SAFECARE CALCULATION

Save

Attend.	Name	In charge	Time adj	Grade	Bank / agency
✓ ?	Rosa Diaz	★		Band 5 RN	
✓ ?	Doug Judy	★		Band 5 RN	
✓ ?	Gina Linetti	★		Band 5 RN	
✓ ?	Bill Hummertrout	★		Band 3 HCSW	
✓ ?	Jason Stently	★		Band 3 HCSW	

- Click on the ★ icon to identify a member of staff as **In Charge** for that shift. This is something that should be built into the demand template or managed through the roster in Optima, but can also be applied on an ad hoc basis using this process in SafeCare when required.

Training Ward 09

E 0-0

SCN 0-0

L 0-0

N 0-0

Training Ward 10

E 0-0

SCN 0-0

L 0-0

N 0-0

Training Ward 11

E 3-2

SCN 1-0

L 3-2

N 2-1

Rostered Staff – Early

INCLUDED IN SAFECARE CALCULATION

Save

Attend.	Name	In charge	Time adj	Grade	Bank / agency
✓ ?	Rosa Diaz	★		Band 5 RN	
✓ ?	Doug Judy	★		Band 5 RN	
✓ ?	Gina Linetti	★		Band 5 RN	
✓ ?	Bill Hummertrout	★		Band 3 HCSW	
✓ ?	Jason Stently	★		Band 3 HCSW	

- Then click **Save**.

- Absent staff will now appear in a separate list further down the page. Click on them here to add an *Unavailability* (e.g. Sick Leave, Special Leave etc).

Training Ward 09

● E 0-0 ● SCN 0-0 >

● L 0-0 ● N 0-0

Training Ward 10

● E 0-0 ● SCN 0-0 >

● L 0-0 ● N 0-0

Training Ward 11

● E 2-1 ● SCN 1-0

● L 2-1 ● N 2-1

Training Ward 12

● E 3-2 ● SCN 1-0 >

● L 3-2 ● N 2-0

Rostered Staff – Early [Change](#)

INCLUDED IN SAFECARE CALCULATION

Attend.	Name	In charge	Time adj	Grade	Bank / agency
✓	Rosa Diaz			Band 5 RN	>
✓	Doug Judy			Band 5 RN	>
✓	Bill Hummertrout			Band 3 HCSW	>

● ○

EXCLUDED FROM SAFECARE CALCULATION [Change](#)

Attend.	Name	In charge	Time adj	Grade	Bank / agency
?	Gina Linetti			Band 5 RN	>
?	Jason Stently			Band 3 HCSW	>

- Select Unavailability from the top of the page.

July 2025 Past week

T F S **S** M T W

Sunday 27

Updated just now (Auto refresh disabled)

