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DIGITAL SAFETY CHECKLIST

To keep digital tool and effective Sunrise Care Home should follow some basic safety step. staff should use strong passwords and update them often, turn on two factor authentication and lock computers when they not in use. Files should be stored safely in OneDrive or SharePoint instead of USBs or personal emails.

All staff should use strong password and two factors authentication to access digital records

If shared devices are used then it should be wiped clean of sensitive data after everytime its used

All Care Home keeping information safe is very important we must protect residents personal details, our computer system and the trust of families. Good digital Safety also help us follow the rules and prevent problems such as scam or hacking systems

Be caution with links and attachment reports phishing emails immediately.



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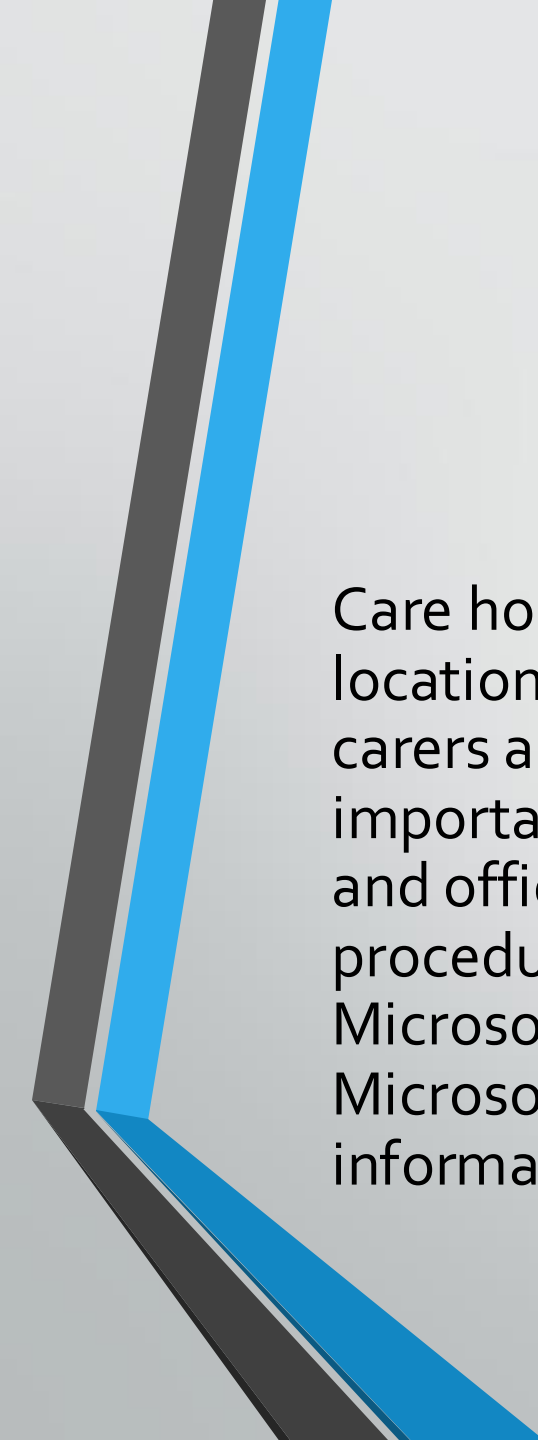
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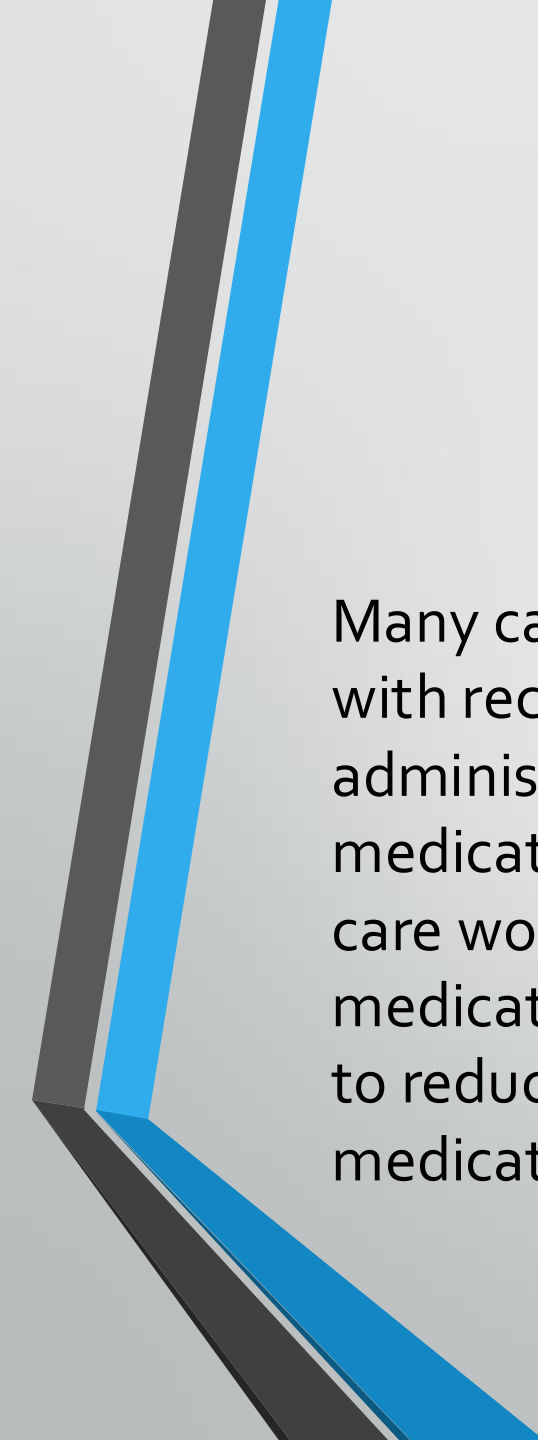
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Mayfair care home workers how to use microsoft 365

