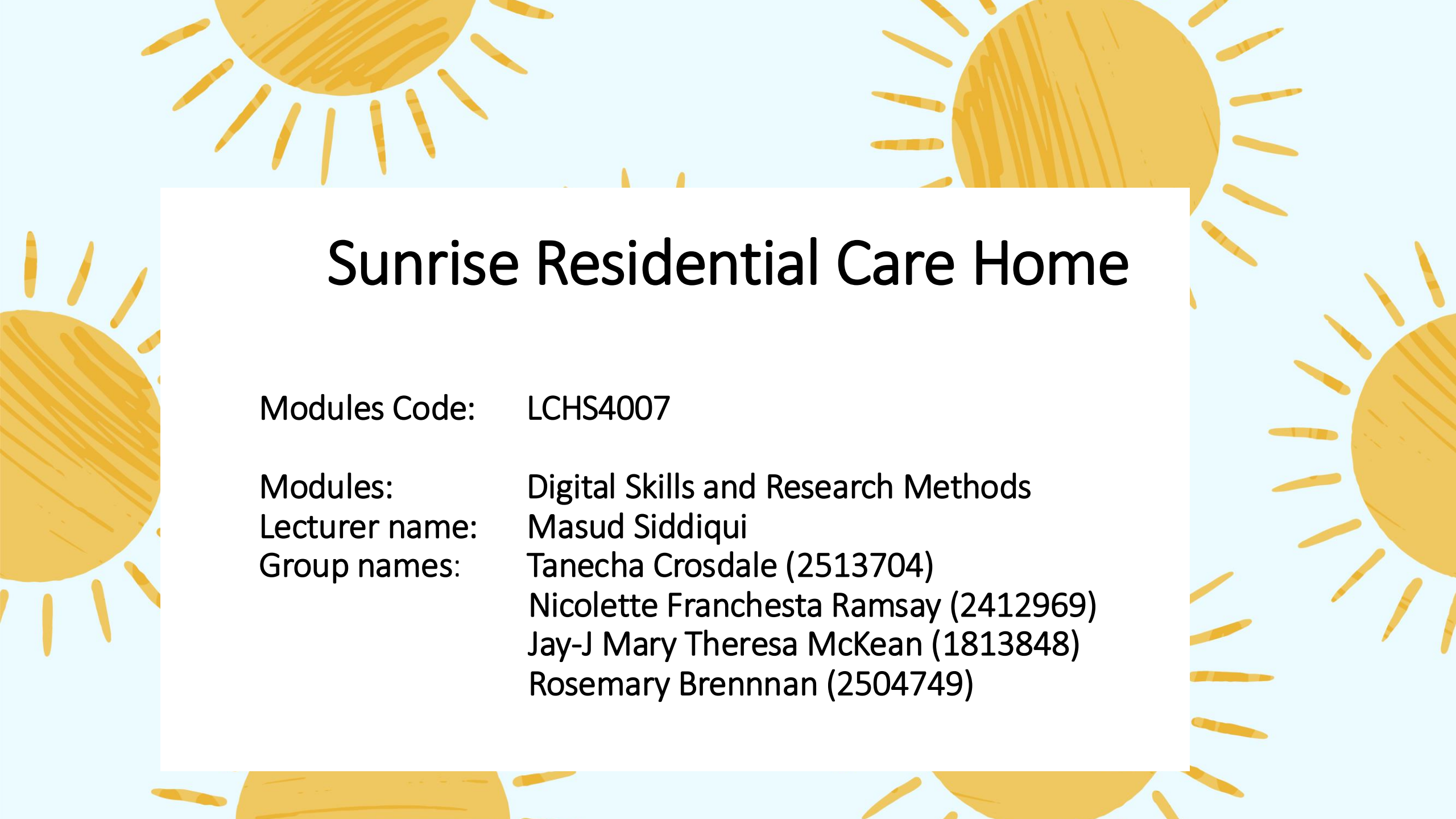




Sunrise Residential Care Home

Modules Code: LCHS4007

Modules: Digital Skills and Research Methods

Lecturer name: Masud Siddiqui

Group names: Tanecha Crosdale (2513704)
Nicolette Franchesta Ramsay (2412969)
Jay-J Mary Theresa McKean (1813848)
Rosemary Brennnan (2504749)



Introduction

- Hello my name is Tanecha Crosdale and I am a part of the group C from group 4 2025. the group consist of four members each need to choose 1 task out of 4 question. As a group we are going to deliver a PowerPoint presentation evaluating the use of digital technology, tools, and techniques to enhance efficiency at Sunrise residential care home and my topic is about Microsoft PowerPoint.
- This is a medium size home with the capacity of 35 residents that provide long-term care for the elderly.
- The home specialised in caring for adults who are living with dementia, mobility issues and other long-term health conditions.
- In the home they have a team of nurses, care workers, administrators and visiting health professionals.

