

## Redeploying via Safecare

- 1) Select the person you wish to redeploy from the list in Safecare and click the blue arrow on the right-hand side of the screen
- 2) Select 'Redeploy Person' on the next screen by clicking the blue arrow on the right-hand side of the screen.

Redeploy Person
>

- 3) Select the redeploy unit and check the shift times are correct, you do not need to amend anything else in these boxes

Redeploy Unit	Select
Redeploy Unit Team	Select
Roster Location	Select
Start Time	20:45 🕒 ✓
End Time	07:45 🕒 ✓
Cancel Duty	No

- 4) Once you have selected your unit and moved to the next screen, you will then be presented with the transfer ward and the shift that the system is attempting to assign that worker to
- 5) At this point you now need to check that the shift on the 'shift' line is the correct one for what that person will be working. For example, if you are redeploying a Night shift and it says 'Supernumerary' in that box, you're going to need to amend this to the correct shift.

Unit	Ward 35
Shift	Night
Team	-

- 6) If the shift is wrong, you can amend this in two different ways depending on the requirement

Alternative Vacant Duty – if you click the switch at the end, this will then allow you to select from a list of alternative vacant duties, so if there's a more appropriate duty in there you are able to select and use that one.

Alternative Vacant Duty	<input type="checkbox"/>
Create Additional Duty	<input type="checkbox"/>

NB – If the alternative vacant duty is requested for Bank but has not been approved, you will not be able to redeploy into this shift.

Create Additional Duty – if you click this option you'll be asked to select the staff group and shift, then the system will create an additional duty for you to redeploy the person in to. If this is a Bank/Agency duty then the system will create the duty, send it to Bank/Agency and redeploy the person into it simultaneously.

- 7) Once the shift details are correct, you will then be able to redeploy into the duty.