

Module code LCHS4007

Digital skills and research methods

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Writing care related Documents

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Title: The role of Microsoft Word in Documentation

Lecturer: Bianca Dudgen

Care Related Documents

Document Type	Purpose
Care Plan	Outlines care needs and support
Risk Assessment	Identifies and manages risk
Incident Report	Records accidents or incidents
Daily Care Notes	Records daily observation
Medication Record	Tracks medication administration

- Supports communication and continuity of care between health care professionals
- Promotes patient safety by ensuring accurate and up-to-date information is recorded

Microsoft Word Advantages & Disadvantages

Advantages	Disadvantages
Provides professional, standardised documentation formats	Human error can still occur during data entry
Improves accuracy through structured templates and editing tools	Confidentiality risks if files are stored or shared incorrectly
Efficient document creation, editing, and updating	Staff require training and digital literacy skills
Easy storage, retrieval, and sharing of documents	Potential version control issues if not managed properly

Microsoft Word is effective for improving efficiency and documentation quality, but it must be supported by robust data protection policies and staff training to ensure safe use in healthcare environments.

References

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Microsoft Excel for scheduling/ rota

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- Why is ExCel suitable for rota/ scheduling?
- Advantages and limitation of using the chosen tool

Advantages	Limitations
• Well-known/ strong reputation	• Can be time-consuming
• Suitable for all devices	• Human error – does not take working time regulations into account e.g. rest period
• Practical	• Out of date information if different spreadsheets are used
• Easily shared	• File can be modified by anyone
• Can be easily personalised with different font, format, colours etc. (Shyfter, N.D.)	
• Many templates to choose from and customise	

How it improves efficiency or communication

Efficiency

If you learn how to use excel well with the different function options and tools excel can be productive and time efficient. Such as use of shortcuts, use of formulas and excel tables. (Ben, 2016)

Communication

The visual look of excel would make staff schedules easy for everyone to read and understand. Using excel means you can “easily create and organise communication schedules” which can be easily updated and shared, which leads to “better coordination and reduce misunderstandings” (Campbell, 2024)

References

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Lusaon-5-Staff Training

Reference List