



Digital Solutions for Effective Care: Using Microsoft 365 tools at Riverdale Nursing Home.

Assignment 1: Group presentation

Module: Digital Skills and Research Methods

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Lecture: Hajra Mustasim (Module lead)

By: Natasha Ridley 2541777

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Introduction

- The case study, Riverdale Nursing employs Microsoft 365, employees are unclear about which tools are appropriate for various jobs. This has led to infective communication, missing communications and redundant work.

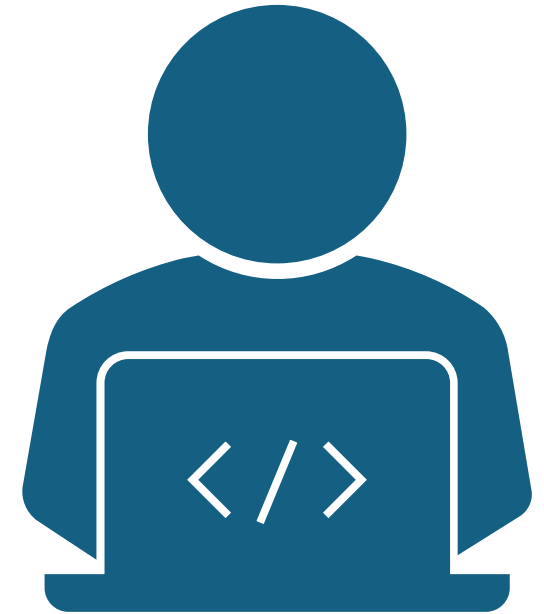
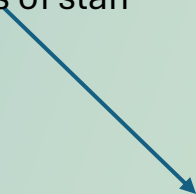


Figure 2. Microsoft PowerPoint stock images (Microsoft 365)

The Role of Staff Scheduling in the Workplace.

Staff scheduling involves a systematic approach of assigning employee's to precise tasks, shifts and working hours to ensure that the business has the right number of staff with the correct skill are available at the right time.

A few important components of staff scheduling.



Rotation and fairness	Employee preferences	Shift planning	Staff allocation	Workload requirements
Allocating, weekends, holidays, shifts and avoided hours fairly between staff.	Taken into account requests, and preferred shifts.	Creating work shifts (eg: morning, evening and night)	Making sure the right people are scheduled to their skill set such as the right departments, locations, roles and skills.	Calculating how many staff are needed at the right time based on customer service, demand, or service needed.

Microsoft Excel: The Scheduling Solution.

