



LCHS4007 Digital Skills and Research Methods

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Productivity

MICROSOFT EXCEL AND PRODUCTIVITY AT GREENFIELD

- Tracking staff schedules, appointments, and medication records
- remove paper records (Goto and Yuko, 2023)
- time saving, fewer errors
- makes sharing secure, real-time updates possibility (Grossman and Ozluk, 2010)



BENEFITS AND LIMITATIONS OF EXCEL AT GREENFIELD

Benefits

- makes work more organised and easier to check (Grossman and Ozluk, 2010)
- keeps information safe by password
- helps reduce mistakes and saves time (Mkamanga and Thorne, 2021)

Limitations

- staff need training to use it
- information can be lost if it is not backed up (Kiula, M. and Chege, 2020)
- it does not replace specialist care systems



Communication



Greenfield Care Home Digital Safety Action Plan

- Secure Access
 - Allowing access securely from anywhere, and on multiple devices (NHS, 2022)
 - Sharing of information across the organisation securely
- Email Awareness
 - Meets secure email standard (DCB1596) (Digital NHS, 2026)
 - To be compliant so sensitive and confidential information is kept secure



Greenfield Care Home Digital Safety Action Plan

- Data Management
 - We have a duty of keeping the Public data safe by Law (DoHSC, 2022).
 - Remote monitoring of data
 - Data Protection (ICO, no date)
- Confidentiality and Compliance
 - General Data Protection Regulation and Data Protection Act (Dickerson, 2022)
 - Greenfield complies to the legal responsibility to respect and protect the confidentiality of our staff and clients. (HCPC, 2024)

Goal	Task	Person Responsible	Resources	Date to be Done	Status	Notes
Installation of MS 365	Memo to IT to install system on all organisation IT equipment	IT Department	Staff to hand in any laptops, desktops or allow remote access	27/02/26	Pending	Memo sent
Staff Training	MS 365 training for all staff	Management	Book room, print training manuals, organise training provider to deliver	16/03/26	Pending	Request sent
Data Management	Policies and Procedures to be updated	Management	Staff to sign compliance confirming training received	30/03/26	Pending	Policies being updated
Confidentially & Compliance	All Staff to comply with new system changes	All Staff	Annual training for GDPR	27/04/26	Ongoing	Procedures and systems to be implemented



References Productivity

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References Communication



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