The task

In recent years sunrise been introducing new digital tools to improve the quality and work more efficiency within the home.

The home as access to Microsoft 365 suite, but only few staff still developing their confidence in using these tools.

Microsoft 365 and PowerPoint

- Microsoft 365 is a good start in moving forward (Price M,2021)
- Like other software MS PowerPoint has its Benefits and Limitations with its versatile tools for transporting information it's been used by many audience across the world.(Kapadia (2023)
- Microsoft PowerPoint is very useful for delivering presentations and is good for creating animations, and Graphics
- It can be displayed on a TV screen to inform visitors about the care home and announcements.
- Through its slides, MS Power Point can be useful for patients (for memories activities, Games, Historical pictures and family pictures etc.)

Advantages

Microsoft PowerPoint will help when training staff to make the training more engaging,

It can help if someone has visual or cognitive impairment,

It can simplify difficult concepts by using screenshots, audio, picture, video and some adaptable aids

By Creating training presentation once, it is easy to update and reduces space and paper

It is useful to communicate and share information by clicking few button. e.g. sharing via email

By showing families presentation, it makes it easier to sell the home

By displaying presentation on the TV screen, not forget to give important information

It entertains patients and it's something different



Disadvantages

Limitations of Microsoft PowerPoint

- Too many slides can be overwhelming.
- Can be time consuming to create
- This can also come with disadvantages where it can affect persons with light sensitive nature
- training

Conclusion

01

When all the staff at sunrise home is fully trained how to access Microsoft power point the home will save money because it cost efficiency on resources such as training, storage and communication

02

It enhances the home's appeal

03

It makes the home more competitive

Reference

Kapadia, Z. (2023) article, Advantages & Disadvantages of using PowerPoint for Presentation. Available at: [Advantages & Disadvantages of Using PowerPoint for Presentations](#) (2025).

Price M. (2021), *Microsoft 365 in Easy Steps*.

In Easy Steps Limited. Extract pp. 9.



LCHS4007

Digital Skills and Research Methods

Group Names:

Nicolette Franchesta Ramsay (2412969)

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Tanecha Crosdale (2513704)

Rosemary Brennnan(2504749)

Lecturer Name: Masaud Siddiqui



Introduction

- Hi there my name is Rosemary Brennan this is my assignment. I am a student studying health n social care. I have created this presentation to show the importance of Microsoft outlook in the sunrise residential care home.

How outlook is being used in sunrise residential care home

- To enhance communication and collaboration
 - Secure information settings
 - Improve the quality and efficiency of care
 - It also manages emails and events
 - Data collecting
 - Residency activities
-
- NHS England, (n.d)

conclusion

- My conclusion is Microsoft outlook is used for a range of things to help the running of the care home smoothly ranging from documentation through to familiarity and accessibility .
- Manages emails, contacts and calendars to make it easier to manage daily tasks.
- It is essential for administrative efficiency and care quality
- Management of staff
- Compliance and reporting

References

<https://www.england.nhs.uk/contact-us>

SUNRISE RESIDENTIAL CARE HOME

Impact of Limited Digital Skills (Digital Literacy) on Staff in Care Delivery, Communication, and Teamworking.



Module Code: (LCHS4007_BIRM)

Module: Digital Skills and Resource Methods

Group Name: Nicolette Ramsay (2412969)

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Lecturer: Masud Siddiqui

INTRODUCTION



Digital skills is having the ability to use technology effectively for a lot of tasks, such a record keeping, online safety and communication.



This presentation will explain how the staff's digital skills impacted on the quality of care at Sunrise Residential Care Home.



It will also explain how lack of digital literacy affects care delivery, communication and teamworking.

