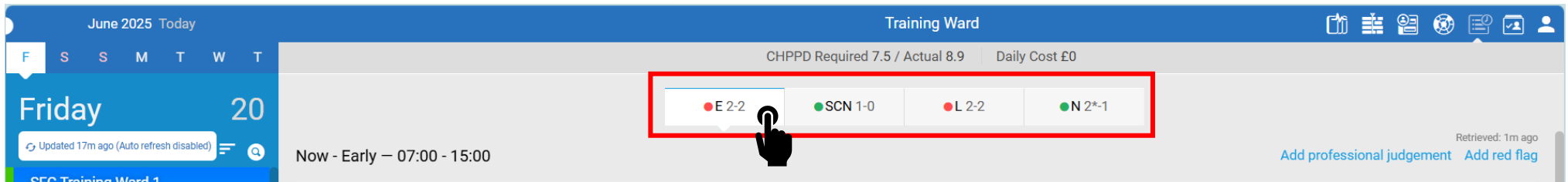


Send to Bank

Any staff without the level of access required to send shifts to Bank through SafeCare should follow existing local processes.

- 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

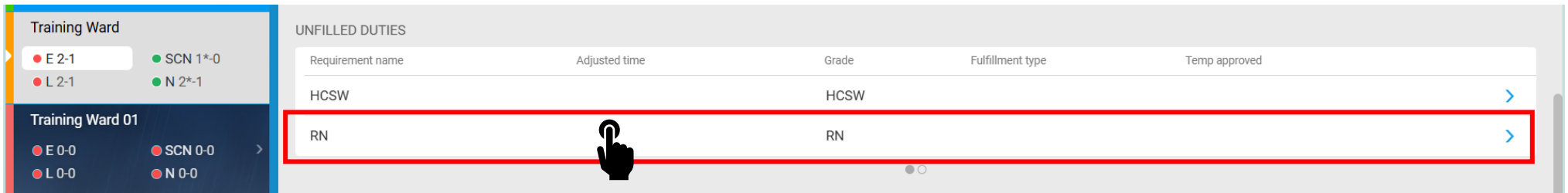
Updated 17m ago (Auto refresh disabled)

Now - Early — 07:00 - 15:00

Retrieved: 1m ago

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

- Select the relevant shift from the *Unfilled Duties* section.



Training Ward

• E 2-1 • SCN 1*-0
• L 2-1 • N 2*-1

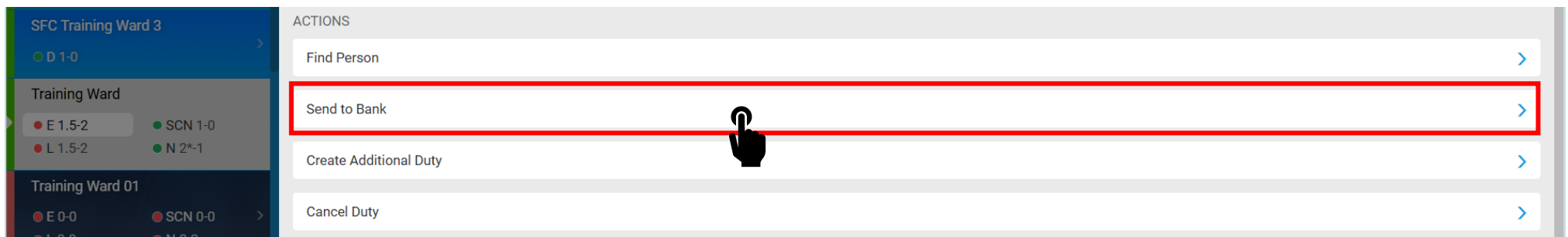
Training Ward 01

• E 0-0 • SCN 0-0
• L 0-0 • N 0-0

UNFILLED DUTIES

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

- Select **Send to Bank** from the *Actions* section of the next page.



SFC Training Ward 3

• D 1-0

Training Ward

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

Training Ward 01

• E 0-0 • SCN 0-0
• L 0-0 • N 0-0

ACTIONS

Find Person [>](#)

Send to Bank [>](#)

Create Additional Duty [>](#)

Cancel Duty [>](#)

- Select the relevant **Resourcing unit**, **Reason**, and **Required Grade** from the dropdown menus. You can also enter any other requirements necessary from the options. Then click **Send**.

