



Group presentation

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Introduction
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Today we will talk about how the residential care home can use microsoft ,powerpoint and teams to improve communication, saftey and also them getting the most results in a small amount of time meaning also good feedback from anyone that had an experience with the carehome

About sunrise care home

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- ▶ Sunrise Residential Care Home is a medium-sized facility caring for approximately thirty-five residents, most of the patients there have dementia, mobility issues, or other long-term conditions. Its mission is to foster a warm and inclusive environment where residents can live as independently and comfortably as possible, supported by a multidisciplinary team comprising registered nurses, carers, administrators, and visiting professionals who focus on individual physical, emotional, and social well-being. In recent times, the home embarked on a digital journey, bringing in all Microsoft 365 tools like Outlook, Teams, and SharePoint to enable seamless communication, manage care documents, and reduce paper-based work with the aim of improving efficiencies and ensuring that information is accurate and timely across shifts. However, there are challenges while making a shift to completely digital systems, such as issues over staff confidence and training needs. To address these challenges, Sunrise Residential provides dedicated training sessions, one-to-one support, and "digital champions" that help them fully exploit the use of technology to improve teamwork, communication, and high-quality care.

Improves teamwork and real time communication . Luzzi 2517543

In health care environments, Microsoft Word allows doctors, nurses, and carers to work together on the same patient document at the same time. This guarantees that everyone is aware of the patient's progress and improves coordination.

When we are editing and commenting tools can make it easier for professionals to communicate well and efficiently. Also, this will help staff to communicate more clearly in health teams. They will respond quickly to patient needs, especially when there are changes to shift or even in emergency situations.

Simple file Luzi 2517543

Example: uploading a PowerPoint training session to Microsoft Teams, allowing night-shift carers to access when it best suits their schedule so they can complete their training without disruption.

Using simple file by Sharing for Care Plans and Resources Microsoft allows to share care plans, and guides. Staff work from the same version of document, instead of different copies that cause mistakes or confusion. It also allows access permissions to be set, so only the right people can view or edit certain files, which helps protect patient confidentiality and keeps the organisation in line with data protection requirements.

Engaging with PowerPoint, Excel, and OneDrive Luzi 2517543

By using links such as PowerPoint, Excel, and OneDrive, helps healthcare staff share information more ease for other colleagues. It can be moved between apps which saves time and reduces errors. Keeping documents stored in OneDrive also means they are automatically backed up, also reduce the risk of losing important patient information.

Example: A nursing manager creates a care review report in Word, then uses PowerPoint to present the key findings at a team meeting to show how patient outcomes have improved.

Facilitate virtual cooperation with visiting experts .

LUZI 2517543

Microsoft Teams and Outlook, Word allows staff to work with healthcare professionals who are based elsewhere. Documents can be shared during online meetings to be reviewed and updated .

Example: A care home team shares a resident meal plan document with an external dietitian during an online consultation, allowing the dietitian to update nutritional recommendations straight away.

Visual

- PowerPoint increases the understanding of topic's that are being taught
PowerPoint is also useful and helpful for those who tend to be more visual learners compared to verbal learners
- PowerPoint also has a clear structure when it comes to do things such as noting down ideas and thoughts which gives everyone the same background information
- Those who are also visual learners are fast learners so they can easily understand for example if a medical student who understands surgery procedures by watching documentaries or normal shows that relate to a hospital setting they will understand certain situations more rather than someone who needs to read books to gain an understanding

Timing

- PowerPoint saves time for everyone and anyone can access the notes if needed to if they're all in a group and make changes to it which saves times for everyone
- Using templates that are already designed as well as the slide master feature gives you the ability to lay your slides how you want it such as changing the font

Encouring consitancy

- What you are presenting you are also building an audience and gaining their attention by doing the little things such as making the title look a certain way decorating the slides you'll be presenting still while getting your presentation out there for people to see and listen too while everyone see the same presentation
- Having things such as charts and graphs na help improve the audience's understanding to the topic you are presenting
- Using bullet point so breaking down your points bit by bit so nothing seem like it's na overload and for audience following along it's easier for them to follow with the important points

Training

- This would be great for new comers too as they can easily be shown this to help them understand what they need to do which also saves time rather than breaking it down to them bit by bit they can easily be shown this
- This could easily be kept in the system for a good period of time and for anyone who's struggling can always go back to the presentation that was created to have a look
- Keeping it short but said correctly

Recommendations for Sunrise shazia id 2511888

- ▶ **.Make digital training mandatory** – improves staff confidence and digital literacy when using technology (Tandfonline,2021).
- ▶ **Use Microsoft Teams for communication** - A lot easier to share files and stay organised. (ResearcGate, 2024).
- ▶ **Store files on Onedrive** – Enables secure, real-time sharing and easy to access (Ramsac, 2023)
- ▶ **Create Digital policy** – Protects data and ensures security requirements to keep us safe (Microsoft Support, 2024)
- ▶ **Provide ongoing support** – To make sure everyone stays on track and knows how to use the tools properly (OECD, 2024)

Conclusion-verry id2518441

- Using Microsoft powerpoint and Microsoft word helps sunrise residential care home work more efficiently and communicate better. Powerpoint makes it easier to share updates, train staff and present care information clearly. Word supports accurate documentation, report writing and care planning all together they improve teamwork and information sharing.
- To get the best results staff should build strong digital skills and follow digital safety practices like using secure logins and protecting patient data with confidence and safe use these tools sunrise can deliver better, safer and more organised care
- However digital tools cannot replace the compassion