

LCHS4007 DIGITAL SKILLS AND RESEARCH METHODS

GROUP PRESENTATION

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Introduction

- The implementation of digital tools based on Microsoft 365 is expected to help Sunrise Residential Care Home enhance its efficiency.
- Using Excel facilitates the process of data organisation, planning and maintaining records in health care activities.
- Digital technologies play a primary role in support systems (Bradley et al., 2023).



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Choosing one MS 365 application to complete tasks more efficiently

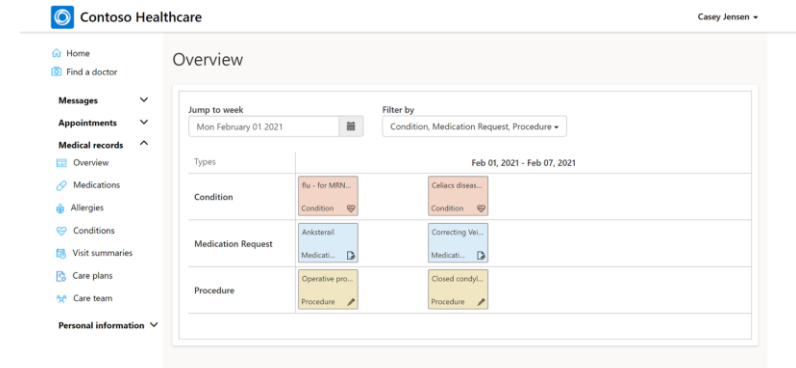


- Microsoft Excel is a spreadsheet program that is a popular tool in handling data, calculations, as well as reports.
- Microsoft Excel allows data-driven decision-making (DDDM) for future analysts (Al Maruf et al., 2022).

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Explaining how it is used within the Sunrise residential care home to complete tasks more efficiently

- The health records of residents, such as medicine schedules and dietary needs, are maintained with the help of Excel by the staff.
- An Excel sheet can be opened and manipulated at the same time (Brzozowska and Gola, 2021).
- It assists in developing weekly personnel schedules and work hour monitoring to manage payroll.



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Discussing the benefits of Excel

- Excel can be used to improve accuracy, automating calculations and limiting the mistakes of entering the data manually.
- It allows the storage and retrieval of data to be efficient, and this enhances the time management of the staff.
- Microsoft Excel has such advantages as effective organisation of data, strong calculation and analytical functions, visualisation of data in the form of charts and graphs, as well as the reduction of monotony (Lindquist and Sulewski, 2024).



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Discussing the limitations of Excel

- Poor digital skills by the staff members can result in inaccurate data entry or misuse.
- Excel does not have the advantage of real-time collaboration, unlike more sophisticated systems.
- Unless the data that is sensitive in terms of health is well-protected and governed by passwords, it can be susceptible to security compromise.

Choosing one MS 365 communication or collaboration tool



- Microsoft OneDrive is a storage and sharing application through the Microsoft 365 cloud.
- It enables the Sunrise Residential Care Home staff to have a way of storing, accessing and sharing documents online.
- Microsoft Office files can be synchronised on OneDrive, which allows users to work on different documents, presentation slides and spreadsheets with the use of the Office platform offered by Microsoft (Shah, 2023).

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Evaluating its usage within the Sunrise residential care home

- OneDrive allows nurses, care workers, and administrators to post and access records of residents within a short time.
- The storage server operational cost can be minimised using Microsoft OneDrive (Mohamad and Hussin, 2021).
- Shared folders are found to be helpful to enable real-time updates to care documentation and communication records.
- It is also compatible with other Microsoft 365 tools, which encourage smooth coordination and digital workflow.

Discussing the benefits of OneDrive



- OneDrive supports group work because it enables users to access and edit files at the same time.
- Cloud storage eliminates hardware failure or file misplacement to avoid data loss.
- Documents can be accessed remotely by the staff, which facilitates flexibility in work schedules and effective communication.

