

COVER FOR SUNRISE RESIDENTIAL CARE HOME GROUP 7 PRESENTATION



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Using Microsoft PowerPoint in Sunrise Residential Care Home- Hafsa-Safiyah Nawaz



Introduction to Sunrise Residential Care Home



Sunrise is a medium-sized care home providing long-term care for around 35 older adults, many of whom live with dementia, mobility issues, or long-term health conditions. The team includes nurses, care workers, administrative staff, and visiting health professionals.



In recent years, Sunrise has begun introducing digital tools to improve the quality of care and enhance communication. One of the most useful tools within the Microsoft 365 suite is PowerPoint, which supports staff training, communication, and teamwork (Microsoft, 2023).

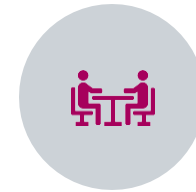
How PowerPoint Is Used at Sunrise to Complete Tasks More Effectively



PowerPoint is mainly used for **staff training, meetings, and information sharing.**



Training sessions use slides for infection control, dementia awareness, and safeguarding procedures — helping staff learn visually and stay engaged.



Managers use PowerPoint in meetings to share updates, introduce new care plans, and explain policy changes — ensuring consistent communication.



Induction sessions for new staff use PowerPoint to present routines, care standards, and health and safety guidance clearly.



Overall, PowerPoint supports **organisation, understanding, and teamwork** across the care home (Health Education England, 2021).

Benefits of PowerPoint at Sunrise Residential Care Home



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PowerPoint improves communication, as visual slides make it easier for staff with different learning styles to understand complex care topics (Clark and Mayer, 2016).

It also saves time because presentations can be reused and quickly updated when information changes.

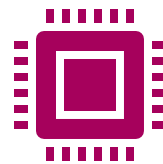
The tool encourages teamwork and collaboration—staff can share and edit presentations through Microsoft 365, even when working on different devices.

Finally, PowerPoint helps deliver information in a professional and engaging way, making meetings and training sessions more organised and effective.

Limitations of PowerPoint at Sunrise Residential Care Home



Digital confidence: Not all staff are confident using digital tools, which can make creating or editing slides challenging (NHS England, 2022).



Technology dependence: PowerPoint relies on working laptops, projectors, and Wi-Fi. If these fail, it can interrupt meetings or training sessions.



Design issues: Slides that contain too much text can cause staff to lose focus, so presentations should be kept simple and visual.



Confidentiality risks: Staff must ensure that no confidential resident information is included in slides shared outside secure systems.

Conclusion: PowerPoint's Impact at Sunrise Residential Care Home



In conclusion, PowerPoint is a valuable tool within Sunrise Residential Care Home.

It supports communication, training, and teamwork, helping staff deliver high-quality care more efficiently.

Although there are challenges around digital confidence and equipment reliability, these can be addressed through ongoing training and support.

Overall, PowerPoint helps create a more organised, collaborative, and informed working environment, making it a useful part of Sunrise's move towards digital care (Microsoft, 2023).

Any Questions?



Implementing Microsoft Teams in Sunrise Residential Care Home: Opportunities and Challenges

Aasiyah-Faatimah Noreen Nawaz

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Evaluating Microsoft Teams in Sunrise Residential Care Home



Sunrise Residential Care Home is a medium-sized center that supports 35 older adults, many of whom have dementia, reduced mobility, and chronic health conditions. Therefore, effective communication and coordination are crucial for providing safe and high-quality care.



To support this, Sunrise has started using Microsoft Teams, a part of Microsoft 365, to enhance collaboration among nurses, care workers, and visiting professionals such as GPs, physiotherapists, and social workers.



This evaluation examines how Microsoft Teams improves care coordination, and staff communication while identifying challenges in its implementation.



The aim is to provide a balanced understanding of how Microsoft Teams can support efficient, person-centered care within a residential setting (NHS, 2020).

Benefits of Microsoft Teams in Sunrise Residential Care Home

Real-time communication allows instant messaging, calls, and video meetings, ensuring rapid responses to residents' needs for example during a night shift, a care worker can alert a nurse immediately if a resident's condition changes improving safety and response times (Cook et al., 2021).



Shift handovers are supported as key updates about residents' changes in mobility, diet, or mood can be recorded in Microsoft Teams ensuring incoming staff do not miss important details.



Centralised information such as policies, care plans, training guides, and rotas can all be stored in Microsoft Teams, removing the need to search through paperwork or multiple folders.



Team meetings are made easier as all staff members can join audio or video calls from anywhere, meaning they do not have to be physically present at Sunrise Residential Care Home to participate.



