

Advantages of OneDrive for Ashford

How OneDrive Can Improve Care Records

Advantage

Single record location

Practical benefit for Ashford

Reduces duplicated care records and different versions of the same document.

Access across locations

Staff can access the latest record when working in service users' homes, supported living or the office.

Faster information sharing

Care workers and coordinators can access updated information without repeatedly sending files.

Improved consistency

Staff can work from the same current record, supporting clearer care information (Lidströmer et al., 2024).

Cloud-based health-record systems can improve accessibility and information management when appropriate controls are used (Lidströmer et al., 2024).

Limitations and Practical Solutions

Limitation	Risk at Ashford	Practical solution
Unauthorised access	Confidential service-user information could be viewed by inappropriate staff.	Use role-based access.
Accidental sharing	Care records could be shared with the wrong person.	Restrict sharing to authorised staff.
Cybersecurity threats	Compromised accounts could expose sensitive records.	Use MFA (Multi-Factor Authentication) and staff cybersecurity training.
Incorrect use	Staff may continue creating separate copies, causing duplication.	Introduce one standard recording procedure.

Effective access control is important for protecting electronic health information (Cobrado *et al.*, 2024).

Recommendation: Implementing OneDrive at Ashford

- ▶ **Create one standard structure**

Set up an agreed OneDrive folder system for each service user and their care records.



- ▶ **Set role-based access**

Give support workers, senior staff, nurses and care coordinators access according to their responsibilities.



- ▶ **Train all staff**

Provide practical training on updating, storing and securely sharing care records.



- ▶ **Review and monitor**

Senior staff should regularly check access permissions and record consistency (Cobrado et al., 2024; Lidströmer et al., 2024)

REFERENCES

- ▶ Cobrado, U.N., Sharief, S., Regahal, N.G., Zepka, E., Mamauag, M. and Velasco, L.C. (2024) 'Access control solutions in electronic health record systems: A systematic review', *Informatics in Medicine Unlocked*, 49, 101552. Available at: <https://doi.org/10.1016/j.imu.2024.101552>
- ▶ Lidströmer, N., Davids, J., ElSharkawy, M., Ashrafian, H. and Herlenius, E. (2024) 'Systematic review and meta-analysis for a Global Patient co-Owned Cloud (GPOC)', *Nature Communications*, 15. Available at: [Nature Communications article](#)