



LCHS4007

Digital Skills And Research

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Secure file storage & sharing

Riverdale Nursing Home

Using Microsoft OneDrive or SharePoint

Student: Lenka Marianov

Module: Digital Skills and Research Methods

Lecturer: Bianca Dogden | **Program:** CertHE Health & Social Care

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Lenka Marianov

► Secure file storage and sharing – for Riverdale Nursing Home

- ❑ To arrange and managed immunization records
- ❑ Medical history
- ❑ Information about allergies, health and mental issues

Chosen Microsoft 365 tool:

- ▶ OneDrive or SharePoint – cloud storage for business or organization
- ▶ Files and documents saved on OneDrive can be viewed from different devices
- ▶ Central place for all documents

How it Improves Efficiency

- ▶ Shortening of the time of search for medical history
- ▶ Sharing information with the colleagues from different shifts
- ▶ Sharing files with others and permission to edit an information (Business World, 2025)

SharePoint:



Fig. 1: SharePoint Logo

Advantages

- Centralized system
- Not fixed with one device
- Integrates with other Microsoft tools

Limitations

- Concern of data security
- Limit of 1 OneDrive for home or 9 for work account
- When virus is detected in a file, it stops syncing

Cloud storage becomes very popular but there is concern of privacy and protection of data... (Niknia, Correia & Karimpour, 2021)

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Staff Training

Riverdale Nursing Home

Using Microsoft Teams

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Submitted: 15 June 2026

► Staff Training- Riverdale Nursing Home

About Riverdale nursing home it has employs 25/35 staff working across days, nights and weekend shifts. It has two buildings.

The chosen Microsoft 365 tool is best for the staff training is Microsoft teams. This is suitable because it allows staff from both Riverdale building to attend training together. Managers can share training materials, presentations and updates on Microsoft teams. Also, it allows to set reminders and announcements so staffs can be aware when the next meetings can happen and they will get notification's as well.

Improves efficiency and communication.

- ▶ Reduces travel between buildings.
- ▶ Provides quick access to information and record training sessions.
- ▶ Ensure all staff receive same information.
- ▶ Staff training helps ensure staff have the knowledge and skills required to provide safe care (skills for care 2025)
- ▶ Reduces paper waste and printing costs.
- ▶ Documents are always available and up to date.
- ▶ All updates are in one shared place.
- ▶ Easy to send reminders.



Microsoft Teams

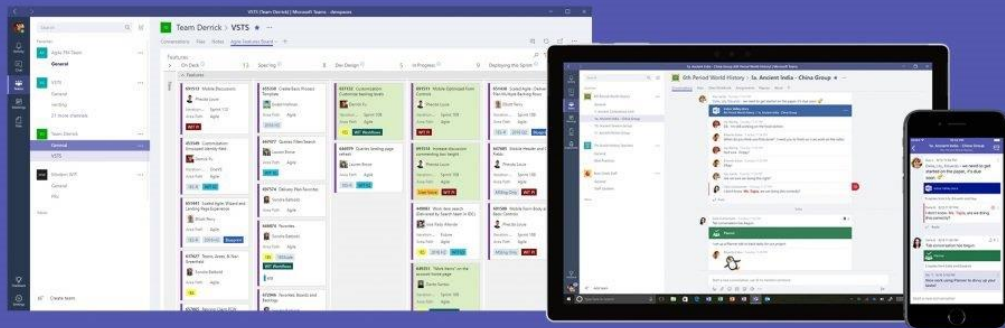


Fig 1: Microsoft teams

Limitations

- ▶ Requires internet access
- ▶ Staff may need training to use the system
- ▶ Technical issues can affect the sessions.
- ▶ Some staff may need extra help digital skills.
- ▶ Stable internet connection.

Advantages.

- ▶ Easy communication
- ▶ Training can be accessed remotely.
- ▶ Sessions can be recorded to look back at.
- ▶ Strong data security.

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Staff Scheduling & Rotas at Riverdale Nursing Home

Using Microsoft PowerPoint

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Submitted: 15 June 2026

Case Study Overview: Riverdale Nursing Home



Riverdale Nursing Home Challenges

- Provides services to more than 40 patients who need daily assistance
- Workforce: professionals, seniors professionals, nurses, admin working in three shifts (8 hours each)
- TOW separate buildings with different scheduling
- Using Microsoft 365 but the workforce does not know how to create schedules effectively

⚠ The Problem

Paper-based employee shift rotations → missed shifts, understaffing, lack of communication, burnout among employees (AHCA, 2022). The management requires a visual tool to help organize schedules.



