

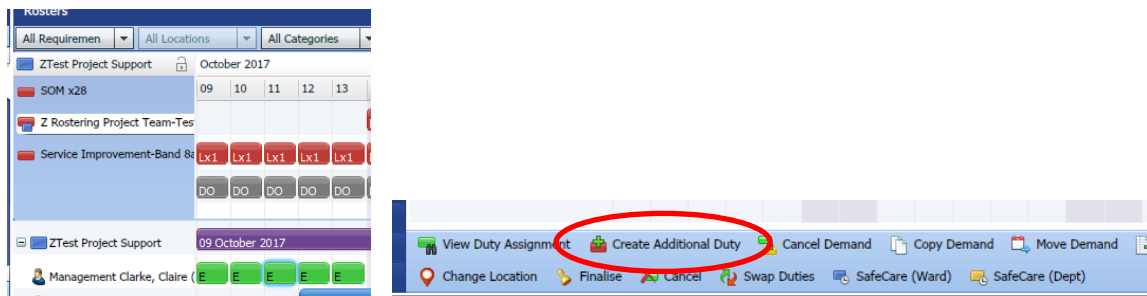
STANDARD OPERATING PROCEDURE	
Title	Create Additional Duties
Purpose	In the event of requiring additional shifts you will increase the acuity of patients
Aim	In the event of requiring additional shifts you will increase the acuity of patients

Contents

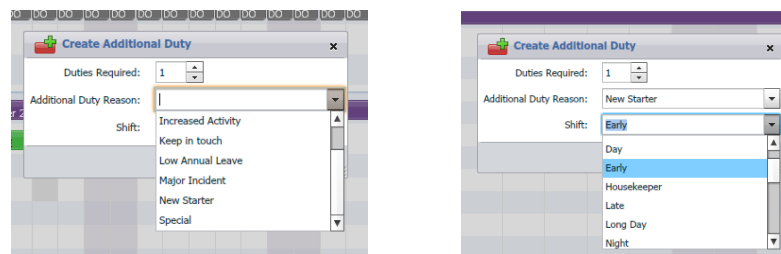
Section	Description	Page
A	Create Additional Duties	2

A) Creating Additional Duties

- Locate the shift you want to create an additional duty for.
- Select 'Create Additional Duty'



- Enter the details to create an additional duty
- You must enter the most applicable additional duty reason for creating this duty as this will show in audit reports.
- If you require more than 1 additional shift you can add these on by increasing the number of duties required (up to a maximum of 10)
- If you require both an Early and a Late you can select the Long Day shift and it will create both.



- Select OK.
- The duty you have created will be in the vacant duties part at the top of your roster.
- This can be identified by a '+' in the top right corner of the shift.
- This shift can then be assigned to a person.



Note: Only in increased patient acuity should you create any additional duties. This addition affects your roster analyser. The Additional Duty reason must be the most applicable reason to create an additional shift.