June 2025 Today

M T W T F S S

Monday 23

Updated 9m 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
D 1-0

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

Training Ward 01
E 0-0 SCN 0-0

< Back RN — Send To Bank

BANK INFORMATION

Resourcing unit Training Bank ✓

Reason Sickness ✓

Request Reason Override [Select](#)

Gender [Select](#)

Required Grade Band 5 RN ✓

Fallback Grade [Select](#)

Cost Centre [Select](#)

Required Speciality [Select](#)

Fallback Speciality [Select](#)

Send

- The duty will now appear in the *Unfilled Demand* section with the Fulfilment Type *Bank* and a tick in the Temp Approved column.

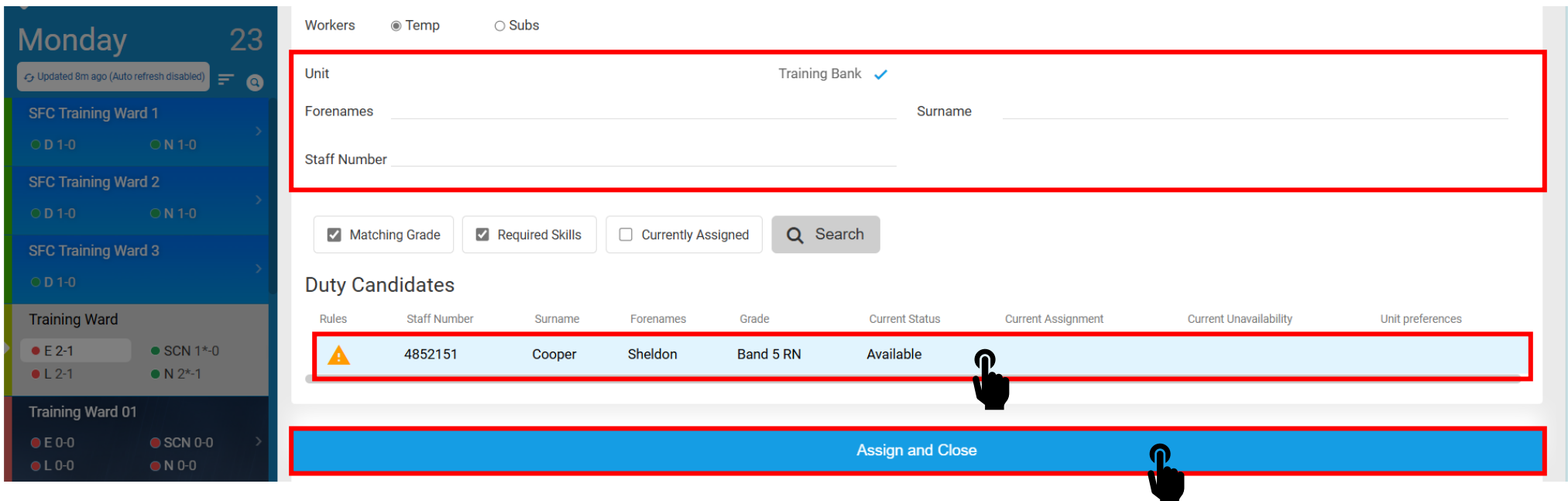
Training Ward		UNFILLED DUTIES				
E 2-1 SCN 1*-0 L 2-1 N 2*-1 Training Ward 01 E 0-0 SCN 0-0 L 0-0 N 0-0		Requirement name	Adjusted time	Grade	Fulfilment type	Temp approved
		HCSW		HCSW		
		RN		RN	Bank	✓

- To direct book a staff member for the Bank duty, click on the duty in the *Unfilled Duties* sections, then select **Find Person** from the *Actions* section on the next page.



The screenshot shows the 'ACTIONS' section on the right side of the interface. The 'Find Person' button is highlighted with a red border and a hand cursor icon. Other buttons in the section include 'Send to Agency', 'Reset to Unit Fulfillment', and 'Create Additional Duty'. The left sidebar shows a list of training wards and their associated duties.

- Select **Bank** in the *Unit* field, enter the staff member's *Name* or *Staff Number*, then click **Search**.



The screenshot shows the search results for staff members. The 'Unit' field is set to 'Training Bank'. The search results table lists staff members with columns for Rules, Staff Number, Surname, Forenames, Grade, Current Status, Current Assignment, Current Unavailability, and Unit preferences. The first row, for staff member 4852151 (Cooper, Sheldon, Band 5 RN, Available), is highlighted with a red border and a hand cursor icon. Below the table, the 'Assign and Close' button is highlighted with a red border and a hand cursor icon.

Rules	Staff Number	Surname	Forenames	Grade	Current Status	Current Assignment	Current Unavailability	Unit preferences
⚠	4852151	Cooper	Sheldon	Band 5 RN	Available			

- Select the relevant person from the list and click **Assign and Close**.