

## Tracheostomy Skills Checklist #1a: Open Suctioning

*Please place a check next to **BOLDED** steps fully completed without prompting (unless otherwise stated)*

Step	1 <sup>st</sup> Attempt	Post-Remediation
<b>Identifies indication for suctioning beyond routine</b> ( <i>any of the following</i> ); <i>rater may prompt</i> <ul style="list-style-type: none"> <li>• <i>Respiratory Distress</i></li> <li>• <i>Audible or Visual Secretion Load</i></li> </ul>		
<b>Washes hands</b> <i>Pours saline into cup</i>		
<b>Turns suction on to correct suction pressure and checks to ensure appropriate pressure is set</b> <ul style="list-style-type: none"> <li>• <i>80-100 mm Hg (newborn)</i></li> <li>• <i>100-120 mm Hg (child)</i></li> <li>• <i>100-150 mm Hg (adults)</i></li> </ul>		
<b>*Maintains sterility of distal catheter throughout suctioning</b> ( <i>portion of catheter inside of tracheostomy tube during suctioning</i> )		
<i>Tests suction machine and catheter by suctioning saline</i>		
<b>*Inserts suction catheter to the correct targeted suction depth</b>		
<b>Applies suction only while withdrawing suction catheter</b> <ul style="list-style-type: none"> <li>• <i>Inserts suction catheter into tracheostomy until fingers are at the trach connector without applying suction</i></li> </ul>		
<b>Twirls suction catheter</b> between STERILE thumb and index finger <b>while withdrawing</b>		
<b>*Suctions no longer than 5-10 seconds</b>		
<i>Observes the color, amount, odor, and consistency of tracheal secretions. What is normal?</i>		
<i>Clears catheter with saline</i>		
<b>Assesses for respiratory distress</b> by observing color, work of breathing, and oxygen saturation; <i>rater may prompt</i>		
<b>Waits at least 10-15 seconds to suctioning again, if needed; rater may prompt</b> <i>How do you know if child needs suctioned again?</i>		
<b>TOTAL SCORE</b>	/10†	/10*

†If the participant achieves a passing score on their 1<sup>st</sup> attempt, you should still provide feedback, but they do **NOT** need to repeat the skill unless they want to practice it again.

\*Participants **MUST** repeat the skill if they do not complete the **3** items marked by an asterisk **OR** if they score less than **8/10**.

## Tracheostomy Skills Checklist #1b: Closed Suctioning

*Please place a check next to **BOLDED** steps fully completed without prompting (unless otherwise stated)*

Step	1 <sup>st</sup> Attempt	Post-Remediation
<b>Identifies indication for suctioning beyond routine</b> ( <i>any of the following</i> ); <i>rater may prompt</i> <ul style="list-style-type: none"> <li>• <i>Respiratory Distress</i></li> <li>• <i>Audible or Visible Secretion Load</i></li> </ul>		
<i>Pre-oxygenates patient with highest FiO2 if oxygen available</i>		
<b>Washes hands</b>		
<b>Turns suction on to the correct suction pressure and checks to ensure appropriate pressure is set</b> <ul style="list-style-type: none"> <li>• <i>80-100 mm Hg (newborn)</i></li> <li>• <i>100-120 mm Hg (child)</i></li> <li>• <i>100-150 mm Hg (adults)</i></li> </ul>		
<i>Provides oral suction with suction catheter or oral suction device</i>		
<i>Opens suction valve on closed suction catheter</i>		
* <b>Inserts suction catheter into tracheostomy to correct targeted suction depth</b> , where the targeted color meets the blue or black entry point of the closed suction catheter		
<b>Suctions only while withdrawing suction catheter</b>		
* <b>Suctions for no longer than 5-10 seconds</b>		
<i>Observes the color, amount, odor, and consistency of tracheal secretions. What is normal?</i>		
<b>Assesses for respiratory distress</b> by observing color, work of breathing, and oxygen saturation; <i>rater may prompt</i>		
<b>Waits at least 10-15 seconds to suction again</b> , if needed; <i>rater may prompt</i> <i>How do you know if child needs suctioned again?</i>		
<b>Applies continuous suction while clearing the closed suction catheter with saline bullet</b> (ensure black tip is in dome) and closes valve		
<b>TOTAL SCORE</b>	/9†	/9*

†If the participant achieves a passing score on their 1<sup>st</sup> attempt, you should still provide feedback, but they do **NOT** need to repeat the skill unless they want to practice it again.

