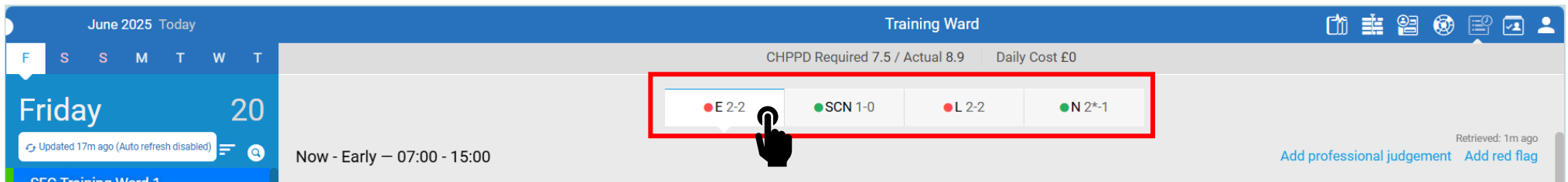


Finalise Duties and Unavailabilities

Not all staff will have access to Finalise duties and unavailabilities through SafeCare. If this is the case, then this action must be passed over to the relevant responsible person with Finalisation access to the system.

Finalise Duties

- 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

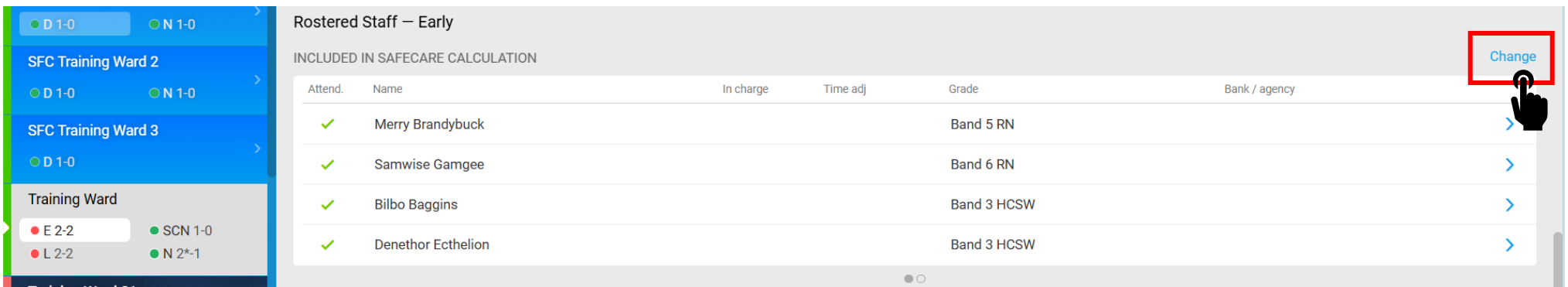
Updated 17m ago (Auto refresh disabled)

Now - Early — 07:00 - 15:00

Retrieved: 1m ago

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

- To finalise Duties, navigate down to the *Rostered Staff* section and select **Change** on the right-hand side.



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	>

[Change](#)

- There will be two circles at the bottom of the *Rostered Staff* section, one filled and one blank. Click on the right-hand circle to view the **Finalised** column on the far-right of the page.

Training Ward

● E 3-2 ● SCN 1-0 >

● L 3-2 ● N 2*-1

Training Ward 01

● E 3-2 ● SCN 1-0

● L 3-2 ● N 1*-1

Training Ward 02

● E 0-0 ● SCN 0-0 >

● L 0-0 ● N 0-0

Training Ward 03

Rostered Staff — Early

INCLUDED IN SAFECARE CALCULATION

Name	Team	Activity	Location	Redeployed from	Notes	Finalised
Samwise Gamgee	RN		📍		-	🔒
Legolas Greenleaf	RN		📍		-	🔒
Pippin Took	RN		📍		-	🔒
Rosie Cotton	HCSW		📍		-	🔒
Denethor Ecthelion	HCSW		📍		-	🔒

Save



- Click on the padlock icon at the end of the row for each staff member to finalise that duty.

Training Ward

● E 3-2 ● SCN 1-0 >

● L 3-2 ● N 2*-1

Training Ward 01

● E 3-2 ● SCN 1-0

● L 3-2 ● N 1*-1

Training Ward 02

● E 0-0 ● SCN 0-0 >

● L 0-0 ● N 0-0

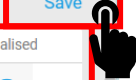
Training Ward 03

Rostered Staff — Early

INCLUDED IN SAFECARE CALCULATION

Name	Team	Activity	Location	Redeployed from	Notes	Finalised
Samwise Gamgee	RN		📍		-	🔒
Legolas Greenleaf	RN		📍		-	🔒
Pippin Took	RN		📍		-	🔒
Rosie Cotton	HCSW		📍		-	🔒
Denethor Ecthelion	HCSW		📍		-	🔒

Save




- Then click **Save**.

