This training information does not replace the instructions for use manual! Please take sufficient time to read the manual carefully.

The aim of this checklist is to guide the person instructing the caregivers on how to use the VitaGuard® monitor through the various tasks that the caregivers should become familiar with to ensure safe operation and avoid both use errors and unnecessary burden.

Module 1: VitaGuard® Setup

		Done
1.1	Unpack the contents of the VitaGuard®'s transport case together with the caregivers, explaining each item and its purpose, for example: – This is the ECG cable which, together with the ECG electrodes, is used to acquire the signals for heart rate and respiration. – this is the SpO2 cable which, together with the SpO2 sensor, is used to acquire the signals for oxygen saturation (SpO2) and pulse rate; and – this is the power adapter used to power the VitaGuard®.	O
1.2	Explain the purpose of the instructions for use manual and the quick start guide provided with the monitor. Show the caregivers the structure of the manual so that they can easily find the information they may be looking for.	O
1.3	Show the caregiver how to connect/disconnect the ECG and SpO$_2$ patient cables as well as the power adapter to/from the monitor.	O
1.4	Demonstrate how to apply the ECG electrodes to the patient and explain the different configurations shown in the quick start guide. Demonstrate how to carefully remove the ECG electrodes from the patient's skin.	O
1.5	Demonstrate how to apply the SpO$_2$ sensor to the patient's foot, as this is generally the best location for infants to avoid them trying to put the sensor into their mouth. Explain that it is important that the light source and detector of the SpO$_2$ sensor are aligned properly for best performance. Demonstrate how to carefully remove the SpO$_2$ sensor from the patient's skin.	O
1.6	Demonstrate how to connect/disconnect the ECG electrodes to/from the ECG cable, ensuring that the electrodes are pushed fully into their sockets.	O
1.7	Stress how important it is to route the cables and sensors away from the patient to the monitor in such a way that there is no risk of the patient getting tangled in the cables.	O
1.8	Demonstrate how to connect/disconnect the SpO$_2$ senor to/from the SpO$_2$ cable.	O
1.9	Explain the elements on the front panel of the monitor and their purpose: display, keys, light indicators.	O

Module 2: VitaGuard® Operation

2.1	Now that all accessories are connected to the monitor and the patient, demonstrate how to switch on the monitor.	O
2.2	Explain that during the start-up phase, all light indicators illuminate briefly and that the alarm tone generator outputs a short tone to indicate that they are in working order. Inform the caregivers that they should contact you immediately if they have reason to believe that the monitor is not operating properly.	O
2.3	After the start-up phase has completed, explain the information displayed on the View 1 screen, in particular: the status line, the displayed vital signs values, the alarm limits, the alarm bell symbol and the battery status symbol. *NOTE: If the alarm limits are different to those recommended by the prescribing physician, you may need to pause the training session to set the correct alarm limits.*	O
2.4	To avoid false alarms, explain to check the basal impedance value as well as the signal indicators for the heart rate and respiration signals: – the basal impedance should be less than 1000 Ohm. If it is higher, use new electrodes; – for reliable heart rate and respiration detection, the signal indicators on the screen should be "good"; and – the respiration bar should reach at least half its range during each breath. *NOTE: To check the signal quality before leaving the caregivers, deactivate the protection mode settings and visually inspect the signal amplitudes on the screen. If necessary, reposition the ECG electrodes, as described in the instructions for use.*	O

2.5	Demonstrate a technical alarm by disconnecting the power adapter cable. Explain the message displayed on the status line and inform the caregiver where to find the troubleshooting information provided in the instructions for use. Demonstrate how to silence the alarm by pressing the alarm reset key.	O
2.6	Explain the light indicators on the front panel for the power sources, i.e., – when the battery symbol is green, the internal battery is charging, and – that the power adapter indicator is green when the external power adapter is connected.	O
2.7	Depending on your assessment of the caregivers' capabilities, you may at your own discretion explain how to navigate through the user interface to change system settings, e.g., display brightness, or view information on the Info screens.	O
2.8	Demonstrate how to switch off the device.	O

Module 3: General Information

3.1	Explain to the caregivers that they should check the monitor and its accessories for signs of damage before use.	O
3.2	Explain to the caregivers that they should keep the monitor and its accessories clean and follow the cleaning instructions provided in the instructions for use.	O
3.3	Explain to the caregivers that they should test the alarm system daily, as explained in the quick start guide.	O
3.4	Explain to the caregivers how to react correctly in the event of an alarm: attend to the patient and visually check his/her vital signs, and, if necessary, call the emergency services and follow their instructions.	O
3.5	Inform the caregivers that the USB connector is for clinical use only (to download logged data) and that they should not connect any devices to it.	O
3.6	Hand out your contact details explaining that the caregivers should contact you if they have any questions or problems, if they need replacement parts such as ECG electrodes and/or SpO_2 sensors, or to organize the return of the device.	O

Upon completing Module 1, the caregivers should:
– be familiar with all accessories and their function,
– be familiar with the contents of the instructions for use and the quick start guide,
– be familiar with all the monitor interfaces: connectors, front panel elements and light indicators,
– be able to connect and disconnect all accessories to and from the monitor,
– be able to apply and remove the ECG electrodes and SpO2 sensor to and from their respective cables, and
– be able to apply and remove the ECG electrodes and SpO2 sensor to and from the patient.

Upon completing Module 2, the caregivers should:
– know how to switch the monitor on and off,
– understand the information displayed on the monitor's display and the meaning of all light indicators,
– know where to find troubleshooting information in the instructions for use, and
– know how to check the signal quality.

Upon completing Module 3, the caregivers should:
– be aware of the general tasks regarding the monitor: check for signs of damage, keep the monitor in good condition, test the alarm system,
– understand how to react in an alarm situation, and
– know who to contact if they need assistance.

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