

	Performed	Performed
DEMONSTRATED SKILL	with	Procedure
	Supervision	rioccuare
	Supervision	
Humidification		
Delivering Humidification via AIRVO2 Humidifier		
Before placing humidification:		
 Wash hands 		
 Don PPI (carers only) 		
 Prepare the humidification unit; 		
 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 		
Tell the client what you are going to do		
Place the tracheostomy direct connector on the hub of the tracheostomy		
tube		
To remove heated humidification:		
 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		
Troubleshoot/discuss the following:		
 Distilled water is not available (use boiled water) 		
 The equipment fails (check set up, use HME or increase 		
nebulisers)		
 The chamber is empty 		
Heat Moister Exchange (HME)		
Before placing/removing HME:		
 Wash hands 		
 Don PPI (carers only) 		
 Ensure the HME is in good condition 		
Tell the client what you are going to do		
Place the HME directly on the hub of the tracheostomy tube		
Troubleshoot/discuss the following:		
 Paper HME becomes wet 		
 Paper HME filter falls out of plastic casing 		
 Copious secretions collect inside HME 		

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 How to clean the foam HME 	
Nebuliser	
Before placing the nebuliser:	
 Wash hands 	
 Don PPI (carers only) 	
 Prepare the nebuliser unit and nebuliser kit/acorn, 	
• 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 	
Tell the client what you are going to do	
Place the mask over the client's tracheostomy tube	
Turn nebuliser unit on	
When nebulisation complete:	
 Turn nebuliser unit off 	
 Detached mask from client, wash and hang to dry 	
Troubleshoot/discuss the following:	
 The required times of delivering the Normal Saline nebuliser 	
 When to cease nebulisation 	
 The equipment fails 	
Suctioning	
Before proceeding:	
 Wash hands 	
Don PPI	
Tell the client what you are going to do	
 Prepare the suction unit 	
 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)	
 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 	

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 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 	
After suctioning the client:	
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 The suction catheter and gloves are placed in the rubbish bag 	
 The suction tubing and jar are cleaned 	
Troubleshoot/discuss the following:	
 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 	

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DEMONSTRATED SKILL	Performed with Supervision	Performed Procedure
Inner Cannula insertion and removal		
Before replacing the inner cannula:		
 Wash hands 		
Don PPI		
Tell the client what you are going to do		
 Remove the inner cannula 		
 Insert clean inner cannula 		
After the procedure:		
 The removed inner cannula is cleaned, air dried and placed in the 		
airtight container		
 The cleaning brush is rinsed and air dried 		
Troubleshoot/discuss the following:		
 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 		
Passy Muir Valve (PMV)		
Before proceeding:		
Wash hands		
 Don PPI 		
Tell the client what you are going to do		
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		
Troubleshoot/discuss the following:		
Rationale for deflating cuff prior to PMV placement		
When to remove PMV		
 Warning signs of distress/intolerance of PMV 		
Cleaning instructions		

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DEMONSTRATED SKILL	Performed with Supervision	Performed Procedure
<u>Stoma Care</u>		
Before proceeding:		
 Wash hands 		
 Don PPI 		
Tell the client what you are going to do		
 Prepare the required consumables 		
 Remove old dressing and dispose in the rubbish bag 		
Clean the stoma site		
Replacing tracheostomy tapes:		
 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 		
After the procedure:		
 Clean the area and discard all rubbish 		
Troubleshoot/discuss the following:		
 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: _

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