

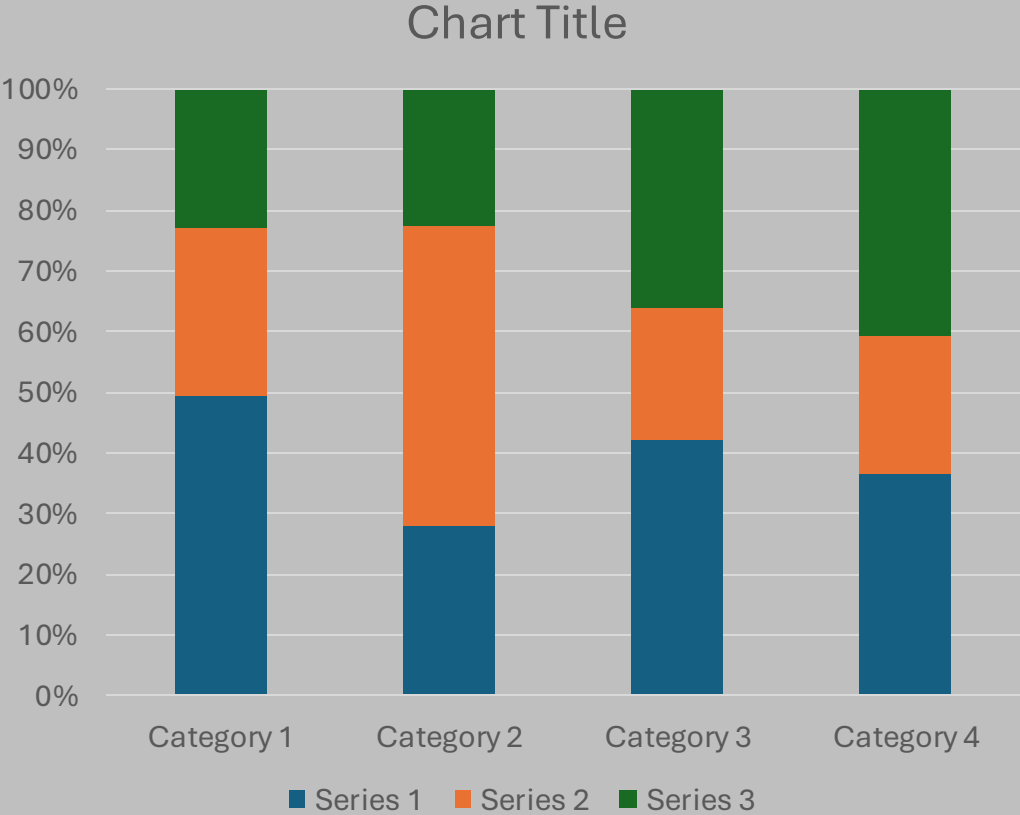
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Module Code: LCHS4007 Group Presentation
Module: Digital Skill And Research Methods
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Today I will be talking about how digital technology can improve efficiency in Sunrise residential care home. Sunrise residential care home provides long-term care for older adults, many of whom have complex needs such as dementia and mobility issues. The home has recently introduced Microsoft 365 to help improve the delivery of care. However, not all staff are fully confident in using these systems yet. This presentation will explore how digital tools can improve efficiency in this setting.

Introduction

Excel can be used in Sunrise care home to organize important information such as staff rotas, care plans, and medication records. This helps keep all key information in one place and makes it easier for staff to access and update records quickly. It also saves time compared to using paper-based systems. The main benefits include keeping information organised, reducing paperwork, and improving efficiency in daily tasks. However, there are also limitations. Staff need proper training to use Excel effectively, and mistakes in data entry could lead to errors in care if not identified quickly.



Excel

One example of a Microsoft 365 application is Excel. In Sunrise care home, Excel can be used to organise important information such as staff rotas, care plans, and medication records.

This helps keep all information in one place and allows staff to access and update records more quickly. It also reduces paperwork and improves workflow and productivity in daily tasks. The main benefits of Excel include keeping information organised, saving time, and improving workflow and productivity. However, there are also some challenges. Staff may need training to use it effectively, and mistakes in data entry could lead to errors in care if they are not identified and corrected.



Microsoft Teams

Another useful Microsoft 365 tool is Microsoft Teams. In Sunrise care home, Teams can be used for communication between staff, such as sharing updates, discussing care needs, and holding team meetings.

This allows staff to communicate quickly and stay informed, which can improve teamwork and coordination, especially across different shifts.

However, there are also some limitations. Some staff may not feel confident using digital tools like Teams, and technical issues can sometimes affect communication. There is also a risk to confidentiality if information is shared incorrectly.



Digital Literacy

Digital literacy is an important issue in Sunrise care home. Some staff may not have strong digital skills, which can make it difficult for them to use systems like Excel or Microsoft Teams effectively. This can lead to delays in updating records, communication problems, and reduced productivity and effectiveness. In a care setting, this may also affect residents by increasing the risk of errors or reducing the quality of care they receive.



Digital Safety

It is important that staff follow digital safety practices when using technology in Sunrise care home.

This includes using strong passwords, not sharing login details, and being cautious when opening emails to avoid scams or phishing attempts. Staff should also ensure that information is stored securely and only accessed by authorised personnel in line with data protection requirements.

Patient confidentiality must always be maintained in line with the Data Protection Act 2018.



Conclusion

In conclusion, digital tools such as Microsoft Excel and Microsoft Teams can significantly improve efficiency, communication, and coordination within Sunrise care home. These tools help staff manage information more effectively and support better teamwork across shifts.

However, staff require appropriate training and ongoing support to use these systems confidently and correctly. Without this, digital literacy gaps may limit the benefits of technology and increase the risk of errors in care delivery.

It is also essential that all digital systems are used safely and in line with the Data Protection Act 2018 to ensure patient information is protected and high standards of care are maintained.

References

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