

LAB PROCEDURE TRACHEOSTOMY SUCTIONING/TRACH CARE

PERFORMANCE CHECKLIST

STUDENT NAME _____

TOTAL POINTS POSSIBLE 100

DATE _____

POINTS EARNED _____

PERFORMANCE POINTS		PTS POSS	PT EARNED	REMARKS
1	Check Physician's orders/Protocol	2		
2	Prepare supplies & equipment	1		
3	Identify client	1		
4	Assess respiratory status	1		
5	Explain procedure	1		
6	Wash hands	1		
7	Apply O2 to trach	1		
8	Raise head of bed to high Fowler's position	1		
9	Check suction equipment. Set 80-120 mm HG	1		
10	Open sterile irrigation solution (saline)	1		
a.	Place cap open side up on bedside table	1		
11	Open Hydrogen Peroxide bottle	1		
a.	Place cap open side up on bedside table	1		
12	Place towel across chest	1		
13	Open sterile suction supplies & trach care kit	1		
14	Add sterile NS to solution container	1		
15	Don sterile gloves & appropriate PPE	2		
16	Set up trach care kit	2		
17	Use equal parts hydrogen peroxide/saline:	1		
a.	Pour into one sterile container with clean hand	1		
b.	Pour saline into another sterile container with clean hand	1		
18	Wrap sterile suction cath around sterile hand	2		
19	Hold suction tubing with non-dominant clean hand	1		
20	Attach suction control port to suction tubing	1		
a.	DO NOT touch suction cath with unsterile glove	2		
21	Lubricate 3-4" of cath tip with saline	1		
22	Check suction tubing patency	1		
23	Remove oxygen mask	1		
24	Place on clean surface	1		
25	Insert suction cath 6-8" with suction port open	2		
26	Encourage patient to cough	2		
27	Apply suction	1		
a.	Rotate cath gently as you withdraw it	2		
28	do not suction for more than 10-15 seconds	2		
29	Clear suction catheter with sterile saline	2		
30	Listen for breath sound changes	2		
a.	Assess for need to repeat steps 17-28	1		
31	Place suction catheter on sterile wrapper	2		
a.	Maintain sterility	2		
	TRACHEOSTOMY CARE			
32	Stabilize neck plate with non-sterile hand	2		
33	Use sterile gauze square in sterile hand	2		
34	Unlock inner cannula & gently slide cannula out	1		
a.	Use outward and downward arch	1		
35	Place cannula in 1/2 hydrogen peroxide sol	1		
36	Discard gauze	1		
37	Suction outer cannula of tracheostomy as before	2		

38	Discard catheter	1		
39	Remove tracheostomy dressing	1		
40	Use sterile gauze pad, wipe secretions from trach tube	2		
41	Use moist swab to clean under neck plate	1		
42	Discard gloves	2		
43	Don sterile gloves & appropriate PPE	2		
44	Clean inner cannula with brush & pipe cleaners	2		
45	Rinse with saline	2		
46	Slide inner cannula into place	2		
47	Hold neck plate stable with one hand & lock	2		
48	Replace ties carefully prn	1		
a.	Use 2nd person, if possible, to assist	1		
49	Discard materials properly	1		
50	Remove gloves	2		
51	Wash hands	2		
52	Raise side rails	1		
53	Lower bed to lowest position	1		
54	Position client comfortable	1		
55	Place call light within reach	1		
56	Chart significant information Pre & Post Resp status	10		
	TOTAL	100		

INSTRUCTOR _____