

Procedure Checklists for Craven and Hirnle's Fundamentals of Nursing: Human Health and Function, 6th edition

Name \_\_\_\_\_ Date \_\_\_\_\_

Unit \_\_\_\_\_ Position \_\_\_\_\_

Instructor/Evaluator: \_\_\_\_\_ Position \_\_\_\_\_

			<b>Providing Tracheostomy Care</b>	
Excellent	Satisfactory	Needs Practice	<b>Goal:</b> To maintain airway patency by removing mucus and encrusted secretions; to promote cleanliness and prevent infection and skin breakdown at stoma site.	<b>Comments</b>
_____	_____	_____	<ol style="list-style-type: none"> <li>1. Verify the physician order and identify the client.</li> <li>2. Wash your hands and don gloves.</li> <li>3. Explain procedure to client. Place the client in semi- to high Fowler's position.</li> <li>4. Suction tracheostomy tube. Before discarding gloves, remove soiled tracheostomy dressing and discard with catheter inside glove. <i>Note:</i> Follow Procedure 36-8, Suctioning Secretions From Airways. When suctioning through a tracheostomy tube, insert catheter about 10 to 12 cm (in an adult).</li> <li>5. Replace oxygen or humidification source and encourage client to deep-breathe as you prepare sterile supplies. Do not snap in place.</li> <li>6. Open sterile tracheostomy kit. Pour normal saline into one basin, hydrogen peroxide into the second. Don Sterile gloves. Open several sterile cotton-tipped applicators and one sterile precut tracheostomy dressing and place on sterile field. If kit does not contain tracheostomy ties, cut two 15-inch pieces of twill tape and set aside.</li> <li>7. Remove oxygen source. The hand that touches the oxygen source is no longer sterile. <i>Note:</i> For tracheostomy tube with inner cannula, complete Steps 7 to 25. For tracheostomy tube without inner cannula or plugged with a button, complete Steps 14 to 25.</li> <li>8. Unlock inner cannula by turning counterclockwise. Remove inner cannula.</li> <li>9. Place inner cannula in basin with hydrogen peroxide.</li> <li>10. Replace oxygen source over or near outer cannula.</li> <li>11. Clean lumen and sides of inner cannula using pipe cleaners or sterile brush.</li> <li>12. Rinse inner cannula thoroughly by agitating in normal saline for several seconds.</li> <li>13. Remove oxygen source and replace inner cannula into outer cannula. "Lock" by turning clockwise until the two blue dots align. Replace oxygen or humidity source.</li> <li>14. Remove tracheostomy dressing from under faceplate.</li> </ol>	
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## Providing Tracheostomy Care (*Continued*)

Excellent	Satisfactory	Needs Practice		Comments
_____	_____	_____	<p><b>Goal:</b> To maintain airway patency by removing mucus and encrusted secretions; to promote cleanliness and prevent infection and skin breakdown at stoma site.</p>	
_____	_____	_____	15. Clean stoma under faceplate with circular motion using hydrogen peroxide-soaked cotton applicators. Clean dried secretions from all exposed outer cannula surfaces.	
_____	_____	_____	16. Remove foaming secretions using normal saline-soaked, cotton-tipped applicators.	
_____	_____	_____	17. Pat moist surfaces dry with 4" × 4" gauze.	
_____	_____	_____	18. Place dry, sterile, precut tracheostomy dressing around tracheostomy stoma and under faceplate. Do not use cut 4" × 4" gauze.	
_____	_____	_____	19. If tracheostomy ties are to be changed, have an assistant don a sterile glove and hold the tracheostomy tube in place.	
_____	_____	_____	<p><b>For Tracheostomy Ties, Follow Steps 20-24</b></p>	
_____	_____	_____	20. Cut a 12-inch slit approximately 1 inch from one end of both clean tracheostomy ties. This is easily done by folding back on itself 1 inch of the tie and cutting a small slit in the middle.	
_____	_____	_____	21. Remove and discard soiled tracheostomy ties.	
_____	_____	_____	22. Thread end of tie through cut slit in tie. Pull tight.	
_____	_____	_____	23. Repeat Step 21 with the second tie.	
_____	_____	_____	24. Bring both ties together at one side of the client's neck. Assess that ties are only tight enough to allow one finger between tie and neck. Use two square knots to secure the ties. Trim excess tie length. <i>Note:</i> Assess tautness of tracheostomy ties frequently in clients whose neck may swell from trauma or surgery.	
_____	_____	_____	<p><b>For Tracheostomy Collar, Follow Steps 25-27.</b></p>	
_____	_____	_____	25. While an assisting nurse holds the faceplate, gently pull the Velcro tab and remove the collar on one side. Insert the new collar into the opening on the faceplate and secure the Velcro tab.	
_____	_____	_____	26. Hold faceplate in place as the assisting nurse repeats step on the second side.	
_____	_____	_____	27. Remove the old collar and ensure that the new collar is securely in place.	
_____	_____	_____	28. Remove gloves and discard disposable equipment. Label with date and time, and store reusable supplies.	
_____	_____	_____	29. Assist client to comfortable position and offer oral hygiene.	
_____	_____	_____	30. Wash your hands.	