

Digital Skill and Reasearch Methods (LCHS4007_BIRM)

Aliyuda Ali

Group(5)

Ponam Digwa 2512941

Haleeka shaheen 2506208

Mahmida Khan 2512965

Hira Tina 2506386



Introduction

.Ms word sunrise care home

- **One drive**
- **Digital literacy**
- **Digital safety practice**
- **Conclusion**
- **Referencing**

MS 365 (Power Point)

- **Data Presentation**
- **Organised Information**

- **Power Point presentations are a valuable tool in health and social care settings.**
- **They are used to share updates on residents well being.**
- **Also engage residents in activities and importance of elder care.**

Communication and collaboration

Microsoft teams is a collaboration and communication platform made from Microsoft. It is efficient way for people to work together with different locations.

We use Microsoft teams' tool in our sunrise residential care home for more effective and efficient way for the team communicate amongst each other. In our workforce we have nurses, care assistants, administrators, doctors and the list go on.

Why is teams used in Sunrise care home ?

- **Effective communication (allows to send messages in a group)**
- **Video calls to allow meeting, conference and training**
- **Professional**
- **Updates or shift change**
- **Handovers**
- **Share files such as care plans, rotas, medication.**

It'svery effective especially when staff members and other professionals are in different locations.

Limitations

- **Staff members find the online tools difficult**
- **Too much information and channels can cause confusion**
- **Technical issues**

**In Sunrise we must train our staff on safeguarding, confidentiality and privacy.
Teams**

Collaboration

- **Share and edit files together in real time**
- **Teams is linked to all Microsoft apps**
- **Helps to keep organised,**
- **we can sync outlook together and Calanders and keep update**

[https://support.nhs.net/knowledge-base/virtual-mdts/
Online and Virtual Meeting Software | Microsoft Teams](https://support.nhs.net/knowledge-base/virtual-mdts/Online%20and%20Virtual%20Meeting%20Software%20Microsoft%20Teams)

The impact of limited digital skills

- ❑ Social isolation: people can feel left behind by technology, leading to feelings of inadequacy, isolation and and exclusion from social social activities.**
- ❑ Increased vulnerability: individuals may be subjected to getting scammed, harassed online leading to misinformation due to lack of skills to navigate the digital world safely.**
- ❑ Limited access to credible sources/information: Individuals may miss out on opportunities on gaining new knowledge due to lack of digital skills.**
- ❑ Loneliness and social isolation: individuals will miss out on social opportunities, appointments, scheduled meeting etc.**

Digital safety checklist

Sunrise Residential Carehome

- **Digital Safety is protecting sensitive information, it's a vital part of protecting residents and staff at sunrise residential care home, and this is how it is used.**
- **Device & Network Security:**
 - **PCs, Tablets, Phones updated by antivirus software**
 - **No public WIFI, secure WiFi linked to the carehome**
 - **Any lost device is reported immediately**
- **Storage & Confidentially**
 - **Information shared appropriately**
 - **Confidentiality maintained at all times**
 - **Records are up to date**

References

Microsoft (Microsoft 2025) *Microsoft Teams*. Available at: URL www.microsoft.com (07/10/2025).

NHS (2024) *Collaborate with Virtual MDTs on MS Teams*. Available at: URL <https://support.nhs.net/knowledge-base/virtual-mdts/> (05/10/2025).

Thank You