

# 75 Tips and Tools to Enhance Online Collaboration in Health and Care

As we celebrate [the 75th birthday of the NHS](#), it's important to recognise the crucial role that efficient and effective collaboration plays in delivering quality health and care services. With the increasing adoption of digital technologies, online collaboration has become a cornerstone for the NHS workforce.

That's why we've put together this blog post to present 75 tips and tools to enhance online collaboration within the NHS and beyond. Over the next four weeks, we'll be sharing practical tips, from leveraging the power of FutureNHS to fostering seamless communication. We'll explore how healthcare professionals can take advantage of digital tools to shape a brighter future for the NHS.

## FutureNHS:

1. [Sign up to FutureNHS](#). It's free, secure and for EVERYONE in health and care (apart from journalists, sorry!)
2. **Enhance your professional identity:** [Complete your profile](#) on FutureNHS and ensure you keep it updated.
3. **Join as many workspaces as you want or create your own** to connect with others, share and learn. Search workspaces using [Find a Workspace](#) or through our brand new [FutureNHS for You page](#).
4. Take a moment to **introduce yourself and your role** when joining a new workspace or discussion. 🙋
5. Be an active participant on the platform: **engage regularly and contribute** your insights and perspectives in discussion forums.
6. **Give credit where it's due** by acknowledging the contributions of others for their ideas and achievements. 👍
7. When posting, **be concise and aim for clarity** and brevity to facilitate easy understanding.
8. **Avoid jargon, use clear and accessible language** to ensure your message reaches a wide audience effectively.
9. **Use proper formatting** by utilising headings, bullet points, and paragraphs to enhance readability. 🗨️
10. Incorporate images, videos, and infographics to **make your content more engaging**. Remember to add alt text for screen readers!
11. **Share resources, articles, and research papers** to facilitate learning and knowledge sharing.
12. **Choose relevant discussion forums to subscribe to** and stay up to date on new replies. You can [unsubscribe](#) at any time.



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13. To stay informed without having your inbox cluttered with daily notifications, [set your email notifications](#) to **weekly updates**. 🛎
14. **Encourage diversity and inclusivity** by actively engaging with colleagues from various backgrounds. Head over to the [EDI workspace](#) for more information.
15. **Respect confidentiality** and ensure that sensitive information remains private at all times. To find out more, please read our [privacy policy](#).
16. **Engage in cross-organisation collaboration**. Seek opportunities to collaborate with professionals from different departments, suppliers, and workspaces to enhance interdisciplinary teamwork. 🤝

#### Communication and Engagement:

17. Use video conferencing tools like Microsoft Teams for virtual meetings and multidisciplinary team discussions. **Publish the recordings on your FutureNHS workspace** for anyone who couldn't be there, alongside any accompanying slides or notes.
18. **Utilise break out rooms** for large online meetings (max. 300 guests) to discuss specific topics, work on projects, or brainstorm ideas.
19. **Schedule breaks** during prolonged online collaborations to prevent burnout and maintain productivity. ☕
20. **Establish clear communication channels** for teams and projects across organisations using forums on your workspace.
21. **Encourage the use of shared calendars on your workspace** to schedule and coordinate meetings efficiently.
22. **Collaborate on agendas** and generate meeting minutes and tasks using live documents on our FutureNHS workspace.
23. **Promote your events and webinars** for free using the calendar feature on FutureNHS , linking to your registration page on [NHS England Events](#) or [Eventbrite](#). 📅
24. **Share you branding assets** via your workspace, and any comms material or guidance for a campaign, just like [Comms link](#) do.
25. **Implement project management tools** such as FutureNHS Tasks list to track progress and assign tasks to team members.
26. [Set up your own FutureNHS workspace](#) for secure document sharing and collaboration.
27. **Utilise screen-sharing features** during virtual meetings to enhance visual communication and collaboration.
28. **Blogging it**. Foster a culture of open and transparent communication through regular updates using the blog feature on FutureNHS. 📝




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29. **Promote your workspace** with an email signature directing people to your page or request to be featured on the [monthly FutureNHS spotlight blog](#).
30. Birds of a feather flock together: **tweet about your workspace** to gain new members – don't forget to tag [@FutureNHS](#) and follow us too!
31. **Shout about your workspace on LinkedIn** to spread the word and gain more followers. Tag [@FutureNHS](#) to reach a wider audience.
32. **Encourage your colleagues to explore FutureNHS** and find workspaces that might be interesting to them. Share the [FutureNHSforyou QR code](#) to help them find relevant info quickly.
33. **Tell your friends.** You probably know people outside of work who work in health and care. FutureNHS is for everyone in the sector to use, not just the NHS. [Sign up for free](#). 

#### Data Sharing and Analysis:

34. Explore FutureNHS to **share and analyse healthcare data** securely using the dashboard feature. 
35. Implement data visualisation tools such as Tableau or Power BI to **present complex data in a more understandable format**. These can be embedded onto FutureNHS.
36. **Promote data sharing** across different NHS organisations through secure APIs and interoperability standards, such as accessing Tableau dashboard through FutureNHS. 
37. Implement data analytics tools such as Excel, Python or Power BI to **extract valuable insights** from large datasets. Share your data and reports on your project or programme's FutureNHS workspace.
38. **Enhance your data skills** with a free training and certifications from [Microsoft Azure](#). Chat about what you've learned on the [AnalyticsX workspace](#).
39. **Make the best use of data** using the [Making Data Count](#) approach, free training available on FutureNHS. 
40. Explore data anonymisation techniques to **protect patient privacy** while enabling data sharing for research and analysis. Patient Identifying Details must not be shared on FutureNHS. To find out more, please read our [privacy policy](#).
41. Ensure staff training on data protection and confidentiality to **maintain high standards of data security**.
42. Establish data quality assurance processes to **ensure accuracy and reliability** in shared datasets.

