

Tracheostomy Training Programme Ward Staff

	Date(s) completed
Tracheostomy study attended	
Placement on HDU/ENT - dates attended	
Initial competencies achieved – within a month from placement on HDU/ENT	

Competency assessment

Must be undertaken within a month of placement in HDU, the appropriate time to be assessed will depend upon your previous level of experience, you should be able to discuss all the underpinning knowledge stated below and apply to your practice and complete all 13 competencies

UNDERPINNING KNOWLEDGE
Anatomy and physiology of the respiratory system Indications for tracheostomy formation Different techniques to form a tracheostomy Humidification methods Common complications
<u>Equipment</u> Suction equipment Safety equipment Tracheostomy tubes – different types used Dressings Securing ties Cuff pressure monitor Tracheal dilators Fibreoptic laryngoscope Water's circuit
<u>Abnormalities / complications</u> Blockage Displacement Infection Haemorrhage Cuff failure Pneumothorax Tracheal stenosis/ulceration Oesophageal erosion Laryngeal nerve damage

TRACHEOSTOMY CARE

COMPETENCY STATEMENT

Demonstrates safe practice for patient requiring a tracheostomy and dealing with tracheostomy emergencies

Key Skills	Evidence	Date Achieved	Assessed by
1. Demonstrates an understanding of the anatomy and physiology of the respiratory system			
2. Describes indications for tracheostomy			
3. Demonstrates and discuss choice of tube			
4. Demonstrates the ability to assist with insertion and can discuss potential complications			
5. Demonstrates the ability to assist with decannulation and can discuss potential complications			
6. Demonstrates the ability to perform tracheal suctioning			
7. Demonstrates and can discuss the nursing care for a patient with a tracheostomy tube			

Key Skills	Evidence	Date Achieved	Assessed by
8. Demonstrates the ability to perform an accurate respiratory assessment with reference to specific tracheostomy checks			
9. Discuss the 'RED FLAG' indicators that represent tracheostomy problems			
10. Discuss and demonstrate the use of the emergency equipment needed for a tracheostomy emergency			
11. Demonstrates the emergency algorithm for tracheostomy patients			
12. Demonstrates the emergency algorithm for laryngectomy patients			
13. Demonstrates correct documentation and reporting as necessary			

Adapted with permission from
Central Manchester NHS Foundation Trust Tracheostomy Guidelines 2012.