Secure record keeping is also supported through Microsoft Teams, using SharePoint and OneDrive. Files are stored securely online and are less likely to be misplaced than paper records, helping to keep residents' information confidential.



Flexibility is improved as Microsoft Teams can be accessed through various devices such as computers, laptops, tablets, and mobile phones, allowing staff to keep up to date on a regular basis.

Limitations of Microsoft Teams in Sunrise Residential Care Home

A Learning curve exists as some staff may lack confidence with technology, requiring training and ongoing support before they feel comfortable using it.

Time pressure is also a limitation, as care staff are often busy supporting residents and may find it difficult to stop and update Microsoft Teams regularly during shifts.

Over-reliance on technology can create challenges; if Wi-fi fails or devices malfunction, staff could lose access to important information.

Cost is another factor, as using Microsoft Teams can be expensive for a care home. The organisation may need to purchase higher-tier software packages, reliable internet connections, and additional equipment such as laptops, webcams, and tablets.

Information overload may occur if communication channels are poorly managed or if excessive notifications distract from providing hands-on care (Morrison and Jones, 2021).

Finally, confidentiality risks can arise if staff misuse the platform - for example, by sharing residents' information in general chats rather than secure files, or by failing to log out or close devices properly, making information vulnerable to unauthorised access.

Conclusion towards the Use of Microsoft Teams in Sunrise Residential Care Home



In conclusion, Microsoft Teams has the potential to transform communication and coordination within Sunrise Residential Care Home through its ability to connect interprofessional staff, enable real-time updates, and support remote collaboration. This makes it a valuable tool for improving care quality and efficiency (Microsoft, 2024).



However, the success of Microsoft Teams depends on staff digital capability, adequate infrastructure, financial investment, and awareness of data security.



To fully release Microsoft Teams' benefits, Sunrise should provide digital literacy training and ongoing support, ensure reliable access to devices and the internet, establish clear policies for communication and data use, and regularly evaluate Microsoft Teams' usage to identify areas for improvement.



With these measures in place, Microsoft Teams can effectively support safe, efficient, and person-centred care delivery within Sunrise Residential Care Home.

**ANY
QUESTIONS**





GROUP PRESENTATION: NABILA BILAL



INTRODUCTION IN SUNRISE CARE HOME SETTING.

Sunrise residential care home is medium sized care home providing long term care such as dementia mobility issues or long-term health conditions .the care home has 35 residents and a team of nurse's care workers and administrations and visiting health professionals.



SUNRISE RESIDENTS CARE HOME BENEFITS AND LIMITATION.

Sunrise residential care home provide facilities such as 24-hour care support mange toilet needs ,feeding bathing dressing undressing access to the lounge area ,internet access to speak to family members outdoor activity's health care plans.The staff help with mediation reminders. Providing meals on suite toilet own bedroom.

IMPACT OF DIGITAL SKILLS IN SUNRISE RESIDENTIAL CARE HOME.

- The sunrise care home health professions should have empathy **quality and efficiency.** Good time management skills problem solving keep all patients' private medical data confidential and private digital skills in care home need quality of time staff should be prepared to use technology such as mobile phones video calls for residents to call family members to save medical records on logins and emails .



SKILLS AND BENEFITS.

- Communications and interpersonal skills
- Empathy and compassion
- Patience and understanding
- Teamwork and collaboration
- Problem solving and adaption
- Medical management
- Personal care





TOOLS AND TECHNOLOGY.

Sunrise care home uses electrical health records for quick access for patient information.

Safety monitoring verbal devices detecting faults and monitoring health record smart sensory monitoring activity level falls and environmental conditions

Communications and engagement video conferencing social interaction these technology's improve residents' quality of life and high provided care.



SOURCE IN SUNRISE CARE HOME SETTING ELEVATE.

Care home offer at unique opportunity healthcare professionals to deliver person centred care promoting the well being and dignity of residents by working in a care home you will be part of a dedicated team that will prioritize the needs off our residents supporting and compassion environment.

Care home offers and unique opportunity for healthcare professions to make a meaningful difference in residents' life our dedicated team provides best quality of care supporting physical emotional and social wellbeing.



OUTCOME

My personal outcome is I done my research on the care home is that the residents on the care home has 24-hour care support has trained staff health care professions information of penitence is kept confidential they have good environmental place such as outdoor activity's different meals different days I think that this care home has all the good faciality and provide the best quality of care and residents are safe.