What is Staff Scheduling & Rotas?



Definition

Staff scheduling refers to the strategic planning of employee working times to achieve continuous availability around the clock, meet rest requirements, and distribute shifts equitably among all staff members (Gradisar et al., 2022).



In Nursing Homes

Shifts are coordinated to provide staffing in required numbers, skills match care requirements, gaps minimized, breaks coordinated, and continuity of care ensured in multiple buildings and periods.



Why It Matters

Adequate scheduling will reduce stress on staff, improve patient safety, ensure compliance with regulation, and minimize emergency staffing expenses that are the major problems faced by 87% of UK nursing homes (AHCA, 2022).

Why Microsoft PowerPoint for Staff Scheduling?

Chosen Tool for Rotas & Staff Scheduling

1. Helps to make visual rota charts easy to understand who will work when
2. Makes it possible to have shifts and roles of staff colored differently or by building number (buildings 1 and 2)
3. Includes notes and qualifications of staff along with contact information in one slide
4. Available online with the help of OneDrive or Teams accessible to everybody any time of the day
5. Changes instantly modify one slide, all changes will appear for everyone
6. Paper copies of the printed document may be stored in a meeting room or on a kitchen wall

Cute Daily Schedule Template

Mondays	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
10:00am POWER		10:00am DESIGN		10:00am POWER	10:00am DESIGN	10:00am PPT
11:00am PPT	11:00am POINT			11:00am PPT	11:00am POINT	
1:00pm DESIGN	1:00pm PPT		1:00pm POWER			
		2:00pm PPT		2:00pm POINT		
	3:00pm POWER		3:00pm DESIGN			
4:00pm POINT				4:00pm DESIGN		
	5:00pm PPT	5:00pm POINT				

How PowerPoint Improves Efficiency & Communication



Single Source of Truth

In lieu of various calls, messages, and written documents that lead to misunderstandings and information loss, there is only one slide (Chang et al., 2022).



Time Savings

HR/Manager makes rota once, sends it out immediately. There is no need to copy, distribute the paper, and clarify updates anymore saving up to five hours per week.



Accessible 24/7

Employees see OneDrive on their cell phones at either their workplace or at home, always knowing their rota and the latest updates (Microsoft, 2023).



Agile Adjustments

In case of unexpected absence, the rota slide is updated, and the information sent to all staff members through Teams. In case of a new schedule pattern, it can be done within a couple of minutes using OneDrive.

Advantages & Limitations

✓ ADVANTAGES

- ✓ Easily visualized, comprehensible layout
- ✓ Rapidly generates and updates shifts
- ✓ Ability to color-code shifts or roles
- ✓ Compatible with OneDrive and Microsoft Teams
- ✓ Economical comes with MS Office 365

⚠ LIMITATIONS

- ✗ Manual process for scheduling no automation
- ✗ Qualification of employees is not automatically verified
- ✗ No notifications on shifts swapping/changes
- ✗ Overloaded = presentation will be cluttered
- ✗ Trainers can be required for older staff members

Best Practice: How to Use PowerPoint for Rotas

1

Use Color Coding

Blue: Morning, Green: Afternoon, Purple: Night. Makes it easy to scan the sheet.

2

Simple Table Layout

Days listed at the top (Monday - Sunday), names listed on the left-hand side of the sheet. Minimalist and simple.

3

Update Weekly

Make a new sheet each Monday for next week's schedule. Version control system.

4

Add Contact Info

Put on call phone number(s) in notes section or at bottom of slide. Easily accessible.

5

Share Proactively

Upload sheet to Teams group and OneDrive, notify via Teams.

Recommendation

Microsoft PowerPoint is the ideal tool for Staff Scheduling at Riverdale Nursing Home.

PowerPoint allows HR managers to generate visually structured rosters, which will be instantly available through OneDrive and Teams at both locations. PowerPoint solves all three major problems of Riverdale:

- Missed shifts because of poor communications
- Understaffing because of low visibility
- Burnout of employees due to inefficiency in administration

(Gradisar et al., 2022; Chang et al., 2022; AHCA, 2022; Microsoft, 2023)

Key Benefits

-  Visual & easy to use
-  Color-coded by shift
-  Update instantly
-  Accessible on OneDrive
-  Clear communication
-  Cost-effective (MS 365)

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