



Riverdale nursing home care documentation

- Group power point presentation
- Writing care related documents/care documents
- With Microsoft word
- By Louise

What care documentation involves

- **Daily personal care logs; Recording daily updates on a Residents well-being, meals also mobility**
- **Medication; Keeping strict and accurate records of what medication has been given and what time by who.**
- **Health notes; Documenting behaviour or any changes to behaviour**
- **Legal records; Creating formal documents**
- **Health and safety; meeting all health and safety standards**

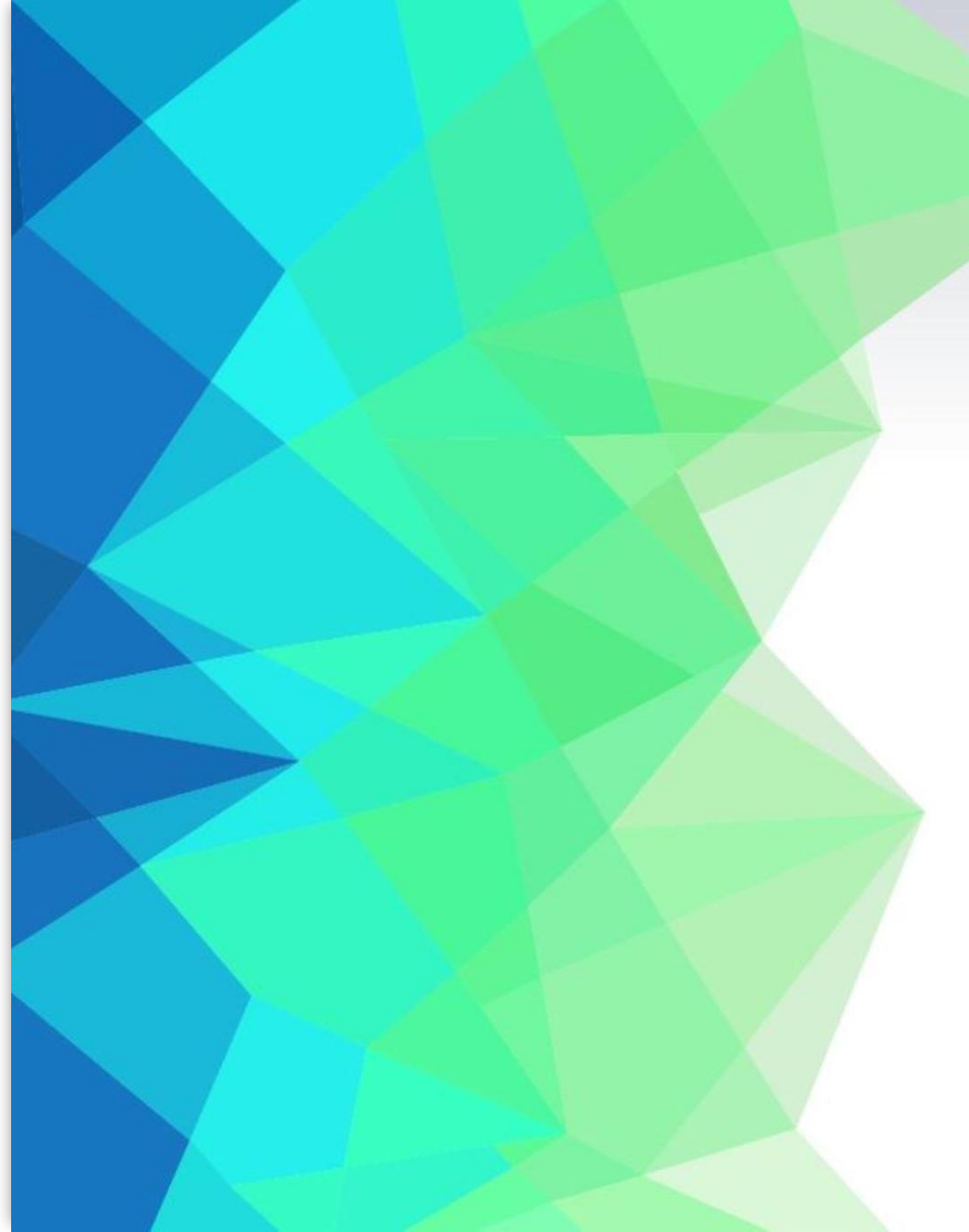
Tool Selection and Suitability

Selected tool; Microsoft word

Word is specifically designed for text heavy, highly detailed records making it the most appropriate tool for a care home setting which is professional

It allows staff to create official care plans and incident reports when needed

Staff in both buildings will have updated notes and data straight away and the use of the same format



Improving efficiency and communication



Word dictation features; busy carers can use the speech to text button which enables them to record notes using the microphone tool



Saving them a lot of time and helping to remember what exactly they need to record on to the notes



It has real time sharing so staff in one building can view notes bridging the communication gap



Options for management to lock important parts of care plans so no accidentally mistakes can be removed or edited from patients data.

Advantage of Microsoft Word



User friendly and familiar;
most care and administrative
staff may know how to use
Microsoft Word



Auditing and accountability;
Features allow managers to
see exactly which staff
member updated patients
notes or care documents



Auto save; Word is part of the
cloud so it automatically
saves your notes so staff don't
have to worry about losing
important data



Limitations and academics

- Text heavy constraints; Microsoft word is designed for typing and forms it cannot automatically calculate complex medication dosages like Excel
 - Connectivity dependency; The system relies entirely on a stable internet connection for real time cloud syncing between both buildings at Riverdale nursing home
 - Academic References (Harvard style)
 - Department of health and social care (2022) a plan for digital health and social care London;[DHSC](#).
 - World Health Organization (2021) digital Health technologies in social care settings.Geneve:[WHO](#).
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