


Redeploy A Person

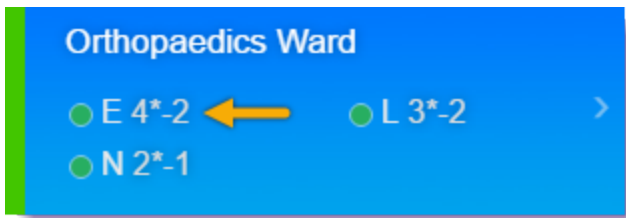
HealthSuite 10.9.1 | SafeCare-Live

Use SafeCare-Live to redeploy a person from one unit to another or from one team to another; for a whole duty or for part of a duty; and to an existing duty or to a new duty.

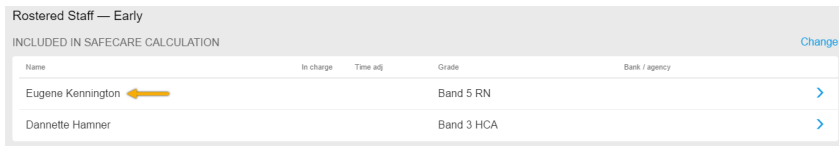
1. If the unit view is not open, tap the  icon at the top of the page.



2. In the unit list, tap the shift you want.

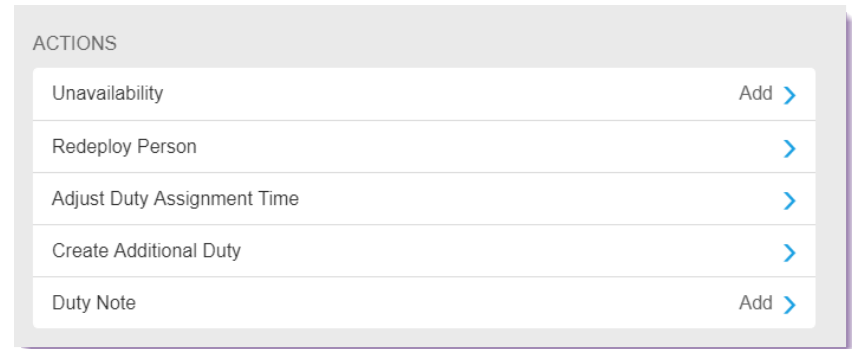


3. Scroll down to the **Rostered Staff** panel, then tap the person you want.



The personal details form opens.

1. Tap **Redeploy Person**.



Note

The **Redeploy Person** action is only visible to users with the **Redeployment: Redeploy Person Action** feature access.

2. Complete the **Redeploy** form.



3. The **Redeployment Summary** form opens.

REDEPLOY TO	
Unit	District Nursing
Shift	AM
Team	South
REDEPLOY TO MATCHING VACANT DUTY	
Requirement Name	RN
Grade Type	RN
Start - End Time	Adjusted from 08:30 - 13:00 07:30 - 15:30
OR REDEPLOY TO:	
Alternative Vacant Duty	<input type="checkbox"/>
Create Additional Duty	<input type="checkbox"/>
OTHER INFORMATION	
The vacant duty will be cancelled	
Redeploy	

The **Redeploy To Matching Vacant Duty** panel displays the vacant duty to which SafeCare-Live will redeploy the person.

If you are redeploying a member of NHSp staff, select **I agree to the terms**.

NHSP TERMS AND CONDITIONS	
I acknowledge that the worker being redeployed is provided by NHSP and that I, as the Trust representative, have ascertained that the worker is qualified to work in the location / position specified.	
I agree to the terms	<input checked="" type="checkbox"/>
Redeploy	

4. If you do not want to redeploy the person to the vacant duty that SafeCare-Live finds, you can redeploy them to a different vacant duty or a new duty.
 - a. The procedure to redeploy the person to a different vacant duty is explained in [Redeploy To A Different Vacant Duty](#).
 - b. The procedure to redeploy a person to a new duty is explained in [Redeploy To A New Duty](#).
5. Tap **Redeploy**.
The **Redeployment Summary** form opens.

Redeployment Summary	
ORIGINAL UNIT - SEXUAL HEALTH	
CHPPD	Required 0 / Actual 0
Hours Short (AM)	35.0 hrs
REDEPLOY UNIT - DARBY WARD	
CHPPD	Required 4.8 / Actual 2.9
Hours Short (Early)	16.1 hrs
OK	

6. Tap **OK** to open the unit list.

Redeploy To A Combined Duty

When you redeploy someone from a **Long Day** duty, if the destination unit has a vacant **Long Day** duty, SafeCare-Live redeploys the person to that duty.

If the destination unit does not have a vacant **Long Day** duty, but has vacant **AM** and **PM** duties, SafeCare-Live combines them, then redeploys the person to the new **Long Day** duty.

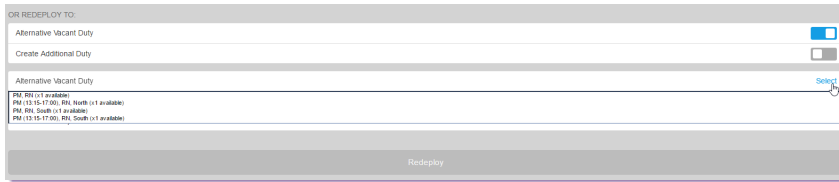
SafeCare-Live displays this on the **Redeployment Summary** form.

REDEPLOY TO	
Unit	Surgical Ward
Shift	Late
Team	-
If a matching combined duty exists in the target unit, the combined shift will be used for redeployment despite not being listed below. ←	

The **Rest Duration** of the **Long Day** duty is the same as the **Long Day** shift.

Redeploy To A Different Vacant Duty

1. On the **Redeployment Summary** form, turn on the **Alternate Vacant Duty** switch.
2. Tap **Alternate Vacant Duty**.
SafeCare-Live displays every vacant duty in the **Unit** you selected, of any grade type and in any team. It changes the **Start - End Time** to the redeployment times. It sorts the duties by four details, in a fixed order.
 - a. Shift Name
 - b. Adjusted Time
 - c. Grade / Grade Type category
 - d. Team



3. Tap **Redeploy**.

Redeploy To A New Duty

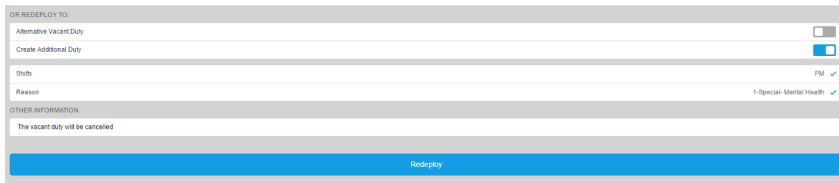
1. On the **Redeployment Summary** form, turn on the **Create Additional Duty** switch.
2. Tap **Create Additional Duty**.
3. By default, SafeCare-Live selects the same shift and grade type as the person you want to redeploy.

If you want to select a different shift, tap **Shifts**, then select the shift you want.

4. By default, SafeCare-Live displays the value of the **Create additional Duty Redeploy Reason** setting in HealthRoster as the **Reason**.

If you want to select a different reason, tap **Reason**, then select the reason you want.

5. Tap **Redeploy**.



SafeCare-Live creates a duty with the same grade type as the person.