(Sunrise, 2025 case study material)



CARE DELIVERY



Staff who lack digital confidence may struggle with electronic records, leading to inaccurate or delayed information.



Poor digital skills can cause medication errors or missed health updates.



Digital tools like telehealth or e-records may not be used properly, reducing the quality and efficiency of care.



(CareLearning, n.d).

COMMUNICATION

HOW LIMITED DIGITAL SKILLS AFFECT COMMUNICATION

- Limited digital skills can cause a major impact with miscommunication between staff and visiting health professional.
- Staff may also miss important messages or updates sent electronically.
- Residents and their families may lose contact when staff cannot help them with digital communication.

(Kaihlainen et al., 2023)

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TEAMWORKING
HOW LIMITED
DIGITAL SKILLS
AFFECTS
TEAMWORK

Staff with limited digital skills may struggle to collaborate effectively, slowing down care planning.

Workers with confidence in technology may take on extra tasks, increasing stress or workload imbalance.

Lack of digital training and support can weaken overall team efficiency in managing residents' care.

Staff with low confidence may feel withdrawn or a bit left behind, which could lead to their morals and teamworking being lowered.

(NHS Digital, 2023)

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Kalihlanen, A.M., Laukka, E., Nadav, J. et al. (2023) 'The effects of digitalisation on health and social care work: a qualitative descriptive study of the perceptions of professionals and managers', *BMC Health Services Research*, 23 (714) <https://bmchealthservres.biomedcentral.com/articles/10.1186/s12913-023-09730-y> (Accessed: 5 October 2025)

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LCHS4007
Digital Skills and Research Methods

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A dark grey background with various hand-drawn sketches in white and yellow. The sketches include a laptop with five stars on its screen, a network of connected nodes, a Wi-Fi signal icon, a large green padlock, the words 'PASSWORD' and 'ONLINE SECURITY' in large bold letters, a magnifying glass over the word 'search?', a cloud icon, and the word 'DATA' in large bold letters.

Introduction

Hello Good afternoon, hope you are well, my name is Jay-J Mckean, here I have created a checklist presentation, on how to keep digital practice safe in Sunrise residential care home, thank you for taking time to watch my presentation.



Sunrise residential care home Digital safety Checklist:

Email Safety (care England, 2024)

- ☐ Use strong password policies
- ☐ Secure WIFI networks
- ☐ Use firewalls and Antivirus networks
- ☐ Keep software and systems updated

Secure Logins (Chris Lewis group, 2022)

- ☐ Schedule regular backs ups and data and store them
- ☐ Staff training the importance of cyber safety
- ☐ Ensure that networks are secure with firewalls

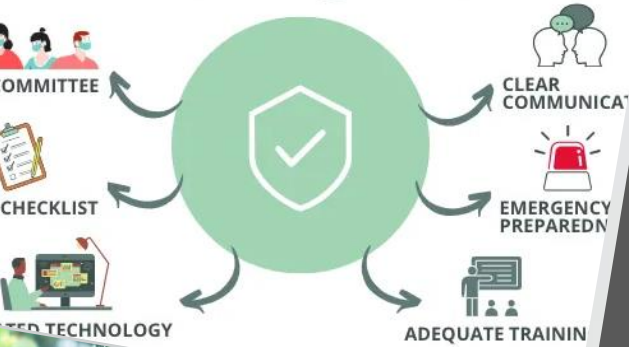
Safe document storage (NHS England, 2025)

- ☐ Store records in a locked or access controlled area
- ☐ Conduct regular reviews to identify expired records
- ☐ Implement encryption and secure data storage solution to protect sensitive information

Maintaining patient confidentiality (care learning, 2025)

- ☐ Store personal data securely whether in physical files or digital systems
- ☐ Always have the service users consent before sharing their personal information
- ☐ Ensure sensitive conversations are discussed in private settings

SECURITY MEASURES For Nursing Homes



Conclusion

In conclusion, digital safety in sunrise residential care home is essential to shield privacy, dignity and wellbeing of residents, among the increase of digital technology for storing data, managing health records must assure robust cybersecurity measures are in place . Staff training, clear data protection policies, and protect systems all play a critical role in maintaining digital safety. By prioritizing digital security, care homes can build trust with service users and their loved ones while ensuring consent with legal and ethical standards.

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