\*Participants **MUST** repeat the skill if they do not complete the **2** items marked by an asterisk **OR** if they score less than **7/9**.

## Tracheostomy Skills Checklist #2a: Tracheostomy Change (Cuffless, No Ventilator)

Please place a check next to **BOLDED** steps fully completed without prompting (unless otherwise stated)

Step	1 <sup>st</sup> Attempt	Post-Remediation
<b>Identifies correct indications for changing trach</b> beyond routine (any of the following); rater may prompt <ul style="list-style-type: none"> <li>• Dislodgement</li> <li>• Obstruction not cleared with suctioning</li> <li>• Unexplained decompensation</li> </ul>		
<b>Identifies “Helper”</b> for trach change		
<b>*Gathers additional back-up equipment (need both)</b> <ul style="list-style-type: none"> <li>• <b>One size smaller trach (with obturator)</b></li> <li>• <b>BVM/resuscitator Bag</b></li> </ul>		
<b>Washes hands</b>		
<b>*Maintains sterility of distal tracheostomy tube</b> throughout (portion of the tube that sits <i>INSIDE</i> of the patient)		
<b>*Inserts obturator in new trach tube</b>		
<b>Applies lubricant to tip of the new trach tube</b>		
<b>Holding the old trach in place, Caregiver/“Helper” removes trach tie</b>		
Caregiver/“Helper” <b>removes old trach in an upwards, curved motion toward belly</b>		
Holding the external portion of the new trach, Caregiver/“Helper” <b>inserts new trach in a downward curved motion</b>		
<b>*Holds new trach in place until secure</b>		
<b>*Immediately removes obturator</b>		
<b>*Secures the trach tie and checks for proper tightness</b> (such that one finger can be inserted at the back of the patient’s neck)		
<i>Positions the trach at the midline of the neck</i>		
<b>Assesses for respiratory distress/correct placement</b> by observing color, work of breathing, chest rise and oxygen saturation; rater may prompt		
<b>TOTAL SCORE</b>	/14†	/14*

†If the participant achieves a passing score on their 1<sup>st</sup> attempt, you should still provide feedback, but they do **NOT** need to repeat the skill unless they want to practice it again.

\*Participants **MUST** repeat the skill if they do not complete the **6** items marked by an asterisk **OR** if they score less than **11/14**.

## Tracheostomy Skills Checklist #2b: Tracheostomy Change (Cuffless, Ventilator)

Please place a check next to **BOLDED** steps fully completed without prompting (unless otherwise stated)

Step	1 <sup>st</sup> Attempt	Post-Remediation
<b>Identifies correct indications for changing trach</b> beyond routine (any of the following); rater may prompt <ul style="list-style-type: none"> <li>• Dislodgement</li> <li>• Obstruction not cleared with suctioning</li> <li>• Unexplained decompensation</li> </ul>		
<b>Identifies “Helper”</b> for trach change		
<b>*Gathers additional back-up equipment (need both)</b> <ul style="list-style-type: none"> <li>• <b>One size smaller trach (with obturator)</b></li> <li>• <b>BVM/resuscitator Bag</b></li> </ul>		
<i>Pre-oxygenates patient with highest FiO2 if oxygen available</i>		
<b>Washes hands</b>		
<b>*Maintains sterility of distal tracheostomy tube</b> throughout (portion of the tube that sits <i>INSIDE</i> of the patient)		
<b>*Inserts obturator in new trach tube</b>		
<b>Applies lubricant to tip of the new trach tube</b>		
<b>Holding the old trach in place</b> , Caregiver/“Helper” removes trach tie		
<i>Caregiver/“Helper” disconnects ventilator circuit</i>		
Caregiver/“Helper” <b>removes old trach in an upwards, curved motion</b> toward belly		
Holding the external portion of the new trach, Caregiver/“Helper” <b>inserts new trach in a downward curved motion</b>		
<b>*Holds new trach in place until secure</b>		
<b>*Immediately removes obturator</b>		
<b>*Immediately reconnects ventilator circuit</b>		
<b>*Secures the trach tie and checks for proper tightness</b> (such that one finger can be inserted at the back of the patient’s neck)		
<i>Positions the trach at the midline of the neck</i>		
<b>Assesses for respiratory distress/correct placement</b> by observing color, work of breathing, chest rise and oxygen saturation; rater may prompt		
<b>TOTAL SCORE</b>	/15†	/15*

