



COMPETENCY STATEMENT

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

Key Skills	Assessment Criteria
1. Demonstrates an understanding of the anatomy and physiology of the respiratory system	A. Identify the main structures of the respiratory system B. Discuss the position of these structures in relation to their function C. Discuss the mechanics of respiration D. Discuss the process of oxygen delivery
2. Describes indications for tracheostomy	A. Identify reasons for the insertion of a tracheostomy tube B. Discuss the benefits to the patient C. Discuss the different techniques used for tracheostomy insertion D. Describe the investigations that are required prior to insertion
3. Demonstrates and discuss choice of tube	A. Identify the different tubes available and the reason for the choice of tube B. Discuss the principles of cuff safety
4. Demonstrates the ability to assist with insertion and can discuss potential complications	A. Preparation and explanation to the patient as required B. Discuss issue of consent C. Assemble the correct equipment and perform safety checks prior to procedure D. Assist medical as indicated E. Ensure chest x- ray is ordered and reviewed post insertion F. Discuss possible complications following this procedure e.g pneumothorax, bleeding, tube inserted incorrectly

Key Skills	Assessment Criteria
5. Demonstrates the ability to assist with decannulation and can discuss potential complications	<ul style="list-style-type: none"> A. Can state the standards for decannulation B. Assemble the correct equipment for decannulation C. Identifies personnel required to assist/support during the procedure D. Demonstrates the procedure safely and correctly E. Discuss possible complications following this procedure e.g ineffective cough, aspiration, exhaustion
6. Demonstrates the ability to perform tracheal suctioning	<ul style="list-style-type: none"> A. Identify the need for suction B. Assemble the correct equipment - including correct size catheters C. Demonstrate and understand the need for aseptic technique through out D. Explain the procedure to the patient E. Discuss complications and interventions to reduce risk F. Demonstrate good suction technique G. Evaluate effectiveness of suctioning H. Demonstrate correct documentation and reporting as necessary
7. Demonstrates and discuss the nursing care for a patient with a tracheostomy tube	<ul style="list-style-type: none"> A. Discuss the importance of humidification B. Demonstrate the ability to care for tracheostomy tube, including cleaning of inner tube C. Discuss the care of the stoma, including appropriate selection of dressings and tapes D. Patient positioning and comfort E. Discuss issues with communication F. Discuss the role of speech therapy in assessing the swallow reflex
8. Demonstrates the ability to perform an accurate respiratory assessment with reference to specific tracheostomy checks	<ul style="list-style-type: none"> A. Describe the routine respiratory observations and their significance in patient assessment B. Discuss how these observations alter in respiratory failure C. Discuss normal blood gas values and how they alter in respiratory failure D. Assess the effectiveness of respiratory support E. Demonstrates and understands the measurement of cuff pressures F. Demonstrates and understands the use of end tidal CO2 monitoring

Key Skills	Assessment Criteria
9. Discuss the 'RED FLAG' indicators that represent tracheostomy problems	A. Discuss red flag indicators that represent tracheostomy problems e.g inability to pass suction catheter, vocalising with cuff up, added sounds, Increasing respiratory distress
10. Discuss and demonstrate the use of the emergency equipment needed for a tracheostomy emergency	A. Assemble the equipment required at the bed side and describe the use B. Discuss where the emergency equipment and fibre-optic scope are located C. Discuss their role in an emergency situation D. Demonstrates understanding of the use of all equipment
11. Demonstrate the emergency algorithm for tracheostomy patients	A. Able to discuss the algorithm B. Understands the importance of each step C. Demonstrates the need to get help immediately D. Demonstrate the algorithm in a scenario
12. Demonstrate the emergency algorithm for laryngectomy patients	A. Able to discuss the algorithm B. Understands the importance of each step C. Demonstrates the need to get help immediately D. Demonstrate the algorithm in a scenario
13. Demonstrates correct documentation and reporting as necessary	A. Refer to local policy or guidelines B. Use of observation charts C. Use of nursing documentation D. Use of bed head signs E. Clear legible timely documentation

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