



# Tracheostomy Care - Change Skills Checklist



Student Name: \_\_\_\_\_

Course Date: \_\_\_\_\_

Tracheostomy Care Change Skills (circle one):		Pass	Needs Remediation
Skill Step	Critical Performance Criteria	✓ if done correctly	
1	Ensure adequate resources <i>at minimum</i> - two providers at bedside		
2	Standard Precautions <i>at minimum</i> - gloves, eye protection		
3	Assess A-B-Cs		
4	Properly position the patient		
5	Explain the procedure to the patient & family		
6	Apply oxygen as needed (O2 mask or BVM if ventilator dependent)		
7	Gather and assemble needed supplies: Go Kit. <i>If ALS, endotracheal tube</i>		
8	Remove inner cannula, if appropriate, and replace with clean inner cannula; or rinse cannula, reinsert, and reasses		
9	Use a syringe to deflate the cuff, if appropriate		
10	Loosen or cut tracheostomy ties		
11	Remove old tracheostomy tube, clean neck area quickly as needed		
12	Attempt to insert same size new tracheostomy tube, quickly remove the obturator, and maintain the tracheostomy tube at the neck		
13	Insert inner cannula, if appropriate		
14	Direct Provider #2 to attempt to ventilate through the new tracheostomy tube and assesses for chest rise and fall, may listen for breath sounds		
15	Direct Provider #2 to inflate the cuff, if appropriate		
16	Direct Provider #2 to securely fasten tracheostomy tube with ties (leaving space for one finger under tie)		
	<i>If difficulty inserting the new tracheostomy tube, consider:</i>		
17	- assist ventilations with BVM		
18	- reposition the patient, re-lubricates the new tracheostomy tube		
19	- request ALS, if BLS crew		
20	- consider consulting a Base Station		
21	- attempt to insert one-half size smaller tracheostomy tube		
22	- attempt to insert new tracheostomy tube over a suction catheter		
23	- if ALS, attempt to insert ET tube into stoma		
24	Transport patient and any equipment, EIF Form, etc to appropriate medical facility with consult to base station		

Instructor Name: \_\_\_\_\_  
 Instructor Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_

Comments: \_\_\_\_\_  
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