†If the participant achieves a passing score on their 1<sup>st</sup> attempt, you should still provide feedback, but they do **NOT** need to repeat the skill unless they want to practice it again.

\*Participants **MUST** repeat the skill if they do not complete the **7** items marked by an asterisk **OR** if they score less than **12/15**.

## Tracheostomy Skills Checklist #2c: Tracheostomy Change (Cuffed, Ventilator)

*Please place a check next to **BOLDED** steps fully completed without prompting (unless otherwise stated)*

Step	1 <sup>st</sup> Attempt	Post-Remediation
<b>Identifies correct indications for changing trach</b> beyond routine ( <i>any of the following</i> ); <i>rater may prompt</i> <ul style="list-style-type: none"> <li>• <i>Dislodgement</i></li> <li>• <i>Obstruction not cleared with suctioning</i></li> <li>• <i>Unexplained decompensation</i></li> </ul>		
<b>Identifies “Helper” for trach change</b>		
<b>*Gathers additional back-up equipment (need both)</b> <ul style="list-style-type: none"> <li>• <b>One size smaller trach (with obturator)</b></li> <li>• <b>BVM/resuscitator Bag</b></li> </ul>		
<i>Pre-oxygenates patient with highest FiO2 if oxygen available</i>		
<b>Washes hands</b>		
<b>*Maintains sterility of distal tracheostomy tube</b> throughout ( <i>portion of the tube that sits INSIDE of the patient</i> )		
<b>Tests new cuff by inserting air/sterile water</b> with 5 ml syringe, ensuring there are no leaks, then deflates the cuff completely		
<b>*Inserts obturator in new trach tube</b>		
<b>Applies lubricant to tip of the new trach tube</b>		
<i>Provides oral suction with suction catheter or oral suction device</i>		
<b>Holding the old trach in place</b> , Caregiver/“Helper” removes trach tie		
<b>*Caregiver/“Helper” deflates old cuff completely</b>		
<i>Caregiver/helper disconnects ventilator circuit</i>		
Caregiver/“Helper” <b>removes old trach in an upwards, curved motion</b> toward belly		
Holding the external portion of the new trach, Caregiver/“Helper” <b>inserts new trach in a downward curved motion</b>		
<b>*Holds new trach in place until secure</b>		
<b>*Immediately removes obturator</b>		
<b>*Immediately reconnects ventilator circuit</b>		
<b>Inflates the new cuff with the ordered amount of air/saline</b>		
<b>*Secures the trach tie and checks for proper tightness</b> (such that one finger can be inserted at the back of the patient’s neck)		
<i>Positions the trach at the midline of the neck</i>		
<b>Assesses for respiratory distress/correct placement</b> by observing color, work of breathing, chest rise and oxygen saturation; <i>rater may prompt</i>		
<b>TOTAL SCORE</b>	/18†	/18*

†If the participant achieves a passing score on their 1<sup>st</sup> attempt, you should still provide feedback, but they do **NOT** need to repeat the skill unless they want to practice it again.

\*Participants **MUST** repeat the skill if they do not complete the **8** items marked by an asterisk **OR** if they score less than **14/18**.