#### Collaborative Learning and Training:

43. **Promote digital literacy** by sharing tips and resources to help colleagues enhance their digital skills and navigate online collaboration platforms – FutureNHS for example!



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44. Join the [NHSmail Digital Hero](#) community for free training of Office 365 and bespoke apps to **support colleagues (to) improve their digital skills.** 🏆
45. **Create or join virtual learning communities** on FutureNHS to facilitate knowledge sharing and peer support. Find some workspaces to join on [FutureNHS for you](#).
46. **Encourage participation** in webinars and virtual conferences using the [Polls app](#) in MS Teams. Share your results on your FutureNHS workspace to stimulate engagement with your audience.
47. Utilise video tutorials and online modules embedded in your FutureNHS workspace for **onboarding new staff and training existing workforce.** There's some great health and wellbeing training available on the [Health and Wellbeing Champions workspace](#). 📺
48. Foster a culture of continuous learning and improvement by **promoting reflective practices and feedback loops.** You could encourage your team or members of your platform to blog about their learning to share on a FutureNHS workspace.
49. **Enhance your digital skills** by taking a [cloud training and certification program](#) using the resources available to NHS staff, such as AWS, Google Cloud Training, Microsoft Azure, and more. ☁️
50. **Establish online mentorship programs** to facilitate knowledge transfer and skill development.
51. **Collaborate beyond your organisation** and engage with academic institutions and research organisations for joint learning initiatives.
52. **Encourage the use of online discussion forums** and communities of practice for professional networking and knowledge sharing. James Lane from our Digital Nursing Network wrote [a great tweet](#) about building forum activity.
53. FutureNHS provides access to a comprehensive digital library of resources research papers and recorded webinars. **Go to [Find a workspace](#) and start exploring.** 🔍

#### Virtual Collaboration Tools:

54. Implement online voting tools like [Mentimeter](#), [Slido](#), [Poll Everywhere](#) for **gathering feedback and making decisions.** Discuss the results in a workspace forum.
55. Utilise online survey tools like Microsoft Forms, [Google Forms](#) or [SurveyMonkey](#) for **data collection and feedback gathering.** Share the results with users of your workspace, or a workspace you're a member of! ✓
56. Utilise online mind-mapping tools like [MindMeister](#) or [XMind](#) for **visualising complex concepts and ideas.** Put these images onto a FutureNHS workspace – don't forget to add alt text to make the images accessible ([accessibility guide for images](#)). 🖼️



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- 57. **Create an approval request** using the [Approvals app](#) on Microsoft Teams for seamlessly reviewing documents or presentation slides. The FutureNHS team love to use it so approval requests **don't get lost in chatter**.
- 58. Embed Tasks by Planner and To do as part of your Microsoft Teams channel to **centralise tasks for a project** – it's how the FutureNHS team keep our busy brains and genius ideas in order.
- 59. **Create an employee handbook** and add it to your FutureNHS workspace for easy access. Don't forget to keep it updated. 📖

#### Security and Privacy Considerations:

- 60. **Follow guidance** on data protection and security best practices.
- 61. **Utilise multi-factor authentication (MFA)** to secure online collaboration platforms and prevent unauthorised access.
- 62. To **address security vulnerabilities**, regularly update software and applications when prompted.
- 63. **Train staff** on the importance of strong passwords and best practices for maintaining data security. 🔑
- 64. **Anonymise sensitive data** to protect patient confidentiality and adhere to [FutureNHS privacy policy](#).
- 65. **Implement access controls and user permissions** to ensure appropriate data access and sharing. Check out [this guide](#) to learn more about setting permissions.
- 66. **Report inappropriate behaviours** to the platform administrators. You can reach the support team on [support@futurenhs.zendesk.com](mailto:support@futurenhs.zendesk.com) (available 9am-5pm Monday to Friday). ⚠️
- 67. **Regularly** audit and **monitor access logs** to identify any suspicious activities.
- 68. **Be prepared**. Establish incident response plans to handle data breaches or security incidents promptly.
- 69. **Comply with relevant data protection regulations**, such as the General Data Protection Regulation (GDPR).
- 70. Conduct regular security awareness training to **increase awareness** about potential threats and best practices.

#### Online Networking:

- 71. **Build an online network** of like-minded healthcare professional using platforms such as FutureNHS (browse workspace on [FutureNHS for You](#)), LinkedIn ([FutureNHS on LinkedIn](#)) or Twitter ([FutureNHS on Twitter](#)). 🍷



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72. See how other people have used FutureNHS for good. **Read some case studies** on [FutureNHS Case Study Hub](#) and get in touch with them to find out more.
73. Use FutureNHS and social media to **promote your team's achievements** and engage with the public and colleagues for building communities and networking. 🎉
74. Has FutureNHS helped your project thrive? **Put yourself forward for an award** to celebrate your success and show how the platform can be used for positive change.

**And finally...**

75. **Connect. Share. Learn. Collaborate.** Enjoy collaborating online with FutureNHS and remember to celebrate the achievements of the [NHS's 75 years of service](#). 🎂

Embracing efficient and effective online collaboration is paramount to keep up with the changing landscape of digital transformation in healthcare. By implementing these tips and utilising the tools mentioned above, healthcare professionals can foster seamless communication, leverage shared data for informed decision-making, foster online networking, and facilitate collaborative learning to shape a brighter future for the NHS.

Let us embrace the possibilities of online collaboration to help us innovate, and improve, and continue to connect, share, and learn for the next 75 years and beyond. In the comments below, please share more tips on how your team collaborates online.



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