

## Tracheostomy clinical competencies

Name:	Role:
Base:	Date initial training completed:

### Competency Statement:

The participant demonstrates clinical knowledge and skill in tracheostomy care without assistance and/or direct supervision (level 3 - see level descriptors). Assessment in practice must be by a Registered Nurse who can demonstrate competence at level 4 or above.

Performance Criteria	Assessment Method	Level achieved	Date	Assessor/self assessed
<b>The Participant will be able to:</b>				
<b>1. Demonstrate the knowledge and skill in meeting patient's respiratory care needs</b>				
a) Demonstrate a good understanding of anatomy and physiology related to the upper respiratory tract	Questioning			
b) Discuss the following complications in relation to the anatomical and physiological changes in patients with tracheostomy.  i) Reduced airway temperature and humidity ii) Increased risk of atelectasis and chest infection iii) Reduced respiratory effort iv) Difficulties with speech v) Difficulties with swallowing vi) Possible reduction in cough reflex vii) Reduced sense of smell and taste	Questioning			
c) Give a clear definition of a tracheostomy and the difference between this and other neck breathers e.g. laryngectomy	Questioning			
d) Demonstrate knowledge and understanding of indications for tracheostomy	Questioning			
e) Discuss the difference between Percutaneous and Surgical formed tracheostomy	Questioning			
f) Discuss the advantages and disadvantages of these in relation to tube changing and stoma care issues	Questioning			
g) Explain why a Mini-Trach Tube does not need the same care as other tracheostomy tubes with regards to humidification	Questioning			
h) List complications that occur as a result of tracheostomy, giving rationale	Questioning			

Performance Criteria	Assessment Method	Level achieved	Date	Assessor/self assessed
i) Provide individual patient/client care to reduce or prevent complications occurring	Questioning / observation			
j) Demonstrate a good understanding of and can outline advantages/disadvantages of single lumen and Double lumen tubes	Questioning			
k) Discuss the purpose of a Fenestration and situations in which they should not be use	Questioning			
<b>2. Demonstrate practical knowledge and skill in tracheostomy care</b>				
a) Demonstrate safe inner tube removal and replacement	Observation			
b) Demonstrate effective cleaning of the inner tube.	Observation			
c) Discuss the rationale for tube changing and has an understanding of maximum recommended time for a tube to be left in situ	Questioning			
d) Demonstrate a good working knowledge of all equipment that may be needed in tube changes e.g. Tracheal dilators, Tracheostomy tubes/holders/tapes, Cuff manometer (Only for cuffed tubes)	Observation			
e) Demonstrate ability to identify potentially difficult tube changes and liaise as required with other members of the MDT	Questioning			
f) Demonstrate effective tube changing technique	Observation			
g) Demonstrate effective securing of the tracheostomy tube	Observation			
h) Record all relevant details of tube change in Patients/Clients notes.	Observation			
i) Demonstrate an understanding of Strategies that can be used in difficult tube changes	Questioning			
j) Demonstrate the ability to teach and give rationale to Patients/Clients with regards to the above	Observation / questioning			
<b>3. Demonstrate practical knowledge and skill in humidification</b>				
a) Demonstrates an in-depth knowledge and understanding of the need for humidification	Questioning			
b) Demonstrate the ability to recognize when humidification is inadequate and take appropriate action	Observation			
c) Demonstrate accurate documentation in patient/clients notes to ensure continuity of care with	Observation			

Performance Criteria	Assessment Method	Level achieved	Date	Assessor/self assessed
regards to humidification needs				
d) Practitioner demonstrates an ability to teach and give rationale to patients/clients with regards to the following:  i) Care/Storage/Cleaning of all humidification equipment  ii) Factors that effect Humidity requirements  iii) Use of Humidification aids (HME) and appropriate use	Observation			
e) Demonstrate accurate documentation in patient/clients notes to ensure continuity of care with regards to humidification needs	Observation			
<b>4. Demonstrate practical knowledge and skill in suctioning</b>				
a) Demonstrate knowledge of the complications associated with tracheal suction	Questioning			
b) Discuss ways in which patients can be helped to expectorate without the use of suction	Questioning			
c) Demonstrate ability to liaise appropriately with other members of the MDT as required	Observation			
d) Demonstrate research based safe and effective suction technique including the following:  i) Ability to select the correct size suction catheter, giving rationale  ii) Use of correct inner tube in tracheostomy, giving rationale  iii) Demonstrates correct suction technique and suction pressure  iv) Care/Storage/Cleaning of Suction equipment  v) Ability to teach Clients/Patients/Carers all of the above	Observation			
<b>5. Demonstrate practical knowledge and skill in care of the stoma</b>				
a) Demonstrate an understanding of the effects of a tracheostomy on the surrounding skin and has an awareness of the complications that can occur	Questioning			
b) Perform skin care and change dressings appropriately using research based practice	Observation			

Performance Criteria	Assessment Method	Level achieved	Date	Assessor/self assessed
c) Demonstrate a good working knowledge of any dressings/creams used	Observation			
<b>6. Demonstrate practical knowledge and skill in meeting the patient's communication needs</b>				
a) Demonstrate a detailed knowledge of speech aids and their appropriate use including risks and contraindications.	Questioning			
b) Demonstrate an ability to identify when patients/clients are producing speech as a result of tube occlusion and can take immediate appropriate action	Questioning			
<b>7. Demonstrate practical knowledge and skill in managing resuscitation and risk</b>				
a) Demonstrate knowledge of resuscitation on a tracheostomy patient or other neck breathers (Laryngectomy), outlining the differences from non tracheostomy patient.	Questioning			
b) Demonstrate an understanding of tube management during resuscitation (cuffed tube)	Questioning			
c) Demonstrate and clearly explain to patients/clients the need for caution when bathing etc	Questioning			

Source: SUHT

Date all elements of Competency Tool completed to level 3 \_\_\_\_\_

Name \_\_\_\_\_ Signature \_\_\_\_\_ Status \_\_\_\_\_ Date \_\_\_\_\_

I confirm that I have assessed the above named Registered Nurse and can verify that he/she demonstrates competency in tracheostomy care

Assessor \_\_\_\_\_ Signature \_\_\_\_\_ Status \_\_\_\_\_ Date \_\_\_\_\_

Review Dates:	Competent Yes / No	Registered Nurse Signature	Verifier signature	Comments