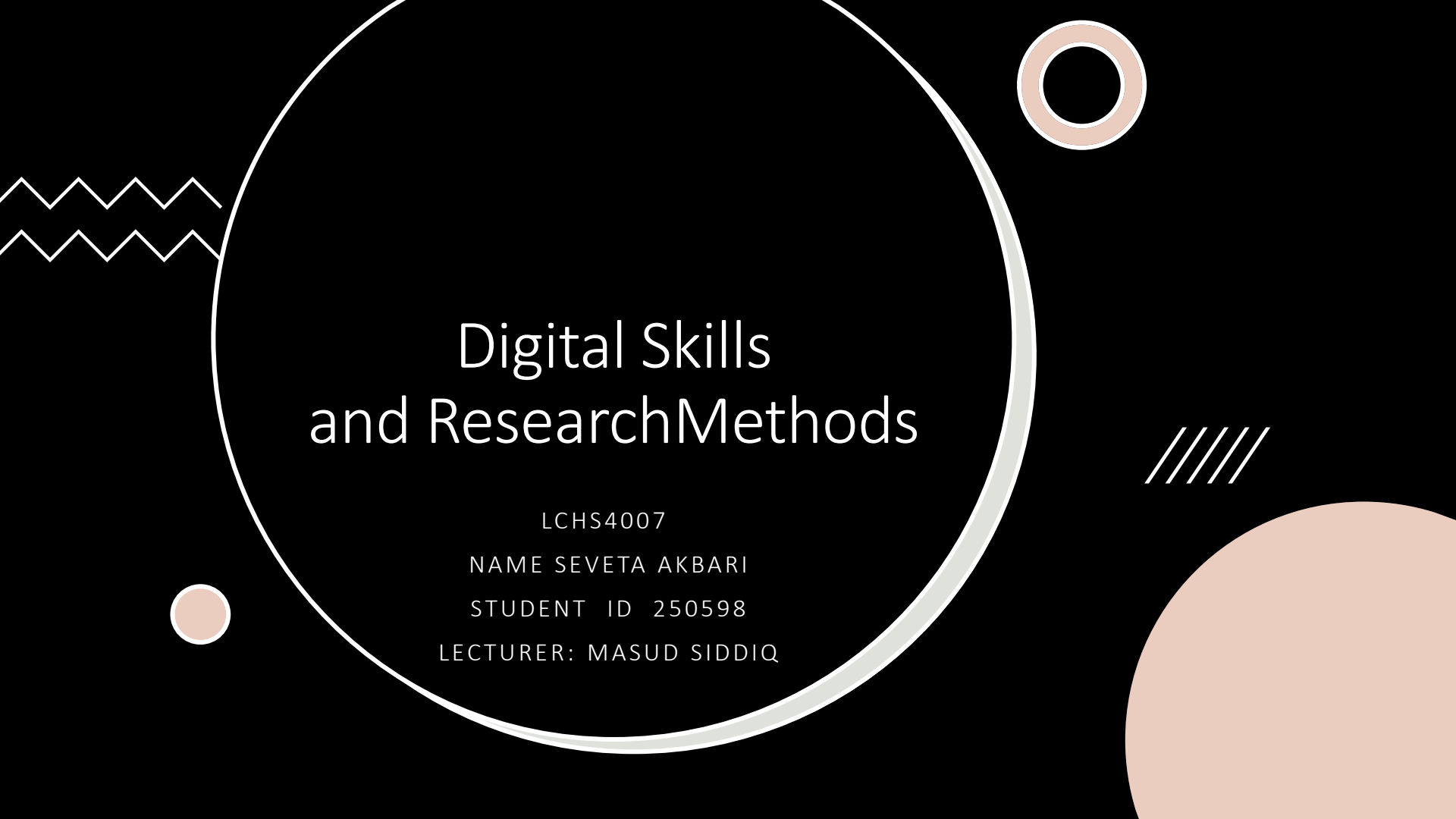
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Discussing the limitations of OneDrive

- The reliance on the internet to be connected may restrict the capabilities of OneDrive in case of connectivity problems.
- OneDrive also has a limited security feature, including access control and two-factor authentication (Widyawati et al., 2024).
- Employees who are not very digitally literate can find it difficult to cope with file permissions and sharing options.



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Digital Skills and Research Methods

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The Impact of Limited Digital Skills in sunrise care Home

If staff don't have the right digital skills, Sunrise care home could face serious problems. Incorrect data entry may cause wrong prescriptions or treatment. Residents' health could be put at risk (skills for care, 2023)

The communication may be slower between staff members or trying to get help for residents.

- Staff not confident with technology may slow down communication. Risk of viruses, phishing or accidental sharing of sensitive data(NHS Digital,2022)





Importance of digital skills

Importances of new digital skills are essential to protect and secure safety. Reduces risk of phishing attack and data loss(ICO)2021.Data protection and privacy in care homes.

Digital technologies provide care workers with ongoing access to training and learning material(Skills for care 2025).In a care home setting, where dependability, privacy, and safety are so important, it's essential that technology is responsibly utilized and with proper supervision.(Livingstone, S. Helsper, E. J.(2007))

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Design a checklist for digital safety practices in Sunrise residential care home

- Protect resident data by using secure and unique passwords and changing them on a regular basis.
- Before opening attachments, links, etc., to email messages, use verification to avoid phishing.
- Cyber-attacks may also disclose sensitive data on patients, and cause huge financial losses in an attempt to restore control of hospital systems and patient data (Chua and Pmp, 2021).
- Keep documents in OneDrive, and access is limited according to job roles.

Contd.

- Close accounts of shared items and do not save passwords automatically.
- Offer personnel training on the awareness of cybersecurity risks and the maintenance of confidentiality measures.
- It is also suggested that a transition to the emphasis on awareness instead of the existing emphasis on training medical professionals on the use of complex digital health technologies is recommended (Jerry-Egemba, 2024).



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Conclusion



- Combining Excel with OneDrive improves productivity and teamwork in Sunrise Residential Care Home.
- The digital literacy gap is a crucial issue that needs to be tackled to ensure successful technology adoption and quality of care.

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Thank You

