
Sunrise

Care Home



DIGITAL TECHNOLOGY AT SUNRISE CARE HOME

- Using Microsoft 365 to Improve Efficiency at Sunrise Care Home
- Microsoft Excel and Teams
- Supporting staff and improving care
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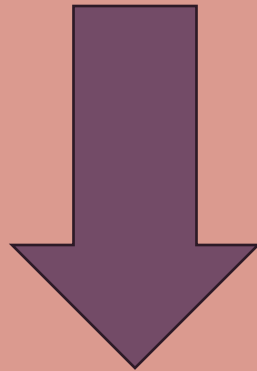


INTRODUCTION

- Sunrise Care Home supports older residents
- Digital tools improve daily work
- Microsoft 365 helps with organisation and communication

MICROSOFT EXCEL – HOW IT IS USED

- Records staff rotas and medication lists
- Stores care notes and updates quickly
- Helps reduce mistakes and saves time



MICROSOFT EXCEL – BENEFITS AND LIMITS

Benefits

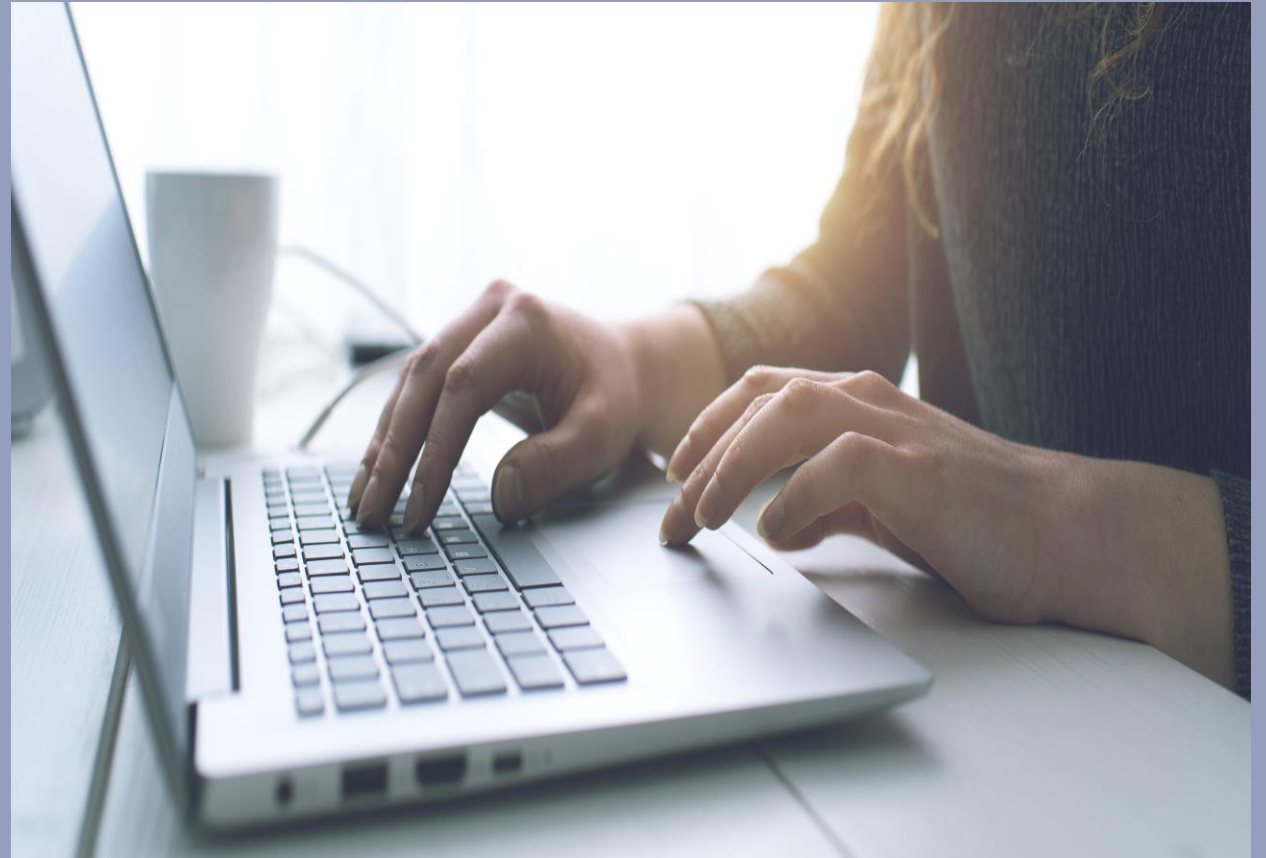
- Organises data clearly
- Reduces errors with formulas
- Easy to share and print

Limits

- Some staff need training
- Data entry mistakes can happen
- Data must be protected (GDPR)

MICROSOFT TEAMS – HOW IT IS USED

- Staff can send message or call each other easily
- Share documents and care plans
- Video calls for doctors or families
- Helps staff stay connected



MICROSOFT TEAMS – BENEFITS AND LIMITS

Benefits:

- Improve teamwork and communication
- Allows remote meetings with staff and families
- Keeps staff updated

Limits:

- Some staff may not be confident with technology
- Needs strong internet connection
- Can be distracting

CHECKLIST FOR DIGITAL SAFETY PRACTICES

Secure Logins

- ✓ Use strong passwords with a mix of letters, numbers, and symbols
- ✓ Never share login details with others
- ✓ Always sign out after using shared devices

Email Safety

- ✓ Check the senders' name and email address before opening messages
- ✓ Don't click links or open attachments of unknown sources

Safe Document Storage

- ✓ Save files on OneDrive (secure storage)
- ✓ Use password-protected folders for private information
- ✓ Report suspicious emails to supervisor

Maintain Patient Confidentiality

- ✓ Never discuss residents' information in public areas
- ✓ Keep digital records only to relevant staff
- ✓ Follow data protection policies (GDPR)

CONCLUSION

- Excel and Teams improve efficiency
- Booth tools save time and reduce mistakes
- Staff training and support are essential

THANK YOU FOR LISTENING

ANY QUESTIONS

REFERENCES – HAVARD STYLE

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National Health Service (2022) Microsoft Office 365: Enhancing Collaboration in Healthcare. Available at: <https://this.nhs.uk/insights/article/microsoft-office-benefits> (Accessed 10 October 2025)

UK Government (2024) Data protection and the General Protection Regulation (GDPR). Accessed at <https://www.gov.uk/guidance/meet-the-requirements-of-data-privacy-regulations> Available at: <https://www.gov.uk/data-protection> Accessed: 10 October 2025).

These are the refences we used for our research which include professional organisations like Microsoft and NHS and some academic articles