THANK YOU

Nabila Bilal -2511210



Digital safety practices

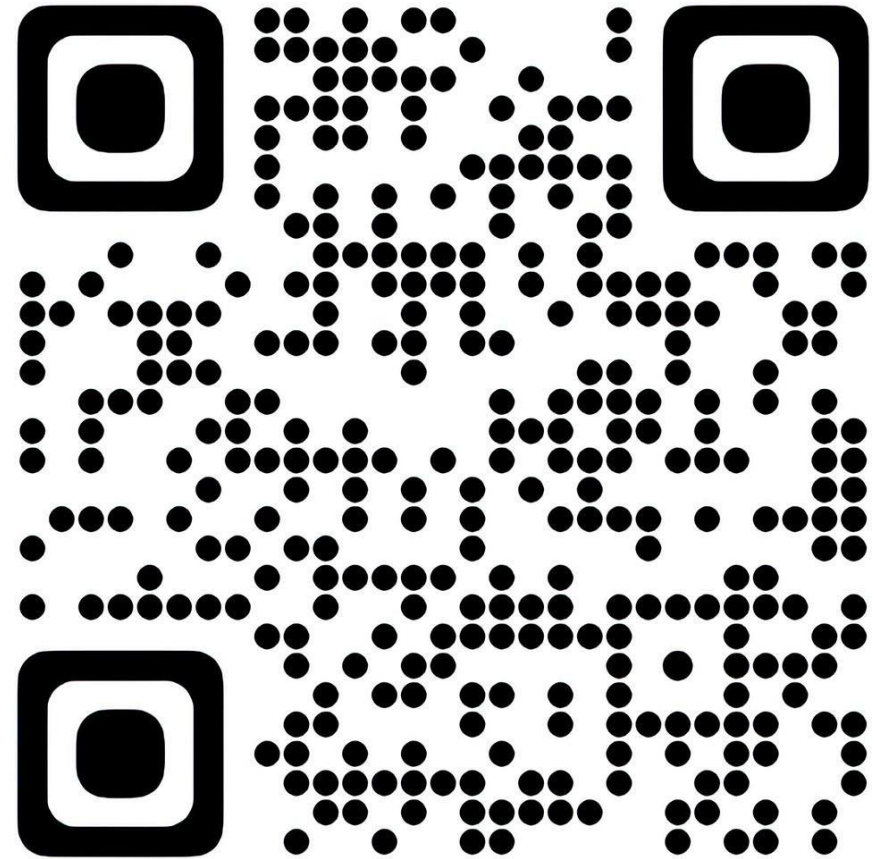
MAVIS FRIMPOMAA



Secure logins

- ▶ a QR code stands for(Quick Response Code). It can be useful when colleagues, health professionals, relatives come into the building. They can scan a QR code to register their present.
- ▶ Another way of secure logins when colleagues enter a patient room when using a smartphone, each room can have their own QR code to scan when they're about to do tasks.

- ▶ A QR Code looks like this.



A close-up photograph of a hand clicking a computer mouse on a wooden desk. Next to the mouse is a large, three-dimensional '@' symbol made of cardboard. The background is blurred, showing a white chair and a desk lamp.

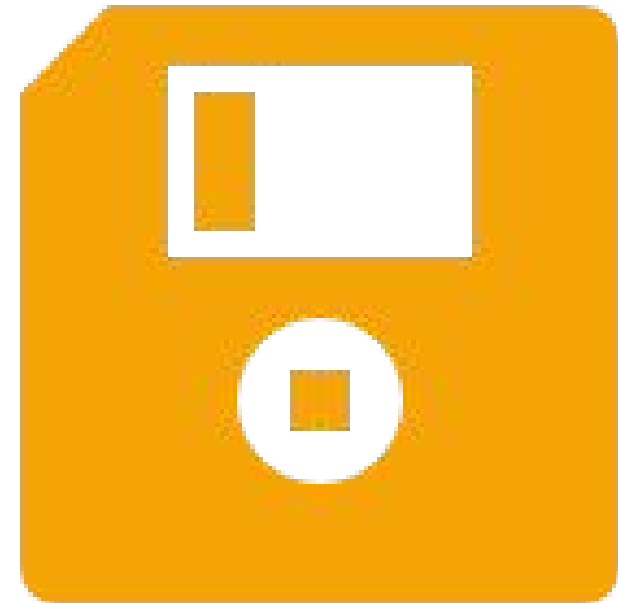
email safety

- ▶ Email safety is about securing important information and preventing hackers to invade via cyberattack on a device.
- ▶ Use Strong Passwords: Create complex passwords and change them regularly. Avoid using the same password across multiple time



Safe document storage.

- ▶ iCloud on a smartphone saves documents
- ▶ Encrypted Cloud Storage
- ▶ Services like Google Drive, Dropbox, or OneDrive with two-factor authentication.
- ▶ Convenient for access anywhere and sharing securely.



Maintaining patient confidentiality

- ▶ Maintaining patient confidentiality means protecting personal health information from unauthorized access, use, or disclosure.



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