



Digital Skills and Research Methods
LCHS4007

Assessment 1: Group Presentation 6

Programme: Certificate of Higher Education in Health and Social Care

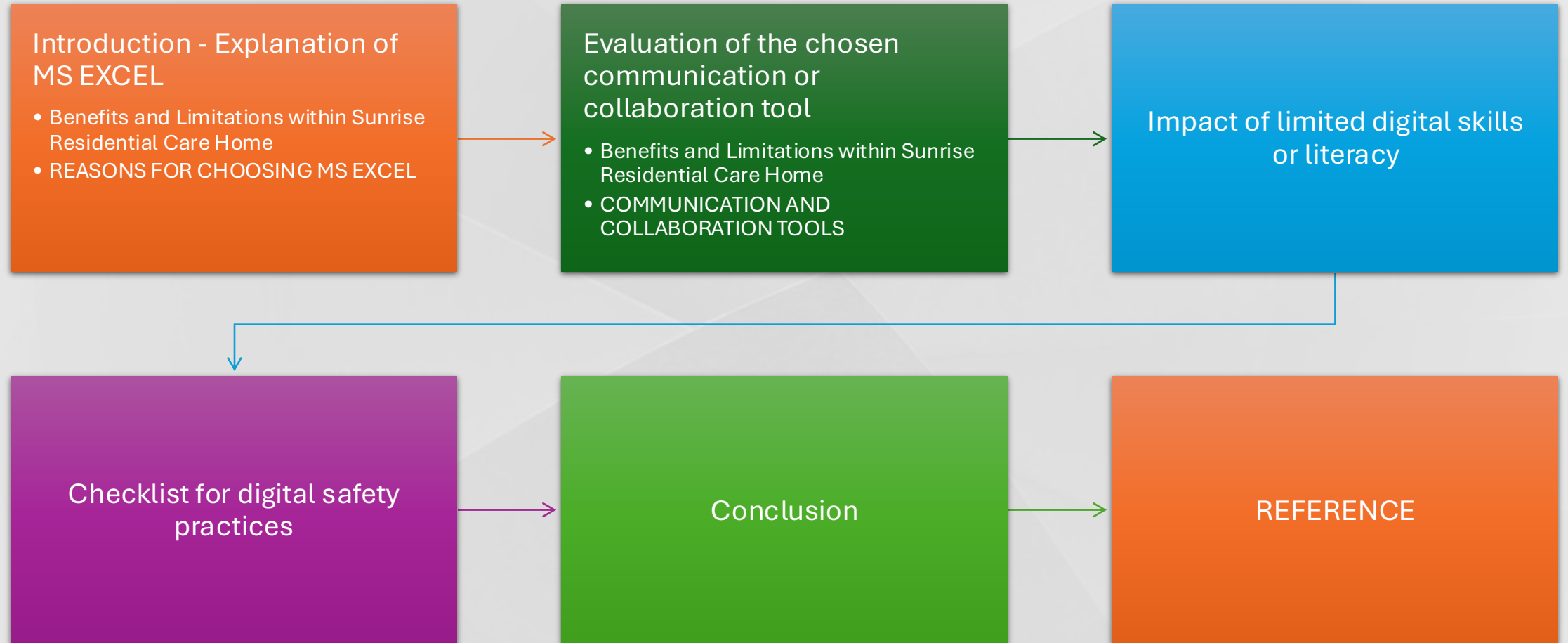
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MANAGING STAFF ROTAS AND MEDICATION RECORDS AT SUNRISE RESIDENTIAL CARE HOME USING MS EXCEL and ONEDRIVE

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Content



Introduction

High-quality elderly care

- Sunrise Residential Care Home focuses on delivering excellent care and well-being for elderly residents with professional health care support

Staff schedule management

- Efficient management of staff schedules is essential to ensure smooth daily operations and continuous resident care

Medication records keeping

- accurate medication records are crucial for residents' safety and compliance with health care regulations

Digital tools for collaboration

- Using Microsoft Excel and OneDrive enhances administrative efficiency and staff collaboration in care management.
- Using Excel and OneDrive improves communication, data integrity and transparency in staff coordination

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- Microsoft Excel is a program that helps people record, organise and work with information in tables made of rows and columns. It is part of the Microsoft Office suite and includes tools such as charts, tables, and formulas that make it easy to calculate numbers and analyse data.
 - MS Excel is used to track administrative records, including staffing and scheduling, budgeting and financial management, inventory, and monitoring and reporting, such as the number of incidents or health checks completed.





Benefits and Limitations within Sunrise Residential Care Home and Limitations

Benefits	Limitations
Easy to use and widely available	Risk of human error
Saves time with built-in formulas and templates	Lack of error control
Cost-effective (affordable and widely available)	Time consuming
Data analysis and reporting	Limited data security compared to dedicated software - Data security and privacy concerns (not fully compliant with GDPR without strict controls)
Easy record keeping and audit trails	Risk of version conflicts

Communication and Collaboration tool

ONEDRIVE

- OneDrive works smoothly with Microsoft apps like Teams and SharePoint, bringing schedules, communication and documents in one place (Microsoft,2025)
- OneDrive is a cloud service that keeps residents' data safe with features like file encryption, virus scanning and automatic backups (Microsoft,2025)
- Using OneDrive for staff rotas and medications allows all staff members to upload,store and access residents' files from any device, making it suitable for a care home environment (Microsoft,2025)



Advantages and Limitations

Advantages	Disadvantages
FACILITATES HYBRID WORKING	STAFF ARE NOT GIVEN ENOUGH TRAINING
BLENDED LEARNING	LACK OF RESOURCES
SECURE FILE SHARING CONTROL WHO VIEWS	RELIES ON STABLE INTERNET CONNECTION
USER FRIENDLY – USED AND FAMILIAR TO MANY STAFF	

Digital Literacy

- Digital literacy means being able to use computers, tablets, software, and online systems effectively and safely.
- In residential care homes, staff need these skills to record information, communicate with colleagues, and deliver person-centred care.



Checklist for Digital Safety at Sunrise Residential Care Home

Staff Name: _____	Date: ____ / ____ / ____
Confidentiality & Secure Systems	Staff Awareness & Training
☐ Use strong, private passwords ☐ Never share login details ☐ Lock my screen when away ☐ Report suspicious emails ☐ Use secure systems for resident records ☐ Never share resident info on personal apps ☐ Shred printed documents with sensitive data	☐ Completed digital safety training ☐ Know how to spot scams ☐ Know who to report digital concerns to ☐ Follow the care home's digital safety policy ☐ Signed the digital safety agreement
Manager's Signature: _____	Next Review Date: ____ / ____ / ____

Conclusion

- MS Excel is a valuable tool in Sunrise Residential care homes for managing data, staff and residents' information
- Although it offers many benefits, such as efficiency and flexibility, it also has limits, especially around data security and ease of collaboration
- Used correctly, Excel can improve the quality and organisation of care services
- Excel is often used to help manage information and daily tasks. It is not a medical system, but it supports many jobs that help staff provide safe and organised care.
- OneDrive – allows safe file storage and easy sharing among staff
- Digital Literacy provides staff with the skills to use digital tools effectively. However, not all staff may be confident using digital tools, which creates challenges that affect care delivery, communication, and teamwork.

In summary, using Microsoft Excel and OneDrive marks a positive move towards modernising how Sunrise Residential Care Home manages its daily operations. These digital tools make it easier to organise staff rotas and medication records while improving teamwork and communication between staff members. Going forward, regular training in digital skills, stronger data protection measures, and keeping systems up to date will be important to maintain progress and continue providing high-quality, safe care.

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