

# DS smart™ Staff Champion Roles & Responsibilities

After designating staff members to: i.) assemble VSM and tablet hardware; ii.) set up the DS smart™ application on the tablet; and iii.) ensure all users are trained on the system, we recommend designating at least one **Staff Champion** per shift who is responsible for the following:

## Online Learning Management System (LMS) Administration

Ensure staff can log in, participate and complete online training curriculum.

## Battery Management

Ensure VSMs and tablets are properly charged when not in use.

## Bluetooth Pairing

If using Bluetooth pairing from VSM to tablet, ensure someone is capable of pairing devices together in case the connection from VSM to tablet gets lost.

## Wi-Fi Management

- Make sure each tablet is properly connected to Wi-Fi with all appropriate network/password information.
- Help staff manage readings that get saved in the app when Wi-Fi goes down prior to sending to chart.

## Cleaning

Make sure device and tablet are being cleaned according to instructions.

## Device Security

Ensure devices are properly stored and secured when not in use, including management of keys that lock tablet into its case.

## General Staff Training

Show new staff how to use the system in person.

## Vitals Policy & Procedure

Update internal policies and procedures for gathering and submitting vital signs to the EMR. Ensure all staff are aware of updated policies and procedures.

## Accessories Management

Ensure each device has all appropriate cuffs, probe covers, wipes and other necessary supplies to effectively use the system on the floor.

## Tech Support and Replacement Parts

Ensure staff members know to call your Direct Supply account manager to coordinate IT support or replacement supply needs.