

Clinical Procedure Competency Document

Tracheostomy management: Dressing, tube ties/tapes change Core Competency

Name

Date

Expiry Date

PRACTICAL DEMONSTRATION OF REQUIRED SKILLS AND KNOWLEDGE	LEVEL REACHED				
	1	2	3	4	5
Prepare all appropriate equipment is present prior to commencing procedure					
Prepare the CYP (Patient specific), explain procedure and gain consent					
Ensure the appropriate staff are present					
Decontaminate hands (adhering to IPC policy) and apply PPE					
Ensure environment is clean and prepared for procedure					
Ensure privacy and dignity of CYP is maintained					
Position the CYP into a semi-recumbent position with the neck slightly extended					
Prepare the dressing trolley/tray for the procedure. Open sterile procedure pack and open the tracheostomy dressing and tapes/ties on to the sterile sheet. Pour the cleaning solution over the gauze					
Cleanse hands with an alcohol-based hand rub and don appropriate PPE including eye protection					
The first carer will hold the tracheostomy tube while the second carer removes the old tracheostomy tubes/ties					
The first carer will hold onto the tracheostomy tube while the second carer removes the soiled dressing (if present) from around the tube and dispose of it directly in the clinical waste					
The second carer cleanses around the stoma using gauze and allows it to air dry					
The second carer will apply barrier cream if required (refer to the CYP Care Plan)					
The second carer applies a new tracheostomy dressing (if applicable)					
The second carer reapplies or replaces the tracheostomy tapes/ties, checking that one or two fingers can be placed between the tapes and the neck once the tapes/ties are secure					
Ask the CYP, if appropriate, whether the tracheostomy dressing and tapes/ties are comfortable					
Remove all PPE and dispose of them in the clinical waste. Cleanse hands with soap and water					
Carer to demonstrate knowledge and understanding of emergency procedure - Knowledge of emergency equipment - Carer can explain potential hazards to a tracheostomy and respond appropriately. - Demonstrate emergency tube change procedure - Understand use of smaller tube - Calling for help, using emergency buzzer and emergency contact for CYP - Understand documentation					
If CYP develops any signs of distress whilst or immediately after intervention. - Inform a senior member of staff - Document everything					

Clinical Procedure – Core Competency

Competency Sign Off Sheet – Dressing, tube ties/tapes change

REGISTERED STAFF NURSE

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			