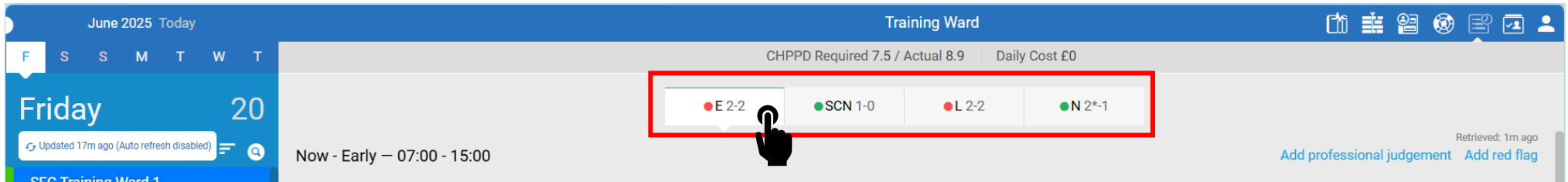


Create Additional Duty

- 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

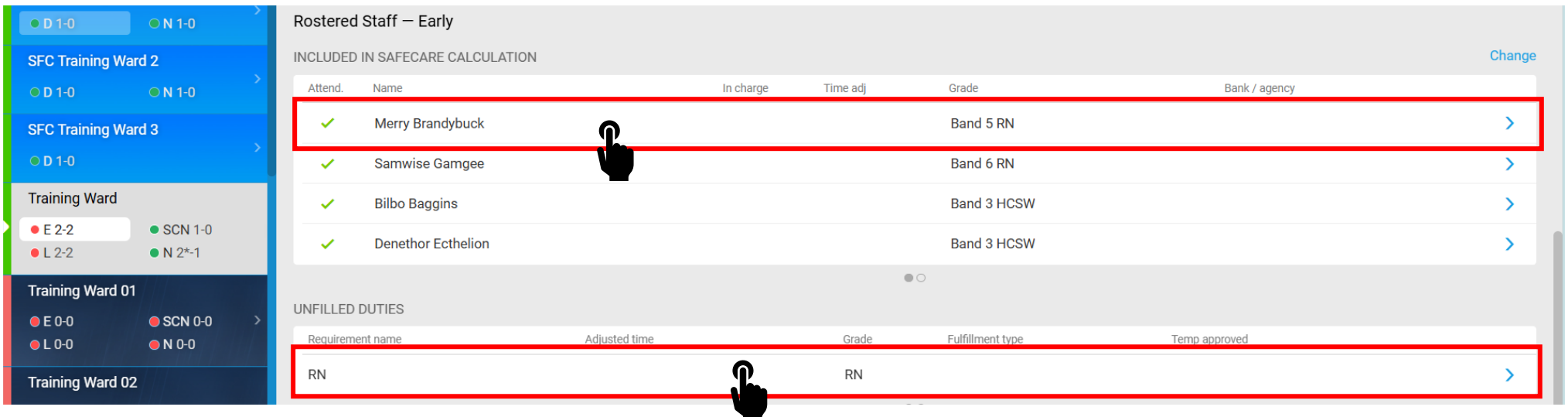
Updated 17m ago (Auto refresh disabled)

Now - Early — 07:00 - 15:00

Retrieved: 1m ago

[Add professional judgement](#) [Add red flag](#)

- Select the shift you'd like to duplicate either from the *Rostered Staff* section or the *Unfilled Duties* section as required.



☒ 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 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 [Change](#)

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		>

NOTE: Be aware of Team and Grade Requirements of shifts used to create additional duties, as these requirements will apply to the new shift (e.g. a shift created from an RN shift can only be assigned to another RN).

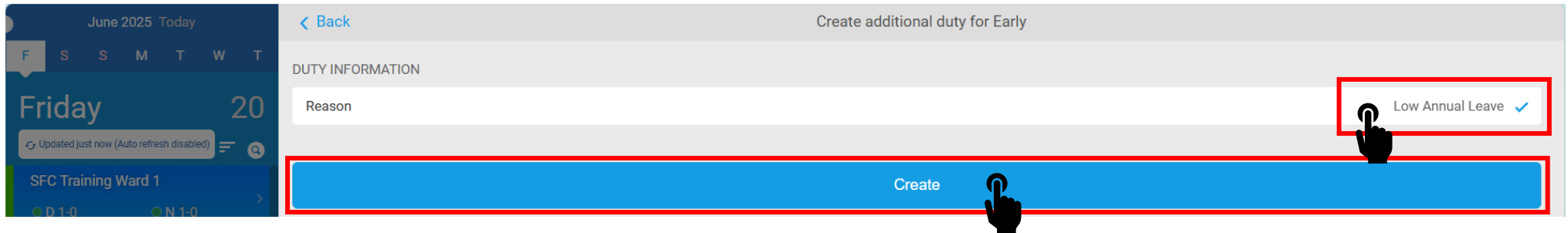
- If the duty selected is from the *Rostered Staff* section (i.e. has already been assigned to an employee), Select **Create Additional Duty** from the *Actions* section at the top of page.

The screenshot shows the eRostering interface for a staff member named Merry Brandybuck. On the left, a calendar view for June 2025 shows Friday the 20th. The main area displays a list of actions for a selected duty. The 'Create Additional Duty' option is highlighted with a red rectangle and a hand cursor icon pointing to it. Other actions include Unavailability, Redeploy Person, Adjust Duty Assignment Time, and Cancel Duty.

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

The screenshot shows the eRostering interface for an unfilled demand. On the left, a list of training wards is shown, including SFC Training Ward 3, Training Ward, Training Ward 01, and Training Ward 02. The main area displays a list of actions for a selected duty. The 'Create Additional Duty' option is highlighted with a red rectangle and a hand cursor icon pointing to it. Other actions include Find Person, Send to Bank, Cancel Duty, Adjust Times, and Duty Note.

- Select a Reason from the dropdown menu, then click **Create**.



June 2025 Today

F S S M T W T

Friday 20

Updated just now (Auto refresh disabled)

SFC Training Ward 1

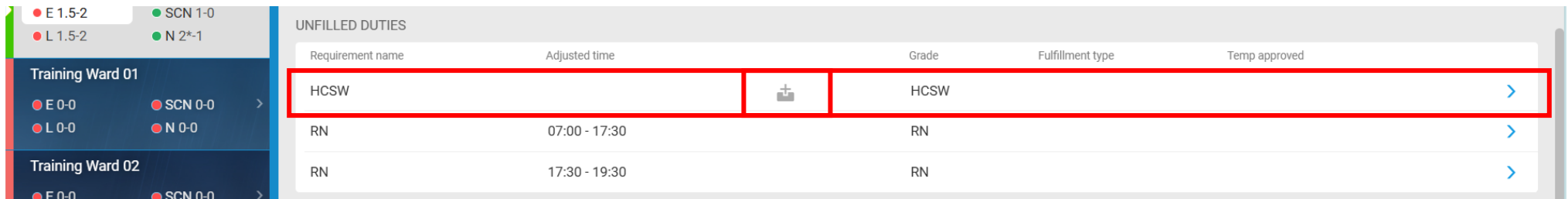
< Back Create additional duty for Early

DUTY INFORMATION

Reason Low Annual Leave ✓

Create

- The duty will now appear in the Unfilled Demand sections with the Additional Duty icon visible.



Requirement name	Adjusted time	Grade	Fulfillment type	Temp approved
HCSW		HCSW		
RN	07:00 - 17:30	RN		
RN	17:30 - 19:30	RN		

- The Duty can now be assigned to staff member or sent to Bank as necessary.