- A counter fraud statement will appear, click on the blue **X** in the top-right corner.

W T F S S M T

Tuesday 10

Updated 1m ago (Auto refresh disabled)

ED SafeCare Test

D 1-0 N 1-0

SFC Training Ward 1

I am an authorised signatory for my ward/department. I am signing below to confirm that both the grade and the shift that I am authorising are accurate, and I approve payment. I understand that if I knowingly authorise false information this may result in disciplinary action, and I may be liable for prosecution and civil recovery proceedings. I consent to the disclosure of information from this form to and by the Trust and the NHS Counter Fraud and Security Management Services for the purpose of verification of this claim and the investigation, prevention, detection and prosecution of fraud.

Finalise

- The **X** will change into a tick with a green indicator and the **Finalise** button will turn blue, indicating that you are now able to complete the Finalisation process.

W T F S S M T

Tuesday 10

Updated 3m ago (Auto refresh disabled)

ED SafeCare Test

D 1-0 N 1-0

SFC Training Ward 1

I am an authorised signatory for my ward/department. I am signing below to confirm that both the grade and the shift that I am authorising are accurate, and I approve payment. I understand that if I knowingly authorise false information this may result in disciplinary action, and I may be liable for prosecution and civil recovery proceedings. I consent to the disclosure of information from this form to and by the Trust and the NHS Counter Fraud and Security Management Services for the purpose of verification of this claim and the investigation, prevention, detection and prosecution of fraud.

Finalise

Finalise Unavailabilities

- To finalise Unavailabilities, navigate down to the *Unavailability* section, select the relevant unavailability option, then click **Change** on the right-hand side.

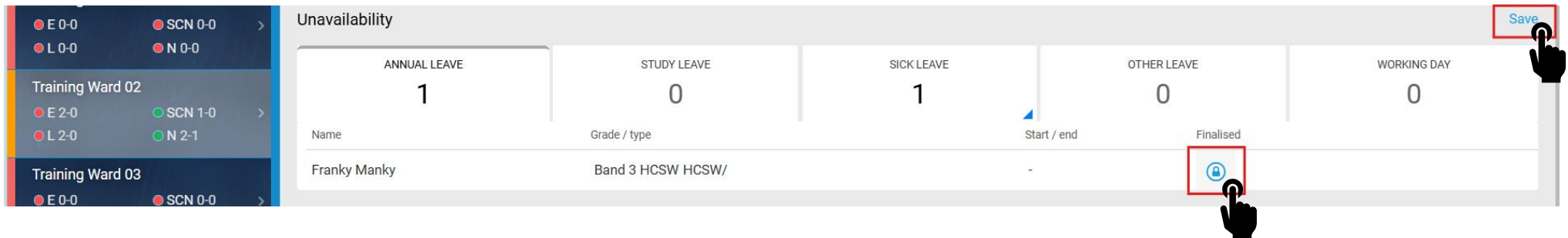


The screenshot shows the 'Unavailability' section of the eRostering interface. On the left, there are three sections for 'Training Ward 01', 'Training Ward 02', and 'Training Ward 03', each with a list of unavailability options (E, L, SCN, N) and a right arrow. The main area is titled 'Unavailability' and contains five columns: 'ANNUAL LEAVE' (0), 'STUDY LEAVE' (0), 'SICK LEAVE' (1), 'OTHER LEAVE' (0), and 'WORKING DAY' (0). Below these columns is a table with the following data:

Name	Grade / type	Start / end	Finalised
Winston Ingram	Band 5 RN RN/	-	

A red box highlights the 'SICK LEAVE' column and the 'Change' button in the top right corner. A hand icon is shown clicking the 'Change' button.

- Just as with the duties, a padlock icon will appear. Click on the icon, then click **Save**.



The screenshot shows the 'Unavailability' section of the eRostering interface. On the left, there are three sections for 'Training Ward 01', 'Training Ward 02', and 'Training Ward 03', each with a list of unavailability options (E, L, SCN, N) and a right arrow. The main area is titled 'Unavailability' and contains five columns: 'ANNUAL LEAVE' (1), 'STUDY LEAVE' (0), 'SICK LEAVE' (1), 'OTHER LEAVE' (0), and 'WORKING DAY' (0). Below these columns is a table with the following data:

Name	Grade / type	Start / end	Finalised
Franky Manky	Band 3 HCSW HCSW/	-	

A red box highlights the 'Save' button in the top right corner. A hand icon is shown clicking the 'Save' button. Another red box highlights the 'Finalised' column, and a hand icon is shown clicking the padlock icon in the 'Finalised' column.

- If there are multiple different types of unavailability (e.g. Sick Leave and Annual Leave), you can click on each and mark for finalisation before saving.