Mayfair home care agency provides domiciliary care services to clients in their home the agency currently uses microsoft 365 excel to schedule care visit manage staff rotas record medication administration and monitor care delivery aim to evaluate the effectiveness of excel in supporting operational and clinical documentation processes the current system scheduling staff rotas created in microsoft 365 Excel. Visits assigned manually schedule changes are updated by coordinators information shared with care worker.



Care home staff can communicate effectiveness between different care location and the main office by using microsoft 365 microsoft teams allows carers and office staff to send messages make voice or video calls and share important updates in real time outlook is used for emails meeting invitations and official communication. Sharepoint provides secure access to policies procedures and share documents while overdrive store work files safely. Microsoft forms can be used to report incidents or complete checklists using Microsoft 365 improves teamwork supports quick communication keeps information secure and help staffs provide safe efficient and high quality care.



Many care homes have also adapted electronic systems that help staff keep up with records these systems can alert staff when medication is due record who administered each medication and when flag missed doses or overdue medication. Good teamwork also makes a significant difference experience care workers often divide responsibilities so that one person administer medication while another assist with patient with care or answer call helping to reduce interruption and time pressure remains major barriers to keep medication records upto date.

MAYFAIR CARE WORKERS CHALLENGES BENEFITS

- LOW COST SOLUTION
- FAMILIAR SOFTWARE
- ACCESSIBLE THROUGH MICROSOFT 365
- EASY TO MODIFY AND UPDATE CHALLENGES
- EXCEL IS FLEXIBLE AND WIDELY AVAILABLE IT HAS LIMITATIONS WITHIN HEALTHCARE ENVIRONMENT
- IMPROVE DATA VALIDATION CONTROLS WITH PROVIDING ADDITIONAL STAFF TRAINING.
- BETTER MEDICATION SAFETY ENHANCED REPORTING
- INTRODUCE AN ELECTRONIC MEDICATION
- ADMINISTRATION RECORDS SYSTEM

EMAIL AND MESSAGES

Verify sender emails addresses

If Email you see as suspicious always check if sender address has the right spelling is fine but if its has a bit mis spell then you know that the email address doesn't match its fraud account

Secure emails and messaging account

Ensure that both emails address and messaging apps have to be updated with new version this way it will protect security and secure communication as they be protected from third party access





HARVARD REFERENCE

- NATIONAL HEALTH SERVICES (2021) records management code of practice for health and social care 2021 www.england.nhs.uk/information-governance.uk
- Information commissioners office (2023) guide to the uk general data protection regulation (ukGDPR)
- Microsoft(2024) Microsoft 365 documentation www.learn.microsoft.com/microsoft365.uk
- Care quality commission (2024) guidance for providers www.cqc.org.uk