

Clinical Procedure Competency Document

Tracheostomy Care: Suctioning of a Tracheostomy Core Competency (CSN)

Name

Date

Expiry Date

PRACTICAL DEMONSTRATION OF REQUIRED SKILLS AND KNOWLEDGE	LEVEL REACHED				
	1	2	3	4	5
Prepare all appropriate equipment prior to commencing procedure					
Check the CYP's Care Plan for specifics related to the management of their tracheostomy					
Prepare the CYP (Patient specific), explain procedure and gain consent					
Decontaminate hands (adhering to IPC policy)					
Ensure environment is clean and prepared for procedure <i>*this is a clean procedure*</i>					
Ensure the following is readily available in case of an emergency: - Oxygen supply, mask & tubing - Bedside tracheostomy box - Additional staff member (if required)					
Position the patient in a semi-recumbent position with their neck slightly extended					
Decontaminate hands and don PPE as per IPC policy					
Turn on the suction and ensure the pressure is set to an appropriate level					
Select the correct size of catheter					
Keeping the suction catheter in the sterile pack, open the end and attach it onto the suction tubing. The catheter should only be removed from the packaging when ready to suction					
Apply an additional clean disposable glove to the dominant hand					
Remove oxygen therapy (if required)					
Suctioning Shallow suctioning • Remove the catheter from the pack and introduce it into the tracheostomy tube • Ask the patient to cough, then apply suction as the secretions meet the catheter • Suction is created by placing the thumb over the suction point					
Suctioning Deep suctioning • Introduce the catheter to the length indicated in the CYP's care plan • If resistance is felt withdraw the catheter 1-2cms before applying suction and slowly withdraw the catheter out					
It is important not to suction a patient for > 10 seconds. What are the risks of excessive suctioning					
Wrap the catheter around the dominant hand and pull the additional glove back over the soiled catheter. Discard immediately into the clinical waste					
Repeat the procedure until the airway is clear. CYP should be allowed sufficient time to recover in between each suction					
Clear the suction tubing of secretions by flushing the tubing with cool boiled water					
Remove PPE and dispose of it the clinical waste. Cleanse hands with soap and water					
Demonstrate and understand cleaning and charging of equipment					
Demonstrate the importance of accurate and appropriate record keeping.					
Ensure CYP is comfortable and clear away equipment					
If CYP develops any signs of distress whilst or immediately after suction. - Inform a senior member of staff - Document everything					

Clinical Procedure – Core Competency

Competency Sign Off Sheet – Tracheostomy Suctioning

CLINICAL SUPPORT WORKER

I _____ confirm that I have received theoretical learning, practical instruction and guidance in the above procedure. I confirm that I am in agreement that I be deemed competent following the assessment which I have just undertaken. I understand the scope of this competency and my duties in relation to this competency. I will not carry out any procedures which contradict the teaching I have received or that have not been covered in this training.

I will accept the responsibility for my own learning and seek out further training or practical sessions if I have any concerns related to my competency. I also understand that the aforementioned competency has an expiry date (identified on pg. 1) and I will seek to start the process of renewal at least 4 weeks before confirmed expiry date. I understand that if I allow my competency to lapse, I will not be licenced to perform this competency and will be expected to revalidate.

STAFF NAME (PRINT)		DESIGNATION	
SIGNATURE		DATE	

TRACHEOSTOMY TEAM MEMBER

As a Tracheostomy team member I can confirm that the above named individual (the carer) documented above is competent to carry out the procedure detailed overleaf.

ASSESSOR NAME (PRINT)		DESIGNATION		NMC PIN	
SIGNATURE		DATE			