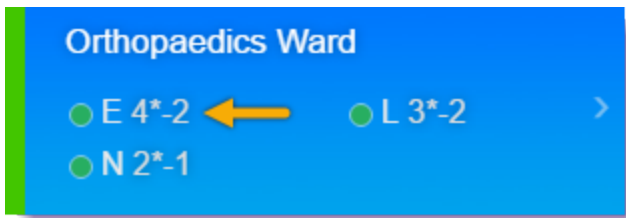# Redeploy A Person

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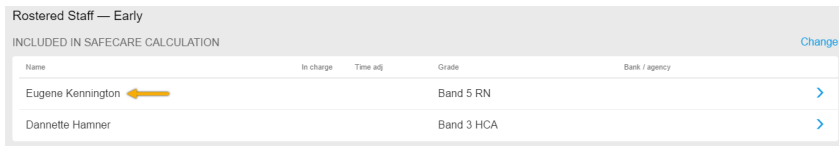
1. If the unit view is not open, tap the 📝 icon at the top of the page.
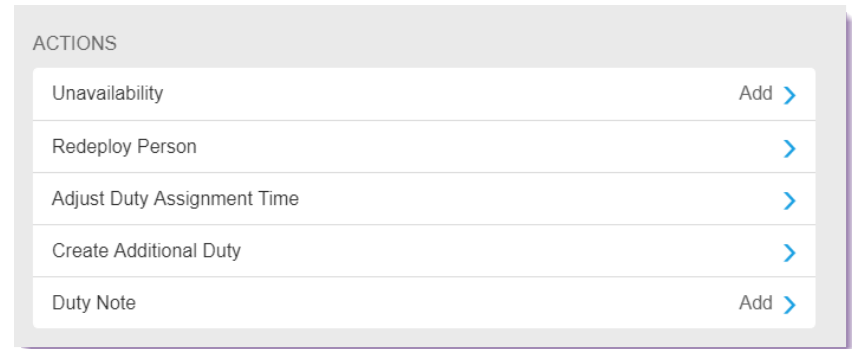

2. In the unit list, tap the shift you want.

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.

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**.

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.

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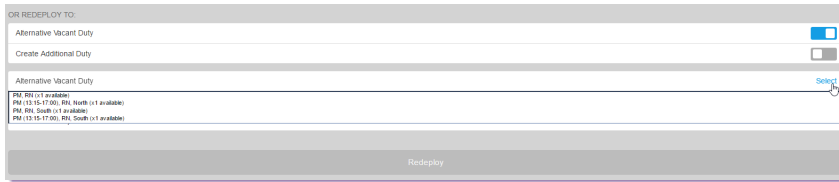
SafeCare-Live displays this on the **Redeployment Summary** form.

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

ALLOCATE

3. Tap **Redeploy**.
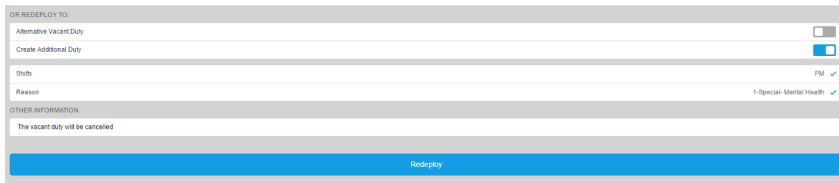
Redeploy To A New Duty

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.