

ICU Percutaneous Tracheostomy Insertion Checklist

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Equipment

Bedside airway kit

Video & Direct Laryngoscopes
Tracheal tubes x 2
Supraglottic airway device(s)
Suction, Facemask, Adjuncts
Bougie, Bag-valve-mask

Bedside bronchoscopic kit

Bronchoscope adapter / port
Monitor visible to all

Bedside tracheostomy kit

Percutaneous insertion kit
Limited surgical kit
Sutures & dressings
Tube selection

Available equipment & staff

Advanced airway & FONA
Surgeon (who, how to call)
Diathermy, light, haemostasis

Drugs & IV access

Local Anaes +/- adrenaline
Sedation / analgesia / paralysis
Emergency drugs available

Monitoring

End-tidal CO₂
BP / IABP, ECG, SpO₂ with sound
Timer visible

Airway / Anaesthesia Prepare the patient

Positioning

Elevate shoulders
Extend neck
Support head

Ultrasound neck

Identify trachea, vessels, depth

Feeding

Stop / aspirate enteral feed

Ventilation

100% Oxygen
Adjust settings and alarms
Consider: VCV, increase P insp, 1:1

Haemodynamics

Agree upper & lower BP limits
Agree who will monitor
Agree actions if BP high/low

Check

Clotting result
Anticoagulants & Antiplatelet Rx
Consent completed appropriately
Relatives aware

Staff Prepare the team

Introductions & roles

Team leader

Ideally not operator
Situational awareness:
Vital signs monitor
Directs staff
Notes the time

Airway operator

Airway assistant

Tracheostomy operator

Runner

Additional staff

Second tracheostomy operator
Second airway operator
Tracheostomy surgeon

Ensure contact methods are clear

Emergency Plan Prepare for difficulty

Known / anticipated difficult airway

Verbalise airway plan

Re-position or replace tracheal tube
VL or DL
Hyperinflate cuff and secure tube
Verbalise re-intubation plan
Verbalise failed re-intubation plan
Plan B/C
Plan D FONA / tracheostomy
Tracheal tube insertion may require
digital guidance via the stoma
following tracheotomy

Verbalise tracheostomy plan

Key steps
Bronchoscopic / ETCO₂ confirmation
Suction prior to first ventilation

Verbalise failed tracheostomy plan

How many attempts
When / who to call for help
Plan for bleeding
Plan for failure to insert trachy tube

B@EASE

ICU Percutaneous Tracheostomy Documentation

Complete the sections on both sides. Each checklist statement requires a Yes, No, Not Applicable, or Discussion within the team

Sign In

Patient details (check ID)

Name:

Hospital number:

Date & Time:

Indication for tracheostomy

Baseline:

FI O2

PEEP

P insp

Tidal Volume

Check allergies:

Local anaesthetic

Cleaning (Iodine / chlorhexidine)

Time Out

Complete B@EASE checklist
overleaf

Team leader

Tracheostomy operator

Airway operator

Responsible clinician name / sign

Sign Out

Return patient to standard post-procedural position
Describe tracheostomy tube tip position

Distance from carina

Adjustable flange (if applicable)

Orientation

Describe any complications

Securing the tube: Ties Sutures (with removal plan)

Inner cannula inserted	<input type="checkbox"/>	Thromboprophylaxis or	<input type="checkbox"/>
Cuff pressure checked	<input type="checkbox"/>	Anticoagulation plan	<input type="checkbox"/>
Review vent settings	<input type="checkbox"/>	Bedhead sign complete	<input type="checkbox"/>
Sedation plan	<input type="checkbox"/>	Chest X-Ray? Add notes	<input type="checkbox"/>

Notes