LCHS4007
DIGITAL SKILLS AND RESEARCH METHODS
BIANCA DODGEN

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Task 1 Dalarno

Staff communication

- Staff communication is vital because it helps care workers share important information abou the residents
- Digital tools such as emails and Microsoft Teams are extremely important because it provides accurate dates and times of when information was recorded
- Poor communication can lead to misunderstandings. And inaccurate information being shared
- Good staff communication also ensures that residents needs and preferences are understoo and met
- Good written and digital communication ensures that new care workers can understand a resident's care plan which will allow them to provide the proper support
- Good communication also improves teamwork between staff members

Staff communication all in one guide

- Reference - **Social Care Institute for Excellence (SCIE) (n.d.) *Dignity in care: Communication*. Available at: https://www.scie.org.uk/providing-care/dignity-in-care/communication/ (Accessed: 5 June 2026).**

Task 2 Macy

Secure file storage and sharing

- Secure file storage and sharing is to help make sure that patients records do not get accessed by anyone that is unauthorized.
- I have picked to use One Drive because it is a more reliable source as it allows staff to share files securely.
- Secure file and sharing is suitable for protecting information (eg.data and records) and is essential for collaboration across distributed teams.
- This task improves the efficiency of a company by saving time tracking down documents.
- Securing and sharing files is essential because it ensures the privacy of patient records.

Reference

Elsevier (2014) *A Stackable secure storage system for file sharing in public storage* ***Available at:*** **www.sciencedirect.com** **(Accessed: 06 June 2026)**

TASK 3 Najibb Khan

Care/documentation

- Care documentation involves accurately recording and maintaining information about a patients health, wellbeing and support needs.
- Microsoft powerpoint is suitable for presenting care documentation because you can create documents in a clear and organised way by creating slides.
- Helps staff understand care procedures quickly
- Documents can be shared securely with colleagues when necessary
- Easy to update & share with colleagues

CARE DOCUMENTATION

Task 4 Faiza **Staff scheduling**

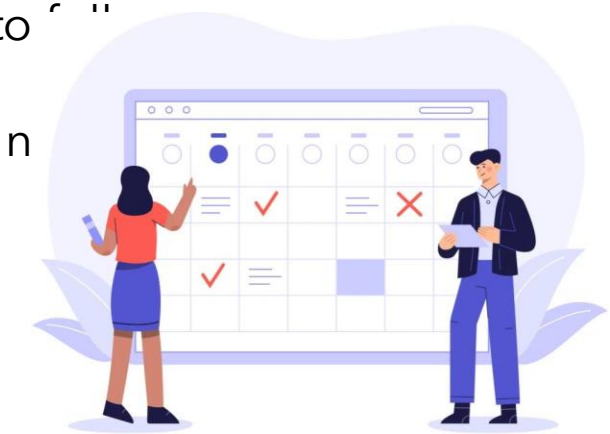
it is important for staff to have a schedule set out at the nursing home
so they are aware of what to do when needed for example when
needed to give medication to the elderly at the care home needs to be right and
noted in documents if given the wrong medication or at the wrong time may
harm and can lead to serious circumstances at river dales they should have m
organized schedule this can be
done by :

- try avoiding last minute schedules talk to each other 2 weeks before so ever
- an understanding on what's going to be done an who's assigned to what sh

- have meetings after the shifts are over and talk on what can be better

- Set clear rules so each staff has a great understanding of what they need to

- get to know your team so you no more about them and what meets there n



Reference www.canva.com, effective rota in care homes(12 February 2026) Accessed 06/06/2026

Task 5 (Sara) *Staff Training*

Staff training all in one guide

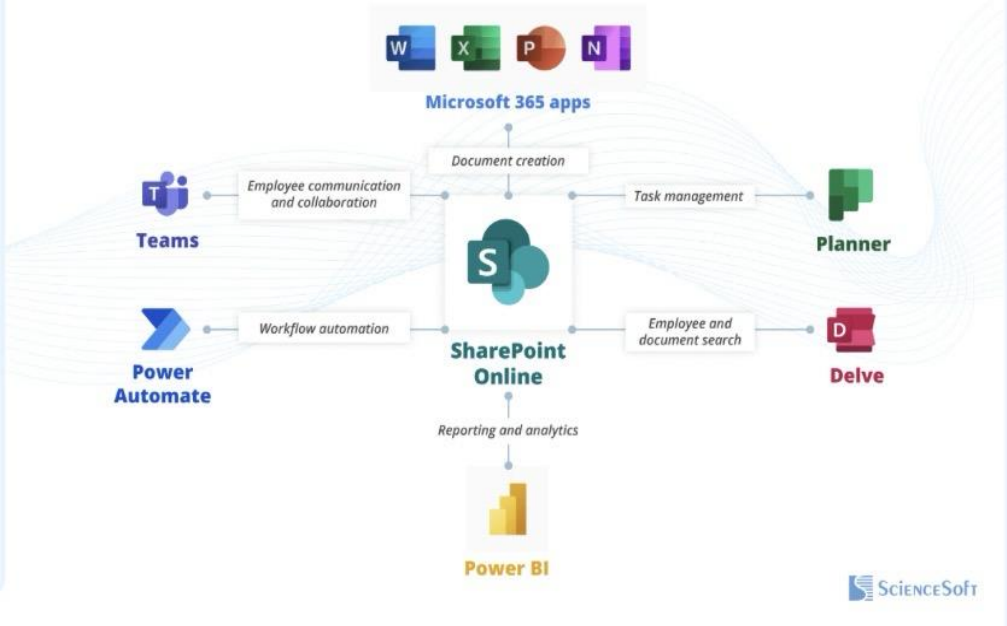
- Staff Training is to help a colleague that involves learning technical skills such as how to use new software systems (e.g Microsoft Windows)and to be able to knowledge performing their roles efficiently.

- For this task I used power point and the reason I used is because it for better visual and makes information more easier for understanding (e.g. images audio and videos)

- Staff training is improved by lack of communication by listening, sharing information and experiential role playing by giving staff revise by themselves difficult trainings.

- The advantage of staff training is improves job satisfaction and engagement
- Better educated staff and to handle shitf queries easier.

Mircroscoft 365 collaboration



Reference:

Jenn Hallem , Ken Lam (2010) ***Staff Relations in Healthcare , Available at : video- alexanderstreet – com.[illegible]vstd.idm.oclc.or (accessed 6 June 2026***

Sara

Faiza

4 Ways Group

Najibb

Dalarno

Macy