

LCHS4007
*DIGITAL SKILLS AND
RESEARCH
METHODS*
BIANCA DODGEN

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Task 1 Dalarno *Staff communication*

- Staff communication is vital because it helps care workers share important information about the residents
- Digital tools such as emails and Microsoft Teams are extremely important because it provides accurate dates and times of when information was recorded
- Poor communication can lead to misunderstandings. And inaccurate information being shared
- Good staff communication also ensures that residents needs and preferences are understood and met
- Good written and digital communication ensures that new care workers can understand a resident's care plan which will allow them to provide the proper support
- Good communication also improves teamwork between staff members

Staff communication all in one guide



- Reference - Social Care Institute for Excellence (SCIE) (n.d.) *Dignity in care: Communication*. Available at: <https://www.scie.org.uk/providing-care/dignity-in-care/communication/> (Accessed: 5 June 2026).

Task 2 Macy

Secure file storage and sharing

- Secure file storage and sharing is to help make sure that patients records do not get accessed by anyone that is unauthorized.
- I have picked to use One Drive because it is a more reliable source as it allows staff to share files securely.
- Secure file and sharing is suitable for protecting information (eg.data and records) and is essential for collaboration across distributed teams.
- This task improves the efficiency of a company by saving time tracking down documents.
- Securing and sharing files is essential because it ensures the privacy of patient records.

10 Tools for Secure File Sharing



Reference

Elsevier (2014) *A Stackable secure storage system for file sharing in public storage*

Available at:

www.sciencedirect.com

(Accessed: 06 June 2026)

8 TIPS FOR SECURE FILE SHARING



TASK 3 Najibb Khan

Care/documentation

- Care documentation involves accurately recording and maintaining information about a patient's health, wellbeing and support needs.
- Microsoft powerpoint is suitable for presenting care documentation because you can create documents in a clear and organised way by creating slides.
- Helps staff understand care procedures quickly
- Documents can be shared securely with colleagues when necessary
- Easy to update & share with colleagues

CARE DOCUMENTATION



Task 4 Faiza

Staff scheduling

it is important for staff to have a schedule set out at the nursing home so they are aware of what to do when needed for example when needed to give medication to the elderly at the care home needs to be right and noted in documents if given the wrong medication or at the wrong time may harm and can lead to serious circumstances at river dales they should have an organized schedule this can be done by :

- try avoiding last minute schedules talk to each other 2 weeks before so ever
- an understanding on what's going to be done and who's assigned to what shifts
- have meetings after the shifts are over and talk on what can be better
- Set clear rules so each staff has a great understanding of what they need to do
- get to know your team so you know more about them and what meets their needs



Reference www.canva.com, effective rota in care homes(12 February 2026) Accessed 06/06/2026

Sara

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4 Ways Group

Najibb

Dalarno

Macy