

TRACHEOSTOMY CARE - SKILLS ASSESSMENT FORM

DEMONSTRATED SKILL	Performed with Supervision	Performed Procedure
<p><u>Humidification</u></p> <p>Delivering Humidification via AIRVO2 Humidifier</p> <p>Before placing humidification:</p> <ul style="list-style-type: none"> ▪ Wash hands ▪ Don PPI (carers only) ▪ Prepare the humidification unit; <ul style="list-style-type: none"> ○ Fill chamber with appropriate amount of distilled water ○ Secure humidification circuit and direct tracheostomy connector to AIRVO ○ Turn machine on and wait for 'ready to use' signal <p>Tell the client what you are going to do</p> <p>Place the tracheostomy direct connector on the hub of the tracheostomy tube</p> <p>To remove heated humidification:</p> <ul style="list-style-type: none"> ▪ Wash hands ▪ Don PPI (carers only) ▪ Detach the direct connector from the client ▪ Turn off AIRVO2 and activate 99minute drying cycle ▪ Disconnect the direct connector from the circuit, wash and hang to dry <p><i>Troubleshoot/discuss the following:</i></p> <ul style="list-style-type: none"> ▪ Distilled water is not available (use boiled water) ▪ The equipment fails (check set up, use HME or increase nebulisers) ▪ The chamber is empty <p>Heat Moisture Exchange (HME)</p> <p>Before placing/removing HME:</p> <ul style="list-style-type: none"> ▪ Wash hands ▪ Don PPI (carers only) ▪ Ensure the HME is in good condition <p>Tell the client what you are going to do</p> <p>Place the HME directly on the hub of the tracheostomy tube</p> <p><i>Troubleshoot/discuss the following:</i></p> <ul style="list-style-type: none"> ▪ Paper HME becomes wet ▪ Paper HME filter falls out of plastic casing ▪ Copious secretions collect inside HME 		

TRACHEOSTOMY CARE - SKILLS ASSESSMENT FORM

<ul style="list-style-type: none"> ▪ How to clean the foam HME <p>Nebuliser</p> <p>Before placing the nebuliser:</p> <ul style="list-style-type: none"> ▪ Wash hands ▪ Don PPI (carers only) ▪ Prepare the nebuliser unit and nebuliser kit/acorn, <ul style="list-style-type: none"> ○ Connect the nebuliser unit to the nebuliser kit/acorn using clear tubing ○ Fill nebuliser kit/acorn with normal saline with the recommended volume ○ Connect tracheostomy mask to the nebuliser kit <p>Tell the client what you are going to do</p> <p>Place the mask over the client’s tracheostomy tube</p> <p>Turn nebuliser unit on</p> <p>When nebulisation complete:</p> <ul style="list-style-type: none"> ▪ Turn nebuliser unit off ▪ Detached mask from client, wash and hang to dry <p><i>Troubleshoot/discuss the following:</i></p> <ul style="list-style-type: none"> ▪ The required times of delivering the Normal Saline nebuliser ▪ When to cease nebulisation ▪ The equipment fails 		
<p>Suctioning</p> <p>Before proceeding:</p> <ul style="list-style-type: none"> ▪ Wash hands ▪ Don PPI <p>Tell the client what you are going to do</p> <ul style="list-style-type: none"> ▪ Prepare the suction unit <ul style="list-style-type: none"> ○ Turn suction machine on ○ Confirm pressure adequate and the unit is working correctly ▪ Attach catheter to suction tubing without removing catheter from packaging ▪ Place additional glove on dominant hand and use this hand to pull the suction catheter entirely from packaging ▪ Insert catheter into tracheostomy tube and beyond end of tube (approx 15cm) <ul style="list-style-type: none"> ○ If the suction catheter hits the carina (hard ‘wall’ felt beyond the tracheostomy tube) withdraw 1 cm ▪ Occlude the suction port and slowly withdraw catheter 		

TRACHEOSTOMY CARE - SKILLS ASSESSMENT FORM

<ul style="list-style-type: none"> ○ If further suctioning required, wait about 1-2 minutes before repeating to allow re-oxygenation ▪ Put catheter and glove in rubbish bag ▪ Place suction tubing in water until tubing is clean <p>After suctioning the client:</p> <ul style="list-style-type: none"> ▪ The suction catheter and gloves are placed in the rubbish bag ▪ The suction tubing and jar are cleaned <p><i>Troubleshoot/discuss the following:</i></p> <ul style="list-style-type: none"> ▪ How many times the same catheter can be used ▪ How long to apply suction ▪ When to suctioning is indicated ▪ The equipment fails ▪ What happens to the client when if over suctioned 		
--	--	--

TRACHEOSTOMY CARE - SKILLS ASSESSMENT FORM

DEMONSTRATED SKILL	Performed with Supervision	Performed Procedure
<p><u>Inner Cannula insertion and removal</u></p> <p>Before replacing the inner cannula:</p> <ul style="list-style-type: none"> ▪ Wash hands ▪ Don PPI <p>Tell the client what you are going to do</p> <ul style="list-style-type: none"> ▪ Remove the inner cannula ▪ Insert clean inner cannula <p>After the procedure:</p> <ul style="list-style-type: none"> ▪ The removed inner cannula is cleaned, air dried and placed in the airtight container ▪ The cleaning brush is rinsed and air dried <p><i>Troubleshoot/discuss the following:</i></p> <ul style="list-style-type: none"> ▪ When an inner cannula is indicated ▪ When to remove and replace the inner cannula ▪ When to discard the inner cannula ▪ When to discard the cleaning brush ▪ What to do if the inner cannula is broken 		
<p><u>Passy Muir Valve (PMV)</u></p> <p>Before proceeding:</p> <ul style="list-style-type: none"> • Wash hands ▪ Don PPI <p>Tell the client what you are going to do</p> <ul style="list-style-type: none"> • Suction the client via the tracheostomy tube • Hold the tracheostomy securely via the flange or hub • Place the PMV • Monitor closely for signs of distress <p><i>Troubleshoot/discuss the following:</i></p> <ul style="list-style-type: none"> • Rationale for deflating cuff prior to PMV placement • When to remove PMV • Warning signs of distress/intolerance of PMV • Cleaning instructions 		

TRACHEOSTOMY CARE - SKILLS ASSESSMENT FORM

DEMONSTRATED SKILL	Performed with Supervision	Performed Procedure
<p><u>Stoma Care</u></p> <p>Before proceeding:</p> <ul style="list-style-type: none"> ▪ Wash hands ▪ Don PPI <p>Tell the client what you are going to do</p> <ul style="list-style-type: none"> ▪ Prepare the required consumables ▪ Remove old dressing and dispose in the rubbish bag <p>Clean the stoma site</p> <p>Replacing tracheostomy tapes:</p> <ul style="list-style-type: none"> ▪ While one carer holds the tracheostomy tube, the other carer removes the tracheostomy tape ▪ Replace the tape and ensure it is firmly keeping the tracheostomy tube in place ▪ Place a dressing around the tracheostomy tube <p>After the procedure:</p> <ul style="list-style-type: none"> ▪ Clean the area and discard all rubbish <p><i>Troubleshoot/discuss the following:</i></p> <ul style="list-style-type: none"> ▪ When stoma care is completed ▪ When to replace the dressing ▪ What to do if there is skin breakdown, redness or inflammation around the stoma site 		

Carer's Name and Signature _____

Assessor's Name and Signature: _____

Date Carer Passed Training: _____

If not passed, date for re assessment made: _____

Comments: _____