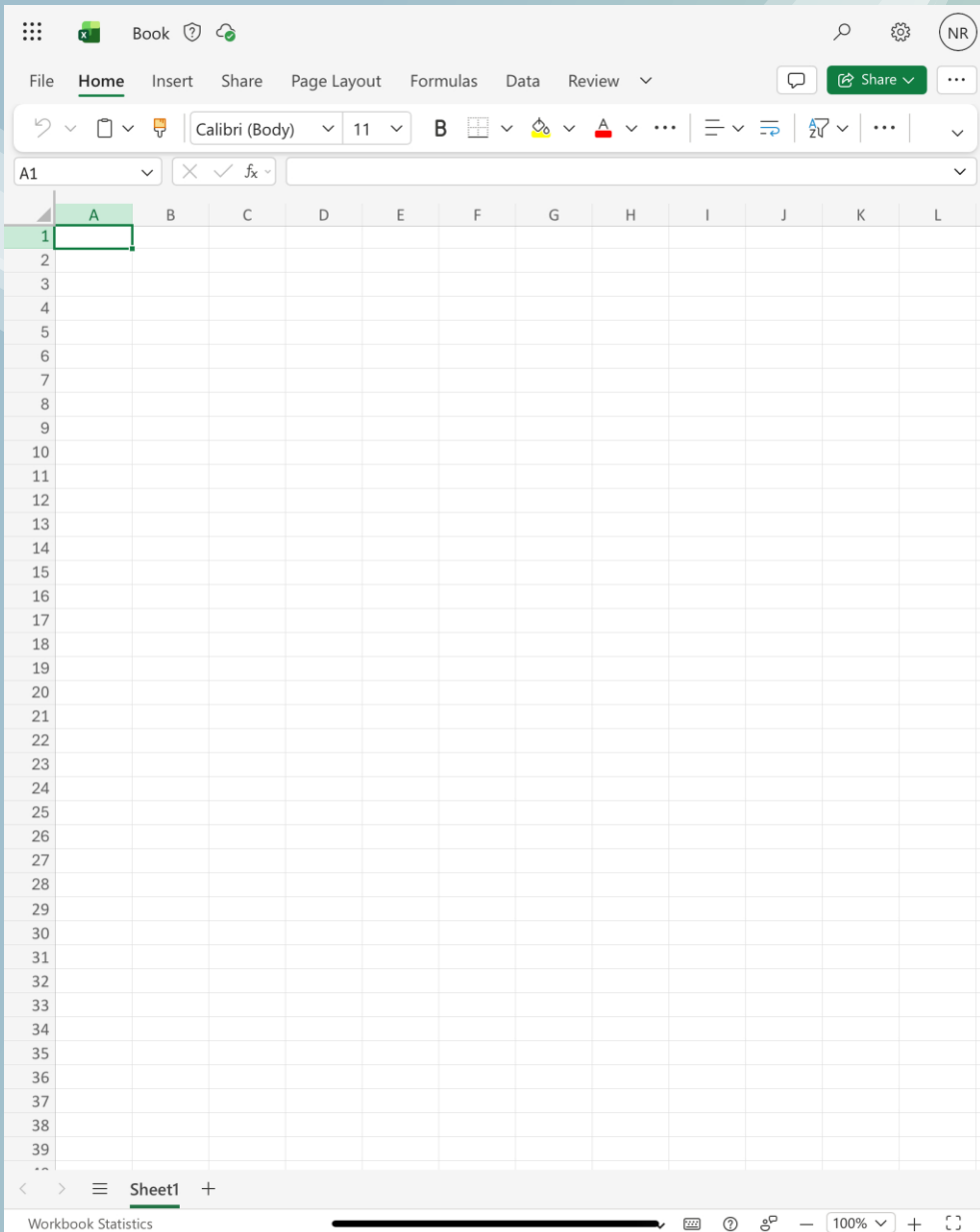


Figure 3. Excel icon (seeklogo n.d)

Microsoft Excel is a digital table that helps manage important information efficiently and effectively. It's used to organise, store, and analyse important information and calculate all in a spreadsheet format.

You can enter data, including text, dates, numbers, lists, using a grid with rows and columns. Excel can sort data, make charts and graphs, conduct calculations using formulas and assist with planning and a record keeping

Excel spreadsheet tool, is useful in many workplaces as it is very beneficial.



Why Microsoft Excel is suitable for Staff Scheduling ?

Microsoft Excel is suitable because it offers a dependent and effective method for planning, managing, and keeping track of employee shifts. Microsoft Excel is appropriate for staff scheduling. It enables managers to make through schedules, monitor employee availability, compute working hours, and look out for staff shortages before they have an impact on the workplace. Microsoft Excel automatic tools and formulas minimise human error and save time.

How Microsoft Excel Enhances Workplace Efficiency?

Microsoft Excel can improve the workplace by helping staff manage their responsibilities more effectively. It provides a manageable system for organising, recording important information and planning daily tasks. By using Excel the nursing home can identify the main components and respond quickly to changes such as busy periods or absences. This is beneficial because it creates smoother working environment, improves teamwork and allows staff to focus more on providing high-quality care to residents.

Benefits and Drawbacks Of Using Excel.

Benefits

Cost-effective

Easy to use

Saves time

Improve organisation

Reduce errors

Flexible

Drawbacks

Human error risks

Security concerns

Requires updating

Version problems

Limited for larger
systems

Does not support real
time updates

Conclusion

Overall, Microsoft Excel is a very important tool for the nursing home because it helps improve organisations communication and efficiency. It can also allow staff schedules working hours and important records to be easy. Lee maintained and managed accurately by reducing manual work and and helping to plan, excel supports a workplace to provide consistent care. On the other hand there are some limitations, the advantages make it a useful tool for daily operations.

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