● E 2-2 ● L 2-2

● N 2-0

Training Ward 05

● E 0-0 ● L 0-0 >

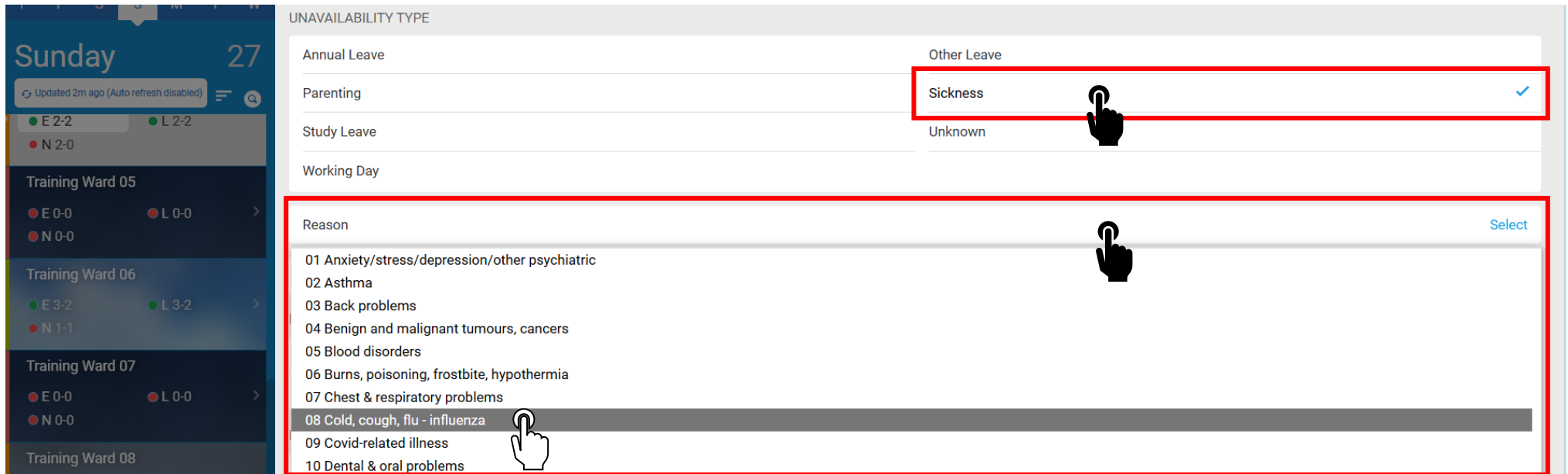
● N 0-0

[< Back](#) Gina Linetti

ACTIONS

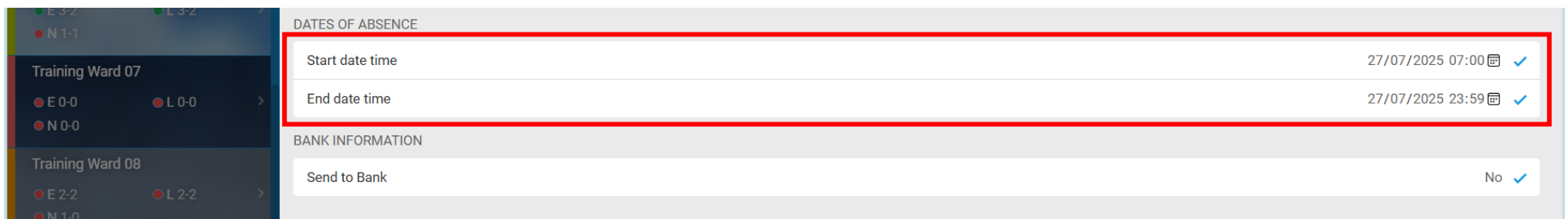
Unavailability	Add >
Redeploy Person	>
Adjust Duty Assignment Time	>
Create Additional Duty	>
Cancel Duty	>
Duty Note	Add >

- Select the relevant absence type and reason from the menus.



The screenshot shows the 'UNAVAILABILITY TYPE' section with two columns: 'Annual Leave', 'Parenting', 'Study Leave', 'Working Day' on the left, and 'Other Leave' on the right. Under 'Other Leave', 'Sickness' is selected (indicated by a blue checkmark and a hand cursor). Below this, the 'Reason' section is expanded, showing a list of reasons. '08 Cold, cough, flu - influenza' is selected (indicated by a hand cursor). The list of reasons includes: 01 Anxiety/stress/depression/other psychiatric, 02 Asthma, 03 Back problems, 04 Benign and malignant tumours, cancers, 05 Blood disorders, 06 Burns, poisoning, frostbite, hypothermia, 07 Chest & respiratory problems, 08 Cold, cough, flu - influenza, 09 Covid-related illness, and 10 Dental & oral problems.

- Adjust the absence dates / times if required (this will only be relevant for part-day absences or absences that will cover multiple days).



The screenshot shows the 'DATES OF ABSENCE' section with two rows: 'Start date time' and 'End date time'. The 'Start date time' is set to 27/07/2025 07:00 and the 'End date time' is set to 27/07/2025 23:59. Below this, the 'BANK INFORMATION' section shows 'Send to Bank' set to 'No'.

- If you want to send the shift to Bank, change this option to **Yes** and complete the fields using the dropdown menu. Then click **Create**.

NOTE: The *Send to Bank* option will not be available for all staff. If you cannot see this option, follow normal local processes for requesting Bank resource. You will also be able to send this duty to Bank outside of this process, it does not need to be done at this point.

Training Ward 08
 ● E 2-2 ● L 2-2
 ● N 1-0

Training Ward 09
 ● E 0-0 ● L 0-0
 ● N 0-0

Training Ward 10
 ● E 0-0 ● L 0-0

BANK INFORMATION

Send to Bank	Yes ✓
Resourcing Unit	Training Bank ✓
Reason	Sickness ✓
Required Grade	Band 5 RN ✓

Create

- The unfilled duty will now appear in the *Unfilled Duties* section of the page (this can also be sent to Bank from here if required).
- The unavailability will appear in the relevant tab of the *Unavailability* section at the bottom of the page.

● E 3-2 ● L 3-2
 ● N 1-1

Training Ward 07
 ● E 0-0 ● L 0-0
 ● N 0-0

Training Ward 08
 ● E 2-2 ● L 2-2
 ● N 1-0

Training Ward 09
 ● E 0-0 ● L 0-0
 ● N 0-0

Training Ward 10

UNFILLED DUTIES

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

● ○

Unavailability

ANNUAL LEAVE	STUDY LEAVE	SICK LEAVE	OTHER LEAVE	WORKING DAY
0	0	1	0	0

Name	Grade / type	Start / end
Gina Linetti	Band 5 RN RN/	- >